



AGENDA

SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, January 23, 2017
5:45 p.m.

Conference Room 303 · Shoreline City Hall
17500 Midvale Avenue North

TOPIC/GUESTS: Ronald Wastewater District Board

SHORELINE CITY COUNCIL REGULAR MEETING

Monday, January 23, 2017
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 Special Meeting of December 12, 2016	<u>7a1-1</u>	
Minutes of Regular Meeting of December 12, 2016	<u>7a2-1</u>	
(b) Approval of expenses and payroll as of January 6, 2017 in the amount of \$1,297,974.85	<u>7b-1</u>	
(c) Adoption of Res. No. 400 – Permit Angle Parking on Certain Streets	<u>7c-1</u>	
(d) Motion to Authorize the City Manager to Execute Purchase Orders Totalling \$180,333 to Purchase a 2017 Freightliner Truck and Accessory Equipment for the Street Operations Division	<u>7d-1</u>	
8. ACTION ITEMS		
(a) Adoption of Res. No. 401 Declaring the City of Shoreline to be an Inviting, Equitable and Safe Community for All and Prohibiting	<u>8a-1</u>	7:20

Inquiries by City of Shoreline Officers and Employees Into
Immigration Status and Activities Designed to Ascertain Such
Status

- Staff Report
- Public Comment
- Council Discussion and Action

9. STUDY ITEMS

- | | | |
|--|-------------|------|
| (a) Discussion of Parks, Recreation and Open Space Plan Goals,
Policies and Strategic Actions | <u>9a-1</u> | 7:40 |
| (b) Discussion of Res. No. 399 - Adoption Title VI Plan | <u>9b-1</u> | 8:25 |

10. ADJOURNMENT

8:45

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 SPECIAL MEETING

Monday, December 12, 2016
5:30 p.m.

Lobby – Shoreline City Hall
17500 Midvale Avenue North

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

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Constance Perenyi, Neighborhoods Coordinator

GUESTS: Stephanie Angelis, Joyce Lingerfelt, Garry Lingerfelt, Ballinger Neighborhood Association; Amy Anscher, Briarcrest Neighborhood Association; Diane Finafrock; Marla Tullio, and Dale Lydin, Echo Lake Neighborhood Association; Cyndi Robinson and Krista Tenney, Highland Terrace Neighborhood Association; Ann Erickson and Christabel Britto, Hillwood Neighborhood Association; June Howard and Domenick Dellino, Innis Arden Neighborhood Association; Gretchen Atkinson and Tom Karston, Meridian Park Neighborhood Association; Dan Dale, Victoria Ormsby and Ken Adams, North City Neighborhood Association; Katie Schielke, Chris Goodwin and Chris Brummer, Parkwood Neighborhood Association; Sheri Ashleman and John Burt, Richmond Beach Neighborhood Association; Kathy Plant and Robin McClelland, Richmond Highlands Neighborhood Association; Patty Hale, Rebecca Hood, Megan Kogut, and Dan Jacoby, Ridgecrest Neighborhood Association; Andy McRea, The Highlands

At 5:30 p.m., the meeting was called to order by Mayor Roberts.

After a welcome by the Mayor, the City Council and members of the Council of Neighborhoods (CON) enjoyed dinner together and discussed neighborhood accomplishments in 2016. The Mayor thanked CON members for their work, encouraged ongoing collaboration, and reported on City accomplishments in 2016. Constance Perenyi, Neighborhoods Coordinator, stood in for Pete Gerhard, CON Chair, to facilitate an activity to recognize the year's events in each neighborhood.

At 6:53 p.m., the meeting was adjourned.

Constance Perenyi, Neighborhoods Coordinator

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, December 12, 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.

3. REPORT OF CITY MANAGER

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

4. COUNCIL REPORTS

Deputy Mayor Winstead reported attending the Response Awareness, De-escalation and Referral (RADAR) Advisory Group Meeting. She explained that RADAR assists police in responding to individuals in crises with behavior and developmental disabilities. She shared the pilot program is launching in January 2017. She also reported attending the Regional Law, Safety and Justice Committee Meeting and said presentations were provided by the Tukwila Police Department Community Liaison Team on integrating police in the community, and by the Seattle Police Department on their Code for America Program that identifies individuals at risk.

Mayor Roberts reported attending a lunch with law enforcement officers and mayors from South Snohomish County, and representatives from Edmonds Community College and the Edmonds School District. The group discussed creating a city environment that is welcoming to everyone.

Mayor Roberts acknowledged the accomplishments of the Council of Neighborhood members and thanked them for their service and hard work.

5. PUBLIC COMMENT

Robin Lesh, user of Shoreline pool, shared that her family has used the Shoreline pool for 15 years. She thanked Council for studying the feasibility of building a new aquatic center.

Tom Poitras, Shoreline resident, stated he is against a non-motorized bridge at 147th Street, asserting that it will only benefit a small segment of the population. He said there is already a safe pedestrian crossing at 145th Street. He shared that the small number of people that will use the bridge does not support the cost to build the bridge. He said the Washington State Department of Transportation will ensure safe pedestrian crossing at 145th Street. He questioned why Council upzoned the area west of the freeway without having the assurance that a bridge will be built.

Lynn Danielson, Olympic View Water and Sewer District General Manager, commented on the City of Shoreline's refile of a Notice of Intent to Assume the Ronald Wastewater District that is located in Snohomish County. She spoke about issues related to the first filing and stated the City has done nothing to address the deficiencies noted in that filing. She asked why the City is filing a second time with the same information and expecting a different outcome.

Greg Kletzly, Columbia Pacific Advisors, LLC, stated he sent an email to the Council regarding the redevelopment of 17000 Aurora Avenue as a self-storage facility. He shared information about the property's history, development options, and their plans to upscale the property with a \$20 Million investment. He urged Council to adopt the Planning Commission's recommendation without any further amendments, and asked that they not adopt the amendment requiring a one-quarter mile restriction between facilities.

Dia Dreyer, Shoreline resident, commented on the 147th Street overpass to get to the Light Rail Station and shared that \$500,000 will only purchase 30% design. She expressed concern about the total cost of the project as well as upkeep and maintenance costs. She said current taxpayers will have to carry the burden of budget deficits in the future. She commented that the 145th Street and 185th Street Subareas have opened the floodgates for more development and precipitated an increase in public storage facilities. She said she is afraid the storage developers will buy up properties and let them sit there creating ghost towns.

Mitch Johnson, Columbia Pacific Advisor, LLC, stated he is working with the City to build a Class A Storage facility at 170th and Aurora Avenue N. He asked Council to consider all the Planning Commission's action, and said he is here to answer any questions.

Holly Golden, Hillis Clark Land Use Attorney, stated she represents the applicants for the self-storage facility at 19237 Aurora Avenue N. She urged the Council to pass the Ordinance as proposed by the Planning Commission. She stated they appreciate and support the glazing clarification, the requirement for LEED certification, and the maximum size limit.

Scott Roberts, owner of the property at 19237 Aurora Avenue N., echoed Ms. Golden's comments and urged the Council to adopt the proposed Ordinance. He said they have done everything they can to help city staff get through the process in a timely manner. He stressed that time is of the essence because they are small business owners and have \$2.8 Million in capital sitting out there in limbo. He said they are hopeful that the Ordinance can be passed.

Roger Ricks, Redmond resident, expressed gratitude for the Council, Planning Commission, and staff working to get this right. He explained why the 20% glazing requirement should only be required on the primary street. He said they support the LEED Certification and maximum size requirements.

Tom McCormick, Shoreline resident, commented that he emailed information to the City pertaining to the Comprehensive Plan Amendments, particularly, Amendment 8. He recalled that in 2010 Council adopted a limit of 8,250 average daily trips on Richmond Beach Drive. He said it was lowered to 4,000 in 2011, and that last year Council adopted a resolution stating the limit was in full force. He said Amendment 8 would set policy giving the road a V/C that could bring traffic up to 10,000 average daily trips, and stressed that nothing should be done to undermine the 4,000 maximum. He urged Council to adopt Councilmember Scully's proposed amendment.

Margaret King, City Attorney, responded to remarks made by Ms. Danielson during Public Comment. She noted there is a typo in the Resolution regarding the Boundary Review Board's approval date of the Ronald Wastewater Assumption from King County. She said she wanted to clarify for the record that it was inaccurate to say that Olympic View has not brought on any of the costs they have incurred as they filed a declaratory action with the Snohomish County Growth Management Boundary Review Board.

6. APPROVAL OF THE AGENDA

Deputy Mayor Winstead made a motion to move item 9.b the Aquatics Update to Study Item 8.a. The motion was seconded by Councilmember McConnell and passed unanimously, 7-0.

The Agenda, as amended, was approved by unanimous consent.

