

Council Questions Matrix Status Summary – as of 11/10/2022

Questions Answered since 10/28/2022 are bolded on the table below with links to the corresponding answer.

Reference Number	Who Asked the Question	Question Posed	Status
PB-1	Deputy Mayor Robertson	Is there a way to prevent a big revenue spike in 2023 related to levy collection?	Answered
PB-2a	CM Mork	Is there funding for the Climate Action Plan?	Answered
PB-2b	CM Mork	What projects are currently in the budget and which ones are contingent on a lid lift?	Answered
PB-3	Mayor Scully	Do we need to consider additional permit staffing in PCD?	Answered
PB-4	Mayor Scully	Should we implement a new permitting educational campaign?	Answered
PB-5	Mayor Scully	What are our options for handling capacity in the jail?	Answered
PB-6	CM Roberts	What current permitting education work is being done?	Answered
PB-7	CM Pobee	Explanation of RCCS metrics related to youth camps	Answered
PB-8a	CM Mork	How many grants does the City receive?	Answered
PB-8b	CM Mork	What is our process for obtaining grants and how do we do compared to other cities?	Answered
PB-9	CM Roberts	How much has PCD expended in staffing contingency?	Answered
PB-10	CM Pobee	Why are facility revenues falling?	Answered
PB-11	<i>Staff Clarifications</i>	Re: 10/17 Presentation	Answered
PB-12	Mayor Scully	What is the progress on the Surface Water Master Plan?	Answered
PB-13	CM Roberts	Will there be enough revenues to cover our planned sidewalk projects?	Answered

Reference Number	Who Asked the Question	Question Posed	Status
PB-14	CM Roberts	How much would a turf field at Shoreview Park cost?	Answered
PB-15	CM Pobee	How do Wastewater financial/reserve policies differ from	Answered
Proposed Amendment Cost Estimates & Assessments			
PB-16	CM Mork	What is the EFC surface water discount, and how much in discounts are we giving for low-income senior customers?	Answered
PB-17	CM Mork	What are the types of small traffic projects that would provide the greatest impact in traffic safety?	Answered
Proposed amendments			
PB-18	CM Pobee	What were B&O tax historical revenues?	Answered
PB-19	CM Roberts	When is the Tree Canopy Study to be completed and what schedule is it on for updates?	Answered
PB-20	Mayor Scully	What are projections looking like for REET?	Answered
PB-21	CM Roberts	What investments are being made into maintenance of right-of-way?	Answered
PB-22	CM Mork	What is the city doing to investing EV car sharing programs?	Answered
PB-23	CM Roberts	Are we planning on investing in smoke & heat response facilities?	Answered
PB-24	CM Mork	Why are the operating and capital expense proportions so different between Surface Water and Wastewater?	Answered

Item/Issue: PB-1. Deputy Mayor Robertson asked if there is a way to prevent a big revenue spike in 2023 related to levy collection.

Question: Deputy Mayor Robertson asked if there is a way to prevent a big revenue spike in 2023 from levy collection to more closely align annual revenues collected with expenditures made in a given year and create a more manageable financial impact to the community.

Department: Administrative Services

Final Answer: The challenge is that by State law you can only reset the levy rate in the first year and then must have an escalator for future years. We discussed with Council setting an initial lower rate and then having a higher escalator in future years (which would have to be higher than inflation). Part of the discussion regarding that option was that it is harder for people to understand an arbitrary % (which would be something different than CPI). The goal when setting the first year rate is to try to set it so that it balances over the six year period recognizing that costs are forecasted to grow faster than CPI. This was the rationale for setting the maximum rate at \$1.39. Also, it is important to note that \$1.39 is maximum rate that Council can set for 2023. Should the Assessed Valuation come in higher than projected in July, Council may choose to set the rate for 2023 at a lower level. However future year levy increases will be tied to the CPI-U index.

Item/Issue: PB-2a. Councilmember Mork asked about the funding for the Climate Action Plan

Question: Councilmember Mork asked if funding for the Climate Action Plan (CAP) is included in the proposed biennial budget.

Department: Recreation, Community and Cultural Services

Final Answer: Yes. Staff have programmed \$247,601 in the Environmental Services 2023-2024 base budget specifically for CAP implementation activities. There is also funding included in the proposed 23-24 budget for specific CAP implementation activities in other departments (\$209,000 for mobility hubs study, \$75,000 for high-activity areas porosity study, among others). There will be additional budget needs for full implementation of the CAP, and staff anticipate the availability of significant state and federal funding for actions related to building electrification, electric vehicles, and urban forestry. These include both consumer-direct tax credits/rebates and grant funding.

Item/Issue: PB-2b. Councilmember Mork asked about what CAP projects are currently budgeted vs after lid lift.

Question: Councilmember Mork asked about what projects in the Climate Action Plan (CAP) are included in the proposed biennial budget vs after the lid lift. In particular, CM Mork wanted to know about the status of the following projects and their costs:

1. Adding a greenhouse gas question to questionnaires used in city purchasing decisions.
2. Investments in maintaining the tree canopy, including performing a canopy study (what is the cost?)
3. Increasing access to community garden space
4. Electrification of the City vehicle fleet
5. Electric Car Sharing.

Department: Recreation, Community and Cultural Services & others

Final Answer: None of the items added if the lid lift passes are for CAP implementation. What is included in the 2023-2024 Proposed Budget is as follows:

- **Short term projects in the 2023-2024 budget include:**
 - Develop a building electrification assistance program (in Environmental Services budget, to be complemented with grant funding)
 - Zero waste programs and development of recycling/composting mandates (in Environmental Services budget, complemented with grant funds)
 - Funding for Community Tree Planting Program (in Env Svcs budget, ran pilot program in 2022)
 - Funding for Urban Forestry Worker in Parks Maintenance (in Parks)
 - Funding to continue Green Shoreline Partnership (In Parks)
 - Consultant support for code review (in Env Services budget for climate resiliency and EV-readiness)
- **CAP implementation projects currently underway and continuing in 2023**
 - Fleet Electrification Study (sponsored by Seattle City Light)
 - EV Charging Study (funded in Env Svcs)
 - Implementing climate resiliency in City Capital Projects
 - Rollout of first light duty electric trucks and electric mower, several more trucks ordered in 2022 to be delivered in 2023.
 - Electrification of small tools (in various operations teams)
 - Updating plans and policies to increase climate resilience
- **Long Term CAP Strategies included**
 - Mobility Hubs Study (Public Works)
 - Porosity/Connectivity Study (Public Works)
 - Parking studies/enforcement (Public Works)
 - Staff time to review Travel Demand Management agreements with multifamily developments (Public Works/Planning)

