

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Enter into a Member Jurisdiction Grant Agreement with the King Conservation District in the Amount of \$58,100 for the Green Shoreline Partnership
DEPARTMENT:	Administrative Services; Parks, Fleet and Facilities
PRESENTED BY:	Joseph Callaghan, Senior Parks Maintenance, Urban Forester
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT:

King Conservation District (KCD) is an independent natural resources assistance agency authorized by Washington State and guided by the Washington State Conservation Commission under Chapter 89.08 RCW. They promote the sustainable use of natural resources through responsible stewardship. KCD is funded primarily by a per-parcel assessment fee.

The KCD Member Jurisdiction Program has awarded 13 separate grants to the City since 2000 supporting the City’s parks maintenance operations. In the past the City has designated that grant money (over \$500,000) for environmental consulting, partnership funding and ecological restoration efforts.

In 2019, the Green Shoreline Partnership was formally created by the City of Shoreline and additional partners to build upon existing forest restoration efforts in establishing a citywide community-based stewardship program for the long-term restoration and maintenance of Shoreline’s parks and natural areas. Shoreline joined the Cities of Seattle, Tacoma, Snoqualmie, Kent, Redmond, Kirkland, Everett, Puyallup, Tukwila, Issaquah, Burien, SeaTac, and Des Moines as members of the Green Cities Network. Funding for the establishment of this Partnership was initially sourced from the City of Shoreline, the Nature Conservancy, and Forterra.

These 14 Green Cities in the Puget Sound region span three counties (King, Pierce, and Snohomish), collectively serve a population of more than 3 million people and aim to restore and steward more than 13,000 acres of land. As part of this robust network of resources and expertise, the Green Shoreline Partnership will contribute toward a livable and healthy region.

The Green Shoreline Partnership has an overall mission to preserve, restore, and maintain Shoreline’s forested parklands and natural areas with their many benefits, while at the same time educating and engaging the community to support the City in caring for these spaces.

For the Green Shoreline Partnership's mission to succeed and for its vision and desired outcomes to become a reality, certain goals must be achieved during the next 20 years. Eight goals, along with measurable benchmarks, were developed based on current habitat conditions, current capacity to support restoration efforts, and the experience of other partnerships in the Green Cities Network. These eight goals can be summarized as:

1. Identifying priority sites
2. Hosting community events
3. Recruitment, retention, and supporting volunteers
4. Supporting and maintaining a stewardship program
5. Identifying areas where skilled professional field crews are necessary
6. Building collaborative and equitable working relationships
7. Establishing resources to sustain the program for the long term.
8. Celebrating the Partnership's accomplishments.

The grant funds will help to maintain the progress of the Green Shoreline Partnership as a whole and will be dedicated to activities that will expand upon the eight goals listed above. City staff and consultants will provide project oversight for the Green Shoreline Partnership, with a focus on tracking and reporting restoration activities conducted in parks by community volunteers and Forest Stewards.

This \$58,100 KCD Member Jurisdiction Grant agreement (Attachment A) must be authorized by the City Council. Tonight, staff is seeking this Council authorization for the City Manager to enter into this agreement.

RESOURCE/FINANCIAL IMPACT:

The \$58,100 of funding will be added to the Administrative Services - Parks, Fleet and Facilities budget through the Mid-Biennial Budget Amendment process.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute the Member Jurisdiction Grant Agreement with the King Conservation District for \$58,100 to fund the Green Shoreline Partnership.

ATTACHMENTS

Attachment A – King Conservation District Member Jurisdiction Grant Agreement

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

**AGREEMENT FOR AWARD
OF KING CONSERVATION DISTRICT MEMBER JURISDICTION GRANT**

City of Shoreline

This Agreement is made between the King Conservation District Number 9, a municipal corporation in King County, Washington, located at 800 SW 39th Street, Suite 150, Renton, WA 98057 (referred to herein as “District”), and the City of Shoreline, a municipal corporation in King County, Washington, located at 17500 Midvale Avenue North, Shoreline, WA 98133-4921 (referred to herein as “Recipient”), for the purposes set forth herein.

SECTION 1. RECITALS

1.1 Whereas, the District is a special purpose district organized and existing under authority of Chapter 89.08 RCW which engages in certain activities and programs to conserve natural resources, including soil and water, which activities are declared to protect and promote the health, safety, and general welfare of the people of the state of Washington; and

1.2 Whereas, pursuant to RCW 89.08.400 and/or RCW 89.08.405, King County has authorized and imposed a system of assessments and/or a system of rates and charges to finance the activities and programs of the District; and

1.3 Whereas, pursuant to RCW 89.08.220 and RCW 89.08.341 the District is authorized to enter into agreements with, or to furnish financial or other aid to, municipal entities and agencies (governmental or otherwise), or their designees, or any occupier of lands within the District, in order to carry out and facilitate the activities and programs of the District to conserve natural resources; and

1.4 Whereas, the District has reviewed the grant application submitted by Recipient and has determined that the application meets the requirements of Chapter 89.08 RCW and the District's policies and procedures for awarding grants; and

1.5 Whereas, the District and Recipient desire to enter into this Agreement for the purpose of establishing the terms and conditions relating to the District's award of a grant to Recipient.

SECTION 2. AGREEMENT

2.1 The District agrees to award Recipient a grant in the total amount of Fifty-Eight Thousand One Hundred and No/100 Dollars (\$58,100.00) from KCD-Shoreline 2018-2020 Collections. Grant funds shall be used by Recipient solely for the performance of the work described in **Exhibit A** which is attached hereto and incorporated herein by this reference. The District shall pay the grant funds to Recipient in accordance with the District's policies and procedures, or as otherwise provided herein, including but not limited to, the policies and procedures contained in the grant program guidelines, provided that such funds have been collected and received by the District.

2.2 Recipient represents and warrants that it will only use the grant funds for the work described in **Exhibit A**, which may be amended by the parties pursuant to Paragraph 3.3 of the Agreement. Recipient shall be required to refund to the District that portion of any grant funds which are used for unauthorized work. Further, Recipient agrees to return to the District any grant funds that are not expended or remain after completion of the work covered by this Agreement.

2.3 Recipient acknowledges and agrees that the grant funds may only be expended on work which shall be entirely within the District's jurisdictional boundaries. The following municipal entities are not within the District's jurisdictional boundaries: Enumclaw, Federal Way, Milton, Pacific, and Skykomish. Recipient shall be required to refund to the District that portion of any grant funds which are used for work performed outside the District's jurisdictional boundaries.

2.4 In the event the scope of work authorized by this Agreement includes the use of grant funds to purchase houses located on real property within a flood hazard area, Recipient acknowledges and agrees that grant funds may only be used for such purposes if the houses to be purchased were constructed before floodplain mapping or sensitive areas regulations were in place for that area. Recipient shall be required to refund to the District that portion of any grant funds which are used for unauthorized purposes.

2.5 Recipient shall be required to provide the District with regular financial and project progress reports for the duration of the project. Grant funds are remitted to the Recipient on a reimbursement payment basis. Project progress reports must be submitted with each reimbursement request. Project progress and financial reports, along with the final narrative and financial summary reports shall be submitted through the District's online grant portal. The Recipient shall be required to submit to the District a final report which documents the Recipient's completion of the work in conformance with this Agreement within thirty (30) days after the completion of the work. The final report shall, among other things, summarize the project's successes and shall address the regional benefits accomplished by the work. The final report shall also identify any obstacles or challenges which were encountered during the work, along with general recommendations regarding ways to avoid such obstacles or challenges in the future. If requested, Recipient agrees to provide the District with additional financial or progress reports from time to time, at reasonable intervals.

2.6 Recipient's expenditures of grant funds shall be separately identified in the Recipient's accounting records. If requested, Recipient shall comply with other reasonable requests made by the District with respect to the manner in which project expenditures are tracked and accounted for in Recipient's accounting books and records. Recipient shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles and to meet the requirements of all applicable state and federal laws.

2.7 If the Recipient is a Washington municipal agency, Recipient shall be required to track project expenses using the Budget Accounting and Reporting System for the State of Washington ("BARS").

2.8 The District or its representative shall have the right from time to time, at reasonable intervals, to audit the Recipient's books and records in order to verify compliance with the terms of this Agreement. Recipient shall cooperate with the District in any such audit.

2.9 Recipient shall retain all accounting records and project files relating to this Agreement in accordance with criteria established in the Revised Code of Washington and the Washington State Archivist.

2.10 Recipient shall ensure that all work performed by Recipient or its employees, agents, contractors or subcontractors is performed in a manner which protects and safeguards the environment and natural resources and which is in compliance with local, state and federal laws and regulations. Recipient shall implement an appropriate monitoring system or program to ensure compliance with this provision.

2.11 Recipient agrees to indemnify, defend and hold harmless the District, its elected or appointed officials, employees and agents, from all claims, alleged liability, damages, losses to or death of person or damage to property allegedly resulting from the negligent or intentional acts of the Recipient or any of its employees, agents, contractors or subcontractors in connection with this Agreement.

2.12 Recipient agrees to acknowledge the District as a source of funding for this project on all literature, signage or press releases related to said project.

2.13 Recipient shall notify the District if Recipient intends to sell, salvage, or otherwise dispose of any equipment purchased with grant funds. The proceeds received by Recipient from any sale, salvage or disposition, or the value of the equipment if proceeds were not received from any such action, must be: (a) re-invested back into the originally awarded project; (b) invested in a similar project with District approval; or (c) returned to the District.

