



AGENDA

SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, February 22, 2016
5:15 p.m.

Meet in Lobby · Shoreline City Hall
17500 Midvale Avenue North

TOPIC/GUESTS: Site Tour: North Maintenance Facility, and Hamlin Maintenance Facility

SHORELINE CITY COUNCIL BUSINESS MEETING

Monday, February 22, 2016
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Minutes of Business Meeting of January 4, 2016	<u>7a1-1</u>	
Minutes of Business Meeting of January 11, 2016	<u>7a2-1</u>	
Minutes of Special Joint Meeting of January 12, 2016 (Adopting Kenmore's Minutes)	<u>7a3-1</u>	
Minutes of Workshop Dinner Meeting of January 25, 2016	<u>7a4-1</u>	
(b) Approval of expenses and payroll as of February 5, 2016 in the amount of \$1,252,414.82	<u>7b-1</u>	
(c) Motion to Authorize the City Manager to Enter into an Agreement with EarthCorps in the Amount of \$100,000 to Provide Environmental Vegetation Management and Minor Trail Repair for Shoreline Parks and Surface Water Facilities	<u>7c-1</u>	
(d) Motion to Authorize the City Manager to Execute a Construction Contract with Insituform Technologies, LLC for the 2016 Cured-In-Place Pipe Stormwater Pipe Repair Project	<u>7d-1</u>	

8. ACTION ITEMS

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| (a) Adoption of Ord. No. 740 - 2016 Budget Amendment | <u>8a-1</u> | 7:20 |
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9. STUDY ITEMS

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| (a) Discussion of the North Maintenance Facility | <u>9a-1</u> | 7:30 |
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- 10. EXECUTIVE SESSION:** Litigation – RCW 42.30.110(1)(i) to discuss with legal counsel matters relating to agency enforcement actions, or litigation. 8:15

The Council may hold Executive Sessions from which the public may be excluded for those purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session the presiding officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time a public announcement shall be made that the Session is being extended.

11. ADJOURNMENT 9:00

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, January 4, 2016
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell, and Salomon

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Ms. Simulcik Smith, City Clerk.

(a) Oath of Office Ceremony for Newly Elected City Councilmembers, performed by Superior Court Judge Richard Eadie for:

- Council Position No. 2 Keith Scully
- Council Position No. 4 Doris McConnell
- Council Position No. 6 Jesse Salomon

King County Superior Court Judge Richard Eadie shared his thoughts on the importance and significance of public service and the opportunity for residents to participate in elections of their public officials. He read excerpts from memoirs written by Judge James T. Ronald, former Mayor of Seattle, on public service. He applauded Councilmembers for dedicating their time to serve in local government and extended expressions of gratitude to their family members. He then administered the oath of office to the newly elected and re-elected Councilmembers in the order listed above.

2. FLAG SALUTE/ROLL CALL

Ms. Simulcik Smith led the flag salute and called the roll. All Councilmembers were present.

(a) Election of Mayor and Deputy Mayor

Ms. Simulcik Smith summarized the rules and procedures for electing City Council Officers and opened the floor for nominations for Mayor. Councilmember Winstead nominated Councilmember Roberts and Councilmember Skully nominated Councilmember McConnell. As there were no other nominations, Ms. Simulcik Smith declared the nominations closed. The nomination of Councilmember Roberts for Mayor for a period of two years ending December 31, 2017 received 5 affirmative votes, and Ms. Simulcik Smith declared him elected.

Mayor Roberts then conducted the election for Deputy Mayor and opened the floor for nominations. Councilmember Hall nominated Councilmember Winstead for Deputy Mayor. As there were no other nominations, Mayor Roberts declared the nominations closed. The nomination of Councilmember Winstead for Deputy Mayor for a period of two years ending December 31, 2017 received 7 affirmative votes, and Mayor Roberts declared her elected.

At 7:12 p.m., Mayor Roberts called for a recess for 5 minutes to rearrange the dais. The meeting was reconvened at 7:17 p.m.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

There were no Council Reports.

5. PUBLIC COMMENT

Tad Seaton, Mukilteo, Washington resident, asked Council to vote no on Ordinance 735 pertaining to the 1,000 foot buffer for marijuana stores. He referenced an email he sent to Council on December 29, 2015 citing changes to state marijuana laws and suggesting amendments to the Ordinance.

Lorrie Hoffman, Executive Director of Shoreline Lake Forest Parks Arts Council, introduced herself and thanked Council for their continue support of the arts.

Brad Lancaster, Shoreline resident, thanked Council for passing the Resolution to support King County's declaration of emergency regarding homelessness. He commended staff for working with him intelligently. He asked if homelessness is the responsibility of Shoreline City Government, and expressed that it is an issue that the City should take personally and address.

Tom Mailhot, Shoreline resident, congratulated Councilmembers McConnell and Salomon on their re-election and congratulated Mayor Roberts and Deputy Mayor Winstead on their new positions and wished them success in the coming year.

Debbie Tarry, City Manager, commented that the City Council will be discussing cannabis regulations on January 25, 2016 and that action is schedule to take place on February 8, 2016. She said Alex Herzog, Management Analyst, has been in communication with Mr. Seaton.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember McGlashan and seconded by Deputy Mayor Winstead and unanimously carried, 7-0, the following Consent Calendar items were approved:

- (a) Minutes of Business Meeting of November 16, 2015 and of Special Meeting of November 30, 2015**
- (b) Authorize the City Manager to Enter into a Contract with the Shoreline/Lake Forest Park Art Council**
- (c) Authorize the City Manager to Enter into a Contract with the Shoreline Historical Museum**
- (d) Authorize the City Manager to Enter into a Contract with Scott Strathy for Law Enforcement Consultant Services for the Risk Awareness, De-escalation, and Referral (RADAR) Program**
- (e) Authorize the City Manager to Enter into an Interlocal Agreement with the City of Mountlake Terrace for Mutual Assistance**
- (f) Authorize the City Manager or Her Designee to Enter into Interlocal Agreement with the U.S. Department of Justice for Participation in the Organized Crime Drug Enforcement Task Force Program**

8. STUDY ITEMS

- (a) Discussion of Promote Shoreline Campaign**

Dan Eernisse, Economic Development Manager, recalled that Promoting Shoreline was funded in 2015 and will be launched in the second quarter of 2016. He said that it will be an outward-focused campaign to attract new residents, investors, and businesses. He introduced Jennifer Rash, PRR. He then reviewed the Promote Shoreline campaign target audience demographics, and announced the three new resident messages are:

- 1. Interesting and diverse residents
- 2. Exceptional transportation options and connectivity
- 3. Desirable amenities

Mr. Eernisse reviewed the three new business outcomes are:

- 1. Vision 2029 Businesses

He said Vision 2029 Businesses are one of a kind, adding character and a sense of place to Shoreline's neighborhoods, and along with jobs provides:

- Unique products and services

- Entertainment and dining options, and/or
- Neighborhood gathering places

He shared that targets are owners/operators, brokers and residents and that the message is *Profitable business environment*.

2. For sale single family attached homes

- Affordable home ownership
- Appealing to families
- Builders unaware of zoning changes

He shared that targets are builders, land brokers and residential brokers, and that the message is *Areas with correct zoning*.

3. Growing media production industry

He said the Washington State Department of Transportation and Fircrest properties can possibly be used as media campuses and that the State provides incentives for film makers to come to Washington. He shared targets are government agencies and media industry professionals, and that the message is *Commitment to regional industry success*.

Deputy Mayor Winstead asked a question about commute time and encouraged finding a different way to word the message because it is a critical piece as to why people move. Ms. Rash responded that the message is intended to be a backup fact for the larger message.

Councilmember Scully recommended focusing resources on the business side because there are a fair number of vacant businesses, and commented that small business owners may not know what it will take to operate in Shoreline. He said residents will find Shoreline due to the scarcity of housing.

Ms. Rash presented two types of campaigns: a central, long haul campaign that focuses on surprising people with interesting facts about Shoreline and that is sustainable over time; and a short term campaign to spark interest.

Ms. Rash said there will be a Microsite developed, separate from shorelinewa.gov, where people can visit to learn about Shoreline. She said it will provide links and contact information if they want to pursue more information on a particular topic. She said it will be clean, attractive, light hearted, and focused on getting people to want to share that information. She then presented examples of microsites.

Ms. Rash introduced the "You don't know Squatch about Shoreline" campaign and ideas to spread the message, engage with people, and integrate the campaign into events.

Councilmember McConnell asked if the focus group is going to be ongoing and commented that the current residents can help inform people about what's great about living in Shoreline. Ms. Rash responded that they are engaging residents to get fun facts to promote neighborhoods and

to collect testimonials on why they love to live in Shoreline and highlight diversity. She shared that residents will also be used to test concepts through an on-line survey.

Deputy Mayor Winstead said she likes the Squatch idea. She shared that Shoreline is proud of its natural resources and that would be good segue way into what we love about Shoreline. She said she can see this campaign being used at city events. Mr. Eernisse said he likes the back story that Squatch has been living in Shoreline this whole time but no one knows and it can surround lots of fun stories.

Councilmember Hall questioned the different roles between the Central campaign logo and the Shoreline logo. He commented that the Shoreline logo shows trees and water, and said that he does not want to take away from the representation of Shoreline being deeply connected to the environment. Mr. Eernisse responded that the City does not want a new logo and the Central logo is supplementary. Ms. Nash added that the Central logo is a stylistic way of promoting Shoreline and not associated with government.

Mayor Roberts asked if the Chamber of Commerce has been engaged in this promotion and commented that two different campaigns should not be run at the same time. Mr. Eernisse responded that he has had introductory conversations with School District, Chamber, and Shoreline Community College. He stated that they have not had a lot of strategic meetings but said he has received positive feedback. He added that the three business outcome goals have not been shared.

Mayor Roberts commented that branding is hard and asked if the Squatch campaign is the entire campaign or will it include the other good work being done in the City. Ms. Rask replied that it would be used to excite initial interest and there will also be a broader approach in the Central campaign. Mr. Eernisse added that there are ton of elements of the strong brand in place and said the purpose is to funnel people to find out about Shoreline and provide easy next steps to engage in Shoreline. Ms. Rash asked if Council thought the Squatch is too juvenile. Mayor Roberts said there is a potential that it could be mocked by people who do not understand it and he wants to be careful about the message that the City is putting out.

Mayor Roberts expressed his gratitude for being elected Mayor, and said that it is an honor and privilege, and he hopes to carry out the office with all the dignity that it deserves. He thanked former Mayors Winstead and McGlashan for their previous work.

9. EXECUTIVE SESSION: Potential Litigation - RCW 42.30.110(1)(i)

At 8:19 p.m., Mayor Roberts called for a recess for 5 minutes and stated that the Council will be going into Executive session at 8:25 p.m. for a period of 20 minutes as authorized by RCW 42.30.110(1)(i) to discuss with legal counsel potential litigation to which the City is likely to become a party. He said the Council is expected to take final action following the Executive Session.

Mayor Roberts then announced that he will be sending Councilmembers a City list of appointments and would like to hear back from them as to their preferences.

At 8:45 p.m. the Council emerged from Executive Session.

Deputy Mayor Winstead moved to authorize the City Manager to enter into a voluntary compliance agreement with Brad and Kimberly Lancaster. The motion was seconded by Councilmember Hall and passed unanimously.

10. ADJOURNMENT

At 8:47 p.m., Mayor Roberts declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, January 11, 2016
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell, and Salomon

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Roberts who presided.

2. FLAG SALUTE/ROLL CALL

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

(a) Proclamation of Martin Luther King, Jr. Day

Mayor Roberts read a proclamation declaring January 18, 2016 as Martin Luther King, Jr. Day in the City of Shoreline. Pearl Lam and Justin Doyle, Shoreline Youth Ambassadors from the Shoreline Youth and Team Development Program, accepted the proclamation. Ms. Lam and Mr. Doyle provided remarks about Dr. King's life and inspirational message of peace. They spoke on the significance of advancing social justice, non-discrimination, love, and peace.

Jemimah Okantey, Co-Advisor, Shoreline Youth Ambassadors, shared that the Youth Ambassador Program develops leaders and provides them an opportunity to be active in the Community. She then listed student volunteer activities.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

There were no Council Reports.

5. PUBLIC COMMENT

Brad Lancaster, Shoreline resident, commented that homelessness is a complex problem and asked if it is too complex for Shoreline to do something about. He presented challenges the homeless face, and said Shoreline needs modest goals with realistic outcomes. He recommended making a place for people to live in tents for periods longer than three months, allowing the building of small houses, and utilizing City surplus property and small portions of City parks for the homeless. He said neighbors with empty bedrooms can be encouraged to welcome people into homes. He asked the City to serve as a partner to work with citizens and organizations that want to help.

Megan Kogut, Shoreline resident, commented that the Transportation Impact Fee (TIP) assessed to her business would have been \$34,000 or \$17,000 based on the building space they selected. She explained that the TIP will affect small businesses ability to locate in Shoreline which will affect the City's vision of what it wants to become. She shared that other cities have made exemptions and asked the Council to consider a small business exemption.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Deputy Mayor Winstead and seconded by Councilmember Hall and unanimously carried, 7-0, the following Consent Calendar items were approved:

(a) Minutes of Business Meeting of November 23, 2015

(b) Approval of expenses and payroll as of December 24, 2015 in the amount of \$5,085,030.17

*Payroll and Benefits:

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
11/8/15-11/21/15	11/27/2015	63953-64158	14158-14178	61912-61919	\$609,969.92
11/22/15-12/5/15	12/11/2015	64159-64357	14179-14197	62032-62037	\$461,831.48
Prior period check cancelled/replaced			14198/13884		\$0.00
Prior period check cancelled/replaced			14199/14076		\$0.00
Prior period check cancelled/replaced			14200/13776		\$0.00
12/6/15-12/19/15	12/24/2015	64358-64557	14201-14217	62041-62048	\$608,685.42
					<u>\$1,680,486.82</u>

*Wire Transfers:

Expense Register Dated	Wire Transfer Number	Amount Paid
11/30/2015	1102	\$7,497.61

\$7,497.61***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
11/30/2015	61830	61830	\$3,983.76
12/1/2015	61631	61631	(\$743.75)
12/1/2015	61831	61831	\$743.75
12/3/2015	61832	61845	\$31,208.65
12/3/2015	61846	61864	\$934,077.94
12/3/2015	61865	61884	\$235,802.86
12/3/2015	61885	61904	\$92,455.88
12/3/2015	61905	61911	\$1,575.10
12/17/2015	61920	61939	\$562,005.24
12/17/2015	61940	61960	\$152,458.31
12/17/2015	61961	61971	\$232.10
12/17/2015	61972	61984	\$20,959.58
12/18/2015	61985	62002	\$109,469.97
12/18/2015	62003	62022	\$34,692.88
12/18/2015	62023	62031	\$1,198.22
12/22/2015	62038	62039	\$46,336.22
12/22/2015	62040	62040	\$5,332.41
12/23/2015	62049	62055	\$1,019.30
12/23/2015	62056	62065	\$57,835.16
12/23/2015	62066	62075	\$976,137.63
12/23/2015	62076	62084	\$1,142.85
12/24/2015	62085	62098	\$129,121.68
			<u><u>\$3,397,045.74</u></u>

- (c) **Authorize the City Manager to Execute a Contract with Consolidated Press for the Printing and Mailing of the Currents Newsletter**
- (d) **Authorize the City Manager to Enter into a Contract with Perteet, Inc. for On-Call Construction Management and Inspection Services in an Amount Not to Exceed \$150,000 for 2016**
- (e) **Authorize the City Manager to Enter into a Contract with Berry Dunn McNeil & Parker, LLC in the Amount of \$69,400 for Financial and Human Resources Software Requirements Development and Vendor Selection Support**

8. **STUDY ITEMS**

- (a) Discussion of Ronald Wastewater District Assumption Transition Plan

Mr. Norris reviewed the Committee of Elected Officials (CEO) process to-date on what is being done to prepare for the Assumption of the District in 2016 - 2017. He recalled the list of issue papers the Council previously reviewed and said they have developed into the Draft Transition

Plan. He shared that next steps are for the Council to adopt the Plan, scheduled for the March 14, 2016 Council Meeting, and to finalize a Transition Workplan.

Councilmember McConnell thanked Ronald Wastewater and City staff for their hard work and said she believes the heaving lifting has been done. She expressed appreciation for the District's Boardmembers attendance at the CEO Meetings.

Mayor Roberts agreed that the CEO is near completion. He said Council will still need to tackle developing a code to manage some of the policies of the District. He announced that the next meeting is schedule for the first week of February.

Deputy Mayor Winstead asked about financial reserves, noting that three months of reserves are to be set aside when assumption takes place, and asked what the District's current financial status is. She said she noticed an increase in her bill and asked why. She asked about the Utility Advisory Board, what it might look like, and when those decisions will be made. She pointed out that other City Commissions and Boards are unpaid, and said she thinks the Utility Advisory Board should be consistent with the others. Mr. Norris responded that he does not know what their cash reserve levels are today but can follow up with the District Manager. He said the District is on target and managing assets to make sure they are at the agreed upon cash reserve level. He shared that at one point they had \$13 Million in reserves, but said they have paid off debt. He shared that they are now debt free and reserves maybe now be in the \$3 Million range. He shared that the CEO had a discussion about what an Advisory Board would look like and decided that the Council should make that decision. He said code review will come before Council this year and that the discussion of an Advisory Board will happen at that time. He said his recommendation would also be for the Advisory Board positions to be unpaid.

Councilmember Hall questioned whether there is a need for an ongoing Utility Advisory Board, and said his preference is to start with a Board that has a sunset date so that after transition occurs, the Board can be evaluated. He also stated preference that the Board be volunteer.

Councilmember McGlashan asked about integrating District employees earlier into the City's culture, and said he feels the employee aspect will be the main challenge of the transition. Mr. Norris replied that he did not have an update about integrating District employees earlier and that a formal program for employee engagement has not been developed. He said the comment has been duly noted. He shared that he works closely with the District General Manager, explained that the Transition Plan was first priority, and employee engagement will happen next. He said there will also be opportunities for District employees to engage in trainings and other City activities. Ms. Tarry added that District employees have been giving their input on other projects like the North Maintenance Facility, Cityworks, and Financial software, and said those opportunities have served for great partnerships.

Councilmember McConnell commented that it is a delicate balance between the organization that is in complete control now and the City. She said the City needs to make the transition successful for employees and for customers. She shared that the conversation regarding employee transition will be more robust as the assumption gets closer. She added the District staff need to feel welcome and not disrupted.

(b) Discussion Transportation Impact Fee Amendment for Certain Businesses

Dan Eernissee, Economic Development Manager, provided background on the adoption of the Transportation Impact Fee Program (TIF) which became effective in January 2015. He explained that to help business in the Community he is proposing an amendment to the Ordinances for certain businesses. He presented the following three policy questions for Council to address:

- 1) Should any business get TIF relief?
- 2) How should eligibility be defined?
- 3) Should TIF be deferred or exempted?

He explained that the City has identified six projects where new trips from development are projected to increase existing congestion that will cost around \$38 million dollars over the next 20 years, and said 43% of the money to pay for the improvements will come from TIF. He then described how TIFs are calculated and provided a scenario of a developer in a strip mall paying the TIF for retail use. He noted that when a new business operator comes in they might be charged a TIF if their business generates more trips than the "retail" use.

