

AGENDA

SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, August 25, 2008 6:00 p.m.

Shoreline Conference Center

Highlander Room

TOPICS/GUESTS:

King County Sheriff Sue Rahr

SHORELINE CITY COUNCIL BUSINESS MEETING

Monday, August 25, 2008 7:30 p.m.

Shoreline Conference Center Mt. Rainier Room

1. CALL TO ORDER Est. Time 7:30

- 2. FLAG SALUTE/ROLL CALL
- 3. REPORT OF THE CITY MANAGER
- 4. REPORTS OF BOARDS AND COMMISSIONS
- 5. GENERAL PUBLIC COMMENT

7:45

This is an opportunity for the public to address the Council on topics other than those listed on the agenda and which are not of a quasi-judicial nature. Speakers may address Council for up to three minutes, depending on the number of people wishing to speak. If more than 15 people are signed up to speak each speaker will be allocated 2 minutes. When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation. The total public comment period under Agenda Item 5 will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period and will be called upon to speak generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.

6. APPROVAL OF THE AGENDA

8:00

7. CONSENT CALENDAR

8:00

(a)	Minutes of Business Meeting of June 23, 2008	<u>1</u>
	Minutes of Special Meeting of July 7, 2008	<u>11</u>
	Minutes of Business Meeting of July 14, 2008	<u>25</u>
	Minutes of Workshop Dinner Meeting of July 28, 2008	<u>39</u>
(b)	Approval of expenses and payroll as of August 13, 2008	<u>43</u>

(c) Ordinance No. 516 Relating to Transportation Demand

in the amount of \$2,355,327.34

45

		Implementing Measures as Required by RCW 70.94.527		
	(d)	Ordinance No. 517 Adjusting the Salary Range for the Sr. Parks Maintenance Worker Position	<u>89</u>	
	(e)	Ordinance No. 518 Approving the Shoreline Water District Franchise	<u>97</u>	
8.	UNFI	NISHED BUSINESS		
	(a)	Update on Community Conversations: Visioning Process for Shoreline 2028	<u>111</u>	8:00
9.	NEW	BUSINESS		
	(a)	2008 Second Quarter Financial Report	<u>125</u>	8:40

Management, Adopting a Commute Trip Reduction Plan, and

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 546-8919 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 546-2190 or see the web page at www.cityofshoreline.com. Council meetings are shown on Comcast Cable Services Channel 21 Tuesdays at 8 p.m. and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Council meetings can also be viewed on the City's Web site at cityofshoreline.com/cityhall/citycouncil/index.

10.

ADJOURNMENT

9:10

CITY OF SHORELINE

SHORELINE CITY COUNCIL SUMMARY MINUTES OF BUSINESS MEETING

Monday, June 23, 2008 - 7:30 p.m. Shoreline Conference Center Mt. Rainier Room

PRESENT:

Mayor Ryu, Deputy Mayor Scott, Councilmember Eggen, Councilmember

Hansen, Councilmember McConnell, Councilmember McGlashan, and

Councilmember Way.

ABSENT:

None

1. CALL TO ORDER

At 7:35 p.m., the meeting was called to order by Mayor Ryu, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Ryu led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

3. CITY MANAGER'S REPORT

Bob Olander, City Manager, provided updates and reports on various City projects, meetings, and events. He noted that the Association of Washington Cities (AWC) has awarded the Shoreline Police Department a Certificate of Distinction for their Anti-Auto Theft Public Education Campaign which reduced auto theft in the City by 58%.

4. REPORTS OF BOARDS AND COMMISSIONS

Councilmember McGlashan remarked favorably about the AWC Annual Conference. He said it featured good classes and meetings. He congratulated Mayor Ryu for election to the AWC Board.

Councilmember Way announced that the Shoreline Fire Department will be burning down a building to train in "Green" firefighting techniques and she will be attending.

Councilmember Hansen reported that he attended a Local Hazardous Waste Committee meeting and they are trying to determine whether some products should be added to a toxics list.

Mayor Ryu thanked everyone for their support on her goal to be an AWC Board member. She said the organization is celebrating its 75th Anniversary this year. She added that the AWC sent letters to Senators Murray and Cantwell about the need for funding for first responder systems.

Councilmember McGlashan commented that the City of Shoreline was well represented in Yakima and that a photo of Councilmember Way was on the cover of the AWC catalog.

5. GENERAL PUBLIC COMMENT

- a) Cathy Liu Scott, on behalf of the Shoreline/Lake Forest Park Senior Center, said she is the volunteer coordinator for the Power of One program. She said the program has placed over 50 volunteers in the various elementary, middle, and high schools. She felt it is a fantastic partnership between the Senior Center and the Shoreline School District. She noted that the volunteers are committed and interested in the well-being of the children. She noted that the programs enhance the community and the quality of life. She invited the community to breakfast at the Shoreline/Lake Forest Park Arts Festival on Saturday and Sunday.
- b) Bill Bear, Shoreline, handed out the latest Briarcrest Neighborhood Association newsletter. He commented that sixteen neighbors have been appointed to the Southeast Subarea Community Advisory Committee. He stated that Tent City is coming to Briarcrest and the neighborhood is fairly supportive of it. Mr. Bear highlighted that the Association is encouraging many churches in Shoreline to support Tent City.
- c) Debra Whitefox Marchant, Shoreline, said she went to the Senior Center last week and wondered if there is a workshop seniors could participate in concerning today's economics. She said seniors grew up during the Great Depression and probably have some good advice. She said they need an automatic bathroom door at the Senior Center. She noted that one way to help elders is to have a farmers market at the Senior Center.

6. APPROVAL OF THE AGENDA

Mr. Olander suggested moving Consent Calendar item 7(f) to item 8(a). Furthermore, he noted that there were corrections to Consent Calendar item 7(c).

Deputy Mayor Scott moved approval of the amended agenda. Councilmember Hansen seconded the motion, which carried 7-0 and the amended agenda was approved.

7. CONSENT CALENDAR

Mr. Olander explained the revised item 7(c) and that it closes out the costs for the Interurban Trail. He also noted that item 7(d) is the final change order for the Aurora Avenue Project Phase 1 and that the City paid about 13% of the costs for the project which came from reserves and the balance came from grants. He explained that the Seattle City Light undergrounding costs are built back into the rate base. He noted that Seattle City Light decided to segregate costs out to each municipality on an individual basis. Therefore, Shoreline residents would only be charged for undergrounding projects done in the City of Shoreline.

Deputy Mayor Scott moved approval of the amended Consent Calendar. Councilmember McGlashan seconded the motion, which carried 7-0 and the following items were approved:

- (a) Minutes of Study Session of May 5, 2008 Minutes of Business Meeting of May 12, 2008
- (b) Approval of expenses and payroll as of June 10, 2008 in the amount of \$1,386,612.78 as specified in the following detail:

*Payroll and Benefits:

.	Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
	5/4/08-5/17/08	5/23/2008	24095- 24292	7614-7658	36553-36564	\$504,344.64 \$504,344.64

*Accounts Payable Claims:

Number	3.T 1	
	Number	Amount
(Begin)	(End)	Paid
36527		\$100.00
36528	36533	\$48,190.42
36534	36552	\$15,580.72
36565	36569	\$279,440.74
36570		\$480.00
36451		(\$858.38)
36571	36573	\$26,684.51
36574	36580	\$118,155.05
36581	36604	\$122,978.76
36605	36646	\$95,236.78
36647	36659	\$150,867.58
36660	36669	\$25,411.96
		\$882,268.14
	(Begin) 36527 36528 36534 36565 36570 36451 36574 36581 36605 36647	(Begin) (End) 36527 36528 36533 36534 36552 36565 36569 36570 36451 36571 36573 36574 36580 36581 36604 36605 36646 36647 36659

- (c) Motion to Authorize an increase in the Construction Contract Authorization for Road Construction Northwest by \$28,532.45 which will allow the City Manager to execute a final contract change order in the amount of \$52,931.05 for final payment for the North Central Segment of the Interurban Trail
- (d) Motion to Authorize an Increase in the Construction Contract Authority for Gary Merlino Construction Company, allowing the City Manager to execute a change order and final payment for the Aurora Avenue Multimodal Corridor Project (N 145th Street N 165th Street) and the Interurban Trail Pedestrian and Bicycle

Crossing Project

(e) Motion to Authorize the City Manager to execute a contract amendment with Sungard Public Sector for the purchase of software and consultant services to upgrade the City's financial system

8. ACTION ITEM: PUBLIC HEARING

(a) Adoption of Shoreline Water District Franchise

Mark Relph, Public Works Director, highlighted that Ordinance No. 508 extends the existing Shoreline Water District franchise for another month. He stated that the City staff is working hard on the details of a new franchise.

Mr. Olander added that he sent an e-mail out to the Council and stated negotiations are almost complete with the parties being down to settling one or two more issues.

Mayor Ryu called for public comment. There was no one wishing to provide comment on this item.

Councilmember McGlashan moved to adopt Ordinance No. 508, extending the Franchise under which the Shoreline Water District is authorized to provide water within the City of Shoreline. Councilmember Hansen seconded the motion, which carried 7-0.

(b) Public hearing to receive citizens comments on the 2009-2014 Capital Improvement Plan (CIP) and the Transportation Improvement Plan (TIP)

Debbie Tarry, Finance Director, provided a brief summary of the Capital Improvement Plan and the Transportation Improvement Plan. She displayed the CIP schedule and the 47 projects related to it. She highlighted that the total budget for the CIP is \$155.2 million. She noted that the TIP contains unfunded priority transportation projects throughout the City.

Councilmember Way noted that the City's stormwater rate for single family homes is still within the middle to lower half of comparable cities.

Ms. Tarry highlighted that priority sidewalks have been funded through 2010. She stated that after the public hearing the Surface Water utility will need to be reviewed. She highlighted that more deliberation is scheduled for July 7 with Council adoption of the CIP and TIP on July 14.

Mayor Ryu opened the public hearing. There was no one wishing to provide public comment on this item. Mayor Ryu invited the public to send in comments and discussed keeping the public hearing open. She said that since the City staff will be asking for final direction on July 7, she suggested keeping it open until then.

There was Council consensus to continue the public hearing on this item on July 7, 2008.

Councilmember Way asked why the Ridgecrest Commercial Center is one of the unfunded projects listed in the TIP. Ms. Tarry responded that the City is required to have a balanced CIP and the TIP isn't required to be balanced. The Ridgecrest Commercial Center is on the "wish list" for grant funding and that is why it is listed in the TIP.

Mr. Olander noted that the primary purpose for listing it in the TIP is that it begins the search for grant funding. Ms. Tarry added that this project needs to be on the TIP in order to obtain funding through the CIP.

Councilmember Way asked if the City could add the Paramount Park pedestrian crossing in the TIP.

Mayor Ryu asked if it would be an appropriate first step to determine a cost estimate for adding flags or blinking lights at the intersection of 155th and 8th NE. Mr. Olander noted that a reasonable cost estimate for this project can be included in the TIP.

Councilmember Eggen inquired about the timing of TIP. Mr. Olander replied that it needs to be submitted by July 31; however, if something comes up, the City can always amend it.

Mr. Relph also submitted that it takes a significant effort to update the Transportation Master Plan (TMP). He explained that the TMP will probably be the most comprehensive approach that the City will have to prioritize the requests. He noted that it is scheduled for 2009 with adoption in 2010.

Mayor Ryu opened the public hearing for the TIP.

a) Bill Bear, Shoreline, wondered if there could be a R-24 zone without a garage with a restricted covenant stating that the owner of the home cannot have a garage. He stated that this unusual proposal would solve a number of problems such as reducing R-24 to two-stories and increase the requirement to use public transportation. He added that it would also reduce the cost of housing. He also wondered if there are extra fire requirements for homes with garages. He wondered if these types of restrictive covenants could be implemented.

There was Council consensus to continue the public hearing on this item on July 7, 2008.

Councilmember Way commented that the City is investing so much into the regional transportation system and not getting any returns here. She urged the Council to consider a circulator bus system that would match the work done on Aurora Avenue.

Mr. Olander commented that a program for circulator buses would not be on the City's CIP or TIP because it isn't construction, but more operational. He said it could be added to the TMP, but there would need to be other budgetary discussions before it could be included in the program.

Kirk McKinley, Aurora Corridor and Interurban Trail Project Manager, added that there will be a transit element in the TMP that will provide some direction in order to assist the service providers.

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Councilmember McGlashan said he would like to see circulator buses in Shoreline. He also added he would like to look at trail connections between the Interurban Trail and the Burke-Gilman Trail through working with Lake Forest Park.

Councilmember Way confirmed with Mr. Olander that building bus stops, bus pullouts, and bus purchases would fall under the TIP. The creation of another route would fall under the TMP.

Councilmember Eggen noted that Metro started a partnership program last year where the City could request a new route and share costs with Metro.

Mr. Olander noted that this was researched and although the costs were estimated, there was no revenue source for it. He said if this is priority, then the Council has the option to raise the Motor Vehicle Excise Tax (MVET) up to an additional \$20 per vehicle, and there is also an additional \$80 that can be approved by a vote by the residents.

Ms. Tarry discussed the Surface Water Capital Fund and highlighted that there are 14 projects with \$10 million funded. She noted that the funding is for drainage, flood protection, water quality, and habitat. She continued and described the projects in this fund.

Mr. Relph stated that the Surface Water Master Plan (SWMP) identified Boeing and Thornton Creeks as two major watersheds. He stated that the Boeing Creek Basin Plan begins in 2012 and the Thornton Creek Basin Plan begins this year. He said it will be done in two steps; 1) map the flood plain to FEMA standards, and 2) go through a series of engineering projects in order to prioritize.

Mayor Ryu questioned if \$660,000 was enough for mapping and engineering. Mr. Relph stated that that estimate is for basin plans and the engineering would occur later. Mr. Olander commented that the basin plan would provide a listing of projects and the costs, which would in turn drive investment and rate decisions. Mr. Relph added that mapping is the ultimate tool. He also stated that once this is completed the City will be eligible for Federal Emergency Management Act (FEMA) grants.

Councilmember McGlashan questioned if the \$627,000 was just the Shoreline portion. Mr. Relph replied that the amounts in the CIP are just for the City of Shoreline. However, he noted that some coordination is required with Seattle.

Councilmember Way asked if there have been any discussions with Seattle about cooperating to get some of their funding involved. Mr. Olander didn't think there would be interest, but utilizing the same consultant and the same model will result in some cost savings. Mr. Relph added that both cities are looking for ways to cooperate and benefit both Seattle and Shoreline and he is confident this process will examine all opportunities for detention. Councilmember Way added that several small scale projects could be significant.

Mayor Ryu suggested lobbying Congressman McDermott for more surface water funding. She said that from a homeowner point of view, banks are careful about how their risks are covered.

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She wondered if homeowners could benefit if the City is able to change the flood rating of some properties if they are mapped for FEMA. Mr. Relph responded that there is absolutely a benefit to homeowners because there are several programs they can take advantage of.

Mayor Ryu noted that she is still interested in coordinating with WSDOT on a study of N. 145th Street. Mr. Olander replied that once it is mapped in a FEMA approved flood plain there may be some new construction standards applied.

Councilmember Eggen discussed unintended consequences. He wondered if individual homeowners might be flagged as a higher flood risk, resulting in declining home values and difficulty getting flood insurance. He asked if there was any way to protect them. Mr. Relph said it is possible that some homeowners may experience a decrease in valuation, but ultimately mapping is to everyone's advantage.

Ms. Tarry continued her presentation and described other CIP projects.

Councilmember Way asked for more details on N. 148th Street. She wanted to know if there was a different drainage system and if there are other homes nearby at risk. Mr. Relph stated that the Surface Water Master Plan identified these projects and a lot of these drainage proposals had to be moved out to balance the budget.

Jerry Schuster, Surface Water Manager, stated that there is a low spot in the road on N. 148th Street and several of the homes have some flooding problems. He added that a temporary pumping system was installed there with operations funds, which is expected to last until project construction.

Ms. Tarry continued and discussed the project on Whitman Avenue and N. 167th Street. Mr. Relph added that right-of-way easements at that location continue to be a challenge.

Councilmember Eggen said he noticed the comment about an existing ditch filled in by the property owner on that site that causes flooding. He asked if the ditch can be dug out. Mr. Schuster said a report stated that there was a ditch there prior to City incorporation, but it was filled in by the property owner. He said the City has no recourse regarding what is done on private property.

Ms. Tarry continued her presentation regarding the Pantera Pond and Pump project and Pump Station #25.

Councilmember Hansen asked how the area fared during the December rains. Mr. Schuster replied that the pump was overwhelmed and the City had to bring in its own. He reported that one home was damaged.

Councilmember Way inquired about the detention pond next to the freeway. Mr. Sanchez responded that it didn't overflow, so there is come capacity there. Mr. Schuster added that it is a WSDOT pond and he doesn't know much about it.

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Ms. Tarry resumed her presentation and reviewed the Ronald Bog Park Wetland Project. She noted that it is a placeholder for 2013 and once the basin plan is done it can be further evaluated.

Councilmember Way asked when the potential of this project would be known. Mr. Relph replied that he should know by next year. He added that there will be a discussion about funding for all these projects at that time.

Councilmember Way commented that the issue of what was filled in there is a large part of the answer. She felt that moving this item up in the CIP process is a good idea. Mr. Relph added that this can be moved up if it is funded by debt service.

Ms. Tarry covered small projects in the City and funding for them. Mr. Schuster commented that just recently 300 feet of pipe was installed on 26th Avenue NE between 145th and 146th. Mr. Olander added that the City finds these kinds of projects every year and it is important to have these small projects.

Councilmember Way inquired if the pipe replacement was related to a development. Mr. Schuster replied that it was not related to development.

Mayor Ryu asked if there is a means to evaluate changes to the landscape from a surface water management perspective, such as filling in ditches. Mr. Relph responded that much of the surface water system is mapped and all revisions to the landscape are routed through the surface water department. He said there are some areas that are not mapped and it does present a challenge. He added that there are some areas that are within a public right-of-way and not within easements, which are more difficult.

Mr. Olander explained that if the property is in the right-of-way, the City can handle it. However, dealing with issues on private property is difficult.

Ms. Tarry reviewed the Bank Stabilization Project which is scheduled for 2014. She also discussed a "green streets" initiative. She noted that the planning phase for it is in 2008 and the demonstration project will occur in 2009. She discussed the Stream Rehabilitation and Habitat Enhancement Program.

Councilmember Eggen noticed that there aren't any projects related to the Ballinger Basin, yet it is a multi-city study. He asked if there is any room in the budget if something is identified in the future. Mr. Olander responded that currently there aren't any funds available, at least within the priorities. He added that the City staff took direction that Thornton Creek was the priority, then Boeing Creek and maybe Ballinger could be a third priority. So within the projected revenue stream there is none available for Ballinger. However, if projects are identified then the costs need to be apportioned out and the City can contribute its share.

Mayor Ryu pointed out that other cities are very interested in having Shoreline at the table, but she felt we don't have to be the lead agency. Mr. Olander agreed that the City needs to be at the table, but the point of knowing future costs hasn't been reached yet.

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Councilmember Way commented that there was flooding in McAleer Basin, Lake Ballinger, and Echo Lake which impacts the creek system. She said Shoreline has headwaters and should have significant responsibility.

Mr. Olander explained that the vast majority of the drainage basins lie north of Shoreline, and there is also such thing as historic flows. He advised that we should be careful of the potential liabilities. He said he is hesitant to say our City is liable.

Councilmember Way noted that there may be an opportunity for enhancing water quality along N. 192nd Street, which runs towards Aurora Avenue. She said she would like to see the SWMP be a part of the CIP.

Mayor Ryu reminded the public to submit their comments on the CIP and TIP to the City staff or City Council.

9. <u>ADJOURNMENT</u>

At 9:28 p.m.	Mayor R	yu declar	ed the mee	eting a	djourned.
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Scott Passey, City Clerk

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CITY OF SHORELINE

SHORELINE CITY COUNCIL SUMMARY MINUTES OF SPECIAL MEETING

Monday, July 7, 2008 - 6:30 p.m. Shoreline Conference Center Mt. Rainier Room

PRESENT:

Mayor Ryu, Deputy Mayor Scott, Councilmember Eggen, Councilmember

Hansen, Councilmember McConnell, Councilmember McGlashan, and

Councilmember Way

ABSENT:

None

1. CALL TO ORDER

At 6:30 p.m., the meeting was called to order by Mayor Ryu, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Ryu led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

(a) Proclamation of Parks, Recreation and Cultural Services Month

Mayor Ryu read the proclamation declaring the month of July as Parks, Recreation and Cultural Services (PRCS) Month in the City of Shoreline. Dick Deal, PRCS Director, Lynn Cheney, Recreation Coordinator, James McCrackin, Pool Manager and Recreation Coordinator II, and managers and team members of the Gators Swim Team accepted the proclamation and thanked the City Council for this recognition.

Lynn Cheney introduced James McCrackin, Coach Kate Trettevik, Dimitry Levin, and Leah DePaoli who are all permanent supervisors at the pool. Mr. McCrackin presented each Councilmember with a swim cap.

3. <u>CITY MANAGER'S REPORT AND FUTURE AGENDAS</u>

Bob Olander, City Manager, provided reports and updates on various City meetings, projects, and events. He announced that the City of Shoreline was rated the "Best Neighborhood" in the Seattle area by *Seattle Magazine*. He added that the City has been awarded additional funding for the Aurora Corridor Project by the Puget Sound Regional Council (PSRC) Executive Board.

4. <u>COUNCIL REPORTS</u>

Councilmember Way said she witnessed the fire district's controlled burn at a house on the east side of town. She said it was an impressive demonstration of "green" methods of extinguishing a fire. She said she is grateful to the Fire District staff. Mayor Ryu said she attended this event and it was amazing.

5. GENERAL PUBLIC COMMENT

- a) Bronston Kenney, Shoreline, discussed "upzoning." He commented that it is a battle between home and business owners versus those who want to change Shoreline for their own purposes. He felt that Pro Shoreline and Forward Shoreline advance these interests along with Councilmembers McGlashan, Hansen, and McConnell. He said they are advancing the interests of developers against citizens.
- b) Maryn Wynne, Shoreline, announced various events that would take place at the 5th Annual Solar Fest. She noted that the event begins on Saturday, July 19 and will be located in the front parking lot of the Meridian Park School. She thanked the following local sponsors fort their contributions and participation: City of Shoreline, Seattle City Light, Seattle Climate Action Network, Shoreline Community College, Shoreline Green Business Program, Shoreline Chamber of Commerce, Northwest Mechanical, Shoreline Journal, and Cleanscapes.
- c) Les Nelson, Shoreline, asked why the Council meeting was in this room. He noted that the agenda line wasn't working and the new telephone numbers would be put on Channel 21. He commented that people are saying the City doesn't want its residents to know what is going on. He felt the City should make more efforts to keep residents informed.
- d) Dennis Lee, Shoreline, commented on Tent City III, which has been in Ridgecrest for a week at the Prince of Peace Church. He noted that Tent City III, which is self-policed and has a rotating council, will be there for 90 days. He said Tent City III is equivalent to an R-600 density. He said this is very impressive and would like to see how it works.
- e) Debra Whitefox Marchant, Shoreline, spoke on behalf of "Green Borders," which is interested in green spaces around Shoreline homes. She commented that homes are very close to others. She hoped gardens would be able to survive in Shoreline. She said she would like to see more gardens, fruit trees, and saved spaces. She wants to see more play areas and encouraged residents to protect our spaces and environment.

Mr. Olander responded to public comments. He noted that there have been some problems with the phones and noted that there are multiple means of contacting the City. He added that residents can obtain information through the website and view the agenda planner, agendas, and the full staff reports. Additionally, he responded to Ms. Marchant and said there haven't been any recent changes to the yard setbacks for single family homes.

Councilmember Way also responded to Ms. Marchant and said "borders" is something that the Council can look into with their goals and possibly work into policies.

6. APPROVAL OF THE AGENDA



Councilmember McGlashan moved approval of the agenda. Councilmember Hansen seconded the motion, which carried 7-0 and the agenda was approved.

7. CONSENT CALENDAR

Councilmember Hansen moved approval of the Consent Calendar. Deputy Mayor Scott seconded the motion, which carried 7-0 and the following item was approved:

(a) Resolution No. 279 Ratifying the Amendments to the King County Countywide Planning Policies

8. STUDY ITEMS

(a) Civic Center Project Progress Report

Mr. Olander introduced Jesus Sanchez, Public Works Operations Manager and Civic Center Project Manager, who provided a progress report on the Civic Center Project.

Mr. Sanchez presented what he described as a "snapshot in time" regarding the City Hall project. He introduced PJ Santos, Principal from Opus, Eric Nothdurft, Lead Architect from LMN Architects, and Nancy Henderson from Arch-Ecology. He said they will discuss the project and the guiding principles.

PJ Santos reviewed the guiding principles and building design for the City Hall Project.

Mr. Nothdurft stated that the building will be a four-story, 67,000 square foot building with leasable space, a parking structure, and council chambers. He reviewed the design and placement and stated it would be a West "L" design with parking and a public gathering space. He described the site with visual aids, noting there will be an amphitheater, a terraced plaza, glass doors that open into the council chambers, and public art on the building facade. He described the building on a floor-by-floor basis. He said the City Clerks, Planning and Development Services (PADS), the information counter, and the lobby are on the first floor. He noted that there is built-in growth space in the building too.

Mr. Olander said there was a thorough analysis done of who has the most direct public contact and the City departments were located accordingly.

Councilmember McGlashan confirmed that the seating for the Council has room for nine at the dais, which is enough room for the nine Planning Commissioners.

Mayor Ryu inquired if there is a Council work area in the Chambers. Mr. Nothdurft responded affirmatively and then described the Council Chambers. He noted that there is an audio visual control room, an executive session room, a rain garden, and public restrooms.

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Councilmember Way asked about the executive session space and suggested it be called a "Council conference room."

Councilmember Eggen stated that there has been lots of public comment that the Highlander Room isn't favored by the public and the sketch for the Council Chambers is similar to it. He stated that the public prefers the Mt. Rainier Room because it is tiered.

Mr. Nothdurft highlighted that the dais will be curved and that tiered seating defeats the multipurpose function of the room. He also stated that this room needs to serve as the back-up emergency operations center. He discussed accessibility challenges and ramps. He added that they have engaged a design-build A/V company and they have brought together a state-of-the-art system that allows for future flexibility. He added that the vestibule will have outlets for audio and video. He said the 3rd floor is mostly leasable space and conference rooms.

Councilmember Way said she is curious about the visual look of the rooms and the City staff cubicles. Mr. Sanchez replied that they have gone out to numerous sites and looked at several different designs. He said one preferred design includes transparent panels to let light through at different heights. He added that the panels will be made of 100% recyclable materials. Mr. Olander also stated that a key function of the building is to allow natural light to come in.

Mr. Nothdurft commented that almost all of the private offices are pulled away from the windows to provide as much natural light to employees.

Councilmember Way commented that she visited Kirkland City Hall and liked the fact that she could see all the way across the work areas.

Mr. Nothdurft stated that he visited the Chinook building and the glass panels make a tremendous difference. He noted that the 4th floor contains the City Manager and City Council offices, the City Attorney's Office, Finance, Human Resources, and Parks, Recreation and Cultural Services (PRCS). He said there are no doors into departments to ensure openness and accessibility.

Mr. Olander added that good signage is required for people to feel welcome. He noted that the Finance department has the most potential for growth.

Councilmember Way questioned the configuration of the departments and stated it would be nice to have Parks, Recreation and Cultural Services right in front on the 1st floor as the "face of the City." Mr. Olander reiterated that the City went through an exercise to determine what departments had the most public contact and they are situated accordingly.

Ms. Henderson outlined the sustainable features of the building design. She noted that this facility is striving to obtain a silver LEED rating, but there are some alternates in the plan to obtain a gold rating. She noted that a platinum rating is nearly impossible. She said the LEED program is broken down into five categories: 1) sustainable sites: 2) water efficiency; 3) energy and atmosphere; 4) materials and resources; and 5) indoor environmental quality. She

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highlighted that the water from the green roof runs between the Council Chambers and building itself. She noted that most of the concrete will be aggregate and brought in from local companies.

Councilmember Way asked where the evergreen trees would be placed. Mr. Nothdurft responded that there are a number of trees going along the north border of the site and along the pathway that joins Heritage Park and the Interurban Trail.

Ms. Henderson discusses the interior LEED features. She discussed the benefits of the higher ceilings, the low-flow toilets, sinks, and gray water recycling.

Councilmember McGlashan confirmed with Mr. Nothdurft that a cistern isn't being installed, but a place for it has been reserved for one on the property.

Ms. Henderson commented that the LEED process takes a long time and only 30% of new buildings obtain silver certification.

Councilmember Eggen discussed heat retention and stated that narrowing a building creates worse heat retention and the tradeoffs are that there isn't solar power in the winter when it is really needed. He wondered if the design is taking precedence over function in this case. Ms. Henderson replied that the form of the building has less to do with energy efficiency because of the climate in this area. She added that the concrete will absorb some of the heat gain during the day.

Councilmember Eggen noted that the elevators are located far away from the parking area. He expressed concern about people with disabilities. Mr. Olander said this is an efficiency question and they are still looking at putting a couple of pullout spots for handicap drop-off. Mr. Nothdurft commented that it is more efficient to put the elevators together, and adding a third elevator would be quite expensive. Councilmember Eggen stated that the option of dropping off a handicap person is problematic.

Councilmember McConnell agreed that obtaining a platinum LEED certification is difficult, mainly because of the materials needed. She questioned if the City isn't going to be able to obtain certain points in the LEED rating system because the materials are not available.

Ms. Henderson concurred and explained that some of the credits for renewable materials such as certified wood are very difficult to get on any building.

Mr. Sanchez noted that demolition on the site started today and he expects it to be complete in the next two weeks. He explained the furniture acquisition process and discussed future project milestones.

Mr. Olander commented that he is very fortunate to have a great team that has balanced this project financially and environmentally.

Mr. Sanchez thanked consultants Bill Angle and Jim Napolitano.

Mayor Ryu called for public comment.

a) David Crow, Shoreline, thanked OPUS, LMN Architects, the City staff, and City Council for being open with this project. He asked if it is possible to get a summary of the mechanical systems, energy efficiencies, and natural gas boilers for public review. He said if natural gas keeps going up there may be other options available. He said there is public interest in the solar awning concept and wanted to know if solar shading can be used on the south side. He commented that the expressiveness of the water wall, rainforest, green roof, and the interpretive expression of Shoreline ideals is positive but wanted more of an integrated approach.

Mr. Santos said the goal emerging from the public process was that the building should be sustainable, but not for sustainability sake, but for a paradigm shift of the residents and citizens who believe in it. He said the architecture serves as an educational device. He said that he can get a summary of the items Mr. Crow requested.

Mr. Sanchez responded to Mr. Crow that the structure is designed with the solar voltaic concept on the roof, but at this point the awning would involve a redesign. He added that changes to the architectural structure are expensive and not within the budget. Mr. Santos added that there is a whole list of things that we would like to do. However, it is a matter of prioritization. Mr. Olander concluded that there will be solar voltaic on the roof and plenty of interpretive elements.

- b) Dennis Lee, Shoreline, urged the Council to make sure the Council Chambers are versatile for the future. He asked that they take the time to consider the feel of the room. Mr. Olander replied that the City staff and Council paid lots of attention to ceiling height, Council desk heights, and subtleties.
- c) Les Nelson, Shoreline, commented that this is a City Hall project, not necessarily a civic center. He inquired what the plans are for a civic center and if there will be any connections with other properties.

Councilmember McGlashan commented that he toured the City of Lakewood City Hall and they didn't build a large enough building. He also stated that their sloping floor and stationary chairs limit their flexibility.

Councilmember Way discussed study sessions and asked if there were any ideas for a different configuration. Mr. Olander replied that no solution has been found yet. He felt there is a value for having the Council come down from the dais for study sessions. Councilmember Way said you can't hear the Seattle City Council study sessions when they aren't using the dais.

