

CODE

**CITY OF REDMOND
ORDINANCE NO. 2791**

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, AMENDING RMC 13.07.115 TO
CLARIFY PROCEDURES AND SCHEDULE FOR THE
PROGRAM AND REVISING THE SCHEDULE FOR
INCENTIVE REIMBURSEMENTS

WHEREAS, protection of groundwater in the City of Redmond is of vital importance to ensuring a safe supply of drinking water for the City's utility customers; and

WHEREAS, existing systems that infiltrate stormwater into the ground can introduce contaminants that pose a threat to the safety of the City's drinking water supply; and

WHEREAS, in order to protect the City's groundwater and drinking water supply, the City has adopted a wellhead protection program and associated regulations as RMC 13.07; and

WHEREAS, the wellhead protection program requires that the owners of stormwater infiltration systems conduct an assessment of the risks to groundwater from such systems and that such owners make improvements to the systems to mitigate the identified risks; and

WHEREAS, in order to provide an incentive for the owners of stormwater infiltration systems to make improvements to those existing systems, the Redmond City Council adopted Resolution No. 1321, establishing a Groundwater Protection

Incentive Program under which the City has reimbursed the owners of existing stormwater infiltration systems for some or all of the costs associated with making improvements to mitigate risks to groundwater; and

WHEREAS, the City staff has worked with the owners of stormwater infiltration systems to develop certain modifications to the Groundwater Protection Incentive Program and has presented the modified program to the Redmond City Council with a recommendation that it be codified in RMC 13.07; and

WHEREAS, under the proposed Groundwater Protection Incentive Program the City and the owners share in the cost of design and construction of the improvements to existing stormwater infiltration systems and the owners maintain the systems after improvement; and

WHEREAS, the greater the threat to groundwater posed by the existing stormwater infiltration system the greater the City's share and the greater the urgency to implement improvements and protections; and

WHEREAS, because groundwater is a major source of the community's drinking water, the City's investment in the Groundwater Protection Incentive Program is an appropriate expense of the City's water utility; and

WHEREAS, owners of existing stormwater infiltration systems have been working closely, in good faith, with City staff and

have observed that 3-1/2 years is a realistic timeframe for completion of required improvements to stormwater infiltration systems; and

WHEREAS, the Redmond City Council has determined to adopt the regulations set forth in this ordinance.

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

Section 1. Classification. This ordinance is of a general and permanent nature. The amendments to the RMC set forth in Section 2 of this ordinance shall become a part of the City Code. The remainder of this ordinance is non-code and shall not be codified.

Section 2. Amendment of Section. RMC 13.07.115, Groundwater Protection Incentive Program, is hereby amended to read as follows:

13.07.115 Groundwater Protection Incentive Program for Existing Infiltration System Modifications.

(A) Goal of Groundwater Protection Incentive Program.

(1) The goal of the groundwater protection incentive program is to encourage the early and timely modification of existing stormwater infiltration systems in order to benefit the public through early implementation of groundwater pollution prevention

measures, facilitation of proper permitting and construction, and minimization of enforcement actions. Through the program the city will reimburse owners for a portion of the cost of design, engineering, permitting and construction of city-required improvements to protect the groundwater and the city's drinking water resource. The city will reimburse all property owners who have completed or who hereafter complete improvements under the groundwater incentive protection program codified in this section or as provided in Resolution No. 1321 of the city to the full extent authorized by this section.

(2) As city ratepayer funds are proposed to be expended on private property the city has an obligation to strive for the most cost effective, protective upgrades that address the risks to the public, identified by the city, and also balance the property owner's operational needs and ongoing maintenance costs.

(B) Groundwater Protection Incentive Program Process.

(1) Parcels with infiltration systems installed before November 1, 2003, which have not already registered with the city, are required to

submit a complete registration form. Upon notification from the city, the owner will have three months to submit the complete registration and to be eligible for reimbursement.

(2) After registration forms are reviewed, the city will provide notification that the owner must complete an assessment of their stormwater infiltration system.

(3) The owner will have six months from that notification date to submit a complete *Existing Stormwater Infiltration System Assessment Form* (assessment) to the city to be eligible for reimbursement.

