



AGENDA

STAFF PRESENTATIONS

PUBLIC COMMENT

SHORELINE CITY COUNCIL VIRTUAL/ELECTRONIC REGULAR MEETING

Monday, November 1, 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		
(a) Proclamation of National Native American Heritage Month	<u>2a-1</u>	
3. APPROVAL OF THE AGENDA		
4. REPORT OF THE CITY MANAGER		
5. COUNCIL REPORTS		
6. PUBLIC COMMENT		

Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to

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

7. CONSENT CALENDAR

- (a) Approval of Minutes of Regular Meeting of October 11, 2021 7a-1
- (b) Authorize the City Manager to Execute Amendment No. 7 to Contract #8584 with West Coast Code Consultants for Regulatory Plan Review and Inspection Services for Light Rail Facilities 7b-1

8. ACTION ITEMS

- (a) Action on Ordinance No. 949 - Authorizing the Placement of a Ballot Measure on the 2022 February Special Election Ballot to Authorize a Property Tax Bond Measure for Park Improvements and Park Land Acquisition 8a-1 7:20
 - Staff Presentation
 - Public Comment
 - Council Action
- (b) Action on Resolution No. 485 - Updating Council Rules of Procedure 8b-1 7:50

9. STUDY ITEMS

- (a) Discussion of Mid-Biennial Update and Preview of 2021-2022 Mid-Biennial Budget Amendment Ordinance No. 945, 2022 Property Tax Levy Ordinance No. 946, 2022 Fee Schedule Resolution No. 484, 2022 Impact Fee Schedules Ordinance No. 947; and 2021-2026 CIP Update 9a-1 8:20

10. ADJOURNMENT 8:50

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 COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Proclamation Recognizing Native American Heritage Month		
DEPARTMENT:	Community Services		
PRESENTED BY:	Sunil Tolton, Community Services		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Proclamation

ISSUE STATEMENT:

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

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

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

housing, health and social services; public safety services; transportation and utilities; and business and economic development programs. To be truly supportive of Indigenous people requires learning and understanding history and the resulting impacts that continue to this day, sharing resources, and understanding the current issues affecting local Native tribes and Indigenous organizations. Issuing a Native American Heritage Month Proclamation is one simple action to honor and show respect to Native people.

RECOMMENDATION

The Mayor should read and present the proclamation.

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



PROCLAMATION

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

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

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

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

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

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

NATIVE AMERICAN HERITAGE MONTH

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

Will Hall, Mayor

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, October 11, 2021
7:00 p.m.

Held Remotely via Zoom

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

ABSENT: Mayor Hall

1. CALL TO ORDER

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

2. ROLL CALL

Upon roll call by the City Clerk, all Councilmembers were present except for Mayor Hall.

Councilmember McConnell moved to excuse Mayor Hall for personal reasons. The motion was seconded by Councilmember Robertson and approved by unanimous consent.

Deputy Mayor Scully announced that October 15, 2021 has been proclaimed as Paper Tigers Day in Shoreline in recognition of the release of the locally produced film.

3. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

4. REPORT OF CITY MANAGER

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

5. COUNCIL REPORTS

There were no Council Reports.

6. PUBLIC COMMENT

Jackie Kurlle, Shoreline resident, spoke regarding the Enhanced Shelter and encouraged full transparency about its operations.

Kathleen Russell, Shoreline resident and member of the Tree Preservation Code Team, commented regarding Consent Item 7(f). She expressed hope that DOWL, LLC will design sidewalks that help preserve the mature trees in the project area.

7. CONSENT CALENDAR

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

(a) Approval of Minutes of Regular Meeting of September 20, 2021

(b) Approval of Expenses and Payroll as of September 24, 2021 in the Amount of \$3,693,754.13

*Payroll and Benefits:

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
8/22/21-9/4/21	9/10/2021	98742-98942	17602-17611	83448-83451	\$581,652.28
8/22/21-9/4/21	9/10/2021			WT1208-WT1209	\$104,402.35
					<u>\$686,054.63</u>

*Wire Transfers:

Expense Register Dated	Wire Transfer Number	Amount Paid
9/24/2021	1210	\$20,314.17
		<u>\$20,314.17</u>

*Accounts Payable Claims:

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
9/15/2021	83395	83413	\$68,615.06
9/15/2021	83414	83430	\$1,196,025.96
9/15/2021	83431	83447	\$245,067.32
9/22/2021	83452	83452	\$1,047.85
9/22/2021	83453	83453	\$47,676.83
9/22/2021	83454	83460	\$14,951.69
9/22/2021	83461	83464	\$743,228.94
9/22/2021	83465	83482	\$124,694.53
9/22/2021	83483	83502	\$346,109.56
9/22/2021	83503	83521	\$199,967.59
			<u>\$2,987,385.33</u>

- (c) Adoption of Community Development Block Grant Funding and Contingency Plan for 2022**
- (d) Authorize the City Manager to Execute an Amendment to the Contract with Herrera Environmental Consultants for the Final Design of the Hidden Lake Dam Removal Project in the Amount of \$336,126**
- (e) Authorize the City Manager to Amend the Lynnwood Link Urban Tree Canopy and Landscape Enhancement Partnership Cooperative Agreement with Sound Transit and King Conservation District**
- (f) Authorize the City Manager to Execute Professional Services Agreement with DOWL, LLC in the Amount of \$336,126 for Design of the 5th Avenue NE (NE 165th Street - NE 175th Street) Sidewalk Rehabilitation Project**
- (g) Authorizing the City Manager to Execute an Interlocal Agreement Between the City of Shoreline and Seattle City Light to Attach Utilities onto Seattle City Light Utility Poles**

8. STUDY ITEMS

- (a) Discussion of Ballot Measure for Park Improvements and Park Land Acquisition

Christina Arcidy, Management Analyst, delivered the staff presentation. Ms. Arcidy reviewed the background of work towards the initiative and said the purpose of this discussion is to obtain Council direction on whether the City should move forward with a ballot measure to fund park improvements and land acquisition, and if so, when; and what the overall bond measure cost should be.

Ms. Arcidy stated that there are several points to consider. She listed the potential upcoming ballot measures in front of Shoreline voters, indicating that the most significant are two levy renewals from the Shoreline School District and the City's property tax levy lid lift. She reviewed the approval and validation requirements for bond measures and said the validation threshold will be established after the November general election, and she provided an estimated range of costs for the special election. Mr. Arcidy said that given the continued general community support for such actions, staff recommends Council move forward with a funding measure for the February 2022 Special Election.

In consideration of the bond measure amount, Ms. Arcidy addressed the potential issues of inflation, possible alternative funding sources, and the impacts to property taxes. She displayed a chart reflecting the inflation estimate of \$3.4 Million to the previously proposed package. She stated that staff recommends a mix of funding by bond measure and contributions from the City's unreserved, unrestricted fund balance. She reviewed the net increase in financial impacts of the bond measure to property owners, taking into account the expiring bond.

Ms. Arcidy continued that staff has identified three alternatives for Council consideration. Alternative 1, the staff recommendation, is a 20-year, \$38.5M bond with contributions of \$3.4M

fund balance and includes priority parks, park amenities, park acquisition, and improvements to acquired park land similarly to the previously approved package. Alternative 2 is a 20-year, \$38.5M bond only, and removes key features from several parks and eliminates funding for public art. Alternative 3 is a 20-year, \$41.9M bond with no reduction in package scope. Ms. Arcidy concluded by reviewing the next steps should Council direct staff to prepare legislation for the February 2022 election and reiterated the staff recommendation of Alternative 1.

Councilmembers Robertson, McConnell, McGlashan, and Chang expressed support for Alternative 1. Councilmember Robertson said she is interested in getting a parks bond back on the ballot. Her preference is for Alternative 1, but she would support a \$41.9M bond measure as well. She spoke to the value of green spaces in the City, observed that people talk about moving to Shoreline for parks and schools, and recognized a potential for competing interests with the School District Bond. Councilmember Robertson asked if the previously completed pro and con committee work could be included in this cycle and Ms. Arcidy said she was not sure, but should Council approve it, next steps would include reaching out to people who had previously expressed interest in participation. Councilmember McGlashan said he supports outreach for this committee work.

Councilmember McConnell said she is optimistic since the community has always supported parks improvements and emphasized the importance of green spaces as density increases in the City.

Councilmember McGlashan said he would like to keep the funding impact to residents as previously presented. Councilmember Chang agreed, observing that this approach will make it easier to explain to the public what is being voted on. Councilmember Roberts said he feels the size of the bond needs to reflect what the public say they want. He recognized the public interest in park acquisition. He said development at Edwin Pratt Memorial Park needs to be considered, and this is an opportunity to revisit what is wanted from the bond funding. He said the increase in cost to the median family homeowner for inflation costs is minimal and then the use of reserve funding for additional improvements and acquisitions could be considered in a budget discussion. He recommends starting with the \$41.9 as a bond amount. Councilmember Chang said she thinks staying with \$38.5 Million is important because the Council needs to think about future funding asks. Deputy Mayor Scully agreed that there is more that could be funded and there is a public desire for more parks, but he hesitates to rework it at this eleventh hour. He would like to get this done but agrees that he would like to see the funding package be on the ballot measure rather than taken from reserves.

Deputy Mayor Scully summarized that the Council unanimously agrees with moving forward with placing the bond measure on the ballot in February. Ms. Tarry asked if the Council is comfortable bringing an Ordinance for potential action on November 1 or if the Ordinance should come for discussion, with action to follow. Councilmember Roberts said the choice the Council is facing is relatively clear, and his preference would be to discuss and act at the same meeting. Councilmember McConnell agreed and wondered if additional property acquisition possibilities could be a separate discussion as opportunities arise. It was agreed that the Council would consider action on November 1, 2021.

(b) Discussion on Resolution No. 485 - Updating the Council Rules of Procedure

Jessica Simulcik Smith, City Clerk, delivered the staff presentation. Ms. Simulcik Smith reviewed the background of the City Council Rules of Procedure, which are designed to assist in orderly conduct of Council business and are periodically reviewed and amended. She stated that the amendments proposed by staff focus on remote attendance/participation in Council Meetings and placement of items on the agenda by Councilmembers. Regarding remote attendance for Council meetings, Ms. Simulcik Smith explained that the goal is to have procedures in place when in-person meetings become possible. She shared the process by which information was gathered on the circumstances, frequency, and logistics for remote participation in a meeting and said the feedback was used to draft the proposed baseline amendments. She said tonight's discussion is intended to determine if Council supports the proposed amendments and added that staff is seeking direction on additional policy questions.

Ms. Simulcik Smith listed the policy questions and indicated the staff recommendations for each, which included frequency of remote attendance; whether circumstances/criteria for remote attendance need to be met; a requirement to be on camera; remote participation in public testimony; clarifications for the use of visual aids by remote public speakers; and interpretation of Rule 3.2B, which outlines procedures for how individual Councilmembers place items on the agenda. She displayed proposed language to either add clarity or change intent of this section of the Rules. Ms. Simulcik Smith shared an amendment to Council Rule 7.19 submitted by Councilmember Roberts, which corrects an error in the language of the Rule and with which staff concurs. Ms. Simulcik Smith listed the next steps and stated proposed Resolution No. 485 is scheduled for potential action on November 1, 2021.

Councilmember Roberts said staff has identified many good questions that should be considered. He recognized that the Rules exist for the benefit of the Council itself, and suggested that any Rules established tonight regarding hybrid meetings would not affect the current Council, and therefore should be tabled until the new Councilmembers can weigh in. Councilmember Robertson said the current Council has the benefit of experience that the new Councilmembers will not have, and Councilmember McConnell agreed with her.

In consideration of the ways in which public testimony is handled in hybrid meetings, Councilmember Robertson said she does not have a preference to the order in which the public is called to testify, and Councilmember Roberts asked how the current rule would come into play with either of the proposed adjustments. Ms. Simulcik Smith stated that members of the public who indicate they would be speaking on agenda items would go first, from both the remote and in-person contingencies. Councilmember Roberts said his preference is for call-in members of the public preceding in-person attendees for the comment period, but it should come down to what works best in practice. Councilmember McConnell said she defers to what is best supported technically. Councilmember McGlashan said the best option from a fairness perspective would be alternating back and forth between in-person and remote attendees, Councilmember Chang agreed, if the technology is manageable, but if not, in-person first and then remote attendees.

The Council unanimously agreed against allowing remote attendees to display visual aids since this could create an opportunity in which inappropriate or offensive materials could be shared.

In consideration of a requirement for camera use for Councilmembers, the Council concluded that they support establishing a preference, rather than a requirement, and discussed situations in which turning one's camera off is necessary and recognized the importance of generally being on camera, when possible.

In addressing the questions of remote attendance by Councilmembers, Councilmember Robertson said she feels there should be a limit, preferably in the single digits, to the number of meetings any one member can attend remotely, and said any circumstances or criteria established for remote attendance should take into consideration that Councilmembers serve the community, and should live in, and experience, the community. Councilmember McConnell said in good faith, she does not want to put a number out. Councilmember McGlashan said neither the number of attendees allowed to be remote at one time, or number of times allowed per year are important to him, so he did not think criteria needed to be established. Deputy Mayor Scully said remote attendance should be allowed, and there should not be an arbitrary number on it, if the expectation of in-person attendance when able is conveyed. Councilmember Roberts commented that the fewer expectations put into the Rules, the better, and he would prefer to create a Council culture in which expectations were communicated through less formal conversations. Councilmember Chang commented that one of the reasons remote meetings have been successful for this Council is that they had had the opportunity to work together in person prior to the pandemic, establishing relationships and making connections. She thinks the Rules need to be written to indicate that when hybrid meetings commence there is an expectation that Councilmembers will attend in person as the default, so criteria for attending remotely may be helpful.

In discussing adding clarity to Council Rule 3.2B, the ways in which Councilmembers place items on the agenda, Councilmember McGlashan supported two Councilmembers putting an item on the agenda planner with discussion on best timing with the City Manager, and Councilmember Chang agreed. Deputy Mayor Scully said this Rule is a matter of where the power lies and described ways in which the timing of items on the agenda could be manipulated in either option. He said the Council has not historically had issues with either scenario, but if making a choice, he would rather put more power in the hands of the Councilmembers. Councilmember Roberts agrees that the expectation has been that Councilmembers will put something on the agenda planner, rather than the agenda, but recognized that there may be times that two members of the Council may want to expedite a conversation, and he is concerned that Option B will not allow that to happen. Details around use of suspension of the Council Rules were discussed.

Most Councilmembers verbalized support for Councilmember Roberts' amendment to correct an error in language in Rule 7.19, and there was no opposition voiced.

Ms. Simulcik Smith summarized that Council had indicated a preference to not tie a number to the number of meetings someone can attend remotely, nor the number of Councilmembers who could be remote at any one time but that there should be an expectation for in-person attendance. The Rules should indicate that use of a camera is nice, but language can be softened to not prevent a Councilmember from participating if their camera was off. She said she heard unanimous agreement that remote public commenters should not be allowed to use visual aids

and that practicality should drive the order in which in-person and remote commenters are called on. Finally, she stated that a majority of Councilmembers showed preference for the option of Councilmembers' having the authority to place items on the agenda planner rather than on the agenda for a specific meeting date.

9. ADJOURNMENT

At 8:16 p.m., Deputy Mayor Scully declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

DRAFT

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute Amendment No. 7 to Contract #8584 with West Coast Code Consultants for Regulatory Plan Review and Inspection Services for Light Rail Facilities
DEPARTMENT:	Planning & Community Development City Manager's Office
PRESENTED BY:	Ray Allshouse, Building Official Juniper Nammi, Sound Transit Project Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline originally contracted (Contract #8584) with West Coast Code Consultants, Inc. (WC3) in November of 2016 for plan review and construction inspection services on the Sound Transit. Lynnwood Link Light Rail Extension project (LLE Project). This contract has been amended six times to date. Council last authorized amendments at the March 25, 2019 meeting to extend the agreement through the end of 2022 and to increase the total not to exceed amount to \$942,000. Now a Seventh Amendment to this Contract with WC3 is proposed (Attachment A).

That last contract amount increase was based on estimates made in early 2019. The actual costs for plans reviews and combination building inspections significantly exceeded these estimates. Contributing factors include higher than estimated volumes of deferred and revision submittals and comment cycles, as well as much higher than expected time for inspections, inspection report management, and resolving inspection related issues. A rate increase is also proposed to adjust for inflation since they were last changed in 2018.

An increase in this contract amount by \$626,298.90 is necessary to continue review and inspection services to the LLE Project through the end of 2022. The remaining balance, as of mid-October 2021, under this contract is expected to be expended by the end of October 2021. The new total not to exceed amount proposed is \$1,558,298.90.

RESOURCE/FINANCIAL IMPACT:

This contract amendment does not impact the budget at this time. Sufficient budget authority is available in the 2021-2022 Light Rail Stations Budget currently, but staff will reevaluate and submit a budget amendment request separately if needed next year.

Funding for these consultant services through the end of project construction is provided through the existing Expedited Permitting, Reimbursement, and Construction

Services agreement with Sound Transit (#8629). Staff is currently evaluating whether an amendment to the total amount under this reimbursement agreement is needed.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Amendment No. 7 to Contract #8584 with West Coast Code Consultants, Inc. for Regulatory Plan Review and Inspection Services for Light Rail Facilities in the amount of \$626,298.90 for a total contract amount of \$1,558,298.90.

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

INTRODUCTION

Final Design and permit review for Sound Transit's Lynnwood Link Extension project (the LLE Project) began in May 2016. In order to provide Sound Transit with expedited review and approvals for the Project, the City entered into a negotiated Expedited Permitting and Reimbursement Agreement with Sound Transit in September 2016 to provide funding for the additional staffing and consultant services needed to provide the level of review requested by Sound Transit. West Coast Code Consultants (WC3) was selected through a competitive Request for Qualifications process and administratively contracted in November 2016 to provide the first phase of regulatory plan review and inspection services for the City's review and permitting of this Project (Contract #8584). WC3 continues to provide plans review and construction inspection services to the City on the LLE Project under this contract.

BACKGROUND

Council last authorized two amendments to the WC3 contract for plans review and inspections of the Lynnwood Link Extension Project in Shoreline via the Council consent calendar on March 25, 2019. The staff report from that meeting includes the original contract and Amendments 1-5 as attachments and can be found online at: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport032519-7d.pdf>.

Amendment 6 (Attachment B) was executed December 17, 2020, as also authorized at that March 25, 2019, Council meeting.

DISCUSSION

The LLE Project design is mostly complete, with dry utility design still being finalized. Only a handful of remaining ancillary permits still need to be submitted and the City continues to receive deferred submittals and construction related revisions. Review and permitting requiring plans review services from WC-3 is anticipated to wrap up sometime next year.

The LLE Project construction passed the 50% complete mark earlier this summer. A substantial amount of building construction and related inspections remain. More of the upcoming work requires direct inspection by City inspectors, but less special inspection report management as construction activities wrap up involving compaction, rebar, welding, concrete, and masonry work, which require special inspection. The majority of the building construction, requiring City inspections, is expected to be completed by the end of 2022, with substantial completion set for mid-July 2023, after the electrical and communications systems for the trails are installed. Final corrections and meeting permit conditions prior to start of public revenue generating service will still need to be completed by July 2024.

That last contract amount increase was based on estimates made in early 2019 using rates last updated in 2018. The actual time and costs for plans reviews and combination building inspections significantly exceeded these estimates. A number of factors contributed to this difference between estimates and actuals, including:

- higher than estimated numbers of reviews of deferred submittals, construction related revisions, and iterative comment cycles;
- much higher than expected time for inspections, special inspection report management, and resolving inspection related issues;
- overtime for night or weekend inspections where schedule or WSDOT limitations required work to be completed or continue outside normal business hours; and
- a rate increase requested due to inflation.

City staff, Sound Transit, and WC-3 are working to address those factors within our sphere of influence to reduce the amount of time and resources spent on plans review and inspection going forward.

An increase in this contract amount by \$626,298.90 is necessary to continue review and inspection services to the LLE Project. The remaining balance, as of mid-October 2021, under this contract is expected to be expended by the end of October 2021. This proposed increase is estimated as sufficient to cover these services through the end of 2022, with approximately one month of funds as contingency. The new total not to exceed amount proposed is \$1,558,298.90.

The Light Rail project construction schedule is reviewed and amended by their contractors monthly. Currently, building construction activities are projected to wrap up by mid to late 2023. At this time, the City does not know what work will remain to be completed or corrected in 2023 so the current amendment does not yet extend the contract or increase the budget for work anticipated in 2023. If WC-3 services are needed after December 2022, an additional amendment to this contract will be requested.

COUNCIL GOAL(S) ADDRESSED

This contract amendment supports ongoing City partnership and collaboration with Sound Transit in their design process for the LLE project, which furthers completion of “Council Goal 3 – Continue preparation for regional mass transit in Shoreline.” Specifically, this contract supports continued implementation of Action Step 3 – “Work collaboratively with Sound Transit on the Lynnwood Link Extension Project, including coordination of project construction, inspection and ongoing permitting”

RESOURCE/FINANCIAL IMPACT

This contract amendment does not impact the budget at this time. Sufficient budget authority is available in the 2021-2022 Light Rail Stations Budget currently, but staff will reevaluate and submit a budget amendment request separately if needed next year.

Funding for these consultant services through the end of project construction is provided through the existing Expedited Permitting, Reimbursement, and Construction Services agreement with Sound Transit (#8629). Staff is currently evaluating whether an amendment to the total amount under this reimbursement agreement is needed.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Amendment No. 7 to Contract #8584 with West Coast Code Consultants, Inc. for Regulatory Plan Review and Inspection Services for Light Rail Facilities in the amount of \$626,298.90 for a total contract amount of \$1,558,298.90.

ATTACHMENTS

Attachment A – Proposed Amendment No. 7 to WC3 Services Agreement
Attachment B – Amendment No. 6 to WC3 Services Agreement



**SEVENTH AMENDMENT TO CONTRACT FOR SERVICES
(ORIGINAL CONTRACT NUMBER: 8584)**

Whereas an agreement was entered into by and between the City of Shoreline, Washington, and West Coast Code Consultants, Inc. (WC-3) on November 1, 2016; and said agreement was last amended on December 17, 2020.

Whereas the parties desire to amend said agreement once again in order to reflect a change of circumstances, to wit: (a) to increase the contract compensation amount to \$1,558,298.90 and (b) to amend the compensation rates in Exhibit A, as amended.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Existing Agreement Amended:

The City and WC-3 entered into an agreement on November 1, 2016 identified as: Regulatory Construction Inspection Services.

The City and WC-3 have amended this agreement on six (6) occasions with amendments dated July 28, 2017, December 12, 2017, March 29, 2018, February 15, 2019, March 28, 2020, and December 17, 2020.

The parties hereby amend the original agreement as amended.

2. Amendment to Existing Agreement: The agreement is amended in the following respect(s):

Section 2(A) Compensation. Exhibit A, as amended, is further amended as provided in Exhibit A-5, attached.

Section 2(A) Compensation. Total compensation amount is increased by \$626,298.90, for a new not to exceed maximum of \$1,558,298.90.

3. Terms and Conditions of Existing Agreement Remain the Same: The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

EXECUTED, this the _____ day of _____, 2021.

CITY OF SHORELINE

CONSULTANT

Name: Debbie Tarry
Title: City Manager

Name: Martha J. Gillis
Title: NW Regional Manager



EXHIBIT A-5 **COMPENSATION & RATES**

The original contract Exhibit A Compensation and Rates section as Amended by Exhibit A-1 and A-4 Compensation and Rates sections, with the following additions or changes.

Building Inspection:

1) *Hourly inspection rate updated, and demolition inspections added as follows:*

The following inspection services are provided using an hourly rate of \$125 per hour. For IBC Building, IEBC Building, NFPA130 Building, Demolition, Plumbing, Mechanical, and Energy. Portal to portal charges apply with a minimum charge of 1 hour.

WC-3 Structural Observation:

2) *Hourly rates for structural observation updated as follows:*

The following review services are provided using an hourly inspection rate of \$160 per hour for structural inspection of building structures by a WC-3 Washington State licensed engineer. Portal to portal charges apply with a minimum charge of 1 hour.

Staff, Staff Responsibilities, and Rates:

3) *Hourly billing rates updated for consistency with current market standard:*

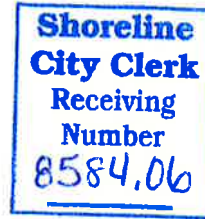
Staff	Staff Responsibilities	Rate
Senior Project Manager	Responsible for overall management of the project and contractual issues.	\$ <u>160</u> per hour
Project Manager	Responsible for being the lead project coordinator, coordinating WC-3 staff, attending meetings, writing meeting minutes, invoicing, and for WC-3's structural observation.	\$ <u>160</u> per hour
Plan Reviewer	Responsible for the reviews Milestone Design submittals, producing review letter regarding code compliance, performing rechecks, and for coordinating with the Project Manager.	\$ <u>160</u> per hour
Administrative Assistant	Responsible for assisting with completing meeting minutes, assisting with invoicing, word processing, processing submittals, and for general support to the Senior Project Manager and Project Manager.	\$ <u>90</u> per hour



Plan Review Hourly Review Rates:

4) *Plan review hourly rates updated as follows:*

Hourly rates apply if a third and subsequent review comments are needed, or if a review is requested after approval of documents has occurred. Hourly rates include all labor required for completion of these services and are assessed at the hourly rate of \$160 per hour with a minimum charge of 1 hour.

Receiving #8584.06

**SIXTH AMENDMENT TO CONTRACT FOR SERVICES
(ORIGINAL CONTRACT NUMBER: 8584)**

Whereas an agreement was entered into by and between the City of Shoreline, Washington, and West Coast Code Consultants, Inc. (WC-3) on November 1, 2016; and said agreement was last amended on March 28, 2019.

Whereas the parties desire to amend said agreement once again in order to reflect a change of circumstances, to wit: (a) to extend the expiration date; (b) to increase compensation; and (c) to modify nondiscrimination language for the Lynnwood Link Light Rail Extension Project.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Existing Agreement Amended:**

The City and WC-3 entered into an agreement on November 1, 2016 identified as: Regulatory Construction Inspection Services.

The City and WC-3 have amended this agreement on five (5) occasions with amendments dated July 28, 2017, December 12, 2017, March 29, 2018, February 15, 2019, and March 28, 2019.

The parties hereby amend the original agreement as amended.

2. **Amendment to Existing Agreement:** The agreement is amended in the following respect(s):

Section 2(A) Compensation. Compensation shall be increased by \$265,000, for a new not to exceed maximum of \$932,000. Services shall be paid at the rates set forth on Exhibit A, as amended.

Section 3(A) Term. The term of this Agreement shall be amended to expire at midnight on the 31st day of December 2022.

Section 13. Nondiscrimination is deleted in its entirety and replaced with the following:

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age (except minimum age and retirement provisions), race, color, creed, national origin, citizenship or immigration status (except if authorized by federal or state law, regulation, or government contract), marital status, sexual orientation, honorably discharged veteran or military status, the presence of any sensory, mental, or physical handicap or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in

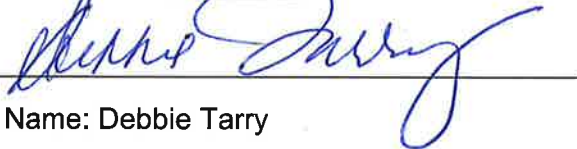
receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), citizenship or immigration status (except if authorized by federal or state law, regulation, or government contract), marital status, sexual orientation, honorably discharged veteran or military status, the presence of any sensory, mental or physical handicap, or the use of a trained dog guide or service animal by a person with a disability. As a recipient of federal funding, the City is required to include those Title VI nondiscrimination assurances set forth in Exhibit C to this Agreement. Exhibit C is incorporated into this Agreement by reference and made a part hereof as if set out in full herein. For the purpose of this section, Title VI refers to the Civil Rights Act of 1965, 42 USC 2000d et seq., as amended.

Attachments: Exhibit C (Title VI / Nondiscrimination Assurances) is hereby added to the attachments for this Agreement.

3. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

EXECUTED, this the 17th day of December, 2020

CITY OF SHORELINE



Name: Debbie Tarry

Title: City Manager

West Coast Code Consultants



Name: Martha J. Gillis

Title: NW Regional Manager

EXHIBIT C

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Title of Modal Operating Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Title of Modal Operating Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Title of Modal Operating Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Title of Modal Operating Administration*) may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Title of Modal Operating Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Action on Ordinance No. 949 - Authorizing the Placement of a Ballot Measure on the February 2022 Special Election Ballot to Authorize a Property Tax Bond Measure for Park Improvements and Park Land Acquisition
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Christina Arcidy, Management Analyst
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 October 11, 2021, staff was directed by Council to develop the legislation to place a ballot measure on the February 2022 Special Election 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. Proposed Ordinance No. 949 (Attachment A) provides this legislation.

Tonight, Council is scheduled to take action on proposed Ordinance No. 949. As per Council Rules of Procedure 6.1.B, which states that for an Action Item that is before the City Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Council should therefore allow for Public Comment following the staff report, as proposed Ordinance No. 949 is before the Council for the first time tonight, and the same rules for Public Comment provided as part of the Council's Regular Meeting Agenda shall apply.

FINANCIAL IMPACT:

While proposed Ordinance No. 949 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 \$107 per year for up to 20 years. An additional \$3.4M from unreserved, unrestricted General Fund fund balance would be encumbered for the same purpose.

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. 949, which would place a 20 year bond for \$38.5M on the February 2022 Special Election.

Approved By: City Manager **JN** 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.

During the December 7, 2020, Council meeting, Council gave staff direction to prepare legislation and other materials necessary to place a bond measure on the April 2021 Special Election ballot. Council gave direction that the bond measure should be for \$38.5M for a length of 20 years for a mix of park improvement and park acquisitions. The staff report from the December 7 discussion can be found here: [Continued Discussion of Park Improvement and Acquisition Priorities for Potential Bond Measure](#).