RECESS

At 8:27 p.m. Mayor Ryu called for a ten minute break. Mayor Ryu reconvened the meeting at 8:45 p.m.

9. ACTION ITEMS: PUBLIC HEARINGS

(a) Public hearing to receive citizens' comments on Ordinance No. 505, which adopted a Moratorium for Six Months on the Filing or Acceptance of Any Applications for Residential Development of Land within the Regional Business (RB) Land Use District Which Exceed a Density of 110 Dwelling Units Per Acre

Steve Cohn, Senior Planner, noted that these interim regulations were adopted with Ordinance No. 505 on May 12, which puts a cap on density. He said this action is defined as a moratorium, which requires a public hearing. He said the options for Council after hearing testimony are to keep, modify, or repeal the moratorium.

Mayor Ryu opened the public hearing.

- a) LaNita Wacker, Shoreline, said the moratorium reduces the density in the RB zone. She noted that this action is unfair to owners of RB properties. She said it places an onerous tax burden on residential properties throughout the City. She suggested it be repealed. She said if the density is reduced on residential property, the price of housing is increased and it diminishes the possibility of increased transit routes. She highlighted that the economic report says developers cannot install underground parking. She said this moratorium is contrary to the City's economic goals.
- b) Bill Bear, Shoreline, commented that none of the City's infrastructure or environment was built to handle a density of R-110. He said that these incremental impacts and changes will cause catastrophic change. He suggested revising the moratorium to R-48 and extending it until the Comprehensive Plan (CP) has been fully reviewed. He urged the Council to stop the piecemeal changes.
- c) Les Nelson, Shoreline, commented that the 2005 Comprehensive Plan clarifies that R-48 is the highest density contemplated. He urged the Council to continue the moratorium but revise the density to R-48. He noted that it would provide the amenities the residents want. He suggested they step back and do the planning in a thoughtful way. He also suggested that the City Council direct the Planning Commission to come back with amendments and their own ideas. He stated that there are regulations to protect commercial businesses on Aurora Avenue. He wanted a visioning process done with the residents included in it.
- d) Dennis Lee, Shoreline, said the real issue relates to the CB/RB fiasco. RB was meant to go up to NE 185th Street. He said that the Code was changed to be out of compliance with the CP. He felt that high density is the best use of land. He wanted the Council to do density-per-mile. He said this is really a commercial property downzone. He said that a plan needs to be in place for the support of density. He felt that the Council has to give the City staff direction in order to give the Planning Commission direction.
- e) Dwight Gibb, Shoreline, said there needs to be clarity about the relationship between the CP and the Development Code (DC). He said the documents that have been released assert the primacy of the CP. He also stated that there is a need for a working definition of the CP role. He said that the actions of Planning and Development Services (PADS) seem to run counter to an emphasis on the CP. He said the terminology is confusing and that soon PADS, if

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the City continues on this downswing, may become a permitting department only. He concluded that planning is what this City needs.

Councilmember McGlashan communicated that the Council was given examples of current and past projects where the average density was R-110. Mr. Cohn concurred, adding that with the set of assumptions given, one layer of underground parking would be possible. Councilmember McGlashan inquired if the City is setting itself up for a lawsuit if someone builds at R-125 per acre and the City limits them.

Ian Sievers, City Attorney, explained that the developer vests in the laws at the time they apply. He stated that moratoriums simply allow the City to take a break, so other owners can't vest differently. He said the fact that some in the past have enjoyed other rights doesn't expose the City to legal liability.

Mr. Olander explained that the Growth Management Hearings Board (GMHB) appeals have to be considered; based on Growth Management targets the City is comfortable with R-110 because that reflects reality. He said it eliminates the fear of "unlimited density," but going significantly lower is risky with the GMHB.

Deputy Mayor Scott commented that the City does have contradictory CP and zoning codes. He read the introduction of the CP. He said he doesn't see where the CP states there can be densities greater than R-48. He commented that he can see how the public views it as a contradiction.

Mr. Olander stated that the CP sets out direction and vision. However, the CP becomes law through the development regulations, and if there is a conflict between the two the more specific shall prevail.

Mr. Sievers concurred and said the CP is the guiding document over the regulations and only the regulations allow you to do something with your property. He commented that the CP has primacy and is the overarching document, but the City relies on the DC. Mr. Olander commented that densities are not limited in the CP for RB.

Councilmember Way read the DC language and said it limits density to R-48. She continued and said RB calls out appropriate zoning designations and this is confusing to the average person.

Mr. Olander explained that this needs to be looked at on a community-wide basis because higher densities are required in some places. He added that one of the Council goals is to become a sustainable community, and to become one, the densities along the transit and major commercial corridors need to be reasonably high. He said lowering the density to R-48 can contradict the Council goals.

Mayor Ryu disagreed and felt the City has had experience with developers that have tried to get away with the minimum requirements in order to maximize profits. She felt the public is under the impression that R-48 is the maximum density.

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Mr. Olander explained that the City must be careful about unintended consequences. He suggested referring this back to the Planning Commission and asking them to take a look at bonus and height densities. He noted that the City may be opening itself to an appeal by the GMHB.

Councilmember Eggen commented that he reviewed that in May 2000, Ordinance No. 38 approved a new DC where density in RB was no maximum. He stated having no maximum density wasn't mentioned in the staff report at that time. He added that not a single Planning Commissioner, Councilmember, City staff member, or public speaker commented on it.

Mayor Ryu commented that maybe due process was taken, but the density issue was not mentioned. She felt the intent of it was not correct. She said the Council is asked to make common sense judgments, based on where the residents want the City to be. She wondered if R-110 is something this City is comfortable with. She felt R-48 is the latest density that the residents knew about.

Deputy Mayor Scott commented that when he reviewed the CP and the process of its origins, it still doesn't show him how it respects the higher densities. He commented that R-48 seems to be the highest specified density in the CP. He added that the CP and zoning are not in sync. He said it is difficult to make decisions that are not in sync with the last public process.

Mr. Olander said there may be an approach that is acceptable and that would be to modify the moratorium or adopt a new one and hold another public hearing. He noted that another option is to ask the PC to look at a base of R-48 and a maximum of R-110 based on certain factors. He added that this gives room to incorporate some of the ideas the Council has been discussing, such as recycling and building placement. He said maybe the density gets to R-110 or higher, but it gets you a series of options with the incentives.

Councilmember Eggen noted that affordability is still another factor.

Mayor Ryu commented that "green borders" is a good concept. Mr. Olander added that it can provide strong incentives to build in the City.

Councilmember Way supported the suggestion about having a base density, incentives, and creative work with the PC. She urged the consideration of sustainability concepts. She pointed out that the DC highlights in 20.10.030 that the CP should be considered first.

Deputy Mayor Scott felt that R-48 is sufficient for CB and RB zones. He said the Council needs to have the CP review sooner so development isn't delayed.

Mr. Olander stated that next week's agenda includes potentially competing priorities in the Planning Commission Work Plan. He commented that staff is limited and if something needs to be put on hold, then direction needs to come from the Council to do that. He noted that if the moratorium is continued, then the development regulations will come back to the Council sooner rather than later.

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Councilmember Eggen commented that there is an interaction with the visioning process that will be used in the CP. He asked if the visioning process was going to be a PC function. Mr. Olander replied that they will be involved, but it should focus on central community values.

Councilmember Way read LU-3 from the CP.

Mayor Ryu agreed that someone could utilize incentives and attain an R-110 density, and that R-110 is not necessarily the limit for her. She said as long as proper public process is followed and it's justified, she could support a higher density in some cases.

Councilmember Eggen felt the Council should charge the PC with the task of determining what criteria would trigger bonus densities. He felt recycling space is essential.

Deputy Mayor Scott suggested letting the creative energy of the PC flow towards working on the CP. He complimented the City founders and the public on the CP.

Mr. Olander summarized Council consensus to continue the moratorium, but direct the PC to explore the concept of increased densities through development incentives, while maintaining a base density of R-48.

Mayor Ryu asked if it would be helpful for the Council to give a list of suggestions to the PC.

Councilmember McConnell wanted a recap of when this R-110 was suggested by the City staff. Mr. Cohn noted that the R-110 partially came from the economic analysis for Ridgecrest. He added that the City staff also came up with R-100 to R-120. Mr. Olander added that this was done in response to a Council concern that RB had unlimited density.

Councilmember McGlashan felt that R-48 in RB and CB is too low of a starting point for density. He said it doesn't support the Council's housing or sustainability strategies and it just doesn't work.

Councilmember Eggen agreed. He stated that the question is how to get the quality workforce housing at a higher density. The options, he said, may include writing code and adding bonus features where quality development can occur.

Councilmember Way said the difference is that the City is not behind in its Growth Management Act goals.

Councilmember McGlashan commented that the City can say affordable housing and economic development is supported, but the regulations are against it.

Deputy Mayor Scott agreed, but stated there must be a process to get the City where it wants to go. He said they are always being faced with a continual fallback and public process needs to be there first.

Mayor Ryu said that following a public process, progress can be made. She said she is pleased the Council agrees that a process needs to be established.

MEETING EXTENSION

At 10:00 p.m., Councilmember Eggen moved to extend the meeting until 10:30 p.m. Councilmember Way seconded the motion, which carried 6-1, with Councilmember Hansen dissenting.

(b) Continued public hearing and discussion of the 2009 - 2014 Capital Improvement Plan (CIP) and Transportation Improvement Plan (TIP)

Debbie Tarry, Finance Director, stated that there is no additional presentation because the Council has been reviewing the CIP and TIP over the last couple of meetings.

a) Bill Bear, Shoreline, said he has watched the Council discuss the Aurora Corridor for several years and it is helpful to understand that our cars are being subsidized by the Aurora Corridor Project. He said money is the same whether it is local, state, or federal. He summarized that we're taking money out of people's pockets to make sure we can drive.

Mr. Olander noted that the public hearing is closed following tonight's comments.

Councilmember Way wondered if there is a budget breakdown of the Roads Capital fund. She also asked about the \$3 million dollar grant and wanted to know where those funds fit into the budget.

Mark Relph, Public Works Director, said he can provide detail concerning engineering, project management, and design to the Council. Ms. Tarry replied that the grant will be added to the revenue side, but the City still has about \$46 million in grants to obtain.

Mayor Ryu said she met with King County Councilmember Ferguson and International Community Health Services (ICHS). She said ICHS is exploring the possibility of locating a facility in Shoreline because there isn't a public health facility here. She said she discussed a predevelopment loan to possibly assist them in building one here. She added that there was a time when there was discussion about a housing trust fund, which is seed money to attract developments. She said it could be \$50,000 for predevelopment loans to encourage entities to operate in Shoreline. She asked where it would be in the budget if it was created.

Mr. Olander highlighted that first this would have to be explored for legality. He added that a loan to a nonprofit may fall under improper lending of City credit. However, a future housing project could be done.

Ms. Tarry added that this would have to be a General Fund contribution; she felt that REET funding probably could not be used for this purpose. She said it could be something to consider during the 2009 operating budget process.

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Mr. Olander highlighted that in the past the Council discussed setting aside some of the Community Development Block Grant (CDBG) funding for potential housing.

Councilmember McGlashan commented that the Council should be looking to put aside funding for human services because that is where most of the funding will be cut from King County.

Mr. Olander added that the Council has some flexibility in allocating some of the General Fund capital. He added that the City is faced with its own financial crisis and cutting general services. Mayor Ryu concluded that if the City can find \$50,000 and get a public health facility here, the investment will pay off. Mr. Olander commented that the easier and legal way to do it would be to do a contract for services, but it would still take operating funds to do it.

Councilmember Eggen inquired if there were any way that a city can guarantee the loan to allow a nonprofit to get the funds at a low interest rate. Mr. Olander replied that the idea raises some questions that the City staff will have to research.

Councilmember Way announced that the Cedarbrook School property will be surplused soon. She noted that it is not only a potential park property but also a site for development. She said it provides multiple opportunities for open space and a trail corridor.

Councilmember Hansen expressed concern about the suggestion of providing loan guarantees, noting that the City already has a loan program. He noted that the revolving Home Repair Fund is used for fixing peoples homes and he would like to know what has been going on with it.

Councilmember Eggen wondered if the new master planning process would encourage developers to buy the property and build a moderate-sized mixed use development with open space and a trail corridor.

Councilmember McGlashan moved close the public hearing. Deputy Mayor Scott seconded the motion, which carried 7-0.

10. <u>UNFINISHED BUSINESS</u>

(a) Continued Discussion of the Proposed 2008-2009 Council Goals

Julie Underwood, Assistant City Manager, reviewed the Council Goals. She highlighted that the Council goal-setting retreat resulted in 10 proposed goals. She said the Council directed the City staff to do public outreach and two community workshops were held. The comments from those workshops, she said, are unique and diverse. She stated that the City staff is looking for direction on whether the Council wants to modify the language. She concluded that there are only two new goals and the other eight are carry-overs from last year.

Mr. Olander said he heard lots of interesting comments and is committed to doing community meetings. He said he didn't see anything that suggested the wording should be changed.

Mayor Ryu called for public comment.

a) LaNita Wacker, Shoreline, said that all 10 goals are laudable, but the list should be reduced. She stated that the first goal could consume an entire year's worth of staff time and resources. She calculated that each goal will take a minimum of 80 hours of research and 800 hours staff time. She said there are regular duties to run the City. She noted that these goals are overwhelming in nature and consume staff time. She urged the Council to concentrate these goals into a more manageable work plan.

Councilmember Way stated that Goal H should include something to address disabled needs and services.

Mr. Olander said that would fall under the Human Services plan. Ms. Underwood added that she is concerned with adding a reference to the disabled and leaving off other groups that might need assistance.

Mayor Ryu commented that the City doesn't have a Dr. Martin Luther King, Jr. Day event in the City. She wondered whether a health screening fair could satisfy the cultural diversity event goal.

Mr. Olander commented that the goals need to be more general and not too specific.

Mayor Ryu wondered if plastic bag recycling or styrofoam container ban would be too specific.

Mr. Olander stated that those are specific tasks which will be included in the entire goal.

Councilmember Way asked if basin planning should be included in Goal J.

MEETING EXTENSION

At 10:30 p.m., Councilmember Way moved to extend the meeting until 10:35 p.m. Deputy Mayor Scott seconded the motion, which carried 4-3, with Councilmember Hansen, Councilmember McConnell, and Councilmember McGlashan dissenting.

Councilmember Way felt that since basin planning was discussed it should be added.

Deputy Mayor Scott agreed with the City staff that the Council shouldn't get too descriptive on the goals.

Councilmember Eggen agreed that addressing flooding is important, so perhaps it should be added to the goals.

Mayor Ryu commented that spelling it out under Goal J will show our regionalism and willingness to work with neighbors.

Mr. Olander stated that unless the Council thinks it has a particularly expressive value, then it probably shouldn't be added because it is something the City is already doing.

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Mayor Ryu commented that adding it gives the City a boasting right.

11. <u>ADJOURNMENT</u>

At 10:35 p.m., Mayor Ryu declared the meeting adjourned.

Scott Passey, City Clerk

CITY OF SHORELINE

SHORELINE CITY COUNCIL SUMMARY MINUTES OF BUSINESS MEETING

Monday, July 14, 2008 - 7:30 p.m. Shoreline Conference Center Mt. Rainier Room

PRESENT:

Mayor Ryu, Deputy Mayor Scott, Councilmember Eggen, Councilmember

Hansen, Councilmember McConnell, Councilmember McGlashan, and

Councilmember Way.

ABSENT:

None

1. CALL TO ORDER

At 7:30 p.m., the meeting was called to order by Mayor Ryu, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Ryu led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

3. CITY MANAGER'S REPORT

Bob Olander, City Manager, provided reports and updates on various City meetings, projects, and events. He highlighted that the first mile of the Aurora Corridor Project has received the 2008 Award for Excellence for the Best City Project in the State of Washington from the Washington State Department of Transportation (WSDOT). He thanked the community and the current and past Councilmembers and City staff. He also announced that the City Hall has moved to a new telephone system and that the new main telephone number is (206) 801-2700.

4. REPORTS OF BOARDS AND COMMISSIONS

None.

5. GENERAL PUBLIC COMMENT

a) Charlotte Haines, Shoreline, stated that basic economic studies show that supply and demand drives prices and that customers are needed to support businesses. She doesn't understand the Council's motivation for sustainable city goals, the need to encourage families for our schools, and the need to attract customers for our current small businesses. She asked how the Council can continue to deny economic development by limiting increased density. She said the homeowners are bearing the cost of increased taxes and levies for City services. She

predicted rising housing costs and businesses failing. Additionally, she felt residents would be unable to afford to live in Shoreline.

- b) Sally Granger, Shoreline, stated that the City allows low income residents to delete the franchise fees from the bills of the garbage and natural gas companies. She said currently the City is charging Comcast customers \$6 per month and doubled the franchise fee because it's deemed an unnecessary utility. She urged the residents to petition the City, call the Finance Department, or write a letter to the City Manager.
- c) Jim DiPeso, Shoreline, invited everyone to the Shoreline Solarfest. He said there would be many activities for children and adults. He also stated that the Taste of Shoreline will be there.

Mr. Olander clarified that the franchise fee went to 6%, not \$6 per month.

6. <u>APPROVAL OF THE AGENDA</u>

Deputy Mayor Scott moved approval of the agenda. Councilmember Way seconded the motion, which carried 7-0 and the agenda was approved.

7. CONSENT CALENDAR

Mayor Ryu suggested moving item 7(c) to 8(a), item 7(d) to 8(b), 7(k) to 8(c), making item 8(a) new item 8(d), and changing a word on page 45 on item 7(f). There was Council consensus to make these changes. Councilmember Eggen moved approval of the Consent Calendar as amended. Councilmember Way seconded the motion, which carried 7-0, and the following items were approved:

- (a) Minutes of Special Meeting of May 19, 2008
 Minutes of Business Meeting of May 27, 2008
 Minutes of Study Session of June 2, 2008
 Minutes of Workshop Dinner Meeting of June 23, 2008
- (b) Approval of expenses and payroll as of June 27, 2008 in the amount of \$2,304,769.87 as specified in the following detail:

*Payroll and Benefits:

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
5/18/08-5/31/08	6/6/2008	24293- 24493	7659-7696	36696-36704	\$391,229.00
0/10/00 0/01/00	0.0.2000	24494-	7005 7050	20070 20704	Ψ571,227.00
6/1/08-6/14/08	6/20/2008	24697	7697-7736	36866-36877	\$506,359.91
					\$897,588.91

^{*}Accounts Payable Claims:

Expense	Check	Check	
Register	Number	Number	Amount
Dated	(Begin)	(End)	Paid
6/11/2008	36670	36695	\$67,602.91
6/12/2008	36705	36711	\$4,521.46
6/16/2008	36712	36726	\$47,902.11
6/17/2008	36727		\$2,885.99
6/17/2008	36728	36741	\$69,239.36
6/23/2008	36742	36775	\$969,233.24
6/24/2008	34572		(\$31.50)
6/24/2008	36776		\$31.50
6/24/2008	34634		(\$341.00)
6/24/2008	36777		\$341.00
6/24/2008	36778	36789	\$50,711.70
6/25/2008	36790	36825	\$30,412.95
6/26/2008	36826	36833	\$139,259.15
6/27/2008	36834	36865	\$25,412.09
			\$1,407,180.96

- (e) Ordinance No. 510 Amending the 2008 Budget for the City Facility Major Maintenance Fund
- (f) Motion to Adopt the Environmental Sustainability Strategy
- (g) Motion to Approve the Lake Ballinger Basin Interlocal Agreement
- (h) Motion to Approve Mini-Grant Projects for Briarcrest Neighborhood Association and Richmond Beach Community Association
- (i) Motion to Authorize the Participation in the King County Community Development Block Grant Consortium for the Federal Fiscal Years 2009-2011
- (j) Motion to Approve a Contract with RW Beck to Develop the Thornton Creek Basin Plan
- 8. <u>ACTION ITEMS: OTHER ORDINANCES, RESOLUTIONS, AND MOTIONS</u>
 - (a) Ordinance No. 509 Authorizing the 2009-2014 Capital Improvement Plan (CIP) for the City of Shoreline

Deputy Mayor Scott moved to adopt Ordinance No. 509. Councilmember Way seconded the motion.

Mayor Ryu discussed the possibility of appropriating \$50,000 seed money for a public health clinic.

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Mr. Olander replied that the City staff has no objection. He recommended the City add it as a new project in the Community Development Block Grant (CDBG) or fund it with other grants to be identified at a later date.

Councilmember Hansen inquired if this means that something else in the budget will be reduced by \$50,000. Mr. Olander responded that there may be some unspent curb ramp funds that can be converted to it. He said there are opportunities but it hasn't been determined where the funds would come from. He said he is reasonably comfortable that block grant funds would be available for this.

Councilmember McGlashan questioned where unused block grant funds go. Mr. Olander replied that it is carried over to the next year.

Mayor Ryu asked how much of the housing trust fund the City had left in the 2007 budget. Mr. Olander responded that the funds are not in the CIP; it comes from the CDBG.

Councilmember Eggen wondered if there was any time limit on using CDBG money. Mr. Olander stated that there is a time limit but he would have to find out more about it.

Mayor Ryu moved to designate \$50,000 seed money for an exploratory study of a housing/public health clinic siting process in Shoreline. Councilmember Way seconded the motion, which carried 4-3, with Councilmembers Hansen, McConnell, and McGlashan dissenting.

Councilmember Way discussed City Gateways and signage. She suggested deleting the funding for them and allocating it to the Lake Ballinger Basin Plan. Mr. Olander stated that there is no appropriation for Gateway funding in 2009.

Mayor Ryu said she is intrigued by the thought of having funding for a basin plan. Councilmember Way wanted to find some grant funds for the Lake Ballinger efforts and have some reserve funds for it.

Mr. Olander stated that this is a no-cost funding agreement. However, when the basin plan gets funded it will be by a state grant and no local participation has been requested or required. He added that when the plan is completed it will probably identify capital projects. He suggested that the City not put any funding towards the plan until it is completed and fully identifies priorities and costs.

Mr. Relph echoed Mr. Olander's comments and stated that the next several months will be spent gathering data; it will be the end of the year before any information on capital will be put together. He stated this would be a good project for next year. He said the City will look at surface water projects on large scale later.

Mayor Ryu asked about the in-lieu-of fund on page 144. She asked if contributions from one part of the City be used for another part of the City.

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Patti Rader, Senior Budget Analyst, stated that nearly \$159,000 is actually from three parcels from the Aurora Avenue Project and the funds are designated to be used on this phase of the project. She said some of the funds have been earmarked for specific areas, but a majority has not. She said \$50,000 has been set aside for 2011-2014 for anticipated in-lieu-of fees.

Councilmember Way requested the Council support a nomination of Ronald Place to begin the process towards landmark designation which would cost no more than \$10,000.

Mr. Olander explained that a study or designation is not a capital project in the CIP. He suggested just having discussion on this as a normal item under the regular budget. He stated that this was studied when developing the Aurora Corridor and it is in the environmental review. He noted that the State Historic Designation Office said the property didn't achieve landmark status and that the street could be vacated if the Council wished to do so. He noted that for years the City had planned to vacate that to retain businesses on Aurora Avenue and 175th Street. He noted that this project will be taking a significant amount of property and it might be difficult for the property owner to maintain his business there when the Aurora Corridor Project comes through. He strongly recommended against this, but it can be discussed at a separate time.

Councilmember Way read from the state document that stated it was eligible. She suggested that the City begin the process of nominating it, though not impacting the plan to vacate. She said if it isn't a part of the CIP, she would like the Council to discuss it in the near future.

Mr. Olander said the City staff can provide a background memorandum which will include detail of past efforts to help retain that business.

Mayor Ryu expressed concerns about the timing of this because she said once you remove a historic property it cannot be replaced.

Councilmember Way stated that the intent would be to include the Crest Theater and Ronald Place.

Mr. Relph stated that the Council has full control of the right-of-way and doesn't think there is a sense of urgency.

Mr. Olander commented that revisions to the red brick road may jeopardize our ability to vacate and his ability to redevelop the property. He said he has serious concerns about this.

Mayor Ryu wondered if the Council would consider a priorities list for items like this, so that this conversation doesn't happen over and over again.

Councilmember McGlashan reminded the Council that many of these things are funded through grant-specific projects and he doesn't see the point of prioritizing. He asked if it could be brought back as a study item.

Mr. Olander stated that the 20-year Transportation Plan, 20-year Surface Water Management Plan, and the Long Range Facilities Capital Element has a priority array with everything

prioritized. He said items move from those lists and get placed into the CIP and TIP. Mr. Relph added that the City staff goes back to the master plans to help prioritize unfunded projects.

Councilmember Eggen questioned if the Council was going to create a wish list of unfunded projects separate from the CIP just in case capital funds become available. He stated that this is different than the formal CIP, so this should be a different topic.

Councilmember Way said it is her understanding that the Ridgecrest Commercial Center project intersection was something that could be prioritized, but it's on the unfunded projects list. She supported a priorities list.

A vote was taken on the motion to adopt Ordinance No. 509 authorizing the 2009-2014 Capital Improvement Plan (CIP) for the City of Shoreline the CIP as amended, which carried 7-0.

(b) Resolution No. 278 Authorizing the 2009 - 2014 Transportation Improvement Program (TIP) for the City of Shoreline

Councilmember Hansen moved adoption of Resolution No. 278 Authorizing the 2009 - 2014 Transportation Improvement Program (TIP). Deputy Mayor Scott seconded the motion.

Councilmember Way wanted to know how the Ridgecrest Commercial Center and other unfunded projects get into the funded category. She wanted to know if there was a particular order they are applied for. Mr. Relph replied that the City has a strategy on how grants are approached. He commented that he wasn't aware of the exact schedule because they use different cycles.

Mayor Ryu asked if it was safe to presume that if the item is under the 2009 column, it is a "to do" item for the City staff to pursue funding. Staff responded affirmatively.

A vote was taken on the motion to adopt Resolution No. 278 authorizing the 2009 - 2014 Transportation Improvement Program (TIP) for the City of Shoreline, which carried 7-0.

(c) Motion to Adopt the Proposed 2008-2009 Council Goals

Councilmember Way moved to adopt the 2008 – 2009 Council Goals. Councilmember McConnell seconded the motion.

Mayor Ryu moved to amend Goal J, to read as follows: "J. Provide safe, efficient and effective infrastructure to support our land use, transportation and surface water Plans. Develop a citywide trail and bicycle connection plan; Expand local transit service; Update the Transportation Master Plan; Implement a Green Street Demonstration project; Provide leadership and advocacy at the regional level for sustainable land use, transportation and basin plans." Councilmember Way seconded the motion.

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Councilmember McGlashan commented on her revisions and said that the terms "efficient" and "effective" in her revision mean the same thing.

Mr. Olander clarified that they do mean two different things.

Councilmember McConnell expressed concern that the Council has released these goals to the community and this language changes them a little bit. She felt the revisions were not necessary.

Councilmember Way noted that on page 121 there are plenty of things provided there by the public that support the amendments.

Councilmember Eggen added that our goals don't really mention the December flooding problems and felt it would be appropriate to add something.

Councilmember McGlashan commented that he had no problem with the amendments.

A vote was taken on the motion to amend Goal J, which carried 7-0.

Councilmember Hansen felt that there were too many goals and noted that they were supposed to be the Council major goals.

Councilmember Way stated that at the retreat she agreed that they should be reduced and suggested combining or eliminating some; however, there was consensus to have all of them.

A vote was taken on the motion to adopt the 2008 - 2009 Council Goals, which carried 6-0, with Councilmember Hansen abstaining.

(d) Ordinance No. 507 Adopting the Annual Comprehensive Plan and Associated Development Code Amendments

Mr. Olander introduced Joe Tovar, Planning and Development Services (PADS) Director and Rachael Markle, PADS Assistant Director.

Ms. Markle stated that the purpose of these Development Code (DC) amendments is to create a Master Plan Area (MPA) definition, to streamline the MPA process, and require Shoreline Community College (SCC) to apply for an MPA zone. She stated that the City staff proposes to change the single family institution (SFI) to Institution/Campus (I/C) for the Fircrest, SCC, and CRISTA Ministries properties. She noted that the amendments would only affect those three sites and would amend the DC and not Comprehensive Plan (CP). She said that this legislation would rename MP to MPA. She noted that the term of master plan is overused and has led to some confusion over the years. She explained that the term plan has the connotation of a guidance or policy tool, but a master plan is a development tool. She said the City staff is proposing that the zoning will be MPA and will have the designation of I/C or central public facility in the CP. She noted that additional changes to the CP include the deletion of land use policy 76 and 77 which are replaced by land use policy 75.

Ms. Markle continued and reviewed the DC amendments. She defined MPA, its purpose and what the criteria would be for approval. She noted that MPA is a Type C permit, essentially a site-specific rezone. She displayed a map which showed all the areas that would be governed by an MPA permit, if approved. She said that there would also be reorganization in the DC under the special districts section. Finally, she highlighted that under the proposed amendment, the Shoreline Transfer Station would be zoned MPA1 and SCC be MPA2. She explained that zoning and development controls would remain R-4 and there would be no expansion under their special use permit. Additionally, SCC would need to apply for an MPA permit to change this designation.

Mayor Ryu called for public comment.

- a) Dwight Gibb, Shoreline, felt this is an improvement. He expressed a concern about changing SFI to I/C because all of the areas are located near single family homes. He asked if this zoning designation would detract from the integrity of the single family areas. He discussed land use policy 43 and said he has been frustrated to hear that a master plan is a permit. He pointed out that a master plan is arranged in the CP then the owner applies for a master plan permit. He felt that the terms should be separated. He noted typos and revisions needed in the legislation.
- b) LaNita Wacker, Shoreline, commented that it is a "no-brainer" to define a master plan area in the CP, then to have the corresponding legislation in the DC to clearly order people in those areas to seek a permit. She noted that the process is very clear to those defined areas. She added that this allows SCC, Fircrest, and CRISTA to apply for a process and create an MPA, then present it to the Council for a quasi-judicial decision. She commended the City staff for this proposed legislation.
- c) Dennis Lee, Shoreline, suggested that the Council postpone this for one session. He explained that the criteria for a rezone in the City is already well established and fits the CP and goals. However, he said the problem with a Type C action is there needs to be a legislative part where the criteria is clearly defined. He explained that if the Ridgecrest was quasi-judicial, there should have been legislative criteria.

Ms. Markle addressed Mr. Lee's question and said the legislative process for Fircrest, SCC, and CRISTA was done when the CP was adopted. She highlighted that the CP outlines that SFI properties are encouraged to master plan. She highlighted that the legislative process and criteria to be used is under the CP amendments; if another institution or campus is added it would be a site specific CP change to the map and possibly the text. She said she appreciated Mr. Gibb's comments concerning redundancy and punctuation.

Councilmember Way also stated that there is a definition that shows up in two places.

Ms. Markle highlighted that that isn't unusual and that it is done for consistency so this can be found in both places in the CP and DC.

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Mayor Ryu wondered if CRISTA was required to be state or publicly owned prior to going through the CP process.

Ms. Markle said it can be privately owned. She highlighted that when the CP was adopted, these were seen as campuses and there were special considerations and some special planning would be required because they are more of an institution/campus and less single family, but not necessarily an essential public facility (EPF).

Mr. Olander added that since the underlying zoning for SCC is R-4, it is an expansion of a non-conforming use. Therefore, if they get an MPA they have to apply for permits and obtain the proper zoning. This, he noted, benefits the institution and the neighborhood since the City knows what the cumulative impacts will be.

Mayor Ryu asked why this only included SCC, CRISTA, and Fircrest and not the rest of the school district buildings.

Ms. Markle replied that they could be added later through a legislative action by the Council.

Councilmember McGlashan moved to adopt Ordinance No. 507 adopting the Annual Comprehensive Plan and Associated Development Code Amendments. Councilmember Hansen seconded the motion.

Deputy Mayor Scott questioned if this legislation addresses only certain properties identified in the CP.