Mr. Eernissee reviewed that the concerns of the business community are that TIF is a disincentive to open a new business and that the TIF does not capture business growth. Mr. Eernissee questioned if the City is creating something that only national chains (well financed) can afford, and questioned if existing businesses should have to pay for growth. He said that there is a way for a developer to negotiate a way to cover the cost of TIF but not so much for a business owner. Mr. Eernissee then reviewed the City's current efforts for new businesses that address the concerns.

Mr. Eernissee asked if the TIF should be amendment for businesses. There was consensus among Councilmembers that the TIF should be amendment for businesses.

Councilmember Skully commented that he has talked with a lot of small business owners and they have communicated to him that they could not operate in Shoreline with the large TIF fees. He expressed concern that the TIF will have an impact on Shoreline's overall business health. He explained that there is a cap on the number of large businesses that can come to Shoreline, leaving vacant store fronts that will end up hurting economic development.

Councilmember McGlashan recommended coming up with a TIF that is equal across the board. He questioned if there is something wrong with the current TIF program if credits and exemptions have to be provided to certain businesses, and said it seems unfair.

Councilmember Salomon commented that this decision will shape the Community. He said the question needs to be asked if we want a community with chains stores and strip malls or a community with local entrepreneurs opening local community businesses. He commented that new residential development brings in growth, and local businesses will capture the demand from local residents, which will not add to the growth. He explained that it is a matter of fairness. He commented that new businesses that go out of business still have to pay the TIF and said that is not fair. He said we have been trying to get businesses in Shoreline for some time and he feels

passionately about making Shoreline attractive for businesses. He said he supports moving forward with the amendment.

Councilmember McConnell commented that the deferral of TIF is not the answer for small businesses. She explained that it will be a deterrent if that fee is hanging over their head and would be a deciding factor on whether they open up a business. She recommended talking about exemptions in certain neighborhoods.

Councilmember Hall commented that the City needs to make sure the transportation projects are funded that are expected by the Community. He said it makes sense to differentiate TIFs between residential and businesses. He expressed concern about criteria that would define what business qualifies for an exemption, and said he does not want to put staff in the position of making judgment calls. He shared that he would rather look at reducing the Impact Fee on all businesses and having a discussion on how to fund the remaining balance for transportation projects. He said the Region should fund projects that are heavily used as cut through trips. He suggested having a discussion about using Transportation Benefit District (TBD) funds to offset the need for the TIF.

Mayor Roberts said the City needs to ensure that the TIF is justifiable to any business. He asked about adjustments for shared trips, and if they are made by the Institute of Transportation Engineers (ITE) or by staff. Tricia Junke, City Engineer, replied it is a little of both and said they are using ITE methodology. Mayor Roberts asked if adjustments are made for walkability. Ms. Junke responded that there is research in Transit Oriented Development areas but said Shoreline does not have that kind of density to use this methodology. Mayor Roberts commented on the 20 different uses on the rate table and asked if consideration has been given to consolidate the table. Ms. Junke replied that the ITE manual has a lot of rates and shared that staff has already done some of that consolidation. Mayor Roberts asked if business rates can be reduced and have residential rates stay the same. Ms. Junke replied that is an option for the Council.

Deputy Mayor Winstead said that having a business friendly environment has been a goal of the Council for some time. She said permitting, licenses, and wages all have an impact on whether a person will choose to open a business in Shoreline and whether a business will succeed and thrive. She agreed with Mayor Roberts to reduce the TIF for businesses and not for residential. She shared that she does not envision growth occurring from small businesses. She recommended reducing the TIF for all businesses, and also looking at the TBD to help fund transportation projects.

Councilmember McGlashan asked clarifying questions on how the fees are charged for new construction and new business spaces. Mr. Eernisse provided an example of the difference of a drive up Starbucks and a small coffee shop, and explained that the ITE rate is capturing the traffic from a Starbucks.

Mr. Eernisse said the second question is how to define eligible businesses. He explained that there are 7 Basis of Eligibility which are size of occupied space; number of employees; revenues; amount spent on improvements; occupy existing space; single location; and vision 2029 Qualities. He asked if eligibility should be defined objectively or subjectively.

Councilmember Hall said he prefers not to distinguish between types of businesses. He recommended reducing the business capture from 93% to 50%, keeping it at 93% for residential development, and having the discussion on how to fund the difference.

Councilmember McConnell said a single location makes sense for an exemption and that a Starbucks would not qualify. She stated that she does not think it would be too difficult for staff to determine if a business would qualify for the 2029 Qualities and said she does not want to give big box stores a discount.

Councilmember Salomon asked for confirmation that the exemptions being discussed are not a large part of TIF revenue. Mr. Eernisse responded that is true, but only for those businesses that are not newly constructed. Councilmember Salomon proposed looking at a hybrid approach with a waiting system for a single location, 2029 Qualities, and revenues. He suggested refining the 2029 qualities. He asked why TIF has to be assessed in the beginning and if it could be assessed one, two, or three years later which will enable the City to provide a fair assessment of those businesses. He stated that multiple criteria can be used to stagger fees to address square footage differences, and that reducing fees to 50% for small businesses is still a disincentive.

Councilmember McGlashan said he agrees with Councilmember Hall on finding something that does not disincentivize both small and large businesses from coming into Shoreline. He said he is not comfortable making an evaluation based on being a small or unique business and wants to find something that is equal for all businesses.

Councilmember Scully stated big business will come and he does not want to lose the TIF revenue source. He said if there is a down turn in big businesses, that it can be reevaluated. He shared that the TBD fee and Business & Occupation tax also have their own issues. He said he likes Councilmember Salomon's idea of a weighted system but said they are hard to administer. His preference is for a modified version of a pick list that if a business had less than: a certain number of square footage, number of employees, or revenue in a year, it would then qualify as a small business and be eligible for the exemption.

Deputy Mayor Winstead expressed that it is important that the TIF is applied uniformly and she does not want to discourage new construction. She commented that she likes Councilmember Scully's idea, and that she is looking to provide an exemption to small businesses.

Mayor Roberts said he believes the best and most justifiable way to create an exemption is by general reductions in terms of the rate charged on businesses, and by consolidating categories to provide equity in determining who pays what fee.

Councilmember Hall provided Spiro's as an example of a business that has three locations, and said they would not qualify for single location exemption. He also pointed out that Trader Joe's is coming to the Community and commented that if they were building a new location, their impact fee would have been large. He said it would be hard for him to defend a system that would provide an exemption to a small business and not Trader Joe's. He expressed concern that any definition given to a business could possibly miss something that the Community cares about.

Mr. Eernisse confirmed that the deferral of the TIF is not an option that Councilmembers support. He advised that if a TIF exemption is provided, it needs to have a broad public purpose. It could be discounted at 100% or another amount, but the City would have to replace the exempted amount. He then described ways the City can collect revenue to pay for services. He shared what businesses are charged to run their operation, which is limited to property tax. He then explained how taxes are assessed and said they are only charged for the value of land. Businesses are creating a lot of the traffic impact, but there is no mechanism for generating revenue. He asked the Council to consider a B&O tax and to look at business license fees and possibly base the fee on the number of employees or the number of parking stalls. He then reviewed implementation options.

Mr. Eernisse clarified that Councilmembers support exemptions for the TIF, and said there needs to be a discussion on how the lost TIF revenue will be made up.

Mayor Roberts agreed with Councilmembers that amendments should be made to the TIF and asked what direction is needed from Council. Mr. Eernisse responded that he would like to hear their preference for defining an eligible business. Ms. Tarry responded that she heard three Councilmembers favor some type of partial exemption for all businesses and that four Councilmembers want to see qualification criteria and more of a focus on small businesses. She commented that a partial exemption for all businesses would be easier to administer. She asked if the goal is trying to address unique small businesses or to address businesses overall.

Councilmember Scully said he is troubled by partial exemptions and would prefer a complete exemption for small business. Deputy Mayor Winstead asked staff to come back with a plan on how to make up the lost revenue. She commented that she is leaning towards an exemption for all businesses with a 24 month timeline.

Councilmember Hall said if exemptions are provided, he would be looking for offsetting revenue and that he prefers to keep the TIF in place for big box stores. He provided the Sears building as an example of being occupied by a new larger retailer and pointed out that only a B&O tax would capture any new growth.

Councilmember Salomon stated his preference is to only provide exemptions to small businesses. He said he does not believe an across the board exemption is necessary and explained that he does not want to give up revenue because partials exemption might be hard to administer.

Mayor Roberts asked when this item will come back to Council for further discussion. Ms. Tarry responded that staff will follow up with an explanation of how businesses who have already paid the TIF will be affected, and will bring the item back in late February for another discussion. Mayor Roberts requested that revenue replacement options be included in the discussion.

Mayor Roberts announced that Trader Joe's is opening in Shoreline on February 26, 2016. He announced the following Councilmember Appointments and Reappointments to Regional Committees: Councilmembers McConnell and McGlashan appointed voting members and Councilmember Hall is the Alternate for the SeaShore Transportation Forum; Mayor Roberts appointed voting member and Councilmember Salomon Alternate for Sound Cities Association Public Issues Committee; Councilmember Salomon appointed voting member and

Councilmember Scully is the Alternate for WRIA 8; Councilmember Scully appointed voting member and Councilmember Hall is the Alternate for the Puget Sound Regional Council Transit Oriented Development Advisory Committee; Deputy Mayor Winstead is reappointed to the King County Emergency Medical Service Task Force; and Councilmember McGlashan is reappointed to the Sound Transit North Corridor Leadership Group.

9. ADJOURNMENT

At 9:00 p.m., Mayor Roberts declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF JOINT CITY COUNCIL SPECIAL MEETING
TO DISCUSS SOUND TRANSIT 3

Tuesday, January 12, 2016
7:00 p.m.

Council Chambers – Kenmore City Hall
18120 68th Avenue, N.E.
Kenmore, Washington

PRESENT:

City of Shoreline

Mayor Chris Roberts, and Councilmembers Keith Scully, Will Hall, Doris McConnell, and Jesse Salomon; and City Manager Debbie Tarry

City of Kenmore

Mayor David Baker, Deputy Mayor Allan Van Ness and Councilmembers Brent Smith, Laurie Sperry, Milton Curtis, Nigel Herbig and Stacey Denuski; and City Manager Robert Karlinsey, Engineering and Environmental Services Director Kris Overleese, Management Intern Brennan Jernigan, and City Clerk Patty Safrin

City of Lake Forest Park

Mayor Jeff Johnson, Deputy Mayor Catherine Stanford, and Councilmembers Hilda Thompson, Phillippa Kassover, Mark Phillips, Tom French, and E. John Resha; and City Administrator Pete Rose

City of Bothell

Mayor Andy Rheaume, Councilmembers James McNeal, Tris Sarnberg, and Tom Agnew; and City Manager Bob Stowe

City of Woodinville

Mayor Bernie Talmas and City Manager Dick Zais

At 7:00 p.m., the Special City Council Joint meeting was called to order by City of Kenmore Mayor David Baker.

Welcome and Introductions - Mayor Baker welcomed and introduced the joint meeting participants.

Sound Transit 3 and SR 522/145th Street Corridor Topic Introduction - Mayor Baker made comments regarding the topic of the meeting.

Sound Transit Board Members' Perspectives - Sound Transit Board Members Fred Butler and Claudia Balducci were present to comment on behalf of Sound Transit.

Sound Transit 3 Overview and Process - Ric Ilgenfritz, Sound Transit Executive Director of Planning, Environment & Project Development, was present to give a PowerPoint presentation and provide comments.

SR 522/145th Street Corridor Overview and ST3 Candidate Projects N-09, N-10, P-8 Overview and Analysis - Staff of Fehr & Peers were present to give a slide presentation and to review the proposed projects. They were also available to answer any questions.

522 Transit Now! Coalition - Janet Quinn and Mark Abersold were present to provide comments on behalf of the 522 Transit Now! Coalition.

Key Messages Discussion - City Manager Karlinsey stated that the hope is the cities can agree on some key messages to help prompt a discussion. City Manager Debbie Tarry reviewed key messages for Projects N-09, N-10 and P-08, which were displayed as a slide and also distributed to participants.

Next Steps - City Manager Karlinsey stated that a joint letter from all the cities needs to be to Sound Transit by January 21. He noted that each city will probably do individual letters as well.

At 8:16p.m. Mayor Baker adjourned the meeting.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF WORKSHOP DINNER MEETING

Monday, January 25, 2016

Conference Room 104 - Shoreline City Hall
17500 Midvale Avenue North

5:45 p.m.

PRESENT: Mayor Roberts, Deputy Mayor Winstead, Councilmembers McGlashan, Scully, Hall, McConnell, and Salomon,

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Bonita Roznos, Deputy City Clerk

GUESTS: Allegra Calder, Principal, Berk Consulting

At 5:46 p.m., the meeting was called to order by Mayor Roberts.

Ms. Tarry explained that the purpose of tonight's meeting is to review the Draft Agenda for the Council Strategic Planning Workshop scheduled for February 19 and 20, 2016. She shared that a review of Council Goals and project status updates will be provided in the Workshop Packet. She commented that emphasis will be placed on Council Goal #1, Step 3, Implementation of the 10-year Financial Sustainability Plan, and Goal 4, Enhance Openness and Opportunities for Community Engagement.

Ms. Calder reviewed the Agenda and asked Councilmembers their preference for addressing the items at the Workshop. There was discussion among Councilmembers regarding the proposed Agenda Items and there was consensus to address the following items at the Workshop:

- 145th Street Subarea development regulation policy questions
- A combined discussion regarding external workforce regulations (paid sick leave, parental leave and minimum wage regulations)
- Inclusion, Equity and Homelessness
- Shoreline Community/Senior Center operations
- Sidewalk and storm water facilities development

Mr. Norris announced that the Council's Workshop Service Project, scheduled for the afternoon of February 19, is Fresh Rescue a "sort and pack" opportunity at Food Line in Shoreline.

At 6:50 p.m. the meeting was adjourned.

Bonita Roznos, Deputy City Clerk

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Expenses and Payroll as of February 5, 2016
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara S. Lane, Administrative Services Director

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 \$1,252,414.82 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
1/3/16-1/16/16	1/22/2016	64747-64939	14236-14255	62495-62502	\$620,799.34
					\$620,799.34

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
1/26/2016	1104	\$4,480.19
		\$4,480.19

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/27/2016	62422	62422	\$42,129.33
1/28/2016	62423	62432	\$147,812.39
1/28/2016	62433	62445	\$99,149.11
1/28/2016	62446	62461	\$104,542.26
1/28/2016	62462	62468	\$9,382.89
1/28/2016	62469	62494	\$39,784.72
2/2/2016	61859	61859	(\$500.00)
2/2/2016	62503	62503	\$500.00

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
2/3/2016	60025	60025	(\$17.22)
2/3/2016	62504	62504	\$17.22
2/4/2016	62505	62518	\$41,775.23
2/4/2016	62519	62526	\$44,386.37
2/4/2016	62527	62536	\$10,992.47
2/4/2016	62537	62549	\$78,758.75
2/4/2016	62550	62562	\$8,421.77
			<u>\$627,135.29</u>

Approved By: City Manager **DT**

City Attorney **MK**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Enter into an Agreement with EarthCorps in the Amount of \$100,000 to Provide Environmental Vegetation Management and Minor Trail Repair for Shoreline Parks and Surface Water Facilities
DEPARTMENT:	Parks, Recreation, and Cultural Services
PRESENTED BY:	Eric Friedli, PRCS Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

ISSUE STATEMENT:

Since 2009, the City of Shoreline has entered into an agreement with EarthCorps for trail, vegetation and environmental restoration work at several Shoreline parks and surface water facilities. Since this contract amount is over \$50,000, City Council authorization is required for the City Manager to enter into the agreement.

This contract is being entered into pursuant to RCW 35.21.278 and RCW 79A.35.130, which allows the City to enter into a contract with a service organization to provide maintenance improvements to parks, surface water facilities and environmentally sensitive areas without regard to competitive bidding for public works. Thus, the contract is outside of the public works bidding laws.

FINANCIAL IMPACT:

This work is paid for using 2016 King County Renewal Trail Levy funding, General Capital Park Repair and Replacement funds and the Surface Water Utility operating funds. There is adequate funding within these budgets to complete this work.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to enter into an agreement with EarthCorps in the amount of \$100,000 to provide environmental vegetation management and minor trail repair for Shoreline parks and surface water facilities.

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

BACKGROUND

Since 2009, the City of Shoreline has entered into an agreement with EarthCorps for trail, vegetation and environmental restoration work at Shoreline parks and surface water facilities funded from the 2006 Park Bond and Surface Water Utility operating funds. EarthCorps is a non-profit organization founded in 1993 with a mission to build a global community of leaders through local environmental service. EarthCorps provides a year-long intensive program for young adults from the United States and 80 other countries to learn best practices in community-based environmental restoration and develop their leadership skills as they supervise more than 10,000 volunteers each year. See Attachment A for a full program description.

Some examples of work that EarthCorps has performed at Shoreline parks and surface water open spaces over the past six years include:

- *Trail Maintenance:* construction and installation of trail markers, resurfacing trail beds, trail side slope stabilization, trail reconstruction after storm damage or over use, adding switch backs, check steps or stairs in steep slope trails, closing social trails, etc.
- *Environmental Restoration:* required mitigation plant monitoring and management, native plant installations, removing overgrown plants and weeds from planted park and surface water landscapes, invasive and noxious weed eradication, steep slope stabilization, removing illegally dumped trash and debris, and recruiting and leading volunteer community work parties in removing invasive species and planting natives.

See Attachment B, Scope of Work, for more details of this year's expected projects and the budget breakdown between Park and Surface Water budgets.

In 2016, Surface Water Utility operating funds, the King County Renewal Levy funds and General Capital repair and replacement funding will be used to pay for this contract. Since this proposed contract is over \$50,000, City Council authorization is required.

DISCUSSION

This contract is being entered into pursuant to RCW 35.21.278 and RCW 79A.35.130, which allow the City to enter into a contract with a service organization to provide improvements to parks, surface water facilities and environmentally sensitive areas without regard to competitive bidding for public works. Thus, the contract is outside of the public works bidding laws. RCW 35.21.278 requires that the value received be at least equal to three times the payment to the organization. Attachment C to this staff report contains an analysis of typical costs to do the work proposed. RCW 35.21.278 also requires that the total payments not exceed two times the population (\$106,000 for Shoreline). This contract is under this limit. The purchasing department will coordinate any future need and limit City expenditures to be within that of the RCW.

Participants in conservation corps programs offered by a nonprofit organization affiliated with a national service organization established under the authority of the National and Community Service Trust Act of 1993 are exempt from provisions related to rates of compensation while performing environmental and trail maintenance work, provided:

- 1) The nonprofit organization must be registered as a nonprofit corporation pursuant to chapter 24.03 RCW;
- 2) The nonprofit organization's management and administrative headquarters must be located in Washington;
- 3) Participants in the program spend at least 15 percent of their time in the program on education and training activities; and
- 4) Participants in the program receive a stipend or living allowance as authorized by federal or state law.

Participants are exempt from provisions related to rates of compensation only for environmental vegetation and trail work conducted pursuant to the conservation corps program.

FINANCIAL IMPACT

This work is paid for using 2016 King County Renewal Trail Levy funding, General Capital Parks Repair and Replacement funds and the Surface Water Utility operating funds. There is adequate funding within these budgets to complete this work.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to enter into an agreement with EarthCorps in the amount of \$100,000 to provide environmental vegetation management and minor trail repair for Shoreline parks and surface water facilities.