Anticipated Costs:

1. Adding a greenhouse gas question to questionnaires used in city purchasing decisions.
 - We have language in the Environmentally Preferable Purchasing Policy guidelines to include sustainability as part of the Request for Proposal (RFP)/Request for Qualifications (RFQ) project scope and selection criteria when feasible. Updating this language to more specifically assess GHG impacts would take minimal staff time for development and training. However, depending on how this information is used during procurement, this could increase project costs.
2. Investments in maintaining the tree canopy, including performing a canopy study (what is the cost?) --Details being provided separately
3. Increasing access to community garden space:
 - The PROS Plan update will be gauging the level of community interest in expanding community garden space. The first challenge is related to available space. If appropriate space is located, the additional cost would relate mostly to staff time to manage the applications and leasing process as well as bed construction and maintenance. Given current constraints, this would likely require a half time position costing around \$50,000.
 - Additionally, a private non-profit, Grow Northwest, in cooperation with Ching Community Gardens, have received a King County Conservation Futures grant funding to establish a community garden in the area.
4. EV Car Sharing
 - There are no current plans to specifically support an EV car sharing program in the biennial budget. There is a supplemental budget request for a Shared Use Mobility Hub Implementation Plan. This Plan includes an evaluation of hub sites for EV car sharing.
5. Fleet Electrification
 - Staff are in the process of completing a fleet electrification study. The implementation of that study will be evaluated in 2023. Necessary budget requests based on this study will be provided as a 2023 mid-biennium amendment.

Item/Issue: PB-3. Mayor Scully asked about permit staffing needs within PCD.

Question: Mayor Scully asked about whether we need to consider additional staffing for permitting.

Department: Planning and Community Development

Final Answer: The six new staff positions approved in July 2022 are intended to return level of service to our annual published permit processing target turn-around times at a minimum. The possibility of requesting additional permitting staff as part of the 2023-2024 budget process was mentioned in the July 25, 2022 Staff Report. Of course, more staff resources devoted to permit review and processing would reduce permit turnaround times, which would better meet customer expectations.

The primary consideration in recommending to Council that additional permitting and inspection staff be hired is whether current development activity levels will sustain themselves over the next few years. There are a couple of factors that, at present, give pause to being able to confidently recommend to Council that the permit revenues will deliver enough funds to meet cost recovery goals if we hire additional permitting staff in 2023. These factors are: 1) the potential impact of continued inflation in the economy, more specifically related to financial and construction sectors; and 2) the ability of local utilities to upgrade infrastructure to support redevelopment within timelines needed by developers and/or the ability of developers to afford to offset costs or fully fund required utility upgrades to support development. We are also still in the process of filling the six positions that were previously authorized and so we need to determine how that new level of staffing is helping us meet our permit issuance targets.

Staff recommend that we revisit this question during the mid-biennium review in 2023. By then we may be able to determine if the six new permitting staff hired in 2022 provide enough resources to improve permit turn-around times to better align with customer expectations. We will have a better understanding of the economy and a path forward regarding utility improvements to support planned growth.

Item/Issue: PB-4. Mayor Scully asked about whether we should embark on a permitting educational campaign.

Question: Mayor Scully asked if we should consider funding in the budget for an educational campaign to help residents understand permitting requirements.

Department: Planning and Community Development

Final Answer: Information sharing and education about topics like permitting is always a good idea. The city's *Currents* newsletter is our best method to reach the greater population of Shoreline. We have used this method previously including permitting requirements for tree removal. Here are the most recent articles related to permitting in a quick review of *Currents*:

- Tree regulations, May 2022 pg 1 - <https://www.shorelinewa.gov/home/showpublisheddocument/55221/637868243748930000>
- City Government 101, Planning and Building, June 2019, pg 13: <https://www.shorelinewa.gov/home/showpublisheddocument/43974/636947310632770000>

We had planned a "Residential Permitting 101" for our 2022 summer *Currents* edition, but it was delayed due to workload for our permitting staff.

We are also already doing other educational outreach regarding permitting requirements as described in the response to PB-6 in the following pages. PCD, CRT and the Communications division do not have the capacity to launch a larger campaign within the current work plan.

Item/Issue: PB-5. Mayor Scully was asked about the options available for handling capacity needs at the jail.

Question: Mayor Scully asked about what of the five jails are accepting clients and what the cost is for each for using their services.

Department: City Manager’s Office

Final Answer: The jail rate landscape attachment (*seen below and in following pages*) has the latest list of jails that have been reviewed for 1) if they are accepting city contracts, 2) current rate, 3) if they participate in the jail train (if not, Shoreline officers would need to transport them), and 4) their distance in miles from Shoreline.

Jail Rate Landscape

Jail	Contracts	2023 Rates	Jail Chain	Notes	Distance
SCORE	Yes – Current Contract	\$138.43 guaranteed beds \$199 non-guaranteed beds \$50 booking fee	No		26 miles
King County Jail	Yes – Current Contract	\$256.90 daily bed rate \$262.25 booking fee	Yes		11 miles
Yakima Jail	No – Contract will not be renewed for 2023	2022 Rate: \$87.55 Projected 2023 Rate: \$95.87	Yes		153 miles
Kirkland City Jail	Yes	\$140 daily bed rate \$0 booking fee	Does not participate in jail transportation chain. Kirkland responsible for transportation.	Space opening up January 2023	13 miles
Issaquah Jail	Yes	\$110 guaranteed beds \$140 non-guaranteed beds \$0 booking fee	Does not participate in jail transportation chain. Issaquah responsible for transportation	Example Interagency Agreement for more details	28 miles