After the April 2021 Special Election failed to validate, the Council again gave staff direction to prepare legislation and other materials necessary to place the same bond measure package on the November 2021 General Election. The staff report from the June 14 Council discussion on this action can be found here: [Discussion of Ordinance No. 932 - Authorizing the Placement of a Ballot Measure on the 2021 November](#)

[General Election Ballot to Authorize a Property Tax Bond Measure for Park Improvements and Park Land Acquisition.](#)

Staff failed to file the necessary paperwork with King County Elections by the deadline and therefore the ballot measure will not appear on the November 2021 General Election ballot.

Council discussed the potential for a bond measure again at the October 11, 2021, Council meeting. Council gave staff direction to prepare legislation and other materials necessary to place a bond measure on the February 2022 Special Election ballot. Council also gave direction at this meeting that the bond measure should be for \$38.5M for a length of 20 years for a mix of park improvement and park acquisitions. The staff report from the October 11 discussion can be found here: [Discussing Park Improvements and Property Acquisition Priorities and Funding.](#)

Bond Measure Components and Cost

Bond measure component	Cost (millions)
Priority Park Improvements	\$23.2
Priority Park Amenities	\$5.2
Park Land Acquisition	\$9.5
Improvement to Acquired Property	\$4.0
TOTAL	\$41.9

DISCUSSION

If approved by voters, general obligation bonds would be issued for \$38.5 million, which would be repaid by an increase in property taxes (excess property tax levy) to fund these projects. 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 (\$534,000), 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			
	Annual Impact	Monthly Impact	Annual	Monthly	Annual	Monthly
2020 Median Valued Home (\$534,000)	\$107	\$9	\$76	\$6	\$31	\$3
Home Valued at \$750,000	\$150	\$13	\$110	\$9	\$40	\$4
Home Valued at \$1,000,000	\$201	\$17	\$147	\$12	\$54	\$5

Property Tax Exemptions and Deferrals Available

Exemptions: RCW 84.36.381 allows jurisdictions to provide exemptions for this type of Excess Property Tax Levy to Senior Citizens, Disabled Persons, and Disabled Veterans meeting certain criteria detailed in the Revised Code of Washington (RCW). Ordinance No. 949 includes this exemption. Under current criteria, an exemption for this excess levy would be available for taxpayers who meet the following criteria:

Age/Disability

- Born in 1959 or earlier, or
- Disabled or a veteran with at least an 80% total disability rating

Ownership/Occupancy

- Own the residence as of 12/31/2020
- Occupy as a primary residence 9 months each year (for tax year 2020)
- Occupy as a primary residence 6 months each year (for tax year 2021)

Income (earned in 2020)

- Annual household income under the new threshold of \$58,423 including Social Security and other sources (RCW 84.36.383(5))

Deferrals: Those who are 60 or older or are retired because of physical disability, meet equity requirements, living in the home for more than nine months in a calendar year and have annual household disposable income of \$67,411 or less for the previous year may qualify for deferral of your property tax liability (deferred taxes become a lien on the property). Limited income deferrals are also available for the second installment (50%) of tax due if specific income and tax filing requirements are met.

Those who believe they may be eligible can complete a simple application process with King County. Details of the exemption and deferral programs are available at the following link: <https://www.kingcounty.gov/depts/assessor/TaxRelief.aspx>.

Ballot Language and Voter Pamphlet Requirements

If the Council decides to move forward with placing the park improvement ballot measure on the February ballot, the title of the ballot measure and the voters' pamphlet are required to adhere to the certain requirements.

Ballot Title and Description

The ballot title for the proposed bonds and excess property tax levy consists of three elements:

1. An identification of the enacting legislative body and a statement of the subject matter (not to exceed 10 words);
2. A concise description of the measure (not to exceed 75 words); and
3. A question for the voting public (no word limit).

The ballot title must be approved by the City Attorney and must conform to the requirements and be displayed substantially as provided under RCW 29A.72.050, except that the concise description must not exceed 75 words. Any person who is dissatisfied with the ballot title may, at any time within 10 days from the time of the filing of the ballot title with King County Elections, appeal to King County Superior Court. The currently proposed ballot title in proposed Ordinance No. 949 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. 949 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. 949.

Should this proposition be approved:

YES.....

NO

Voters' Pamphlet

The City must also provide an explanatory statement of the ballot title for the voter's pamphlet. The statement 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, must be signed by the City Attorney, and submitted to King County Elections by December 10, 2021. City staff is working with the City's Bond Counsel to finalize the proposed voters' pamphlet content.

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 December 10, 2021. If Council moves forward with adoption of proposed Ordinance No. 949 tonight, staff will schedule Council to make these committee appointments at the City Council meeting on November 22, 2021, to ensure the committees have adequate time to work around the Thanksgiving Holiday. Staff would begin advertising for interested parties to submit applications by November 2, 2021.

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 December 14, 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 December 16, 2021. Rebuttal statements are limited to 75 words.

Alternative Bond Amount

During the October 11 discussion, a few Councilmembers were potentially interested in increasing the bond amount to \$41.9M instead of the staff recommendation of \$38.5M. If any Councilmember would be interested in making this amendment, the following amendatory language could be used:

I move to amend proposed Ordinance No. 949 to increase the bond amount presented to the voters from \$38.5 million to \$41.9 million.

If passed, all references to \$38.5M in proposed Ordinance 949 would be changed to \$41.9M.

Action on Proposed Ordinance No. 949

Tonight, Council is scheduled to take action on proposed Ordinance No. 949 (Attachment A). As per Council Rules of Procedure 6.1.B, which states that for an Action Item that is before the City Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Council should therefore allow for Public Comment following the staff report, as proposed Ordinance No. 949 is before the Council for the first time tonight, and the same rules for Public Comment provided as part of the Council's Regular Meeting Agenda shall apply.

Next Steps

If Council adopts proposed Ordinance No. 949, the next steps would be as follows:

- Solicit interested persons and Council appointment of Pro and Con committees for the Voters' Pamphlet on November 22, 2021.
- Submit the required paperwork to King County Elections by December 10, 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. 949 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 \$107 per year for up to 20 years. An additional \$3.4M from unreserved, unrestricted fund balance would be encumbered for the same purpose.

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. 949, which would place a 20 year bond for \$38.5M on the February 2022 Special Election.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 949

ORDINANCE NO. 949

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 FEBRUARY 8, 2022, 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”); 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 park system;
- 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 February 8, 2022. 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. 949 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. 949.

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 February 8, 2022 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 NOVEMBER 1, 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:	Action on Resolution No. 485 - Amending the Council Rules of Procedure
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Jessica Simulcik Smith, City Clerk
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City Council Rules of Procedure (Rules) were initially adopted by the Council in 2002 and are for the sole benefit of Councilmembers to assist in the orderly conduct of Council business. Periodically, Council reviews and discusses amendments to its Rules that reflect current business practice, change a process, provide clarity and consistency to an existing rule, or fix grammar.

On October 11, 2021, Council discussed a series of amendments to its Rules related to remote attendance at Council meetings and the procedure for placing items on meeting agendas. Following this discussion, Council requested that staff incorporate Council's feedback into Proposed Resolution No. 485 (Attachment A) for potential action tonight. The proposed edits are shown in Attachment A, Exhibit A with additions in underline and deletions in ~~strikethrough~~.

RESOURCE/FINANCIAL IMPACT:

There are no resources or financial impacts in amending the Council Rules of Procedure.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 485.

Approved by: City Manager **JN** City Attorney **MK**

BACKGROUND

The City Council's Rules of Procedure were initially adopted by Council Resolution No. 183 on February 11, 2002, and have been amended on multiple occasions, most recently in March 2021 via [Resolution No. 470](#). In order to amend the Council Rules, the Council adopts a Resolution that outlines the proposed rule changes.

At Council's October 11, 2021 meeting, staff presented a series of proposed Rule of Procedure amendments and policy questions related to remote attendance and agenda preparation. The staff report for this discussion can be accessed at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport101121-8b.pdf>.

DISCUSSION

On October 11, 2021, Council discussed proposed Rule of Procedure amendments and policy questions related to remote attendance at Council meetings and meeting agenda preparation and expressed support for moving forward with staff's proposal with a couple of changes and additions. Proposed Resolution No. 485, Exhibit A now reflects Council's feedback. This staff report highlights the changes made to the October 11 version of Resolution 485, Exhibit A.

Remote Attendance at Council Meetings

On October 11, staff asked Councilmembers for feedback on proposed amendments and policy questions related to the circumstances, frequency, and logistics for when a Councilmember could participate in a meeting remotely and on how oral public comment should be administered remotely. Council's feedback is summarized below and has been incorporated into proposed Resolution No. 485, Exhibit A.

- ***Frequency of Remote Attendance***

A majority of Councilmembers support remote attendance by Councilmembers but emphasized that there should be an expectation that Councilmembers attend meetings in-person. Council did not feel it was necessary to limit the number of meetings annually a Councilmember could attend remotely, or to limit to the number of Councilmembers that could attend remotely at one time. To reflect this direction, staff has amended proposed Rule 5.13 as follows:

“Remote Attendance. The Council recognizes the benefits of full ~~and in-person~~ attendance of its members at regular and special meetings and expects Councilmembers attend meetings in-person. However, remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed subject to the following...”.

- ***Circumstances/Criteria for Remote Attendance***

A majority of Councilmembers did not feel it was necessary to require a Councilmember meet certain circumstances or criteria in order to attend a meeting

remotely. Since staff did not include proposed circumstances or criteria in the baseline amendments presented on October 11, no changes to proposed Resolution No. 485, Exhibit A were needed to reflect this direction.

- ***Requirement to be on Camera***

A majority of Councilmembers expressed that there should be an expectation for Councilmembers to be on camera while participating in a meeting, but the Rules should not make it mandatory. To reflect this direction, staff has amended proposed Rule 5.13.B.2 as follows:

5.13.B.2 A Councilmember's camera ~~shall~~ should be turned on ~~at all times during when participating in~~ the meeting.

- ***Public Testimony***

Staff presented Council with three alternatives for administering the public comment period with both in-person and remote public speakers in attendance. Councilmembers felt the best option would be the option that provided the most efficiency with moving from speaker to speaker. Staff believes calling on members of the public in-person first, and then moving to remote speakers second, will accomplish this goal. Therefore, staff has amended Rule 6.1.A and B as follows:

6.1 Regular Meetings.

A. Members of the public may address the City Council in-person in the Council Chambers or remotely through the telephone or online at the beginning of any Regular Meeting under Agenda Item 6 "Public Comment." During the "Public Comment" portion of the meeting, individuals may speak to agenda items or any other topic except those scheduled for a Public Hearing or pertaining to a quasi-judicial action. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period under Agenda Item 6 (~~Public Comment~~) will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period. Individuals appearing in-person wishing to speak to agenda items must sign up prior to the start of Agenda Item 6 and will be called to speak first, generally in the order in which they have signed. Individuals participating remotely wishing to speak to agenda items must sign up thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed, with in-person attendees being called on first and remote attendees next. If time is available, the Presiding Officer may call for additional in-person and remote unsigned speakers.

B. If during a Regular Meeting an Action Item is before the Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period for the agenda item will be no more than 30 minutes. The order in which speakers are called on is the same as outlined in Rule 6.1.A.

- ***Use of Visual Aids by Remote Public Speakers***

A majority of Councilmembers did not feel it was appropriate to allow public speakers to use their camera or to share their screen in an online Council meeting. Staff is recommending the following amendments to clarify screensharing is not allowed by speakers and that non electronic visual aids (i.e. posters) would be allowed to be displayed in the Council Chamber or other physical meeting room:

6.10 Speakers will not be permitted to present testimony via electronic methods (e.g. PowerPoint or screen sharing). Speakers attending in-person may utilize visual aids. Hardcopies of all materials may be submitted to the City Clerk to distribute to the Council.

- ***Connectivity Issues***

Proposed Rule 5.13.B.6 outlines procedures for when a stable remote connection cannot be maintained by a Councilmember. On October 11, Councilmember Roberts noted the proposed Rule would require Council to recess for up to 10 minutes to attempt to fix the connectivity issues and questioned whether this was necessary. Staff agrees that it should not be mandatory to recess but should be at the discretion of the Presiding Officer and has made the following change to the Rule:

5.13 B.6 If a Councilmember attending remotely cannot maintain a stable connection, ~~the Presiding Officer shall recess the meeting to allow for a stable connection to be established. If a stable connection cannot be established within 10 minutes,~~ the remote Councilmember shall request an excused absence and immediately disconnect from the meeting. If due to connectivity issues, the remote Councilmember is not able to request an excused absence, the Presiding Officer shall note the excused absence and the Clerk will make an appropriate notation in the minutes.

Agenda Preparation

On October 11, Council discussed Rule 3.2(B) outlining the procedure for how individual Councilmembers place items on the agenda and shared thoughts on whether this Rule should apply to placing an item on the agenda of a specific meeting date, or if it should apply to placing it on the list of Pending Agenda Items on the Agenda Planner. A majority of Councilmembers said it should apply to the Agenda Planner with the specific date being determined through conversation with the City Manager. To reflect this direction, staff has amended Rule 3.2(B) as follows:

Section 3. Agenda Preparation.

3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.

3.2 An item for a Council meeting may be placed on the agenda of a specific meeting date by any of the following methods:

A. Majority vote or consensus of the Council.

~~B. By any two Councilmembers, in writing to the City Manager or City Clerk no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth in the staff report supporting the agenda item.~~

~~B.~~ By the City Manager.

~~D.~~ By the Mayor, or Deputy Mayor when acting in the absence of the Mayor.

3.3 Any two Councilmembers may place an item on the List of Pending Agenda Items on the Council's Agenda Planner by making the request in writing to the City Manager or City Clerk. The names of the requesting Councilmembers shall be indicated on the Agenda Planner and set forth in the staff report supporting the agenda item. In coordination with the Mayor and Deputy Mayor, the City Manager will determine the timing for when the item will be scheduled on a specific agenda.

Motion to Reconsider

Currently, Rule 7.19 states a Councilmember who voted with the majority can make a motion to reconsider. However, Roberts Rules of Procedure states that a member who voted with the 'prevailing side' can make the motion. This distinction would address the event where there is a tie vote, the motion fails, and there is no majority. Staff has amended Rule 7.19 as follows:

7.19 After the question has been decided, any Councilmember who voted ~~in the majority~~ with the prevailing side may move for a reconsideration of the motion. The motion for reconsideration must be made at the same or next regular meeting.

Tonight's Council Discussion

Tonight, staff is requesting that Council review and consider adoption of the proposed amendments set forth in Attachment A, Exhibit A.

RESOURCE/FINANCIAL IMPACT

There are no resources or financial impacts in amending the Council Rules of Procedure.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 485.

ATTACHMENTS

Attachment A: Proposed Resolution No. 485

Attachment A, Exhibit A: Amended Council Rules of Procedure

RESOLUTION NO. 485

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING COUNCIL RULES OF PROCEDURE RELATING TO
REMOTE MEETING ATTENDANCE AND AGENDA
PREPARATION, AND OTHER HOUSEKEEPING ITEMS.**

WHEREAS, Chapter 35A.12.120 RCW gives the City Council of each code city the power to set rules for conducting its business within the provisions of Title 35A RCW; and

WHEREAS, the City Council has amended its Rules of Procedure multiple times, most recently on March 15, 2021, by Council Resolution No. 470; and

WHEREAS, the City Council has reviewed its Rules of Procedure and desires to amend provisions of the Rules so as to provide for more efficient meetings, reflect current practices, and provide clarity and consistency;

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

Section 1. Amendments. The Council Rules of Procedure are amended as set forth in Exhibit A attached hereto.

Section 2. Effective Date. This Resolution shall go into effective upon its passage by the City Council.

PASSED BY THE CITY COUNCIL ON NOVEMBER 1, 2021

Mayor Will Hall

ATTEST:

Jessica Simulcik Smith, City Clerk

RULES OF PROCEDURE
Resolution No. 183

TABLE OF CONTENTS

SECTION 1. AUTHORITY

1.1 Intent of Policies 1
1.2 Effect/Waiver of Rules 1

SECTION 2. COUNCIL ORGANIZATION

2.1 Swearing In 1
2.2 Election of Mayor and Deputy Mayor 1
2.3 Duties of Officers 2
2.4 Appointments to Boards and Commissions 2
2.5 Filling a Council Vacancy 3

SECTION 3. AGENDA PREPARATION

3.1 Role of City Clerk 4
3.2 Placement of Items on the Agenda 4
3.3 Placement of Items on Agenda Planner 4
~~3.3-4~~ Format for Staff Reports 4
~~3.4-5~~ Agenda Item Priority 4
~~3.5-6~~ Readings for Ordinances 45

SECTION 4. CONSENT CALENDAR

4.1 Establishment of Consent Calendar 5
4.2 Adoption of Consent Calendar 5
4.3 Removal of Item from Consent Calendar 5

SECTION 5. COUNCIL MEETINGS

5.1 Open Public Meetings 5
5.2 Meeting Cancellation 56
5.3 Regular Meetings 56
5.4 Community Group Presentations 6
5.5 Workshop Dinner Meetings 7
5.6 Executive Sessions 78
5.7 Special Meetings 8
5.8 Emergency Meetings 8
5.9 Meeting Place 8
5.10 Notice of Meetings, Public Hearings 8
5.11 Quorum 8
5.12 Attendance, Excused Absences 8

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

5.13 Remote Attendance.....	9
5.13-14 General Decorum	910
5.14-15 Forms of Address	910
5.15-16 Seating Arrangement	910
5.16-17 Dissents and Protests	910
5.17-18 Request for Written Motions	910
5.18-19 Confidentiality	910
5.19-20 Conflict of Interest, Appearance of Fairness.....	910
5.20-21 Adjournment	4011
5.21-22 Responsibilities of City Clerk	4011
5.22-23 Attendance of Officers or Employees	4011

SECTION 6. PUBLIC TESTIMONY

6.1 Regular Meetings	4011
6.2 Rules for Public Hearings	4412
6.3 Group Representation	4412
6.4 Quasi-Judicial Items, Public Comment During Election Season	4412
6.5 Recognition by Presiding Officer	4412
6.6 Identification of Speakers	4413
6.7 Instructions for Speakers.....	4413
6.8 Timekeeper, Donation of Speaking Time.. ..	4413
6.9 Forms for Comment	4413
6.10 Public Comment Protocols.....	4413

SECTION 7. MOTIONS

7.1 Voice Votes	4213
7.2 Motions that do not Receive or Require Seconds	4213
7.3 Tie Votes	4213
7.4 Nature of Motion.....	4213
7.5 Discussion Following a Motion	4213
7.6 Council Consensus	4213
7.7 Withdrawal of Motions	4213
7.8 Motion to Table.....	4213
7.9 Motion to Postpone to a Time Certain	4214
7.10 Motion to Postpone Indefinitely	4214
7.11 Motion to Call for the Question	4214
7.12 Motion to Amend	4314
7.13 Repetition of the Motion Prior to Voting	4314
7.14 Voting	4314
7.15 Prohibition of Abstentions.....	4314
7.16 Silence	4314
7.17 Prohibition of Voting by Proxy	4314
7.18 Close of Discussion.....	4314
7.19 Motion to Reconsider	4315
7.20 Questions of Interpretation	4315

SECTION 8. ITEMS REQUIRING FOUR VOTES..... 4415

SECTION 9. COUNCIL REPRESENTATION

9.1 Expression of Personal Opinion	4415
9.2 Support of Official Positions	4415
9.3 Correspondence.....	4415
9.4 Use of City Letterhead.....	4415
9.5 Controversial Communications	4415
9.6 Direction to Staff.....	4415

SECTION 10. SUSPENSION AND AMENDMENT OF RULES

10.1 Suspension of Rules	4416
10.2 Amendment of Rules.....	4416

Section 1. Authority.

- 1.1 These rules constitute the official rules of procedure for the Shoreline City Council. In all decisions arising from points of order, the Council shall be governed by the current edition of Robert's Rules of Order, a copy of which is maintained in the office of the Shoreline City Clerk.
- 1.2 These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act.

Section 2. Council Organization.

- 2.1 New Councilmembers shall be sworn in by a judge or the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.
 - A. The Council shall elect a Mayor and Deputy Mayor for a term of two years.
 - B. The motion to elect the Mayor and Deputy Mayor will be placed on the agenda of the first meeting of even-numbered years.
 - C. In the event the Mayor is unable to serve the remainder of the term, a new Mayor shall be elected at the next meeting. In the event the Deputy Mayor is unable to serve the remainder of the term, a new Deputy Mayor shall be elected at the next meeting.
 - D. The election of the Mayor shall be conducted by the City Clerk. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor takes place in the order nominations were made. Only affirmative votes for Mayor shall be given and Councilmembers will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four affirmative votes), the Clerk will declare that nominee elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Mayor will

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

conduct the election for Deputy Mayor following the same process.

- E. A super majority vote (five votes) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for cause.

2.3 Duties of Officers.

- A. The Mayor, or in the Mayor's absence, the Deputy Mayor, shall be the Presiding Officer of the Council and perform the duties and responsibilities with regard to conduct of meetings and emergency business. In the absence of both the Mayor and the Deputy Mayor, the Council shall elect one of the members to the Council to act as a temporary Presiding Officer.
- B. It shall be the duty of the Presiding Officer to:
 - 1. Call the meeting to order.
 - 2. Keep the meeting to its order of business.
 - 3. Control discussion in an orderly manner.
 - a. Recognize every Councilmember who wishes to have an opportunity to speak.
 - b. Permit audience participation at the appropriate times.
 - c. Require all speakers to speak to the question and to observe the rules of order.
 - 4. State each motion before it is discussed and before it is voted upon.
 - 5. Put motions to a vote and announce the outcome.
- C. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. The Presiding Officer may at their discretion call the Deputy Mayor or any Councilmember to take over as Presiding Officer so they may make a motion or for other good cause.
- E. The Mayor shall appoint Councilmembers to boards and committees that are not otherwise specified by the National League of Cities, Association of Washington Cities, or King County/Sound Cities Association.
- F. The Mayor shall appoint Councilmembers to ad hoc City Council subcommittees such as interview panels. Prior to appointment, the Mayor shall solicit interest from Councilmembers for their preferred appointments. The appointment list may be referred to the full Council pursuant to Rule 3.2(A) or (B).

2.4 Appointments to Boards and Commissions.

The Council will use the following process in managing the appointment of

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

individuals to Boards and Commissions.

- A. In closed session, the ad hoc subcommittee of Councilmembers gathers and reviews the applications, and determines which applicants will be interviewed.
- B. Subcommittee members inform the City Manager which applicants they plan to interview so that the City Manager can inform the other Councilmembers. If any Councilmember feels strongly that someone not on the interview list should be interviewed, that Councilmember may make this known to the City Manager to relay to the subcommittee.
- C. "Notice" is then given to the public that the subcommittee shall conduct interviews of the "finalists."
- D. In open public meetings, the subcommittee interviews the "finalists." Ground rules will govern the conduct of the meetings and be communicated to all participants. These ground rules will notify audience members that they will not be asked to comment during the meeting, and must not do or say anything that creates the impression that they support or oppose any candidate.
- E. In a closed meeting the subcommittee members review the findings from the interviews and reach consensus on whom to recommend that the full Council appoint.
- F. In a regular public meeting of the Council, the subcommittee's recommendations are made an agenda item and discussed by the Council. Each Councilmember will have the ability to support, oppose, or amend the list of candidates proposed by the ad hoc committee. The recommendations will not be part of the "consent agenda" to ensure a full and thorough vetting of the subcommittee's recommendations. The Council will vote to appoint new members to the board or commission.

2.5 Filling a Council Vacancy.

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.
- B. The City Manager's Office will draw up an application form to aid the Council's selection of the new Councilmember.
- C. Those candidates selected by Council will be interviewed by the Council

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chamber while other applicants are being interviewed. Applicants will be asked to answer questions posed by each Councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments about other applicants will not be allowed.

- D. The Council may recess into Executive Session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

Section 3. Agenda Preparation.

- 3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.
- 3.2 An item for a Council meeting may be placed on the agenda of a specific meeting date by any of the following methods:
 - A. Majority vote or consensus of the Council.
 - ~~B. By any two Councilmembers, in writing to the City Manager or City Clerk no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth in the staff report supporting the agenda item.~~
 - B. By the City Manager.
 - C. By the Mayor, or Deputy Mayor when acting in the absence of the Mayor.
- 3.3 Any two Councilmembers may place an item on the List of Pending Agenda Items on the Council's Agenda Planner by making the request in writing to the City Manager or City Clerk. The names of the requesting Councilmembers shall be indicated on the Agenda Planner and set forth in the staff report supporting the agenda item. In coordination with the Mayor and Deputy Mayor, the City Manager will determine the timing for when the item will be scheduled on a specific agenda.
- 3.4 Staff reports shall be in a standard format approved by the City Council.
- 3.45 Agenda items will be prioritized in the following order of importance: 1) items

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

scheduled for statutory compliance; 2) advertised public hearings; 3) continued items from a prior meeting and 4) items scheduled for convenience.

- 3.56 Ordinances scheduled for Council action will generally receive three readings (with the exception of items that have had a public hearing before the Planning Commission).
- A. The first reading will be the scheduling of the item on the Council Agenda Planner by title or subject. If reasonably possible the item should be listed on the Agenda Planner at least two weeks prior to the second reading. The Mayor or City Manager may authorize exceptions for items of an emergency or unexpected nature requiring immediate action.
 - B. The second reading will be scheduled for review and discussion by the City Council. Items of a routine nature may bypass this meeting and be scheduled directly to a Consent Calendar. In such cases Council shall, by motion, waive the second reading as part of the adopting motion.
 - C. The third reading will be Council review and action at a subsequent meeting.

Section 4. Consent Calendar.

- 4.1 The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to Councilmembers by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.
- 4.2 The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar.
- 4.3 Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. Councilmembers are given an opportunity to remove items from the Consent Calendar after the motion is made and seconded to approve the agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

Section 5. Council Meetings.

- 5.1 All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Regular Meetings, Special Meetings, and Workshop Dinner Meetings of the Council shall be open to the public.

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

- 5.2 Any Council Meeting may be canceled by a majority vote or consensus of the Council. The Mayor or Deputy Mayor may cancel a Council Meeting for lack of agenda items.
- 5.3 The Council shall hold **Regular Meetings** on Mondays of each week at 7:00 p.m. in the Council Chamber of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting date occur on a legal holiday, the meeting shall be canceled. There will be no Regular Meetings between December 15th and the end of the year.
- A. Order of Business for Regular Meetings. The order of business shall be as follows:
- Regular Meeting (7:00 p.m.)
1. Call to Order
 2. Flag Salute, Roll Call
 3. Approval of the Agenda
 4. Report of the City Manager
 5. Council Reports
 6. Public Comment, as set forth in Section 6.1(A)
 7. Consent Calendar
 8. Action Items: The following procedures shall be used:
 - a. Introduction of item by Clerk staff
 - b. Presentation by staff
 - c. Public Hearings, if any noticed
 - d. Council motion to move adoption of legislation
 - e. Council discussion and possible action
 9. Study Items: The following procedure shall be used:
 - a. Staff reports
 - b. Council discussion
 10. Executive Session, if needed
 11. Adjournment
- 5.4. The Council shall make available at one meeting of each month, a **Community Group Presentation**. The order of business shall omit Council Reports and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non-profit organizations to inform the Council, staff and public about their initiatives or efforts in the community to address a specific problem or need. The presentations are available to individuals who are affiliated with a registered non-profit organization. In order to schedule the presentation, two Councilmembers under Rule 3.2(B) must sponsor the request. The presentations shall be limited to 30 minutes, with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:
- A. Each organization or agency may complete a request form and submit it to

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

the City Manager's Office. The blank form shall be available on the City's website and from the City Clerk's Office.

- B. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
- C. Information and sources used in the presentation should be available in hard copy or electronically for reference.
- D. Up to three (3) members of the organization are invited to participate.
- E. The presentation must support the adopted position/policy of the organization.
- F. The presentation should be more than a general promotion of the organization. The information presented should be about specific initiatives/programs or planning that the organization is doing which is relevant to Shoreline residents and government.
- G. Presentations shall not include:
 - 1. Discussion of ballot measures or candidates.
 - 2. Issues of a partisan or religious nature.
 - 3. Negative statements or information about other organizations, agencies or individuals.
 - 4. Commercial solicitations or endorsements.

5.5 The Council shall hold **Workshop Dinner Meetings** on the second and fourth Monday of each month at 5:45 p.m. in Conference Room 303 of Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting occur on a legal holiday, the meeting shall be canceled. There will be no Workshop Dinner Meetings between December 15 and the end of the year.

- A. Workshop Dinner Meetings will be informal meetings for the purpose of meeting with other governmental agencies and officials such as the School District, utility districts, Fire District, neighboring city officials, regional organizations, Shoreline-Lake Forest Park Arts Council, Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager. Workshop Dinner Meetings may also be used by the Council to conduct Executive Sessions.
- B. No final votes may take place at Workshop Dinner Meetings, however, the Council may provide administrative direction to staff by consensus or vote. The agenda for these meetings will be appended to the Regular Meeting agenda and posted and distributed in the same manner as the Regular Meeting agenda.

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

- 5.6 The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended. Any final action by Council must be taken at an open session.
- 5.7 **Special Meetings** may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four Councilmembers by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. The order of business for Special Meetings may follow Section 5.3(A). Public comment for Action Items will follow the procedure found in Section 6.1.
- 5.8 An **Emergency Meeting** is a special Council meeting called without the 24-hour notice. It deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor with the consent of a majority of Councilmembers. The minutes will indicate the reason for the emergency.
- 5.9 **Special Meetings and Emergency Meetings** will be at a time and place as Council directs.
- 5.10 The City shall comply with the provisions of RCW 35A.12.160. The public shall receive notice of upcoming public hearings through publication of such notice in the City's official newspaper at least ten (10) days prior to the hearing.
- 5.11 At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- 5.12 A Councilmember may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the City Manager, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be nondebatable. Upon passage of such motion by a majority of Councilmembers present, the absent

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

Councilmember shall be considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. A motion to excuse a Councilmember may be made retroactively at the next meeting.