ATTACHMENTS

Attachment A: EarthCorps Brochure
Attachment B: 2016 Scope of Work
Attachment C: Cost Comparison Study

Attachment A



Since 1993, EarthCorps has been working to create a global community of leaders through local environmental service. Our restoration and education efforts focus on three key areas:

YOUNG LEADERS

EarthCorps' Corps Program is an intensive year-long training program that unites both AmeriCorps and international participants (ages 18-25) from across the United States and around the world to learn skills in community building, habitat restoration, and leadership. EarthCorps program participants are part of a diverse group of emerging environmental leaders committed to teamwork, service, and personal growth. In addition to hands-on service, each participant takes part in 350 hours of workshops, retreats, and other formal trainings.

HEALTHY HABITATS

EarthCorps works to restore the environment, improve air and water quality and ensure that local Puget Sound residents can enjoy safe, low-impact access to natural areas in urban, suburban and rural settings. EarthCorps seeded Seattle's urban forest restoration efforts that grew to become the Green Seattle Partnership.

STRONG COMMUNITIES

Environmental service is a uniquely effective way to build community. Each year, 12,000 volunteers participate in environmental restoration projects led by EarthCorps. EarthCorps has lead more than 150,000 volunteers to date. Approximately half of EarthCorps volunteers are youth who volunteer as part of school teams or in order to complete service learning hours.

PROGRAM DESCRIPTION

Corps members spend 80% of their time in the field on a crew of six or seven young adults performing environmental restoration. A crew leader guides the crew as they complete restoration projects throughout the Puget Sound region. Restoration is physically demanding work that takes place outdoors in all weather conditions. Projects can include stream and salmon habitat restoration, erosion control, invasive plant removal, native plant installation, trail construction and maintenance, and volunteer management.

Corps members spend 20% of their time in classes, workshops, and field trainings as part of EarthCorps' education program. Education sessions mirror the learning goals of the EarthCorps experience, with curriculum covering basic botany and ecology of the Pacific Northwest, environmental restoration theories and concepts, topics in natural resource management and global environmental issues, leadership skills, and interpersonal and cross-cultural communication.

LEADERSHIP



COMMUNITY



HABITAT



TO LEARN MORE, VISIT WWW.EARTHCORPS.ORG

6310 NE 74th Street, Suite 201E Seattle, WA 98115 phone 206.322.9296 fax 206.322.9312

Scope of Work: Restoration Services For City of Shoreline



**Prepared for:
Maureen Colaizzi**

2/2/2016

6310 NE 74th St, Suite 201E
Seattle, WA 98115
www.earthcorps.org

EarthCorps
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NARRATIVE SCOPE OF WORK

Restoration and maintenance activities on City of Shoreline properties. Crews will perform these activities at the following locations:

- **Innis Arden Reserve – trail maintenance**
- **Shoreview/Boeing Creek Park – trail maintenance**
- **Cromwell Park – trail maintenance/vegetation management**
- **Richmond Beach and Saltwater Park – stair replacement (9)**
- **Hamlin Park – trail maintenance**
- **Kruckeberg Botanical Gardens –native garden installation**
- **Meridian Park – trail maintenance/vegetation management**
- **Richmond Highlands Recreation Center – vegetation removal**
- **Paramount Open Space – trail maintenance**
- **Greenworks facilities – vegetation management**

EarthCorps will provide the following:

- A 5-7 person crew with crew leader and staff oversight of project
- Basic hand tools along with access to power tools (brush cutter and chainsaws) and specialized equipment including spray and knotweed injection tools and fall restraint systems.
- Training and education in ecological restoration best management practices, ecology, leadership and community outreach.
- Workers' compensation, health insurance, and related taxes.
- Washington Labor & Industries documentation
- Administrative/ payroll and human resource services.

Agency will provide the following:

- All materials needed for the completion of projects.
- All permits needed to complete scopes of work.

SCHEDULE

All work will occur between March 1st, 2016 and December 31st 2016

BUDGET FOR PARKS, RECREATION & CULTURAL SERVICES

Crew Labor and Project Management	\$	47,650.00
Materials and disposal fees	\$	2,363.97
TOTAL of Sub-totals	\$	50,013.97
Materials Handling Fee (no disposal fees)	\$	104.40
TOTAL FEE	\$	50,118.37
Sales Tax (9.5%)	\$	4,761.25
TOTAL PAYABLE	\$	54,880.00

BUDGET FOR PUBLIC WORKS

Crew Labor and Project Management			\$ 41,205.00
Materials and disposal fees			
		TOTAL of Sub-totals	\$ 41,205.00
Materials Handling Fee			
		TOTAL FEE	\$ 41,205.00
Sales Tax (9.5%)			\$ 3,914.48
		TOTAL PAYABLE	\$ 45,120.00
Overall Contract Budget 2016			\$100,000.00

EARTHCORPS RATES AND FEES BREAKDOWN

Project Manager - \$75.00/ hour

An EarthCorps project manager coordinates the communication and logistics to ensure crews are equipped with the knowledge and skills to perform the requested tasks. In addition, a project manager can develop restoration plans, purchase materials, coordinate project activities between various entities, and essentially ensure the project goals and objectives are met to the partner's satisfaction. Furthermore a project manager can write and/or collaborate on grant opportunities and provide reports.

Crew of 5-7 persons including crew leader - \$1,250/day

Crew includes transportation to and from the work site as well as hand tools to complete tasks such as invasive plant removal, installation of erosion control materials, planting, trail construction, and stewardship of sites. In addition crews are trained to operate herbicide application equipment, brush cutters, and power wheelbarrows. The crew leader is qualified to operate chainsaws for bucking material and is a licensed Washington State Pesticide Applicator.

Three-ton capacity dump truck or 4 x 4 pickup truck - \$75/day

Other materials, disposal fees and equipment rentals – Direct costs

Coordination and approval from the City is necessary before ordering or supplying and materials. The City may elect to provide materials rather than utilizing this contract.

EARTHCORPS BACKGROUND

EarthCorps is a non-profit organization founded in 1993 with a mission to build a global community of leaders through local environmental service. EarthCorps provides a year-long intensive program for young adults from the US and 80 other countries to learn best practices in community-based environmental restoration and develop their leadership skills as they supervise more than 10,000 volunteers each year.

Location Restoration

EarthCorps' core expertise is community-based environmental restoration. We regard restoration as a process of reestablishing healthy habitat: returning a polluted or degraded environment as closely as possible to a thriving, self-sustaining ecosystem. As restoration practitioners, our goal is to expedite natural processes in rebuilding a functioning natural ecosystem.

Environmental service is a uniquely effective way to build community. When people put their hands into the dirt together and see their efforts transform a threatened area into a more vibrant landscape, they forge a special bond, empowering themselves and their community.

Global Leadership

Based in Seattle, Washington, EarthCorps brings together emerging environmental leaders from more than 60 countries to work on projects in the Puget Sound region and Cascade Mountains. As part of EarthCorps' intensive hands-on curriculum, they learn multiple restoration techniques, try out project design and management, develop leadership and team-building skills, and help manage thousands of local volunteers on projects.

EARTHCORPS PROJECT LEAD:

Jammie Kingham, Field Operations Manager
Tel: (206) 322-9296 ext. 226
Email: jammie@earthcorps.org



City of Shoreline Cost Comparison Study

EarthCorps vs General Contractor

Objective/Purpose: Per RCW 35.21.278 and RCW 79A.35.130 that allow the use of a volunteer/service organization, EarthCorps, instead of publicly advertising the work via standard bid procedures there is a requirement to demonstrate EarthCorps provides (3) three times the value as a Contractor.

Analysis

This 2015/16 analysis demonstrates the value via costs of a Contractor is more than three (3) times as much as the costs for similar work by EarthCorps.

EarthCorps

Cost per day (8) hours: \$1220

Crew size: 7

Project Manager: 1 hour/day \$75.00

Total cost/day: \$1,295

For a \$100,000 contract EarthCorps can be utilized for 77 days.

Contractor

*Cost for a General Laborer: \$50.00/hour

*Cost for Construction Site Supervisor: \$66.80/hour

* These rates are based on Washington State Department of Labor and Industries prevailing wage rates and force account rates utilized in City of Shoreline 2015 construction contracts. They include prevailing wages, benefits and employment taxes.

Cost per day (8 hours)

(7 laborers + supervisor): \$3,334.40

Mark-up (per Force Acct reqts): 29%

Total cost/day: \$4,301.38

For a \$100,000 contract a Contractor could be utilized for 23 days.

Cost comparison (Contractor cost/day / Earthcorps cost/day): 3.3

Other items for consideration and analysis of benefits to utilizing EarthCorps

- Utilizing a Contractor would require developing a specific scope with detailed plans and specifications in order to provide a fair bid environment and in order to manage the contract. Earth Corps can operate from field direction on a weekly or daily basis from City Staff with minimal direction. Estimated cost: \$7-10k
- Contract Administration and construction management is much higher with a Contractor compared with EarthCorps. Managing submittals, bonding, pay requests, etc takes significantly more resources to ensure responsible contract management than managing a service agreement with EarthCorps. Estimated costs: \$10k
- The quality of work with EarthCorps may be higher and is more predictable than utilizing a Contractor. Based on the requirement to utilize the lowest responsible bid, it is difficult to be confident in the abilities of a Contractor that may perform the work. EarthCorps specializes in Trail and Vegetation Management
- EarthCorps has flexibility in performing the work and operates at the direction of the City. With a Contractor there is less flexibility and increased risk/costs associated with changes in plans and work.
- EarthCorps has experience in coordinating and working with neighborhood/volunteer groups in performing work. The City can easily combine EarthCorps efforts with a community event without additional risks to increased costs. A typical Contract and Contractor does not allow for easy coordination or work alongside community or volunteer functions.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Construction Contract with Insituform Technologies, LLC in the Amount of \$441,974 for the 2016 Cured-In-Place Pipe Stormwater Pipe Repair Project
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to execute a Contract with Insituform Technologies, LLC, for construction of the 2016 (Cured-In-Place Pipe) CIPP Stormwater Pipe Repair Project in the amount of \$441,974. CIPP is a trenchless pipe repair method widely utilized for rehabilitating damaged stormwater and sanitary sewer pipes by installing a permanent composite liner within the pipe. This project will repair 2,281 feet of 12-inch diameter stormwater pipe and 884 feet of 18-inch diameter stormwater pipe.

Between January 13 and February 4, 2016, the City solicited for contractors to construct the 2016 CIPP Stormwater Pipe Repair Project as Bid# 8346. The engineer's estimate for the construction was \$561,250. Construction is anticipated to start in May 2016 with completion anticipated by the end of August 2016. The bid from Insituform Technologies, LLC, in the amount of \$441,974 was the low bid. City staff has determined that the bid from Insituform Technologies, LLC is responsive and that they have met the City's requirements.

RESOURCE/FINANCIAL IMPACT:

This project is fully funded by City's Surface Water Utility fund. See the following pages for more detailed information.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a construction contract with Insituform Technologies, LLC, in the amount of \$441,974 for the 2016 CIPP Stormwater Pipe Repair Project.

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

BACKGROUND

The 2016 CIPP Stormwater Pipe Repair Project (Project) is part of the City's ongoing multi-year Stormwater Pipe Repair and Replacement Program (SWPRRP). The SWPRRP proactively ensures public safety, reduces flooding, decreases maintenance demands, and protects critical infrastructure and other public and private property.

The stormwater pipes in the Project were identified for priority repair after completion of systematic CCTV inspection condition assessments in conjunction with basin planning efforts. Prioritization efforts include a detailed review of each pipe's inspection results and other characteristics, and take into account both the structural condition of the pipe (risk of failure) and pipe criticality (potential consequences of failure).

DISCUSSION

The Project will repair 2,281 feet of 12-inch diameter stormwater pipe and 884 feet of 18-inch diameter stormwater pipe at 22 sites throughout the City. The majority of these sites are located within the McAleer Creek and Lyon Creek Basins in the northeastern area of the City, a result of the high number of pipes in poor condition identified in recently-completed basin plans for those drainages.

The selected repair method for the Project is CIPP, which uses a durable composite pipe liner within existing stormwater pipe. Installation typically accesses pipe interiors through existing catch basins, manholes, and culvert ends. Lack of excavation and other surface disturbance means that crews can work quickly and without lengthy impacts to traffic and neighbors. The City had good results from a similar project approximately one year ago (Contract# 7772) which installed nearly 800 feet of CIPP lining to repair stormwater pipes. This method provides optimal value by extending the lifespan of the City's existing stormwater infrastructure without the expense and high level of disturbance that comes with extensive excavation.

Many of these repair sites were part of a previous (July 2015) bid package (Bid# 8147) which received no bids. The follow-up investigation revealed (among other factors) that bid package's combination of open cut conventional pipe repairs and CIPP repairs was unappealing to both general contractors and the CIPP specialty contractors. The combined package was split into separate open cut-only (Bid# 8340) and CIPP-only (Bid# 8346) contracts. The open cut contract, which is currently underway, is well under budget and nearing successful completion.

Project Bid Process – Bid# 8346

Between January 13 and February 4, 2016, the City solicited for contractors to construct the Project under Bid# 8346 as noted above. Bids were opened on February 4, 2016, and two bids were received. Insituform Technologies, LLC, was the low bidder with a bid of \$441,974. The other bid proposal was incomplete and is non-responsive.

City staff determined that the bid from Insituform Technologies, LLC, is responsive and has met the requirements of the bid. This was verified by:

- Evaluation of the bid through the creation of bid tabulations, and
- Verification that the contractor is properly licensed in Washington and has not been barred from contracting on federal- and state-funded projects.

The engineer's estimate for construction of the Project was \$561,250. Construction is anticipated to start in April 2016 with completion anticipated by the end of June 2016.

COUNCIL GOAL ADDRESSED

This project addresses Council Goal #2, Improve Shoreline's utility, transportation, and environmental infrastructure. This project will meet this goal by repairing and replacing failing stormwater pipes.

RESOURCE/FINANCIAL IMPACT

This project is fully funded by City's Surface Water Utility fund. Below is a breakdown of the budget for the 2016 CIPP Stormwater Pipe Repair Project:

Project Expenditures:

Design:

Staff and other Direct Expenses*	\$12,000
Engineering Consultant*	\$90,000

Construction:

Staff and other Direct Expenses	\$8,000
Engineering Consultant	\$5,000
Construction Contract	\$441,974
Total Construction	\$454,974

Contingency (10%)	\$44,197
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Total Project Expenditures	\$601,171
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Project Revenue:

Surface Water Capital Fund**	\$601,171
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Total Project Revenue	\$601,171
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** Design expenditures for staff and the engineering consultant are approximate and estimated to represent one portion of the total expenditures for a larger 2015-2016 effort, which additionally includes: a previous July 2015 bid package (Bid# 8147) which received no bids; the Stormwater Pipe Open Cut Repair Project 2015 (Contract# 8340) currently nearing completion; and a future open cut repair package currently in development.*

*** Revenue includes funding from the 2015 King County Flood Control District Sub-Regional Opportunity Fund, which can be applied toward the consultant design expenditures.*

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a construction contract with Insituform Technologies, LLC, in the amount of \$441,974 for the 2016 CIPP Stormwater Pipe Repair Project.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 740 - 2016 Budget Amendment
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget Supervisor
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On February 1, 2016 Council discussed the need for additional capital project resources in order to deliver the projects included in the 2016-2021 Capital Improvement Plan (CIP) that were unknown at the time that the 2016 budget was adopted by Council in November 2015. The Public Works Department is requesting two (2) Engineer II – Capital Projects regular full-time equivalent (FTE) positions in order to be able to deliver the projects and programs approved in the 2016-2021 CIP.

Staff is requesting that the 2016 budget be amended by increasing the number of approved FTEs for the Public Works Department from 40 to 42. Proposed Ordinance No. 740 provides for this budget amendment.

Although this item was discussed on February 1, 2016, tonight's proposed adoption of Ordinance No. 740 is the first time this ordinance has been on the Council's agenda. As such, Council will need to waive Council Rule 3.5 that requires three readings for ordinances scheduled for Council action if Council wants to adopt proposed Ordinance No. 740 tonight.

RESOURCE/FINANCIAL IMPACT:

Proposed Ordinance No. 740 increases the number of approved FTEs by two for the Public Works Department from 40 to 42 but does not increase the expenditures in the budget, as staff will assess the currently authorized projects and re-allocate staff based on the tiers and priorities.

RECOMMENDATION

Staff recommends that Council waive Council Rule of Procedure 3.5 and adopt Ordinance No. 740 amending the 2016 budget by increasing the number of approved FTEs for the Public Works Department from 40 to 42.

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

BACKGROUND

On February 1, 2016 Council discussed the need for additional capital project resources in order to deliver the projects included in the 2016-2021 CIP that were unknown at the time that the 2016 budget was adopted by Council in November 2015. The staff report and attachment for this February 1 discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport020116-8b.pdf>.

At that time, staff recommended the addition of two (2) three-year term-limited 1.00 FTE Engineer II – Capital Projects positions. During the discussion, Council expressed support to add regular full-time positions rather than term-limited positions recognizing the risks associated with attracting and retaining term-limited positions throughout the length of the capital projects. The Council also recognized that with the projects included in the adopted 2016-2021 CIP and likelihood that additional projects will be added in the foreseeable future, the City would be able to recruit and retain higher caliber employees by not limiting the term of the positions.

During the discussion, Council inquired if there are any differences between any elements of compensation or employment of a term-limited employee as compared to a regular employee. Staff confirmed there are no differences in salaries, benefits or other elements of compensation between these two types of employees. However, there could be an unemployment cost if an employee is terminated. Layoff benefits (job search assistance, time off for interviewing, cash out of 10% of sick leave balances, etc.) are provided for regular employees, while they would not be extended to limited-term employees.

Based on this discussion, the Public Works Department is now requesting two (2) Engineer II – Capital Projects regular 1.00 FTE positions in order to be able to deliver the projects and programs approved in the 2016-2021 CIP.

DISCUSSION

Staff is requesting that the 2016 budget be amended by increasing the number of approved FTEs for the Public Works Department from 40 to 42 to accommodate this request. Proposed Ordinance No. 740 (Attachment A) provides for this budget amendment.

Although this item was discussed on February 1, 2016, tonight's proposed adoption of Ordinance No. 740 is the first time this ordinance has been on the Council's agenda. As such, Council will need to waive Council Rule 3.5 that requires three readings for ordinances scheduled for Council action if Council wants to adopt proposed Ordinance No. 740 tonight.

RESOURCE/FINANCIAL IMPACT

Proposed Ordinance No. 740 increases the number of approved FTEs by two for the Public Works Department from 40 to 42 but does not increase the expenditures in the

budget, as staff will assess the currently authorized projects and re-allocate staff based on the tiers and priorities.

RECOMMENDATION

Staff recommends that Council waive Council Rule of Procedure 3.5 and adopt Ordinance No. 740 amending the 2016 budget by increasing the number of approved FTEs for the Public Works Department from 40 to 42.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 740

ORDINANCE NO. 740**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING THE ANNUAL BUDGET OF THE CITY OF SHORELINE
FOR THE YEAR 2016 TO INCLUDE ADDITIONAL PERSONNEL FOR
THE PUBLIC WORKS DEPARTMENT**

WHEREAS, as required by the Revised Code of Washington (RCW), Chapter 35A.33, on November 23, 2015, the City adopted the 2016 Annual Budget through the enactment of Ordinance No. 728; and

WHEREAS, Ordinance No. 728 also adopted the 2016-2021 Capital Improvement Plan (2016-2021 CIP); and

WHEREAS, subsequent to the enactment of Ordinance No. 728, it was determined that additional personnel were needed in order to deliver the projects and programs approved in the 2016-2021 CIP; and

WHEREAS, the 2016 Annual Budget needs to be amended to increase the number of full-time equivalent employees for the Public Works Department to fulfill this need; now therefore

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

Section 1. 2016 Budget Amended. The 2016 Final Budget for the City of Shoreline, as enacted by Ordinance No. 728, is amended to increase the number of full-time equivalent employees (FTE) for the Public Works Department from 40 FTEs to 42 FTEs. All references to total FTEs for the City and the Public Works Department shall be amended to reflect this increase.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect five days from publication.