Mr. Olander noted that the CP originally designated these three as areas where it would be beneficial to have a master plan in place. Additionally, the criterion for EPF was added later because this term only came along with the Growth Management Act. He noted that EPF refers to airports, transfer stations, and anything the public uses that is essential for the community that cannot be precluded from being a part of your community. He added that EPFs are also eligible for master planning. He stated that if another one is proposed, like the King County bus barn, it may be designated as an EPF. He pointed out that something like this might be eligible for the Council to consider as a legislative action.

Councilmember Way asked what happened to Ridgecrest and its PLA 2 designation. She questioned if this means that Ridgecrest would not be under the master plan area. Mr. Tovar verified that Ridgecrest is a planned area.

Mr. Olander highlighted that there may be several areas that might be designated as PLAs in the City. There could be an array of these tools in special districts, he noted.

Councilmember Way also questioned why the City was considering Ridgecrest for the criteria of master plan. Ms. Markle explained that the tool and product doesn't look much different but the City staff decided to separate it out to avoid confusion and keep it its own separate item.

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Mr. Tovar added that PLAs will be discussed as discrete zoning designations that don't necessarily need a master plan process. He noted that MPA primarily describes a campus-like setting.

Councilmember Way pointed out that CRISTA has multi-family development on it and asked why it isn't designated single family. She added that it is also going to be a multi-family area with high density so master planning it to a single family institution isn't necessary. Mr. Olander commented that this is why the terminology is being changed; because it's confusing and misleading.

Councilmember Way expressed concern about having the master plan in the DC and having quasi-judicial actions going on concerning CRISTA or Firerest. Mr. Tovar commented that if it's an administrative permit there is no quasi-judicial action by the Council.

Ian Sievers, City Attorney, explained that Councilmember Way is concerned about bringing outside information about quasi-judicial processes into the decision. He said the Council could know the history of site, but it isn't as important as what they're proposing to do and how it fits within the legislatively adopted criteria. He explained that the quasi-judicial part of the record is what was done at the Planning Commission level, and that the history of a site such as Parker's isn't important.

Mr. Olander commented that the City has been trying to do away with private properties initiating a master plan designation and the granting of specific zoning regulations to specific properties.

Councilmember Way stated that she would like to hear the concerns of the residents who are in the neighborhood; she expressed concern that the Council isn't getting that feedback from them.

Mr. Olander replied that all the Councilmembers need to do is disclose any conversations they have with residents for the record. He added that when the Council gets into the granting of specific rights there's no way to avoid a quasi-judicial process.

Councilmember Way replied that the Ridgecrest process was the model of a legislative process where the Council could receive unlimited comment.

Mayor Ryu said that page 153 denotes the designation of the Transfer Station and SCC as MPAs. However, there is no information concerning Firerest and CRISTA.

Ms. Markle stated both Fircrest and CRISTA have to apply for an MPA permit in order to change their zoning under this process. She said that Fircrest and CRISTA are shown as institution campuses, and Land Use Policy 43 talks about them. They are formerly known as single family institutions and are encouraged to apply for an MP permit. She noted that a legislative process occurred when they were adopted as single family use.

Mayor Ryu asked if a CP amendment can be done if their use changes. Ms. Markle responded that that could be done and that there are a lot of different things proposed for Fircrest. She stated

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that anything that was an existing use, or a clear public use, would fit under the MPA permit process.

Councilmember Hansen favored the changes, but he expressed concern about SCC. He said he is aware of longstanding issues there and felt education should be considered as a major goal. However, he asked about the proposed language that would prohibit the college from expanding.

Ms. Markle commented that the City already conditioned their last use permit for the student union building and stated that no more buildings will be allowed on the campus until an MPA permit is approved. She noted that there was concern that this was an unusual place to put that stringent requirement, but felt it was needed until the City could change the code. She stated that the Vice President of Administration at the college said they didn't have any capital projects coming up.

Ms. Markle confirmed for Councilmember Hansen that SCC has reviewed this and they have no problem with the language. Mr. Olander commented that SCC has been working on its own master plan for five or six years.

Mr. Tovar noted that 1.5 years ago the City met with several college representatives to talk about this general question and in crafting this, the City made it clear that they won't get a permit until they get a master plan. He noted that the college's attorney questioned the validity of the City issuing a permit which restricted the college from obtaining additional permits. He said SCC has contemplated this for some time and they know the City and the Council want to see a master plan. He said the City Council still has independent authority to say it meets the community interest.

Mr. Olander highlighted that the neighborhood is concerned about future traffic and runoff impacts, and the college understands the cumulative impacts of long-term growth.

Deputy Mayor Scott asked how the public's opportunity to comment is affected if this becomes an MPA.

Ms. Markle replied that the PC creates the record that would be provided to the Council. However, short of having a MP process this has been designed ad hoc which has worked out because the different entities have had several public meetings. Now, however, it would be official and the public would need to be invited and open houses would need to be held. All of the information from those would go into the application, be forwarded to the PC, then to the Council.

Mr. Olander added that notices to the neighbors would go out and the draft MP, the traffic counts, and the SEPA review would all be available for public viewing. He stated this is a formal process and it is better to assist public awareness at the PC level so the Council has the best possible record to review.

Councilmember Way felt there is a problem with the quasi-judicial process. She commented that typically the public wants to tell the Council about the problems and they aren't told that they

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need to bring issues to the PC, so they don't. Consequently, all of the complaints aren't viewed by the PC and items are adopted by them. Then the items come before the Council and the record doesn't show any public testimony against, nor can there be any comments taken.

Mr. Olander stated it is important to work with the public to emphasize the importance of their testimony at the PC.

Deputy Mayor Scott felt the PC meetings need to be televised.

Councilmember Eggen commented that he isn't enthusiastic about quasi-judicial processes. He felt that considering a fixed record in the context of quasi-judicial hearings is a very confining constraint for a master plan process. He commented that the decision criteria on page 137-138 needs to be adequate. He commented that he isn't ready to add his comments concerning decision criteria at this meeting.

There was brief discussion regarding postponing action on this item until a future meeting.

Councilmember Way moved to postpone Ordinance No. 507 adopting the Annual Comprehensive Plan and Associated Development Code Amendments indefinitely. Deputy Mayor Scott seconded the motion, which carried 7-0.

Mr. Olander asked that the Council provide suggestions to the City staff no later than July 28.

9. <u>NEW BUSINESS</u>

(a) Long Range Planning Commission Work Program Update

Mr. Tovar highlighted that the Council provided direction to the staff on items to include as Code amendments. Three of the amendments were from Councilmember Eggen and one was from the City staff. He highlighted that the City staff has a lot to do and this work program cannot be precise; it is an approximation. He noted that the visioning process is a two-phase effort that includes many elements, such as public hearings. He said October will focus on Community Vision month in the City of Shoreline. He highlighted that the Vision will drive the City's long-term planning work program. He questioned if the Council wished to have these four Code amendments added to the plan.

Mayor Ryu called for public comment. There was no wishing to provide public comment.

Deputy Mayor Scott moved to accept the four amendments to the Long Range Planning Work Program. Councilmember Eggen seconded the motion.

Councilmember Eggen explained that the recycling space for multi-family developments proposal grew out of concerns that there is not adequate space in these housing developments to support recycling. He discussed bike racks/storage, electric vehicle recharging, and a proposal to revisit the parking requirements in the North City Business District (NCBD).

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MEETING EXTENSION

At 10:00 p.m., Councilmember Way moved to extend the meeting until 10:30 p.m. Councilmember Eggen seconded the motion, which carried 7-0.

Mayor Ryu commented that if there is retail and residential parking in North City there should be some multi-use parking. She hoped that business owners would allow residents to park on their lots at night when they are closed.

Mr. Olander said it might be advisable to develop some criteria for shared parking.

A vote was taken on the motion to accept the four amendments to the Long Range Planning Commission Work Program, which carried 6-0 (Councilmember McGlashan momentarily stepped away from the Council table).

Mayor Ryu inquired about the adoption and timeline of the Work Program. Mr. Olander replied that he would like the Council to review the work plan and give the City staff direction. He noted that there are a couple of things in the program that are mandated by law. He stated that the Shoreline Master Program has to do with the state land use and zoning overlay along the waterfront and it needs to be updated by 2010. He added that there needs to be a lot of work done on the Work Plan which provides guidance to the City staff and PC.

Councilmember McConnell moved to accept the Long Range Planning Commission Work Program. Councilmember Hansen seconded the motion.

Mr. Olander commented that the City also needs to get the Growth Management Act (GMA) targets complete so the City can do some meaningful analysis.

Mr. Tovar added that the Council is going to come up with two or three Councilmembers to work with the PC members to talk about scope, advantages, and costs. He suggested the group consist of three Councilmembers and three Commissioners.

Mr. Olander pointed out that there is a blank line in the staff report concerning DC amendments and the CB cap; however, he felt that this isn't going to happen given the changes that the Council has made to move in the RB direction. He added that the City staff is considering asking the PC and Council to reconsider an RB amendment for the James Alan Salon property, since there was an RB rezone.

Councilmember Eggen stated that he didn't understand Mr. Olander comments concerning CB amendments and didn't feel they would be timely until after the RB permanent regulations are in effect. Mr. Olander commented that they were considering bringing back an interim cap of CB of around 90% of RB.

Mayor Ryu stated that once the Council is done working with RB, they may want to look at CB as well.

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Regarding compliance with GMA growth targets, Councilmember Hansen pointed out that the population in the City of Shoreline in 2000 was 53,296, and in 2008 the City is at 53,440.

A vote was taken on the motion to adopt the Long Range Planning Work Program Update, which carried 7-0.

10. <u>ADJOURNMENT</u>

At 10:13 p.m., Mayor Ryu declared the meeting adjourned.

Scott Passey, City Clerk

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CITY OF SHORELINE

SHORELINE CITY COUNCIL SUMMARY MINUTES OF WORKSHOP DINNER MEETING

Monday, July 28, 2008 6:00 p.m.

Shoreline Conference Center Highlander Room

PRESENT:

Mayor Cindy Ryu, Deputy Mayor Terry Scott, and Councilmembers Chris

Eggen, Ron Hansen, Doris McConnell, Keith McGlashan, and Janet Way

ABSENT:

none

GUESTS:

Seattle City Council President Richard Conlin

STAFF:

Bob Olander, City Manager; Julie Underwood, Assistant City Manager;

Mark Relph, Public Works Director; Scott MacColl, Intergovernmental

Program Manager; Ronald F. Moore, Deputy City Clerk

Mayor Ryu called the meeting to order at 6:20 p.m. The topics were the following:

- Grocery Bag Fee / Styrofoam Ban
- Aurora Business Access Transit (BAT) Lanes
- Seattle Utilities Servicing Shoreline
 - o Seattle Public Utilities
 - o Seattle City Light
- Thornton Creek

Mayor Ryu thanked Councilmember Conlin for attending the meeting.

Bob Olander, City Manager, reviewed the agenda and asked about the grocery bag fee and styrofoam ban.

Councilmember Conlin explained that the styrofoam ban was the easiest portion of the legislation for the public to accept. He noted that a part of the law will require restaurants to compost by June 2010. He stated that there will be a task force created within a year to report to the Council on this program. He said that the polystyrene legislation was understood and accepted by the Seattle business community. On the other hand, the plastic bag legislation was not very well-accepted. He noted that there were three major interest groups: the chemical companies who didn't like the legislation; the large grocers (Costco, Safeway, and QFC) who were in favor of it but wanted to have a single fee; and medium grocers like Metropolitan Market, which were opposed. He stated that the legislation has a provision for grocers to receive \$.05 out of the \$0.20 collected for each

bag. The city predicted that their accounting costs would be cheaper than \$.05. He responded to an inquiry by Mr. Olander that produce bags were not included in the legislation.

Councilmember Hansen pointed out that \$1 trillion dollars in plastic bags are produced each year and discussed that there is a plastic bag return container at the Shoreline Home Depot for people to use. He added that recycling plastic bags isn't the answer.

Mr. Olander asked when the program would kick-off. Councilmember Conlin responded that the program is scheduled to begin on January 1, 2009 with a media campaign beginning on October 1, 2008.

Councilmember Hansen highlighted that QFC has stated publicly that they are going to be doing this at all of their stores.

Councilmember Way discussed "Chico" bags and displayed one.

Councilmember Conlin stated that the program for distributing free re-useable bags to Seattle residents has to be developed. He noted that low-income residents and food banks would get re-useable bags first, and a new compost program in Seattle will begin on April 1, 2009. He added that a multi-family compost program hasn't been started but will be required in one year. He said he is currently sharing information with the Suburban Cities Association and would be happy to share any information with Shoreline.

Mr. Olander asked about the Aurora Business Access Transit (BAT) Lanes. He noted that the Aurora Corridor Project is 30% complete and asked where the City of Seattle was on BAT lanes.

Councilmember Conlin replied that Seattle is in their Environmental Impact Statement (EIS) phase on the corridor and expects it to take a while to complete. He said there are parking and drainage issues which are expensive to fix, but Seattle is committed to BAT lanes.

Councilmember Hansen explained that Shoreline also had drainage problems but they were worked through and corrected.

Mayor Ryu discussed the low impact development toolkit.

Councilmember Conlin then described the Densmore drainage issue, noting that it is flooding from Densmore all the way to Greenlake.

Mayor Ryu added that the WSDOT would love to study the route and said it would take \$700,000 to conduct a study from the Puget Sound to Lake City Way. She also discussed the Interurban Trail, adding that North Seattle loves what Shoreline has done.

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Mr. MacColl reminded everyone that the 145th Street Sound Transit station will only make that area worse.

Councilmember Way said she is optimistic about having some culvert funds for Thornton Creek.

Mr. Olander moved to the next topic -- Seattle Public Utilities (SPU). He said there have been some concerns over the years with their water supply and pressure issues for the Fire Department. He stated that Shoreline has asked for their replacement schedule but has yet to receive it. Because of their lack of response and cost to the residents, he stated that Shoreline would like to become a full-service city and assume their services. He noted that there have been some very preliminary discussions about assuming SPU.

Mr. Relph stated that he has had some discussions with SPU and has concluded that they do very little maintenance on their system. He stated that he has concerns with the life of the water system. He noted that in conversations they have told him that it will last for another 100 years, but he questions that analysis.

Mr. Olander highlighted that Shoreline has paid over \$5 million in surcharges from the residents, but SPU hasn't invested anything into the maintenance or upgrading of the system.

Mr. Relph continued and said he has some practical work experience with pipes and knows this system won't last that long.

Councilmember Hansen noted that SPU has put "bandaids" on the leaks and has overbilled the residents for too long. He said he is very interested in Shoreline taking over they system and felt that the residents have basically bought it already.

Councilmember Conlin stated that SPU are good negotiators. He asked for the City to provide him with the numbers and he said he would look at their CIP.

Mr. Relph commented that a study was done by SPU on the water pressure they provide for fire systems and a map which identifies problem areas. He stated that he would like to have a copy of both from SPU. Councilmember Conlin asked that Mr. Relph give him the title of the reports or maps and he would obtain them for him.

Mr. Olander explained that this is a request for information from the City of Shoreline, nothing more. He said this is just exploratory at this time.

Mr. Relph noted that relations with Seattle City Light (SCL) are good and he is impressed with their work. Mr. Olander agreed and said that the right-of-way project on the Interurban Trail was a huge success.

Councilmember Way stated that she is interested in Thornton Creek because there are upstream issues.

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Mr. Relph stated that SPU has their hands full with issues and the City of Shoreline and City of Seattle would be partnering to fix some of them. However, he added that it is going to be a challenge because it is a difficult basin. Councilmember Conlin added that the section that was restored has behaved very well. Mr. Relph concurred.

Councilmember Conlin highlighted that Kramer Creek needs work. Mayor Ryu highlighted the Cromwell Park project.

Councilmember Way pointed out that Hamlin Creek is missing from Seattle maps. She said she would also like to see it included on SPU maps.

Councilmember Conlin discussed peat soil and said there are special provisions for Pipers Creek. Mr. Relph added that Ronald Bog and Twin Ponds are made up of peat and there have been issues with flooding and that the homes were built on fill.

Councilmember Conlin discussed the light rail push and that the funding from North King and Snohomish County cities isn't that bad. He noted that Snohomish County will fund the 185th Street Station and felt the overall package was good. He said the Northgate line will move fast as they are already starting to dig on University Lake.

Mayor Ryu discussed the amount of money Shoreline residents have been paying to Sound Transit and about the difficult commute from Shoreline to Seattle and the University of Washington.

Councilmember Way wanted to know how much more bus service Shoreline would receive.

Councilmember Conlin responded that the total package was for 100,000 more service hours, but he wasn't sure how that would break down for Shoreline.

Councilmember Eggen discussed solid waste and said that Seattle recycles everything, while King County doesn't unless there is a market.

Councilmember Conlin replied that Seattle only recycles if it is cost-effective. If not, it is subsidized. He noted that they are working on recycling everything, but aren't there yet. He added that they are working on moving waste by train.

Councilmember Eggen reported that King County is considering the idea of using certain areas for more landfill.

The meeting adjourned at 7:20 pm.

Ronald F. Moore, Deputy City Clerk

Council Meeting Date: August 25, 2008 Agenda Item: 7(b)

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:

Approval of Expenses and Payroll as of August 13, 2008

DEPARTMENT:

Finance

PRESENTED BY:

Debra S. Tarry, Finance Directo

EXECUTIVE / COUNCIL SUMMARY

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

RECOMMENDATION

Motion: I move to approve Payroll and Claims in the amount of the following detail:

\$2,355,327.34 specified in

*Payroll and Benefits:

		EFT	Payroll	Benefit	
Payroll	Payment	Numbers	Checks	Checks	Amount
Period	Date	(EF)	(PR)	(AP)	Paid
6/29/08-7/12/08	7/18/2008	24903-25125	7812-7873	37117-37128	\$544,395.76
7/13/08-7/26/08	8/1/2008	25126-25345	7874-7938	37294-37302	\$449,787.47
					\$994,183.23

*Accounts Payable Claims:

Expense	Check	Check	
Register	Number	Number	Amount
Dated	(Begin)	(End)	Paid
7/17/2008	37036	37057	\$21,449.86
7/17/2008	34839		(\$175.00)
7/17/2008	37058		\$175.00
7/17/2008	36925		(\$24,876.44)
7/17/2008	37059		\$24,876.44
7/18/2008	37060	37079	\$204,459.69
7/18/2008	37080		\$323.25
7/22/2008	37081	37091	\$3,613.95
7/23/2008	37092	37116	\$100,121.89
7/23/2008	37129		\$24,533.77
7/24/2008	37130	37140	\$413,732.75
7/28/2008	37141		\$1,450.00
7/29/2008	37142	37159	\$94,359.65
7/30/2008	37160		\$5,273.00
8/1/2008	37161		\$1,030.60
8/1/2008	37162	37166	\$21,440.80
8/4/2008 43	37167	•	\$13,494.09
7.7			

*Accounts Payable Claims:

Expense	Check	Check	
Register	Number	Number	Amount
Dated	(Begin)	(End)	Paid
8/5/2008	37168	37193	\$165,885.58
8/5/2008	37194		\$289.47
8/5/2008	37195	37197	\$26,784.51
8/5/2008	37198	37226	\$2,930.98
8/6/2008	37227	37236	\$927.37
8/6/2008	37237	37251	\$99,101.45
8/7/2008	37252	37293	\$148,264.53
8/12/2008	37303	37315	\$9,962.32
8/13/2008	37316		\$1,714.60
			\$1,361,144.11

Approved By: City Manager _____ City Attorney____

Council Meeting Date: August 25, 2008 Agenda Item: 7(c)

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Ordinance No. 516 Relating to Transportation Demand

Management, Adopting a Commute Trip Reduction Plan, and

Implementing Measures as Required by RCW 70.94.527.

DEPARTMENT: Public Works

PRESENTED BY: Alicia McIntire, Aurora Corridor Planner

PROBLEM/ISSUE STATEMENT

In 2006, the Washington State Legislature passed the Commute Trip Reduction (CTR) Efficiency Act, updating the 1991 Commute Trip Reduction Law, which requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle trips. The City of Shoreline is located within the affected urban growth area and is required to prepare a CTR Plan. This plan and ordinance have been prepared in accordance with RCW 70.94.521.

ANALYSIS

The Commute Trip Reduction (CTR) Efficiency Act uses partnerships among employers, local jurisdictions, planning organizations, transit system providers, and the state to encourage employees to ride the bus, vanpool, carpool, walk, bike, work from home, or compress their workweek. The major goals for the CTR program are to:

- Improve transportation system efficiency
- Conserve energy
- Improve air quality

The CTR Efficiency Act requires that all employers that have one hundred or more employees arriving at the work site between the hours of 6 a.m. and 9 a.m. implement a program to reduce single occupancy vehicle trips. This program must be consistent with the City's adopted CTR ordinance and programs and policies therein. The City of Shoreline currently has six work sites that are required to implement commute trip reduction strategies under RCW 70.94.527. These are:

- The City of Shoreline
- CRISTA Ministries
- Washington State Public Health Lab
- Washington State Department of Transportation
- Washington State Department of Social and Health Services (DSHS) Fircrest School

• Shoreline Community College

Currently, King County Metro implements the City's CTR program through an interlocal agreement. State funds allotted to the City for implementation of this program are directed to King County Metro, who provides support and assistance to affected employers and ensures compliance with the established CTR reporting requirements. Adoption of this plan will not affect the status of this interlocal agreement.

The City of Shoreline CTR Plan is a collection of city-adopted goals and policies, facility and service improvements and marketing strategies about how the City will help make progress for reducing drive alone trips and vehicle miles traveled over the next four years. The financial impacts of the plan are also addressed. This plan helps to support the achievement of the City of Shoreline's vision and the goals of its comprehensive plan.

The City of Shoreline currently has adopted CTR regulations in Chapter 14.10 of the Shoreline Municipal Code. Ordinance 516 repeals these existing regulations and replaces them with updated regulations that are in compliance with the CTR Efficiency Act. While substantially similar to the existing regulations, the updated regulations include the following changes:

- Elimination of CTR goals and Designation of CTR zone and base year values.
 These are now included in the CTR plan.
- Elimination of credit for transportation demand management efforts. This allowed employers to request credit for programs implemented prior to 1994. All affected employers must attempt to achieve newly established goals identified in the CTR plan.
- Elimination of the employer peer review group. This is a provision in the regulations that has not been implemented. King County Metro, who implements the City's CTR program, holds regular network meeting for representatives of affected employers to discuss ongoing CTR efforts and offer assistance and resources.

The adoption of these regulations will not require existing affected employers to adopt new or revised CTR plans for their individual worksites, as the requirements for individual plans have not changed. It will be the obligation of affected employers to attempt to reach the established goals and targets for reducing drive alone trips and vehicle miles traveled.

As part of the plan development, review by the Washington State Commute Trip Reduction Board was required. Shoreline's draft CTR plan was approved by the Washington State Commute Trip Reduction Board in January 2008.

FINANCIAL IMPACT

Adoption of this resolution by the City Council has no financial impact.

ENVIRONMENTAL REVIEW

Adoption of the CTR plan is categorically exempt from the Washington State Environmental Protection Act (SEPA).

RECOMMENDATION

Staff recommends the Council approved Ordinance No. 516 Relating to Transportation Demand Management, Adopting a Commute Trip Reduction Plan, and Implementing Measures as Required by RCW 70.94.527.

Approved By:

City Manager City Attorney /

ATTACHMENTS

A- Proposed Ordinance No. 516

ORDINANCE NO. 516

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, RELATING TO TRANSPORTATION DEMAND MANAGEMENT, ADOPTING A COMMUTE TRIP REDUCTION ("CTR") PLAN, AND IMPLEMENTING MEASURES AS REQUIRED BY RCW 70.94.527; AND REPEALING SHORELINE MUNICIPAL CODE CHAPTER 14.10

WHEREAS, motor vehicle traffic is a major source of emissions that pollute the air, and air pollution causes significant harm to public health and degrades the quality of the environment; and

WHEREAS, increasing motor vehicle traffic aggravates traffic congestion in the City of Shoreline; and

WHEREAS, traffic congestion imposes significant costs on City businesses, government, and individuals in terms of lost working hours and delays in the delivery of goods and services as well as making the City a less desirable place to live, work, visit and do business; and

WHEREAS, capital and environmental costs of fully accommodating the existing and projected motor vehicle traffic on roads and highways are prohibitive while decreasing the demand for vehicle trips is significantly less costly and is at least as effective in reducing traffic congestion and its impacts as constructing new transportation facilities; and

WHEREAS, the City of Shoreline recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption and traffic congestion, and the contribution individual actions can make toward addressing these issues;

WHEREAS, employers have significant opportunities to encourage and facilitate the reduction of single-occupant vehicle commuting by employees; and

WHEREAS, State policy, as set forth in RCW 70.94.521-.555, requires the City of Shoreline to develop and implement a plan to reduce single occupant vehicle commute trips; and

WHEREAS, the plan must require affected employers to implement programs to reduce vehicle miles traveled per employee and the number of single-occupant vehicles used for commuting purposes by their employees; and

WHEREAS, adoption of this Ordinance will promote the public health, safety, and general welfare within the City of Shoreline and the region; and

WHEREAS, the Washington State Commute Trip Reduction Board approved the City of Shoreline Draft Commute Trip Reduction Plan on January 25, 2008;

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

Section 1. Repeal; New Section. Shoreline Municipal Code Chapter 14.10 is hereby repealed in its entirety and a new Chapter 14.10 is adopted as set forth in Exhibit A.

Section 2. Severability. If any section, subsection, sentence, clause, phrase, part or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. Effective Date. This Ordinance shall take effect and be in full force five days after publication of a summary consisting of its title in the official newspaper of the City.

PASSED BY THE CITY COUNCIL ON

		Mayor Cindy R	yu	
ATTEST:		APPRO	OVED AS TO E	ORM:
Scott Passey City Clerk		Ian Siev City Att	1.7	
Date of Publication Effective Date:	m:			

EXHIBIT A

14.10.010 Definitions.

For the purpose of this Ordinance, the following definitions shall apply in the interpretation and enforcement of this Ordinance:

"Affected Employee" means a full-time employee who begins his or her regular work day at a single worksite covered by the Commute Trip Reduction Plan between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least twelve continuous months who is not an independent contractor. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees.

"Affected Employer" means an employer that employs one hundred (100) or more full-time employees at a single worksite covered by the Commute Trip Reduction Plan who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least twelve continuous months. Construction worksites, when the expected duration of the construction is less than two years, are excluded from this definition. (Also see definition of employer.)

"Alternative Mode" means any means of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including telecommuting and compressed work week schedules if they result in reducing commute trips.

"Alternative Work Schedules" mean programs such as compressed work week schedules that eliminate work trips for affected employees.

"Base year" means the twelve-month period which commences when a major employer is determined by the jurisdiction to be participating within the CTR program. The City of Shoreline uses this twelve-month period as the basis upon which it develops commute trip reduction goals.

"Base year survey" or "baseline measurement" means the survey, during the base year, of employees at a major employer worksite to determine the drive-alone rate and vehicle miles traveled per employee at the worksite. The jurisdiction uses this measurement to develop commute trip reduction goals for the major employer. The baseline measurement must be implemented in a manner that meets the requirements specified by the City of Shoreline.

"Carpool" means a motor vehicle, including a motorcycle, occupied by two to six people of at least 16 years of age traveling together for their commute trip, resulting in the reduction of a minimum of one motor vehicle commute trip.

"City" means the City of Shoreline.

"Commute Trips" mean trips made from a worker's home to a worksite (inclusive) on weekdays.

"CTR" is the abbreviation of Commute Trip Reduction.

"CTR Program" means an employer's strategies to reduce employees' drive alone commutes and average VMT per employee.

"Commute trip vehicle miles traveled per employee" means the sum of the individual vehicle commute trip lengths in miles over a set period divided by the number of full-time employees during that period.

"Compressed Work Week" means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements.

"Custom Bus/Buspool" means a commuter bus service arranged specifically to transport employees to work.

"Dominant Mode" means the mode of travel used for the greatest distance of a commute trip.

"Drive Alone" means a motor vehicle occupied by one (1) employee for commute purposes, including a motorcycle.

"Drive Alone Trips" means commute trips made by employees in single occupant vehicles.

"Employee Transportation Coordinator (ETC)" means a person who is designated as responsible for the development, implementation and monitoring of an employer's CTR program.

"*Employer*" means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district, or other individual or entity, whether public, non-profit, or private, that employs workers.

"Exemption" means a waiver from any or all CTR program requirements granted to an employer by the City of Shoreline based on unique conditions that apply to the employer or employment site.

"Flex-Time" is an employer policy that provides work schedules allowing individual employees flexibility in choosing the start and end time but not the number of their working hours.

"Full-Time Employee" means a person, other than an independent contractor, whose position is scheduled on a continuous basis for 52 weeks for an average of at least 35 hours per week.

"Good Faith Effort" means that an employer has met the minimum requirements identified in RCW 70.94.531 and this ordinance, and is working collaboratively with the City of Shoreline to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed-upon length of time.

"Implementation" means active pursuit by an employer of the CTR goals of RCW 70.94.521-555 and this ordinance as evidenced by appointment of an employee transportation coordinator (ETC), distribution of information to employees regarding alternatives to drive alone commuting, and commencement of other measures according to its approved CTR program and schedule.

"A major employer" means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months.

"Major employer worksite" or "affected employer worksite" or "worksite" means the physical location occupied by a major employer, as determined by the local jurisdiction.

"Mode" means the means of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool or vanpool), transit, ferry, bicycle, walking, compressed work week schedule and telecommuting.

"Notice" means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the Postal Service unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday.

"Peak Period" means the hours from 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

"Peak Period Trip" means any commute trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

- "Proportion of Drive Alone Trips" or "Drive Alone Rate" means the number of commute trips over a set period made by employees in single occupancy vehicles divided by the number of potential trips taken by employees working during that period.
- "Ride Matching Service" means a system which assists in matching commuters for the purpose of commuting together.
- "Teleworking" or "Telecommuting" means the use of telephones, computers, or other similar technology to permit an employee to work from home, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.
- "*Transit*" means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, passenger ferry, rail, shared-ride taxi, shuttle bus, or vanpool.
- "Transportation Demand Management (TDM)" means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.
- "Transportation Management Association (TMA)" means a group of employers or an association representing a group of employers in a defined geographic area. A TMA may represent employers within specific city limits or may have a sphere of influence that extends beyond city limits.
- "Vanpool" means a vehicle occupied by from five (5) to fifteen (15) people traveling together for their commute trip, resulting in the reduction of a minimum of one motor vehicle trip.
- "Vehicle Miles Traveled (VMT) Per Employee" means the sum of the individual vehicle commute trip lengths in miles made by employees over a set period divided by the number of employees during that period.
- "Week" means a seven-day calendar period starting on Monday and continuing through Sunday.
- "Weekday" means any day of the week except Saturday or Sunday.
- "Writing," "Written," or "In Writing" means original signed and dated documents. Facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery.

14.10.020 City of Shoreline CTR Plan.

The goals established for the jurisdiction and affected employers in the City's Commute Trip Reduction Plan set forth in Attachment A are incorporated herein by reference. City staff is directed to make any corrections for typographical errors, include any graphical materials for information, and complete the Commute Trip Reduction Plan.

14.10.030 CTR Goals.

A. Commute Trip Reduction Goals. The City's goals for reductions in the proportions of drive-alone commute trips and vehicle miles traveled per employee by affected employers in Shoreline, and other areas designated by the City are hereby established by the City's CTR Plan incorporated by SMC 14.10.020. These goals establish the desired level of performance for the CTR program in its entirety in Shoreline. The City will set the individual worksite goals for affected employers based on how the worksite can contribute to Shoreline's overall goal established in the CTR plan. The goals will appear as a component of the affected employer's approved implementation plan outlined in SMC 14.10.060.