7. CONSENT CALENDAR

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

(a) Minutes of Regular Meeting of November 7, 2016, Regular Meeting of November 14, 2016, and Special Meeting of November 28, 2016

(b) Approval of expenses and payroll as of November 23, 2016 in the amount of \$951,271.98

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
Prior period checks voided and reissued			14651-14652		\$0.00
10/9/16-10/22/16	10/28/2016	68860-69080	14653-14673	65116-65123	\$693,281.70
					<u>\$693,281.70</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
11/2/2016	65085	65093	\$53,250.63
11/2/2016	65094	65101	\$54,703.83
11/2/2016	65102	65112	\$23,812.96
11/2/2016	65113	65115	\$698.69
11/9/2016	65124	65137	\$134,914.55
11/9/2016	65138	65157	\$74,316.86
11/9/2016	65158	65164	\$10,168.64
11/9/2016	65165	65188	\$119,865.42
11/9/2016	65189	65191	\$1,522.27
			<u>\$473,253.85</u>

- (c) Adoption of Ordinance. No. 768 - Amendments for National Pollutant Discharge Elimination System (NPDES) Low Impact Development (LID) Requirement**
- (d) Authorize the City Manager to Execute a contract with Superior Maintenance Solutions in the amount of \$174,193.50 for Right-of-Way Landscape Maintenance Services**
- (e) Authorize the City Manager to execute a contract with Clean World Maintenance, Inc. in the amount of \$166,359 for Janitorial Services for City Hall, Spartan Recreation Center and fourteen park restrooms**
- (f) Authorize the City Manager to execute a Janitorial Services Contract with Varsity Facility Services in the amount of \$117,534 to clean the Shoreline Police Station, Shoreline Pool, Richmond Highlands Rec Center and provide specialty cleaning and consumable products and supplies**
- (g) Adoption of Resolution. No. 398 Authorizing the City Attorney to Re-file with the Snohomish County Boundary Review Board a Notice of Intent to Assume that Portion of the Ronald Wastewater District Located in Snohomish County as Provided in Chapter 36.93 RCW**

8. STUDY ITEMS

- (a) Discussion of Parks, Recreation and Open Space Plan: Aquatics and Community Center Update**

Eric Friedli, Parks, Recreation and Cultural Services Director, shared that the Aquatics and Community Center Study is a component of the Parks, Recreation and Open Space (PROS) Plan. He reviewed the themes for the PROS Plan are Securing our Foundation and Shaping our Future. He explained why the feasibility study was needed and identified factors that need to be addressed, noting that acquiring funds is a crucial component. He displayed where the existing facility is located, described the characteristics of the Pool, Spartan Recreation Center, and other

program sites, and conveyed the benefits of having a combined facility. He provided an overview of recommended building sizes, program spaces, and stated a total size of 82,512 square feet will accommodate all of the activities. He pointed out the two biggest differences to the Center will be the addition of a lap and recreation pool, and Senior Center and staff office spaces. He then displayed a schematic of what the facility might look like. Maureen Colaizzi, Parks Project Coordinator, talked about the planning process and how the proposed Center site locations were selected. She reviewed the next steps in the process and said adoption of the Plan is anticipated in July 24, 2017.

Councilmember Salomon asked if the City would issue a Bond to pay for the project, what the estimated cost per household would be, how long it would take to pay off, and how long the facility would last. He expressed concern that the cost will be too high. Mr. Friedli responded that securing funds is a central decision making component and said the Feasibility Study will provide the answers to those questions.

Councilmember Scully commented that he agrees with the primary site locations and said land availability and cost will be key factors.

Councilmember McGlashan commented that he likes starting big and then reducing the project if necessary. He said the Spokane Valley Center facility is an example of a great community recreation facility. Deputy Mayor Winstead agreed that starting big is good, and said the Spokane Valley Center provided a visual of an ideal community center that serves all residents.

Mayor Roberts commented that it is exciting to visualize what is possible for Shoreline. He asked for an update on discussions with the School District regarding using the Aquatics Facility. Mr. Friedli responded that the District wants a diving well, 8 swim lanes, and maybe additional storage.

9. ACTION ITEMS

(a) Adoption of Ord. No. 765 - Amending SMC 20.40 for Self-Storage Facilities

Rachael Markle, Planning & Community Development Director, reviewed the Planning Commission's recommendations for self-storage facilities, glazing requirements, signage, green features, blank wall treatments, and potential amendments.

Councilmember Hall asked staff to clarify the meaning of 'street facing' that is used in the alternative language pertaining to the 20% glazing requirements. Ms. Markle responded that the use of the word fronting may provide more clarity regarding the requirement.

Councilmember Hall moved adoption of Ordinance No. 765. The motion was seconded by Councilmember McGlashan.

Councilmember McGlashan commented that although he would not want to require a storage facility to have retail space, a mixed use facility sounds promising and would be a great addition to the City.

Deputy Mayor Winstead asked if there is a mixed use requirement in split zoning. She talked about the City's investment in the Aurora Corridor and maintaining it as a vibrant economic development opportunity. Ms. Markle responded that Proposed Ordinance No. 765 does not have a ground floor retail requirement.

Councilmember Salomon said he does not support requiring self-storage facilities to have ground floor retail. He is also hesitant to require them to have a green roof. He would be open to discussing a green roof requirement for a larger area instead of targeting a specific type of business. He expressed concern about the size of the facility and shared they should not be too small or excessively large.

Councilmember Salomon moved to add a new 20.40.505(C)(2) to the Shoreline Municipal Code that states "Self-storage facilities shall not exceed 130,000 gross square feet", and renumber the remainder of SMC 20.40.505(C). The motion was seconded by Councilmember McGlashan.

Councilmember Scully commented on balancing the needs of the Community with the rights of private property owners. He stated that he supports the main motion and the Amendment because the property owners have said they can live within the restrictions recommended by the Planning Commission. Councilmember McGlashan concurred and said he will be supporting the Amendment.

The motion passed 6-1 with Councilmember McConnell voting no.

Councilmember Hall moved to amend Ordinance No. 765 SMC 20.40.505 Self-storage facility related to Glazing to read "each floor above the ground floor of a self-storage facility building that is facing a street shall at a minimum be comprised of 20 percent glass. All other building elevations shall include windows (or translucent cladding materials that closely resemble windows) such that not less than 7.5 percent of said elevations provide either transparency of the illusion of transparency when viewed from the abutting street or property". The motion was seconded by Deputy Mayor Winstead.

Councilmember Hall commented that the visual benefit of having glass is most important at ground level and along public streets and less important when the building is at a distance. Councilmember Salomon commented that he supports the Amendment because it helps create energy efficiency.

The motion passed 6-1 with Councilmember McConnell voting no.

Ms. Markle noted that section 20.40.505 already exists in the Shoreline Municipal Code so the index criteria for self-storage facilities will need to be added as Section 20.40.504.

Councilmember Hall moved to have staff correct any numbering and other technical issues within the final version of the Amended Ordinance. The motion was seconded by Councilmember McConnell and passed unanimously, 7-0.

Councilmember Salomon moved to amend Ordinance No. 765 to add a new additional design requirement for self-storage facilities to require LEED Certification. The motion was seconded by Deputy Mayor Winstead.

Councilmember Salomon explained how this amendment supports the City's carbon reduction goals. Mayor Roberts commented that this is a necessary step to help reduce the carbon footprint and suggested that all buildings in the City achieve LEED Certification.

Councilmember McConnell stated that the Amendment singles out only self-storage facilities to be LEED Certified and said she will not be supporting it. Councilmember McGlashan asked what is required to have all businesses LEED Certified. Ms. Markle responded that additional research about green goal achievability and a cost analysis would need to be completed.

Councilmember Salomon commented that requiring LEED Certification is a balance of interest and provide the owners the opportunity to best determine how they will meet the requirements. He cautioned not to miss this opportunity to achieve the climate reduction goal in the City and urged Council to support the Amendment.

Deputy Mayor Winstead stated that requiring LEED Certification is a good comprise and supports the City's climate change goals. She said she also supports adding an analysis of LEED Certification requirements for new buildings to the City's Work Plan.

Mayor Roberts pointed out that four star built green is required in MUR zones.

The motion to amend Ordinance No. 765 to require LEED Certification passed 6-1, with Councilmember McConnell voting no.

Councilmember Salomon commented on the Council's goal to strike a balance with the Community interests and interests of the project proponents. He said he is encouraged by the design of the new facilities.

The main motion, as amended, passed unanimously, 7-0.

(b) Adoption of Ord. No. 766 - Amendments to the Comprehensive Plan

At 8:40 p.m., Mayor Roberts recessed into Execution Session for a period of 10 minutes as authorized by RCW 42.30.110(1)(i) to discuss with legal counsel matters relating to agency enforcement actions, or litigation. City staff attending the Executive Session included City Manager Debbie Tarry, Assistant City Manager John Norris; City Attorney Margaret King; Planning & Community Development Director Rachael Markle; and City Traffic Engineer Kendra Dedinsky. Deputy Mayor Winstead left the Session at 8:42 p.m. The Executive Session ended at 8:50 p.m. and Mayor Roberts reconvened the Council Meeting.

Steve Szafran, Senior Planner, and Kendra Dedinsky, City Traffic Engineer, provided the staff report. Mr. Szafran reviewed the Annual Docket process and stated there are 6 City initiated

Amendments and 2 citizen initiated Amendments. He reviewed the recommended Amendments are:

- Amendment 1: Amend Policy LU47 which considers annexation of 145th Street adjacent to the southern border of the City
- Amendment 2: Consider amendments to the Point Wells Subarea Plan
- Amendment 3: Amend the Parks and Recreation and Open Space Element to add a new Policy (PR21)
 - Staff recommends amending Planning Commission's recommendation: Policy PR21: Explore the establishment of a city-wide park impact fee
- Amendment 4: Amend Transportation Policy T-44-Add Volume over Capacity (V/C) Ratios for Collector Arterial Streets
- Amendment 5: Clean-up of Land Use Policies 63, 64, 65, 66, and 67
- Amendment 6: Amend Point Wells Subarea Policy PW-12
- Amendment 7: Amend the Southeast Neighborhoods Subarea Plan to move policies related to the 145th Street Station Subarea Plan, amend text, and amend the borders of the Southeast Neighborhoods Subarea Plan
- Amendment 8: Add a new Point Wells Subarea Plan Policy adopting a V/C/ ratio of 0.65 or lower for Richmond Beach Drive north of NW 196th Street

Mr. Szafran stated that staff recommends the carry-over of Amendments 1 and 2, approval of Amendments 3 (with additional amendments), 5, 7, and 8, and denial of Amendments 4 and 6.