ADOPTED BY THE CITY COUNCIL ON FEBRUARY 22, 2016

Christopher Roberts, Mayor

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2016
Effective Date: , 2016

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Discussion of the North Maintenance Facility
DEPARTMENT: Public Works
PRESENTED BY: Randy Witt, Director of Public Works
ACTION: ☐ Ordinance ☐ Resolution ☐ Motion
 ☒ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

Development of the North Maintenance Facility (NMF) was started in October 2015. Programming and space requirements are complete and the alternative conceptual layouts and preliminary (budget level) cost estimates have been prepared. Staff seeks guidance on the alternative or alternatives to continue forward in the design process. Given that staff has recently received preliminary cost estimates this will be Council's first opportunity to have those estimates and begin a dialogue on funding of the project.

RESOURCE/FINANCIAL IMPACT:

The preliminary estimated cost of developing the NMF for the alternatives considered range from \$14 million to \$18 million (using the 5% design cost range, which is conservative and preliminary). Based on cost allocation assumptions, approximately half of the cost will be allocated to utility funds (Surface Water and Wastewater) and the remainder will be allocated to the City's Operating Funds (i.e. General and Street Funds).

In 2013 the City issued \$3,565,000 in councilmanic general obligation bonds for the acquisition of the property (\$2.9M) and funds to initiate preliminary design and preliminary improvements (\$600,000). There remains over \$3.3 million in outstanding debt from the initial issuance. The outstanding bonds would be refinanced into any newly issued debt that is issued to fund the construction of the project. Furthermore, each year the SWM Fund has contributed approximately \$120,000 in rent for the NMF, which must be repaid by the General Fund. This debt will also be refinanced into any newly issued bonds, and assumes a half-year of SWM rent in 2016. From the General Obligation bonds sold in 2013 to acquire the property, approximately \$320,400 remains available for this project.

The table on page 8 of this staff report summarizes the total estimated costs and estimated annual debt service (based on 30 years) associated with the NMF and the different site alternatives. The SWM repayment from the General Fund will be covered fully by the General Fund and cost approximately \$16,000 over 30 years. The estimated annual debt for the alternatives ranges from \$955,372 to \$1,134,845 over 30 years. Including the General Fund repayment to SWM, the total estimated annual debt

is \$971,872 to \$1,151,345 over 30 years depending on the alternative chosen. As mentioned previously, it is anticipated that approximately 50% of the debt service would be paid by general fund revenues and 50% from the surface water and wastewater utilities. The estimated annual debt services for the new facility were calculated using how each fund will use the facility by factoring the estimated FTES, vehicle storage, and building square footage usage.

The debt issuance and debt-service estimates do not take into account the proceeds from City surplus properties along Aurora that were targeted to be applied towards the cost of acquisition and development of the NMF. These properties include the corner of Aurora/185th (south-west corner) and Aurora/198th (north-east corner). These proceeds have long been intended to support the operating funds cost of the project. If at some point in the future, the Ronald Wastewater District (RWD) facilities were surplus, any proceeds from these facilities would be wastewater utility fund revenues and could be applied towards the wastewater utility share of the NFM.

This project is not funded for design or construction in the 2016-2021 Capital Improvement Program (CIP). The work performed on the NMF space requirements, conceptual layouts, and cost estimates provide an estimate of costs to construct a facility that meets the City's (including utilities) long-term needs. A review of this early cost estimate and the corresponding available revenue indicates that there is insufficient revenue to support the General Fund share of the debt service payment for the facility. As project development continues, a better understanding of the project estimate and opportunities to phase in the project improvements in order to defer project costs will be developed. This information can be used to inform the City's 10 Year Financial Sustainability Plan update, and develop funding mechanisms that can be included in future CIPs.

RECOMMENDATION

No action is required, as this item is for discussion purposes only. Staff is looking for Council direction on a design alternative(s) to move forward. Staff recommends that Alternative B.1 be moved into the design phase and that the cost be refined as the project moves forward with a commitment to make economical design decisions that bring value to the building and site design and that identify opportunities in the building and site design to reduce or defer project costs, as well as identify a funding mechanism for project design and construction within the context of the City's Ten Year Financial Sustainability Plan.

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

INTRODUCTION

Development of the North Maintenance Facility (NMF) began in October 2015. Programming and space requirements are complete and conceptual site layouts and preliminary (budget level) cost estimates have been prepared. Staff seeks guidance on the conceptual site layout to continue forward in the design process and funding the project.

BACKGROUND

The City has used the Hamlin Maintenance Yard for Public Works and Parks maintenance operations since just after City incorporation. Over time, a series of modest improvements have been made to the property as the City has provided an increasing amount of Parks and Public Works services with in-house staff. This property is ageing, inefficient and has been at capacity for some time.

In 2002 the City and the RWD agreed to an assumption of RWD by the City in 2017. There is insufficient space at Hamlin Yard to absorb RWD Operations and Maintenance (O&M) staff and equipment. Staff will provide more detail about the size of the existing RWD and Hamlin maintenance facilities during the presentation tonight.

In planning for the assumption of RWD, the City looked for a new site to accommodate Public Works operations. In 2013 the City acquired the old County Road maintenance property near Ballenger Way and 25th Avenue NE as a future site for a new Public Works maintenance facility to support Public Works and Utility activities. The site is bounded by Brugger's Bog Park on the north, 25th Avenue NE on the east, multifamily residential on the south and Ballinger Way on the western edge (Attachment A).

The City retained TCF Architecture in October 2015 to prepare a master plan, design and provide construction assistance on a new maintenance facility on the old County Road property, now identified as the North Maintenance Facility (NMF) property. Work was authorized on Phase 1 of that contract which involves developing space requirements, preparation of conceptual layouts, preparing a facility master plan, managing a public input process, and completing preliminary design and cost estimates for the NMF.

The Staff Report from the October 19, 2015 Council meeting discussing the execution of a contract for professional services with TCF Architecture for planning, design and construction management services for the North Maintenance Facility can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport101915-7c.pdf>.

Development of the property as a maintenance facility is challenging due to a variety of factors, notably the size and shape of the property, shallow ground water, a wetland setback, and soil and retaining wall conditions. In addition, the eastern edge of the NMF site, along 25th Avenue NE, floods during high rainfall events. The City is actively looking to correct this issue with the "25th Avenue NE Flood Reduction Project", which the Council discussed on February 8, 2016 as part of the McAleer Creek and Lyon Creek Basin Planning discussion. While the intent of this project is to correct the

flooding issue in the area including on the NMF site, the design strategy is yet to be determined. It is expected that the flood reduction project will be behind the NMF project schedule so strategies for the NMF project will need to be implemented to prevent flooding of the new structures until the flood reduction project is complete. Coordination between the two projects is expected throughout design and construction.

Programming

A Planning and Design Working Group was formed to assist the consultant in developing and reviewing programming requirements, conceptual layouts and preliminary and final designs. The group is made of staff from Public Works Streets, Surface Water Management (SWM), the RWD, Facilities, Traffic Engineering, Environmental Services, Parks, and Police.

Two workshops were held with the Working Group to develop the programmatic design criteria and develop initial conceptual site layouts. Several follow up meetings were held to address questions and refine layout possibilities. The Programmatic Design Criteria (Attachment B) provides an overview of the project, a summary of the personnel, vehicle and equipment requirements, and the program for administrative, crew, shop and storage facilities.

Personnel Summary

<u>CURRENT STAFFING - 2015 (20 YEAR PROJECTIONS)</u>						
	Crew	Sup.	Mgr.	Seasonal	Totals	Remarks
Streets	8 (10)	1 (1)	1 (1)	2 (4)	12 (16)	
Surface Water	3 (4)	1 (1)	-	2 (3)	6 (8)	
Waste Water	6 (6)	1 (1)	-		7 (7)	
Facilities	1 (2)	1 (1)	-	1 (1)	3 (4)	
Fleet	-	-	-	-	0	Possible future mobile mechanic
Traffic	-	-	-	-	0	Storage and shop space
Police	-	-	-	-	0	Storage of vehicles and pallets
Admin	-	-	-	-	0	
TOTALS	18 (22)	4 (4)	1 (1)	5 (8)	28 (35)	

Vehicles (All Rolling Stock including trailers and attachments) Summary

	Large	Medium	Small	X-Small	XX-Small	Totals	Remarks
Heated/Enclosed	1	1	-	-	-	2	
Covered	2	16	31*	9	21	79	*(2) Police impound
Uncovered	-	-	10*	-	-	10	*Police vehicles
TOTALS	3	17	41	9	21	91	

(*) Note: Not shown on site plan alternatives. These could be accommodated at the Hamlin property after Public Works vacates the site.

Space Program

The space program utilized the design criteria and developed the size and layout by program type. A summary of space program is shown below:

Program Type	Gross Area (SF)	Description
Administrative	1,664	Offices, Conference rooms, Lobby
Crew	4,711	Crew rooms, Mud room, Locker rooms, etc.
Support	959	IT, Electrical room, Toilet rooms, Custodial, etc.
Maintenance Shops	5,702	Carpentry, Fabrication, Facilities, Multiuse vehicle bays, etc.
Enclosed Equipment/ Materials Storage	4,055	Semi heated space for Hazmat storage, Tool storage, Working stock, etc.
Enclosed Vehicle Storage	1,008	Semi-Heated space for temperature sensitive vehicles
Covered Vehicle Storage	14,106	Covered storage for non-temperature sensitive vehicles
Covered Equipment/Material Storage	5,174	Covered storage for non-temperature sensitive equipment
Covered Fueling/Wash	1,760	Fuel and Wash facilities
39,140		TOTAL MINIMUM PROGRAM AREA

The Space Program (Attachment C) and Vehicle List (Attachment D) are attached to this staff report.

Schedule

The NMF project is in the early design phase; the site and building plans are conceptual. Although a firm schedule has not been established, the design phase will continue through 2016, with construction starting towards the end of 2016 or beginning of 2017 and continuing into 2018. Occupancy of the buildings is expected in early 2018.

DISCUSSION AND ALTERNATIVES ANALYSIS

In the first round of NMF programming it was determined that the existing structures were not adequate to support the new program and functions. Therefore, all existing structures are proposed to be demolished and the site graded to accommodate new structures. The existing structures include a wood framed structure, two pre-engineered canopies, a truck scale, fuel dispensers and above ground fuel tanks

Four site alternatives were developed for consideration on the site:

- Alternative A - all buildings are one story; the administrative and crew facility (Building A) is separate from the shop and storage facilities (Building C). The

total building area is approximately 39,000 SF and all shops have interior and exterior access.

- Alternative B - utilizes a two story building for the administrative and crew facility (building A) and a separate single story shop and storage facilities (Building C). The total building area is approximately 45,000 SF. The second story is a high floor to accommodate the shop space below.
- Alternative B.1 - is the same as Alternative B with the additional site and storage space obtained through acquisition of a property to the south providing a total building area of approximately 48,000 sf.
- Alternative C - utilizes the buildings from Alternative B but connects Building A and Building C and moves the building toward N. 25th Avenue NE. This provides an approximate total building area of 49,000 sf.

All the site alternatives have the following considerations:

- Significant grading, retaining, and stormwater management costs
- Clear, efficient people circulation in building A and C and between buildings
- Require a variance for the secondary site access due to its adjacency to the existing driveway
- No building expansion capabilities
- Can achieve successful design outcomes to address neighborhood concerns
- Achieve functional circulation for large vehicles

A Conceptual Plan for each site alternative is attached to this staff report as Attachment E. As well, each alternative has opportunities and challenges in meeting the design criteria and programming within the site constraints. Attachment F provides an analysis of these opportunities and challenges in relation to the design criteria.

The estimated costs associated with each Alternative are shown below:

Site Alternative	A	B	B.1	C
Approx. Building Area	39,000 SF	45,000 SF	48,000 SF	49,000 SF
Site Costs (Phase 1 & Phase 2 Combined)	\$4,078,000	\$4,078,000	\$4,389,000	\$4,078,000
Buildings (Incl. generator, fuel & wash equip)	\$6,464,000	\$7,889,880	\$8,158,000	\$8,314,980
Soft Costs (Incl. Mgmt. Reserve Contingency)	\$3,628,800	\$4,142,117	\$4,336,950	\$4,295,153
FF&E (Furnishings, Fixtures & Equipment)	\$175,000	\$175,000	\$175,000	\$175,000
Land Acquisition (South Parcel)	0	0	\$550,000	0
Wetland Mitigation (Extent not known)	0	0	0	\$500,000
Escalation (Not included. Assume early 2017 Start)	0	0	0	0
Preliminary Cost Estimate Totals	\$14,345,800	\$16,284,997	\$17,608,950	\$17,363,133
Approximate Cost Range (5%)	\$14.0 - \$14.7M	\$15.9 – 16.7M	\$17.1 – 18.0M	\$16.9 – 17.8M

None of the alternatives provide a “perfect” fit for development of the NMF. A brief discussion of the consideration in selecting the alternative to continue into design follows:

- Alternative A - this alternative is not recommended to move forward as it does not meet the current or future storage requirements of the program; notably vehicle storage is not adequate.
- Alternative B – Although staff is recommending alternative B.1 to move forward, this alternative would be staff's secondary recommendation to move forward. It should be noted that this alternative does not meet the current or future storage requirements of the program; notably vehicle storage is not adequate.
- Alternative B.1 - this alternative is recommended to move forward as it best meets the program needs. All programed equipment is within the site and covered. There is a schedule risk with property acquisition.
- Alternative C - this alternative is not recommended to move forward. Connecting the buildings make the vehicle circulation less efficient. Moving the building toward 25th Avenue NE eliminates parking and has a large building close to the street, and encroaches into the wetland.

STAKEHOLDER OUTREACH

The neighborhood was introduced to the project at a meeting on January 28, 2014, and an informational meeting with Ballinger Neighborhood Association was held on February 1, 2016. Comments from those meeting have been incorporated into the Programmatic Design Criteria. Further public outreach will be conducted during the design phase as part of the permitting process.

COUNCIL GOAL(S) ADDRESSED

This project supports City Council Goal number 2: *“Improve Shoreline’s utility, transportation, and environmental infrastructure”*; Action Step number 9 – *“Redevelop City capital facilities (North Maintenance Facility and Shoreline Police Station at City Hall) to better meet community needs.”*

RESOURCE/FINANCIAL IMPACT

The preliminary estimated cost of developing the NMF for the alternatives considered range from \$14 million to \$18 million (using the 5% cost range, which is conservative and preliminary). Based on cost allocation assumptions, approximately half of the cost will be allocated to utility funds (Surface Water and Wastewater) and the remainder will be allocated to the City's Operating Funds (i.e. General and Street Funds).

In 2013 the City issued \$3,565,000 in councilmanic general obligation bonds for the acquisition of the property (\$2.9M) and funds to initiate preliminary design and preliminary improvements (\$600,000). There remains over \$3.3 million in outstanding debt from the initial issuance. The outstanding bonds would be refinanced into any newly issued debt that is issued to fund the construction of the project. Furthermore, each year the SWM Fund has contributed approximately \$120,000 in rent for the North Maintenance Facility, which must be repaid by the General Fund. This debt will also be refinanced into any newly issued bonds, and assumes a half-year of SWM rent in 2016. From the General Obligation bonds sold in 2013 to acquire the property, approximately \$320,400 remains available for this project.

The table below summarizes the total estimated costs and estimated annual debt service (based on 30 years) associated with the NMF and the different site alternatives.

	Alternative A	Alternative B	Alternative B.1	Alternative C
Estimated Plan Cost	\$ 14,345,800	\$ 16,284,997	\$ 17,608,950	\$ 17,363,133
Remaining Initial Purchase Debt	\$ 3,345,000	\$ 3,345,000	\$ 3,345,000	\$ 3,345,000
Remaining fund from original 2013 GO Bond	\$ (320,400)	\$ (320,400)	\$ (320,400)	\$ (320,400)
TOTAL	\$ 17,370,400	\$ 19,309,597	\$ 20,633,550	\$ 20,387,733
Estimated Annual Debt Serv	\$ 955,372	\$ 1,062,028	\$ 1,134,845	\$ 1,121,325
Total General Fund Repayment Due to SWM Fund				
SWM Repayment 2014	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
SWM Repayment 2015	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
SWM Repayment 2016 (1/2 Year)	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
TOTAL	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Estimated Annual General Fund Debt Serv	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500
Total New Debt Service				
Annual Debt Serv	\$ 971,872	\$ 1,078,528	\$ 1,151,345	\$ 1,137,825
New Debt By Fund				
Operating Funds (General & Streets)	\$ 503,902	\$ 558,314	\$ 595,464	\$ 588,566
SWM	\$ 217,620	\$ 241,914	\$ 258,501	\$ 255,422
Waste Water	\$ 250,350	\$ 278,299	\$ 297,380	\$ 293,837
TOTAL*	\$ 971,872	\$ 1,078,528	\$ 1,151,345	\$ 1,137,825
<i>*Totals may not foot due to rounding</i>				

The SWM repayment from the General Fund will be covered fully by the General Fund and cost approximately \$16,000 over 30 years. The estimated annual debt for the alternatives ranges from \$955,372 to \$1,134,845 over 30 years. Including the General Fund repayment to SWM, the total estimated annual debt is \$971,872 to \$1,151,345 over 30 years depending on the alternative chosen. As mentioned previously, it is anticipated that approximately 50% of the debt service would be paid by general fund revenues and 50% from the surface water and wastewater utilities. The estimated

annual debt services for the new facility were calculated using how each fund will use the facility by factoring the estimated FTES, vehicle storage, and building square footage usage.

The debt issuance and debt-service estimates do not take into account the proceeds from City surplus properties along Aurora that were targeted to be applied towards the cost of acquisition and development of the NMF. These properties include the corner of Aurora/185th (south-west corner) and Aurora/198th (north-east corner). These proceeds have long been intended to support the operating funds cost of the project. If at some point in the future, the RWD facilities were surplus, any proceeds from these facilities would be wastewater utility fund revenues and could be applied towards the wastewater utility share of the NFM.

This project is not funded for design or construction in the 2016-2021 Capital Improvement Program (CIP). The work performed on the NMF space requirements, conceptual layouts, and cost estimates provide an estimate of costs to construct a facility that meets the City's long-term needs for utilities and public works maintenance. It does not address long-term needs for park maintenance facilities. A review of this early cost estimate and the corresponding available revenue indicates that there is insufficient revenue to support the General Fund share of the debt service payment for the facility. As project development continues a better understanding of the project estimate and opportunities to reduce or defer project costs will be developed. This information can be used to inform the City's Ten Year Financial Sustainability Plan update, and develop funding mechanisms that can be included in future CIPs.

RECOMMENDATION

No action is required, as this item is for discussion purposes only. Staff is looking for Council direction on a design alternative(s) to move forward. Staff recommends that Alternative B.1 be moved into the design phase and that the cost be refined as the project moves forward with a commitment to make economical design decisions that bring value to the building and site design and that identify opportunities in the building and site design to reduce or defer project costs, as well as identify a funding mechanism for project design and construction within the context of the City's Ten Year Financial Sustainability Plan.