- 1. Commute Trip Reduction Goals for Affected Employers.
 - a. The drive-alone and VMT goals for affected employers in Shoreline are hereby established as set forth in the CTR Plan incorporated by SMC 14.10.020.
 - b. If the goals for an affected employer or newly affected employer are not listed in the CTR Plan, they shall be established by the City at a level designed to achieve Shoreline's overall goals for the jurisdiction and other areas as designated by the City. The City shall provide written notification of the goals for each affected employer worksite by providing the information when the City reviews the employer's proposed program and incorporating the goals into the program approval issued by the City.

14.10.040 Responsible Agency.

The City of Shoreline shall be responsible for implementing this Chapter, the CTR Plan and the City's CTR program for its own employees. The City Manager or his or her authorized designee shall have the authority to issue such rules and administrative procedures and delegate authority to other City departments as may be necessary to implement this Chapter.

14.10.050 Applicability.

The provisions of this ordinance shall apply to any affected employer within the geographic limits of the CTR Plan adopted in SMC 14.10.020.

- A. Notification of Applicability. In addition to the City's established public notification for adoption of an ordinance, a notice of availability of a summary of this ordinance, a notice of the requirements and criteria for affected employers to comply with the ordinance, and subsequent revisions shall be published at least once in the City's official newspaper not more than 30 days after passage of this ordinance or revisions.
- 1. Affected employers located in Shoreline are to receive written notification that they are subject to this ordinance. Such notice shall be addressed to the company's chief executive officer, senior official, CTR program manager, or registered agent at the worksite. Such notification shall provide 90 days for the affected employer to perform a baseline measurement consistent with the measurement requirements specified by the City.

- 2. Affected employers that, for whatever reason, do not receive notice within 30 days of passage of the ordinance and are either notified or identify themselves to the City within 90 days of the passage of the ordinance will be granted an extension to assure up to 90 days within which to perform a baseline measurement consistent with the measurement requirements specified by the City.
- 3. Affected employers that have not been identified or do not identify themselves within 90 days of the passage of the ordinance and do not perform a baseline measurement consistent with the measurement requirements specified by the City within 90 days from the passage of the ordinance are in violation of this ordinance.
- 4. If an affected employer has already performed a baseline measurement, or an alternative acceptable to the City, under previous iterations of this ordinance, the employer is not required to perform another baseline measurement.
 - B. Newly Affected Employers
- 1. Employers meeting the definition of "affected employer" in this ordinance must identify themselves to the City within 90 days of either moving into the boundaries outlined in the CTR Plan adopted in SMC 14.10.020 or growing in employment at a worksite to one hundred (100) or more affected employees. Employers who do not identify themselves within 90 days are in violation of this ordinance.
- 2. Newly affected employers identified as such shall be given 90 days to perform a baseline measurement consistent with the measurement requirements specified by the City. Employers who do not perform a baseline measurement within 90 days of receiving written notification that they are subject to this ordinance are in violation of this ordinance.
- 3. Not more than 90 days after receiving written notification of the results of the baseline measurement, the newly affected employer shall develop and submit a CTR Program to the City. The program will be developed in consultation with City of Shoreline staff to be consistent with the goals of the CTR Plan adopted in SMC 14,10.020. The program shall be implemented not more than 90 days after approval by the City. Employers who do not implement an approved CTR Program according to this schedule are in violation of this ordinance and subject to the penalties outlined in SMC 14,10.090(D) below.
- C. Change in Status as an Affected Employer. Any of the following changes in an employer's status will change the employer's CTR program requirements:
- 1. If an employer initially designated as an affected employer no longer employs one hundred (100) or more affected employees and expects not to employ one hundred (100) or more affected employees for the next twelve (12) months, that employer is no longer an affected employer. It is the responsibility of the employer to notify the City that it is no longer an affected employer. The burden of proof lies with the employer.
- 2. If the same employer returns to the level of one hundred (100) or more affected employees within the same twelve (12) months, that employer will be

considered an affected employer for the entire 12 months and will be subject to the same program requirements as other affected employers.

3. If the same employer returns to the level of one hundred (100) or more affected employees twelve (12) or more months after its change in status to an "unaffected" employer, that employer shall be treated as a newly affected employer and will be subject to the same program requirements as other newly affected employers.

14.10.060 Requirements for Employers - RCW 70.94.531.

An affected employer is required to make a good faith effort, as defined in RCW 70.94.534(2) and this ordinance, to develop and implement a CTR program that will encourage its employees to reduce VMT per employee and drive alone commute trips. The CTR program must include the mandatory elements as described below.

- A. Mandatory Program Elements. Each employer's CTR program shall include the following mandatory elements:
 - 1. Employee Transportation Coordinator (ETC). The employer shall designate an Employee Transportation Coordinator (ETC) to administer the CTR program. The ETC and/or designee's name, location, and telephone number must be prominently displayed physically or electronically at each affected worksite. The ETC shall oversee all elements of the employer's CTR program and act as liaison between the employer and the City. The Transportation Coordinator must complete the basic ETC training course as provided by King County within six months of assuming the status of designated transportation coordinator, in order to help ensure consistent knowledge and understanding of CTR laws, rules and guidelines statewide. The objective is to have an effective transportation coordinator presence at each worksite; an affected employer with multiple sites may have one ETC for all sites.
 - 2. Information Distribution. Information about alternatives to drive alone commuting as well as a summary of the employer's CTR Program shall be provided to employees at least once a year and to new employees at the time of hire. The summary of the employer's CTR Program shall also be submitted to the City with the employer's program description and regular report.
- B. Additional Program Elements. In addition to the specific program elements described above, the employer's CTR program shall include additional elements as needed to meet CTR goals. Elements may include, but are not limited to, one or more of the following:
 - 1. Provision of preferential parking for high-occupancy vehicles
 - 2. Reduced parking charges for high-occupancy vehicles;
 - 3. Instituting or increasing parking charges for drive alone commuters;
 - 4. Provision of commuter ride matching services to facilitate employee ridesharing for commute trips;
 - 5. Provision of subsidies for rail, transit, or vanpool fares and/or transit passes;
 - 6. Provision of vans or buses for employee ridesharing;
 - 7. Provision of subsidies for carpools, walking, bicycling, teleworking, or compressed schedules;

- 8. Provision of incentives for employees that do not drive alone to work;
- 9. Permitting the use of the employer's vehicles for carpooling or vanpooling;
- 10. Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
- 11. Cooperation with transportation providers to provide additional regular or express service to the worksite;
- 12. Construction of special loading and unloading facilities for transit, carpool, and vanpool users;
- 13. Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
- 14. Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
- 15. Establishment of a program to permit employees to work part- or full-time at home or at an alternative worksite closer to their homes which reduces commute trips;
- 16. Establishment of a program of alternative work schedules, such as a compressed work week, which reduces commute trips;
- 17. Implementation of other measures designed to facilitate the use of highoccupancy vehicles, such as on-site day care facilities, emergency taxi services, or guaranteed ride home programs;
- 18. Charging employees for parking, and/or the elimination of free parking; and
- 19. Other measures that the employer believes will reduce the number and length of commute trips made to the site.
- C. CTR Program Report and Description. Affected employers shall review their program and file a regular progress report with the City in accordance with the format provided by the City. The CTR Program Report and Description outlines the strategies to be undertaken by an employer to achieve the commute trip reduction goals for the reporting period. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other to implement program elements. At a minimum, the employer's CTR Program Report and Description must include:
- 1. a general description of the employment site location, transportation characteristics, employee parking availability, on-site amenities, and surrounding services:
- 2. the number of employees affected by the CTR program and the total number of employees at the site;
- 3. documentation on compliance with the mandatory CTR program elements as described in SMC 14.10.060(A);
- 4. description of any additional elements included in the employer's CTR program as described in SMC 14.10.060(B); and
- 5. a statement of organizational commitment to provide appropriate resources to the program to meet the employer's established goals.

D. Biennial Measure of Employee Commute Behavior. In addition to the baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) at least once every two years, and strive to achieve at least a 70% response rate from employees at the worksite.

14.10.070 Record Keeping.

Affected employers shall maintain a copy of their approved CTR Program Description and Report, their CTR Program Employee Questionnaire results, and all supporting documentation for the descriptions and assertions made in any CTR report to the City for a minimum of 48 months. The City and the employer shall agree on the record keeping requirements as part of the accepted CTR program.

14.10.080 Schedule and Process for CTR Program Description and Report.

- A. Document Review. The City shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. If the employer receives no written notification of extension of the review period of its CTR program or comment on the CTR program or annual report within 90 days of submission, the employer's program or annual report is deemed accepted. The City may extend the review period up to 90 days. The implementation date for the employer's CTR program will be extended an equivalent number of days.
- B. Schedule. Upon review of an employer's initial CTR program, the City shall establish the employer's regular reporting date. This report will be provided in a form provided by the City consistent with SMC 14.10.060(C) above.
- C. Modification of CTR Program Elements. Any affected employer may submit a request to the City for modification of CTR requirements. Such request may be granted if one of the following conditions exist:
- 1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer, or
- 2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship.
- D. The City may ask the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request.
- E. Extensions. An employer may request additional time to submit a CTR Program Description and Report, or to implement or modify a program. Such requests shall be via written notice at least 30 days before the due date for which the extension is being requested. Extensions not to exceed 90 days shall be considered for reasonable causes. The City shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 days. Extensions shall not exempt an employer from any responsibility in meeting program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements. An employer's regular reporting date shall not be adjusted permanently as a result of these

extensions. An employer's annual reporting date may be extended at the discretion of the City.

F. Implementation of Employer's CTR Program. Unless extensions are granted, the employer shall implement its approved CTR program, including approved program modifications, not more than 90 days after receiving written notice from the City that the program has been approved or with the expiration of the program review period without receiving notice from the City.

14.10.090 Exemptions and Goal Modifications

A. Worksite Exemptions. An affected employer may request the City to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of the ordinance as a result of the characteristics of its business, its work force, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures that could reduce the proportion of drive alone trips and VMT per employee. Exemptions may be granted by the City at any time based on written notice provided by the affected employer. The notice should clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. The City shall grant or deny the request within 30 days of receipt of the request. The City shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

B. Employee Exemptions. Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The City will use the criteria identified in the CTR Board Administrative Guidelines to assess the validity of employee exemption requests. The City shall grant or deny the request within 30 days of receipt of the request. The City shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year.

C. Modification of CTR Program Goals

- 1. An affected employer may request that the City modify its CTR program goals. Such requests shall be filed in writing at least 60 days prior to the date the worksite is required to submit its program description or annual report. The goal modification request must clearly explain why the worksite is unable to achieve the applicable goal. The worksite must also demonstrate that it has implemented all of the elements contained in its approved CTR program.
- 2. The City will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Guidelines.

b.An employer may not request a modification of the applicable goals until one year after city/county approval of its initial program description or annual report.

14.10.100 Enforcement.

- A. Compliance. For purposes of this section, compliance shall mean:
- 1. Fully implementing in good faith all mandatory program elements as well as provisions in the approved CTR Program Description and Report;
- 2. Providing a complete CTR Program Description and Report on the regular reporting date; and
- 3. Distributing and collecting the CTR Program Employee Questionnaire during the scheduled survey time period.
- B. Program Modification Criteria. The following criteria for achieving goals for VMT per employee and proportion of drive alone trips shall be applied in determining requirements for employer CTR program modifications:
- 1. If an employer meets either or both goals, the employer has satisfied the objectives of the CTR plan and will not be required to improve its CTR program;
- 2. If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this ordinance, but has not met the applicable drive alone or VMT goal, no additional modifications are required.
- 3. If an employer fails to make a good faith effort as defined in RCW 70.94.534(2) and this ordinance, and fails to meet the applicable drive alone or VMT reduction goal, the City shall direct the employer to revise its program within 30 days to come into compliance with the measures defined by RCW 70.94.534(2), including specific recommended program modifications. In response to the recommended modifications, the employer shall submit a revised CTR Program Description and Report, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The City shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the City will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the City within 10 working days of the conference.
- C. Violations. The following constitute violations of this ordinance:
 - 1. Failure to self identify as an affected employer;
 - 2. Failure to perform a baseline measurement, including:
 - a. Employers notified or that have identified themselves to the City within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the City within 90 days from the notification or self-identification;
 - b. Employers not identified or self-identified within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the City within 90 days from the adoption of the ordinance;

- 3. Failure to develop and/or submit on time a complete CTR program;
- 4. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed VMT and drive alone goals as specified in ordinance;
- 5. Submission of false or fraudulent data in response to survey requirements;
- 6. Failure to make a good faith effort, as defined in RCW 70.94.534 and this ordinance; or
- 7. Failure to revise a CTR program as defined in RCW 70.94.534(4) and this ordinance.

D. Penalties

- 1. A violation of this ordinance shall be punishable as a civil infraction under RCW 7.80, with each day of noncompliance constituting a separate violation. The civil penalty for a violation shall be \$250 per day.
- 2. No affected employer with an approved CTR program which has made a good faith effort may be held liable for failure to reach the applicable drive alone or VMT goal. An affected employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they:
 - Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and
 - b. Advise the union of the existence of the statute and the mandates of the CTR program approved by the City and advise the union that the proposal being made is necessary for compliance with state law (RCW 70.94.531).

14.10.110 Appeals of administrative decisions.

- A. Appeal of Final Decisions. Employers may file a written appeal to the city's hearing examiner of the city's final decisions regarding the following actions:
 - 1. R ejection of an employer's proposed program.
 - 2. Denial of an employer's request for a wavier or modification of any of the requirements under this chapter or a modification of the employer's program.
 - 3. Denial of exemptions requested under SMC 14.10.100.
- B. Appeals filed under this section must be filed with the city within 20 days after the employer receives notice of a final decision and shall stay the final decision. Determinations on appeals shall be based on whether the decision being appealed was consistent with the state law.





CITY OF SHORELINE COMMUTE TRIP REDUCTION PLAN

DRAFT

Date:

August 25, 2008

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INTRODUCTION

CITY OF SHORELINE COMMUTE TRIP REDUCTION PLAN

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle trips. The City of Shoreline is located within the affected urban growth area and is required to prepare a Commute Trip Reduction Plan. This plan has been prepared in accordance with RCW 70.94.521.

The Commute Trip Reduction Plan is a collection of city-adopted goals and policies, facility and service improvements and marketing strategies about how the City will help make progress for reducing drive alone trip and vehicle miles traveled over the next four years. Building upon the success of the existing commute trip reduction program, the City of Shoreline strives to meet the goals of the plan for the future by working in partnership and coordination with other agencies.

This Plan has been developed through extensive involvement by employers, transit agencies, organizations and individuals from throughout the City of Shoreline, King County and Snohomish County who helped identify strategies and methods for successful achievement of the goals. This plan helps to support the achievement of the City of Shoreline's vision and the goals of its comprehensive plan.

Agency:	City of Shoreline	
Department:	Planning and Development Services	
Contact Person (Person Preparing CTR Plan):	Alicia Mcintire	
Address 1:	17544 Midvale Avenue North	
Jurisdiction:	Shoreline	
State:	WA	
Zip Code:	98133	•
Phone #:	206/801-2483	
Fax #:	206/546-2008	
Email Address:	amcintire@ci.shoreline.wa.us	

The City of Shoreline is located in north King County, just north of the City of Seattle and south of Snohomish County. The City is predominantly residential, with established business and commercial areas adjacent to major state highways and arterials. The City was incorporated in 1995 and grew to a population of 52,730 in 2003. As the population in King County increases, it is estimated that the City's population and number of jobs will continue to grow during the Commute Trip Reduction Planning period from 2007-2011

The Commute Trip Reduction (CTR) Efficiency Act uses partnerships among employers, local jurisdictions, planning organizations, transit systems, and the state to encourage employees to ride the bus, vanpool, carpool, walk, bike, work from home, or compress their workweek. The major goals for the CTR program are to:

- Improve transportation system efficiency
- Conserve energy
- Improve air quality

The CTR Efficiency Act requires that all employers that have one hundred or more employees arriving at the work site between the hours of 6 a.m. and 9 a.m. implement a program to reduce single occupancy vehicle trips. This program must be consistent with the jurisdiction's adopted CTR ordinance and programs and policies therein. The City of Shoreline currently has six work sites that are required to implement commute trip reduction strategies under RCW 70.94.527. These are:

- The City of Shoreline
- CRISTA Ministries
- Washington State Public Health Lab
- Washington State Department of Transportation
- Washington State Department of Social and Health Services (DSHS) Fircrest School
- Shoreline Community College

Attachment A identifies the locations of these CTR work sites.

Major Issues Regarding Land Use and Transportation Conditions Around CTR Work Sites or Work Site Cluster.

The six CTR works sites in the City of Shoreline are currently designated by the City's Comprehensive Plan as follows:

EMPLOYER	COMPREHENSIVE PLAN LAND USE DESIGNATION	
City of Shoreline	Public Facilities	
CRISTA Ministries	Single Family Institution	
Washington State Public Health Lab	Public Facilities	
Washington State Department of Transportation	Public Facilities	
Washington State DSHS Fircrest School	Single Family Institution	
Shoreline Community College	Single Family Institution	

The majority of these facilities are located in or adjacent to areas designated as low density residential areas. The City of Shoreline City Hall and the Washington State Department of Transportation are also bordered by areas designated as Community Business. With the exception of the City of Shoreline, all of the sites are located in predominantly single family residential neighborhoods. These neighborhoods are significantly built-out, with little vacant land. At this time, the existing zoning is consistent with the planned future land uses for these sites. Sites designated as Single Family Institution must develop specific plans for Conditional Use permits, Special Use permits or Master Plans to expand or modify their uses. It is anticipated that residential growth may occur in the location of these facilities, especially if specific permits or plans listed above call for additional residential growth. The City is experiencing some high density residential development on Aurora Avenue North, which is in close proximity to the City of Shoreline City Hall, the Washington State Department of Transportation and Shoreline Community College. There are currently no planned high density residential developments in the immediate vicinity of these work sites. High density residential development is currently present near the Washington State Public Health Lab and the Washington State DSHS Fircrest School. The entire City is located within the King County Urban Growth Area and it is anticipated that residential and employment growth will continue throughout the City during the planning period.

The six existing CTR works sites are all located on designated collector, minor or principal arterial streets, as designated in the City's Transportation Master Plan. Each site is served by public transit, with varying degrees of frequency and levels of service. All sites have access to public transit within a quarter mile of the facility, and are served by 1 – 4 bus routes. Metro is the only public transit provider directly to the sites. Community Transit provides bus service to the City of Shoreline, however, a transfer to any sites within the City is required at the Aurora Village Transit Center. Sound Transit provides limited service to the City of Shoreline via I-5 and Bothell Way NE (SR 522). The Shoreline Park and Ride lot at North 192nd Street and Aurora Avenue North is located near CRISTA Ministries and has regular service during the a.m. peak time. Two park and ride lots are located approximately 1/4 - 1/3 of a mile from the Washington State DSHS Fircrest School and Washington State Public Health Lab and are well served during the a.m. peak time. Transit service to Shoreline CTR employers connects with downtown Seattle, Northgate, Aurora Village and other northend neighborhoods such as Jackson Park and Richmond Beach. There are also connections with Lake Forest Park and the SR 522 corridor. The Aurora Village transit center has many routes feeding into it, including Metro routes 301, 303, 331, 342, 346, 358, 373, and Community Transit routes 100, 101, 118, 130, 131, The Shoreline Park and Ride lot is served by

Metro routes 301, 303, 342, 358, 373. There is no Community Transit or Sound Transit service at this Park and Ride lot.

Transit service from southend locations such as Renton, Auburn and Kent or eastside such as Bellevue, Redmond and Kirkland is lacking. Employees commuting from these areas including the westside of Seattle such as Ballard, West Seattle, and Queen Anne have to transfer in downtown Seattle.

At this time, Metro has no plans to expand transit service to the existing CTR work sites. Increases to a.m. peak service along Route 331, which serves CRISTA, Washington State Department of Transportation and Shoreline Community College, are planned, however, it is unlikely that it will be implemented within the CTR planning timeline. The City of Shoreline is in the process of planning for and constructing business access – transit lanes on Aurora Avenue North. Bus Rapid Transit (BRT) service is planned for this corridor, but it will not begin until approximately 2013. Community Transit and Sound Transit have indicated that they are not interested in providing additional service within the City of Shoreline within the CTR planning timeline.

Vanpool service is provided by Metro Transit, Kitsap Transit and Community Transit to Shoreline employment sites. Eleven vanpool groups serve Washington State Department of Transportation and one vanpool serves Fircrest. Metro also has one vanshare group from the Edmonds ferry terminal serving WSDOT.

Sidewalks and bicycle facilities are located sporadically around the CTR work sites. Some sidewalk access is available to all sites, although not for all access points of each facility. Pedestrian access is supported with sidewalks that link some work sites. Bicycle lanes are only present at the Washington State DSHS Fircrest School and Washington State Public Health Lab and are not well connected to other bicycle facilities. Cycling amenities are offered at each worksite and bicycle access is supported on major arterials which link to the Aurora Village Transit Center and the Shoreline Park & Ride.

The City's municipal code contains established parking requirements based upon land uses. Allowances for reduction in parking requirements, such as proximity to transit routes, commuter trip reduction programs, supplementary on-site nonmotorized and high occupancy vehicle facilities, are permitted subject to approval by the City's Planning Director. All of the existing CTR work sites have free on-site parking and three include designated parking for HOVs.

Potential Actions for the Jurisdiction to Eliminate Barriers

In order for the City to remove barriers to the success of its CTR plan, the land use and transportation policies must be carefully evaluated. The location of these facilities in low density residential areas is likely to continue to restrict increased transit service to them. Higher density housing adjacent to these employers is not currently identified in the City's Comprehensive Plan, further reducing the likelihood for additional transit service. As Community Transit and Sound Transit are not interested in providing service within the City of Shoreline, the need for transfers at the Aurora Village Transit Center or in downtown Seattle may continue to prove discouraging for

those employees traveling from north, east or south of the city that would otherwise use transit. The CTR employers have all identified that transit service is available at their sites, however, they often require transfers, making transit unappealing or inconvenient.

As part of the Transit Now package passed by King County voters in November 2006, Metro plans to improve its non-fixed route services to areas not easily served by traditional transit, including providing incentives to promote the expansion of VanPool, VanShare and Ridematch programs. All six CTR employers have identified that their sites are more suited toward ridesharing, biking or walking. As the City continues to evaluate tools for improving CTR participation, efforts to improve ridesharing, biking and walking should be continuously examined. These tools should be considered at the City updates its Comprehensive Plan, Transportation Master Plan and development regulations.

Review of Comprehensive Plan Policies

The City's Comprehensive Plan has several goals and policies supporting transportation methods other than single occupancy vehicles, including the following:

- Goal LU I: Ensure that the land use pattern of the City encourages needed, diverse, and
 creative development, protects existing uses, safeguards the environment, reduces sprawl,
 promotes efficient use of land, encourages alternative modes of transportation and helps
 to maintain Shoreline's sense of community.
- LU61: Require large commercial or residential projects to include transit stop
 improvements such as bus pullouts or shelters when supported by the transit agency.
 Transit agencies should be notified of major developments and have the opportunity to
 suggest improvements that will improve transit operations or attractiveness.
- LU62: Ensure that the transit agencies maintain park and ride lots and bus zones so that
 they are clean, safe, secure and do not negatively impact surrounding land uses.
- LU63: Develop guidelines that ensure adequate parking supply. Parking requirements should be designed for average need, not full capacity.
- Goal T II: Work with transportation providers to develop a safe, efficient and effective
 multimodal transportation system to address overall mobility and accessibility. Maximize
 the people carrying capacity of the surface transportation system.
- Goal T III: Support increased transit coverage and service that connects local and regional
 destinations to improve mobility options for all Shoreline residents.
- Goal T IV: Provide a pedestrian system that is safe, connects to destinations, accesses transit, and is accessible by all.
- Goal T V: Develop a bicycle system that is connective and safe and encourages bicycling
 as a viable alternative method of transportation.
- Goal T VII: Encourage alternative modes of transportation to reduce the number of automobiles on the road.
- Goal T X: Coordinate the implementation and development of Shoreline's transportation system with our neighbors and regional partners.

- T22: Develop a detailed transit plan in coordination with transit providers to identify level of service targets, facilities and implementation measures to increase Shoreline residents' and students' transit ridership.
- T23: Work with transit service providers to provide safe, lighted, and weather protected
 passenger waiting areas at stops with high ridership, transfer points, Park and Ride, and
 park and pool lots.
- T24: Work with all transit providers to support "seamless" service into Shoreline across the county lines and through to major destinations.
- T27: Place high priority on sidewalk projects that abut or provide connections to schools, parks, transit, shopping, or large places of employment.
- T29: Provide sidewalks on arterial streets and neighborhood collectors.
- T36: Develop an off-street trail system that serves a recreational and transportation function. Preserve rights-of-way for future non-motorized trail connections, and utilize utility easements for trails when feasible.
- T42: Accommodate bicycles in future roadway or intersection improvement projects.
- T44: Reduce barriers to bicycle travel and reduce bicycle safety problems.
- T48: Work with major employers, developers, schools, and conference facilities to provide incentives to employees, tenants, students, and visitors to utilize alternatives other than the single occupant vehicle.
- **T49:** Support educational programs for children and residents that communicate transportation costs, safety, and travel choices.
- T50: Support state and federal tax policies that promote transit and ridesharing.
- T51: Develop parking system management and regulations to support alternatives to the single occupant vehicle.
- T52: Analyze alternatives by which employers and/or developers not subject to the Commute Trip Reduction Act can encourage their employees and tenants to pursue alternative transportation choices.
- T53: Work with Shoreline Community College and King County Metro to reduce employee and student use of single occupant vehicles and promote transit and carpooling.
- T65: Advocate the City's strategic interest in high capacity transit, local and express bus service and other transit technologies. Work with local and regional agencies to obtain a fair share of transit service and facilities.

E. Planning Coordination

The City of Shoreline's plan has been coordinated with the following agencies:

Agency	Date	Issues
Metro – Ted Day	April 30, 2007	 Increase in transit services during the a.m. peak period to CTR work sites during the planning period Lack of interest in providing service to Snohomish County

Community Transit – Carol Thompson	May 23, 2007	 Lack of interest in providing service to the City of Shoreline beyond the Aurora Village Transit Center Bus Rapid Transit to be provided along SR 99 in Snohomish County within the planning time frame
Sound Transit – Matt Shelden	May 30, 2007	 No plans for major expansion of express bus service planned during the planning period. Minor changes to existing express bus service may be implemented during the planning period.

II & III. BASELINE, GOALS AND TARGETS

According to the CTR Efficiency Act, local jurisdictions are required to set goals and targets for their entire jurisdiction and for their CTR work sites, or work site cluster. The minimum target that each jurisdiction is required to establish for its urban growth area is a 10 percent reduction in drive alone commute trips by CTR commuters and a 13 percent reduction in vehicle miles traveled (VMT) per CTR commuter. Table 1 identifies the current and target rates for SOV use and vehicle miles traveled (VMT) for all of the City of Shoreline CTR employers combined. Table 2 identifies the current and target rates for the individual six CTR affected worksites. The 2011 target rates for SOV use represent a reduction of ten percent from 2005 and the 2011 target rates for VMTs represent a reduction of thirteen percent from 2005.

Table 1
Current and Target Rates for SOV Use and VMT for all City of Shoreline CTR Employers

Area of Jurisdiction	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
Overall jurisdiction	75%	67.5%	8.57%	7.46%
				·

Table 2
Current and Target Rates for SOV Use and VMT for individual
City of Shoreline CTR Employers

Employer	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
City of Shoreline	79.5%	71.6%	9.1%	7.9%
CRISTA Ministries	78.2%	70.4%	8.5%	7.4%
Washington State Department of	60.3%	54.3%	9.3%	8.1%
Transportation				
Washington State DSHS Fircrest	80.5%	72.4%	10.6%	9.2%
School				İ
Washington State Public Health Lab	63.2%	56.9%	9.6%	8.3%
Shoreline Community College	80.0%	72.0%	6.3%	5.5%

The City of Shoreline proposes to implement the following elements as part of its Commute Trip Reduction plan. Implementation of the elements will be done in partnership and coordination with other agencies as appropriate. Listed below are the following planned local services and strategies for achieving the established goals and targets for 2011.

for ac	hieving th	es appropriate. Listed below are the following planned local services and strategies ne established goals and targets for 2011.
A.	Policie	es and Regulations
	1.	Comprehensive plan policies (N/A)
Comn	nute Trip	e City has no plans to modify its existing policies and regulations as part of its Reduction plan. As identified previously, the City's Comprehensive Plan addresses provides support for the City's Commute Trip Reduction program.
	2.	Land use regulations (N/A)
Trip R develo	eduction opment to	e City has no plans to modify its existing land use regulations as part of its Commute plan. The City's current land use regulations include requirements for specified construct sidewalks and bicycle facilities, and allows for reduced parking when ansit routes.
	3.	Zoning code regulations (N/A)
Trip Ro develo	eduction pment to	e City has no plans to modify its existing zoning regulations as part of its Commute plan. The City's current zoning regulations include requirements for specified construct sidewalks and bicycle facilities, and allows for reduced parking when insit routes.
	4.	Street design standards (N/A)
include project	e recomm ls. The C	ent Comprehensive Plan and Transportation Master Plan, both adopted in 2005, nended improvements to the City's bicycle and pedestrian facilities and prioritize ity's 2009 – 2014 Capital Improvement Program identifies pedestrian and bicycle including:
•	٠	a. Improvements to the Aurora Avenue North Corridor

5. Concurrency regulations (N/A)

b. Sidewalks - Priority Routes

B. Services and Facilities

As part of its capital improvement program, the City of Shoreline is planning the following improvements that will help reduce drive alone trips and vehicle miles traveled. In addition to the

Ci Tr

•	ents, the City of Shoreline is working with Metro, Community Transit and Sound rove transit services and facilities.
Elements that	are being planned and/or being implemented include:
1.	 High occupancy vehicle lanes (N/A) There are currently high occupancy vehicle lanes in the City of Shoreline only on Interstate 5. The City has no plans to construct high occupancy vehicle lanes on any of its streets at this time.
2.	 Transit services (N/A) As part of the Transit Now package, Metro plans to improve its non-fixed route services to areas not easily served by traditional transit, including providing incentives to promote the expansion of VanPool, VanShare and Ridematch programs. Increases to a.m. peak service along Route 331, which serves CRISTA, Washington State Department of Transportation and Shoreline Community College, are planned, however, it is unlikely that it will be implemented within the CTR planning timeline. These services are planned as part of improvements to transit services associated with the Transit Now package. Bus Rapid Transit (BRT) service is planned for Aurora Avenue North corridor, but it will not begin until approximately 2013. The Transit Now package was passed by King County voters in November 2006 and implementation is still being planned. At this time, Metro does not have defined schedules for implementation of the services listed.
3.	 Vanpool services and vehicles (N/A) The City of Shoreline does not provide direct vanpool services and vehicles. Inquiries about the availability of vanpool services and vehicles are directed to King County Metro and/or Community Transit.
4.	 Ride matching services (N/A) The City of Shoreline does not provide direct ride matching services. Inquiries about the availability of ride matching services are directed to King County Metro and/or Community Transit.
5.	 Car sharing services (N/A) The City of Shoreline does not provide direct car sharing services. Inquiries about the availability of car sharing services are directed to Zipcar.
6.	 Transit facilities (N/A) The City of Shoreline is in the process of planning for and constructing business access – transit (BAT) lanes on Aurora Avenue North. When complete, BAT lanes in Shoreline will extend the entire three mile length of the Aurora Corridor in Shoreline. They will provide continuous lanes dedicated to

providing service primarily to transit, which will improve speed and reliability for buses. The Aurora Corridor improvement project will also construct sidewalks along both sides of Aurora Avenue North along the entire three mile stretch. In conjunction with Metro, the City will install new bus shelters, including improved lighting. These improvements will create a safer environment for transit users. Improvements to Aurora Avenue North from North 145th Street – North 165th Street are complete and improvements from North 165th Street – North 205th Street are currently in the environmental and design stage, with construction scheduled to begin in mid 2009.

