



AGENDA

STAFF PRESENTATIONS

PUBLIC COMMENT

SHORELINE CITY COUNCIL VIRTUAL/ELECTRONIC REGULAR MEETING

Monday, January 25, 2021
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		
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up 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.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20

- (a) Approval of Minutes of Regular Meeting of January 4, 2021 7a-1
- (b) Approval of Expenses and Payroll as of January 8, 2021 in the Amount of \$3,772,293.21 7b-1
- (c) Adoption of Ordinance No. 914 - Amending Shoreline Municipal Code Chapter 15.05 Construction and Building Code 7c-1
- (d) Authorize the City Manager to Execute the Interlocal Agreement for Governmental Jurisdictions within the Lake Ballinger/McAleer Creek Watershed 7d-1
- (e) Authorize the City Manager to Enter into a Grant Agreement with King County Best Starts for Kids Youth Development for \$112,113 for Youth Outreach Leadership and Opportunities 7e-1
- (f) Authorize the City Manager to Execute a Contract with the Center for Human Services in the Amount of \$104,400 for the Youth Outreach Leadership and Opportunities Program 7f-1

8. ACTION ITEMS

- (a) Action on Ordinance No. 910 - Amending Shoreline Municipal Code Chapter 8.12 to Expressly Prohibit Waterfowl Feeding in City Park Facilities 8a-1 7:20
- (b) Action on Ordinance No. 918 - Authorizing the Placement of a Ballot Measure on the April 2021 Special Election Ballot to Authorize a Property Tax Bond Measure for Priority Park Improvements and Park Land Acquisition 8b-1 7:40

9. STUDY ITEMS

- (a) Discussion on the King County Climate Action Toolkit 9a-1 8:10
- (b) Discussion on Ordinance No. 919 – Amending Title 2 of the Shoreline Municipal Code to Create a New Chapter 2.70, Compensation and Salary Commission, to Establish a Salary Commission for Elected Officials 9b-1 8:40

10. ADJOURNMENT

9:10

Any person requiring a disability accommodation should contact the City Clerk's Office at 206-801-2230 in advance for more information. For TTY service, call 206-546-0457. For up-to-date information on future agendas, call 206-801-2230 or visit the City's website at shorelinewa.gov/councilmeetings. Council meetings are shown on the City's website at the above link and on Comcast Cable Services Channel 21 and Zply Fiber 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.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, January 4, 2021
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

Debbie Tarry, City Manager, provided an update on COVID-19 and reported on various City meetings, projects and events.

4. COUNCIL REPORTS

Mayor Hall said most of Council's Committee appointments for 2020 will be carried forward into 2021, with the one change being an exchange of responsibilities with the appointment of Councilmember McGlashan as the Shoreline member/designee to the SeaShore Transportation Forum and Councilmember McConnell as the alternate.

Mayor Hall noted that some Parks, Recreation, Cultural Services/Tree Board terms are coming to an end in the Spring, and that three Councilmembers will be needed on the subcommittee to select new members.

5. PUBLIC COMMENT

Jackie Kurlle, Shoreline resident, asked the Council to consider the safety related needs that may be associated with the Enhanced Shelter and suggested frequent monitoring to avoid problems.

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

- (a) Approving Minutes of Special Meeting of November 18, 2020
Approving Minutes of Regular Meeting of December 7, 2020**
- (b) Authorizing the City Manager to Enter Into a Two-Year Contract with Sound Generations for 2021 and 2022 in the Amount of \$191,416 to Provide Programs to Support Health and Social Services at the Shoreline-Lake Forest Park Senior Center**
- (c) Authorizing the City Manager to Enter Into a Two-Year Contract with the Shoreline Historical Museum for 2021 and 2022 in the Amount of \$120,000 for Programs to Support Education and Understanding of the History of Shoreline**
- (d) Authorizing the City Manager to Enter Into a Two-Year Contract with the Shoreline-Lake Forest Park Arts Council for 2021 and 2022 in the Amount of \$120,000 to Provide Educational, Arts and Cultural Services**
- (e) Authorizing the City Manager to Execute a Two-Year Lease Agreement with the State of Washington Department of Social and Health Services to Continue Operating the Two-Acre Off-Leash Dog Area at the Fircrest Campus Located at 1750 NE 150th Street**
- (f) Authorizing the City Manager to Approve an Amendment to the Interlocal Agreement with King County for Conservation Futures Tax Funding**

8. STUDY ITEMS

- (a) Discussing the Light Rail Station Subareas Parking Study 2020 Update

Kendra Dedinsky, Traffic Engineer, delivered the staff presentation. Ms. Dedinsky said the Subareas Parking Study is intended to help prepare for increased parking demand on City streets as a result of the Light Rail Stations and redevelopment within the subareas. She reviewed the topics covered in the first study and listed the areas of focus in this update as well as future plans for data collection.

Ms. Dedinsky reported that the upward trend of parking citations continued in 2019 and said that while the 2020 data is incomplete, she predicts a decrease in citations as a result of the changes in traffic associated with the COVID-19 pandemic. She reviewed parking sign installation statistics for 2019 and 2020, elaborated on the on-street parking utilization goals and data in both subareas, and noted the data was collected prior to COVID-19 impacts in 2020. Ms. Dedinsky displayed a graph of parking demand projections and reviewed the staff progress since the last study and listed the near-, mid- and long-term recommendations as follows:

Near-Term (2021-2015):

- Continue parking data collection and work with Sound Transit on mitigation
- Fund a position dedicated to parking management and enforcement
- Consider updating Transportation Master Plan policies around parking specific to land use context
- Group subarea parking utilization reporting into smaller analysis zones to more nimbly address high-demand zones

Mid-Term (2026-2031):

- Evaluate need for Special Use zones
- Establish basic real time parking information technology
- Perform feasibility analysis of metered parking in key locations

Long-Term (2032 and beyond)

- Implement metered parking in key locations
- Expand real time parking information and technology
- Continue to build upon and refine existing parking management strategies and resources

Councilmember Roberts confirmed that the study's data was collected over multiple days and time periods and asked for observations on street parking utilization in the 185th Street subarea. Ms. Dedinsky said the bigger impact is near the larger-scale apartment buildings, and while it is too soon to see the results of the larger townhouse redevelopment, eventually the data will allow correlations to be made between the redevelopment traffic and the commuter generated traffic.

Councilmember Chang asked if data is being collected that will provide information to help inform future decisions on reducing parking requirements. Ms. Dedinsky said several departments in the City are working together to evaluate this and the study's parking utilization data will inform the consideration of unbundling parking. She offered that increasing street parking may create negative impacts that right now the City does not have the resources to mitigate.

Deputy Mayor Scully recalled that the City bundled parking to solve an existing parking problem. He said that if the City seriously wants to talk about unbundling, he would want it to include a mechanism to make sure that one entity does not monopolize the available parking without discriminating against residents of multifamily buildings. Ms. Dedinsky agreed that the topic would have to be studied carefully. Mayor Hall added that he is inclined to support unbundling in the core of the Light Rail Station subareas, and commented that while managing spillover parking is important, requiring people to pay for a parking space when they choose not to have a car would create a disincentive for transit-oriented people.

Mayor Hall said he hopes the research will help avoid potential future problems.

(b) Discussing the Arterial Speed Limit Study

Kendra Dedinsky, Traffic Engineer, delivered the staff presentation, and introduced consultant Brian Chandler, the Director of Transportation Safety at DKS Associates. Ms. Dedinsky stated that while the goal is for a downward trend in accidents, fatal and serious injury collisions are on the rise in Shoreline and that speed is the most significant factor in pedestrian collision outcomes. She said Target Zero is the State strategic plan to reduce fatal and injury collisions and identifies context sensitive speed level setting as one strategy to do so. She described the corridor selection process for the 2020 study and displayed a list of the 35 MPH speed limit corridors studied. Ms. Dedinsky said new methods in speed limit setting practices are more considerate of the experience of all users, not just drivers. She described the new approaches to setting speeds and shared excerpts from WSDOT's draft policy recommendations. She said the National Cooperative Highway Research Program (NCHRP) recently published new guidance for the setting of speed limits, displayed a list of the variety of inputs included, and shared a snapshot of the NCHRP tool. Ms. Dedinsky said that based on the inputs, staff recommends a five MPH decrease in posted speed limits for all but one of the corridors studied. She noted that there are four 35 MPH corridors that have not been studied and shared recommended timing of review of the remaining corridors.

Ms. Dedinsky concluded that staff is seeking Council direction on whether to bring a proposed ordinance back for discussion and adoption in Quarter 1 of 2021 and if additional context would be helpful for Council consideration.

Councilmember Robertson said she is in favor of reducing speed limits and said she would support including the northern portion of 15th Avenue NE to the reduction list and asked if there was an obvious reason it was not included. Ms. Dedinsky said the northern section was analyzed and the result is that a reduction would not generate any change, but that she would relook at the data and report back. Mr. Chandler shared details on how the data was evaluated and agreed that some elements of measurement are qualitative and should be used as part of a decision matrix tool.

Deputy Mayor Scully reflected on the average speeds on Richmond Beach Road before and after rechannelization of the street and asked where the data is that shows that a speed limit change will work to reduce actual speeds. He said it would concern him to overregulate or create an inequitable 'gotcha' system. Ms. Dedinsky said actual operating speeds are taken into consideration in the roadway study and generally speeds come down when the speed limit is lowered, even if not all drivers' behaviors are changed. Mr. Chandler agreed that tweaking speeds does generate a bit of a change and should be treated as one of the tools in the toolbox. He elaborated on the inner workings of the tool and the factors considered, and shared statistics on the effects of the speed limit reduction on Richmond Beach Road. Councilmember Scully said he would like more data on how Seattle's speed limit reductions, without increased enforcement, have worked.

Councilmember Roberts confirmed that all of the variables included in the tool are important in different degrees. Ms. Dedinsky added that while comparisons of crash rates are useful information, a multifactorial comparison is best for analysis of any corridor. Councilmember Roberts said he supports looking at the other corridors and the northern portion of 15th Avenue Northeast since arterials should be consistent in speed as much as possible.

Councilmember McConnell said she supports the suggested changes and said good data is helpful in decision-making.

Mayor Hall recognized that lower travel speeds reduce collisions and fatalities and asked if setting a speed limit is supposed to be a balance between safety and mobility, where mobility and economy come into the decision making process. Ms. Dedinsky said that most delays are generated by traffic signals and traffic control devices, not by a speed reduction of 5 MPH. She added that in some cases when the speed is lowered in an urban environment it can have the effect of smoothing out some of the friction points. She said mobility and economy are not directly factored in to the tool itself, but that is where policy discussion comes into play in weighing the balance. Mr. Chandler said as a society we have accepted movement as a risk worth taking, but the tradeoffs between safety and mobility must be balanced. Mayor Hall agreed that there are both economic benefits to reducing crashes and economic benefits to mobility but observed that all of the inputs in the model have to do with traffic safety and crashes, and the economic impact has not been calculated. Mr. Chandler opined that while the tool does not consider the economic impacts, the change from 35 to 30 MPH would have a negligible, if any, effect, on the actual travel time and economic impact, but would reduce the number and severity of crashes. Ms. Dedinsky offered to work on examples trying to quantify some of the tradeoffs.

Deputy Mayor Scully confirmed that the only data provided in the report is safety data. Ms. Dedinsky said she is not aware of a tool or source that would help with the quantitative balancing act that needs to be done from a policy perspective, but staff would bring some quantifications for the next discussion. Mr. Chandler described the way in which the outputs are generated and how they dictate a suggested speed limit. He said current practice is to put more emphasis on speed limits on arterials to establish highest and best use of the roadway, so there is a different set of criteria than on highways. Deputy Mayor Scully said he supports the suggested changes, and clarified that his concern, as a policymaker, was that the report is one data point that must be weighed against other factors.

Councilmember Roberts said he appreciates that mobility is a big part of the model itself. He confirmed that operating speed of vehicles is the primary factor in the calculations and discussion on the ways to calculate the costs associated with collisions followed. He agreed that just posting a reduced speed limit may not change behaviors and other tools are needed to make a difference.

Councilmember Chang asked if there are many collisions at 35 MPH, or if they usually occur at higher speeds. Ms. Dedinsky said it is a bit of both and described the challenges in extracting useful data from the available reporting.

It was concluded that the majority of the Councilmembers would like to move forward with the staff suggestions, but Mayor Hall noted that he would support the reduction on Meridian and the North 175th corridors, but nowhere else. He commented that the reduction could create enforcement issues at a time when enforcement around distracted driving might need more focus.

(c) Discussion of Ordinance No. 914 - Amending Shoreline Municipal Code Chapter 15.05 Construction and Building Codes to Provide Amendments to the International Building Code, International Residential Code, and International Fire Code

Ray Allshouse, Building Official; and Derek LaFontaine, Fire Marshal, delivered the presentation. Mr. Allshouse explained the importance of each of the significant issues to be addressed by local amendments affecting mandatory residential fire sprinklers, emergency responder radio coverage, fire flow availability and private fire hydrants, and protection of fire lanes. He noted that there are only a few local amendments for all construction codes, the bulk of which are with the Fire code. He said the Energy Code, Mechanical Code, Fuel/Gas code, Plumbing code and the existing Building code do not have any local amendments.

Mr. Allshouse said based on tonight's discussion, next steps will include updating the Ordinance language to reflect Council guidance prior to returning to Council for potential adoption.

Councilmember Chang said the costs for residential fire sprinklers have come down and that it makes sense to require them for single family homes. She asked if the standards would apply to Accessory Dwelling Units (ADUs). She commented that she would prefer that the Master Builders Association (MBA) be given the opportunity to reply to the proposed amendments. Mr. Allshouse said the provisions being proposed for residential fire sprinklers would easily allow homeowners to build an ADU as an appendage to the existing building and not have to sprinkle it. He said the MBA has been given opportunities to have a representative call in to give input. Mr. LaFontaine said he feels they are at an impasse with the MBA and while he recognizes their concern with cost, systems have been made more affordable. Mr. Allshouse added that by adopting the provisions for new construction, the Fire Department may be able to lighten up on the requirements for additions and Mr. LaFontaine elaborated on the current requirements and potential adjustments under consideration.

Deputy Mayor Scully said it does not seem economically equitable to only require sprinkling in affordable housing. He said the safety features currently in place do not help the mobility impaired, and sprinklers would make a difference. With the economic factor not being a major impact, he does not see a downside other than a slight increase in housing costs.

Councilmember Roberts said based on the benefits they offer, there is good argument for requiring sprinklers in detached ADUs.

Councilmember Roberts asked for the rationale behind decreasing the distance in parking by fire hydrants and Mr. LaFontaine said he would follow up with details but gave an overview on access requirements.

Councilmember Roberts asked why the definition of a high rise was removed from the proposed code language and asked for staff to report back on the rationale between the conflict of provisions in Amendments 1 and 18 regarding commercial and residential fire sprinklers. Mr. Allshouse stated that 'high rise' is a defined term in the Building Code, and any use in the Fire Code should have a matching definition and that staff would confirm this in the upcoming staff report. He also explained the changes are to increase consistency and that if sprinklers become

mandatory for single and two family homes, a number of the existing exceptions will be adjusted or removed.

Councilmember Robertson confirmed that the new language on radios was provided by King County. Mr. LaFontaine shared the history and purpose of Emergency Radio Responder Systems and explained that these countywide changes are an attempt to lessen confusion around model language and confirmed that the technical amendments do not create any financial impact to commercial building owners.

Councilmember McGlashan expressed support for the Ordinance and said he is surprised that duplexes are not required to have fire sprinkler systems. He said he does not like adding costs to construction but said safety and property protection are important. Mr. Allshouse explained that the code requires sprinkling of buildings exceeding a total square footage of 4800 SF, so some smaller duplexes do not fall in this category.

Mayor Hall said he supports all of the amendments and said since fire sprinklers are required in all buildings other than detached single family houses, adding the requirement is not a problem for him. He said a fire sprinkler is a cheap way to save a life.

The Council agreed that Ordinance No. 914 should return as a Consent item.

9. ADJOURNMENT

At 9:03 p.m., Mayor Hall declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Expenses and Payroll as of January 8, 2021
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara S. Lane, Administrative Services Director

EXECUTIVE / COUNCIL SUMMARY

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

RECOMMENDATION

Motion: I move to approve Payroll and Claims in the amount of \$3,772,293.21 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
12/13/20-12/26/20	12/31/2020	94865-95056	17188-17194	81479-81483	\$882,482.90
					<u>\$882,482.90</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
1/4/2021	1171	\$15,088.16
		<u>\$15,088.16</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
12/29/2020	81381	81407	\$720,582.68
12/29/2020	81408	81413	\$34,825.26
12/29/2020	81414	81428	\$21,848.61
1/6/2021	81429	81442	\$287,233.74

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/6/2021	81443	81464	\$1,126,142.10
1/6/2021	81465	81478	\$684,089.76
			<u>\$2,874,722.15</u>

Approved By: City Manager **DT**

City Attorney **MK**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopting Ordinance No. 914 - Amending Shoreline Municipal Code Chapter 15.05 Construction and Building Codes to Provide Amendments to the International Building Code, International Residential Code, and International Fire Code
DEPARTMENT:	Planning & Community Development
PRESENTED BY:	Ray Allshouse, Building Official
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Under the current provisions of Shoreline Municipal Code (SMC) Chapter 15.05, the updated Washington State Building Code is effective in the City by reference upon approval by the Washington State Building Code Council (WASBCC) through their rulemaking authority. Therefore, no further action would be required by the City Council except to ensure that the City’s standing local amendments to the State Building Code do not conflict with the WASBCC current rulemaking results. However, the City has the option to further amend the State Building Code to accommodate select local preferences as allowed by applicable provisions of state law.

As Council is aware, the Shoreline Fire Department is seeking to expand fire sprinkler installation coverage to include all new single family and duplex projects constructed in the City as part of this update. This was discussed by the City Council on December 7, 2020. The remaining proposed local amendments are intended to maintain consistency of applicable Fire Code provisions among King County Zone One Fire Districts. Beyond this objective, staff is recommending a few other changes to the proposed Code. This was discussed by the City Council on January 4, 2021. Tonight, Council is scheduled to take action on proposed Ordinance No. 914, which would adopt the local amendments to the State Building Code as codified in SMC Chapter 15.05 - Construction and Building Code.

RESOURCE/FINANCIAL IMPACT:

The impact to City resources has already been accommodated in the previously approved budget.

RECOMMENDATION

Staff recommends that the City Council adopt proposed Ordinance No. 914.

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

BACKGROUND

Since incorporation, with a couple of exceptions, the Washington State Building Code has been regularly updated every three years to accommodate revisions to the national model construction and building codes that are developed and published by the International Code Council and the International Association of Plumbing and Mechanical Officials. State law established and tasks the Washington State Building Code Council (WASBCC) to maintain the State Building Code through the rulemaking process. The most recent update to the Washington State Building Code is scheduled to take effect on February 1, 2021.

Under the current provisions of Shoreline Municipal Code (SMC) Chapter 15.05, the updated Washington State Building Code is effective in the City by reference upon approval by the WASBCC. Therefore, no further action would be required by the City Council if no local Building Code amendments are proposed, except to ensure that the City's standing local amendments do not conflict with the WASBCC current rulemaking results. However, as the City has the option to further amend the State Building Code to accommodate select local preferences as allowed by applicable provisions of state law, the City sometimes takes advantage of this option to tailor the City's Construction and Building Code to meet the needs of the community.

The City's regulatory objective regarding its Construction and Building Code has historically been to keep local amendments to a minimum for the purpose of ensuring a competitive environment for private sector development. However, in this most recent Building Code update cycle, staff have found compelling reason to propose local amendments supported by the Shoreline Fire Department. This was further supported by local fire jurisdictions organized as King County Zone One¹, as these Zone One Fire Departments collaborated to develop similar local amendments to the Fire Code to attain consistent and efficient service delivery. King County has also undertaken a major multi-year mobile radio program upgrade that has significant implications on Emergency Responder Radio Coverage provisions of the Fire Code.

As Council is aware, the Shoreline Fire Department is seeking to expand fire sprinkler installation coverage to include all new single family and duplex projects constructed in the City as part of this update. This was discussed by the City Council on December 7, 2020. Council directed staff to include these sprinkler regulations in the proposed local amendments to the Construction and Building Code. The staff report for this December 7th Council discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport120720-9b.pdf>.

The remaining proposed amendments as well the fire sprinkler amendments, as presented in proposed Ordinance No. 914, were further discussed by the Council on January 4, 2021. The staff report for this discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport010421-8c.pdf>.

¹ Zone One Fire Departments include Shoreline, Northshore, Bothell, Woodinville, Redmond, Kirkland, Bellevue, Mercer Island and Eastside Fire and Rescue.

DISCUSSION

Proposed Ordinance No. 914 (Attachment A) includes local amendments for the Building (Exhibit A), Residential (Exhibit B) and Fire (Exhibit C) Codes as follows:

International Building Code (IBC) Amendments (SMC Section 15.05.030)

- **Work Exempt from Permit** - In practice, a permit has not been required for window replacement projects where structural modifications to accommodate changed openings are unnecessary and fire-escape window safety is not reduced, so a formal exemption has been added. Although a permit will not be required, compliance with minimum technical standards of the code remain applicable. Furthermore, all new windows sold in the State meet minimum technical standards.

International Residential Code Amendments (SMC Section 15.05.040)

- **Work Exempt from Permit** – Similar to the above exemption in the IBC. In practice, a permit has not been required for window replacement projects where structural modifications to accommodate changed openings are unnecessary and fire-escape window safety is not reduced, so a formal exemption is added.
- **Climatic and Geographical Design Criteria** - Snow Load provision is corrected to reflect proper design application at the “roof” versus the “ground”. This is the intended criteria of the State Structural Engineers Association.
- **Fire Sprinklers** - Adds requirement for automatic fire sprinklers in all new one- and two-family dwellings consistent with the mandate previously presented to Council.

International Fire Code Amendments (SMC Section 15.05.050)

- **Deleting Various Code Sections** - Various provisions are deleted where covered by the 2018 version model code update language. As part of the national code development process, it is not uncommon for local amended language to ultimately become part of subsequent model code updates. The old local amendments become redundant and can therefore be eliminated. The model code is also based on other national standards developed by organizations such as the National Fire Protection Association (NFPA) that are evolving as well.
- **Fire Sprinklers** - Expanded application of the Residential Code Fire Sprinkler requirement, as previously discussed with Council, is added and differentiated from commercial application requirements including additional discretionary language for residential additions and remodels. Previous residential exemptions are removed. This is necessary to implement the required sprinkler mandate since new construction also includes building additions which applied would otherwise result in partial sprinklered structures. Partial sprinklers are not completely effective and therefore neither recommended nor cost practical. The discretionary language establishes thresholds wherein the existing portions of the structure would also have to be retrofitted with sprinklers to resolve the discrepancy. Short of meeting these thresholds, the new construction will be exempted from the new requirement.

- **Fire Lane** - Fire Lane requirements are updated to current local standards and experience. Maintaining clear fire lanes is an ongoing challenge for the fire service and this implements more specific marking techniques that have evolved in practice.
- **Fire Flow** - Fire Flow requirements are updated to reflect a restructuring of these standards in the new IFC and the fact that previous residential exemptions no longer apply. All structures over 500 square feet must meet minimum fire flow availability requirements.
- **Private Fire Hydrants** - Private Fire Hydrant requirements are updated to help ensure that the many private hydrants in the City are properly maintained such that they can be counted upon when the need arises.
- **Emergency Radios** - Emergency Responder Radio Coverage provisions are rewritten to reflect new King County replacement mobile radio program requirements. These mobile radio standards are regulated at the County level for necessary consistency among multiple Fire Districts. Council asked about the specific reference and applicability to High Rise Buildings. To clarify, High Rise Buildings only include buildings where an occupied floor is more than 75 feet above the lowest level of fire department vehicle access. Although our Development Code does outright allow buildings of such height in MUR 70 Zones, and potentially in other commercial zones as a bonus, we have yet to see one actually proposed for construction to date.
- **Fire Sprinkler Water Requirements** - Fire sprinkler requirements are necessarily modified to accommodate water system fluctuations.

Following the January 4th Council discussion, Council directed that staff bring back proposed Ordinance No. 914 on tonight's consent agenda for potential adoption. Tonight, staff is recommending that Council adopt proposed Ordinance No. 914, which would adopt the local amendments to the State Building Code as codified in SMC Chapter 15.05 - Construction and Building Code.

RESOURCE/FINANCIAL IMPACT

The impact to City resources has already been accommodated in the previously approved budget.

RECOMMENDATION

Staff recommends that the City Council adopt proposed Ordinance No. 914.

ATTACHMENTS

- Attachment A - Proposed Ordinance No. 914
- Attachment A, Exhibit A - Amendments to the International Building Code Amendments (SMC 15.05.030)
- Attachment A, Exhibit B - Amendments to the International Residential Code Amendments (SMC 15.05.040)
- Attachment A, Exhibit C - Amendments to the International Fire Code Amendments (SMC 15.05.050)

ORDINANCE NO. 914

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING SECTIONS 15.05.030, 15.05.040 AND 15.05.050 OF THE SHORELINE MUNICIPAL CODE CHAPTER 15.05, CONSTRUCTION AND BUILDING CODES, TO PROVIDE AMENDMENTS TO THE INTERNATIONAL BUILDING CODE, INTERNATIONAL RESIDENTIAL CODE, AND INTERNATIONAL FIRE CODE CONSISTENT WITH THE 2018 WASHINGTON STATE AMENDMENTS.

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

WHEREAS, on November 8, 2019, the Washington State Building Code Council adopted the 2018 State Amendments to the International Building Code (“IBC”), International Residential Code (“IRC”), and the International Fire Code (“IFC”); these amendments are contained in Title 51 of the Washington Administrative Code (“WAC”); and

WHEREAS, these international codes provide model codes and standards used in the design, building, and compliance process for safe, sustainable, affordable, and resilient structures in order to ensure the public health, safety, and welfare; and

WHEREAS, the 2018 State Amendments were to become effective in July 2020, however, due to the COVID-19 pandemic, the Washington State Governor issued Proclamation 20-40, delaying the effective date until November 2020, and, on June 26, 2020, the Washington State Building Code Council voted in favor of an effective date of February 1, 2021; and

WHEREAS, Chapter 15.05 of the Shoreline Municipal Code (“SMC”) adopts all current building and construction codes for the City of Shoreline, including the IBC, SMC 15.05.030, the IRC, SMC 15.05.040, and the IFC, SMC 15.05.050, as amended by the State Building Code Council; and provides for local amendments adopted by the City Council, including those proposed by the Shoreline Fire Department and King County Zone One Fire Marshals; and

WHEREAS, the City has reviewed the 2018 State Amendments and determined that modifications to SMC 15.05.030, 15.05.040, and 15.05.050 are necessary to reflect these State Amendments and to provide for additional local amendments, including modifications agreed upon by the King County Zone One Fire Marshals, and done in consultation with the Shoreline Fire Department; and

WHEREAS, modifications to the SMC are needed to reflect the 2018 State Amendments and to ensure compliance with the technical standards for window replacements; ensure proper snow load design; to update fire lane, fire flow, and private fire hydrant standards; to ensure emergency radio coverage reflects King County program requirements; and to add a new requirement for automatic fire sprinklers in certain new residential dwelling units;

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

Section 1. Amendment. Shoreline Municipal Code Section 15.05.030, International Building Code amendments, is hereby amended as set forth in Exhibit A, which is attached hereto and incorporated herein.

Section 2. Amendment. Shoreline Municipal Code Section 15.05.040, International Residential Code amendments, is hereby amended as set forth in Exhibit B, which is attached hereto and incorporated herein.

Section 3. Amendment. Shoreline Municipal Code Section 15.05.050, International Fire Code amendments, is hereby amended as set forth in Exhibit C, which is attached hereto and incorporated herein.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this Ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 5. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

Section 6. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect at 12:01 am February 1, 2021. All permit applications received after the effective date are subject the 2018 State Amendments, as modified by local amendments.

PASSED BY THE CITY COUNCIL ON JANUARY 25, 2021.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Julie Ainsworth-Taylor
Assistant City Attorney on behalf of
Margaret King, City Attorney

Date of publication: , 2021
Effective date: , 2021

Ordinance No. 914
Exhibit A

NOTE: *Except as provided in this exhibit, no other provision of SMC 15.05.030, as it currently exists and last amended by Ordinance No. 641, is modified, amended, or otherwise changed.*

15.05.030 International Building Code amendments.

A. A NEW section is added to SMC 15.05.030(A), Section 105.2, Work exempt from permit, to read as follows:

4. Section 105.2(15) is added to read as follows:

15. Replacement of windows where there are no structural elements being revised and emergency escape and rescue openings are not reduced in size.

Ordinance No. 914
Exhibit B

NOTE: *Except as provided in this exhibit, no other provision of SMC 15.05.040, as it currently exists and was last amended by Ordinance No. 761, is modified, amended, or otherwise changed.*

15.05.040 International Residential Code amendments.

Amendment 1: A NEW section is added to SMC 15.05.040(A) Section R105.2, Work exempt from permit, to read as follows:

3. Section R105.2(12) is added to read as follows:

12. Replacement of windows where there are no structural elements being revised and emergency escape and rescue openings are not reduced in size.

Amendment 2: SMC 15.05.040(C) Table R301.2(1), Climatic and Geographical Design Criteria, is amended to read as follows:

Table R301.2(1)	
Climatic and Geographical Design Criteria	
Ground <u>Roof</u> Snow Load	25 lbs/sq ft
Wind Design	
Speed ^d	85 mph
Topographic effects ^k	No
Special Wind region ^l	No
Wind-borne debris zone ^m	No

Table R301.2(1)
Climatic and Geographical
Design Criteria

Seismic Design Category ^f	D2
Subject to damage from Weathering ^a	Moderate
Frost Line Depth ^b	12"
Termites ^c	Slight to Moderate
Decay	Slight to Moderate
Winter Design Temp ^e	27 degrees
Ice Shield Underlayment Required ^h	No
Flood Hazards ^g	o, n
Air Freeze Index ⁱ	113
Mean Annual Temp ^j	53 degrees

n. Date of ordinance adoption: March 4, 1997.

o. King County Flood Insurance Study date: November 6, 2010.

Amendment 3: A NEW section is added to SMC 15.05.040, Section 15.05.040(D) adopting Section R313.2 One – and two-family dwellings automatic fire sprinkler systems, and amending to read as follows:

D. Section R313.2 is adopted and amended as follows:

R313.2 One- and two-family dwellings automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings.

Exception: An automatic residential fire sprinkler system shall not be required for additions to existing buildings that are not already provided with an automatic residential sprinkler system unless otherwise required under IFC Section 102.5 as amended by SMC 15.05.050.

R313.2.1 Design and installation. *(no amendment to language)*

Amendment 4: A NEW section is added to SMC 15.05.040, Section 15.05.040(E) adopting Section P2904 Dwelling Unit Fire Sprinkler Systems, to read as follows:

E. Section P2904 Dwelling Unit Fire Sprinkler Systems is adopted.

**Ordinance No. 914
Exhibit C**

NOTE: Except as provided in this exhibit, no other provision of SMC 15.05.050, as it currently exists and was last modified by Ordinance No. 761, is modified, amended, or otherwise changed.

15.05.050 International Fire Code amendments.

Amendment 1: A NEW Section is added to SMC 15.05.050 adopting Section 102.5 Application of residential code, and amending to read as follows:

Section 102.5 is adopted and amended to read as follows:

102.5 Application of residential code. Where structures are designed and constructed in accordance with the International Residential Code, including, without exception, all new licensed adult family homes in existing structures, the provisions of this code shall apply.

102.5.1 Scope. Construction and design provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Where interior or exterior systems or devices are installed, construction permits required by Section 105.7 of this code shall apply.

102.5.2 (no amendment to language)

Exceptions:

1. Additions to existing structures of up to 500 square feet with a resulting total building area that does not exceed 6,200 square feet are not required to comply with fire apparatus access or water supply requirements.
2. Additions to existing structures greater than 500 square feet are not required to comply with fire apparatus access or water supply requirements, provided the addition to a structure is less than 25 percent of the existing total habitable area square footage and the resulting total building area does not exceed 6,200 square feet.
3. Additions to existing structures greater than 500 square feet are not required to comply with fire apparatus access or water supply requirements, provided the addition to a structure is 25 percent or greater but less than 50 percent of the existing total habitable area square footage, the resulting total building area does not exceed 6,200

square feet and interconnected carbon monoxide and smoke alarm devices are monitored by a central station approved by the fire code official.

Amendment 2: SMC 15.05.050(E), Section 105.6, is amended to read as follows:

Section 105.6 is amended and new Sections 105.6.49, 105.6.51, and 105.6.52 ~~is~~ are added to read as follows:

1. 105.6. Required operational permits. The fire code official is authorized to issue operational permits for the operations set forth in Sections 105.6.1 through 105.6.49 ~~52~~.
2. 105.6.30 Mobile food preparation vehicles. A permit is required for food preparation vehicles equipped with appliances that produce smoke or grease laden vapors or utilize LP-gas or CNG systems. The fire code official may accept a permit from an approved agency in lieu of a Shoreline Fire Department operational permit.
- ~~23.~~ 105.6.49. Positive alarm sequence. An operational permit is required to operate a Positive Alarm Sequence (PAS) Account as prescribed in NFPA 72.
4. 105.6.51 Positive alarm sequence. An operational permit is required to operate a PAS (positive Alarm Sequence) Account as prescribed by NFPA 72.
5. 105.6.52 Interim Use Emergency Shelter. An operational permit is required to open an interim use emergency shelter and must comply with Department policy FMO 318.

Amendment 3: SMC 15.05.050(F), Section 105.7, is amended as to read as follows:

Section 105.7 is amended to read as follows and new Section ~~105.7.19~~ 105.7.27 is added to read as follows:

1. 105.7. Required construction permits. The fire code official is authorized to issue construction permits for work as set forth in Sections 105.7.1 through ~~105.7.19~~ 105.7.27.

2. ~~105.7.19~~ 105.7.27 Emergency Power Supply System. A construction permit is required for installation of Emergency Power Supply System required by Section 604.

Amendment 4. SMC 15.05.050(G), Section 107.6 is amended to read as follows:

Section 108.6 is amended to read as follows:

~~107.6~~ 108.6 Overcrowding. Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, upon finding any overcrowding conditions or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life safety hazard, shall be authorized to direct actions be taken to reduce the overcrowding or to cause the event to be stopped until such condition or obstruction is corrected.

Amendment 5. SMC 15.05.050(H) is hereby repealed in its entirety and replaced with the following:

Sections 110.4 and 112.4 are hereby repealed.

Amendment 6. A NEW section is added to SMC 15.05.050, Section 503.3 Fire Lanes, to read as follows:

A new section 503.3 is added to read as follows:

503.3 Fire Lanes. Where required by the fire code official, fire apparatus access roads shall be marked as follows:

1. FIRE LANE –NO PARKING Signs shall be mounted a minimum of 7' from bottom of the sign to the street or sidewalk. Signs must be a type "R8-31" or equivalent reflective sign no less than 12" x 18" in size, with a white background and the wording "No Parking Fire Lane" in red letters. When in a straight line of sight, these signs shall be no further than one hundred fifty feet (50') apart. This distance may be reduced when curves, corners, or other adverse sighting conditions restrict the line of sight.

2. Curbs along designated Fire Department Access Roads (Fire Lanes) shall also be painted yellow. This shall include both the vertical and horizontal portions of the curb. Minimum three-inch (3") white lettering which shall read: NO PARKING –FIRE LANE, shall be placed every fifty feet (50') or portion thereof on the vertical portion of the curb. The entire curb length shall be painted. If there are rolled curbs or no curbs, stenciling shall be placed on pavement.
3. Where no curbs exists, stenciling shall be placed on the pavement with minimum 10" white block lettering on continuous 16" yellow background to read NO PARKING FIRE LANE at 50 foot intervals.

Exception: Variations to Fire Lanes markings may be approved when in the opinion of the Fire Code Official the proposed signage and markings achieve the same outcome. The Fire Chief retains the right to revoke the variations for cause.

Amendment 7: SMC 15.05.050(S)(3), Section 507.3.2 is amended to read as follows:

Section 507.3.2 is amended to read as follows:

3. 507.3.2 Required fire flow. The required quantity and demand duration of water shall be equal to the calculated fire flow for the greatest hazard or protected risk in the proposed development, and shall be determined by the fire code official using Table B105.1 Appendix B of the International Fire Code as the required baseline fire flow.

Exceptions Exception:

A. The fire code official may increase the fire-flow requirements where conditions indicate an unusual susceptibility to group fires, conflagrations, or other fire hazard to the community.

B. ~~The minimum fire flow requirements for one- and two-family dwellings having a fire-flow calculation area of 3,600 square feet or less, shall be 1,000 gallons per minute.~~

C. ~~Up to two (2) Group R, Division 3 occupancy buildings less than 2,500 gross square feet (including attached garages) shall be exempt from this section.~~

Amendment 8: SMC 15.05.050(T)(2), Section 507.5.1, is amended to read as follows:

2. 507.5.1 Where required. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than ~~400~~ 300 feet from any hydrant required to meet the building's fire flow, on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, onsite fire hydrants and mains shall be provided where required by the fire code official.

Exceptions:

1. For Group R-3 and Group U occupancies, the distance requirement shall be 500 feet. ~~One and two family dwellings located beyond the 500 feet are required to install a NFPA 13D sprinkler system.~~
2. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.31.1, ~~or 903.3.1.2, or 903.3.1.3~~ the distance requirement shall be 600 feet (183 m).

Amendment 9: A NEW section is added to SMC 15.05.050(T), Section 507.5.1.1.6 Hydrant for Sprinkler and Standpipe Systems, to read as follows:

507.5.1.1.6 Hydrant for Sprinkler and Standpipe Systems. Buildings equipped with a sprinkler or standpipe system installed in accordance with section 903 or 905 shall have a fire hydrant within 75 feet of the fire department connections.

Exception: The distance shall be permitted to exceed 75 feet where approved by the fire code official.

Amendment 10: A NEW section is added to SMC 15.05.050, Section 507.5.3 Private fire service mains and water tanks, to read as follows:

507.5.3 Private fire service mains and water tanks. Private fire service mains and water tanks shall be periodically inspected, tested and maintained in accordance with NFPA 25 at the following intervals:

1. Private fire hydrants of all types: Inspection annually and after each operation; flow test and maintenance annually. Property owners with private hydrants are responsible to obtain annual, satisfactory inspection of their private hydrant(s) from a qualified inspector. Inspection procedures and forms for inspection by the City or others are set by the fire code official. The fire official may order additional inspections as he deems necessary.
2. Fire service main piping: Inspection of exposed, annually; flow test every 5 years.
3. Fire service main piping strainers: Inspection and maintenance after each use.

507.5.3.1 Private Hydrants –Use

1. Fire hydrant protection may be provided by private fire hydrants.
2. No person may open, damage, interfere with, or otherwise use a private hydrant, except in a manner and subject to such conditions as the fire official may require.

507.5.3.2 Private Hydrants –regulations. The fire code official is authorized to establish regulations and design standards for private hydrants. The fire code official has the authority to interpret and apply the regulations and standards and to make rulings and orders consistent with the purpose of this chapter.

507.5.3.3 Private Hydrants –Inspection reports. Inspection reports of private hydrants must be submitted to www.TheComplianceEngine.com within five working days of the date of inspection by the servicing inspector.

507.5.3.4 Private Hydrants –damage or malfunction. Property owners, their agents and tenants with private hydrants shall immediately contact the fire department in the event a private hydrant is damaged, malfunctions, or is otherwise out of order. “Immediately” means not more than forty-eight hours

after a problem is noticed or should have been noticed in the exercise of reasonable care.

507.5.3.5 Private Hydrants –maintenance and repair. All maintenance and repair of private hydrants shall be solely the responsibility of the property owner. Obligations imposed upon property owners apply also to their managers and other authorized agents.

507.5.3.6 Private hydrants –access. Roads and access to the fire hydrant must be provided in accordance with International Fire Code Sections 503 and 507.

Amendment 11: SMC 15.05.050(T)(3), Section 507.5.4, is amended to read as follows:

507.5.4 Obstructions. Posts, fences, vehicles, growth, trash, storage and other materials or objects shall not be placed or kept near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. There shall be no parking of motor vehicles, refuse containers or other obstructions within ~~fifteen (15)~~ three (3) feet of a hydrant measured along the street or curb from a point perpendicular to the hydrant. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. Paved access to fire hydrants shall be maintained to accommodate fire fighting apparatus, and to prevent damage to landscaping and pavement when the fire hydrant is being tested at its full flow.

4. 507.5.4.1 Marking. Fire hydrants located on private property shall be marked with an approved, reflective hydrant marker provided by the property owner placed in the street, alley, fire lane or access route in a location specified by the fire code official. Paved areas within the vicinity of a hydrant shall be permanently marked by painting the words “NO PARKING” and striping as approved by the fire code official.

Amendment 13: SMC 15.05.050(U), Section 507.5.7 is amended to read as follows:

New Section 507.5.7 is added to read as follows:

507.5.7 Number of fire hydrants required. The number of hydrants required for a building or complex of buildings shall be based on the formula:

Number of hydrants = required fire flow divided by ~~4500~~1000 gpm.

Fractions equal to or greater than one-half (1/2) shall be rounded up to the next higher whole number. Fractions less than one-half (1/2) shall be dropped.

Exception: Where actual fire flow tests performed in an approved manner when allowed by the water purveyor show higher flows exist.

Amendment 14: SMC 15.05.050(V), Section 510, is repealed in its entirety and replaced to read as follows:

Section 510 is amended to read as follows:

510.1 Emergency responder radio coverage in new buildings. Approved radio coverage for emergency responders shall be provided within buildings meeting any of the following conditions:

1. High rise buildings;
2. The total building area is 50,000 square feet or more;
3. The total basement area is 10,000 square feet or more; or
4. There are floors used for human occupancy more than 30 feet below the finished floor of the lowest level of exit discharge.
5. Buildings or structures where the Fire or Police Chief determines that in-building radio coverage is critical because of its unique design, location, use or occupancy.

The radio coverage system shall be installed in accordance with Sections 510.4 through 510.5.5 of this code and with the provisions of NFPA 1221 (2019). This section shall not require improvement of the existing public safety communication systems.

Exceptions:

1. Buildings and areas of buildings that have minimum radio coverage signal strength levels of the King County Regional 800 MHz Radio System within the building in accordance with Section 510.4.1 without the use of a radio coverage system.
2. In facilities where emergency responder radio coverage is required and such systems, components or equipment required could have a negative impact on the normal operations of that facility, the *fire code official* shall have the authority to accept an automatically activated emergency responder radio coverage system.
3. One- and two-family dwellings and townhouses.

510.2 Emergency responder radio coverage in existing buildings. Existing buildings shall be provided with approved radio coverage for emergency responders as required in Chapter 11.

510.3 Permit required. A construction permit for the installation of or modification to emergency responder radio coverage systems and related equipment is required as specified in Section 105.7.6. Maintenance performed in accordance with this code is not considered a modification and does not require a permit.

510.4 Technical requirements. Systems, components and equipment required to provide the emergency responder radio coverage system shall comply with Sections 510.4.1 through 510.4.2.8.

510.4.1 Emergency responder communication enhancement system signal strength. The building shall be considered to have acceptable emergency responder communications enhancement system coverage when signal strength

measurements in 95 percent of all areas on each floor of the building meet the signal strength requirements in Sections 510.4.1.1 through 510.4.1.3.

Exception: Critical areas, such as the fire command center(s), the fire pump room(s), interior exit stairways, exit passageways, elevator lobbies, standpipe cabinets, sprinkler sectional valve locations, and other areas required by the fire code official, shall be provided with 99 percent floor area radio coverage.

510.4.1.1 Minimum signal strength into the building. The minimum inbound signal strength shall be sufficient to provide usable voice communications throughout the coverage area as specified by the fire code official. The inbound signal level shall be a minimum of -95dBm in 95% of the coverage area and 99% in critical areas and sufficient to provide not less than a Delivered Audio Quality (DAQ) of 3.0 or an equivalent Signal-to-Interference-Plus-Noise Ratio (SINR) applicable to the technology for either analog or digital signals.

510.4.1.2 Minimum signal strength out of the building. The minimum outbound signal strength shall be sufficient to provide usable voice communications throughout the coverage area as specified by the fire code official. The outbound signal level shall be sufficient to provide not less than a DAQ of 3.0 or an equivalent SINR applicable to the technology for either analog or digital signals. A minimum signal strength of -95 dBm shall be received by the King County Regional 800 MHz Radio System when transmitted from within the building.

510.4.1.3 System performance. Signal strength shall be sufficient to meet the requirements of the applications being utilized by public safety for emergency operations through the coverage area as specified by the radio system manager in Section 510.4.2.2.

510.4.2 System design. The emergency responder radio coverage system shall be designed in accordance with Sections 510.4.2.1 through 510.4.2.8 and NFPA 1221 (2019).

510.4.2.1 Amplification systems and components. Buildings and structures that cannot support the required level of radio coverage shall be equipped with systems and components to enhance the public safety radio signals and achieve the required level of radio coverage specified in Sections 510.4.1 through 510.4.1.3. Public safety communications enhancement systems utilizing radio-frequency-emitting devices and cabling shall be allowed by the Public Safety Radio System Operator. Prior to installation, all RF-emitting devices shall have the certification of the radio licensing authority and be suitable for public safety use.

510.4.2.2 Technical criteria. The Public Safety Radio System Operator shall provide the various frequencies required, the location of radio sites, the effective radiated power of radio sites, the maximum propagation delay in microseconds, the applications being used and other supporting technical information necessary for system design upon request by the building owner or owner's representative.

510.4.2.3 Power supply sources. Emergency responder radio coverage systems shall be provided with dedicated standby batteries or provided with 2-hour standby batteries and connected to the facility generator power system in accordance with Section 1203. The standby power supply shall be capable of operating the emergency responder radio coverage system at 100-percent system capacity for a duration of not less than 12 hours.

510.4.2.4 Signal booster requirements. If used, signal boosters shall meet the following requirements:

1. All signal booster components shall be contained in a National Electrical Manufacturer's Association (NEMA) 4, IP66-type waterproof cabinet or equivalent.

Exception: Listed battery systems that are contained in integrated battery cabinets.

2. Battery systems used for the emergency power source shall be contained in a NEMA 3R or higher-rated cabinet, IP65-type waterproof cabinet or equivalent.
3. Equipment shall have FCC or other radio licensing authority certification and be suitable for public safety use prior to installation.
4. Where a donor antenna exists, isolation shall be maintained between the donor antenna and all inside antennas to not less than 20dB greater than the system gain under all operating conditions.
5. Bi-Directional Amplifiers (BDAs) used in emergency responder radio coverage systems shall have be fitted with anti-oscillation circuitry and per-channel AGC.
6. The installation of amplification systems or systems that operate on or provide the means to cause interference on any emergency responder radio coverage networks shall be coordinated and approved by the Public Safety Radio System Operator.
7. Unless otherwise approved by the Public Safety Radio System Operator, only channelized signal boosters shall be permitted.

Exception: Broadband BDA's may be utilized when specifically authorized in writing by the Public Safety Radio System Operator.

510.4.2.5 System monitoring. The emergency responder radio enhancement system shall include automatic supervisory and trouble signals that are monitored by a supervisory service and are annunciated by the fire alarm system in accordance with NFPA 72. The following conditions shall be separately annunciated by the fire alarm system, or, if the status of each of the following conditions is individually displayed on a dedicated panel on the radio enhancement system, a single automatic supervisory signal may be annunciated on the fire alarm system indicating deficiencies of the radio enhancement system:

1. Loss of normal AC power supply.
2. System battery charger(s) failure.
3. Malfuction of the donor antenna(s).
4. Failure of active RF-emitting device(s).
5. Low-battery capacity at 70-percent reduction of operating capacity.
6. Active system component malfunction.
7. Malfuction of the communications link between the fire alarm system and the emergency responder radio enhancement system.

510.4.2.6 Additional frequencies and change of frequencies. The emergency responder radio coverage system shall be capable of modification or expansion in the event frequency changes are required by the FCC or other radio licensing authority, or additional frequencies are made available by the FCC or other radio licensing authority.

510.4.2.7 Design documents. The fire code official shall have the authority to require "as-built" design documents and specifications for emergency responder communications coverage systems. The documents shall be in a format acceptable to the fire code official.

510.4.2.8 Radio communication antenna density. Systems shall be engineered to minimize the near-far effect. Radio enhancement system designs shall include sufficient antenna density to address reduced gain conditions.

Exceptions:

1. Class A narrow band signal booster devices with independent AGC/ALC circuits per channel.
2. Systems where all portable devices within the same band use active power control

510.5 Installation requirements. The installation of the public safety radio coverage system shall be in accordance with NFPA 1221 and Sections 510.5.1 through 510.5.7.

510.5.1 Approval prior to installation. Amplification systems capable of operating on frequencies licensed to any public safety agency by the FCC or other radio licensing authority shall not be installed without prior coordination and approval of the Public Safety Radio System Operator.

510.5.2 Minimum qualifications of personnel. The minimum qualifications of the system designer and lead installation personnel shall include both of the following:

1. A valid FCC-issued general radio telephone operators license.
2. Certification of in-building system training issued by an approved organization or approved school, or a certificate issued by the manufacturer of the equipment being installed.

510.5.3 Acceptance test procedure. Where an emergency responder radio coverage system is required, and upon completion of installation, the building owner shall have the radio system tested to verify that two-way coverage on each floor of the building is in accordance with Section 510.4.1. The test procedure shall be conducted as follows:

1. Each floor of the building shall be divided into a grid of 20 approximately equal test areas, with a maximum test area size of 6,400 square feet. Where the floor area exceeds 128,000 square feet, the floor shall be divided into as many approximately equal test areas as needed, such that no test area exceeds the maximum square footage allowed for a test area.
2. Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for each of the test grids. A diagram of this testing shall be created for each floor where coverage is provided, indicating the

testing grid used for the test in Section 510.5.3(1), and including signal strengths and frequencies for each test area. Indicate all critical areas.

3. Functional talk-back testing shall be conducted using two calibrated portable radios of the latest brand and model used by the agency's radio communications system or other equipment approved by the fire code official. Testing shall use Digital Audible Quality (DAQ) metrics, where a passing result is a DAQ of 3 or higher. Communications between handsets shall be tested and recorded in the grid square diagram required by section 510.5.3(2): each grid square on each floor; between each critical area and a radio outside the building; between each critical area and the fire command center or fire alarm control panel; between each landing in each stairwell and the fire command center or fire alarm control panel.
4. Failure of more than 5% of the test areas on any floor shall result in failure of the test.