2.14 Recipient shall notify the District if Recipient is required or intends to move equipment purchased with grant funds to another location. Recipient will ensure the equipment is in good working order and perform any necessary repairs or replacement of any broken components. If the equipment will be utilized on a different project than the one approved by this Agreement, District approval must be obtained so the District can ensure the project is similar to the project originally approved by the District.

SECTION 3. GENERAL PROVISIONS

3.1 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.2 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No prior or contemporaneous representation, inducement, promise or agreement between or among the parties which relate to the subject matter hereof which are not embodied in this Agreement shall be of any force or effect.

3.3 No amendment to this Agreement shall be binding on any of the parties to this Agreement unless such amendment is in writing and is executed by the parties. The parties contemplate that this Agreement may from time to time be modified by written amendment which shall be executed by duly authorized representatives of the parties and attached to this Agreement.

3.4 Each party warrants and represents that such party has full and complete authority to enter into this Agreement and each person executing this Agreement on behalf of a party warrants and represents that he/she has been fully authorized to execute this Agreement on behalf of such party and that such party is bound by the signature of such representative.

DISTRICT:

RECIPIENT:

By _____

By _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

Approved as to Form:

Approved as to Form:

DISTRICT LEGAL COUNSEL:

RECIPIENT'S ATTORNEY:

By *Eric Frimodt*
Eric Frimodt (May 17, 2021 14:35 PDT)

By _____

Name Eric Frimodt

Name _____

Date May 17, 2021

Date _____

Exhibit A

Green Shoreline Partnership 2021

Member Jurisdiction Grant Program

Shoreline

Susana Villamarin
17500 Midvale Avenue North
Shoreline, WA 98133-4921

svillamarin@shorelinewa.gov
O: 206-801-2603

Joseph Callaghan

jcallaghan@shorelinewa.gov
O: 206-801-2615

Application Form

Summary Information

Project Title*

Green Shoreline Partnership 2021

Project Description - Short*

Provide a short, concise description of the project no more than two or three sentences.

Manage the Green Shoreline Partnership including supporting and recruiting Forest Stewards, hosting volunteer opportunities, promoting to the general public, creating educational resources and workshops, and continuing restoration at identified parks

Principal Partners (if any)

Green Shoreline Partnership

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$58,100.00

Total Project Cost*

\$77,750.00

Total Matching Funds (optional)

\$19,650.00

Project Start Date*

04/01/2021

Project End Date*

05/01/2022

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.
If more than two locations, state "multiple" and explain.

- Multiple locations -
- Ballinger Open Space
- Boeing Creek Park
- Brugger's Bog Park
- Hamlin Park
- Paramount Open Space
- Richmond Beach Saltwater Park
- Shoreview Park
- South Woods
- Twin Ponds Park
- Actual addresses provided upon request

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.
Shoreline

Is your project on public or private land?*

Public

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

32

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

1

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

In 2019, the Green Shoreline Partnership was formally created through support from the City of Shoreline and additional partners to build upon existing forest restoration efforts to establish a city-wide community-based stewardship program to support long-term restoration and maintenance of Shoreline's parks and natural areas. Shoreline joined Seattle, Tacoma, Snoqualmie, Kent, Redmond, Kirkland, Everett, Puyallup, Tukwila, Issaquah, Burien, SeaTac, and Des Moines as members of the Green Cities Network. These 14 Green Cities in the Puget Sound region span three counties (King, Pierce, and Snohomish), collectively serve a population of more than 3 million people and aim to restore and steward more than 13,000 acres of land. As part of this robust network of resources and expertise, the Green Shoreline Partnership will contribute toward a livable and healthy region.

The Green Shoreline Partnership has an overall mission to preserve, restore, and maintain Shoreline's forested parklands and natural areas with their many benefits, while at the same time educating and engaging the community to support the city in caring for these spaces. Specifically, the Partnership anticipates that from 2019-2039, the following outcomes will occur:

1. All 240 of Shoreline's public forested and natural area parklands enrolled in restoration and active maintenance by 2038.
2. A restoration program with the capacity for long term stewardship of forested parks and natural areas; increased public awareness of—and engagement in— protecting, restoring, and maintaining healthy habitats.
3. A robust Green Shoreline steward program, with at least one steward in each natural area park and dedicated staff to recruit, train, and retain volunteer stewardship leaders.
4. A successful volunteer program that engages a diverse community of individuals and families, schools, businesses, and nonprofit organizations.
5. Protection of critical forest and natural areas that provide important ecological and public benefits.
6. Sustainable funding, operations, and field staff resources to accomplish long-term restoration objectives.

For the Green Shoreline Partnership's mission to succeed and for its vision and desired outcomes to become a reality, certain goals must be achieved during the next 20 years. Eight goals, along with measurable benchmarks were developed based on current habitat conditions, current capacity to support restoration efforts, and the experience of other partnerships in the Green Cities Network. These 8 goals include:

1. Identify priority sites for restoration and active management of already existing urban forest, and work to replace aging canopy cover in those areas by developing stewardship plans for priority sites.
2. Host community events that foster the use, enjoyment of, and connection with Shoreline's forested parks and natural areas in ways that are relevant to its diverse community, and encourage stewardship, connection, and education.
3. Recruit, retain, and support volunteers in meaningful restoration and enhancement projects in local parks and throughout the city.
4. Support and maintain a stewardship program that empowers a growing number of dedicated participants to take a leadership role in restoration of the city's parks and community forest.
5. Identify areas where skilled field crews are necessary, and work collaboratively as a Partnership to fund, support, and complete that work.
6. Build collaborative and equitable working relationships among government agencies, nonprofits, schools, and other community partners.
7. Establish resources to sustain the program for the long term.
8. Celebrate the Partnership's accomplishments.

Funding will help to maintain the progress of the Green Shoreline Partnership as a whole, and will be dedicated to activities that will expand upon the eight goals listed above. City staff and consultants will provide project oversight for the Green Shoreline Partnership, with a focus on tracking and reporting restoration activities conducted in parks by community volunteers and Forest Stewards. Tracking volunteer occurrences, volunteer hours, and restoration activities will be conducted primarily through an online portal and database, called CEDAR, created in 2020 by Forterra via funding support from the City of Shoreline. City

staff and consultants will also help to promote the Green Shoreline Partnership as a local opportunity for Shoreline residents to support healthy forests in their community; offering both on-the-ground opportunities for residents to engage in restoration activities at their local parks, as well as educational opportunities and restoration resources provided through workshops, social media, and monthly newsletters. Three workshops focused on forest restoration topics will be offered to both Forest Stewards and the general public to learn more about the functions and importance of our urban forests. Creating social media posts, updating the Green Shoreline website, developing educational guides, and sending monthly newsletters will serve as a means to share Partnership updates, promote volunteer events, highlight program partners, and educate the community on native plants, wildlife, and forest restoration best management practices.

In the spring, a Forest Steward Orientation will be provided to the public for any residents interested in stewarding a Green Shoreline site by conducting on-the-ground forest restoration practices and hosting public volunteer events. The focus of this orientation will be to onboard new Forest Stewards to the program, with a hope of attracting interested Stewards for Green Shoreline sites that currently do not have an active Forest Steward presence. The Forest Steward Orientation will also serve as a way to promote the Green Shoreline Partnership and to garner public interest in getting involved with the Partnership, either as a formal Forest Steward, or as a regular volunteer. Support for all new and existing Forest Stewards will be provided by City staff and consultants to provide mentorship and guide restoration activities within parks. Regular communication from staff and consultants, in-person site visits, and work party support will be provided to all Forest Stewards, along with an annual appreciation event to celebrate all Forest Stewards and their contributions made to the Green Shoreline Partnership. City staff and consultants will enthusiastically recruit volunteers to take part in Green Shoreline events, with a focus on reaching Shoreline residents of all ages, abilities, and socioeconomic backgrounds to take part and feel welcome at Green Shoreline events. Outreach and event promotion will be conducted throughout the year to engage new volunteers and interest in the Green Shoreline Partnership.

An annual meeting inviting all formal Green Shoreline partners will be held as a means to review the Green Shoreline 20-Year Forest Management Plan and its goals and benchmarks, to discuss annual work plans for all partners, and to streamline restoration activities happening at Green Shoreline sites. Additional communication will be provided to partners as a means of staying connected to the overall Green Shoreline program, and efforts will be made in order to recruit new partners to the program, which may include additional nonprofits, government agencies, schools, or community groups. This effort will help to diversify partner involvement, while also including current partners so that they are better aware of how their work contributes to overall Green Shoreline goals.

Forest restoration activities will be conducted at all active Green Shoreline sites by staff, Forest Stewards, and volunteers, which will include removal of invasive species, installing native plants, and maintaining plantings through watering and mulching. Support will be provided by the City of Shoreline and consultants in order to purchase native plants, mulch, and additional tools and supplies needed for supporting successful forest restoration projects, and as a means to maintain and build upon already established restoration work. Signage will also be printed and placed at active Green Shoreline sites as a means to recognize the restoration work in progress, to promote the Green Shoreline Partnership, and to list opportunities for residents to get involved. Signage will provide an in-person opportunity for park users to learn about the Green Shoreline Partnership and will help to eliminate barriers for residents to only learn about the program through virtual means (such as social media).