- 7. Bicycle and sidewalk facilities (\bigcap N/A)
 - The City's current Comprehensive Plan and Transportation Master Plan, both adopted in 2005, include recommended improvements to the City's bicycle and pedestrian facilities and prioritize projects. The City's 2009 – 2014 Capital Improvement Program identifies pedestrian and bicycle improvements including:
 - o Improvements to the Aurora Avenue North Corridor
 - Sidewalks Priority Routes
 - The City of Shoreline Transportation Master Plan has adopted sidewalk priority routes. Attachment B shows the location and prioritization of these routes. In 2007, the City constructed walkways on Dayton Avenue North and 25th Avenue NE. In 2008, the City is scheduled to construct walkways on Fremont Avenue North and North 192nd Street.
- 8. Other (⊠ N/A)

C. Marketing and Incentives

The City plans to implement the following programs that will help reduce drive alone trips and vehicle miles traveled.

- - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), employer outreach to employees is identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals. Employer outreach can include transportation fairs, commuter information center, ridematching services, bicycle training program, or a guaranteed ride home program.
- Area wide promotions (N/A)
 - As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), area wide promotions are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals. Examples are turnkey campaigns such as Wheel Options, Bike to Work, and rideshare promotions.

	 Transit pass discounts (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), transit pass discounts are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
\boxtimes	 Parking cash-out programs (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), parking cash-out programs, such as discounted HOV parking prices are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
	 Carpool subsidies (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), carpool subsidies are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
	 Parking charges and discounts (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), parking charges and discounts programs, such as discounted HOV parking prices and increase or institution of SOV parking prices, are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
	 Preferential parking (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), preferential parking programs are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
	 Flexible work schedules (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), flexible work schedules, such as compressed work week, alternative work schedules and telecommuting programs, are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
	 Program to allow employees to work at home or a closer worksite (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), programs that permit employees to work at home are identified as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.

		•
		 Individualized marketing programs (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), individualized marketing programs may be approved as an alternative measure approved by the City Manager designed to facilitate the use of high-occupancy vehicles as one measure to assist affected employers in reaching the employer's and City's Commute Trip Reduction goals.
		Neighborhood social marketing programs (N/A)
		 Other (N/A) As part of the City's regulations adopting a commute trip reduction plan (Shoreline Municipal Code 14.10), a variety of measures are provided to allow employers to created a program that works best for them to assist them in reaching the employer's and City's Commute Trip Reduction goals.
D.	Specia	al Programs for Mitigation of Construction Activities (N/A)
constri CTR a	uction ac ffected w	oreline does not expect to use the CTR program to mitigate the impacts of any tivities, as planned construction projects are not anticipated to significantly impact vorksites. Where significant impacts occur, CTR employers will be given notice (i.e. alk construction at employer sites and bus stops) by a King County representative.
Ė.	Sched	ule for Implementing Program Strategies and Services
		oreline has identified the following schedule for implementing the CTR program

listed.

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations • CTR Ordinance	City of Shoreline	Present through 2011 August 2008
Services and Facilities	City of Shoreline	Present through 2011
Marketing and Incentive Programs	City of Shoreline CTR affected employers King County Metro	Present through 2011
Construction Mitigation Programs	N/A	N/A

V. REQUIREMENTS FOR MAJOR EMPLOYERS

The purpose of this section is to describe the City of Shoreline's required contributions from major employers.

Required Element	Description
Designate Employee Transportation Coordinator	The Employee Transportation Coordinator is the point of contact between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the local jurisdiction to track the employer's progress in meeting CTR requirements.
·	Affected employers will be responsible for providing adequate training for the ETC, allow them to attend networking meetings, and provide them with the necessary time to administer the program.
Regular Distribution of Information to Employees	A written summary of employer's commute program plus information about commute alternatives will be distributed annually to all employees and at the time of hire to new employees. Examples of other information that will be distributed throughout the year in print and/or electronically will include: Description of the employer's commute options program Transit system maps and schedules Vanpool rider alerts Traffic alerts Wheel Options and other campaign promotional materials
Regular Review of Employee of Commuting and Reporting of Progress	The employer is required to regularly complete the Employer Report and Program Description Form and submit to the local jurisdiction. Every two years, the employer shall conduct a program evaluation to determine worksite progress toward meeting the CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys)
Implementation of a Set of Measures	to achieve at least a 70 percent response rate. The employer is required to implement a set of measures that are designed to increase the percentage of employees using some or all of the following modes:
	 Transit Vanpool Carpool Bicycle or walking Telework Other non-single occupant vehicle modes

V. REQUIREMENTS FOR MAJOR EMPLOYERS

If neither SOV nor VMT goals are met, the employer must propose modifications designed to make progress toward the applicable goal in the coming year. Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to: Promotional events Transportation fairs Commuter information center Bicycle training program Provision of preferential parking for carpools and vanpools Guaranteed ride home program Telecommuting programs Pedestrian facilities or improvements Signage for residential parking zones Reduction of single-occupancy vehicle parking spaces Discounted parking charges for high-occupancy vehicles Provision of commuter ride matching services Provision of subsidies for transit fares Transportation vouchers or allowance Rideshare bonuses Carpool fuel incentives Provisions of subsidies for carpooling or vanpooling Secure bicycle parking facilities, lockers, changing areas, and Establishment of a program of alternative work schedules such as compressed work week schedules Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and shuttle services **Optional Elements** Description

N/A

N/A

VI. DOCUMENTATION OF CONSULTATION

This section describes the consultation process that was used to develop the City's Commute Trip Reduction plan. The plan was developed in consultation with the following organizations and individuals:

A.	l ocal or C	ounty Jurisdiction (N/A)
• ••	1. De	partment of Planning and Community Development (N/A) Alicia McIntire The Planning and Development Services Department prepared the plan.
·		partment of Public Works (N/A) Mark Relph, Public Works Director
·	3. De Contact: Issues:	partment of Finance (N/A) <u>Debbie Tarry</u>
	4. Pla Contact: Issues:	Inning Commission (N/A) Joe Tovar/Steve Cohn The Planning Commission will review the plan at the time of the City's Comprehensive Plan update.
	5. City Contact: Issues:	or County Council (N/A) The Shoreline City Council will authorize final approval of the plan.
B.	WSDOT (\(\subseteq \) Contact: Issues:	☑ N/A)
C.	Regional P Contact: Issues:	lanning Organization (N/A) Puget Sound Regional Council
D.	Neighborin Contact: Issues:	g Local Jurisdictions (N/A) City of Edmonds, City of Seattle
E.	Major Empl Contact: Issues:	loyers (N/A) Network meeting 1-18-06; network meeting 11-8-06; network e-mail 4-24-07 Transit service; rideshare
F.	Business G Contact: Issues:	Groups (⊠ N/A)

VI. DOCUMENTATION OF CONSULTATION

G. Transit Agencies (N/A)

Contact: Metro Transit, Community Transit

Issues: Metro: Increase in transit services during the a.m. peak period to CTR work sites during the planning period; Lack of interest in providing service to

sites during the planning period; Lack of interest in providing service to Snohomish County. Community Transit: Lack of interest in providing service to the City of Shoreline beyond the Aurora Village Transit Center; Bus Rapid Transit to be provided along SR 99 in Snohomish County within the planning

timeframe.

H. Transportation Management Associations (⋈ N/A)Contact:Issues:

I. Community Groups (⊠ N/A)
Contact:
Issues:

J. Special Interest Groups (

N/A)

Contact:
Issues:

I. Individuals (⊠ N/A)
Contact:
Issues:

VII. A SUSTAINABLE FINANCIAL PLAN

A.

The City of Shoreline has prepared a financial analysis to identify revenues and expenses that are associated with its Commute Trip Reduction Plan. The following is a description of the available funding sources that the City of Shoreline may use to implement its CTR Plan. After identifying the available funding sources, the City has identified the expenses which include program administration, training, employer assistance, policy and regulation development, promotional activities, transit and ridesharing services, and implementation of supporting facilities.

s, transit and fidesharing services, and implementation of supporting facilities.
Funding Sources
1. WSDOT CTR grant (N/A)
The WSDOT CTR Grant is the annual allocation that is given to the City of Shoreline to help administer the CTR program. The City has an interlocal agreement with King County Metro to administer its program. Therefore, the funds are directed to King County.
 Local jurisdiction operating funds and capital investment program funds (☐ N/A)
The City's capital improvement program includes money for several programs that will he the City achieve its CTR goals. Capital improvement projects that will help the City reach its CTR goals include the Interurban Trail, Sidewalks – Priority Routes, Curb Ramp, Gutte & Sidewalk program and Aurora Avenue North.
3. Federal funds (N/A)
Federal funds have been secured for the Aurora Corridor Improvement Project, including Federal STP (C) funds, Federal STP (U) funds, and Federal SAFETEA-LU funds.
4. Employer contributions (N/A) Affected employers contribute through administration of their individual programs. However, no funds are directly submitted to the City for CTR program development or administration.
5. Other state funding sources (N/A)
State funds have been secured for the Aurora Corridor Improvement Project, including Nickel Gas Tax funding and New Gas Tax funding.
6. Construction TDM funds (⊠ N/A)

VII. A SUSTAINABLE FINANCIAL PLAN

Source of Funding	Responsible Agency	Estimated Revenue FY 2008	Estimated Revenue FY 2009	Estimated Revenue FY 2010	Estimated Revenue FY 2011	Total Estimated Revenue
CTR Grants	WSDOT	\$ 12,097	\$ 12,097	\$ 12,097	\$ 12,097	\$ 48,388
Other State Funds	WSDOT, CTED	\$3 million*	\$9.1 million*	\$50,000	\$50,000	\$12.2 million*
CMAQ Funds	RTPO	\$.00	\$.00	\$.00	\$.00	\$.00
Local Funds from Operating Budgets	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Capital Investment Program	City of Shoreline	\$2.5 million*	\$3.8 million*	\$342,500*	\$3.7 million*	\$10.3 million*
Transit Revenue	Transit Agency	\$.00	\$1 million*	\$.00	\$.00	\$1 million*
Employer Contributions	TMA or Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Developer Contributions	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
TOTAL		\$12,097.	\$12,097	\$12,097	\$12,097	\$48,388

^{*} Funds listed include those for the entire Aurora Corridor Improvement project $165^{th}-205^{th}$. Revenues associated with facilities designed to improve the success of the City's CTR program, such as sidewalks, BAT lanes and transit shelters, have not been individually estimated at this time.

VII.	A SUSTAINABLE FINANCIAL PLAN
В.	Program Expenses
	1. Administration (N/A) The City of Shoreline currently has an interlocal agreement with King County Metro to administer its CTR Program. Program administration includes activities such as identifying and notifying affected employers, reviewing employer progress reports, evaluating employer programs, coordination with neighboring jurisdictions and transit agencies, and preparing annual reports on the CTR program.
	Agency: City of Shoreline/King County Metro Responsibility: Administration of CTR Program
	2. Facilities (N/A) Facilities include capital elements that help to reduce the number of drive alone trips. Elements include bicycle lanes, sidewalks, transit signal priority improvements, and bus shelters.
	Agency: City of Shoreline/King County Metro/WSDOT Responsibility: Roadways, bicycle lanes, sidewalks/Bus shelters, transit signal priority improvements/Roadways
	3. Services (N/A) Services include elements that support transit and ridesharing. Elements include transit services, assistance with the formation of vanpools, car sharing and ride matching services.
	Agency: City of Shoreline/King County Metro Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.
	4. Marketing (N/A) Marketing includes activities that help to promote and increase awareness of commute options among commuters and residents. Activities include the development and distribution of transit and ridesharing information, promotional campaigns, web sites to promote commute options programs, and outreach to employers.
	Agency: City of Shoreline/King County Metro Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.
	5. Incentives (N/A) Incentives include transit pass discount programs, subsidies for vanpool programs, and other contributions to encourage employers to participate in commute options programs.
	Agency: City of Shoreline/King County Metro

VII. A SUSTAINABLE FINANCIAL PLAN

Responsibility: Shoreline Municipal Code 14.10 provides a variety of measures that allow employers to customize their CTR programs and help the City meet its goals. King County Metro administers the CTR program for the City.

6. Training (N/A)

Training includes activities for both employer and local jurisdiction staff. Training may include workshops on various topics to address CTR, attendance at conferences and other training opportunities that will help improve program performance.

Agency: City of Shoreline/King County Metro/Affected Employers Responsibility: Coordination of training opportunities for affected workplace ETCs and attendance at training sessions by affected workplace ETCs.

Expense	Responsible Party	Estimated Cost FY 2008	Estimated Cost FY 2009	Estimated Cost FY 2010	Estimated Cost FY 2011	Total Estimated Cost
Prepare local CTR plan and ordinance	City of Shoreline	\$2,600	\$.00	\$.00	\$.00	\$2,600
Administer CTR program (contract management, annual reporting, survey process, coordination meetings)	City of Shoreline /King County Metro	\$ 12,097	\$ 12,097	\$ 12,097	\$ 12,097	\$ 48,388
Training	King County Metro	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.	Part of CTR program admin.
Conduct employer outreach	N/A	\$.00	\$.00	\$.00	\$.00	\$.00
Implement supporting transit services	King County Metro/ Community Transit/Sound Transit	unavailable on individual jurisdiction basis	\$.00	\$.00	\$.00	\$.00
Implement supporting transit facilities	City of Shoreline /King County Metro	\$2.7 million*	\$2.5 million*	\$19.9 million*	\$16.6 million*	\$41.7 million*
Implement supporting vanpool services	King County Metro/ Community Transit	\$.00	\$.00	\$.00	\$.00	\$.00

VII. A SUSTAINABLE FINANCIAL PLAN

Implement bicycle and pedestrian facilities	City of Shoreline	\$1.1 million	\$1.1 million	\$1.1 million	\$1.1 million	\$4.4 million
Offer program incentives	N/A	\$.00	\$.00	\$.00	\$.00	\$.00
Car sharing services	Referred to FlexCar	\$.00	\$.00	\$.00	\$.00	\$.00
Conduct special area wide promotions e.g. Wheel Options; vanpool	King County Metro, Washington State Rideshare Organization	\$.00	\$.00	\$.00	\$.00	\$.00
Prepare updates to Comprehensive Plans	City of Shoreline	\$5,200	\$.00	\$.00	\$.00	\$5,200
Total	·	\$ 19,897	\$12,097	\$12,097	\$12,097	\$56,188

^{*} Funds listed include those for the entire Aurora Corridor Improvement project $165^{th}-205^{th}$. Expenditures associated with facilities designed to improve the success of the City's CTR program, such as sidewalks, BAT lanes and transit shelters, have not been individually estimated at this time.

C. Financial Gaps

Strategy Will Funding

VIII. IMPLEMENTATION STRUCTURE

As part of its strategic plan for implementing the Commute Trip Reduction program, the City of Shoreline plans to work in partnership with the transit agencies and neighboring jurisdictions.

Listed below are the organizations that will be involved with the implementation of the City's CTR Plan. Their roles and responsibilities are described as follows:

A. Local Jurisdiction (N/A)

The City of Shoreline is responsible for developing and implementing its CTR plan. The City is responsible for ensuring that its CTR plan is consistent with its comprehensive plans. As part of the CTR plan, the City will set the goals and targets for the affected employers. For CTR program administration, the City will maintain its existing interlocal agreement with King County Metro, who will provide services including employer outreach, program review and annual reporting of employer progress. The City is responsible for ensuring that affected employers are in compliance with the CTR law. Where non-compliance occurs, King County Metro will recommend compliance actions to the City.

Roles

Act as the City of Shoreline's overall Commute Trip Reduction coordinator

Responsibilities

- Development of the City's CTR plan
- Implementation of the City's CTR plan
- Set goals and targets for affected employers
- Ensure affected employers are in compliance with CTR law (administered through King County)
- B. Contractor (\(\subseteq N/A)

C. Transit Agency (N/A)

Metro, Community Transit and Sound Transit will be responsible for providing transit and ridesharing services to the major employers. In some cases, they will also conduct employer outreach and be responsible for tracking employer progress.

Roles

 Provide safe, clean, efficient transit service and alternatives to SOV travel for employees traveling to the City of Shoreline.

Responsibilities

- Ensure transit routes provide efficient, reliable service to transit riders.
- Develop and administer a ridesharing program that allows employees to find rides in carpools or vanpools.
- Perform outreach to CTR affected work sites.
- D. Transportation Management Association (

 N/A)

VIII. IMPLEMENTATION STRUCTURE

E. Employer (N/A)

CTR affected employers are responsible for complying with the requirements of the State CTR Law, as well as the City's adopted CTR program. These requirements include designating an employee transportation coordinator, regular distribution of information to employees, regular review of employee commuting and reporting of progress to the City of Shoreline, and implementing a set of measures that will help achieve progress toward meeting goals.

Roles

 Comply with the requirements of the State CTR law and the City's adopted CTR program

Responsibilities

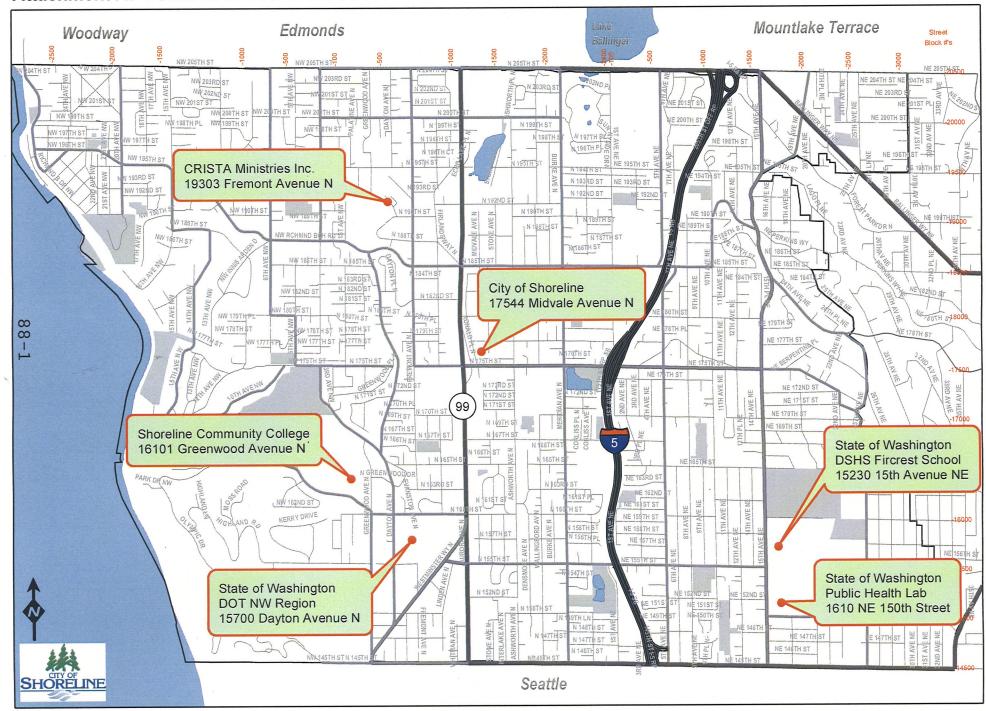
- Designate an employee transportation coordinator
- Regularly distribute information to employees about commuting options
- Perform regular review of employee commuting patterns and report progress to the City of Shoreline
- Implement measures to help achieve progress toward meeting CTR goals.

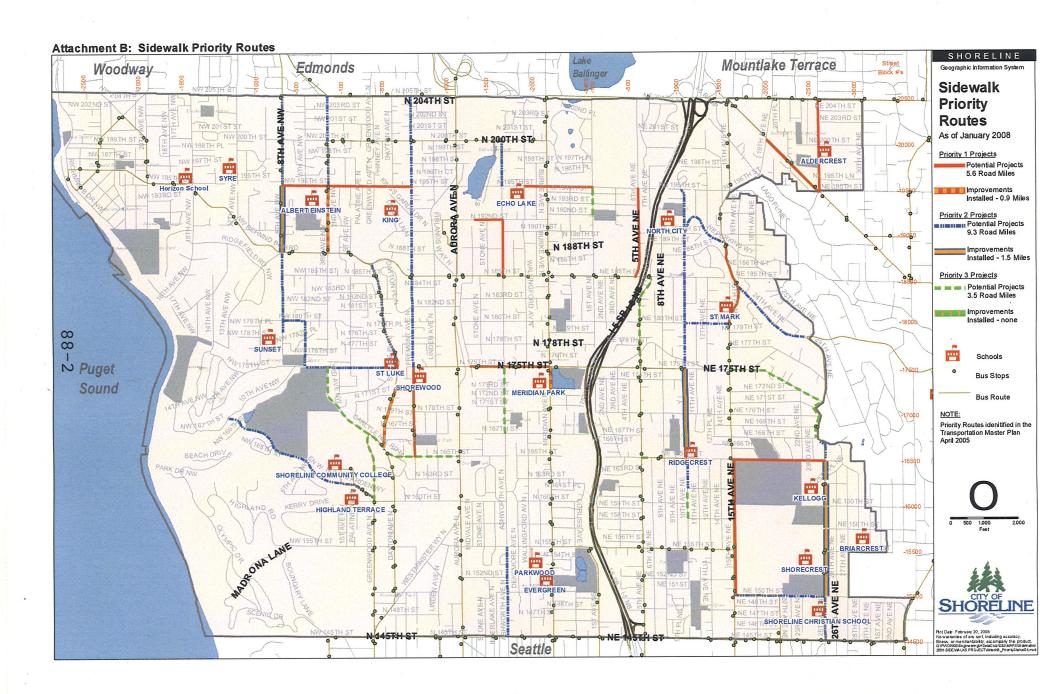
Based on the strategies and services that were identified in Section IV, the City has identified the different tasks that are part of the CTR program and assigned responsibility to the respective agency that will be performing the tasks. The following table identifies the tasks, assigns responsibility for completing the various tasks and indicates when the task will be completed.

CTR Implementation Plan

Program Strategy or Service	Agency Responsible	Scheduled Date for
		Implementation
Policies and Regulations	City of Shoreline/King	Document 9007
nonoics and regulations	County Metro	December 2007
Services and Facilities	City of Shoreline	Present through 2011 (on-going)
Marketing and Incentive	City of Shoreline/King	Present through 2011 (on-going)
Programs	County Metro/Affected	
	Employers	
	La caracteria de la compansión de la compa	
Construction Mitigation	N/A	N/A
Programs		

Attachment A: Location of CTR Work Sites





Council Meeting Date: Agenda Item: 7(d)

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adoption of Adjustment to the Salary Range for the Sr. Parks

Maintenance Worker Position

DEPARTMENT: Human Resources; City Attorney

PRESENTED BY: Marci Wright, Human Resources Director

EXECUTIVE / COUNCIL SUMMARY

The City's original classification and compensation study (completed in 1997) created a three classification parks maintenance series: Parks Maintenance Worker I, Parks Maintenance Worker II and Senior Parks Maintenance Worker. While the other two classifications have been in active use for many years, the City has never used the Senior Maintenance Worker classification. We have also had a three classification public works maintenance series: Public Works Maintenance Worker I, Public Works Maintenance Worker II and Senior Public Works Maintenance Worker. All three of these Public Works classifications have been in use for several years.

Historically the Public Works Maintenance Worker series has been paid slightly higher than the Parks Maintenance Worker series. As a result of our 2006 market survey, during the 2006 budget process the Parks Maintenance Worker I and Parks Maintenance Worker II positions were moved up into the same range as their Public Works counterparts. This change was done based on the survey results as well as the recognition that the Parks positions and qualifications had changed to a degree worthy of realignment. At this time the Senior Parks Maintenance Worker classification was not recommended to realign because the lack of use of the position left it somewhat undefined in scope. Instead, it was decided to evaluate this issue if and when it became necessary to use the classification.

In the spring of 2008 a vacancy at the Parks Maintenance Worker II level led to an evaluation of the current structure of the Parks maintenance operation. During this review it became apparent that due to the growing size of the City's park system, the additional positions added over the last few years and the resulting growth in the workload of the Parks Superintendent, additional resources and support for field staff activities was needed to address projected levels of service. As a result the decision was made to pursue converting the vacant Parks Maintenance Worker II position to the Senior Parks Maintenance Worker. Because this Senior position functions as a lead position, this change would address the concerns outlined above.

The Human Resources Department worked with the Parks, Recreation and Cultural Services Director and Parks Superintendent to review the current needs for the position and make the necessary revisions to the job description. When reviewing the level of responsibility, essential functions and requirements, we concluded this position at its current level was out of alignment in the salary table.

Based on the previous realignment of the Maintenance Worker positions and the current level of responsibilities and experience for the Senior Parks Maintenance Worker, it is our recommendation that the Senior Parks Maintenance Worker be moved from Range 39 to Range 42 to align it with the Senior Public Works Maintenance Worker position. We believe this revised internal alignment is supported by the market review and changes done in 2006 and will achieve appropriate internal equity of these positions.

We have attached for your Council's review a copy of the ordinance (Attachment A) and a revised salary table (Attachment B).

RECOMMENDATION

Staff recommends that Council approve Ordinance No. 517 revising the salary range for the Senior Maintenance Worker in the Parks and Recreation and Cultural Services Department.

Approved By: City Manager ____ City Attorney ____

ORDINANCE NO. 517

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, REVISING THE SALARY RANGE FOR THE SENIOR MAINTENANCE WORKER IN THE PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT AND AMENDING THE 2008 NON-EXEMPT SALARY TABLE OF THE 2008 FINAL BUDGET FOR THE CITY OF SHORELINE

WHEREAS, Ordinance No. 486 adopted the 2008 Final Budget for the City of Shoreline (hereafter "2008 Budget"); and

WHEREAS, City staff have determined it is appropriate to revise the salary range for the Senior Parks Maintenance Worker classification specification;

WHEREAS, the salary range should be set which is commensurate with the work performed and comparable to equivalent classifications; and

WHEREAS, the position shall continue to work in the Parks Recreation and Cultural Services Department and no amendments to the Department's 2008 budget are needed;

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

Section 1. Amendment. The City hereby amends the 2008 Final Budget for the City of Shoreline by making the following revisions to the 2008 Non-Exempt Salary Table of this document:

The classification "Senior Parks Maintenance Worker" is removed from Range 39 and added to Range 42 of the 2008 Non-Exempt Salary Table.

Section 2. Effective date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON August 25, 2008.

Mayor Cindy Ryu	

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ATTEST:	APPROVED AS TO FORM:
•	
	•

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date:

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Hourly	8.63	8.98	9.34	9.71	10.10	10.50
2		Hourly	8.86	9.22	9.58	9.97	10.37	10.78
3		Hourly	9.06	9.43	9.80	10.20	10.60	11.03
4		Hourly	9.29	9.66	10.05	10.45	10.87	11.31
5		Hourly	9.53	9.91	10.31	10.72	11.15	11.60
6	·	Hourly	9.77	10.16	10.57	10.99	11.43	11.89
7		Hourly	10.03	10.43	10.84	11.28	11.73	12.20
8	·	Hourly	10.28	10.69	11.12	11.56	12.03	12.51
9	·	Hourly	10.52	10.94	11.38	11.83	12.31	12.80
10		Hourly	10.80	11.23	11.68	12.15	12.63	13.14
11	,	Hourly	11.05	11.49	11.95	12.43	12.93	13.45
12		Hourly	11.33	11.78	12.25	12.75	13.25	13.79
13		Hourly	11.62	12.09	12.57	13.07	13.60	14.14
14		Hourly	11.91	12.39	12.88	13.40	13.94	14.49
15	Lifeguard/Instructor II	Hourly	12.20	12.69	13.20	13.73	14.28	14.85
16	·	Hourly	12.52	13.02	13.54	14.08	14.65	15.23
17		Hourly	12.84	13.35	13.88	14.44	15.02	15.62
18		Hourly	13.14	13.67	14.21	14.78	15.37	15.99
19		Hourly	13.47	14.01	14.57	15.15	15.76	16.39
20		Hourly	13.81	14.36	14.94	15.54	16.16	16.80
21		Hourly	14.15	14.72	15.31	15.92	16.56	17.22
22	• .	Hourly	14.52	15.10	15.71	16.33	16.99	17.67
23		Hourly	14.87	15.47	16.09	16.73	17.40	18.10
24	Senior Lifeguard	Hourly	15.25	15.86	16.50	17.16	17.85	18.56
25		Hourly	15.62	16.25	16.90	17.57	18.28	19.01
26		Hourly	16.01	16.65	17.32	18.01	18.73	19.48

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
27	Teen Program Assistant Recreation Assistant I	Hourly	16.42	17.08	17.76	18.47	19.21	19.98
28	•	Hourly	16.84	17.51	18.21	18.94	19.70	20.49
29		Hourly	17.25	17.95	18.66	19.41	20.19	20.99
30		Hourly	17.69	18.39	19.13	19.89	20.69	21.52
31	Recreation Assistant II Administrative Assistant I	Hourly	18.13	18.85	19.61	20.39	21.21	22.06
32	Public Works Maintenance Worker I Parks Maintenance Worker I	Hourly	18.58	19.33	20.10	20.90	21.74	22.61
.33		Hourly	19.05	19.81	20.61	21.43	22.29	23.18
34		Hourly	19.52	20.30	21.11	21.96	22.84	23.75
35	Finance Technician Administrative Assistant II Recreation Assistant III	Hourly	20.00	20.80	21.63	22.50	23.40	24.34
36		Hourly	20.52	21.34	22.20	23.08	24.01	24.97
37	Parks Maintenance Worker II Public Works Maintenance Worker II Accounts Payable/Payroll Technician Capital Projects Technician	Hourly .	21.01	21.86	22.73	23.64	24.58	25.57
38	Technical Assistant	Hourly	21.53	22.40	23.29	24.22	25.19	26.20
39	Senior Parks Maintenance Worker Facilities Maintenance Worker II Payroll Officer Administrative Assistant III Environmental Programs Assistant	Hourly	22,08	22.96	23.88	24.84	25.83	26.86
40	Engineering Technician	Hourly	22.64	23.54	24.48	25.46	26.48	27.54
41	Surface Water Quality Specialist	Hourly	23.20	24.13	25.10	26.10	27.15	28.23
42	Deputy City Clerk Sr. Public Works Maintenance Worker Records and Information Manager Senior Parks Maintenance Worker	Hourly	23.79	24.74	25.73	26.76	27.83	28.94

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
43	Environmental Educator Right-of-Way Inspector CRT Representative	Hourly	24.38	25.36	26.37	27.43	28.52	29.66
44	Plans Examiner I	Hourly	24.99	25.99	27.03	28.11	29.23	30.40
45	Associate Planner Lead CRT Representative	Hourly	25.61	26.63	27.70	28.81	29.96	31.16
46	Recreation Coordinator I Code Enforcement Officer	Hourly	26.24	27.29	28.38	29.52	30.70	31.93
47	Computer/Network Specialist	Hourly	26.93	28.00	29.12	30.29	31.50	32.76
48	Plans Examiner II Combination Inspector	Hourly	27.59	28.69	29.84	31.03	32.27	33.56
49	Facilities Supervisor	Hourly	28.28	29.41	30.59	31.81	33.09	34.41
50		Hourly	28.98	30.14	31.34	32.60	33.90	35.26
51		Hourly	29.70	30.89	32.12	33.41	34.74	36.13
52	Plans Examiner III	Hourly	30.46	31.68	32.94	34.26	35.63	37.06
53		Hourly	31.22	32.47	33.77	35.12	36.52	37.98
54		Hourly	31.99	33.27	34.60	35.99	37.42	38.92
55		Hourly	32.79	34.10	35.46	36.88	38.36	39.89
56		Hourly	33.62	34.97	36.37	37.82	39.34	40.91
57		Hourly	34.46	35.84	37.27	38.76	40.31	41.93
58		Hourly	35.32	36.73	38.20	39.73	41.32	42.97
59		Hourly	36.21	37.65	39.16	40.73	42.36	44.05
60		Hourly	37.11	38.59	40.13	41.74	43.41	45.14
61		Hourly	38.04	39.56	41.15	42.79	44.50	46.28
62		Hourly	38.99	40.55	42.17	43.86	45.61	47.44
63		Hourly	39.95	41.55	43.21	44.94	46.74	48.61
64		Hourly	40.97	42.61	44:31	46.08	47.92	49.84
65		Hourly	41.98	43.66	45.40	47.22	49.11	51.07
66		Hourly	43.03	44.75	46.54	48.40	50.34	52.35

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
67		Hourly	44.12	45.88	47.72	49.63	51.61	53.68
68		Hourly	45.21	47.02	48.90	50.85	52.89	55.00
69		Hourly	46.35	48.20	50.13	52.13	54.22	56.39
70		Hourly	47.50	49.40	51.37	53.43	55.57	57.79
71		Hourly	48.69	50.64	52.66	54.77	56.96	59.24
72		Hourly	49.92	51.91	53.99	56.15	58.40	60.73
73		Hourly	51.16	53.20	55.33	57.55	59.85	62.24
74		Hourly	52.44	54.53	56.71	58.98	61.34	63.80
75		Hourly	53.75	55.90	58.14	60.46	62.88	65.40

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:

Ordinance No. 518 Approving the Shoreline Water District Franchise

DEPARTMENT:

City Manager's Office, Public Works Department

PRESENTED BY:

Ian Sievers, City Attorney; Mark Relph, Public Works Director

PROBLEM/ISSUE STATEMENT:

The City Council adopted Ordinance No. 514 on July 28th, 2008 creating a franchise with the Shoreline Water District. After adoption, the District had proposed two modifications which are reflected in the proposed ordinance. The modifications include changing the term of the franchise and a provision to waive any claims against each other over previous franchise payments.