ATTACHMENTS

Attachment A – Location Map
Attachment B – Programmatic Design Criteria
Attachment C – Space Program
Attachment D – Vehicle Parking List
Attachment E – Site Alternative Drawings
Attachment F – Site Alternative Design Criteria Analysis

CITY OF SHORELINE

NORTH MAINTENANCE FACILITY**PROGRAMMATIC DESIGN CRITERIA****WORKSHOP 1/2 – SUMMARY NOTES**Meeting Date: December 1, 2 and 16 2015Location: City of Shoreline City Hall**PROGRAMMING WORKSHOP ATTENDANCE**

Name	Title	Representing
Randy Witt	Public Works Director	City of Shoreline - PW
Kirk Petersen	Parks Sup.	City of Shoreline - Parks
David LaBelle	PW Maint. Sup.	City of Shoreline - Streets
Steven Smith	PW Maint. Lead	City of Shoreline - Streets
Eric Gilmore	Sr. Engineer Tech.	City of Shoreline - SWM
Uki Dele	SW Utility Manager	City of Shoreline - SWM
Tina Kendall	Env. Service Tech.	City of Shoreline - Environmental
Quang Nguyen	Traffic Engineer II	City of Shoreline - Planning
Allan Unger	WW Maintenance	City of Shoreline - WW
George Dicks	WW Maint. Manager	City of Shoreline - WW
Cheryl Ooka	ASD Manager	City of Shoreline - Facilities
Brian Straathof	Facilities	City of Shoreline - Facilities
Paul Kinney	Facilities	City of Shoreline - Facilities
Phil Ramon	Facilities	City of Shoreline - Facilities
Noel Hupprich	Capitol Project Mgr.	City of Shoreline
Randy Cook	Principal / Project Manager	TCF Architecture, pllc
Mark Hurley	Project Architect / Co-Manager	TCF Architecture, pllc
Darrell Smith	Civil Engineer	Perteet, Inc.
Dustin Dekoekkoek	Civil Engineer	Perteet, Inc.
Frank Coleman	Industrial Engineer	Pinnacle Consulting Group

1 - PROJECT OVERVIEW

OVERVIEW

The City of Shoreline purchased the former King County Maintenance yard located off of Ballinger Way and 25th Ave, adjacent to Bruggers Bog Park, to consolidate and expand the City's maintenance departments on one site. These departments include Public Works, Streets (ST) and Surface Water Management (SWM), Ronald Waste Water (WW) groups, with limited presence of Facilities, Traffic Engineering, and Environmental Services.

PROJECT VISION AND VALUES

The following is a list of general goals set forth by the group for the North Maintenance Facility project based on the City of Shoreline and Public Works mission, vision and values:

- "Working together, protecting our resources, making a difference"
- Excellent customer service
- Fiscal responsibility
- Long term protection of public assets
- Responsible environmental stewardship
- Efficient and safe work methods
- Progressive use and deployment of technology
- Active and long term planning
- Team of professionals
- Communicate effectively
- Create a work environment that is innovative, supportive and enjoyable

COMMUNITY COMMENTS

The City of Shoreline provided a high level overview of the project and how the City is trying to meet its current and future operational needs to the Ballinger Neighborhood Association on February 1st, 2016. Comments from the community are summarized below.

Aesthetic

- Desire to have the site developed and be seen as an asset in the neighborhood; i.e. attractive building facades, land and street scaping, etc.

Environmental

- Decant operations – Make sure to address odor control; especially if WW uses the decant site for its waste stream
- Lighting – Desire to have more information on the exterior lighting plan when available
- Noise – Audible vehicle backing alarms and after hour operations
- Vector control – Having a plan to address/prevent rodents from becoming a problem from the on-site spoils/waste products
- Vehicle idling – Emissions and noise
- Water quality –

Site Development

- Access – Consider providing vehicle access off of Ballinger Way to reduce vehicle traffic on 25th
- Parking – Make provision for electric vehicle charging station(s) and no on-street parking
- Fueling – Wanted more information on quantity of fuel to be stored on site and storage configuration (above or below ground)

Traffic

- Pedestrian Safety – Ensure pedestrian, especially children, needs (sidewalks) are addressed
- Traffic volume – Desire to have more information on the number of vehicle trips expected in and out of the site on a daily basis

Other

- Public meeting space – Desire expressed to provide public meeting space in admin building for community use
- Restrooms – Desire expressed to build public restrooms for use by Brugger's Bog park users
- Communications – Interested in having an every six month or so check-in with the neighborhood as the project progresses

SUSTAINABILITY

The group discussed general sustainability goals for the project. The City has a sustainability goal of LEED Silver with the possibility of pursuing LEED Gold for the main building. No specific sustainability strategies were discussed at these workshops. Additional discussions will be held as part of the subsequent conceptual design and follow-up program criteria meetings.

EXISTING SITE

The City of Shoreline purchased the former King County Maintenance yard off of Ballinger Way and 25th Ave adjacent to Brugger's Bog Park, to consolidate and expand the City's maintenance departments on one site. The site presently contains existing structures including a one story wood framed building, a pre-engineered storage canopy and a covered fuel canopy with dispensers, and above ground fuel tanks. The site is mainly used for fueling by City and police vehicles and storage of miscellaneous items and material.

The NMF site is bounded by Brugger's Park on the north, 25th Ave NE on the east, zoned multifamily residential R-24 on the south and Ballinger Way on the Western edge. The eastern edge of the NMF site, along 25 Ave NE, floods during high rainfall events. The City is actively looking to correct this issue with the "25th Ave NE Floor Reduction Project". The intent of this project is to correct the flooding issue on the NMF site and street, the design strategy is yet to be determined. High ground water table and possible fish passage requirements could add complexity and cost to the site design. It is expected that the flood reduction project will be behind the NMF project schedule so strategies for the NMF project will need to be implemented to prevent flooding of the site and new structures until the flood reduction project is complete. Coordination between the two projects is expected throughout design and construction.

2 – PERSONNEL, VEHICLES AND EQUIPMENT

PERSONNEL

The North Maintenance Facility (NMF) will include Public Works, Streets and SWM, WW groups, and include Facilities, Traffic Engineering groups on a part time basis. For long term planning purposes the total will show current and future growth projections for a planning period of approximately 20 years.

CURRENT STAFFING - 2015 (20 YEAR PROJECTIONS)

	Crew	Sup.	Mgr.	Seasonal	Totals	Remarks
Streets	8 (10)	1 (1)	1 (1)	2 (4)	12 (16)	
Surface Water	3 (4)	1 (1)	-	2 (3)	6 (8)	
Waste Water	6 (6)	1 (1)	-		7 (7)	
Facilities	1 (2)	1 (1)	-	1 (1)	3 (4)	
Fleet	-	-	-	-	0	Possible future mobile mechanic
Traffic	-	-	-	-	0	Storage and shop space
Police	-	-	-	-	0	Storage of vehicles and pallets
Admin	-	-	-	-	0	
TOTALS	18 (22)	4 (4)	1 (1)	5 (8)	28 (35)	

VEHICLES (ALL ROLLING STOCK INCLUDING TRAILERS AND ATTACHMENTS)

Vehicles and rolling stock are categorized by Large, Medium, Small, X-Small and XX-Small. The City staff desire that all vehicles and rolling stock be canopy covered at a minimum, while vehicles with weather sensitivity be enclosed and heated. See below for an abbreviated list of vehicles that will be domiciled on the NMF site. In addition to the programmed parking for city-owned vehicles, 35-40 employee parking stalls plus 4 visitor stalls are included in the program. See detailed vehicle parking analysis document for a full break down of vehicles and rolling stock.

	Large	Medium	Small	X-Small	XX-Small	Totals	Remarks
Heated/Enclosed	1	1	-	-	-	2	
Covered	2	16	31*	9	21	79	*(2) Police impound, secured
Uncovered	-	-	10*	-	-	10	*Police vehicles
TOTALS	3	17	41	9	21	91	

(*) Note: Not shown on site plan alternatives. These could be accommodated at the Hamlin property after Public Works vacates the site.

EQUIPMENT AND STORAGE

A full equipment list will be provided as part of the final Predesign report

3 – PROGRAM – ADMIN AND CREW FACILITIES

LOBBY/WAITING AREA

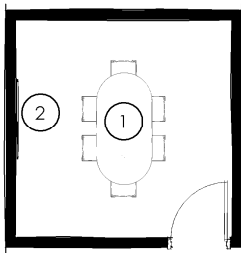
- Welcoming main entry for guests and “front door” control point for the building
- Assume the building will require occasional access by public visitors
- City staff from other departments may use the facility for meetings
- 2-3 chairs and a small table
- Posting area
- Exterior sign and/or bell to until the reception desk is staffed

RECEPTION/ADMIN ASST.

- Built-in reception counter and workstation (no position at this time)
- Provide line of sight from reception desk to lobby, entry area, parking and crew yard if possible
- Direct access/adjacency to lobby

SMALL CONFERENCE ROOM

- Space for (4) people
- Table and chairs, white board
- Can function as a future office
- One adjacent to lobby

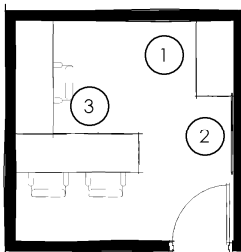


① CONFERENCE TABLE AND CHAIRS

② WHITE BOARD

ENCLOSED OFFICE

- For Operations and Utility Manager as well as Supervisors
- Workstation with 2 chairs, bookcase and white board



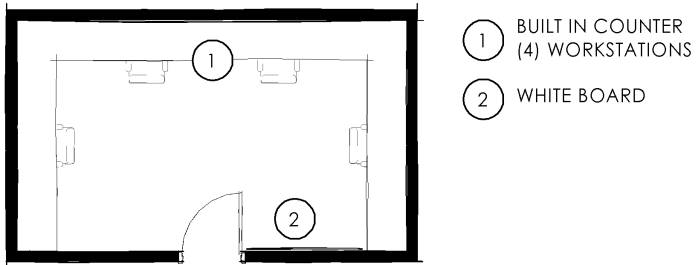
① STORAGE

② WHITE BOARD

③ DESK WITH (2) CONFERENCE CHAIRS

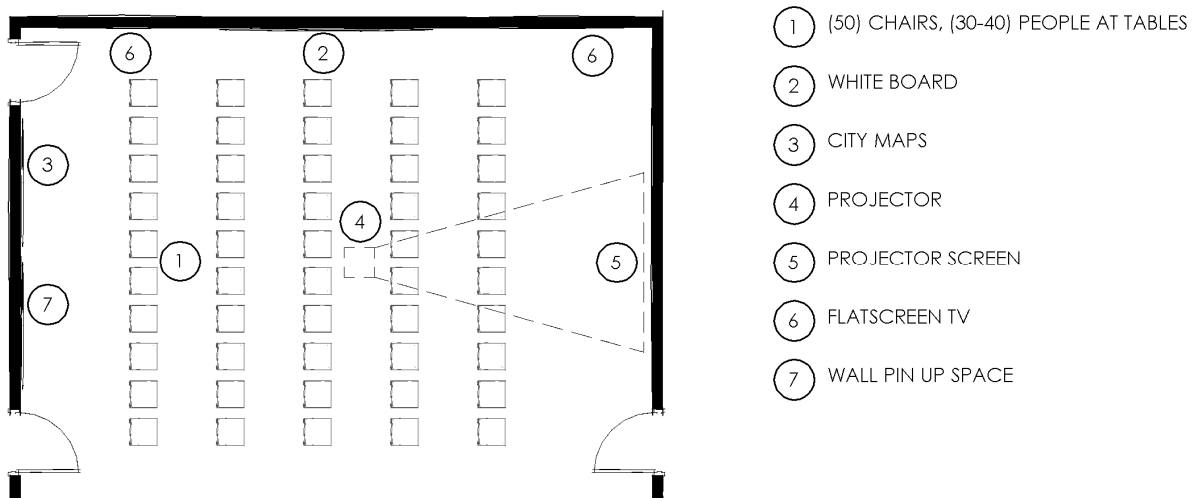
LEAD OFFICE

- Open office for Leads to share
- Modular or built-in wrap around counter
- 3-4 workstations
- White board



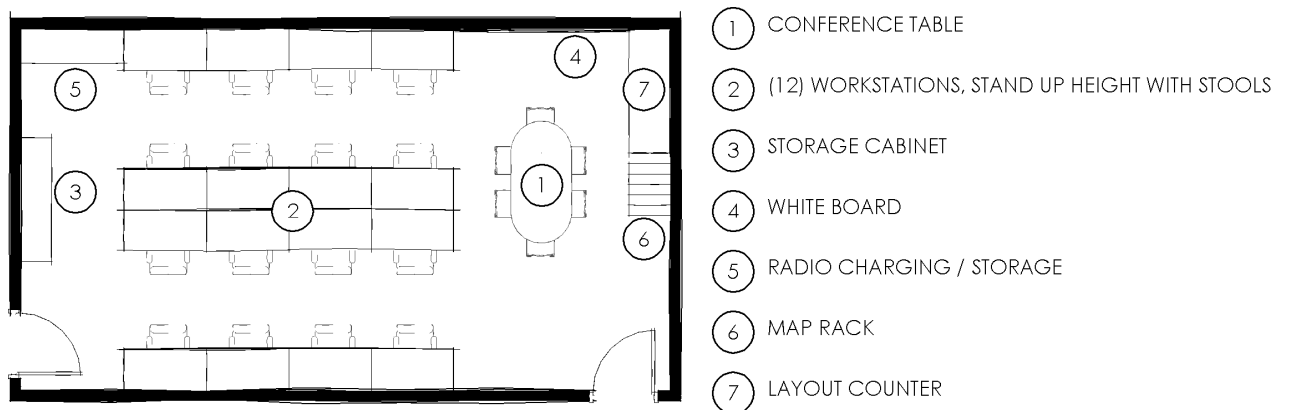
MULTI-PURPOSE ROOM

- Table seating for 40, (nesting tables for storage within the space)
- Chair seating for 50 people min
- To be used for dispatch, all hands meetings and training sessions, shared by all crew
- Available for use by other city departments
- Projector and projector screen (ceiling mounted), (2) flat screen TV's
- Minimum 10 lineal feet of white board
- Large city map, with additional maps in adjacent hallway
- Views to yard if feasible



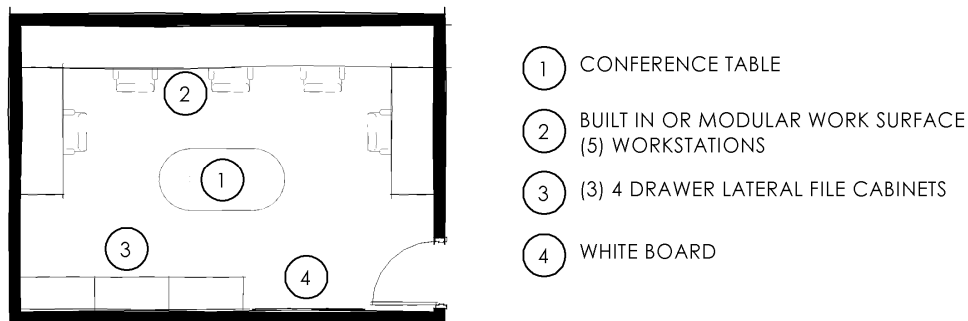
STREETS/WW CREW AND DISPATCH ROOM

- Shared space between Streets and WW for crew meetings and dispatching
- Adjacent to multi-purpose room
- (1) workstation per 2 people
- Stand up counter with stools
- Map/drawing storage with adjacent layout counter
- Conference table with chairs (6 people)
- Maximize white board space, add sliding white board if needed
- Radio charging location



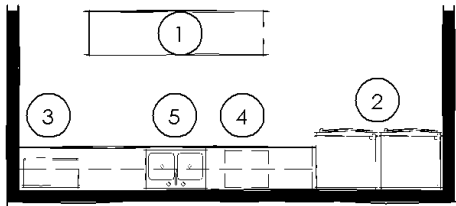
SWM CREW AND DISPATCH ROOM

- 5 workstations at built-in counter, desk height
- Conference table and chairs (4 people)
- (3) 4 drawer lateral file cabinets
- White board



KITCHENETTE

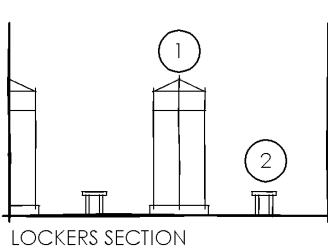
- Open to multi-purpose room
- Shared by all personnel
- (2) full size refrigerators, (2) microwaves, dishwasher, upper and lower cabinets, island dividing kitchen and multi-purpose if space allows
- Confirm if stovetop is required, additional ventilation will be required



- ① ISLAND WITH BASE CABINETS
- ② (2) REFRIGERATORS
- ③ (2) MICROWAVES STACKED
- ④ DISHWASHER
- ⑤ SINK WITH DISPOSAL

LOCKER ROOMS (MEN'S AND WOMEN'S)

- Sinks, toilets, urinals (min 2) to meet code minimum
- (30)-(35) 12" wide full height standard lockers in men's locker room away from toilets for personal belongings. Provide raised concrete base
- (6)-(10) 12" wide full height standard lockers in women's locker room away from toilets for personal belongings. Provide raised concrete base
- Benches
- Floor drains
- Tile floors and walls for durability



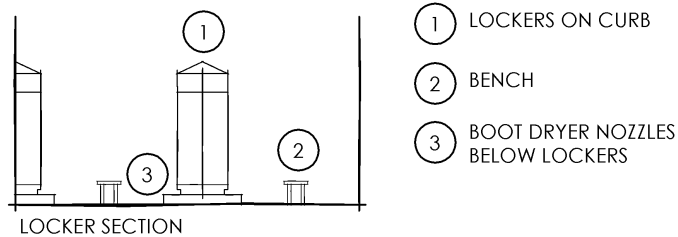
- ① LOCKERS ON CURB
- ② BENCH

SHOWER FACILITIES

- (2) Enclosed private ADA shower stalls with changing area
- Tile floors and walls for durability

MUD ROOM

- Unisex space for secure storage of field gear
- Provide up to 45 cage lockers, 24" wide by 18" deep
- Boot dryers integrated into mechanical system and concrete base
- Well ventilated space to prevent odor and allow gear drying
- Benches
- Floor drains

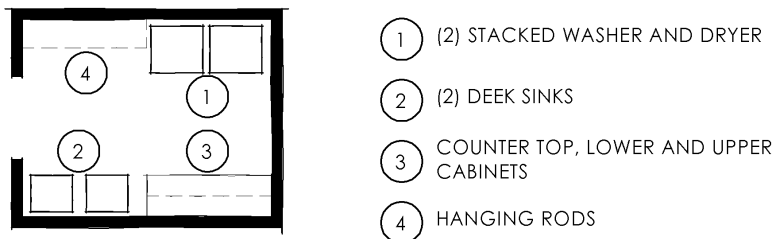


BOOT WASH

- Canopy covered
- Adjacent to main crew entry to mud room from yard
- Hose bib, sump with grating, boot scrubber
- Direct access to mud room

UTILITY ROOM

- (2) sets of stacking washer and dryer units
- (2) deep sinks with goose neck faucets
- Clothes hanging rod
- 6'-8' counter top with upper and lower cabinets
- Floor drain
- Integral with or direct access to mud room



WELLNESS ROOM

- Space for exercise equipment shared by all facility personnel
- Can function as a future office

COPY/PRINT ALCOVE

- Copier/printer
- Upper and lower casework
- 6 - 8 linear feet of counter top
- Recycle and refuse bins
- Centrally located to offices