Exception: Critical areas shall be provided with 99 percent floor area coverage.

5. In the event that two of the test areas fail the test, in order to be more statistically accurate, the floor shall be permitted to be divided into 40 equal test areas. Failure of not more than two nonadjacent test areas shall not result in failure of the test. If the system fails the 40-area test, the system shall be altered to meet the 95-percent coverage requirement.
6. A test location approximately in the center of each test area shall be selected for the test, with the radio enabled to verify two-way communications to and from the outside of the building through the public agency's radio communications system. Once the test location has been selected, that location shall represent the entire test area.

Failure in the selected test location shall be considered to be a failure of that test area. Additional test locations shall not be permitted.

7. The gain values of all amplifiers shall be measured, and the test measurement results shall be kept on file with the building owner so that the measurements can be verified during annual tests. In the event that the measurement results become lost, the building owner shall be required to rerun the acceptance test to reestablish the gain values.

8. As part of the installation, a spectrum analyzer or other suitable test equipment shall be utilized to ensure spurious oscillations are not being generated by the subject signal booster. This test shall be conducted at the time of installation and at subsequent annual inspections.

9. Systems incorporating Class B signal booster devices or Class B broadband fiber remote devices shall be tested using two portable radios simultaneously conducting subjective voice quality checks. One portable radio shall be positioned not greater than 10 feet (3048 mm) from the indoor antenna. The second portable radio shall be positioned at a distance that represents the farthest distance from any indoor antenna. With both portable radios simultaneously keyed up on different frequencies within the same band, subjective audio testing shall be conducted and comply with DAQ levels as specified in Sections 510.4.1.1 and 510.4.1.2.

10. Documentation maintained on premises. At the conclusion of the testing, and prior to issuance of the building Certificate of Occupancy, the building owner or owner's representative shall place a copy of the following records in the DAS enclosure or the building engineer's office. The records shall be available to the fire code official and maintained by the building owner for the life of the system:

- a. A certification letter stating that the emergency responder radio coverage system has been installed and tested in accordance with this code, and that the system is complete and fully functional.
- b. The grid square diagram created as part of testing in Sections 510.5.3(2) and 510.5.3(3).
- c. Data sheets and/or manufacturer specifications for the emergency responder radio coverage system equipment; back up battery; and charging system (if utilized).
- d. A diagram showing device locations and wiring schematic.
- e. A copy of the electrical permit.

11. Acceptance test reporting to fire code official. At the conclusion of the testing, and prior to issuance of the building Certificate of Occupancy, the building owner or owner's representative shall submit to the fire code official a report of the acceptance test by way of the department's third-party vendor thecomplianceengine.com.

510.5.4 FCC compliance. The emergency responder radio coverage system installation and components shall comply with all applicable federal regulations including, but not limited to, FCC 47 CFR Part 90.219.

510.5.5 Mounting of the donor antenna (s). To maintain proper alignment with the system designed donor site, donor antennas shall be permanently affixed on the highest possible position on the building or where approved by the fire code official. A clearly visible sign shall be placed near the antenna stating, "movement or repositioning of this antenna is prohibited without approval from the fire code official." The antenna installation shall be in accordance with the applicable requirements in the International Building Code for weather protection of the building envelope.

510.5.6 Wiring. The backbone, antenna distribution, radiating, or any fiber-optic cables shall be rated as plenum cables. The backbone cables shall be connected to the antenna distribution, radiating, or copper cables using hybrid coupler devices of a value determined by the overall design. Backbone cables

shall be routed through an enclosure that matches the building's required fire-resistance rating for shafts or interior exit stairways. The connection between the backbone cable and the antenna cables shall be made within an enclosure that matches the building's fire-resistance rating for shafts or interior exit stairways, and passage of the antenna distribution cable in and out of the enclosure shall be protected as a penetration per the International Building Code.

510.5.7 Identification Signs. Emergency responder radio coverage systems shall be identified by an approved sign located on or near the Fire Alarm Control Panel or other approved location stating "This building is equipped with an Emergency Responder Radio Coverage System. Control Equipment located in room _____". A sign stating "Emergency Responder Radio Coverage System Equipment" shall be placed on or adjacent to the door of the room containing the main system components.

510.6 Maintenance. The emergency responder radio coverage system shall be maintained operational at all times in accordance with Sections 510.6.1 through 510.6.7.

510.6.1 Testing and proof of compliance. The owner of the building or owner's authorized agent shall have the emergency responder radio coverage system shall be inspected and tested annually or where structural changes occur including additions or remodels that could materially change the original field performance tests. Testing shall consist of the following items (1) through (7):

1. In-building coverage test as required by the *fire code official* as described in Section 510.5.3 "Acceptance test procedure" or 510.6.1.1 "Alternative in-building coverage test".

Exception: Group R Occupancy annual testing is not required within dwelling units.

2. Signal boosters shall be tested to verify that the gain/output level is the same as it was upon initial installation and acceptance or set to optimize the performance of the system.
3. Backup batteries and power supplies shall be tested under load of a period of 1 hours to verify that they will properly operate during an actual power outage. If within the 1-hour test period the battery exhibits symptoms of failure, the test shall be extended for additional 1-hour periods until the integrity of the battery can be determined.
4. If a fire alarm system is present in the building, a test shall be conducted to verify that the fire alarm system is properly supervising the emergency responder communication system as required in Section 510.4.2.5. The test is performed by simulating alarms to the fire alarm control panel. The certifications in Section 510.5.2 are sufficient for the personnel performing this testing.
5. Other active components shall be checked to verify operation within the manufacturer's specifications.
6. At the conclusion of the testing, a report, which shall verify compliance with Section 510.6.1, shall be submitted to the *fire code official* by way of the department's third-party vendor thecomplianceengine.com
7. At the conclusion of testing, a record of the inspection and maintenance along with an updated grid diagram of each floor showing tested strengths in each grid square and each critical area shall be added to the documentation maintained on the premises in accordance with Section 510.5.3.

510.6.1.1 Alternative In-building coverage test. When the comprehensive test documentation required by Section 510.5.3 is available, or the most recent full five-year test results are available if the system is older than six years, the in-building coverage test required by the fire code official in Section 510.6.1(1), may be conducted as follows:

1. Functional talk-back testing shall be conducted using two calibrated portable radios of the latest brand and model used by the agency's radio communications system or other equipment approved by the fire code official. Testing shall use Digital Audible Quality (DAQ) metrics, where a passing result is a DAQ of 3 or higher. Communications between handsets in the following locations shall be tested: between the fire command center or fire alarm control panel and a location outside the building; between the fire alarm control panel and each landing in each stairwell.

2. Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for:
 - (a) Three grid areas per floor. The three grid areas to be tested on each floor are the three grid areas with poorest performance in the acceptance test or the most recent annual test, whichever is more recent; and

 - (b) Each of the critical areas identified in acceptance test documentation required by Section 510.5.3, or as modified by the fire code official, and

 - (c) One grid square per serving antenna.

3. The test area boundaries shall not deviate from the areas established at the time of the acceptance test, or as modified by the fire code official. The building shall be considered to have acceptable emergency responder radio coverage when the required signal strength requirements in 510.4.1.1 and 510.4.1.2 are located in 95 percent of all areas on each floor of the building and 99 percent in Critical Areas, and any non-functional serving antenna are repaired to function within normal ranges. If the documentation of the acceptance test or most recent previous annual test results are not available or acceptable to

the fire code official, the radio coverage verification testing described in 510.5.3 shall be conducted.

510.6.2 Additional frequencies. The building owner shall modify or expand the emergency responder radio coverage system at his or her expense in the event frequency changes are required by the FCC or other radio licensing authority, or additional frequencies are made available by the FCC public safety radio system operator or FCC license holder. Prior approval of a public safety radio coverage system on previous frequencies does not exempt this section.

510.6.3 Nonpublic safety system. Where other nonpublic safety amplification systems installed in buildings reduce the performance or cause interference with the emergency responder communications coverage system, the nonpublic safety amplification system shall be corrected or removed.

510.6.4 Field testing. Agency personnel shall have the right to enter onto the property at any reasonable time to conduct field testing to verify the required level of radio coverage or to disable a system that due to malfunction or poor maintenance has the potential to impact the emergency responder radio system in the region.

Amendment 15: SMC 15.05.050(X), Section 803.1, is amended to read as follows:

Section 803.1 is amended to read as follows:

803.1 General. The provisions of Section 803.1.1 through 803.1.34 shall be applicable to all occupancies.

Amendment 16: SMC 15.05.050(Y), Section 803.1.3, is amended to read as follows:

New Section ~~803.1.3~~ 803.1.4 is added to read as follows:

~~803.1.3~~ 803.1.4 Atrium furnishings. Atrium furnishings shall comply with Sections 803.1.3.1, ~~and 803.1.3.2,~~ 803.1.4.1, and 803.1.4.2.

~~803.1.3.1~~ 803.1.4.1 Potential heat. Potential heat of combustible furnishings and decorative materials within atria shall not exceed 9,000 Btu per pound (20,934 J/g) when located within an area that is more than 20 feet (6,096 mm) below ceiling-level sprinklers.

~~803.1.3.2~~ 801.1.4.2 Decorative materials. Decorative material in atria shall be noncombustible, flame resistant or treated with a flame retardant.

Amendment 17: SMC 15.05.050(Z), Section 901.4.7, is amended to read as follows:

Section 901.4.7.1 is amended to read as follows:

901.4.7.1 Additions or changes of use. Additions or changes of use to existing buildings which would result in a nonconforming building shall be brought up to current code requirements for fire protection systems.

Commercial tenant improvements that result in a change of use shall comply with sections 903.2.1 through 903.2.12 and section 907.

Commercial additions shall comply with sections 903.2.1 through 903.2.13 and section 907.

~~Exception: A one time exemption for additions to Group R, Division 3 occupancies of up to 500 square feet is permitted without compliance with this section. This exemption shall be recorded with King County Records and Elections.~~

Amendment 18: SMC 15.05.050(DD), Section 903.2.13, is amended to read as follows:

New Section 903.2.13 is added to read as follows:

903.2.13 All buildings. All newly constructed buildings shall comply with this section.

903.2.13.1 Gross square footage. All newly constructed commercial buildings with a gross square footage of 4,800 or greater square feet, regardless of type or use ~~as well as zero lot line townhouses with an aggregate area of all connected townhouses equaling 4,800 square feet or greater~~ shall be sprinklered. ~~All residential homes 10,000 square feet or greater shall require a NFPA 13R system.~~

903.2.13.2 Fire flow. All new commercial buildings requiring 2000 gallons per minute or more fire flow shall be sprinklered.

~~903.2.13.3 Group R Division 3. Group R, Division 3 occupancies shall be provided with an automatic sprinkler system if adequate fire flow, or hydrant spacing, or approved fire department access is not provided as defined in Sections 503 and 507.~~

Amendment 19: SMC 15.05.050(JJ), Section 907.2.24, is amended to read as follows:

New Section 907.2.24 is added to read as follows:

907.2.24 All buildings. All newly constructed buildings with a gross square footage of 3,000 or greater shall be provided with an approved automatic and manual fire alarm system. Commercial building change of use or additions that result in a fire area with a gross square footage of 3,000 or greater, shall be provided with an approved addressable automatic fire alarm system.

Exceptions:

A. Group R Division 3 and 4, and Group U Occupancies having adequate fire flow and approved access.

B. Group R Division 3 and 4 dwelling units shall have interconnected single station smoke detectors in accordance with RCW [48.48.140](#) and WAC [212-10](#).

Amendment 20: SMC 15.05.050(MM), Section 913.2.3, is amended to read as follows:

New Section 913.2.3 is added to read as follows:

Where fire pumps are installed, back-up power shall be installed for reliability. Generator shall meet NFPA 20 standards.

Amendment 21: SMC 15.05.050(QQ), Section 5307.5.2 is repealed in its entirety:

~~QQ. Section 5307.5.2 is amended to read as follows:~~

~~5307.5.2 Emergency alarm system. An emergency alarm system shall comply with all of the following:~~

- ~~1. Continuous gas detection shall be provided to monitor areas where carbon dioxide can accumulate.~~
- ~~2. The threshold for activation of an alarm shall not exceed 5,000 parts per million (9,000 mg/m³).~~
- ~~3. Activation of the emergency alarm system shall initiate a local alarm at the entrance to, and inside rooms or areas where a CO₂ system is installed.~~
- ~~4. A warning sign is required at the entrance to the room or area: 'Carbon Dioxide Alarm. Do Not Enter. Call 9-1-1.'~~

Amendment 22: The Code Reviser is directed to renumber all sections of SMC 15.05.050 to be consistent with these amendments and so as to list the sections in numerical order.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute the Interlocal Agreement for Governmental Jurisdictions within the Lake Ballinger/McAleer Creek Watershed
DEPARTMENT:	Public Works
PRESENTED BY:	John Featherstone
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The Lake Ballinger/McAleer Creek Watershed Forum (Forum) was formed to address flooding, water quality, habitat preservation, and restoration issues in the watershed. The City of Shoreline joined the original Forum in 2008, then opted out of Forum membership in 2010 citing financial concerns. In the years since, the Forum has persisted with bringing together other jurisdictions within the watershed and succeeded in identifying issues and developing solutions. The current Forum Interlocal Agreement (ILA) was executed in 2012 and amended four times to extend the term, most recently at the end of 2020 to extend the term of the Forum through the end of 2023. The current (fourth) ILA amendment provides the City an opportunity to rejoin the Forum alongside the neighboring cities of Edmonds, Lake Forest Park, and Mountlake Terrace and participate on collaborative solutions within the McAleer Creek watershed. Tonight, staff is seeking Council authorization to execute the ILA for the Watershed Forum.

RESOURCE/FINANCIAL IMPACT:

The annual cost for administrative support to the Forum totals \$1,600 and is split evenly between the signatory jurisdictions. As Edmonds, Lake Forest Park and Mountlake Terrace have already signed the amendment, there would be four signatories if the City signs the ILA. Snohomish County has expressed interest in joining the Forum via the current amendment as a possible fifth signatory. The annual cost to the City for Forum membership will be \$400 if there are four signatories, or \$320 for five signatories. The City’s Forum membership will be funded by the Surface Water Management Fund.

RECOMMENDATION

Staff recommends the Council authorize the City Manager to join the Forum and execute the current Interlocal Agreement for the Government Jurisdictions within the Lake Ballinger/McAleer Creek Watershed, including the four amendments.

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

BACKGROUND

The Lake Ballinger/McAleer Creek watershed is approximately eight square miles in area and defined as the waters draining to Lake Washington consisting of Hall Lake, Hall Creek, Chase Lake, Echo Lake, Lake Ballinger, McAleer Creek, and their tributaries. The watershed overlaps the jurisdictions of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, Shoreline, and Snohomish County.

The portion of the McAleer Creek watershed within Shoreline is two square miles (1,377 acres), making up 26 percent of overall Forum watershed and 17 percent of the total area of the City. Roughly half of the portion of the McAleer Creek watershed within the City drains to Lake Ballinger via Echo Lake or other drainage flow paths; the remaining half of the City's McAleer Creek drainage is located along the eastern edge of the City draining to the McAleer Creek channel downstream of Lake Ballinger within Shoreline and Lake Forest Park.

The McAleer Creek Basin Plan, completed by the City in 2015 (<https://www.shorelinewa.gov/home/showpublisheddocument?id=22531>), assessed the natural and built infrastructure in the City's portion of the basin and made recommendations for correcting existing issues and minimizing potential future problems. Specific recommendations made by the basin plan included a need to evaluate water quality conditions and potential improvements for Echo Lake and a need to evaluate drainage conditions on the City's eastern boundary.

The two water bodies of Echo Lake, within the City, and Lake Ballinger, within Edmonds and Mountlake Terrace, are hydrologically connected, with Echo Lake draining to Lake Ballinger. As small, swimmable natural lakes within urbanized areas, the lakes experience many of the same issues, including loss of habitat, bacterial contamination and over-nutrication, which lead to algal blooms. The City is currently working on multiple programs and initiatives to improve water quality within Echo Lake.

The portion of the McAleer Creek main stem that passes through the northeastern part of the City is the only stream within the City featuring well-documented usage by multiple salmonid species. According to the Washington Department of Fish and Wildlife [SalmonScape map](#), which was accessed on December 24, 2020, McAleer Creek within Shoreline exhibits Fall Chinook presence, Coho spawning, and Winter Steelhead presence. With the City in 2019 having become the first Salmon-Safe Certified City in Washington State, protection and enhancement of McAleer Creek takes on special significance.

Effective surface water management requires coordination on a watershed level. Within the McAleer Creek watershed, the City's efforts to protect and improve water quality within Echo Lake and McAleer Creek and other priority needs within the Basin contribute to and are in turn supported by the Forum's goals. Working collaboratively with neighboring jurisdictions within the structure of the Forum is expected to potentially provide other benefits, such as enhanced communication on other issues including those within the Lyon Creek watershed, which shares some of the same jurisdictions as McAleer Creek.

DISCUSSION

Currently, the Cities of Edmonds, Lake Forest Park and Mountlake Terrace are signatories to the Forum agreement with Shoreline, Lynnwood, and the Washington State Department of Ecology actively attending and participating in Forum meetings.

The current Lake Ballinger/McAleer Creek Watershed Forum ILA was executed in 2012 and extended four times by amendments, including most recently by Edmonds, Lake Forest Park and Mountlake Terrace signing the fourth amendment to extend the term of the Forum to December 31, 2023. Snohomish County has expressed interest in joining the Forum via the current amendment as a possible fifth signatory and the City of Lynnwood is expected to continue as a non-voting participant. The ILA provides a mechanism to fund the administrative operations of the Forum, with Mountlake Terrace providing the administrative support and other members reimbursing Mountlake Terrace for their proportionate costs. The ILA also provides the ability for the Forum to undertake specific projects or efforts and share the costs proportionally.

Participation in quarterly Forum meetings as a voting member requires attendance of a City Councilmember. If Council authorizes the City Manager to join the Forum and execute the ILA, the City Manager will work with the Mayor to identify a Councilmember as the primary City representative for the Forum. City attendance of and participation in Forum meetings and other needs will be supported by the Surface Water Utility Manager position or delegated staff.

ALTERNATIVES ANALYSIS

Alternatives considered include:

- Not attend Forum meetings at all, which would result in a loss of opportunities to be aware of potential partnership and collaboration with neighboring jurisdictions within the McAleer Creek basin. This alternative is not recommended by staff.
- Not to join this agreement but attend Forum meetings as a non-voting member, which is currently the City's status. This alternative would result in the City continuing to be unrepresented as a voting member on the Forum and being unable to work within the Forum framework to improve water quality and address flooding issues within the McAleer Creek watershed. This alternative is not recommended by staff.
- Join this agreement as a full member. This would result in the City representation on the Forum as a voting member and add the ability to fully work as a true partner with neighboring jurisdictions within the Forum framework to improve water quality and address flooding issues within the McAleer Creek watershed. A Councilmember will be needed to represent the City at the Forum. This alternative is recommended by staff.

STAKEHOLDER OUTREACH

Forum quarterly meetings are open to the public and are currently advertised on the websites, calendars, and social media of other member jurisdictions. As a member, the City would also begin to advertise Forum meeting via websites and social media. Area

residents regularly attend these meetings and participate in shaping the priorities of the Forum.

COUNCIL GOAL(S) ADDRESSED

Participation in and support of the Forum supports City Council's commitment to "stewardship of the natural environment" as stated in Council Goal No. 2.

RESOURCE/FINANCIAL IMPACT

The annual cost for administrative support to the Forum totals \$1,600 and is split evenly between the signatory jurisdictions. As Edmonds, Lake Forest Park and Mountlake Terrace have already signed the amendment, there would be four signatories if the City signs the ILA. Snohomish County has expressed interest in joining the Forum via the current amendment as a possible fifth signatory. The annual cost to the City for Forum membership will be \$400 if there are four signatories, or \$320 for five signatories. The City's Forum membership will be funded by the Surface Water Management Fund.

RECOMMENDATION

Staff recommends the Council authorize the City Manager to join the Forum and execute the current Interlocal Agreement for the Government Jurisdictions within the Lake Ballinger/McAleer Creek Watershed, including the four amendments.

ATTACHMENTS

Attachment A: 4th Amendment to Lake Ballinger/McAleer Creek Forum

Attachment B: 2012 Ballinger Forum Interlocal Agreement and Amendments 1, 2, and 3

**Fourth Amendment to Interlocal Agreement
For Governmental Jurisdictions within the
Lake Ballinger/McAler Creek Watershed
Including the Cities of Edmonds, Lake Forest Park, Lynnwood,
Mountlake Terrace, Shoreline and Snohomish County**

The Interlocal Agreement for Governmental Jurisdiction within the Lake Ballinger/McAler Creek Watershed (“ILA”) was entered into in 2008; a First Amendment, Second Amendment, and Third Amendment were subsequently entered into. Together, the ILA and the three prior amendments thereto shall be referred to as the Agreement. **This Fourth Amendment to the Agreement** (“Fourth Amendment”) is entered into by and among Snohomish County, a political subdivision of the state of Washington, and the cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, and Shoreline, all municipal corporations of the state of Washington.

RECITALS

WHEREAS, the Agreement, expires on December 31, 2020; and

WHEREAS, The Agreement, by its terms, may be extended for such additional terms as the *Member Jurisdictions* may agree in writing; and

WHEREAS, the *Member Jurisdictions* desire to extend the Agreement for an additional three-year term commencing January 1, 2021 through December 31, 2023 (“extended term”); and

WHEREAS, the *Member Jurisdictions* desire to provide for a replacement of Exhibit C2 (“Capital Improvement Plan”), Exhibit D3 (“Operating Fund Allocations”), and Exhibit E3 (“Service Provider Operating Fund Allocations”) for the extended term; and

WHEREAS, the *Member Jurisdictions* desire to amend the Agreement on the terms and conditions set forth in this Fourth Amendment.

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, the *Member Jurisdictions* agree to amend the Agreement as follows:

Section 1. Defined Terms. All capitalized terms when used herein shall have the same respective meanings as are given such terms in the Agreement, unless expressly provided otherwise in this Fourth Amendment.

Section 2. Extension of Term. The *Member Jurisdictions* acknowledge and agree that the term of the Agreement shall be extended by an additional three-year term, commencing

January 1, 2021 and remain in effect through December 31, 2023 (“New Term”), unless terminated earlier pursuant to the provisions in the Agreement.

Section 3. Replacement of Exhibit C1, Exhibit D3 and Exhibit E3. **Member Jurisdictions** acknowledge and agree that Exhibit C1, Exhibit D3 and Exhibit E3 to the Agreement shall be replaced respectively with new Exhibits, Exhibit C2 (Capital Improvement Plan), Exhibit D4 (“Operating Fund Allocations”) and Exhibit E4 (“Service Provider Operating Fund Allocations”), which are attached hereto and incorporated by reference.

Section 4. Method and Duty to File Fourth Amendment. **Member Jurisdictions** shall, upon execution of this Fourth Amendment to the Agreement, post this Fourth Amendment on its official website in accordance with RCW 39.34.040 and RCW 39.34.200.

Section 5. Counterparts. This Fourth Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument and, collectively, constitute the entire Fourth Amendment.

Section 6. Conflict; No Further Modification. In the event of any conflict between the terms and conditions of the Agreement and the terms and conditions of this Fourth Amendment, the terms and conditions of this Fourth Amendment shall prevail.

Section 7. Remaining Terms of Agreement. Except as specifically set forth in this Fourth Amendment, all other terms and conditions of the Agreement and Exhibits shall remain unmodified and in full force and effect.

Section 8. Effective Date of Amendment. This Fourth Amendment shall become effective upon the day the second **Member Jurisdiction** executes this Amendment, as authorized by each jurisdiction’s legislative body.

Section 9. Terminating Section - replaced by Section 2, Extension of Term.

IN WITNESS WHEREOF, the *Member Jurisdictions* hereto have executed this Fourth Amendment on the dates indicated below:

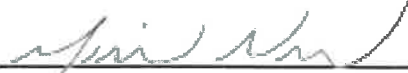
Approved as to Form:

By: 

Title: City Attorney

Date: 11/10/2020

CITY OF EDMONDS

By: 

Title: Mayor

Date: 11/10/2020

Approved as to Form:

By: 

Title: City Attorney

Date: 11/04/2020

CITY OF LAKE FOREST PARK

By: 

Title: Mayor

Date: 10/22/2020

Approved as to Form:

By: 

Title: City Attorney

Date: November 19, 2020

CITY OF MOUNTLAKE TERRACE

By: 

Title: City Manager

Date: November 18, 2020

Approved as to Form:

By: _____

Title: _____

Date: _____

CITY OF LYNNWOOD

By: _____

Title: _____

Date: _____

Approved as to Form:

CITY OF SHORELINE

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to Form:

SNOHOMISH COUNTY

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT C2

CAPITAL IMPROVEMENT PLAN

Lake Ballinger/McAleeer Creek Watershed Forum Capital Improvement Plan (September 2020)									
Action or Project	Description	Project Information			Goal	Issues	Projected Outcome	Project Status (09/2020)	
		Projected Planning Level Cost	Potential Funding Options	Project Lead Agency					
Lower McAleeer Creek									
Upgrade/Replace Culverts on McAleeer Creek	Enhance and replace 1 culvert at Perkins Way on McAleeer Creek in Lake Forest Park	TBD	Grant	Lake Forest Park	Reduce localized flooding in Lake Forest Park.	Project benefits residents in Lake Forest Park only.	Up to 10 residences in Lake Forest Park would be protected from localized flooding.	Project has not been initiated	
Upper McAleeer Creek/Lake Ballinger/Hall Creek									
Model the Lake Ballinger system from Hall Lake to Lake Washington	Calibrate and consolidate existing modeling information sufficient to develop calibrated hydraulic and hydrologic model for Lake Ballinger for the purpose of determining flooding impacts under various control scenarios during large storm events (for example: and determine flood plain elevations for Hall Creek and Lake Ballinger during a 100-year flood; simulate impacts to LFP property owners if the restricting culvert under 1-5 is modified to allow more flow, weir elevation changes, other scenarios.)	TBD	Grant, Forum	Mountlake Terrace, Edmonds	Answer questions, accurately reflect existing conditions during flood events	Requires H&H model calibration by qualified consultant; cost currently unknown.	Give accurate guidance to cities with development and redevelopment in the affected flood plain.	Lake Ballinger to Lake Washington may be served by 2013 ACE memo, MLT to complete H&H model of Hall Lake to Lake Ballinger in 2021 (cost estimated to be \$200K for MLT portion)	
Ballinger Park Hall Creek Restoration	Develop passive use park, enhance environmentally sensitive areas, create stream meanders, increase stream channel capacity and improve quality of water entering Lake Ballinger.	\$6M	Partnership with USACE	Mountlake Terrace	Improve habitat quality in creek, riparian areas, around ponds. Add boardwalk to protect sensitive areas and provide access. Add educational signs.	Cost	Improved habitat for birds, reptiles, amphibians, and some mammals, fulfills vision of Ballinger Park Master Plan of wilder contemplative side of park	Feasibility study completed (2020). Design/engineering to be completed in 2021, construction to occur in 2022.	
Habitat Inventory	Aquatic life baseline, watershed study	TBD	Grant, Forum	All	Gain understanding of baseline habitat and biological use of Hall Creek, Lake Ballinger, and McAleeer Creek	Cost, difficulty in finding biological indicators that are diagnostic	Useful biological baseline of watershed system.	Project has not been initiated	
Mathay-Ballinger Park Regional Infiltration Facility Project	Green stormwater infrastructure project to treat and infiltrate much of the Edmonds runoff to Lake Ballinger including a major portion of the highly urbanized Highway 99 corridor.	\$3-5 million	Grant/Edmonds	Edmonds	Reduce stormwater impacts on lakes including pollution, temperature and quantity (each to varying degrees).	At planning phase; construction still several years out.	Project is anticipated to reduce pollutants flowing into the lake, help reduce mitigation temperature impact from stormwater sources, and reduce stormwater impacts on the Lake level.	Feasibility study completed; engineering & design to be completed in 2021; construction scheduled for 2022	
Lake Management									
Invasive Weed Control	Manage invasive plant species in Lake Ballinger to promote good water quality, lower temperatures, and encourage a diverse plant community	\$80K	Ecology grant, MLT & Edmonds in-kind contribution of labor and resources	Mountlake Terrace	Implement Integrated Aquatic Plant Control Plan	Cost, particularly ongoing maintenance costs	Improved use of Lake Ballinger for recreation, improved habitat and water quality	Herbicide treatment carried out in 2019, bottom barrier installation completed in 2020	

EXHIBIT D4

OPERATING FUND ALLOCATIONS

Table 1

Service Provider Operating Fund Allocation 2021-2023

Allocation shall be equal percentage for each (current) Member Jurisdiction

Jurisdiction	% of Total Original members	% of Total 5 members	% of Total 4 members	% of Total 3 members
Edmonds	16.67%	20.00%	25.00%	33.33%
Snohomish County*	16.67%	20.00%	25.00%	
Lake Forest Park	16.67%	20.00%	25.00%	33.33%
Mountlake Terrace	16.67%	20.00%	25.00%	33.33%
Lynnwood	16.67%			
Shoreline	16.67%	20.00%		

*Provided however, that Snohomish County, in its discretion and at its election, may provide mutually agreed in-kind contribution of services in lieu of its percentage share of the financial operating fund allocation as set forth in D4 and E4. Snohomish County shall, within thirty (30) days of becoming a *Member Jurisdiction* and no later than September 1 of each calendar year thereafter during the duration of this Agreement or extension thereof shall advise the other *Member Jurisdictions* of its election to provide in-kind contribution of services. In the event Snohomish County elects to provide in-kind contribution of services, the remaining *Member Jurisdictions* shall share equally Snohomish County’s financial operating fund allocation.

EXHIBIT E4

SERVICE PROVIDER OPERATING FUND ALLOCATIONS

Administrative Support Service Provider Needs Listing

The Forum wishes to retain the City of Mountlake Terrace as the Administrative Support Service Provider. The Forum has suggested quarterly meetings at a minimum for the current agreement period with other meetings held as needed. The Service Provider needs listing allows for four quarterly meetings and up to four additional meetings per year.

Duties	Hours per quarter	Hours per year
Manage and update email list for Forum	0.5	2
Edit and send out agenda	1	3
Arrange room reservations and provide materials for meetings	1	4
Take notes at meetings	2	8
Produce minutes for meetings	4.5	18
Maintain Forum records	1	4
Totals	10	40

Additional duties may be added as needs develop.

Provider Support through the City of Mountlake Terrace

Administrative Support for 2021 \$1,600

Administrative Support for 2022 \$1,600

Administrative Support for 2023 \$1,600

This listing assumes services are provided at 10 hours a quarter are allocated for a total of 40 hours for each of the 2021, 2022, and 2023 calendar years. Each Member Jurisdiction's cost percentage of the Administrator Support Provider is listed in Exhibit D4 Table 1.

INTERLOCAL AGREEMENT
for the Governmental Jurisdictions within the Lake Ballinger/McAleer Creek
Watershed Including the Cities of Edmonds, Lake Forest Park, Lynnwood,
Mountlake Terrace, Shoreline and Snohomish County

PREAMBLE

THIS AGREEMENT ("Agreement") is entered into pursuant to Chapter 39.34 RCW by and among Snohomish County, a political subdivision of the state of Washington, and the cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, and Shoreline, all municipal corporations of the state of Washington. The parties executing this Agreement are located in King and Snohomish Counties, lying wholly or partially within the Watershed Area defined in Section 1.1 below (individually for those executing this Agreement "Member Jurisdiction" and collectively "Member Jurisdictions"). The Member Jurisdictions share interests in and responsibility for addressing long-term watershed planning and conservation and wish to provide for development of various activities and projects therein.

A. MUTUAL COVENANTS AND AGREEMENTS

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall have the meaning provided for below:
 - 1.1 **WATERSHED AREA:** The *Watershed Area* is defined as those waters draining to Lake Washington through surface and subsurface natural or constructed water conveyance systems consisting of Hall Lake, Hall Creek, Chase Lake, Echo Lake, Lake Ballinger, McAleer Creek and all other known surface and subsurface tributary drainages along with the associated pipe conveyance systems connected to existing surface conveyance as further delineated on the watershed map attached as Exhibit A and collectively known as the Lake Ballinger/McAleer Creek Watershed. Additional tributary drainage areas identified in the future that are not currently listed on Exhibit A may be added to the Exhibit A by amendment of this Agreement.
 - 1.2 **ELIGIBLE JURISDICTIONS:** The governments eligible for participation in this Agreement as *Member Jurisdictions* are Snohomish County, and the Cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace and Shoreline.
 - 1.3 **MEMBER JURISDICTION:** A *Member Jurisdiction* as referred to herein is a government eligible for participation in this Agreement that has also executed this Agreement.
 - 1.4 **LAKE BALLINGER/McALEER CREEK WATERSHED FORUM:** The *Lake Ballinger/ McAleer Creek Watershed Forum* (hereinafter referred to as the *Forum*) created herein is the governing body responsible for implementing this Agreement and is comprised of designated representatives of *Eligible Jurisdictions* who have authorized the execution of and become *Member Jurisdictions* of this Agreement.
 - 1.5 **STRATEGIC ACTION PLAN:** *The Strategic Action Plan*, as referred to herein, is the plan developed by the Forum and adopted by all Member

Jurisdictions to address water resource issues within the **Watershed Area** as provided in this Agreement. The plan identifies specific actions and projects to address the identified water resource issues and is attached as Exhibit B.

- 1.6 **CAPITAL IMPROVEMENT PLAN:** The **Capital Improvement Plan**, as referred to herein, is the set of projects developed in the **Strategic Action Plan** to address the identified water resource issues. The **Capital Improvement Plan** lists specific projects, estimated costs, proposed funding mechanisms and project lead agency and is attached as Exhibit C.
 - 1.7 **FISCAL AGENT:** The **Fiscal Agent** is the entity designated to perform all accounting and contract management services for the **Forum**, as it may require, in accordance with the requirements of Chapter 39.34 RCW.
 - 1.8 **SERVICE PROVIDER(S):** The **Service Provider(s)**, as used herein, means that individual consultant or other entity which provides a service to and for the **Forum** and who is directed to carry out actions as determined or assigned by the **Forum**, including but not limited to, preparation of meeting agendas and minutes, maintaining documents and records, researching federal and state appropriation opportunities, and researching and applying for local, state and federal grants in support of the **Strategic Action Plan** and the **Capital Improvement Plan**.
 - 1.8.1 **Service Provider Operating Fund:** The **Service Provider Operating Fund** is the fund established for activities of the **Service Provider(s)** in the implementation of the **Strategic Action Plan** and the **Capital Improvement Plan**. The fund budget is set each year by action of the Forum and authorized by budget allocation from each **Member Jurisdiction**.
 - 1.9 **STEERING COMMITTEE and PROJECT SUBCOMMITTEES:** The **Steering Committee** is composed of executive level staff members of each **Member Jurisdiction** who will provide specific guidance to technical level staff on the **Project Subcommittees** for each of the projects identified in the **Capital Improvement Plan** based on policy direction from the Forum.
2. **PURPOSES.** The purposes of this Agreement include the following:
- 2.1 To provide a mechanism and governance structure for the implementation of the **Strategic Action Plan** and to share the cost of **Service Provider(s)** to coordinate and provide the services necessary for the successful implementation of the **Strategic Action Plan** and the **Capital Improvement Plan**.
 - 2.2 To provide a mechanism for securing technical assistance and any available funding from state agencies, federal agencies or other sources to implement the **Strategic Action Plan** and the **Capital Improvement Plan** in support of the **Strategic Action Plan**.
 - 2.3 To provide a framework for cooperation and coordination among the member jurisdictions on issues relating to the implementation of the **Strategic Action Plan** and the **Capital Improvement Plan**.

2.4 To develop and articulate to state and federal legislators, watershed based positions on stormwater management issues, conservation issues, funding or any other issues jointly identified by the **Member Jurisdictions**.

2.5 To provide for the ongoing participation of citizens and other stakeholders in such efforts and to ensure continued public outreach efforts to educate and garner support for current and future watershed conservation efforts.

It is not the purpose or intent of this Agreement to create, supplant, preempt or supersede the authority or role of any individual **Member Jurisdiction** or water quality policy body.

3. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective upon its execution by **Eligible Jurisdictions**, as authorized by each jurisdiction's legislative body, and further provided that after such execution, this Agreement shall be posted on the web site of each **Member Jurisdiction** in accordance with the terms of RCW 39.34.040 and .200. Once effective, this Agreement shall remain in effect, unless terminated as provided in Section 9, until December 31, 2013; provided, however, that this Agreement may be extended for such additional terms as the **Member Jurisdictions** may agree to in writing.

4. **ORGANIZATION AND NATURE OF THE FORUM.** The **Member Jurisdictions** hereby establish the **Forum** to serve as the formal governance structure for carrying out the purposes of this Agreement. Each **Member Jurisdiction** shall appoint one (1) elected official or designee and an alternate (elected official or designee and alternate hereinafter referred to as designee) to serve as its representative on the **Forum** along with a **Steering Committee** representative to carry out the policy direction of the Forum.

4.1 Upon the effective execution of this Agreement and the appointment of designees from each **Member Jurisdiction** to the **Forum**, the **Forum** designees shall meet and choose, according to the voting provisions of Section 5, representatives to serve as **Forum Chair** and **Vice Chair** to oversee and direct the activities associated with **Forum** meetings including the development of the agendas, running the meeting and providing leadership to the **Forum**.

4.2 The **Forum** shall have the authority and mandate to do the following:

4.2.1 Review and evaluate at least annually the duties to be assigned to the **Steering Committee** to this Agreement and provide for whatever actions it deems necessary to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of this Agreement.

4.2.2 Review **Steering Committee** progress on implementation of the **Strategic Action Plan** and the **Capital Improvement Plan** on a quarterly basis and provide for whatever actions it deems appropriate to ensure that such development is efficiently, effectively and responsibly delivered in the performance of this Agreement.

4.2.3 On or before September 1 of each year, establish and approve a **Service Provider Operating Fund** budget for the following calendar year for the activities of the **Service Provider(s)**, proposing the level

- of funding and total resource obligations of the **Member Jurisdictions** to support the activities of the **Service Provider(s)** which are to be allocated in accordance with the formula set forth in Exhibit D.
- 4.2.4 Review and evaluate at least annually the duties to be assigned to the **Service Provider(s)** to this Agreement and provide for whatever actions it deems necessary to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of this Agreement.
- 4.2.5 Oversee and administer the allocation of resources available to the **Forum** to implement the **Strategic Action Plan** and the **Capital Improvement Plan** in support of the **Strategic Action Plan**.
- 4.3 The **Forum** designees may adopt other rules and procedures that are consistent with its purposes as stated herein and are necessary for its operation according to the voting provisions of Section 5.
5. **VOTING.** The **Forum** designees shall make decisions, approve goals and objectives, specify work priorities and perform any other actions necessary to carry out the purposes of this Agreement as follows:
- 5.1 No action or binding decision will be taken by the **Forum** without the presence of a quorum of active **Member Jurisdiction** designees. A quorum exists if a majority of the **Member Jurisdiction** designees are present at the **Forum** meeting. The voting procedures provided for in 5.2 and 5.3 are conditioned upon there being a quorum of the active **Member Jurisdiction** designees present for any action or decision to be effective and binding.
- 5.2 Decisions shall be made using a consensus model as much as possible. Each designee agrees to use their best effort and exercise good faith in consensus decision-making. Consensus may be reached by unanimous agreement of the **Member Jurisdiction** designees at the meeting or by a majority recommendation agreed upon by the **Member Jurisdiction** designees.
- 5.3 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **Forum**, the **Forum** shall take action on a majority basis, as follows:
- 5.3.1 Each **Member Jurisdiction**, through its appointed designee, may cast its vote in connection with a proposed **Forum** action.
- 5.3.2 For any action subject to voting to be deemed approved, an affirmative vote must be cast by a majority of the **Member Jurisdiction** designees. No action shall be valid and binding on the **Member Jurisdiction** until it shall receive majority of votes of the total number of **Member Jurisdiction** designees. A vote of abstention shall be recorded as a "no" vote.
6. **OBLIGATIONS OF MEMBER JURISDICTIONS; BUDGET; FISCAL AGENT; RULES.**
- 6.1 Each **Member Jurisdiction** shall be responsible for meeting its financial obligations hereunder as described in Section 2.1 and established by the

- operating fund adopted by the *Forum* under this Agreement and described in Section 4.2.3.
- 6.2 On or before September 1 of each year of this Agreement, the *Forum* shall adopt a *Service Provider* budget for the following calendar year. The *Service Provider* budget shall propose the level of funding responsibilities of the individual *Member Jurisdictions* for the following calendar year and shall propose the levels of funding to be allocated to the *Service Provider* budget for implementation activities related to the *Strategic Action Plan* and the *Capital Improvement Plan* within the *Watershed Area*. The *Member Jurisdictions* shall thereafter take separate legislative or other actions that may be necessary to timely address such individual responsibilities under the proposed operating fund, and shall have done so no later than December 31st of each such year, provided that the financial obligations of each Member Jurisdiction to fund this Agreement after December 31, 2011 are contingent upon local legislative appropriation of necessary funds in future fiscal years; and provided that financial obligations imposed herein shall not be for the purpose of funding the design or construction of specific *Capital Improvement Plan* projects.
- 6.3 Funds collected from any source on behalf of the *Forum* shall be maintained in a special fund by the *Fiscal Agent* as *ex officio* treasurer on behalf of the *Forum* pursuant to rules and procedures established and agreed to by the *Forum*. The *Fiscal Agent* shall also serve as the contractual agent for the *Member Jurisdictions* in acquiring any services needed, including those provided by the *Service Provider(s)*, in the implementation of the *Strategic Action Plan* and the *Capital Improvement Plan* as directed by the *Forum*. The *Fiscal Agent* shall establish billing practices and collection procedures in the format established by the Washington State Auditor, and utilize its established purchasing authority and procedures, and any other procedures as may be necessary to provide for its efficient administration and operation. Any *Member Jurisdiction* may inspect and review all records maintained in connection with the special fund maintained by the *Fiscal Agent* at any reasonable time.
- 6.4 The *Fiscal Agent*, in the performance of its duties, shall not exceed the budgeted amounts authorized by the *Forum* and/or the total funds as appropriated by the individual *Member Jurisdictions*.
7. **LATECOMERS.** An *Eligible Jurisdiction* listed in Section 1.2 which has not become a *Member Jurisdiction* within six (6) months of the effective date of this Agreement may become a *Member Jurisdiction* only with the written consent of all the *Member Jurisdiction*. The provisions of Section 5 otherwise governing decisions of the *Forum* shall not apply to this Section 7. The *Member Jurisdictions* and the county or city seeking to become a *Member Jurisdiction* shall jointly determine the terms and conditions under which the county or city may become a *Member Jurisdiction*. These terms and conditions shall include payment by such county or city to the *Member Jurisdictions* of the amount determined jointly by the *Member Jurisdictions* and the county or city to represent such county or city's fair and proportionate share of all costs

- associated with activities undertaken by the *Forum* and the *Member Jurisdictions* on its behalf as of the date the county or city becomes a *Member Jurisdiction*. Any county or city that becomes a *Member Jurisdiction* pursuant to this section shall thereby assume the general rights and responsibilities of all other *Member Jurisdictions*.
8. **TERMINATION.** This Agreement may be terminated by any *Member Jurisdiction*, as to that *Member Jurisdiction* only, upon sixty (60) days written notice to the other *Member Jurisdictions*. The terminating *Member Jurisdiction* shall remain fully responsible for meeting all of its funding obligations for expenditures authorized by the jurisdiction, but only for costs incurred prior to the date of the notice. This Agreement may be terminated at any time by the written agreement of all *Member Jurisdictions*.
 9. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent permitted by state law, and for the limited purposes set forth in this Agreement, each *Member Jurisdiction* shall protect, defend, hold harmless and indemnify the other *Member Jurisdictions* to include the officers, employees, agents and contractors of the *Member Jurisdiction*, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such *Member Jurisdiction's* own negligent acts or omissions, torts and wrongful or illegal acts related to such *Member Jurisdiction's* participation and obligations under this Agreement. Each *Member Jurisdiction* agrees that its obligations under this subsection extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each *Member Jurisdiction*, by mutual negotiation, hereby waives, with respect to the other *Member Jurisdictions* only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. The provisions of this subsection shall survive and continue to be applicable to *Member Jurisdictions* exercising the right of termination pursuant to Section 9.
 10. **NO ASSUMPTION OF LIABILITY.** In no event do the *Member Jurisdictions* intend to assume any responsibility, risk or liability of any other *Member Jurisdiction* or otherwise with regard to any *Member Jurisdiction's* duties or any act, statute or regulation of any local municipality or government, the State of Washington or the United States.
 11. **VOLUNTARY AGREEMENT.** This is a voluntary agreement and it is acknowledged and agreed that, in entering into this Agreement, no *Member Jurisdiction* is committing to adopt or implement any actions or recommendations that may be contained in the *Strategic Action Plan* and the *Capital Improvement Plan* pursuant to this Agreement.

12. **NO PRECLUSION OF ACTIVITIES OR PROJECTS.** Nothing herein shall preclude any one or more of the *Member Jurisdiction* from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on any *Member Jurisdiction* that is not a party to such decision or agreement.
13. **NO THIRD PARTY RIGHTS.** Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, including without limitation NMFS, USFWS, any agency or department of the United States, or the State of Washington, or to form the basis for any liability on the part of the *Forum* or any of the *Member Jurisdictions*, or their officers, elected officials, agents and employees, to any third party.
14. **AMENDMENTS.** This Agreement may be amended, altered or clarified only by the unanimous consent of the *Member Jurisdictions*, represented by affirmative action by their legislative bodies.
15. **COUNTERPARTS.** This Agreement may be executed in counterparts.
16. **APPROVAL BY MEMBER JURISDICTION'S GOVERNING BODIES.** The governing body of each *Member Jurisdiction* must approve this Agreement before any representative of such *Member Jurisdiction* may execute this Agreement.
17. **FILING OF AGREEMENT.** This Agreement shall be posted on the web site of each *Member Jurisdiction* in accordance with the provisions of RCW 39.34.040 and .200 and with the terms of Section 3 herein.
18. **ATTORNEY FEES.** In the event a *Member Jurisdiction* brings suit to enforce this Agreement, or for breach of this Agreement, the prevailing *Member Jurisdiction* shall be entitled to its costs, expenses, and attorney fees for bringing or defending the action.

INTERLOCAL AGREEMENT

For the Governmental Jurisdictions within the Lake Ballinger/McAleer Creek Watershed Including the Cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, Shoreline and Snohomish County

PREAMBLE

THIS AGREEMENT ("Agreement") is entered into pursuant to Chapter 39.34 RCW by and among Snohomish County, a political subdivision of the state of Washington, and the cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, and Shoreline, all municipal corporations of the state of Washington. The parties executing this Agreement are located in King and Snohomish Counties, lying wholly or partially within the Watershed Area defined in Section 1.1 below (individually for those executing this Agreement "Member Jurisdiction" and collectively "Member Jurisdictions"). The Member Jurisdictions share interests in and responsibility for addressing long-term watershed planning and conservation and wish to provide for development of various activities and projects therein.

MUTUAL COVENANTS AND AGREEMENTS

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall have the meaning provided for below:
 - 1.1 **WATERSHED AREA:** The *Watershed Area* is defined as those waters draining to Lake Washington through surface and subsurface natural or constructed water conveyance systems consisting of Hall Lake, Hall Creek, Chase Lake, Echo Lake, Lake Ballinger, McAleer Creek and all other known surface and subsurface tributary drainages along with the associated pipe conveyance systems connected to existing surface conveyance as further delineated on the watershed map attached as Exhibit A and collectively known as the Lake Ballinger/McAleer Creek Watershed. Additional tributary drainage areas identified in the future that are not currently listed on Exhibit A may be added to the Exhibit A by amendment of this Agreement.
 - 1.2 **ELIGIBLE JURISDICTIONS:** The governments eligible for participation in this Agreement as *Member Jurisdictions* are Snohomish County, and the Cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace and Shoreline.
 - 1.3 **MEMBER JURISDICTION:** A *Member Jurisdiction* as referred to herein is a government eligible for participation in this Agreement that has also executed this Agreement.
 - 1.4 **LAKE BALLINGER/McALEER CREEK WATERSHED FORUM:** The *Lake Ballinger/McAleer Creek Watershed Forum* (hereinafter referred to as the *Forum*) created herein is the governing body responsible for implementing this Agreement and is comprised of

designated representatives of *Eligible Jurisdictions* who have authorized the execution of and become *Member Jurisdictions* of this Agreement.

- 1.5 **STRATEGIC ACTION PLAN:** *The Strategic Action Plan*, as referred to herein, is the plan developed by the Forum and adopted by all Member Jurisdictions to address water resource issues within the *Watershed Area* as provided in this Agreement. The plan identifies specific actions and projects to address the identified water resource issues and is attached as Exhibit B.
- 1.6 **CAPITAL IMPROVEMENT PLAN:** The *Capital Improvement Plan*, as referred to herein, is the set of projects developed in the *Strategic Action Plan* to address the identified water resource issues. The *Capital Improvement Plan* lists specific projects, estimated costs, proposed funding mechanisms and project lead agency and is attached as Exhibit C.
- 1.7 **FISCAL AGENT:** The *Fiscal Agent* is the entity designated to perform all accounting and contract management services for the *Forum*, as it may require, in accordance with the requirements of Chapter 39.34 RCW.
- 1.8 **SERVICE PROVIDER(S):** The *Service Provider(s)*, as used herein, means that individual consultant or other entity which provides a service to and for the *Forum* and who is directed to carry out actions as determined or assigned by the *Forum*, including but not limited to, preparation of meeting agendas and minutes, maintaining documents and records, researching federal and state appropriation opportunities, and researching and applying for local, state and federal grants in support of the *Strategic Action Plan* and the *Capital Improvement Plan*.
- 1.8.1 **Service Provider Operating Fund:** The *Service Provider Operating Fund* is the fund established for activities of the *Service Provider(s)* in the implementation of the *Strategic Action Plan* and the *Capital Improvement Plan*. The fund budget is set each year by action of the Forum and authorized by budget allocation from each *Member Jurisdiction*.
- 1.9 **STEERING COMMITTEE and PROJECT SUBCOMMITTEES:** The *Steering Committee* is composed of executive level staff members of each *Member Jurisdiction* who will provide specific guidance to technical level staff on the *Project Subcommittees* for each of the projects identified in the *Capital Improvement Plan* based on policy direction from the Forum.
2. **PURPOSES.** The purposes of this Agreement include the following:
- 2.1 To provide a mechanism and governance structure for the implementation of the *Strategic Action Plan* and to share the cost of *Service Provider(s)* to coordinate and

provide the services necessary for the successful implementation of the **Strategic Action Plan** and the **Capital Improvement Plan**.