DISCUSSION:

The City Council adopted Ordinance No. 514 on July 28th, 2008 creating a franchise with the Shoreline Water District. After adoption, the District has proposed two modifications reflected in the proposed ordinance. The modifications include changing the term of the franchise (Section 3) and a provision to waive any claims against each other over previous franchise payments (Section 8.6).

The term of the franchise would expire on December 31, 2011, thereby reducing the term from 4.5 years to 3.5 years. The requirement to waive any claims against each other for past franchise payments was a condition staff had agreed to as part of the negotiation process in exchange for the District accepting the City's proposed relocation schedule.

The District's proposed changes require Council approval, which extends the original approval timeline beyond the expiration date of the previous franchise (July 31st, 2008). Therefore, staff has included a retroactive commencement date of August 1st, 2008 in section 3. The District has agreed to this addition, but formal approval of the entire agreement by the District is expected shortly after Council adoption.

RECOMMENDATION

Staff recommends approval of the changes and thereby Council's adoptions of ordinance No. 518.

ATTACHMENTS

A. Propos ed Ordinance No. 518

Approved By:

City Attorney ____

ORDINANCE NO. 518

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, GRANTING SHORELINE WATER DISTRICT A NON-EXCLUSIVE FRANCHISE TO OWN, CONSTRUCT, MAINTAIN, OPERATE, REPLACE AND REPAIR A WATER SYSTEM WITHIN PUBLIC RIGHTS-OF-WAY OF THE CITY OF SHORELINE, WASHINGTON.

WHEREAS, RCW 35A.11.020 grants the City broad authority to regulate the use of the public right-of-way; and

WHEREAS, RCW 35A.47.040 authorizes the City "to grant nonexclusive franchises for the use of public streets, bridges or other public ways, structures or places above or below the surface of the ground for... facilities for public conveyances, for poles, conduits, tunnels, towers and structures, pipes and wires and appurtenances thereof for transmission and distribution of electrical energy, signals and other methods of communication, for gas, steam and liquid fuels, for water, sewer and other private and publicly owned and operated facilities for public service;" and

WHEREAS, the Shoreline Water District's franchise, granted by Ordinance No. 274, and extended by Ordinance Nos. 455, 468, 503 and 508, expired July 31, 2008; and

WHEREAS, the City passed Ordinance No. 514 granting a new franchise to the Shoreline Water District on July 28, 2008 but this franchise agreement was not accepted by the District; and

WHEREAS, modifications to the term with a retroactive effective date to August 1, 2008 and a mutual_waiver of claims for additional payments or refund of fees arising from the previous franchise agreement have been negotiated and included in Sections 3 and 8.6;

WHEREAS, the Council finds that it is in the best interests of the health, safety and welfare of the residents of the Shoreline Community to grant another non-exclusive franchise to the Shoreline Water District for the operation of a water system within the City right-of-way; NOW, THEREFORE,

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

- 1. <u>Definitions.</u> The following terms contained herein, unless otherwise indicated, shall be defined as follows:
 - 1.1 <u>City:</u> The City of Shoreline, a municipal corporation of the State of Washington, specifically including all areas incorporated therein as of the effective date of this ordinance and any other areas later added thereto by annexation or other means.
 - 1.2 <u>Days:</u> Calendar days.
 - 1.3 Director: The City Manager or designee.

- 1.4 <u>District:</u> Shoreline Water District, a municipal corporation organized under RCW Title 57.
- 1.5 <u>Facilities:</u> All pipes and appurtenances, access ways, pump stations, storage facilities, equipment, and supporting structures, located in the City's right-of-way, utilized by the District in the operation of its activities.
- 1.6 <u>Permittee:</u> A person who has been granted a permit by the Permitting Authority, and District operating under <u>Section 6.6 Blanket Permit</u> of this agreement.
- 1.7 <u>Permitting Authority:</u> The head of the City department authorized to process and grant permits required to perform work in the City's right-of-way, or the head of any agency authorized to perform this function on the City's behalf. Unless otherwise indicated, all references to Permitting Authority shall include the designee of the department or agency head.
- 1.8 <u>Person:</u> An entity or natural person.
- 1.9 Revenue: "Revenue" means income derived only from the sale of metered water to customers whose connections are within the City of Shoreline. Revenue shall not include: late fees; impact or mitigation fees; any type of connection charges, general facilities charges, or local facilities charges; grants; contributed assets (CIAC); loans; income from legal settlements not related to water sales; income from cellular antenna leases; income from real property or real property sales; income from the sale of surplus equipment, tools or vehicles; interest income; penalties; hydraulic modeling fees; water system extension agreement (WSEA) fees and charges; income from street lights; labor, equipment and materials charges; income from the sale of bidders documents and plan sets; or any other fees and charges.
- 1.10 <u>Right-of-way:</u> As used herein shall refer to the surface of and the space along, above, and below any street, road, highway, freeway, lane, sidewalk, alley, court, boulevard, parkway, drive, easement, and/or road right-of-way now or hereafter held or administered by the City of Shoreline.

2. Franchise Granted.

- 2.1 Pursuant to RCW 35A.47.040, the City hereby grants to District, its successors and assigns, subject to the terms and conditions hereinafter set forth, a Franchise beginning on the effective date of this Ordinance.
- 2.2 This Franchise shall grant District the right, privilege and authority, subject to the terms and conditions hereinafter set forth, to construct, operate, maintain, replace, and use all necessary equipment and facilities for a public water system, in, under, on, across, over, through, along or below the public right-of-way located in the City of Shoreline.

- 2.3 This Franchise is granted upon the express condition that it shall not in any manner prevent the City from granting other or further franchises in, along, over, through, under, below or across any right-of-way.
- 3. **Franchise Term.** The term of the Franchise granted hereunder shall be for the period commencing August 1, 2008 through December 31, 2011 unless it is replaced by a substitute Franchise ordinance prior to that date.
- 4. **Franchise Fee.** In consideration of the rights granted to the District by this Agreement, the District agrees:
 - 4.1 To collect and distribute to the City a Franchise fee equal to 6% of Revenue generated from its operations within the City.
 - 4.1.1 This Franchise fee shall be collected beginning upon the effective date of this Franchise.
 - 4.1.2 Proceeds of the Franchise fee collected shall be distributed to the City no later than 30 days after the end of each calendar quarter (quarters ending at the end of March, June, September and December).
 - 4.2 Should the District be prevented by judicial or legislative action from collecting a Franchise fee on all or a part of the revenues, District shall be excused from the collection and distribution of that portion of the Franchise fee.
 - 4.3 Should a court of competent jurisdiction declare, or a change in law make the Franchise fee to be collected on behalf of the City invalid, in whole or in part, or should a court of competent jurisdiction hold that the collection of the Franchise fee by District is in violation of a pre-existing contractual obligation of District, then District's obligation to collect and distribute a Franchise fee to the City under this Section shall be terminated in accordance with and to the degree required to comply with such court action.
 - 4.3.1 Should a court of competent jurisdiction declare, or change a law to make the franchise fee invalid, in whole or in part, and further declare that the franchise fee collected by the District and paid to the City to be refunded or repaid to District customers or other parties, City shall refund to District all monies collected plus any required interest in the amount required to satisfy said court declaration.

5. City Ordinances and Regulations.

Nothing herein shall be deemed to direct or restrict the City's ability to adopt and enforce all necessary and appropriate ordinances regulating the rights-of-way including any reasonable ordinance made in the exercise of its police powers in the interest of public safety and for the welfare of the public. Such action(s) by the City shall not unreasonably affect or modify any portion of this agreement without

the approval of the District. Should the District and City not be able to agree, they shall resolve the differences through Section 13 - Alternate Dispute Resolution.

6. Right-of-Way Management.

6.1 Excavation.

- 6.1.1 Whenever District excavates in any right-of-way for the purpose of installation, construction, repair, maintenance or relocation of its facilities, it shall apply to the City for a permit to do so in accord with the ordinances and regulations of the City requiring permits to operate in the right-of-way. In no case shall any such work commence within any right-of-way without a permit, except as otherwise provided in this Ordinance.
- 6.2 <u>Abandonment of District's Facilities.</u> Any abandoned District facility above the surface shall be removed by the District within a reasonable time. All necessary permits must be obtained prior to such work.

6.3 Restoration after Construction.

- 6.3.1 District shall, after any installation, construction, relocation, maintenance, or repair of Facilities within the Franchise area, restore the right-of-way to at least the condition the same was in immediately prior to any such abandonment, installation, construction, relocation, maintenance or repair. Restoration shall not require an improvement to a condition that substantially exceeds the condition prior to the Districts activities. All concrete encased monuments, which have been disturbed or displaced by such work, shall be restored pursuant to all federal, state and local standards and specifications. District agrees to promptly complete all restoration work and to promptly repair any damage caused by such work at its sole cost and expense.
- 6.3.2 If it is determined that District has failed to restore the right-of-way in accordance with this Section, the City shall provide District with written notice including a description of actions the City believes necessary to restore the right-of-way.
- 6.4 <u>Bonding Requirement.</u> District, as a public agency, is not required to comply with the City's standard bonding requirement for working in the City's right-of-way.
- 6.5 Emergency Work, Permit Waiver. In the event of any emergency where any District facilities located in the right-of-way are broken or damaged, or if District's construction area for their facilities is in such a condition as to place the health or safety of any person or property in imminent danger, District shall immediately take any necessary emergency measures to repair, replace or remove its facilities without first applying for and obtaining a permit as required by this Franchise. However, this emergency provision shall not relieve District from later obtaining any necessary permits for the emergency work. District shall apply for the

- permits that would have been required and obtained prior to the emergency as soon as practical given the nature and duration of the emergency.
- 6.6 <u>Permit requirements and types of activities.</u> The District shall be authorized to perform "Minor Activities" without a City permit of any kind and "Blanket Activities" under the terms and conditions of this Section. All other activities will require a separate permit in accordance with City ordinances.
 - 6.6.1 "Blanket Activities" shall be defined as those activities that cause some disruption to the right-of-way and possibly to traffic patterns but not to the degree where significant city involvement is required during the plan review and inspection processes. Examples include:
 - 6.6.1.1 Replace, install, maintain services, valves and water mains and appurtenances in pavement, sidewalk or gravel shoulder.
 - 6.6.1.2 Replace, install or maintain valve boxes in pavement, if not in conjunction with City generated projects (overlays, etc.).
 - 6.6.1.3 Transverse tie-ins on joint trench projects (transverse: placed straight across).
 - 6.6.1.4 Replace, install or maintain blowoffs, air-vacs, fire hydrants in pavement, sidewalk or gravel shoulder.
 - 6.6.1.5 Open cutting of pavement not to exceed 70 square feet.
 - 6.6.2 "Minor Activities" shall be defined as those activities on streets that do not cause any significant disruption of the right-of-way and traffic patterns.

 Typical examples include the inspection, operation and maintenance of services, pump stations, air-vacs, valves, hydrants and service meters.
 - 6.6.3 For Blanket Activities, the District shall pay the City a permit inspection/processing fee in the amount equal to the hourly rate at the time of the permit and for a time of 2 hours. The permit fees for District activities shall not exceed permit fees charged for similar activities to any other franchise holder.
 - 6.6.4 The District shall provide a quarterly list of permit construction activity concurrently with Franchise Fee payments listing the previous three month's activity authorized under this Section.
 - 6.6.5 The District shall provide payment of inspection fees for quarterly activity. No statement will be provided by the City.
 - 6.6.6 For each separate use of the right-of-way under this Section except Minor Activities or Emergencies, and prior to commencing any work on the right-of-way under this Section, the District shall fax or otherwise deliver

to the Permitting Authority, at least twenty-four (24) hours in advance of entering the right-of-way, a City Inspection Request Form, as provided by the Permitting Authority, which shall include at a minimum a work time, date the work begins, date the work is estimated to be complete, location, traffic control plan (if applicable) and a description of work to be performed.

Ongerous Conditions, Authority for City to Abate. Whenever Facilities or the operations of the District cause or contribute to a condition that appears to endanger any person or substantially impair the use or lateral support of the adjoining right-of-way, public or private property, the Director may immediately inform the District of the condition. The District will immediately evaluate the condition and if the District determines that a condition exists that causes endangerment to the public or impairment of the right-of-way the District will immediately mitigate the condition at no cost to the City. The resolution of the dangerous condition requires approval of the District Manager and the Director before the work begins.

6.8 Relocation of System Facilities.

6.8.1 In accord with the following schedule, the District agrees and covenants to protect, support, temporarily disconnect, relocate or remove from any right-of-way its facilities when so required by the City to accommodate the completion of or as a result of a public project. As used in this Section, the term "public project" is a project included in the City adopted six-year Capital Improvement Program and as amended annually by the City Council.

Age of Dist. Facility	% of relocation by City	% of relocation by District
5 years or less	100%	0%
5-10 years	50%	50%
10 + years	0%	100%

- 6.8.2 This relocation requirement shall not apply to those larger facilities that cannot reasonably be supported, disconnected, relocated or removed as set forth on Attachment A to this franchise, to be approved by both parties within 60 days of the District's adoption of this agreement. This attachment may be amended from time to time by the parties. If these facilities are required to be moved in order to accommodate the completion of or as a result of a public project, the City shall pay 50% of the relocation cost.
- 6.8.3 All Facilities utilized for providing water service within District's service area and within the right-of-way shall be considered owned, operated and maintained by District.

- 6.8.4 If the City determines that a public project necessitates the relocation or removal of District's existing facilities, the City shall:
 - 6.8.4.1 As soon as possible, but not less than one hundred eighty (180) days prior to the commencement of such project, City shall provide District with written notice requiring such relocation or removal; and
 - 6.8.4.2 Provide District with copies of any plans and specifications pertinent to the requested relocation or removal and a proposed temporary or permanent relocation for District's facilities.
 - 6.8.4.3 After receipt of such notice and such plans and specifications,
 District shall make all reasonable efforts to complete relocation of
 its facilities according to the above cost sharing described in
 Section 6.8.2.
- 6.8.5 District may, after receipt of written notice requesting relocation or removal of its facilities, submit to the City written alternatives to such relocation. The City shall evaluate such alternatives and advise District in writing if any of the alternatives are suitable to accommodate the work that necessitates the relocation of the facilities. If so requested by either party, District or City shall submit additional information to assist the other party in making such evaluation. The City shall give each alternative proposed by District full and fair consideration and if appropriate, state why the District's proposed alternatives are not satisfactory. In the event the City and District ultimately do not agree on a reasonable alternative, District and City shall attempt to resolve the relocation through Section 13 Alternate Dispute Resolution.
- 6.8.6 If the City determines that the District's facilities must be protected, supported, temporarily or permanently disconnected, relocated or removed from the right-of-way, City shall reimburse District all costs as submitted and verified by District within 45 days of completion of the relocation or removal by the District in accord with paragraph 6.8.1 herein.
- 6.8.7. The provisions of this <u>Section 6.8</u> shall in no manner preclude or restrict District from making any arrangements it may deem appropriate when responding to a request for relocation of its Facilities by any person or entity other than the City.

7. Planning Coordination.

- 7.1 <u>Growth Management.</u> The parties agree, as follows, to participate in the development of, and reasonable updates to, the each other's planning documents:
 - 7.1.1 For District's service within the City limits, District will participate in a cooperative effort with the City of Shoreline to develop a Comprehensive

- Plan Utilities Element that meets the requirements described in RCW 36.70A.070(4).
- 7.1.2 District will participate in a cooperative effort with the City to ensure that the Utilities Element of Shoreline's Comprehensive plan is accurate as it relates to District's operations and is updated to ensure continued relevance at reasonable intervals.
- 7.1.3 District shall submit information related to the general location, proposed location, and capacity of all existing and proposed Facilities within the City as requested by the Director within a reasonable time, not exceeding sixty (60) days from receipt of a written request for such information, provided that such information is in the District's possession, or can be reasonably developed from the information in the District's possession.
- 7.1.4 District will update information provided to the City under this <u>Section</u> whenever there are major changes in District's system plans for Shoreline.
- 7.1.5 The City will provide information relevant to the District's operations within a reasonable period of written request to assist the District in the development or update of its Comprehensive Water System Plan. Provided that such information is in the City's possession, or can be reasonably developed from the information in the City's possession.
- 7.2 <u>System Development Information.</u> District and City will each assign a representative whose responsibility shall be to coordinate planning for CIP projects including those that involve undergrounding. At a minimum, such coordination shall include the following:
 - 7.2.1 By <u>February 1st</u> of each year, District shall provide the City with a schedule of its planned capital improvements, which may affect the right-of-way for that year;
 - 7.2.2 By <u>February 1st</u> of each year, City shall provide the District with a schedule of its planned capital improvements which may affect the right-of-way for that year including but not limited to street overlays and repairs, storm drainage improvements and construction, and all other right-of-way activities that could affect District capital improvements and infrastructure.
 - 7.2.3 District shall meet with the City, other franchisees and users of the right-of-way, as necessary, to schedule and coordinate construction activities.
 - 7.2.4 All construction locations, activities, and schedules shall be coordinated, to minimize public inconvenience, disruption, or damages.

- 7.3 <u>Emergency Operations.</u> The City and District agree to cooperate in the planning and implementation of emergency operations response procedures.
- Maps and Records. Without charge to either party, both parties agree to provide each other with as-built plans, maps, and records that show the vertical and horizontal location of its facilities within the right-of-way, measured from the center line of the right-of-way, using a minimum scale of one inch equals one hundred feet (1"=100'). Maps shall be provided in Geographical Information System (GIS) or other digital electronic format used by the City or District, and upon request, in hard copy plan form used by City or District.

8. Indemnification.

- 8.1 District hereby releases, covenants not to bring suit, and agrees to indemnify, defend and hold harmless the City, its elected officials, employees, agents, and volunteers from any and all claims, costs, judgments, awards, attorney's fees, or liability to any person, including claims by District's own employees to which District might otherwise be immune under Title 51 RCW, arising from personal injury or damage to property allegedly due to the negligent or intentional acts or omissions of District, its agents, servants, officers or employees in performing activities authorized by this Franchise. This covenant of indemnification shall include, but not be limited by this reference, to claims against the City arising as a result of the acts or omissions of District, its agents, servants, officers or employees except for claims for injuries and damages caused in whole or in part by the sole negligence of the City. If final judgment is rendered against the City, its elected officials, employees, agents, and volunteers, or any of them, District shall satisfy the same. The City may appear in any proceeding it deems necessary to protect the City's or the public's interests.
- 8.2 Inspection or acceptance by the City of any work performed by District at the time of completion of construction shall not be grounds for avoidance of any of these covenants of indemnification. Said indemnification obligations shall extend to claims that are not reduced to a suit and any claims that may be settled prior to the culmination of any litigation or the institution of any litigation.
- 8.3 Should a court of competent jurisdiction determine that this Franchise is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of District and the City, its officers, employees and agents, District's liability hereunder shall be only to the extent of District's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Franchise.

- 8.4 The City hereby releases and agrees to indemnify, defend and hold harmless the District, its elected officials, employees, agents, and volunteers from any and all claims, costs, judgments, awards or liability to any person arising from District's compliance with this Agreement.
- 8.5 The City hereby releases and agrees to indemnify, defend and hold harmless the District, its elected officials, employees, agents and volunteers from any and all claims, costs, judgments, awards or liability to any person arising from City's decision to issue development permits based on accurate information on fire flow and water availability provided by the District or the City's enforcement of the International Fire Code.
- 8.6 The parties mutually waive and release each other from any claims against the other for additional payment or refund of franchise fees paid under the previous franchise agreement and its extensions.

9. Insurance.

- 9.1 District shall procure and maintain for the duration of the Franchise, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the exercise of the rights, privileges and authority granted hereunder to District, its agents or employees. A combination of self-insurance and excess liability insurance may be utilized by District. District shall provide to the City an insurance certificate and proof of self-insurance, if applicable, evidencing the required insurance and a copy of the additional insured endorsements, for its inspection prior to the commencement of any work or installation of any Facilities pursuant to this Franchise, and such insurance shall evidence the following required insurance:
 - 9.1.1 Automobile Liability insurance for owned, non-owned and hired vehicles with limits no less than \$2,000,000 Combined Single Limit per accident for bodily injury and property damage.
 - 9.1.2 Commercial General Liability insurance policy, written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. There shall be no endorsement or modification of the Commercial General Liability insurance excluding liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under District's Commercial General Liability insurance policy.
 - 9.1.3 Excess Liability in an amount of \$5,000,000 each occurrence and \$5,000,000 aggregate limit. The City shall be named as an additional insured on the Excess Liability insurance policy.

- 9.2 Payment of deductible or self-insured retention shall be the sole responsibility of District.
- 9.3 The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, or employees. In addition, the insurance policy shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance shall be primary. Any insurance, self insurance, or insurance pool coverage maintained by the City shall be excess of District's insurance and shall not contribute with it. Coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.
- 9.4 District shall require all its subcontractors to carry insurance consistent with this Section 9, and shall provide evidence of such insurance to the City upon request.

10. Enforcement.

- Both City and District reserve the right to revoke and terminate this Franchise in the event of a substantial violation or breach of its terms and conditions.
- 10.2 A substantial violation or breach by City or by District shall include, but shall not be limited to, the following:
 - 10.2.1 An uncured violation of any material provision of this Franchise,
 - 10.2.2 An intentional evasion or knowing attempt by either party to evade any material provision of this Franchise or practice of any fraud or deceit upon the District or upon the City;
 - 10.2.3 Failure to provide the services specified in the Franchise;
 - 10.2.4 Misrepresentation of material fact during negotiations relating to this Franchise or the implementation thereof;
 - 10.2.5 An uncured failure to pay fees associated with this Franchise; and
 - 10.2.6. Changes in existing City regulations or ordinances or new regulations or ordinances that materially change the interpretation or application of provisions in this agreement.
- 10.3 No violation or breach shall occur which is without fault of the District or the City, or which is as a result of circumstances beyond the District's or the City's reasonable control. Neither the District, nor the City, shall be excused by economic hardship nor by nonfeasance or malfeasance of its directors, officers, agents or employees.

- 10.4 Except in the case of termination pursuant to <u>Paragraph 10.1</u> of this <u>Section</u>, prior to any termination or revocation, the City, or the District, shall provide the other with detailed written notice of any substantial violation or material breach upon which it proposes to take action. The party who is allegedly in breach shall have a period of 60 days following such written notice to cure the alleged violation or breach, demonstrate to the other's satisfaction that a violation or breach does not exist, or submit a plan satisfactory to the other to correct the violation or breach. If, at the end of said 60-day period, the City or the District reasonably believes that a substantial violation or material breach is continuing and the party in breach is not taking satisfactory corrective action, the other may declare that the party in breach is in default and may terminate this Agreement in accord with this Section, which declaration must be in writing.
- 11. <u>Notice.</u> Any notice or information required or permitted to be given to the parties under this Franchise may be sent to the following addresses unless otherwise specified:

District Manager
Shoreline Water District
City Manager
City of Shoreline

P.O. Box 55367 17544 Midvale Avenue N. Shoreline, WA 98155 Shoreline, WA 98133-4921 Phone: (206) 362-8100 Phone: (206) 546-1700 Fax: (206) 361-0629 Fax: (206) 546-2200

- 12. <u>Non-Waiver.</u> The failure of either party to enforce any breach or violation by the other party of any provision of this Franchise shall not be deemed to be a waiver or a continuing waiver by the non-breaching party of any subsequent breach or violation of the same or any other provision of this Franchise.
- 13. <u>Alternate Dispute Resolution.</u> If the parties are unable to resolve disputes arising from the terms of this Franchise, prior to resorting to a court of competent jurisdiction, the parties shall submit the dispute to a non-binding alternate dispute resolution process agreed to by the parties. Unless otherwise agreed between the parties or determined herein, the cost of that process shall be shared equally.
- 14. <u>Entire Agreement.</u> This Franchise constitutes the entire understanding and agreement between the parties as to the subject matter herein and no other agreements or understandings, written or otherwise, shall be binding upon the parties upon execution and acceptance hereof.
- 15. <u>Survival.</u> All of the provisions, conditions and requirements of Sections 6.1 <u>Excavation</u>, 6.2 <u>Abandonment Of District's Facilities</u>, 6.3 <u>Restoration After Construction</u>, 6.7 <u>Dangerous Conditions</u>, Authority For City To Abate, 6.8 <u>Relocation Of System Facilities</u>, and 8 <u>Indemnification</u>, of this Franchise shall be in addition to any and all other obligations and liabilities District may have to the City at common law, by statute, or by contract, and shall survive the City's Franchise to District for the use of the areas mentioned in <u>Section 2</u> herein, and any renewals or extensions thereof only to the extent that existed prior to this agreement. All of the provisions, conditions, regulations and requirements contained in this Franchise

Ordinance shall further be binding upon the heirs, successors, executors, administrators, legal representatives and assigns of District and all privileges, as well as all obligations and liabilities of District shall inure to its heirs, successors and assigns equally as if they were specifically mentioned wherever District is named herein.

- 16. <u>Severability.</u> If any Section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other Section, sentence, clause or phrase of this Franchise Ordinance. The Parties may amend, repeal, add, replace, or modify any provision of this Franchise to preserve the intent of the parties as expressed herein prior to any finding of invalidity or unconstitutionality.
- 17. <u>Directions to City Clerk.</u> The City Clerk is hereby authorized and directed to forward certified copies of this ordinance to the District set forth in this ordinance. The District shall have fifteen (15) days from receipt of the certified copy of this ordinance to accept in writing the terms of the Franchise granted to the District in this ordinance.
- 18. <u>Publication Costs.</u> In accord with state law, this ordinance shall be published in full by the City. The District shall reimburse the City for the cost of publishing this Franchise Ordinance within sixty (60) days of receipt of an invoice from the City.
- 19. Repealer. Ordinance No. 514 is here by repealed.
- 20. <u>Effective Date.</u> This ordinance shall take effect and be in full force five days after publication.

PASSED BY THE CITY COUNCIL ON August 25, 2008.

		Mayor Cindy Ryu
ATTEST		APPROVED AS TO FORM:
Scott Passey City Clerk		Ian R. Sievers City Attorney
Date of Publication: Effective Date:	, 2008 , 2008	

Council Meeting Date: August 25, 2007 Agenda Item: 8(a)

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Community Conversations Script and October Calendar

DEPARTMENT: Planning and Development Services **PRESENTED BY:** Joseph W. Tovar, FAICP, Director

PROBLEM/ISSUE STATEMENT:

After reviewing a staff-proposed visioning process with the Council on July 21, 2008, Council gave staff the authorization to proceed with community outreach and preparation of a script from which a DVD would be produced for use in the October Community Conversations. In addition to providing Council with a progress report on the outreach effort and DVD script, the staff seeks Council guidance on questions about the agenda and format for Council's October 30 and December 1 meetings.

FINANCIAL IMPACT:

The staff is in the process of retaining a videographer to assist with the preparation of the DVD for use with "Shoreline Community Conversations." The maximum budget for this effort is \$5,000 which is within the department's resource allocation for the year.

RECOMMENDATION

Staff recommends that Council: (1) hear a report on the progress in community outreach and production of the Community Conversations DVD and offer suggestions for any additional groups to be contacted; (2) review the proposed roles of the Planning Commission, staff, and Council in this effort; (3) discuss the agenda and format for the Council's October 30th Town Hall meeting; (4) discuss the agenda and format for the Council's December 1st meeting where the results will be reviewed; (5) identify any factual errors in the draft script; and (6) nominate sites, events, landmarks or other items to include in the visual portion of the DVD for the Community Conversations.

Approved By: City Manager City Attorney ___

BACKGROUND

The City Council has adopted a Goal for 2008-2009 which states:

Develop a shared community vision that integrates the Environmental Sustainability, Housing and Economic Development Strategies into the Comprehensive Plan and community development initiatives.

This matter was last discussed with Council on July 21, 2008. The Council's direction was for the staff to proceed in order to expedite an inclusive and transparent public visioning process this fall. Since that time, the staff has undertaken a number of efforts, described below.

(1) Community outreach and production of the Community Conversations DVD

The staff has drafted an article for the September issue of Currents (Attachment A). This article explains why the Vision in the Comprehensive Plan is important, and how the Community Conversations in October will be a critical opportunity for their input.

Accompanying the article will be a final draft of the Calendar of Conversations scheduled for October (Attachment B). So far, we have participation by ten neighborhood associations, both high schools, Shorecrest PTSA, the City's long-range financial planning citizens advisory group, the Parks Board, Library Board, and Arts Commission, Vision Aurora, Pro Shoreline, the Chamber of Commerce and Forward Shoreline. We have avoided Monday nights due to Council meetings, weekends and Friday nights, for obvious reasons. Of the remaining 14 evenings in October, 11 of them will be evenings where somewhere in Shoreline a Community Conversation will be taking place.

We will also be posting information on the City's TV channel and the website, with an updated list of places/dates/organizations where citizens will have an opportunity to participate. Once the DVD described below is prepared, we will post it on the website as streaming video.

The Leadership Team and an inter-departmental technical group have helped prepare the DVD script shown in Attachment C. These same city staff people will provide the moderators and recorders for the Community Conversations. Susan Will, our Communications Specialist, is in the process of retaining a professional videographer to shoot scenes in Shoreline in August and early September for inclusion in the DVD. The selected videographer will work with staff to incorporate available still photography and graphics into a final edited DVD. We will not have a narrator on camera, but instead have two off-camera narrators.

(2) Proposed roles of the Planning Commission, staff, and Council

As noted previously, the City's nine Planning Commissioners have been interested in outreach to the neighborhood associations on land use matters. We envision that at least one Planning Commissioner and one (probably two) city staff members will be in

attendance at each of the dozen evening conversations to serve as meeting moderators and recorders.

In addition, at the Planning Commission retreat this coming week, the staff will recommend that they identify three groups of two or three Commissioners each to work with staff on reviewing the three adopted strategies for Economic Development, Housing, and Environmental Sustainability. Remember that we'll need to distill the essence of these three strategies for inclusion in the updated Vision/Framework goals, so this is a step that will need to occur on a parallel track to the October conversations. We intend to bring these "strategy" inputs to the Council's December 1 meeting when it receives the inputs from the October Community Conversations.

We are also exploring whether the Planning Commission, in whole or in part, can assist the staff in sorting through all the October Conversations input and preparing a summary for Council's consideration on December 1. One constraint is that, because they have cancelled both their October meetings to facilitate the Conversations process, the Commission may not have a lot of time available in November to help with this.