Jail	Contracts	2023 Rates	Jail Chain	Notes	Distance
Kittitas County Jail	Yes	\$73.33/ day	Shoreline responsible for transporting inmates to and from custody between Shoreline and Kittitas County Jail	For individuals that can't share a room \$139/ day	118 miles
Benton County Jail	Yes	\$120 approx. \$170 approx. for mental health services	Participates in King County jail chain (meets halfway at Ellensburg)		220 miles
Klickitat County Jail	Yes	\$130/ day	Does not participate in jail chain. Klickitat does own transport.	No onsite medical, has virtual court, 49 beds. Rates are preliminary and need to be further discussed	222 miles
Snohomish County Jail	No	----		Not currently accepting contracts due to staffing shortage	18 miles
Marysville Jail	No	----		Currently not contracting but will in the future	24 miles
Monroe Correctional Complex	No	----			21 miles
Kent Corrections Facility	No	----			32 miles
Pierce County Jail	No	----			45 miles
Whatcom County Jail	No	----			81 miles
Chelan County Jail	No	----			135 miles
Grant County Jail	No	----			182 miles

Jail	Contracts	2023 Rates	Jail Chain	Notes	Distance
Skagit County Community Justice Center	No	----			49 miles

Item/Issue: PB-6. Councilmember Roberts asked about current permitting education work.

Question: Mayor Scully and Councilmember Roberts asked about what the current initiatives are related to educating the public about permitting requirements for in Shoreline.

Department: Planning and Community Development

Final Answer: The City has published articles in *Currents* over the years related to permitting. Two of the most recent examples include:

- Tree regulations, May 2022 (pg 1)
- <https://www.shorelinewa.gov/home/showpublisheddocument/55221/637868243748930000>
- City Government 101, Planning and Building, June 2019 (pg 13): <https://www.shorelinewa.gov/home/showpublisheddocument/43974/636947310632770000>

We had a "Residential Permitting 101" article planned for this year's summer issue but pushed it back due to the staffing level on the permitting team at that time. This is something that could easily be pursued in an upcoming issue. *Currents* is a very effective way to communicate information with Shoreline residents.

Since 2010, PCD has annually hosted multiple "Home Improvement Workshops" after hours, offering free consultation meetings with residents on "how to permit" their home improvement projects. Attendees can also meet with building industry services at the vendor fair to get information on home improvement projects. Several ads for the Home Improvement Workshops run every year in *Currents* and on the city website. These are very well attended events that provide one-on-one consultation in a relaxed atmosphere.

Staff also have been invited to speak to local and regional realtor groups about permitting requirements in Shoreline. The main purpose of these presentations has been to 1) educate real estate professionals about local permitting and land use laws so they can provide better advice to their clients and 2) create a relationship between City staff and local real estate professionals so that they know who to call if they or their clients have any questions.

Permitting is also a topic that is covered as part of the Citywise program.

The City's website for PCD has numerous permit checklists and handouts regarding permitting to help educate homeowners such as:

- Accessory Dwelling Unit
- Accessory Structures
- Construction Permit Frequently Asked Questions
- Electrical Permit Information
- Fences
- Garage Conversion

- Home Business/Occupations
- Mechanical Permits
- Outdoor Lighting
- Permit Exemptions
- Plan Samples
- Reroofing
- Stairway - Residential
- Surface Water Drainage
- Tree Regulation for Private Property

We offer drop in, phone in, virtual and email consultation every day to anyone who has questions or needs permitting assistance.

PCD staff have also partnered with local teachers to introduce kids to zoning, permitting and planning, such as at Evergreen School and Shorewood High School.

Finally, PCD Staff are invited to various neighborhood association meetings to present on a variety of topics including permitting. For example, staff have been invited to association meetings to discuss tree regulations.

Item/Issue: PB-7. Councilmember Pobee asked about RCCS metrics.

Question: Councilmember Pobee asked about the chart on page 157 of the proposed budget, asking for an explanation for why there are 100 youth camps projected for 2023 and double that for 2024

Department: Recreation, Community and Cultural Services

Final Answer: This metric refers to contracted youth classes such as ballet and other activities but does not address *summer camps* specifically. Class offerings are still in the process of returning to pre-pandemic levels and have been complicated by challenges in recruiting class instructors. 2022 saw an increase in classes over 2021 but these numbers are still very low compared to 2019. Staff anticipate a significant bump in our class offerings in 2023 and a continued upward trend into 2024.

Item/Issue: PB-8a. Councilmember Mork asked about grants the City receives.

Question: Councilmember Mork asked for the number of grants the City receives each year and what the dollar value of these grants are.

Department: Administrative Services

Final Answer: The following table summarizes the number, type and amount of grants received from 2018-2021.

Type of Grant	2018	2019	2020	2021
Federal – Direct	1 grant Revenue received: \$57,426.80	1 grant Revenue received: \$186,225.73	1 grant Revenue received: \$5,042.7	1 grant Revenue received: \$7,537,845.8
Federal – Indirect	12 grants Revenue received: \$1,105,778.89	14 grants Revenue received: \$2,227,430.31	14 grants Revenue received: \$5,889,546.62	14 grants Revenue received: \$9,239,219.29
State	5 grants Revenue received: \$321,275.18	6 grants Revenue received: \$288,559.53	10 grants Revenue received: \$3,527,814.08	10 grants Revenue received: \$1,531,707.03
Total Grants with activity each year	18 grants	21 grants	25 grants	25 grants
Total Dollars Received	\$1,484,480.87	\$2,702,215.57	\$9,422,403.4	\$18,308,772.12

Additionally, the following article related to grant awards was published in the September 2022 edition of *Currents*:

