



AGENDA V.2

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SHORELINE CITY COUNCIL REGULAR MEETING

Monday, November 18, 2019
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) Approving Minutes of Regular Meeting of October 21, 2019	<u>7a1-1</u>	
Approving Minutes of Workshop Dinner Meeting of October 28, 2019	<u>7a2-1</u>	
(b) Adopting Ordinance No. 870 - Amending Chapter 3.22, Business & Occupation Tax, and Chapter 3.23, Tax Administrative Code, to Conform with Association of Washington Cities' Model Ordinance for Business & Occupation Tax	<u>7b-1</u>	
(c) Authorizing the City Manager to Execute a Local Agency Agreement with the Washington State Department of Transportation for the Richmond Beach Road Mid-Block Crossing and Citywide Rectangular Flashing Beacons & Radar Speed Signs Project	<u>7c-1</u>	
(d) Authorizing the City Manager to Execute a Local Agency Agreement with the Washington State Department of Transportation for the Meridian Avenue N Safety Improvements Project	<u>7d-1</u>	

- | | | |
|-----|---|-------------|
| (e) | Authorizing the City Manager to Obligate \$225,000 in King County Flood Control District Flood Reduction Grant Funding for the Storm Creek Erosion Management Project | <u>7e-1</u> |
| (f) | Authorizing the City Manager to Execute an Amendment to the Contract with Jacobs Engineering Group for the Design and Right of Way Services for the SR-523 (N/NE 145 th Street) – Aurora Avenue to Interstate-5 Project in an Amount Not to Exceed \$1,876,114 | <u>7f-1</u> |

8. ACTION ITEMS

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|-----|---|-------------|------|
| (a) | Adopting Ordinance No. 873 – 2020 Regular and Excess Property Tax Levies | <u>8a-1</u> | 7:20 |
| (b) | Adopting Ordinance No. 872 - Amending the 2019-2020 Biennial Budget by Increasing Appropriations in Certain Funds | <u>8b-1</u> | 7:25 |

9. STUDY ITEMS

- | | | | |
|-----|--|-------------|------|
| (a) | Discussing Ordinance No. 874 - Amending Shoreline Municipal Code Section 3.35.150 – Establishing the Municipal Arts Fund and Providing for Funding from 1% of Capital Improvement Plan Funding for Certain Capital Improvement Plan Projects | <u>9a-1</u> | 7:45 |
|-----|--|-------------|------|

10. ADJOURNMENT	8:15
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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 REGULAR MEETING

Monday, October 21, 2019
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

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

ABSENT: Councilmember Chang

1. CALL TO ORDER

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

2. FLAG SALUTE/ROLL CALL

Mayor Hall led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present with the exception of Councilmember Chang. Councilmember Robertson moved to excuse Councilmember Chang for health reasons. The motion was seconded by Deputy Mayor McConnell and passed unanimously, 6-0.

3. REPORT OF CITY MANAGER

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

4. COUNCIL REPORTS

Mayor Hall announced the certification of Shoreline's continued recognition as a Tree City USA.

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember Scully and seconded by Deputy Mayor McConnell and unanimously carried, 6-0, the following Consent Calendar items were approved:

**(a) Approving Minutes of Regular Meeting of September 30, 2019
Approving Minutes of Special Dinner Meeting of October 7, 2019**

**(b) Authorizing the City Manager to Execute an Amendment to the Contract with
Dorsey & Whitney LLP for Legal Assistance in the Amount of \$80,100 for
Matters Related to the Development Agreement with Merlone Geier Partners
Pertaining to Shoreline Place**

8. STUDY ITEMS

(a) 2019-2020 Mid-Biennial Budget Update

Sara Lane, Administrative Services Director delivered the staff presentation. She was joined by Rick Kirkwood, Budget Supervisor. Ms. Lane said that a mid-biennium review is part of the Biennial Budget process. She provided a financial update, including stating that the General Fund Revenue Collection is estimated to exceed what was predicted for 2019 and she reviewed the Fund performance levels in various categories. She said that expenditures are trailing the planned budget for 2019, but with a Biennial Budget the City will not have to go through a carryover process for projects that stretch into 2020.

Ms. Lane displayed a chart outlining the intended uses of the General Fund Reserves and shared comparison data for both projected and actual balances. She described the salary and benefit considerations, stating that the actual 2020 Cost of Living Adjustment matches the forecasted 2.2% and that there are no changes to the salary table, but that the Mid-Biennium update does include recommended position title changes.