5.13 Remote Attendance. The Council recognizes the benefits of full attendance of its members at regular and special meetings and expects Councilmembers attend meetings in-person. However, remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:

A. Notice: A Councilmember shall contact the Mayor and the City Clerk no later than 12 p.m. the day of the Council meeting for which they will attend remotely. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the City Manager, who shall convey the message to the Mayor/Presiding Officer.

After the City Clerk has called the roll at a meeting, the Presiding Officer shall indicate any Councilmember attending remotely. If joining after roll call, the Presiding Officer shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left. The City Clerk will document both the remote attendance and times of attendance, if applicable, in the minutes.

B. Remote Attendance Requirements:

1. Remote attendance by a Councilmember shall be through the City's approved online videoconferencing application.
2. A Councilmember's camera should be turned on when participating in the meeting.
3. In order to effectively preside over the meeting, the Presiding Officer needs to be physically present at the meeting, unless the entire Council is remote. The Mayor may attend the meeting remotely with the Deputy Mayor or another Councilmember presiding over the meeting from the physical meeting location.
4. A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
5. A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
6. If a Councilmember attending remotely cannot maintain a stable connection, the remote Councilmember shall request an excused absence and immediately disconnect from the meeting. If due to connectivity issues, the remote Councilmember is not able to request an excused absence, the Presiding Officer shall note the excused absence and the Clerk will make an appropriate notation in the minutes.

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

7. A Councilmember may attend an executive session remotely if the conditions in this subsection are met.

5.4314 General Decorum.

A. While the Council is in session, the Councilmembers must preserve order and decorum. A Councilmember shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking nor refuse to obey the orders of the Council or the Presiding Officer, except as otherwise provided in these Rules.

B. Any person making disruptive, impertinent, ~~or~~ slandering or threatening remarks while addressing the Council shall be asked to leave the Council Chambers by the Presiding Officer and barred from further audience before the Council for that meeting. If the person is participating in the meeting remotely, the Presiding Officer shall ask the City Clerk to remove them from the online videoconferencing application.

5.4415 At all **Regular Meetings**, the Mayor shall be addressed as "Mayor (surname)", the Deputy Mayor shall be addressed as "Deputy Mayor (surname)", and members of the Council shall be addressed as "Councilmember (surname)."

5.4516 At all Council Meetings except Workshop Dinner Meetings, the Mayor shall sit at the center of the Council, and the Deputy Mayor shall sit at the right hand of the Mayor. Other Councilmembers are to be seated in a manner acceptable to Council. If there is a dispute, seating shall be in position order.

5.4617 Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

5.4718 Motions shall be reduced to writing when required by the Presiding Officer or any Councilmember. All resolutions and ordinances shall be in writing.

5.4819 Councilmembers should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. If a Councilmember unintentionally discloses Executive Session discussion with another party, that Councilmember shall make full disclosure to the City Manager and/or the City Council in a timely manner.

5.4920 Prior to commencement of discussion of a quasi-judicial item, the Presiding Officer will ask if any Councilmember has a conflict of interest or

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the decision-making process. If it is deemed by the Councilmember, in consultation with the City Attorney, that it is warranted, the Councilmember should step down and not participate in the Council discussion or vote on the matter. The Councilmember shall leave the Council Chamber while the matter is under consideration.

5.2021 Council meetings shall adjourn no later than 10:00 p.m. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may call for a "Point of Order" to review agenda priorities.

5.2422 The City Clerk or an authorized Deputy City Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the City Manager shall appoint a Clerk Pro Tempore. The minutes of the proceedings of the Council shall be kept by the City Clerk and shall constitute the official record of the Council.

5.2223 Any City officer or employee shall have the duty when requested by the Council to attend Council Meetings and shall remain for such time as the Council may direct. The City Manager will work with City officers or employees to determine whether they will attend Council Meetings in-person or remotely.

Section 6. Public Testimony.

6.1 Regular Meetings.

A. Members of the public may address the City Council in-person in the Council Chambers or remotely through the telephone or online at the beginning of any Regular Meeting under Agenda Item 6 "Public Comment." During the "Public Comment" portion of the meeting, individuals may speak to agenda items or any other topic except those scheduled for a Public Hearing or pertaining to a quasi-judicial action. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period under Agenda Item 6 (~~Public Comment~~) will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period. Individuals appearing in-person wishing to speak to agenda items must sign up prior to the start of Agenda Item 6 and will be called to speak first, generally in the order in which they have signed. Individuals participating remotely wishing to speak to agenda items must sign up thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

in which they have signed, with in-person attendees being called on first and remote attendees next. If time is available, the Presiding Officer may call for additional in-person and remote unsigned speakers.

- B. If during a Regular Meeting an Action Item is before the Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. The total public comment period for the agenda item will be no more than 30 minutes. The order in which speakers are called on is the same as outlined in Rule 6.1.A.

6.2 Public Hearings.

The following rules shall be observed during any public hearing:

- A. Individuals will be allowed three (3) minutes to speak.
- B. The Presiding Officer may allow additional time for receipt of written testimony when needed.
- C. Prior to closing the hearing, the Presiding Officer shall inquire if there are any additional speakers, in-person or remote, other than those that have signed up and previously spoken, and if there are they shall be allowed to testify.

- 6.3 When large numbers of people are signed up to speak on the same topic, the Presiding Officer may request ~~that the group(s) select a limited number of speakers to cover their view and then ask all those who agree with that position to stand at the conclusion of each presentation~~ individuals not to provide repetitive comments of those previously provided by other individuals but, rather, to simply state they agree with the comments of the other speaker(s) on a topic.

- 6.4 Public testimony authorized in Section 6.1 may not include comments or information on any quasi-judicial matter pending before the City Council, or on any topic for which Council has closed the public record. During election season, which starts when a candidate officially files their candidacy with the State or a county election office and runs through the election, no person may use public comment to promote or oppose any candidate for public office. Promoting a candidate for public office includes announcing a candidacy for public office, mentioning a specific campaign, or wearing a visible campaign button at the speaker's podium.

- 6.5 No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

- 6.6 Persons testifying shall identify themselves for the record as to name, city of residence and any organization represented.
- 6.7 An instruction notice for speakers will be provided. Speakers will be advised by the Presiding Officer that their testimony is being recorded.
- 6.8 The Clerk shall be the timekeeper for all public testimony. Time cannot be donated by one speaker to another.
- 6.9 Printed forms shall be made available at all Council Meetings to allow for written testimony to Council.
- 6.10 Speakers will not be permitted to present testimony via electronic methods (e.g. PowerPoint or screen sharing). Speakers attending in-person may utilize visual aids. Hardcopies of all materials may be submitted to the City Clerk to distribute to the Council.

Section 7. Motions.

- 7.1 Unless otherwise provided for by statute, ordinance, resolution, or these Rules of Procedure, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk.
- 7.2 Prior to discussion of an Action Item, a Councilmember should make a motion, which is seconded by another Councilmember, on the topic under discussion. If the motion is not seconded, it dies. Some motions do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.
- 7.3 In case of a tie vote on any motion, the motion shall be considered lost.
- 7.4 Motions shall be clear and concise and not include arguments for the motion.
- 7.5 After a motion has been made and seconded, Councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.
- 7.6 When the Council concurs or agrees with an item that does not require a formal motion, the Presiding Officer will summarize the Council's consensus at the conclusion of the discussion.
- 7.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.
- 7.8 A motion to table is nondebatable. It requires a majority to pass. If the motion to

Attachment A Exhibit A
RESOLUTION NO. 485 - PROPOSED AMENDMENTS

table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue. If an item is tabled, it cannot be reconsidered at the same meeting.

- 7.9 A motion to postpone to a specific time is debatable, is amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- 7.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The merits of the main motion may be debated.
- 7.11 A motion to call for the question shall close debate on the main motion and is nondebatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- 7.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 7.13 When the discussion is concluded, the motion maker, Presiding Officer, or City Clerk, shall repeat the motion prior to voting.
- 7.14 The City Council votes on the motion as restated. If the vote is unanimous, the Presiding Officer shall state that the motion has been passed unanimously according to the number of Councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the Presiding Officer shall state the number of Councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.
- 7.15 If a Councilmember has a conflict of interest or an appearance of fairness question under State law, the Councilmember may recuse themselves from the issue and shall leave the Council Chamber during discussion and voting on the issue. That Councilmember shall be considered absent when voting occurs.
- 7.16 If a Councilmember is silent on a vote, it shall be recorded as an affirmative vote. If a Councilmember abstains, it shall be recorded as an abstention and not included in the vote tally.
- 7.17 No vote may be cast by proxy.
- 7.18 Once the vote has been taken, the discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.

- 7.19 After the question has been decided, any Councilmember who voted ~~in the majority with the prevailing side~~ may move for a reconsideration of the motion. The motion for reconsideration must be made at the same or next regular meeting.
- 7.20 The City Attorney, in consultation with the City Clerk, shall decide all questions of interpretations of these policies and procedures and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by the current edition of Robert's Rules of Order. In the event of a conflict, these Council rules of procedure shall prevail.

Section 8. Items Requiring Four Votes.

The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution for the removal of the City Manager shall require the affirmative vote of at least a majority of the whole membership of the Council (four votes) [RCW 35A 13.170 and 35A.13.120].

Section 9. Council Representation.

- 9.1 Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if their statement reflects their personal opinion or if it is the official stance of the City, or if this is the majority or minority opinion of the Council.
- 9.2 When Councilmembers represent the City or attend meetings in an official capacity as Councilmember, they must support and advocate the official City position on an issue, not a personal viewpoint.
- 9.3 Once the City Council has taken a position on an issue, all official City correspondence regarding the issue will reflect the Council's adopted position.
- 9.4 City letterhead shall not be used for correspondence of Councilmembers representing a dissenting point of view from an official Council position.
- 9.5 As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, shall be distributed to the full Council so that Councilmembers may be made aware of the impending publication.
- 9.6 If the Council, in Executive Session, gives direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue.

Section 10. Suspension and Amendment of Rules.

- 10.1 Any provision of these rules not governed by State law or City ordinance may be temporarily suspended by a majority vote of the Council.

- 10.2 It is the intent of the City Council that the rules of procedure be periodically reviewed as needed. These rules may be amended, or new rules adopted, by a majority vote of the Council, provided that the proposed amendments or new rules shall have been distributed to Council at least one week prior to such action.

Amended by Resolution No. 196
Amended by Resolution No. 205
Amended by Resolution No. 224
Amended by Resolution No. 244
Amended by Resolution No. 255
Amended by Motion, Dec. 7, 2009
Amended by Resolution No. 295
Amended by Resolution No. 296
Amended by Resolution No. 298
Amended by Resolution No. 299
Amended by Resolution No. 306
Amended by Resolution No. 310
Amended by Resolution No. 326
Amended by Resolution No. 334
Amended by Resolution No. 344
Amended by Resolution No. 380
Amended by Resolution No. 381
Amended by Resolution No. 422
Amended by Resolution No. 445
Amended by Resolution No. 470
Amended by Resolution No. 485

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	2021-2022 Mid-Biennial Budget Update
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget & Tax Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

State law requires that a mid-biennial budget review be completed during the first year of the biennium between September 1 and December 31. The purpose of tonight’s discussion is to provide a brief financial update to the City Council, present recommended adjustments to the 2021-2022 Biennial Budget, and provide information on related policy issues.

The City continues to maintain a healthy financial position. As a result of the Council’s strong financial policies, diligent financial management, and conservative budget planning, the City continues to maintain its AA+ bond rating and a Standard & Poor’s (S&P) ratings outlook of “stable”. The 2021-2022 Biennial Budget continues to comply with the City’s financial and reserve policies.

Following tonight’s presentation, the City Council will have the opportunity to ask for additional information or discuss potential changes to the proposed mid-biennial budget modification, including all proposed levies, taxes, fees, and rates. The adjustments discussed, and feedback received, may be incorporated in proposed Ordinance Nos. 945, 946, and 947 and Resolution No. 484, which are scheduled to be presented for action at the City Council’s Regular Meeting on November 15, 2021.

FINANCIAL IMPACT:

The adopted biennial budget includes revenue and expenditure appropriations for the two years of the biennium for all funds. Since its adoption in November 2020, the City Council has approved two amendments to the budget. The amended biennial budget for all funds totals \$289,902,912.

There is no financial impact associated with tonight’s mid-biennial budget review; however, it provides an opportunity to formally review revenues and appropriations and recommended adjustments to the budget to address various emerging issues.

If the mid-biennial budget modification ordinance is approved as proposed, total adjustments result in a net budget increase (appropriation change) of \$26,093,129,

comprised of \$17,072,456 of expenditures and \$9,020,673 of transfers out, to a total of \$315,996,041. This proposed amendment also recognizes \$18,182,216 of revenue, \$9,020,673 of transfers in, and uses \$5,097,641 of 2021 unobligated fund balance.

RECOMMENDATION

No action is required by the City Council this evening. This item is an informational update on the City's financial condition and provides an opportunity to review the City Manager's recommendation for adjustments to the 2021-2022 Biennial Budget.

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

INTRODUCTION

State law requires that a mid-biennial budget review be completed during the first year of the biennium between September 1 and December 31. The purpose of this report and its attachments is to provide a brief financial update to the City Council, present recommended adjustments to the 2021-2022 Biennial Budget, and provide information on related policy issues.

Two public hearings are scheduled as required by state law (RCW 35A.34.130) for the purpose of modifying the City's biennial budget prior to the City Council's adoption of:

- Proposed Ordinance No. 945 (Attachment A) providing for the mid-biennial budget modifications as reflected in Attachments B and C;
- Proposed Ordinance No. 946 (Attachment E) setting the 2022 regular property tax levy;
- Proposed Ordinance No. 947 (Attachment F) adopting the 2022 fee schedule for Impact Fees for Transportation, Parks, and Fire; and,
- Proposed Resolution No. 484 (Attachment G) adopting the 2022 fee schedule for rates, fees, and charges for services.

Consistent with this requirement, public notice was provided on October 21 and 28, 2021 of the public hearing on the City Council's consideration of a mid-biennial budget update. The public hearing will provide an opportunity for residents and other stakeholders to provide input on the mid-biennial budget update, including all proposed levies, taxes, fees, and rates to aid the City Council and City management in updating the City's 2021-2022 Biennial Budget and 2021-2026 Capital Improvement Plan.

Following tonight's presentation, the City Council will have the opportunity to ask for additional information or discuss potential changes to the proposed mid-biennial budget modification, including all proposed levies, taxes, fees, and rates. The adjustments discussed, and feedback received, may be incorporated in proposed Ordinance Nos. 945, 946, and 947 and Resolution No. 484, which are scheduled to be presented for action at the City Council's Regular Meeting on November 15, 2021.

BACKGROUND

The City Council adopted Ordinance No. 903, adopting the 2021-2022 Biennial Budget on November 16, 2020. The adopted biennial budget includes revenue and expenditure appropriations for the two years of the biennium for all funds. Since that time, the City Council has approved two amendments to the budget. The City's budget is adopted at the fund level which sets the total biennial expenditure authority for each fund and totals \$289,902,912.

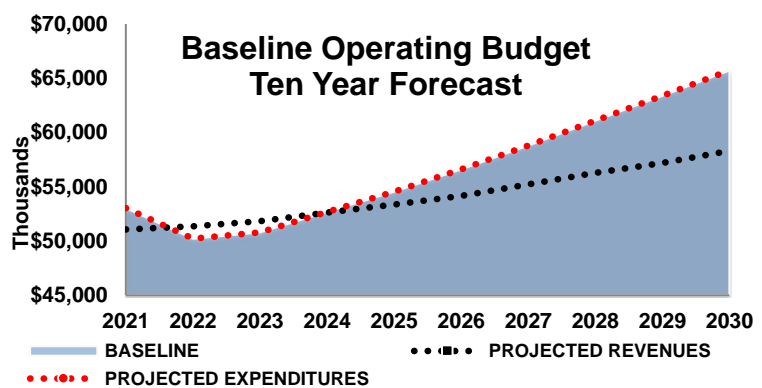
This mid-biennial budget review provides an opportunity to formally review revenues and appropriations and adjust the budget as needed to address various emerging issues. The amendments proposed through this mid-biennial budget review process include requests to address issues that have either emerged or are better understood than when the original budget was approved.

It is important to note the distinction between a budget adjustment and an appropriation change. In simple terms, not all budget adjustments will require a change in appropriation. For example, an expenditure increase that is funded from an expenditure decrease somewhere else in the budget has the effect of changing the City’s spending plan but does not result in any new resources needing appropriation. In contrast, an adjustment that is funded with new internal or external revenues requires an appropriation increase to accommodate the increase in total resources.

A summary of the 2021-2022 biennial budget by fund is included in Attachment D to this staff report. If the mid-biennial budget modification ordinance is approved as proposed, total adjustments result in a net budget increase (appropriation change) of \$26,093,129, comprised of \$17,072,456 of expenditures and \$9,020,673 of transfers out, to a total of \$315,996,041. This proposed amendment also recognizes \$18,182,216 of revenue, \$9,020,673 of transfers in, and uses \$5,097,641 of 2021 unobligated fund balance.

The updated 10 Year Financial Sustainability Model chart reflects the impacts of all ongoing revenues and expenditures, including those proposed in the mid-biennial budget modification, throughout the forecast for the City’s operating budget (General and Street Funds). This forecast does not reflect a renewal of the regular property tax levy lid lift for 2023-2028.

Based upon this update, the City’s budgets are forecast to be balanced through 2023. This is an improvement from the forecast prepared for the 2021-2022 proposed budget, which forecast shortfalls for the 2021-2022 biennium and beyond.



DISCUSSION

Financial Update

The 2021 Third Quarter Financial Report will be provided by November 1 to provide high level monitoring of key revenue and expenditure indicators that are especially important to watch.

Revenues:

As part of the mid-biennial review, departments were asked to provide updated revenue estimates for 2021 and 2022. Based on these estimates, General Fund revenue collection is estimated to exceed that planned for 2021 primarily because of the following sources:

- *2022 Property Tax Levy:* City of Shoreline Proposition 1, which was approved by voters in 2016, allows the City to increase its property tax levy by the June-to-June percentage change in the Consumer Price Index for All Urban Consumers for the Seattle/Tacoma/Bellevue Area (CPI-U). It was projected that CPI-U for

2022 would be 1.73%, which resulted in a forecast levy totaling \$14.430 million. The actual CPI-U is 5.52%, which results in a forecast levy totaling \$15.248 million.

- *Sales Tax Revenue:* The forecast used to develop the 2021-2022 Biennial Budget's sales tax collections at \$8.623 million for 2021 and \$9.071 million for 2022 expected the economy to be significantly impacted by the public health emergency. In 2020, the only sector that had noticeable impacts was the Automobile Sector, which is a subsector of the Retail Trade Sector. Those impacts were offset by strong performance in the remainder of the Retail Trade Sector. The Construction Sector, while 0.7% less than 2019 collections, maintained a high level of activity. The forecast projected a return to pre-COVID levels in 2023. The results of 2020 and 2021 through July have informed staff's updated estimates of \$10.354 million in 2021 and \$10.410 million in 2022.
- *Local Criminal Justice Tax Revenue:* Projected revenue of \$1.875 million in 2021 reflects an increase over the 2021 plan by 18.7%. Projected revenue of \$1.958 million in 2022 reflects an increase from the 2022 plan and 2021 revised projection by 19.5% and 4.4%, respectively. The revised projections for this revenue source are based on the latest taxable sales and population estimates for King County.
- *Development Revenue:* Planning and Community Development staff estimate that due to the robust development activity, total 2021 collections will exceed budget. These fees support current and future work. A portion of the revenue has been designated to support temporary staffing and consultant services to keep pace with the high level of current workload that will be discussed later in this report.
- *Liquor Excise Tax:* The June 2021 forecasts by the Economic Revenue Forecast Council (ERFC) project a fair increase of 11.3% in liquor excise tax collections, resulting in an increase in distributions. For 2022, the ERFC projects a 5.8% decrease to liquor excise tax revenues. Projected revenue of \$0.388 million in 2021 reflects increases over the 2021 plan by 22.6%. Projected revenue of \$0.366 million in 2022 reflects an increase from the 2022 plan by 12.6% but a decrease from the 2021 revised projection by 5.6%.
- *Park and Recreation Revenues:* The forecast used to develop the 2021-2022 Biennial Budget excluded pool revenues and assumed that recreation programs would resume at regular levels for the whole biennium while recognizing that the level of operations would be dictated by state mandates and the COVID-19 operating phase as determined by the Governor. The closure of the City's facilities due to the public health emergency plus the cancellation of all regular programming and special events resulted in a loss of rental and registration revenue. Modified winter and spring programming were designed and offered as staff monitored the impacts on the City's resources while considering the needs of the community and safety of participants and staff. As a result, revised projections for recreational classes and activity fees of \$0.740 million in 2021

reflects a decrease from the 2021 plan of 28.5%; however, revised projections for athletic fields and recreational rentals are anticipated to increase 6.4% from the 2021 plan.

- *Interest Income:* The City's investment policy adheres to strict standards as prescribed by federal law, state statutes, and local ordinances, and allows the City to develop an investment model to maximize its investment returns with the primary objectives of safety and liquidity. Total annual investment interest earnings through June 30, 2021 were significantly lower than prior years returns as a result of the low interest rate environment. With a slight improvement in interest rates, and as Local Government Investment Pool (LGIP) rates moved lower than the market, staff have been monitoring the market and are slowly beginning to make longer term investments to return to a ladder portfolio.

The strong performance in the sources discussed above may be partially offset by potential below-budget receipts from the following revenue sources:

- *Franchise Fee and Contract Payments:* Receipts from the Seattle City Light contract fee is under performing budget; therefore, the revised projection has been reduced \$0.613 million. Offsetting this decrease is a correction to the 2022 plan for the utility tax paid by the Wastewater Utility. The 2022 plan was budgeted at \$102,300 but should have been budgeted at \$1,023,000. This correction is reflected in the revised projection for 2022.
- *Motor Vehicle Fuel Tax:* Projections for Motor Vehicle Fuel Tax revenues, commonly referred to as the Gas Tax, have been revised down by the Municipal Research and Services Center. Staff will continue to monitor this revenue source, but the forecast shortfall is being addressed with additional subsidy from the General Fund through this amendment.

The City's capital funds are funded primarily through REET, Grants, and General Fund Contributions. Grant funds are typically budgeted as awarded and General Fund transfers are made as project costs are incurred.

- *Real Estate Excise Tax:* Due to its volatility as a revenue source supporting capital projects, the City conservatively budgets Real Estate Excise Tax (REET) revenue. Receipts through September, reflecting activity for January through August, are more than the same period last year and 2021 budget by 50.0% and 75.9%, respectively. Additional revenues from the revised forecast are available to address the City's capital needs.

Expenditures:

Departments continue to closely monitor their expenditures in 2021. The estimated under-expenditures at the end of 2021 are largely the result of this stewardship and position vacancies. The following are selected highlights of General Fund expenditures.

- *General Fund:* Overall, General Fund expenditures are trailing budget expectations through September. The under-expenditure in 2021 is largely

attributable to position vacancies, lower jail housing costs, and a favorable 2020 police services contract reconciliation credit.

- *Jail Activity:* Projections for the 2021-2022 Biennial Budget, along with future forecasts, were based on activity trends, the number of guaranteed beds at the South Correctional Entity (SCORE), and an inflation rate factor outlined in the interlocal agreement (ILA) with King County. Currently, jail costs are lower than the year-to-date projection. Much of this saving can be attributed to transferring some inmates to Yakima, but the significant driver is fewer jail housing days than projected.
- *Police Contract:* The 2021 police services contract totals \$13.550 million, which is 1.4% less than the 2021 projection. The City was provided a reconciliation credit for the 2020 police service contract of \$0.945 million that reduces the actual 2021 cost to \$12.606 million. The 2022 police services contract is forecast to total \$14.047 million. Staff anticipates some level of credit for 2021 due to vacancies. The Shoreline School District has not indicated a desire to continue sharing in the funding for the School Resource Officer program. While the revised revenue projection takes this into account, and the position remains vacant, there is no proposal to reduce the budget allocated for the position at this time. The City Manager is evaluating options to best utilize this budget allocation to meet the goals of the City Council, needs of the community and the Shoreline Police Department.

2020 Unobligated Fund Balance:

In addition to revenue sources that are projected to exceed 2021 and 2022 budgeted levels, additional General Fund sources are available to meet emerging issues identified in this report. At the time the 2021-2022 Biennial Budget was adopted through Ordinance No. 903, it was anticipated that General Fund reserves at the end of 2020 would total \$18.504 million. Actual reserves totaled \$26.133 million. The City Council previously approved Ordinance No. 922, which allocated a portion of the 2020 unobligated ending fund balance towards expenditures carried over from the 2019-2020 biennial budget and Ordinance No. 923 for other budget amendments. The remaining unobligated fund balance totals \$11.558 million, some of which is proposed to fund mid-biennial budget modifications as discussed in this report and some is reserved for funding future phases of the City Maintenance Facility needs.

Intended Use of General Fund Reserves	2021 Amended by Ord. Nos. 922 & 923	2021 Amended by Ord. No. 945
General Fund Beginning Fund Balance	\$26.133M*	\$26.133M*
Less Required General Fund Operating Reserve:		
Cash Flow Reserve	3.000M	3.000M
Budget (Operating) Contingency	0.871M	0.871M
Insurance Reserve	0.255M	0.255M
Less Assigned for One-Time Outlays through 2021-2022 Biennial Budget Adoption	2.980M	2.980M
Less Use/(Provision) for 2020-to-2021 Carryovers	0.735M	0.735M
Less Use/(Provision) for April 2021 Budget Amendment	0.120M	0.120M

Intended Use of General Fund Reserves	2021 Amended by Ord. Nos. 922 & 923	2021 Amended by Ord. No. 945
Less Use/(Provision) for November 2021 Budget Amendment	0.000M	2.956M
Less Assigned for One-Time Support for City Maintenance Facility	2.979M	3.871M
Less Designated for City Maintenance Facility	3.636M	2.743M
Unassigned and Undesignated Beginning Fund Balance	\$11.557M	\$8.602M

2021-2022 Mid-Biennial Budget Review - Overall Financial Health

The City continues to maintain a healthy financial position. As a result of the Council's strong financial policies, diligent financial management, and conservative budget planning, the City continues to maintain its AA+ bond rating and a Standard & Poor's (S&P) ratings outlook of "stable". The 2021-2022 Biennial Budget continues comply with the City's financial and reserve policies. The projected ending General Fund and Street Fund reserves are projected to exceed policy requirements.

At this time the 2021-2022 Biennial Budget is balanced in all funds. In the 2021-2022 Biennial Budget, the City Manager's recommendations were crafted to address the community and City Council priorities within the context of the City Council's goals. The recommended budget amendments are presented within the goal areas that they primarily support.

As part of this mid-biennial budget review process, and consistent with guidance given during the development of the 2021-2022 Biennial Budget, the City Manager requested departments to restrict new supplemental requests to address emerging issues. All requests recommended by the City Manager are fully funded through expenditure offsets, available one-time cash or reserves, or new revenues. The following sections provide a summary of the recommended amendments. Details on each amendment are provided in attachments to this staff report as noted in each section.

Salary and Benefit Considerations

Range Placement Tables:

Range Placement Table changes are presented for adoption through proposed Ordinance No. 945 as Exhibits A, B and C:

- 2022 Cost of Living Adjustments (COLAs):* The 2022 salary tables discussed during the 2021-2022 biennial budget process in 2020 projected an increase of 1.73%. The actual June 2020-to-June 2021 percentage change in the CPI-U index is 5.52%. A COLA of 5.52% has been applied to the Range Placement Tables for non-represented non-exempt and exempt staff and for extra help. In March, the City Council approved the Collective Bargaining Agreement (CBA) between the City and the Public, Professional, and Office-Clerical Employees and Drivers, Local Union No. 763 (Teamsters Local 763), representing the City's maintenance employees, that provides a salary table for all Union job classifications. It also establishes the COLA formula for the 2022, which is the second year of the CBA, at 100% of the June 2020-to-June 2021 change in CPI-U for the Seattle-Tacoma-Bellevue area with a 1.0% minimum and a 4.0%

maximum. A COLA of 4.00% has been applied to the Range Placement Table for all Union job classifications.

- *Range Placement Table Changes:* There are recommended position title changes and the proposed creation of new position classifications that are reflected in the Range Placement Tables based upon Human Resources' compensation review for each proposed change to ensure that compensation was in accordance with the City's compensation policy. In addition, there is movement related to the City's annual salary survey, which in 2021 focused on the upper portion of the City's Range Placement Table, and position reclassifications. These changes are reflected by ~~strike through~~ and **bold** edits in the Range Placement Tables.

Personnel (Extra Help Conversions and FTE Changes):

The 2021-2022 mid-biennial budget modifications propose increasing the net number of full-time equivalent (FTE) positions in the City's personnel complement by 1.74 FTE for 2021 and 8.90 FTE for 2022 as discussed below.