MAILBOX ALCOVE

- Centrally located to offices
- 1 mailbox for each crew member up to 40 slots

SERVER RM, ELECTRICAL RM, MECHANICAL RM

- Primary IT systems hub
- Location on mezzanine if space allows and building design

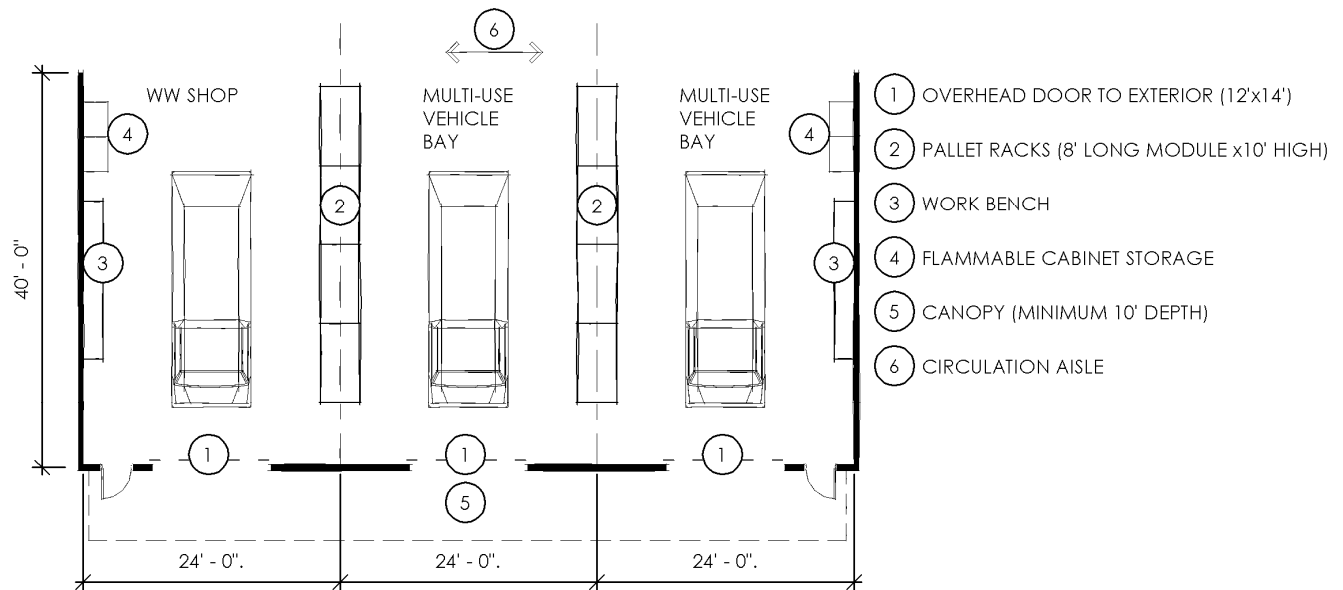
CUSTODIAL ROOM

- Mop sink /rack
- Storage space for janitorial items
- Centrally located, adjacent to mud and locker rooms

4 – PROGRAM – SHOP AND STORAGE FACILITIES (HEATED ENCLOSED)

WASTE WATER SHOP

- Main shop for Waste Water crew
- Work bench, with small tool storage above and below
- 12'x14' overhead door with direct access to exterior
- Canopy at exterior above overhead doors
- Flammable cabinets

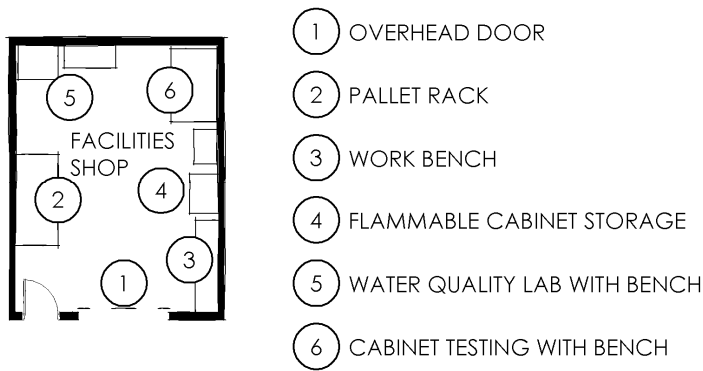


MULTI-USE VEHICLE BAYS (SEE PREVIOUS DIAGRAM)

- Vehicle parking and storage racks
- CRT events, City Hall temporary storage, mobile vehicle lifts
- Used by future city mobile mechanic while not in use by NMF crews
- Used by Police for light duty maintenance while not in use by NMF crews

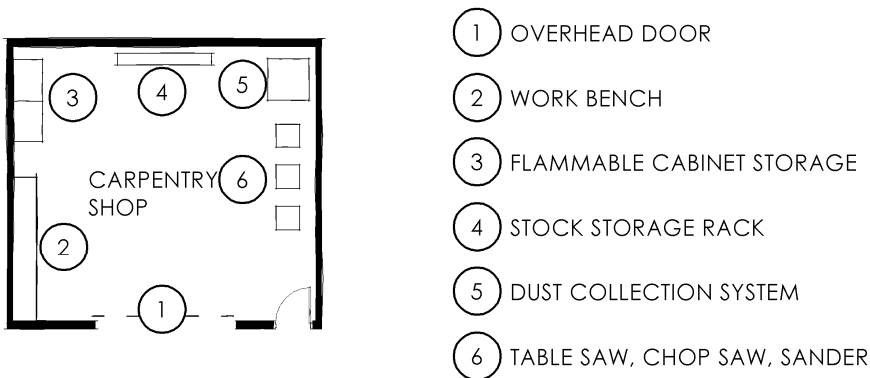
FACILITIES SHOP

- Main shop for facilities staff
- Work bench, fuel reader station
- 8' x 8' overhead door with direct access to exterior if layout allows
- Flammable cabinets
- Include water quality lab with work bench and storage cabinet/rack
- 6'x4' cabinet testing and work bench and lap top for traffic engineer
- Variety of storage rack systems



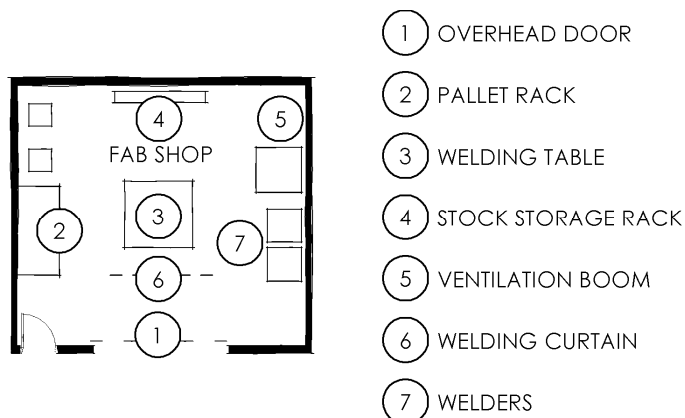
CARPENTRY SHOP

- Shared wood working shop
- Provide dust collection system, table saw, chop saw, sander, work bench and stock storage ½ sheets
- 10'x12' overhead door with direct access to exterior if layout allows, smaller overhead door if interior access only



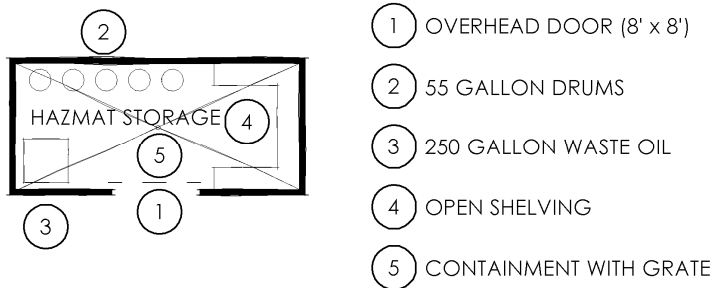
FAB SHOP / COMMON WORK

- Shared area for low volume steel fabrication and other general purpose work
- Welding table, welding / fab equipment, ventilation boom, welding curtain
- Work benches
- 10'x12' overhead door with direct access to exterior if layout allows, smaller overhead door if interior access only



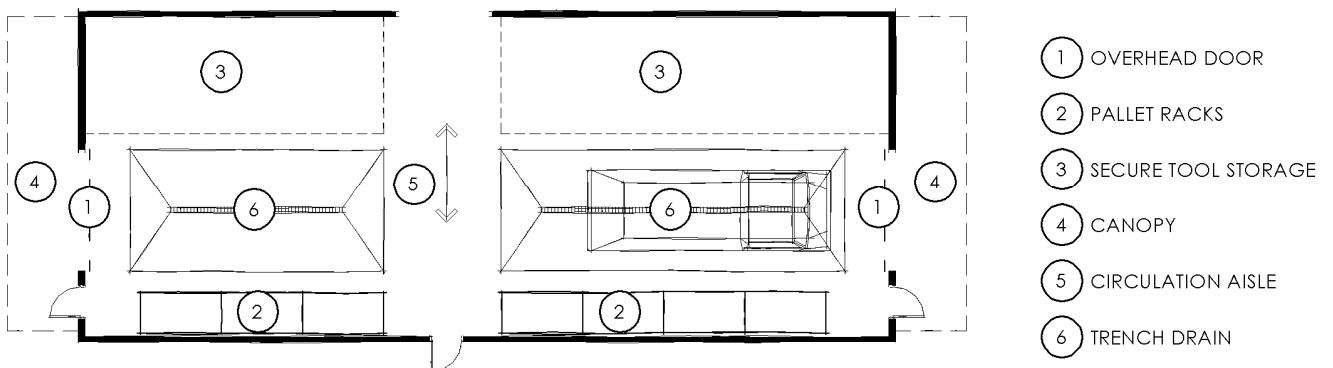
HAZMAT STORAGE

- Enclosed room for the storage of hazardous material
- Pesticides, (5) 55 Gal drums of release agent, 250 gal waste oil tank
- Provide containment system and ventilation
- 8' x 8' overhead door



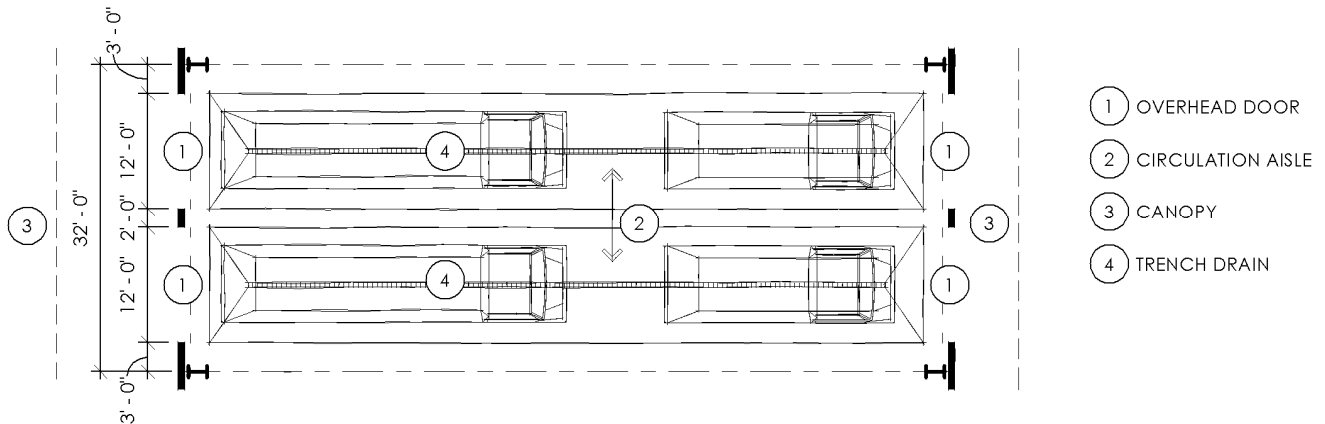
WORKING STOCK BAY

- Drive through bay
- Perimeter rack shelving for daily used items including pumps, man hole lids, concrete, other materials
- Locate police storage here, 2-3 pallets
- 12'w x 14'h overhead doors
- Storage for power tools, pressure washers and specialty tools, fenced areas
- Street sign storage, 24 lineal feet, some double stacked with sign rack system, on pallet racks
- Trench drains



ENCLOSED VEHICLE PARKING (SEE FULL VEHICLE AND EQUIPMENT INVENTORY)

- Large and medium vehicle sizes
- Temperature will be kept above freezing
- Trench drains, 1/8" slope per foot
- 12'w x 14'h overhead doors
- Trench drains



WASH BAY EQUIPMENT ROOM

- Wash bay water reclaim equipment
- Adjacent to wash bay

UNISEX TOILET ROOM

- Single toilet stall and sink
- For convenient access while in shop and vehicle storage areas
- Provide two rooms

CUSTODIAL ROOM

- Mop sink /rack
- Storage space for janitorial items
- Centrally located

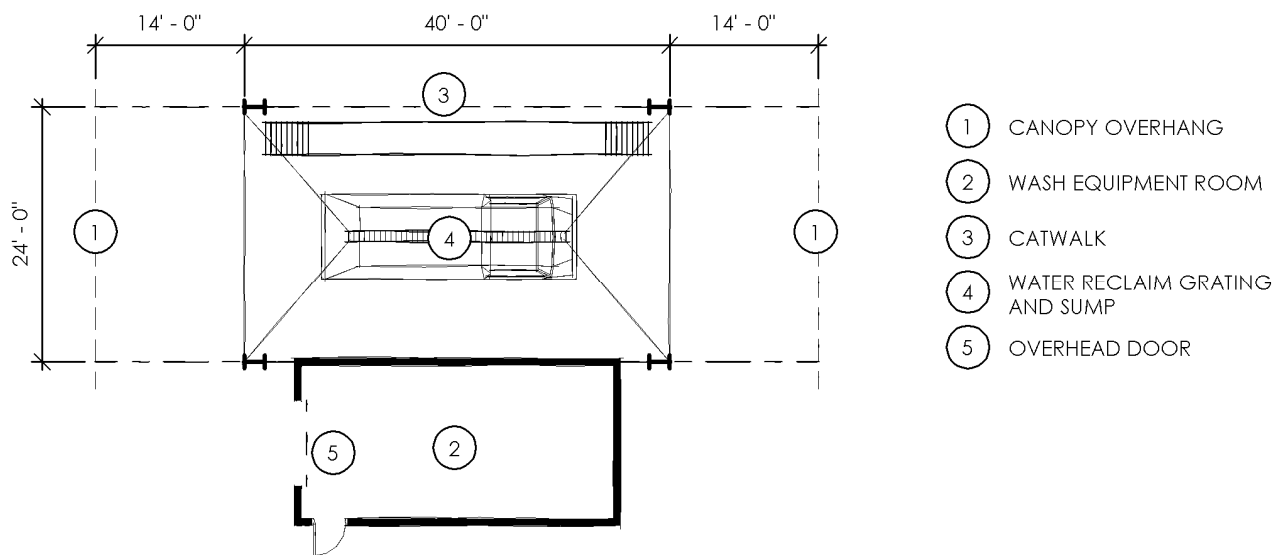
MEZZANINE

- Mechanical room, Electrical room, IT room, if layout allows

5 – PROGRAM – STORAGE FACILITIES (CANOPY COVERED)

WASH BAY

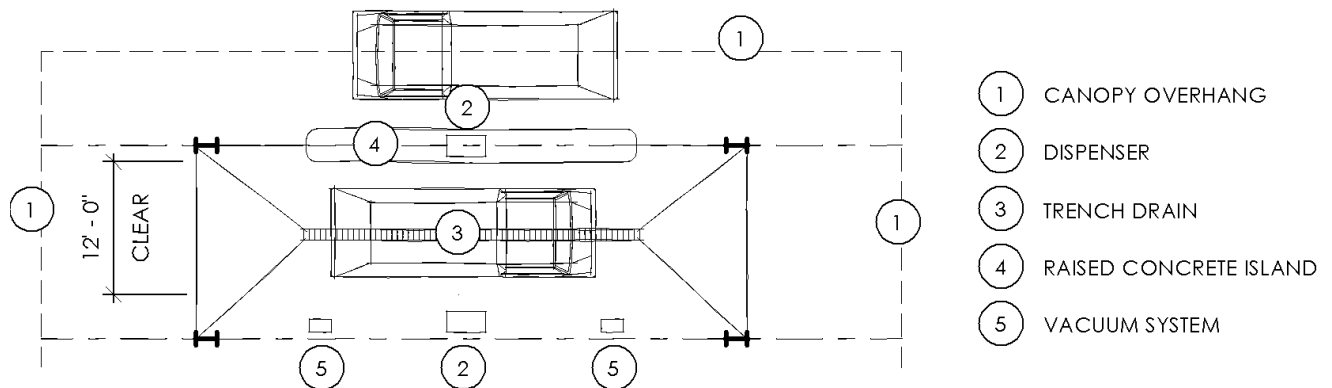
- Wash down of all vehicles and equipment with manual spray wand, heated water
- 1 1/2" hose connection, trench drain to water reclaim system
- Pressure washer with 3/4" hose connection
- Convenient access, end of a structure
- Catwalks on one side (two if space allows)
- Flexibility to wash large and small vehicles, with trailers
- Water reclaim system with sump and grating



FUEL ISLAND

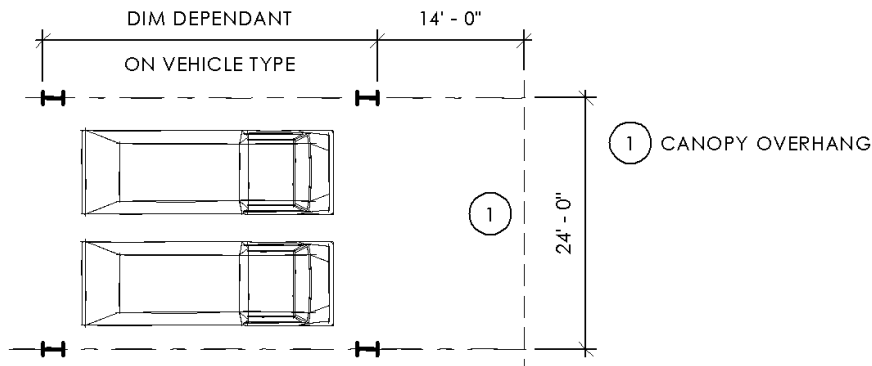
- (2) fueling positions for diesel, (2) for unleaded
- Provide access by all vehicles sizes including trailered equipment
- Convenient access, end of a building towards the front of the site
- Gas (10,000 gallons) and Diesel (5,000 gallons) tanks, above or underground tanks. Quantity to be determined
- Fuel management system accommodating all city vehicles
- The fuel lane should be 20 feet wide by 55 feet long
- Some vehicles fuel on the right and some on the left
- Provide duplicate dispensers on the fuel lane to provide back-up
- Provide a central vacuum system with a 10 foot hose (2 inch diameter) at the front and rear door locations.