Ms. Lane said there are some supplemental (amendment) requests and explained that because this is a mid-biennial process, the Departments were asked to restrict requests to address emerging issues, adjust estimated budget items, and to recognize grant funding. She said the amendments are all detailed in the Staff Report.

Ms. Lane reviewed the impact of the proposed amendments by Fund on the 2019-2020 Biennial Budget and stated that accepting the amendments would adjust the 2019-2020 Budget from \$209,744,780 to \$218,252,787. She informed the Council that as updates were made to the Ten-Year Financial Sustainability Model it was determined that the projected budget gaps have been pushed out to 2024, a year beyond originally anticipated.

Ms. Lane said that the key Capital Improvement Plan (CIP) issues in this review include an increase in forecast for Real Estate Excise Tax; and updates to recognize funding and address emerging issues. She said a full CIP update will come from Public Works at a future meeting.

Ms. Lane provided an overview the Fee Schedule adjustments. She reviewed the timeline and next steps for the Mid-Biennial Budget Update Process.

Councilmember Roberts said he is not convinced the City's plan to support the Census is enough. He suggested funding for a stand-alone mailer to convey the message that participating in the Census is important and to make sure Shoreline's residents are counted.

Councilmember Roberts confirmed that so far this year over \$100,000 has been spent on pool maintenance. Ms. Lane said that while the CIP has \$20,000 budgeted for major maintenance, there is an expectation for unforeseen repair expenses that are covered in the Facilities Operating Fund. Councilmember Roberts suggested that the Council have a broader discussion about the impacts of maintaining the pool.

Councilmember Roberts asked for elaboration on the decision to propose a new fee for the Comprehensive Plan Amendment process and expressed concern that the fee would discourage people from participating in the process. Ms. Lane said she would follow-up with a response.

Mayor Hall commented that while it looks like a large budget increase, the majority of changes are backed by new grant revenue. Deputy Mayor McConnell said she would support an increase in the grant matching process if the City identifies a need for it.

Mayor Hall remarked on the efficiency of the mid-biennium review process.

(b) Discussing the Shoreline Aquatics, Recreation and Community Center Project –
Alternative Delivery Method

Randy Witt, Public Works Director, delivered the staff presentation. He explained that tonight's discussion is focused on describing Alternate Delivery Methods for the Shoreline Aquatics, Recreation and Community Center (ShARCC) Project if funding is approved by voters. He said that staff is recommending looking at using an Alternative Project Delivery method in order to meet the planned opening date and to hold costs within the budget.

Mr. Witt described the standard Design-Bid-Build method and explained that it is less than optimum for the ShARCC because a sequential process adds time to a project the size and complexity of this facility. He said the State allows for alternative project delivery methodologies and he described the criteria and differences between the alternatives of Design/Build (D/B) and General Contractor/Construction Manager (GC/GM) approaches. He said staff feels it is likely the City would be approved to utilize the D/B approach for this project, and that the City could probably qualify for the GC/CM method, as well. He explained the process, structures, and schedules of the traditional and progressive D/B and GC/CM approaches and listed pros and cons for the owner/agency. He explained that the State would require that the City have a solid team to manage the selected approach. Mr. Witt said that Parametrix has been selected as the project management consultant, should Proposition 1 pass, and described the company's qualifications and their participation in all phases of the project. He listed the next steps in the process if Proposition 1 passes.

Councilmember McGlashan said he is leaning toward using a form of alternative project delivery, although he recognizes it would require increased staffing levels. He asked if there was an estimate of staffing costs. Mr. Witt said that information will become clearer later and reiterated that it will be necessary to have staff involved in the project to ensure the design meets

the identified priorities. Councilmember McGlashan said it is important to retain design control for the ShARCC.

Councilmember Robertson clarified that the intent of this presentation is to inform the Council of possible Alternative Project Delivery methods, not to select a specific method. She said she agrees that design flexibility and cost are key factors and are more important than timeline.

Councilmember Scully said that although he is concerned about the unknowns of alternative methods of delivery, he supports researching the alternatives to determine the most efficient project approach and suggested that the traditional Design-Bid-Build model be evaluated by Parametrix, as well. He said that because of the technical aspects of this decision he would like a staff recommendation on the preferred alternative method of delivery.

Councilmember Roberts confirmed that there will be ongoing opportunities for the community to get information and give input on building design.

Deputy Mayor McConnell agreed with the importance of community outreach and the opportunity for input, and she encouraged the City to collect feedback broadly. She said efficiency is important, but the design timeline should not be rushed.