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

1. Grant Management and Project Oversight (February to December)
 - City Staff to manage consultant contract, procurement of tools and supplies, provide a single final progress report to be submitted at the end for reimbursement.
 - Consultant to provide ecological guidance during adaptive management planning, process and coordinate tool and materials requests through the CEDAR database, track community volunteer hours and

occurrences, coordinate further volunteer and steward recruitment, and develop and coordinate continuing education workshops for all Green Shoreline stewards

2. Educational Workshops Metrics Reporting (May to December)

- Provide names and affiliations of attendees
- Include topics covered
- Provide guest speakers' names and affiliation

3. Green Shoreline Steward Orientation and Onboarding (May-December)

- Host one public orientation for all interested Green Shoreline Stewards
- Onboard new stewards with a focus on recruiting Stewards in parks where there currently is no

Steward presence

- Provide background checks for any newly identified Green Shoreline Stewards

4. Green Shoreline Steward Support (February to December)

- Support Stewards via email, phone, and in-person
- Act as liaison between stewards and City personnel
- Provide ecological guidance, mentorship, work party advice, and general stewardship support as

needed

- Report quarterly on restoration work progress summaries and volunteer participation
- Host an annual Forest Steward appreciation event
- Send monthly emails to all Stewards including program updates as well as restoration resources and

educational opportunities

- Print Forest Steward Field Guides for current and new Stewards

5. Green Shoreline Partner Meeting (April to December)

- Host one annual meeting convening all Green Shoreline partners to discuss annual work plans and to

review the Green Shoreline 20-Year Forest Management Plan goals and benchmarks

- Send regular program updates and resources as needed to all Green Shoreline partners
- Explore potential new partnerships to be included in the Green Shoreline Partnership

6. Community Volunteers (March to December)

- Track volunteer participation and growth from recruitment methods

7. Website, Social Media, and Newsletter Management (February to December)

- Post weekly to dedicated Green Shoreline social media sites, including Facebook and Instagram
- Update content on Green Shoreline webpage as needed
- Create and post educational resources to the Green Shoreline website for Forest Steward and

community members

- Send monthly newsletters to all Green Shoreline subscribers

8. Purchase and install native plants (February to December)

- Continue restoration in all parks mentioned above, maintain previous restoration areas of work with

invasive removal and watering protocols

- Develop adaptive management plans as needed
- Prepare sites as above for further plant installation in the fall
- Report details of above parameters

9. Purchase and apply mulch at restoration sites (February to December)

- Support plant health and survival, moderate watering protocol needs, control regrowth of invasive

vegetation

10. Purchase tools and gloves for volunteer events (April to December)

- Purchase any additional tools needed to conduct best management practices at sites and to support

Forest Steward efforts

- Purchase additional gloves for volunteers to utilize at events

11. Site Signage (March to December)

- Print and install "Future Healthy Forest" signs at all active Green Shoreline restoration sites
- Include information on how community members can participate in work parties

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines*. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!

2021 KCD Appl Budget Form.xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

Project Maps, Exhibit A & Exhibit B.pdf

Natural Resource Improvement Actions- Criteria Checklist

Please **only** select "yes" below the action that your project **directly** addresses

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

Yes

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

Yes

Pilot and Demonstration Projects*

To test and/or improve concepts and/or approaches in natural resource management that can be replicated by others *(examples include low impact development or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture (e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living); technological innovation for natural resource conservation)*

Does your project directly address this issue?

No

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground *(examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands)*

Does your project directly address this issue?

Yes

Project Type*

Education
Forestry, Urban

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Joseph P Callaghan

Title

Senior Maintenance Worker - Urban Forestry

Date*

04/05/2021

File Attachment Summary

Applicant File Uploads

- 2021 KCD Appl Budget Form.xlsx
- Project Maps, Exhibit A & Exhibit B.pdf



Member Jurisdiction Grant Program

Grant Application Project Budget Form

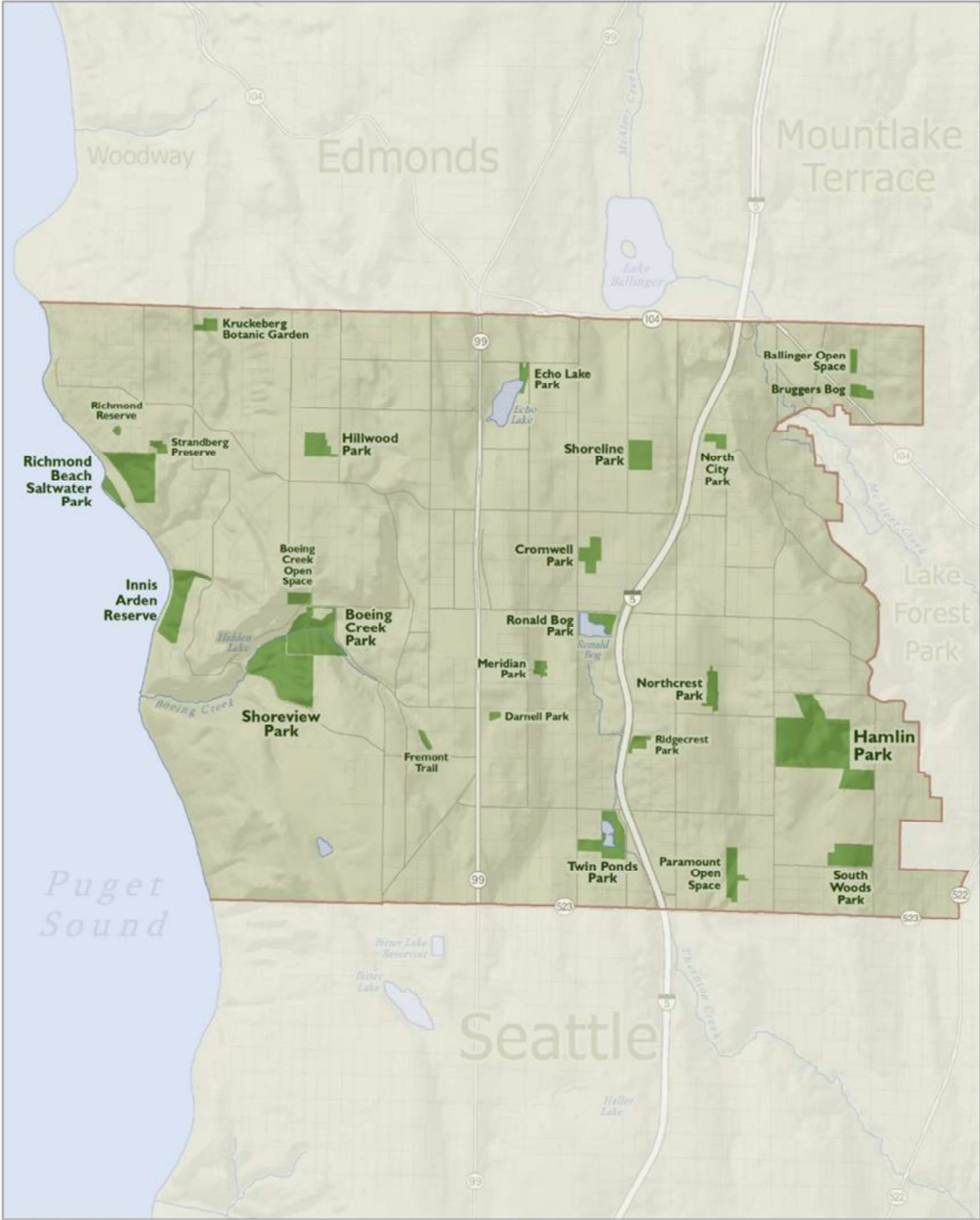
Promoting sustainable uses of natural resources through responsible stewardship

Project Name	2021 Habitat Restoration			
Applicant	City of Shoreline			
Contact	Joseph Callaghan			
Mailing Address	17500 Midvale Ave. N, Shoreline, WA 98133			
E-mail	jcallaghan@shorelinewa.gov	Project Start Date:	4/1/2021	
Phone	(206) 801-2615	Project End Date:	12/31/2021	
Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below				
Budget Item	KCD Funds	Volunteer Match	City Match	Total
		<i>(identify source and status of matching funds here ex. Rose Foundation - Pending)</i>	<i>(identify source and status of matching funds here ex. DON Small and Simple - Secured)</i>	
Salaries & Benefits	\$100		\$9,650	\$9,750
Volunteer Community		\$10,000		\$10,000
Native Plants	\$3,000			\$3,000
Field Supplies	\$5,000			\$5,000
Contracted/ Professional Services	\$50,000			\$50,000
TOTAL	\$58,100	\$10,000	\$9,650	\$77,750

Total Project Cost	\$77,750
Total Match	\$19,650
Amount of KCD Funding Requested	\$58,100
Match Percentage	<i>25%</i>