Stretching Shoreline taxpayer money with grants

ACCORDING TO the latest census update, Shoreline’s population has topped 60,000, and we can expect the figure to keep trending upward as new urban neighborhoods spring up around our two light rail stations. It is exciting to think of how these new communities will help support the region’s efforts to address the housing crisis by bringing thousands of new units online, including hundreds of affordable ones, as well as advance our fight against climate change through stricter green building codes and by making cars less necessary for many households. But at the same time, this growth poses a challenge for the City. As a medium-sized city, how do we build the infrastructure necessary to support this growth? Much of it comes from the new developments themselves through taxes and transportation impact fees. But we also work to bring Shoreline taxpayer money back to Shoreline through regional, state, and federal grants. Long-time Shoreline residents might remember the multi-year effort to rebuild the Aurora Avenue corridor, which relied on dozens of regional, state, and federal grants to carry that project through to completion. More recently, success in securing grant funding for the proposed 148th Street Non-Motorized Bridge illustrates

this critical strategy. With a price tag of nearly \$38 million, this bridge will cross I-5 at N 148th Street. It will connect the growing neighborhood on the west side of I-5 directly to the light rail station, bringing 70+ acres of the new community into walking distance of the region's multi-billion-dollar mass transit system. Prior to 2022, the City had already raised approximately \$11 million dollars, from partners such as Sound Transit and King County, as well as the federal government. This year, Shoreline has secured \$5.4 million more in federal dollars, as well as \$7 million in state dollars from the latest statewide transportation package—Move Ahead Washington. More work remains, but the City continues to explore every possible partnership for this important community investment. Will there be Shoreline dollars invested in the project as well? Yes. However, Shoreline's ultimate contribution will be far smaller than the grant funding already in place. The City is leaving no stone unturned in its effort to stretch local dollars as far as they can go by using grant funds to bring state and federal taxes back to Shoreline. Grant funding provided approximately 89% of funding for the Aurora Corridor Project. Grant funds have helped renovate Richmond Beach Saltwater Park, construct the Interurban Trail, and buy the South Woods property. Since 2004, the City has received over \$160 million in federal, state, and local grant funding. To learn more about the 148th bridge, see drawings and dive into financial details, go to: shorelinewa.gov/148thbridge.

Item/Issue: **PB-8b. Councilmember Mork asked about grant processes and how grant awards compared to other cities.**

Question: Councilmember Mork asked about whether there is a centralized grant writing process and how the City does in acquiring grants compared to other cities.

Department: Administrative Services

Final Answer: The City does not currently have centralized staff support for grant writing. Since 2019 responsibility for grant writing and submission has resided in City Departments. Departments have always been primarily responsible for grant writing and submission; the prior centralized coordinator position provided support and coordination, and was primarily responsible for Human Services grants and providing coordination and support for other grants as needed. The portion of the position responsible for Human Services grants was assigned to the Recreation, Cultural and Community Services Department. The balance of the position is now responsible for grant accountability, an area of high risk for future grants. Additional contingency funding has been retained to provide support to Departments for grant writing as needed. To date, the City has continued to be very successful in obtaining grants for its priority projects and work.

The following chart shows Shoreline's Grant Revenues compared to our operating budget compared to several other Cities. We selected cities that also contract with King County for Police Services. As you can see, Shoreline's grant revenues compare favorably and have not diminished with the decentralization of grant coordination. Staff do not recommend piloting a project with additional funding at this time but will continue to track our progress and will approach Council if additional resources are needed.

See table on next page.

	Shoreline	Kenmore	Burien	Woodinville
Population:	59,260	24,050	52,430	13,100
2019				
Federal Direct Grants	186,226.00	-	58,587.00	-
Federal Revenues	349,582.00	-	97,449.00	-
Federal Indirect Grants	2,227,431.00	812,320.00	2,033,650.00	473,484.00
State Grants	288,559.00	1,457,227.00	1,843,895.00	2,832,509.00
Local Grants, Entitlements and Other Payments	6,773,577.00	153,944.00	1,477,671.00	14,898.00
Total	9,825,375.00	2,423,491.00	5,511,252.00	3,320,891.00
Total City Budget (Revenue)	75,865,640.00	28,149,878.00	39,703,865.00	27,610,113.50
Grant Revenue as % of Total Budgeted Revenues	13%	9%	14%	12%
2020				
Federal Direct Grants	5,043.00	-	-	-
Federal Revenues	-	-	92,838.00	577,403.00
Federal Indirect Grants	5,889,546.00	6,622,828.00	8,507,716.00	-
State Grants	3,527,815.00	3,845,781.00	1,757,930.00	628,725.00
Local Grants, Entitlements and Other Payments	9,648,668.00	862,152.00	2,128,658.00	5,000.00
Total	19,071,072.00	11,330,761.00	12,487,142.00	1,211,128.00
Total City Budget (Revenue)	84,275,472.00	44,818,135.00	50,596,100.00	27,610,113.50
Grant Revenue as % of Total Budgeted Revenues	23%	25%	25%	4%
2021				
Federal Direct Grants	7,537,846.00	-	47,790.00	-
Federal Revenues	-	3,226,889.00	67,498.00	1,852,978.00
Federal Indirect Grants	9,239,219.00	4,447,330.00	2,800,169.00	1,245.00
State Grants	1,531,707.00	18,511,968.00	5,687,874.00	1,095,873.00
Local Grants, Entitlements and Other Payments	4,540,369.00	1,044,491.00	2,122,180.00	11,779.00
Total	22,849,141.00	27,230,678.00	10,725,511.00	2,961,875.00
Total City Budget (Revenue)	117,004,814.50	74,475,989.00	84,072,735.00	24,738,701.00
Grant Revenue as % of Total Budgeted Revenues	20%	37%	13%	12%

Item/Issue: PB-9. Councilmember Roberts asked about contingency spending in PCD.

Question: Councilmember Roberts wanted to know how much contingency spending PCD has had to expend for supplemental staffing needs within the department.

Department: Planning and Community Development

Final Answer: This response answers the question of how much has been spent on on-call plan review, zoning review, and development review and permit processing/services extra help expenses *in the last five years*.

PCD Total	\$777,290.66
PW Total	\$532,870.19
5 Year total On Call	\$1,310,160.85

It might be of interest to know how much has been paid by applicants during this same five-year period for *expedited and accelerated review* in addition to the standard permit fees collected: **\$554,853.35**. It is important to remember that some projects are expedited under the City's incentive programs for Deep Green construction and certain levels of affordable housing for no additional fees. Also, the \$1.3 million in on call and extra help expenses over the last five years includes some extra help and consultant support for standard reviews that were not expedited or accelerated but were required due to staffing shortages or permit backlog.

Item/Issue: PB-10. Councilmember Pobee asked about facility revenue decreases.

Question: Councilmember Pobee asked about the reason for why facility revenues are decreasing, per the chart on 168 of the proposed budget.

Department: Administrative Services

Final Answer: The actual revenues in 2019-2020 included temporary FEMA funding related to the pandemic as well as insurance recoveries. Our 2023-2024 budget is based on projected ongoing revenues and we are not projected to receive any additional FEMA funding.