(4) The city will evaluate the assessment and meet with the owner to discuss site risks, appropriate best management practices, and potential mitigation or modifications specific to each facility to reduce each system's risk level.

(5) After joint review of the assessment, the city will issue a draft authorized work letter identifying the risk score. Owners will have ten (10) calendar days to file a written request for a meeting with city staff to reconsider the risk score. If discussion with city staff does not result in a

consensus, either party may request mediation and a meeting with the mayor as provided in RMC 13.07.140 by filing written requests as provided therein. After ten (10) calendar days, if the owners have not filed a written request with city staff as provided in this subsection, or if a request does not result in consensus and no request for mediation or a meeting with the mayor is filed, the city will issue the final authorized work letter.

(6) The authorized work letter will identify the final assessment risk score, required operational best management practices, and the schedule for completion, as well as provide options for meeting structural best management practices and/or system modification requirements to reduce the risk score.

(7) Owners and their engineer(s) will work with the city to develop and review design concepts for modifications, evaluate alternatives appropriate for the site, and select a cost effective alternative. The city will issue a draft authorized alternative letter identifying the selected alternative and approving the owner to prepare a complete cost estimate detailing the cost of all design work,

permitting and construction. Owners will have ten (10) calendar days to file a written request for a meeting with city staff to reconsider the selected alternative. If discussion with city staff does not result in a consensus, either party may request mediation and a meeting with the mayor as provided in RMC 13.07.140 by filing written requests as provided therein. After ten (10) calendar days, if the owners have not filed a written request with city staff as provided in this subsection, or if a request does not result in consensus and no request for mediation or a meeting with the mayor is filed, the city will issue the authorized alternative letter.

(8) Owners will submit design plans, bid specifications, and an ~~{A PROPOSED COST}~~ estimate detailing the costs of all design work (incurred and future), permitting, and construction of the selected improvements. After this submittal, the city will issue a draft authorized notice to proceed letter identifying proposed improvements and authorized costs ~~{THE SELECTED ALTERNATIVE}~~ and directing the owner to submit for all required permits ~~{PREPARE A COMPLETE DESIGN AND COST ESTIMATE}~~. Owners will have ten (10) calendar days to file a written request for a meeting

with city staff to reconsider the selected alternative. If discussion with city staff does not result in a consensus, either party may request mediation and a meeting with the mayor as provided in RMC 13.07.140 by filing written requests as provided therein. After ten (10) calendar days, if the owners have not filed a written request with city staff, as provided in this subsection, or if a request does not result in consensus and no request for mediation or a meeting with the mayor is filed, the city will issue the final authorized notice to proceed.

(9) All improvements must receive all appropriate city, county, regional, state, and federal permits prior to beginning construction.

(10) During construction changes to the scope of work authorized in the notice to proceed must be documented in a change order request and submitted to the city before out of scope work is completed. The city will issue an authorized change order for approved out of scope work. Every effort will be made to authorize change orders in the field. If additional review time is necessary, it will not extend more than seven days.

(11) When all authorized improvements are complete, and accurate record drawings, stormwater pollution prevention plans and operation and maintenance manuals, if applicable, are received and accepted as complete, the city will issue an acceptance letter within 30 days.

(12) The acceptance letter will identify the date of completion for the purposes of reimbursement. That date of completion shall be the date of final inspection.

(13) After receipt of the acceptance letter, the owner can submit to the city verifiable, itemized and detailed receipts for all authorized improvements and proof of payment for all invoices and lien releases in accordance with the reimbursement submittal checklist.

(14) Upon review of receipts and proof of payment for all authorized improvements, a draft authorized reimbursement of cost letter will be issued to the owner within 30 days.

(15) Owners will have ten (10) calendar days to file a written request for a meeting with city staff to reconsider the reimbursement amount. If discussion with city staff does not result in a

consensus, either party may request mediation and a meeting with the mayor, as provided in RMC 13.07.140 by filing written requests as provided therein. After ten (10) calendar days, if the owners have not filed a written request with city staff as provided in this subsection, or if a request does not result in consensus and no request for mediation or a meeting with the mayor is filed, the city will issue the final authorized reimbursement of cost letter.