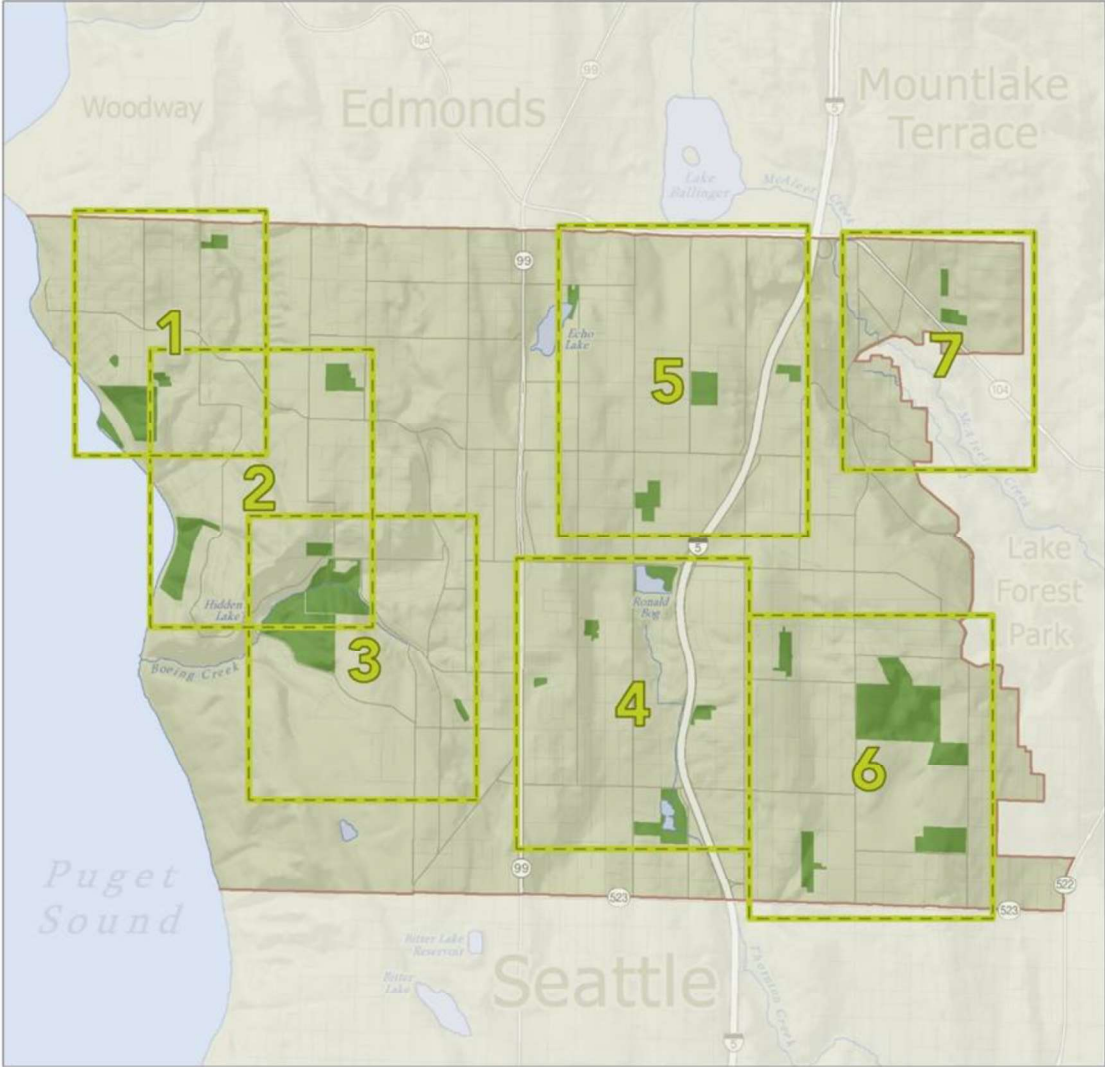
*Footnotes: Please see
Exhibit A - 2021 Forterra Scope of Work
Exhibit B - 2021 Supplies and Tools Budget*

Overview Map of All Green Shoreline Partnership Sites



Map created by FORTERRA in partnership with the City of Shoreline.

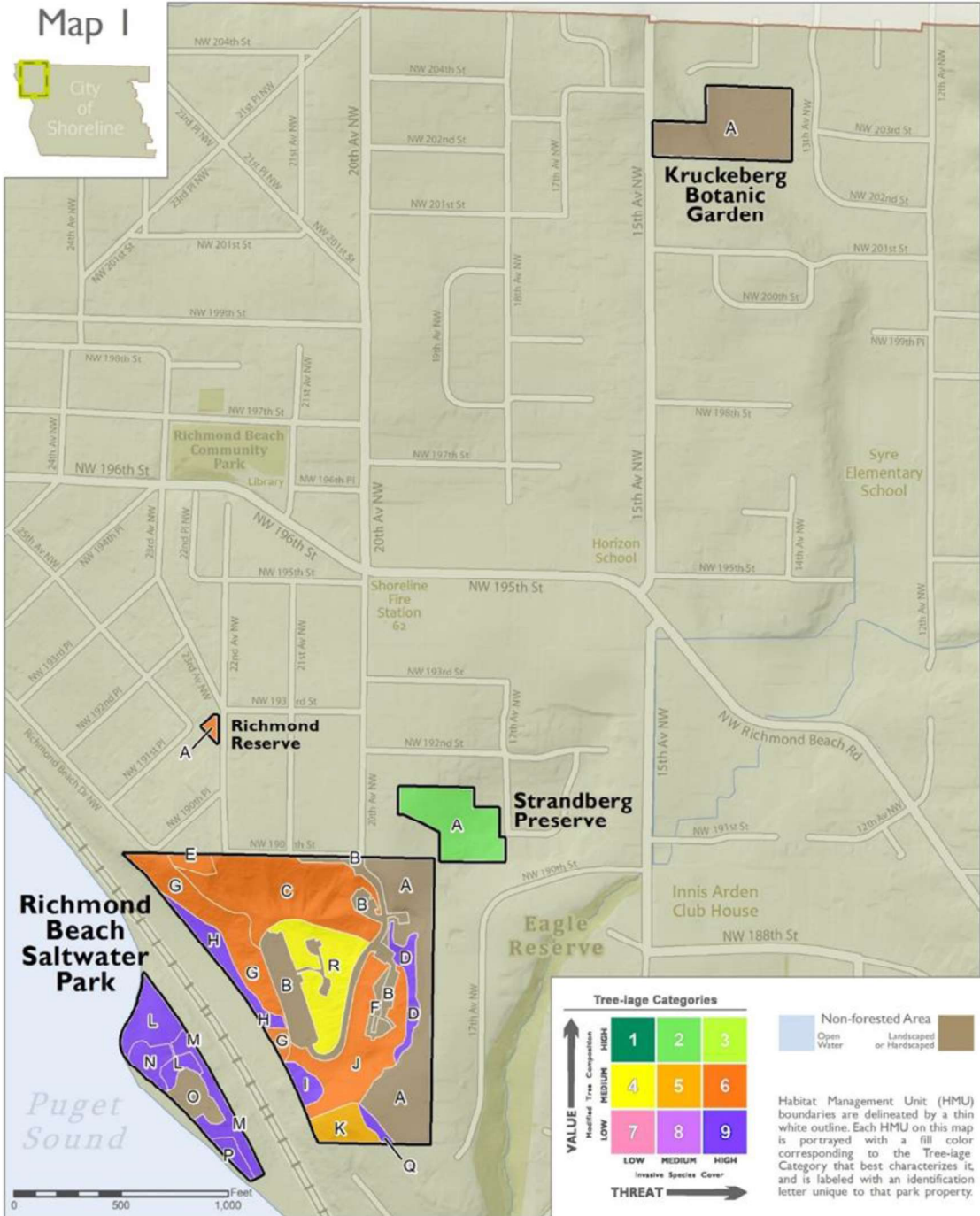
Key to Individual Green Shoreline Partnership Site Maps