- 2.2 To provide a mechanism for securing technical assistance and any available funding from state agencies, federal agencies or other sources to implement the **Strategic Action Plan** and the **Capital Improvement Plan** in support of the **Strategic Action Plan**.
- 2.3 To provide a framework for cooperation and coordination among the member jurisdictions on issues relating to the implementation of the **Strategic Action Plan** and the **Capital Improvement Plan**.
- 2.4 To develop and articulate to state and federal legislators, watershed based positions on stormwater management issues, conservation issues, funding or any other issues jointly identified by the **Member Jurisdictions**.
- 2.5 To provide for the ongoing participation of citizens and other stakeholders in such efforts and to ensure continued public outreach efforts to educate and garner support for current and future watershed conservation efforts.

It is not the purpose or intent of this Agreement to create, supplant, preempt or supersede the authority or role of any individual **Member Jurisdiction** or water quality policy body.

- 3. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective upon its execution by **Eligible Jurisdictions**, as authorized by each jurisdiction's legislative body, and further provided that after such execution, this Agreement shall be posted on the web site of each **Member Jurisdiction** in accordance with the terms of RCW 39.34.040 and .200. Once effective, this Agreement shall remain in effect, unless terminated as provided in Section 9, until December 31, 2013; provided, however, that this Agreement may be extended for such additional terms as the **Member Jurisdictions** may agree to in writing.
- 4. **ORGANIZATION AND NATURE OF THE FORUM.** The **Member Jurisdictions** hereby establish the **Forum** to serve as the formal governance structure for carrying out the purposes of this Agreement. Each **Member Jurisdiction** shall appoint one (1) elected official or designee and an alternate (elected official or designee and alternate hereinafter referred to as designee) to serve as its representative on the **Forum** along with a **Steering Committee** representative to carry out the policy direction of the Forum.
 - 4.1 Upon the effective execution of this Agreement and the appointment of designees from each **Member Jurisdiction** to the **Forum**, the **Forum** designees shall meet and choose, according to the voting provisions of Section 5, representatives to serve as **Forum Chair** and **Vice Chair** to oversee and direct the activities associated with **Forum** meetings including the development of the agendas, running the meeting and providing leadership to the **Forum**.

- 4.2 The **Forum** shall have the authority and mandate to do the following:
- 4.2.1 Review and evaluate at least annually the duties to be assigned to the **Steering Committee** to this Agreement and provide for whatever actions it deems necessary to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of this Agreement.
 - 4.2.2 Review **Steering Committee** progress on implementation of the **Strategic Action Plan** and the **Capital Improvement Plan** on a quarterly basis and provide for whatever actions it deems appropriate to ensure that such development is efficiently, effectively and responsibly delivered in the performance of this Agreement.
 - 4.2.3 On or before September 1 of each year, establish and approve a **Service Provider Operating Fund** budget for the following calendar year for the activities of the **Service Provider(s)**, proposing the level of funding and total resource obligations of the **Member Jurisdictions** to support the activities of the **Service Provider(s)** which are to be allocated in accordance with the formula set forth in Exhibit D.
 - 4.2.4 Review and evaluate at least annually the duties to be assigned to the **Service Provider(s)** to this Agreement and provide for whatever actions it deems necessary to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of this Agreement.
 - 4.2.5 Oversee and administer the allocation of resources available to the **Forum** to implement the **Strategic Action Plan** and the **Capital Improvement Plan** in support of the **Strategic Action Plan**.
- 4.3 The **Forum** designees may adopt other rules and procedures that are consistent with its purposes as stated herein and are necessary for its operation according to the voting provisions of Section 5.
5. **VOTING.** The **Forum** designees shall make decisions, approve goals and objectives, specify work priorities and perform any other actions necessary to carry out the purposes of this Agreement as follows:
- 5.1 No action or binding decision will be taken by the **Forum** without the presence of a quorum of active **Member Jurisdiction** designees. A quorum exists if a majority of the **Member Jurisdiction** designees are present at the **Forum** meeting. The voting procedures provided for in 5.2 and 5.3 are conditioned upon there being a quorum of the active **Member Jurisdiction** designees present for any action or decision to be effective and binding.

- 5.2 Decisions shall be made using a consensus model as much as possible. Each designee agrees to use their best effort and exercise good faith in consensus decision-making. Consensus may be reached by unanimous agreement of the **Member Jurisdiction** designees at the meeting or by a majority recommendation agreed upon by the **Member Jurisdiction** designees.
- 5.3 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **Forum**, the **Forum** shall take action on a majority basis, as follows:
- 5.3.1 Each **Member Jurisdiction**, through its appointed designee, may cast its vote in connection with a proposed **Forum** action.
- 5.3.2 For any action subject to voting to be deemed approved, an affirmative vote must be cast by a majority of the **Member Jurisdiction** designees. No action shall be valid and binding on the **Member Jurisdiction** until it shall receive majority of votes of the total number of **Member Jurisdiction** designees. A vote of abstention shall be recorded as a "no" vote.

6. **OBLIGATIONS OF MEMBER JURISDICTIONS; BUDGET; FISCAL AGENT; RULES.**

- 6.1 Each **Member Jurisdiction** shall be responsible for meeting its financial obligations hereunder as described in Section 2.1 and established by the operating fund adopted by the **Forum** under this Agreement and described in Section 4.2.3.
- 6.2 On or before September 1 of each year of this Agreement, the **Forum** shall adopt a **Service Provider** budget for the following calendar year. The **Service Provider** budget shall propose the level of funding responsibilities of the individual **Member Jurisdictions** for the following calendar year and shall propose the levels of funding to be allocated to the **Service Provider** budget for implementation activities related to the **Strategic Action Plan** and the **Capital Improvement Plan** within the **Watershed Area**. The **Member Jurisdictions** shall thereafter take separate legislative or other actions that may be necessary to timely address such individual responsibilities under the proposed operating fund, and shall have done so no later than December 31st of each such year, provided that the financial obligations of each Member Jurisdiction to fund this Agreement after December 31, 2011 are contingent upon local legislative appropriation of necessary funds in future fiscal years; and provided that financial obligations imposed herein shall not be for the purpose of funding the design or construction of specific **Capital Improvement Plan** projects.
- 6.3 Funds collected from any source on behalf of the **Forum** shall be maintained in a special fund by the **Fiscal Agent** as *ex officio* treasurer on behalf of the **Forum** pursuant to rules and procedures established and agreed to by the **Forum**. The **Fiscal Agent** shall also serve as the contractual agent for the **Member Jurisdictions** in acquiring any services

needed, including those provided by the **Service Provider(s)**, in the implementation of the **Strategic Action Plan** and the **Capital Improvement Plan** as directed by the **Forum**. The **Fiscal Agent** shall establish billing practices and collection procedures in the format established by the Washington State Auditor, and utilize its established purchasing authority and procedures, and any other procedures as may be necessary to provide for its efficient administration and operation. Any **Member Jurisdiction** may inspect and review all records maintained in connection with the special fund maintained by the **Fiscal Agent** at any reasonable time.

- 6.4 The **Fiscal Agent**, in the performance of its duties, shall not exceed the budgeted amounts authorized by the **Forum** and/or the total funds as appropriated by the individual **Member Jurisdictions**.
7. **LATECOMERS.** An **Eligible Jurisdiction** listed in Section 1.2 which has not become a **Member Jurisdiction** within six (6) months of the effective date of this Agreement may become a **Member Jurisdiction** only with the written consent of all the **Member Jurisdiction**. The provisions of Section 5 otherwise governing decisions of the **Forum** shall not apply to this Section 7. The **Member Jurisdictions** and the county or city seeking to become a **Member Jurisdiction** shall jointly determine the terms and conditions under which the county or city may become a **Member Jurisdiction**. These terms and conditions shall include payment by such county or city to the **Member Jurisdictions** of the amount determined jointly by the **Member Jurisdictions** and the county or city to represent such county or city's fair and proportionate share of all costs associated with activities undertaken by the **Forum** and the **Member Jurisdictions** on its behalf as of the date the county or city becomes a **Member Jurisdiction**. Any county or city that becomes a **Member Jurisdiction** pursuant to this section shall thereby assume the general rights and responsibilities of all other **Member Jurisdictions**.
8. **TERMINATION.** This Agreement may be terminated by any **Member Jurisdiction**, as to that **Member Jurisdiction** only, upon sixty (60) days written notice to the other **Member Jurisdictions**. The terminating **Member Jurisdiction** shall remain fully responsible for meeting all of its funding obligations for expenditures authorized by the jurisdiction, but only for costs incurred prior to the date of the notice. This Agreement may be terminated at any time by the written agreement of all **Member Jurisdictions**.
9. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent permitted by state law, and for the limited purposes set forth in this Agreement, each **Member Jurisdiction** shall protect, defend, hold harmless and indemnify the other **Member Jurisdictions** to include the officers, employees, agents and contractors of the **Member Jurisdiction**, while acting within the scope of their

employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such *Member Jurisdiction's* own negligent acts or omissions, torts and wrongful or illegal acts related to such *Member Jurisdiction's* participation and obligations under this Agreement. Each *Member Jurisdiction* agrees that its obligations under this subsection extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each *Member Jurisdiction*, by mutual negotiation, hereby waives, with respect to the other *Member Jurisdictions* only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. The provisions of this subsection shall survive and continue to be applicable to *Member Jurisdictions* exercising the right of termination pursuant to Section 9.

10. **NO ASSUMPTION OF LIABILITY.** In no event do the *Member Jurisdictions* intend to assume any responsibility, risk or liability of any other *Member Jurisdiction* or otherwise with regard to any *Member Jurisdiction's* duties or any act, statute or regulation of any local municipality or government, the State of Washington or the United States.

11. **VOLUNTARY AGREEMENT.** This is a voluntary agreement and it is acknowledged and agreed that, in entering into this Agreement, no *Member Jurisdiction* is committing to adopt or implement any actions or recommendations that may be contained in the *Strategic Action Plan* and the *Capital Improvement Plan* pursuant to this Agreement.

13. **NO PRECLUSION OF ACTIVITIES OR PROJECTS.** Nothing herein shall preclude any one or more of the *Member Jurisdiction* from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on any *Member Jurisdiction* that is not a party to such decision or agreement.

14. **NO THIRD PARTY RIGHTS.** Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, including without limitation NMFS, USFWS, any agency or department of the United States, or the State of Washington, or to form the basis for any liability on the part of the *Forum* or any of the *Member Jurisdictions*, or their officers, elected officials, agents and employees, to any third party.

- 15. **AMENDMENTS.** This Agreement may be amended, altered or clarified only by the unanimous consent of the *Member Jurisdictions*, represented by affirmative action by their legislative bodies.
- 16. **COUNTERPARTS.** This Agreement may be executed in counterparts.
- 17. **APPROVAL BY MEMBER JURISDICTION'S GOVERNING BODIES.** The governing body of each *Member Jurisdiction* must approve this Agreement before any representative of such *Member Jurisdiction* may execute this Agreement.
- 18. **FILING OF AGREEMENT.** This Agreement shall be posted on the web site of each *Member Jurisdiction* in accordance with the provisions of RCW 39.34.040 and .200 and with the terms of Section 3 herein.
- 19. **ATTORNEY FEES.** In the event a *Member Jurisdiction* brings suit to enforce this Agreement, or for breach of this Agreement, the prevailing *Member Jurisdiction* shall be entitled to its costs, expenses, and attorney fees for bringing or defending the action.

IN WITNESS WHEREOF, the *Member Jurisdictions* hereto have executed this Agreement on the dates indicated below:

Approved as to form:
 By: _____
 Title: _____
 Date: _____

CITY OF EDMONDS
 By: _____
 Title: _____
 Date: _____

Approved as to form:
 By: *Jeff C. Sturvanh*
 Title: *City Attorney*
 Date: *1/31/2012*

CITY OF LAKE FOREST PARK
 By: *Mary Jane Boss*
 Title: *Mayor*
 Date: *1/31/2012*

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF LYNNWOOD

By: _____

Title: _____

Date: _____

Approved as to form:

By: Greg G. Sullivan

Title: City Attorney

Date: 1-11-2012

CITY OF MOUNT LAKE TERRACE

By: John P. Campbell

Title: City Manager

Date: 1-11-2012

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF SHORELINE

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: _____

Date: _____

SNOHOMISH COUNTY

By: _____

Title: _____

Date: _____

Exhibit A

Watershed Vicinity Map

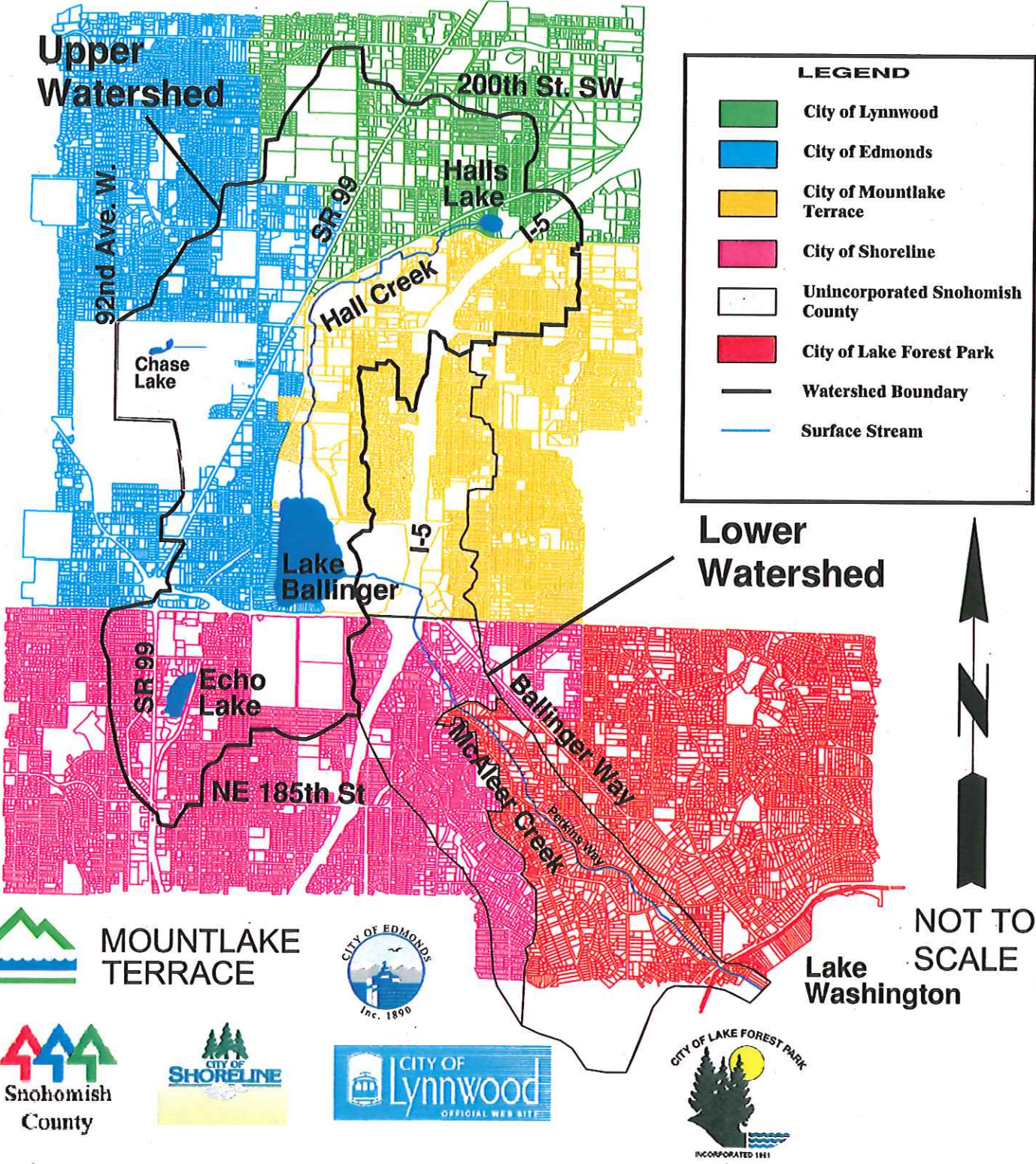
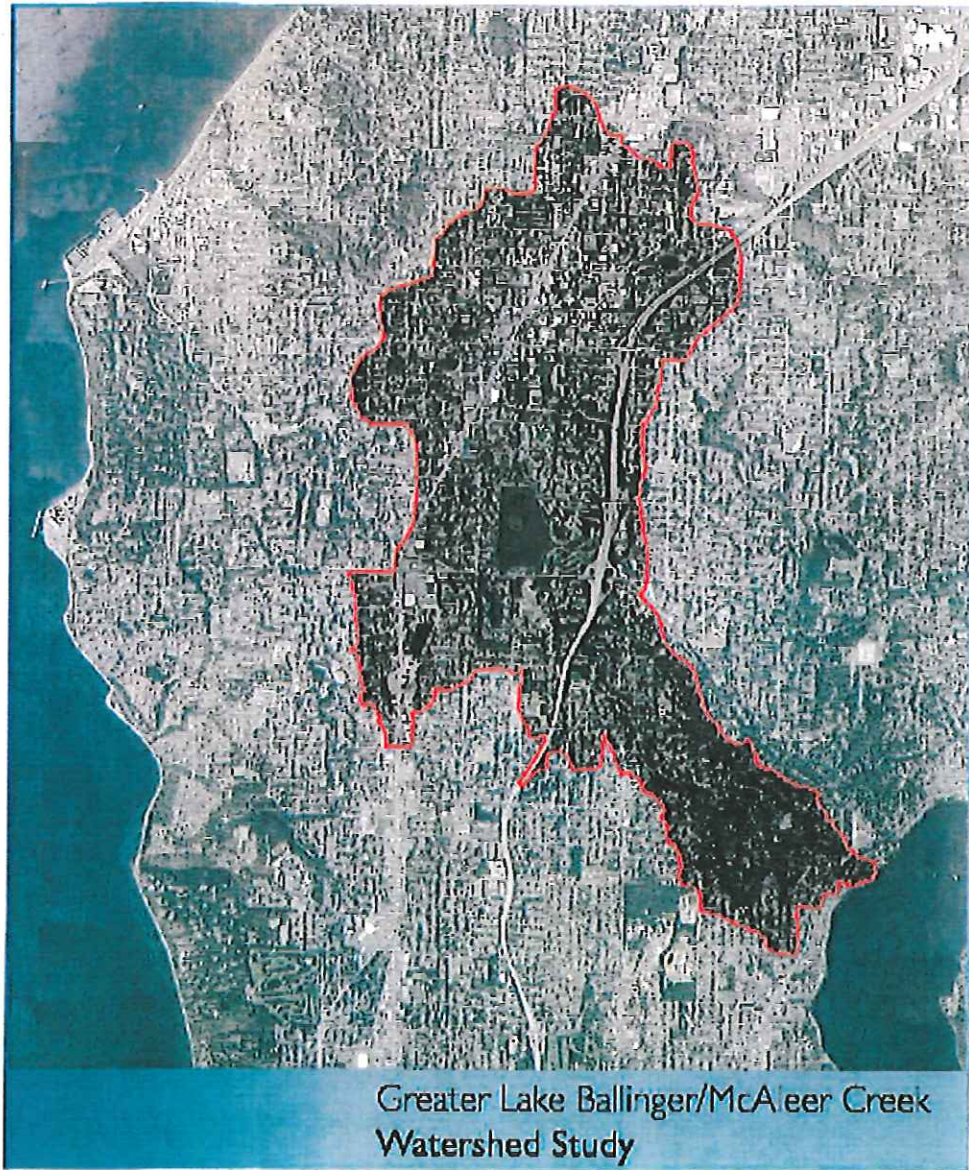


Exhibit B

Lake Ballinger/McAleeer Creek Watershed Study

Strategic Action Plan



Greater Lake Ballinger/McAeer Creek
Watershed Study

STRATEGIC ACTION PLAN

Project #31325

By Onak, Inc.
Golde: Associates, Inc.
Clear Creek Solutions, Inc.
EnviroIssues

July 10, 2009

Exhibit C

Capital Improvement Plan

Lake Ballinger/McAleer Creek Watershed Forum Capital Improvement Plan - Exhibit C

Action or Project	Priority	Description	Lake Ballinger/Hall Creek		McAleer Creek		Project Information		Service Criteria ¹			Goal	Issues	Projected Outcome
			Watershed Issue A	Watershed Issue B	Watershed Issue C	Watershed Issue D	Project Lead Agency ²	Potential Funding Options ³	Projected Planning Level Cost (2009 dollars)	1	2			
Phase I														
Lower McAleer Creek														
Forum Project	A1	Accurately model flow and determine flood plain elevations for McAleer Creek from Lake Ballinger to Lake Washington - develop modeling and flood plain management guidelines to assist the Cities of Shoreline and Lake Forest Park with future FEMA funds for development and to leverage FEMA funds for development program. The project will assume flows from Lyon Creek have been redirected or minimized.	X		X		Grant	\$750,000 to \$1,000,000			X	Develop existing flood plain maps to accurately reflect modeling and flood plain management guidelines	Joint project in Shoreline and Lake Forest Park	Give accurate guidance to cities with development and redevelopment in the affected flood plain
Private Project	A2	Leverage FEMA funds for flood proofing program			X		Grant	\$2,000,000 to \$8,000,000			X	Develop flood proofing program to prevent structure flooding	Privately initiated flood proofing program with possible City assistance	Developing an effective flood proofing program
Lyon Creek Bypass/Lyon Creek Channel Modifications	B	Forum to provide encouragement to Lake Forest Park to seek funds to eliminate the Lyon Creek overflow to McAleer Creek during storm events			X		Lake Forest Park	\$3,100,000		X	Minimize the impact of Lyon Creek on McAleer Creek during storm events	No financial commitment on the part of upstream Forum jurisdictions	Reduce overflow from Lyon Creek during storm events to minimize flooding at Sheridan Beach	Reduce overflow from Lyon Creek during storm events to minimize flooding at Sheridan Beach
McAleer Creek Bypass Intake Retrofit	C	Retrofit McAleer Creek Bypass Intake to optimize facility function			X		Grant	\$213,000		X	Reduce the occurrence and severity of flooding in the Sheridan Beach Neighborhood of Lake Forest Park along McAleer Creek	Project benefits residents in Lake Forest Park only.	Would remove 30 cars from McAleer Creek through the Sheridan Beach Neighborhood along the 100-yr event	Would remove 30 cars from McAleer Creek through the Sheridan Beach Neighborhood along the 100-yr event
Upgrade/Replace Culverts on McAleer Creek	D	Enhance and replace four culverts on McAleer Creek in Lake Forest Park			X		Grant	\$1,000,000		X	Reduce localized flooding in Lake Forest Park	Project benefits residents in Lake Forest Park only.	Up to 10 residences in Lake Forest Park would be protected from localized flooding.	Up to 10 residences in Lake Forest Park would be protected from localized flooding.
McAleer Creek Flood Barms	E	Install berms or other flood proofing along McAleer Creek in Lake Forest Park			X		Grant	\$800,000		X	Keep structures from flooding during 100 year events	Permitting, work on private property	Minimize flooding during 100 year events	Eliminate 100 year flooding events, improve on local, temperature and chemical issues in McAleer Creek
Basin Wide LID Retrofits	F	Retrofit existing city streets and right of way with Low Impact Development BMP's	X	X	X	X	Appropriations or grant	\$5,000,000 to \$10,000,000 over 20 years		X	Reduce flooding and improve water quality	Long term - 20 year plan	Eliminate 100 year flooding events, improve on local, temperature and chemical issues in McAleer Creek	Eliminate 100 year flooding events, improve on local, temperature and chemical issues in McAleer Creek
Phase II														
Upper McAleer Creek/Lake Ballinger/Hall Creek														
Forum Project	A1	Accurately model flow and determine flood plain elevations for the Hall Creek and Lake Ballinger - develop modeling and flood plain management guidelines to determine the most advantageous elevation of Lake Ballinger weir	X				Grant	\$750,000 to \$1,000,000			X	Reverse existing flood plain maps to accurately reflect modeling and flood plain management guidelines	Joint project in Mountlake Terrace and Edmonds	Give accurate guidance to cities with development and redevelopment in the affected flood plain while managing the issue of Lake Ballinger and developing a flood proofing program
Private Project	A2	Leverage FEMA funds for flood proofing program	X				Grant	\$1,000,000 to \$2,000,000			X	Develop flood proofing program to prevent structure flooding	Privately initiated flood proofing program with possible City assistance	Developing an effective flood proofing program
McAleer Creek Weir	B*	Install new weir gate	X	X			Mountlake Terrace	\$25,000		N/A	N/A	Restore weir to 1995 maintenance status	Meet existing maintenance requirements	Meet existing maintenance requirements
	B1	Lower weir structure to first Nile culvert - 1.5 feet lower - install new weir foundation and dredge creek channel to lake	X				Grant	\$500,000		X	Keep lake level below 279.3	Would require reacquisition of the Superior Court Order regarding lake level	Would reduce by 50% the length of time that the lake would be above 279.3	Would reduce by 50% the length of time that the lake would be above 279.3
	B1	Lower weir structure to first Nile culvert - 1.5 feet lower - install new weir foundation and dredge creek channel to lake	X				Grant	\$500,000		X	Keep lake level below 277.4	Would require reacquisition of the Superior Court Order regarding lake level	Would reduce by 74% the length of time the lake would be above 277.4	Would reduce by 74% the length of time the lake would be above 277.4
	B2	Lower weir structure by 3.75 feet - install new weir foundation and dredge creek channel to I-5	X				Grant	\$1,000,000		X	Keep lake level below 279.3	Would require reacquisition of the Superior Court Order regarding lake level	Would reduce by 82% the length of time the lake would be above 279.3	Would reduce by 82% the length of time the lake would be above 279.3
	B2	Lower weir structure by 3.75 feet - install new weir foundation and dredge creek channel to I-5	X				Grant	\$1,000,000		X	Keep lake level below 277.4	Would require reacquisition of the Superior Court Order regarding lake level	Would reduce by 99% the length of time the lake would be above 277.4	Would reduce by 99% the length of time the lake would be above 277.4
Hall Creek Detention	C	Install detention or infiltration system upstream of Lake Ballinger	X				Grant, appropriations, city CIP funds	\$12,000,000 not including land acquisition		X	Keep lake level below 279.3	Large site footprint of 2.7 acres - cost of land acquisition not included	Would reduce by 64% the length of time the lake would be above 279.3	Would reduce by 64% the length of time the lake would be above 279.3
Basin Wide LID Retrofits	D	Retrofit existing city parcels and right of way with Low Impact Development BMP's	X	X	X	X	Grant, appropriations, city CIP funds	\$10,000,000 over 20 years		X	Reduce flooding and improve water quality	Long term - 20 year plan	Eliminate 100 year flooding events, improve on local, temperature and chemical issues in McAleer Creek	Eliminate 100 year flooding events, improve on local, temperature and chemical issues in McAleer Creek

¹ Service levels are listed in Section 3 of the Strategic Action Plan, Page 15 - 20
² Weir gate replacement is contingent on decisions made about the ultimate level of the lake
³ Future governance agreement will incorporate and identify potential funding sources
⁴ A membership agreement representing the interests of the Lake Ballinger/McAleer Creek Forum

Exhibit D

Operating Fund Allocations

Table 1			
Service Provider Operating Fund Allocation 2012-2013			
Allocation shall be equal percentage for each (current) Member Jurisdiction			
Jurisdiction	% of Total	% of Total	% of Total
	Original members	4 potential members	3 potential members
Edmonds	16.67%	25.00%	33.33%
Shnohomish County	16.67%	25.00%	
Lake Forest Park	16.67%	25.00%	33.33%
Mountlake Terrace	16.67%	25.00%	33.33%
Lynnwood	16.67%		
Shoreline	16.67%		

Exhibit E

Service Provider Operating Fund Allocations

Administrative Support Service Provider Needs Listing

The Forum wishes to retain the City of Mountlake Terrace as the Administrative Support Service Provider. The Forum has suggested quarterly meetings at a minimum for the current agreement period with other meetings held as needed. The Service Provider needs listing allows for four quarterly meetings and up to four additional meetings per year.

Duties	Hours/Quarter Year	
1. Attend and take notes at monthly Forum Meeting	5	20
2. Arrange for room reservations, provide materials for meetings	5	20
3. Compile and produce minutes from the Forum meetings	10	40
4. Generate draft agenda for the Forum Meeting - coordinate with the chair and co-chair on meeting agenda	3	12
5. Coordinate e-mail contacts through the Forum distribution list	1	4
6. Assists with cities web site maintenance	6	24
7. Maintains documents record for Forum activities	6	24
8. Prepares News Releases on Forum updates	4	16
Total	40	160

Additional Duties may be added as needs develop

Provider Support through the City of Mountlake Terrace

Administrative Support for 2012 \$4,800

Administrative Support for 2013 \$4,800

This listing assumes services are provided at \$30.00 per hour and that 40 hours a quarter are allocated for a total of 160 hours for each of the 2012 and 2013 calendar years. Each Member Jurisdiction cost percentage of the Administrator Support Provider is listed in Exhibit D Table 1.

Federal Government Relations Service Provider Needs Listing

The Member Jurisdictions wish to retain and employ a Federal Government Relations Service Provider, Johnston Group, for the term of the agreement period (January 1, 2012 to December 31, 2013) to provide federal government relation services for the Forum in order to increase its visibility with its congressional delegation and compete for federal funding. The Johnston Group scope of services is attached at the end of this exhibit.

The total cost for each year of the agreement shall not exceed the amounts listed for 2012 and 2013 below.

Government Relations Support through the Johnston Group:

For 2012 \$30,000

For 2013 \$30,000

The Member Jurisdictions cost percentage of the Federal Government Service Provider is listed in Exhibit D Table 1.

Scope of Services for The Johnston Group

Scope of Services

Although a refined set of activities will be conducted as the work opportunities develop, below is a brief description of the major activities that would likely be part of the Johnston Group's scope of services for the Lake Ballinger/McAleer Creek Watershed Forum based on our work over the past year and our knowledge of the policy environment in 2012.

Prepare and Support Federal Water Resources Development Act (WRDA) Reauthorization Requests

- Continue to lobby for the Forum funding in the Senate version of the WRDA bill, with committee consideration expected to begin in December 2011 and continue into the first half of 2012.
- Determine legislative tactics Congress may utilize to enact WRDA bills and implement a strategy to preserve funds targeted for the Lake Ballinger/McAleer Creek Watershed Forum.
- Contact key congressional staff to obtain support for the Forum's federal funding requests and respond to any questions or concerns as appropriate.
- Assist congressional staff in the preparation of letters of request to relevant House and Senate oversight, authorization and appropriations committees and subcommittees.
- Monitor the budget and authorization process throughout the year with regular legislative updates provided to the Forum.
- Track the House of Representatives progress on WRDA reauthorization and lobby for Forum inclusion in House bills.
- Lobby the House of Representatives in support of a WRDA bill and the Forum funding.
- Ensure that Forum information and requests are coordinated between all delegation offices.

Develop Federal Funding Agenda for the Lake Ballinger/McAleer Creek Watershed Forum

- Work with the Lake Ballinger/McAleer Creek Watershed Forum to identify funding needs and obtain detailed information about priority projects that could apply to federal legislative funding streams.
- Review Forum planning documents and budget to ascertain the full range of Forum initiatives and determine which Forum projects are eligible for support through the existing federal funding programs.
- Advise the Lake Ballinger/McAleer Creek Watershed Forum about which projects ought to be prioritized for federal grants, directed federal spending via appropriations and authorization bills.

Prepare and Support the Lake Ballinger/McAleer Creek Watershed Forum Federal Appropriations Requests

Even though Congress is not expected to support earmark funding in 2012, a new Congress in 2013 may not hold itself to the same prohibition. If so, the Johnston Group will conduct the following activities under this scope of work:

- Advise the Forum about the creation of collateral materials for federal funding requests.
- Work with the Forum to identify potential supporters for project requests and secure letters of endorsement.
- Coordinate formal submission of appropriations requests and ensure compliance with all deadlines.
- Determine legislative tactics Congress may utilize to enact federal appropriations bills and implement a strategy to preserve funds targeted for the Lake Ballinger Watershed Forum.
- Contact key congressional staff to obtain support for the Forum's federal funding requests and respond to any questions or concerns as appropriate.
- Assist congressional staff in the preparation of letters of request to relevant House and Senate oversight, authorization and appropriations committees and subcommittees.
- Monitor the budget and appropriations process throughout the year with regular legislative updates provided to the Forum.

D.C. Lobbying Meetings

- Schedule meetings in Washington, D.C. with Lake Ballinger/McAleer Creek Watershed Forum representatives and Congressmen Inslee, Congressman McDermott and Senators Murray and Cantwell. We also may schedule meetings with Congressman Dicks and his staff given his position as the ranking member of the House Appropriations Committee.
- Include the D.C.-based liaison for Washington Governor Christine Gregoire as a part of our D.C. meetings and outreach strategy if appropriate to do so.
- Identify and prepare key congressional staff for funding requests and meetings with Forum representatives and elected officials.
- Attend and facilitate meetings in Washington, D.C.
- Prepare Lake Ballinger/McAleer Creek Watershed Forum officials for congressional meetings.
- Follow up to all meetings as appropriate.
- Ensure that district and D.C. based key staff in each delegation office are aligned in support of Forum's goals.
- Maintain regular communication with key legislative staff and elected officials throughout the year in support of the Forum's funding and policy agenda.
- This proposal includes two distinct trips to Washington, D.C. for the Lake Ballinger/McAleer Creek Watershed Forum, one in 2012 and one in 2013. Other visits with Congressional offices on behalf of the Forum will be conducted by the Johnston Group at any time to further the Forum's objectives.

Involvement of Lake Ballinger/McAleer Creek Watershed Forum Member Staff and Elected Officials

- Issue monthly activity reports to Forum representatives detailing specific actions taken

on the Forum's behalf.

- Engage the Forum's elected officials and staff as necessary to contact Members of Congress and their staff as appropriate in support of the funding requests.
- Counsel the Forum about locally-based lobbying activities to further the Forum's legislative and federal-funding priorities, potentially including meeting in North King County / South Snohomish County with members of the federal delegation, participation in congressional sponsored events in Washington State and the continued involvement of district based congressional staff in Forum meetings.
- Draft correspondence as appropriate for the Forum to send to Congress on policy issues and other legislative concerns.
- Work to include Forum elected leadership in delegation based policy discussions as they develop and as appropriate.

Delegation Engagement with the Lake Ballinger/McAleer Creek Watershed Forum

- Solicit support from each Member of Congress that we are seeking support from (i.e., Congressman Jay Inslee, Congressman Jim McDermott, Senator Patty Murray and Senator Maria Cantwell) for our funding requests.
- Maintain year-long direct engagement with targeted Members of Congress and their staff.
- Prioritize a visit to the Watershed by district congressional staff to get a firsthand look at the Forum's projects and have an in-depth discussion about the Forum's project needs.

Grant Funding Strategy

- Solicit support from Governor Christine Gregoire, Congressman Jay Inslee, Congressman Jim McDermott, Senator Patty Murray and Senator Maria Cantwell for the relevant Forum grant applications.

**First Amendment to Interlocal Agreement
for the Governmental Jurisdictions within the
Lake Ballinger/McAleer Creek Watershed
Including the Cities of Edmonds, Lake Forest Park, Lynnwood,
Mountlake Terrace, Shoreline and Snohomish County**

This First Amendment to the Agreement (“First Amendment”) is entered into by and among Snohomish County, a political subdivision of the state of Washington, and the cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, and Shoreline, all municipal corporations of the state of Washington.

RECITALS

WHEREAS, the Agreement, expires on December 31, 2013; and

WHEREAS, The Agreement, by its terms, may be extended for such additional terms as the **Member Jurisdictions** may agree in writing; and

WHEREAS, the **Member Jurisdictions** desire to extend the Agreement for an additional two-year term commencing January 1, 2014 through December 31, 2015 (“extended term”); and

WHEREAS, the **Member Jurisdictions** desire to provide for a new Exhibit D (“Operating Fund Allocations”), a new Exhibit E (“Service Provider Operating Fund Allocations”) for the extended term; and

WHEREAS, the **Member Jurisdictions** desire to amend the Agreement on the terms and conditions set forth in this First Amendment.

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, the **Member Jurisdictions** agree to amend the Agreement as follows:

Section 1. Defined Terms. All capitalized terms when used herein shall have the same respective meanings as are given such terms in the Agreement, unless expressly provided otherwise in this First Amendment.

Section 2. Extension of Term. The **Member Jurisdictions** acknowledge and agree that the term of the Agreement shall be extended by an additional two-year term,

commencing January 1, 2014 and remain in effect through December 31, 2015 ("New Term"), unless terminated earlier pursuant to the provisions in the Agreement.

Section 3. Replacement of Exhibit D and Exhibit E. Member Jurisdictions acknowledge and agree that Exhibit D and Exhibit E to the Agreement shall be replaced respectively with new Exhibits, Exhibit D1 ("Operating Fund Allocations") and Exhibit E1 ("Service Provider Operating Fund Allocations"), which are attached hereto and incorporated by reference.

Section 4. Method and Duty to File First Amendment. Member Jurisdictions shall, upon execution of this First Amendment to the Agreement, post this First Amendment on its official website in accordance with RCW 39.34.040 and RCW 39.34.200.

Section 5. Counterparts. This First Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument and, collectively, constitute the entire First Amendment.

Section 6. Conflict; No Further Modification. In the event of any conflict between the terms and conditions of the Agreement and the terms and conditions of this First Amendment, the terms and conditions of this First Amendment shall prevail.

Section 7. Remaining Terms of Agreement. Except as specifically set forth in this First Amendment, all other terms and conditions of the Agreement and Exhibits shall remain unmodified and in full force and effect.

Section 8. Effective Date of Amendment. This First Amendment shall become effective upon its execution by **Member Jurisdictions**, as authorized by each jurisdiction's legislative body.

IN WITNESS WHEREOF, the **Member Jurisdictions** hereto have executed this First Amendment on the dates indicated below:

Approved as to Form:

By: Shawn Catis

Title: CITY ATTORNEY

Date: 2-5-14

CITY OF EDMONDS

By: William L. Eberhart

Title: Mayor

Date: 2.8.14

Approved as to Form:

By: [Signature]

Title: Interim City Attorney

Date: 1/9/14

CITY OF LAKE FOREST PARK

By: [Signature]

Title: Mayor

Date: 1/8/14

Approved as to Form:

By: _____

Title: _____

Date: _____

CITY OF LYNNWOOD

By: _____

Title: _____

Date: _____

Approved as to Form:

By: [Signature]

Title: City Attorney

Date: 1-23-2014

CITY OF MOUNTLAKE TERRACE

By: [Signature]

Title: Mayor

Date: 1/8/14

Approved as to Form:

By: _____

Title: _____

Date: _____

CITY OF SHORELINE

By: _____

Title: _____

Date: _____

Approved as to Form:

By: _____

Title: _____

Date: _____

SNOHOMISH COUNTY

By: _____

Title: _____

Date: _____

EXHIBIT D1

OPERATING FUND ALLOCATIONS

Table 1

Service Provider Operating Fund Allocation 2014-2015

Allocation shall be equal percentage for each (current) Member Jurisdiction

Jurisdiction	% of Total Original members	% of Total 5 members	% of Total 4 members	% of Total 3 members
Edmonds	16.67%	20.00%	25.00%	33.33%
Snohomish County	16.67%	20.00%	25.00%	
Lake Forest Park	16.67%	20.00%	25.00%	33.33%
Mountlake Terrace	16.67%	20.00%	25.00%	33.33%
Lynnwood	16.67%			
Shoreline	16.67%	20.00%		

EXHIBIT E1

SERVICE PROVIDER OPERATING FUND ALLOCATIONS

Administrative Support Service Provider Needs Listing

The Forum wishes to retain the City of Mountlake Terrace as the Administrative Support Service Provider. The Forum has suggested quarterly meetings at a minimum for the current agreement period with other meetings held as needed. The Service Provider needs listing allows for four quarterly meetings and up to four additional meetings per year.

Duties	Hours/Quarter Year	
1. Attend and take notes at monthly Forum Meeting	5	20
2. Arrange for room reservations, provide materials for meetings	5	20
3. Compile and produce minutes from the Forum meetings	10	40
4. Generate draft agenda for the Forum Meeting - coordinate with the chair and co-chair on meeting agenda	3	12
5. Coordinate e-mail contacts through the Forum distribution list	1	4
6. Assists with cities web site maintenance	6	24
7. Maintains documents record for Forum activities	6	24
8. Prepares News Releases on Forum updates	4	16
Total	40	160

Additional Duties may be added as needs develop

Provider Support through the City of Mountlake Terrace

Administrative Support for 2014	\$4,800
---------------------------------	---------

Administrative Support for 2015	\$4,800
---------------------------------	---------

This listing assumes services are provided at 40 hours a quarter are allocated for a total of 160 hours for each of the 2014 and 2015 calendar years. Each Member Jurisdiction's cost percentage of the Administrator Support Provider is listed in Exhibit D Table 1.

Federal Government Relations Service Provider Needs Listing

The Member Jurisdictions wish to retain and employ a Federal Government Relations Service Provider, Johnston Group, for the term of the agreement period (January 1, 2014 to December 31, 2015) to provide federal government relation services for the Forum in order to increase its visibility with its congressional delegation and compete for federal funding. The Johnston Group scope of services is attached at the end of this exhibit.

The total cost for each year of the agreement shall not exceed the amounts listed for 2014 and 2015 below.

Government Relations Support through the Johnston Group:

For 2014 \$36,000

For 2015 \$36,000

The Member Jurisdiction's cost percentage of the Federal Government Service Provider is listed in Exhibit D Table 1.

JOHNSTON | GROUP

Appendix A

Scope of Services

The Consultant ("The Johnston Group") shall provide the scope of services listed below for the Client ("Lake Ballinger/McAleer Creek Watershed Forum"). The scope of services may include, but not be limited to, the following activities:

Support Federal Funding for the Lake Ballinger/McAleer Creek Watershed Forum

- Work with the Lake Ballinger/McAleer Creek Watershed Forum to identify the funding needs and get detailed information about priority projects contained in the Forum's Capital Improvement Plan.
- Review Forum planning documents and budget to ascertain the full range of Forum initiatives and determine which Forum projects are eligible for support through the existing federal funding programs.
- Advise the Lake Ballinger/McAleer Creek Watershed Forum about which projects ought to be prioritized for federal grants, directed federal spending via appropriations and authorization bills.
- Assist the Forum with its engagement with the Seattle office of the U.S. Army Corps of Engineers and utilize the delegation to bolster this relationship to result in funding for the Forum.

Prepare and Support the Lake Ballinger/McAleer Creek Watershed Forum within WRDA Consideration and Potential Funding Opportunities

- Advise the Forum about the creation of collateral materials for federal funding requests.
- Work with the Forum to identify potential supporters for project requests and secure letters of endorsement.
- Coordinate formal submission of appropriations requests, if applicable, and ensure compliance with all deadlines.
- Work with Forum on the Water Resources Development Act reauthorization and seek federal funds to support the Forum's activities.

- Determine legislative tactics Congress may utilize to enact federal appropriations bills and implement a strategy to preserve funds targeted for the Lake Ballinger Watershed Forum.
- Contact key congressional staff to obtain support for the Forum's federal funding requests and respond to any questions or concerns as appropriate.
- Assist congressional staff in the preparation of letters of request to relevant House and Senate oversight, authorization and appropriations committees and subcommittees.
- Monitor the budget and appropriations process throughout the year with regular legislative updates provided to the Forum.

D.C. Lobbying Meetings

- Schedule meetings in Washington, D.C. with Lake Ballinger/McAleer Creek Watershed Forum representatives and Congressman Larsen, Congressman McDermott, Representative DelBene and Senators Murray and Cantwell. We also may schedule meetings with other members of the delegation as relevant.
- Include the D.C.-based liaison for Washington State Governor Inslee as a part of our D.C. meetings and outreach strategy if appropriate to do so.
- Identify and prepare key congressional staff for federal funding and policy requests and meetings with Forum representatives and elected officials.
- Attend and facilitate meetings in Washington, D.C.
- Prepare Lake Ballinger/McAleer Creek Watershed Forum officials for congressional meetings.
- Follow up to all meetings as appropriate.
- Ensure that district and D.C. based key staff in each delegation office are aligned in support of Forum's goals.
- Maintain regular communication with key legislative staff and elected officials throughout the year in support of the Forum's funding and policy agenda.
- Ensure the delegation is prepared to engage federal Agencies in support of the Forum as necessary and as appropriate.

- Ensure the delegation is prepared to swiftly respond in the event of a flooding event to coordinate disaster relief and support.
- This proposal assumes two annual trips to Washington, D.C. for the Lake Ballinger/McAleer Creek Watershed Forum.

Involvement of Lake Ballinger/McAleer Creek Watershed Forum Member Staff and Elected Officials

- Issue monthly activity reports to Forum representatives detailing specific actions taken on the Forum's behalf.
- Engage the Forum's elected officials and staff as necessary to contact Members of Congress and their staff as appropriate in support of the funding requests.
- Counsel the Forum about locally-based lobbying activities to further the Forum's legislative and federal funding priorities, potentially including meeting in North King County / South Snohomish County with members of the federal delegation, participation in congressional sponsored events in Washington State and the continued involvement of district based congressional staff in Forum meetings.
- Draft correspondence as appropriate for the Forum to send to Congress on policy issues and other legislative concerns.
- Work to include Forum elected leadership in delegation based policy discussions as they develop and as appropriate.

Delegation Engagement with the Lake Ballinger/McAleer Creek Watershed Forum

- Solicit support from each Member of Congress that we are seeking support from (i.e. Congressman Rick Larsen, Congresswoman DelBene, Congressman Jim McDermott, Senator Patty Murray and Senator Maria Cantwell) for our federal funding and policy requests.
- Maintain year-long direct engagement with targeted Members of Congress and their staff.
- Prioritize a visit to the Watershed by district congressional staff to get a firsthand look at the Forum's projects and have an in-depth discussion about the Forum's funding and policy needs.

Grant Funding Strategy

- Solicit support from the Governor and the congressional delegation for the relevant Forum grant applications.

**Second Amendment to Interlocal Agreement
for the Governmental Jurisdictions within the
Lake Ballinger/McAleer Creek Watershed
Including the Cities of Edmonds, Lake Forest Park, Lynnwood,
Mountlake Terrace, Shoreline and Snohomish County**

This **Second Amendment to the Agreement** ("Second Amendment") is entered into by and among Snohomish County, a political subdivision of the state of Washington, and the cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, and Shoreline, all municipal corporations of the state of Washington.

RECITALS

WHEREAS, the Agreement, expires on December 31, 2015; and

WHEREAS, The Agreement, by its terms, may be extended for such additional terms as the **Member Jurisdictions** may agree in writing; and

WHEREAS, the **Member Jurisdictions** desire to extend the Agreement for an additional two-year term commencing January 1, 2016 through December 31, 2017 ("extended term"); and

WHEREAS, the **Member Jurisdictions** desire to provide for a new Exhibit D ("Operating Fund Allocations"), a new Exhibit E ("Service Provider Operating Fund Allocations") for the extended term; and

WHEREAS, the **Member Jurisdictions** desire to amend the Agreement on the terms and conditions set forth in this Second Amendment.

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, the **Member Jurisdictions** agree to amend the Agreement as follows:

Section 1. Defined Terms. All capitalized terms when used herein shall have the same respective meanings as are given such terms in the Agreement, unless expressly provided otherwise in this Second Amendment.

Section 2. Extension of Term. The **Member Jurisdictions** acknowledge and agree that the term of the Agreement shall be extended by an additional two-year term,

commencing January 1, 2016 and remain in effect through December 31, 2017 ("New Term"), unless terminated earlier pursuant to the provisions in the Agreement.

Section 3. Replacement of Exhibit D and Exhibit E. **Member Jurisdictions** acknowledge and agree that Exhibit D1 and Exhibit E1 to the Agreement shall be replaced respectively with new Exhibits, Exhibit D2 ("Operating Fund Allocations") and Exhibit E2 ("Service Provider Operating Fund Allocations"), which are attached hereto and incorporated by reference.

Section 4. Method and Duty to File Second Amendment. **Member Jurisdictions** shall, upon execution of this Second Amendment to the Agreement, post this Second Amendment on its official website in accordance with RCW 39.34.040 and RCW 39.34.200.

Section 5. Counterparts. This Second Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument and, collectively, constitute the entire Second Amendment.

Section 6. Conflict; No Further Modification. In the event of any conflict between the terms and conditions of the Agreement and the terms and conditions of this Second Amendment, the terms and conditions of this Second Amendment shall prevail.

Section 7. Remaining Terms of Agreement. Except as specifically set forth in this Second Amendment, all other terms and conditions of the Agreement and Exhibits shall remain unmodified and in full force and effect.

Section 8. Effective Date of Amendment. This Second Amendment shall become effective upon its execution by **Member Jurisdictions**, as authorized by each jurisdiction's legislative body.

IN WITNESS WHEREOF, the **Member Jurisdictions** hereto have executed this Second Amendment on the dates indicated below:

Approved as to Form:	CITY OF EDMONDS
By: <u>Sharon Cates</u>	By: <u>Will Eubank</u>
Title: <u>City Attorney</u>	Title: <u>Mayor</u>
Date: <u>1-26-2016</u>	Date: <u>1-26-16</u>

Approved as to Form:

By: K.A. Pratt

Title: Interim City Attorney

Date: 12-22-15

CITY OF LAKE FOREST PARK

By: Mary Jane Bond

Title: Mayor

Date: 12/28/2015

Approved as to Form:

By: _____

Title: _____

Date: _____

CITY OF LYNNWOOD

By: _____

Title: _____

Date: _____

Approved as to Form:

By: Greg G. Selby

Title: City Attorney

Date: 12-7-2015

CITY OF MOUNTLAKE TERRACE

By: [Signature]

Title: INTERIM CITY MGR

Date: 12/4/15

Approved as to Form:

By: _____

Title: _____

Date: _____

CITY OF SHORELINE

By: _____

Title: _____

Date: _____

Approved as to Form:

By: _____

Title: _____

Date: _____

SNOHOMISH COUNTY

By: _____

Title: _____

Date: _____

EXHIBIT D2

OPERATING FUND ALLOCATIONS

Table 1

Service Provider Operating Fund Allocation 2016-2017

Allocation shall be equal percentage for each (current) Member Jurisdiction

Jurisdiction	% of Total Original members	% of Total 5 members	% of Total 4 members	% of Total 3 members
Edmonds	16.67%	20.00%	25.00%	33.33%
Snohomish County	16.67%	20.00%	25.00%	
Lake Forest Park	16.67%	20.00%	25.00%	33.33%
Mountlake Terrace	16.67%	20.00%	25.00%	33.33%
Lynnwood	16.67%			
Shoreline	16.67%	20.00%		

EXHIBIT E2

SERVICE PROVIDER OPERATING FUND ALLOCATIONS

Administrative Support Service Provider Needs Listing

The Forum wishes to retain the City of Mountlake Terrace as the Administrative Support Service Provider. The Forum has suggested quarterly meetings at a minimum for the current agreement period with other meetings held as needed. The Service Provider needs listing allows for four quarterly meetings and up to four additional meetings per year.