The staff roles in all this are manifold: as noted, we have done the outreach and prepared the DVD script; we will manage the videographer consultant through production of the DVD itself; we will handle the logistics and staffing of the dozen (or more) conversations; and we will bring to Council in December both the raw input (every comment form from every conversation) as well as a staff summary and analysis of common themes or issues.

The Council role in all this is a policy-making, rather than administrative, one. The "bookends" of this process are the Council's adoption of the 2008-2009 Goals last spring directing that this Vision be prepared, and the adoption next March of new language in the Comprehensive Plan's Vision and Framework Goals section. Several Council touchstones along the way are the joint meeting with the Planning Commission on September 8, the Community Conversation Town Hall Meeting on October 30, and the December 1 regular meeting where the Council will receive and discuss both the input from the Community Conversations in October, and the Planning Commission/Staff summary of the three Strategies for integration in the Vision.

At that December 1 meeting, the Council will provide to the staff a sense of the concepts, values and priorities to draft into the Vision/Framework Goals language for public review early in 2009. It will then be the staff's task to compose appropriate amendatory text, perform SEPA analysis on it, give the State Department of Community, Trade, and Economic Development notice, and set public hearing dates in January. The Commission's role will be to conduct those hearings, then provide the Council with a recommendation. The Council's role will be to review and adopt or amend and adopt the Planning Commission recommended plan text.

(3) Agenda and format for the Council's October 30th Town Hall meeting

One topic that we would like the Council to deliberate on and provide direction to the staff is the agenda and format for the October 30 Town Hall meeting. This will be after all the other conversations have occurred, but probably be too soon for any

retrospective or analysis of what was said at those earlier sessions. Does the Council wish to offer the same community conversation format for whomever wishes to do so? Does the Council perhaps wish to invite the elected officials of other governments (e.g., school, fire, utility districts) to participate with Council members in a collective visioning exercise? Does the Council wish to have a simple "open mike" type forum for people to address the entire room for 3 or 5 minutes?

(4) Agenda and format for the Council's December 1st meeting

As mentioned above, this is the meeting where the Council will receive, review and discuss the inputs from the Community Conversations in October and the Planning Commission/staff distillation of the three adopted strategies. This is likely to be a long and challenging meeting, so I suggest we not put anything else on this evening's agenda.

I also suggest that the Council treat this as a study/work session with participants arranged either in a circle or a u-shape to facilitate face-to-face dialogue with one another and the staff. The layout and meeting conduct might resemble the Council's goal-setting process, with several flip charts and recorders/facilitators to record/synthesis the discussion. The product at the end of the evening will not be finished text capable of inserting directly into the plan; rather, it's more likely to be a set of bulleted ideas that the Council, to some level of agreement, directs the staff to include in the drafting process between December and January.

The public is, of course, welcome to be present, but the time for their input is not on December 1. They will have had input in October as part of the Community Conversations, and then again in January during the public hearings on the specific text.

(5) Review draft DVD script for accuracy and scope

Attachment C is the script we have developed for the DVD that would be shown at the beginning of each of the Community Conversations. It follows the format and sequence that Kirkland used in their award-winning program.

it starts with a general overview of the purpose of the Community Conversations, states that we are looking for each participant to describe their preferred future, and introduces the construct of a 20 year time frame by first looking back 20 years. This is a fun but effective way to acclimate the audience to the notion of change and gives a sense of the likely magnitude of change over 20 years. It also provides some frame of reference with local buildings and physical improvements that have occurred in Shoreline over the past twenty years.

Most of the following text follows the Kirkland model, but uses updated information for today's circumstances and Shoreline-specific examples. Some of the narrative about probable future change (i.e., electric cars and rooftop wind turbines) comes from writing of futurists commenting on national trends; other narrative reflects things that are already in adopted local or regional plans (e.g., the bus rapid transit lanes on Aurora, the light rail alignment in the adopted Sound Transit plan). Still others, such as the

potential number of dwelling units and population increase, are based on early discussions with the County and other cities about the 20 year growth targets under GMA.

Note that this is a script, not an essay. It is meant to be heard, not read, by the audience. That is why you see conversational tone, some humor, and CAPS for emphasis in some places. We try to avoid jargon, or presume the need for citizens to do homework before taking part in the conversations. The script stresses that we are looking for people to articulate their values and vision for Shoreline's future; not to make them into technical experts on land use, real estate, or transportation.

The still photos included in this draft are intended only to give a flavor for what might be on screen during the narration. The videographer will provide us with a lot of footage of existing Shoreline to supplement these stills and other stills and graphics we have on hand.

The script, including narration, video accompaniment, and the questions at the end, will take about 10 minutes. It is deliberately designed to be succinct and provide information to frame important issues and stimulate discussion. We have taken care not to pose questions that presume a specific desired outcome nor to sketch in too much detail about what present plans, policies and regulations say. The Council obviously is aware that we don't have a "blank slate" and that the three adopted strategies (housing, economic development, and sustainability) will be reflected in the final updated Vision/Framework Goals; but it is not necessary or really helpful to burden this type of values conversation with such details. It's the Council's job to reconcile all those inputs and circumstances at the December meeting and beyond.

If Council members identify errors in the script, or think we've missed something critical, please let us know. However, the staff is not asking the Council to take a liberal red pen to this draft – we are hopeful that any edits will be spare and minor.

(6) Suggest sites, events, landmarks or other items to include as video in DVD

One area where we do ask Council to brainstorm suggestions for the DVD is with respect to the images on screen during the script narration. Are there specific streets, neighborhoods, buildings, parks, activities or events that you think we should have our videographer shoot? We already have video from the North City Jazz Walk and will be shooting Celebrate Shoreline, but we'd be interested in hearing your other ideas of what we can shoot between now and early September.

RECOMMENDATION

Staff recommends that Council: (1) hear a report on the progress in community outreach and production of the Community Conversations DVD and offer suggestions for any additional groups to be contacted; (2) review the proposed roles of the Planning Commission, staff, and Council in this effort; (3) discuss the agenda and format for the Council's October 30th Town Hall meeting; (4) discuss the agenda and format for the Council's December 1st meeting where the results will be reviewed; (5) identify any

factual errors in the draft script; and (6) nominate sites, events, landmarks or other items to include in the visual portion of the DVD for the Community Conversations.

ATTACHMENTS

Attachment A – Article about Community Conversations for September Currents

Attachment B - Calendar of Community Conversations in October

Attachment C - Draft script and stills to be used for DVD at Conversations

City Council has adopted the following Goal for 2008-2009

"Develop a shared community vision that integrates the Environmental Sustainability, Housing and Economic Development Strategies into the Comprehensive Plan and community development initiatives."

What changes in technology, society or the way we live, do you envision by 2028?

What Shoreline attributes or characteristics would you like to see preserved or improved? How can we meet the challenges of coming growth in a way that keeps this the #1 place to live in the Seattle region?

You're invited to a Shoreline Community Conversation in October

It's no accident that of over 100 Seattle-area cities and neighborhoods evaluated in the July issue of *Seattle* magazine, Shoreline was ranked the number one best neighborhood. Shoreline's excellent schools, parks and neighborhoods were built over many years by a community of caring and active residents.

Help keep Shoreline's top ranking and make your City an even better place in the coming years by participating in one of the many "Community Conversations" in October. A wide variety of community groups will meet to talk about a Vision for Shoreline's future. See the details for these "Community Conversations" on the next page and mark your calendar now for the one most convenient for you.

Since incorporation in 1995, Shoreline has enjoyed excellent public safety, strong community involvement and major public improvements such as the North City Project, the Interurban Trail and the first mile of Aurora. In 2006, voters overwhelmingly supported the City's first-ever bond issue for parks and open spaces, and, after saving funds for a decade, construction of a new City Hall began this year.

To maintain Shoreline's quality of life in the coming decades, the City Council is developing a Vision of the future. Since the Vision will be adopted into the Comprehensive Plan and will guide Shoreline's growth and development for years to come, it is vitally important that every resident participates in the beginning of this process: a Community Conversation about Shoreline's Future.

These conversations will not be televised or tape recorded, nor will individuals be required to speak to a large group. Opinions, concerns and ideas will be shared and collected in small, informal circles of participants. Information gathered throughout October will later be shared with the City Council and Planning Commission. From these conversations, the City will prepare language for further public review and City Council adoption early in 2009.

Bring a friend or neighbor and take part in the Conversation this October to help us create a shared Vision of Shoreline's future.

For more information, visit <u>www.cityofshoreline.com</u> or contact Associate Planner David Levitan at (206) 801-2554 or <u>dlevitan@ci.shoreline.wa.us</u>.

	October 2			5 N 3 55 6 22 13 13 19 20 12 26 27 2	7 1 2 3 4 5 7 8 9 10 115 2 1 15 16 17 18 9 1 22 23 24 25 16 1 25 30 31 23 30	Contract and Properties in the State of Properties and Con-
		Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			7:00pm Long range financial planning citizen's advisory group (Shoreline Center)			5
		7:00pm Shorewood PTSA (Shorewood HS LIBRARY)	7:00pm Westminster/Highland Terrace Neighborhood Association (St. Dunstan's church)	7:00pm Meridian Park/ Echo Lake Neighborhood Association (Meridian Park Elementary Library)		. 12
118		Shorecrest HS/PTSA tentative (Sh 7:00pm Ballinger/Northcity Neighborhood Association. (Shoreline Library)	7:00pm Vision Aurora (Firestation #61)	7:00pm Chamber of Commerce (Fircrest)		15
	AND					
	7:00pm Hillwood/Richmond Neighborhood Association (Crista campus; Shirmer Auditorium)	7:00pm Inter-faith group (Firestation #61)	7:00pm Pro Shoreline (Firestation #61)	7:30am Shorewood High School (P.Villanueva's 1st block class) 7:00pm Parks board/Arts Commission/Trails Committee (Shorel	24	25 25 2926

Attachment B

8/15/2008 11:20 A

What kind of a community is Shoreline, Washington? A recent magazine article recognized Shoreline's great schools, parks and neighborhoods in ranking Shoreline as the Number One best place to live in the Greater Seattle region.

But what kind of community do you think Shoreline will be in 20 years? More importantly, what do you WANT Shoreline to be in 20 years? What is your vision of Shoreline's future?

In the next hour or more, as part of the Shoreline Community Conversations, you are going to have the chance to describe the future you want for Shoreline.

What we DO know about the future of Shoreline is that things are going to change. How much will things change? How different can we imagine Shoreline to be in 2028? Well, let's begin by getting a sense of how much can change in 20 years by looking back briefly at the year 1988.

In 1988 the most popular TV shows were "Thirtysomething," "the Wonder Years" and "Family Ties".

The Oscar for best movie went to "Empire of the Sun" whose protagonist was played by child actor Christian Bale.

Twenty years later, Bale starred in 2008's biggest blockbuster as a certain caped crusader.







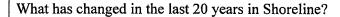


In 1988, FAX machines were the newest form of inter-office telecommunication. The Internet was a small but growing government project, but there was no World Wide Web. Can you imagine – no email!

1988 was the first year that CD's outsold vinyl records, and Betamax surrendered to VHS in the VCR format wars. The DVD had not yet been conceived.

Think \$300 for an I-Phone is expensive? In 1988, pagers were very common because wireless telephones cost over \$4,000, were larger than regular phones, and were just phones – not music libraries and portals to the internet.

20 years ago, only 15% of American households had a personal computer. Today, over 70% do. The percentages for high school students in Shoreline are even higher than that.



Remember the old Aurora Village Mall on Aurora at the county line? It even had a Frederick and Nelson! All those buildings are gone now, replaced by Costco, Kinko's and Home Depot. How about the A & W drive-in down around North 165th? It's gone, replaced by the Watermark building.

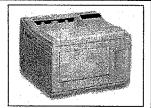
In 1988, the community's first high school, Shoreline High, had just closed and become the Shoreline Center.

Of course, I-5 was already here in 1988 but it only carried about 80% of today's traffic volume. So, where you once shared a lane with eight cars on the freeway, now there are ten.

Aurora Avenue North was also here, but looked very different than today.

There were only 47,000 people living in Shoreline in 1988, while today we have just over 53,000.

Our local school, fire, and utility districts were in operation back in 1988, but we had to drive to the County Courthouse in downtown Seattle for other local services, such as applying for a building permit or giving testimony on zoning changes. No Shoreline citizens served on a local city council, parks board, or planning commission in 1988. All that changed in 1995 when the City of Shoreline incorporated.













As you have your conversation about the future of Shoreline, assume that things will change at least as much in the next 20 years as they did in the last 20. For example, you can assume that while about 70% of the houses and buildings that are here now will still be around in 2028, some will have very different uses. About 30% of the buildings will be new or replaced.

Some argue that in the next 20 years we will see even more change than the past 20. They may be right. Let's talk for a bit about what will be changing in the next 20 years, and about what you want Shoreline to become. It is helpful to frame our thinking about the future around three related but very different questions. What is probable? What is preferred?

The Puget Sound region is forecasted to grow from about 3.5 million people today to over 4.5 million by 2028. It is probable that in 20 years Shoreline will have many more residents, perhaps as many as 10,000 more than now.

We will still be driving cars in 2028, but these cars will probably be running on something other than gasoline. Hybrid automobiles will probably dominate the market and some vehicles may be powered by hydrogen fuel cells, biofuels, or something else. While we may have fewer cars per household and drive fewer miles, it is not likely that we'll be giving up our cars entirely. It is very probable that Shoreline citizens will have better transportation options available than we do today. Low pollution cars. Bus rapid transit service along Aurora, a continuous bike trail from Seattle to Everett, and light rail along Interstate 5. Expanded walking and biking systems. People may even zip around on electric bikes.

By 2028, Shoreline will have more families than today. But what you'll really notice is more single people, both young and old. Over the last 20 years, the percentage of single people has grown at almost double the rate of the growth in overall population. We'll be much older as a people by 2028. Today about 15% of Shoreline's population is over the age of 65, but by 2028, that will increase to 20 or even 25%. Many will be in their 70's and 80's as better health and biotech developments enable us to live longer. What will it be like to walk down the Interurban Trail or 15th Avenue in North City and notice that 1 out of every 4 people you see is over 65?

What will our homes be like in 2028? Well, there will be more of them. We expect to add about 5,000 more dwellings in the next 20 years, compared to 3500 over the last 20 years. Single-family neighborhoods will probably look much like today, since most current houses will still be here in 2028. One visible difference in our neighborhoods could be small rooftop wind turbines and solar panels as people get "off the power grid." Some residences will have fuel cell systems to store and provide electricity; others may have plug-ins to recharge electric vehicles.

The character of neighborhoods will also be greener and more walkable, as parks and open spaces are acquired, street trees mature, and meandering walkways and drainage swales start to supplant traditional sidewalk, curbs, and gutters. We'll see greater numbers of front yard fruit trees and backyard greenhouses and gardens as some families seek to "eat locally."



VIDEO

VIDEO

VIDEO

As our population ages and household sizes decrease, we can expect to see an increase in the number, form and density of housing choices, ranging from "accessory dwelling units" and cottage communities to co-housing, townhouses, garden apartments and mixed-use, mid-rise buildings. These will constitute the majority of all new housing built in the future.

All households, whether in single family neighborhoods or multiple-unit and mixed use areas, are likely to have wireless access to the internet and inter-active visual, perhaps even holographic, communication systems. These technological advances will enable more people to do more of their routine office work from home, at least part of the time.

These are just a few of the things we can either expect or are at least possible. In your conversations, you will think of many more things that are probable or possible. So let your imaginations go a bit, but not too far. Be creative but also realistic. Don't say, for example, that we are all going to be living in colonies on the Moon. There may be a moon base by 2028, but most of us will be right here in Shoreline, trying to figure out how to continue to have a great community.

There is one final, but most important thought. Your key job in these conversations is not to make guesses about what Shoreline *might* look like.

Your real job is to say what you WANT Shoreline to look like, how you want it to work. We are here, in this conversation, to imagine preferred future options together. So we encourage you to spend at least half your time discussing together what Shoreline should look like and be like in 2028. What are the most important characteristics to you of a great community?

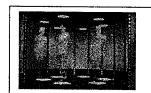
One good way to do this is to imagine that in 2028 Shoreline can be exactly the community you want it to be, with the housing, the jobs, the transportation, the roads and trails, the government, the stores and shopping areas, the parks, the schools, the neighborhoods, the Puget Sound waterfront, and so on, just as you wish it to be.

What do these things look like and feel like to you? How have they changed to become what you want them to be? Let's be bold, but realistic. No commuting by jet packs or transporter beams like in Star Trek.

The person who is leading your conversation will help you all talk about these issues and take notes on your ideas. You will also be given a form on which you can write, in your own words, answers to key questions. Good luck and have fun. Remember, the future is not something that just happens to us. The future is something that, together, we shape and create. Let's create a Shared Vision of Shoreline's preferred future.

VIDEO





Here are three Key Questions we'd like you to answer. At the end of this conversation, we'll give you some time to write, in your own words, your answers to these three Key Questions.

1. How do you think our lives will change over the next 20 years?

For example, what are some new inventions, social changes or changes in the way we live, work, shop and move around the community, that you see coming?

- 2. What do you like best about Shoreline that you would like to see continued?
- 3. What do you like least that you would not like to see continued in the future?

To kick off your conversations, we'll start by going clockwise around each circle of participants, and have people express thoughts on any of the following:

- What will our housing and neighborhoods look like? Who will live in the housing here in 2028?
- What do we want our business districts to be like and where should they be located?
- What kinds of workplaces will we have, what kinds of shops and services?
- How will we get around (by car, transit, bike, foot or others?) What kind of transportation improvements will we need?
- What changes in services and facilities do we want, such as parks, police and fire protection, recreation and cultural programs, and how do we pay for them?
- How do we want our educational systems, schools and facilities to change?
- What degree and methods of protection or enhancement is appropriate for streams, wetlands, air, and trees?
- How will all these be affected by our need to accommodate our population growth?

These questions are posted on screen

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Council Meeting Date: August 25, 2008 Agenda Item: 9(a)

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:

2nd Quarter 2008 Financial Report

DEPARTMENT:

Finance

PRESENTED BY: Debbie Tarry, Finance Director

PROBLEM/ISSUE STATEMENT:

The 2008 second guarter financial report will be presented to the City Council this evening. Staff is in the process of completing the report, and therefore the actual report will be distributed later this week, but will be available prior to the City Council meeting of August 25, 2008.

FINANCIAL IMPACT:

This report will outline current trends in both revenues and expenditures. This analysis is used as a basis to evaluate projections for the remainder of 2008 and as staff prepares the 2009 budget and updates the City's six year financial forecast.

Although the report is still being finalized, overall General Fund revenues are approximately 1.5% ahead of projections as of June 30, 2008, while General Fund expenditures are approximately 2% below projections. The primary revenues that show positive trends through the second quarter include property tax, utility taxes and recreation revenues. Within the General Fund, gambling tax is below projections, while sales tax revenues are trending slightly higher than projections, at least through the end of the second quarter.

Of the non-General Fund revenues, real estate excise tax (REET) is falling significantly below 2008 budget and significantly below historical collections. This is a reflection of the difficulties in the real estate market. REET revenues are legally restricted to be used for capital purposes, and therefore are accounted for in the General and Roads Capital funds.

More detailed revenue and expenditure information will be available within the financial report that will be distributed prior to the City Council meeting.

RECOMMENDATION

No action will be required by the Council, as the report is for discussion purposes

Approved By:

City Attorney City Manager



2008 SECOND QUARTER FINANCIAL REPORT

PERFORMANCE AT A GLANCE

	YEAR TO DATE TREND	COMPARED TO PROJECTIONS	REFERENCE	
GENERAL FUND REVENUES				
Property Tax Revenue	∢NEUTRAL▶	1.6%	Page 4	
Sales Tax Revenue	▲ POSITIVE ▲	3.5%	Page 5	
Utility Tax Revenue	▲ POSITIVE ▲	3.9%	Page 7, 8	
Permit Revenue	WARNING	-2.1%	Page 10	
Gambling Tax Revenue	▼ NEGATIVE ▼	-14.3%	Page 11	
Interest Revenue	WARNING	-1.2%	Page 13	
EXPENDITURES				
General Fund Expenditures		-2.05%	Page 14	
NON-GENERAL FUND REVENUES				
Real Estate Excise Tax Revenue	▼ NEGATIVE ▼	-33%	Page 15	
Fuel Tax Revenue	▲ POSITIVE ▲	3.2%	Page 15	
Surface Water Fees	▼ NEGATIVE ▼	-5.3%	Page 16	

Key to trend indicators:

■NEUTRAL ■ = Variance of -1% to +2% compared to projections.

▲ POSITIVE ▲ = Positive variance of >+2% compared to projections.

WARNING = Negative variance of -1% to -4% compared to projections.

▼ NEGATIVE ▼ = Negative variance of > -4% compared to projections.

CITY FINANCIAL OVERVIEW

EXECUTIVE SUMMARY

Through the first half of 2008 the City's General Fund is stable, revenues are slightly ahead of projections and expenditures are trending below projected levels. Although this is the case, as staff looks towards the remainder of 2008 we have started to see economic conditions negatively impacting some of the City's primary operating revenue sources. Specific areas of concern are:

Gambling revenue down 14.3% from projections due to declining card room activity through March 2008. Card room gambling tax returns for April through June are not remitted to the City until July 30, 2008, but a review of those returns continue to show declining activity

Interest revenue is 1.2% below projections due to falling interest rates. We do not anticipate that interest rates will begin to climb until mid to late 2009.

Permit revenue falling behind projections by 2.1% as construction related activity has been slower than originally

Sales tax revenue is 3.5% above projected revenue but the City's largest retailers show zero growth through the first two quarters of 2008. Construction related sales tax revenue is down by 2.98% when compared to 2007. Additionally we are starting to see retail sales tax activity throughout King County slowing, which will impact future remittance of the Criminal Justice sales tax revenues.

There is some good news to report from the General Fund utility tax revenue is ahead of projections by 3.9% with revenue generated from natural gas and cable television primarily leading the increase. Recreation revenues are also ahead of projections as activity levels continue to increase.

General fund expenditures are below projections by 1.7% as of June 30, 2008. Some of the major areas of savings include:

Salary and benefit savings from the vacant Economic Development Manager position.

Continued savings in advertising costs for vacant staff positions. Human Resources has been utilizing more effective advertising methods resulting in expenditures being below budget in this area.

Lower than projected jail day usage resulting in jail costs being lower than projected for the first half of 2008.

 Environmental events such as Clean Sweep and other events having expenditures recorded after the end of the second quarter.

The Surface Water Utility Fund revenue collections are below projections by 6% due to investment earnings being 12.7% below projections and surface water fees below projections by 5.3%. Staff is reviewing surface water fee collections to determine if fees are coming in later than historical trends. Expenditures in this fund are 3.6% below projections mostly due to delays in capital projects.

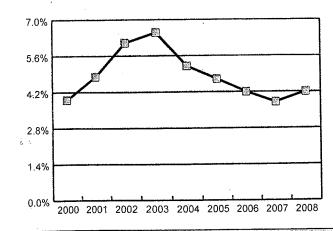
The Street fund revenue collections are 2.6% ahead of projections due to better than expected revenue from right-of-way fees. Expenditures are 9.9% below projections but we expect this variance to fall as the year progresses.

The City's capital funds are supported by revenue generated from Real Estate Excise Tax (REET) and as of June 30, 2008, this revenue source is 33% below projections. This is a result of the slowing real estate market. The year-end REET projection has already been reduced from the budget of \$1,683,000 to \$1,550,000. Collections have continued to decline since the end of the second guarter and therefore it is likely that staff will reduce projections in this area further.

NATIONAL AND LOCAL CPI-U

National CPI-U % Change Seattle Area CPI-U % Change 4.8% 3.2% 1.6% 2001 2002 2003 2004 2005 2006 2007 2008

KING COUNTY UNEMPLOYMENT RATES

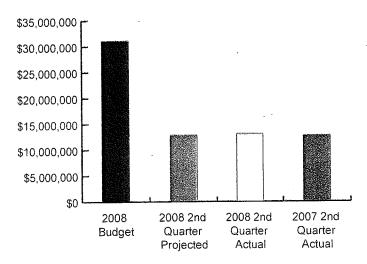


GENERAL FUND REVENUE DETAIL

Revenue Source	2008 Budget	2008 Projected Revenue	2008 2nd Quarter Projected	2008 2nd Quarter Actual	\$\$ Variance 'Actual v. Projected	% Variance Actual v. Projected	2007 2nd Quarter Actual
Budgeted Fund Balance	\$2,301,760	\$0	\$0	\$0	\$0	0%	\$0
Property Tax	\$7,236,228	\$7,236,228	\$3,679,622	\$3,738,572	\$58,950	. 1.6%	\$3,692,940
Sales Tax	\$6,550,000	\$6,550,000	\$2,613,450	\$2,705,145	\$91,695	3.5%	\$2,637,769
Local Criminal Justice Utility Tax and Franchise Fee Revenue	\$1,293,050	\$1,293,050	\$558,598	\$632,066	\$73,468	13.2%	\$616,482
Natural gas	\$944,143	\$944,143	\$547,603	\$605,857	\$58,254	10.6%	\$616,862
Garbage	\$400,000	\$400,000	\$152,400	\$44,839	-\$107,561	-70.6%	\$136,726
Cable TV	\$1,195,400	\$1,195,400	\$382,570	\$467,347	\$84,777	22.2%	\$190,582
Telecommunications	\$1,800,000	\$1,800,000	\$599,400	\$644,855	\$45,455	7.6%	\$619,751
Storm Drainage	\$182,310	\$182,310	\$95,439	\$94,483	-\$956	-1.0%	\$93,486
Water	\$565,000	\$565,000	\$141,250	\$149,308	\$8,058	0.0%	\$138,252
Sewer	\$675,263	\$675,263	\$337,632	\$338,000	\$369	0.1%	\$328,001
Utility Tax and Franchise Fee Revenue Subtotal	\$5,762,116	\$5,762,116	\$2,256,294	\$2,344,689	\$88,395	3.9%	\$2,123,660
SCL Contract Payment	\$1,240,000	\$1,240,000	\$496,000	\$386,398	-\$109,602	-22.1%	\$417,660
Gambling Tax Revenue	\$2,265,500	\$2,265,500	\$577,162	\$494,688	-\$82,474	-14.3%	\$422,243
Permit Revenue	\$1,394,100	\$1,394,100	\$699,530	\$684,732	-\$14,798	-2.1%	\$798,485
Park Revenue	\$1,241,948	\$1,300,000	\$605,731	\$644,141	\$38,410	6.3%	\$615,420
State Revenue	\$801,072	\$801,072	\$372,974	\$393,808	\$20,834	5.6%	\$397,256
Grant Revenue	\$507,612	\$507,612	\$23,000	\$23,564	\$564	2.5%	\$170,390
Fines and Licenses	\$30,250	\$30,250	\$56,388	\$57,938	\$1,550	2.7%	\$50,990
Miscellaneous Revenue	\$308,940	\$308,940	\$101,988	\$131,530	\$29,542	29.0%	\$80,430
Interest Income	\$415,366	\$415,366	\$187,485	\$185,261	-\$2,224	-1.2%	\$228,313
Operating Transfers In	\$1,257,236	* \$1,257,236	\$628,618	\$628,618	\$0	0.0%	\$523,224
Total General Fund Revenue	\$32,605,178	\$30,361,470	\$12,856,470	\$13,051,150	\$194,311	1.5%	\$12,775,262

GENERAL FUND REVENUE ANALYSIS:

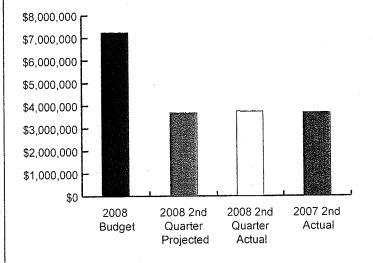
TOTAL GENERAL FUND REVENUE



2008 Budget	\$32,605,178
2008 2nd Quarter Projected	\$12,856,839
2008 2nd Quarter Actual	\$13,051,150
2nd Quarter \$\$ Variance	\$194,311
2nd Quarter % Variance	1.5%
2007 2nd Quarter Actual	\$12,775,262
Change from 2007	2.8%

General Fund Revenue through the first two quarters of 2008 is 1.5% ahead of projections.

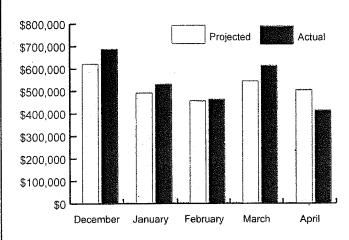
PROPERTY TAX



2008 Budget	\$7,236,228
2008 2nd Quarter Projected	\$3,679,622
2008 2nd Quarter Actual	\$3,738,572
2nd Quarter \$\$ Variance	\$58,950
2nd Quarter% Variance	1.6%
2007 2nd Quarter Actual	\$3,692,940
Change from 2007	1.2%

Through the first half of each year the City typically receives about 51% of the annual collections. Property tax collections of \$3,738,572 exceeded projections of \$3,679,622 by \$58,950 or 1.67%. No change has been made in the 2008 projected revenue in this category as the adopted budget for this tax is based upon the property tax levy adopted by Council. Variances in property tax revenues are possible as the City uses 99% of the budgeted levy due to an expected 1% delinquency rate.

SALES TAX



2008 Budget	\$6,550,000
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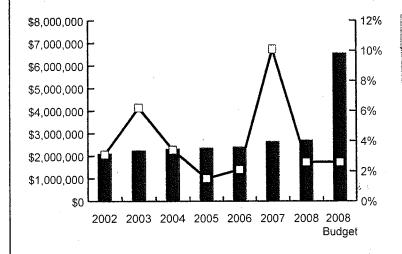
Sales tax revenue: December 2007 through April 2008				
Sales Activity	Projected	Actual		
December 2007	\$618,609	\$686,834		
January 2008	\$489,615	\$529,792		
February 2008	\$453,744	\$461,642		
March 2008	\$542,228	\$613,477		
April 2008	\$501,569	\$413,400		

Sales tax revenue is \$91,695 or 3.5% ahead of projected revenue through the first half of 2008. Given the difficult economic times confronting the United States and the Puget Sound region we are encouraged that sales tax revenue is trending positive. Sales tax revenue is primarily made up by retail sales (61%) and construction (15%) All other categories combined account for the remaining 24%.

For 2008, retail sales are running \$32,000 ahead of last year due to stronger than expected automobile sales of \$22,000. Within this category it is important to note that the City's four "big box" retailers actually had a very small decrease of \$689 when compared to 2007. Given that historically these four retailers have consistently shown positive growth there is reason to be concerned about the overall health of Shoreline's retail base. Other segments of taxable sales showed revenue growth during this time period, namely health care of \$13,000, repair and maintenance services of \$17,000 and \$15,000 in the wholesale sector.

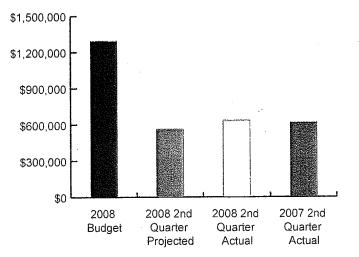
Construction related sales tax revenue decreased by \$12,000 or 2.98% compared to 2007.

In reviewing sales tax revenue it is helpful to know that revenue is received by the City two months after sales actually occur and the tax is paid by the consumer. Therefore, for example, December revenue is actually received by the City in February.