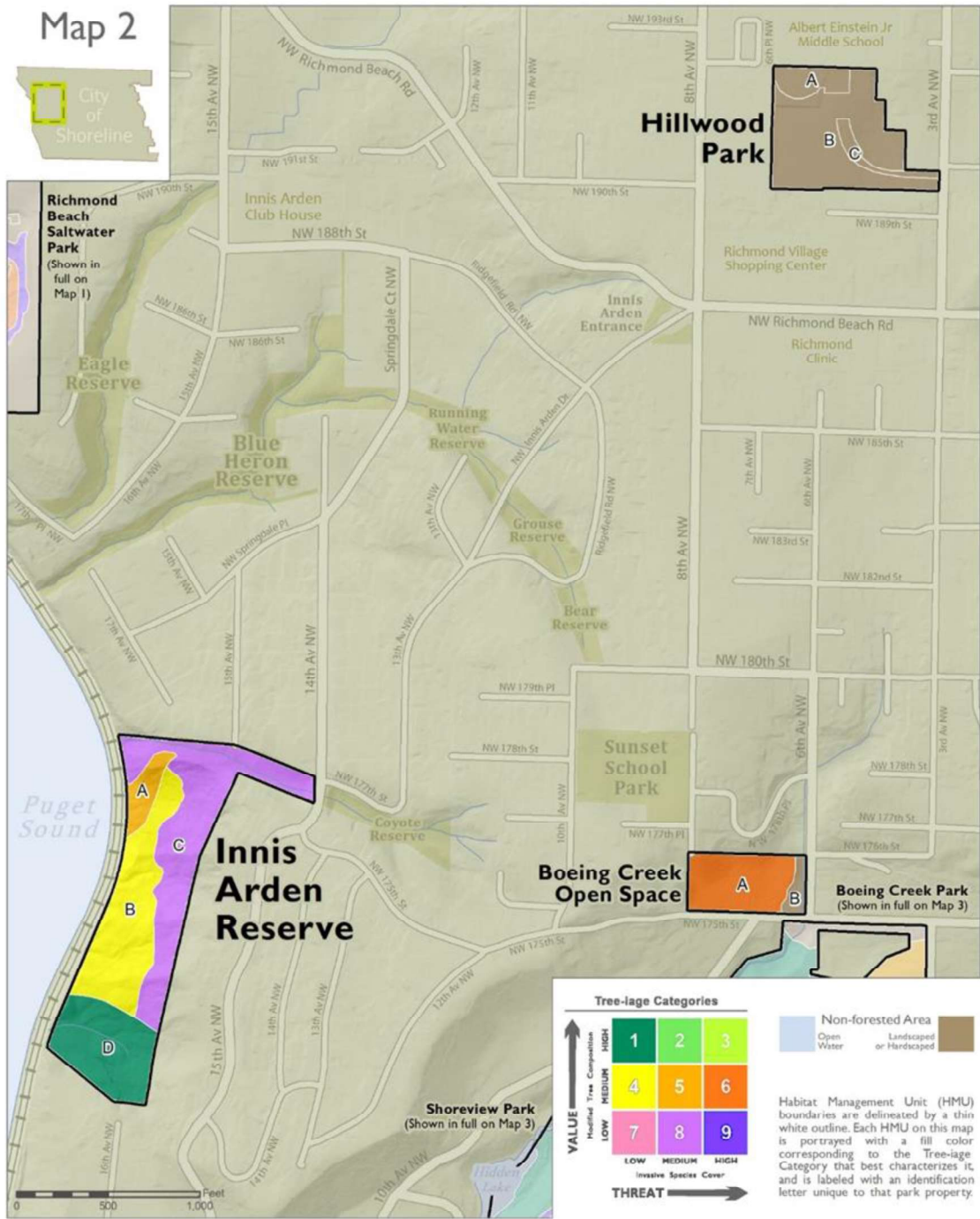
Key to Individual Site Maps

Site Name	Map Number	Site Name	Map Number	Site Name	Map Number
Ballinger Open Space	7	Hillwood Park	2	Richmond Reserve	1
Boeing Creek Open Space	3,2	Innis Arden Reserve	2	Ridgecrest Park	4
Boeing Creek Park	3	Kruckeberg Botanic Garden	1	Ronald Bog Park	4
Bruggers Bog	7	Meridian Park	4	Shoreline Park	5
Cromwell Park	5	North City Park	5	Shoreview Park	3
Darnell Park	4	Northcrest Park	6	South Woods Park	6
Echo Lake Park	5	Paramount Open Space	6	Strandberg Preserve	1
Fremont Trail	3	Richmond Beach Saltwater Park	1	Twin Ponds Park	4
Hamlin Park	6				

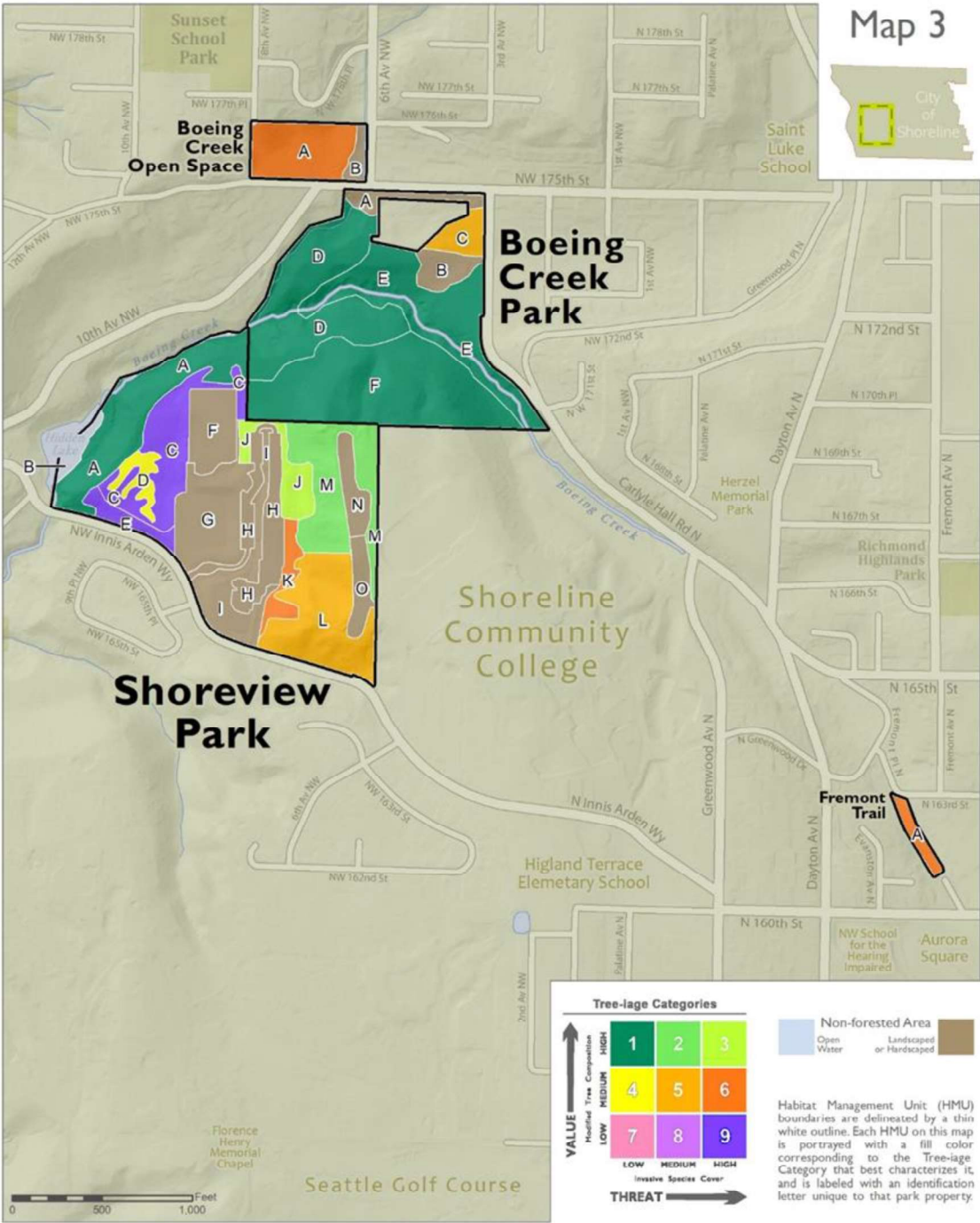
Map created by FORTERRA in partnership with the City of Shoreline.