Duties	Hours/Quarter Year	
1. Attend and take notes at monthly Forum Meeting	5	20
2. Arrange for room reservations, provide materials for meetings	5	20
3. Compile and produce minutes from the Forum meetings	10	40
4. Generate draft agenda for the Forum Meeting - coordinate with the chair and co-chair on meeting agenda	3	12
5. Coordinate e-mail contacts through the Forum distribution list	1	4
6. Assists with cities web site maintenance	6	24
7. Maintains documents record for Forum activities	6	24
8. Prepares News Releases on Forum updates	4	16
Total	40	160

Additional Duties may be added as needs develop

Provider Support through the City of Mountlake Terrace

Administrative Support for 2016 \$4,800

Administrative Support for 2017 \$4,800

This listing assumes services are provided at 40 hours a quarter are allocated for a total of 160 hours for each of the 2016 and 2017 calendar years. Each Member Jurisdiction's cost percentage of the Administrator Support Provider is listed in Exhibit D Table 1.

Federal Government Relations Service Provider Needs Listing

The Member Jurisdictions wish to retain and employ a Federal Government Relations Service Provider, Johnston Group, for the term of the agreement period (January 1, 2016 to December 31, 2017) to provide federal government relation services for the Forum in order to increase its visibility with its congressional delegation and compete for federal funding. The Johnston Group scope of services is attached at the end of this exhibit.

The total cost for each year of the agreement shall not exceed the amounts listed for 2016 and 2017 below.

Government Relations Support through the Johnston Group:

For 2016	\$36,000
For 2017	\$36,000

The Member Jurisdiction's cost percentage of the Federal Government Service Provider is listed in Exhibit D Table 1.

JOHNSTON | GROUP

Appendix A

Scope of Services

The Consultant ("The Johnston Group") shall provide the scope of services listed below for the Client ("Lake Ballinger/McAleer Creek Watershed Forum"). The scope of services may include, but not be limited to, the following activities:

Support Federal Funding for the Lake Ballinger/McAleer Creek Watershed Forum

- Work with the Lake Ballinger/McAleer Creek Watershed Forum to identify the funding needs and get detailed information about priority projects contained in the Forum's Capital Improvement Plan.
- Review Forum planning documents and budget to ascertain the full range of Forum initiatives and determine which Forum projects are eligible for support through the existing federal funding programs.
- Advise the Lake Ballinger/McAleer Creek Watershed Forum about which projects ought to be prioritized for federal grants, directed federal spending via appropriations and authorization bills.
- Assist the Forum with its engagement with the Seattle office of the U.S. Army Corps of Engineers and utilize the delegation to bolster this relationship to result in funding for the Forum.

Prepare and Support the Lake Ballinger/McAleer Creek Watershed Forum within Federal Funding Opportunities

- Advise the Forum about the creation of collateral materials for federal funding requests.
- Work with the Forum to identify potential supporters for project requests and secure letters of endorsement.
- Coordinate formal submission of appropriations requests, if applicable, and ensure compliance with all deadlines.
- Work with Forum on the Water Resources Development Act implementation and seek federal funds to support the Forum's activities.

- Determine legislative tactics Congress may utilize to enact federal appropriations bills and implement a strategy to preserve funds targeted for the Lake Ballinger Watershed Forum.
- Contact key congressional staff to obtain support for the Forum's federal funding requests and respond to any questions or concerns as appropriate.
- Assist congressional staff in the preparation of letters of request to relevant House and Senate oversight, authorization and appropriations committees and subcommittees.
- Monitor the budget and appropriations process throughout the year with regular legislative updates provided to the Forum.

D.C. Lobbying Meetings

- Schedule meetings in Washington, D.C. as necessary with Lake Ballinger/McAleer Creek Watershed Forum representatives and Congressman Larsen, Congressman McDermott, Representative DelBene and Senators Murray and Cantwell. We also may schedule meetings with other members of the delegation as relevant.
- Include the D.C.-based liaison for Washington State Governor Inslee as a part of our D.C. meetings and outreach strategy if appropriate to do so.
- Identify and prepare key congressional staff for federal funding and policy requests and meetings with Forum representatives and elected officials.
- Attend and facilitate meetings in Washington, D.C.
- Prepare Lake Ballinger/McAleer Creek Watershed Forum officials for congressional meetings.
- Follow up to all meetings as appropriate.
- Ensure that district and D.C. based key staff in each delegation office are aligned in support of Forum's goals.
- Maintain regular communication with key legislative staff and elected officials throughout the year in support of the Forum's funding and policy agenda.
- Ensure the delegation is prepared to engage federal Agencies in support of the Forum as necessary and as appropriate.

- Ensure the delegation is prepared to swiftly respond in the event of a flooding event to coordinate disaster relief and support.

Involvement of Lake Ballinger/McAleer Creek Watershed Forum Member Staff and Elected Officials

- Issue monthly activity reports to Forum representatives detailing specific actions taken on the Forum's behalf.
- Engage the Forum's elected officials and staff as necessary to contact Members of Congress and their staff as appropriate in support of the funding requests.
- Counsel the Forum about locally-based lobbying activities to further the Forum's legislative and federal funding priorities, potentially including meeting in North King County / South Snohomish County with members of the federal delegation, participation in congressional sponsored events in Washington State and the continued involvement of district based congressional staff in Forum meetings.
- Draft correspondence as appropriate for the Forum to send to Congress on policy issues and other legislative concerns.
- Work to include Forum elected leadership in delegation based policy discussions as they develop and as appropriate.

Delegation Engagement with the Lake Ballinger/McAleer Creek Watershed Forum

- Solicit support from each Member of Congress that we are seeking support from (i.e. Congressman Rick Larsen, Congresswoman DelBene, Congressman Jim McDermott, Senator Patty Murray and Senator Maria Cantwell) for our federal funding and policy requests.
- Maintain year-long direct engagement with targeted Members of Congress and their staff.
- Prioritize a visit to the Watershed by district congressional staff to get a firsthand look at the Forum's projects and have an in-depth discussion about the Forum's funding and policy needs.

Grant Funding Strategy

- Solicit support from the Governor and the congressional delegation for the relevant Forum grant applications.

**Third Amendment to Interlocal Agreement
for the Governmental Jurisdictions within the
Lake Ballinger/McAleer Creek Watershed
Including the Cities of Edmonds, Lake Forest Park, Lynnwood,
Mountlake Terrace, Shoreline and Snohomish County**

This Third Amendment to the Agreement (“Third Amendment”) is entered into by and among Snohomish County, a political subdivision of the state of Washington, and the cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, and Shoreline, all municipal corporations of the state of Washington.

RECITALS

WHEREAS, the Agreement, expires on December 31, 2017; and

WHEREAS, The Agreement, by its terms, may be extended for such additional terms as the **Member Jurisdictions** may agree in writing; and

WHEREAS, the **Member Jurisdictions** desire to extend the Agreement for an additional three-year term commencing January 1, 2018 through December 31, 2020 (“extended term”); and

WHEREAS, the **Member Jurisdictions** desire to provide for the election of in-kind contribution of services for Snohomish County, recognizing the specialized technical skills in lake management possessed by Snohomish County; and

WHEREAS, the **Member Jurisdictions** desire to provide for a replacement of Exhibit C (“Capital Improvement Plan”), Exhibit D2 (“Operating Fund Allocations”), and Exhibit E2 (“Service Provider Operating Fund Allocations”) for the extended term; and

WHEREAS, the **Member Jurisdictions** desire to amend the Agreement on the terms and conditions set forth in this Third Amendment.

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, the **Member Jurisdictions** agree to amend the Agreement as follows:

Section 1. Defined Terms. All capitalized terms when used herein shall have the same respective meanings as are given such terms in the Agreement, unless expressly provided otherwise in this Third Amendment.

Section 2. Extension of Term. The **Member Jurisdictions** acknowledge and agree that the term of the Agreement shall be extended by an additional three-year term, commencing January 1, 2018 and remain in effect through December 31, 2020 (“New Term”), unless terminated earlier pursuant to the provisions in the Agreement.

Section 3. Amendment to Section 6. Obligations of Member Jurisdictions; Budget; Fiscal Agent; Rules. Subsection 6.1 is hereby amended to read as follows:

Each Member Jurisdiction shall be responsible for meeting its financial obligations hereunder as described in Section 2.1 and established by the operating fund adopted by the Forum under this agreement and described in Section 4.2.3 or in the alternative, mutually agreed in-kind contribution of services as provided in Subsection 6.5.

Section 4. New Subsection to Section 6. Obligations of Member Jurisdictions; Budget; Fiscal Agent; Rules. A new Subsection 6.5 is hereby added to read as follows:

At Snohomish County’s election, in recognition of the specialized technical skills in lake management possessed by Snohomish County, the Forum will accept a mutually-agreed upon in-kind contribution of technical services in lieu of financial contribution from Snohomish County as a **Member Jurisdiction**, including (but not limited to) assistance with: lake monitoring, set-up and equipment for a volunteer lake monitoring program, aquatic weed control technical assistance, engineering assessment of hydrologic and hydraulic lake features, flow monitoring services to determine quantity of lake input (Hall Creek) and output (McAleer Creek), and assistance with expanding the current Lake Improvement District to meet new challenges.

Section 5. Amendment to Section 7 Latecomers. Section 7 is hereby amended to read as follows:

Member Jurisdiction Participation. An **Eligible Jurisdiction** listed in Section 1.2 may become a **Member Jurisdiction** upon execution of this Agreement at any time throughout the term of the Agreement or any extension thereof. Any county or city that becomes a **Member Jurisdiction** pursuant to this Section shall thereby immediately assume the general rights, obligations and responsibilities of all other **Member Jurisdictions** including any percentage share funding requirement as set forth in Exhibit D3 and E3 or any authorized in-kind contribution of services commencing the calendar year that the **Eligible Jurisdiction** becomes a **Member Jurisdiction**.

Section 6. Replacement of Exhibit C, Exhibit D2 and Exhibit E2. **Member Jurisdictions** acknowledge and agree that Exhibit C, Exhibit D2 and Exhibit E2 to the Agreement shall be replaced respectively with new Exhibits, Exhibit C1 (Capital Improvement Plan), Exhibit D3 (“Operating Fund Allocations”) and Exhibit E3 (“Service Provider Operating Fund Allocations”), which are attached hereto and incorporated by reference.

Section 7. Method and Duty to File Third Amendment. **Member Jurisdictions** shall, upon execution of this Third Amendment to the Agreement, post this Third Amendment on its official website in accordance with RCW 39.34.040 and RCW 39.34.200.

Section 8. Counterparts. This Third Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument and, collectively, constitute the entire Third Amendment.

Section 9. Conflict; No Further Modification. In the event of any conflict between the terms and conditions of the Agreement and the terms and conditions of this Third Amendment, the terms and conditions of this Third Amendment shall prevail.

Section 10. Remaining Terms of Agreement. Except as specifically set forth in this Third Amendment, all other terms and conditions of the Agreement and Exhibits shall remain unmodified and in full force and effect.

Section 11. Effective Date of Amendment. This Third Amendment shall become effective upon the day the second **Member Jurisdiction** executes this Amendment, as authorized by each jurisdiction’s legislative body.

IN WITNESS WHEREOF, the **Member Jurisdictions** hereto have executed this Third Amendment on the dates indicated below:

Approved as to Form:

CITY OF EDMONDS

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to Form:

CITY OF LAKE FOREST PARK

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to Form:

CITY OF LYNNWOOD

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to Form:

CITY OF MOUNTLAKE TERRACE

By: [Signature]

By: [Signature]

Title: City Attorney

Title: City Manager

Date: 12-21-18

Date: 12/20/17

Approved as to Form:

CITY OF SHORELINE

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

IN WITNESS WHEREOF, the **Member Jurisdictions** hereto have executed this Third Amendment on the dates indicated below:

Approved as to Form:
By: Sharon Cate
Title: City Attorney
Date: 2-2-2018

CITY OF EDMONDS
By: David D. Early
Title: Mayor
Date: 2.2.18

Approved as to Form:
By: _____
Title: _____
Date: _____

CITY OF LAKE FOREST PARK
By: _____
Title: _____
Date: _____

Approved as to Form:
By: _____
Title: _____
Date: _____

CITY OF LYNNWOOD
By: _____
Title: _____
Date: _____

Approved as to Form:
By: _____
Title: _____
Date: _____

CITY OF MOUNTLAKE TERRACE
By: _____
Title: _____
Date: _____

Approved as to Form:
By: _____
Title: _____

CITY OF SHORELINE
By: _____
Title: _____

IN WITNESS WHEREOF, the **Member Jurisdictions** hereto have executed this Third Amendment on the dates indicated below:

Approved as to Form:
By: _____
Title: _____
Date: _____

CITY OF EDMONDS
By: _____
Title: _____
Date: _____

Approved as to Form:
By: K. A. Pratt
Title: City Attorney
Date: 12-22-17

CITY OF LAKE FOREST PARK
By: [Signature]
Title: Mayor
Date: 12-27-2017

Approved as to Form:
By: _____
Title: _____
Date: _____

CITY OF LYNNWOOD
By: _____
Title: _____
Date: _____

Approved as to Form:
By: _____
Title: _____
Date: _____

CITY OF MOUNTLAKE TERRACE
By: _____
Title: _____
Date: _____

Approved as to Form:
By: _____
Title: _____
Date: _____

CITY OF SHORELINE
By: _____
Title: _____
Date: _____

Approved as to Form:

SNOHOMISH COUNTY

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT C1

CAPITAL IMPROVEMENT PLAN

Lake Ballinger/McAleeer Creek Watershed Forum Capital Improvement Plan (10/24/17)									
Action or Project	Description	Project Information			Goal	Issues	Projected Outcome	Project Status (10/24/17)	
	New Projects are in Red.	Planning Level Cost	Funding Options	Lead Agency					
Upper McAleeer Creek/Lake Ballinger/Hall Creek									
Phase I	Model the Lake Ballinger system from Hall Lake to Lake Washington	Calibrate and consolidate existing modeling information sufficient to develop calibrated hydraulic and hydrologic model for Lake Ballinger for the purpose of determining flooding impacts under various control scenarios during large storm events (for example: and determine flood plain elevations for Hall Creek and Lake Ballinger during a 100-year flood; simulate impacts to LFP property owners if the restricting culvert under 1-5 is modified to allow more flow, weir elevation changes, other scenarios.)	Unknown at this time - New Project	Grant, Forum	Mountlake Terrace, Edmonds, Lake Forest Park	Answer questions, accurately reflect existing conditions during flood events	Requires H&H model calibration by qualified consultant; cost currently unknown.	Give accurate guidance to cities with development and redevelopment in the affected flood plain.	Has not been initiated
	Develop and Implement flood proofing program	Leverage FEMA funds for flood proofing program	\$1,000,000 to \$2,000,000	Grant	Edmonds	Develop flood proofing program to prevent structure flooding	Privately initiated flood proofing program with possible City assistance	Developing an effective flood proofing program	Has not been initiated
	Ballinger Park Restoration	Develop passive use park, enhance environmentally sensitive areas, create stream meanders, increase flood capacity/stream channel capacity and improve quality of water entering Lake Ballinger.	TBD	Partnership with USACE	Mountlake Terrace	Improve quality of water entering Lake Ballinger, increase channel capacity in Hall Creek, allow park area to flood to reduce flooding downstream/on the lake	Cost, park vs. environmental restoration balance	Improved water quality, small reduction in lake levels, improve habitat	Study ongoing with USACE
	Hypolimnetic System Evaluation/Study	The Washington State Department of Ecology ordered the City of Mountlake Terrace to close the hypolimnetic valve at the Lake Ballinger weir on McAleeer Creek. DOE measured decreased dissolved oxygen in McAleeer Creek downstream of the weir caused by the water release from the system. A study of the systems water quality benefits to Lake Ballinger and the downstream impacts to consider alternatives to begin using the system again - even if it is seasonal.	TBD	Grant, Partnership with DOE	Mountlake Terrace	Improve water quality on Lake Ballinger, comply with DOE requirements	Coordination with DOE, negative water quality impacts downstream of outlet pipe	Improve water quality on Lake Ballinger	Has not been initiated
	McAleeer Creek Weir								
	Action I	Install new weir gate	\$25,000	Mountlake Terrace	Mountlake Terrace	Restore weir to 1995 maintenance status	MLT maintenance issue	Meet existing maintenance requirements	Has not been initiated - opportunity for USACE collaboration
Phase II	Hall Creek Detention	Install detention or infiltration system upstream of Lake Ballinger	\$12,000,000 not including land acquisition	Grant, appropriations, city CIP funds	Mountlake Terrace	Keep lake level below 279.3	Large site footprint of 2.7 acres - cost of land acquisition not included	Reduce flooding for Lake Ballinger and downstream	Has not been Initiated - Lake Ballinger Park Project Partnership with USACE
	Basin Wide LID Retrofits	Retrofit existing city parcels and right of way with Low Impact Development BMP's	\$5,000,000 to \$10,000,000 over 20 years	Grant, appropriations, city CIP funds	Each city in upper basin	Reduce flooding and improve water quality	Long term - 20 year plan	Eliminate 100 year flooding events, meet Lake Ballinger TMDL limits and improve on fecal, temperature and chemical issues in McAleeer Creek	Partially ongoing with current/updated development regulations and incorporation into capital projects

Lake Ballinger/McAleer Creek Watershed Forum Capital Improvement Plan (10/24/17)									
Action or Project	Description	Project Information			Goal	Issues	Projected Outcome	Project Status (10/24/17)	
	New Projects are in Red.	Planning Level Cost	Funding Options	Lead Agency					
Lake Management									
Sediment Management Around Weir	Sediment accumulates upstream of the outlet weir of Lake Ballinger. This may reduce the capacity of the weir to release water during storm events.	TBD	Grant, Lake Management District, Local Funding	Mountlake Terrace	Improve function of Lake Ballinger outlet weir, reduce occurrence of flooding	Permits, cost, schedule, maintenance vs. capital	Improve function of the Lake Ballinger outlet weir	Has not been initiated	
Watermilfoil Management: survey and plan	Watermilfoil is negatively impacting use of Lake Ballinger for recreation. In addition, according to Ecology, watermilfoil adversely impacts aquatic ecosystems by forming dense canopies that often shade out native vegetation, is poor habitat for aquatic species, raises pH, decreases oxygen under mats and increases water temperature.	estimated \$30,000	Ecology grant, MLT & Edmonds in-kind contribution of labor and resources	Edmonds, Mountlake Terrace	Assess severity of watermilfoil infestation of the lake as part of a formal survey, write an "Integrated Aquatic Plant Control Plan" for Lake Ballinger. Plan is required to develop adequate budget and scope, permits, public outreach, and grant \$	Cost for consultant to conduct survey and write plan, schedule, in-kind contribution of staff time from MLT and Edmonds	Improved use of Lake Ballinger for recreation, improved habitat and water quality	Initiated in September 2017	
Watermilfoil Management: Implement control strategy	Watermilfoil is negatively impacting use of Lake Ballinger for recreation. In addition, according to Ecology, watermilfoil adversely impacts aquatic ecosystems by forming dense canopies that often shade out native vegetation, is poor habitat for aquatic species, raises pH, decreases oxygen under mats and increases water temperature.	\$45,000 - \$100,000+, depending on the severity of the problem	Ecology grant, MLT & Edmonds in-kind contribution of labor and resources	Edmonds, Mountlake Terrace	Implement Integrated Aquatic Plant Control Plan	Cost for permits, public outreach for plan outcome, cost of treatment and removal of plant biomass	Improved use of Lake Ballinger for recreation, improved habitat and water quality	Follows the survey and Aquatic Control Plan, depends on completion and acceptance of these steps.	
Lower McAleer Creek									
Phase II (Phase I Tasks Complete)	Upgrade/Replace Culverts on McAleer Creek	Enhance and replace four culverts on McAleer Creek in Lake Forest Park	\$3,000,000	Grant	Lake Forest Park	Reduce localized flooding in Lake Forest Park.	Project benefits residents in Lake Forest Park only.	Up to 10 residences in Lake Forest Park would be protected from localized flooding.	Project has not been initiated
	Basin Wide LID Retrofits	Retrofit existing city parcels and right of way with Low Impact Development BMP's	\$5,000,000 to \$10,000,000 over 20 years	Appropriations or grant	Lake Forest Park Shoreline	Reduce flooding and improve water quality	Long term - 20 year plan	Eliminate 100 year flooding events, improve on fecal, temperature and chemical issues in McAleer Creek	Partially ongoing with current/updated development regulations and incorporation into capital projects

EXHIBIT D3

OPERATING FUND ALLOCATIONS

Table 1

Service Provider Operating Fund Allocation 2018-2020

Allocation shall be equal percentage for each (current) Member Jurisdiction

Jurisdiction	% of Total Original members	% of Total 5 members	% of Total 4 members	% of Total 3 members
Edmonds	16.67%	20.00%	25.00%	33.33%
Snohomish County*	16.67%	20.00%	25.00%	
Lake Forest Park	16.67%	20.00%	25.00%	33.33%
Mountlake Terrace	16.67%	20.00%	25.00%	33.33%
Lynnwood	16.67%			
Shoreline	16.67%	20.00%		

*Provided however, that Snohomish County, in its discretion and at its election, may provide mutually agreed in-kind contribution of services in lieu of its percentage share of the financial operating fund allocation as set forth in D3 and E3. Snohomish County shall, within thirty (30) days of becoming a **Member Jurisdiction** and no later than September 1 of each calendar year thereafter during the duration of this Agreement or extension thereof shall advise the other **Member Jurisdictions** of its election to provide in-kind contribution of services. In the event Snohomish County elects to provide in-kind contribution of services, the remaining **Member Jurisdictions** shall share equally Snohomish County’s financial operating fund allocation.

EXHIBIT E3

SERVICE PROVIDER OPERATING FUND ALLOCATIONS

Administrative Support Service Provider Needs Listing

The Forum wishes to retain the City of Mountlake Terrace as the Administrative Support Service Provider. The Forum has suggested quarterly meetings at a minimum for the current agreement period with other meetings held as needed. The Service Provider needs listing allows for four quarterly meetings and up to four additional meetings per year.

Duties	Hours/Quarter Year	
1. Attend and take notes at monthly Forum Meeting	5	20
2. Arrange for room reservations, provide materials for meetings	5	20
3. Compile and produce minutes from the Forum meetings	10	40
4. Generate draft agenda for the Forum Meeting - coordinate with the chair and co-chair on meeting agenda	3	12
5. Coordinate e-mail contacts through the Forum distribution list	1	4
6. Assists with city’s web site maintenance	6	24
7. Maintains documents record for Forum activities	6	24
8. Prepares News Releases on Forum updates	4	16
Total	40	160

Additional Duties may be added as needs develop

Provider Support through the City of Mountlake Terrace

Administrative Support for 2018	\$4,800
Administrative Support for 2019	\$4,800
Administrative Support for 2020	\$4,800

This listing assumes services are provided at 40 hours a quarter are allocated for a total of 160 hours for each of the 2018, 2019 and 2020 calendar years. Each Member Jurisdiction’s cost percentage of the Administrator Support Provider is listed in Exhibit D3 Table 1.

Federal Government Relations Service Provider Needs Listing

The Member Jurisdictions wish to retain and employ a Federal Government Relations Service Provider, Johnston Group, for the term of the agreement period (January 1, 2018 to December 31, 2020) to provide federal government relation services for the Forum in order to increase its visibility with its congressional delegation and compete for federal funding. The Johnston Group scope of services is attached at the end of this exhibit.

The total cost for each year of the agreement shall not exceed the amounts listed for 2018, 2019 and 2020 below.

Government Relations Support through the Johnston Group:

For 2018 \$36,000

For 2019 \$36,000

For 2020 \$36,000

The Member Jurisdiction's cost percentage of the Federal Government Service Provider is listed in Exhibit D3 Table 1.



Appendix A

Scope of Services

The Consultant (“The Johnston Group”) shall provide the scope of services listed below for the Client (“Lake Ballinger/McAlear Creek Watershed Forum”). The scope of services may include, but not be limited to, the following activities:

Although a refined set of activities will be developed in consultation with the Lake Ballinger/McAlear Creek Watershed Forum as our work continues, below is a brief description of the major activities that would be part of the Johnston Group’s scope of services based on our work together over the past few years.

Developing the U.S. Army Corps of Engineers as a Funding Partner

This is the top legislative priority for the Lake Ballinger/McAlear Creek Watershed Forum (Forum) and will be the primary focus of our work together.

The Forum has been successful in changing the ability for the Corps to be a more active partner to projects within their authority but are smaller projects led by municipalities. The Forum’s work culminated in legislative language that was enacted a few years ago. Since then, the Seattle office of the Corps has been developing a relationship with the Corps to fund elements of the Forum’s Capital Improvement Plan – with an initial focus on the habitat restoration and water quality issues at Ballinger Park in Mountlake Terrace.

Moving forward, we will need strong congressional support to continue to support this partnership and to move the Corps’ focus from the Ballinger park property into a more expansive approach within the watershed. We believe this can happen and will result in a long term funding partner for many of the Forum’s identified Capital Improvement Projects throughout the watershed.

Supporting Funding for a Watershed Hydrology Study

If the Forum decides to go forward with a study to assess the hydrology of the watershed as a whole following the work done on Lake Ballinger and in Lake Forest Park, then supporting funding for this study becomes a key priority.

Potential funding partners could include the Army Corps of Engineers, FEMA Pre-Disaster Mitigation funding or funds through a state capital budget.

Building a New Grant Program to support Culvert Replacement

The Forum should seek to create a new competitive grant program at the federal level for culvert replacement projects that have failed and need to be replaced or that are connected to habitat restoration for species recovery.

This effort is likely to take some time to accomplish – beyond the current Congress for certain – but could be started in 2018 with the goal of securing this program in the years following the completion of the hydrology study so the Forum would have a potential funding source to partner with it for key watershed projects.

Supporting the Green Stormwater Initiatives in Congress

Congressmen Derek Kilmer and Denny Heck have started a long term effort to improve the health of Puget Sound through a series of federal efforts including making stormwater management a scoring criteria for federal infrastructure grants, creating a new refundable tax credit for stormwater management and enhancement and similar efforts.

The Forum has the ability to be a key thought leader in the effort to push this legislation given its collaborative nature and multi-jurisdictional boundary.

While these efforts are endorsed by Forum-members on a municipal basis, having the Forum as a key ally for Congress on these efforts would be a key strength. The Green Stormwater effort in Congress includes:

- Adding green stormwater criteria to transportation and infrastructure grant awards;
- Providing a refundable tax credit for private Green Stormwater infrastructure investments and maintenance; and
- Other opportunities to improve the water quality of Puget Sound.

Additional activities beyond these key priorities are listed below.

We are always open to modifications and changes in our approach and our defined scope of services. As a small consultancy, we take pride in being nimble and agile to maximize client opportunities.

Support Federal Funding for the Lake Ballinger/McAleeer Creek Watershed Forum

- Work with the Lake Ballinger/McAleeer Creek Watershed Forum to identify the funding needs and get detailed information about priority projects contained in the Forum’s Capital Improvement Plan.
- Review Forum planning documents and budget to ascertain the full range of Forum initiatives and determine which Forum projects are eligible for support through the existing federal funding programs.
- Advise the Lake Ballinger/McAleeer Creek Watershed Forum about which projects ought to be prioritized for federal grants, directed federal spending via appropriations and authorization bills.
- Assist the Forum with its engagement with the Seattle office of the U.S. Army Corps of Engineers and utilize the delegation to bolster this relationship to result in funding for the Forum.

Prepare and Support the Lake Ballinger/McAleeer Creek Watershed Forum Within Federal Funding Opportunities

- Advise the Forum about the creation of collateral materials for federal funding requests.

- Work with the Forum to identify potential supporters for project requests and secure letters of endorsement.
- Coordinate formal submission of appropriations requests, if applicable, and ensure compliance with all deadlines.
- Work with Forum on the Water Resources Development Act implementation and seek federal funds to support the Forum's activities.
- Determine legislative tactics Congress may utilize to enact federal appropriations bills and implement a strategy to preserve funds targeted for the Lake Ballinger Watershed Forum.
- Contact key congressional staff to obtain support for the Forum's federal funding requests and respond to any questions or concerns as appropriate.
- Assist congressional staff in the preparation of letters of request to relevant House and Senate oversight, authorization and appropriations committees and subcommittees.
- Monitor the budget and appropriations process throughout the year with regular legislative updates provided to the Forum.

D.C. Lobbying Meetings

- Schedule meetings in Washington, D.C. as necessary with Lake Ballinger/McAleeer Creek Watershed Forum representatives and Congressman Larsen, Congresswoman Jayapal, Representative DelBene and Senators Murray and Cantwell. We also may schedule meetings with other members of the delegation as relevant.
- Include the D.C.-based liaison for Washington State Governor Inslee as a part of our D.C. meetings and outreach strategy if appropriate to do so.
- Identify and prepare key congressional staff for federal funding and policy requests and meetings with Forum representatives and elected officials.
- Attend and facilitate meetings in Washington, D.C.
- Prepare Lake Ballinger/McAleeer Creek Watershed Forum officials for congressional meetings.
- Follow up to all meetings as appropriate.
- Ensure that district and D.C. based key staff in each delegation office are aligned in support of Forum's goals.
- Maintain regular communication with key legislative staff and elected officials throughout the year in support of the Forum's funding and policy agenda.
- Ensure the delegation is prepared to engage federal Agencies in support of the Forum as necessary and as appropriate.
- Ensure the delegation is prepared to swiftly respond in the event of a flooding event to coordinate disaster relief and support.

Involvement of Lake Ballinger/McAleeer Creek Watershed Forum Member Staff and Elected Officials

- Issue monthly activity reports to Forum representatives detailing specific actions taken on the Forum's behalf.
- Engage the Forum's elected officials and staff as necessary to contact Members of Congress and their staff as appropriate in support of the funding requests.

- Counsel the Forum about locally-based lobbying activities to further the Forum's legislative and federal funding priorities, potentially including meeting in North King County / South Snohomish County with members of the federal delegation, participation in congressional sponsored events in Washington State and the continued involvement of district based congressional staff in Forum meetings.
- Draft correspondence as appropriate for the Forum to send to Congress on policy issues and other legislative concerns.
- Work to include Forum elected leadership in delegation based policy discussions as they develop and as appropriate.

Delegation Engagement with the Lake Ballinger/McAleer Creek Watershed Forum

- Solicit support from each Member of Congress that we are seeking support from (i.e. Congressman Rick Larsen, Congresswoman DelBene, Congresswoman Pramila Jayapal, Senator Patty Murray and Senator Maria Cantwell) for our federal funding and policy requests.
- Maintain year-long direct engagement with targeted Members of Congress and their staff.
- Prioritize a visit to the Watershed by district congressional staff to get a firsthand look at the Forum's projects and have an in-depth discussion about the Forum's funding and policy needs.

Grant Funding Strategy

- Solicit support from the Governor and the congressional delegation for the relevant Forum grant applications.

BUDGET

The Johnston Group proposes to complete the scope of services outlined in this proposal for a fixed monthly retainer of \$3,000 starting January 1, 2018 and ending on December 31, 2020. This retainer is unchanged from the contract in place for 2016-2017.

This retainer includes all expenses with the exception of transportation and lodging connected to travel to Washington, D.C. Expenses will be billed to Forum at cost and in arrears.

Either the Forum or the Johnston Group may terminate this contract with 30 days written notice at any time for any reason. Both parties may modify the scope and terms of this engagement upon mutual agreement at any time.

The opportunity to continue to work with the Lake Ballinger / McAleer Creek Watershed Forum is an exciting one for the Johnston Group, and we are willing to structure the relationship in a way that works for both organizations. If necessary, we would be pleased to modify this proposal to meet the specific project or budget needs of the Forum.

- Follow up to all meetings as appropriate.
- Ensure that district and D.C. based key staff in each delegation office are aligned in support of Forum's goals.

- Maintain regular communication with key legislative staff and elected officials throughout the year in support of the Forum's funding and policy agenda.
- Ensure the delegation is prepared to engage federal Agencies in support of the Forum as necessary and as appropriate.
- Ensure the delegation is prepared to swiftly respond in the event of a flooding event to coordinate disaster relief and support.

Involvement of Lake Ballinger/McAleer Creek Watershed Forum Member Staff and Elected Officials

- Issue monthly activity reports to Forum representatives detailing specific actions taken on the Forum's behalf.
- Engage the Forum's elected officials and staff as necessary to contact Members of Congress and their staff as appropriate in support of the funding requests.
- Counsel the Forum about locally based lobbying activities to further the Forum's legislative and federal funding priorities, potentially including meeting in North King County / South Snohomish County with members of the federal delegation, participation in congressional sponsored events in Washington State and the continued involvement of district based congressional staff in Forum meetings.
- Draft correspondence as appropriate for the Forum to send to Congress on policy issues and other legislative concerns.
- Work to include Forum elected leadership in delegation based policy discussions as they develop and as appropriate.

Delegation Engagement with the Lake Ballinger/McAleer Creek Watershed Forum

- Solicit support from each Member of Congress that we are seeking support from (i.e. Congressman Rick Larsen, Congresswoman Susan DelBene, Congresswoman Pramila Jayapal, Senator Patty Murray and Senator Maria Cantwell) for our federal funding and policy requests.
- Maintain yearlong direct engagement with targeted Members of Congress and their staff.
- Prioritize a visit to the Watershed by district congressional staff to get a firsthand look at the Forum's projects and have an in-depth discussion about the Forum's funding and policy needs.

Grant Funding Strategy

- Solicit support from the Governor and the congressional delegation for the relevant Forum grant applications.

INTERLOCAL AGREEMENT
for the Governmental Jurisdictions within the Lake Ballinger/McAleeer Creek
Watershed Including the Cities of Edmonds, Lake Forest Park, Lynnwood,
Mountlake Terrace, Shoreline and Snohomish County

PREAMBLE

THIS AGREEMENT ("Agreement") is entered into pursuant to Chapter 39.34 RCW by and among Snohomish County, a political subdivision of the state of Washington, and the cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace, and Shoreline, all municipal corporations of the state of Washington. The parties executing this Agreement are located in King and Snohomish Counties, lying wholly or partially within the Watershed Area defined in Section 1.1 below (individually for those executing this Agreement "Member Jurisdiction" and collectively "Member Jurisdictions"). The Member Jurisdictions share interests in and responsibility for addressing long-term watershed planning and conservation and wish to provide for development of various activities and projects therein.

A. MUTUAL COVENANTS AND AGREEMENTS

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall have the meaning provided for below:
 - 1.1 **WATERSHED AREA:** The *Watershed Area* is defined as those waters draining to Lake Washington through surface and subsurface natural or constructed water conveyance systems consisting of Hall Lake, Hall Creek, Chase Lake, Echo Lake, Lake Ballinger, McAleeer Creek and all other known surface and subsurface tributary drainages along with the associated pipe conveyance systems connected to existing surface conveyance as further delineated on the watershed map attached as Exhibit A and collectively known as the Lake Ballinger/McAleeer Creek Watershed. Additional tributary drainage areas identified in the future that are not currently listed on Exhibit A may be added to the Exhibit A by amendment of this Agreement.
 - 1.2 **ELIGIBLE JURISDICTIONS:** The governments eligible for participation in this Agreement as *Member Jurisdictions* are Snohomish County, and the Cities of Edmonds, Lake Forest Park, Lynnwood, Mountlake Terrace and Shoreline.
 - 1.3 **MEMBER JURISDICTION:** A *Member Jurisdiction* as referred to herein is a government eligible for participation in this Agreement that has also executed this Agreement.
 - 1.4 **LAKE BALLINGER/McALEER CREEK WATERSHED FORUM:** The *Lake Ballinger/ McAleeer Creek Watershed Forum* (hereinafter referred to as the *Forum*) created herein is the governing body responsible for implementing this Agreement and is comprised of designated representatives of *Eligible Jurisdictions* who have authorized the execution of and become *Member Jurisdictions* of this Agreement.
 - 1.5 **STRATEGIC ACTION PLAN:** *The Strategic Action Plan*, as referred to herein, is the plan developed by the Forum and adopted by all Member

Jurisdictions to address water resource issues within the **Watershed Area** as provided in this Agreement. The plan identifies specific actions and projects to address the identified water resource issues and is attached as Exhibit B.

- 1.6 **CAPITAL IMPROVEMENT PLAN:** The **Capital Improvement Plan**, as referred to herein, is the set of projects developed in the **Strategic Action Plan** to address the identified water resource issues. The **Capital Improvement Plan** lists specific projects, estimated costs, proposed funding mechanisms and project lead agency and is attached as Exhibit C.
 - 1.7 **FISCAL AGENT:** The **Fiscal Agent** is the entity designated to perform all accounting and contract management services for the **Forum**, as it may require, in accordance with the requirements of Chapter 39.34 RCW.
 - 1.8 **SERVICE PROVIDER(S):** The **Service Provider(s)**, as used herein, means that individual consultant or other entity which provides a service to and for the **Forum** and who is directed to carry out actions as determined or assigned by the **Forum**, including but not limited to, preparation of meeting agendas and minutes, maintaining documents and records, researching federal and state appropriation opportunities, and researching and applying for local, state and federal grants in support of the **Strategic Action Plan** and the **Capital Improvement Plan**.
 - 1.8.1 **Service Provider Operating Fund:** The **Service Provider Operating Fund** is the fund established for activities of the **Service Provider(s)** in the implementation of the **Strategic Action Plan** and the **Capital Improvement Plan**. The fund budget is set each year by action of the Forum and authorized by budget allocation from each **Member Jurisdiction**.
 - 1.9 **STEERING COMMITTEE and PROJECT SUBCOMMITTEES:** The **Steering Committee** is composed of executive level staff members of each **Member Jurisdiction** who will provide specific guidance to technical level staff on the **Project Subcommittees** for each of the projects identified in the **Capital Improvement Plan** based on policy direction from the Forum.
2. **PURPOSES.** The purposes of this Agreement include the following:
- 2.1 To provide a mechanism and governance structure for the implementation of the **Strategic Action Plan** and to share the cost of **Service Provider(s)** to coordinate and provide the services necessary for the successful implementation of the **Strategic Action Plan** and the **Capital Improvement Plan**.
 - 2.2 To provide a mechanism for securing technical assistance and any available funding from state agencies, federal agencies or other sources to implement the **Strategic Action Plan** and the **Capital Improvement Plan** in support of the **Strategic Action Plan**.
 - 2.3 To provide a framework for cooperation and coordination among the member jurisdictions on issues relating to the implementation of the **Strategic Action Plan** and the **Capital Improvement Plan**.

2.4 To develop and articulate to state and federal legislators, watershed based positions on stormwater management issues, conservation issues, funding or any other issues jointly identified by the **Member Jurisdictions**.

2.5 To provide for the ongoing participation of citizens and other stakeholders in such efforts and to ensure continued public outreach efforts to educate and garner support for current and future watershed conservation efforts.

It is not the purpose or intent of this Agreement to create, supplant, preempt or supersede the authority or role of any individual **Member Jurisdiction** or water quality policy body.

3. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective upon its execution by **Eligible Jurisdictions**, as authorized by each jurisdiction's legislative body, and further provided that after such execution, this Agreement shall be posted on the web site of each **Member Jurisdiction** in accordance with the terms of RCW 39.34.040 and .200. Once effective, this Agreement shall remain in effect, unless terminated as provided in Section 9, until December 31, 2013; provided, however, that this Agreement may be extended for such additional terms as the **Member Jurisdictions** may agree to in writing.

4. **ORGANIZATION AND NATURE OF THE FORUM.** The **Member Jurisdictions** hereby establish the **Forum** to serve as the formal governance structure for carrying out the purposes of this Agreement. Each **Member Jurisdiction** shall appoint one (1) elected official or designee and an alternate (elected official or designee and alternate hereinafter referred to as designee) to serve as its representative on the **Forum** along with a **Steering Committee** representative to carry out the policy direction of the Forum.

4.1 Upon the effective execution of this Agreement and the appointment of designees from each **Member Jurisdiction** to the **Forum**, the **Forum** designees shall meet and choose, according to the voting provisions of Section 5, representatives to serve as **Forum Chair** and **Vice Chair** to oversee and direct the activities associated with **Forum** meetings including the development of the agendas, running the meeting and providing leadership to the **Forum**.

4.2 The **Forum** shall have the authority and mandate to do the following:

4.2.1 Review and evaluate at least annually the duties to be assigned to the **Steering Committee** to this Agreement and provide for whatever actions it deems necessary to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of this Agreement.

4.2.2 Review **Steering Committee** progress on implementation of the **Strategic Action Plan** and the **Capital Improvement Plan** on a quarterly basis and provide for whatever actions it deems appropriate to ensure that such development is efficiently, effectively and responsibly delivered in the performance of this Agreement.

4.2.3 On or before September 1 of each year, establish and approve a **Service Provider Operating Fund** budget for the following calendar year for the activities of the **Service Provider(s)**, proposing the level

of funding and total resource obligations of the **Member Jurisdictions** to support the activities of the **Service Provider(s)** which are to be allocated in accordance with the formula set forth in Exhibit D.

- 4.2.4 Review and evaluate at least annually the duties to be assigned to the **Service Provider(s)** to this Agreement and provide for whatever actions it deems necessary to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of this Agreement.
- 4.2.5 Oversee and administer the allocation of resources available to the **Forum** to implement the **Strategic Action Plan** and the **Capital Improvement Plan** in support of the **Strategic Action Plan**.
- 4.3 The **Forum** designees may adopt other rules and procedures that are consistent with its purposes as stated herein and are necessary for its operation according to the voting provisions of Section 5.
5. **VOTING.** The **Forum** designees shall make decisions, approve goals and objectives, specify work priorities and perform any other actions necessary to carry out the purposes of this Agreement as follows:
- 5.1 No action or binding decision will be taken by the **Forum** without the presence of a quorum of active **Member Jurisdiction** designees. A quorum exists if a majority of the **Member Jurisdiction** designees are present at the **Forum** meeting. The voting procedures provided for in 5.2 and 5.3 are conditioned upon there being a quorum of the active **Member Jurisdiction** designees present for any action or decision to be effective and binding.
- 5.2 Decisions shall be made using a consensus model as much as possible. Each designee agrees to use their best effort and exercise good faith in consensus decision-making. Consensus may be reached by unanimous agreement of the **Member Jurisdiction** designees at the meeting or by a majority recommendation agreed upon by the **Member Jurisdiction** designees.
- 5.3 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **Forum**, the **Forum** shall take action on a majority basis, as follows:
- 5.3.1 Each **Member Jurisdiction**, through its appointed designee, may cast its vote in connection with a proposed **Forum** action.
- 5.3.2 For any action subject to voting to be deemed approved, an affirmative vote must be cast by a majority of the **Member Jurisdiction** designees. No action shall be valid and binding on the **Member Jurisdiction** until it shall receive majority of votes of the total number of **Member Jurisdiction** designees. A vote of abstention shall be recorded as a “no” vote.
6. **OBLIGATIONS OF MEMBER JURISDICTIONS; BUDGET; FISCAL AGENT; RULES.**
- 6.1 Each **Member Jurisdiction** shall be responsible for meeting its financial obligations hereunder as described in Section 2.1 and established by the

- operating fund adopted by the **Forum** under this Agreement and described in Section 4.2.3.
- 6.2 On or before September 1 of each year of this Agreement, the **Forum** shall adopt a **Service Provider** budget for the following calendar year. The **Service Provider** budget shall propose the level of funding responsibilities of the individual **Member Jurisdictions** for the following calendar year and shall propose the levels of funding to be allocated to the **Service Provider** budget for implementation activities related to the **Strategic Action Plan** and the **Capital Improvement Plan** within the **Watershed Area**. The **Member Jurisdictions** shall thereafter take separate legislative or other actions that may be necessary to timely address such individual responsibilities under the proposed operating fund, and shall have done so no later than December 31st of each such year, provided that the financial obligations of each Member Jurisdiction to fund this Agreement after December 31, 2011 are contingent upon local legislative appropriation of necessary funds in future fiscal years; and provided that financial obligations imposed herein shall not be for the purpose of funding the design or construction of specific **Capital Improvement Plan** projects.
- 6.3 Funds collected from any source on behalf of the **Forum** shall be maintained in a special fund by the **Fiscal Agent** as *ex officio* treasurer on behalf of the **Forum** pursuant to rules and procedures established and agreed to by the **Forum**. The **Fiscal Agent** shall also serve as the contractual agent for the **Member Jurisdictions** in acquiring any services needed, including those provided by the **Service Provider(s)**, in the implementation of the **Strategic Action Plan** and the **Capital Improvement Plan** as directed by the **Forum**. The **Fiscal Agent** shall establish billing practices and collection procedures in the format established by the Washington State Auditor, and utilize its established purchasing authority and procedures, and any other procedures as may be necessary to provide for its efficient administration and operation. Any **Member Jurisdiction** may inspect and review all records maintained in connection with the special fund maintained by the **Fiscal Agent** at any reasonable time.
- 6.4 The **Fiscal Agent**, in the performance of its duties, shall not exceed the budgeted amounts authorized by the **Forum** and/or the total funds as appropriated by the individual **Member Jurisdictions**.
7. **LATECOMERS.** An **Eligible Jurisdiction** listed in Section 1.2 which has not become a **Member Jurisdiction** within six (6) months of the effective date of this Agreement may become a **Member Jurisdiction** only with the written consent of all the **Member Jurisdiction**. The provisions of Section 5 otherwise governing decisions of the **Forum** shall not apply to this Section 7. The **Member Jurisdictions** and the county or city seeking to become a **Member Jurisdiction** shall jointly determine the terms and conditions under which the county or city may become a **Member Jurisdiction**. These terms and conditions shall include payment by such county or city to the **Member Jurisdictions** of the amount determined jointly by the **Member Jurisdictions** and the county or city to represent such county or city's fair and proportionate share of all costs

associated with activities undertaken by the **Forum** and the **Member Jurisdictions** on its behalf as of the date the county or city becomes a **Member Jurisdiction**. Any county or city that becomes a **Member Jurisdiction** pursuant to this section shall thereby assume the general rights and responsibilities of all other **Member Jurisdictions**.

8. **TERMINATION.** This Agreement may be terminated by any **Member Jurisdiction**, as to that **Member Jurisdiction** only, upon sixty (60) days written notice to the other **Member Jurisdictions**. The terminating **Member Jurisdiction** shall remain fully responsible for meeting all of its funding obligations for expenditures authorized by the jurisdiction, but only for costs incurred prior to the date of the notice. This Agreement may be terminated at any time by the written agreement of all **Member Jurisdictions**.

9. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent permitted by state law, and for the limited purposes set forth in this Agreement, each **Member Jurisdiction** shall protect, defend, hold harmless and indemnify the other **Member Jurisdictions** to include the officers, employees, agents and contractors of the **Member Jurisdiction**, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such **Member Jurisdiction's** own negligent acts or omissions, torts and wrongful or illegal acts related to such **Member Jurisdiction's** participation and obligations under this Agreement. Each **Member Jurisdiction** agrees that its obligations under this subsection extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each **Member Jurisdiction**, by mutual negotiation, hereby waives, with respect to the other **Member Jurisdictions** only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. The provisions of this subsection shall survive and continue to be applicable to **Member Jurisdictions** exercising the right of termination pursuant to Section 9.

10. **NO ASSUMPTION OF LIABILITY.** In no event do the **Member Jurisdictions** intend to assume any responsibility, risk or liability of any other **Member Jurisdiction** or otherwise with regard to any **Member Jurisdiction's** duties or any act, statute or regulation of any local municipality or government, the State of Washington or the United States.

11. **VOLUNTARY AGREEMENT.** This is a voluntary agreement and it is acknowledged and agreed that, in entering into this Agreement, no **Member Jurisdiction** is committing to adopt or implement any actions or recommendations that may be contained in the **Strategic Action Plan** and the **Capital Improvement Plan** pursuant to this Agreement.

12. **NO PRECLUSION OF ACTIVITIES OR PROJECTS.** Nothing herein shall preclude any one or more of the *Member Jurisdiction* from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on any *Member Jurisdiction* that is not a party to such decision or agreement.
13. **NO THIRD PARTY RIGHTS.** Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, including without limitation NMFS, USFWS, any agency or department of the United States, or the State of Washington, or to form the basis for any liability on the part of the *Forum* or any of the *Member Jurisdictions*, or their officers, elected officials, agents and employees, to any third party.
14. **AMENDMENTS.** This Agreement may be amended, altered or clarified only by the unanimous consent of the *Member Jurisdictions*, represented by affirmative action by their legislative bodies.
15. **COUNTERPARTS.** This Agreement may be executed in counterparts.
16. **APPROVAL BY MEMBER JURISDICTION'S GOVERNING BODIES.** The governing body of each *Member Jurisdiction* must approve this Agreement before any representative of such *Member Jurisdiction* may execute this Agreement.
17. **FILING OF AGREEMENT.** This Agreement shall be posted on the web site of each *Member Jurisdiction* in accordance with the provisions of RCW 39.34.040 and .200 and with the terms of Section 3 herein.
18. **ATTORNEY FEES.** In the event a *Member Jurisdiction* brings suit to enforce this Agreement, or for breach of this Agreement, the prevailing *Member Jurisdiction* shall be entitled to its costs, expenses, and attorney fees for bringing or defending the action.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Enter into a Grant Agreement with King County Best Starts for Kids Youth Development for \$112,113 for Youth Outreach Leadership and Opportunities
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Mary Reidy, Recreation Superintendent
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT:

King County Best Starts for Kids (BSK) is a voter approved initiative designed to “help put every baby born and every child raised in King County on a path toward lifelong success”. The City of Shoreline’s Youth and Teen Development Program, in partnership with the Center for Human Services, submitted a grant proposal to develop and implement a Youth Outreach Leadership and Opportunities (YOLO) program. That grant proposal was successful and BSK provided \$543,355 in grant funding to the City through 2020. King County has now awarded an additional \$112,113 for 2021 to continue the program.