Deputy Mayor Winstead said she will abstain from Amendments 2, 6, and 8.

Councilmember Scully moved adoption of Ordinance No. 766. The motion was seconded by Councilmember McGlashan.

Councilmember Scully moved to amend the main motion to deny Amendment 8. The motion was seconded by Councilmember Salomon.

Councilmember Scully commented that this Amendment will add a second type of level of services to this stretch of Richmond Beach Drive and will present a conflict supporting two different types of level of service on the same street.

The motion passed 4-2-1 with Councilmembers Hall and McGlashan voting no, and Deputy Mayor Winstead abstaining.

Councilmember McGlashan moved to revise Amendment 3 Policy PR21 to read "Explore the establishment of a citywide park impact fee". The motion was seconded by Councilmember Hall, and passed 6-1 with Councilmember Salomon voting no.

The main motion, as amended passed 6-1 with Councilmember Salomon voting no.

10. STUDY ITEMS

(a) Discussion of Multimodal Access to Light Rail Stations

Nytasha Sowers, Transportation Services Manager, introduced Nora Daley-Peng, Senior Transportation Planner, to provide an update on the Trail Along the Rail Feasibility Study and the 147th/148th Street Non-motorized Bridge Feasibility Study. Ms. Daley-Peng shared that multi-modal access to the Light Rail Stations are encompassed in Shoreline Comprehensive Plan's Transit-Oriented Communities, Guiding Principles for Light Rail Facilities Design, and in the 145th Street Station Subarea Plan. She explained non-motorized access is needed to mitigate traffic, and accommodate the anticipated Subarea Population Growth and Pedestrian/Bicyclist Transit Ridership. She shared that the Trail Along the Rail Study is scheduled to be completed in April 2017 and the 147th/148th Street Bridge Study in January 2017. She shared how they will interact in concert with the Sound Transit Lynnwood Link Extension. Ms. Daley-Peng reviewed 145th Street Station baseline conditions, pointed out the potential to provide a gateway path to the Station on 145th Street, and reviewed design constraints. She presented four options for a non-motorized bridge, cost options, and explained how they impact the walkshed. She displayed a map of the potential 2.6 miles of the Trail Along the Rail, identified access points and city linkages, provided illustrations, and shared the trail expands the radius of the walkshed north of 155th Street. She presented estimated costs and next steps.

Councilmember Hall asked what prevented a direct diagonal connection to the Station in the 147th Street Bridge Option. He said he would like to keep the A and B options open for consideration. Ms. Daley-Peng responded that staff is looking at other options for direct connections.

Mayor Roberts asked why the City is not moving forward with the 148th Street Option which presents the greatest walkshed, least cost, and least challenges. Ms. Daley-Peng responded that the 148th Street option requires a pier underneath the guideway and mitigating the right turn access to the Station from the North.

Deputy Mayor Winstead questioned if the Trail Along the Rail is needed since Shoreline already has the Interurban Trail. She commented that she is intrigued by the 148th option and looking into a hybrid of the options presented. She said she would like to continue this discussion and asked about the schedule. Ms. Tarry responded that staff will move forward with the analysis.

Councilmember McGlashan asked about access to connect to the Trail Along the Rail and why the City of Seattle is identified as a partner. Ms. King responded that there are a variety of ways to manage acquiring access. Ms. Daley-Peng responded that Seattle is looking to include 5th Avenue in their Bicycle Implementation Plan that extends from Northgate to 145th Street.

Deputy Mayor Winstead moved to extend the meeting to 11 p.m. The motion was seconded by Councilmember Scully and passed unanimously, 7-0.

- (b) Discussion of Ord. No. 769 - Amending Section 15.05.080 of the Shoreline Municipal Code, Standard for Fixed Guideway Transit and Passenger Rail Systems (NTPA 130) Amendments, to Require Public Restrooms at Stations

Rachael Markle, Planning & Community Development Director, explained that Ordinance No. 769 amends the Council's Adoption of National Fire Protection Association (NFPA) Standard 130 to require public restrooms in the Light Rail Stations. She shared that Sound Transit's Station design does include restroom accommodations.

Councilmember Scully expressed thanks to staff for including restrooms. Councilmember Salomon stated he is concerned about the restroom's operational costs and being used for illegal activities. Deputy Mayor Winstead stated she shares the same concerns, and suggested developing a means to address it like providing entrance to the restrooms with the use of ORCA cards.

Ms. King explained that although Sound Transit is planning for building restrooms, that the City Council has the option to go in a different policy direction. Mayor Roberts expressed that the option should come back on the Agenda as an Action Item for Council discussion.

11. EXECUTIVE SESSION

At 10:10 p.m., Mayor Roberts recessed into Execution Session for a period of 10 minutes as authorized by RCW 42.30.110(1)(i) to discuss with legal counsel matters relating to agency enforcement actions, or litigation, and stated the Council is expected to take action. Staff members attending the Executive Session included City Manager Debbie Tarry, Assistant City Manager John Norris, City Attorney Margaret King, and Planning & Community Development Director Rachael Markle. At 10:20 p.m., Mayor Roberts emerged to announce a 10 minute extension to the Executive Session. At 10:30 p.m., Mayor Roberts emerged to announce another 10 minute extension to the Executive Session. The Executive Session ended at 10:39 p.m. and Mayor Roberts reconvened the Council Meeting.

Councilmember Hall moved to authorize the City Manager to enter into a Settlement Agreement for Code Enforcement Case 1751 in the amount of \$200,000 in a form acceptable to the City Attorney. The motion was seconded by Deputy Mayor Winstead.

Councilmember Hall stated that the fine resulted from a Tree Removal Code Violation and shared that in addition to the fine, the developers are required to replant the trees they removed.

The motion passed 6-1, with Councilmember Salmon voting no.

12. ADJOURNMENT

At 10:41 p.m., Mayor Roberts declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Expenses and Payroll as of January 6, 2017
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 \$1,297,974.85 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
12/4/16-12/17/16	12/23/2016	69751-69969	14728-14743	65590-65597	\$691,094.15
					<u>\$691,094.15</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
12/28/2016	1115	\$4,783.95
		<u>\$4,783.95</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
12/29/2016	65598	65612	\$392,349.01
12/29/2016	65613	65627	\$67,391.82
12/29/2016	65628	65635	\$42,410.84
12/29/2016	65636	65655	\$33,171.71
1/3/2017	65656	65656	\$291.52
1/5/2017	65657	65657	\$897.00
1/5/2017	65658	65658	\$2,769.78
1/5/2017	65659	65666	\$14,153.98
1/5/2017	65667	65676	\$48,661.09
			<u>\$602,096.75</u>

Approved By: City Manager **DT**

City Attorney **MK**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Resolution No.400 Permitting Angle Parking on Certain Streets
DEPARTMENT:	Public Works
PRESENTED BY:	Kendra Dedinsky, City Traffic Engineer
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Proclamation

PROBLEM/ISSUE STATEMENT:

Public Works staff is currently working toward American Public Works Association (APWA) accreditation. While working through this process, staff discovered that the City does not have an adopted resolution or ordinance in place to allow existing angle parking on City street rights of way as required by RCW 46.61.575. The existing angle parking is currently designated on eight street segments in Shoreline; an adopted resolution for these existing segments of angle parking is needed for compliance with the RCW.

RESOURCE/FINANCIAL IMPACT:

There is no resource or financial impact of proposed Resolution No. 400.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 400.

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

BACKGROUND

RCW 46.61.575(3) states that local authorities may by ordinance or resolution permit angle parking. The City has done this with SMC 10.05.030(B) which adopts RCW 46.61.575 by reference. WAC 308-330-270(4) allows the local authority, by resolution, to determinate and declare what highways angle parking should be permitted after the traffic engineer has evaluated.

The roadway segments proposed to be permitted for angle parking by this resolution have already been effectively operating as angle parking for some time. The Traffic Engineer has reviewed each location and has determined the existing locations to be operating safely and with the appropriate signs and markings.

DISCUSSION

Based on this information, staff recommends Council approval of Resolution No. 400 to permit angle parking on the following roadway segments:

- A. The north side of NW Innis Arden Way, 40 feet west of Greenwood Avenue N, west for a distance of 120 feet;
- B. The south side of N 195th Street, 50 feet east of Ashworth Avenue N, east for a distance of 480 feet;
- C. Dayton Avenue N, 10 feet south of N 148th Street, south for a distance of 310 feet;
- D. Ashworth Avenue N, 80 feet south of N 200th Street, south for a distance of 130 feet;
- E. Richmond Beach Drive NW, 80 feet southeast of NW 194th Pl, southeast for a distance of 60 feet;
- F. 8th Avenue NE, 160 feet north of NE 152nd Street, north for a distance of 220 feet;
- G. 10th Avenue NE, 50 feet south of NE 155th Street, south for a distance of 170 feet; and
- H. NE 190th Street, 40 feet east of 8th Avenue NE, east for a distance of 325 feet.