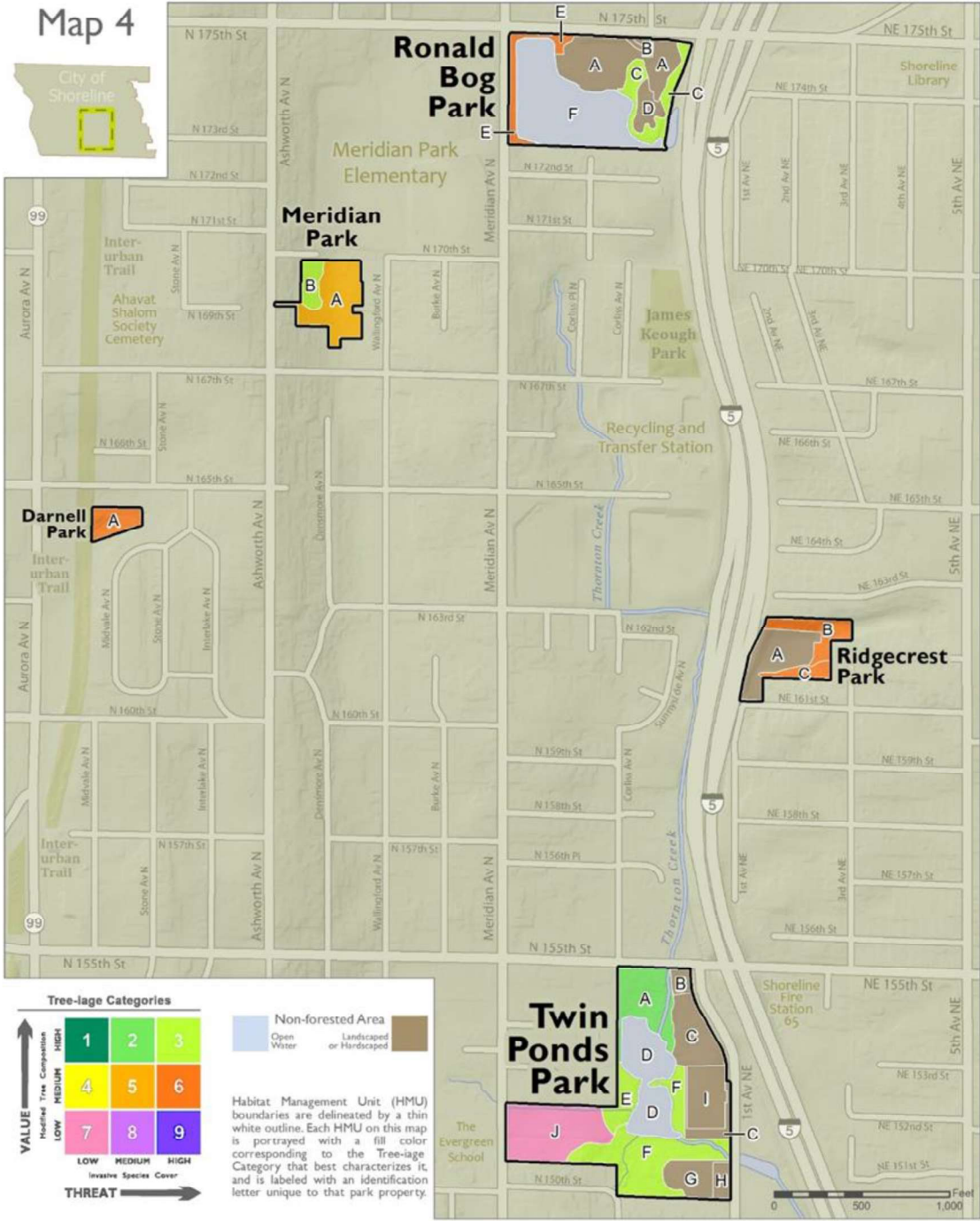


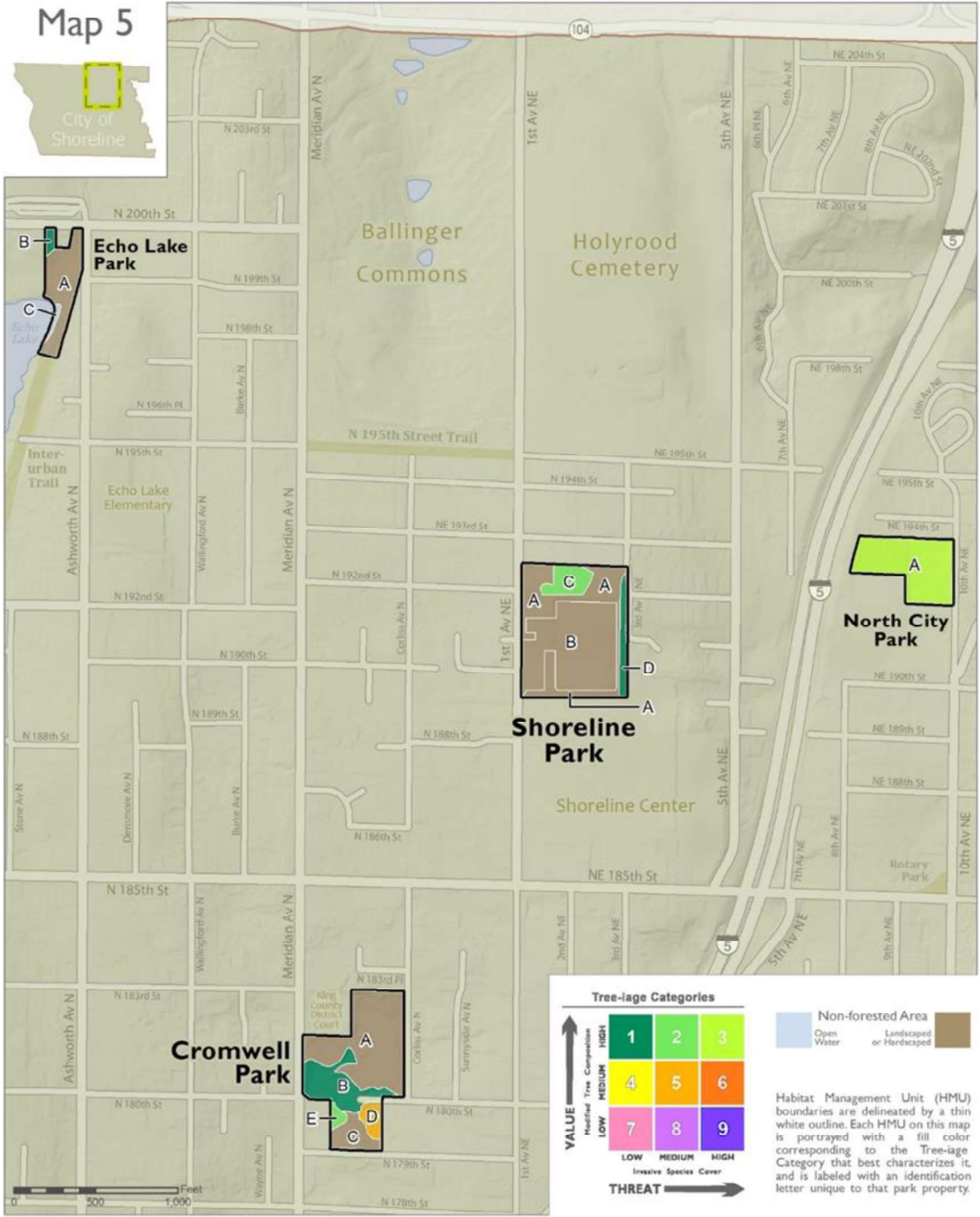
Map 2

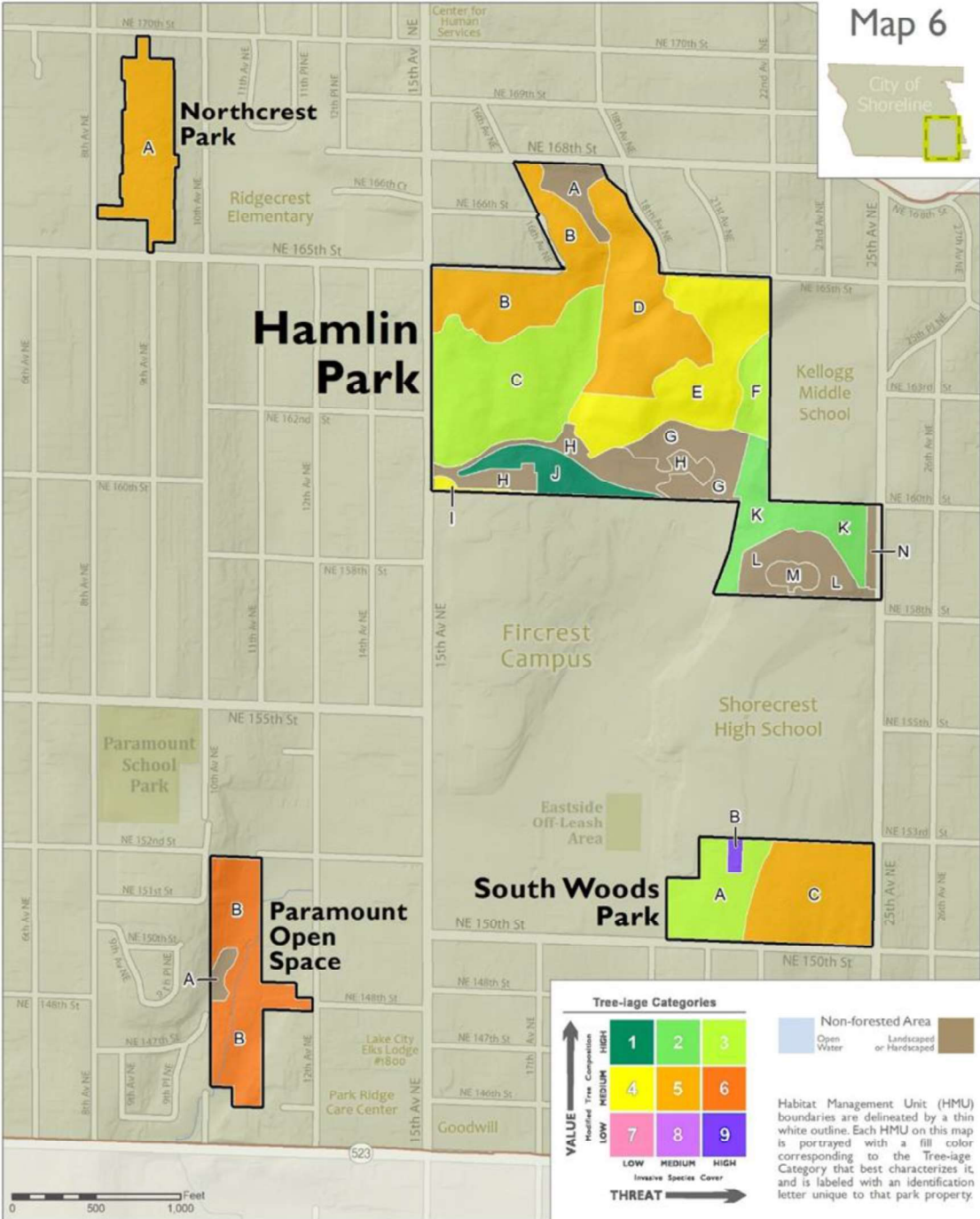


Map created by FORTERRA in partnership with the City of Shoreline. Tree-Iage field assessment conducted by American Forest Management, Inc., September 2019.