Mayor Hall agreed that all options should be explored since the existing pool is past the end of its useful life. He commended staff for the advance planning that will make it possible to get the project efficiently underway should the Proposition pass.

9. ADJOURNMENT

At 7:45 p.m., Mayor Hall declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

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

Monday, October 28, 2019
5:45 p.m.

Conference Room 303 - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Councilmembers Chang, McGlashan, Roberts, Robertson, and Scully

ABSENT: Mayor Hall and Deputy Mayor McConnell

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; and Allison Taylor, Deputy City Clerk

GUESTS: **Kenmore City Council and Staff**
Mayor David Baker; Deputy Mayor Nigel Herbig; Councilmembers Milton Curtis, Stacey Denuski, Joe Marshall, Brent Smith, and Debra Srebnik; City Manager Rob Karlinsey

Lake Forest Park City Council and Staff
Mayor Jeff Johnson; Deputy Mayor Catherine Stanford; Councilmembers Semra Riddle, Phillippa Kassover, Mark Phillips, Tom French; City Administrator Phillip Hill

At 5:45 p.m., the meeting was called to order by Temporary Presiding Officer Roberts. Mayors Baker and Johnson opened Special Meetings for each of their Councils and introductions were made.

Mayor Baker gave an update on activities and development in the City of Kenmore. He described the improvements made in the downtown region and elaborated on the asset to the community the Hangar at Town Square has proven to be. He described the City's efforts to maintain and create affordable housing. He expressed gratitude for the representatives from the City of Shoreline who met with Kenmore staff to share insights on creating a financial stability plan. Mayor Baker offered thanks for the contributions of Kenmore's two outgoing councilmembers, Stacey Denuski and Brent Smith.

Mayor Johnson communicated the current events and activities in Lake Forest Park. He described the focus on the environment that the City has and gave examples of work they are doing. He elaborated on the City decision to implement a moratorium on development in the City Center.

Debbie Tarry, Shoreline City Manager, reported on Shoreline's development activities, sharing information about the status of the Lynnwood Link Extension project and describing the changes to the City in conjunction with construction. She said that Proposition 1, the City's Bond

Measure to fund a Community and Aquatics Center, is on the current ballot. Ms. Tarry described various programs and committees that create opportunities for community engagement with City initiatives and projects.

To open conversation around how cities are addressing homelessness, Councilmember Scully shared the background and current status of All Home, the Seattle/King County Continuum of Care organization, and described the challenges in reviewing the new regional homelessness authority being contemplated by the Seattle City Council and the King County Council. Various councilmembers voiced observations, questions, and concerns about the evolving authority. The benefits of the ability to tailor funding support for city-specific needs and priorities were recognized. All three cities stated that they were moving forward with the qualifying requirements for imposing the local sales tax credit for affordable and supportive housing.

Ms. Tarry provided an update on the SR522 STRide BRT project, which is currently in the design phase. She shared information on the partners involved and grant application process. The need for adequate parking at the Kenmore and Lake Forest Park Park and Rides was mentioned by representatives from both cities. Members from the three Councils expressed the importance of continuing to work together as advocates for the neighboring cities. There was general conversation on the 145th Street Corridor improvements, and Ms. Tarry described the challenges of securing funding and of property acquisition, since Shoreline does not own any of the road. Mayor Baker added that in hope of answering ongoing questions about Sound Transit 3 he intends to have regular meetings for eastside community representatives to come together for conversation.

The potential impact of Initiative 976, if passed, was discussed, and all cities stated they have adopted Resolutions opposing it.

Representatives of Lake Forest Park and Shoreline delivered updates on their respective cities' work to finalize Legislative Priorities for 2020, and Mayor Baker listed Kenmore's adopted priorities.

Councilmember Phillips remarked that the three cities would be wise to collaborate on sharing ideas for reducing climate emissions.

Mayor Johnson shared his recent experience supporting the California communities affected by the wildfires and reflected on how lucky our cities are.

At 6:45 p.m. the meeting adjourned.

Allison Taylor, Deputy City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adoption of Ordinance No. 870 – Amending Chapter 3.22, Business & Occupation Tax, and Chapter 3.23, Tax Administrative Code, to Conform with Association of Washington Cities’ Model Ordinance for Business & Occupation Tax

DEPARTMENT: Administrative Services

PRESENTED BY: Rick Kirkwood, Budget & Tax Manager
Alice Kim, Business & Occupation Tax Analyst

ACTION: ☒ Ordinance ☐ Resolution ☐ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

Ordinance No. 808, which reflected updates to the Washington State Business and Occupation (B&O) Tax Model Ordinance from 2013, was adopted by the City Council on December 4, 2017. Ordinance No. 808 created two new Chapters in the Shoreline Municipal Code (SMC) - Chapter 3.22, Business & Occupation Tax and Chapter 3.23, Tax Administrative Code – which established and provides for a B&O Tax in the City of Shoreline.