- *Extra Help Conversion to GIS Technician (0.50 FTE):* The City has utilized one-time funding provided for various projects to pay for extra help staffing that has provided GIS support of various project needs, including master plans, integrating GIS data of the Wastewater Utility, etc. This amendment provides a 0.50 FTE GIS Technician that will continue to provide flexibility in supporting the City's GIS project needs.
- *IT Specialist (0.50 FTE Increase):* The 0.50 FTE IT Specialist position was temporarily increased to 1.00 FTE early in the COVID-19 pandemic supporting technology demands and addressing security risks associated with remote work. This amendment increases the current 0.50 FTE to 1.00 FTE as the ongoing workload for the IT Help Desk warrants the increase.
- *Temporary FTE Increase for Youth and Teen Development Program Pilot program:* The Youth and Teen Development Program (YTDP) will run a school year pilot program to address and evaluate the emerging need for youth programming for sixth grade students entering middle school in the Shoreline School District. This amendment provides for an increase of two existing 0.50 FTE Recreation Specialist I positions to 0.67 FTE each, for a total increase of 0.34 FTE, in 2021 and 0.75 FTE each, for a total increase of 0.50 FTE, in 2022 in order to be able to serve the sixth-grade class from January 1 through June 30, 2022.
- *Grounds Maintenance (1.00 FTE Increase; Acquisition of Electric Pickup; and, Installation of Charging Station):*
 - *Grounds Maintenance Worker I (1.00 FTE Increase):* The addition of 1.00 FTE Grounds Maintenance Worker I will allow for more work to be accomplished during the shoulder and off-peak seasons and reduce some administrative time spent hiring Extra Help positions. Utilizing labor hours provided to Grounds beginning in 2022 as a result of the addition of

- maintenance for the Westminster Way N and N 155th Street landscaping beds and utilizing some of the existing Grounds Extra Help hours budget will provide funding for the position's salary and benefits. Budget for the necessary office and field equipment requires supplemental funding. Coupled with this request is an Electric Pickup, which is requested below.
- *Electric Pickup for Grounds Maintenance*: Public Works Grounds Maintenance uses pickups to perform landscape grounds maintenance in the public right of way and throughout parks recreation facilities. This new pickup request is coupled with for a request for an electric charging station to be installed at the North Maintenance Facility (NMF). To enhance the City's green and environmental initiatives, Grounds Maintenance and Fleet Services are proposing the purchase of an electric pickup at a total cost of \$108,465. The purchase of the pickup and ongoing vehicle operation and maintenance charges and equipment replacement charges will be contributed from the Parks Landscaping, Street Landscaping and Surface Water Landscaping programs.
 - *NMF Electric Charging Station*: Installation of a charging station at the NMF for City business operations will be necessary to charge the electric pickup included in this amendment for Public Works Ground Maintenance Worker I. This amendment provides one-time contributions from the General Fund, Street Fund, and Surface Water Utility Fund for the installation of the charging station plus ongoing equipment replacement charges.
- *Engineer II – Capital Projects (1.00 FTE Increase)*: This amendment provides a 1.00 FTE increase to add capacity for capital project delivery to address increasing volume of work, particularly for the Surface Water Utility. This position will be funded by the existing Roads and Surface Water capital project budgets to which it will be assigned, including the Storm Creek Erosion project, Barnacle Creek Erosion project, 160th/Innis Arden/Greenwood roundabout, reinstatement of vehicle license fees and issuance of bonds, and distribution of American Rescue Plan Act (ARPA) funds.
 - *Wastewater Utility (4.00 FTE Increase)*: The Wastewater Utility's "District Engineer" duties are currently performed through a contract with David Evans and Associates (DEA), and to initiate transition of those duties in-house, including planning, project and program management, maintenance support and service delivery, staff is recommending that the first phase of this transition include four positions. This amendment provides 4.00 FTEs to accomplish the transition and it is anticipated that offsetting contract cost reductions will be realized as work captured in the existing DEA contact is transitioned to the new staff:
 - *Engineer II – Wastewater (1.00 FTE Increase)*: This system engineer will manage the Wastewater model and Master Plan updates, prioritize and scope capital projects, conduct special analysis, manage interagency and franchise agreements, and provide contract and permitting support.
 - *Engineer II – Wastewater (1.00 FTE Increase)*: This capital projects engineer will oversee the duties performed through the DEA contract until those duties

- can be transitioned in-house. Capital projects that will be managed are anticipated to total \$5 million annually.
- *Construction Inspector (1.00 FTE Increase)*: The Construction Inspector will perform wastewater capital and development inspections and address the growing backlog of development inspections. The funding for this position will be allocated 75% to the Wastewater Utility and 25% to the General Fund. It is anticipated that increased permit revenue will offset the General Fund portion of this position.
 - *Utility Van*: The proposed utility van for the Construction Inspector is consistent with the other vehicles in the City's construction inspection fleet.
 - *Administrative Assistant II (1.00 FTE Increase)*: This position will support the Public Works Utilities and Operations Division and Engineering Division, specifically Development and Construction Services. Duties of this position will include maintenance of records and developer extensions; responding to customers (calls and correspondence); conducting research; management of contracts; and, supporting key software systems: TRACKiT, CityWorks and SharePoint. The funding for this position will be allocated 62.5% to the Wastewater Utility and 37.5% to the General Fund. There will be an adjustment in the allocation of an existing Administrative Assistant III that will better align support for these programs.

Emerging Issues

The City Manager is recommending the following budget modifications to address emerging issues and meet organizational priorities that allow for the effective delivery of public services and completion of Council goals.

Emerging Issues Impacting Multiple Funds:

- *Electric Pickup for Parks Operations*: Parks Operations utilizes a pickup truck on a daily basis to collect trash and perform other work functions at all parks and recreation facilities. The existing pickup truck is aging and scheduled for replacement in 2022. To enhance the City's green and environmental initiatives, Parks Operations and Fleet Services are proposing the purchase of an electric pickup truck. This amendment reflects only the net increase to purchase an all-electric vehicle instead of gas operated vehicle and provides the additional contribution from the General Fund to the Equipment Replacement Fund necessary to complete this purchase.
- *Grounds Maintenance Small Tools and Equipment*: This amendment provides ongoing appropriations in the General Fund, Street Fund, and Surface Water Fund to replace small tools and equipment as needed. In addition, one-time appropriations will be provided to add a dump insert to an existing pickup truck. A second dump capable vehicle will allow staff to work simultaneously at more than one location where dump capability is needed.
- *VLF Bond Debt Service*: Ordinance No. 829 was approved by Council on March 29, 2021 and authorized the issuance of up to \$8.35 million of debt supported by the annual Vehicle License Fee (VLF). The bond proceeds are supporting

acceleration of the Sidewalk Rehabilitation Program and the Annual Road Surface Maintenance Program. This amendment provides the appropriation for the debt service payments in 2021 (interest only) and in 2022 (principal and interest) for the newly created VLF Revenue Bond Fund, as well as an interfund transfer of VLF revenues from the Roads Capital Fund to the VLF Revenue Bond Fund to support those payments.

- *Wastewater Utility Vehicle Acquisitions:*
 - *Ford Escape Hybrid:* Following the assumption of the Ronald Wastewater District, the Wastewater Utility evaluated right-sizing the fleet to better meet operational needs. To that end, older vehicles will be surplus and a newer more mission-focused vehicle is proposed for purchase. The Ford Escape Hybrid will provide all-wheel drive capability and allow improved capability to respond to all wastewater infrastructure locations during inclement weather. As a hybrid gas-electric vehicle, it helps further the City's fleet environmental goals.
 - *Utility Van:* The current Ford Ranger used by Wastewater Permitting staff is a downfleeted vehicle that has reached the end of its useful life. As its replacement, a utility van will provide an enclosed secure space for storage of wastewater inspection equipment as well as a space to conduct inspection administrative tasks in the field. The proposed replacement utility van is consistent with the other vehicles in the City's construction inspection fleet.

Emerging Issues Impacting the General Fund:

- *2024 Comprehensive Plan Update:* The required major update of the Comprehensive Plan must be completed by the end of June 2024. To support the update and develop a plan reflective of the community, an inclusive and representative engagement strategy will be created and implemented to hear input on themes and topics to be incorporated into the plan. Updating the plan will also require the preparation of an environmental analysis under the State Environmental Policy Act (SEPA) to identify potential impacts and appropriate mitigations to address those impacts associated with the future growth of the City through 2044. The Comprehensive Plan sets the policy foundation for other functional plans and development regulations. Staff anticipates the need for a total budget of approximately \$200,000 for this update. This amendment provides \$90,000 of the one-time appropriation needed for this purpose. Staff will include the balance in the proposed 2023-2024 biennial budget.

Emerging Issues Impacting the Wastewater Utility Fund:

- *Ronald Wastewater District Transition Cost Reimbursement:* The City incurred costs over several years related to the assumption of Ronald Wastewater District (RWD). These costs have been recorded as an accounts receivable due from other Governments. With the full assumption of RWD now complete, the Wastewater Utility Fund, which received all assets of RWD, must reimburse the General Fund for these costs. This amendment provides a one-time appropriation for this purpose.

- *King County Treatment Fee Increase for Wastewater Utility:* Treatment of wastewater is performed through contracts with the King County and Edmonds Treatment Facilities. Treatment fees paid by the Wastewater Utility are passed on to customers as part of their fee in bi-monthly billings. King County notified the City that treatment charges will increase by 4%; therefore, the City's monthly fee will increase to \$49.27. In addition, the City will increase its portion of the monthly fee by the June-to-June percentage change of CPI-U to \$17.48. As a result, the total monthly fee will be \$66.75, which is an increase of \$2.75, or 4.3%. These increases are reflected in the fee schedule resolution presented for adoption. This amendment coupled with the increase of the fee provides ongoing revenue and appropriations of \$480,000 for this purpose.
- *Wastewater Utility 2022 Rate Study:* While RWD completed a master plan prior to assumption of the District, it did not include a rate impact analysis. The Wastewater Utility proposes conducting a rate study in 2022 to provide interim evaluation of the Wastewater rate structure, amount, and funding options pending the City's update of the Master Plan. Additionally, staff have fielded concerns from customers about the equity of both the residential rate structure (flat rate versus consumption), the extension of low-income discounts to renters, and the possibility of waiving the General Facility Charge (GFC) for certain types of development. This study may include some or all these components. This amendment provides a one-time appropriation for this purpose.
- *Digitizing RWD Records:* The cataloging, organizing, preservation and destruction of certain RWD public records started under the Operating Service Agreement between the City and the former District. With the City's full assumption of RWD, it is now the custodian of RWD Board resolutions, meeting agenda packets, meeting minutes, contracts, interlocal agreements, and easements. These records must also be integrated into the City's records management system and extra help staff and a contracted vendor will be needed to accomplish this work. This amendment provides a one-time appropriation for this purpose.

Mid-Biennial Budget “True-Up”

During the first half of 2021, staff identified several changes to appropriations that were unknown in April 2021 at the time the 2021-2022 biennial budget was amended by the City Council through Ordinance No. 923. The City Manager's 2021-2022 mid-biennial budget review includes recommendations that the budget be amended to avoid adversely impacting existing appropriations by adjusting funding for these programs. In addition, this amendment will result in accurately reflecting the anticipated expenditures in the City's budget.

True-Ups Impacting Multiple Funds:

- *Durable Pavement Marking (Thermoplastic) Maintenance:* The 2021-2022 budget included one-time costs for equipment, including the upgrade of an existing pickup truck, associated with the transfer from private contractors to City staff the responsibility for the durable pavement marking maintenance,

installation, and removal. In 2020, the existing pickup began to experience mechanical issues that necessitated earlier-than-anticipated replacement, which was accomplished through the November 2020 budget amendment. This amendment trues-up the budgeted transfers from the General Fund to the Equipment Replacement Fund included in the 2021-2022 budget necessary to complete the upgrade of the pickup and acquire a cargo trailer and remaining pavement marking equipment. The transfer from the General Fund is offset by savings realized by performing this work in-house.

- *Street Sweeper Acquisition:* On June 28, 2021, staff received Council's authorization to purchase a new street sweeper in the amount of \$354,143 for Public Works Surface Water Operations. Due to pricing, ordering time, and condition of the existing street sweeper, Council authorized the purchase provided that a budget amendment would be prepared and included in the 2021-2022 Mid-Biennial Budget Modification. This amendment provides Surface Water Utility funding from reserves that offset the anticipated salvage value from surplus of the existing street sweeper and increase in the cost for the new street sweeper.
- *Street Sweeper Repairs:* The existing street sweeper underwent extensive repairs in 2021. This amendment provides for a one-time contribution from the Surface Water Utility to the Vehicle Operations/Maintenance (O&M) Fund to cover these repair charges.
- *Surface Water Equipment Replacement Charges:* Past accounting practices set-aside replacement reserves in the Equipment Replacement Fund in an amount sufficient to support future replacement of Surface Water vehicles. It has been determined that the charge to the Surface Water Utility Fund should be reversed through this amendment and those reserves should be maintained within the Surface Water Utility Fund.
- *Wastewater Equipment Replacement and Vehicle O&M Charges:* The budget amendment adopted through Ordinance No. 923, which totaled \$688,380 for the value of reserves through 2021 and \$145,625 for 2022 ongoing, assumed replacement reserves for Wastewater vehicles would be managed in the City's Equipment Replacement Fund. It has been determined that the charge to the Wastewater Utility Fund should be reversed through this amendment and those reserves should be maintained within the Wastewater Utility Fund. In addition, all charges for vehicle O&M prior to assumption were paid directly from the Wastewater Utility Fund and reimbursed by RWD. All charges incurred since May 1, 2021 will now be treated in a manner that is consistent with all other funds by converting the balance of the Wastewater Utility's Repair and Maintenance Budget to Vehicle O&M Charges that are assessed by the Vehicle O&M Fund.
- *2022 General Fund Overhead Update:* General Fund overhead charges are for the costs of central services (e.g., human services, payroll, accounting, information technology support, etc.) that are shared across city departments. The overhead charges included in the adopted 2021-2022 Budget included a

projection for 2022. Overhead charges are determined for the upcoming year based on the expenditures and factors from the actual of the last full year; hence, overhead charges for 2022 are based on 2020 actual. This amendment updates the projection based on actual.

True-Ups Impacting the General Fund:

- *Property Management Lease Revenue:* When the property located at 14528 10th Ave NE was acquired, it was evaluated as a potential rental property. Due to the condition of the structure, it was determined that the cost of repairs and maintenance would be greater than the revenues expected over the duration of planned leasing prior to development as a park. This amendment reflects the anticipation that no rental income will be generated from this property. In 2021, several short-term rentals of portions of the former Police Station property did occur, providing some unplanned rental income to the City. This amendment provides an ongoing decrease in revenues offset by one-time revenue.

American Rescue Plan Act (ARPA)

ARPA was signed into law by President Biden on March 11, 2021 and is a \$1.9 trillion economic stimulus bill. Within the ARPA, the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) provides \$350 billion for states, municipalities, counties, tribes and territories. The City was awarded \$7,533,842 and will receive the funds in two tranches. The first tranche was received in August 2021 and the second will be received in August 2022.

On June 14, 2021, staff presented to Council a proposed phased funding plan for the City's ARPA funds. 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/staffreport061421-8b.pdf>.

The City Manager recommended, and Council supported, the proposed funding plan for the allocations of the City's ARPA funds, the phased funding plan approach, and Phase 1 funding recommendations, including funding 1.4 FTE Limited Term Community Support Specialist positions (previously conceived as 'ARPA Navigator' positions), supporting community, youth, and business recovery efforts, and approximately \$4 million for infrastructure investments. The staff report supporting that decision can be found here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport091321-8b.pdf>.

Budgeting the funds will happen through this mid-biennial budget modification and future biennial budget processes. To that end, the following amendments are presented as Phase 1 of the ARPA funding allocation. Additional information on each of these allocations can be found in the staff reports linked above.

- *Allocate \$511,000 to Fund up to 1.4 FTE Limited-Term Community Support Specialists (ARPA Navigators):* This amendment increases an existing 0.60 FTE

position to 1.00 FTE, adds a 1.00 FTE position and provides appropriation of \$234,096 this biennium for this purpose.

- *Allocate \$225,000 to Fund Community and Youth Recovery.* This amendment provides appropriation of \$192,000 this biennium for this purpose.
- *Allocate \$93,000 for Fund Outreach and Analysis to Shoreline Businesses Through a Partnership with the Shoreline Chamber of Commerce.* This amendment provides appropriation of \$59,000 this biennium for this purpose.
- *Allocate Approximately \$4 Million for Qualifying Infrastructure Investments:*
 - *Pump Station 26 Improvements Project.* Additional funding for this project will be provided from two sources. The first is a 2020 Flood Reduction Grant of \$250,000 from the King County Flood Control District that was applied for in 2020 and approved starting 2021, and the second is the allocation of \$2,922,000 of ARPA funding. This amendment recognizes \$3.172 million of revenue and provides an additional \$1.025 million of appropriation this biennium for this project due to increased construction estimates.
 - *Wastewater 145th Interchange Coordination.* The 145th Interchange project requires relocation of wastewater assets and creates an opportunity to re-align assets to better support re-development in the mixed-use residential (MUR70) area. The project will begin in 2021 and be completed in early 2023. This amendment recognizes \$400,000 of ARPA funding and provides \$402,500 of appropriation this biennium for this project. The remaining \$298,000 will be programmed as part of the 2023-2024 biennial budget.
 - *1st Avenue Wastewater Pipe Replacement.* The existing wastewater pipe in 1st Avenue NE between 145th and 147th is in poor condition and needs to be replaced in advance of the 145th corridor project. This amendment recognizes \$400,000 of ARPA funding and provides \$402,500 of appropriation this biennium for this project.

The work of the Community Support Specialists (ARPA Navigators) to research all federal, county and state ARPA programs and to support Shoreline residents and businesses in their efforts to access those programs will inform future funding recommendations, specifically in the areas of human services, youth recovery and business stabilization and recovery. Staff anticipate a significant infusion of funds into a variety of safety net programs for both individuals and businesses. Understanding these various programs will help determine a future recommendation from staff to program approximately \$1.6 million in funds reserved for human services needs, nearly \$400,000 for business recovery and stabilization, and \$175,000 for youth recovery, and will allow the City's local funds to support critical needs that Shoreline residents find they are unable to access elsewhere. Additional ideas for future business recovery and stabilization support were also discussed in the staff reports linked above.

Other Grants

- *Port of Seattle Economic Development Partnership Program Grant.* The City of Shoreline has utilized Port of Seattle Economic Development Partnership Program funding to support its economic growth strategies since the program's inception. For 2021, this funding will support Music, Film, Glass Art, and small business support activities to advance COVID-19 economic recovery and

resiliency. The funding helps impacted businesses, particularly Black, Indigenous, and People of Color (BIPOC) businesses, promotes local tourism, encourages local spending and reaches out to more businesses than ever before to address pandemic-related economic challenges and connect our business community with relief and other resources. This amendment provides a one-time increase of revenues and appropriations for this purpose.

- *Community Development Block Grant – COVID:* COVID CDBG funds will be used for four projects for rent assistance and behavioral health services. Council took action on these programs on May 18, 2020, and April 12, 2021. This amendment provides a one-time increase of revenues and appropriations for this purpose.
- *Local Solid Waste Financial Assistance Grant:* Local Solid Waste Financial Assistance (LSWFA) funds will support increased recycling and composting programs for multifamily residents in Shoreline from September 2021 through July 2023. Funded activities include mailing recycling guides and educational materials, on-site technical assistance and education, recycling and composting supplies, and compost service for multifamily properties. This amendment provides a one-time increase of revenues and appropriations for this purpose.

2021 – 2022 Capital Improvement Plan (CIP)

The 2021-2022 Biennial Budget presented the 2021-2026 Capital Improvement Plan (CIP). During this mid-biennial budget review, staff reviewed City Council direction, the City’s various master plans, and projected available revenues. As the City Council is aware, there are limited capital funds available for the many capital needs of the City. The 2021-2022 Biennial Budget includes one-time transfers from the General Fund, Park Impact Fees Fund, Transportation Impact Fees Fund, and Surface Water Utility Fund in support of several capital projects listed in the summary of contributions to/other funding for capital projects tables included in the 2021 Third Quarter Financial Report. Some items identified during the mid-biennial budget review requiring additional transfers of \$2.999 million from the General Fund. In addition, other projects require additional transfers of \$0.180 million from the Park Impact Fees Fund or \$3.914 from the Transportation Impact Fees Fund to capital funds, as described in more detail below. These funds have sufficient reserves to provide these contributions.

General Fund Contributions to Projects	Current Budget - General Fund Support	Additional General Fund Support
General Capital Fund		
Parks Restrooms Renovation	\$0	\$38,240
Shoreline Pool Demolition	\$0	\$620,000
Civic Center/City Hall – Emergency Generator Electrical Upgrade	\$0	\$47,000
Civic Center/City Hall – Highland Plaza	\$157,832	\$422,481
Civic Center/City Hall – Hybrid Conference Rooms	\$0	\$410,000

General Fund Contributions to Projects	Current Budget - General Fund Support	Additional General Fund Support
Parks Repair and Replacement - Parks ADA Assessment and Transition Plan	\$100,000	\$0
Police Station at City Hall	\$61,170	\$0
City Maintenance Facility	\$2,978,559	\$892,896
Parks Improvements-Sound Trans	\$113,000	\$0
General Capital Fund Total	\$3,410,561	\$2,430,617
City Facilities-Major Maintenance Fund		
Transfer to CFMM as funding for major repair and maintenance	\$259,339	\$0
Richmond Highland Community Center Long-Term Maintenance	\$0	\$846,699
CFMM Fund Total	\$259,339	\$846,699
Roads Capital Fund		
147 th -148 th Non-Motorized Bridge	\$247,732	\$0
Sidewalk Rehabilitation Program	\$152,518	\$0
Driveway Relocation Richmond Beach Rd	\$56,309	\$0
Trail Along the Rail	\$201,664	\$196,392
Gambling Tax Equivalent	\$195,302	\$0
Roads Capital Fund Total	\$853,525	\$196,392
General Fund Contributions Total	\$4,523,425	\$3,473,708

General Capital Fund:

- Parks Restrooms Renovation:* On July 26, 2021, Council authorized the City Manager to execute contract documents with the Washington State Department of Commerce to obligate grant funding to renovate four restrooms as part of the Shoreline Parks Restrooms project. The project's cost is expected to exceed the grant revenue; therefore, additional contribution from the General Fund is needed. This amendment recognizes grant revenues, provides for a one-time transfer from the General Fund to the General Capital Fund and appropriation for this project.
- Parks, Recreation and Open Space (PROS) Plan Update:* Parks, Recreation and Open Space (PROS) Plans are developed every six years, with the current plan spanning 2017-2023. Staff plans to undertake an 18-to-24-month endeavor to update a plan that will be presented to Council in 2023 to retain eligibility for State and Federal grant funds. This amendment provides appropriation for this project.
- Shoreline Pool Demolition:* After 50 years of continual use, the Shoreline Pool has reached the end of its life. Due to the failing condition of the pool, cost to maintain and operate the facility, Council made the decision to permanently close and demolish the pool. The location of the former pool continues to be ideally positioned for recreational opportunities. The State Department of Commerce has provided a grant to construct a Public Pavilion out of recycled structural pool

components on this site as discussed below. This amendment provides for a one-time transfer from the General Fund to the General Capital Fund and appropriations for this project.

- *Shoreline Park Public Pavilion:* On July 26, 2021, Council authorized the City Manager to execute contract documents with the Washington State Department of Commerce to obligate grant funding for the Shoreline Park Public Pavilion Project. This project includes the construction of a Park Pavilion constructed using reclaimed components from the demolished pool on the site of the former Shoreline Pool. This amendment recognizes grant revenues and provides appropriation for this project.
- *Civic Center / City Hall:*
 - *Emergency Generator Electrical Upgrade:* The scope of work for this project includes calculation of additional electrical loads necessary to fully connect the entire City Hall facility to the emergency generator for maximum use. These additional loads were not fully captured during the construction of the Police Station at City Hall. This amendment provides for a one-time transfer from the General Fund to the General Capital Fund and additional appropriation for this portion of the Civic Center/City Hall project.
 - *Highland Plaza:* The 2021-2026 CIP includes appropriations for the demolition of the Highland Plaza building (located just east of City Hall; old Jersey's building) with paving for additional parking. The meteoric increase in costs related to construction and an evaluation of the best use of this additional parking reveals the actual cost of this work will exceed the budget available. Staff plans to dedicate this space to Police and Code Enforcement and Customer Response Team (CECRT) parking to ensure streamlined police response and improved security for CECRT vehicles. This amendment provides for a one-time transfer from the General Fund to the General Capital Fund and additional appropriation for this portion of the Civic Center/City Hall project.
 - *Hybrid Conference Rooms:* As the City prepares for full reopening of City Hall, hardware and software upgrades and other facility upgrades are needed to allow for meetings with both remote and in-person participation, which is commonly referred to as Hybrid Conferencing. This amendment provides for a one-time transfer from the General Fund to the General Capital Fund and additional appropriation for this portion of the Civic Center/City Hall project. It also provides an ongoing appropriation for the IT Operations program in the General Fund to support Hybrid Conferencing.
- *Paramount Open Space Demolition:* The properties located at 14528 and 14531 10th Avenue NE were acquired in 2020 to expand Park and Open Space in support of Council's PROS Plan Goals as adopted in July 2017. This request provides funding to demolish the structures on these properties and land bank the site for open space restoration and addition to the park system. This

amendment provides for a one-time transfer from the Park Impact Fees Fund to the General Capital Fund and appropriation for this project.

- *City Maintenance Facility Project*: The 2021-2026 CIP includes appropriations for this project; however, cost estimates for construction slated to occur in 2022 have increased due to escalation in construction costs. In addition, estimates have increased due to additional geotechnical investigations required due to potential groundwater contamination; site depth reduction due to a steep slope not anticipated during preliminary assessments; and, design costs related to scope re-alignment needed during the 60% design phase. This amendment provides for an additional one-time transfer from the General Fund to the General Capital Fund and additional appropriation for this project.

City Facilities – Major Maintenance Fund:

- *Richmond Highland Community Center Long-Term Maintenance*: The 2021-2026 CIP includes appropriations funded with a grant award from the Washington State Department of Commerce for design and construction for roof replacement and a fire suppression system at the Richmond Highland Community Center Facility. Due to the rising cost of construction, including labor, materials, supplies, and costs to address recent structural deficiencies identified during the project, this amendment provides for a one-time transfer from the General Fund to the City Facilities Major Maintenance Fund and additional appropriation for this project.

Roads Capital Fund:

- *145th and I-5 Interchange Design and Environmental Review*: The funding plan for this project includes \$10,000,000 in contributions from Sound Transit. This agreement is scheduled to be approved in November 2021. This amendment provides a portion of this revenue for the acquisition of right-of-way with the remainder to be programmed in a future CIP update.
- *Annual Road Surface Maintenance (ARSM)*: In 2021 the City issued bonds supported by vehicle license fee (VLF) revenue to fund this project. This amendment recognizes bond proceeds and provides additional appropriation for this project.
- *Sidewalk Rehabilitation Program*: In 2021 the City issued bonds supported by VLF revenue to fund this project. This amendment recognizes bond proceeds while shifting forward to 2022 from 2023 a level of appropriation that will be constructed or obligated this biennium.
- *Trail Along the Rail*: The 2021-2026 CIP includes appropriations for this project assuming a mechanically stabilized earth (MSE) type retaining wall would be sufficient for the Ridgecrest Park portion of the project. After submitting initial concept drawings to Sound Transit, the MSE wall was rejected, thereby requiring a more expensive cast-in-place concrete retaining wall. Council entered into a

betterment agreement with Sound Transit on March 15, 2021, and construction is underway due to the need to be in alignment with Sound Transit's schedule. This amendment provides for a one-time transfer from the General Fund to the Roads Capital Fund and additional appropriation for this project.

- *20th Avenue NW (NW 190-195 Streets) New Sidewalks*: The next sidewalk to move to the design phase of part of the 2018 voter-approved New Sidewalk Program will be the 20th Avenue NW sidewalk that will connect existing pedestrian and bicycle facilities at NW 195th Street to the entrance of Richmond Beach Saltwater Park. Sidewalk and associated surface water improvements are proposed on one side of 20th Avenue NW. This amendment recognizes bond proceeds and provides additional appropriation for this project.
- *N 175th Street (Stone Way to I-5)*: The 2021-2026 CIP includes appropriations for this project; however, the right-of-way phase with property acquisition and consultant services has moved forward one year from 2023 to 2022. This amendment provides for a one-time transfer from the Transportation Impact Fees Fund to the Roads Capital Fund and additional appropriation for this project.
- *New Sidewalks Program*: This amendment trues-up the budget with the proper accounting for certain costs associated with the New Sidewalks Program and recognizes VLF revenues that the City is allowed to continue to collect and spend.

Utility Funds:

- *Pump Station 26 Improvements Project*: Additional funding for this project will be provided from a 2020 Flood Reduction Grant of \$250,000 from the King County Flood Control District that was applied for in 2020 and approved starting 2021. This amendment provides an additional \$1.025 million of appropriation this biennium for this project due to increased construction estimates.
- *Barnacle Creek*: This project will remove the existing 48" diameter CMP culvert and replace it with a fish-passable 5' x 13' concrete box culvert with concrete headwalls. Emergency repairs were done in 2018 with a commitment to the Washington Department of Fish and Wildlife (WDFW) to apply for permits on a permanent fix in 2023. This amendment provides appropriation for this project.
- *Storm Creek*: Over several years, the City has worked with residents and the Wastewater Utility to identify a method to repair an ongoing erosion issue on Storm Creek. The City has received grants for a portion of the work and has entered into an agreement with private property owners that includes cost sharing. The Surface Water and Wastewater utilities will provide funding for the balance of the costs. This amendment recognizes revenues and provides appropriation for this project.

Fee Schedules

As prescribed in Shoreline Municipal Code (SMC) Section 3.01.030, increases of the fees contained in the fee schedules shall be calculated on an annual basis by the average for the period that includes the last six months of the previous budget year and the first six months of the current budget year of the Seattle-Tacoma-Bellevue Consumer Price Index-All Urban Consumers (CPI-U ; link to historical table: <https://data.bls.gov/timeseries/CUURS49DSA0>), unless the SMC calls for the use of another index/other indices, the fee is set by another agency, or specific circumstances apply to the calculation of the fee.