The YOLO program provides much needed resources and opportunities at the City of Shoreline Teen Center and the Ballinger Homes King County Housing Authority complex with a focus on youth-led outreach efforts via employment opportunities for those youth. In order to accept this grant award, the City Council much authorize the City Manager to execute a grant agreement with King County. Tonight, staff is seeking Council authorization for this to occur.

RESOURCE/FINANCIAL IMPACT:

The \$112,113 of funding will be added to the Recreation, Community and Cultural Services - Teen and Youth Development Program budget in 2021 through the Budget Amendment process that will occur in April of 2021. Work will be completed by December 31, 2021.

RECOMMENDATION

Staff recommends that the Council authorize the City Manager to execute an agreement with King County Best Starts for Kids for \$112,113 to fund the Youth Outreach Leadership and Opportunities program.

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

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Contract with the Center for Human Services in the Amount of \$104,400 for the Youth Outreach Leadership and Opportunities Program
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Mary Reidy, Recreation Superintendent
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT:

King County Best Starts for Kids (BSK) is a voter approved initiative designed to “help put every baby born and every child raised in King County on a path toward lifelong success”. The City of Shoreline’s Teen Program was awarded \$543,355 over three years in grant funding to the City for the Youth Outreach Leadership and Opportunities (YOLO) program. The City Council approved the acceptance of this grant award at the November 13, 2017, Council meeting. King County has extended the grant for an additional year awarding the City an additional \$112,113 for 2021, which Council is also considering on tonight’s agenda.

The YOLO program provides much needed resources and opportunities at the City of Shoreline Teen Center and the Ballinger Homes King County Housing Authority complex with a focus on youth-led outreach efforts via employment opportunities for those youth. As part of the YOLO program, the Center for Human Services provides on-site mental health therapy services and hosts the youth leaders at their Ballinger out-of-School Program. Tonight, Council is being asked to authorize the City Manager to enter into this service contract with the Center for Human Services for these YOLO services. The scope of work of the Center for Human Services contract is attached to this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT:

This 1-year service contract is \$104,400 and is funded by the BSK grant award. This grant funded project is scheduled to be completed by December 31, 2021.

RECOMMENDATION

Staff recommends that the Council move to authorize the City Manager to execute an agreement with the Center for Human Services for \$104,400 to provide services for the Youth Outreach Leadership and Opportunities program for 2021.

ATTACHMENTS:

Attachment A – Scope of Work for Center for Human Services – YOLO Program

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

EXHIBIT A

AGREEMENT FOR HUMAN SERVICES SCOPE OF SERVICES TO BE PERFORMED AND PROGRAM PERFORMANCE MEASURES

Scope of Services to be Provided by the Consultant during the term of this agreement: The Consultant shall work in collaboration with the City of Shoreline's Youth and Teen Development Program (YTDP) to implement the King County Best Starts for Kids funded Youth Outreach Leadership and Opportunities (YOLO) program. The YOLO program will provide much needed resources and opportunities at the City of Shoreline Teen Center and the Ballinger Homes King County Housing Authority complex with a focus on youth-led outreach efforts via employment opportunities for those youth. The program includes employing youth leaders to promote the wide range of Shoreline Teen Programs, and an on-site mental health specialist.

1. Scope of Work.

As part of this program, the Consultant will provide the following as it related to those program components:

- a) Youth Leaders. While the youth leaders will be City extra help employees, the Consultant will "host" leaders at their Ballinger Homes Out-of-School Program, as agreed upon with City staff.
- b) On-site Mental Health Therapist. The Consultant will employ a mental health therapist that will be embedded into the service delivery teams at both locations. The therapist will "hang-out" with the kids at the Teen Center and at the Ballinger Homes OST Program to build rapport with the youth and gently solicit participants in the training program or other services. The therapist will be a caring adult outside of the youth's families who serves as a role model. After rapport is established, the therapist may introduce the idea of participating in the trainings, and/or screening/assessment to youth who seem to be experiencing behavioral health issues. The therapist may provide on-site individual therapy or group therapy for those who want it, depending on the willingness of the youth. The therapist will also be in the position to refer youth to more intensive treatment or other services if necessary.

2. Program Requirements and Performance Measures.

- a) The Consultant agrees to provide, at minimum, 100 youth contact hours per month, either directly in the program or through a virtual platform as agreed upon with YTDP staff monthly.
- b) The Consultant agrees to attend monthly community partner meetings as well as weekly YTDP staff team meetings.
- c) The Consultant will coordinate with YTDP to develop a monthly work calendar that will outline direct service program hours and administrative time.
- d) The Consultant will provide a qualified substitute Mental Health Therapist, pre-approved by YTDP staff, in the event of anticipated or extended leave longer than one week.
- e) The Consultant agrees to coordinate with YTDP staff to submit quarterly reports required by King County Best Starts for kids including relevant client data and program narrative in a timely manner as required by the funder.

3. Public Information.

Whenever possible, the City of Shoreline and the Best Starts for Kids Grant program will be recognized in Consultant publications and other informational mediums as a financial supporter of the program.

4. Conflict of Interest.

Interest of Officers, Employees, or Agents: No officer, consultant, elected or appointed official, employee, or agent of the Contractor or Agency who exercises any functions or responsibilities in connection with the planning and carrying out of the Block Grant Program, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to CDBG assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

5. Public Information and Records Management.

- a) In all news releases and other public notices related to projects funded under this Agreement, the Contractor shall include information identifying the source of funds as the City of Shoreline and the King County Best Starts for Kids program.
- b) All records required by this agreement shall be retained by the Consultant for a minimum of seven (7) years, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the seven-year period. The period of time shall commence on January 1 of the year following the year in which the final invoice was paid.

6. Payments.

Consultant will be paid on a reimbursement-based system. 2021 costs are estimated not to exceed \$104,400.

7. Contract Administration.

- a) The Consultant will notify the City, in writing, within ten (10) days of any changes in program personnel or signature authority.
- b) The Consultant's main contact for the day-to-day operations of the program will be Beratta Gomillion.
- c) The City's main contact for the day-to-day contract administration will be Amanda Zollner.
- d) The Consultant will provide the City with a copy of their independent audit, when completed.

8. Reports and Reimbursement Requests.

The Consultant shall submit a Billing Voucher and Performance Measures Report on a monthly basis.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 910 - Amending Shoreline Municipal Code Chapter 8.12 to Expressly Prohibit Waterfowl Feeding in City Park Facilities
DEPARTMENT:	Public Works
PRESENTED BY:	John Featherstone, Surface Water Utility Manager
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Human feeding of waterfowl in parks can lead to larger waterfowl populations, an increased volume of waterfowl feces, and an increased concentration of waterfowl feces within waterfront areas where human recreational activities occur (e.g., wading, swimming, fishing). In addition to the impact on recreation uses, the increased feces can increase pathogenic fecal bacteria and algae blooms in waterways which can then increase closures of Shoreline swimming beaches. Eliminating park user feeding of waterfowl is an important step to reducing the volume of waterfowl feces in lakes and ponds to improve water quality and help ensure healthy, safe beaches for recreation.

While the Shoreline Municipal Code (SMC) prohibits leaving food in a park (SMC 8.12.340), there is no regulation in the Code that expressly prohibits feeding wildlife or waterfowl. Proposed Ordinance No. 910 would prohibit the feeding of waterfowl and be used primarily to support educational signage while also offering a pathway of enforcement to address repeat offenders, if deemed necessary. On January 11, 2021, the City Council discussed proposed Ordinance No. 910 and requested that staff bring back the proposed Ordinance for potential action tonight.

RESOURCE/FINANCIAL IMPACT:

One-time startup costs for implementing this new ordinance are expected to be approximately \$2,300 for creating and installing new educational signage and approximately \$825 in staff time. These costs will be covered by existing program budget allocations under the 2021 Surface Water Utility budget. Annual costs are expected to be minimal and would be covered under the regular duties of the Surface Water Program Specialist position within the Surface Water Utility. Enforcement activities are expected to be minimal and no significant revenue is expected from enforcement.

RECOMMENDATION

Staff recommends that the City Council adopt proposed Ordinance No. 910.

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

BACKGROUND

Hidden Lake and Echo Lake have been closed historically for extended periods of time, including in recent years and months, due to high fecal bacteria levels. Feeding of waterfowl in City Parks can cause an increase in the volume of feces defecated at those parks and is likely a contributing factor to the observed high levels of fecal bacteria leading to recent closures. The feeding of waterfowl poses additional problems for park recreators, including nuisance from birds soliciting or attempting to take food and increased feces in other areas of the park. When park goers feed waterfowl inappropriate food (e.g., bread, popcorn) it also poses potential health risks to the waterfowl.

The Surface Water Utility is particularly concerned about the impact of waterfowl feces on water quality. As a part of King County water quality monitoring programs, the City of Shoreline routinely monitors fecal bacteria levels and looks for the presence of toxic algae blooms in Hidden Lake and Echo Lake to ensure swimming beaches are safe for public access. This summer, the King County Department of Health closed Hidden Lake due to high fecal bacteria levels. That closure lasted for eight weeks due to persistently high bacteria levels recorded during weekly water quality sampling. This past fall, Echo Lake was closed for two weeks due to high fecal bacteria levels. During the closure, goose feces was notably present at the beach and in the surrounding park. Fecal contamination from waterfowl feeding may also be an issue in water bodies in other City parks such as Twin Ponds Park and Ronald Bog Park.

While the Shoreline Municipal Code (SMC) prohibits leaving food in a park (SMC 8.12.340), there is no regulation in the Code that expressly prohibits feeding wildlife or waterfowl. Proposed Ordinance No. 910 (Attachment A) would prohibit the feeding of waterfowl and be used primarily to support educational signage while also offering a pathway of enforcement to address repeat offenders, if deemed necessary.

On January 11, 2021, the City Council discussed proposed Ordinance No. 910. The staff report for this discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport011121-8a.pdf>. This proposed code amendment was also presented to the Parks, Recreation and Cultural Services (PRCS)/Tree Board prior to being discussed by the City Council and received unanimous support from the Board.

DISCUSSION

At that the January 11th Council meeting, the Council acknowledged that water pollution from waterfowl waste was an issue in Shoreline's ponds and lakes that needed to be addressed. However, several comments indicated Council's concern of relying on enforcement to change waterfowl feeding behavior.

The Surface Water Utility is committed to using signage with education and outreach to encourage residents to adopt behaviors that protect water quality. Established rules can help create norms for expected behaviors, and an ordinance has historically been used to help guide park user behavior to ensure cleaner, safer, and healthier parks. Instances of this include regulations in Code on littering, pet waste pickup, leashing dogs, and

smoke-free parks. Established rules also support staff as they address problematic behaviors in parks, enabling them to remind park-goers of park rules and provide education as to why the behavior is prohibited.

Following the Council discussion on January 11th, the Council requested that staff bring back proposed Ordinance No. 910 for potential action tonight. If proposed Ordinance No. 910 is adopted, park signage and in-person outreach by City staff would be the primary tool for discouraging waterfowl feeding. Staff would consider requesting a citation for violating this regulation as a last resort in the case of multiple repeat offenses.

COUNCIL GOAL ADDRESSED

This proposed new ordinance supports City Council's commitment to "stewardship of the natural environment" as stated in Council Goal 2 from the 2020-2022 work plan.

RESOURCE/FINANCIAL IMPACT

One-time startup costs for implementing this new ordinance are expected to be approximately \$2,300 for creating and installing new educational signage and approximately \$825 in staff time. These costs will be covered by existing program budget allocations under the 2021 Surface Water Utility budget. Annual costs are expected to be minimal and would be covered under the regular duties of the Surface Water Program Specialist position within the Surface Water Utility. Enforcement activities are expected to be minimal and no significant revenue is expected from enforcement.

RECOMMENDATION

Staff recommends that the City Council adopt proposed Ordinance No. 910.

ATTACHMENTS

Attachment A – Proposed Ordinance No. 910

ORDINANCE NO. 910

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 8.12 RULES FOR USE OF CITY OF SHORELINE PARK FACILITIES OF THE SHORELINE MUNICIPAL CODE TO ADD A NEW SECTION PROHIBITING THE FEEDING OF WATERFOWL.

WHEREAS, many of the City of Shoreline parks have natural waterbodies that provide both temporary and permanent habitat for a variety of waterfowl species; and

WHEREAS, while Chapter 8.12 Rules of Use of City of Shoreline Park Facilities of the Shoreline Municipal Code (SMC), at Section 8.12.340, prohibits littering, including food, there are no regulations related to the feeding of waterfowl; and

WHEREAS, the feeding of waterfowl by park visitors, however innocent, increases the volume of fecal bacteria on land and in waterbodies, resulting in the spread of pathogens and toxic algae blooms, that can have adverse effects on humans, domestic pets, and wildlife; and

WHEREAS, discouraging the feeding of waterfowl near waterbodies is an important strategy in managing waterfowl's impact of the quality of water; and

WHEREAS, as set forth in SMC 2.55.060, the Parks, Recreation and Cultural Services (PRCS)/Tree Board may make recommendations to the City Council concerning the operation of parks and the development of rules and regulations concerning the use of parks, and support; and

WHEREAS, on August 27, 2020, the City's Surface Water Utility Staff presented the Shoreline PRCS/Tree Board with the proposed amendments to the SMC and the PRCS/Tree Board supported such an amendment; and

WHEREAS, the amendments to Chapter 8.12 SMC authorized by this Ordinance are exempt from SEPA pursuant to WAC 197-11-800(19); and

WHEREAS, the City Council has considered the entire public record, public comments, written and oral, and the PRCS/Tree Board's recommendation; and

WHEREAS, the City Council has determined that the amendments to Chapter 8.12 SMC are in the best interests of the City of Shoreline residents;

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

Section 1. Amendment – Chapter 8.12 Rules for Use of City of Shoreline Park Facilities. A new section is added to Chapter 8.12 Rules for Use of City of Shoreline Park Facilities as follows:

SMC 8.12.255 Feeding of Waterfowl. Feeding waterfowl prohibited. No person shall place, deposit, scatter, or distribute food of any kind or nature in any park with an intent to

feed waterfowl.

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

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five (5) days after publication.

PASSED BY THE CITY COUNCIL ON JANUARY 25, 2021

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Julie K Ainsworth-Taylor
Assistant City Attorney
on behalf of Margaret King, City Attorney

Date of Publication: _____, 2021
Effective Date: _____, 2021

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopting Ordinance No. 918 - Authorizing the Placement of a Ballot Measure on the 2021 April Special Election Ballot to Authorize a Property Tax Bond Measure for Park Improvements and Park Land Acquisition
DEPARTMENT:	City Manager's Office
PRESENTED BY:	John Norris, Assistant City Manager
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input 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.

On December 7, 2020, staff was directed by Council to develop the legislation to place a ballot measure on the April 2021 ballot to fund improvements to five neighborhood parks; investments in park amenities for three additional parks; and the acquisition and improvement of new park land. On January 11, 2021, Council discussed proposed Ordinance No. 918 (Attachment A) which would authorize the placement of this ballot measure on the 2021 April Special Election Ballot. Following the discussion of January 11th, Council supported moving proposed Ordinance No. 918 forward for potential action and directed staff to draft voter's pamphlet language to support the proposed ballot measure. Tonight, Council is scheduled to take action on proposed Ordinance No. 918.

FINANCIAL IMPACT:

While proposed Ordinance No. 918 does not have an immediate financial impact, the Ordinance would authorize the City to place a measure on the ballot. If successful, the City would be authorized to issue bonds in the principal amount of up to \$38,500,000 for improvements to five neighborhood parks; investments in park amenities for three additional parks; and the acquisition and improvement of new park land. Repayment of these bonds would be supported by a special property tax levy that is estimated to impact the median priced homeowner by a net average of \$112 per year for up to 20 years.

The Ordinance provides that Senior Citizens, Disabled Persons, and Disabled Veterans meeting age, income, and/or disability requirements identified in RCW 84.36.381 would be eligible, and can apply with King County, for an exemption or deferral from this tax.

RECOMMENDATION

Staff recommends that the City Council adopt proposed Ordinance No. 918.

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

BACKGROUND

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

Council Direction

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, June 15, and November 2 meetings, and each time directed staff to bring it back for further discussion at a future Council meeting because of the unknown economic impacts of COVID-19 and concerns about if the 2021 election validation requirements set by the 2020 General Election voter turnout would make a 2021 election unrealistic.

On December 7, 2020, the City Council further discussed the priority park improvements; amenity improvements; and acquisition and improvement of new park land. At this meeting, Council gave staff formal direction to prepare appropriate legislation to place a 20-year bond measure before the voters for improvements to five neighborhood parks; investments in park amenities for three additional parks; and the acquisition and improvement of new park land.

The proposed bond measure components and cost are as follows:

Bond Measure Components and Cost

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
TOTAL	\$38.5

If approved by voters, general obligation bonds would be issued for \$35.8 million, which would be repaid by an increase in property taxes (excess property tax levy) to fund this project. The current parks and open spaces bond measure (approved by voters in 2006) is set to be retired in 2021 and will be removed from property tax bills in 2022. Under that bond measure, a property owner of a median priced home has been paying approximately \$76 per year in property tax towards the repayment of the 2006 bonds. The table below shows the taxpayer impact of a \$38.5 million bond measure for a median valued home (\$517,000), a home valued at \$750,000 and a home valued at \$1,000,000.

Impacts of an \$38.5 Million Bond Measure Over 20 Years

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

DISCUSSION

Following the Council discussion on December 7th, on January 11, 2021, the Council discussed proposed Ordinance No. 918 (Attachment A) which would authorize the placement of this ballot measure on the 2021 April Special Election Ballot. The staff report for this Council discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport011121-8b.pdf>.

As was discussed on January 11th, the ballot title in proposed Ordinance No. 918 is as follows:

CITY OF SHORELINE PROPOSITION NO. 1

**GENERAL OBLIGATION BONDS FOR
PARKS AND RECREATION IMPROVEMENTS**

The City Council of the City of Shoreline adopted Ordinance No. 918 concerning neighborhood park improvements. This proposition authorizes the City to improve and/or construct City parks, including playgrounds, an accessible play area, splash-pads, multi-sports courts, walking and sensory trails, picnic shelters, off-leash dog areas, sports fields and/or other park amenities; install public art; acquire and improve new park land; issue up to \$38,500,000 of general obligation bonds maturing within 20 years to finance and refinance such projects; and levy annual excess property taxes to repay such bonds, as provided in Ordinance No. 918.

Should this proposition be approved:

YES.....

NO

Council had no concerns with this proposed ballot title and language when it was discussed on January 11th and provided general direction to staff to bring back proposed Ordinance No. 918 with this ballot language included for potential action tonight.

During the January 11th discussion, one Councilmember was concerned about the timing of the proposed April 2021 Special Election and felt that there would be a better chance to meet election certification requirements if the ballot measure was delayed until the 2021 general election in November, where higher voter turnout typically occurs. Staff was asked whether this would cause delay in bond issuance and the ability to start work on implementation of the parks projects if the measure was approved by voters at this later date. Staff has reviewed this question and determined that if the ballot measure is delayed until November 2021 and then adopted at that time, the City would have a six-month delay in getting started with the projects.

As was also discussed on January 11th, for April special elections, King County does not publish a local voters' pamphlet automatically. The jurisdiction must specifically request a local voters' pamphlet and must pay for the costs of publishing the voters' pamphlet. The request for publication of a local voters' pamphlet can be included in the resolution calling for a special election or submitted as a separate resolution. The deadline to submit is the same as the deadline to submit a ballot measure.

As Council discussed on January 11th, the City is now aware that the Shoreline Fire District is placing its fire benefit charge renewal on the April Special Election ballot and has also decided to publish a voters' pamphlet for their ballot measure. Given this information, the Council also provided direction to staff to publish a voter's pamphlet for the City's ballot measure in proposed Ordinance No. 918. The City's explanatory statement of the ballot title for the voters' pamphlet describes the effect of the measure

if it is passed into law and cannot intentionally be an argument likely to create prejudice either for or against the measure. The explanatory statement is limited to 250 words and must be submitted to King County Elections by February 26, 2021. Staff is currently working with the City's bond council on the explanatory statement for the voters' pamphlet, which will be finalized and submitted to County Elections by the date noted above.

The City is also responsible for appointing committees to prepare statements in favor of and in opposition to the ballot measure for the voters' pamphlet. There is a limit of three members per committee. The committee appointments must be filed by February 26, 2021. Staff is proposing that Council make these committee appointments at the City Council meeting on February 8, 2021. Staff began advertising for interested parties to submit applications to serve on these committees following the January 11th Council meeting, given the Council direction provided that night.

The statements in favor of or in opposition to the ballot measure must be submitted by the Pro and Con committees to King County Elections no later than March 2, 2021. These statements are limited to 200 words. Rebuttal statements by each of the respective committees must be submitted to the County no later than March 4, 2021. Rebuttal statements are limited to 75 words.

Next Steps

If Council adopts proposed Ordinance No. 918 tonight, the next steps in the process would be as follows:

- Schedule Council appointment of Pro and Con committee members for the voters' pamphlet on February 8, 2021.
- Execute the Communication Plan regarding the ballot measure, including a City mailer to all residents about the ballot measure.

FINANCIAL IMPACT

While proposed Ordinance No. 918 does not have an immediate financial impact, the Ordinance would authorize the City to place a measure on the ballot. If successful, the City would be authorized to issue bonds in the principal amount of up to \$38,500,000 for improvements to five neighborhood parks; investments in park amenities for three additional parks; and the acquisition and improvement of new park land. Repayment of these bonds would be supported by a special property tax levy that is estimated to impact the median priced homeowner by a net average of \$112 per year for up to 20 years.

The Ordinance provides that Senior Citizens, Disabled Persons, and Disabled Veterans meeting age, income, and/or disability requirements identified in RCW 84.36.381 would be eligible, and can apply with King County, for an exemption or deferral from this tax.

RECOMMENDATION

Staff recommends that the City Council adopt proposed Ordinance No. 918.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 918

ORDINANCE NO. 918

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, PROVIDING FOR THE FORM OF THE BALLOT PROPOSITION AND SPECIFYING CERTAIN OTHER DETAILS CONCERNING SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT A SPECIAL ELECTION TO BE HELD THEREIN ON APRIL 27, 2021, OF A PROPOSITION FOR THE ISSUANCE OF ITS GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$38,500,000, OR SO MUCH THEREOF AS MAY BE ISSUED UNDER THE LAWS GOVERNING THE INDEBTEDNESS OF CITIES FOR THE PURPOSE OF PROVIDING FUNDS TO FINANCE AND REFINANCE PARK AND RECREATIONAL FACILITY IMPROVEMENTS, INCLUDING THE ACQUISITION OF LAND, AND LEVY EXCESS PROPERTY TAXES TO PAY THE BONDS.

WHEREAS, on July 31, 2017, following an 18-month community outreach engagement process, the Shoreline City Council (the “Council”) unanimously passed Resolution No. 412, adopting the 2017-2023 Parks, Recreation & Open Space Plan (the “PROS Plan”); as it may be amended from time to time; and

WHEREAS, the PROS Plan identifies a 20-year vision and framework for the City of Shoreline’s (the “City”) recreation and cultural programs, and for maintenance and investment in park, recreation and open space facilities; and

WHEREAS, Strategic Action Initiative #3 in the PROS Plan established a goal to expand recreation facility opportunities and Strategic Action Initiative #7 established a goal to ensure adequate parkland for future generations; and

WHEREAS, since the adoption of the PROS Plan, City staff have developed concept designs and cost estimates for selected parks and reviewed opportunities for property acquisition to achieve those goals; and

WHEREAS, in order to pay the costs of financing and refinancing a portion of the costs of the PROS Plan, including the acquisition of real property, it is deemed necessary and advisable by the Council that the City issue and sell one or more series of its unlimited tax general obligation bonds in the principal amount of not to exceed \$38,500,000 (the “Bonds”); and

WHEREAS, the Constitution and laws of the State of Washington provide that the question of whether such Bonds may be issued and sold for such purposes and taxes levied to pay such Bonds must be submitted to the qualified electors of the City for their ratification or rejection;

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

Section 1. Findings. The Council hereby finds that the best interests of the residents of the City require the City to construct, develop, equip, upgrade, acquire, and improve the parks and recreation facilities, including the acquisition of park land, as described in the PROS Plan, as it

may be amended from time to time (the “Projects”). The Projects may include, depending on the location, the following:

- Improvements to Brugger’s Bog, Hillwood, Richmond Highlands, Briarcrest Community (Hamlin East), and James Keough Parks, including constructing and/or improving playgrounds, splash-pads, multi-sports courts, walking trails, picnic shelters, off-leash dog areas, and accessible play areas for people of all physical abilities;
- Constructing a new off-leash dog area and play area at Ridgecrest Park;
- Improving the off-leash dog area and making field improvements at Shoreview Park;
- Improving the education center and children’s garden at Kruckeberg Botanic Garden to make it more accessible to people of all abilities, among other improvements;
- Installing public art throughout the City;
- Acquiring land and/or making park improvements to expand Paramount Open Space, Brugger’s Bog, and Rotary Park, in addition to other park land acquisitions; and
- Constructing, developing, equipping, upgrading, acquiring and improving other park and recreational facilities in the City park system.

The Projects shall include the acquisition of real property as necessary to locate such facilities. The City shall complete the Projects at the time, in the order and in the manner deemed most necessary and advisable by the Council. Costs of the Projects, which are estimated to be more than \$38,500,000, will be paid from, or refinanced with, proceeds of the Bonds (as defined in Section 2) authorized herein and other available funds of the City.

The cost of all necessary appraisals, negotiation, property acquisition, closing, architectural, engineering, project management, financial, legal and other consulting services, inspection and testing, demolition, administrative and relocation expenses, permitting, mitigation, construction, and other costs incurred in connection with the foregoing capital improvements shall be deemed a part of the capital costs of such Projects. Such Projects shall be complete with all necessary real property, equipment and appurtenances.

The Council shall determine the exact specifications for the Projects, and the components thereof, as well as the timing, order and manner of completing the components of the Projects. The Council may alter, make substitutions to, and amend such components as it determines are in the best interests of the City and consistent with the general descriptions provided herein. The Council shall determine the application of moneys available for the various Projects so as to accomplish, as nearly as may be, all of the Projects.

If the Council shall determine that it has become impractical to design, construct, improve, obtain permits, renovate, acquire, develop, or equip all or any component of the Projects by reason of changed conditions, incompatible development, costs substantially in excess of the amount of Bond proceeds or tax levies estimated to be available, or acquisition by or dependence on a superior governmental authority, the City shall not be required to provide such component or components. If all of the Projects have been constructed or acquired or duly provided for, or found

to be impractical, the City may apply remaining proceeds of the Bonds authorized herein (including earnings thereon) or any portion thereof to other park, recreation and open space capital purposes or to the redemption of the Bonds as the Council, in its discretion, shall determine.

In the event that the proceeds from the sale of the Bonds, plus any other money of the City legally available for such purpose, are insufficient to accomplish all of the Projects, the City shall use the available funds for paying the cost of those portions of the Projects deemed by the Council most necessary and in the best interest of the City.

Section 2. Authorization of Bonds. For the purpose of providing all or a portion of the funds necessary to finance and/or refinance debt previously issued by the City to finance the costs of the Projects, together with incidental costs and costs of issuance of the Bonds, the City shall issue and sell its unlimited tax general obligation bonds in the aggregate principal amount of not to exceed \$38,500,000 (the “Bonds”). The Bonds shall be issued in an amount not exceeding the amount approved by the electors of the City and not exceeding the amount permitted by the Constitution and laws of the State of Washington. The balance, if any, of the cost of the Projects shall be paid out of any other legally available funds. The Bond proceeds (and earnings thereon) shall be used to finance and refinance the costs of the Projects, together with incidental costs and costs related to the sale and issuance of the Bonds, and shall not be used for the replacement of equipment or for a purpose other than a capital purpose.

Section 3. Details of the Bonds. The Bonds provided for in Section 2 hereof shall be issued in such amounts and at such time or times as deemed necessary and advisable by the Council and as permitted by law. The Bonds may be issued in one or more series and shall bear interest payable at a rate or rates authorized by the Council. The Bonds shall mature in such amounts and at such times within a maximum term of 20 years from date of issue of a series, all as authorized by the Council and as provided by law. The Bonds shall be unlimited tax general obligations of the City and, unless paid from other sources, both principal of and interest on the Bonds shall be payable out of annual tax levies to be made upon all the taxable property within the City without limitation as to rate or amount and in excess of any constitutional or statutory tax limitations. The exact date, form, terms, maturities, covenants and manner of sale of the Bonds shall be as hereafter fixed by ordinance or ordinances of the Council.

In anticipation of the issuance of the Bonds, the City has issued and may issue additional short-term obligations as authorized by chapter 39.50 RCW. Such obligations may be paid or refunded with proceeds of the Bonds. The proceeds of the Bonds may also be used to reimburse the City for expenditures previously made for such Projects.

Section 4. Bond Election. It is hereby found that the best interests of the inhabitants of the City require the submission to the qualified electors of the City of a proposition authorizing the City to issue Bonds for the purposes of funding the Projects, at an election to be held on April 27, 2021. The City Council has determined that the excess levy would be eligible for exemptions and deferrals as allowed under RCW 84.36.381. The King County Director of Records and Elections, as *ex officio* supervisor of elections in King County, Washington, is hereby requested to assume jurisdiction of and to call and conduct the election to be held within the City and to submit to the qualified electors of the City the proposition hereinafter set forth. Such election shall be conducted by mail.

The City Clerk is hereby authorized and directed to certify the proposition to the King County Director of Records and Elections (the “Director”) in substantially the following form:

CITY OF SHORELINE PROPOSITION NO. 1

**GENERAL OBLIGATION BONDS FOR
PARKS AND RECREATION IMPROVEMENTS**

The City Council of the City of Shoreline adopted Ordinance No. 918 concerning neighborhood park improvements. This proposition authorizes the City to improve and/or construct city parks, including playgrounds, an accessible play area, splash-pads, multi-sports courts, walking and sensory trails, picnic shelters, off-leash dog areas, sports fields and/or other park amenities; install public art; acquire and improve new park land; issue up to \$38,500,000 of general obligation bonds maturing within 20 years to finance and refinance such projects; and levy annual excess property taxes to repay such bonds, as provided in Ordinance No. 918.

Should this proposition be approved?

YES.....

NO

For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the City Council hereby designates: (a) the City Clerk and (b) the City Attorney, as the individuals to whom such notice should be provided. The City Attorney and City Clerk are each authorized individually to approve changes to the ballot title, if any, deemed necessary by the Director.

The City Clerk is authorized to make necessary clerical corrections to this Ordinance including, but not limited to, the correction of scrivener's or clerical errors, references, numbering, section/subsection numbers, and any reference thereto.

The proper City officials are authorized to perform such duties as are necessary or required by law to submit the question of whether the Bonds shall be issued, as provided in this Ordinance, to the electors at the April 27, 2021 election.

Section 5. Voters’ Pamphlet. The Council finds and declares it to be in the best interests of the City to have information regarding the aforesaid proposition included in local voters’ pamphlets, and authorizes the appropriate costs thereof to be charged to and paid by the City, and further authorizes and directs the City Attorney and City Clerk to provide such information to the Director and to take such other actions as may be necessary or appropriate to that end.

Section 6. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and confirmed.

Section 7. Severability. If any one or more of the covenants or agreements provided in this Ordinance to be performed on the part of the City shall be declared by any court of competent jurisdiction to be contrary to law, then such covenant or covenants, agreement or agreements, shall be null and void and shall be deemed separable from the remaining covenants and agreements of this Ordinance and shall in no way affect the validity of the other provisions of this Ordinance or of the Bonds. All acts taken pursuant to the authority granted in this Ordinance but prior to its effective date are hereby ratified and confirmed.

Section 8. Effective Date. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval, and publication, as required by law. A summary of this Ordinance, consisting of the title, may be published in lieu of publishing the Ordinance in its entirety.

PASSED BY THE CITY COUNCIL ON JANUARY 25, 2021.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Pacifica Law Group LLP
Bond Counsel

Date of Publication: _____
Effective Date: _____

CERTIFICATE

I, the undersigned, City Clerk of the City of Shoreline, Washington, and keeper of the records of the City Council, DO HEREBY CERTIFY:

1. That the attached Ordinance is a true and correct copy of Ordinance No. _____ of the City (the "Ordinance"), as finally adopted at a regular meeting of the City Council held on _____, 2021, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, including but not limited to Washington State Governor Inslee's emergency proclamation No. 20-28 issued on March 24, 2020, as amended and supplemented, temporarily suspending portions of the Open Public Meetings Act (chapter 42.30 RCW), and due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Council voted in the proper manner for the passage of said Ordinance; that all other requirements and proceedings incident to the proper passage of said Ordinance have been fully fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

Dated this ____ day of _____, 2021.

CITY OF SHORELINE, WASHINGTON

City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of the King County Climate Action Toolkit		
DEPARTMENT:	Recreation, Cultural and Community Services		
PRESENTED BY:	Autumn Salamack, Environmental Services Coordinator		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

In acknowledgment of the fact that, globally, cities account for 70% of greenhouse gas emissions, King County and the King County-Cities Climate Collaboration recently created a Climate Action Toolkit to help local jurisdictions create tailored climate action plans to reduce communitywide greenhouse gas emissions. City staff provided input in the development of the Climate Action Toolkit and plan to utilize it for the next update of the City's 2013 Climate Action Plan. Tonight, Rachel Brombaugh, Director of Climate and Energy Initiatives with King County, will present an overview of the new King County Climate Action Toolkit.

RESOURCE/FINANCIAL IMPACT:

The Climate Action Toolkit is available at no cost to all 39 cities in King County.

RECOMMENDATION

No action is required by the Council tonight as this is a Discussion Item only.

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

BACKGROUND

In October 2019, three members of the King County Council introduced proposals to expand the County's efforts to reduce greenhouse gas emissions and help other cities do the same. In acknowledgment of the fact that, globally, cities account for 70% of greenhouse gas emissions, the proposals supported efforts to reduce communitywide greenhouse gas emissions within cities and support green job development, especially for communities of color. One motion directed the Executive to create a Climate Action Toolkit for use in partnering with local jurisdictions to help them create tailored climate action plans to reduce greenhouse gas emissions in their communities.

The Climate Action Toolkit (Toolkit) was developed in partnership with the King County-Cities Climate Collaboration, known as the K4C, an alliance of King County, the Port of Seattle, and 16 cities representing 80 percent of King County's 2.25 million residents working to advance climate action at a region-wide scale. The City has been a member of the K4C since 2011 and signed the updated K4C Joint County-City Climate Commitments in 2019, joining the County and other cities in committing to reduce community greenhouse gas emissions 80% by 2050. The staff report for an April 6, 2020 resolution expressing the City's support for the updated 2019 K4C Joint County-City Climate Commitments can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport040620-7a.pdf>.

The Toolkit was developed in alignment with both King County's proposed 2020 Strategic Climate Action Plan Update and the K4C Joint Action Commitments to ensure that local governments are moving in a shared direction and towards similar regional goals. The Toolkit also reflects countywide carbon emission goals of 50 percent reduction by 2030 and 80 percent reduction by 2050 against a 2007 baseline adopted in 2014 by all 39 cities in King County through the Growth Management Planning Council.

The consultant team leading development of the Toolkit conducted extensive outreach to ensure the final product was useful to urban, suburban, and rural cities, providing the tools needed to best serve each type of community. Outreach included stakeholder workshops with climate justice and environmental advocacy organizations; frontline community leaders; labor, city and state agencies; residents; utilities; and business representatives. The consultant team also hosted a youth workshop to gather recommendations on ways to engage young people in climate action planning as part of the public outreach.

DISCUSSION

The Toolkit provides local governments with practical guidance on how to reduce greenhouse gas emissions for both government operations and communitywide, spur the growth of an equitable clean energy economy, and preserve our natural environment. The Toolkit is available at no cost to all 39 cities in the County. It is designed to be a flexible guide for cities in all stages of climate planning to help develop customized climate strategies. Specifically, the Toolkit can help:

- identify resources for cities to conduct greenhouse gas emissions inventories;
- provide strategies for different sectors, including transportation and land use, and buildings, that can be adapted to each cities' unique characteristics; and
- provide clear directions and a range of actions and policies that can be used by any city, even those that have limited financial or staff capacity to develop and implement plans.

The toolkit provides a combination of attainable solutions, including options and ideas for programming, policies, advocacy, and capital investment to guide local government action on climate change. Helpful indicators, example goals, recommended actions, questions for consideration, and ranking tools are offered to inform and customize local commitments, decisions, and actions to each unique community. The Toolkit also includes a publicly available Climate Action Analysis Tool to help weigh various considerations in climate decision-making. Using the Climate Action Analysis Tool, local governments can rank and score potential actions to develop prioritized actions based on criteria such as cost savings, emission reductions, and equity and inclusion benefits.

In addition to technical assistance, the Toolkit offers guides for equitable community engagement, with an emphasis on frontline communities that are disproportionately impacted by climate change. The Toolkit and the Climate Action Analysis Tool are available for download at the following link:

<https://kingcounty.gov/services/environment/climate/actions-strategies/initiatives-programs/climate-action-toolkit.aspx>.

Use of the Toolkit in Shoreline

City staff plan to utilize the Toolkit during the next update to the 2013 Climate Action Plan, scheduled to begin this year. City staff have also met with the Shoreline “Climate Guide” from the League of Women Voters of Seattle-King County (LWV). The LWV Environmental Committee is interested in working with local jurisdictions to promote use of the Toolkit and assist with community engagement in climate action planning efforts. LWV is establishing a local Climate Guide in cities throughout the County to participate in this effort.

COUNCIL GOAL(S) ADDRESSED

This project addresses City Council Goal #2: Continue to deliver highly-valued public services through management of the City’s infrastructure and stewardship of the natural environment.

RESOURCE/FINANCIAL IMPACT

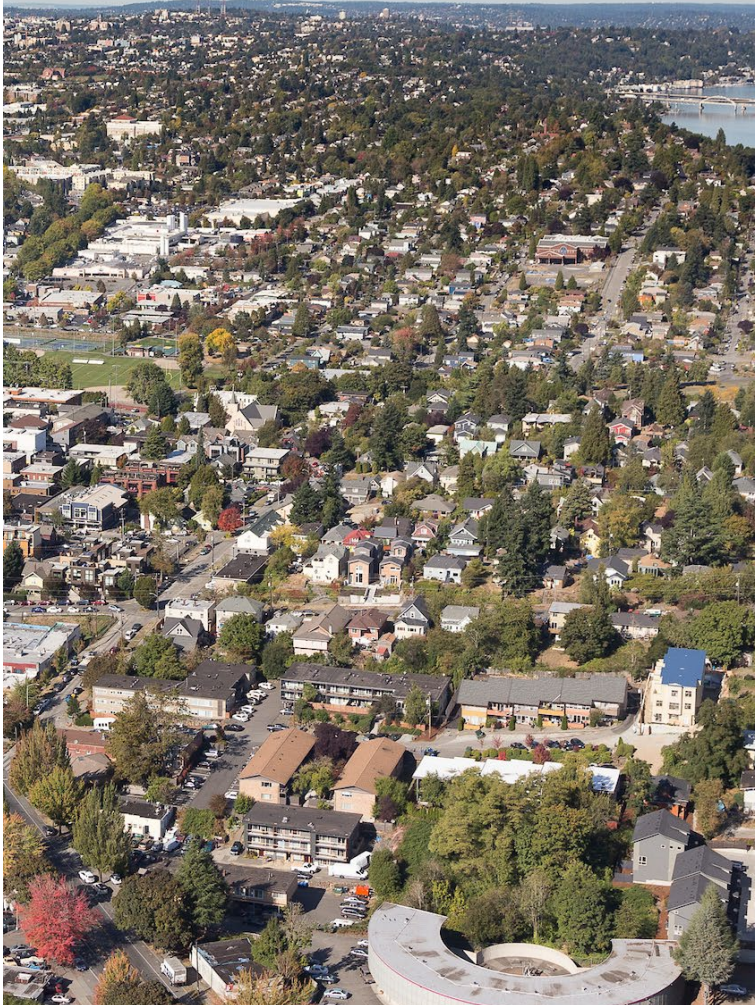
The Climate Action Toolkit is available at no cost to all 39 cities in King County.

RECOMMENDATION

No action is required by the Council tonight as this is a Discussion Item only.

ATTACHMENTS

Attachment A: Climate Action Toolkit



**A Partnership Between King County and
the King County-Cities Climate Collaboration**



King County

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Section 1

INTRODUCTION

Section 1

Introduction

Climate change is a paramount challenge of this generation and has consequences for our environment, community, economy, and public health. Climate change magnifies current and historical inequities, putting those communities with the fewest resources at the highest risk from the impacts, including extreme heat, poor quality air, and flooding.

The recent disparate impacts of the COVID – 19 pandemic on communities across the region highlight the urgent need to partner with communities to develop the skills, resources, and capacity to both prepare for climate change and benefit from a transition to a clean energy economy.

The King County Growth Management Planning Council, a formal body of elected officials from across King County, set out to address climate change and adopted a target to reduce countywide greenhouse gas (GHG) emissions on July 23, 2014 by 50% by 2030 and 80% by 2050, from a 2007 baseline.

Solutions are attainable, and this toolkit provides ideas to guide your local government to act on climate change.

To meet these emissions reduction targets, a number of individual, institutional, and policy changes are needed. These actions also provide an opportunity to address issues of equity and justice, mobility, resiliency, and economic recovery in communities.

This toolkit provides a combination of attainable solutions, including options and ideas for programming, policies, advocacy, and capital investment to guide local government to act on climate change. Helpful indicators, example goals, recommended actions, questions for consideration, and ranking tools are offered along the way to inform and customize local government commitments, decisions, and actions to each unique community.

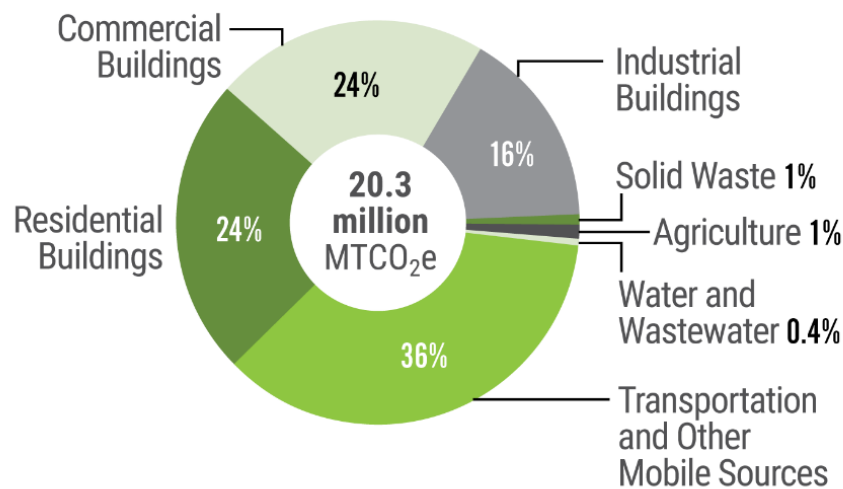


Alignment with King County’s 2020 Strategic Climate Action Plan and the K4C Joint Commitments

This toolkit was developed in alignment with King County’s [2020 Strategic Climate Action Plan Update](#) and the [King County-Cities Climate Collaboration \(K4C\)](#) Joint Action Commitments to ensure that local governments are moving in a shared direction and towards similar regional goals.

The graphic below shows the 2017 primary sources of emissions throughout the County. While each local jurisdiction will need to take slightly different actions based upon its geographic makeup, size, condition of its building stock, and access to public transportation, this inventory highlights where the County’s emissions come from.

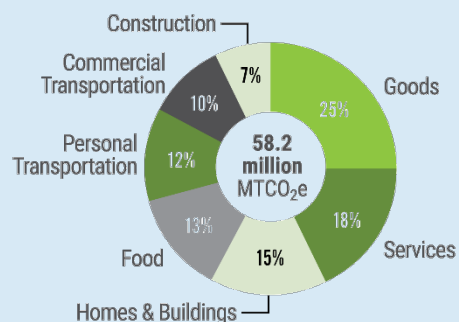
SOURCES OF GEOGRAPHIC-PLUS BASED GHG EMISSIONS FOR KING COUNTY (2017)



Consumption-Based Methodology GHG Emissions for King County:

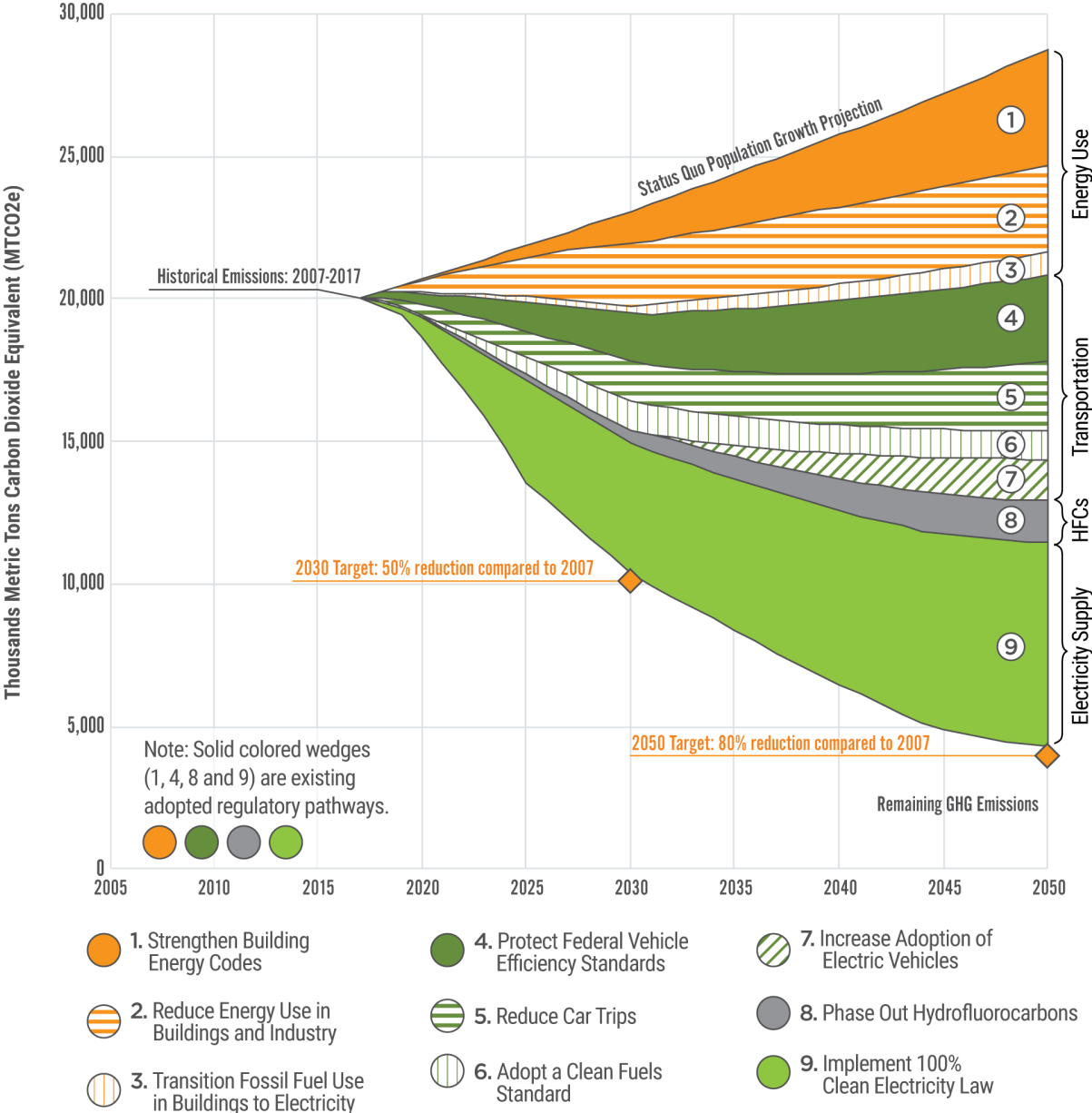
Another perspective on GHG emissions is a consumption-based analysis. Under this methodology, more than half of emissions attributed to King County are associated with the production of goods, food, and services that occur largely outside of the county’s sphere of influence. Efforts to influence behavior around consumption and waste will complement efforts to reduce emissions from buildings, energy, and transportation and have a high impact.

SOURCES OF CONSUMPTION-BASED GHG EMISSIONS FOR KING COUNTY (2015)



While the idea of a 50% reduction by 2030 and an 80% reduction by 2050 may seem overwhelming, this wedge analysis of countywide emissions developed in 2019 provides a roadmap for how King County, in partnership with local jurisdictions, businesses, residents, and the State of Washington can reach those targets. There is no easy solution, and it will take comprehensive action in multiple areas to get there, but there is a path.

ACTIONS NEEDED TO ACHIEVE KING COUNTY'S SHARED GHG GOALS



Building Resilient Communities through Climate Action

By integrating climate-related resiliency into planning and decision making, cities can hedge against the growing impacts climate change has on our communities. The COVID-19 pandemic has illustrated the need to institutionalize resiliency and equip our cities with the ability to adapt and recover when faced with crises. Climate change is no exception and its effects exacerbate the underlying environmental, health and safety challenges our cities already face, all of which jeopardize the well-being of our natural environment, infrastructure, economy, and residents, particularly those who have experienced past and current inequities. This toolkit leans into those challenges head-on and focuses on GHG reduction measures that have additional co-benefits to the community including equity and justice, economic recovery, mobility, and community resiliency.

While the social and economic impacts of the COVID-19 pandemic are not fully known at the release of this Toolkit, basic lessons to dealing with a crisis include:

- **Acting boldly and comprehensively** in response to global challenges is important and possible – as work from home and virtual meetings became the norm overnight to address COVID-19.
- **Efficient, effective, and equitable use of limited financial resources** is necessary, and it is imperative to build these decision-making factors into policy.
- **Systemic and structural changes are urgently needed** to build community resiliency and ensure the health and economic well-being of ALL people, especially people of color and those living with low incomes.
- The **power of collective action**, sharing resources, data, and best practices of basing decisions on the latest science can work, and it is how we will reduce the impacts of climate change.
- Solving complex problems requires **governmental leadership**, especially at the local level. Governments must make decisions that impact the well-being of residents but also show leadership by example.