To incorporate changes required by two bills passed in the 2019 Legislative session, a work group of cities met over the past several months to update the B&O Tax Model Ordinance. Given these changes, SMC Chapter 3.22 and 3.23 must be amended. Proposed Ordinance No. 870, which Council discussed on November 4, 2019, would amend these Chapters of the SMC. Tonight, Council is scheduled to adopt proposed Ordinance No. 870.

RESOURCE/FINANCIAL IMPACT:

B&O Taxes are major revenue sources for a number of cities, including Shoreline, and comprise one of the four main revenue sources provided to cities by the state legislature (the other three being property taxes, sales taxes, and utility taxes). There is no financial impact associated with tonight’s action; however, implementation of the change to the apportionment formula for service income may impact the level of gross receipts a business may allocate to Shoreline.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 870 amending SMC Chapters 3.22 and 3.23 to conform with the Association of Washington Cities’ Model Ordinance for Business & Occupation Tax.

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

BACKGROUND

In 2003, the legislature passed a bill that required the Association of Washington Cities (AWC) to convene a committee to develop a model ordinance for all cities imposing a Business and Occupation (B&O) Tax. The legislature was concerned about the lack of uniformity of city B&O Tax ordinances and about the possibility that some business income was subject to multiple taxation. Since 2004, all cities imposing a B&O Tax have been required to follow the Washington State B&O Tax Model Ordinance procedures, which includes certain mandatory definitions, penalty and interest provisions, and payment periods. The B&O Model Ordinance cannot be updated more often than every four years. The last updates to the B&O Model Ordinance in 2012 were adopted by cities in 2013.

On December 4, 2017, the City Council adopted Ordinance No. 808, which created two new Chapters in the Shoreline Municipal Code - Chapter 3.22, Business & Occupation Tax and Chapter 3.23, Tax Administrative Code – which established a B&O Tax in the City of Shoreline. These code chapters reflect the updates to the model ordinance from 2013.

2019 Model Ordinance Update

Two bills were passed in the 2019 Legislative session regarding B&O Taxes: House Bill (HB) 1403 regarding service apportionment rules and HB 1059 regarding annual tax filers. A work group of cities, including Bellevue, Burien, Kent, Seattle, Shoreline, Snoqualmie, and Tacoma, met over the past several months to update the B&O Model Ordinance to incorporate changes required by HB 1403 and the Administrative Provisions to incorporate changes required by HB 1059. In addition, as part of the implementation of the change, a workgroup of city tax managers has drafted a proposed city Apportionment of Service Receipts Model Rule to assist in uniformity of implementation. The workgroup also solicited comments from the business community during two stakeholder meetings conducted in September and October 2019.

Given the apportionment changes to the 2019 B&O Model Ordinance, Shoreline Municipal Code (SMC) Chapter 3.22, Business & Occupation Tax (Attachment A – Exhibit A), must be amended to conform with the changes, as follows:

- *Service Apportionment Definition of Customer Location Hierarchy:* SMC Section 3.22.077, Allocation and apportionment of income when activities take place in more than one jurisdiction, adopts changes to service apportionment tests, definition of business activity tax, customer, and customer location, and alternative apportionment process effective January 1, 2020, as provided in HB 1403. The previous version defined “customer location” as where the majority of the “contacts” occurred between the business and the customer. The new definition establishes a hierarchy of factors, depending on whether the customer is residential or business.
- *Technical Changes:*
 - SMC 3.22.030: Makes technical corrections to titles and individual words.
 - SMC 3.22.090(H): Makes technical changes to update the RCW reference to the tax exemption for motor vehicle fuel.

In addition to the proposed changes to SMC Chapter 3.22, SMC Chapter 3.23, Tax Administrative Code (Attachment A – Exhibit B), must also be amended to conform with the 2019 Administrative Provision changes as follows:

- *Annual Tax Filing Deadline:* SMC 3.23.040, When due and payable – Reporting periods – Monthly, quarterly, and annual returns – Threshold provisions or relief from filing requirements – Computing time periods – Failure to file returns, includes language linking the change to April 15 for annual tax return filing by referencing RCW 82.32.045 effective January 1, 2021, as provided in HB 1059. Per Section 6 of Ordinance No. 870, this amendatory language is effective on January 1, 2021.
- *Definition of Engaging in Business:* The definition of “engaging in business” in SMC 3.23.030, Definitions, removes the section for contracting with the city to align with the model business license definition adopted by cities last year.