The City Manager may choose to change user fees for all, some, or none of the fees listed, except those set by another agency (e.g., solid waste or fire impact fees). The text in the fee schedules presented in Exhibit A to Attachment G may have changes from the proposed fee schedules presented in the 2021-2022 Proposed Biennial Budget and 2021-2026 CIP book with deletions shown as ~~strikethrough~~ and additions shown as **bold**.

- Application of June-to-June Percentage Change of CPI-U: As noted earlier in this report, the 2022 proposed fee schedule discussed during the 2021-2022 biennial budget process in 2020 projected an increase of 1.73%. The actual June 2020-to-June 2021 percentage change in the CPI-U index is 5.52%. Therefore, unless otherwise discussed in this report, fees presented in the 2022 proposed schedule are increased by 5.52%.
- Planning and Community Development:
 - The land use and non-building permit fees are based on an hourly rate. The hourly rate will increase from the current rate of \$206.00 to \$217.00 based on the increase in the CPI-U and rounded to the nearest whole dollar. Building permit fees are based on the value of construction. Therefore, inflationary increases or decreases are automatically considered within the fee calculation. Plan check fees are based on the building permit fee and therefore no adjustment is needed to these fees.
 - *C – FIRE - CONSTRUCTION*: Fees have been adjusted in accordance with input received from the Shoreline Fire District.
- Transportation Impact Fees and Park Impact Fees: Transportation Impact Fees and Park Impact Fees are adjusted by the percentage changes in the most recent annual change of the Construction Cost Index (CCI) published in the Engineering News-Record (ENR) for the Seattle area. Application of the ENR CCI to the Transportation Impact Fees and Park Impact Fees results in a year-over-year increase of 8.43% for 2022.
- Fire Impact Fees: Much of the background information regarding the City's adoption of Fire Impact Mitigation Fees is available in the November 20, 2017 staff report (available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport112017-8c.pdf>). The Fire Impact Mitigation Fees were adopted

through Ordinance No. 791 and became effective on January 1, 2018. The Shoreline Fire District has requested that the fee not increase for 2022.

- Fire- Operational: The City adopts the fee schedule for the Shoreline Fire Department's operational fees.
- Affordable Housing Fee In-Lieu: The consultant assisting with administration of the housing affordability program recommends increases for this fee schedule be calculated on an annual basis by the average for the period that includes the last six months of the previous budget year and the first six months of the current budget year of the Housing in Seattle-Tacoma-Bellevue Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W; link to historical table: <https://data.bls.gov/timeseries/CWURS49DSA>). The 2022 proposed fee schedule discussed during the 2021-2022 biennial budget process in 2020 projected an increase of 1.73%. The actual June 2020-to-June 2021 percentage change of this index is 2.31%.
- Business License Fees: The following changes are proposed:
 - *Business License Fees – General (A)(1-2)*: SMC 5.05.060 allows for the proration of the license fee to coordinate with the expiration date assigned by the City. It was the intent of the City Council that the fee be prorated for a business that begins engaging in business after June 30; however, the current language prorates the fee based on when the application for a business license is filed. This correction seeks to correctly apply the intent of the City Council.
- Filmmaking Permit Fees: To support the local recovery of the media production industry, the City Manager is not recommending an adjustment to the fee at this time.
- Parks, Recreation and Community Services Fees: The Parks, Recreation and Cultural Services (PRCS) Department performed a comprehensive cost recovery evaluation in 2015 identifying cost recovery objectives for the various PRCS fees. Since that time cost recovery evaluation has been performed on a subset of fees annually to ensure fees continue to meet identified objectives and stay competitive in the market. Fees not evaluated each year are adjusted by CPI-U as described above. Other changes to the fee schedule are discussed below.

The hourly alcohol rate has been eliminated and a new flat rate alcohol fee is included in its place for the following reasons:

- Simplify the rental process for customers and staff.
- Provide a more equitable/affordable fee for alcohol rentals.

The fee previously listed as A(4)(e) as "All Other Organizations/Groups – Games" is being removed because the fee is no longer used. The fees are determined by the customer type instead of event type. The fee previously listed as A(4)(f) as "* Additional field prep fee may be added" is changed to "Baseball Field Game Prep" and will be added to the hourly rental fee when a game field

prep is required. Athletic and synthetic field turf fees are completely determined by customer type instead of event type; therefore, other changes to eliminate “All Use”, “Practice”, etc. are meant to eliminate confusion. Additionally, the synthetic fields rates will be prorated 50% when half field is used in order to maximize use of the fields by multiple groups.

- Surface Water Management Rate Table: The City Council provided direction to staff to pursue the Proactive Management Strategy for the 2018 Surface Water Master Plan update. The 2022 Surface Water Management fees reflect the financial impacts of the Proactive Management Strategy as was presented to the City Council in development of the Surface Water Master Plan.
- Solid Waste Rate Table: In 2016, the City Council entered a 10-year contract for the City’s 2017 – 2027 Comprehensive Garbage, Recyclables, and Compostable Collection Services with Recology CleanScapes Inc. (Recology). The contract was adopted on May 2, 2016, and collection services under the new contract started on March 1, 2017. Per section 4.3.1 of the contract, Recology has until October 1 to submit a 2022 Rate Adjustment Schedule for City review and verification with collection service charges, miscellaneous fees and contract options, excluding waste disposal fees, for each level of service changing by the June-to-June percentage change of the CPI-W for the Seattle-Tacoma-Bremerton area. There is one pending rate issue outside of the standard CPI-based change that is being addressed in accordance with the provisions of the contract.

Upon City review and verification, Recology will mail finalized rates and updated service information to customers on or before November 15, which is 45 days in advance of the new rates taking effect. Due to the timing required by the contract and Council’s consideration of Resolution No. 484 adopting the 2022 fee schedule for rates, fees, and charges for services, staff recommends that Council authorize the City Manager to amend the 2022 fee schedule to adopt, adjust or incorporate those modified rates or fees.

FINANCIAL IMPACT:

The adopted biennial budget includes revenue and expenditure appropriations for the two years of the biennium for all funds. Since its adoption in November 2020, the City Council has approved two amendments to the budget. The amended biennial budget for all funds totals \$289,902,912.

There is no financial impact associated with tonight’s mid-biennial budget review; however, it provides an opportunity to formally review revenues and appropriations and recommended adjustments to the budget to address various emerging issues.

If the mid-biennial budget modification ordinance is approved as proposed, total adjustments result in a net budget increase (appropriation change) of \$26,093,129, comprised of \$17,072,456 of expenditures and \$9,020,673 of transfers out, to a total of

\$315,996,041. This proposed amendment also recognizes \$18,182,216 of revenue, \$9,020,673 of transfers in, and uses \$5,097,641 of 2021 unobligated fund balance.

RECOMMENDATION

No action is required by the City Council this evening. This item is an informational update on the City's financial condition and provides an opportunity to review the City Manager's recommendation for adjustments to the 2021-2022 Biennial Budget.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 945 providing for the mid-biennial budget modifications, including Exhibit A: 2022 Range Placement Table for non-exempt and exempt staff, Exhibit B: 2022 Range Placement Table for positions represented by the Public, Professional, and Office-Clerical Employees and Drivers, Local Union No. 763, and Exhibit C: 2022 Extra Help Range Placement Table
- Attachment B: 2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2021 Plan
- Attachment C: 2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2022 Plan
- Attachment D: Impact of 2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) on Fund Balance
- Attachment E: Proposed Ordinance No. 946 setting the 2022 regular property tax levy
- Attachment F: Proposed Ordinance No. 947 and Exhibit A adopting the 2022 fee schedule for Impact Fees for Transportation, Parks, and Fire
- Attachment G: Proposed Resolution No. 484 and Exhibit A adopting the 2022 fee schedule for rates, fees, and charges for services

ORDINANCE NO. 945

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING THE MODIFICATION OF THE 2021-2022 FINAL BUDGET, AS HAS BEEN PREVIOUSLY AMENDED; ESTABLISHING JOB CLASSIFICATIONS AND PAY RANGES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the 2021-2022 Final Budget was adopted by Ordinance No. 903 and subsequently amended by Ordinance Nos. 922 and 923; and

WHEREAS, pursuant to RCW 35A.34.130, the City conducted a mid-biennial review no sooner than eight months after the start nor later than the conclusion of the first year of the fiscal biennium; and

WHEREAS, the City Council held a properly noticed public hearing on November 8, 2021 on the proposed mid-biennial budget modification; and,

WHEREAS, the City Council has considered the proposed mid-biennial budget modification and has considered any and all comments received from the public, written or oral, with regard to such proposed mid-biennial budget modification; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.075 to include all revenues and expenditures for each fund in the adopted budget and, therefore, the 2021-2022 Final Budget, as amended, needs to be amended to reflect the increases and decreases to the City's funds; and

WHEREAS, the City Council finds that the proposed adjustments to the Biennial Budget for 2021-2022 reflect revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and

WHEREAS, the City Council desires to adopt the modification to the 2021-2022 Final Budget;

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

Section 1. Amendment – 2021-2022 Final Budget. The City hereby amends the 2021-2022 Final Budget according to the mid-biennium budget modification by increasing appropriations, as follows:

Fund	Current Appropriation	Revised Appropriation
General Fund	\$97,782,109	\$103,157,761
Shoreline Secure Storage Fund	2,259,500	2,259,500
Street Fund	4,159,609	4,272,964
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	36,486	36,486
Public Arts Fund	161,505	161,505
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Transportation Impact Fees Fund	946,805	4,861,071
Park Impact Fees Fund	1,102,561	1,282,809
2006/2016 UTGO Bond Fund	1,135,144	1,135,144
2009/2019 LTGO Bond Fund	2,202,688	2,202,688
2013 LTGO Bond Fund	516,520	516,520
2020 LTGO Bond Fund	25,960,000	25,960,000
Sidewalk LTGO Bond Fund	1,799,100	1,799,100
VLf Revenue Bond Fund	0	552,573
General Capital Fund	17,785,874	21,483,369
City Facility-Major Maintenance Fund	709,226	1,555,925
Roads Capital Fund	56,260,953	58,264,095
Sidewalk Expansion Fund	5,922,995	11,957,995
Surface Water Utility Fund	25,875,682	27,841,192
Wastewater Utility Fund	43,855,290	45,102,630
Vehicle Operations/Maintenance Fund	485,397	594,944
Equipment Replacement Fund	684,468	736,770
Unemployment Fund	35,000	35,000
Total Funds	\$289,902,912	\$315,996,041

Section 2. Amendment – City of Shoreline Regular FTE Count. The City of Shoreline hereby amends the 2021-2022 Final Budget to increase the number of full-time equivalent employees (FTE) and the total FTEs for the City, excluding City Council, as follows:

Department	2021 Adopted	2021 Amended	2021 Amended vs. 2021 Adopted	2022 Adopted	2022 Amended	2022 Amended vs. 2022 Adopted
City Manager	22.250	22.250	0.000	22.250	22.250	0.000
Recreation, Cultural & Community Services	27.230	28.970	1.740	27.230	29.130	1.900
City Attorney	3.000	3.000	0.000	3.000	3.000	0.000
Administrative Services	34.925	34.925	0.000	34.925	35.925	1.000
Human Resources	3.000	3.000	0.000	3.000	3.000	0.000
Police	0.000	0.000	0.000	0.000	0.000	0.000
Planning & Community Development	22.820	22.820	0.000	22.820	22.820	0.000

Department	2021 Adopted	2021 Amended	2021 Amended vs. 2021 Adopted	2022 Adopted	2022 Amended	2022 Amended vs. 2022 Adopted
Public Works	39.110	39.110	0.000	39.049	40.949	1.900
Surface Water Utility	17.010	17.010	0.000	17.071	17.696	0.625
Wastewater Utility	14.230	14.230	0.000	14.230	17.705	3.475
Total FTE	183.575	185.315	1.740	183.575	192.475	8.900

All references to total FTEs by department and for the City within the 2021-2022 Biennial Budget shall be amended to reflect this increase.

Section 3. Amendment – City of Shoreline Range Placement Tables. The City of Shoreline hereby amends the 2021-2022 Final Budget by making the following amendments:

- A. The 2022 Range Placement Table for non-exempt and exempt staff is replaced with that set forth in Exhibit A attached hereto.
- B. The 2022 Range Placement Table for positions represented by the Public, Professional, and Office-Clerical Employees and Drivers, Local Union No. 763 is set forth in Exhibit B attached hereto.
- C. The 2022 Extra Help Range Placement Table is replaced with that set forth in Exhibit C attached hereto.

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

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City.

- A. Sections 1 and 2 of this Ordinance, amending the 2021-2022 Final Budget according to the mid-biennial budget modification by increasing the appropriations and increasing the number of full-time equivalent employees (FTE) and the total FTEs for the City, excluding City Council, shall take effect and be in full force five days after passage and publication.
- B. Section 3 of this Ordinance replacing the 2022 Range Placement Tables and 2022 Extra Help Range Placement Table, shall take effect at 12:01 am January 1, 2022.

PASSED BY THE CITY COUNCIL ON NOVEMBER 15, 2021.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2021
Effective Date: , 2021

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
1									
2									
3									14.68 30,543
4									15.05 31,307
5								14.83 30,855	15.43 32,089
6							14.62 30,410	15.21 31,627	15.81 32,892
7							14.99 31,171	15.59 32,417	16.21 33,714
8						14.77 30,721	15.36 31,950	15.97 33,228	16.61 34,557
9					14.56 30,278	15.14 31,489	15.74 32,749	16.37 34,059	17.03 35,421
10					14.92 31,035	15.52 32,276	16.14 33,567	16.78 34,910	17.45 36,306

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
11				14.71 30,587	15.29 31,811	15.91 33,083	16.54 34,406	17.20 35,783	17.89 37,214
12				15.07 31,352	15.68 32,606	16.30 33,910	16.96 35,267	17.63 36,677	18.34 38,144
13			14.83 30,850	15.45 32,136	16.07 33,421	16.71 34,758	17.38 36,148	18.07 37,594	18.80 39,098
14			15.20 31,621	15.84 32,939	16.47 34,257	17.13 35,627	17.81 37,052	18.53 38,534	19.27 40,075
15			15.58 32,412	16.23 33,763	16.88 35,113	17.56 36,518	18.26 37,978	18.99 39,497	19.75 41,077
16			15.97 33,222	16.64 34,607	17.30 35,991	18.00 37,430	18.72 38,928	19.46 40,485	20.24 42,104
17			16.37 34,053	17.05 35,472	17.74 36,891	18.45 38,366	19.18 39,901	19.95 41,497	20.75 43,157
18			16.78 34,904	17.48 36,359	18.18 37,813	18.91 39,325	19.66 40,898	20.45 42,534	21.27 44,236
19			17.20 35,777	17.92 37,268	18.63 38,758	19.38 40,309	20.15 41,921	20.96 43,598	21.80 45,342
20			17.63 36,671	18.37 38,199	19.10 39,727	19.86 41,316	20.66 42,969	21.48 44,688	22.34 46,475

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
21			18.07 37,588	18.82 39,154	19.58 40,720	20.36 42,349	21.17 44,043	22.02 45,805	22.90 47,637
22			18.52 38,528	19.29 40,133	20.07 41,738	20.87 43,408	21.70 45,144	22.57 46,950	23.48 48,828
23			18.99 39,491	19.78 41,136	20.57 42,782	21.39 44,493	22.25 46,273	23.14 48,124	24.06 50,049
24			19.46 40,478	20.27 42,165	21.08 43,851	21.93 45,605	22.80 47,430	23.71 49,327	24.66 51,300
25			19.95 41,490	20.78 43,219	21.61 44,948	22.47 46,746	23.37 48,615	24.31 50,560	25.28 52,582
26			20.45 42,527	21.30 44,299	22.15 46,071	23.04 47,914	23.96 49,831	24.92 51,824	25.91 53,897
27			20.96 43,591	21.83 45,407	22.70 47,223	23.61 49,112	24.56 51,077	25.54 53,120	26.56 55,244
28			21.48 44,680	22.38 46,542	23.27 48,404	24.20 50,340	25.17 52,353	26.18 54,448	27.22 56,626
29			22.02 45,797	22.94 47,706	23.85 49,614	24.81 51,598	25.80 53,662	26.83 55,809	27.90 58,041
30			22.57 46,942	23.51 48,898	24.45 50,854	25.43 52,888	26.44 55,004	27.50 57,204	28.60 59,492

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
31			23.13 48,116	24.10 50,121	25.06 52,126	26.06 54,211	27.11 56,379	28.19 58,634	29.32 60,980
32			23.71 49,319	24.70 51,374	25.69 53,429	26.71 55,566	27.78 57,788	28.89 60,100	30.05 62,504
33			24.30 50,552	25.32 52,658	26.33 54,764	27.38 56,955	28.48 59,233	29.62 61,602	30.80 64,067
34	Administrative Assistant I WW Utility Administrative Assist I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	24.91 51,816	25.95 53,974	26.99 56,134	28.07 58,379	29.19 60,714	30.36 63,143	31.57 65,668
35			25.53 53,111	26.60 55,324	27.66 57,537	28.77 59,838	29.92 62,232	31.12 64,721	32.36 67,310
36		Non-Exempt, Hourly Non-Exempt, Hourly	26.17 54,439	27.26 56,707	28.35 58,975	29.49 61,334	30.67 63,788	31.89 66,339	33.17 68,993
37	Finance Technician Recreation Specialist I WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	26.83 55,800	27.94 58,125	29.06 60,450	30.22 62,868	31.43 65,382	32.69 67,998	34.00 70,718
38	Administrative Assistant II	Non-Exempt, Hourly	27.50 57,195	28.64 59,578	29.79 61,961	30.98 64,439	32.22 67,017	33.51 69,698	34.85 72,486

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
39			28.18 58,625	29.36 61,067	30.53 63,510	31.75 66,050	33.03 68,692	34.35 71,440	35.72 74,298
40	Permit Technician	Non-Exempt, Hourly	28.89	30.09	31.30	32.55	33.85	35.20	36.61
	Public Disclosure Specialist	Non-Exempt, Hourly	60,090	62,594	65,098	67,702	70,410	73,226	76,155
41	Public Art Coordinator	Non-Exempt, Hourly	29.61	30.85	32.08	33.36	34.70	36.08	37.53
	Recreation Specialist II	Non-Exempt, Hourly	61,592	64,159	66,725	69,394	72,170	75,057	78,059
	Senior Finance Technician	Non-Exempt, Hourly							
	Special Events Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	30.35	31.62	32.88	34.20	35.56	36.99	38.47
	Communication Specialist	Non-Exempt, Hourly	63,132	65,763	68,393	71,129	73,974	76,933	80,010
	Human Resources Technician	Non-Exempt, Hourly							
	Legal Assistant	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
	Transportation Specialist	Non-Exempt, Hourly							
	Surface Water Program Specialist	Non-Exempt, Hourly							
43	Environmental Program Specialist	Non-Exempt, Hourly	31.11	32.41	33.70	35.05	36.45	37.91	39.43
	Payroll Officer	Non-Exempt, Hourly	64,710	67,407	70,103	72,907	75,823	78,856	82,011
	Purchasing Coordinator	Non-Exempt, Hourly							
44	Engineering Technician	Non-Exempt, Hourly	31.89	33.22	34.55	35.93	37.36	38.86	40.41
			66,328	69,092	71,856	74,730	77,719	80,828	84,061

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
45	Assistant Planner	EXEMPT, Annual	32.69	34.05	35.41	36.83	38.30	39.83	41.42
	CRT Representative	Non-Exempt, Hourly	67,986	70,819	73,652	76,598	79,662	82,849	86,163
	PRCS Rental & System Coordinator	Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	33.50	34.90	36.29	37.75	39.26	40.83	42.46
	Engineering Specialist	Non-Exempt, Hourly	69,686	72,590	75,493	78,513	81,654	84,920	88,317
	GIS Technician	Non-Exempt, Hourly							
	IT Specialist	Non-Exempt, Hourly							
	Senior Surface Water Program Specialist	Non-Exempt, Hourly							
Staff Accountant	EXEMPT, Annual								
47	Code Enforcement Officer	Non-Exempt, Hourly	34.34	35.77	37.20	38.69	40.24	41.85	43.52
	Construction Inspector	Non-Exempt, Hourly	71,428	74,405	77,381	80,476	83,695	87,043	90,524
	Executive Assistant to City Manager	EXEMPT, Annual							
	Plans Examiner I	Non-Exempt, Hourly							
48			35.20	36.67	38.13	39.66	41.24	42.89	44.61
			73,214	76,265	79,315	82,488	85,787	89,219	92,788
49	Associate Planner	EXEMPT, Annual	36.08	37.58	39.09	40.65	42.28	43.97	45.72
	Grounds Maintenance Supervisor	EXEMPT, Annual	75,044	78,171	81,298	84,550	87,932	91,449	95,107
	IT Functional Analyst	EXEMPT, Annual							
	PRCS Supervisor I - Recreation	EXEMPT, Annual							
	GIS Analyst	EXEMPT, Annual							

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
50	Combination Inspector	Non-Exempt, Hourly	36.98	38.52	40.06	41.67	43.33	45.07	46.87
	Diversity and Inclusion Coordinator	EXEMPT, Annual	76,921	80,126	83,331	86,664	90,130	93,736	97,485
	Housing & Human Services Coordinator	Non-Exempt, Hourly							
	Limited Term Light Rail Project Coordinator	EXEMPT, Annual							
	Neighborhoods Coordinator	EXEMPT, Annual							
	Utility Operations Specialist	Non-Exempt, Hourly							
	WW Utility Specialist	Non-Exempt, Hourly							
	Limited Term Communtiy Support Specialist	EXEMPT, Annual							
51	B&O Tax Analyst	EXEMPT, Annual	37.91	39.48	41.06	42.71	44.42	46.19	48.04
	Budget Analyst	EXEMPT, Annual	78,844	82,129	85,414	88,830	92,384	96,079	99,922
	Emergency Management Coordinator	EXEMPT, Annual							
	Environmental Services Coordinator	EXEMPT, Annual							
	Management Analyst	EXEMPT, Annual							
	Plans Examiner II	Non-Exempt, Hourly							
	Senior Accounting Analyst	EXEMPT, Annual							
52			38.85	40.47	42.09	43.77	45.53	47.35	49.24
			80,815	84,182	87,549	91,051	94,693	98,481	102,420
53	Communications Program Manager	EXEMPT, Annual	39.82	41.48	43.14	44.87	46.66	48.53	50.47
	PRCS Supervisor II - Recreation	EXEMPT, Annual	82,835	86,286	89,738	93,327	97,060	100,943	104,981
	Senior Human Resources Analyst	EXEMPT, Annual							
	Web Systems Analyst	EXEMPT, Annual							
	Environmental Services Program Manager	EXEMPT, Annual							
54	Code Enforcement and CRT Supervisor	EXEMPT, Annual	40.82	42.52	44.22	45.99	47.83	49.74	51.73
	PW Maintenance Superintendent	EXEMPT, Annual	84,906	88,444	91,981	95,661	99,487	103,467	107,605
	Senior Planner	EXEMPT, Annual							

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
55	CMO Management Analyst	EXEMPT, Annual	41.84	43.58	45.33	47.14	49.03	50.99	53.03
	Engineer I - Capital Projects	EXEMPT, Annual	87,029	90,655	94,281	98,052	101,974	106,053	110,295
	Engineer I - Development Review	EXEMPT, Annual							
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
	Grants Administrator	EXEMPT, Annual							
	Plans Examiner III	Non-Exempt, Hourly							
	Senior Management Analyst	EXEMPT, Annual							
56	Parks Superintendent	EXEMPT, Annual	42.89	44.67	46.46	48.32	50.25	52.26	54.35
			89,204	92,921	96,638	100,503	104,524	108,705	113,053
57			43.96	45.79	47.62	49.53	51.51	53.57	55.71
			91,434	95,244	99,054	103,016	107,137	111,422	115,879
58	City Clerk	EXEMPT, Annual	45.06	46.94	48.81	50.77	52.80	54.91	57.10
	IT Projects Manager	EXEMPT, Annual	93,720	97,625	101,530	105,591	109,815	114,208	118,776
	Network Administrator	EXEMPT, Annual							
59	Budget and Tax Manager	EXEMPT, Annual	46.18	48.11	50.03	52.03	54.12	56.28	58.53
	Engineer II - Capital Projects	EXEMPT, Annual	96,063	100,066	104,068	108,231	112,560	117,063	121,745
	Engineer II - Development Review	EXEMPT, Annual							
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	Engineer II - Wastewater	EXEMPT, Annual							
	Lynnwood Link Extension Light Rail Project Manager	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
Wastewater Manager	EXEMPT, Annual								

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
60	Community Services Manager	EXEMPT, Annual	47.34	49.31	51.28	53.34	55.47	57.69	59.99
	IT Systems Analyst	EXEMPT, Annual	98,465	102,567	106,670	110,937	115,374	119,989	124,789
	Recreation Superintendent	EXEMPT, Annual							
	Permit Services Manager	EXEMPT, Annual							
61			48.52	50.54	52.57	54.67	56.86	59.13	61.49
			100,926	105,132	109,337	113,710	118,259	122,989	127,909
62	Engineer III - Lead Project Manager	EXEMPT, Annual	49.74	51.81	53.88	56.04	58.28	60.61	63.03
	Fleet and Facilities Manager	EXEMPT, Annual	103,450	107,760	112,070	116,553	121,215	126,064	131,106
63	Building Official	EXEMPT, Annual	50.98	53.10	55.23	57.44	59.73	62.12	64.61
	City Traffic Engineer	EXEMPT, Annual	106,036	110,454	114,872	119,467	124,246	129,216	134,384
	Economic Development Program Manager	EXEMPT, Annual							
	Intergovernmental / CMO Program Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
SW Utility Manager	EXEMPT, Annual								
64	Finance Manager	EXEMPT, Annual	52.25	54.43	56.61	58.87	61.23	63.68	66.22
			108,687	113,215	117,744	122,454	127,352	132,446	137,744
65	Assistant City Attorney	EXEMPT, Annual	53.56	55.79	58.02	60.34	62.76	65.27	67.88
	Development Review and Construction Manager	EXEMPT, Annual	111,404	116,046	120,688	125,515	130,536	135,757	141,187
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							
City Traffic Engineer	EXEMPT, Annual								
66			54.90	57.19	59.47	61.85	64.33	66.90	69.58
			114,189	118,947	123,705	128,653	133,799	139,151	144,717
67	Information Technology Manager	EXEMPT, Annual	56.27	58.62	60.96	63.40	65.93	68.57	71.31
	Utility & Operations Manager	EXEMPT, Annual	117,044	121,921	126,797	131,869	137,144	142,630	148,335
	Parks, Fleet and Facilities Manager	EXEMPT, Annual							

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
68			57.68 119,970	60.08 124,969	62.48 129,967	64.98 135,166	67.58 140,573	70.29 146,196	73.10 152,043
69	City Engineer	EXEMPT, Annual	59.12 122,969	61.58 128,093	64.05 133,216	66.61 138,545	69.27 144,087	72.04 149,850	74.93 155,844
70			60.60 126,043	63.12 131,295	65.65 136,547	68.27 142,009	71.00 147,689	73.84 153,597	76.80 159,741
71			62.11 129,194	64.70 134,577	67.29 139,961	69.98 145,559	72.78 151,381	75.69 157,437	78.72 163,734
72			63.67 132,424	66.32 137,942	68.97 143,460	71.73 149,198	74.60 155,166	77.58 161,373	80.69 167,827
73	Human Resource and Org. Development Director	EXEMPT, Annual	65.26 135,735	67.98 141,390	70.70 147,046	73.52 152,928	76.46 159,045	79.52 165,407	82.70 172,023
74				69.68 144,925	72.46 150,722	75.36 156,751	78.38 163,021	81.51 169,542	84.77 176,324
75	Administrative Services Director Planning & Community Development Director Parks, Rec & Cultural Svcs Director Recreation, Cultural & Community Services Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	68.56 142,606	71.42 148,548	74.27 154,490	77.25 160,670	80.33 167,097	83.55 173,781	86.89 180,732
76	City Attorney Public Works Director	EXEMPT, Annual EXEMPT, Annual	70.27 146,172	73.20 152,262	76.13 158,353	79.18 164,687	82.34 171,274	85.64 178,125	89.06 185,250
77	Assistant City Manager	EXEMPT, Annual EXEMPT, Annual	72.03 149,826	75.03 156,069	78.03 162,311	81.16 168,804	84.40 175,556	87.78 182,578	91.29 189,881

Attachment A Exhibit B

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055 CPI-U % Chg.
 June '21 cpi-U 296.573 5.52%
 CPI-U 1%min - 4%max: 4.00%
 2022: 4.00%

Adjustment: 4.00%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1								
2								
3								
4								14.83
5								15.21
6							14.99	15.59
7							15.36	15.98
8						15.14	15.74	16.37
9					14.92	15.52	16.14	16.78
10					15.29	15.91	16.54	17.20
11				15.07	15.68	16.30	16.96	17.63
12			14.86	15.45	16.07	16.71	17.38	18.07
13			15.23	15.84	16.47	17.13	17.81	18.53
14			15.61	16.23	16.88	17.56	18.26	18.99
15			16.00	16.64	17.30	18.00	18.72	19.46

Attachment A Exhibit B

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055 CPI-U % Chg.
 June '21 cpi-U 296.573 5.52%
 CPI-U 1%min - 4%max: 4.00%
 2022: 4.00%

Adjustment: 4.00%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
16			16.40	17.05	17.74	18.45	19.18	19.95
17			16.81	17.48	18.18	18.91	19.66	20.45
18			17.23	17.92	18.63	19.38	20.15	20.96
19			17.66	18.37	19.10	19.86	20.66	21.48
20			18.10	18.82	19.58	20.36	21.17	22.02
21			18.55	19.30	20.07	20.87	21.70	22.57
22			19.02	19.78	20.57	21.39	22.25	23.14
23			19.49	20.27	21.08	21.93	22.80	23.72
24			19.98	20.78	21.61	22.47	23.37	24.31
25			20.48	21.30	22.15	23.04	23.96	24.92
26			20.99	21.83	22.70	23.61	24.56	25.54
27			21.52	22.38	23.27	24.20	25.17	26.18
28			22.05	22.94	23.85	24.81	25.80	26.83
29			22.61	23.51	24.45	25.43	26.44	27.50
30			23.17	24.10	25.06	26.06	27.11	28.19