FINANCIAL IMPACT

There is no resource or financial impact of proposed Resolution No 400. The roadway segments are already operating with angle parking and only require routine maintenance to refresh signs and/or markings.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 400.

ATTACHMENTS

Attachment A – Proposed Resolution No. 400

RESOLUTION NO. 400

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DETERMINING AND DECLARING UPON WHAT ROADWAYS ANGLE PARKING SHALL BE PERMITTED PURSUANT TO RCW 46.61.575(3).

WHEREAS, RCW 46.61.575(3) grants the City authority to permit angle parking on any roadway except any federal-aid or state highway; and

WHEREAS, WAC 308-330-270(4) states that the City may, after an engineering and traffic investigation by the City Traffic Engineer, determine and declare upon what roadways angle parking shall be permitted; and

WHEREAS, the City Traffic Engineer has conducted an engineering and traffic investigation so as to determine appropriate locations for angle parking;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Angle Parking Permitted. Angle parking is permitted on the following roadways in the designated areas and locations:

- A. The north side of NW Innis Arden Way, 40 feet west of Greenwood Avenue N, west for a distance of 120 feet;
- B. The south side of N 195th Street, 50 feet east of Ashworth Avenue N, east for a distance of 480 feet;
- C. Dayton Avenue N, 10 feet south of N 148th Street, south for a distance of 310 feet;
- D. Ashworth Avenue N, 80 feet south of N 200th Street, south for a distance of 130 feet;
- E. Richmond Beach Drive NW, 80 feet southeast of NW 194th Pl, southeast for a distance of 60 feet;
- F. 8th Avenue NE, 160 feet north of NE 152nd Street, north for a distance of 220 feet;
- G. 10th Avenue NE, 50 feet south of NE 155th Street, south for a distance of 170 feet; and
- H. NE 190th Street, 40 feet east of 8th Avenue NE, east for a distance of 325 feet.

ADOPTED BY THE CITY COUNCIL ON _____, 2017.

Mayor Christopher Roberts

ATTEST:

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute Purchase Orders Totaling \$180,333 to Purchase a 2017 Freightliner Truck and Accessory Equipment for the Street Operations Division
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Fleet & Facilities Manager
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 City Council to authorize the City Manager to purchase a 2017 Freightliner Truck with accessory equipment for the Street Operations Division which is budgeted in the 2017 Budget. The 2017 Freightliner Truck replaces an existing 2001 International Truck and will be purchased from Valley Freightliner Inc. for an amount of \$67,321. The additional equipment will be purchased from Northend Truck & Equipment for an amount not to exceed \$102,000.

The new Freightliner truck will be used to transport materials and equipment, perform snow plowing and sanding, and pulling trailers with equipment and materials to various job sites. The truck includes a dump body box, plow, and sander. The truck will also possess the capability to operate the equipment through a centralized hydraulic system.

Staff is utilizing the Washington State Department of Enterprise Services (DES) cooperative purchasing agreement to purchase the truck and equipment. The DES purchasing process provides the best value for the City. The City's purchasing policies also require City Council authorization for equipment purchases in excess of \$100,000.

RESOURCE/FINANCIAL IMPACT:

The 2017 Budget includes \$180,333 for the purchase of the new truck and equipment. The budget includes funding for the 2017 Freightliner Truck in the amount of \$67,321 and not to exceed \$102,000 for the additional equipment. The cost of the truck includes a \$20,000 trade in value for the City's existing 2001 truck that was negotiated with Valley Freightliner Inc. in accordance with the Shoreline Municipal Code (SMC) 3.50.050. The remaining budget of \$11,012 includes funding for the installation of LED safety lighting, City decals, license and registration, and a safety kit.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute purchase orders for Valley Freightliner Inc. in the amount of \$67,321 for the purchase of a 2017 Freightliner Truck, \$102,000 for the purchase of the dump body with safety tarp, sander, and plow from Northend Truck & Equipment, and \$11,012 for miscellaneous equipment.

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

INTRODUCTION

The 2017 Equipment Replacement Budget includes funding to replace a 2001 International 5 Yard Dump Truck (Vehicle 125) with a plow and slip in sander that are assigned to the Public Works Street Operations Division. This truck is used to perform a variety of work functions such as transporting materials and equipment, performing snow plowing and sanding, and pulling trailers with equipment and materials to various job sites. Staff is requesting City Council approval to purchase 2017 Freightliner Truck with accessory equipment that will perform the same work functions in a more efficient and effective manner.

BACKGROUND

Fleet Services in collaboration with Street Operations has identified a 2017 Freightliner Truck with accessory equipment to replace the City's existing truck. The new truck will perform the same critical work functions including transporting materials and equipment, snow plowing and sanding, and pulling trailers with equipment and materials to various job sites. The following provides a summary of truck and equipment identified for purchase from Valley Freightliner Inc. (#01513) and Northend Truck & Equipment (#12304) through the Washington State Department of Enterprise Services (DES) cooperative purchasing agreement:

- 2017 Freightliner Truck with 25,000 Gross Vehicle Weight (GVW), 4x2, Automatic Transmission and 5/6 Yard Dump Body & Electric Safety Tarp
- Sander and Plow Equipment
- Centralized Hydraulic Control System

COUNCIL GOAL(S) ADDRESSED

The purchase of the new truck and equipment supports City Council Goal 2: *Improve Shoreline's utility, transportation, and environmental infrastructure by maintaining the City's street infrastructure.*

RESOURCE/FINANCIAL IMPACT

The 2017 Budget includes \$180,333 for the purchase of the new truck and equipment. The budget includes funding for the 2017 Freightliner Truck in the amount of \$67,321 and not to exceed \$102,000 for the additional equipment. The cost of the truck includes a \$20,000 trade in value for the City's existing truck that was negotiated with Valley Freightliner Inc. in accordance with the Shoreline Municipal Code (SMC) 3.50.050. SMC 3.50.050 allows for the trade-in of surplus equipment with a value of more than \$2,000 when appropriate trade-in value is received. Fleet Services negotiated the \$20,000 trade in amount by replacing tires on the City's truck that would continue to be used for City operations, and including a used sander and plow. In addition, The City previously sold a similar truck with a sander and plow for \$14,000 on July 30, 2016 at James G. Murphy's Auction Services. The Administrative Services Director has certified the trade-in amount. The remaining budget of \$11,012 includes funding for the installation of LED safety lighting, City decals, license and registration, and a safety kit.

The following provides a financial summary:

Description	Amount
2017 Equipment Replacement Budget	\$180,333
2017 Freightliner Truck	\$82,218
Trade-in Value for City 2001 Truck Per SMC 3.50.050	-\$20,000
(Cost of Truck includes WSST)	\$67,321
5/6 Yard Dump Body, Plow, Sander, Hydraulics, Safety Tarp (Includes WSST)	\$102,000
Misc. (Safety Lighting, City Decals, License & Registration, Safety Kit, etc.)	\$11,012

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute purchase orders for Valley Freightliner Inc. in the amount of \$67,321 for the purchase of a 2017 Freightliner Truck, \$102,000 for the purchase of the dump body with safety tarp, sander, and plow from Northend Truck & Equipment, and \$11,012 for miscellaneous equipment.

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Resolution No. 401 Declaring the City of Shoreline to be an Inviting, Equitable and Safe Community for All and Prohibiting Inquiries by City of Shoreline Officers and Employees Into Immigration Status and Activities Designed to Ascertain Such Status
DEPARTMENT:	City Manager's Office
PRESENTED BY:	John Norris, Assistant City Manager
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In response to hearing about some incidents around the Country where citizens have been targets of harassment, bullying, intimidation, violence, or other acts of hate because their religion, race, immigration status, or some other protected class, Mayor Roberts asked staff to review and put together a resolution for Council consideration that would speak to Shoreline being an inviting, equitable and safe City for all residents and visitors. Tonight, Council will discuss proposed Resolution No. 401, which declares the City of Shoreline to be an inviting, equitable and safe community for all and prohibits inquiries by City of Shoreline officers and employees into immigration status and activities designed to ascertain such status. As this is a proposed Action Item in front of the Council for the first time, as per Council rule, public comment on this resolution shall follow the staff report but precede Council review and potential adoption of proposed Resolution No. 401.

RESOURCE/FINANCIAL IMPACT:

Staff does not believe there to be a financial impact to adopting Resolution No. 401. However, threats have been made by the new incoming presidential administration that cities that do not cooperate with federal agencies in providing information about known undocumented immigrants may lose federal grant funding. While proposed Resolution No. 401 only precludes City staff and officers from asking Shoreline residents about their immigration status, which is a long standing practice of the King County Sheriff's Office, it is possible that this type of resolution could be seen by the incoming presidential administration as in conflict with their immigration policies, which could put the City at risk of losing federal grant funding. It is unknown whether this threat would actually be realized or what the outcome of a potential legal challenge would be, if this federal policy were challenged in court.

RECOMMENDATION

Staff recommends that Council adopt Resolution No. 401

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

BACKGROUND

In response to hearing about some incidents around the Country where citizens have been targets of harassment, bullying, intimidation, violence, or other acts of hate because their religion, race, gender, immigration status, or some other protected class, Mayor Roberts asked staff to review and put together a resolution for Council consideration that would speak to Shoreline being an inviting, equitable and safe City for all residents and visitors. Other local communities, such as Olympia, Everett, Seattle, Burien and Kirkland, have also reinforced their commitment to acceptance, equal treatment and safety for everyone in their community, and staff reviewed those communities' resolutions and proclamations when drafting this proposed resolution for Council consideration.