Any updates to mandatory provisions, other than those required by statute or otherwise noted, must be adopted with an effective date of January 1, 2020.

DISCUSSION

Proposed Ordinance No. 870 (Attachment A), which was discussed by Council on November 4, 2019, provides for these amendments to the State Model B&O Ordinance. The staff report for the November 4th Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport110419-9a.pdf>.

During the November 4th Council discussion, Council did not have any specific questions or concerns with the proposed ordinance and directed staff to bring back proposed Ordinance No. 870 for adoption on a future consent calendar. Tonight, Council is scheduled to adopt proposed Ordinance No. 870.

RESOURCE/FINANCIAL IMPACT

B&O Taxes are major revenue sources for a number of cities, including Shoreline, and comprise one of the four main revenue sources provided to cities by the state legislature (the other three being property taxes, sales taxes, and utility taxes). There is no financial impact associated with tonight’s action; however, implementation of the change to the apportionment formula for service income may impact the level of gross receipts a business may allocate to Shoreline.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 870 amending SMC Chapters 3.22 and 3.23 to conform with the Association of Washington Cities’ Model Ordinance for Business & Occupation Tax.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 870

Attachment A, Exhibit A: SMC Chapter 3.22 – Business and Occupation Tax

Attachment A, Exhibit B: SMC Chapter 3.23 – Tax Administrative Code

ORDINANCE NO. 870

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING SHORELINE MUNICIPAL CODE CHAPTER 3.22, BUSINESS AND OCCUPATION TAX, AND CHAPTER 3.23, TAX ADMINISTRATIVE CODE.

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, on December 4, 2017, the City Council adopted Ordinance 808, establishing a Business and Occupation Tax applicable within the City; and

WHEREAS, pursuant to RCW 35.102.040, the City established SMC Chapters 3.22 and 3.23 consistent with the mandatory provisions of the model ordinances developed by Washington cities, through a work group established by the Association of Washington Cities (Model Ordinance Work Group), related to imposition and collection of such a tax; and

WHEREAS, during the 2019 Regular Session the Washington State Legislature adopted Substitute House Bill 1403, chapter 101, Laws of 2019, an act related to simplifying the administration of municipal business and occupation tax apportionment; and

WHEREAS, SHB 1403 seeks to simplify the administration by adopting a new sourcing hierarchy for the income factor, excluding services receipts from the income factor denominator attributable to jurisdictions where the taxpayer would not be subject to tax, and establishing guidelines for the application of an alternative apportionment method; and

WHEREAS, during the 2019 Regular Session the Washington State Legislature adopted Substitute House Bill 1059, chapter 63, Laws of 2019, an act extending the B&O tax return filing due date for annual filers; and

WHEREAS, SHB 1059 sets parameters for when the payment of B&O taxes, along with reports and returns, from annual filers is due; and

WHEREAS, the effective date of the amendatory language arising from SHB 1059 is January 1, 2021 and the effective date of the amendatory language arising from SHB 1403 is January 1, 2020; and

WHEREAS, the Model Ordinance Work Group has developed amendatory language for the model ordinances based on SHB 1403 and SHB 1059 and the City needs to amend SMC Chapters 3.22 and 3.23 to reflect this language;

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

Section 1. Amendment to Chapter 3.22 Business and Occupation Tax. SMC Chapter 3.22 Business and Occupation Tax is amended as set forth in Exhibit A to this Ordinance.

Section 2. Amendment to Chapter 3.23 Tax Administration. SMC Chapter 3.23 Tax Administrative Code is amended as set forth in Exhibit B to this Ordinance.

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 5. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper.

- A. Section 1 of this Ordinance, amending SMC Chapter 3.22, shall take effect at 12:01 am January 1, 2020.
- B. Section 2 of this Ordinance, amending SMC Chapter 3.23, shall take effect at 12:01 am January 1, 2021.