Item/Issue: PB-11. Staff Clarifications from October 17th, 2022 Department Presentations

Question: Following the presentation, staff have a few clarifications they would like Council to know.

Department: Recreation, Community and Cultural Services, Planning and Community Development, and Administrative Services

Final Answer:

RCCS

During the presentation staff noted that the one-time investment for the senior center would increase the social worker position to full-time. That is not accurate. The investment will provide for a part-time social worker for the Senior Center for the biennium. They are seeking ongoing funding to support this important position.

PCD

Light Rail Sub Area Planned Action Update (\$400,000) was accidentally omitted from the PCD slide relating to one-time investments. It is included in the Proposed Budget on page 212. Please notes that staff are evaluating the best method to staff this important project. If staff determine that additional staffing is needed to deliver this project within Council's desired timeline, we will return with a staffing amendment in early 2023.

ASD

During the presentation and in the proposed budget we discuss the extra help conversion of a Videographer- Web Technician to be included if the Levy Lid Lift is approved by voters. Staff has decided that a more appropriate title is Video/Web Support Specialist. You will see this title in the proposed Salary table on November 7th.

Item/Issue: PB-12. Mayor Scully asked about Progress on the Surface Water Master Plan

Question: Mayor Scully asked about what progress the City has made on implementing the Surface Water Master Plan.

Department: Public Works

Final Answer:

As of October 2022, implementation of the 2018 Surface Water Master Plan (SWMP) is generally progressing **on track as planned**. A detailed summary of all programs and projects proposed under the proactive management strategy of the SWMP can be found below.

The most recent Surface Water Master Plan (SWMP) was completed in 2018. In August 2017, City Council had directed staff to proceed with the “proactive” management strategy.

As of October 2022, overall progress made towards implementing the 2018 SWMP since it was finalized can be best summarized in terms of providing a current status for each of the programs and projects as listed in the Recommendations for Implementation section within the 2018 SWMP’s Executive Summary.

PROGRAMS:

The proactive management strategy included 24 Surface Water Utility programs: 9 existing programs, 9 enhanced programs, and 6 new programs. New and enhanced programs were proposed to meet emerging needs for the NPDES Permit, implement and improve Utility best management practices, and reduce existing program backlogs. Table 1 below (based on Table ES-4 from the Master Plan document) presents a summary on progress and status for the proactive management strategy by program category.

In general, existing, enhanced, and new programs have been implemented as planned in the Surface Water Master Plan, meeting key requirements such as NPDES Permit Compliance and achieving targeted Levels of Service and Performance Measures. Successful delivery of programs as planned has occurred despite extensive staffing turnover within the utility and COVID-19 pandemic impacts starting in 2020.

Three exceptions to the SWMP-recommended programs being implemented as planned are:

- **Floodplain Management** – not applicable after responsibility transferred to PCD in 2019
- **Stormwater Permit** – not implemented as planned but SW staff have led multiple process improvements to ensure better performance of the existing City permitting system for key stormwater issues.
- **Asset Management** - not fully implemented as planned due to organizational and staffing resource limitations related to proposed organization-wide and other large-scale changes; however, SW staff have continued to improve and refine asset management practices within utility operations.

Table 1. Implemented Program Summary – Late 2022 Update

Category	Program	Existing, Enhanced, or New	Planned Start Year for New or Enhanced	Current Status (October 2022)
Operation	NPDES Compliance	Enhanced	2020	On track as planned (enhanced)
	Floodplain Management	Existing	-	N/A - no longer within Surface Water
	Administration and Management	Existing	-	On track (no changes)
	Drainage Assessment	Enhanced	2018	On track as planned (enhanced)
	Water Quality Monitoring	Enhanced	2020	On track as planned (enhanced)
	System Inspection	Enhanced	2018	On track as planned (enhanced)
	Condition Assessment	Enhanced	2018	On track as planned (enhanced)
	Private System Inspection	Enhanced	2019	On track as planned (enhanced)
	Stormwater Permit	New	2019	On track, but not as planned. New stormwater permit was not authorized, but improvements to existing processes implemented
	Asset Management	Enhanced	2018	Partially on track as planned: operational uses of AM within SW are improved, but larger-scale proposed changes did not advance due to organizational and staffing resource challenges
Maintenance	Street Sweeping	Existing	-	On track (no changes)
	System Maintenance	Existing	-	On track (no changes)
	Small Repairs	Existing	-	On track (no changes)
	SW Pipe Replacement	Enhanced	2019	On track as planned (enhanced)
	Surface Water Small Projects	Enhanced	2018	On track as planned (enhanced)
	Catch Basin R&R	New	2018	On track as planned (new)
	LID Maintenance	New	2018	On track as planned (new)
	Pump Station Maintenance	New	2018	On track as planned (new)
Public involvement	Utility Crossing Removal	New	2018	On track as planned (new)
	Soak-It-Up Rebate	Existing	-	On track (no changes)
	Adopt-a-Drain	Existing	-	On track (no changes)
	Local Source Control	Existing	-	On track (no changes)
	Water Quality Public Outreach	Existing	-	On track (no changes)
Business Inspection Source Control	New	2023	On track as planned (new) - program starts in 2023	

PROJECTS:

The proactive management strategy included 25 Capital Improvement Plan (CIP) projects, which can be further divided into 21 construction projects and 4 studies or plans. Table 2 below (based on Table ES-5 from the Master Plan document) presents a summary on progress and status for the proactive management strategy by CIP project category.

In general, CIP projects have been implemented as planned in the Surface Water Master Plan. CIP projects often evolve over time, so considering a project successfully implemented as planned should account for such project changes.