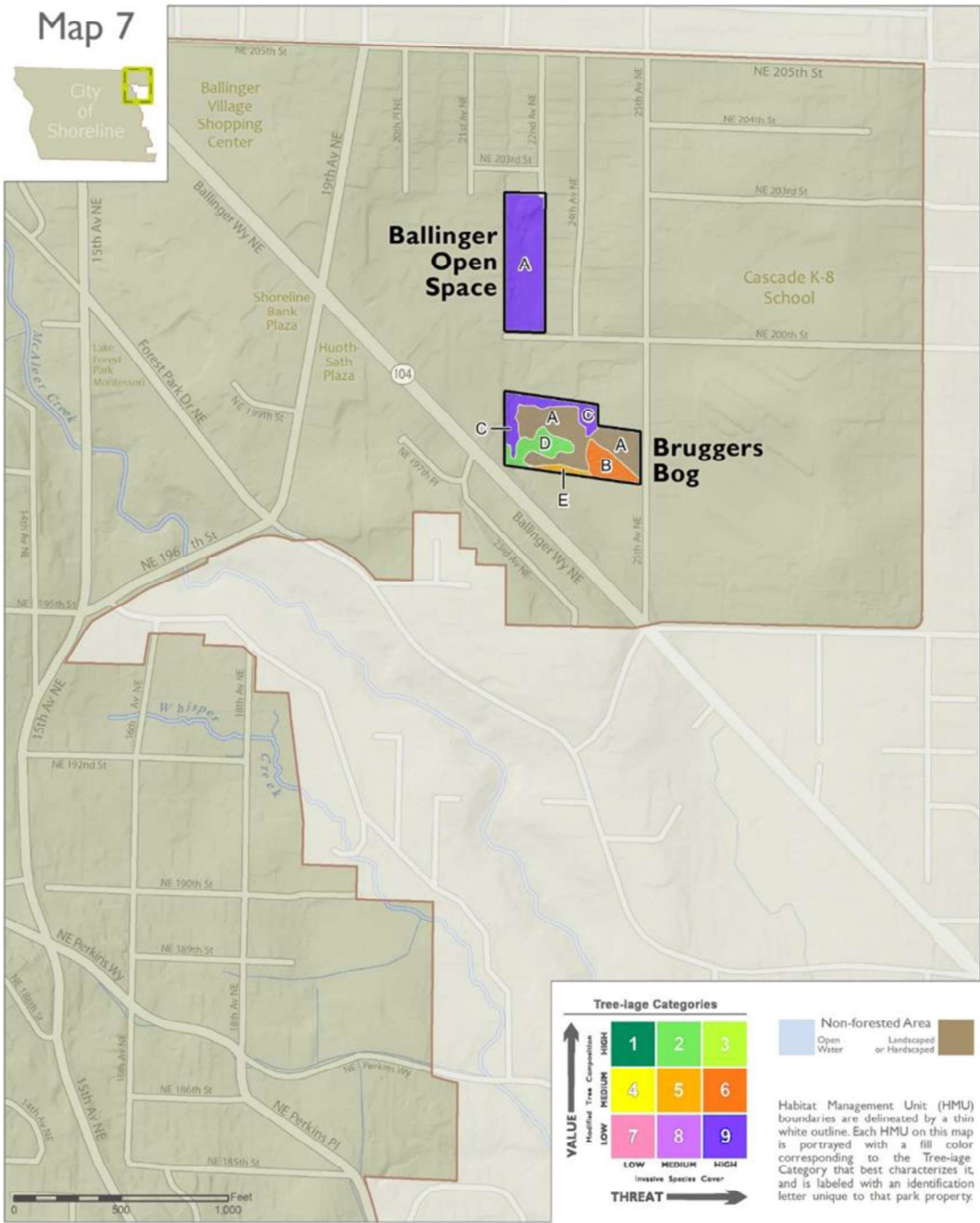








Map 7



Map created by FORTERRA in partnership with the City of Shoreline. Tree-Iage field assessment conducted by American Forest Management, Inc., September 2019.

FORTERRA



2021 - 2022 Scope of Work

Green Shoreline Partnership

Presented to City of Shoreline
By Forterra
March 2021

I. INTRODUCTION

In 2019, thanks to funding from the City of Shoreline, the Nature Conservancy, and Forterra, the Green Shoreline Partnership was established to build upon past and existing efforts from the City, community members and several active non-profit organizations, to formalize a coordinated city-wide stewardship program. The Green City Partnerships is a regional model led by Forterra, currently working with 14 Puget Sound cities. These Green Cities are dedicated to restoring and caring for our regions urban forests. Shoreline joined Everett, Kent, Kirkland, Puyallup, Redmond, Seattle, Snoqualmie, Tacoma, Tukwila, SeaTac, Burien, Des Moines and Issaquah as a Green City Partnership with Forterra. With a focus on regional sustainability, Forterra has been securing and caring for keystone places around Washington for thirty years.

During the first year of the Partnership, Forterra worked with American Forest Management to conduct a forest health assessment of Shoreline's forested parks and natural areas, which led to the creation of the Green Shoreline 20-Year Forest Management Plan. This 20-Year Plan highlights goals and objectives for restoring all 240 acres of Shoreline's forested parks and natural areas, and will be utilized as a tool for partners and City officials to plan and manage Shoreline's urban forest restoration work into the future. Also within 2019, the Green Shoreline Partnership hosted a multitude of volunteer events, led by the Green Shoreline Stewards, as well as Forterra, removed acres of invasive weeds, planted hundreds of native trees, shrubs, and groundcovers, and hosted the first-ever Green Shoreline Day which brought together 100 community members to plant the future forest of Shoreline.

In 2020, leverage from Forterra as well as funding from both The Nature Conservancy and the City of Shoreline, allowed Forterra to finalize and print the 20-Year Forest Management Plan, continue general outreach to engage the community in the Partnership via social media, e-newsletters, and website updates, and create a centralized database and event calendar, called CEDAR, for tracking restoration work and volunteer attendance for the Partnership. Forterra hosted a virtual week of forest-based activities, Green Shoreline Days, to educate community members on the importance of urban forests, and also created a large range of resources to support and educate Green Shoreline Forest Stewards as well as Shoreline residents.

Links to Green Shoreline Resources created by Forterra:

- *20 Year Forest Management Plan*: https://forterra.org/wp-content/uploads/2020/11/Green_Shoreline_20_Year_Plan.pdf
- *Forest Steward Resources Webpage* (includes Green Shoreline branded materials for diving deeper into learning about forest restoration best management practices, educational materials on the Green Shoreline Partnership to use as volunteer recruitment tools, as well as park-specific maps): <https://forterra.org/subpage/green-shoreline-steward-resources>
- *Dedicated Green Shoreline Social Media Sites*: <https://www.facebook.com/greenshoreline>
 - <https://www.instagram.com/greenshoreline/>

The following scope of work includes tasks and deliverables that will allow Forterra to guide the Green Shoreline Partnership through 2021 and 2022, with a focus on supporting the Forest Steward program, conducting volunteer outreach and recruitment, providing staff support for large work parties, maintaining tracking and reporting for the Partnership, and providing general administrative and program support. These tasks and deliverables will allow Forterra to serve as the primary point of contact for the Green Shoreline Partnership, helping to streamline activities and to guide the Partnership in reaching goals and benchmarks laid out in the 20-Year Forest Management Plan. It's important to note that all of the following deliverables will be addressed in coordination with Washington State Safe Start Phases and restrictions due to the impacts of COVID-19.

II. CITY CONTRACT SCOPE OF WORK

Green Shoreline Partnership Program Implementation Support

Task One: Forest Steward Training and Support

The Forest Steward program serves as the framework for community-based volunteer engagement. Forest Stewards are recruited, trained and then assume responsibility to lead other volunteers and restoration activities in specific Green Shoreline sites. Comprehensive support and growth of the Forest Steward program helps ensure the long-term success of the Green Shoreline Partnership. During 2021-2022, supporting and growing the Forest Steward program will remain a top priority of our volunteer efforts. Helping new volunteers step into a Forest Steward role will involve training in Green Shoreline best practices, providing mentorship opportunities with current Stewards, and creating training workshops and other resources. We will also continue to take opportunities to show our appreciation for our most dedicated volunteers at an annual event, and throughout the year in less formal ways.

Task One Deliverables

- Coordinate and implement one Forest Steward Orientation annually, including event logistics, preparation, set up, correspond with potential stewards, presentation and training
- Focus on recruitment of at least two new Forest Stewards per year to the Green Shoreline Partnership, with a focus on placing stewards at Green Shoreline sites that do not currently have any support
- Serve as the main contact for current and new Forest Stewards:
 - Respond to questions and troubleshoot problems
 - Provide ecological guidance, mentorships, work party advice, and general stewardship support as needed
 - Collect and track upcoming Forest Steward events and tool/materials requests via the CEDAR database
 - Coordinate and communicate FS activities and needs with City staff
 - Send monthly emails to all Stewards including program updates as well as restoration resources and educational opportunities
- Coordinate three workshops annually open to Forest Stewards and the public, topics TBD (native plant ID, plant stock and planting techniques, ethnobotany, live-staking, restoration and gardening for wildlife, etc.)
- Create and update Forest Steward resources, including finalizing an official Green Shoreline Forest Steward Field Guide
- Host an annual Forest Steward appreciation event (tour, training, picnic, dinner, other activity TBD)

Task Two: Volunteer and Forest Steward Recruitment and Retention

Outreach, recruitment, and promotion of the Green Shoreline Partnership allows the program to maintain a presence in the community and increase the visibility and brand. The volunteer program in 2021-2022 will maintain existing relationships and build new contacts within the community, especially with schools and organizations that support BIPOC communities. The program will continue to promote Forest Steward volunteer events and opportunities for people to move into a Forest Steward role.

Task Two Deliverables

- Promote Green Shoreline at local outreach events or presentations to stakeholder groups
- Seek out new strategic opportunities to develop new relationships within the community

- Manage dedicated Green Shoreline website and social media accounts, with focus on posting weekly to social media accounts
- Post all events on Green Shoreline’s CEDAR calendar
- Utilize other local event calendars and social media to promote large events
- Update and manage volunteer and supporters email list
- Email volunteer list monthly with upcoming event information, Partnership news, educational resources, and native plant highlights
- Answer inquiries from the public regarding Green Shoreline

Task Three: Work Party Support

In addition to recruiting a network of Forest Stewards and volunteers, supporting work parties is critical to the success of the Green Shoreline Partnership, diversifying participation and assuring the smooth and effective involvement of volunteers. The Green Shoreline Partnership has been and will continue to consider the impacts of COVID-19 on our ability to host volunteer events, and will only be hosting public volunteer events when conditions are safe for our staff, Forest Stewards, and volunteers. Responsibilities under this deliverable may have to be adjusted depending on impacts of COVID-19.