PASSED BY THE CITY COUNCIL ON NOVEMBER 18, 2019

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2019
Effective Date: , 2019

ORDINANCE No. 870

Exhibit A

Amendments to SMC Chapter 3.22

SMC 3.22.030(E)(2) “E” Definitions is amended as follows:

2. “Engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

a. The city expressly intends that “engaging in business” include any activity sufficient to establish nexus for purposes of applying the tax under the law and the constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus-generating contact or subsequent contacts.

b. This subsection sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to register and obtain a business license pursuant to SMC Title 5 or pay city business and occupation taxes. The activities listed in this subsection are illustrative only and are not intended to narrow the definition of “engaging in business” in this subsection. If an activity is not listed, whether it constitutes “engaging in business” in the city shall be determined by considering all the facts and circumstances and applicable law.

c. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes “engaging in business” and requires a person to register and obtain a business license pursuant to SMC Title 5:

i. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city;

ii. Owning, renting, leasing, using, or maintaining an office, place of business, or other establishment in the city;

iii. Soliciting sales;

iv. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance;

v. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf;

vi. Installing, constructing, or supervising installation or construction of real or tangible personal property;

vii. Soliciting, negotiating, or approving franchise, license, or other similar agreements;

viii. Collecting current or delinquent accounts;

ix. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials;

x. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services, including the listing of homes and managing real property;

xi. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, and veterinarians;

xii. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings;

xiii. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers;

xiv. Investigating, resolving, or otherwise assisting in resolving customer complaints;

xv. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place;

xvi. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf; or

~~xvii. Accepting or executing a contract with the city, irrespective of whether goods or services are delivered within or without the city, or whether the person's office or place of business is within or without the city.~~

SMC 3.22.077 Allocation and apportionment of income when activities take place in more than one jurisdiction.

Gross income, other than persons subject to the provisions of Chapter 82.14A RCW, shall be allocated and apportioned as follows:

A. Gross income derived from all activities other than those taxed as service or royalties under SMC 3.22.050(A)(7) shall be allocated to the location where the activity takes place.

B. In the case of sales of tangible personal property, the activity takes place where delivery to the buyer occurs.

C. In the case of sales of digital products, the activity takes place where delivery to the buyer occurs. The delivery of digital products will be deemed to occur at:

1. The seller's place of business if the purchaser receives the digital product at the seller's place of business;

2. If not received at the seller's place of business, the location where the purchaser or the purchaser's donee, designated as such by the purchaser, receives the digital product, including the location indicated by instructions for delivery to the purchaser or donee, known to the seller;

3. If the location where the purchaser or the purchaser's donee receives the digital product is not known, the purchaser's address maintained in the ordinary course of the seller's business when use of this address does not constitute bad faith;

4. If no address for the purchaser is maintained in the ordinary course of the seller's business, the purchaser's address obtained during the consummation of the sale, including the address of a purchaser's payment instrument, if no other address is available, when use of this address does not constitute bad faith; and

5. If no address for the purchaser is obtained during the consummation of the sale, the address where the digital good or digital code is first made available for transmission by the seller or the address from which the digital automated service or service described in RCW 82.04.050(2)(g) or (6)(b) was provided, disregarding for these purposes any location that merely provided the digital transfer of the product sold.

D. If none of the methods in subsection C of this section for determining where the delivery of digital products occurs are available after a good faith effort by the taxpayer to apply the methods provided in subsections (C)(1) through (C)(5) of this section, then the city and the taxpayer may mutually agree to employ any other method to effectuate an equitable allocation of income from the sale of digital products. The taxpayer will be responsible for petitioning the city to use an alternative method under this subsection. The city may employ an alternative method for allocating the income from the sale of digital products if the methods provided in subsections (C)(1) through (C)(5) of this section are not available and the taxpayer and the city are unable to mutually agree on an alternative method to effectuate an equitable allocation of income from the sale of digital products.

E. For purposes of subsections (C)(1) through (C)(5) of this section, the following definitions apply:

1. “Digital automated services,” “digital codes,” and “digital goods” have the same meaning as in RCW 82.04.192;
2. “Digital products” means digital goods, digital codes, digital automated services, and the services described in RCW 82.04.050(2)(g) and (6)(c); and
3. “Receive” has the same meaning as in RCW 82.32.730.

F. Gross income derived from activities taxed as services and other activities taxed under SMC 3.22.050(A)(7) shall be apportioned to the city by multiplying apportionable income by a fraction, the numerator of which is the payroll factor plus the service-income factor and the denominator of which is two.

1. The payroll factor is a fraction, the numerator of which is the total amount paid in the city during the tax period by the taxpayer for compensation and the denominator of which is the total compensation paid everywhere during the tax period. Compensation is paid in the city if:

- a. The individual is primarily assigned within the city;
- b. The individual is not primarily assigned to any place of business for the tax period and the employee performs 50 percent or more of his or her service for the tax period in the city; or
- c. The individual is not primarily assigned to any place of business for the tax period, the individual does not perform 50 percent or more of his or her service in any city and the employee resides in the city.