- Typically fuel is delivered by double tanker, provide access
- Trench drain, route to dead end sump



VEHICLE STORAGE (SEE FULL VEHICLE AND EQUIPMENT INVENTORY)

- Police vehicle impound, fenced with privacy slats at minimum
- Several sizes, large, medium, and small
- 1-4 surplus vehicles of varying sizes, can be uncovered
- Trench drains at double loaded canopy, 1/8" slope per foot. At single loaded canopy slope away from back wall



MATERIALS AND EQUIPMENT STORAGE (SEE FULL VEHICLE AND EQUIPMENT INVENTORY)

- Barricades, cones, candle sticks, traffic control signs, steel sign parts (10'-12' lengths), etc. (Streets)
- Snow plows and other vehicle attachments
- Spill response kits, erosion control, car wash kits (SWM)
- 2 radar trailers (Size of dolly) need outlet for charging and space for back up battery, sign boards, 1 spare 6'x4' cabinet (Traffic)
- Misc. valves, pipe and clean outs (WW) 2 racks
- Shared by all groups
- Use floor area as well as pallet racks
- Provide canopy and walls at back and sides (open at front)

SANDER BOX STORAGE

- Hung from structure or ground mounted frame

PLOW BLADE STORAGE

- At back wall of storage canopy

VACTOR DECANT CANOPY

- Manhole for wastewater decanting
- 2" water filler
- Consider use of hay bales for drain protection from solids
- Concrete or ecology block back wall
- Slope concrete to manhole

SWEEPER SPOILS CANOPY

- Space to empty sweeper debris and allow to drain liquids
- Concrete or ecology block back wall
- Slope concrete to drain

MATERIALS STORAGE CANOPY

- Salt is delivered off of truck by conveyor belt
- Convenient if salt and deicer are adjacent to each other but not required
- Push wall at back and sides
- Salt storage to have a screen on all 4 sides to protect from weather
- Concrete or ecology block back and side walls

6 – PROGRAM – SITE STORAGE

DEICER TANK

- Approximate size of 8400 gallons
- Electric pumping system with canopy
- Double walled so secondary containment is not required
- Near salt storage if space allows

BULK MATERIALS BUNKERS

- Use ecology blocks to separate material types
- 5/8" minus - 5-10 yards
- 1 ¼" minus - 5-10 yards
- Asphalt waste - 5-10 yards
- Concrete waste - 5-10 yards
- Brush - 5-10 yards
- 20 yard dumpsters (Garbage, metal recycling, street sweeper collection), provide raised vehicle access if site area allows, provide for convenient vendor delivery and collection
- Pole storage - laydown area for minimal quantities of poles and pipes

GENERATOR

- Concrete pad
- Confirm generator size, to power full site

CITY OF SHORELINE
North Maintenance Facility

SPACE PROGRAM

SUMMARY OF PROGRAMMING

This space program was developed during an initial two day workshop held at the City of Shoreline on December 1 and 2, 2015, with representatives of the City's Streets, Surface Water Management, Waste Water, Police, and Environmental Services. Follow up sessions were also held, to review staff comments for incorporation into the final program document. The purpose of the programming workshops were to review all functions supporting City maintenance operations, and develop a program of current and projected space needs, tied to projections for anticipated City growth over a minimum 20 year planning horizon. This program is intended for use in establishing a recommended minimum facility size.

WORKSHOP PARTICIPANTS

The following City staff participated in the workshop with TCF:

* Randy Witt, Public Works Director	* Allan Unger, WW Maint.
* Kirk Peterson, Parks Sup.	* George Dicks, WW Maint Mgr.
* David LaBelle, PW Maint. Sup	* Cheryl Ooka, ASD Mgr
* Eric Gilmore, SWM Sr. Eng. Tech	* Brian Straathof, Facilities
* Tina Kendall, Env. Serv. Asst	* Noel Hupprich, Cap Pjt. Mgr
* Quang Nguyen, Traffic Eng. II	

TCF DESIGN TEAM

* Randy Cook, Principal, TCF Architecture
 * Mark Hurley, Project Architect, TCF Architecture
 * Darrell Smith, Civil Engineer, Perteet, Inc
 * Frank Coleman, Industrial Engineer, Pinnacle Consulting

PROGRAM AREA SUMMARY

SF

The summary below provides the total building and site program areas (square footage) derived from the breakdown of all programmed spaces included in this document.

Building Program Area

Enclosed / Heated Building Area	18,099	Administrative / Crew / Maintenance Shops / Vehicle Storage
Unheated / Covered Area	21,041	Vehicles and Equipment Storage / Materials Storage / Wash and Fueling / Decant
Total Building Program Area	39,140	

Site Program Area

Bulk Materials / Miscellaneous Site	3,100	Open Bin Storage / Dumpster / Generator / Deicer
Total Site Program Area	3,100	

SUMMARY OF OPERATIONS STAFFING AND FUTURE GROWTH

The workshop participants discussed the current staffing levels and developed the following assessment and projections for the 20 year planning horizon. The program is based on a facility supporting 28 staff and crew with projected growth to 35. See the design criteria document for a full break down of staffing.

SUMMARY OF VEHICLES AND ROLLING STOCK EQUIPMENT

Vehicles and Rolling stock are categorized by several different sizes totaling 91 pieces. All items are expected to be canopy covered at a minimum, vehicles and equipment with weather sensitivity will be enclosed and heated. In addition to the programmed parking for city-owned maintenance vehicles, plan for 35-40 employee parking stalls plus 4 visitor stalls. See detailed vehicle parking analysis document for a full break down of vehicles and equipment.

WORKSHOP NOTES

See separate meeting notes from the December 1 and 2, 2015 workshop providing additional program information, including room diagrams, supplementing the information presented in this space program document.

CITY OF SHORELINE
North Maintenance Facility

SPACE PROGRAM

Space Description	No.	Proposed Space Standard	20 Year Program			General Space Purpose and Design Criteria	Adjacencies	Clear Height	Other Criteria / Equip. / Furnishing Needs
			Area (SF)	Qty.	Total Area				

ENCLOSED / HEATED FACILITIES

ADMINISTRATION / PUBLIC / CREW

Lobby / Waiting Room	A1	10 x 12	120	1	120	Assume the building will require occasional access by public visitors, as well as internal staff from other departments	Visitor and crew parking	9'	2-3 guest chairs and small table
Reception / Admin Asst.	A2	8 x 10	80	1	80	Provide line of sight from reception desk to lobby and to entry area, parking, and crew yard if possible	Lobby	9'	Built-in reception counter / workstation
Small Conference Room	A3	12 x 12	144	2	288	Provides space to meet with vendors up to 4 people. Future office space	1 adjacent to lobby	9'	Table with chairs, white board
Utility & Operations Manager Office	A4	12 x 12	144	1	144	Private office for manager	Near lobby	9'	work station, bookshelves, white board
Supervisor Office	A5	12 x 12	144	3	432	Private office for supervisors, Streets, WW and SWM	Adjacent to crew areas	9'	work station bookshelves, white board
Lead Office	A6	12 x 18	216	1	216	3-4 leads share open office area	Adjacent to crew rooms	9'	Work surface
Multi Purpose Rm	A7	24 x 32	768	1	768	Seating for 30-40 at chairs and tables, 50 people at chairs only. All hands meetings and training sessions	Kitchenette, convenient access to locker rooms, offices, direct access to Streets and WW crew room, near mailbox alcove	12'	Tables & chairs / (2) flat screens, city maps, posting space, 10' of white board. Projector and projector screen, additional maps in adjacent hallway
Streets and WW Crew & Dispatch Room	A8	18 x 32	576	1	576	Shared work room / map room for use by Streets and WW crew	Direct access to Multi purpose room and corridor. Adjacent to supervisor and lead offices	9'	Stand up height countertop with stool seating, shared computers, 1 per 2 crew. Sliding white board, radio charging station
SWM Crew/Dispatch Rm	A9	14 x 20	280	1	280	Crew and dispatch room for SWM		9'	5 workstations, conf table, (3) 4 drawer lateral files
Kitchenette	A10	6 x 14	84	1	84	Kitchen area shared by all staff and crew	Adjacent to, or contained within the multi purpose rm	9'	(2) full size refrigerators, (2) microwaves, dishwasher, lower and upper cabinets

CITY OF SHORELINE
North Maintenance Facility

SPACE PROGRAM

Space Description	No.	Proposed Space Standard	20 Year Program			General Space Purpose and Design Criteria	Adjacencies	Clear Height	Other Criteria / Equip. / Furnishing Needs
			Area (SF)	Qty.	Total Area				
Men's Locker Room	A11	18 x 32	576	1	576	Private men's locker and toilet room. Toilets, sinks per plumbing code, (minimum 2 urinals)	Adjacent to mud room, wellness room	9' +	Provide space for up to (30-35), 12" wide full height standard lockers, benches. floor drains
Women's Locker Room	A12	14 x 18	252	1	252	Private women's locker and toilet room. Toilets, sinks per plumbing code	Adjacent to mud room, wellness room	9' +	Provide space for up to (6-10), 12" wide full height standard lockers, benches, floor drains
Shower	A13	5 x 8	40	2	80	Unisex private shower stall, ADA accessible	Adjacent to Toilet Rms	9'	Tile, shower accessories, floor drain
Mud Room	A14	18 x 32	576	1	576	Unisex space for storage and drying of wet gear / bulky gear	Adjacent to men's and women's locker rooms and utility room, exterior access, boot wash	9' +	Provide up to 45 cage lockers (24"W x 18"D). Boot dryers integrated into base of lockers, bench, floor drains
Boot Wash	A15	4 x 4	16	1	16	Cleaning of boots before entering the building, exterior space with canopy	Mud room, near exterior door		Hose bib, sump, grating, boot scrubber
Utility Room	A16	12 x 16	192	1	192	Cleaning of work clothing items	Mud room, near exterior door	9'	Provide 2 sets of stacking washer/dryer units / deep sink with goose neck faucets. Hanging rod and working counter. Floor drains
Wellness Room	A17	14 x 16	224	1	224	Open space for exercise equipment shared by all facility personnel. Use as future office	Near to locker rooms	9'	Exercise equipment such as stationary bike, weights, treadmill, to be provided by crew.
Copy/Print alcove	A18	6 x 8	48	1	48	Small area for printer/ copier	Near Sups offices	9'	Copier, shelves for paper storage, counter 6'-8' linear feet, Recycle bins
Mailbox Alcove	A19	4 x 6	24	1	24	Mailbox for each crew, up to 40 slots	Multi Purpose room	9'	
IT Room	A20	10 x 10	100	1	100	Primary hub for communications and data systems	Central to building	9'	
Custodial Room	A21	6 x 8	48	1	48	Mop sink/rack	Centrally located	9'	
Electrical Room	A22	10 x 10	100	1	100		Could be part of a mezzanine space	9'	
Mechanical Room	A23	10 x 17	170	1	170		Could be part of a mezzanine space	9'	
SUBTOTAL AREA					5,394				
Circulation / Walls / Misc			30%		1,618				
TOTAL ADMIN / CREW					7,012				

CITY OF SHORELINE
North Maintenance Facility

SPACE PROGRAM

Space Description	No.	Proposed Space Standard		20 Year Program			General Space Purpose and Design Criteria	Adjacencies	Clear Height	Other Criteria / Equip. / Furnishing Needs
				Area (SF)	Qty.	Total Area				
MAINTENANCE / SHOPS / VEHICLES & EQUIPMENT										
Facilities Shop	M1	18	x 24	432	1	432	Main shop space for facilities crew / materials, tools. Water Quality lab and 1 cabinet testing space for Traffic	Adjacent to carpentry and fabrication shop	12'	Can be open to structure. 8 lineal feet of rack storage. Gas reading station. Can move to Hamlin site
Carpentry Shop	M2	24	x 30	720	1	720	Enclosed shop for wood working	Adjacent to other shops/storage	12'	Can be open to structure. Provide dust collection system. Table saw, chop saw, sander, work bench, stock storage, 1/2 sheets. Can move to Hamlin site
Fab Shop / Common Work Area	M3	24	x 30	720	1	720	Shared area for miscellaneous, low volume steel fabrication activities	Locate adjacent to carpentry and facilities shop	12'	Welding table, welding / fab equipment. Ventilation boom. Welding curtain
Hazmat Storage	M4	12	x 25	300	1	300	Pesticides, (5) 55 Gal drums of release agent, 250 gal waste oil, provide sump containment and ventilation per code		12'	Can be open to structure. 8x8 overhead door.
Sign Storage	M5	6	x 24	144	1	144	Provide 24 lineal feet of stacked (double row) sign storage racks	Adjacent to other shops/storage. Possibly combined with working stock bay Provide interior access and direct access to exterior	12'	Can be open to structure. Overhead door to exterior. Signage bay with sign storage if space allows
Tool Storage	M6	12	x 40	480	2	960	Secure tool storage for power tools, specialty tools	Adjacent to other shops/storage. Provide interior access and direct access to exterior, adjacent to drive through bay	12'	Fencing to divide space among departments for organization purposes
Working Stock Bay	M7	20	x 40	800	2	1,600	Drive through bay with perimeter sheving for variety of daily used items	Adjacent to other shops/storage. Provide interior access and direct access to exterior	16'	Can be open to structure. 2-3 pallets of police storage for flares, etc.

CITY OF SHORELINE
North Maintenance Facility

SPACE PROGRAM

Space Description	No.	Proposed Space Standard		20 Year Program			General Space Purpose and Design Criteria	Adjacencies	Clear Height	Other Criteria / Equip. / Furnishing Needs
				Area (SF)	Qty.	Total Area				
Waste Water Shop	M8	24	x 40	960	1	960	Main shop space WW and vehicle storage	Adjacent to other shops/storage. Provide interior access and direct access to exterior	16'	Can be open to structure. Overhead door to exterior. Work bench and tool storage
Multi-Use Vehicle Bays	M9	24	x 40	960	2	1,920	Miscellaneous shop working space and vehicle storage		16'	Community Response Team (CRT) storage, could also be under canopy storage, 4 portable lifts
Large Vehicle Parking	M10	12	x 40	480	1	480	See complete vehicle analysis document		16'	
Medium Vehicle Parking	M11	12	x 30	360	1	360	See complete vehicle analysis document		16'	
Wash Bay Equipment Room	M12	15	x 25	375	1	375	Space for water reclaim equipment room	Wash Bay	12'	Can be open to structure. 8x8 overhead door
Unisex Toilet Room	M13	8	x 8	64	2	128	Single unisex restroom serving shop area	Convenient access within vehicle storage and shops	9'	
IT Room	M14	10	x 10	100	1	100	IT equipment	Centrally located, could be located on mezzanine	9'	
Custodial Room	M15	5	x 8	40	1	40	Mop sink/rack	Centrally located	9'	
Mezzanine	M16		x	-	1	-	Mechanical area, electrical rm, IT rm and bulk storage to optimum foot print		12'	SF determined during design
SUBTOTAL AREA						9,239				
Circulation / Walls / Misc				20%		1,848				
MAINTENANCE / SHOPS / VEHICLES & EQUIPMENT						11,087				
TOTAL ENCLOSED / HEATED FACILITIES						18,099				

CITY OF SHORELINE
North Maintenance Facility

SPACE PROGRAM

Space Description	No.	Proposed Space Standard			20 Year Program			General Space Purpose and Design Criteria	Adjacencies	Clear Height	Other Criteria / Equip. / Furnishing Needs
					Area (SF)	Qty.	Total Area				

COVERED / UNHEATED FACILITIES

CANOPY-COVERED

Wash Bay	C1	20	x 40	800	1	800	Washdown of all vehicles. Provide 1-1/2" hose connection, trench drain and manhole/catchbasin. Water reclaim system	Located as an end bay adjacent to vehicle storage bays.	20'	Manual pressure system with heated water, catwalk	
Fuel Island	C2	20	x 40	800	1	800	Canopy covered bay for fueling of all vehicles	Located near main entry of site to allow for easy access		Above ground or underground tanks are acceptable. Gas and deisel. 5,000 gallons deisel, 10,000 gallons gas	
Police Vehicle Impound	C3	10	x 20	200	2	400	Over flow parking for vehicles waiting for search warrants	Easy access at end of canopy		If space allows, possibly enclose with privacy fencing, can move to Hamlin	
Large Vehicle Parking	C4	12	x 40	480	2	960	See complete vehicle analysis document		16'		
Medium Vehicle Parking	C5	10	x 30	300	16	4,800	See complete vehicle analysis document		16'		
Small Vehicle Parking	C6	10	x 20	200	29	5,800	See complete vehicle analysis document		12'		
X-Small Vehicle Parking	C7	8	x 12	96	9	864	See complete vehicle analysis document		12'		
XX-Small Equipment Parking	C8	8	x 8	64	21	1,344	See complete vehicle analysis document		12'		
Materials and Equipment Storage	C9	12	x 40	480	2	960	Drive-through bay with rack and floor storage	Adjacent to vehicle storage	16'	Barricades. Cones, miscellaneous items	
Sweeper Spoils	C10	20	x 30	600	1	600	Dump sweeper spoils	Adjacent to vactor decant	20'	2" water fill	
Vactor Decant	C11	20	x 30	600	1	600	Decanting vactor trucks		20'	Manhole for WW, 2" water fill	
Salt	C12	20	x 30	600	2	1,200	200 yrds		20'	Delivered off of truck by conveyor belt	
SUBTOTAL AREA						19,128					
Circulation / Walls / Misc						10%	1,913				
TOTAL COVERED / UNHEATED						21,041					
TOTAL BUILDING AREA						39,140					

CITY OF SHORELINE
North Maintenance Facility

SPACE PROGRAM

Space Description	No.	Proposed Space Standard	20 Year Program			General Space Purpose and Design Criteria	Adjacencies	Clear Height	Other Criteria / Equip. / Furnishing Needs
			Area (SF)	Qty.	Total Area				

SITE FACILITIES

Parking

Employee Parking	S1	10	x 20	200	30	6,000			30 stalls min up to 35 for future. ADA stalls as required, fenced if feasible. (1) electric charging spot
Police Parking	S2	10	x 20	200	10	2,000	Squad Cars	In crew parking area	If space allows, fenced in area
Visitor Parking	S3	10	x 20	200	4	800		Near main entry	In unfenced area
Bicycle Parking	S4	4	x 8	32	6	192		Near main entry	Near main entry
						8,992			
Circulation				100%		8,992			
Total Parking						17,984			

Bulk Materials / Miscellaneous Site Items

Deicer tank	S5	9	x 9	81	1	81	Storage and pumping system for deicer		Approximate 8400 gallon tank, electric pumping system under canopy. Specify so a second containment system is not required
5/8" minus	S6	18	x 20	360	1	360	5-10 yards		Ecology Block separators
1 1/4" minus	S7	18	x 20	360	1	360	5-10 yards		Ecology Block separators
Dumpsters	S10	8	x 20	160	3	480	5 -10 yards		Garbage, metal recycling, organics, asphalt waste, concrete waste
Pole Storage	S11	5	x 40	200	1	200	Laydown area		Poles and pipes
Generator	S12	10	x 15	150	1	150	Conc Pad		
Subtotal						1,550			
Circulation				100%		1,550			
Total Bulk Materials						3,100			

TOTAL PROGRAMMED SITE AREA	21,084	Not including Structures, drive yard, land scaping, stormwater facilities, setbacks, etc.							
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CITY OF SHORELINE
North Maintenance Facility

Vehicle Parking Analysis

VEHICLE PARKING ANALYSIS

L = 12' x 40'

S = 10' x 20'

M = 10' x 30'

XS = 8' x 12'

XXS = 8' x 8'