Attachment A Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055 CPI-U % Chg.
 June '21 cpi-U 296.573 **5.52%**
 CPI-U 1%min - 4%max: 4.00%
 2022: 4.00%

Adjustment: 4.00%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
31			23.75	24.70	25.69	26.71	27.78	28.89
32			24.34	25.32	26.33	27.38	28.48	29.62
33			24.95	25.95	26.99	28.07	29.19	30.36
34			25.58	26.60	27.66	28.77	29.92	31.12
35			26.21	27.26	28.35	29.49	30.67	31.89
36	Grounds Maintenance Worker I PW Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly	26.87	27.95	29.06	30.23	31.43	32.69
37	WW Utility Maintenance Worker I	Non-Exempt, Hourly	27.54	28.64	29.79	30.98	32.22	33.51
38	Facilities Maintenance Worker I	Non-Exempt, Hourly	28.23	29.36	30.53	31.76	33.03	34.35
39			28.94	30.09	31.30	32.55	33.85	35.21
40	Grounds Maintenance Worker II Parks Maintenance Worker II PW Maintenance Worker II	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	29.66	30.85	32.08	33.36	34.70	36.09
41	WW Utility Maintenance Worker II	Non-Exempt, Hourly	30.40	31.62	32.88	34.20	35.57	36.99
42	Facilities Maintenance Worker II	Non-Exempt, Hourly	31.16	32.41	33.70	35.05	36.45	37.91
43			31.94	33.22	34.55	35.93	37.37	38.86
44			32.74	34.05	35.41	36.83	38.30	39.83
45			33.56	34.90	36.30	37.75	39.26	40.83

Attachment A Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055 CPI-U % Chg.
 June '21 cpi-U 296.573 **5.52%**
 CPI-U 1%min - 4%max: 4.00%
 2022: 4.00%

Adjustment: 4.00%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
46	Senior Grounds Maintenance Worker Senior Facilities Maintenance Worker Senior Parks Maintenance Worker-General Maintenance Senior PW Maintenance Worker	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	34.40	35.77	37.20	38.69	40.24	41.85
47	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly	35.26	36.67	38.13	39.66	41.24	42.89
48	Senior Parks Maintenance Worker-Urban Forestry	Non-Exempt, Hourly	36.14	37.58	39.09	40.65	42.28	43.97
49			37.04	38.52	40.06	41.67	43.33	45.07
50			37.97	39.49	41.07	42.71	44.42	46.19
51			38.92	40.47	42.09	43.78	45.53	47.35
52			39.89	41.48	43.14	44.87	46.66	48.53
53			40.89	42.52	44.22	45.99	47.83	49.74
54			41.91	43.58	45.33	47.14	49.03	50.99
55			42.96	44.67	46.46	48.32	50.25	52.26
56			44.03	45.79	47.62	49.53	51.51	53.57
57			45.13	46.94	48.81	50.77	52.80	54.91
58			46.26	48.11	50.03	52.04	54.12	56.28
59			47.42	49.31	51.28	53.34	55.47	57.69

Attachment A Exhibit B

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055 CPI-U % Chg.
 June '21 cpi-U 296.573 5.52%
 CPI-U 1%min - 4%max: 4.00%
 2022: 4.00%

Adjustment: 4.00%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
60			48.60	50.54	52.57	54.67	56.86	59.13
61			49.82	51.81	53.88	56.04	58.28	60.61
62			51.06	53.10	55.23	57.44	59.73	62.12
63			52.34	54.43	56.61	58.87	61.23	63.68
64			53.65	55.79	58.02	60.34	62.76	65.27
65			54.99	57.19	59.47	61.85	64.33	66.90
66			56.36	58.62	60.96	63.40	65.94	68.57
67			57.77	60.08	62.49	64.98	67.58	70.29
68			59.22	61.58	64.05	66.61	69.27	72.04
69			60.70	63.12	65.65	68.27	71.01	73.85
70			62.21	64.70	67.29	69.98	72.78	75.69
71			63.77	66.32	68.97	71.73	74.60	77.58
72			65.36	67.98	70.70	73.52	76.47	79.52
73			67.00	69.68	72.46	75.36	78.38	81.51
74			68.67	71.42	74.28	77.25	80.34	83.55

Attachment A Exhibit B

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

June '20 cpi-U 281.055 CPI-U % Chg.
 June '21 cpi-U 296.573 5.52%
 CPI-U 1%min - 4%max: 4.00%
 2022: 4.00%

Adjustment: 4.00%
 Effective: January 1, 2022

2022 Min wage: \$14.49

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
75				70.39	73.20	76.13	79.18	82.34	85.64
76				72.15	75.03	78.04	81.16	84.40	87.78
77				73.95	76.91	79.99	83.19	86.51	89.97

City of Shoreline
Extra Help Range Placement Table
2022 Min wage: \$14.49

Estimated COLA: 5.52%
 Effective: January 1, 2022

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
1	Day Camp Leader Special Events Attendant Youth Outreach Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.55	\$15.72
2	Building Monitor Indoor Playground Attendant Sr. Day Camp Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.80	\$16.05
3	Special Events Assistant Special Events Monitor Teen Program Leader Assistant	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$15.05	\$16.39
4	Records Clerk	Non-Exempt, Hourly	\$15.31	\$16.75
5	Undergraduate Intern	Non-Exempt, Hourly Non-Exempt, Hourly	\$15.56	\$17.10
6			\$15.84	\$17.46
7			\$16.10	\$17.84
8			\$16.37	\$18.21
9	CIT Camp Director Specialized Recreation Specialist	Non-Exempt, Hourly Non-Exempt, Hourly	\$16.66	\$18.60
10	Teen Program Leader		\$16.94	\$18.99
11	Out of School Time Program Director Assistant Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$17.22	\$19.39
12			\$17.51	\$19.80
13	Front Desk Attendant		\$17.82	\$20.23
14	Camp Excel Specialist Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$18.13	\$20.65
15			\$20.05	\$23.40
16			\$16.66	\$18.60

City of Shoreline
Extra Help Range Placement Table
2022 Min wage: \$14.49

Estimated COLA: 5.52%
 Effective: January 1, 2022

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
17			\$19.07	\$21.98
18			\$19.38	\$22.44
19			\$19.71	\$22.92
20			\$20.05	\$23.40
21	Engineering Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$20.39	\$23.89
22			\$20.73	\$24.39
23			\$21.08	\$24.89
24			\$21.43	\$25.42
25			\$21.80	\$25.95
26			\$22.17	\$26.51
27			\$22.55	\$27.06
28	Finance Assistant Permitting Assistant	Non-Exempt, Hourly	\$22.93	\$27.63
29			\$23.32	\$28.19
30	Grounds Maintenance Laborer Parks Maintenance Seasonal Laborer		\$23.71	\$28.79
31	Computer Support GIS Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$24.10	\$29.31
32	PW Seasonal Laborer	Non-Exempt, Hourly	\$24.69	\$30.05
33		Non-Exempt, Hourly	\$25.32	\$30.79
34		Non-Exempt, Hourly	\$25.94	\$31.57
35	CMO Fellowship	Non-Exempt, Hourly	\$26.60	\$32.35
36	Facilities Maintenance	Non-Exempt, Hourly	\$27.26	\$33.16
37			\$27.95	\$34.01

**City of Shoreline
 Extra Help Range Placement Table
 2022 Min wage: \$14.49**

Estimated COLA: 5.52%
 Effective: January 1, 2022

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
38			\$28.64	\$34.84
39			\$29.36	\$35.72
40			\$30.09	\$36.60
41			\$30.83	\$37.53
42			\$31.61	\$38.46
43			\$32.41	\$39.43
44			\$33.21	\$40.41
45			\$34.05	\$41.43
46	Videographer	Non-Exempt, Hourly	\$34.91	\$42.46
	Expert Professional	Non-Exempt, Hourly	\$14.55	\$42.46
	Inspector	Non-Exempt, Hourly		
	Instructor	Non-Exempt, Hourly		

Table Maintenance: The 2020 Extra Help table has been structured to blend in substantial change in WA State minimum wage occurring in 2020. In 2020, the minimum wage will be \$13.50. In 2020, apply a COLA to the extra help rates on the same basis as the regular rates. Then, in 2020, if any rates fall below \$13.50 adjust them to \$13.50. From then on, apply a COLA as usual and if any rates fall below WA State Minimum Wage, adjust them to the WA State Minimum Wage.

Approval of Position Placement within the Table: Human Resources recommends and the City Manager approves placement of a position within the pay table.

Approval of the Table Rates: The City Manager recommends and the City Council approves the table rates when adopting the budget.

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2021 Plan (Attachment B)

CATEGORY						
Fund	FTE					Use of Fund
Department/Program	Change	Revenues	Transfers In	Expenditures	Transfers Out	Balance
EMERGING ISSUES IMPACTING MULTIPLE FUNDS			\$559,078	\$24,300	\$559,078	\$4,300
King County Treatment Fee Increase for Wastewater Utility			\$6,505			\$0
Vehicle O&M Fund			\$6,505			\$0
Grounds Maintenance Small Tools and Equipment				\$4,300		\$4,300
Surface Water Utility Fund				\$4,300		\$4,300
General Fund Contribution for KC Radio Communications Services/APX 4500 Radios					\$6,505	\$0
General Fund					\$6,505	\$0
VLF Bond Debt Service			\$552,573	\$20,000	\$552,573	\$0
TBD Fund					\$552,573	\$0
VLF Revenue Bond Fund			\$552,573	\$20,000		\$0
PERSONNEL	0.340			\$54,776		\$54,776
Temporary FTE Increase for Youth and Teen Development Program Pilot Program	0.340			\$54,776		\$54,776
General Fund	0.340			\$54,776		\$54,776
EMERGING ISSUES IMPACTING THE WASTEWATER UTILITY FUND				\$300,000		\$300,000
Ronald Wastewater District Transition Cost Reimbursement				\$300,000		\$300,000
Wastewater Utility Fund				\$300,000		\$300,000
MID-BIENNIAL BUDGET "TRUE-UPS" IMPACTING MULTIPLE FUNDS		(\$749,218)	\$272,272	(\$650,214)	\$272,272	(\$264,524)
Durable Pavement Marking (Thermoplastic) Maintenance			(\$25,931)	(\$54,325)	(\$25,931)	\$0
Equipment Replacement Fund			(\$25,931)	(\$54,325)		\$0
General Fund					(\$25,931)	\$0
Street Sweeper Acquisition		(\$102,676)	\$237,026	\$14,441	\$237,026	\$326,467
Equipment Replacement Fund		(\$102,676)		(\$312,026)	\$237,026	\$237,026
Surface Water Utility Fund			\$237,026	\$326,467		\$89,441

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2021 Plan (Attachment B)

CATEGORY						
Fund	FTE					Use of Fund
Department/Program	Change	Revenues	Transfers In	Expenditures	Transfers Out	Balance
Street Sweeper Repairs		\$36,212		\$72,424		\$36,212
Surface Water Utility Fund				\$36,212		\$36,212
Vehicle O&M Fund		\$36,212		\$36,212		\$0
Surface Water Equipment Replacement Charges		(\$24,619)	\$61,177	(\$24,619)	\$61,177	\$61,177
Equipment Replacement Fund		(\$24,619)			\$61,177	\$61,177
Surface Water Utility Fund			\$61,177	(\$24,619)		\$0
Wastewater Equipment Replacement and Vehicle Operations/Maintenance (O&M Charges)		(\$658,135)		(\$658,135)		(\$688,380)
Equipment Replacement Fund		(\$688,380)				\$0
Vehicle O&M Fund		\$30,245		\$30,245		\$0
Wastewater Utility Fund				(\$688,380)		(\$688,380)
MID-BIENNIAL BUDGET "TRUE-UPS" IMPACTING THE GENERAL FUND	0.000	\$3,039,674			\$34,359	\$0
Property Management Lease Revenue		(\$25,100)				\$0
General Fund		(\$25,100)				\$0
General Fund Revenues	0.000	\$3,064,774			\$34,359	\$0
General Fund	0.000	\$3,064,774			\$34,359	\$0
AMERICAN RESCUE PLAN ACT (ARPA)	1.400	\$3,808,524		\$891,024		\$4,500
ARPA: 1.40 FTE Limited-Term ARPA Navigators	1.400	\$58,524		\$58,524		\$0
General Fund	1.400	\$58,524		\$58,524		\$0
ARPA: Outreach and Analysis to Shoreline Businesses Through a Partnership with the Shoreline Chamber of Commerce		\$28,000		\$28,000		\$0
General Fund		\$28,000		\$28,000		\$0
ARPA: Qualifying Infrastructure Investments - Pump Station 26 Improvements Project		\$2,922,000				\$0
Surface Water Utility Fund		\$2,922,000				\$0
ARPA: Qualifying Infrastructure Investments - Wastewater 14th Interchange Coordination		\$400,000		\$402,000		\$2,000
Wastewater Utility Fund		\$400,000		\$402,000		\$2,000

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2021 Plan (Attachment B)

CATEGORY						
Fund	FTE					Use of Fund
Department/Program	Change	Revenues	Transfers In	Expenditures	Transfers Out	Balance
ARPA: 1st Ave Wastewater Pipe Replacement		\$400,000		\$402,500		\$2,500
Wastewater Utility Fund		\$400,000		\$402,500		\$2,500
OTHER GRANTS		\$771,301		\$771,301		\$0
Community Development Block Grant - COVID		\$634,723		\$634,723		\$0
General Fund		\$634,723		\$634,723		\$0
Local Solid Waste Financial Assistance Grant		\$79,598		\$79,598		\$0
General Fund		\$79,598		\$79,598		\$0
Port of Seattle Economic Development Partnership Program Grant		\$56,980		\$56,980		\$0
General Fund		\$56,980		\$56,980		\$0
MID-BIENNIAL BUDGET "TRUE-UPS" IMPACTING THE STREET FUND	0.000	(\$34,359)	\$34,359			\$0
Street Fund Revenues	0.000	(\$34,359)	\$34,359			\$0
Street Fund	0.000	(\$34,359)	\$34,359			\$0
2021-2022 CIP: GENERAL CAPITAL FUND		\$757,540	\$2,610,865	\$3,416,990	\$2,610,865	\$2,650,220
Parks Restrooms Renovation		\$403,760	\$38,240	\$442,000	\$38,240	\$38,240
General Capital Fund		\$403,760	\$38,240	\$442,000		\$0
General Fund					\$38,240	\$38,240
Shoreline Park Public Pavilion		\$353,780		\$353,780		\$0
General Capital Fund		\$353,780		\$353,780		\$0
Shoreline Pool Demolition			\$620,000	\$620,000	\$620,000	\$620,000
General Capital Fund			\$620,000	\$620,000		\$0
General Fund					\$620,000	\$620,000
Civic Center / City Hall: Emergency Generator Electrical Upgrade			\$47,000	\$47,000	\$47,000	\$47,000
General Capital Fund			\$47,000	\$47,000		\$0
General Fund					\$47,000	\$47,000
Civic Center / City Hall: Highland Plaza			\$422,481	\$422,481	\$422,481	\$422,481
General Capital Fund			\$422,481	\$422,481		\$0
General Fund					\$422,481	\$422,481

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2021 Plan (Attachment B)

CATEGORY						
Fund	FTE					Use of Fund
Department/Program	Change	Revenues	Transfers In	Expenditures	Transfers Out	Balance
Civic Center / City Hall: Hybrid Conference Rooms			\$410,000	\$419,230	\$410,000	\$410,000
General Capital Fund			\$410,000	\$410,000		\$0
General Fund				\$9,230	\$410,000	\$410,000
Paramount Open Space House Demolition			\$180,248	\$180,248	\$180,248	\$180,248
General Capital Fund			\$180,248	\$180,248		\$0
Park Impact Fees Fund					\$180,248	\$180,248
City Maintenance Facility			\$892,896	\$932,251	\$892,896	\$932,251
General Capital Fund			\$892,896	\$932,251		\$39,355
General Fund					\$892,896	\$892,896
2021-2022 CIP: CITY FACILITIES-MAJOR MAINTENANCE FUND			\$846,699	\$846,699	\$846,699	\$846,699
Richmond Highland Community Center Long-Term Maintenance			\$846,699	\$846,699	\$846,699	\$846,699
General Fund					\$846,699	\$846,699
City Facility-Major Maintenance Fund			\$846,699	\$846,699		\$0
2021-2022 CIP: ROADS CAPITAL FUND		\$1,239,205	\$196,392	(\$565,665)	\$196,392	\$429,126
Annual Road Surface Maintenance (ARSM)		\$779,205		\$205,209		\$0
Roads Capital Fund		\$779,205		\$205,209		\$0
Trail Along the Rail			\$196,392	\$429,126	\$196,392	\$429,126
General Fund					\$196,392	\$196,392
Roads Capital Fund			\$196,392	\$429,126		\$232,734
New Sidewalks Program		\$460,000		(\$1,200,000)		\$0
Roads Capital Fund		(\$1,200,000)		(\$1,200,000)		\$0
TBD Fund		\$1,660,000				\$0
2021-2022 CIP: SURFACE WATER UTILITY FUND		\$250,000		\$1,025,300		\$0
Pump Station 26 Improvements		\$250,000		\$1,025,300		\$0
Surface Water Utility Fund		\$250,000		\$1,025,300		\$0

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2022 Plan (Attachment C)

CATEGORY						
Fund						Use of Fund
Department/Program	FTE Chang	Revenues	Transfers In	Expenditures	Transfers Out	Balance
EMERGING ISSUES IMPACTING MULTIPLE FUNDS		\$15,374	\$20,305	\$695,584	\$20,305	\$132,352
Electric Pickup for Parks Operations		\$9,392	\$14,905	\$25,600	\$14,905	\$14,905
Equipment Replacement Fund		\$8,089	\$14,905	\$14,905		\$0
General Fund				\$9,392	\$14,905	\$14,905
Vehicle O&M Fund		\$1,303		\$1,303		\$0
Wastewater Utility Vehicle Acquisitions		\$5,982		\$119,611		\$107,647
Vehicle O&M Fund		\$5,982		\$5,982		\$0
Wastewater Utility Fund				\$113,629		\$107,647
Grounds Maintenance Small Tools and Equipment			\$5,400	\$17,800	\$5,400	\$9,800
General Fund				\$6,750	\$5,400	\$4,950
Street Fund			\$5,400	\$5,400		\$0
Surface Water Utility Fund				\$5,650		\$4,850
VLF Bond Debt Service				\$532,573		\$0
VLF Revenue Bond Fund				\$532,573		\$0
EMERGING ISSUES IMPACTING THE GENERAL FUND				\$90,000		\$90,000
2024 Comprehensive Plan Update				\$90,000		\$90,000
General Fund				\$90,000		\$90,000
PERSONNEL	7.500	\$19,955	\$171,329	\$451,165	\$171,329	\$277,817
Engineer II - Capital Projects (1.00 FTE)	1.000			\$0		\$0
Roads Capital Fund	0.500			\$0		\$0
Surface Water Utility Fund	0.500			\$0		\$0
Grounds Maintenance Worker I (1.000 FTE)	1.000		\$5,692	\$51,612	\$5,692	\$5,720
General Fund	0.500			\$38,266	\$5,692	\$5,148
Street Fund	0.400		\$5,692	\$5,692		\$0
Surface Water Utility Fund	0.100			\$7,654		\$572

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2022 Plan (Attachment C)

CATEGORY						
Fund						Use of Fund
Department/Program	FTE Chang	Revenues	Transfers In	Expenditures	Transfers Out	Balance
Grounds Maintenance Worker I (Electric Pickup & Charging Station)		\$16,964	\$165,637	\$132,232	\$165,637	\$119,216
Equipment Replacement Fund		\$15,161	\$113,465	\$113,465		\$0
General Fund				\$8,482	\$108,905	\$107,870
Street Fund			\$52,172	\$6,786	\$45,386	\$0
Surface Water Utility Fund				\$1,696	\$11,346	\$11,346
Vehicle O&M Fund		\$1,803		\$1,803		\$0
Extra Help Conversion to GIS Technician (0.50 FTE)	0.500			\$0		\$0
General Fund	0.500			\$0		\$0
IT Specialist (0.50 FTE) Increase to 1.00 FTE	0.500			\$48,915		\$0
General Fund	0.500			\$48,915		\$0
Temporary FTE Increase for Youth and Teen Development P	0.500			\$93,658		\$93,658
General Fund	0.500			\$93,658		\$93,658
Wastewater Utility: Engineer II - Wastewater (2.00 FTE); Cor	4.000	\$2,991		\$124,748		\$59,223
General Fund	0.500			\$60,320		\$3,686
Surface Water Utility Fund	0.025			\$2,909		\$0
Vehicle O&M Fund		\$2,991		\$2,991		\$0
Wastewater Utility Fund	3.475			\$58,528		\$55,537
EMERGING ISSUES IMPACTING THE WASTEWATER UTILITY FUND		\$480,000		\$598,000		\$118,000
Digitizing Ronald Wastewater District Records				\$48,000		\$48,000
Wastewater Utility Fund				\$48,000		\$48,000
King County Treatment Fee Increase for Wastewater Utility		\$480,000		\$480,000		\$0
Wastewater Utility Fund		\$480,000		\$480,000		\$0
Wastewater Utility 2022 Rate Study				\$70,000		\$70,000
Wastewater Utility Fund				\$70,000		\$70,000

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2022 Plan (Attachment C)

CATEGORY						
Fund						Use of Fund
Department/Program	TE Chang	Revenues	Transfers In	Expenditures	Transfers Out	Balance
MID-BIENNIAL BUDGET "TRUE-UPS" IMPACTING MULTIPLE FUNDS		(\$138,233)	\$296,356	(\$162,153)	\$296,356	(\$145,625)
Durable Pavement Marking (Thermoplastic) Maintenance		\$1,000	(\$7,920)	(\$22,920)	(\$7,920)	\$0
Equipment Replacement Fund		\$1,000	(\$7,920)	(\$7,920)		\$0
General Fund				(\$15,000)	(\$7,920)	\$0
Surface Water Equipment Replacement Charges		(\$24,619)		(\$24,619)		\$0
Equipment Replacement Fund		(\$24,619)				\$0
Surface Water Utility Fund				(\$24,619)		\$0
Wastewater Equipment Replacement and Vehicle Operations/Maintenance (O&M Charges)		(\$114,614)		(\$114,614)		(\$145,625)
Equipment Replacement Fund		(\$145,625)				\$0
Vehicle O&M Fund		\$31,011		\$31,011		\$0
Wastewater Utility Fund				(\$145,625)		(\$145,625)
2022 General Fund Overhead Update			\$304,276		\$304,276	\$0
General Capital Fund					\$39,735	\$0
General Fund			\$254,185		\$50,091	\$0
Roads Capital Fund					(\$15,543)	\$0
Street Fund			\$50,091		\$50,091	\$0
Surface Water Utility Fund					\$23,214	\$0
Wastewater Utility Fund					\$156,688	\$0
MID-BIENNIAL BUDGET "TRUE-UPS" IMPACTING THE GENERAL FUND	0.000	\$2,427,028			\$48,752	\$0
Property Management Lease Revenue		(\$28,428)				\$0
General Fund		(\$28,428)				\$0
General Fund Revenues	0.000	\$2,455,456			\$48,752	\$0
General Fund	0.000	\$2,455,456			\$48,752	\$0

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2022 Plan (Attachment C)

CATEGORY						
Fund						Use of Fund
Department/Program	FTE Chang	Revenues	Transfers In	Expenditures	Transfers Out	Balance
AMERICAN RESCUE PLAN ACT (ARPA)	1.400	\$398,572		\$398,572		\$0
ARPA: 1.40 FTE Limited-Term ARPA Navigators	1.400	\$175,572		\$175,572		\$0
General Fund	1.400	\$175,572		\$175,572		\$0
ARPA: Outreach and Analysis to Shoreline Businesses Through a Part		\$31,000		\$31,000		\$0
General Fund		\$31,000		\$31,000		\$0
ARPA: Community and Youth Recovery		\$192,000		\$192,000		\$0
General Fund		\$192,000		\$192,000		\$0
MID-BIENNIAL BUDGET "TRUE-UPS" IMPACTING THE STREET FUND	0.000	(\$48,752)	\$48,752			\$0
Street Fund Revenues	0.000	(\$48,752)	\$48,752			\$0
Street Fund	0.000	(\$48,752)	\$48,752			\$0
2021-2022 CIP: GENERAL CAPITAL FUND				\$250,000		\$250,000
Parks, Recreation and Open Space (PROS) Plan Update				\$250,000		\$250,000
General Capital Fund				\$250,000		\$250,000
2021-2022 CIP: ROADS CAPITAL FUND		\$5,725,605	\$3,914,266	\$8,066,777	\$3,914,266	\$0
145th and I-5 Interchange Design and Environmental Review		\$3,000,000				\$0
Roads Capital Fund		\$3,000,000				\$0
Annual Road Surface Maintenance (ARSM)		\$1,350,000		\$381,550		\$0
Roads Capital Fund		\$1,350,000		\$381,550		\$0
Sidewalk Rehabilitation Program		\$2,147,882		\$1,503,238		\$0
Roads Capital Fund		\$2,147,882		\$1,503,238		\$0
20th Avenue NW (NW 190-195) New Sidewalks		\$1,335,000		\$1,335,000		\$0
Sidewalk Expansion Fund		\$1,335,000		\$1,335,000		\$0
N 175th Street (Stone Way to I-5)		(\$267,277)	\$3,914,266	\$3,646,989	\$3,914,266	\$0
Roads Capital Fund		(\$267,277)	\$3,914,266	\$3,646,989		\$0
Transportation Impact Fees Fund					\$3,914,266	\$0
New Sidewalks Program		(\$1,840,000)		\$1,200,000		\$0
Roads Capital Fund		(\$3,500,000)		(\$3,500,000)		\$0
Sidewalk Expansion Fund				\$4,700,000		\$0
TBD Fund		\$1,660,000				\$0

2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) Summary of Impacts on 2022 Plan (Attachment C)

CATEGORY						
Fund						Use of Fund
Department/Program	TE Chang	Revenues	Transfers In	Expenditures	Transfers Out	Balance
2021-2022 CIP: SURFACE WATER UTILITY FUND		\$220,000	\$50,000	\$570,000	\$50,000	\$350,000
Barnacle Creek				\$250,000		\$250,000
Surface Water Utility Fund				\$250,000		\$250,000
Storm Creek		\$220,000	\$50,000	\$320,000	\$50,000	\$100,000
Surface Water Utility Fund		\$220,000	\$50,000	\$320,000		\$50,000
Wastewater Utility Fund					\$50,000	\$50,000

Impact of 2021-2022 Mid-Biennial Budget Modifications (Ord. No. 945) on Fund Balance (Attachment D)

FUND	2021 Beginning Fund Balance	2021-2022 Current	2021-2022	2021-2022	2021-2022 Current	2021-2022	2021-2022	2022
		Revenues / Transfers In	Mid-Biennial Update Revenues / Transfers In	Amended Revenues / Transfers In	Expenditures / Transfers Out	Mid-Biennial Update Expenditures / Transfers Out	Amended Expenditures / Transfers Out	Projected Ending Fund Balance
		Ord. No. 923	Ord. No. 945	Ord. No. 945	Ord. No. 923	Ord. No. 945	Ord. No. 945	
	(A)	(B)	(C)	(D) = (B) + (C)	(E)	(F)	(G) = (E) + (F)	(H) = (A) + (D) - (G)
OPERATING FUNDS								
General Fund	\$26,132,527	\$89,888,655	\$6,977,284	\$96,865,939	\$97,782,109	\$5,375,652	\$103,157,761	\$19,840,705
Shoreline Secure Storage Fund	\$224,920	\$2,259,500	\$0	\$2,259,500	\$2,259,500	\$0	\$2,259,500	\$224,920
Revenue Stabilization Fund	\$5,626,456	\$0	\$0	\$0	\$0	\$0	\$0	\$5,626,456
Street Fund	\$259,905	\$4,159,609	\$113,355	\$4,272,964	\$4,159,609	\$113,355	\$4,272,964	\$259,905
Code Abatement Fund	\$428,409	\$60,000	\$0	\$60,000	\$200,000	\$0	\$200,000	\$288,409
State Drug Enforcement Forfeiture Fund	\$88,545	\$36,486	\$0	\$36,486	\$36,486	\$0	\$36,486	\$88,545
Public Arts Fund	\$181,009	\$22,000	\$0	\$22,000	\$161,505	\$0	\$161,505	\$41,504
Federal Drug Enforcement Forfeiture Fund	\$23,049	\$26,000	\$0	\$26,000	\$26,000	\$0	\$26,000	\$23,049
DEBT SERVICE FUNDS								
2006/2016 UTGO Bond Fund	\$6,656	\$1,135,144	\$0	\$1,135,144	\$1,135,144	\$0	\$1,135,144	\$6,656
2009/2019 LTGO Bond Fund	\$410,709	\$2,202,688	\$0	\$2,202,688	\$2,202,688	\$0	\$2,202,688	\$410,709
2013 LTGO Bond Fund	\$0	\$516,520	\$0	\$516,520	\$516,520	\$0	\$516,520	\$0
2020 LTGO Bond Fund	\$0	\$25,960,000	\$0	\$25,960,000	\$25,960,000	\$0	\$25,960,000	\$0
Sidewalk LTGO Bond Fund	\$3,833,167	\$4,394,202	\$0	\$4,394,202	\$1,799,100	\$0	\$1,799,100	\$6,428,269
VLF Revenue Bond Fund	\$0	\$0	\$552,573	\$552,573	\$0	\$552,573	\$552,573	\$0
CAPITAL FUNDS								
General Capital Fund	\$10,181,482	\$9,464,022	\$3,368,405	\$12,832,427	\$17,785,874	\$3,697,495	\$21,483,369	\$1,530,540
City Facility-Major Maintenance Fund	\$197,080	\$750,392	\$846,699	\$1,597,091	\$709,226	\$846,699	\$1,555,925	\$238,246
Roads Capital Fund	\$121,837,112	\$137,841,234	\$186,299,665	\$178,590,974	\$118,531,332	\$75,040,175	\$73,037,033	\$14,772,938
Sidewalk Expansion Fund	\$11,321,491	\$5,731,781	\$1,335,000	\$7,066,781	\$5,922,995	\$6,035,000	\$11,957,995	\$6,430,277
Transportation Impact Fees Fund	\$5,283,736	\$0	\$0	\$0	\$946,805	\$3,914,266	\$4,861,071	\$422,665
Park Impact Fees Fund	\$1,016,149	\$750,000	\$0	\$750,000	\$1,102,561	\$180,248	\$1,282,809	\$483,340
ENTERPRISE FUNDS								
Surface Water Utility Fund	\$4,289,384	\$33,394,296	\$3,740,203	\$37,134,499	\$25,875,682	\$1,965,510	\$27,841,192	\$13,582,691
Wastewater Utility Fund	\$7,093,534	\$36,358,350	\$1,280,000	\$37,638,350	\$43,855,290	\$1,247,340	\$45,102,630	(\$370,746)
INTERNAL SERVICE FUNDS								
Vehicle O&M Fund	\$40,001	\$438,891	\$116,052	\$554,943	\$485,397	\$109,547	\$594,944	\$0
Equipment Replacement Fund	\$3,385,429	\$2,014,741	(\$867,150)	\$1,147,591	\$684,468	\$52,302	\$736,770	\$3,796,250
Unemployment Fund	\$0	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000	\$0
TOTAL	\$89,010,288	\$273,908,192	\$27,202,889	\$301,111,081	\$289,902,912	\$26,093,129	\$315,996,041	\$74,125,328

ORDINANCE NO. 946

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

WHEREAS, pursuant to RCW 35A.33.135, the City Council for the City of Shoreline and the City Manager have considered the City's anticipated financial requirements for 2022 and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property; and

WHEREAS, pursuant to RCW 84.55.120, a properly noticed public hearing was held on November 8, 2021 to consider the revenue sources including the 2022 regular property tax levy; and

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

WHEREAS, the maximum change from the 2021 levy to be used for calculating the 2022 regular levy, in addition to new construction, is based on the CPI-U index change from June 2020 to June 2021 which is 5.52134 percent, applied to the City's highest previous levy of \$14,227,246.00;

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

Section 1. Regular Property Tax Levy. Based on the voter-approved limitation on annual levy increases, the City Council of the City of Shoreline has determined that the property tax levy for the year 2022 is fixed and established in the amount of \$15,248,023.00. This property tax levy excluding the addition of new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred, and administrative refunds made represents a dollar increase of \$785,535.00 and a percentage increase of 5.52134 percent from the levy amount of the previous year, as shown below:

	Amount
2022 Regular Levy	\$15,248,023
Less 2021 Levy	14,227,246
Less New Construction	200,000
Less Refunds	35,242
Total Increase	785,535
Percent Increase	5.52%

Section 2. Notice to King County. This Ordinance shall be certified to the proper County officials, as provided by law, and taxes herein levied shall be collected to pay to the Administrative Services Department of the City of Shoreline at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or Federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 15, 2021.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2021
Effective Date: , 2021

ORDINANCE NO. 947

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON ESTABLISHING A FEE SCHEDULE FOR THE CITY’S PARKS, FIRE, AND TRANSPORTATION IMPACT FEES.