Integrating climate change considerations into decision making will improve our region’s resiliency against extreme weather events, resource scarcities, and the rising cost of living (food, energy, etc.). Furthermore, taking actions that reflect equitable solutions will supplement efforts and resources around protecting our most vulnerable community members and frontline communities, better enabling them to adapt to changing conditions.

KEY TERM: Frontline Communities: *The communities that often experience the earliest and most acute impacts of climate change, face historic and current inequities, and have limited resources and/or capacity to adapt.*

Further information and guidance on climate resilience can be found through the [Puget Sound Climate Preparedness Collaborative](#) which represents over 21 local public, tribal, and private institutions working to accelerate climate change preparedness and resiliency in our region.

Actions that support Resiliency and Economic Growth will be indicated in the Action Tables under [Section 8](#).



Section 2

CREATING A CLIMATE
ACTION PLAN

Section 2

Creating a Climate Action Plan



Steps for Creating a Climate Action Plan:

1 Understand Your Community's Emissions / [Jump to Section](#)

Before beginning any planning around climate action, you first need to understand where your community's largest contributors of emissions are, both from a full community-scale perspective and what is owned and operated by your local government. For example, King County's largest emission source is buildings. Once you understand your community's emissions, you can align your efforts with what will be the most impactful at reducing emissions.

Timeframe: 1 month if using a similar sized city's GHG inventory as proxy. 2-6 months if you need to calculate your city's GHG inventory on your own, which often requires the resources of a staff member or consultant.



2 Determine Your Community's Level of Commitment / [Jump to Section](#)

Once you know the source of your largest impacts and have an idea of what opportunities for GHG reductions are, your local government should determine the level of commitment it is willing to make given the constraints discovered in the first step. Commitments should be made in the form of specific climate-related goals to achieve emissions reductions. When creating goals, each city should consider their unique community's traits such as geography, density, public transportation, age of building stock, as well as level of control, resources required, leadership buy-in, and community influence.

Timeframe: 2-3 months, depending on whose sign off is needed.

3 **Develop a Climate Action Strategy Tailored to Your Community** / [Jump to Section](#)

Once you have local leadership buy-in on your climate-related goals, the next step is to create an action plan. Conduct community engagement [[jump to section](#)], ensuring that you are effectively engaging with residents, organizations, and businesses – especially those who historically have less access to leadership – to gain feedback and buy-in from your community. First, build equity and social justice into your plan, then ensure that the actions included in the plan address your city’s largest areas of impact.

Remember, the plan can always be updated, it is not set in stone! Allow flexibility to adjust and pivot alongside the rapidly changing landscape as you learn more about what works and what does not.

Timeframe: 3-6 months, depending on depth of stakeholder engagement and level of intricacy of the strategy.

4 **Identify & Implement Emissions Reduction Actions** / [Jump to Section](#)

Now it is time to set that plan in motion. This is where most of your time and efforts will be spent – but you will not have to recreate the wheel. Many local governments within King County have already had success implementing climate change action and are eager to share with others. Determine the actions your local government wants to commit to and create an implementation plan that includes accountability measures, resource requirements and potential budget needs. Be sure to communicate progress with stakeholders and set expectations appropriately.

Timeframe: 2-3 months for implementation planning. Each action will take varying levels of effort to implement.

5 **Measure & Report Progress** / [Jump to Section](#)

What gets measured, gets managed – *and funded!* It is critical to measure and report progress on emissions reductions *and* the associated co-benefits to secure future funding for climate change action. If you can show that ‘W’ many living-wage jobs were created, ‘X’ dollars were saved, air quality increased by ‘Y%’ and ‘Z’ dozen low-income community housing developments were built because of your program, resources will come easier to you. Set up tracking systems before you begin a program or change a policy to ensure the ability to track success. Also make sure to agree to a baseline up front so you know what you are measuring against.

Timeframe: Tracking success metrics should be an on-going task, but for GHG inventories specifically, these are typically done on 2-, 3-, or 5-year intervals.







Engaging Local Community Leaders

Another critical factor is gaining community buy-in, especially from frontline communities. There are many resources out there to help you engage meaningfully with community members, give them a seat at the decision-making table and get their buy-in right from the beginning of the process. Initial and consistent engagement is key to success.

See the section below on [Community Outreach and Engagement](#) for more information and best practices for this type of engagement. While not all community members will participate, deeper engagement with the ones that do will result in higher returns.

Aligning with Existing Programs

Instead of keeping your climate change efforts in a silo, integrate and align them with existing efforts and priorities. This will increase buy-in and expand funding possibilities. This type of integrated climate change planning approach will be more effective than building a climate change strategy outside of the core operations of your local government. Below are a few high-level examples of where climate action can be integrated with other efforts.

Samples of Existing Efforts	How to Integrate into Existing Program
Economic Recovery & Growth Strategies 	Prioritize recovery strategies that put climate and equity at the center. Use as an opportunity to identify cost savings through efficiency and create family-wage jobs, training opportunities, and entrepreneurship.
Equity & Justice Work 	Consider how to bring climate into the conversation as it disproportionately impacts marginalized communities in systems such as: <i>low air quality, food deserts, heat islands, housing affordability, lack of open space, access to public transit options, high heating and energy costs, longer commutes.</i>
Land Use Planning 	Prioritize preserving natural and forested lands, natural resilient systems, and focus on dense and transit-oriented development.
Capital Planning 	Include climate change considerations as a requirement in decision-making criteria. Mandate using full lifecycle costs of major capital projects, including embodied carbon (i.e. the emissions related to the production and transport of materials).

Additional Tips for Integrating Climate Action:

- **Make taking action easy** by focusing on tangible reductions that are achievable within a manageable timeframe and pursue pertinent advocacy opportunities and legislative positions.
- **Identify cost saving actions** that also deliver emissions reductions.
- **Collaborate and build partnerships** by including members of frontline communities in efforts.
- **Underscore actions that contribute to economic recovery and resilience** and support existing priorities.
- **Communicate clear, predictable outcomes** for all recommended actions (wherever possible).
- **Begin with quick wins**, prove the benefits, and celebrate what climate action allowed the community to achieve. Remember to tie in community health and social benefit factors as well.



Section 3

PRIORITY ACTIONS

Section 3

Priority Actions

This toolkit is not a one-size-fits-all approach but is intended to provide local government staff or leadership with a variety of potential actions, considerations, and implementation resources to help your community take action on climate change. This toolkit is designed to help each local government discover, evaluate, and determine their own course of action in support of the emission reduction targets agreed to by the Growth Management Planning Council.

The Top Ten lists below give you a brief, high level understanding of the priority actions that can be taken to achieve the established goals, and [Section 8](#) of this toolkit provides a more detailed list of the actions that can be taken around transportation, energy, green building, waste/consumption, and forestry/agriculture.

These actions were developed using a collection of local and national sources focused on government-led emissions reduction but tailored to the unique landscape of King County (i.e. regulatory environment, demographics, utility mix). The top actions were determined based on stakeholder feedback, researched best practices, and by applying the indicators created for this Toolkit ([see Section 8](#)).

Top Ten Actions to Reduce **Community-Wide Emissions** *(GHGs associated with activities in your community)*

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Improve energy efficiency in existing buildings and homes 2. Develop strong building, energy, and water codes for low/zero carbon buildings 3. Educate residents about tools and resources to reduce carbon and save money through energy, water, and waste conservation 4. Make it easier for commercial and residential buildings to source/install renewable energy 5. Expand access to safe, efficient transit and multi-modal transportation options | <ol style="list-style-type: none"> 6. Develop dense, mixed-use, compact communities 7. Expand green spaces and tree canopies to increase carbon sequestration potential and enhance resilience 8. Partner to electrify or move to zero-emission fleets (school buses, first responder vehicles, buses, ferries, commercial) 9. Incentivize responsible purchasing and promote zero waste policies and actions throughout the community. 10. Require proper disposal and encourage recycling & reuse of Organic as well as Construction & Demolition wastes |
|---|---|

Top Ten Actions to Reduce **Government Operation Emissions** *(GHGs associated with city operated activities)*

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Identify cost saving opportunities through energy, water, and waste conservation 2. Improve building efficiency in both existing and new government facilities (utilize green building certification frameworks) 3. Set policies to require climate-friendly procurement, travel, contracting, etc. 4. Develop renewable energy on facilities and government-owned land 5. Speak out about climate issues to regional/state/federal agencies and legislators 6. Formalize & integrate climate and equity considerations into all decision-making criteria | <ol style="list-style-type: none"> 7. Incent staff to reduce single-occupancy vehicle commuting behavior through carpooling, transit, and improved work-from-home scheduling 8. Strive for a zero-emission fleet through electrification and use of renewable fuels 9. Improve stormwater management to expand biogas generation and use natural systems to improve resiliency 10. Increase carbon sequestering green spaces through urban forestry and effective land use & building code, including compost use |
|---|---|

Key Considerations for Choosing Actions

Understand Your Local Community

When choosing which actions to take, it is important to weigh several considerations to determine which ones will give you the most emissions reduction on your investment. These considerations may include but are not limited to:



Relative density of your jurisdiction (e.g. public transport options, available undeveloped land, single or multi-family homes, etc.).



Types of buildings/operations within your jurisdiction (e.g. residential, commercial, agricultural, age and/or condition of existing building stock (25, 50, 75 or 100 yrs.?), etc.).



Interests and demographics of your residents (e.g. marginalized populations, high-efficiency modern homes, community-oriented sharing economy, ability to invest upfront costs, etc.).



Capacity for action (e.g. resources available, government and community support, etc.).

Considerations such as these are critical to climate action planning, as they will further refine which actions are most relevant to your unique community. The table below offers a few ways to help describe your community and enable local governments to tailor a climate change strategy unique to their situation.

Identifying Characteristics	Main Source of Emissions	Actions to Focus On
Heavy agriculture	Activities associated with farmlands and likely older buildings with inefficient energy use	Carbon sequestering farming practices, on-site renewable energy, fuel-switching and retro-fitting older buildings
Dense city, high public transport use	High rise buildings and the high volume of traffic coming into/out of the city	Building efficiency, permeable pavement, green roofs, first-/last-mile transport options
Bedroom community, high commuter population	Commuters leaving and returning	Effective public transport, telecommute options, promote dense centers, electrifying vehicles
Residents with strong Environmental Focus	Your residents will play a big role in determining what they are capable of and willing to do	Farmers markets, public transport, 10-minute walkable communities, community solar options

Section 8: Top Actions for Each Category shares the top actions in more detail for the following categories:

- [Transportation & Land Use](#)
- [Energy Use & Infrastructure](#)
- [Green Building](#)
- [Consumption & Waste](#)
- [Forests & Agriculture](#)

Equity and Environmental Justice Considerations

When developing an equitable climate action strategy, you must first understand how climate change impacts frontline communities, then ask several key questions to guarantee that the solutions presented are equitable.

1) *How Climate Impacts Frontline Communities*

- Frontline communities have **higher exposure** to climate-related poor air quality and conditions such as nearby major highways, diesel particulate matter, industrial centers, waste disposal centers, energy generation and distribution sites, and urban heat island effects – all of which affect health conditions and life expectancy.
- Frontline communities are often lower-income and reside in older or lower-efficiency homes, which can present a **higher barrier** to taking action on climate change (e.g. they already face higher utility bills, food insecurity, and cannot afford higher upfront costs for efficiency upgrades). Over time, this leads to displacement. See Puget Sound Regional Council's (PSRC) [Opportunity Map](#) and [Displacement Risk Map](#) for more information.
- Frontline communities often make up large percentages of the agricultural economic sector, an industry that will be **largely impacted** by climate change as well as policy efforts to improve land conservation (likely raising operating costs).

2) *Key Questions to Ask*

- **Who is involved in the decision-making process and who has historically been left out?** Oftentimes, frontline residents are left out of the conversation because public input strategies are not developed to overcome their barriers (language access, working multiple jobs, etc.).
- **How might marginalized communities benefit from local government action on climate** in their area (e.g. greater access to safe and efficient public transport or reduced heat island effect from expanded canopy cover)?
- **Who benefits from this action and who is disproportionately impacted?** May be direct (e.g. increase costs of groceries, residential waste fees) or indirect (rising housing & commercial property values lead to gentrification).
- **What jobs may be created/lost from this action?** What jobs may be displaced, and whose jobs are lost? What demographics make up those jobs)?
- **Which actions are no or low-cost** (e.g. work from home strategies), *or* how could we develop financing partnerships to make this action no or low-cost for low-income communities (e.g. deep incentives for energy efficiency improvements)?

Local governments can reference King County's [Community Engagement Guide](#) to support these efforts.

Actions that support Climate Justice & Equity efforts will be indicated in the Action Tables under [Section 8](#).

Return on Climate Action Analysis Tool

To further support your local government's ability to determine the best actions that fit its unique characteristics, King County has developed a [publicly available tool](#) to help weigh various considerations in climate decision-making.

Using the Climate Action Analysis Tool, local governments can rank and score potential actions to better understand how each effort will affect their communities. The tool will provide cities with a prioritized list of actions based on the various indicators and the overall scores received, such as top actions for cost savings, emission reductions, equity and inclusion, etc.



Section 4

DEVELOPING GOALS

Section 4

Developing Goals

Creating goals is an essential step for any community as it develops its climate action plan. Strong goals will focus your efforts and resources, help you clearly communicate intentions (both internally and externally), define accountability, and ensure that everyone is on the same page. This section will break down the goal-setting process, demonstrate best practices when setting climate goals, and share examples from local cities to help get you started.

Goal-Setting Process



Tips for Setting Goals: Do This... Not That!

DO... Create SMART goals to bolster accountability
***S**pecific, **M**easurable, **A**ssignable, **R**elevant, **T**ime-based*

DO NOT... Create general statements or goals without clear direction

DO... Set goals to tackle your biggest sources of emissions

DO NOT ... Create goals that focus on areas of low impact

DO... Choose goals that support other city efforts already in place (i.e. job creation, econ. development)

DO NOT ... Set goals that directly/indirectly oppose other city high priority efforts

DO... Choose goals that are within your direct control or influence

DO NOT ... Leave the success of your goals entirely up to other organizations, entities, or residents

DO... Build in flexibility, so you can revise your goals once the barriers & opportunities are fully understood

DO NOT ... Shy away from setting a goal in fear that you will not be able to reach it

Example Goals

If you do not know where to start, both the [King County Strategic Climate Action Plan](#) and the [K4C Joint Commitments](#) offer guidance on how to align with countywide emissions goals. Many cities have adopted King County's emissions goals (shown below) and its newest goal of zero waste of resources by 2030 as part of their Comprehensive Plans.

Existing King County Emissions Goals	Proposed King County Emissions Goals
<p><i>These countywide goals were stronger than Washington State emission targets until state legislators passed stronger targets in the 2020 session.</i></p> <p>In 2014, the King County Growth Management Planning Council, a formal body of elected officials from across King County, voted to adopt a shared target to reduce countywide emissions 25% by 2020, 50% by 2030, and 80% by 2050 as compared to a 2007 baseline.</p>	<p><i>The 2020 King County Strategic Climate Action Plan advances a priority action to work with partners to chart pathways to align with the current state targets and best available science.</i></p> <p>The new statewide emission reduction goals are for a 45% reduction by 2030, 70% by 2040, and 95% by 2050 against a 1990 baseline with a net zero emissions goal in 2050.</p>

The table below offers examples and commentary on climate goals set by local cities for illustrative purposes.

	City	Goal	Why this Goal is Relevant
Transportation	Bellevue	50% of vehicles registered by 2050 are electric. source	Bellevue has a large commuter population that contributes significantly to emissions.
	Burien	Reduce single occupancy vehicle trips in the Urban Center to 60%. source	This goal addresses multiple climate targets, including increasing green space and developing new bike and pedestrian pathways.
	Kirkland	Electrify 100% of fleet vehicles by 2030. source	This goal nearly eliminates the impact of the City of Kirkland's fleet.
Energy	Seattle	Reduce residential building energy use by 20% by 2030. source	Seattle has some of the oldest residential building stock in the County so this goal will support large reductions.
	Bellevue	Achieve 100% renewable energy by 2030 [gov operations] and by 2045 [community wide]. source	The timeline encourages earlier targets for operations within their control, while allowing time to meet targets outside of their control (community renewables).
	Kirkland	Join PSE's Green Direct program for all municipal operations. source	This will 'green' its electricity supply and nearly eliminate the carbon impact of its operational electricity use.
Buildings	Shoreline	Increase the number of green residential units in the community to over 700 by 2030. source	This is a measurable goal that will have an indirect positive impact on other city decisions as well, such as zoning and permitting.
Waste	Burien	Achieve recycling rates of: 95% for residential, 75% for multifamily, 65% for commercial sector. source	Increasing recycling efforts will reduce emissions associated with landfilling and influence behavior around consumption.
Forests	Redmond	Ensure no net loss of shoreline ecological functions.* source <i>*definition</i>	This goal will support multiple climate targets (e.g. resiliency, sequestration potential, green space, etc.).



Section 5

IMPLEMENTING CLIMATE ACTION

Section 5

Implementing Climate Action

The implementation plan is what brings goals and strategy to life. In this section, we will discuss several key aspects for successful implementation including overcoming barriers, tips for securing funding, and ways to align with existing city efforts in other areas. Lastly, we will share lessons learned from a few local governments to show what has been successful and why and help avoid recreating the wheel.

Tips for Successful Implementation

1. **Set clear, measurable goals** and establish a metric tracking system early on to report on progress.
2. **Align your efforts** with existing government efforts on economic development, jobs, mobility, community health, equity & justice, and land use efforts.
3. **Make sure there is buy-in from senior leadership** and that resources are allocated for this work.
4. **Start with easy, cost-saving measures** to build momentum.
5. **Assign a dedicated staff member** to manage progress on climate efforts OR a green team, with multiple cross-divisional people responsible for climate action.
6. **Set accountability measures** (employee KPIs, etc.) that provide benefits for achieving goals and consequences for not meeting them.
7. **Measure and report progress regularly** – award/publicly recognize high performance.

To integrate climate action, local governments must develop and adopt a transparent and inclusive decision-making framework that is used at every level to evaluate projects, policies, and actions. This type of framework should balance economic prosperity, climate, equity, and community health and resilience goals. King County has several examples of building decision making frameworks that consider climate change such as the [Sustainable Purchasing Guidelines](#).

Overcoming Common Barriers

Expect barriers and hiccups along the way. Whether you are just getting started or have a plan in place, expect some variation of the common barriers below. This toolkit offers tips for overcoming these barriers and realizes that each local government will need to tailor its solutions to its own unique challenges.

Barrier	Reason for Barrier	How to Overcome
Lack of resources	Climate action is seen as a separate budget that lacks resources.	Align with other existing efforts; pursue projects with other departments that also help them meet their goals; achieve quick wins that save money; seek grant opportunities.
Lack of support, or competing priorities	Not seen as an urgent priority, keeps getting pushed to the back burner by more “pressing” issues.	Find ways in which actions accelerate progress on other priority areas. Make the case with clear, low cost, and decisive opportunities.

Silos	Climate action not integrated across departments; employees do not understand how climate is related to their daily work.	Set regular cross-departmental meetings to educate and discuss co-benefits of action; implement accountability measures.
No dedicated staff	Lack of financial resources to add new staff; Uncertainty around the payback of assigning an FTE.	Join the K4C to gain support from surrounding cities; utilize interns or student teams where appropriate to do the research and discrete projects; leverage resources and lessons learned from other successful cities; utilize temporary staffing assignments.

Opportunities to Secure Funding

Funding is always a challenge, especially during uncertain times. Below are a few examples of organizations that provide grants or funding for climate action. Please see [Appendix A](#) for the full list of organizations at the regional, state, and federal level that are known to offer funding support for climate action.

Geographic Reach	Organization	Type of Funding
Regional	King County	Conservation Futures (CFT) (Grant) C-FRED program (Loan)
State	WA Department of Commerce	Clean Energy Fund (Grant) Energy Efficiency and Solar Grants (Grant) Building Infrastructure (Loan)
	Access Washington	Agriculture, Planning, Rural and Urban Forests, Waste Management, Systems Infrastructure (Grants and Loans)
	LOCAL Program	Local Government Efficiency (Loan)
	WA Dept of Ecology	Air & Climate, Water & Shorelines, Waste & Toxics (Grants and Loans)
National	Database of State Incentives for Renewables & Efficiency (DSIRE)	Renewable Energy, Energy Efficiency, Green Building (Grants, Loans, Rebates, Tax Credits)
	EPA Smart Growth	Green Infrastructure, Energy, Environmental Justice, Conservation, Rural and Agricultural, Transportation (Grants)
	ICLEI Climate Finance	Transformative Actions Program (TAP) (Financing)

It is also worth noting other creative solutions for gaining funding and resources.

- **Contract with an energy services company** ([see link to WA State list](#)) can result in more efficient facilities that save money which can cover the cost of any debt service.
- **Partner with neighboring or K4C-member cities** to activate regional collaborations with joint resources. Consider partnerships with tribal governments as well.
- **Advance public-private partnerships** with businesses for mutually beneficial projects.
- **Partner with schools or universities** for research or additional bandwidth.
- **Work alongside environmental and socially conscious non-profits** to amplify efforts on these issues.

Actions Taken by Local Governments

Below is a brief snapshot of several climate actions taken by local governments within King County. These cities are leading by example on climate through their purchasing power and local jurisdiction authority. The information is illustrative and intended to provide guidance for those going through this process by sharing knowledge on what K4C partner cities have done, so that people know where they can turn to if they have a questions or would like to borrow existing resources rather than recreating their own.

Sample Actions Taken by Cities:

City	Government Operation Emissions							
	Conducted GHG inventory	Established GHG reduction goal of 80%+ by 2050	Greened City Hall	Begun Transition to EV Fleet	Signed up for PSE's Green Direct program	Benchmarking energy savings	Switched all streetlights to LEDs	Established a zero-waste goal
Seattle	x	x	x	x	x	x	x	x
Snoqualmie	x	x	x	x	x		x	
Bellevue	x	x	x	x	x	x	x	x
Kirkland	x	x	x	x	x	x	x	
Shoreline	x	x	x	x				x
Redmond	x	x	x	x	x	x	x	
Issaquah	x	x	x	x	x		x	
Renton	x	x						
Kenmore	x	x	x	x				
Burien	x	x	x				x	

City	Community-Wide Emissions								
	Expanded Transit Efficiency & Access	Began Energy Benchmarking	Developed a Climate Action Plan	Collaborates w/ a Resident-Led Climate Advocacy Group	Reduced Fees for Green Buildings	Hosted a Solarize Campaign* *Program Details	Required Compost in Restaurants	Required EV Charging in all Apartments	Reduced Garbage Pickup to Bi-Weekly
Seattle	x	x	x	x	x	x	x	x	
Snoqualmie	x		x	x		x			
Bellevue	x	x	x			x			
Kirkland	x	x	x	x					
Shoreline	x		x		x	x			
Redmond	x	x	x						
Issaquah	x			x		x	x		
Renton								x	x
Kenmore				x	x				



King County North Utility
Maintenance Facility



Section 6

COMMUNITY OUTREACH
AND ENGAGEMENT

Section 6

Community Outreach and Engagement

Key pillars of a successful climate action plan are effective communication, outreach, and engagement during both development and implementation. This section explores best practices and general tips for community outreach both virtually and in person. Specifically, it covers topics such as the benefits of community outreach, different ways to do it, best practices, and the importance of reaching out to communities that typically do not have a seat at the table.

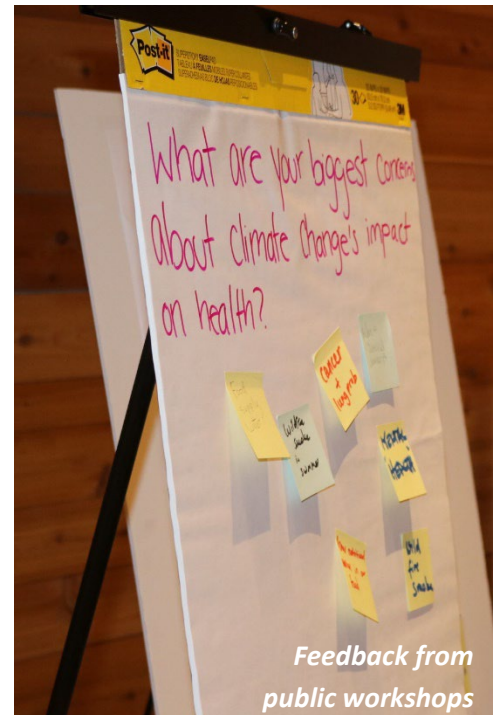
When to Conduct Community Outreach and Engagement

There are two distinct times when community outreach is critically important to your climate efforts: during **Planning**, and at **Implementation**.

1. Benefits of Community Engagement during the Climate Planning Stage

When developing a climate action strategy, it is imperative to reach out to a diverse set of stakeholders in your community, including residents, business leaders, youth, and minority communities. Benefits include:

- Policies become more equitable and inclusive when an intentional effort is made to engage all community members.
- Decisions that include many perspectives are statistically proven to be more successful over the long-term.
- Involving the community also builds social capital, cohesive networks, and can lead to government savings as the solutions are often more effective.
- Stakeholder input provides a better understanding of what will work, what will not, and what your community truly cares about so that you can focus on the things that matter most.



Feedback from public workshops

2. Benefits of Community Engagement during the Implementation Stage

When implementing a new program to support your climate goals, thoughtful engagement with the communities in your city will increase and accelerate your success. Ideally, these communities would have already had a chance to help shape the program on the front end, but the focus of this engagement is to:

- (a) Provide education and solutions that are tailored to the needs of the community
- (b) Listen and adapt to real-time feedback of what works and what does not

By engaging in a way that shows mutual respect and understanding, you can adjust programs to fit the needs of your community, who will in turn be more apt to engage with the program and help you achieve the results you are looking for. The key here is helping them understand how their engagement in the program can alleviate their unique challenges (cost savings, healthier communities) and then provide easy and cost-effective ways to do what you are asking of them. The strategies shared in this section apply to both the development and implementation stages of community engagement.

Methods for Conducting Community Outreach

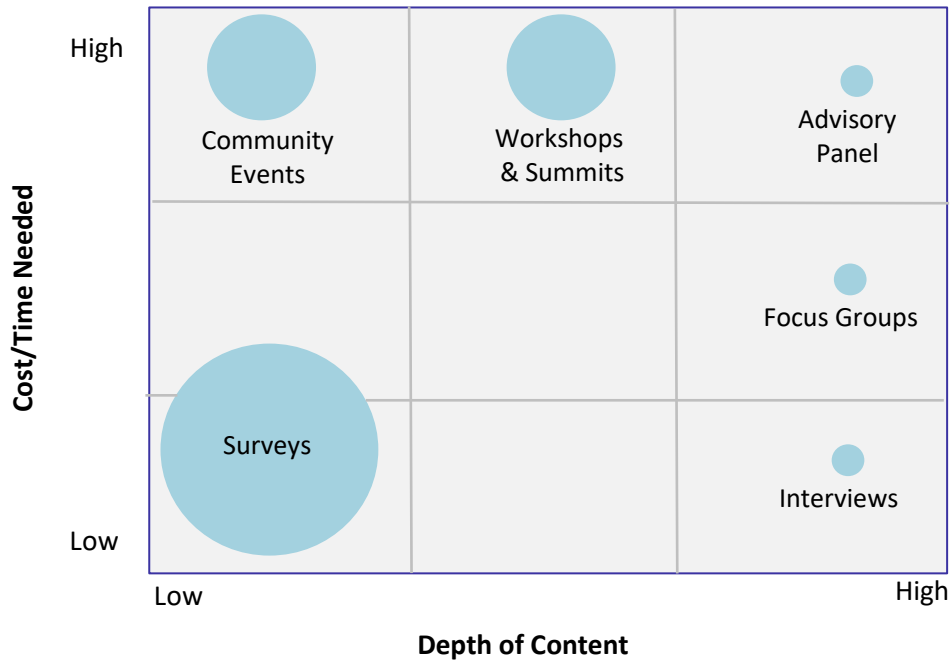
There are several effective ways of performing community outreach that range in cost/time, magnitude of reach, and quality of input. It is important to utilize multiple strategies when conducting community engagement to diversify the responses and feedback you collect. The rise of virtual gatherings and online input may allow a larger number of people to provide input into climate decisions, but at the same time may deny participation from residents without access to the internet.

Below are a few strategies that have been effective in engaging community members on climate. Note that many of the costs and resources required for in-person meetings (as described below) are eliminated if you opt for virtual meetings instead.

Comparison of Stakeholder Engagement Types		
Type of Engagement	PROS	CONS
Surveys <ul style="list-style-type: none"> • Online or mail surveys • Website comment box (allows residents to submit open-ended responses) 	Large reach; inexpensive if done online (mailing is more expensive); easy to generate and tabulate results	No face-to-face interaction; hard to understand context behind answers; one-way conversation; online accessibility is not universal; language barriers may impact participation
Focus Groups <ul style="list-style-type: none"> • Town halls (both in-person and virtual) • City Council meetings 	Ability to interact with participants and understand context of statements; leaders can emerge; trust can be built	Need diverse group in room and a trained facilitator; can accidentally get 'group think'; difficult to repeat and scale; Can be hard to collate ideas and responses
Interviews <ul style="list-style-type: none"> • Virtual • In-person • Phone 	Can do a deep dive with knowledge brokers; get more 'unfiltered' responses when 1-on-1; often leads to more interviews	Can be time consuming; Hard to collate all ideas and responses; may miss key stakeholders/demographic groups with less access or contact with agency
Workshops/Summits <ul style="list-style-type: none"> • Community members • Stakeholders • Sustainability leaders • Institutional leaders 	Effective way to bring everyone together in one place; teams can be formed; larger purpose can be seen through camaraderie; accountability is enforced	Can be expensive and extremely time-consuming for staff and attendees; difficult finding a common time and meeting place
Advisory Panel <ul style="list-style-type: none"> • Diverse, volunteer-based community organization to provide guidance/advisory 	Provides path for community representation; Encourages deeper buy-in and innovative ideas	Difficult to achieve diverse representation that characterizes all local communities; requires regular meetings, clear expectations, and governance structure
Community Events <ul style="list-style-type: none"> • Tabling at community fairs and public events • Host pop-up events in local neighborhoods and decentralized locations 	Engages atypical participants; high visibility; shows willingness to meet residents where they are	Responses and engagement will be brief; events often held outside of working hours

Matrix of Stakeholder Engagement

Size of Circle = Audience Reach



Tips for Community Engagement



King County hosted climate workshops in October 2019

- Be transparent, seek to build relationships and trust
- Set measurable objectives
- Intentionally consider all stakeholders, and engage each in multiple ways
- Understand the distribution of impacts (positive & negative) for the topic at hand
- Train all staff on effective & inclusive community engagement best practices
- Consider the needs of your audience – Translators (for live events or materials)? Time of day? Childcare?
- Spread the word – work with schools and community groups, use local and social media, and have an accessible website
- Adjust based on the feedback received – do not just put it on a shelf
- Engagement is continuous – develop a plan, follow up, and maintain the relationship

Ongoing Engagement

The above-mentioned strategies are to be used during active engagement with community members. It is important to also utilize ongoing engagement strategies such as dedicated webpages, social media promotion, and printed fliers or handouts available at city locations. The strategies are particularly effective with younger generation residents, who look to online resources first and respond more to short video clips and infographics that grab their attention.

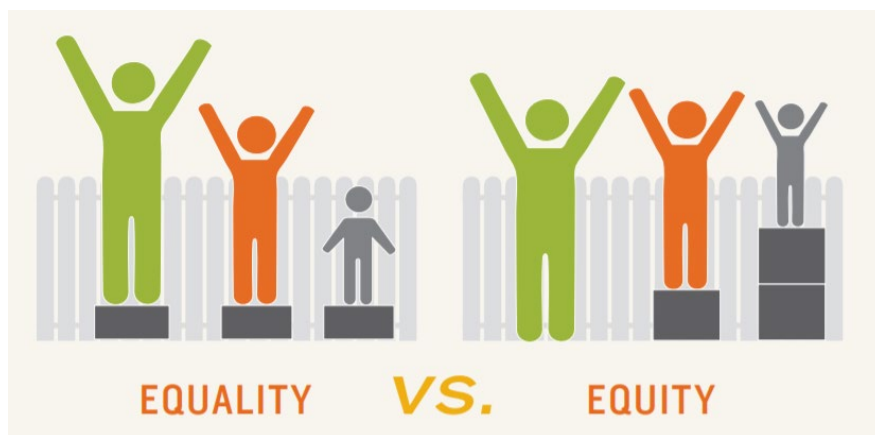
Equitable Community Engagement

Though climate action and social justice are traditionally thought to be separate entities, the two are intertwined and cannot be separated. Climate change impacts certain communities in a disproportionate manner, and lower-income and minority populations have less capacity to mitigate, adapt to, and react to changing conditions. Their voices are often the least heard even though they may be the most valuable ones to add because they are the ones most vulnerable to climate impacts.

Develop a strategy to foster ongoing and deep community engagement with communities of color, minority communities, and low-income populations to advise on equitable policy development, program design, and implementation of climate-related actions. Some of these strategies may include providing childcare, holding meetings at different times of the day to accommodate work schedules, or providing translators and/or materials in predominant languages in that community.

Understand Equity vs. Equality

Why strive for *equity* over *equality*? What is the difference? *Equality* leads to all parties starting from the same place, as shown in the graphic below. However, some face bigger obstacles than others. *Equity* solves this, by starting all parties the same distance away from the goal, regardless of their circumstances or obstacles. It is the fair treatment, access, opportunity, and advancement for all people, while striving to eliminate barriers that have prevented the full participation of some groups.



[Race Equity and Inclusion Action Guide, The Annie E. Casey Foundation](#)

By engaging marginalized communities, you will uncover equitable solutions rather than traditional ones that may not consider equity impacts. Equitable solutions will consider root causes of marginalization and work to mitigate or reverse any further disproportionate and negative impact on these communities. They will focus on removing barriers that have previously disabled these communities from engaging in climate action and will improve your success rate of program implementation.

Things to Consider When Performing Equitable Community Outreach

	General Outreach	Frontline Community Outreach
Online Engagement	Online engagement has become far more common in recent years. Online engagement can increase participation due to accessibility (vs. having to drive to a meeting, take time off work or find childcare).	Keep in mind, however, that many individuals in lower-income communities do not have access to online services. This method must be paired with other efforts to hear from all groups.
Advocacy Group Partnerships	Each community has different ethnic populations and faces different environmental issues. Identify advocacy groups that align with the communities you are working with and ask for their advice and input throughout the decision-making process.	Frontline community groups may not have expendable time or resources to seek you out and offer their input – you must seek them out. This starts with identifying existing groups, travelling to their area, and adjusting your schedule to meet their needs. You may also consider compensating individuals for their time as additional incentive.
Business Community	Decisions made by businesses are often some of the most impactful in terms of emissions. Partnering with businesses to adopt climate strategies is an effective way to have a large impact.	Minority-owned small businesses and organizations are often the backbone of frontline communities. Meeting the needs of these leaders through intentional outreach will contribute to understanding the needs of the greater community.
Subject Matter Experts	Seek out the guidance of subject matter experts to help shape goals. Getting a full picture of the situation from experienced individuals allows you to make equally ambitious but reasonable goals with a better understanding of what it will take to reach them.	Experts on diversity, equity, and inclusion as well as environmental justice can provide insight on your specific action item or situation. Refer to the Climate & Equity Community Taskforce as an example of this.



Section 7

CALCULATING A GREENHOUSE GAS (GHG) INVENTORY

Section 7

Calculating a Greenhouse Gas (GHG) Inventory

Why Perform a GHG Inventory?

A greenhouse gas (GHG) inventory enables a quantitative understanding of the city's emissions profile and is critical to informing climate-related actions, goals, and targets.

A GHG inventory:

- ✓ Helps decision makers understand **where their community or government operations emissions come from.**
- ✓ **Identifies specific sources of high emissions** to focus on, based on a sector's percentage of the overall community emission profile.
- ✓ **Informs implementation** and the setting of reduction targets.
- ✓ Strengthens a city's climate action plan by **prioritizing areas for action.**
- ✓ Sets a **baseline** to track performance over time.

This last point is important. Being able to track performance over time and establishing monitoring systems enables you to communicate progress quickly and intuitively over time while also providing a platform that demonstrate you have the necessary mechanisms to achieve your commitments.

If You Do Not Have an Inventory:

For local governments who do not currently have a GHG inventory, there are two choices:

1. Use one of the tools listed in [Appendix B](#) to calculate your first GHG Inventory (more accurate).
2. Use a similar city or the County's GHG Inventory as a proxy (less resources needed).

Conducting a GHG inventory requires a dedicated amount of time and resources. Many cities choose to hire a consultant or a temporary staffer (such as an intern) to help manage the process as it can take three to six months to complete your first GHG inventory, while others allocate existing staff to complete it. Moreover, cities are free to choose how often they report. Some report annually, every other year, or even every 5 years. For cities with limited resources, they can use a similar jurisdiction's GHG footprint as a proxy to understand where to focus its efforts.

When using a proxy GHG footprint, ensure the size, population, available resources, source of energy (i.e. utility provider), and resource needs of the proxy city aligns with your own. It is worth noting that this option does not allow you to accurately track progress against your emissions or show numerical returns on investment. For a list of which local cities you could use as a proxy, see the section below titled: [Case Studies of GHG Inventories](#).

What is included in a GHG Inventory?

If you are unfamiliar with what a GHG inventory is or what is included, see below. All GHG inventories have key components that provide a consistent and comparable framework for reporting on emissions.

Boundary	Sources of Emissions	GHGs Captured	Time Period
<ul style="list-style-type: none"> Community-wide emissions: all activities that occur within your city limits Government operation emissions: all activities that occur under the local government's owned or operated activities <p><i>NOTE: Government operation emissions are a subset of community-wide emissions.</i></p>	<ul style="list-style-type: none"> Energy (Commercial, residential, industrial) Transportation Waste treatment and disposal Water treatment Agriculture, land use and forestry Emissions occurring outside the geographic boundary of the city or its operations (such as purchasing, travel, waste processing, etc.) 	<p>The Kyoto protocol requires the accounting and reporting of seven major Greenhouse Gases below:</p> <ul style="list-style-type: none"> - Carbon dioxide - Methane - Nitrous oxide - Hydrofluorocarbons - Perfluorocarbons - Sulfur hexafluoride - Nitrogen trifluoride 	<ul style="list-style-type: none"> Continuous period of 12 months – calendar year or financial year Inventories may be conducted annually or on a regular cadence such as every two years or five years

Tips for Ensuring Data Quality & Reliability

Data collection and screening is a vital step in GHG inventory development. Below are a few tips to ensure high quality data:

- ✓ **Communicate with individuals responsible for managing or tracking data across the areas listed above.** Educate them on what specific data points you need, why you need it, and disclose that you will be asking for this data on a regular basis. This will help them develop a process and even spreadsheets to help facilitate data capture.
- ✓ **Provide training for data owners.** This will ensure efficient and accurate collection on the front end, so valuable time is not wasted verifying inaccurate data. This is especially important because staff turnover often has an impact on data accuracy. This will enable clear documentation for each data point.
- ✓ **Prioritize data accuracy for the largest categories.** These will likely be energy and transportation and will have the greatest potential for GHG reduction and cost savings but will depend upon your local government's GHG inventory.
- ✓ **The first GHG Inventory process will likely require some estimations.** The data you need may not be available or easily reported. Estimations and proxy data (i.e. using a similar facility's data as a substitution) are a normal part of the process, so use these strategies when attempting your first GHG Inventory. Be sure to record clear documentation of where each data point was sourced, how it was estimated, and what proxies were used to make future reporting easier and more accurate.

Case Studies of GHG Inventories

Below are three representative examples of GHG inventories. Other King County cities that have completed GHG inventories include Snoqualmie, Bellevue, Shoreline, Redmond, Issaquah, Renton, and Kenmore.

City	Seattle, WA	Kirkland, WA		San Leandro, CA
Inventory Chart		<p>2017 Kirkland Government Operation Emissions by Source</p> <p>2017 Kirkland Community-Wide Emissions by Resource Used</p>		<p>Comparison of Sectors, 2015</p>
	<p>Boundary Community-Wide</p> <p>Base Year 2008</p> <p>Frequency Every 3 years</p> <p>Emissions Sources Covered</p> <ul style="list-style-type: none"> - Building Energy Use (Electricity, Natural Gas) - Emissions from passenger vehicles & commercial trucks - Waste Management <p>Goals</p> <ul style="list-style-type: none"> - 58% reduction by 2030 - Carbon neutral by 2050 <p>Progress 5% Reduction from base year in 2016</p> <p>Tool Used ICLEI-USA's U.S. Community Protocol and the Global Protocol for Community Scale GHG Emission Inventories (GPC)</p> <p>Source Source</p>	<p>Boundary Government Operation</p> <p>Base Year 2005</p> <p>Frequency Annually</p> <p>Emissions Sources Covered</p> <ul style="list-style-type: none"> - Energy Use (Electricity, Natural Gas) - Gasoline and Diesel (for Vehicles) <p>Goals</p> <ul style="list-style-type: none"> - 20% below 2005 by 2020 - 80% below 2005 by 2050 <p>Progress -30.8% from base year</p> <p>Tool Used ICLEI USA's ClearPath software</p> <p>Source Source</p>	<p>Boundary Community-Wide</p> <p>Base Year 2005</p> <p>Frequency Every 3 years</p> <p>Emissions Sources Covered</p> <ul style="list-style-type: none"> - Energy Use (Electricity, Natural Gas) - Gasoline and Diesel (for Vehicles) - Waste <p>Goals</p> <ul style="list-style-type: none"> - 20% below 2005 by 2020 - 80% below 2005 by 2050 <p>Progress -21.4% from base year</p> <p>Tool Used ICLEI USA's ClearPath software</p> <p>Source Source</p>	<p>Boundary Community-Wide (includes Gov. Operations)</p> <p>Base Year 2005</p> <p>Frequency Every 5 years</p> <p>Emissions Sources Covered</p> <ul style="list-style-type: none"> - Residential, commercial and Industrial Energy Use (Electricity, Natural Gas) - Passenger Vehicles, Mass transit - Solid Waste - Water and Wastewater <p>Goals</p> <ul style="list-style-type: none"> - 25% below 2005 levels by 2020 - 40% below 2005 levels by 2030 - 80% below 2005 levels by 2050 <p>Progress -20% from base year as reported for 2015</p> <p>Tool Used ICLEI USA's ClearPath software</p> <p>Source Source</p>



Section 8

TOP ACTIONS FOR EACH
CATEGORY

Section 8

How to Read the Action Tables

The actions presented in this toolkit are oriented around five categories and two sources of emissions:

Five Categories of Actions:



Two Sources of Emissions:



Within each category, the actions presented will be sorted into four types:

- Policy Changes
- Programs/Actions
- Advocacy & Partnership
- Capital Investments

Each suggested action offers additional indicators to aid in decision-making, namely: resources required, reduction potential, and co-benefits. These will help local governments determine which actions make the most sense for their unique community.

As you will see, the proposed actions tend to orbit around a key theme: incentivize and promote the emissions-reducing behavior you want, while disincentivizing and demoting the behaviors that increase emissions. This is a good rule of thumb to utilize while developing your climate action plan.

Indicators to Consider When Identifying Actions for Your Local Government

- (1) **Resources Required** – Relative cost and staff time associated with *the city's* implementation of the action. This indicator *does not* reflect the cost burdens that may be passed onto the “end user” as a result of the action.
- (2) **Emissions Reduction Potential** – Impact potential as determined by comparing to King County’s GHG emissions inventory. It is assumed that most cities will also identify buildings and transportation as their largest sources of emissions. Therefore, actions that affect the County’s largest sources of emissions (energy, transportation) will have a higher emissions reduction potential.

Note: Government and Community-wide will be evaluated on their own respective scales due to their difference in magnitude. Community-scale reductions will always exceed reductions made at government operations.

- (3) **Co-Benefits** – Additional benefits associated with the suggested action.
 - Cost Savings – Relative ability to reduce costs (to the city, homeowners, businesses, etc.).
 - Economic Recovery & Growth – Relative ability to retain or create jobs and attract industries.
 - Resiliency – Relative ability to adapt and survive against extreme events (e.g., public health crisis, extreme weather events, or economic downturns).
 - Climate Justice & Equity – Relative ability to influence/support the creation of equitable communities (e.g. affordability, health, and distributed economic opportunity).
 - Mobility – Relative ability to influence/support accessibility, efficiency, and opportunities for people to move throughout a city.
 - Public Health – Relative ability to influence/support the health and well-being of *all* residents.
 - Natural Environment – Relative ability to positively influence/support undeveloped land (e.g., forests, wetlands, and habitats).

It is also important to note that some actions will align more closely with your local jurisdiction than others. Refer to the section [Key Considerations for Choosing Actions](#) for tips on aligning your top actions.



ACTIONS: Transportation & Land Use

The core objectives under the transportation category are to reduce vehicle miles traveled, improve fuel efficiency, enhance safe and effective public transportation, and transition to lower-emission vehicles such as electric vehicles (EVs). While our local communities recover from COVID-19, efforts in telecommute strategies and non-motorized corridors (i.e. converting streets to pedestrian only) may be greatly optimized while public health concerns about mass transit remain.

Related [K4C Joint Commitments](#): *Transportation & Land Use:* Align planning for employment, affordable housing, and mobility taking into consideration impacts to GHG emissions. Increase transit service and mobility with a goal of reducing countywide driving per capita by 20% by 2030 and 50% by 2050, compared to 2017 levels, understanding that different areas of the county have varying levels of transit access.

Clean Fuels & Electric Vehicles: (1) Protect Federal Vehicle Efficiency Standards. (2) Adopt a regional or statewide Clean Fuels Standard that reduces transportation fuel emissions intensities by at least 20% by 2030, compared to 2017 levels. (3) Increase use of electric vehicles such that 100% of light duty vehicles, and at least 60% of medium duty, and 40% of heavy-duty vehicles are electric by 2050.

Below are the top actions in Transportation & Land Use for both community-wide emissions and government operations. For a full list of actions, see the Transportation section in Appendix A ([link](#)).



Actions to Reduce **Community-Wide** Transportation Emissions

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
Alter zoning and planning policies* to: <ul style="list-style-type: none"> - Uphold the Growth Management Act to support mixed use and compact centers (also referred to as ten-minute communities where work, shopping, schools, and play are within ten minutes of where people live). - Utilize equitable transit-oriented development (ETOD) planning and investments to increase neighborhood density and use of public transit. 	Med	High	Mobility, Climate Justice & Equity, Public Health



<ul style="list-style-type: none"> - Prioritize transit accessibility in geographic areas that have: high density; a high proportion of low-income people, people of color, people with disabilities; have limited mid-day and evening transit service to schools, jobs, and child care centers. - Use regulatory and voluntary tools to promote affordable and accessible housing development along existing and planned high capacity transit lines, frequent transit routes and in opportunity areas identified by the King County Housing Authority. - Integrate Transportation Demand Management (TDM) [definition] standards into Comprehensive Plan code changes for institutional and commercial development. - Consider evaluating urban areas that should require high density units and prioritize infill development to prevent sprawl. <p><i>Resource: PSRC's Regional Transportation Plan</i> <i>*Consider the potential displacement effects of all policies and plans by identifying community-centered anti-displacement strategies and resources.</i></p>			
Use incentives to encourage purchase of electric vehicles (such as: sales tax rebates, incentivize dealerships, car rental agency incentives for EVs). Consider stronger incentives for low-income residents.	Med	Med	Cost Savings, Public Health
ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
Encourage and incentivize employers to offer work from home and flexible work schedules .	Low	High	Economic Recovery & Growth, Cost Savings, Resiliency, Public Health
Increase network of safe bike lanes, boulevards, trails ; wider sidewalks; convenient transit stops; effective traffic signals.	High	Low	Mobility, Public Health
Dedicate right of way lanes for public transit (particularly Rapid Ride) and non-motorized transportation (biking).	Med	Med	Mobility
Expand incentives for EV charging for multi-family homes, major employers, and parking garages. Consider requiring EV infrastructure in all new commercial and multi-family construction. Allow regulation for EV charging in apartment buildings.	Med	Med	Mobility, Climate Justice & Equity
Educate freight operators & drivers on fuel efficiency actions such as: turn off their trucks/container delivery trucks/garbage trucks when parked and enforce a “non-idling”	Low	Low	Cost Savings, Climate Justice & Equity, Public Health



policy. Prioritize reducing diesel particulate matter on projects near disproportionately impacted populations and that advance environmental justice.			
Improve the efficiency of freight movement within and throughout the region (e.g. implement truck priority and smart pedestrian crossing technologies at traffic signals on key routes, develop freight consolidation centers, provide real-time traffic data/information for logistics companies to plan around and alleviate congestion).	Med	Med	Cost Savings, Resiliency, Public Health
ADVOCACY/PARTNERSHIP	Resources Required	Emissions Reduction	Co-Benefits
Support equitable travel demand management policies at the County & State level: <ul style="list-style-type: none"> - Charge zones on main highways/roads + higher fees during peak hours - Charge tolls for passing into a central city + higher fees during peak hours - Charge vehicles per VMT (<i>Case Study: My OReGo, Oregon's opt-in VMT tax</i>) Consider sliding scale pricing based on level of income to ensure equitable outcomes.	Low	Med	Economic Recovery & Growth
Partner with public transport services, frontline community organizations, and strategic surrounding jurisdictions to pilot new routes and diverse transit options to improve efficiency, reliability, and service areas with a priority/focus on transit-dependent residents and low-income areas. Advocate at the state level for continued funding of Metro, METRO CONNECTS, Sound Transit and supporting services and infrastructure. <i>Resources: Vision 2050, Regional Transportation Plan, Transportation Improvement Program, KC Metro's Mobility Equity Cabinet</i>	Low	Med	Climate Justice & Equity, Mobility, Resiliency
Support the PSRC's Vision 2050 goal for 65% of population growth and 75% of employment growth to be within walking distance of high-capacity transit .	Med	High	Climate Justice & Equity, Mobility
Support a stronger regional or statewide Clean Fuels Standard that gradually reduces the pollutants and emissions from vehicles through transition to biofuels and electrification.	Low	High	Public Health
Partner with school districts to electrify school buses and shuttles .	Low	Med	Cost Savings, Public Health
Work with businesses to incentivize transition to low-carbon or electric vehicles, esp.: <ul style="list-style-type: none"> - Delivery vehicles and warehouse equipment and machinery. - Vehicle miles traveled (VMT) intensive services (home health, cleaners, landscapers) 	Med	Med	Cost Savings, Public Health



*Actions to Reduce **Government Operation**
Transportation Emissions*

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
Update the city's telecommuting policy to foster increased utilization of this commute option whenever it meets city business needs.	Low	Med	Cost Savings, Public Health
Allow multiple teleconferencing options to employees and city stakeholders and offer virtual options for all meetings by default.	Low	Med	Cost Savings, Resiliency
Adopt a business travel policy to limit unnecessary air travel and inter-/intra-city travel (utilize teleconferencing instead); explore carbon offsets for remaining necessary travel.	Low	High	Cost Savings, Economic Recovery & Growth
Define and implement a green vehicle selection process and green fleet resources such as EPA's SmartWay Designation for new or vehicle replacements. Prioritize retiring fleet vehicles older than 10 years old and vehicles where an electric vehicle or hybrid replacement is available with a goal to reduce fleet emissions 45% by 2025.	High	Med	Cost Savings, Public Health
ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
Use fleet management and GPS tracking technology such as Telematics to measure and manage fleet miles. Identify common routes/trips and evaluate effectiveness or necessity of routes. Phase out or eliminate fleet vehicles that travel less than 200 miles per month.	Med	Med	Cost Savings
Train fleet drivers and employees on best practices for fuel efficiency such as: <ul style="list-style-type: none"> - Steady braking and acceleration - Removing excess weight such as bike/roof racks and unnecessary weight in trunks Encourage maintenance staff to utilize practices such as: checking for optimal tire pressure, maintaining air filters, using optimal air conditioning.	Low	Low	Cost Savings, Public Health
CAPITAL INVESTMENTS	Resources Required	Emissions Reduction	Co-Benefits
Install electric car charging stations in key city owned/operated parking facilities and public lands (public park parking lots, etc.).	Med	Low	Mobility



ACTIONS: Energy Use & Infrastructure

The core objectives under the Energy Use & Infrastructure category are to 1) reduce energy demand through efficiency and building upgrades, and then 2) transition to renewables to eliminate fossil fuel use wherever possible. The most impactful opportunities will be partnering to fund these improvements for low income residents and incentivizing businesses/commercial buildings to make these improvements in existing building stock.