DISCUSSION

Tonight, Council will discuss proposed Resolution No. 401 (Attachment A). Proposed Resolution No. 401 resolves to make Shoreline an inviting, equitable and safe community for everyone. It also resolves that the City is committed to standing together with the people of Shoreline in opposing hate, violence and acts of intolerance committed against our community members and that the City will continue to reach out to and connect with all members of the community to ensure that City programs are accessible and open to all individuals.

Additionally, the proposed Resolution No. 401 prohibits any inquiries, unless required by law or by court order, by Shoreline officers and employees into the immigration status of any person, or engage in activities designed to ascertain the immigration status of any person. This prohibition conforms with the long-standing King County Sheriff's Office policy, with whom the City contracts for police services, that prohibits Sheriff's Office personnel from inquiring about an individual's immigration status. It also conforms with the City's current practices, although there are no instances that staff could think of where staff would ask about a resident's immigration status in receiving service from the City. Thus, while this section of the resolution would not change any current operational practices at the City, it does formally affirm the City's and the Police Department's practices and policies and gives weight to their meaning and value.

As proposed Resolution No. 401 is in front of the Council for the first time, as per Council rule, public comment on this resolution shall follow the staff report but precede Council review and potential adoption.

RESOURCE/FINANCIAL IMPACT

Staff does not believe there to be a financial impact to adopting Resolution No. 401. However, threats have been made by the new incoming presidential administration that cities that do not cooperate with federal agencies in providing information about known undocumented immigrants may lose federal grant funding. While proposed Resolution No. 401 only precludes City staff and officers from asking Shoreline residents about their immigration status, which is a long standing practice of the King County Sheriff's Office, it is possible that this type of resolution could be seen by the incoming presidential administration as in conflict with their immigration policies, which could put

the City at risk of losing federal grant funding. It is unknown whether this threat would actually be realized or what the outcome of a potential legal challenge would be, if this federal policy were challenged in court.

RECOMMENDATION

Staff recommends that Council adopt Resolution No. 401

ATTACHMENTS:

Attachment A: Proposed Resolution No. 401

RESOLUTION NO. 401

**A RESOLUTION OF THE CITY COUNCIL, CITY OF SHORELINE, WASHINGTON,
DECLARING THE CITY OF SHORELINE TO BE AN INVITING, EQUITABLE AND
SAFE COMMUNITY FOR ALL AND PROHIBITING INQUIRIES BY CITY OF
SHORELINE OFFICERS AND EMPLOYEES INTO IMMIGRATION STATUS AND
ACTIVITIES DESIGNED TO ASCERTAIN SUCH STATUS**

WHEREAS, the City believes that the strength and vitality of our community comes from our rich diversity of cultures, experiences and faiths; and

WHEREAS, the City recognizes and upholds the rights of individuals to be treated fairly and to live their lives with dignity and respect and free from discrimination or targeting because of their immigration status, faith, race, national origin, sexual orientation, gender or gender identity, age, ability, ethnicity, housing status, economic status, or other social status; and

WHEREAS, the City strongly condemns any act of harassment, bullying, intimidation, violence, or other acts of hate that are based on immigration status, faith, race, national origin, sexual orientation, gender or gender identity, age, ability, ethnicity, housing status, economic status, or other social status; and

WHEREAS, the City is committed to ensuring that Shoreline remains a welcoming, inclusive and safe community for all who live, work and visit here; and

WHEREAS, the City will continue to work, in cooperation with our community partners, to ensure our services and programs are accessible and open to all individuals; and

WHEREAS, the City affirms the King County Sheriff's Office policy, with whom the City contracts for police services, that prohibits Sheriff's Office personnel from inquiring about an individual's immigration status and from engaging in activities to ascertain such status; and

WHEREAS, the City's current practice prohibits City employees from inquiring about an individual's immigration status and from engaging in activities to ascertain such status; and

WHEREAS, the City wishes to ensure that its officers and employees follow a policy of prohibiting the inquiring into a person's immigration status or from engaging in activities to ascertain such status; and

WHEREAS, as leaders in the community, we have a special responsibility not to stay silent in the face of discrimination, harassment or hate against any of our residents, and we choose to be a leader in protecting human rights, equity, public safety and social well-being;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

That the City Council of the City of Shoreline is committed to making Shoreline an inviting, equitable and safe community for everyone; committed to standing together with the people of Shoreline in opposing hate, violence and acts of intolerance committed against our community members; and committed to continuing our work to reach out to and connect with all members of our community to ensure that our programs are accessible and open to all individuals.

That the City Council of the City of Shoreline prohibits any inquiries, unless required by law or by court order, by Shoreline officers and employees into the immigration status of any person, or engage in activities designed to ascertain the immigration status of any person.

ADOPTED BY THE CITY COUNCIL ON JANUARY 23, 2017.

Christopher Roberts
Mayor

ATTEST:

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Parks, Recreation and Open Space Plan Goals, Policies and Strategies		
DEPARTMENT:	Parks, Recreation and Cultural Services		
PRESENTED BY:	Eric Friedli, PRCS Director Maureen Colaizzi, Parks Project Coordinator		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

In January 2016, the Parks, Recreation and Cultural Service Department (PRCS) began an 18-month process to prepare an update to the Parks, Recreation and Open Space (PROS) Plan. The Plan establishes a 20-year vision and framework for Shoreline's recreation and cultural programs, and guides maintenance and investment in park, recreation and open space facilities. The PROS Plan includes goals, policies and a smorgasbord of potential implementation strategies that provide direction for PRCS (Attachment A). New to this year's update, staff has developed 12 specific Action Initiatives that will serve to guide the Department's work over the next six years (Attachment B).

FINANCIAL IMPACT:

There is no financial impact associated with the discussion. Financial impacts associated with implementation of the PROS Plan will be discussed in presentations later this year.

RECOMMENDATION

No formal action is required; this is a discussion item intended to provide Council with an opportunity to provide feedback on the PROS Plan Goals, Policies and Action Initiatives. Staff will return later this year to provide additional opportunities for input and direction on specific components of the Plan.

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

INTRODUCTION

An extensive public process to update the PROS Plan began in January, 2016 including an Aquatic and Recreation Center Feasibility Study, a Light Rail Station Subarea Parks and Open Space Plan and a Public Art Plan. The draft PROS Plan will be presented to the City Council in the summer of 2017 for review and approval.

BACKGROUND

To qualify for certain state and federal grants the PROS Plan must be updated every six (6) years. It identifies a 20-year vision and framework for Shoreline's recreation and cultural programs, and for maintenance and investment in park, recreation and open space facilities. The update is an opportunity to reassess community needs and align program and capital projects with the City's mission and goals. In January 2016, the PRCS Department began the 18-month process to update the PROS Plan which is centered on the theme, "Securing our Foundation, Shaping our Future," defined as:

- **Secure our Foundation** - Take care of what we already have and make current facilities work for us.
- **Shape our Future** - Provide for growth through smart development and targeted acquisition.

DISCUSSION

PROS Plan Public Process

The goal of the public engagement process has been to achieve representative participation from a wide range of community members through multiple and varied opportunities for input. A communication and public engagement plan was created to provide the framework for the engagement process and ensure the involvement of a wide cross-section of the Shoreline community.

An extensive public process began in January 2016 with a random-sample citizen survey, the results of which were shared with the Council on March 21st and later on October 10th. The staff reports for March 21 and October 10 Council discussion can be found at the following links:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport032116-9a.pdf>.

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport101016-8b.pdf>

Goals, Policies and Implementation Strategies

Since Shoreline's first PROS Plan in 1998, the goals and policies have evolved as each plan update reflected changing community priorities and values. The goals, policies and implementation strategies define the direction and outline steps for achieving the long-term vision for Shoreline's parks, recreation, cultural service facilities and programs. The goals describe the City's aspirations. The policies are more precise statements that describe how the overarching goals can be achieved. The implementation strategies are actions that can be taken to help achieve the policies and ultimately the goals.

Significant changes were made to the goals and policies between the 2005 PROS Plan to the 2011 PROS Plan. In preparation for the 2011 PROS Plan a comprehensive vetting process occurred with the Parks, Recreation and Cultural Services (PRCS) Board, a PRCS Board subcommittee, the Planning Commission and the Shoreline City Council. The Goals, Policies and implementation strategies proposed for this 2017 PROS Plan update (Attachment A) were vetted by the PRCS Board at its August 2016 meeting and were unanimously recommended for approval.