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, RCW Chapter 82.02, the impact fee statute, requires that when imposing impact fees, that act needs to be by local ordinance; and

WHEREAS, the City Council has considered proposed mid-biennial budget modification and has considered any and all comments received from the public, written or oral, with regard to such proposed mid-biennial budget modifications;

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

Section 1. Adoption of the Fee Schedule for Parks, Fire, and Transportation Impact Fees. The 2022 Fee Schedule for Parks, Fire, and Transportation Impact Fees as set forth in Exhibit A to this Ordinance is adopted.

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

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

Section 4. Publication and Effective Date. This Ordinance shall take effect at 12:01 a.m. January 1, 2022.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 15, 2021.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2021
Effective Date: , 2021

**City of Shoreline
Fee Schedules**

Transportation Impact Fees

ITE Code	Land Use Category/Description	2021 Adopted		2022 Proposed	
		Impact Fee Per Unit @		Impact Fee Per Unit @	
		\$7,675.28 per Trip		\$8,322.31 per Trip	
A. Rate Table					
90	Park-and-ride lot w/ bus svc	3,638.09	per parking space	3,944.78	per parking space
110	Light industrial	9.94	per square foot	10.78	per square foot
140	Manufacturing	7.49	per square foot	8.12	per square foot
151	Mini-warehouse	2.67	per square foot	2.89	per square foot
210	Single family house Detached House	7,111.87	per dwelling unit	7,711.40	per dwelling unit
220	Low-Rise Multifamily (Apartment, condo, townhome, ADU)	4,608.25	per dwelling unit	4,996.72	per dwelling unit
240	Mobile home park	3,323.57	per dwelling unit	3,603.74	per dwelling unit
251	Senior housing	1,520.95	per dwelling unit	1,649.17	per dwelling unit
254	Assisted Living	697.10	per bed	755.86	per bed
255	Continuing care retirement	2,268.91	per dwelling unit	2,460.18	per dwelling unit
310	Hotel	4,754.55	per room	5,155.36	per room
320	Motel	3,787.52	per room	4,106.81	per room
444	Movie theater	14.91	per square foot	16.16	per square foot
492	Health/fitness club	19.63	per square foot	21.29	per square foot
530	School (public or private)	5.77	per square foot	6.26	per square foot
540	Junior/community college	15.10	per square foot	16.37	per square foot
560	Church	3.88	per square foot	4.21	per square foot
565	Day care center	37.29	per square foot	40.43	per square foot
590	Library	18.84	per square foot	20.43	per square foot
610	Hospital	9.13	per square foot	9.90	per square foot
710	General office	13.74	per square foot	14.90	per square foot
720	Medical office	24.97	per square foot	27.08	per square foot
731	State motor vehicles dept	120.34	per square foot	130.49	per square foot
732	United States post office	28.72	per square foot	31.14	per square foot
820	General retail and personal services (includes shopping center)	10.40	per square foot	11.27	per square foot
841	Car sales	19.12	per square foot	20.73	per square foot
850	Supermarket	28.40	per square foot	30.79	per square foot
851	Convenience market-24 hr	52.77	per square foot	57.22	per square foot
854	Discount supermarket	28.96	per square foot	31.40	per square foot
880	Pharmacy/drugstore	16.72	per square foot	18.13	per square foot
912	Bank	40.69	per square foot	44.12	per square foot
932	Restaurant: sit-down	29.34	per square foot	31.82	per square foot
934	Fast food	67.51	per square foot	73.20	per square foot
937	Coffee/donut shop	85.65	per square foot	92.87	per square foot
941	Quick lube shop	30,454.32	per service bay	33,021.62	per service bay
944	Gas station	27,693.48	per pump	30,028.04	per pump
948	Automated car wash	59.20	per square foot	64.19	per square foot
B. Administrative Fees - See Planning and Community Development					

[Ord. 921 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 2 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 720 § 1, 2015; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 690 § 2 (Exh B), 2014]

**City of Shoreline
Fee Schedules**

Park Impact Fees

	2021 Adopted		2022 Proposed	
A. Rate Table				
Use Category	Impact Fee		Impact Fee	
Single Family Residential	\$4,327	per dwelling unit	\$4,692	per dwelling unit
Multi-Family Residential	\$2,838	per dwelling unit	\$3,077	per dwelling unit
B. Administrative Fees - See Planning and Community Development				

[Ord. 921 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 786 § 2 (Exh. B), 2017]

**City of Shoreline
Fee Schedules**

Fire Impact Fees

		2021 Adopted		2022 Proposed	
A. Rate Table					
Use Category	Impact Fee			Impact Fee	
Residential					
Single-Family Residential	\$2,311.00	per dwelling unit	\$2,311.00	per dwelling unit	
Multi-Family Residential	\$2,002.00	per dwelling unit	\$2,002.00	per dwelling unit	
Commercial					
Commercial 1	\$2.84	per square foot	\$2.84	per square foot	
Commercial 2	\$1.83	per square foot	\$1.83	per square foot	
Commercial 3	\$5.73	per square foot	\$5.73	per square foot	
B. Administrative Fees - See Planning and Community Development					

[Ord. 921 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 791 § 2 (Exh. 2), 2017]

RESOLUTION NO. 484

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ESTABLISHING THE 2022 FEE SCHEDULE FOR FEES, RATES, COSTS, AND CHARGES PURSUANT TO CHAPTER 3.01 FEE SCHEDULE OF THE SHORELINE MUNICIPAL CODE.

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 is authorized by state law to impose fees; and

WHEREAS, various sections of the Shoreline Municipal Code (SMC) impose fees, rates, costs, and charges for services provided by the City and/or its contract service providers; and

WHEREAS, pursuant to RCW 35A.34.130, the City conducted a mid-biennial review no sooner than eight months after the start nor later than the conclusion of the first year of the fiscal biennium; and

WHEREAS, the City Council held a properly noticed public hearing on November 8, 2021 on the proposed mid-biennial budget modification; and,

WHEREAS, the City Council has considered the proposed mid-biennial budget modification and has considered any and all comments received from the public, written or oral, with regard to such proposed mid-biennial budget modification; and

WHEREAS, SMC Section 3.01.010 provides that the City Council is to establish a Fee Schedule for fees, rates, costs, and charges for services provided by the City from time to time by Resolution; and

WHEREAS, the City desires to utilize the rates, charges and fees calculated in accordance with the contract for Comprehensive Garbage, Recyclables, and Compostable Collection Services with Recology CleanScapes Inc. that are to be mailed with updated service information to customers on or before November 15, which is 45 days in advance of the new rates taking effect; and,

WHEREAS, the Fee Schedule does not exceed the actual cost of providing the services for which such fees are charged, as required by state law; and

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

Section 1. Adoption of Fee Schedule. The Fee Schedule for Fees, Rates, Costs, and Charges as set forth in Exhibit A to this Resolution is adopted as the 2022 Fee Schedule.

Section 2. City Manager Authorized to Amend Rate Schedule. In accordance with the Comprehensive Garbage, Recyclables, and Compostable Collection Contract with Recology Cleanscapes Inc. and upon City review and verification, Recology will mail to customers finalized rates and updated service information on or before November 15, which is 45 days in advance of the new rates taking effect. The Council hereby authorizes the City Manager to amend the Rate Schedule to adopt, adjust, or incorporate those modified rates or fees.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Resolution, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Resolution shall take effect at 12:01 a.m. January 1, 2022.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 15, 2021.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2021
Effective Date: , 2021

Planning and Community Development

Type of Permit Application	2021 Adopted	2022 Proposed
A. BUILDING		
Valuation (The Total Valuation is the "Building permit valuations" as delineated in section R108.3 of the International Residential Code and section 108.3 of the International Building Code. The hourly rate referenced throughout SMC 3.01.010 is calculated by multiplying the minimum number of hours noted for each fee by the fee established in SMC 3.01.010(A)(1).)		
1. \$0 - \$142,000.00	\$206.00	\$217.00
2. \$142,000.01 - \$25,000.00	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.
3. \$25,000.01 - \$50,000.00	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
4. \$50,000.01 - \$100,000.00	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
5. \$100,000.01 - \$500,000.00	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
6. \$500,000.01 - \$1,000,000.00	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
7. \$1,000,000.01 +	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.
8. Building/Structure Plan Review	65% of the building permit fee	65% of the building permit fee
9. Civil Plan Review, Commercial (if applicable)	Hourly rate, 12 Hour Minimum	Hourly rate, 12 Hour Minimum
10. Civil Plan Review, Residential (if applicable)	Hourly rate, 4 Hour Minimum	Hourly rate, 4 Hour Minimum
11. Civil Plan Review, Residential, up to 1,000 square feet (if applicable)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
12. Floodplain Permit	\$220.00	\$232.00
13. Floodplain Variance	\$618.00	\$651.00
14. Demolition, Commercial	\$1,756.00	\$1,863.00
15. Demolition, Residential	\$659.00	\$695.00
16. Zoning Review	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
17. Affordable Housing Review	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
18. Temporary Certificate of Occupancy (TCO)- Single-Family	\$206.00	\$217.00
19. Temporary Certificate of Occupancy (TCO)- Other	\$618.00	\$651.00
B. ELECTRICAL		
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee
C. FIRE - CONSTRUCTION		
1. Automatic Fire Alarm System:		
a. Existing System		
New or relocated devices up to 5 New or relocated devices up to 12 - Over the Counter	\$206.00	\$217.00
New or relocated devices 6 up to 12 New or relocated devices over 12 - Full review	\$618.00	\$651.00 plus \$7 per device over 12
Each additional new or relocated device over 12 AES/Cellular Communicator - Over the Counter	\$7.00 per device	\$217.00
b. New System	\$824.00	\$868.00
c. Each additional new or relocated device over 30	\$7.00 per device	\$7.00 per device
2. Fire Extinguishing Systems:		
a. Commercial Cooking Hoods		
1 to 12 flow points	\$618.00	\$651.00
More than 12	\$824.00	\$868.00
b. Other Fixed System Locations	\$824.00	\$868.00
3 Fire Pumps:		
a. Commercial Systems	\$824.00	\$868.00

Planning and Community Development

Type of Permit Application	2021 Adopted	2022 Proposed
4. Commercial Flammable/Combustible Liquids:		
a. Aboveground Tank Installations		
First tank	\$412.00	\$434.00
Additional	\$206.00	\$217.00
b. Underground Tank Installations		
First tank	\$412.00	\$434.00
Additional	\$206.00	\$217.00
c. Underground Tank Piping (with new tank)	\$412.00	\$434.00
d. Underground Tank Piping Only (vapor recovery)	\$618.00	\$651.00
e. Underground Tank Removal		
First tank	\$412.00	\$434.00
Additional Tank	\$103.00 per additional tank	\$109.00 per additional tank
5. Compressed Gas Systems (exception: medical gas systems require a plumbing permit):		
a. Excess of quantities in IFC Table 105.6.9	\$412.00	\$434.00
6. High-Piled Storage:		
a. Class I – IV Commodities:		
501 – 2,500 square feet	\$412.00	\$434.00
2,501 – 12,000 square feet	\$618.00	\$651.00
Over 12,000 square feet	\$824.00	\$868.00
b. High Hazard Commodities:		
501 – 2,500 square feet	\$618.00	\$651.00
Over 2,501 square feet	\$1,030.00	\$1,085.00
7. Underground Fire Mains and Hydrants	\$618.00	\$651.00
8. Industrial Ovens:		
Class A or B Furnaces	\$412.00	\$434.00
Class C or D Furnaces	\$824.00	\$868.00
9. LPG (Propane) Tanks:		
Commercial, less than 500-Gallon Capacity	\$412.00	\$434.00
Commercial, 500-Gallon+ Capacity	\$618.00	\$651.00
Residential 0 – 500-Gallon Capacity	\$206.00	\$217.00
Spray Booth	\$824.00	\$868.00
10. Sprinkler Systems (each riser):		
a. New Systems	\$1,030.00 plus \$3.00 per head	\$1,085.00 plus \$3.00 per head
b. Existing Systems		
1 – 10 heads - <u>Over the Counter</u>	\$618.00	\$217.00
11 – 20 heads - <u>Over the Counter</u>	\$824.00	\$434.00
More than 20 heads - <u>Full Review</u>	\$1,030.00 plus \$3.00 per head	\$651.00 plus \$3.00 per head over 20 heads
c. Residential (R-3) 13-D System		
1 – 30 heads	\$618.00	\$651.00
More than 30 heads	\$618.00 plus \$3.00 per head	\$651.00 plus \$3.00 per head
Voluntary 13-D Systems in residencies when not otherwise required	\$206.00	\$217.00
11. Standpipe Systems	\$824.00	\$868.00
12. Emergency Power Supply Systems:		
10 kW - 50 kW	\$618.00	\$651.00
> 50 kW	\$1,030.00	\$1,085.00
13. Temporary Tents and Canopies	\$206.00	\$217.00
14. Fire Review -Single-Family	\$103.00	\$109.00
15. Fire Review -Subdivision	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
16. Fire Review -Other	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
17. Emergency Responder Radio Coverage System	\$618.00	\$651.00
18. Smoke Control Systems - Mechanical or Passive	\$824.00	\$868.00

Planning and Community Development

Type of Permit Application	2021 Adopted	2022 Proposed
D. MECHANICAL		
1. Residential Mechanical System	\$206.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4	\$217.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
2. Commercial Mechanical System	\$550.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4	\$580.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
3. All Other Mechanical Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
E. PLUMBING		
1. Plumbing System	\$206.00 (including 4 fixtures), \$12.00 per fixture over 4	\$217.00 (including 4 fixtures), \$12.00 per fixture over 4
2. Gas Piping System standalone permit	\$206.00 (including 4 outlets), \$12.00 per outlet over 4	\$217.00 (including 4 outlets), \$12.00 per outlet over 4
3. Gas Piping as part of a plumbing or mechanical permit	\$12.00 per outlet (when included in outlet count)	\$12.00 per outlet (when included in outlet count)
4. Backflow Prevention Device - standalone permit	\$206.00 (including 4 devices), \$12.00 per devices over 4	\$217.00 (including 4 devices), \$12.00 per devices over 4
5. Backflow Prevention Device as part of a plumbing systems permit	\$12.00 per device (when included in fixture count)	\$12.00 per device (when included in fixture count)
6. All Other Plumbing Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
F. ENVIRONMENTAL REVIEW		
1. Single-Family SEPA Checklist	\$3,296.00	\$3,472.00
2. Multifamily/Commercial SEPA Checklist	\$4,944.00	\$5,208.00
3. Planned Action Determination	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum
4. Environmental Impact Statement Review	\$8,560.00	\$9,033.00
G. LAND USE		
1. Accessory Dwelling Unit	\$879.00	\$928.00
2. Administrative Design Review	\$1,648.00	\$1,736.00
3. Adult Family Home	\$493.00	\$520.00
4. Comprehensive Plan Amendment – Site Specific (Note: may be combined with Rezone public hearing.)	\$18,128.00 , plus public hearing (\$3914.00)	\$19,096.00 , plus public hearing (\$4,123.00)
5. Conditional Use Permit (CUP)	\$7,683.00	\$8,107.00
6. Historic Landmark Review	\$412.00	\$434.00
7. Interpretation of Development Code	\$770.00	\$813.00
8. Master Development Plan	\$27,439.00 , plus public hearing (\$3914.00)	\$28,954.00 , plus public hearing (\$4,123.00)
9. Changes to a Master Development Plan	\$13,719.00 , plus public hearing (\$3914.00)	\$14,476.00 , plus public hearing (\$4,123.00)
10. Rezone	\$17,779.00 , plus public hearing (\$3914.00)	\$18,760.00 , plus public hearing (\$4,123.00)
11. SCTF Special Use Permit (SUP)	\$16,024.00 , plus public hearing (\$3914.00)	\$16,909.00 , plus public hearing (\$4,123.00)
12. Sign Permit - Building Mounted, Awning, Driveway Signs	\$440.00	\$464.00
13. Sign Permit - Monument/Pole Signs	\$879.00	\$928.00
14. Special Use Permit	\$16,024.00 , plus public hearing (\$3914.00)	\$16,909.00 , plus public hearing (\$4,123.00)
15. Street Vacation	\$11,305.00 , plus public hearing (\$3914.00)	\$11,929.00 , plus public hearing (\$4,123.00)
16. Temporary Use Permit (TUP) EXCEPT fee is waived as provided in SMC 20.30.295(D)(2) for Transitional Encampments and Emergency Temporary Shelters	\$1,648.00	\$1,736.00
17. Deviation from Engineering Standards	Hourly rate, 8-hour minimum	Hourly rate, 8-hour minimum
18. Variances - Zoning	\$9,329.00	\$9,844.00
19. Lot Line Adjustment	\$1,648.00	\$1,736.00
20. Lot Merger	\$412.00	\$434.00
21. Development Agreement	Hourly rate, 125-hour minimum , plus public hearing (\$3914.00)	Hourly rate, 125-hour minimum , plus public hearing (\$4,123.00)
H. CRITICAL AREAS FEES		
1. Critical Area Field Signs	\$7.00 per sign	\$7.00 per sign
2. Critical Areas Review	Hourly rate, 2-hour minimum	Hourly rate, 2-hour minimum
3. Critical Areas Monitoring Inspections (Review of three reports and three inspections.)	\$1,976.00	\$2,085.00
4. Critical Areas Reasonable Use Permit (CARUP)	\$14,817.00 , plus public hearing (\$3914.00)	\$15,635.00 , plus public hearing (\$4,123.00)

Planning and Community Development

Type of Permit Application	2021 Adopted	2022 Proposed
5. Critical Areas Special Use Permit (CASUP)	\$14,817.00 , plus public hearing (\$3914.00)	\$15,635.00 , plus public hearing (\$4,123.00)
I. MISCELLANEOUS FEES		
1. Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee
2. Expedited Review – Building or Site Development Permits	Twice the applicable permit review fee(s)	Twice the applicable permit review fee(s)
3. All Other Fees Per Hour	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
4. Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
5. Extension of the Conditional Certificate for the Multiple Family Tax Exemption Application Fee	\$206.00	\$217.00
6. Multiple Family Tax Exemption or Affordable Housing Annual Compliance Verification	\$412.00	\$434.00
7. Pre-application Meeting	\$483.00 Mandatory pre-application meeting \$206.00 Optional pre-application meeting	\$510.00 Mandatory pre-application meeting \$217.00 Optional pre-application meeting
8. Transportation Impact Analysis (TIA) Review (less than 20 trips)	\$206.00	\$217.00
9. Transportation Impact Analysis (TIA) Review (20 or more trips)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
10. Noise Variance	\$412.00	\$434.00
J. RIGHT-OF-WAY		
1. Right-of-Way Utility Blanket Permits	\$206.00	\$217.00
2. Right-of-Way Use Limited	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
3. Right-of-Way Use	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
4. Right-of-Way Use Full Utility Permit	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum
5. Right-of-Way Site	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum
6. Right-of-Way Special Events	\$1,030.00	\$1,085.00
7. Residential Parking Zone Permit	\$20.00	\$21.00
8. Right-of-Way Extension	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
K. SHORELINE SUBSTANTIAL DEVELOPMENT		
1. Shoreline Conditional Permit Use	\$7,902.00	\$8,338.00
2. Shoreline Exemption	\$516.00	\$544.00
3. Shoreline Variance	\$10,976.00 , plus public hearing (\$3914.00)	\$11,582.00 , plus public hearing (\$4,123.00)
Substantial Development Permit (based on valuation):		
4. up to \$10,000	\$2,744.00	\$2,895.00
5. \$10,000 to \$500,000	\$6,586.00	\$6,950.00
6. over \$500,000	\$10,976.00	\$11,582.00
L. SITE DEVELOPMENT		
1. Clearing and/or Grading Permit	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
2. Subdivision Construction	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
3. Multiple Buildings	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
4. Clearing and Grading Inspection - Sum of Cut and Fill Yardage:		
5. 50-500 CY without drainage conveyance	\$206.00	\$217.00
6. 50-500 CY with drainage conveyance	\$440.00	\$464.00
7. 501-5,000 CY	\$879.00	\$928.00
8. 5001-15,000 CY	\$1,756.00	\$1,853.00
9. More than 15,000 CY	\$4,611.00	\$4,866.00
10. Tree Removal	\$206.00	\$217.00
M. SUBDIVISIONS		
1. Binding Site Plan	\$6,256.00	\$6,601.00
2. Preliminary Short Subdivision	\$7,135.00 for two-lot short subdivision, plus (\$549.00) for each additional lot	\$7,529.00 for two-lot short subdivision, plus (\$579.00) for each additional lot
3. Final Short Subdivision	\$2,086.00	\$2,201.00
4. Preliminary Subdivision	\$16,464.00 for ten-lot subdivision, plus \$770.00 for each additional lot and \$3,914.00 for public hearing	\$17,373.00 for ten-lot subdivision, plus \$813.00 for each additional lot and \$4,123.00 for public hearing
5. Final Subdivision	\$5,618.00	\$5,928.00

Planning and Community Development

Type of Permit Application	2021 Adopted	2022 Proposed
6. Changes to Preliminary Short or Formal Subdivision	\$4,062.00	\$4,286.00
7. Plat alteration	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
8. Plat alteration with public hearing	Hourly rate, 10-hour minimum , plus public hearing (\$3914.00)	Hourly rate, 10-hour minimum , plus public hearing (\$4,123.00)
9. Vacation of subdivision	Hourly rate, 10-hour minimum , plus public hearing (\$3,914.00)	Hourly rate, 10-hour minimum , plus public hearing (\$4,123.00)
N. SUPPLEMENTAL FEES		
1. Supplemental permit fees	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed, the original scope of the project has changed, or scale and complexity results in review hours exceeding the minimums identified in this schedule. Fees will be assessed at the fee established in SMC 3.01.010(A)(1), minimum of one hour.	
2. Reinspection fees	\$274.00	\$289.00
3. Additional Inspection fees	Additional inspection fees may be assessed for phased construction work or if more inspections are required than included in the permit fee. Fees will be assessed at the fee established in SMC 3.01.010(A)(1), minimum of one hour.	
4. Investigation inspection	\$274.00	\$289.00
5. Consultant Services	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of outside consultant services fees to be provided in advance for applicant agreement.	
O. FEE REFUNDS		
<p>The city manager or designee may authorize the refunding of:</p> <ol style="list-style-type: none"> One hundred percent of any fee erroneously paid or collected. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled and minimal plan review work has been done. The city manager or designee shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment. 		
P. FEE WAIVER		
1. The City Manager or designee may authorize the waiver of the double fee for work commenced without a permit for property owners not responsible for initiating the work without a permit. Any fee waiver request must be submitted in writing by the current property owner prior to permit issuance and detail the unpermitted work related to the dates of property ownership.		
Q. IMPACT FEE ADMINISTRATIVE FEES		
1. Administrative Fee - All applicable projects per building permit application	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
2. Administrative Fee - Impact fee estimate/preliminary determination for building permit application	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
3. Administrative Fee - Independent fee calculation per impact fee type	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
4. Administrative Fee - Deferral program	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
All administrative fees are nonrefundable.		
Administrative fees shall not be credited against the impact fee.		
Administrative fees applicable to all projects shall be paid at the time of building permit issuance.		
Administrative fees for impact fee estimates or preliminary determination shall be paid at the time the request is submitted to the city.		
Administrative fees for independent fee calculations shall be paid prior to issuance of the director's determination, or for fire impact fees, the fire chief's determination.		

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 857 § 2 (Exh. B), 2019; Ord. 855 § 2 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 785 § 1, 2017; Ord. 779 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 1 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3, 2012; Ord. 646 § 2, 2012; Ord. 641 § 1, 2012; Ord. 629 § 1, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 1, 2006; Ord. 426 § 4, 2006]

**City of Shoreline
Fee Schedules**

Fire - Operational

Type of Permit Application	2021 Adopted	2022 Proposed
A. FIRE - OPERATIONAL		
1. Aerosol Products	\$206.00	\$217.00
2. Amusement Buildings	\$206.00	\$217.00
3. Carnivals and Fairs	\$206.00	\$217.00
4. Combustible Dust-Producing Operations	\$206.00	\$217.00
5. Combustible Fibers	\$206.00	\$217.00
6. Compressed Gases	\$206.00	\$217.00
7. Cryogenic Fluids	\$206.00	\$217.00
8. Cutting and Welding	\$206.00	\$217.00
9. Dry Cleaning (hazardous solvent)	\$206.00	\$217.00
10. Flammable/Combustible Liquid Storage/Handle/Use	\$206.00	\$217.00
11. Flammable/Combustible Liquid Storage/Handle/Use - (add'l specs)	Add'l fee based on site specs	Add'l fee based on site specs
12. Floor Finishing	\$206.00	\$217.00
13. Garages, Repair or Servicing - 1 to 5 Bays	\$206.00	\$217.00
14. Garages, Repair or Servicing - (add'l 5 Bays)	\$103.00	\$109.00
15. Hazardous Materials	\$616.00	\$650.00
16. Hazardous Materials (including Battery Systems 55 gal>)	\$206.00	\$217.00
17. High-Piled Storage	\$206.00	\$217.00
18. Hot Work Operations	\$206.00	\$217.00
19. Indoor Fueled Vehicles	\$206.00	\$217.00
20. Industrial Ovens	\$206.00	\$217.00
21. LP Gas-Consumer Cylinder Exchange	\$103.00	\$109.00
22. LP Gas-Retail Sale of 2.5 lb or less	\$103.00	\$109.00
23. LP Gas-Commercial Containers (Tanks)	\$206.00	\$217.00
24. LP Gas-Commercial Containers, Temporary (Tanks)	\$206.00	\$217.00
25. Lumber Yard	\$206.00	\$217.00
26. Misc Comb Material	\$206.00	\$217.00
27. Open Flames and Candles	\$206.00	\$217.00
28. Open Flames and Torches	\$206.00	\$217.00
29. Places of Assembly 50 to 100	\$103.00	\$109.00
30. Places of Assembly up to 500	\$206.00	\$217.00
31. Places of Assembly 501>	\$411.00	\$434.00
32. Places of Assembly (add'l assembly areas)	\$103.00	\$109.00
33. Places of Assembly - A-5 Outdoor	\$103.00	\$109.00
34. Places of Assembly - Outdoor Pools	\$103.00	\$109.00
35. Places of Assembly - Open Air Stadiums	\$206.00	\$217.00
36. Pyrotechnic Special Effects Material	\$206.00	\$217.00
37. Pyrotechnic Special Effects Material (add'l specs)	Add'l fee based on site specs	Add'l fee based on site specs
38. Refrigeration Equipment	\$206.00	\$217.00
39. Scrap Tire Storage	\$206.00	\$217.00
40. Spraying or Dipping	\$206.00	\$217.00
41. Waste Handling	\$206.00	\$217.00
42. Wood Products	\$206.00	\$217.00

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 3 (Exh. A), 2013]

**City of Shoreline
Fee Schedules**

Affordable Housing Fee In-Lieu

	2021 Adopted		2022 Proposed	
A. Rate Table				
Zoning District	Fee per unit if providing 10% of total units as affordable	Fee per unit if providing 20% of total units as affordable	Fee per unit if providing 10% of total units as affordable	Fee per unit if providing 20% of total units as affordable
MUR-45	\$207,946.00	\$159,827.00	\$212,755.00	\$163,523.00
MUR-70	\$207,946.00	\$159,827.00	\$212,755.00	\$163,523.00
MUR-70 with development agreement	\$256,064.00	\$207,946.00	\$261,986.00	\$212,755.00
Note: The Fee In-Lieu is calculated by multiplying the fee shown in the table by the fractional mandated unit. For example, a 0.40 fractional unit multiplied by \$207,946 212,755 would result in a Fee In-Lieu of \$83,179 85,102 .				

