

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute Contract with Salmon-Safe Inc. in the Amount of \$80,000 to Certify Shoreline as a Salmon-Safe City
DEPARTMENT:	Planning & Community Development
PRESENTED BY:	Miranda Redinger, AICP, Senior Planner
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On October 30, 2017, the City Council discussed priority recommendations to implement the City’s Climate Action Plan. Citywide Salmon-Safe certification was presented as one of the options for the 2018-2020 timeframe. Subsequently, on November 20, 2017, the Council adopted the 2018 budget through Ordinance No. 806, which included \$80,000 for Salmon-Safe certification. Tonight’s action would authorize the City Manager to execute the contract with Salmon-Safe Inc. to implement the certification process.

RESOURCE/FINANCIAL IMPACT:

The 2018 budget contains \$80,000 for this project.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a contract with Salmon-Safe Inc. in the amount of \$80,000.

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

BACKGROUND

On October 30, 2017, the City Council discussed priority recommendations to implement the City's Climate Action Plan. Citywide Salmon-Safe certification was presented as one of the options for the 2018-2020 timeframe. The staff report for this October 30, 2017 Council discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport103017-8c.pdf>.

As noted during the 2018 budget discussion where funding was approved for the certification process this year, [Salmon-Safe](#) offers a series of peer-reviewed certification and accreditation programs linking site development land management practices with the protection of agricultural and urban watersheds. Through the Deep Green Incentive Program (DGIP), it was adopted as a companion certification for the International Living Future Institute's Net Zero Energy Building program. This dual certification would require a project to consider both energy and storm-water solutions that would make it equivalent to other Tier 3 DGIP certification options.

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

DISCUSSION

Tonight's action would authorize the City Manager to execute the contract with Salmon-Safe Inc. to implement the certification process. Because Salmon-Safe Inc. is the only organization that provides this certification, no Request for Proposals process was required. However, as this contract amount exceeds \$50,000, Council authorization is required to execute the contract.

Certification Process

As noted in the Scope of Work for this contract (Attachment A), the certification process will entail interviews with City staff; review of City documents, procedures, and protocols; and site assessments with Salmon-Safe's interdisciplinary science team. Once these interviews, reviews, and assessments have been completed, the Salmon-Safe team will perform a gap analysis and compile a report that recognizes areas where the City is using best practices and areas that provide opportunities for improvement. This report will be reviewed by City staff and presented to the Council and the public. Comments will be incorporated and Salmon-Safe will develop a conditions letter and prepare certification documents. The City will then have five years to meet the conditions, with continued assistance from Salmon-Safe, including an education and awareness campaign.

In addition to these services, a key benefit of certification is that it will make Shoreline more competitive for grant funding for projects that will facilitate completion of the certification requirements. It will also showcase Shoreline's commitment to improving ecosystem and habitat functions for all residents, including salmon and other iconic Pacific Northwest species.

STAKEHOLDER OUTREACH

As part of the DGIP discussion, Ellen Southard gave a presentation on Salmon-Safe certification to the Planning Commission during their March 2, 2017 meeting and also gave a [Speakers Series presentation](#) to the public on June 8, 2017. One of the first steps once the Salmon-Safe contract is executed will be to develop a Public Participation Plan to identify stakeholders and outreach opportunities.

COUNCIL GOAL(S) ADDRESSED

This item addresses Council Goal #2, Action Step #5 - Implement the 2016-2019 Priority Environmental Strategies, including adoption of incentives for environmentally sustainable buildings, exploration of district energy, update of the City's "forevergreen" website, and continued focus on effective storm-water management practices including restoration of salmon habitat.

RESOURCE/FINANCIAL IMPACT

The 2018 budget contains \$80,000 for this project.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a contract with Salmon-Safe Inc. in the amount of \$80,000.

ATTACHMENTS

Attachment A - Scope of Work for Salmon-Safe Certification Contract

Shoreline Salmon-Safe City Work Plan Tasks & Deliverables

1. Planning and Scoping

- a. Determine which divisions impact watershed functions and should therefore be included in the certification process.
- b. Identify division representatives and/or program managers to serve as points of contact.
- c. Identify which documents Salmon-Safe should review to fully understand watershed impacts, including plans and policies related to stormwater management, sustainable design, erosion control, landscape maintenance, etc.
- d. Identify City staff to be interviewed as part of the gap analysis effort.
- e. Identify process for conservation stakeholder and any other public input needed and timing for that input.
- f. Reach agreement on invoicing schedule.

Timeframe: January-February 2018

Salmon-Safe Responsibilities: Develop scope, estimate budget and timeline for each task

- Deliverables & Date: Project scope, February 2018

City Responsibilities: Develop and route contracting documents, schedule consent item on Council agenda planner to authorize City Manager to sign contract.

- Deliverables: Contract documents, February 2018

2. Gap Analysis

- a. Interviews with selected City staff to further identify operations and programs for inclusion in the assessment process.
- b. Collect plans, policies, etc. for Salmon-Safe review.
- c. Expert review of citywide land management and policy documents related to environmental management, site design, and operations.
- d. Expert review of relevant division-specific land and facilities program, construction, and management documents and practices.
- e. Gap analysis of City policy and division-specific documents for consistency with relevant Salmon-Safe standards, and identification of concerns and opportunities to improve environmental performance and consistency across City operations, and within specific division programs.

Timeframe: February-March 2018

Salmon-Safe Responsibilities: Coordinate document review with Salmon-Safe science team; conduct interviews.