Proposed changes to goals, policies and implementation strategies for 2017

Because of the extensive vetting process done in 2011, relatively few changes to the goals and policies are proposed for this 2017 PROS Plan update. That being said, there are a few changes worth noting:

- A. Under Goal 1 a new implementation strategy was added to acquire and develop new land to address predicted population growth due to the 145th and 185th Light Rail Stations and Station Subarea zoning changes.
- B. Under Goal 1 Implementation Strategies were amended to address:
 - a. Crime Prevention Through Environmental Design reviews;
 - b. Enhancing and developing nature trails within parks;
 - c. Use the Asset Management tool to create maintenance efficiencies;
 - d. Develop bike and pedestrian connections to parks and recreation facilities/programs.
- C. Add new policies Policy 3.4 and Policy 5.4 to identify and proactively involve unserved and underserved populations in decision making. New implementation strategies to support these policies include:
 - a. Use technology to identify and study unserved and underserved populations;
 - b. Align programs to better meet unserved and underserved populations;
 - c. Work with the City's Diversity Outreach Coordinator to reach and involve ethnic groups in decisions;
 - d. Develop translation and interpretation strategies to allow ethnic groups to participate in decisions;
 - e. Host public meetings in accessible locations.
- D. Add Policy 4.4 and implementation strategies to engage the business community to create public open spaces in private developments including:
 - a. Working with City's Economic Development Director and the Chamber of Commerce to promote place making
 - b. Exploring the use of park impact fees
 - c. Engaging religious organizations and other recreation and social service providers to inform and expand recreation programming opportunities with the broader community

Action Initiatives

At the Council's meeting on October 10, 2016 a review of the results of the public process was presented. A Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis was presented to the Council along with a generalized list of potential actions that could be taken to address what we have heard from the community.

As a way of consolidating the key messages we have heard from the public and to address the issues identified through the SWOT analysis staff has developed a set of twelve Strategic Action Initiatives (Initiatives). The Initiatives will build on our strengths, take advantage of our opportunities, address our weaknesses and protect us from our key threats.

Our intent is to be SMART about the Action Initiatives. Each Strategic Action Initiative is:

1. **Specific.** The Initiative clearly defines what its goal is, what outcomes are expected and the steps for success.
2. **Measurable.** We will be able to measure and report on progress and completion for each Initiative.
3. **Attainable.** Some of the Initiatives will be a stretch but all are attainable if the proper implementation steps are followed.
4. **Realistic.** The goal and the timeframes set for each Initiative are realistic.
5. **Timely.** Each Initiative has a timeframe and schedule that keeps us accountable and motivated.

The Initiatives (Attachment B) will provide the structure for implementing the PROS Plan. The primary intent being that if we implement these Initiatives and achieve the outcomes then we will have successfully moved parks, recreation and cultural services in a visible and positive direction.

The Initiatives were reviewed and endorsed by the PRCS Board at its December 1, 2016 meeting and were the subject of the public open house held on January 7, 2017. Over 30 people attended the Open House where the Initiatives were well received. Most comments that we received were for projects and ideas that citizens felt were important to implement the Initiatives. A snapshot of comments includes:

- Initiative 1 – Building a new Aquatics and Community Center deserves funding and high priority. It would revitalize Shoreline and become a community asset. Locating a center near public transit would be ideal.
- Initiative 2 – Consider the site of the Richmond Beach Saltwater Park caretaker's residence for future nature based programming.
- Initiative 3 – Consider adding Pocket Parks and community gardens within the Aurora Avenue and the light rail station subareas where there is higher density and reduced backyard spaces.
- Initiative 4 – Serving the full spectrum of adult recreation needs is a wonderful priority to promote activity, wellness and safety for older adults given Shoreline's increasing aging population. But where will we provide such services?
- Initiative 5 – Consider potential gaps where there are no parks within walking distances to residents when deciding where to add new parks. Acquire both parks for active and passive recreation.
- Initiative 6 – Consider acquiring and restoring forested wetlands as well as uplands. The partnership with the Washington Native Plant Society and King Conservation District to provide the Master Native Plant Steward training.

- Initiative 7 – Improving access to trails and pedestrian connections to public spaces improves Shoreline’s overall health and wellness. Consider improving trail signage and lighting to make people feel.
- Initiative 8 – Consider helping underrepresented groups with getting spaces to organize and determine which programs they need before creating City-driven plans.
- Initiative 9 – Consider locating more public art sculptures in neighborhoods and parks so they are equitably distributed.
- Initiative 10 – Consider partnerships and non-park funding sources for securing land and making improvements to parks and open spaces.
- Initiative 11 – Include sustainability and the goals of Shoreline’s Sustainability Strategy in the values based criteria.
- Initiative 12 – Accreditation supports credibility when securing support for the Action Initiatives.

Next Steps

Upcoming City Council presentations and action on The PROS Plan and its related components include:

February 13	Discussion of Public Art Plan Discussion of Park Impact Fees
March 6	Discussion of Light Rail Station Subarea Park and Open Space Plan and park improvement priorities Adopt Public Art Plan
March 20	Discussion of Aquatics/Community Center Feasibility Study
June 12	Discussion of FINAL PROS Plan
July 17	Discussion of Park Impact Fee PROS Plan Public Hearing
July 24	Adopt PROS Plan
July 31	Potentially Adopt Park Impact Fee

FINANCIAL IMPACT

There is no financial impact associated with the discussion. Financial impacts associated with implementation of the PROS Plan will be discussed in presentations later this year.

RECOMMENDATION

No formal action is required; this is a discussion item intended to provide Council with an opportunity to provide feedback on the PROS Goals, Policies and Strategic Actions Initiatives. Staff will return later this year to provide additional opportunities for input and direction on specific components of the Plan.

ATTACHMENTS

Attachment A: Goals and Policies
Attachment B: Action Initiatives

ATTACHMENT A

DRAFT **PRCS Vision, Goals, Policies and Strategies**

The Vision, goals, policies and implementation strategies presented in this chapter define the direction and outline steps for achieving the long-term vision for Shoreline's parks, recreation, cultural service facilities and programs.

These goals, policies and implementation strategies have evolved from community values and priorities. They will be incorporated into the Shoreline Comprehensive Plan: Parks, Recreation, and Open Space Element. The Shoreline Comprehensive Plan (SCP) Framework Goals were created to provide the overall policy foundation for the Shoreline Comprehensive Plan. The SCP Framework Goals were used to frame the Parks, Recreation and Open Space (PROS) Plan's vision, goals, policies and implementation strategies.

The goals described in this chapter are the City's aspirations. The policies are more precise statements that describe how the overarching goal can be achieved. The implementation strategies are actions that can be taken to help achieve the policies and ultimately the goals.

The PROS Plan goals and policies support the following:

- The preservation, enhancement, maintenance, and acquisition of facilities
- Diverse, affordable community-based recreational, cultural and arts programs
- Equitable distribution of resources
- Partnerships that maximize the public use of all community resources
- Community engagement in parks, recreation and cultural service activities and decisions

VISION

Shoreline will continue to have the highest quality parks, recreation, and cultural services that promote public health and safety; protect our natural environment; and enhance the quality of life of our community.

MISSION

**To provide life-enhancing experiences and promote a healthy community and environment.
To celebrate arts and culture, enhance our natural environment and pass this legacy to the next generation.**

GOAL 1

Preserve, enhance, maintain, and acquire built and natural facilities to ensure quality opportunities exist.

Policy 1.1: Preserve, protect and enhance natural, cultural and historical resources, and encourage restoration, education and stewardship.

Policy 1.2: Provide a variety of indoor and outdoor gathering places for recreational and cultural activities.

Policy 1.3: Plan for, acquire and develop land for new facilities to meet the need of a growing population.

Policy 1.4: Maintain environmentally sustainable facilities that reduce waste, protect ecosystems, and address impacts of past practices.

Policy 1.5: Create efficiencies and reduce maintenance costs by using new technology, contracted services and volunteers where appropriate.

Policy 1.6: Maintain safe, attractive facilities using efficient and environmentally sustainable practices.

Policy 1.7: Encourage a variety of transportation options that provide better connectivity to recreation and cultural facilities.

Policy 1.8: Improve accessibility and usability of existing facilities.

Policy 1.9: Improve and leverage the potential of existing facilities.

Goal 1 Implementation Strategies

- Acquire access to open spaces and waterfronts.
- Seek alternative funding methods to acquire, develop, renovate, maintain, and operate facilities.
- Provide coordination, technical assistance and restoration plans to volunteers to promote enhancement of natural resources.
- Incorporate innovative, low-impact development design and techniques to renovate and develop facilities.
- Create opportunities for public art in capital projects.
- Utilize sustainable best management practices and sound maintenance to ensure responsible stewardship.

- Reduce water consumption by using efficient, cost-effective fixtures, drought tolerant and native plants, and explore non-potable water sources for irrigation.
- Conduct regular safety and aesthetic inspections; identify life cycle costs; and repair and replace facilities as necessary.
- Provide dedicated recycling containers at parks and facilities.
- Retain and develop public rights-of-way for public use as passive recreation.
- Ensure facilities are accessible to all individuals and groups of all physical abilities to comply with the Americans with Disabilities Act.
- Encourage development of bicycle and pedestrian facilities and routes that enhance access to parks and recreation programs and facilities.
- Conduct Crime Prevention Through Environmental Design (CPTED) reviews of public parks and recreation facilities to create safe recreation environments.
- Use the City's asset management tool to create maintenance efficiencies.
- Acquire new parks in the 185th Light Rail Subarea and 145th Light Rail Subarea.
- Enhance and develop trails within parks to enhance the ability of park users to enjoy the natural environment.
- Ensure the Urban Forest Strategic Plan is used to make decisions related to parks and street trees.

GOAL 2

Provide community-based recreation and cultural programs that are diverse and affordable.

Policy 2.1: Provide and enhance recreational and cultural programs to serve all ages, abilities and interests.

Policy 2.2: Provide affordable programs and offer financial support for those who qualify.

Policy 2.3: Create programs to support and encourage an active and healthy lifestyle.