The City’s CIP is updated biennially, affording staff opportunities to review previous planning recommendations and make updates and changes as needed. Some notable changes made via the City’s CIP processes to the SW CIP project planning done under the 2018 SWMP include:

- Re-sequencing and re-scheduling of some projects if the 2018 SWMP had recommended lengthy time gaps between project phases, including between pre-design and design and/or design and construction. Staff review of this approach found it to be inefficient and potentially problematic. Accordingly, many projects which the 2018 SWMP may have recommended to be advanced only through pre-design or design have been advanced further than originally planned.
- Rolling smaller CIP projects into the SW Small Projects program for delivery to eliminate inefficiency as standalone projects.
- Combining similar projects for greater efficiency, such as the Heron Creek Culvert Crossing at Springdale Ct. project and the NW Springdale Ct. NW and Ridgefield Rd. Drainage Improvements project.
- Implementing surface water projects as combined with sidewalk projects, such as for the Lack of System and Ponding on 20th Ave. NW project, which was combined with the 20th Avenue NW New Sidewalk Project.
- Storm Creek Erosion Management Study transitioned into the Storm Creek Erosion Repair Project after a settlement agreement was executed to form a public-private partnership and grant funding was obtained.
- The Utility added a new CIP project in 2021 that had not been recommended by the 2018 SWMP. The project was for Barnacle Creek Culvert Replacement, which emerged as a priority need after permitting for a 2018 emergency repair of a failing culvert headwall necessitated a follow-up culvert replacement project starting around 2022. The Barnacle Creek Culvert Replacement is currently under design.

Of the 25 projects proposed for planning, design, and/or construction between 2018 and 2023 under the 2018 SWMP, four have been completed, four are in active construction, three are awaiting construction, seven are under design, six are in planning, and one is inactive due to infeasibility. Of the six projects in planning, three are scheduled to start by 2023, with the remaining three scheduled further out in the future.

Table 2. Proactive Management Strategy Project Summary – Late 2022 Update

SWMP Planned 6-year CIP status ^a	Project Name	Current Status (October 2022)	Notes
DC	25th Ave. NE Flood Reduction and NE 195th St. Culvert Replacement	D	Design: 60% completed, paused for interagency coordination with LFP, WSDOT, and Corps of Engineers
P	Master Plan Update	In Planning	Planning: SWMP update scheduled to be done by 2024
PD	Springdale Ct. NW and Ridgefield Rd. Drainage Improvements	D	Design: Started in 2022, construction scheduled 2025
PDC	10th Ave. NE Stormwater Improvements	D	Design: 90% complete, construction scheduled for 2024

Table 2. Proactive Management Strategy Project Summary – Late 2022 Update

SWMP Planned 6-year CIP status ^a	Project Name	Current Status (October 2022)	Notes
PD	Heron Creek Culvert Crossing at Springdale Ct. NW	D	Design: (Combined with Springdale Ct CIP)
DC	Hidden Lake Dam Removal	C	Construction: Phase 1 active, Phase 2 scheduled 2024
P	25th Ave. NE Ditch Improvements between NE 177th St. and 178th St.	D	Design: 30% complete, construction scheduled 2023
PD	Pump Station 26	C	Construction: Active, scheduled to be done early 2023
PD	Pump Station 30 Upgrades	In Planning	Planned: Design scheduled to start 2023
P	6th Ave. NE and NE 200th St. Flood Reduction Project	In Planning	Planned: Construction scheduled 2028
PDC	Pump Station Misc. Improvements (Linden, Palatine, Pan Terra, 25, Ronald Bog, Serpentine)	C	Construction: Active, scheduled to be done early 2023
C	NE 148th St. Infiltration Facilities	C	Construction: Active, scheduled to be done end of 2022
P	Boeing Creek Regional Stormwater Facility Study	Done	Study completed in 2019
P	System Capacity Modeling Study	Done	Study completed in 2022
PDC	NW 195th Pl. and Richmond Beach Dr. Flooding	In Planning	Planned: Design scheduled to start 2024
P	Stabilize NW 16th Pl. Storm Drainage in Reserve M	In Planning	Planned: Design scheduled to start 2026
P	Storm Creek Erosion Repair (Management Study)	D	Design: Construction scheduled for 2023
P	Climate Impacts and Resiliency Study	Done	Study completed in 2020
P	Boeing Creek Restoration	Inactive/Done	Inactive: Planning determined project to be infeasible
PD	NW 196th Pl. and 21st Ave. NW Infrastructure Improvements	D/C	Design Complete; Construction scheduled for 2022/2023/2024 as SW Small Project
P	18th Ave. NW and NW 204th St. Drainage System Connection	D/C	Design Complete; Construction scheduled for 2022/2023/2024 as SW Small Project
P	NW 197th Pl. and 15th Ave. NW Flooding	Done	Constructed in 2018 as SW Small Project
P	Lack of System and Ponding on 20th Ave. NW	D	Design: Construction in 2023 (under 20 th Ave NW sidewalks project)
P	12th Ave. NE Infiltration Pond Retrofits	D/C	Design Complete; Construction scheduled for 2022/2023/2024 as SW Small Project
P	NE 177th St. Drainage Improvements	In Planning	Planned: Rolled into SW Small Projects Program

a. Implementation status key: P = planning/predesign/study, D = design/permitting, C = construction

Item/Issue: PB-13. Councilmember Roberts asked about sidewalk project revenue coverage

Question: Councilmember Roberts wanted to know whether there will be enough revenues in the Sidewalk Fund to cover the sidewalk projects planned given the current inflationary climate.

Department: Public Works

Final Answer: The concept plans assumed a 4% escalation yearly. This may be low for the current market but over time this may not be too far off. The total program based on the concept plans assumed there would be a surplus of \$4 million, which is available if needed for the initial twelve projects. Staff also will be looking for opportunities to reduce costs and still deliver the sidewalk projects. It's also worth noting that the sales and use tax revenues are currently exceeding the projections used in the analysis which could result in additional revenues to support these projects by offsetting some of the rise in costs.

Item/Issue: PB-14. Councilmember Roberts asked about the cost of a turf field at Shoreview Park

Question: Councilmember Roberts asked how much it would cost to place a turf field in Shoreview Park rather than a grass one.

Department: Administrative Services

Final Answer: Our rough estimate is that it will cost approximately \$1m for sod and \$2m for synthetic turf. The \$2m cost also includes installation costs such as drainage, and collection and treatment of water. The team is working on estimating the lifestyle costs of synthetic and turf maintenance costs over a longer term. We will update this answer when we complete the long-term cost estimates.

Item/Issue: PB-15. Councilmember Pobee asked about Wastewater Financial/Reserve Policies

Question: Councilmember Pobee asked if Wastewater had similar financial policies, like reserve policies, as other funds in the City.