- Deliverables & Date: Brief summary of findings to City, March 2018

City Responsibilities: Supply documents and participate in interviews.

- Deliverables: Provide hyperlinked plans, February 2018

3. Site Assessments

- a. Confirm site selection criteria between Salmon-Safe and the City.

Exhibit A

- b. Coordinate with division staff to identify a representative selection of division-owned and managed sites with a focus on ecologically sensitive areas and/or sites.
- c. Select sites for assessment by the Salmon-Safe science team.
- d. Schedule assessments with City and science team.
- e. Conduct site assessments with Salmon-Safe science team.

Timeframe: April-May 2018

Salmon-Safe Responsibilities: Coordinate scheduling with City staff, assess City sites.

- Deliverables & Dates: Selection criteria for site assessments, April 2018; site selection finalized, April 2018; site assessments completed, May 2018

City Responsibilities: Assist consultant with scheduling coordination, tour sites with consultant team.

- Deliverables: Scheduling finalized, April 2018

4. Certification Decision / Report Development

- a. Draft certification decision for the City based on the comprehensive site assessments. The decision report will include citywide conditions for certification as well as any division-specific conditions along with timelines for completion, as applicable, plus optional recommendations for consideration.
- b. Deliver certification report to the City for July Green Team meeting and present the science team's findings.

Timeframe: June-July 2018

Salmon-Safe Responsibilities: Create certification report, route internally amongst science team for review, and incorporate feedback. Provide to City and present at July Green Team meeting.

- Deliverables & Date: Draft certification report, July 2018

City Responsibilities: Attend July Green Team meeting and provide initial feedback.

- Deliverables: N/A

5. City Review of Certification Report

- a. Incorporate initial comments by Green Team into draft.
- b. In the event that any pre-conditions to certification are noted in the report, Salmon-Safe will work with the City to manage compliance and allow movement forward toward certification.
- c. Brief and seek input from Council.
- d. Brief and seek input from Thornton Creek Alliance (TCA) and/or other public process.

Timeframe: August-September 2018

Salmon-Safe Responsibilities: Amend draft to incorporate Green Team comments.
Deliverables & Date: Second draft certification report and presentation materials for Council and public review, August 2018

City Responsibilities: Review draft certification report and provide feedback. Schedule and facilitate Council Study Session. Schedule and facilitate public input.

Exhibit A

- Deliverables: Report feedback, August 2018; Council Study Session, September 2018; Attendance and presentation at TCA meeting or other public forum, September 2018.

6. Certification Finalization / Council Adoption

- a. Edit and finalize the certification conditions as needed based on City and public review.
- b. A certification letter outlining the certification decision shall be provided for review and signature together with a finalized certification report.
- c. Finalize certification commitment with City and issue certification certificate.

Timeframe: October 2018

Salmon-Safe Responsibilities: Incorporate City staff, Council, and public feedback into the certification report and provide certification letters, as well as certificate upon formalization of certification. Outline implementation support and marketing campaign.

- Deliverables & Date: Final certification report, letter, and certificate, October 2018

City Responsibilities: Coordinate sign-off on the certification letter and creation of pre-condition statement(s), as needed.

- Deliverables: Signed certification letter and pre-condition statement(s), as needed, October 2018

7. Certification Implementation Support

- a. Presentation to division leaders to recognize certification decisions and the upcoming education and outreach campaign.
- b. Ongoing technical support to City in implementing Salmon-Safe conditions.
- c. Condition verification and ongoing communication concerning certification with City divisions.

Timeframe: October-November 2018

Salmon-Safe Responsibilities: Present to City staff and provide technical assistance as needed. Condition verification will be ongoing throughout the five-year certification cycle (estimated through November 2023) and starting upon formalization of certification.

- Deliverables & Date: Staff presentations, November 2018

City Responsibilities: Assist consultant with scheduling coordination.

- Deliverables: Scheduling finalized, October 2018

8. Education and Awareness Campaign

- a. Coordination with City and division communications specialists in development of campaign tasks, deliverables, and timeline.
- b. Public outreach campaign. Provide communication and other services and support for activities, including but not limited to assistance in:
 - i. Press releases/media outreach;
 - ii. Online/social media outreach;
 - iii. Public service announcements;
 - iv. Internal communications including City departments;
 - v. Participation in community events; and

Exhibit A

- vi. Networking with other municipalities.

Timeframe: November-December 2018

Salmon-Safe Responsibilities: Collaborate with City communications staff in developing public outreach campaign.

Deliverables & Date: Meeting to present communications strategy, December 2018

City Responsibilities: Collaborate with consultant to develop a public outreach campaign.

- Deliverables: Articles in *Currents*, marketing support through social media and other avenues, On-going

9. Project Management

- a. Project coordination with City project manager regarding scheduling, work plan, and budget.
- b. Contracting and coordination with independent science team.
- c. Prepare progress updates and invoices.
- d. Attend quarterly Green Team work sessions, as needed.

Timeframe: Ongoing throughout 2018 assessment process and then the five-year certification cycle (estimated through November 2023), starting upon formalization of certification.

Salmon-Safe Responsibilities: Execute contracts with science team, provide progress updates as requested, and submit invoices for processing.

- Deliverables & Dates: Contracts with science team and invoices, On-going

City Responsibilities: Process consultant invoices, provide coordination and support for process.

- Deliverables: Consultant payments, On-going