Goal 2 Implementation Strategies

- Improve and expand indoor and outdoor recreation opportunities.
- Offer an expansive mix of passive and active recreation opportunities.
- Offer programs at times when working families can attend.
- Provide diverse programs for tween and teenagers.
- Expand the scholarship program for low income residents.
- Provide a variety of specialized recreation programs.
- Offer programs that celebrate cultural diversity.
- Develop environmental educational and life-long learning programs.
- Develop a community-wide cultural plan to guide future arts and heritage program activities.
- Locate cultural programs and public art throughout the community.
- Use arts and heritage venues and programs to strengthen Cultural Tourism.
- Explore ideas to create a cultural and multi-arts center.

GOAL 3

Meet the parks, recreation and cultural service needs of the community by equitably distributing resources.

Policy 3.1: Determine the community's need by conducting need assessments.

Policy 3.2: Adjust program and facility offerings to align with demographic trends and need assessment findings.

Policy 3.3: Equitably distribute facilities and program offerings based on identified need.

Policy 3.4: Identify unserved and underserved populations with unmet recreation and cultural needs.

Goal 3 Implementation Strategies

- Record and track citizen responses to specific programs, facilities and policies.
- Evaluate distribution of facilities, programs and resources.
- Align existing and new programs and services with core mission.
- Offer children and family programming during times that meet the needs of working parents.
- Adjust offerings to provide specialized recreation programs for those with disabilities.
- Provide a variety of pool program offerings at varying times.
- Use technology such as the city's recreation registration software, GIS and the asset management tool to study unserved and underserved population needs.
- Align programs to better meet unserved and underserved populations.

GOAL 4

Establish and strengthen partnerships with other public agencies, non-governmental organizations, volunteers, and city departments to maximize the public use of all community resources.

Policy 4.1: Collaborate with and support partners to strengthen community-wide facilities and programs.

Policy 4.2: Seek partners in the planning, enhancement and maintenance of facilities and programs.

Policy 4.3: Develop mechanisms for public outreach, communication and coordination among partners.

Policy 4.4: Engage and partner with the business community to create public open space in private development.

Goal 4 Implementation Strategies

- Coordinate with other City departments to enhance and restore habitat and flood protection of historic watersheds.
- Coordinate with the Shoreline Community College and public/private school districts to expand public use of facilities.
- Coordinate with other City departments to create public art in future public and private construction projects.
- Collaborate with partners to provide high quality performance, visual art and heritage opportunities.
- Create opportunities for marketing of arts and heritage.
- Actively involve stakeholders and the community in the development and management of facilities and programs.
- Working with the City's Economic Development Manager, encourage the Chamber of Commerce to promote place making as a component of economic development.
- Explore park impact fee opportunities to equitably share the cost of new park, recreation and cultural facilities.
- Engage with religious organizations and other recreation and social service providers to share information about parks, recreation and cultural services with a broader community.
- Encourage the Fircrest Administration to enhance the community use of the Fircrest Campus.

GOAL 5

Engage the community in park, recreation and cultural services decisions and activities.

Policy 5.1: Encourage consistent and effective public involvement in the short and long-range park planning process.

Policy 5.2: Provide public relations and publicity efforts to inform citizens of community-wide opportunities.

Policy 5.3: Create volunteer opportunities to encourage citizen involvement and participation.

Policy 5.4. Proactively involve typically underserved or unserved populations in park, recreation and cultural service decisions.

Goal 5 Implementation Strategies

- Make decisions that value Shoreline's social, economic, and cultural diversity.
- Engage the community and make timely and transparent decisions that respect community input.
- Actively solicit the advice of the Parks, Recreation and Cultural Services/Tree Board in significant parks, recreation and cultural services decisions.
- Work with the City's Diversity Outreach Coordinator to reach and involve ethnic groups in decisions.
- Develop translation and interpretation strategies to provide an opportunity for culturally and linguistically diverse groups to participate in decisions.
- Host public meetings in accessible locations.

ATTACHMENT B

DRAFT Strategic Action Initiatives

Twelve Strategic Action Initiatives are designed to respond to the needs of the community, be specific and measurable actions that, when implemented, will make a visible and measurable difference in the parks, recreation and cultural services provided to Shoreline residents and visitors.

Initiative 1: Build an Aquatics and Community Center

- **Objective:** Place a proposal for a new aquatics and community center before the voters by 2020. Open a new facility in 2022.
- **Strategy:** Continues the work started through the Aquatics and Community Center Feasibility Study. Next steps include site selection and securing funding for next steps in planning and design and ultimately construction.

Initiative 2: Expand Opportunities to Connect with Nature

- **Objective:** Integrate nature-based programming into new and existing recreation offerings. Increase the number of programs that include a nature-based component by 25%.
- **Strategy:** Formalize an environmental education program through day camps, outdoor preschool and at Kruckeberg Garden. Implement the Kruckeberg Garden Master Plan

Initiative 3: Expand Recreation Facility Opportunities

- **Objective:** Provide at least one additional outdoor basketball court, two pickle ball courts, one off-leash area, one skate park and one community garden, and develop at least one adventure playground and one splash pad by 2022.
- **Strategy:** Specifically look at repurposing underutilized baseball diamonds at Ridgcrest, Cromwell, upper Hamlin, Richmond Highlands, and consolidating uses at Shoreview Park. Engage in a site selection process for new uses to ensure appropriate locations are identified.

Initiative 4: Serve the Full Spectrum of Adult Recreation Needs

- **Objective:** Develop a strategic plan by 2019 for meeting the adult recreation needs of Shoreline.
- **Strategy:** Work with the Shoreline-Lake Forest Park Senior Center staff and Board to understand their future plans, gain a better sense of when a new recreation center might be constructed, and then start a process to develop a strategic plan in 2018 for implementation in 2019 and beyond.

Initiative 5: Ensure Adequate Park Land for Future Generations

- **Objective:** Add 2 acres of new park land by 2022 and 10 additional acres by 2030

- **Strategy:** Develop strategy for gaining ownership of high priority properties adjacent to existing parks and new park land in specific locations.

Initiative 6: Maintain, Enhance, and Protect the Urban Forest

- **Objective:** Restore 10 acres of degraded forest land by 2023.
- **Strategy:** Engage in urban forest stewardship projects in Ballinger Open Space, Bruggers Bog, Twin Ponds Park, Boeing Creek Open Space and other parks where appropriate to enhance the health of the forest. Establish an ongoing tree maintenance program for tree in the public right-of-way.

Initiative 7: Enhance Walkability In and Around Parks

- **Objective:** Create 2 miles of new nature trails within parks and 2 miles of enhanced pedestrian access to parks
- **Strategy:** Extend and improve nature trails in appropriate places such as Ronald Bog Park, Boeing Creek Park and Open Space, North City and Ballinger Open Space and connect Ronald Bog with James Keough and Twin Ponds Parks. Advocate for pedestrian improvements through the transportation management plan update.

Initiative 8: Support Diverse Communities

- **Objective:** Participation in Shoreline sponsored special events reflects the diversity of the community
- **Strategy:** Through partnership with the City's newly established Diversity and Outreach Coordinator and the City's Neighbor Coordinator we will review existing and encourage new events and develop new outreach methods.

Initiative 9: Enhance Placemaking through Public Art

- **Objective:** Install at least one permanent, significant piece of art by 2019 and provide temporary graphic or performing arts annually in Shoreline neighborhoods.
- **Strategy:** Utilize the resources of the Public Art Fund and engage the partnership with the Arts Council; Leverage the leadership of the Public Art Committee and Neighborhood Councils to select and site the art pieces.

Initiative 10: Secure Sustainable Funding

- **Objective:** All programs, facilities and initiatives are funded with an appropriate mix of fund sources.
- **Strategy:** We will assess the phasing and funding needs associated with the Strategic Action Initiatives and the operations of PRCS and develop a phased funding plan for each.

Initiative 11: Implement a Values-Based Capital Improvement Plan

- **Objective:** 85% of major maintenance CIP dollars are prioritized and implemented consistent with values based criteria.

- **Strategy:** Maintain criteria and apply it to new projects as ideas are generated. [The values-based, prioritized list](#) will be reflected in the six-year CIP approved by the City Council annually in the order of the City's final priority.

Initiative 12: Ensure Administrative Excellence

- **Objective:** Attain certification from the Commission for the Accreditation of Parks and Recreation Agencies (CAPRA).
- **Strategy:** Document that PRCS operations are consistent with Best Management Practices for similar government agencies.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Resolution No. 399 - Adoption Title VI Plan		
DEPARTMENT:	Public Works		
PRESENTED BY:	Tricia Juhnke, City Engineer		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The City was a sub-recipient of Federal Transit Authority (FTA) funding through King County for the Aurora Corridor project, specifically in regards to the provision of transit along the corridor. As such, King County is required to ensure that all sub-recipients have a Title VI program (Plan) adopted by the elected body.

The City does not currently have an adopted Title VI program; therefore a Resolution and Plan have been prepared to be in compliance with the funding requirements.

RESOURCE/FINANCIAL IMPACT:

There are no financial impacts as a result of the Title VI program.

RECOMMENDATION

No action is required; tonight's agenda item is for discussion of Resolution No. 399 and the proposed plan. Adoption of Resolution No. 399 is scheduled for February 6, 2017

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

INTRODUCTION

A Title VI Program is required to be adopted by the City to receive Federal Transit Authority (FTA) Funds. The City utilized FTA funds as part of the Aurora Corridor project for the installation of Bus Access Transit (BAT) lanes, sidewalks, station platform and other improvements. King County administers the funds and therefore is responsible to ensure sub-recipients are in compliance with Title VI.