Department: Administrative Services

Final Answer: Wastewater and Surface water have very similar financial policies. The general fund has unique financial policies. The full financial policies for the City, all funds, are found in the [2023-2024 Proposed Biennial Budget and 2023-2028 CIP](#) beginning on page 477. Below is an excerpt of the reserve policies for the general fund and enterprise funds:

Revenue Stabilization Fund

The City will establish a Revenue Stabilization Fund and shall accumulate a reserve equal to thirty percent (30%) of annual economically sensitive revenues within the City's operating budget to cover revenue shortfalls resulting from unexpected economic changes or recessionary periods.

General Fund Operating Reserves

The City shall maintain a General Fund Operating Reserve to provide for adequate cash flow, budget contingencies, and insurance reserves. The General Fund Operating Reserves will be determined as follows:

1. **Cash Flow Reserve:** The City shall maintain a cash flow reserve within the General Fund in an amount equal to \$3,000,000. This is approximately equal to 1.5 months of operating expenditures. The City will review biennially the required cash flow reserve level that is necessary to meet the City's cash flow needs. If it is determined that \$3,000,000 is not adequate, the Finance Director shall propose an amendment to these policies.
2. **Budget Contingency:** The City shall maintain a budget contingency reserve within the General Fund equal to 2% of budgeted operating revenues.
3. **Insurance Deductible Reserve:** The City shall maintain an insurance reserve within the General Fund to be used for potential substantial events that cause damage to the City's fixed assets and/or infrastructure.

Surface Water Utility Fund Reserves

The City shall maintain an operating reserve within the Surface Water Utility Fund an amount equal to no less than 20% of budgeted operating revenues.

Wastewater Utility Fund Reserves

The City shall maintain an operating reserve within the Wastewater Utility Fund an amount equal to no less than 20% of budgeted operating revenues.

The proposed budget is fully compliant with the City's financial policies.

Item/Issue: PB-16. Councilmember Mork asked about Surface Water discounts

Question: Councilmember Mork asked about the Education Fee Credit (EFC) surface water discount and low-income senior discounts.

Department: Public Works

Final Answer: The City's current Surface Water Management (SWM) Annual Fee structure offers credits under Section B of the rate table for special cases for ratepayers who qualify. Of the four credits offered, the two below are described in some depth to address the Councilmember's questions.

Credit B.1 is "an exemption for any home owned and occupied by a low-income senior citizen determined by the assessor to qualify under RCW 84.36.381." In the most recent inventory of City's SWM Billing accounts, there are 884 total accounts with this exemption applied. Of these 884 accounts, 763 are Rate Class 1 Single Family Residential, while the remaining 121 accounts are for condominiums. The value of uncollected SWM billings from these properties due to this exemption is estimated at no greater than \$240,000 when applying 2023 SWM rates for Class 1 properties. The condo billings vary by site but can be estimated at a maximum \$150 average annual billing per account.

Credit B.2 provides that "a public school district shall be eligible for a waiver of up to 100 percent of its standard rates based on providing curriculum which benefits surface water utility programs." This program, also known as the Education Fee Credit (EFC), applies only to properties owned by the Shoreline School District. The EFC program allows the District to receive up to 100% credit for SWM Fees in exchange for providing an equivalent value of approved surface water-related curriculum. The District typically receives credit for 100% of SWM Fees every year, including up to the most recent complete SWM billing cycle for 2022.

The EFC program was reviewed by City staff in 2021 and will be reviewed with Council in 2023 as part of the update to the Surface Water Master Plan.

Item/Issue: PB-17. Councilmember Mork asked about impactful investments in traffic safety

Question: Councilmember Mork asked about what types and levels of additional investments in small traffic projects would provide the greatest impact in traffic safety.

Department: Public Works

Final Answer: In terms of proven traffic safety countermeasures as they apply to the context of Shoreline streets and its most vulnerable users, the City Traffic Engineer has identified the most beneficial safety improvements to include (but are not limited to):

- Pedestrian crossing improvements (i.e., curb extensions, pedestrian activated flashing beacons, leading pedestrian intervals, median refuges)
- Automated speed enforcement (arterial street school zones)
- Road diets (4 to 3 lane conversions)
- Street lighting (funding could support installation of new poles/fixtures in priority locations that do not have utility poles)

One primary challenge with delivering traffic safety projects through the Traffic Safety CIP is staffing resources. The Traffic Services group has remained at three (3) FTE for more than 10 years, while workload has increased considerably. An additional FTE was added in 2022 (currently unfilled), but this position is intended to address workload associated with the increase in development activity. Currently, the Traffic Safety project budget can only accommodate about 1-2 small projects per year and the cost of many of the treatments listed above exceed current staffing and budget resources.

To deliver meaningful traffic safety projects on a regular basis would require:

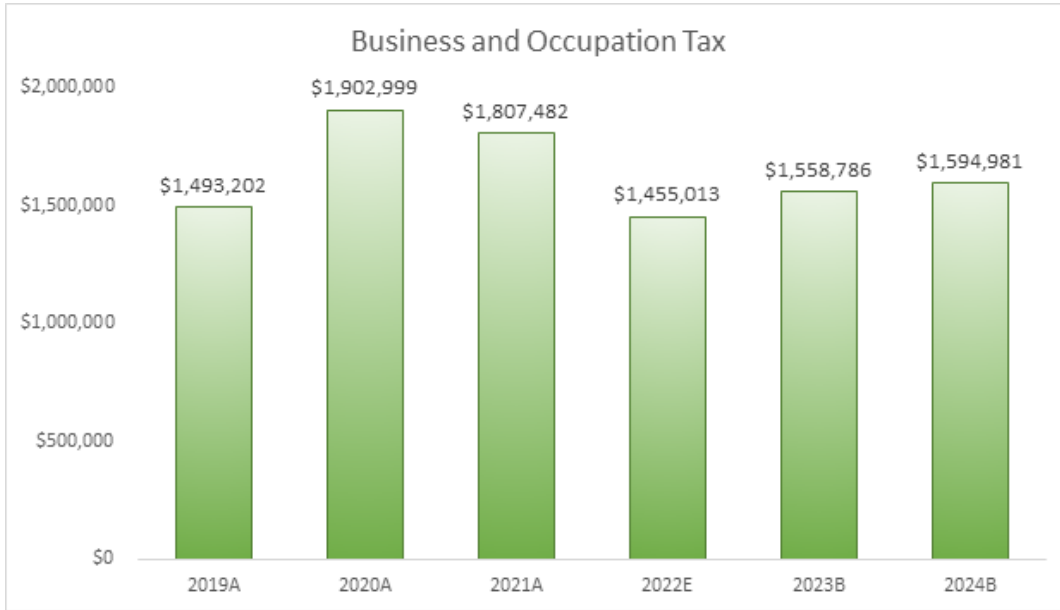
- 1 dedicated FTE (Engineer 1 or Engineer 2)
- \$250,000 annually in additional funding (in addition to funding needed for FTE)

Item/Issue: PB-18. Councilmember Pobee asked about B&O taxes

Question: Councilmember Pobee wanted to see the historical business & occupancy tax revenues.