Vehicle No	Description	Qty.	Size	Heated				Covered					Remarks
			(L,M,S,XS)	L	M	S	XS	L	M	S	XS	XXS	
Public Works (Streets and SWM)													
Vehicles													
110	Jeep Cherokee	1	M	0	0	0	0	0	1	0	0	0	To be Replaced w/F250 Ext. cab
114	Facilities Chevrolet 2500 Van	1	M	0	0	0	0	0	1	0	0	0	
119	Ford 1 ton pickup	1	M	0	0	0	0	0	1	0	0	0	Approx. 23' long
121	Facilities Chev 1/2 ton pickup	1	S	0	0	0	0	0	0	1	0	0	Added facilities Pickup
122	Chev 1/2 ton pickup	1	S	0	0	0	0	0	0	1	0	0	
125	Intl 5 yd dump truck	1	M	0	0	0	0	0	1	0	0	0	Approx. 22' long
126	Surface Water Chev 1/2 ton pickup	1	S	0	0	0	0	0	0	1	0	0	Added S.W. Pickup
134	Chevy silverado pickup	1	M	0	0	0	0	0	1	0	0	0	Approx 24' long
173	Elgin Crosswind Street sweeper	1	M	0	1	0	0	0	0	0	0	0	New, Replaced street sweeper #149
158	Ford F550 super crew 4x4	1	M	0	0	0	0	0	1	0	0	0	Approx. 25' long
159	F550 suber cab 4x4	1	M	0	0	0	0	0	1	0	0	0	Approx. 26' long
165	Surface Water Dodge 1/2 ton pickup	1	S	0	0	0	0	0		1	0	0	Added S.W. Pickup
166	Navistar Intl 7000 sfa	1	L	0	0	0	0	1	0	0	0	0	Approx. 29' long
287	Caterpillar Backhoe	1	M	0	0	0	0	0	1	0	0	0	Approx. 26' long
214	asphalt hot roller												On Trailer 263, see below
227	2002 - Genie TMZ boom	1	M	0	0	0	0	0	1	0	0	0	
233	road shoulder maintenance	1	L	0	0	0	0	1	0	0	0	0	26' long
266	Bobcat A770 Skid steer	1	S	0	0	0	0	0	0	1	0	0	
117	Ford 1 ton pickup	1	S	0	0	0	0	0	0	1	0	0	Cust. Response Team
133	Chevy Silverado 1500 pickup	1	S	0	0	0	0	0	0	1	0	0	Cust. Reponse Team
154	Ford X30 F350 SC 4x2 c&c	1	M	0	0	0	0	0	1	0	0	0	Cust. Response Team
164	Chevy Colorado	1	S	0	0	0	0	0	0	1	0	0	Traffic Services
170	Ford 1 Ton Dually pickup (Sign Truck)	1	M	0	0	0	0	0	1	0	0	0	Will be new to replace truck #116
PW Vehicles Total		22		0	1	0	0	2	11	8	0	0	
Trailers & Mobile Equipment													
116a	Snow plow	1	XS	0	0	0	0	0	0	0	1	0	8'6"x4'2"
119B	Western hitch mounted spreader for Truck #119	1	XS	0	0	0	0	0	0	0	0	1	5'x2'
119C	Meyer 8.5 Snow Plow	1	XS	0	0	0	0	0	0	0	1	0	8'6"x4'2"
125a	2000 - snow plow	1	XS	0	0	0	0	0	0	0	1	0	10'x4'7"
125b	2000 - sander/spreader	1	S	0	0	0	0	0	0	1	0	0	12'9"x8'
158A	Buyers Plow for Truck #158	1	XS	0	0	0	0	0	0	0	1	0	8'6"x5'6"
158B	Buyer Spreader for Truck #158	1	S	0	0	0	0	0	0	0	1	0	12'x7'7"
159A	Buyers Plow for Truck #159	1	XS	0	0	0	0	0	0	0	1	0	8'6"x5'6"
159B	Buyer Spreader for Truck #159	1	S	0	0	0	0	0	0	0	1	0	12'x7'7"

CITY OF SHORELINE
North Maintenance Facility

Vehicle Parking Analysis

VEHICLE PARKING ANALYSIS

L = 12' x 40'
M = 10' x 30'

S = 10' x 20'
XS = 8' x 12'
XXS = 8' x 8'

Vehicle No	Description	Qty.	Size	Heated				Covered					Remarks
			(L,M,S,XS)	L	M	S	XS	L	M	S	XS	XXS	
159C	Chipper Box for Truck #159	1	S	0	0	0	0	0	0	1	0	0	Approx. 11' long
166A	American Plow for Truck #166	1	XS	0	0	0	0	0	0	0	1	0	10'6"x6'
166B	Monroe Spreader for Truck #166 *Hook Skid mounted	1	S	0	0	0	0	0	0	1	0	0	18'x7'
166C	Liquid Anti-Icing tank/Sprayer for Truck #166 *Hook Skid mounted	1	S	0	0	0	0	0	0	1	0	0	Approx 14' long
209	trailer - tilt deck	1	S	0	0	0	0	0	0	1	0	0	
217	air compressor trailer	1	XS	0	0	0	0	0	0	0	0	1	
218	concrete saw	1	XS	0	0	0	0	0	0	0	0	1	
235	Chipper	1	S	0	0	0	0	0	0	1	0	0	Approx 15' long
233A	Attachment: General Purpose "Standard" Bucket for Grader #233	1	XS	0	0	0	0	0	0	0	0	1	
233B	Attachment: Angle Sweeper Broom for Grader #233	1	XS	0	0	0	0	0	0	0	0	1	
236	Kubota Tractor												On trailer 237, see below
236B	Auger for Kubota Tractor #236	1	XS	0	0	0	0	0	0	0	0	1	
250	J&D Emergency Trailer	1	XS	0	0	0	0	0	0	0	0	1	
256	Cummings generator	1	S	0	0	0	0	0	0	1	0	0	Longer than 8' with Trailer Tongue (12' Long)
263	Olympic Paving Trailer (#214 Asphalt Roller on Trailer)	1	M	0	0	0	0	0	1	0	0	0	
266	Bobcat A770 Skid Steer												On trailer 269, see below
266A	Attachment: 24" Asphalt Planer/grinder attachment for Skid Steer #266	1	XS	0	0	0	0	0	0	0	0	1	
266B	Attachment: 72" Sweeper attachment for Skid Steer #266	1	XS	0	0	0	0	0	0	0	0	1	
266C	Attachment: Pallet Fork attachment for Skid Steer #266	1	XS	0	0	0	0	0	0	0	0	1	
266D	Attachment: 24" Roadrunner paving box for Skid Steer #266	1	XS	0	0	0	0	0	0	0	0	1	
266E	Attachment: 48" Roadrunner Paving box for Skid Steer #266	1	XS	0	0	0	0	0	0	0	0	1	
266F	Attachment: Multi-Purpose "Clam" Bucket for Skid Steer #266	1	XS	0	0	0	0	0	0	0	0	1	
266G	Attachment: General Purpose "Standard" Bucket for Skid Steer #266	1	XS	0	0	0	0	0	0	0	0	1	
266H	Attachment: Tilt Tach attachment for Skid Steer #266	1	XS	0	0	0	0	0	0	0	0	1	
269	PJ tilt deck Equipment Trailer	1	M	0	0	0	0	0	1	0	0	0	Approx 28' long
271	Interstate Cargo Trailer	1	S	0	0	0	0	0	0	1	0	0	Approx 19' long
286	Stepp Mfg. Hotbox	1	S	0	0	0	0	0	0	1	0	0	
288	Crack Sealer	1	S	0	0	0	0	0	0	1	0	0	
287A	Attachment: General Purpose "Standard" Bucket for Backhoe #287	1	XS	0	0	0	0	0	0	0	0	1	
287B	Attachment: Multi-Purpose "Clam" Bucket for Backhoe #287	1	XS	0	0	0	0	0	0	0	0	1	
287C	Attachment: 12" Backhoe Trenching Bucket for Backhoe #287	1	XS	0	0	0	0	0	0	0	0	1	
287D	Attachment: 20.5" Standard Backhoe digging Bucket for Backhoe #287	1	XS	0	0	0	0	0	0	0	0	1	
287E	Attachment: 48" Ditching Bucket for Backhoe #287	1	XS	0	0	0	0	0	0	0	0	1	
237	Paros Tilt Deck Equipment Trailer (#236 kabuto tractor on trailer)	1	M	0	0	0	0	0	1	0	0	0	
PW Rolling Stock Total		41	0	0	0	0	0	0	3	10	8	20	
Total Public Works Vehicles and Rolling Stock		63	0	0	0	1	0	0	2	14	18	8	20

CITY OF SHORELINE
North Maintenance Facility

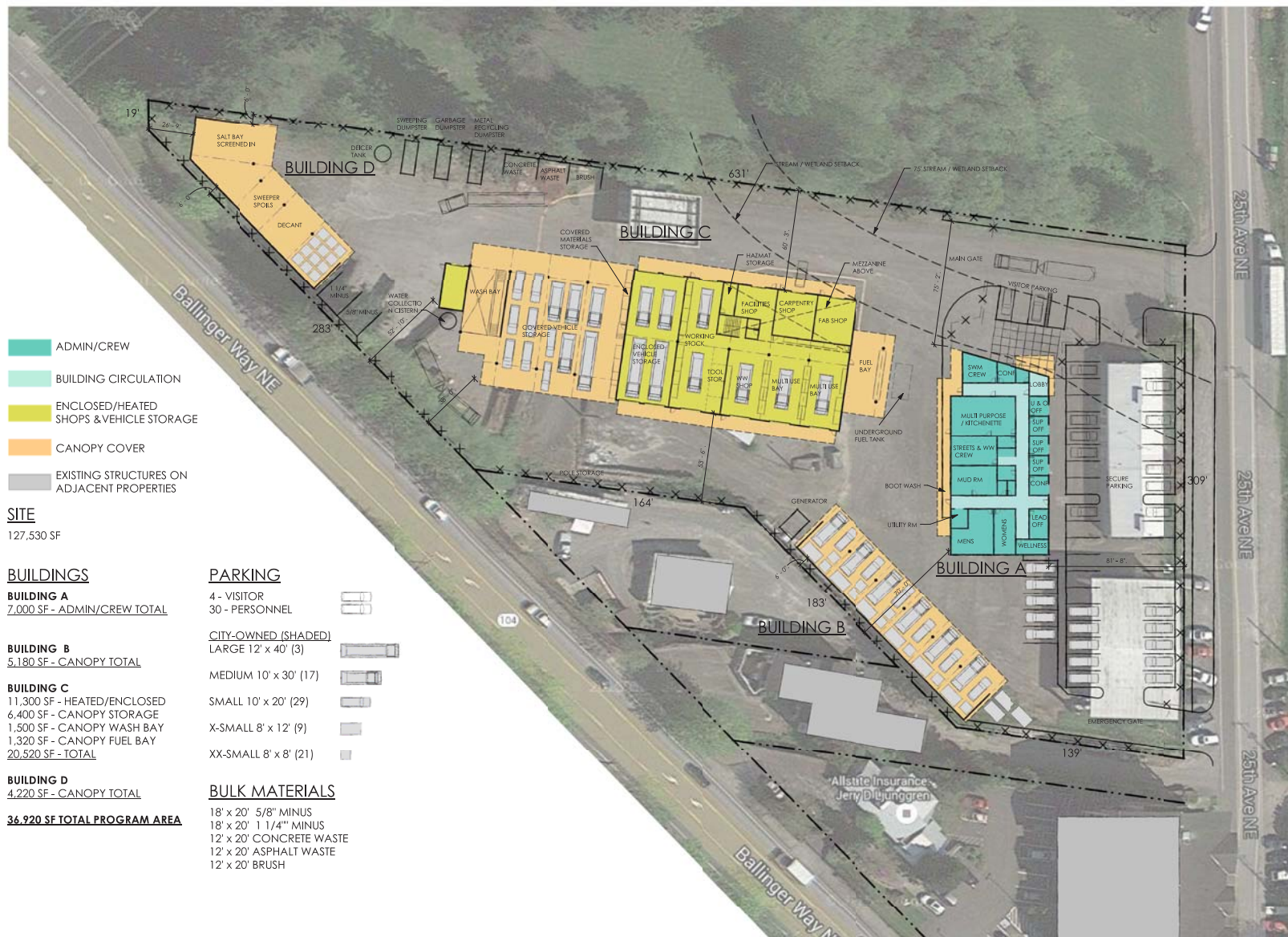
Vehicle Parking Analysis

VEHICLE PARKING ANALYSIS

L = 12' x 40'
M = 10' x 30'
S = 10' x 20'
XS = 8' x 12'
XXS = 8' x 8'

Vehicle No	Description	Qty.	Size	Heated				Covered					Remarks
			(L,M,S,XS)	L	M	S	XS	L	M	S	XS	XXS	
WASTE WATER													
Vehicles													
122	2015 Ford 1-Ton Dump Truck	1	M	0	0	0	0	0	1	0	0	0	
150	2005 Ford 450 w/RST CCTV	1	S	0	0	0	0	0	0	1	0	0	
155	2015 Ford F-250 Pick up Truck	1	S	0	0	0	0	0	0	1	0	0	
157	Ford Explorer	1	S	0	0	0	0	0	0	1	0	0	
160	2008 Ford F-250 Pickup Truck 4X4	1	S	0	0	0	0	0	0	1	0	0	
186	Ford Ranger	1	S	0	0	0	0	0	0	1	0	0	
190	Chevrolet Malibu			0	0	0	0	0	0	0	0	0	Not at NMF
249	1995 Ford F350/Grumman Hi-Cube Van	1	M	0	0	0	0	0	1	0	0	0	
277	Ford F-150 Pickup Truck	1	S	0	0	0	0	0	0	1	0	0	
392	Peterbuilt Vactor	1	L	1	0	0	0	0	0	0	0	0	
WW Vehicles Total		9	0	0	1	0	0	0	0	2	6		0
Trailers & Mobile Equipment													
101	Electric Eel Sewer Rodder (Trailer)	1	S	0	0	0	0	0	0	1		0	
103	Meyers Snow Plow	1	XS	0	0	0	0	0	0	0	1	0	Blade for Truck #122 *Wider than 8'
111	Gorman-Rupp Trash Pump	1	XS	0	0	0	0	0	0	0	0	1	
135	Cummings Generator	1	S	0	0	0	0	0	0	1	0	0	
156	Katolight Generator	1	S	0	0	0	0	0	0	1	0	0	
280	Ingersoll Rand Air Compressor	1	S	0	0	0	0	0	0	1	0	0	
395	Trailer Mount Diesel Rodder	1	S	0	0	0	0	0	0	1	0	0	
WW Rolling Stock Total		7	0	0	0	0	0	0	0	5	1	1	
WW Vehicle and Rolling Stock Total		16	0	0	1	0	0	0	0	2	11	1	1
NMF Total		79	0	0	1	1	0	0	2	16	29	9	21

Note: Vehicle Count and Program type is translated to building program areas in the Space Program





CITY OF SHORELINE - NORTH MAINTENANCE FACILITY

19547 25TH AVE NE SEATTLE, WA 98155 26 JANUARY 2016 PRE DESIGN PHASE

SITE AND BUILDING DEVELOPMENT - ALTERNATIVE B





CITY OF SHORELINE - NORTH MAINTENANCE FACILITY

19547 25TH AVENUE NE SEATTLE, WA 98155 26 JANUARY 2016 PRE DESIGN PHASE

SITE AND BUILDING DEVELOPMENT - ALTERNATIVE B.1





NOTE: DRAWING MAY BE REDUCED

0 15' 30'

Criteria	Site Alternative A One Story Main Building No Added Parcel	Site Alternative B Two Story Main Building No Added Parcel
Vehicle Circulation	Opportunities: <ul style="list-style-type: none"> - Personal vehicles are separated from city owned vehicles - One primary site access, secondary access available - Clear drive aisle between Buildings A and C, increased flexibility 	Opportunities: <ul style="list-style-type: none"> - Personal vehicles are separated from city owned vehicles - One primary site access, secondary access available - Clear drive aisle between Buildings A and C, increased flexibility
People Circulation	Opportunities: <ul style="list-style-type: none"> - All structures are one story, with the exception of storage mezzanines 	Constraints: <ul style="list-style-type: none"> - The mud room and locker rooms are on different floor levels - High floor to floor height at building A to accommodate shop bay spaces
Building Layout / Program Space	Opportunities: <ul style="list-style-type: none"> - Optimized shop and storage arrangement - All shops have interior and exterior access - Approx. Building Area: 39,000SF Constraints: <ul style="list-style-type: none"> - Reduced flexibility in shop bays due to double use as vehicle parking - (3) extra small equipment not covered - (15) small city owned vehicles not covered - Wetland buffer impedes full use of the site 	Opportunities: <ul style="list-style-type: none"> - Increase enclosed heated vehicle storage by (8) stalls from site Alternative A (no double function for vehicle storage in shop space) - Approx. Building Area: 45,000SF Constraints: <ul style="list-style-type: none"> - Shops have interior access only - Shops are separated from material and equipment storage - (3) extra small equipment not covered - (8) small city owned vehicles not covered - Wetland buffer impedes full use of the site
Economics	Cost Estimate Range: \$14.0 - \$14.7 Million - Least building square footage (Baseline)	Cost Estimate Range: \$15.9 - \$16.7 Million Additional Cost for: - Added building square footage
Environmental /Regulatory/ Community	Opportunities: <ul style="list-style-type: none"> - No buildings within wetland buffer zone 	Opportunities: <ul style="list-style-type: none"> - No buildings within wetland buffer zone

Criteria	Site Alternative B.1 Two Story Main Building Acquisition of South Parcel	Site Alternative C Wetland Encroachment/Mitigation No Added Parcel
Vehicle Circulation	Opportunities: <ul style="list-style-type: none"> - Personal vehicles are separated from city owned vehicles - One primary site access, secondary access available - Clear drive aisle between Buildings A and C, increased flexibility - Increased yard between Buildings B and C 	Constraints: <ul style="list-style-type: none"> - No clear drive aisle between Buildings A and C, only access is through fuel bay - Personal vehicles must use southern entrance - Personal vehicle traffic will mix with city owned vehicles
People Circulation	Constraints: <ul style="list-style-type: none"> - The mud room and locker rooms are on different floor levels - High floor to floor height at building A to accommodate shop bay spaces 	Constraints: <ul style="list-style-type: none"> - The mud room and locker rooms are on different floor levels - High floor to floor height at building A to accommodate shop bay spaces
Building Layout / Program Space	Opportunities: <ul style="list-style-type: none"> - Increase enclosed heated vehicle storage by (8) stalls from site Alternative A (no double function for vehicle storage in shop space) - All programmed equipment covered - Approx. Building Area: 48,000SF Constraints: <ul style="list-style-type: none"> - Shops have interior access only - Shops are separated from material and equipment storage - (4) small city owned vehicles not covered - Wetland buffer impedes full use of the site covered - Schedule risk acquiring property 	Opportunities: <ul style="list-style-type: none"> - Increase enclosed heated vehicle storage by (8) stalls from site Alternative A (no double function for vehicle storage in shop space) - All programmed vehicles and equipment are covered - Most building area potential (uses portion of wetland buffer) - Approx. Building Area: 49,000SF Constraints: <ul style="list-style-type: none"> - Shops have interior access only - Shops are separated from material and equipment storage - (4) small city owned vehicles not covered - Future crew parking is not accounted for
Economics	Cost Estimate Range: \$17.1 - 18.0 Million Additional Cost for: <ul style="list-style-type: none"> - Added building square footage - Acquisition cost for adjacent property 	Cost Estimate Range: \$16.9 - 17.8 Million Additional Cost for: <ul style="list-style-type: none"> - Added building square footage - Wetland mitigation
Environmental /Regulatory/ Community	Opportunities: <ul style="list-style-type: none"> - No buildings within wetland buffer zone Constraints: <ul style="list-style-type: none"> - Facility proximity to existing apartment building 	Constraints: <ul style="list-style-type: none"> - Buildings within wetland buffer zone - Buildings closer to N 25th Ave NE