Sales Ta	ax Revenue	
Year	Revenue for December and April	% Change from Previous Year
2002	\$2,105,168	3.1%
2003	\$2,234,713	6.2%
2004	\$2,310,734	3.4%
2005	\$2,345,268	1.5%
2006	\$2,394,883	2.1%
2007	\$2,637,769	10.1%
2008	\$2,705,145	2.6%

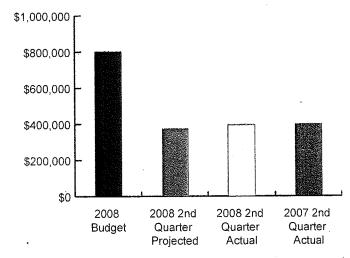
LOCAL CRIMINAL JUSTICE



2008 Budget	\$1,293,050
2008 2nd Quarter Projected	\$558,598
2008 2nd Quarter Actual	\$632,066
2nd Quarter \$\$ Variance	\$73,468
2nd Quarter % Variance	13.2%
2007 2nd Quarter Actual	\$616,482
Change from 2007	2.5%

Local criminal justice sales tax differs from retail sales tax in that the distribution is based on a city's population and the amount of sales tax collected through all of King County. Despite the 13.2% positive variance, we are anticipating that criminal justice sales tax collections will not exceed budget by year end. We have seen collections fall during the past four months at levels less than 2007 - a sign that overall sales tax activity in King County is down.

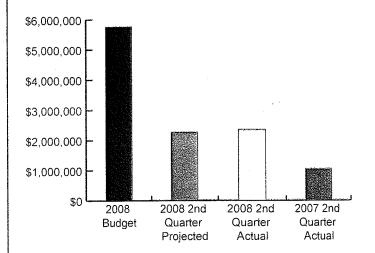
STATE REVENUE



2008 Budget	\$801,072
2008 2nd Quarter Projected	\$372,974
2008 2nd Quarter Actual	\$393,808
\$\$ Variance 2008 Actual v. 2008 Projected	\$20,834
% Variance 2008 Actual v. 2008 Projected	5.6%
2007 2nd Quarter Actual	\$397,256
Change from 2007	-0.09%

State Revenues are comprised primarily of funding for criminal justice programs, liquor excise tax and liquor board profits. Second quarter revenues are \$20,834 or 5.6% ahead of projections. This modest increase is due to better than expected revenue from liquor board profits.

UTILITY TAX AND FRANCHISE FEE



2008 Budget	\$5,762,116
2008 2nd Quarter Projected	\$2,256,294
2008 2nd Quarter Actual	\$2,344,689
2nd Quarter \$\$ Variance	\$88,395
2nd Quarter % Variance	.3.9%
2007 2nd Quarter Actual	\$2,123,660
Change from 2007	10.4%

Utility tax and franchise fee revenue of \$2,344,689 is above projected revenue of \$2,256,294 by \$88,395 or 3.9%. So far through 2008 most of the utility revenues are ahead of projections.

Collections from natural gas utility taxes are ahead of projections by \$58,254 or 10.6%. This is due to increased usage as a result of colder than normal weather during the early months of the year. Given that this increase is due to weather and weather is by nature unpredictable we are not increasing the projected revenue at this time.

Collections from utility tax on garbage services are running behind projections by \$107,561, however this is due to a late payment which was received after the close of the second quarter. We expect this category to be at or very near budget by year end.

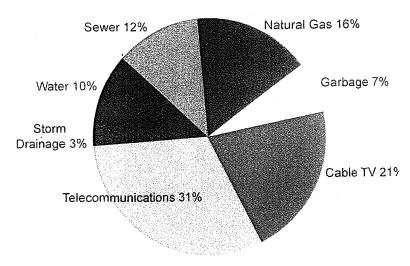
Cable TV utility tax revenue is also trending ahead of projections by \$84,777 or 22.2%, at this time we will continue to monitor collections. If this trend continues for one more quarter we will increase the projection for the year.

Activity in the telecommunications category continues to grow. Through the first half of the year, this category exceeded projections by \$45,455 or 7.6%.

Franchise fee collections from storm drainage, water and sewer are very close to projections through the second quarter.

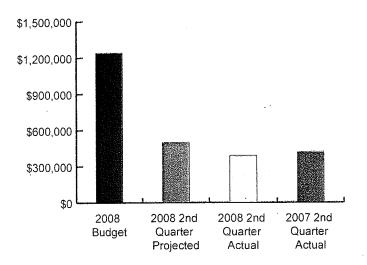
UTILITY TAX AND FRANCHISE FEE (continued)

BY UTILITY



Revenue Source	2008 Budget	2008 2nd Quarter Projected	2008 2nd Quarter Actual	\$\$ Variance 2008 Actual V 2008 Projected	% Variance 2008 Actual v. 2008 Projected	2007 2nd Quarter Actual
Natural gas	\$944,143	\$547,603	\$605,857	\$58,254	10.6%	\$616,862
Garbage	\$400,000	\$152,400	\$44,839	-\$107,561	-70.6%	\$136,726
Cable TV	\$1,195,400	\$382,570	\$467,347	\$84,777	22.2%	\$190,582
Telecommunications	\$1,800,000	\$599,400	\$644,855	\$45,455	7.6%	\$619,751
Storm Drainage	\$182,310	\$95,439	\$94,483	-\$956	-1.0%	\$93,486
Water	\$565,000	\$141,250	\$149,308	\$8,058	0.0%	\$138,252
Sewer	\$675,263	\$337,632	\$338,000	\$369	0.1%	\$328,0001
Utility Tax and Franchise Fee Revenue Subtotal	\$5,762,116	\$2,256,294	\$2,344,689	\$88,395	3.9%	\$2,123,660

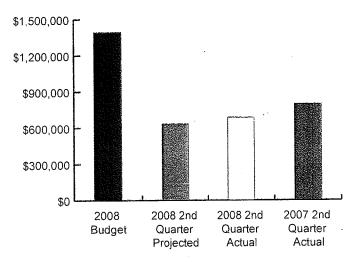
ELECTRICAL CONTRACT



2008 Budget	\$1,240,000
2008 2nd Quarter Projected	\$496,000
2008 2nd Quarter Actual	\$386,398
2nd Quarter \$\$ Variance	-\$109,602
2nd Quarter % Variance	-22.10%
2007 2nd Quarter Actual	\$417,660
Change from 2007	7.5%

Seattle City Light contract payment revenue of \$386,398 is below projected revenue of \$496,000 by \$109,602 or 22.2%. This variance is the result of a late payment from Seattle City Light. We fully anticipate that revenue collections through the remainder of the year will meet budget projections.

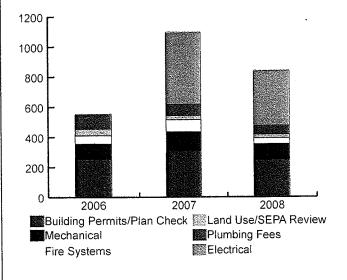
PERMIT REVENUE



2008 Budget	\$1,394,100
2008 2nd Quarter Projected	\$699,530
2008 2nd Quarter Actual	\$684,732
2nd Quarter \$\$ Variance	-\$14,798
2nd Quarter % Variance	-2.1%
2007 2nd Quarter Actual	\$798,485
Change from 2007	14.2%

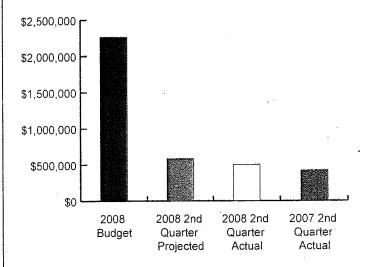
Permit revenue of \$684,732 is below projected revenue of \$699,530 by \$14,798 or 2.1%. Building activity is running behind 2007 levels through the first half of the year. In 2007 the City processed 308 building permits this year only 247; in 2007 the City processed 29 land use and SEPA reviews this year 25. At this point we are not adjusting the 2008 projected revenue for this revenue source as staff is continuing to monitor permit activity to see if a change will need to be made later in the year.

PERMITS BY TYPE January through June 2006 – 2008



PERMIT TYPE	2006	2007	2008
Building Permints/Plan Check	254	308	247
Mechanical	102	128	106
Fire Systems	55	79	39
Land Use/SEPA Review	45	29	25
Plumbing Fees	96	75	58
Electrical	0	474	362
TOTAL NUMBER OF PERMITS	552	1,093	837

GAMBLING TAX REVENUE



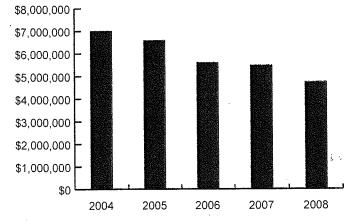
2008 Budget	\$2,265,500
2008 2nd Quarter Projected	\$577,162
2008 2nd Quarter Actual	\$494,688
2nd Quarter \$\$ Variance	-\$72,445
2nd Quarter % Variance	-14.64%
2007 2nd Quarter Actual	\$422,243
Change from 2007	17.2%

Gambling revenue came in at \$72,445 or 14.64% below projections. The reason for the decrease is the sharp decline in card room activity which is down by 10.5% from 2007; compared to 2004 it is down by 32%. Card room gambling tax makes up 95% of all gambling revenue. Consequently changes in card room activity have significant impacts on gambling revenue. We will be monitoring this revenue closely throughout 2008 to determine if actual revenue will be able to meet its target.

Please note that second quarter gambling revenue includes only the first quarter card room activity. Due to timing constraints only first quarter tax returns are received by the City before the report deadline.

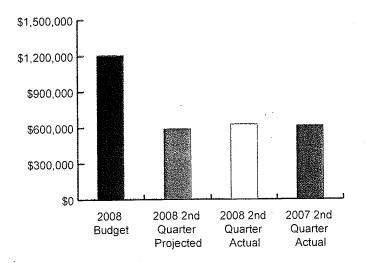
In 2007 the card room tax rate was 7% for the first quarter, while in 2008 the rate is 10%. On April 1, 2007 the rate reverted back to 10%.

CARD ROOM RECEIPTS - FIRST HALF 2004-2008



Card Room Gross Receipt	s 2004-2008
2004	\$7,008,825
2005	\$6,587,011
2006	\$5,596,446
2007	\$5,475,339
2008	\$4,737,431

PARK AND RECREATOIN REVENUE

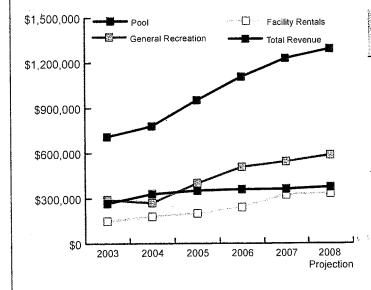


2008 Budget	\$1,203,756
2008 2nd Quarter Projected	\$586,635
2008 2nd Quarter Actual	\$625,092
2nd Quarter \$\$ Variance	\$38,457
2nd Quarter % Variance	6.6%
2007 2nd Quarter Actual	\$615,420
Change from 2007	1.6%

Park revenue of \$644,141 is ahead of projected revenue of \$605,731by \$38,410 or 6.3%. The stronger than expected revenue is due to increased participation in the City's recreation summer camps, swimming lessons and pool attendance.

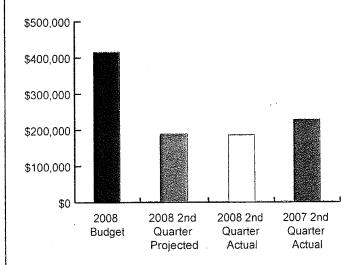
At this time, based on the revenue trend lines, we are increasing 2008 parks and recreation projected revenue to \$1,300,000 an increase of \$58,052 or 4.7%.

RECREATION REVENUE BY PROGRAM



4	nnual Reve	nue by Soul	rce 2003-20	06
	Pool	General Recreation	Facility Rentals	Total Revenue
2003	\$269,100	\$292,045	\$149,404	\$710,549
2004	\$329,464	\$270,637	\$179,352	\$779,453
2005	\$351,507	\$400,386	\$200,189	\$952,082
2006	\$358,487	\$507,651	\$240,027	\$1,106,165
2007	\$361,540	\$543,568	\$322,704	\$1,227,812
2008 Projection	\$373,512	\$586,093	\$331,300	\$1,290,905

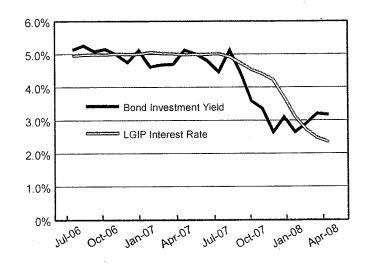
INVESTMENT INCOME



2008 Budget	\$415,366
2008 2nd Quarter Projected	\$187,485
2008 2nd Quarter Actual	\$185,261
2nd Quarter \$\$ Variance	-\$2,224
2nd Quarter % Variance	-1.2%
2007 2nd Quarter Actual	\$228,313
Change from 2007	18.9%

Investment interest is under performing due to a significant drop in interest rates. Since August of 2007 interest rates have decreased dramatically.

There is a detailed discussion of interest earnings at the end of this report.

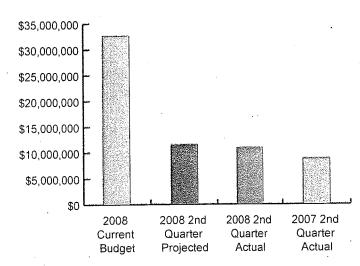


	LGIP Interest	Bond Investment
Month	Rate*	Yield
July-06	5.1637%	5.3600%
Aug-06	5.1883%	5.5000%
Sep-06	5.2023%	5.3000%
Oct-06	5.1931%	5.3800%
Nov-06	5.2229%	5.2000%
Dec-06	5.2134%	4.9400%
Jan-07	5.2113%	5.3400%
Feb-07	5.2768%	4.7900%
Mar-07	5.2372%	4.8600%
Apr-07	5.2260%	4.8800%
May-07	5.1936%	5.3500%
Jun-07	5.2068%	5.2200%
July-07	5.2053%	4.9900%
Aug-07	5.2265%	4.6200%
Sep-07	5.1232%	5.3500%
Oct-07	4.9108%	4.5800%
Nov-07	4.6985%	3.6600%
Dec-07	4.5607%	3.4100%
Jan-08	4.3596%	2.6200%
Feb-08	3.7871%	3.1250%
Mar-08	3.1375%	2.6250%
Apr-08	2.6998%	2.9100%
May-08	2.4281%	3.2400%
Jun-08	2.2933%	3.2000%
Average	4.6236%	4.4354%

*Local Government Investment Pool

EXPENDITURE ANALYSIS:

GENERAL FUND EXPENDITURES



Departmental expenditures during the first half of 2008 were \$8,416,858, under projected expenditures of \$8,954,293 by \$537,434 or 2.0%. Most of this underexpenditure is in the City Manager's Office, Criminal Justice, Parks and Public Works.

The City Manager's Office is under projections by \$102,098 or 14.3% due to savings in the Economic Development program for salaries and benefits due to the vacancy of the Economic Development Manager. This has also resulted in savings in professional services. Criminal Justice is under projections by \$133,602 or 25.2% due to lower than expected costs as fewer jail days are being used. So far in 2008, jail costs are down by 6%. Parks is under projections by \$86,527 or 4.5% due to billing delays for service contracts in Parks Operations.

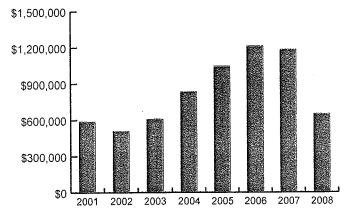
Also there are salary and benefit savings in the Pool and Parks Operations as a result of vacant positions. Public Works is under projections by \$101,673 or 14.0% due to delays in professional services for work in the Environmental Services program and delay in billings in Public Facilities operating rental and leases. For Public Works, despite the mid-year under projections we anticipate they will fully expend there budget.

This year all City departments completed their year-end cost estimates before the submittal of the second quarter report. As a result, the 2008 year-end estimates are included in this report and show-up in the 2008 projected column in the table that follows. However, the two variance columns included in this report are comparing the results of second quarter only. Overall for year-end 2008 the general fund is projected to be \$1,294,393 or 4.5% under budget but this number includes roughly \$580,000 in unspent citywide contingency funding and \$255,000 for the City's insurance reserve. When factoring out these two numbers the year-end savings decreases to \$459,393 or just 1.6% savings. Council has authorized \$800,000 in savings to be allocated towards funding the City Hall Project.

Department	2008 Current Budget	2008 Projected	2008 2nd Quarter Projected	2008.2nd Quarter Actual	\$\$ Varjance	% Variance
City Council	\$176,302	\$175,254	\$87,715	\$99,792	\$12,078	13.8%
City Manager's Office 1	\$1,507,414	\$1,470,190	\$715,100	\$613,002	-\$102,098	-14.3%
City Clerk	\$425,171	\$454,769	\$211,604	\$191,583	-\$20,021	-9.5%
City Attorney	\$575,174	\$564,933	\$214,223	\$237,193	\$22,970	10.7%
Community Services ²	\$1,582,412	\$1,614,116	\$697,944	\$689,532	-\$8,412	-1.2%
Finance/IS	\$2,879,253	\$2,811,894	\$1,362,750	\$1,297,330	-\$65,420	-4.8%
Citywide	\$1,880,505	\$997,545	\$905,000	\$892,501	-\$12,499	-1.4%
Human Resources	\$423,440	\$399,610	\$197,807	\$175,949	-\$21,858	-11.1%
Police	\$8,989,323	\$8,989,323	\$89,893	\$81,886	-\$8,007	-8.9%
Criminal Justice	\$1,467,029	\$1,417,029	\$531,102	\$397,501	-\$133,602	-25.2%
Parks	\$4,367,266	\$4,249,296	\$1,905,002	\$1,818,475	-\$86,527	-4.5%
Planning and Development Services	\$2,904,561	\$2,742,255	\$1,308,878	\$1,296,513	-\$12,365	-0.9%
Public Works	\$1,484,873	\$1,482,116	\$727,274	\$625,602	-\$101,673	-14.0%
Department Totals	\$28,662,724	\$27,368,330	\$8,954,293	\$8,416,858	-\$537,434	-2.0%
Transfers Out	\$3,968,313	\$3,968,313	\$2,476,666	\$2,476,666	\$0	0.0%
General Fund Total	\$32,631,037	\$31,336,643	\$11,430,959	\$10,893,524	-\$537,434	-1.72%
¹ City Manager includes Eco	nomic Development, C	Communications & I	ntergovernmental F	Relations	- 	
² Community Services include	les Emergency Manag	ement Planning, Ne	eignbornooas, Hum	an services and Ch	71	

NON-GENERAL FUND REVENUE ANALYSIS:

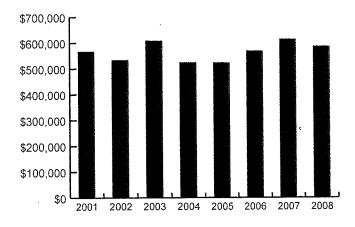
REAL ESTATE EXCISE TAX (REET)



REET: Annual I for 2001-2008	First Half Collected
2001	\$586,834
2002	\$506,242
2003	\$607,366
2004	\$831,504
2005	\$1,044,946
2006	\$1,211,482
2007	\$1,181,604
2008	\$646,678

Actual REET collections of \$646,678 are below projections of \$967,978 by \$321,300 or 33%. REET revenue continues to decrease dramatically as real estate sales continue to decline both in number of transactions and value of the real estate transactions. The number of transactions has decreased by 35% when compared with 2007 and the value of the transactions decreased by \$109.4 million or 45.3%. Staff has reduced the year-end projection from the original budget of \$1,683,000 to \$1,550,000. Staff will continue to monitor collections to determine if further reductions in projections should be made.

FUEL TAX

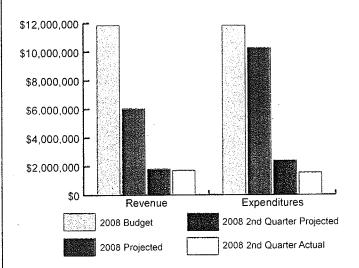


Fuel Tax: Annua Collected for 20	
2001	\$566,572
2002	\$532,728
2003	\$607,367
2004	\$522,751
2005	\$522,371
2006	\$567,577
2007	\$611,951
2008	\$584,780

Motor Vehicle Fuel taxes are received and used in both the City's Street Fund and Roads Capital Fund. Through June the City has received \$584,780 which is \$15,937 or 2.8 % ahead of projections.

OTHER FUNDS REVENUE ANALYSIS:

SURFACE WATER UTILITY FUND



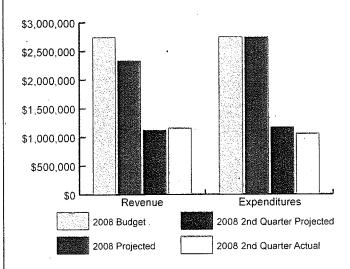
Surface Water Utility Fund						
	Revenue	Expenditures				
2008 Budget	\$11,814,854	\$11,814,854				
2008 Projected	\$6,004,687	\$10,250,294				
2008 2Q Projected	\$1,803,804	\$2,393,979				
2008 2Q Actual	\$1,695,368	\$1,538,553				
\$ Variance	-\$108,436	-\$855,426				
% Variance	-6%	-3.6%				

Revenues in this fund include surface water fees, mitigation funds from King County for the Hidden Lake project and investment earnings. Through the first half of the year, collections of surface water fees are behind projections by \$86,128 or 5.3%. Investment earnings are under projections by \$22,308 or 12.7%.

Expenditures total \$1,538,553 which is \$855,426 or 35.7% below projections. This is mostly due to delays in capital projects. Many of the projects begun work during the third quarter and will continue through the rest of the year. Expenditures in the operating programs were \$103,019 or 14.6%.

OTHER FUNDS REVENUE ANALYSIS:

STREET FUND



Street Fund		
	Revenue	Expenditures
2008 Budget	\$2,741,170	\$2,741,170
2008 Projected	\$2,330,598	\$2,741,170
2008 2Q Projected	\$1,120,894	\$1,169,915
2008 2Q Actual	\$1,149,669	\$1,054,383
\$ Variance	\$28,775	-\$115,532
% Variance	2.6%	-9.9%

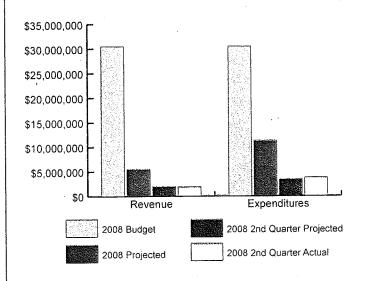
Revenue collections in this fund include fuel tax, right of way fees and investment interest. As previously discussed fuel tax is slightly ahead of projections. Right of way fees totaling \$77,677 are \$18,338 or 315 ahead of projections. Investment earnings of \$16,912 are below projections by \$3,088 or 15.4% as we continue to see interest rates fall.

Recently the City received updated information on the expected distribution of fuel tax for the last six months of 2008 and 2009. Because of the increasing cost of gasoline (40% increase in the last year), the gallons sold has decreased significantly. The revised forecast for 2008 is that statewide collections for fuel tax will be 6.8% less than originally anticipated. As a result, the City's forecast for 2008 has been reduced to \$695,000, a \$53,000 reduction from the original budget of \$747,341. The 2nd Quarter projection reflects the lower projection level.

Expenditures of \$1,054,383 are below projections by \$115,532 or 9.9%. Much of the maintenance activity begins during the second quarter with billings following. We anticipate that the variance will fall as the year progresses.

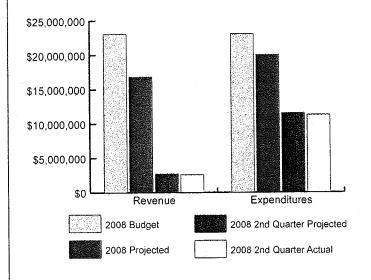
OTHER FUNDS ANALYSIS (continued):

GENERAL CAPITAL FUND



General Capital Fund						
	Revenue	Expenditures				
2008 Budget	\$30,453,805	\$30,438,421				
2008 Projected	\$5,430,360	\$11,211,627				
2008 2Q Projected	\$1,925,240	\$3,371,746				
2008 2Q Actual	\$1,830,632	\$3,665,659				
\$ Variance	-\$94,608	\$293,913				
% Variance	-4.9%	8.7%				

ROADS CAPITAL FUND



Roads Capital Fund						
	Revenue	Expenditures				
2008 Budget	\$23,012,286	\$23,012,286				
2008 Projected	\$16,795,494	\$19,979,160				
2008 2Q Projected	\$2,708,006	\$11,506,143				
2008 2Q Actual	\$2,539,105	\$11,226,327				
\$ Variance	-\$168,901	-\$279,816				
% Variance	-6.2%	-2.4%.				

INVESTMENT REPORT June 30, 2008:

The City's investment policy adheres to strict standards prescribed by federal law, state statutes, local ordinances, and allows the City to develop an investment model to maximize its investment returns within the primary objectives of safety and liquidity.

Our yield objectives are very important and, pursuant to policy, the basis used by the City to determine whether the market yields are being achieved is through the use of a comparable benchmark. Our benchmark has been identified as the annual average of the Washington State Local Government Investment Pool, which had been the City's primary mode of investment prior to adopting our Investment Policy. As of June 30, 2008, the City's investment portfolio, excluding the State Investment Pool, had a weighted average rate of return of 4.4%. This is slightly more than the State Investment Pool twelve month average of 4.04%. Total investment interest earnings year-to-date through June 30, 2008 are \$725,322, equating to approximately 45% of total budgeted investment earnings of \$1,611,127 for 2008.

During 2007 investment interest rates began to decline. As was evident in the General Fund revenue analysis on page 13, the average yield on a two year government agency bonds was 5.36% in July 2006. As of June 2008 this rate is down to 3.2%. Assuming a \$50 million investment portfolio, this drop in interest rate represents a reduction in annual investment earnings of over \$1 million.

As of June 30, 2008, the City's investment portfolio had a fair value of \$50.748 million. Approximately 22% of the investment portfolio was held in U.S. government instrumentality securities and 78% was held in the Washington State Investment Pool. The City's investment portfolio valued at cost as of June 30, 2008, was \$50.7 million. The difference between the cost and the market value of the portfolio represents either the loss or the gain of the portfolio if the City were to liquidate investments as of the day that the market value is stated. This would only be done if the City needed to generate cash. The City holds all of its investments until the scheduled maturity date, and therefore when the investments mature the principal market value should equal the cost of the investment. The City also holds sufficient investments within the State Pool to allow for immediate cash liquidation if needed. Investments within the State Pool can be liquidated on any given day with no penalty.

The City continued to implement a ladder philosophy in its investment portfolio over the last year. This has resulted in the City being able to hold some securities at a higher interest rate during the declining interest rate environment. For example an instrument purchased in October 2007 is yielding 4.976% and will not mature until 2010. This is compared to a recent instrument purchased in June 2008 that is yielding 2.7%. A laddered portfolio approach helps assure that the City will, in the long run, receive a market average rate of return.

One of the major investment instruments used in the United States and throughout the rest of the world is "mortgage-backed securities". Mortgage-backed securities are mortgages that have been sold by banks to investment banks or federally sponsored agencies such as Federal National Mortgage Association (FNMA – Fannie Mae) or Federal Home Loan Mortgage Corporation (FHLMC – Freddie Mac), who then rebundle the mortgages and sell them to individual investors or investors in the stock market. Mortgage-backed securities can be a fairly safe investment, if there is little risk that the mortgage borrower will default on the loan, or they can be risky investments if there is a higher risk that the borrower will default, such as the case in sub-prime mortgages. The City has purchased and currently has mortgage backed securities in its investment portfolio. These instruments have been purchased from FNMA, FHLMC, and the Federal Home Loan Bank (FHLB).

Although FNMA, FHLMC, and FHLB are considered federally sponsored agencies, their investment securities are not federally guaranteed. Even though this is the case, it is generally believed that if these agencies were to be in a position of default that the federal government would step in and back all of their investments. This has become very evident with the current federal plans to provide capital to Fannie Mae and Freddie Mac to keep these agencies whole. The City currently has 36% of its investment portfolio in these agency mortgage backed securities. We believe that these are quality investment instruments and that we will receive full payment of our investments at the time of maturity. Staff will continue to monitor the credit and housing market as future investment decisions are made.

INVESTMENT REPORT (continued):

LGIP Cash and Investment Balances June 30, 2008

							Recognized	Unrealized	
	BRO					Market Value	Gain/(loss) as of	Gain/(Loss) as	
Instrument Type		Settlement Date	Maturity Date	Investment Cost	Yield To Maturity	6/30/08	6/30/08	of 6/30/08	
FHLMC (Freddie Mac)	BA	10/01/07	10/01/10	3,000,690	4.9760%	3,015,804	19,020	(3,906)	
FNMA (Fannie Mae) Disc	BA	06/26/08	03/31/09	1,959,072	2.7450%	1,960,200		1,128	
FNMA (Fannie Mae)	BA	2/27/2008	09/13/08	1,037,470	2.8360%	1,022,500		(14,970)	
FNMA (Fannie Mae)	FNC	09/05/07	07/23/08	985,020	4.9601%	1,000,725	8,963	6,742	
FHLMC (Freddie Mac)	PJ	07/19/07	07/02/09	1,999,938	5.3750%	2,000,768	13,176	(12,346)	
FNMA (Fannie Mae)	PJ	10/15/07	10/15/09	1,999,996	4.8750%	2,013,750	14,379	(625)	
State Investment Pool Sub Total				39,734,952 50,717,138	3.1375%	39,734,952 50,748,699	55,538	0 (23,977)	

Average Maturity Excluding the State Investment Pool (days)

557

Weighted Average Yield to Maturity Excluding the State

4.4287%

Average Yield to Maturity State

Investment Pool

4.0359%

Basis Points in Exess (Below)

Benchmark Note: Yield to Maturity for the State Investment Pool is a 12 month average.

Portfolio Diversification

Instrument Type Certificate of Deposit	Percentage 0%	Amount at Market Value 0	Amount at Cost	<u>Broker</u> Bank of America Financial Northwest	Percentage 12%	Amount at Cost 5,997,232
FNMA (Fannie Mae) Disc FHLMC (Freddie Mac) FNMA (Fannie Mae) State Investment Pool	4% 10% 8% <u>78%</u>	1,960,200 5,016,572 4,036,975 39,734,952	4,022,486		2% 0% 8% <u>78%</u>	985,020 0 3,999,934 39,734,952
Total Investments	100%	50,748,699	50,717,138	Total Investments	100%	50,717,138

Investments by Fund

<u>Fund</u> 001 General 101 Street	investments at Adjusted Cost as 6/30/2008 3,062,235 373,675	Recognized Gain/(Loss) 15,092.68 2,348.16	<u>Pool as of</u> <u>06/30/2008</u> 6,617,238 615,801	Total Investments by Fund as of 6/30/2008 9,694,566 991,824	Investment Earnings Budget 2008 391,366 48,000	Investment Earnings Actual 2008 173,285 16,912	Over/(Under) Budget (218,081) (31,088)
104 Reserve	0		0	146,514	7,500	2.147	(5,353)
107 Code Abatement	46,404	303.80	99,806 17,385	17,385	500	331	(169)
108 Asset Seizure	51.739		117,472	169,534	3,645	3,217	(428)
109 Public Arts 190 Revenue Stabilization	1,551,916		4.954.472	6,509,947	96,000	-	(96,000)
201 Unlimited GO Bond	7,007,070	5,5-2-17	712,484	712,484			
301 General Capital	2,298,740	13,430.51	12,826,214	15,138,384	334,829		(94,358)
312 City Fac-Mir Maint	45,477	286.60	143,101	188,865	5,852		(3,042)
330 Roads Capital	973,649	5,116.66	3,965,788	4,944,553	282,060		(177,464)
401Surface Water Utility Fund	1,881,126	11,983.69	8,135,158	10,028,268	391,125		(238,433)
501 Vehicle Oper/Maint	42,937	298.78	87,419	130,654	1,250		230
503 Equip Dep Replace	635,113	2,670.96	1,305,868	1,943,652	46,000		(21,03 7) 75
505 Unemployment	19,176	124.19	. 45,305	64,605	3,000	979	75
650 Agency Fund Admin			0			4.040	
652 Kruckeberg Garden Trust Fund			91,441	91,441		1,349	
Total Investments	10,982,186	55,538	39,734,952	50,772,676	1,611,127	725,232	(885,148)