Department: Administrative Services

Final Answer:



Item/Issue: PB-19. CM Roberts asked about the tree canopy study schedule

Question: Councilmember Roberts asked about when the tree canopy study is planned to be updated and whether it is updated on a regular schedule.

Department: Administrative Services

Final Answer: The last two tree canopy studies occurred in 2011 and 2018 which would put an update schedule on a 7-year cycle. The next update is tentatively planned for 2025 but we may want to accelerate this schedule. The Sound Transit Lynnwood Link Light Rail project has had significant impacts on tree canopy in the City, but will be replanting many more trees than are being removed to mitigate those impacts. This is a major driver behind the update schedule.

There are two options to consider:

1. Do the study in 2025 which was our original plan to capture the significant replanting that Sound Transit is undertaking. This timing may or may not capture many of these changes due to maturity of newly planted trees.
2. Accelerate the schedule and do the assessment in 2023 and then again in 2027.

The former option saves funding for other priorities but may be less informative. The latter would cost more over time, with the hope that the comparison between the two studies would provide better and more valuable data as well as establish a tighter, 5-year update schedule. Staff are supportive of the accelerated timeline.

Item/Issue: PB-20. Mayor Scully asked about REET revenue 2022 projection.

Question: Mayor Scully wanted to know what the actual REET revenue is currently in 2022.

Department: Administrative Services

Final Answer: REET collections through Oct 2022 are \$4.87 million, which is currently **\$2.65 million greater** than budgeted (\$2.22 million).

Item/Issue: PB-21. CM Roberts wanted to know about right-of-way investments.

Question: Councilmember Roberts wanted to know about planned right-of-way projects investing in the maintenance of right-of-way areas.

Department: Public Works

Final Answer: Public Works is currently negotiating the scope of work and pricing with a consultant team to review the current condition of the landscape and surface water assets within the Aurora Avenue corridor. The goal of this project is to develop improvement recommendations that can then be implemented to reduce on-going maintenance costs and improve the functionality and health of the installed assets along Aurora. This project will utilize 2022 funds with the funding for the work carried over into 2023.

Additionally, Public Works acquired two new pieces of equipment that will help with right-of-way and park maintenance. The first is a pesticide free weeder (Foamstream) that uses heat and a plant-based foam to kill weeds. This equipment will primarily be used in the public right-of-way areas maintained by the City, but its use may expand to City facilities and park maintenance areas in the future too. The other piece of equipment is an electric mower that will be utilized in the parks. It will be paired up with an electric pickup that was order in 2022 but has not yet arrived. This new equipment will help reduce greenhouse gas emissions and move the City closer to achieving long term climate action plan goals. The electric mower is now in use and the Foamstream equipment is in the commissioning process and will be deployed before the end of the year.

Item/Issue: PB-22. CM Mork wanted to know what investments are being made in EV car sharing.

Question: Councilmember Mork wanted to know what investments are being made in EV car sharing in the budget and what is being planned for the future.

Department: Recreation, Community and Cultural Services

Final Answer: There are no current plans to specifically support an EV car sharing program in the biennial budget. There is a supplemental budget request for a Shared Use Mobility Hub Implementation Plan. This Plan includes an evaluation of hub sites for EV car sharing.

Item/Issue: PB-23. CM Roberts wanted to know about our investments in smoke and heat response facilities.

Question: Councilmember Roberts wanted to know if the city is planning to invest in smoke and heat response facilities for sensitive populations.

Department: Recreation, Community and Cultural Services

Final Answer: The City has begun to address these concerns and will continue to work with our regional partners as needed in support of smoke and heat response strategies.

During the summer of 2021, the City opened its first City-run cooling centers during two extreme heat events in June and August. The June center was open for daytime hours at Ronald United Methodist Church and supported by Shoreline Community Emergency Response Team (CERT) Volunteers. In August, the City opened Council Chambers as a cooling center. Approximately 25 people were served.

Additionally, the City coordinates with the King County Regional Homelessness Authority when heat and smoke may affect unhoused persons and other vulnerable populations in our community. This past summer, staff coordinated with the Authority to use the City Hall Courtyard for a water and cooling station.

King County is also in the process of developing an extreme heat mitigation strategy and both Emergency Management and Environmental Services staff are engaged in this work as it will be beneficial to have a coordinated regional response. In addition, Human Resources, City Manager's Office and Emergency Management staff are working together to discuss the possible use of notifications via CodeRed (the City's emergency alert system) and other means during a significant smoke and heat event.

Item/Issue: PB-24. CM Mork wanted to get more information about the operating and capital expenses in Surface Water and Wastewater utilities.

Question: Councilmember Mork wanted to know why the split between operating and capital expenses between Surface Water (SW) and Wastewater (WW) are so different in the budget.

Department: Public Works & Administrative Services

Final Answer: WW Operations includes approximately \$27 million in treatment charges that are unique to the WW Utility and therefore its charges cannot be directly compared to the SW Utility. Also, the SW Utility has a well-established and ambitious capital program that has included use of bond revenue for several years based on the Surface Water Master Plan. The WW capital program historically (when previously managed by the Ronald Wastewater District) had a “pay-as-you go” approach to capital improvements that was less aggressive. This is the first biennium with the WW Utility capital program as part of the City and therefore it is still developing and maturing. The 2022 WW Utility Rate Study does incorporate the use of bonds, but the results of those bonds will not be seen in the 23-24 biennium. Over time, staff anticipates seeing a growth in the WW Utility CIP program and thus the split between capital and operating expenses will change.