In 2019, Governor Inslee signed into law the Clean Energy Transformation Act, establishing the framework for a 100% clean electricity supply. The Governor also signed the Clean Buildings Act, establishing energy efficiency standards for all commercial buildings over 50,000. The K4C was active in support of this legislation, and share the below action commitments on supply and efficiency:

Related K4C Joint Commitments :	Energy Supply: Implement the Washington State Clean Energy Transformation Act, which phases out coal-fired electricity sources by 2025 and requires 80% carbon neutral electricity by 2030, and 100% clean electricity by 2045; limit construction of new natural gas based electricity power plants, and seek to establish a more resilient energy system.
	Energy Efficiency: Reduce energy use in all existing buildings 25% by 2030 and 45% by 2050 compared to 2017. Strengthen conservation, and use of renewable natural gas, and support the transition to electrical systems to reduce natural gas and other fossil fuel use in existing buildings by at least 20% by 2030 and 80% by 2050.

Below are the top actions in Energy Use & Infrastructure for both community-wide emissions and government operations. For a full list of actions, see the Energy section in Appendix A ([link](#)).



*Actions to Reduce **Community-Wide** Energy Use & Infrastructure Emissions*

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
Remove barriers for installing residential & small business renewable energy systems, as well as community solar (streamline permitting, lower fees, etc.). The SolSmart program provides guidance and recognition.	Low	Med	Economic Recovery & Growth, Resiliency, Public Health
Require building energy performance disclosure* and benchmarking from all privately-owned commercial buildings by 2030 (at a minimum, any multi-family or non-residential over 20,000 sq. ft) and set a maximum target for energy per sq. ft. by a determined year.	Low	High	Resiliency, Cost Savings

<p><i>*Existing policy requires benchmarking of building over 50,000 sq. ft by 2026. Incentives available for buildings that adopt early.</i></p>			
<p>Mandate proper use, monitoring, and disposal of refrigerants* in commercial and residential buildings. <i>*Refrigerants such as HFCs are found in air conditioners, heat pumps, refrigerators.</i></p>	Low	Med	Cost Savings, Economic Recovery & Growth, Public Health
<p>ACTIONS/PROGRAMMING</p>	<p>Resources Required</p>	<p>Emissions Reduction</p>	<p>Co-Benefits</p>
<p>Support increased awareness of incentives available for early action under the Clean Buildings Act which requires commercial & multi-family buildings over 50,000 sf to conduct audits and perform deep EE design and retrofits to meet goals. Prioritize low- and no-cost home retrofit packages for low-income and marginalized communities.</p>	Med	High	Cost Savings, Climate Justice & Equity, Resiliency
<p>Incentivize a full transition to electric or solar thermal heating/cooling and electric water heating (solar or heat pumps) for existing commercial and residential buildings by a determined year (e.g. 2040). Strategies include adding permit fees for natural gas units while providing property tax exemptions for electric units. Provide funding (rebates and incentives) to prioritize inefficient low-income housing.</p>	Med	Med	Cost Savings, Public Health, Climate Justice & Equity, Economic Recovery & Growth, Resiliency
<p>Encourage businesses, large energy users, and residents to enroll in Puget Sound Energy’s (PSE) Green Power Program (only applicable to PSE customers).</p>	Low	High	Public Health
<p>ADVOCACY/PARTNERSHIP</p>	<p>Resources Required</p>	<p>Emissions Reduction</p>	<p>Co-Benefits</p>
<p>Advocate for a market-based price on carbon that fits the needs of your local government and enables a portion of the revenue to be reinvested in climate action.</p>	Med	High	Economic Recovery & Growth
<p>Establish long-term partnerships with contractors and utilities to coordinate equitable access for residents and businesses to resources such as:</p> <ul style="list-style-type: none"> - Energy-efficiency resources and incentives - Financial assistance and alternative financing - Outreach and education <p>Support use of tools and strategies to engage impacted communities and ensure economic, social and environmental benefits are shared with marginalized communities. Offer resources in all relevant languages and articulate the connections between energy, climate change, and equity to expand frontline community members’ knowledge.</p>	Med	High	Cost Savings, Economic Recovery & Growth, Climate Justice & Equity

ADVOCACY/PARTNERSHIP CONTINUED	Resources Required	Emissions Reduction	Co-Benefits
<p>Partner with utilities to promote existing energy incentive programs in the residential sector. These programs help reduce upfront costs for investing in more efficient equipment and home improvements.</p> <p><i>Resource: Puget Sound Energy Rebates, Seattle City Light Incentives</i></p>			
<p>Partner with utilities and contractors to help businesses and school districts improve efficiency and upgrade equipment that improves affordability, comfort, indoor air quality and energy efficiency in all commercial/multi-family buildings and schools.</p>	Low	Med	Cost Savings, Economic Recovery & Growth, Resiliency
<p>Support the development of community solar projects* that benefit all residents, particularly communities of color, low-income populations, and members of limited-English-speaking communities.</p> <p><i>*Community solar projects typically build large solar facilities and let residents purchase a portion of the energy generated, improving solar access for all residents (especially those in rental housing).</i></p> <p><i>Resource: Spark Northwest (also supports Solarize Campaigns)</i></p>	Low	Med	Economic Recovery & Growth, Climate Justice & Equity, Resiliency
<p>Continue to support development of local and regional biogas resources, including anaerobic digestion of food scraps, while minimizing disproportionate impacts on low-income populations and communities of color by engaging with frontline community groups and using best available data. Emphasis on restaurants, cafeterias, educational/corporate campuses, food banks and other food handling facilities.</p>	Low	Low	Cost Savings, Climate Justice & Equity, Economic Recovery & Growth, Resiliency



Actions to Reduce **Government Operation**
Energy Use & Infrastructure Emissions

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
Establish a purchasing policy to require any capital upgrade projects to consider the most efficient equipment available within reasonable cost. <i>Resources: King County Sustainable Purchasing Guide, King County Recommended Ecolabels</i>	Low	Low	Cost Savings
Incorporate total cost of ownership into energy purchasing decisions to factor in both capital and operational costs. Require use of an Embodied Carbon Calculator for all public projects and government-operated development. <i>Resource: EC3 Embodied Carbon in Construction Calculator</i>	Med	Med	Cost Savings
ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
<i>Overall Management</i>			
Create an energy task force to identify all opportunities to save money through smarter actions internally. Share energy management practices with all departments.	Med	Med	Cost Savings
Conduct energy audits in all city owned and operated buildings, partner with the local utility and private contractors.	Low	Med	Cost Savings
Establish energy consumption baseline for all owned & leased buildings and develop energy reduction goals and targets (utilize Energy Star score from EPA's Portfolio Manager).	Med	Low	Cost Savings
Join Puget Sound Energy's (PSE) Green Power Program . <i>Only available to PSE customers.</i>	Low	High	Climate Justice & Equity
<i>Heating & Cooling</i>			
Work with facility managers to ensure regular HVAC maintenance , cleaning of air ducts, evaporator and condenser coils on heat pumps, air-conditioners, or chillers are conducted in a timely manner – quarterly or seasonally. Specifically ensure: <ul style="list-style-type: none"> - Schedule HVAC system setbacks in all owned and leased buildings to turn off overnight and on weekends - Encourage staff to lower shades in the summer to reduce A/C demand - Visually inspect insulation on all piping, ducting and equipment for damage - Check for air leakages in window/door frames or cracked seals. - Shorten the preventive maintenance intervals specifically for HVAC systems 	Low	Med	Cost Savings, Resiliency

ACTIONS/PROGRAMMING CONTINUED	Resources Required	Emissions Reduction	Co-Benefits
Enable consistent power management settings across workgroup for all computers and related devices: <ul style="list-style-type: none"> - Monitor shut-off enabled after ten minutes of inactivity - Sleep mode enabled after 20 minutes of inactivity - Hibernate mode enabled after 45 minutes of inactivity - Sleep/energy-saver mode enabled on all copiers/ printers - Install energy saving software that puts computers into sleep mode, but can turn on when IT downloads security patches and updates overnight 	Low	Low	Cost Savings
CAPITAL INVESTMENTS	Resources Required	Emissions Reduction	Co-Benefits
Make energy efficiency improvements to upgrade equipment or improve building envelope/insulation/weatherization. Utilize King County’s C-FRED program low-interest loan funds , pursue state grants in coordination with an energy services contractor, or leverage Department of Commerce grant programs. High efficiency options include: <ul style="list-style-type: none"> - Replace HVAC systems operating over 10-15 year period or systems using R-22 refrigerant with Ammonia based refrigerants - Replace windows with multi-pane energy efficient windows - Update to programmable thermostats with energy management software - Install Variable Frequency Drives (VFD) for HVAC, fans and pumps systems to draw energy based on occupancy 	Med	Med	Cost Savings
Implement retro commissioning (improving the efficiency of existing equipment/systems) that improves affordability, comfort, indoor air quality and energy efficiency in all owned & operated buildings.	Med	Med	Cost Savings, Resiliency
Install motion sensors for all indoor lighting in owned buildings and automatic timers on all equipment and appliances that can be turned off at night rather than standby.	Low	Low	Cost Savings



ACTIONS: Green Building

The core objective under this category is to update existing building stock to the most efficient technology available and mandate new buildings to be built to high efficiency standards – this includes both equipment and building materials (taking into consideration embodied carbon). These actions will both reduce energy and water demand and improve the health/living conditions of occupants. Alongside recent updates to the state energy code addressing new construction, the most impactful opportunities will be retrofitting old buildings, installing Building Automation Systems, and improving Construction and Demolition waste diversion.

While reducing the energy use of buildings is the priority, it is important to remember that creating potable water and processing wastewater both require tremendous energy, therefore reducing demand for and investing in the operational efficiency of municipal systems will also yield GHG savings.

Related K4C Joint Commitment :	<i>Energy Code</i> : Implement Washington State Energy Code * which requires new buildings constructed to move incrementally towards stronger efficiency performance including 70% energy reduction and net-zero GHG emissions in new buildings by 2031. *This is a state requirement.
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Below are the top actions in Green Building for both community-wide emissions and government operations. For a full list of actions, see the Green Building section in Appendix A ([link](#)).



Actions to Reduce Community-Wide Green Building Emissions

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
Adopt local amendments to the WA State Building Code Council that go above and beyond the WA State Energy Code to mandate advanced energy performance standards and low carbon design for new and renovated commercial and multi-family buildings. Incentivize similar goals for residential (cities do not have jurisdiction over residential code). For example: <ul style="list-style-type: none"> - Require electric heating/cooling and electric water heat pumps in all new builds or renovations (no new natural gas) 	Low	High	Cost Savings, Economic Recovery & Growth, Resiliency

<ul style="list-style-type: none"> - Require new buildings be solar ready and EV charging ready (consider including buildings undergoing deep retrofits as this is another good time to make changes) - Require adequate room for three separate collection waste bins - Incentivize development of rooftop and parking lot rain gardens & rain walls - Allow for water/wastewater reuse (including reusing greywater*) - Rainwater catchment systems (cheap, easy to install) for landscape irrigation, etc. - Ban installation of septic tanks where not connected to public sewer systems - Incentivize 1.28 gpf or lower toilets and 1 pint for urinals - Strengthen standards to nationally recognized codes for wildfire and flood risk areas <p><i>*Greywater is gently used potable water, such as from washing machines, sinks, and showers that can be reused for non-potable water uses such as toilets and landscaping.</i></p>			
<p>Provide incentives for the development of LEED or other high-performance certified commercial buildings (e.g. expedited permitting, tax credits, and permit fee reductions/waivers) with a goal to achieve net zero GHG in new buildings by 2031. <i>Resources: Getting started with LEED and Built Green</i></p>	Med	Med	Cost Savings, Resiliency, Public Health
<p>Adopt policies that require owners of buildings over a certain size (such as 50,000 sq. ft) to manage their own stormwater runoff. Consider requiring permeable pavement by a target year.</p>	Low	Med	Resiliency, Natural Environment
ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
<p>Utilize current science, best practices, and updated maps of urban heat islands and vulnerable populations to help inform decisions and priorities about projects and programs that help to cool the urban environment. Incentivize solutions that reduce heat islands including tree canopy, green roof rain gardens, white roofs, and less parking.</p>	Med	Med	Cost Savings, Resiliency, Climate Justice & Equity, Public Health, Natural Environment
<p>Reward building owners* for achieving high performing energy and water efficiency standards for industrial, commercial, multi-family, and residential buildings. <i>*Rewards may include recognition, benefits through fee structure, expedited permitting, financial awards, etc.</i></p>	Med	Med	Cost Savings, Climate Justice & Equity
<p>Utilize educational campaigns to encourage low-impact, drought-resistant landscape development and design for residential and commercial property to lower demand on stormwater systems and improve soil sequestration.</p>	Low	Low	Cost Savings, Resiliency, Natural Environment

ADVOCACY/PARTNERSHIP	Resources Required	Emissions Reduction	Co-Benefits
Join the Regional Code Collaboration and K4C to actively participate in revising the Washington building code to incorporate performance that targets net-zero energy and strengthen building and residential energy codes.	Low	High	Resiliency
Partner with housing authorities and other affordable housing providers to educate and encourage retrofits to existing, old building stock. Use meaningful, inclusive, and community-driven approaches to develop implementation strategies that serve low- and no-income people, BIPOC, immigrants and refugees, people with disabilities, and limited-English-speaking communities in ways that work for them.	Low	Med	Cost Savings, Climate Justice & Equity, Economic Recovery & Growth, Resiliency
Work with landscape companies to educate and incentivize smart irrigation management and technology, including greywater use for subsurface irrigation.	Low	Med	Cost Savings, Resiliency, Natural Environment
Support development of a C-PACER* program in King County. <i>*The Commercial Property Assessed Clean Energy and Resiliency (C-PACER) program, or House Bill 2405, was signed into law June 2020. PACER programs enable the financing of building improvements, such as energy efficiency upgrades, renewable energy improvements, water conservation, and resiliency retrofits to address vulnerabilities to earthquakes and other natural disasters.</i>	Med	High	Cost Savings, Economic Recovery & Growth, Climate Justice & Equity



**Actions to Reduce Government Operation
Green Building Emissions**

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
Require construction of new government buildings to meet highly efficient, net zero carbon standards by a determined date using standards such as LEED Zero . Adopt or replicate King County's Equity and Social Justice requirements into green building policies.	High	Med	Resiliency, Climate Justice & Equity, Public Health
Adopt King County's Construction & Demolition waste diversion requirements . [*] Utilize financial levers such as: added fees, reduced fees, expedited permitting, diversion credits, etc. Prioritize contractors who use salvaged/recycled materials . <i>*Minimum of 80% Diversion currently, 85% in 2025, and Zero Waste of Resources by 2030.</i>	Med	Med	Economic Recovery & Growth, Natural Environment
Support policies, tools and programs to reduce construction-related emissions, including sourcing low embodied carbon materials such as cross laminated timber* (CLT) for all building projects when available and within a specified cost margin. <i>*CLT has lower embodied carbon as compared to concrete and steel. Is only applicable in heavy timber-framed construction.</i> <i>Resource: EC3 Embodied Carbon in Construction Calculator</i>	Med	Med	Resiliency, Natural Environment
Require permeable pavement for all new construction & remodels to reduce stormwater runoff and costs. Determine a minimum percent of stormwater that should be managed with impervious surfaces, Salmon-Safe standards , and sustainable stormwater strategies by 2030.	Low	Med	Cost Savings, Resiliency, Natural Environment
ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
Establish an energy & water baseline for government operations and develop reduction goals and targets.	Med	Low	Cost Savings
Pilot programs on government-owned property or joint developments that meet the criteria of Living Building Challenge and Living Community Challenge standards. <i>Case Study: zHome in Issaquah</i>	Med	Low	Resiliency, Public Health

ACTIONS/PROGRAMMING CONTINUED	Resources Required	Emissions Reduction	Co-Benefits
Identify costs of landscape maintenance (water, service crew, etc.) and work with landscapers to transition to native, drought-tolerant landscapes and use smart infrastructure* when needed during first establishment phase. Intention is to keep valuable partners but educate and transition them to new practices. <i>*Smart infrastructure: drip irrigation and smart controllers that integrate rain sensors.</i>	Low	Med	Cost Savings, Resiliency
Install rain gardens and rain catchment systems to reduce stormwater runoff. Collected rainwater can be used for landscape maintenance.	Med	Low	Cost Savings, Resiliency
CAPITAL INVESTMENTS	Resources Required	Emissions Reduction	Co-Benefits
Adopt Building Automation Systems (BAS)* for all new construction and upgrade system controls for existing buildings. <i>*Examples of BAS: motion sensor lighting, temperature sensors, ventilation controls, etc.</i>	Med	Med	Cost Savings
Install technology such as infrared cameras to track methane and refrigerant leaks in high-risk buildings (landfill processing plants, cement producers, agricultural facilities).	Med	Med	Cost Savings, Resiliency

Does your city manage its own municipal water system? Here are some additional ways to reduce the demand on your systems and improve their efficiency:

- Work with **golf courses, water parks, and laundromats** to reduce water use and utilize recycled water when safe to reduce demand on systems.
- Make improvements for **treating sewage & sludge** and install organic processing technologies (such as anaerobic digesters) to optimize use for energy generation and phosphate recovery.
- Dedicate stormwater funds to maintain a **sustainable source of funding for natural solutions** to stormwater management.



ACTIONS: Consumption & Waste

The core objectives under the Consumption & Waste category are to alter the consumption habits of businesses and residents and to reduce waste generation. As demonstrated by the [King County Consumption Based GHG Inventory](#), the embodied carbon emissions of the products we purchase have a significant impact on our climate. Reducing consumption and improving waste diversion not only supports emissions reductions but will also lead to cost savings in the disposal, sorting, and handling of this waste as well.

Local governments have authority over the availability of residential and commercial recycling and composting. Local governments can also encourage and invest in distributed waste management (i.e. anaerobic digestion technology) as well as platforms that incentivize industrial waste reuse and sharing economy principles.

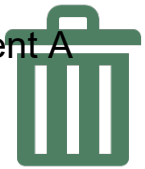
Related K4C Joint Commitment :	<i>Consumption & Materials Management</i> : Achieve a 70% curbside recycling rate countywide; by 2030, achieve zero waste of resources for materials that have economic value for reuse, resale, and recycling.
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Below are the top actions in Consumption & Waste for both community-wide emissions and government operations. For a full list of actions, see the Consumption & Waste section in Appendix A ([link](#)).



Actions to Reduce Community-Wide Consumption & Waste Emissions

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
<p>Mandate recycling and composting & enforce segregation/sorting* by an identified year (especially for multi-family buildings and commercial properties where contamination is high). Use education and incentives to guide building owners, operators and residents to achieve the goal.</p> <p>*Partner with waste haulers who know which routes have the most contamination</p>	Med	Med	Economic Recovery & Growth
<p>By 2030 achieve Zero Waste of Resources that have economic value (across all generated sources including commercial, households, construction etc.) in line with King County's waste diversion policy.*</p> <p>*Includes milestones of 85% diversion by 2025</p>	Med	High	Cost Savings, Economic Recovery & Growth, Natural Environment



POLICIES CONTINUED	Resources Required	Emissions Reduction	Co-Benefits
Adopt policies consistent with the Responsible Recycling Task Force to deliver a more harmonious and effective regional recycling system.	Low	Med	Cost Savings, Economic Recovery & Growth, Resiliency
Adjust zoning requirements, lower barriers, and increase incentives for industrial centers to more easily share/reuse/recycle waste (metal/cardboard/plastics, heat, water, etc.) – often referred to as industrial symbiosis or eco-parks.	Low	High	Cost Savings, Economic Recovery & Growth, Resiliency
ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
Provide incentives (tax breaks, stipends, etc.) for businesses that purchase locally made, low-carbon, and/or sustainable materials and equipment to offset potentially higher costs.	Med	Med	Economic Recovery & Growth
Develop an educational campaign to help consumers consider and evaluate the total life cycle of common goods and purchases (includes production, packaging, shipping, end of life recycling, etc.).	Med	Low	Natural Environment
<p>Increase education and awareness of waste diversion opportunities for common residential waste products that have significant climate benefits such as food waste.</p> <ul style="list-style-type: none"> - Ensure equitable access to waste education through multi-lingual and targeted campaigns for multi-family renters/landlords, large families, and limited English proficiency. Consider co-creating culturally relevant signage with community members. - Provide online and print resources to help businesses and residents identify organizations that will take used furniture, equipment, and other household items. Prioritize large businesses and multi-family units. - Share and disseminate resources through trusted community partners. 	Med	Low	Cost Savings, Economic Recovery & Growth, Climate Justice & Equity
Partner with frontline communities to support a regenerative and sustainable local zero waste food economy that prioritizes the physical and economic vitality of communities, health of food ecosystems, and well-being of food/farmworkers.	Med	High	Cost Savings, Economic Recovery & Growth, Resiliency, Climate Justice & Equity
Work with local businesses and industries to create a waste exchange system for items that typically end up in the waste stream. Conduct a waste stream mapping exercise with large businesses to find reuse/repurpose opportunities.	Low	Medium	Cost Savings, Economic Recovery & Growth, Resiliency, Natural Environment

ADVOCACY/PARTNERSHIP	Resources Required	Emissions Reduction	Co-Benefits
Partner with schools to develop curriculum around sustainable practices, from proper waste segregation to resource conservation and best practices for emissions reductions.	Low	Med	Cost savings
Work with waste utilities to expand separation and processing of organic waste (includes waste to-energy from methane capture, biogas, plasma gasification, etc.) and make storage and pickup available to all sectors.	Low	Medium	Cost savings, Economic Recovery & Growth
Develop awareness campaign and support pilot projects for small scale distributed organic processing facilities (including anaerobic digestion) for organic waste in key industries (near restaurant hubs, hospitals, educational/corporate campuses, food banks, detention centers).	Low	Medium	Cost Savings, Economic Recovery & Growth, Resiliency



*Actions to Reduce **Government Operation**
Consumption & Waste Emissions*

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
<p>Adopt a sustainable purchasing policy. Buy products with environmental standards and certifications. These products are identifiable by their certification mark or “ecolabels” (e.g., Energy Star, EPEAT, Green Seal).</p> <p>Additional considerations:</p> <ul style="list-style-type: none"> - Include a clause for choosing ground vs. two-day shipping when possible - Choose products that have less packaging - Opt for bulk serving sizes vs. single serve (e.g. creamer, sugar, condiments, etc.) <p><i>Resources: King County Sustainable Purchasing Guide, King County Recommended Ecolabels</i></p>	Medium	Medium	Cost Savings
<p>Switch to digital for all internal and external paper uses when feasible.</p> <ul style="list-style-type: none"> - Internal: HR paperwork, meetings, presentations, reports, invoices, etc. - External: Invoices, payments, contracts, digital signatures, etc. 	Low	Low	Cost Savings
ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
<p>Conduct a waste stream audit* to determine annual landfill waste generated vs. waste diverted (recycling and composting) by total volume and costs. Then act upon the data to improve waste diversion (may include clear signage, changes to purchasing, etc.).</p> <p><i>*Waste stream hauler may be able to give you this information if requested</i></p>	Low	Low	Cost Savings
<p>Identify partners that will purchase or receive (as donation) salvaged materials*, furniture, and equipment from renovated buildings or whenever there is furniture turnover (new office chair, etc.)</p> <p><i>*Salvaged materials may include: brass fixtures, steel piping, furniture, etc.</i></p>	Med	High	Cost Savings, Natural Environment, Economic Recovery & Growth



ACTIONS: Forests & Agriculture

The core objectives under the Forests & Agriculture category are to (1) ensure responsible and resilient land use practices, (2) expand green spaces, and (3) let natural systems reduce the impacts on land and climate as the County continues to grow.

Local governments can develop strategies that increase tree canopy cover and improve the resiliency and health of natural green spaces. They can also advocate for stronger agricultural practices that improve soil sequestration and reduce chemical use.

Related K4C Joint Commitment :	<i>Forests & Farming</i> : Reduce sprawl and associated transportation related GHG emissions and sequester biological carbon by focusing growth in urban centers and protecting and restoring forests and farms.
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Below are the top actions in Forests & Agriculture for both community-wide emissions and government operations. For a full list of actions, see the Forests & Agriculture section in Appendix A ([link](#)).



*Actions to Reduce **Community-Wide** Forests & Agriculture Emissions*

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
Require developers to replace the sequestration equivalent of any trees removed from the land. Take into consideration tree age, diameter size (relative to a specific height), species diversity and distribution.	Med	Med	Natural Environment, Resiliency, Public Health
Require and promote urban design and redevelopment approaches that incorporate natural systems and green infrastructure into site improvements, urban parks, rights of way, green corridors, and other infrastructure facilities. Collaborate authentically with frontline communities that are in the greatest need of green infrastructure to develop equitable strategies for implementation. <i>Resource: Regional Open Space Conservation Plan</i>	Med	High	Economic Recovery & Growth, Resiliency, Climate Justice & Equity, Natural Environment
Utilize and expand Transfer of Development Rights (TDR) initiatives that focus development within urban and developed areas.	Low	Med	Natural Environment, Resiliency, Climate Justice & Equity

ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
Continue to utilize and pilot Urban Forest Carbon Offset projects. Sustain and grow King County’s Forest Carbon Program so it contributes substantively toward acquisition costs.	Low	Med	Economic Recovery & Growth, Resiliency, Natural Environment
Incentivize alternative silvicultural* practices of both public and private lands to enhance carbon sequestration potential (KC Forest Carbon Program, Public Benefit Rating System). <i>*Silviculture is the practice of managing the growth and composition of forest vegetation</i>	Med	Med	Resiliency, Natural Environment, Public Health
Develop a plan to increase tree canopy within the city. Prioritize areas subjected to high urban heat island effect. Consider engaging residents on open space restoration efforts through Forterra’s Green Cities program . <i>Case Study: Redmond Strategic Plan</i>	Med	High	Resiliency, Natural Environment, Public Health, Climate Justice & Equity
Support and contribute to King County’s Goals to Plant/Protect/Prepare 3 million trees* <i>*Goal is to plant 500,000 trees by 2025, protect 6,500 acres of open space by 2025, and prepare for climate change by doubling rate of restoration to 200 acres/year</i>	High	High	Resiliency, Natural Environment, Public Health
ADVOCACY/PARTNERSHIP	Resources Required	Emissions Reduction	Co-Benefits
Partner with King Conservation District to expand forest and farm stewardship through their incentives, grants, and farm management planning programs.	Med	Med	Natural Environment, Climate Justice & Equity
Advocate for more stringent conservation laws around agricultural practices and farmlands to improve the sequestration potential of the land. Partner with farmers to enhance dialogue and remove barriers for high carbon sequestering land use* and maintenance. <i>*Public Benefit Rating System / Current Use Taxation Program</i>	Med	Med	Resiliency, Natural Environment, Climate Justice & Equity



*Actions to Reduce **Government Operation**
Forests & Agriculture Emissions*

POLICIES	Resources Required	Emissions Reduction	Co-Benefits
Incorporate environmental justice criteria and priorities into zoning, land use planning, permitting policies, and development of new projects. Address disparities in public health impacts using best available data.	Low	Low	Natural Environment, Climate Justice & Equity, Resiliency
Protect and enhance local natural resources (water bodies, flood plains, healthy soils, natural areas, vegetated areas and corridors) that provide multiple benefits* (carbon capture; reduce flood, landslide, stormwater and heat island impacts; cool and purify water and air; and improve public health and biodiversity).	Med	High	Resiliency, Natural Environment, Public Health
ACTIONS/PROGRAMMING	Resources Required	Emissions Reduction	Co-Benefits
Create <u>stewardship plans</u> for all city-owned/managed farmland and forested sites above an appropriate threshold.	Low	Med	Natural Environment, Economic Recovery & Growth
CAPITAL INVESTMENTS	Resources Required	Emissions Reduction	Co-Benefits
Evaluate the sequestration potential of existing public lands and invest in changes/recommendations that enable high sequestration levels (carbon sinks), particularly mature, temperate conifer forest land.	Med	High	Resiliency, Natural Environment



Section 9

CONCLUSION

Section 9

Conclusion

The impacts of climate change are already affecting our region, with extreme heat waves, heavier rainfall, and wildfire smoke leading to increased health disparities and risks to community safety. Local governments must engage in decisive, consistent, and collective action when approaching issues of such scale and importance to the well-being of residents. This Toolkit provides a path for action that all cities can leverage to contribute to the region's collective efforts of meeting the shared countywide GHG reduction goals.

By pursuing and implementing the policy changes, programs, and investments recommended in this Toolkit in an equitable manner, cities can:

- Slow the impacts of climate change on our communities, especially those disproportionately impacted
- Reduce economic, environmental, and social vulnerabilities
- Expand living wage jobs and stimulate economic growth for local and small businesses
- Improve our region's air and water quality
- Lessen our impact on the natural environment
- Preserve and protect open spaces that sequester carbon and contribute to quality of life
- Increase mobility through thoughtful land use and development, and increased options to travel, including transit, walking, and biking.

Acting on climate change does not mean recreating the wheel. Many cities in King County have already taken substantial action, and many others are just beginning their journey. There are lessons learned, best practices, and existing materials already available to help your city take action and advance our region's efforts on climate change. In addition to this Toolkit, there are many local, state, and national organizations and well-researched resources to help support your city's climate action journey. These have been collated in [Appendix C](#). The King County-Cities Climate Collaboration also shares knowledge and resources to reach the shared countywide emission reduction targets.

Decisive, urgent actions are necessary to help curb the effects of climate change. Acknowledging that each city has a unique emissions profile and limited resources with which to affect a plan, the guidance provided in this Toolkit will help each city to customize their contributions for maximum impact, ultimately achieving our countywide goals.



Section 10

APPENDIX

Section 10

Appendix

Use the below links to help you navigate through the Appendix.

[Appendix A: Funding Opportunities](#)

This section is a representative list of regional, state, and national organizations that often have funding opportunities for climate-related work.

[Appendix B: Resources to Help Calculate a GHG Inventory](#)

The resources provided in this section are tools and organizations that will help you calculate a GHG inventory.

[Appendix C: Additional Resources](#)

This is a comprehensive list of organizations that provide climate action support for cities, have relevant reports, and/or support directly with implementation.

[Appendix D: Community Engagement](#)

This section lists the organizations that contributed to the development of this Toolkit.

[Appendix E: Additional Actions](#)

This section provides a comprehensive list of all actions (supplementary to the top priority actions above) collected throughout the development of this Toolkit.

Appendix A: Funding Opportunities

Geographic Reach	Organization	Type of Funding											
		<i>* Current as of July 2020. These links are subject to change.</i>											
Regional	Forterra Strong Communities Fund	A social investment fund dedicated to keeping our region inclusive and welcoming to all -- secures properties for community space, affordable housing and small businesses in areas under intense development pressure											
	King County	C-FRED program Conservation Futures (CFT) WaterWorks											
	Georgetown Climate Center	Information and resources on Local, State, Federal, Government, and Private funding and financing options Urban Heat Adaptation											
	Community Development Block Grant (CDBG) Programs	The CDBG Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons											
	RCAC Environmental Infrastructure Loan Program	Rural Community Assistance Corporation helps create, improve or expand the supply of safe drinking water, waste disposal systems and other facilities that serve communities in the rural West. Feasibility Loan Application & Checklist											
	Tribal Climate Change Funding Guide	Up-to-date information on grants, programs and plans that may assist tribes in addressing climate change through a broad range of sectors											
State	Department of Commerce	Various proposal requests Clean Energy Fund Building Infrastructure Energy Efficiency and Solar Grants											
	Access Washington Grants and Loans	<table border="0"> <tr> <td>Agriculture and Farmland Protection</td> <td>Planning</td> </tr> <tr> <td>Clean Air</td> <td>Recreation</td> </tr> <tr> <td>Conservation and Restoration</td> <td>Rural and Urban Forests</td> </tr> <tr> <td>Environmental Education and Outreach</td> <td>Waste Management and Toxic Control</td> </tr> <tr> <td>Flood Prevention and Recovery</td> <td>Water, Sewer, and Transportation Infrastructure</td> </tr> <tr> <td>Invasive Species</td> <td></td> </tr> </table>	Agriculture and Farmland Protection	Planning	Clean Air	Recreation	Conservation and Restoration	Rural and Urban Forests	Environmental Education and Outreach	Waste Management and Toxic Control	Flood Prevention and Recovery	Water, Sewer, and Transportation Infrastructure	Invasive Species
Agriculture and Farmland Protection	Planning												
Clean Air	Recreation												
Conservation and Restoration	Rural and Urban Forests												
Environmental Education and Outreach	Waste Management and Toxic Control												
Flood Prevention and Recovery	Water, Sewer, and Transportation Infrastructure												
Invasive Species													

	WA Dept of Ecology Grants & Loans	Air & Climate Water & Shorelines	Spills & Cleanup Waste & Toxics
	LOCAL Program	Local Government Efficiency (Loan)	
	WA Corporate Giving Programs	A list of corporations that have either direct giving programs, foundations, sponsorship programs, in-kind donations, product donations, volunteer programs, or matching gift programs	
	University of Washington	Grants for Sustainability (required to have student involvement) Corporate and Foundation Funding Opportunities	
	Solar Washington	Northwest Energy Efficiency Council Tool Lending Library University of Washington Clean Energy Institute	
National	Database of State Incentives for Renewables & Efficiency (DSIRE)	Renewable Energy, Energy Efficiency, Green Building, and more	
	USDA Natural Resources Conservation Service	Agricultural Management Assistance Program Conservation Innovation Grants	Conservation Stewardship Program Environmental Quality Incentives Program
	Federal Emergency Management Agency (FEMA) <i>under Dept of Homeland Security</i>	Preparedness Grants Hazard Mitigation Grant Program (HMGP)	Pre-Disaster Mitigation Grant Program (PDM) Flood Mitigation Assistance Grant Program (FMA)
	EDA Funding Opportunities	Economic development programs, natural disaster relief, public works and economic adjustment assistance	
	ICLEI Climate Finance	Transformative Actions Program (TAP)	
	EPA Research Grants	Air Research Grants Climate Change Research Grants Ecosystems Research Grants Health Research Grants	Safer Chemicals Research Grants Sustainability Research Grants Water Research Grants Specific EPA Grant Programs
	EPA Smart Growth Grants and other Funding	Green Infrastructure Affordable Housing and Community Development Brownfields (additional funds) Energy Environmental Justice Foundations General Smart Growth or Environmental	Historic Preservation Land Preservation and Conservation Rural and Agricultural U.S. Department of Agriculture: Transportation (includes trails, bike, pedestrian) Water Quality, Wetlands, and Coasts

Appendix B: Resources to Help Calculate a GHG Inventory

The below tools and resources will help you calculate a GHG Inventory:






<p>Tools to Help You Calculate Emissions</p>	<ul style="list-style-type: none"> • <i>ICLEI: Local Governments for Sustainability</i> is an international network of regional governments committed to sustainability development and action. It represents over 100+ countries to promote local action for sustainability and also offers tools, resources that drive local action and policy development. ICLEI USA specifically serves US local governments to pursue sustainability and GHG reduction. <ul style="list-style-type: none"> ○ Clear Path is ICLEI’s tool for US cities and provides an online software tool at: https://icleiusa.org/clearpath/ • <i>C-40</i>: A climate leadership group that comprises a network of the world’s megacities committed to addressing climate change both locally and globally. They provide GHG Inventory calculation support through their Measurement & Planning program here: https://www.c40.org/programmes
<p>Tool for Calculating Gov. Operations Emissions Only</p>	<ul style="list-style-type: none"> ▪ <i>EPA simplified GHG emissions calculator (SGEC)</i> is designed to develop an annual GHG inventory based on the EPA Climate Leaders Greenhouse Gas Inventory Protocol and is tailored for organizational operations. Preferable for cities who are just getting started on their GHG inventory calculation and have limited resources. This tool supports GHG inventory compilation at an operations level and is not suitable for community-wide GHG inventories. It is a free online resource. https://www.epa.gov/file/simplified-ghg-emissions-calculator
<p>Globally Recognized Framework to ‘Do It Yourself’</p>	<ul style="list-style-type: none"> • <i>Global Protocol for Community Scale GHG Emission Inventories (GPC)</i>: A global framework for cities and local governments, providing a robust, transparent and globally accepted set of principles and guidelines to support measurement, monitoring and reporting of a city’s GHG inventory. The tools by both ICLEI and C-40 follow the GPC framework and the framework was developed jointly by the GHG Protocol (by WRI¹), ICLEI and C-40. https://ghgprotocol.org/greenhouse-gas-protocol-accounting-reporting-standard-cities

¹ World Resources Institute: WRI is a global research organization. The GHG Protocol is a partnership of businesses, non-governmental organizations, governments, and others convened by WRI and the World Business Council for Sustainable Development to develop internationally-accepted GHG accounting and reporting standards and tools.




Appendix C: Additional Resources

The below resources are available to local governments for guidance, support, and resources to help you reach your climate goals.

Organization	Brief Overview	Specific resources
 <p>King County</p>	<p>King County is the 12th most populous county in the US, and is committed to taking bold action on climate change by reducing greenhouse gas emissions, preparing for climate impacts, and strengthening communities across the region.</p> <p>www.kingcounty.gov</p>	<p>Climate Action</p> <ul style="list-style-type: none"> • King County-Cities Climate Collaboration (K4C) • Strategic Climate Action Plan (SCAP) • King County Renewable Electricity Transition Pathways • Case studies from K4C partners • GHG Emissions in King County: 2017 Inventory Update, Contribution Analysis, and Wedge Analysis • Sustainable Purchasing Guide • Blueprint for Addressing Climate Health <p>Community Outreach and Equity</p> <ul style="list-style-type: none"> • Equity and Social Justice Strategic Plan 2016-2022
 <p>Seattle</p>	<p>The City of Seattle released a climate action plan to be a national leader in fighting climate change. It is a set of short- and long-term actions that provide a roadmap for our city to act in the absence of federal leadership, particularly on leading contributors of greenhouse gases: transportation and buildings.</p> <p>www.seattle.gov</p>	<p>Climate Action</p> <ul style="list-style-type: none"> • Getting to Zero: A Pathway to a Carbon Neutral Seattle (2011) • Seattle Climate Action (2018)
 <p>ICLEI Local Governments for Sustainability</p>	<p>ICLEI - Local Governments for Sustainability is a global network of local governments dedicated to sustainability, resilience, and climate action, with more than 1,500 cities, towns, and counties around the globe. ICLEI provides resources and technical guidance to help local and regional authorities reach their goals and connects leaders to share solutions and accelerate progress.</p> <p>www.ICLEIUSA.org</p>	<p>Climate Action</p> <ul style="list-style-type: none"> • Preparing for Climate Change: A Guidebook for Local, Regional, and State Governments (2007) • Localizing the Paris Agreement: A Guide for Local Government Action in Support of the US Nationally Determined Contribution • Toward 1.5 Degrees (2016) • Measuring Up: How US Cities are Accelerating Progress Toward National Climate Goals (2015) • What's Driving Changes in Local GHG Emissions? Results from Contribution Analysis (2018) <p>Community Outreach and Equity</p> <ul style="list-style-type: none"> • Climate Equity • Five Milestones Framework • Communication Guidance for City and Community Leaders

Organization	Brief Overview	Specific resources
	<p>The Urban Sustainability Directors Network (USDN) is a peer-to-peer network of local government professionals. www.usdn.org</p>	<ul style="list-style-type: none"> • Carbon Neutral Cities Alliance: Framework for Long-Term Deep Carbon Reduction Planning <ul style="list-style-type: none"> ○ Tips and best practices on implementation ○ Further resources and tools • Sustainable Procurement Playbook for Cities <ul style="list-style-type: none"> ○ Aimed at strengthening sustainable purchasing efforts
	<p>Climate solutions is a Northwest-based clean energy economy nonprofit. www.climatesolutions.org</p>	<ul style="list-style-type: none"> • Resources on specific subject areas • Financing towards a clean energy economy
	<p>Climate Action Network (CAN) works to promote government and individual action to limit human-induced climate change to ecologically sustainable levels. There are both CAN International and US Climate Action Networks. www.usclimatenetwork.org/</p>	<ul style="list-style-type: none"> • US CAN Strategic Plan 2017-2022
	<p>The UW Climate Impacts Group supports the development of climate resilience by advancing understanding and awareness of climate risks and working closely with public and private entities to apply this information as they act to shape society's future. cig.uw.edu</p>	<ul style="list-style-type: none"> • No Time to Waste: The IPCC's Special Report on Global Warming of 1.5°C and Implications for WA State • UW Climate Impacts Group Analysis Tools <ul style="list-style-type: none"> ○ Sea level rise in WA ○ Tribal climate projections ○ Temperature/precipitation trends ○ Change in climate in the NW ○ Change in heavy rains in western WA ○ Wildlife impact in WA/BC region
	<p>Puget Sound SAGE combines research, innovative public policy and organizing to ensure all people have an affordable place to live, a good job, a clean environment, and access to public transportation. https://www.pugetsoundsage.org/</p>	<ul style="list-style-type: none"> • Powering the Transition • Equitable Development • Healthy Environment

Organization	Brief Overview	Specific resources
 <p>FRONT AND CENTERED</p>	<p>Front and Centered is a WA State coalition of communities on the frontlines of economic and environmental change, including over 60 grassroots organizations based in and led by communities of color. frontandcentered.org</p>	<ul style="list-style-type: none"> • WA Environmental Health Disparities Map <ul style="list-style-type: none"> ○ Actual map found here • Research <ul style="list-style-type: none"> ○ Case Studies of Community of Color Based Organizations Pursuit of Solar Energy ○ Listening Sessions on Solar Power
	<p>Got Green fights for transformative change by building community power in South Seattle. gotgreenseattle.org</p>	<ul style="list-style-type: none"> • Our People, Our Planet, Our Power: Community Led Research in South Seattle <ul style="list-style-type: none"> ○ Results and conclusions from survey and community engagement on climate change action
	<p>C40 is a network of nearly 100 cities committed to climate action. Representing 1/12 of the world's population and 1/4 of the global economy, mayors of C40 cities deliver on ambitious climate goals. www.c40.org</p>	<p>Climate Action</p> <ul style="list-style-type: none"> • Climate Action Planning Framework (2020) <ul style="list-style-type: none"> ○ Key components and detailed framework • Deadline 2020 <ul style="list-style-type: none"> ○ Aligning with the Paris agreement <p>Community Outreach and Equity</p> <ul style="list-style-type: none"> • Delivering inclusive climate action <ul style="list-style-type: none"> ○ Inclusive Community Engagement: Executive Guide ○ Inclusive Planning: Executive Guide ○ Equitable Impacts: Executive Guide
	<p>Building Certifications: Various green certification systems for buildings and communities. See right:</p>	<ul style="list-style-type: none"> • LEED for Cities <ul style="list-style-type: none"> ○ Tools and Resources (scroll down page) • Passive Solar Home Design • International Living Future Institute • Shift Zero
	<p>US Climate Resilience Toolkit enables decision-makers to take action using data-driven tools, information, and subject-matter expertise. toolkit.climate.gov</p>	<ul style="list-style-type: none"> • Steps to resilience • Case studies across the US
	<p>Rocky Mountain Institute helps to accelerates the adoption of market-based solutions that cost-effectively shift from fossil fuels to efficiency and renewable energy. www.rmi.org</p>	<ul style="list-style-type: none"> • Transforming Energy, Securing Communities • Community Energy Resource Guide
	<p>The Solutions Gateway is an online resource for local governments to find low emissions development solutions for their cities. http://www.solutions-gateway.org/</p>	<ul style="list-style-type: none"> • Sourcebook

Organization	Brief Overview	Specific resources
	<p>The Carbonn Climate Registry is a unified reporting system for local and regional governments worldwide to report efforts to reduce greenhouse gas emissions and build resilience to climate change. https://carbonn.org/</p>	<ul style="list-style-type: none"> • 5-year overview report (2010-2015) • User manual
	<p>The Environmental Protection Agency is an independent executive agency of the US federal government, responsible for the protection of human and environmental health. https://www.epa.gov/</p>	<ul style="list-style-type: none"> • SMM Prioritization Tools <ul style="list-style-type: none"> ○ Life cycle-based tools that offer a starting place to establish priorities for environmental improvement.
	<p>The West Coast Climate & Materials Management Forum is a collaboration of state, local, and tribal governments that develop strategies to reduce greenhouse gas emissions throughout the life cycle of materials. https://westcoastclimateforum.com/</p>	<ul style="list-style-type: none"> • Climate Friendly Purchasing Toolkit <ul style="list-style-type: none"> ○ Targeting Tools (how to complete a supply chain GHG inventory, trends analysis) ○ Sector-Specific Strategies

Appendix D: Community Engagement

The development of the Climate Action Toolkit would not have been possible without the insights and engagement of several key individuals, cities, and organizations. A few have been named below:

County/Cities

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- | | | |
|---|-------------------------|----------------------|
| • King County | • City of Burien | • City of Olympia |
| • King County-Cities Climate Collaboration (K4C) Steering Committee | • City of Issaquah | • City of Renton |
| • City of Bellevue | • City of Kenmore | • City of Seattle |
| • City of Black Diamond | • City of Kirkland | • City of Shoreline |
| | • City of Mercer Island | • City of Snoqualmie |
| | • City of Normandy Park | |

Organizations

-
- | | | |
|---|--|---|
| • 350 Seattle | • Lake Forest Park Citizens Commission | • Scarabs: The Bug Society |
| • Clean Energy Transition Institute | • League of Women Voters | • Seattle 2030 District |
| • Climate Solutions | • MEETS Coalition | • Seattle City Light |
| • CREA Affiliates | • Native Organizers Alliance | • Sierra Club |
| • Earth Ministry | • Northwest Energy Coalition | • Sound Transit |
| • Emerald Cities | • Northwest Energy Efficiency Council | • South Seattle Climate Action Network |
| • Friends of Urban Forests | • People for Climate Action | • Union of Concerned Scientists |
| • Front & Centered | • Port of Seattle | • Vashon Climate Action Group |
| • King County Climate Equity Community Task Force | • Public Geology | • Washington Environmental Council |
| • Laborers Local 242 | • Puget Sound SAGE | • Washington State Department of Commerce |
| | • Re-ThinkGreen.com | |

Businesses

-
- | | | |
|--------------------------|----------------------|-------------------------------------|
| • Envirometrics | • McKinstry | • Sazan Group |
| • Hargis Engineers | • Miller Hull | • Sustainable Business Consulting |
| • Johnson Controls, Inc. | • Puget Sound Energy | • University Mechanical Contractors |
| • Lightstone Consulting | • Ridolfi Associates | • WholeWater Solutions |
| • Lombard Consulting | • Safeco Insurance | |

This list does not include organizations and individuals who contributed anonymously through the Public Input Tool.

Appendix E: Additional Actions

TRANSPORTATION & LAND USE

Actions to Address COMMUNITY-WIDE EMISSIONS from Transportation



COMMUNITY - POLICIES
Reduce Vehicle Miles Traveled
Implement parking restrictions (reduce total parking spaces to encourage alternative transit). Consider no net growth in parking.
Adopt a drive alone reduction strategy that 'caps' single occupancy vehicles (SOV) at a maximum of 60% during high peak hours.
Enhance Public Transport
Eliminate single family zoning in areas near transit hubs and increase affordable, dense housing near transit hubs and commercial centers.
In the update of the individual city Transportation System Plan , incorporate: <ul style="list-style-type: none"> • Transportation-related carbon reduction and vehicle-miles-traveled reduction targets • A policy that supports criteria on climate, equity, economic benefit, health, safety and cost effectiveness for project evaluation, development and funding decisions and for performance monitoring • Improved city level of service standards to reflect bicycle, pedestrian and transit needs and urban congestion thresholds
Advance Vehicle Efficiency & Electrification
Require parking lots to convert at least two spaces (or 2% of parking) to preferred designated parking for EVs and carpool.
Include EV charging infrastructure in Growth Management Act implementation.
Support adoption of a road usage and fuel efficiency charge as a long-term replacement for declining gas tax revenue.
Establish taxes/fees on fossil-fuel vehicle purchases (either at purchase and/or registration). Consider adverse effects on low-income residents.
Adopt mandates for transitioning delivery vans , work trucks, and heavy-duty vehicles (includes waste collection trucks) to electric.
Use incentives to encourage purchase of e-bikes . Incentives include: rebates, incentives for bike shops, etc.
COMMUNITY - ACTIONS/PROGRAMMING
Reduce Vehicle Miles Traveled
Advance employee shuttle services for all major employers to reduce single occupancy vehicles.
Support rideshare and carshare infrastructure (particularly EV cars & charging) through various financial levers to attract companies and reduce costs for passengers. See City of Seattle's Car Share permitting examples.
Introduce permitting for bikeshare programs. See City of Seattle's Bike Share permitting examples.
Encourage/incentivize cargo bikes for last mile deliveries (provide rebates and tax incentives for purchase and use of cargo bikes for restaurants).