(16) Upon owners' acceptance of the authorized reimbursement of cost letter, the city will process the reimbursement.

(C) Authorized Work Letter and Reimbursement Schedule.

(1) This schedule replaces the schedule in the assessment criteria referenced in city of Redmond Resolution No. 1321. Parcels will be divided into three groups based on the assessment scores:

(a) Group one parcels will be identified by scores of 19 or higher;

(b) Group two parcels will be identified by scores of eight to 18; and

(c) Group three parcels with scores of seven and below will not be required to modify their

systems but will be required to meet appropriate stormwater best management practices. Operational and structural best management practices are defined in the 2005 Stormwater Management Manual for Western Washington, Volume IV - Source Control BMPs.

(D) Group One Authorized Work Letters

(1) Group one parcels will be divided into three subgroups: 1A, 1B, and 1C, to facilitate scheduling:

(a) 1A parcels will be issued authorized work letters effective on or after October 1, 2013;

(b) 1B parcels will be issued authorized work letters effective on or after April 1, 2014;

(c) 1C parcels will be issued authorized work letters effective on or after October 1, ~~2014~~ 2015.

(E) Group One Reimbursement.

(1) For authorized improvements completed by the owner and accepted by the city within ~~TWO~~ three and one-half years from the effective date of the authorized work letter, owners will be reimbursed

for 75 percent of the costs approved in the notice to proceed and authorized change order(s).

~~{(2) FOR AUTHORIZED IMPROVEMENTS COMPLETED BY THE OWNER AND ACCEPTED BY THE CITY IN MORE THAN TWO AND ONE HALF YEARS AND UP TO THREE AND ONE HALF YEARS FROM THE EFFECTIVE DATE OF THE AUTHORIZED WORK LETTER, OWNERS WILL BE REIMBURSED FOR 50 PERCENT OF THE COSTS APPROVED IN THE NOTICE TO PROCEED AND AUTHORIZED CHANGE ORDER(S).}~~

(3) There will be no reimbursement if all authorized improvements are not completed and accepted by the city within three and one-half years from the effective date of the authorized work letter.

(4) The owner will be in violation of this code if authorized improvements are not completed and accepted by the City within four and one-half years from the effective date of the authorized work letter.

(F) Group Two Authorized Work Letters.

(1) Group two parcels will be issued authorized work letters effective on or after January 1, 2018, ~~[OR A LATER DATE AS DETERMINED BY THE DIRECTOR]~~. One consideration for extending the effective date may be completion of groundwater modeling and aquifer delineation by the city.

(G) Group Two Reimbursement.

(1) For authorized improvements completed by the owner and accepted by the city within four years from the effective date of the authorized work letter owners will be reimbursed for 60 percent of the costs approved in the notice to proceed and authorized change order(s).

(2) There will be no reimbursement if authorized improvements are not completed and accepted by the city within four years from the effective date of the authorized work letter.

(3) The owner will be in violation of this code if authorized improvements are not completed and accepted by the City within five years from the effective date of the authorized work letter.

(H) General Notes.

(1) Parcels that are identified to be in a different wellhead protection zone as a result of aquifer delineation will be re-assessed based on their new risk score.

(2) Parcels that have changes to operations or processes that increase or decrease risk will be re-assessed (i.e., if the score is lower than 8, no modification will be required, if the risk score is increased to 19 or above the parcel will be required

to meet the Group one schedule and will be reimbursed at the Group one rate, etc.).

(I) Schedule Extensions.

(1) City review of submittals exceeding 30 calendar days will cause the extension of the authorized work letter effective date by one day for each day exceeding 30 days of review time.

(2) Permit review by other agencies exceeding 30 calendar days will cause the extension of the authorized work letter effective date by one day for each day exceeding 30 days of review time. To receive a time extension, the owner must submit materials for review in a timeframe that would allow for issuance of permits assuming a typical permit review cycle and completion of construction within the required timeframe.

(3) Unless the appellant prevails, appeals will not extend the deadline for completion of improvements or eligibility for reimbursement.

(4) The technical committee may grant an extension for extenuating circumstances that result in significant unanticipated delays during construction.