2. The service-income factor is a fraction, the numerator of which is the total service income of the taxpayer in the city during the tax period, and the denominator of which is the total service income of the taxpayer everywhere during the tax period. Service income is in the city if the customer location is in the city.:

- ~~a. The customer location is in the city; or~~
- ~~b. The income-producing activity is performed in more than one location and a greater proportion of the service-income-producing activity is performed in the city than in any other location, based on costs of performance, and the taxpayer is not taxable at the customer location; or~~
- ~~c. The service-income-producing activity is performed within the city, and the taxpayer is not taxable in the customer location.~~

3. Gross income of the business from engaging in an apportionable activity must be excluded from the denominator of the service income factor if, in respect to such

activity, at least some of the activity is performed in the city, and the gross income is attributable under (2) of this subsection to a city or unincorporated area of a county within the United States or to a foreign country in which the taxpayer is not taxable. For purposes of this subsection (F)(3), “not taxable” means that the taxpayer is not subject to a business activities tax by that city or county within the United States or by that foreign country, except that a taxpayer is taxable in a city or county within the United States or in a foreign country in which it would be deemed to have a substantial nexus with the city or county within the United States or with the foreign country under the standards in RCW 35.102.050 regardless of whether that city or county within the United States or that foreign country imposes such a tax.

34. If the allocation and apportionment provisions of this subsection (F) do not fairly represent the extent of the taxpayer’s business activity in the city ~~or cities in which the taxpayer does business~~, the taxpayer may petition for or the tax administrators may jointly require, in respect to all or any part of the taxpayer’s business activity, ~~that one of the following methods be used jointly by the cities to allocate or apportion gross income,~~ if reasonable:

- a. Separate accounting;
- b. ~~The use of a single factor~~ The exclusion of any one or more factors;
- c. The inclusion of one or more additional factors that will fairly represent the taxpayer’s business activity in the city; or
- d. The employment of any other method to effectuate an equitable allocation and apportionment of the taxpayer’s income.

5. The party petitioning for, or the tax administrator requiring, the use of any method to effectuate an equitable allocation and apportionment of the taxpayer’s income pursuant to subsection (4) of this subsection (F) must prove by a preponderance of the evidence:

- a. That the allocation and apportionment provisions of this subsection (F) do not fairly represent the extent of the taxpayer’s business activity in the city; and
- b. That the alternative to such provisions is reasonable.

The same burden of proof shall apply whether the taxpayer is petitioning for, or the tax administrator is requiring, the use of an alternative, reasonable method to effectuate an equitable allocation and apportionment of the taxpayer’s income.

6. If the tax administrator requires any method to effectuate an equitable allocation and apportionment of the taxpayer’s income, the tax administrator cannot impose any civil or criminal penalty with reference to the tax due that is attributable to

the taxpayer's reasonable reliance solely on the allocation and apportionment provisions of this subsection (F).

7. A taxpayer that has received written permission from the tax administrator to use a reasonable method to effectuate an equitable allocation and apportionment of the taxpayer's income shall not have that permission revoked with respect to transactions and activities that have already occurred unless there has been a material change in, or a material misrepresentation of, the facts provided by the taxpayer upon which the tax administrator reasonably relied in approving a reasonable alternative method.

G. The definitions in this subsection apply throughout this section:

1. "Apportionable income" means the gross income of the business taxable under the service classifications of a city's gross receipts tax, including income received from activities outside the city if the income would be taxable under the service classification if received from activities within the city, less any exemptions or deductions available.

2. "Business activities tax" means a tax measured by the amount of, or economic results of, business activity conducted in a city or county within the United States or within a foreign country. The term includes taxes measured in whole or in part on net income or gross income or receipts. "Business activities tax" does not include a sales tax, use tax, or a similar transaction tax, imposed on the sale or acquisition of goods or services, whether or not denominated a gross receipts tax or a tax imposed on the privilege of doing business.

23. "Compensation" means wages, salaries, commissions, and any other form of remuneration paid to individuals for personal services that are or would be included in the individual's gross income under the Federal Internal Revenue Code.

4. "Customer" means a person or entity to whom the taxpayer makes a sale or renders services or from whom the taxpayer otherwise receives gross income of the business.