COMMUNITY - ACTIONS/PROGRAMMING Continued
Support and promote pay-as-you-drive insurance .
Transform surplus lands into high-density, mixed use compact communities.
Enhance Public Transport
Increase number of park & rides as well as safe, efficient non-motorized pathways to get to them (biking/walking) and safe bike storage.
Improve transit options for first/last miles . Pilot in neighborhoods that rely heavily on transit and have lower access to reliable public transport. Consider Transportation Network Companies (TNC) or shuttle services included in the cost of fare. Improve non-motorized pathways to allow riders to safely access transit hubs.
Work with transit agencies to increase frequency and reliability of public transport, and support expanded geographic coverage.
Encourage building and parking lot owners to increase the price of parking or charge daily rates to reduce single occupancy vehicle commuting.
Encourage employers to subsidize transit passes (ORCA cards) and provide safe bike storage onsite.
Create an online application that offers subsidized bus passes to youth (under 18).
Advance Vehicle Efficiency & Electrification
Develop an education campaign to share useful fuel efficiency tips with residents such as: <ul style="list-style-type: none"> • Check optimal tire pressure, maintain air filters, optimal air conditioning • Steady braking and acceleration • Removing excess weight such as bike or roof racks and unnecessary weight in storage trunks
Encourage van pools, supporting EVs where models exist (King County van pool programs).
Support the transition to energy-efficient (electric where available) construction equipment and machinery in industrial and commercial sectors.
Provide incentives and rebates for electric-powered landscaping equipment .
Freight System Improvement
Encourage and help transition of freight from road to rail .
COMMUNITY - ADVOCACY/PARTNERSHIP
Reduce Vehicle Miles Traveled
Support accessible and efficient public transit for all communities , especially frontline communities.
Partner with businesses to provide incentives for financially supporting employees to relocate closer to work .
Advocate or partner with businesses to encourage less business travel . Consider extending to the broader public.
Enhance Public Transport
Support legislation to electrify Washington state ferries .
Work with regional partners to continue to advocate for high speed rail, trolley, and streetcar initiatives . Collaborate and participate in alignment planning to improve regional connections to Vancouver B.C. to the north and Portland to the south.
Continue to support Safe Routes to Schools programs to enable more students to have safe biking and pedestrian access to school.

**COMMUNITY - ADVOCACY/PARTNERSHIP Continued****Advance Vehicle Efficiency & Electrification*****Metro & Transit Providers***

Support public transit services initiatives to transition fleets to **100% electric**.

Partner with hospitals, fire departments, etc. to transition all **first responder fleet vehicles to electric**.

Statewide Regulation

Support state legislative efforts that expand the **availability of EVs and charging infrastructure** through education, grants and incentives.

Pursue strategies at the local and state level to reduce the air quality impacts from **black carbon sources** such as diesel engines and wood stoves. Prioritize reducing diesel particulate matter on projects near sensitive populations and that advance environmental justice.

Advocate for use of **R99 or R99 blended fuel** with 20 percent cooking oil biodiesel (B99) with certified carbon intensity pathways verification and no feedstock containing palm oils.



Actions to Address GOVERNMENT-OWNED EMISSIONS from Transportation

GOV OPS - POLICIES
Advance Vehicle Efficiency & Electrification
Use environmentally friendly air travel, hotel, and car rental provider by default. Travel agencies may be able to support this.
Require government maintenance staff to utilize electric-powered landscaping equipment such as Greenworks or to switch from 2-stroke to 4-stroke motors.
Incorporate EV charging needs in the Emergency Fuel Contingency Plan .
GOV OPS - ACTIONS/PROGRAMMING
Reduce Vehicle Miles Traveled
Continue to utilize video and/or web conferencing capabilities for all non-essential in-person meetings and train staff on advanced functions of online meeting platforms to leverage these tools to their maximum benefit.
Determine meetings that are essential for travel vs. could be conducted virtually. Transition any staff professional development and training programs to online to reduce need for travel.
Utilize TripPool or create an equivalent internal carpooling ‘match’ platform (for both commuting and business travel i.e. offsite and staff meetings) and incentivize those who carpool.
Encourage more employees to bike with a bike team, bike to work competitions, or company-wide ‘bike to work’ day. Provide secure bike racks and storage facilities at city facilities.
Fleet Management
Evaluate department use vehicles that are considered “take-home” vehicles and identify which vehicles or groups of vehicles can be eliminated from the take-home pool. Evaluate switching out low MPG vehicles for high MPG where possible.
Provide quarterly fleet target reports to city departments showing their progress on meeting fuel reductions targets. Include vehicle efficiency reports to departments identifying vehicles that operate out of normal MPG efficiency for a class of vehicle.
Advance Vehicle Efficiency
Have city staff turn off their trucks/container delivery trucks/garbage trucks when parked and enforce a “no-idling” policy .
Utilize car sharing and fuel-efficient car rentals (hybrids, electric) for day use rather than old fleet vehicles.
Use Washington State Department of Enterprise Services state contract system or use external resources (Sourcewell, NASPO Valuepoint) to source request for proposals for electric or high efficiency vehicles .
Enhance Public Transport
Offer city staff ORCA cards or other mobility options such as carshare/carpooling that reduce single car commuting.

**GOV OPS - CAPITAL INVESTMENTS****Advance Vehicle Efficiency & Electrification**

Install **electric vehicle chargers** in facilities for fleet and employee personal car use.

Update fleet that is **older than 10 years** or does not meet EPA emission standards regulations with fuel efficient vehicles and/or electric where feasible. Consider electric or compressed natural gas (CNG). Pilot electric and hybrid vehicles that do not yet meet operational or cost criteria for general implementation.

Install **contingency generators** for EV charging sites (check with emergency management teams to determine best locations).

ENERGY USE & EFFICIENCY

Actions to Address COMMUNITY-WIDE EMISSIONS from Energy



COMMUNITY - POLICIES
Energy Efficiency
Adopt and implement a policy for residential energy efficiency disclosure at point of sale. Partner with utilities to provide an energy assessment scorecard and incentives available for retrofit.
Require individual meters to be installed in all new buildings or significant retrofits (particularly multi-family units and commercial rental properties) to provide a more advanced understanding of energy use by floor/unit.
Encourage efficiency evaluations and plans to be developed when a building installs solar. This insures the solar can cover a larger portion of the building's energy use due to less energy being needed.
Electrification
Reduce permitting barriers to transition from natural gas to electric and tax fuel oil use to incentivize the transition to electric heating systems.
Support financing repayment structures that encourage landowners to invest in efficiency measures even if the payback is longer than their term such as on bill financing or PACE financing.
Renewable Energy
Waive all permit fees for installation of two-way meters to encourage the addition of solar more easily.
Lower barriers (permitting, land use regulation, etc.) for district energy systems that, for example, allow buildings to share excess heat such as a data center sending excess heat into nearby office buildings.
Require onsite or offsite renewable energy to cover a minimum percentage of a commercial or multi-family building's energy footprint by 2035.
COMMUNITY - ACTIONS/PROGRAMMING
Energy Efficiency
Support state requirement that commercial buildings over 50,000 sq ft to conduct energy audits to identify low and no-cost improvements for efficiency. Offer technical assistance or incentives to spur action.
Establish a Clean Energy Assistance Fund with private finance partners to help low income building owners invest in energy efficiency, clean fuel switching, and renewable energy.
Work with utilities to offer incentives for renter energy efficiency in multi-family buildings.
Reward energy efficiency above an identified "average" amount for residential, multi-family, commercials, industrial, etc.
Partner with utilities to provide incentives for upgrading equipment to make the more efficient equipment cost competitive. Focus on providing heavy subsidies for properties owned or occupied by persons with low incomes.
Provide training to building operators and incentives for those who exceed conservation targets.



COMMUNITY - ACTIONS/PROGRAMMING Continued
Electrification
Incentivize the purchase of efficient electric appliances (vs. gas). Provide funding to low income residents to reduce financial barriers.
Renewable Energy
Encourage residents and businesses to participate in utility green power programs . Seattle City Light / Puget Sound Energy
Host a Solarize campaign to encourage the adoption of distributed solar generation.
Encourage procurement of renewable energy through on-site and off-site, generation. Consider purchasing Renewable Energy Credits (RECs) if not feasible.
Encourage combined heat and power systems , district energy, and micro-grids (attract investments to scale, reduce regulatory barriers, lower property taxes, etc.)
COMMUNITY - ADVOCACY/PARTNERSHIPS
Energy Efficiency
Partnership
Work with utilities and the Utilities and Transportation Commission to increase demand response incentives for managing peak load and encouraging efficiency upgrades. Consider opportunities to incentivize load-shifting through incentives, rebates, and rate structures.
Partner with utilities and contractors to provide more complete home retrofit assessments and packages for easy upgrade of residential and multi-family buildings (particularly for old building stock in low income neighborhoods).
Support neighborhood efforts , including eco-districts, to improve energy performance of buildings.
Education
Educate contractors and construction employers to build/retrofit to green standards. Build these partnerships to grow demand and increase number of retrofits to be completed in one year.
Continue to partner with colleges and technical schools to advance energy efficient building operators and contracting skills.
Create interagency initiatives to support workforce development . Build upon existing social equity contracting programs to strengthen the capacity of firms owned by people of color and nonprofits serving underrepresented and under-served adults and youth to help implement energy-saving actions .
Hold city-funded classes, videos, and/or materials to help residents learn ways to save money by upgrading their homes. Provide “packages” to show what to do, which city-approved contractors can do it, and what rebates/subsidies/incentives exist.
Work with historic building owners to install energy/water upgrades while preserving the existing building. This also reduces construction waste.
Electrification
Continue to support development, policy, and expansion of low-carbon district heating and cooling systems .
Support state legislation that advances conversion to clean energy sources in the built environment.
Support proposals at the State Building Code Council that advance high efficiency standards and renewable energy readiness.
Advocate for science-based comprehensive federal, regional, and state limits on carbon and other pollutants.

**COMMUNITY - ADVOCACY/PARTNERSHIPS Continued****Renewable Energy*****Transition Utility Energy Mix***

Enable **smart grid infrastructure** to reliably and cost effectively accommodate renewable energy for building operations.

Stay informed on proposed clean energy policy through the [State Policy Opportunity Tracker \(SPOT for Clean Energy\)](#).

Distributed Energy Generation

Support regional and state policy that advances feasibility of **district energy**.

Partner with data centers and other energy-intensive commercial buildings to **recapture heat** and manage electricity.

Partner with utilities to reduce costs and time for **establishing interconnection** with renewable systems.



Actions to Address GOVERNMENT-OWNED EMISSIONS from Energy

GOV OPS - POLICIES
Energy Efficiency
Include a Low Carbon or Green Business Practices requirement in Contractor Agreements and Leases.
Mandate use of electric powered landscaping equipment for all government owned land (parks, etc.).
Restrict personal items , including refrigerators, coffee machines, space heaters, and cooling fans.
Renewable Energy
Establish an internal Revolving Loan Fund (RLF) or Clean Energy Fund to capture savings from efficiency upgrades and fund new renewable projects.
GOV OPS - ACTIONS/PROGRAMMING
Energy Efficiency
Overall Management
Educate employees and building occupants about how their behaviors affect energy use. ENERGY STAR has plenty of materials to help in the communications toolkit . Reward energy-efficient behaviors and habits to engage employees in saving energy.
Lighting
Implement energy-efficient outdoor lighting , including LED and multi-zone dimming, motion sensing technologies when appropriate. Use Dark Sky Association best practices when possible.
Minimize use of overhead lighting by installing desk lighting and keeping blinds open to a comfortable level to allow natural light.
Ensure maintenance teams dust off lights regularly and use light switch stickers as reminders for lights that may be turned off when not in use .
Update existing windows with solar control films, exterior blinds, or overhangs.
Heating & Cooling
Seal and insulate all air ducts and exposed hot water piping.
Monitor and manage freon/refrigerant leakage .
Electronics Energy Use
Use smart power strips that allow linked appliances to be turned off overnight/on weekends. Evaluate all electronics and appliances to determine which items can be managed this way (microwaves, coffee machines, copiers, etc.).
Renewable Energy
Aim to procure 100% renewable energy from resources on public property or through a utility program. Investigate third-party ownership and alternate financing models to expand the number of solar electric or solar water heating systems at city-owned facilities.
Optimize and expand use of biogas at existing wastewater treatment plants.

**GOV OPS - CAPITAL INVESTMENTS****Energy Efficiency**

Convert **streetlights to LEDs**.

When replacing water pumps, water treatment and other energy-intensive operations, **upgrade to most efficient technologies** in all owned/operated facilities by 2025.

When making equipment replacements, **upgrade to the most efficient chillers**, boilers, heating, ventilation, and air conditioning units to maximize energy savings. Seek incentives from utilities to reduce upfront cost.

Renewable Energy

Develop **on-site renewable energy generation** in owned/leased spaces where feasible.

Install **solar canopies** over mid- to large sized government-owned parking lots as a demonstration project and to supply renewable energy to the associated building.

GREEN BUILDING

Actions to Address COMMUNITY-WIDE EMISSIONS from Buildings



COMMUNITY - POLICIES
General Building
Develop comprehensive housing policy to require high density housing within .25 miles of public transit hubs. Adopt zoning codes that require green buildings in certain areas to promote eco-districts.
Increase height and floor area incentives to encourage dense building development . Consider increasing incentives near transit hubs and existing population centers.
Incentivize more use of cross-laminate timber (CLT) and FSC certified wood products in new builds (vs. steel and concrete).
Require parking lots, sidewalks, and other asphalt areas to utilize porous pavement for reducing stormwater runoff.
Mandate full-cost accounting (i.e. lifetime operating costs vs. initial capital investment) in all retrofits and new construction.
Water Use Reduction & Management
Promote and expand rebates via the Saving Water Partnership where available.
Incentivize installation of water management and automation technology for commercial and multi-family housing units.
Adopt mandate, ordinance, or policy to require use of greywater in cooling towers (as opposed to potable water) for new construction.
Lower permitting barriers for building owners to install composting toilets. Prioritize for Accessory Dwelling Units (ADUs).
Conduct Temporary Construction Dewatering Triple Bottom Line analysis to determine policy options to reduce tensions between water resources management and compact growth.
COMMUNITY - ACTIONS/PROGRAMMING
General Building
Encourage installation of solar canopies over open-space parking lots. Prioritize universities, shopping centers, event venues, etc. that have large open lots.
Continue to work with regional and state partners to promote space-efficient housing options such as Accessory Dwelling Units (ADUs). Review possible barriers and disincentives and identify any needed changes.
Water Use Reduction & Management
Advance the water efficiency audits and incentives from utilities to encourage transition to better behavior and upgraded technology/equipment.
Encourage businesses to use WaterSense certifications to compare water use when purchasing ice makers, dishwashers, reverse osmosis units, coolers, and cleaning equipment.
Support residential and commercial drip irrigation systems .
Encourage Rainwise or other programs that reduce water use in landscaping .
Support and advance the removal of existing septic tanks .

**COMMUNITY - ADVOCACY/PARTNERSHIP****General Building**

Support the [Clean Buildings Bill](#) and encourage early implementation.

Support the **upgrade of all schools and libraries** to solar windows, solar rooftop arrays, efficient building envelopes and circulation (for heating/cooling), and smart irrigation with rainwater catchment systems.

Water Use Reduction & Management

Advocate and support strategies presented by the [Cascade Water Alliance](#), where available.

Advocate for city wide adoption of [Salmon Safe](#) standards.



Actions to Address GOVERNMENT-OWNED EMISSIONS from Buildings

GOV OPS - POLICIES
General Building
Require new buildings to be solar ready and wired for fully electric heating/cooling and water heating needs.
Adopt Integrated Waste Management Design for all new construction sites.
Require accounting for life cycle emissions of building materials. Use the Builders for Climate Action Material Emissions Calculator or the Carbon Leadership Forum EC3 tool.
Water Use Reduction & Management
Adopt strategies for automation of the water supply system for efficient operation and management. Conduct regular water audits.
Protect and restore streams, marshes, wetlands and floodplains. Reduce paved surfaces, utilize green infrastructure, update stormwater plans, manuals and drainage rules and prepare to manage increased stormwater runoff. Prioritize areas prone to negative salmon impacts during construction and development such as Bear Creek and the Sammamish River.
Increase the resilience of natural systems to respond to increased temperatures, drought conditions and shifts in seasonal precipitation by mandating the prioritization of natural resource areas, especially urban streams, cooler by increasing the width of vegetated areas along streams, marshes, riparian zones, and wetlands and maintaining upland tree canopy.
GOV OPS - ACTIONS/PROGRAMMING
General Building
Register and certify owned/operated buildings above 5,000 square feet (465 square meters) to LEED , EDGE or an equivalent high performance green building rating system.
Water Use Reduction & Management
Building/Landscape Water Use
Transition all government building landscaping to drought-resistant and native plants to reduce water use and improve the quality of soil.
Perform regular water audits to address water use inventory, prevent leakages and improve efficiencies.
Establish a guiding framework for water efficiency best practices for city properties. Consider suggestions from LEED or alternative certifications.
Office Water Use
Remind employees/visitors to turn off water when lathering during washes or when not in use.
Install sensor faucets in all kitchens and bathrooms.
Run dishwashers in facilities only when with a full load.
Consider and compare water use when purchasing ice makers, dishwashers, reverse osmosis units, coolers, and cleaning equipment. Use WaterSense certifications to determine efficiency.
Ensure decorative fountains are designed as a closed-loop system . Second best is to install timers and use only during daylight or work hours.



Wastewater & Stormwater Management
Track water/ greywater and wastewater annual utility performance and report water consumption by use type – such as building domestic use, landscaping etc.
Establish water quality monitoring and reporting for all city operations.
GOV OPS - CAPITAL INVESTMENTS
Operations
Introduce smart metering systems for all city owned/operated facilities.
Invest in quality insulation technology depending on building size and type. Use insulation with 75% recycled content, without formaldehyde or other Volatile Organic Compound such as loose fill cellulose, fiberglass or spray urethane foam.
Invest in high quality air purifiers in spaces with high occupancy to maintain indoor air quality and remove common indoor air pollutants such as allergens, VOCs, dust and biological contaminants.
Water Use Reduction & Management
Install faucet motion sensors, low flow aerators and low flow toilets, waterless urinals in all owned/operated buildings.
Install water filters to encourage refillable bottles with tap water.
Upgrade all pumps used in water supply, drainage, and wastewater treatment.
Adopt and install water automation technology to improve water management.
Pilot the installation of composting toilets in public parks.
Potable Water
Increase the resilience of the area's water supply to drier summers by expanding the capacity of the groundwater systems while mitigating heavier rainfalls in winter with adequate drainage, retention, and water penetration.
Water treatment facilities must demonstrate compliance with U.S. EPA's 2018 edition of the Drinking Water Standards and Health Advisories Tables within the last year for drinking water rules on chemical and microbial contaminants in drinking water pipes or comply with local, state, or national equivalent.
Wastewater & Stormwater Management
Make investments to retrofit/improve low-performing water treatment facilities to upgrade to the highest standards in water treatment, bioretention and filtration technology that uses water efficiently and produces high density sludge.
All centralized or decentralized wastewater treatment systems and wastewater discharged to surface water must comply with U.S. EPA's National Pollutant Discharge Elimination System (NPDES) permit program of Clean Water Act (CWA).

CONSUMPTION & WASTE

Actions to Address COMMUNITY-WIDE EMISSIONS from Waste & Consumption



COMMUNITY - POLICIES
Reduce Consumption & Generation of Waste
Adopt specific product bans (straws, plastic shopping bags, plastic water bottles, Styrofoam takeout containers) and mandate compostable or reusable alternatives. <i>Exception: in cases of public health and safety when it is required.</i>
Implement bottle recycling & rebate programs to incent proper recycling of glass and valuable plastics.
Utilize financial levers to encourage less waste and better waste diversion for residential and commercial. Examples include: <ul style="list-style-type: none"> • Adopt pay-as-you-throw policies • Lower property taxes for less waste • Enforce container limits • Increase penalties for failing to divert recyclable goods at commercial/industrial facilities.
Develop policy that encourages the procurement of reused/salvaged materials or materials with recycled content.
Require a minimum percentage of recycled concrete in new commercial and multifamily buildings and asphalt in new streets/parking.
Adopt policies for prioritizing remodels vs. tear down and rebuild (in construction).
Mandate a Manufacturer's Extended Producer Responsibility policy to all companies in city to encourage refurbishment, remanufacturing, and recycling.
Place a tax on plastic to capture costs of waste processing and environmental impact.
Waste Management
Ensure waste provider contracts meet standards of sorting and material recovery.
Mandate a 35% minimum recovery rate for all C&D waste whether new, renovation, repair, or demolition.
Mandate regional zero food waste by 2030 – keep organics out of landfill, improve infrastructure to handle compost.
Mandate the donation of excess and unused food waste (prioritize catering, events, hospitals, hotels, etc. Identify and adjust laws or policies that discourage food donation (within health and safety boundaries).
Reuse and Remanufacturing
Expand capacity for proper disassembly and recycling of electric vehicles (incentivize supply chain development locally and abroad).
Mandate that new products manufactured within jurisdiction boundaries contain at least 20% recycled material by 2030.
COMMUNITY - ACTIONS/PROGRAMMING
Reduce Consumption & Generation of Waste
Educate and promote sustainable office management and purchasing policies , such as: <ul style="list-style-type: none"> • Reusable kitchenware for all businesses (flatware, cups/mugs, etc.)



<ul style="list-style-type: none"> • Non-toxic cleaning/sanitation supplies (buy bulk when possible to reduce waste) • Purchase remanufactured ink and toner cartridges • Choose low-VOC paint and furniture and buy refurbished or reupholstered when possible • Choose tile carpeting vs. wall-to-wall to avoid replacing the entire carpet when removing scuff marks and stains <p>Reference the King County Sustainable Purchasing Policy here.</p>
Develop awareness campaign around impacts of 2-day shipping and encourage residents and businesses to choose ground when possible. Consider promoting “shopping or shipping day” where all orders come on one day to streamline freight movement.
Include healthy, low-carbon food choices and food waste in public and business outreach efforts. Work with partners to support efforts to encourage plant-based diets, including Meatless Monday campaigns.
Support year-round farmers markets , Community Sourced Agriculture, pea patches, community gardens, etc. to support food resilience and reduce transport .
Support and expand neighborhood food buying clubs and co-ops to support access and affordability of healthier, low-carbon, less-processed diets with less packaging. See resources in King County’s Local Food Initiative .
Promote equitable educational opportunities for residents to gain skills in organic gardening, fruit production, food preservation and cooking and affordable, local, healthy eating.
Waste Management – Recycling/Composting
Support the collection of e-waste from residents and businesses. Consider offering collection bins in government buildings.
Present clear signage by all recycling, composting, trash and other bins in city buildings or owned land on waste segregation with appropriate translations where necessary.
Reuse and Remanufacturing
Encourage tool rental libraries and other sharing economy businesses. Consider offering government land for storage and facilities that promote sharing economy.
Provide technical assistance and educational resources to contractors to meet the county’s Construction & Demolition debris requirements (prioritize salvage and reuse). Share resources such as the King County Industrial Material Exchange.
Support King County Fix-it Fairs to engage underserved residents in carbon reduction activities. Provide materials and resources in commonly spoken languages of those neighborhoods and include a track of Spanish-language or other relevant language workshops at one of the fairs each year.
COMMUNITY - ADVOCACY/PARTNERSHIPS
Reduce Consumption & Generation of Waste
Support enactment of extended producer responsibility and product stewardship policies and regulations.
Partner with online retailers, recyclers, etc. to enforce packaging limits and take responsibility for hard to recycle goods and packaging.
Partner with grocery stores to reduce packaging waste and capture stock room plastics/packaging for reuse.
Pilot new processes at grocery stores that allow customers to bring their own containers for all bulk items, produce, meats, etc.



COMMUNITY - ADVOCACY/PARTNERSHIPS Continued
Partner with Schools and School Districts to promote healthy, low-carbon purchasing habits.
Host neighborhood/beach clean ups and water pollution prevention awareness campaigns.
Waste Management – Recycling/Composting
Waste Management Utilities
Engage with waste utilities to reduce materials sent to landfill through combination of incentives, education, and policy. Consider combining an energy efficiency campaign at the same time in partnership with ‘waste less.’
Work with waste utilities to develop/expand material recovery facilities in central locations.
Partner with waste utilities to install bin RFID tagging to track waste contributors and manage e-waste.
Partner with waste utilities to identify commercial garbage loads with high levels of recyclable material and reach out to those communities.
Partner with waste utilities at transfer stations to develop signage that clearly shows how to segregate materials and what can be recycled.
Education Campaigns
Work with community partners to provide residential homes with kitchen food waste bins to collect and promote campaign around food waste composting in yard carts.
Partner with schools to educate kids on proper waste segregation and how to handle common household yard and kitchen waste.
Reuse and Remanufacturing
Partner with Cedar Grove to expand organic waste processing and make collection easier city-wide.
Partner with waste utilities to capture and manage methane gas release emitted from landfills and composting operations.
Advocate for a more robust and stringent supply chain for proper handling of electric vehicle (EV) waste .



Actions to Address GOVERNMENT OPERATION EMISSIONS from Waste & Consumption

GOV OPS - POLICIES
Waste Management
Mandate that waste be sorted and segregated . Sorting must be done into minimum of four categories – organic, recyclables, landfill, and electronic waste (e-waste). Consider a waste recycling goal of 70% or greater by 2025.
Create an e-waste recycling policy and program such as e-Stewards . Consumers have free access to recycling through the state's e-cycle program .
Ensure responsible disposal of equipment that uses HFCs.
Include recycling & composting requirements on all new building and facility lease negotiations and renewals .
Waste Reduction
Increase material salvage by at least 30% by 2030 for city-owned full and partial building demolitions.
Adopt specific product or material bans based on waste audit results to significantly advance progress towards waste reduction goals.
Hold annual sustainability events like Earth Day/Earth Month or Green Office Day to educate employees and reinforce commitment to sustainable behavior.
Paper & Packaging
Eliminate individual printing for internal meetings and require all internal presentations/ documents to be electronic.
Require all printing/copying be double-sided – automatically set default.
Switch invoicing and payments to Electronic Fund Transfer .
Buy paper made with 30%-100% recycled content that is also forest certified (SFI, FSC, PEFC) for office printing, copying, notes etc.
Buy unbleached or non-chlorine bleached paper products, unless necessary.
Purchase envelopes that do not have a plastic window , as they are easier to recycle.
Limit or ban use of disposable coffee pod containers . Purchase reusable K-Cup pods and coffee grounds instead.
Eliminate individually packaged food options for catering and require reusable and compostable packaging.
Consumption
Rent or share infrequently used tools , utensils, and equipment instead of purchasing them.
Use rechargeable batteries instead of disposable.
Purchase remanufactured ink and toner cartridges to not only save money, but to avoid waste and the environmental impact of the manufacturing process, and recycle them at the end of life.
Use non-toxic and environmentally preferable soaps, cleaning & sanitation supplies (look for eco-labels (Safer Choice, GreenSeal), recyclable packaging etc.).
Use reusable cleaning products such as: disinfectant spray and a sponge over disposable sanitation wipes; dishtowels and microfiber cloths to clean instead of paper towels.



GOV OPS - POLICIES Continued
Buy reusable, high-quality refurbished items as a first option, and buy recyclable, products with recycled content or compostable products as a second option.
Ban purchase of single use plastics. <i>Exception: when needed in the case of public health and safety.</i>
Purchase locally sourced and seasonal food for catered meetings, requiring reusable or compostable packaging and identify “right size” of attendees to avoid over-ordering. Avoid packaged meals.
When buying or replacing furniture, consider material composition and buy reclaimed, recycled material, and low VOC items. Utilize BIFMA or Cradle 2 Cradle platforms to identify products.
When switching carpets, use carpet tiles instead of wall-to-wall carpets as they result in considerably less waste as well as cost and time during installation. Consider looking for Cradle 2 Cradle or NSF product labels when purchasing carpet tiles.
Purchase low-embodied carbon building materials (i.e. concrete, steel, asphalt) in capital projects.
Accelerate phase out of HFCs with purchasing and use policies.
Buy or lease computer equipment (i.e. imaging equipment, laptops, monitors and servers) with EPEAT certification to reduce energy use and use the most sustainable products. Leasing services can be a good option for ensuring product takeback and recycling of equipment.
GOV OPS - ACTIONS/PROGRAMMING
Waste Management
Establish waste generation baseline and develop waste reduction goals and targets . Introduce education campaigns as needed.
Establish target dates to standardize waste management and recycling best practices at facilities.
Establish recycling hubs for specialty recycling items such as Styrofoam, plastic films, batteries, electronic waste, CFL lightbulbs, etc.
Remove single garbage cans at desks to save on plastic lining and time and eliminate plastic liners for recycling bins.
Present clear signage by all recycling, composting, trash and other bins on waste segregation with appropriate translations where necessary.
Waste Reduction
Find community non-profits to donate or sell furniture, equipment, etc. rather than throwing them out.
Create new waste reduction framework with actions focused on preventing waste, Extended Producer Responsibility for end of use, reuse of goods and recycling materials into new products.
Develop strategy to cut back in consumption of top 5 non-recyclable and other landfill waste stream items identified in waste audit.
Paper & Packaging
Sign up to stop receiving junk paper mail .
Educate staff on which documents can be recycled vs. shredded .
Eliminate sending physical mail where electronic mail could save cost and paper.
Have e-file clean-up for 30 minutes 2x year, so that employees eliminate drafts, graphics, ppts, etc. that unnecessarily take up cloud storage space.



GOV OPS - ACTIONS/PROGRAMMING Continued
Consumption
Use and maintain a comprehensive inventory of office equipment and consumables to avoid over purchasing.
Create a template for the " waste costs " of common things, to show true costs of meetings, bottled water, etc. so purchasing decisions can be well informed.
Designate a supply space for shared and reusable office supplies so that people do not hoard supplies in their desks (file folders, binders, pens, staplers, paper clips, etc.).
Provide durable and reusable plates, bowls and flatware to eliminate the use of disposable ones in offices with dishwashers.
GOV OPS - CAPITAL INVESTMENTS
Waste Management
Contract waste management services to develop and implement comprehensive Waste Management Strategies for regular Operations and Maintenance of all city owned/operated buildings.
Install air hand dryers in bathrooms instead of using paper towels.

FORESTS & AGRICULTURE

Actions to Address COMMUNITY-WIDE EMISSIONS from Forests & Agriculture



COMMUNITY - POLICIES
Resource Conservation
Disincentivize dangerous herbicides while incentivizing environmentally friendly options.
Educate land owners on forest stewardship practices and incent through reduced property taxes or other benefits.
Adopt or enforce an ordinance requiring control of the top three most damaging invasive species or enact a preferred plant ordinance for private and public landscaping. Consider including as a required action at the sale of a building or land. Promote control programs such as: Integrated Pest Management, Protect the Best, Early Detection and Rapid Response and public and private invasive species control.
Adopt a 5-year natural resource conservation and restoration plan that maintains a determined minimum percent of jurisdictional land as undeveloped.
Enforce the Urban Growth Area boundary that preserves open land by concentrating development in urban and suburban areas.
Require developers to track and report tree removal to enable the city to effectively manage canopy cover.
Adopt policies to protect urban trees . Consider requiring arborists to make decision on tree removal requests, rather than the development agencies.
Support King County's Land Conservation Initiative , which aims to permanently protect all remaining high-priority lands within 30 years.
Planning & Development
Require all new neighborhood developments to be built with a minimum percentage of tree canopy coverage . Prioritize populations with high risk of heat exposure. Consider a canopy coverage goal by 2030.
Adopt a park/open space plan to promote network of public spaces & parks for non-motorized transport while protecting natural resources.
Ban future or further development in high risk zones (e.g. flood plains).
Strengthen, revise codes, and enforce codes for critical geographic areas including, fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas, unstable slopes, and associated areas and ecosystems.
Do not develop or permit any development within limits specified below except for minor improvements or comply with equivalent local or national regulations. <ul style="list-style-type: none"> • Shorelines and coastal areas: Within 200 feet (61 meters) from normal high tide line • Floodplains, rivers and streams: A flood hazard area shown on a legally adopted flood hazard map or otherwise legally designated by the local jurisdiction or the state or entirely outside any floodplain subject to a 1% or greater chance of flooding in any given year • Wetlands: Within 50 feet (15 meters) of a wetland, except for minor improvements • Water bodies: Within 100 feet (30 meters) of a water body which is greater than 50 contiguous acres (20 hectares) and within 50 feet (15 meters) for waterbodies less than 50 contiguous acres (20 hectares)



COMMUNITY - ACTIONS/PROGRAMMING
Resource Conservation
Incentivize tree preservation on private land . Consider increasing costs for removal or other financial levers.
Lead implementation of priority actions identified in King County's 30-Year Forest Plan (to be released 2021).
Planning & Development
Work to transition unused parking lots to high density, low income housing OR urban green spaces.
Develop a multi-partner, fully integrated program to support immigrant and refugee farmers' transition to high performing agricultural practices and protect them from fees or taxes.
Support the development of interurban farms and greenhouses run by community members to bring healthy, fresh and local food to residents. Pilot these programs in low-income and frontline communities to increase food security and access to healthy food.
COMMUNITY - ADVOCACY/PARTNERSHIPS
Resource Conservation
Partner with King County to implement and advance the Department of Natural Resources guidelines for forest stewardship and planning .
Support efforts to restore Conservation Futures Tax to a \$0.0625 effective rate.
Partner with experts and farmers to develop and expand alternative dairy feed stocks (e.g. kelp in estuaries to sequester methane).
Planning & Development
Explore options for public and private partnerships to help reduce or share the cost of tree planting and maintenance.
Support development of climate adaptation strategies in partnership with the county, indigenous populations/tribal partners, and local communities.
Advocate for strong regional action on forest and land conservation, including the requirement for all forest and farmland use proposals to address climate.
Support and advocate for regional planning and state initiatives that protect forests and farmland.
Support and advocate for local implementation of the King County Land Conservation Initiative and Open Space Equity Cabinet recommendations as well as the King County Community Wildfire Protection Plan .

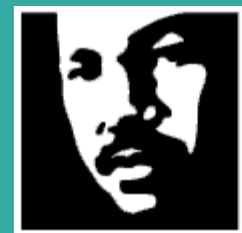


Actions to Address GOVERNMENT OPERATION EMISSIONS from Forests & Agriculture

GOV OPS - POLICIES
Resource Conservation
Limit invasive species and require removal at all city facilities. Alternatively, conserve any locally or regionally significant habitat (containing native vegetation and species) present within city-owned spaces.
Planning & Development
Adopt policy that ensures city development does not disturb prime farmland , unique farmland, or farmland of statewide or local importance as defined by the U.S. Code of Federal Regulations, Title 7, Volume 6, Parts 400 to 699, Section 657.5 and identified in a state Natural Resources Conservation Service soil survey (or local equivalent for cities or communities outside the U.S.).
If a city-owned/operated site has any threatened or endangered species or ecological communities, as identified during the ecosystem assessment, comply with an approved habitat conservation plan under the U.S. Endangered Species Act (or local equivalent for cities or communities outside the U.S.) for each identified species or ecological community.
GOV OPS - ACTIONS/PROGRAMMING
Resource Conservation
Increase the number of healthy streams . Consider using the B-IBI Index to ensure at least 35% of streams meet compliance regulations.
Planning & Development
Create a plan that seeks to restore forests and natural areas on city-owned or managed properties.
GOV OPS - CAPITAL INVESTMENTS
Resource Conservation
Restore degraded vegetation, habitats, and aquatic ecosystems within the area, identified during the Ecosystem Assessment. Restoration strategies must be developed based on Society for Ecological Restoration Science & Policy Working Group. 2002, The SER Primer on Ecological Restoration, Section 3, Attributes of Restored Ecosystems.
Planning & Development
Acquire a target number of projects for public open space benefits in equity areas and to provide enhanced land access opportunities for underserved communities. Prioritize high risk areas to reduce vulnerability to the threats of climate change.



**A Partnership Between King County and
the King County-Cities Climate Collaboration**



King County

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Ordinance No. 919 – Amending Title 2 of the Shoreline Municipal Code to Create a New Chapter 2.70, Compensation and Salary Commission, to Establish a Salary Commission for Elected Officials
DEPARTMENT:	Human Resources
PRESENTED BY:	Don Moritz, Human Resources Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

At the 2020 Council Strategic Planning Workshop, staff were directed to amend the Shoreline Municipal Code to establish a process and structure for creating a Salary Commission to set salaries and benefits for members of the Shoreline City Council. The purpose of this Commission would be to review Councilmember compensation utilizing local market comparison data and determine what, if any, changes should be made to the salaries of the Mayor, Deputy Mayor and Councilmembers. In response to this request, staff reviewed other jurisdictions' Salary Commission structures and developed proposed Ordinance No. 919, which is before Council tonight for review and discussion. Proposed Ordinance No. 919 is currently scheduled to be brought back to Council for potential action on February 22, 2021.

RESOURCES/FINANCIAL IMPACT:

There are no direct financial costs associated with establishing a Salary Commission. If Council authorizes the creation of a Salary Commission, the City Manager will assign an existing staff member to support the work of the Commission. This assignment would require the reallocation of resources and adjustment to the assigned person(s) regular workload to accommodate the support needs of the Commission.

RECOMMENDATION

No action is required tonight; this item is for discussion purposes only. Staff recommends that Council discuss proposed Ordinance No. 919 and provide direction to staff on any potential amendments that Council would like to see regarding the structure of the Salary Commission. Staff further recommends that Council adopt proposed Ordinance No. 919 when it is brought back to Council for potential action on February 22, 2021.

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

BACKGROUND

Since incorporation, the City Council has been setting their salaries in the same fashion on an occasional basis. Salaries for Councilmembers are determined by Council action through enactment of an ordinance. Under this system, any salary change enacted by the Council does not take effect until the expiration of the term being served by the incumbent(s) at the time that the ordinance is adopted. This delayed implementation has the effect of Councilmembers being paid different amounts depending upon when their term of office begins and ends.

City Council salaries were originally set in 1995 by Ordinance No. 7, which established Council salaries at \$400 per month, with \$500 per month for the Mayor. In 1997, Ordinance No. 122 was adopted, which changed Councilmembers' salaries to \$700 per month, with \$875 for the Mayor. And in 2001, Ordinance No. 287 was adopted, which provided a health benefit plan for the Council, and provided an option for the Council to receive retirement benefits in lieu of health insurance.

Council salaries were most recently adjusted in October 2013 by adoption of Ordinance No. 673, which set Councilmember salaries at \$1,000 per month, the Deputy Mayor's salary at \$1,100 per month, and the Mayor's salary at \$1,250 per month. The staff report and Ordinance for this Council action can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2013/staffreport102113-7a.pdf>.

Council Salary Commission

In addition to setting Council salaries by ordinance, Washington State law provides for another mechanism to establish or modify elected official compensation. [RCW 35.21.015](#) allows municipalities to establish a Salary Commission, which is an independent decision-making body charged with setting salaries for elected officials. Use of a Salary Commission removes the elected officials from the decision-making process regarding their compensation.

This statute identifies specific provisions that must be adhered to when establishing and using a Salary Commission for the purpose of setting elected officials' salaries. The key required elements are as follows:

- Members to the Commission shall be appointed by the Mayor with approval of the City Council, may not be appointed to more than two terms on the Commission, and may not include any officer, official, or employee of the City or any immediate family member
- Any change in salary as determined by the Commission becomes effective upon filing the change with the City Clerk. Salary increases established by the Commission are effective to all elected officials, regardless of their terms of office. Salary decreases become effective at the commencement of their next subsequent term of office.
- Salary increases and decreases shall be subject to referendum petition by the people of the town or city in the same manner as a city ordinance.

DISCUSSION

At the 2020 Council Strategic Planning Workshop, staff were directed to amend the Shoreline Municipal Code to establish a process and structure for creating a Salary Commission to set salaries and benefits for members of the Shoreline City Council in accordance with state law. In response to this request, staff reviewed other jurisdictions' Salary Commission structures and developed proposed Ordinance No. 919 (Attachment A), which is before Council tonight for review and discussion.

Staff began by reviewing the comparable jurisdictions in the City's labor market for this purpose. Staff found that nine of these 13 cities employ a Salary Commission for determining Councilmember compensation. Given the direction from Council at last year's Strategic Planning Workshop and this subsequent jurisdictional review, staff recommends that Council moves forward with the establishment of a Commission. Commissions also provide for the regular review of Council compensation, which has not happened historically in Shoreline.

Salary Commission Options for Consideration

As authorized by RCW 35.21.015, Council has the authority to determine the structure and process by which a Salary Commission will operate. This authority includes determining the number of members who are appointed to the Commission, the length of their term, the frequency and duration that the Commission will meet, and when the Commission will conduct their initial review. The following section of this report outlines what is proposed by staff in proposed Ordinance No. 919, and potential alternatives for Council to consider.

Salary Commission Size

Proposed Ordinance No. 919 recommends that the Salary Commission be comprised of three (3) members. In conducting Salary Commission research, staff found that Commission sizes were typically made up of three to seven members. If Council is interested in having a larger Commission, staff would recommend a Commission size of five members. There should be an odd number of Commission members, and if Council is interested in a five-member Commission, staff also recommends that Council add language to proposed Ordinance No. 919 that would require the Commission, once established, to elect a Chair and Vice Chair amongst themselves so that there is a formal governance structure within the Commission.

Frequency of Council Salary Commission Review

The proposed Ordinance currently has the Salary Commission convening every four years. This provides enough space so that the work of staffing and supporting a Commission is manageable, but enough frequency so that Council salaries are kept in alignment with the market. When reviewing how often other cities' Commissions convene, staff found no consistent timeframe. Some meet annually, others every two years, another every four years, and others as needed. The longest timeframe noted was the City of Kenmore, which convenes their Commission every five years.

Duration of Salary Commission Work/Term of Commission Members/Commission Meetings

The proposed Ordinance sets the Commission term at “up to one year”, with the expectation that the work of the Commission could reasonably be completed within a few months. When looking at other cities, several have a 90-day/three-month duration for the Commission to complete its work once they begin.

The proposed Ordinance also states that compensation decisions made by the Commission would be filed with the City Clerk no later than October 1st during the year that the Commission is active. This timeline is consistent with other cities that set a submittal date for the finished work of the Commission that coincides with their budget cycle. Other terms noted by staff include a residency requirement for Commission members and a requirement that Commission meetings be open to the public and documented. As is set by statute, Commission members can serve a maximum of two terms.

Initial Start Year of Salary Commission

Proposed Ordinance No. 919 would establish the first Salary Commission in 2022. While staff could potentially establish the initial Commission this year, staff recommends that the Commission conduct their work in off City Council election years. Standing up the Commission for the first time in 2022 also allows for the entirety of the year to recruit and appoint Commission members, in addition to having them perform their work and make a decision by October 1st. Furthermore, it is preferable that the inaugural Commission be recruited and convened post COVID-19 restrictions, so that the Commission members can benefit from in-person meetings if they so choose.

RESOURCES/FINANCIAL IMPACT

There are no direct financial costs associated with establishing a Salary Commission. If Council authorizes the creation of a Salary Commission, the City Manager will assign an existing staff member to support the work of the Commission. This assignment would require the reallocation of resources and adjustment to the assigned person(s) regular workload to accommodate the support needs of the Commission.

RECOMMENDATION

No action is required tonight; this item is for discussion purposes only. Staff recommends that Council discuss proposed Ordinance No. 919 and provide direction to staff on any potential amendments that Council would like to see regarding the structure of the Salary Commission. Staff further recommends that Council adopt proposed Ordinance No. 919 when it is brought back to Council for potential action on February 22, 2021.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 919

ORDINANCE NO. 919

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING TITLE 2, ADMINISTRATION, OF THE SHORELINE MUNICIPAL CODE TO CREATE A NEW CHAPTER 2.70 RELATED TO SALARIES AND BENEFITS; ESTABLISHING A SALARY COMMISSION; AND PROVIDING FOR SEVEREABILITY AND AN EFFECTIVE DATE.

WHEREAS, following its incorporation, the Shoreline City Council adopted Ordinance No. 7 in 1995 that established Council salaries at the level authorized by RCW 35A.13.040, \$400 per month, with \$500 per month paid to the Mayor; and

WHEREAS, Ordinance No. 122, which was adopted in 1997, amended Councilmembers' salaries to \$700 per month, with the Councilmember serving as Mayor paid a salary of \$875 per month, all in accordance with RCW 35A.12.070; and

WHEREAS, Ordinance No. 287, which was adopted in 2001, provided a benefit plan for the Mayor, Deputy Mayor and City Council that provides either health insurance or in lieu retirement benefits in the form of a cash contribution to a 457-retirement account; and

WHEREAS, Ordinance No. 673, which was adopted in 2013, amended Councilmembers' salaries to \$1,000 per month, with Councilmembers serving as the Deputy Mayor and Mayor receiving an additional \$100 and \$250 per month respectively, with said salaries paid twice monthly on regular City paydays, all in accordance with RCW 35A.12.070; and

WHEREAS, as an alternative to a city council adopting its own salary rates from time to time, both Article XXX of the Washington Constitution and RCW 35.21.015 authorize a city council to establish an independent salary commission, by ordinance, which salary commission may be authorized to set the salary, benefits, and the 457 deferred compensation contribution; and

WHEREAS the City Council desires to have a comparative compensation study conducted and recommendations for future adjustments provided by a commission composed of citizens from the community; and

WHEREAS, the City Council desires to amend Shoreline Municipal Code (SMC) to add a new Chapter 2.70 in order to establish an independent salary commission to periodically review and increase or decrease the salary and benefits of the Mayor, Deputy Mayor and members of the City Council;

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

Section 1. A new Chapter 2.70 entitled "Salary Commission" is added to the Shoreline Municipal Code to read as follows:

**CHAPTER 2.70
COMPENSATION AND SALARY COMMISSION**

Sections:

2.70.010	Salary Commission Established
2.70.020	Salary Commission – Qualification and Conditions
2.70.030	Salary Commission – Membership and Term
2.70.040	Salary Commission – Duties
2.70.050	Salary Commission – Meetings
2.70.060	Salary Schedule Effective Date

2.70.010 Salary Commission Established.

A. A Salary Commission is hereby established, to review, establish, and adjust the salaries and benefits for the elected and appointed officials of the City (Mayor, Deputy Mayor and City Councilmembers), and exercise powers and perform the duties established by RCW 35.21.015 as it now exists or is hereafter amended. The Salary Commission shall not be a standing commission. Commission members shall be appointed as provided in Section 2.70.030 once every four years commencing in 2022. The Commission may be filled at any time in the interim years as directed by the City Council by resolution.

2.70.020 Salary Commission - Qualifications and Conditions.

- A. Members must be a resident of the City and a registered voter of King County.
- B. No officer, official, or employee of the City or any of their immediate family members may serve on the Commission. “Immediate family member” as used in this subsection means the parents, spouse, siblings, children, or dependent relatives of the officer, official or employee, whether or not living in the household of the officer, official or employee.

2.70.30 Salary Commission – Membership and Term.

- A. Number of Members. The Commission shall consist of three (3) members.
- B. Appointment. Members shall be appointed by the Mayor subject to confirmation by the City Council, in conformance with RCW 35.21.015 as it now exists or is hereafter amended.
- C. Terms. Members of the Commission shall serve for a term of no more than one year, which shall commence when the last of the three Commission members has been appointed and confirmed and cease when the review of salaries, insurance benefits and compensation in lieu of insurance benefits is complete and a Salary Schedule has been filed with the City Clerk or until any determination is made that no salary or benefit adjustment is appropriate. No member may be appointed to more than two (2) terms on the Commission, whether or not those terms are held consecutively.
- D. Quorum. Three members shall constitute a quorum.

E. Removal. Commission members may only be removed by the Mayor during their term of office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence, revocation, or other loss of voter registration.

F. Vacancies. Vacancies occurring shall be filled in the same manner as the original appointment, with the replacement serving the remainder of the unexpired term.

2.70.040 Salary Commission – Duties.

The Commission shall have the following responsibilities:

A. To study the relationship of salaries to the duties of the Mayor, Deputy Mayor and Councilmembers and to study the costs personally incurred by Councilmembers in performing such duties;

B. To study the relationship of Shoreline City Council salaries and insurance benefits and compensation in lieu of insurance benefits of those of Councilmembers in surrounding City jurisdictions and other current market conditions;

C. To establish salaries, insurance benefits and/or compensation in lieu of insurance benefits (Salary Schedule), by either maintaining, increasing, or decreasing each by an affirmative vote of a majority of the members;

D. To review and potentially file a Salary Schedule with the City Clerk no later than by the deadline set out in 2.70.050(C).

2.70.050 Salary Commission - Meetings.

A. The City Manager will appoint appropriate staff to assist the Salary Commission.

B. The Commission shall keep a written record of its proceedings, which shall be a public record in accordance with State law, and shall actively solicit public comment at all meetings which shall be subject to the Open Public Meetings Act, pursuant to Chapter 42.30 RCW.

C. The Commission shall meet as often as necessary in order to file a Salary Schedule with the City Clerk or to make a determination that no salary adjustment is appropriate, on or before October 1st in the year in which the Salary Commission performs their work.

2.70.060 Salary Schedule Effective Date.

A. The Salary Commission shall file any increase or decrease in the Salary Schedule with the City Clerk, and the same will be incorporated into the City budget without further action of the City Council or the Commission, provided that the increase or decrease shall become effective as further provided in subsections (B) and (C) below.

B. A salary increase established by the Commission shall be effective upon its adoption as to

all incumbent City elected officials, regardless of their terms of office.

C. A salary decrease established by the Commission shall not be effective as to incumbent City elected officials until the commencement of their next terms of office.

D. Any adjustment of salary by the Commission shall supersede any City ordinance related to the budget or fixing of salaries, but only to the extent there is a conflict.

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

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five (5) days after publication.

PASSED BY THE CITY COUNCIL ON FEBRUARY 22, 2021.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Julie Ainsworth-Taylor
Assistant City Attorney on behalf of
Margaret King, City Attorney

Date of Publication: _____, 2021
Effective Date: _____, 2021