Task Three Deliverables

- Develop and staff work parties for groups such as corporations and schools
- Process event requests through CEDAR, coordinate with event leads and City staff

Task Four: Tracking and Reporting

This aspect of the Green Shoreline Partnership provides a measure of the progress toward meeting both annual and 20-year goals, as well as providing important information for adapting restoration strategies and volunteer recruitment. A new database program called CEDAR was created in 2020, which serves as a central point for collecting all volunteer and restoration data for the Partnership, and also serves as an online calendar where volunteers can actively sign-up for events. Forterra will continue to maintain and facilitate the use of CEDAR for the Green Shoreline Partnership in 2021-2022.

Task Four Deliverables

- Provide database training for staff and Forest Stewards
- Collect and process documentation for all restoration work by volunteers and crews
- Maintain CEDAR database, including approval of volunteer events and work log data
- Provide program reports to the City of Shoreline as needed
- Create annual report for the Partnership

Task Five: Administration and General Program Coordination

A key part of the successful implementation of the Green Shoreline Partnership is the function of the Partnership itself, coordinated by Forterra and City of Shoreline staff as the Management Team. This team works closely to effectively move programming forward, make decisions, and allocate resources.

Task Five Deliverables

- Administrate program to stay on task and within budget, submitting monthly invoices

- Schedule and/or attend, as needed, program coordination meetings with City of Shoreline staff, partners, and Stewards
- Host one annual meeting convening all Green Shoreline partners to discuss annual work plans and to review the Green Shoreline 20-Year Forest Management Plan goals and benchmarks
- Coordinate with City of Shoreline to provide annual work plans, program reporting, and end of year annual one-page report on Partnership achievements
- Review 20-Year Forest Management Plan and annual benchmarks

Any and all proprietary processes, methods, information or concepts created or utilized by Service Provider that do not include any specific information relative to City or City's proprietary information shall be and remain the sole and exclusive property of Service Provider. In addition, City shall remove Service Provider's name and any appearance of authorship from any and all materials (including, without limitation, copies, modifications, and derivative works) related to any work product or other deliverable provided by Service Provider to City that is not in the complete original form as delivered by Service Provider, except as approved by Service Provider.

III. FORTERRA LEVERAGE/MATCH

Green Cities Network

Forterra provides a unique role, connecting the Green City Partnerships to enhance and advance volunteer-based urban forest restoration. Forterra convenes and facilitates the Green Cities Network connecting partner cities to each other and to relevant resources, ideas, and information. Forterra has been successful in bringing additional resources to the Green City Partnership in the form of grants, donations, and intern support. Although successful procurement of grants and donations cannot be fully forecasted, Forterra will seek opportunities to leverage this contract with additional resources such as:

- **Additional Program Support:** Beyond the scope of work, including additional support for outreach, volunteer tracking, event support, etc.
- **Network Communication:** Access to Green Cities Network listserv hosted and maintained by Forterra with news and announcements relevant to Green Cities work such as, upcoming trainings, webinars, conferences, grants, and new research.
- **Network Focus Groups:** Opportunities to participate in Green Cities quarterly focus groups and Annual Summit.
- **In-Kind Donations:** Donations, such as refreshments for events like Green Shoreline Day, and/or photographers to cover events.
- **Green Cities Outreach and Publicity:** Regional press release highlighting work of all Green Cities. Coordinate outreach booth or presentation at regional events.
- **Grant Pursuit:** Forterra may pursue grants for additional supplemental funding to further the goals of the Green Shoreline Partnership. All activities to be in coordination with City of Shoreline staff.

IV. PRIMARY CONTRACT PERSONEL

Nicole Marcotte, Green Cities Project Manager, works on a variety of projects as part of Forterra’s Green Cities team. She specializes in volunteer management and overseeing large volunteer events, and serves as the Forterra lead staff for the Green Shoreline Partnership. She has worked on Green City Partnerships in Seattle, Tukwila, Everett, and Redmond, and is a former EarthCorps Corps Member and Washington Conservation Corps Individual Placement. Nicole holds a B.A. in Environmental Studies from St. Michael’s College in Vermont.

Joanna Nelson de Flores, Restoration & Stewardship Managing Director, leads Forterra’s Restoration and Stewardship Department, which includes the Green Cities Program. Joanna was among the founding staff members of the Green Seattle Partnership and is now at the helm of a growing program that supports 15 active partnerships with cities in the Puget Sound. She has an intimate understanding of how the partnerships work, from high-level strategic planning to the on-the-ground support for volunteers and forest restoration projects. She specializes in coordinating restoration project logistics, building good partner relationships with City staff, community leaders, and organizations, and managing tracking systems to measure program success. Joanna has a B.S. in Natural Resource and Wildlife Science and has over 17 years of experience implementing and managing community-based restoration projects.

Christopher Walter, Geospatial Director, created and leads Forterra’s geospatial program to support conservation planning and acquisitions, policy analysis, land management and restoration, public relations, fundraising and education. In his nineteenth year working in the conservation GIS field, his expertise covers cartography and information design, spatial analysis and modeling, databases, and project management. Christopher earned an M.S. in Environmental Policy Analysis from the University of Charleston and a B.S. in Conservation Ecology from Purdue University.

V. 2021 – 2022 BUDGET

Green Shoreline Program Area	Rate/Hour	Jan - Dec 2021		Jan – Dec 2022		Total
		Hours/ Quantity	Cost	Hours/ Quantity	Cost	
Forest Steward Program						
Green Cities Project Manager	\$115	140	\$16,100	140	\$16,100	\$32,200
Volunteer Recruitment and Retention						
Green Cities Project Associate	\$50	46	\$2,300	46	\$2,300	\$4,600
Green Cities Project Manager	\$115	100	\$11,500	100	\$11,500	\$23,000
Work Party Support						
Green Cities Project Associate	\$50	30	\$1,500	30	\$1,500	\$3,000
Green Cities Project Manager	\$115	20	\$2,300	20	\$2,300	\$4,600
Tracking and Reporting						
Green Cities Project Manager	\$115	50	\$5,750	50	\$5,750	\$11,500
Green Cities Director	\$150	5	\$750	5	\$750	\$1,500
Geospatial Director	\$150	5	\$750	5	\$750	\$1,500
Management Team Support						
Green Cities Project Manager	\$115	50	\$5,750	50	\$5,750	\$11,500
Program Support						
Volunteer event supplies	\$30	4	\$120	4	\$120	\$240
Forest Steward supplies - materials and appreciation event supplies	\$1,500	1	\$1,500	1	\$1,500	\$3,000
Data portal creation and hosting fees	\$75	12	\$900	12	\$900	\$1,800
E-newsletter hosting fees	\$15	12	\$180	12	\$180	\$360
Travel reimbursement	\$600	1	\$600	1	\$600	\$1,200
Total			\$50,000		\$50,000	\$100,000

Supplies and Tools Budget
for 2021 Habitat Restoration

Description	#	Cost per	Total cost
Arborist mulch ¹	200 Yards	\$10.00	\$2,500.00
Native plants ²	750	\$4.00	\$3,000.00
Restoration signage ³	10	\$50.00	\$500.00
Miscellaneous Supplies ⁴			\$1,000.00
Extra Small Atlas Work Gloves (12 pairs per pack)	1	\$45.00	\$45.00
Small Atlas Work Gloves (12 pairs per pack)	2	\$37.00	\$74.00
Medium Atlas Work Gloves (12 pairs per pack)	2	\$37.00	\$74.00
Large Atlas Work Gloves (12 pairs per pack)	2	\$37.00	\$74.00
Extra Large Atlas Work Gloves (12 pairs per pack)	2	\$37.00	\$74.00
Shovels - Razor-Back PowerEdge 48 in wood handle digging shovel	10	\$20.00	\$200.00
Youth Shovels - Craftsman digging shovel 10.75 in wood handle	10	\$11.00	\$110.00
Loppers - Fiskars 21.5 in steel bypass loppers	5	\$20.00	\$100.00
Hand Tillers - Ames hoe/cultivator combo with wood handle	10	\$12.00	\$120.00
Hand Pruners - Fiskars 5.5 in bypass pruner	5	\$13.00	\$65.00
Tarps - 8ft x 6ft heavy duty tarp	3	\$8.00	\$24.00
Buckets - 5 gl bucket with handle	10	\$4.00	\$40.00
Totals			\$8,000.00

Notes:

- 1 - 200 yards @ \$10/yard plus delivery fees
- 2 - 750 native plants @ \$4/plant to be parsed out and installed at active restoration sites
- 3 - Provided by City of Shoreline
- 4 - Printing Forest Steward Field Guides, Educational Resources
- 5 - Tools and Gloves needed to support Forest Stewards and Volunteers

Provided by Forterra


MJ Agreement Packet Shoreline

Final Audit Report

2021-05-17

Created:	2021-05-17
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Status:	Signed
Transaction ID:	CBJCHBCAABAAapYAZeeq2cRNaaUuYwBKKwN3-ygAzePP

"MJ Agreement Packet Shoreline" History

-  Document created by Jessica Saavedra (Jessica.Saavedra@kingcd.org)
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