BACKGROUND

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. The FTA is one of ten departments within US Department of Transportation responsible for administering federal funds and therefore responsible to ensure compliance with federal statutory and administrative requirements. The FTA has published Circular C 4702.1B ([FTA C 4702 Circular](#)) to provide guidance and direction to grantees on compliance with Title VI.

King County is the recipient of FTA funds but distributes the funding to other jurisdictions for transit-related improvements. The City received such funds for the Aurora Corridor project. King County is therefore responsible to ensure sub-recipients, such as the City, are in compliance with Title VI in accordance with the FTA Circular.

The City receives additional federal funds through Federal Highways Administration (FHWA) which is administered by Washington Department of Transportation (WSDOT). WSDOT is subsequently responsible to ensure recipients of such funds meet Title VI. WSDOT's requirements are defined and outlined through the Local Agency Guidelines (LAG) Manual.

The requirements for demonstrating compliance with Title VI are different between the agencies. The LAG Manual requires an annual report of activities and has tiered requirements based on the size of the municipality. The FTA Circular requires adoption of a Title VI plan every three years. Despite these differences the requirements of Title VI are the same and as such, proposed Resolution No. 399 (Attachment A) and the Title VI Program (Exhibit A), meets the needs for adoption of a plan per FTA Circular C4702.1B.

Key elements of the Program include:

- A Notice to the Public that the City complies with Title VI and informs members of the public of the protections against discrimination afforded to them by Title VI
- Instructions to the Public on how to file a Title VI complaint, including a copy of the complaint form
- A Public Participation Plan that includes an outreach plan to engage minority and limited English proficient populations

RESOURCE/FINANCIAL IMPACT

There is no financial impact as a result of this Resolution and the associated Plan.

RECOMMENDATION

No action is required; tonight's agenda item is for discussion of Resolution No. 399 and the proposed plan. Adoption of Resolution No. 399 is scheduled for February 6, 2017

ATTACHMENTS

Attachment A – Proposed Resolution No. 399

Attachment A, Exhibit A – City of Shoreline Title VI Program

RESOLUTION NO. 399

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING A PROGRAM FOR COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND RELATED NON-DISCRIMINATION STATUTES AS A RECIPIENT OF FEDERAL FUNDS FOR TRANSIT FACILITIES.

WHEREAS, Title VI of the Civil Rights Act of 1964 and related statutes prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

WHEREAS, any entity received federal financial assistance, either directly from the Federal Transit Administration or through a public transit agency, must not discriminate based on race, color, or national origin; and

WHEREAS, since the City is receiving federal grant sub-recipient funding from the King County Department of Transportation Metro Transit Division, it is required to have a Title VI Program to implement Federal Title VI non-discrimination requirements;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Title VI Program. The City of Shoreline Title VI Program, dated February 2017, and attached hereto as Exhibit A, is adopted by the Shoreline City Council.

Section 2. Corrections by City Clerk. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this resolution, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or resolution numbering and section/subsection numbering and references.

ADOPTED BY THE CITY COUNCIL ON FEBRUARY 6, 2017.

Mayor Christopher Roberts

ATTEST:

Jessica Simulcik Smith, City Clerk

City of Shoreline Title VI Program

Introduction

The City of Shoreline (“City”) is a Federal Transit Administration (FTA) grant sub-recipient to the King County Department of Transportation’s Metro Transit Division (King County Metro). King County Metro contracts with the City to fund design and construction of items such as Business Access Transit (BAT) lanes, sidewalks, bike lanes, and station platforms in the City. The City does not directly provide any transit service.

To meet its Title VI program requirements, the City has its own procedures to satisfy certain requirements such as a complaint process and public participation. The City will rely upon the analysis and overall program efforts conducted by King County Metro to meet requirements, e.g. Limited English Proficiency

Since the City does not operate any transit service, this plan only addresses the General Reporting Requirements.

General Reporting Requirements

A. Title VI Notice to the Public

The City notifies the public that it complies with the requirements of Title VI and related statutes and regulations. Notices are posted in City Hall and on the City’s web site. The wording of the notice follows:

The City of Shoreline hereby gives public notice that it is the policy of the City to assure full compliance with Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, Executive Order 12898, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United State of America shall, on the ground of race, color or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Shoreline. Any such complaint must be in writing and filed with the Office of the City Clerk within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

B. Title VI Complaint Procedures and Form

A Title VI complaint form and Instructions for filling out a Title VI complaint can be obtained from City Clerk’s Office. A copy of the complaint form is in Appendix 1 to this document, along with the instructions for completing the form.

C. Title VI Investigations, Complaints, and Lawsuits

The City of Shoreline has had no Title VI complaints related to transit during the past three years.

D. Public Participation Plan

The City fully encourages public involvement and participation in decision-making processes. To comply with the statutory requirement for a public participation plan, the City hereby adopts and incorporates by reference the current version of the public participation plan of the King County Metro Title VI Program Report and will coordinate with King County Metro in public participation efforts related to transit projects being managed by the City of Shoreline.

E. Language Assistance Plan

The City relies upon the current Limited English Proficiency (LEP) analysis conducted by King County. This analysis identified that the City had more than 10 percent of its population with LEP. However, no specific language had more than five percent of the population. As such, the City does not have any special efforts related to a LEP population. The City does work to ensure all residents are informed of public activities and of actions related to FTA funded projects.

F. Monitoring Sub-recipients

The City has no sub-recipients. The City will cooperate with King County Metro in providing information and attending meetings as required by King County Metro as the County's monitoring procedures of the City's efforts.

G. Review of Facilities Constructed

The City did not build any storage facilities, maintenance facilities or operations centers and did not modify any facilities that require a Title VI equity analysis. The City will update King County Metro annually as to whether the City has funded any storage, maintenance facilities or operations centers with FTA funds.

H. Transit related, non-elected Committees and Boards

The City does not currently have any transit-related, non-elected planning boards, advisory councils, or committees. Therefore, this requirement is currently not applicable and the City does not have a process to encourage the participation of minorities on such committees. However, if the City creates any such transit-related, non-elected committees, the City will adopt and implement a process which is fully compliant with Title VI.

I. Documentation of Governing Body Review and Approval of the Title VI Program.

On February 6, 2017, the Shoreline City Council adopted this Title VI program through Resolution 399. The documentation of approval is found in Appendix 2.

Appendix 1

Title VI Complaint Process and Form

COMPLAINT OF DISCRIMINATION ON THE BASIS OF TITLE VI AGAINST THE CITY OF SHORELINE, WASHINGTON

Who can file a Title VI complaint?

- A person who believes he or she has been discriminated against, on the basis of race, color, national origin, may file a Title VI complaint.
- Someone may file on behalf of classes of individuals.

How do I file a complaint?

- Fill out the City's Title VI Complaint Form completely to help us process your complaint. Submit the completed form to the City Clerk within 180 calendar days of the alleged discriminatory act.

What happens when I file a complaint?

- The City will send you a written receipt of your complaint and will forward a copy of your completed complaint form to the City department named as Respondent. The City will designate a person to facilitate and coordinate responses to your Title VI complaint, and this person will contact you.

The duties of this individual include but are not limited to:

- technical assistance to the department on requirements and regulations
 - coordination of meetings between the parties, if needed
 - monitoring completion of any future activities included in a complaint response
 - other services as requested or deemed appropriate.
- Following an investigation of the complaint, the City will send you a letter of resolution.

What if I don't agree with the department's letter of resolution?

A complainant who does not agree with the letter of resolution may submit a written request for a different resolution to the City Clerk within 30 days of the date the complainant receives the City's response.

Do I need an attorney to file or handle complaint?

No. However, you may wish to seek legal advice regarding your rights under the law.

Return this form to:

City of Shoreline
City Clerk's Office
17500 Midvale Avenue N
Shoreline, WA 98133
Telephone: 206-801-2230
Email: clk@shorelinewa.gov

This form is available in alternate formats upon request. Contact the City Clerk with questions on completing this form or about the grievance procedure.

**COMPLAINT OF DISCRIMINATION ON THE BASIS OF TITLE VI
AGAINST THE CITY OF SHORELINE, WASHINGTON**

Complainant Contact Information

Name

Street address/City/State/ Zip code

Work phone #/ Home phone # Message phone #

Email address

Additional mailing address

Aggrieved party contact information (if different from complainant):

Name

Street address/City/State/ Zip code

Work phone #/ Home phone # Message phone #

Email address

Relationship to aggrieved party

Name of respondent – City of Shoreline, Washington

Department or agency (if known):_____

Address/location (if known)

Date of Incident

I believe the above actions were taken because of my:

- ☐ Race
- ☐ Color
- ☐ National Origin
- ☐ Religion

Statement of Complaint – Include all facts upon which the complaint is based. Attach Additional sheets if needed.

Name, position, and department of City employees you have contacted regarding the incident(s).

**Witnesses or other involved – provide name, address, telephone number(s) and e-mail (if available).
Attach additional sheets if needed.**

If you have filed a grievance, complaint or lawsuit regarding this matter anywhere else, give name and address of each place where you have filed. Attach additional sheets if needed.

In the complainant's view, what would be the best way to resolve the grievance?

I affirm that the foregoing information is true to the best of my knowledge and belief. I understand that all information becomes a matter of public record after the filing of this complaint.

Complainant

Date

Aggrieved Party

Date

Appendix 2

City Approval of Title VI Program