(5) Except as noted above, reimbursement dates will not be extended; however, the technical

committee may grant an additional one-year extension for owners that have shown proper justification towards compliance but are unable to reach full completion by the violation date. Demonstration of proper justification effort may include but is not limited to:

- (a) Demonstrated economic hardship;
- (b) Change of ownership;
- (c) Unanticipated construction and/or site design problems; or
- (d) Other circumstances beyond the control of the applicant determined acceptable by the technical committee.

(J) Reimbursement Requirements.

(1) To be eligible for reimbursement of authorized costs, the owner must:

- (a) Complete registration and assessment submittals within the specified schedule.
- (b) Comply with the terms and schedule in the authorized work letter and authorized notice to proceed.
- (c) Complete and maintain the required operational best management practices (BMPs) for stormwater and groundwater protection as required in

the authorized work letter and authorized notice to proceed.

(d) Complete the requirements in the authorized work letter, authorized notice to proceed and approved permits.

(e) Authorized improvements and authorized change orders eligible for reimbursement may include:

(i) Conduct engineering feasibility studies, designs and drawings of stormwater improvements.

(ii) Construct and install structural stormwater best management practices.

(iii) Replace stormwater system components and associated permitting requirements.

(iv) Purchase equipment or materials to treat stormwater.

(v) Construct, replace, or decommission stormwater infiltration systems.

(vi) Install groundwater monitoring wells.

(vii) Work agreed upon, documented and conducted by qualified employees to

design and/or install authorized improvements at rates appropriate for the tasks performed.

(viii) Prepare stormwater reports, pollution prevention reports, operations manuals, and record drawings of modifications.

(ix) Permit fees that were not waived (fire, state, county, etc.).

(f) Submit record drawings, stormwater pollution prevention plans, and operation and maintenance manuals.

(g) Submit receipts and proof of payment for all authorized improvements in accordance with the reimbursement submittal checklist.

(2) The following are not eligible for reimbursement:

(a) Routine and/ or annual maintenance of stormwater best management practices or stormwater treatment systems.

(b) Cost of irrigation meters or water meters, installation costs and connection fees for: sanitary sewer, storm water, electricity, water, gas, phone or other utilities.

(c) Design, installation, construction, engineering, or other costs associated

with unauthorized work, unauthorized modifications, work to rectify unauthorized modifications, or work not required by the city.

(d) Costs associated with investigation, characterization, analysis, remediation, removal, disposal or any other activities associated with contaminated soil, sediments, surface water, or groundwater.

(e) Modifications made to any stormwater system after February 1, 2008, not authorized by the city.

(f) Any modifications made in violation of city, county, state, or federal codes, rules, laws.

(g) Staff time, unless identified in the authorized notice to proceed, lost productivity, impacts to business, lost rents, vacancies, etc.

(h) Any other site improvements not required as part of this program.

(i) Costs not identified in the authorized notice to proceed or authorized change orders.

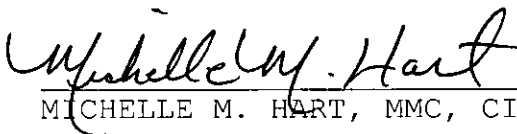
Section 3. Effective Date. This ordinance shall take effect five (5) days after passage and publication of an approved summary consisting of the title, or as otherwise provided by law.

ADOPTED by the Redmond City Council this 16th day of June, 2015.

CITY OF REDMOND

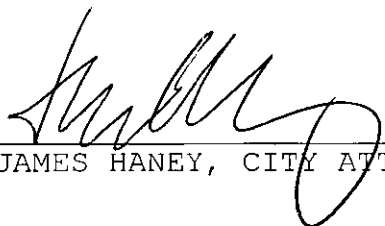

JOHN MARCHIONE, MAYOR

ATTEST:


MICHELLE M. HART, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:


JAMES HANEY, CITY ATTORNEY

FILED WITH THE CITY CLERK: June 2, 2015
PASSED BY THE CITY COUNCIL: June 16, 2015
SIGNED BY THE MAYOR: June 19, 2015
PUBLISHED: June 22, 2015
EFFECTIVE DATE: June 27, 2015
ORDINANCE NO. 2791

YES: Allen, Carson, Flynn, Margeson, Myers, Shutz, Stilin