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 2 (Exh. A), 2019; Ord. 817 § 1, 2018]

**City of Shoreline
Fee Schedules**

Animal Licensing and Service Fees

Annual License	2021 Adopted	2022 Proposed
A. PET - DOG OR CAT		
1. Unaltered	\$60.00	\$60.00
2. Altered	\$30.00	\$30.00
3. Juvenile pet	\$15.00	\$15.00
4. Discounted pet	\$15.00	\$15.00
5. Replacement tag	\$5.00	\$5.00
6. Transfer fee	\$3.00	\$3.00
7. License renewal late fee – received 45 to 90 days following license expiration	\$15.00	\$15.00
8. License renewal late fee – received 90 to 135 days following license expiration	\$20.00	\$20.00
9. License renewal late fee – received more than 135 days following license expiration	\$30.00	\$30.00
10. License renewal late fee – received more than 365 days following license expiration	\$30.00 plus license fee(s) for any year(s) that the pet was unlicensed	\$30.00 plus license fee(s) for any year(s) that the pet was unlicensed
<i>Service Animal Dogs and Cats and K-9 Police Dogs: Service animal dogs and cats and K-9 police dogs must be licensed, but there is no charge for the license.</i>		
B. GUARD DOG		
1. Guard dog registration	\$100.00	\$100.00
C. ANIMAL RELATED BUSINESS		
1. Hobby kennel and hobby cattery	\$50.00	\$50.00
2. Guard dog trainer	\$50.00	\$50.00
3. Guard dog purveyor	\$250.00	\$250.00
D. GUARD DOG PURVEYOR		
1. If the guard dog purveyor is in possession of a valid animal shelter, kennel or pet shop license, the fee for the guard dog purveyor license shall be reduced by the amount of the animal shelter, kennel or pet shop license.		
E. FEE WAIVER		
1. The director of the animal care and control authority may waive or provide periods of amnesty for payment of outstanding licensing fees and late licensing penalty fees, in whole or in part, when to do so would further the goals of the animal care and control authority and be in the public interest. In determining whether a waiver should apply, the director of the animal care and control authority must take into consideration the total amount of the fees charged as compared with the gravity of the violation and the effect on the owner, the animal's welfare and the animal care and control authority if the fee or fees or penalties are not waived and no payment is received.		

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 595 § 3 (Att. B), 2011]

**City of Shoreline
Fee Schedules**

Business License Fees

License	2021 Adopted	2022 Proposed		
A. BUSINESS LICENSE FEES - GENERAL				
1. Business license registration fee for new application filed <u>for business beginning</u> between January 1 and June 30	\$40.00	\$40.00		
2. Business license registration fee for new application filed <u>for business beginning</u> between July 1 and December 31	\$20.00	\$20.00		
The annual business license fee <u>for new applications</u> is prorated as necessary to conform to SMC 5.05.060.				
3. Annual business license renewal fee due January 31	\$40.00 due January 31	\$40.00		
a. Penalty schedule for late annual business license renewal as described in SMC 5.05.080 received on or after:				
i. February 1	\$10.00	\$10.00		
ii. March 1	\$15.00	\$15.00		
iii. April 1	\$20.00	\$20.00		
B. REGULATORY LICENSE FEES				
1. Regulated massage business	\$226.00 Per Year	\$238.00 Per Year		
2. Massage manager	\$49.00 Per Year	\$52.00 Per Year		
Plus additional \$11 fee for background checks for regulated massage business or massage manager				
3. Public dance	\$154.00 Per Dance	\$163.00 Per Dance		
4. Pawnbroker	\$723.00 Per Year	\$763.00 Per Year		
5. Secondhand Dealer	\$70.00 Per Year	\$74.00 Per Year		
6. Master solicitor	\$141.00 Per Year	\$149.00 Per Year		
7. Solicitor	\$35.00 Per Year	\$37.00 Per Year		
Late fees for the above regulatory licenses: A late penalty shall be charged on all applications for renewal of a regulatory license received later than 10 working days after the expiration date of such license. The amount of such penalty is fixed as follows: * For a license requiring a fee of less than \$50.00, two percent of the required fee. * For a license requiring a fee of more than \$50.00, ten percent of the required fee.				
8. Adult cabaret operator	\$723.00 Per Year	\$763.00 Per Year		
9. Adult cabaret manager	\$154.00 Per Year	\$163.00 Per Year		
10. Adult cabaret entertainer	\$154.00 Per Year	\$163.00 Per Year		
11. Panoram Operator	\$721.00 Per Year	\$761.00 Per Year		
Plus additional \$58 fee for fingerprint background checks for each operator:				
12. Panoram premise	\$297.00 Per Year	\$313.00 Per Year		
13. Panoram device	\$85.00 Per Year Per Device	\$90.00 Per Year Per Device		
Penalty schedule for Adult cabaret and Panoram licenses:				
Days Past Due				
7 - 30	10%	of Regulatory License Fee	10%	of Regulatory License Fee
31 - 60	25%	of Regulatory License Fee	25%	of Regulatory License Fee
61 and over	100%	of Regulatory License Fee	100%	of Regulatory License Fee
14. Duplicate Regulatory License	\$6.00		\$6.00	

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 734 § 2, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 625 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 4 (Exh. B), 2009]

**City of Shoreline
Fee Schedules**

Filmmaking Permit Fees

	2021 Adopted		2022 Proposed
A. PERMIT FEES			
1. Low Impact Film Production	\$25.00	flat fee per production (for up to 14 consecutive days of filming)	\$25.00 flat fee per production (for up to 14 consecutive days of filming)
2. Low Impact Daily Rate (each additional day after 14 days)	\$25.00	per additional day	\$25.00 per additional day
3. Moderate Impact Film Production	\$25.00	per day	\$25.00 per day
4. High Impact Film Production	Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.		Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.
B. FEE WAIVER			
The city manager may consider a waiver for any fees that may apply under this section. Any fee waiver request must be submitted concurrently with the filmmaking permit application.			
C. ADDITIONAL COSTS			
Any additional costs incurred by the city, related to the filmmaking permitted activity, shall be paid by the applicant. The applicant shall comply with all additional cost requirements contained in the Shoreline Film Manual.			

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 859 § 2 (Exh. B, 2019)]

City of Shoreline
Fee Schedules

Hearing Examiner Fees

	2021 Adopted	2022 Proposed
A. HEARING EXAMINER APPEAL HEARING FEE	\$550.00	\$580.00

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 855 § 2 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 2, 2006]

**City of Shoreline
Fee Schedules**

Public Records

	2021 Adopted		2022 Proposed	
1. Photocopying paper records				
a. Black and white photocopies of paper up to 11 by 17 inches - if more than five pages	\$0.15	Per Page	\$0.15	Per Page
b. Black and white photocopies of paper larger than 11 by 17 inches - City Produced	\$5.00	First Page	\$5.00	First Page
	\$1.50	Each additional page	\$1.50	Each additional page
c. Color photocopies up to 11 by 17 inches - if more than three pages	\$0.25	Per Page	\$0.25	Per Page
2. Scanning paper records				
a. Scans of paper up to 11 by 17 inches - if more than five pages	\$0.15	Per Page	\$0.15	Per Page
3. Copying electronic records				
a. Copies of electronic records to file sharing site - if more than five pages (2 minute minimum)	\$0.91 Per Minute		\$0.91 Per Minute	
b. Copies of electronic records onto other storage media	Cost incurred by City for hardware plus \$0.91/minute		Cost incurred by City for hardware plus \$0.91/minute	
4. Other fees				
a. Photocopies - vendor produced	Cost charged by vendor, depending on size and process			
b. Convert electronic records (in native format) into PDF format – if more than 15 minutes	\$50.00 Per hour		\$50.00 Per hour	
c. Service charge to prepare data compilations or provide customized electronic access services	Actual staff cost		Actual staff cost	
d. Photographic prints and slides	Cost charged by vendor, depending on size and process			
e. Clerk certification	\$1.50 Per document		\$1.50 Per document	
5. Geographic Information Systems (GIS) services				
a. GIS maps smaller than 11 by 17 inches	\$0.50	Per Page	\$0.50	Per Page
b. GIS maps larger than 11 by 17 inches	\$1.70	Per Square Foot	\$1.70	Per Square Foot
c. Custom GIS Mapping and Data Requests	\$101.00	Per Hour (1 Hour Minimum)	\$107.00	Per Hour (1 Hour Minimum)

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 784 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 738 § 1, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 6, 2006; Ord. 435 § 7, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 3, 2001; Ord. 256 § 3, 2000]

City of Shoreline
Fee Schedules

Parks, Recreation and Community Services

Fee	2021 Adopted Resident Rate	2021 Adopted Non-Resident Rate	2022 Proposed Resident Rate	2022 Proposed Non-Resident Rate
A. OUTDOOR RENTAL FEES				
1. Picnic Shelters – (same for all groups)				
a. Half Day (9:00am-2:00pm or 2:30pm-Dusk)	\$72	\$92	\$76	\$97
b. Full Day (9:00am - Dusk)	\$105	\$132	\$111	\$139
2. Cromwell Park Amphitheater & Richmond Beach Terrace				
a. Half Day	\$72	\$92	\$76	\$97
b. Full Day	\$105	\$132	\$111	\$139
3. Alcohol Use				
a. Per hour, 4 hour minimum (includes shelter rental)	\$93	\$112	\$98	\$148
b. Special Alcohol Permit Fee (in addition to shelter rental)	--	--	\$200	\$250
4. Athletic Fields (Per Hour)				
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$24	\$24	\$25	\$25
b. Non-Profit Youth Organization— All Use*	\$7	\$10	\$7	\$10
c. For-Profit Youth Organization All Use*	\$18	\$22	\$19	\$23
d. All Other Organizations/Groups— Practice	\$18	\$22	\$19	\$23
e. All Other Organizations/Groups—Games*	\$33	\$40	\$35	\$42
f. *Additional field prep fee may be added Baseball Field Game Prep	\$27	\$37	\$29	\$39
5. Synthetic Fields (Per Hour; 50% proration for half field use)				
a. Non-Profit Youth Organizations— All Use	\$20	\$29	\$21	\$30
b. For-Profit Youth Organization— All Use	\$30	\$40	\$32	\$42
c. All Other Organizations/Groups— All Use	\$68	\$83	\$72	\$88
d. Discount Field Rate **	\$20	\$29	\$21	\$30
**Offered during hours of low usage as established and posted by the PRCS Director staff				
6. Tennis Courts				
a. Per hour	\$8	\$9	\$8	\$10
7. Park and Open Space Non-Exclusive Area				
a. Event Permit Hourly Fee *	\$16	\$19	\$17	\$20
b. Concession Sales Hourly Fee**	\$3	\$4	\$3	\$4
* Event Permit fees waived for sanctioned Neighborhood events. **Concession Sales Hourly fee waived for youth non-profit organizations and sanctioned neighborhood events				
8. Community Garden Plot Annual Rental Fee				
a. Standard Plot	\$44	N/A	\$46	N/A
b. Accessible Plot	\$22	N/A	\$23	N/A
9. Amplification Supervisor Fee				
a. Per hour; when applicable	\$27	\$27	\$28	\$28
10. Attendance Fee				
a. 101+ Attendance	\$53	\$53.28	\$56	\$56
B. INDOOR RENTAL FEES				
	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)
1. Richmond Highlands (same for all groups) Maximum Attendance 214				
a. Entire Building (including building monitor)	\$64	\$77	\$67	\$81
2. Spartan Recreation Center Fees for Non-Profit Youth Organizations/Groups				
a. Multi-Purpose Room 1 or 2	\$13	\$18	\$14	\$19
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$22	\$27	\$23	\$29
c. Gymnastics Room	\$13	\$18	\$14	\$19
d. Dance Room	\$13	\$18	\$14	\$19
e. Gym-One Court	\$22	\$27	\$23	\$29
f. Entire Gym	\$38	\$49	\$41	\$52
g. Entire Facility	\$104	\$132	\$110	\$139

**City of Shoreline
Fee Schedules**

Parks, Recreation and Community Services

Fee	2021 Adopted Resident Rate	2021 Adopted Non-Resident Rate	2022 Proposed Resident Rate	2022 Proposed Non-Resident Rate
3. Spartan Recreation Center Fees for All Other Organizations/Groups				
a. Multi-Purpose Room 1 or 2	\$26	\$32	\$28	\$34
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$37	\$45	\$39	\$47
c. Gymnastics Room	\$26	\$32	\$28	\$34
d. Dance Room	\$26	\$32	\$28	\$34
e. Gym-One Court	\$37	\$45	\$39	\$47
f. Entire Gym	\$70	\$84	\$74	\$89
g. Entire Facility	\$137	\$165	\$145	\$174
As a health and wellness benefit for regular City employees, daily drop-in fees for regular City employees shall be waived.				
* Rentals outside the normal operating hours of the Spartan Gym may require an additional supervision fee. (See Below)				
4. City Hall Rental Fees				
a. City Hall Rental - Third Floor Conference Room	\$38 Per Hour	\$46 Per Hour	\$41 Per Hour	\$49 Per Hour
b. City Hall Rental - Council Chambers	\$111 Per Hour	\$132 Per Hour	\$117 Per Hour	\$139 Per Hour
c. AV Set-up Fee - Per Room	\$16	\$16	\$17	\$17
5. Other Indoor Rental Fees:				
a-1. Security Deposit (1-125 people): (refundable)	\$200	\$200	\$200	\$200
a-2. Security Deposit (126+ people): (refundable)	\$400	\$400	\$400	\$400
b. Supervision Fee (if applicable)	\$20/hour	\$20/hour	\$21/hour	\$21/hour
c. Daily Rates (shall not exceed)	\$933	\$1,119	\$984	\$1,181
C. CONCESSIONAIRE PERMIT FEES				
1. Concession Permit (requires additional hourly fee)	\$53	\$64	\$56	\$67
Concession Permit fees and additional Concession Fees are exempt for Non-Profit Youth Organizations, and sanctioned Neighborhood Association Events. Sanctioned Neighborhood Associations Events are exempt from all rental fees with the exception of associated supervision fees when applicable. Concession/Admission/Sales Fees may be modified at the discretion of the PRCS Director.				
D. INDOOR DROP-IN FEES				
1. Showers Only (Spartan Recreation Center)	\$1	\$1	\$1	\$1
2. Drop-In				
a. Adult	\$3	\$4	\$3	\$4
b. Senior/Disabled	\$2	\$3	\$2	\$3
3. 1 Month Pass				
a. Adult	\$26	\$33	\$28	\$35
b. Senior/Disabled	\$18	\$23	\$19	\$24
4. 3 Month Pass				
a. Adult	\$66	\$77	\$69	\$81
b. Senior/Disabled	\$46	\$54	\$49	\$57
Senior is 60+ years of age				
E. GENERAL RECREATION PROGRAM FEES				
General Recreation Program Fees are based upon Recreation and Community Services' Cost Recovery/Fee Setting Framework.				
F. FEE IN LIEU OF STREET TREE REPLACEMENT				
	\$2,634	N/A	\$2,779	N/A
G. FEE REFUNDS				
Whenever a fee is paid for the use of parks or recreation facilities or property or for participation in a Recreation and Community Services Department sponsored class or program, and a refund request is made to the city, fees may be refunded according to the Recreation and Community Services Department's Refund Policy and Procedures.				
H. RECREATION SCHOLARSHIPS				
Scholarships for the fee due to the participate in a Recreation and Community Services Department sponsored class or program may be awarded when a request is made to the city according to the Recreation and Community Services Department's Recreation Scholarship Policy and Procedures.				

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 647 § 2, 2012; Ord. 627 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 602 § 1, 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. A), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 3, 2006; Ord. 428 § 1, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 2, 2001; Ord. 256 § 2, 2000]

**City of Shoreline
Fee Schedules**

Surface Water Management Rate Table

Rate Category	Percent Hard Surface	2021 SWM Annual Fee Adopted (includes all taxes)	2022 Proposed SWM Annual Fee			
			2022 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax
A. Rate Table						
1. Residential: Single-family home		\$298.33	\$295.51	\$17.73	Per Parcel	\$313.24
2. Very Light	Less than or equal to 10%	\$298.33	\$295.51	\$17.73	Per Parcel	\$313.24
3. Light	More than 10%, less than or equal to 20%	\$692.87	\$686.34	\$41.18	Per Acre	\$727.52
4. Moderate	More than 20%, less than or equal to 45%	\$1,431.39	\$1,417.89	\$85.07	Per Acre	\$1,502.96
5. Moderately Heavy	More than 45%, less than or equal to 65%	\$2,776.16	\$2,749.97	\$165.00	Per Acre	\$2,914.97
6. Heavy	More than 65%, less than or equal to 85%	\$3,517.13	\$3,483.95	\$209.04	Per Acre	\$3,692.99
7. Very Heavy	More than 85%, less than or equal to 100%	\$4,606.91	\$4,563.45	\$273.81	Per Acre	\$4,837.26
Minimum Rate		\$298.33	\$295.51	\$17.73		\$313.24
<p>There are two types of service charges: The flat rate and the sliding rate. The flat rate service charge applies to single family homes and parcels with less than 10% hard surface. The sliding rate service charge applies to all other properties in the service area. The sliding rate is calculated by measuring the amount of hard surface on each parcel and multiplying the appropriate rate by total acreage.</p>						
B. CREDITS						
Several special rate categories will automatically be assigned to those who qualify						
1.	An exemption for any home owned and occupied by a low income senior citizen determined by the assessor to qualify under RCW 84.36.381.					
2.	A public school district shall be eligible for a waiver of up to 100% of its standard rates based on providing curriculum which benefits surface water utility programs. The waiver shall be provided in accordance with the Surface Water Management Educational Fee Waiver procedure. The program will be reviewed by July 1, 2021.					
3.	Alternative Mobile Home Park Charge. Mobile Home Park Assessment can be the lower of the appropriate rate category or the number of mobile home spaces multiplied by the single-family residential rate.					
C. RATE ADJUSTMENTS						
Any person receiving a bill may file a request for a rate adjustment within two years of the billing date. (Filing a request will not extend the payment period). Property owners should file a request for a change in the rate assessed if:						
1. The property acreage is incorrect;						
2. The measured hard surface is incorrect;						
3. The property is charged a sliding fee when the fee should be flat;						
4. The person or property qualifies for an exemption or discount; or						
5. The property is wholly or in part outside the service area.						
D. REBATE						
Developed properties shall be eligible for the rebate under SMC 13.10.120 for constructing approved rain gardens or conservation landscaping at a rate of \$2.50 per square foot not to exceed \$2,000 for any parcel.						

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 659 § 2, 2013; Ord. 650 § 3 (Exh. A), 2012; Ord. 642 § 1, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(a), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 7, 14, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002. Formerly 3.01.070.]

Wastewater Utility

	Type of Permit Application/Fee	2021		2022 Proposed
A. Side Sewers - Permits and Applications				
Single Family:				
	New Connection	\$300.00		\$315.33
	Repairs or Replacement of Existing Side Sewers	\$150.00		\$157.67
	Capping-Off of Side Sewer	\$150.00		\$157.67
	Renewal	\$25.00		\$26.28
	No Notification Penalty Fee	\$150.00		\$157.67
	Single-Family Pump	\$300.00		\$315.33
Multi-Family Residence:				
	First Connection	\$300.00		\$315.33
	Each Additional Connection per Building	\$100.00		\$105.11
	Repairs or Replacement of Existing Side Sewers	\$150.00		\$157.67
	Capping-Off of Side Sewer	\$150.00		\$157.67
	Renewal	\$25.00		\$26.28
	No Notification Penalty Fee	\$150.00		\$157.67
Commercial Building:				
	One Business Entity, First Connection	\$300.00		\$315.33
	Each Additional Connection per Building	\$100.00		\$105.11
	Each Surfaced Clean-Out	\$50.00		\$52.56
	Repairs or Replacement of Existing Side Sewers	\$150.00		\$157.67
	Capping-Off of Side Sewer	\$150.00		\$157.67
	Renewal	\$25.00		\$26.28
B. Rework Main/Grafting Saddle		\$300.00		\$315.33
C. Surcharges				
	Industrial Waste Surcharge	See Section G		See Section G
	Additional surcharges may be imposed on any account type or area based on the additional cost of serving those properties beyond costs generally incurred for properties served by the public wastewater system	Actual surcharge determined pursuant to Section 7 of the Wastewater Revenue and Customer Service Policy, City Policy# 200-F-08		Actual surcharge determined pursuant to Section 7 of the Wastewater Revenue and Customer Service Policy, City Policy# 200-F-09
	Additional Inspection (1) during normal working hours	\$75.00		\$78.83
	Overtime Inspection other than normal working hours	\$400.00		\$420.44
D. Flushing Permit				
	Flushing not to exceed 20,000 gallons or 2,674 cubic feet of water	\$200 (Includes City Fee \$150 + Treatment Charge \$50)		\$210.22 (Includes City Fee \$157.67 + Treatment Charge \$52.56)
	Flushing not to exceed 50,000 gallons or 6,684 cubic feet of water	\$285 (Includes City Fee \$150 + Treatment Charge \$135)		\$299.57 (Includes City Fee \$157.67 + Treatment Charge \$11.90)
E. Special Permits				
	The Public Works Director shall have the authority to establish a minimum deposit of \$500.00 for those installations not covered in the permit fee schedule. The inspection fees and other pertinent costs are to accrue against this deposit. The owner will receive either a refund or billing for additional charges within sixty (60) days from approval of the installation.			The Public Works Director shall have the authority to establish a minimum deposit of \$500.00 for those installations not covered in the permit fee schedule. The inspection fees and other pertinent costs are to accrue against this deposit. The owner will receive either a refund or billing for additional charges within sixty (60) days from approval of the installation.
F. Review Fees				
	Certificate of Sewer Availability	\$150.00		\$157.67
	Single-Family Pump	\$350.00		\$367.89
	Developer Extension Application	\$750.00		\$788.33
	Developer Extension Application for a Pump Station (Additional Fee)	\$750.00		\$788.33
	Developer Extension	Actual Costs Incurred by City for Outside Consultants Plus 15% for City Administrative Costs		Actual Costs Incurred by City for Outside Consultants Plus 15% for City Administrative Costs
	Apartment/Multi-Family Plan Review	\$350.00		\$367.89

Attachment G Exhibit A

G. Industrial Discharge Permit			
	Permit Issuance Fee	\$200.00	\$210.22
	Industrial Waste Surcharge	As Determined by King County	As Determined by King County
	Monthly Inspection, Monitoring and Treatment Fee	\$150.00	\$157.67
	No Notification Penalty Fee	\$150.00	\$157.67

H. Sewer Service Charges*					
Per Month, Billed Bi-Monthly Residential:		2021		2022 Proposed	
1 - Single Family	City	\$16.63	Per Unit	\$ 17.48	Per Unit
	Treatment - Edmonds	\$28.87	Per Unit	\$ 30.35	Per Unit
	Total	\$45.50	Per Unit	\$ 47.83	Per Unit
1S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen Discount	City	\$8.32	Per Unit	\$ 8.75	Per Unit
	Treatment - Edmonds	\$14.43	Per Unit	\$ 15.17	Per Unit
	Total	\$22.75	Per Unit	\$ 23.91	Per Unit
2 - Single Family	City	\$16.63	Per Unit	\$ 17.48	Per Unit
	Treatment - King County	\$47.37	Per Unit	\$ 49.79	Per Unit
	Total	\$64.00	Per Unit	\$ 67.27	Per Unit
2S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen Discount	City	\$8.32	Per Unit	\$ 8.75	Per Unit
	Treatment - King County	\$23.68	Per Unit	\$ 24.89	Per Unit
	Total	\$32.00	Per Unit	\$ 33.64	Per Unit
3 - Single Family	City	\$84.16	Per Unit	\$ 88.46	Per Unit
	Treatment - King County	\$47.37	Per Unit	\$ 49.79	Per Unit
	Total	\$131.53	Per Unit	\$ 138.25	Per Unit
4 - Single Family Thru Four Plex; ATL, \$1.00 Credit - Single Pump	City	\$83.16	Per Unit	\$ 87.41	Per Unit
	Treatment - King County	\$47.37	Per Unit	\$ 49.79	Per Unit
	Total	\$130.53	Per Unit	\$ 137.17	Per Unit
5 - Single Family Thru Four Plex; ATL \$2.00 Credit - Pump Serves 2 Properties	City	\$82.16	Per Unit	\$ 86.36	Per Unit
	Treatment - King County	\$47.37	Per Unit	\$ 49.79	Per Unit
	Total	\$129.53	Per Unit	\$ 136.12	Per Unit
Per Month, Billed Monthly					
6 - Single Family	City	\$16.63	Per Unit	\$ 17.48	Per Unit
	Treatment - King County	\$47.37	Per Unit	\$ 49.79	Per Unit
	Total	\$64.00	Per Unit	\$ 67.27	Per Unit
6S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen Discount	City	\$8.32	Per Unit	\$ 8.75	Per Unit
	Treatment - King County	\$23.68	Per Unit	\$ 24.89	Per Unit
	Total	\$32.00	Per Unit	\$ 33.64	Per Unit
Monthly Commercial:					
100 - Misc. Business, School, Apts, Condos, Hotels, Motels, Trailer/Mobile Home Parks.	City	\$16.63 Per Unit or RCE; Whichever is Higher		\$17.48 Per Unit or RCE; Whichever is Higher	
	Treatment - Edmonds	\$28.87 RCE (1 RCE Min)		\$30.35 RCE (1 RCE Min)	
	Treatment - King County	\$47.37 RCE (1 RCE Min)		\$49.79 RCE (1 RCE Min)	
200 - Misc. Business, School, Apts, Condos, Hotels, Motels, Trailer/Mobile Home Parks, Industrial	City	\$16.63 Per Unit or RCE; Whichever is Higher		\$17.48 Per Unit or RCE; Whichever is Higher	
	Treatment - Edmonds	\$28.87 RCE (1 RCE Min)		\$30.35 RCE (1 RCE Min)	
	Treatment - King County	\$47.37 RCE (1 RCE Min)		\$49.79 RCE (1 RCE Min)	

Monthly Special Billings:		2021	2022 Proposed
	City and Treatment Combined	\$55.69 (50% of City Charge Plus 100% King County Treatment Charge); Billing- RCE	\$58.54 (50% of City Charge Plus 100% King County Treatment Charge); Billing- RCE

Attachment G Exhibit A

300 - Trailer/Mobile Home Parks & Apt	City and Treatment Combined	\$55.69 (50% of City Charge Plus 100% King County Treatment Charge); Billing- MLT Provides Unit Count	\$58.54 (50% of City Charge Plus 100% King County Treatment Charge); Billing- MLT Provides Unit Count
J. General Facility Charge (GFC)			
	Uniform GFC (all development)	\$3,012 per RCE	\$3,165.94 per RCE
	Commercial-Based Upon Fixture Count Calculation	King County Wastewater Treatment Division Formula	King County Wastewater Treatment Division Formula
K. Treatment Facilities Charge			
	Edmonds Treatment Facilities Charge	\$2,505.00 per RCE	\$2,633.03 per RCE
L. Local Facility Charge		\$29,088.29	\$30,574.99
M. Administrative Fees			
	Account Set Up, Owner, or Tenant Change	\$10.00	\$10.51
	Duplicate Billing Fee	\$2.00	\$2.10
	Escrow Closing Request	\$25.00	\$26.28
	Lien	\$215.00	\$225.99
	Late Charge	10%	10%
	Refund Request Fee	\$10.00	\$10.51
<i>6% Utility Tax is included in the service charges and permitting fees. It is not applicable to capital charges, such as General Facility, Treatment Facility and Local Facility Charges.</i>			

**City of Shoreline
Fee Schedules**

Fee Waiver

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

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

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 602 § 2, 2011; Ord. 570 § 2, 2010; Ord. 243 § 1, 2000]

Damage Restitution Administrative Fee

	2021 Adopted	2022 Proposed
An administrative fee to cover a portion of the cost of collecting information and processing damage restitution invoices. This fee shall be added to the amount of calculated restitution necessary to repair, replace or restore damage to City property when invoiced. The administrative fee may be reduced or waived as provided	\$50	\$53

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020]

Collection Fees (Financial)

	2021 Adopted	2022 Proposed
The maker of any check that is returned to the city due to insufficient funds or a closed account shall be assessed a collection fee	\$34.00	\$36.00

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 5, 14, 2006; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 1, 2001. Formerly 3.01.040.]

Annual Adjustments

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

[Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 451 § 15, 2006]