35. "Customer location" means ~~the city or unincorporated area of a county where the majority of the contacts between the taxpayer and the customer take place.~~ the following:

a. For a customer not engaged in business, if the service requires the customer to be physically present, where the service is performed.

b. For a customer not engaged in business, if the service does not require the customer to be physically present:

(i) The customer's residence; or

(ii) If the customer's residence is not known, the customer's billing/mailling address.

c. For a customer engaged in business:

- (i) Where the services are ordered from;
- (ii) At the customer's billing/mailling address if the location from which the services are ordered is not known; or
- (ii) At the customer's commercial domicile if none of the above are known.

~~4-6.~~ "Individual" means any individual who, under the usual common law rules applicable in determining the employer-employee relationship, has the status of an employee of that taxpayer.

~~5-7.~~ "Primarily assigned" means the business location of the taxpayer where the individual performs his or her duties.

~~6-8.~~ "Service-taxable income" or "service income" means gross income of the business subject to tax under either the service or royalty classification.

~~7-8.~~ "Tax period" means the calendar year during which tax liability is accrued. If taxes are reported by a taxpayer on a basis more frequent than once per year, taxpayers shall calculate the factors for the previous calendar year for reporting in the current calendar year and correct the reporting for the previous year when the factors are calculated for that year, but not later than the end of the first quarter of the following year.

~~8. "Taxable in the customer location" means either that a taxpayer is subject to a gross receipts tax in the customer location for the privilege of doing business, or that the government where the customer is located has the authority to subject the taxpayer to gross receipts tax regardless of whether, in fact, the government does so.~~

H. Assignment or apportionment of revenue under this section shall be made in accordance with and in full compliance with the provisions of the Interstate Commerce Clause of the United States Constitution where applicable.

SMC 3.22.090 Exemptions.

Subsection 3.22.090(H) is amended as follows:

H. Amounts Derived from Manufacturing, Selling or Distributing Motor Vehicle Fuel. This chapter shall not apply to the manufacturing, selling, or distributing of motor vehicle fuel, as the term "motor vehicle fuel" is defined in RCW ~~82.36.010~~ 82.38.020 and exempt under RCW ~~82.36.440~~ 82.38.280; provided, that any fuel not subjected to the state fuel excise tax, or any other applicable deduction or exemption, will be taxable under this chapter.

ORDINANCE No. 870

Exhibit B

Amendments to SMC Chapter 3.23

SMC 3.23.040 When due and payable – Reporting periods – Monthly, quarterly, and annual returns – Threshold provisions or relief from filing requirements – Computing time periods – Failure to file returns.

Subsection SMC 3.23.040(A) is amended as follows:

A. Other than any annual license fee pursuant to SMC Title 5, the tax imposed by Chapters 3.22, 3.30, and 3.32 SMC, and any other applicable chapters or sections, shall be due and payable in quarterly installments. At the director's discretion, businesses may be assigned to a monthly, annual, or active nonreporter reporting period depending on the tax amount owing or type of tax. Tax payments are due on or before ~~the last day of the next month following the end of the assigned reporting period covered by the return~~ the time as provided in RCW 82.32.045(1), (2), and (3).

*****Note to Code Revisor: Per Section 6 of Ordinance 870, this amendatory language is effective at 12:01 am on January 1, 2021.**

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorizing the City Manager to Execute a Local Agency Agreement with the Washington State Department of Transportation for the Richmond Beach Road Mid-Block Crossing and Citywide Rectangular Flashing Beacons and Radar Speed Signs Project

DEPARTMENT: Public Works

PRESENTED BY: Tricia Juhnke, City Engineer

ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to execute a Local Agency Agreement with the Washington State Department of Transportation (WSDOT) to obligate \$1,377,500 of City Safety Program grant funding for the Richmond Beach Road Mid-Block Crossing and Citywide Rectangular Flashing Beacons and Radar Speed Signs Project.

The City was awarded a \$1,377,500 City Safety Program grant for design, right of way acquisition and construction of the project. In accordance with the City's purchasing policies, Council authorization is required for staff to obligate grant funds exceeding \$50,000. Additionally, WSDOT requires formal authorization of their contracts prior to execution.

RESOURCE/FINANCIAL IMPACT:

The City was awarded City Safety Program grant funding of \$1,377,500 for design, right of way acquisition and construction of this project. The estimated total cost of the project is \$1,404,300. This funding is Federally-sourced and provides for 98 percent of eligible costs. The remainder of the project funding will be provided by the Roads Capital Fund. This project is funded as follows:

<i>City Safety Program</i>	<i>\$1,377,500</i>
<i>Roads Capital Fund</i>	<i>\$26,800</i>
Estimated Total Project Cost	\$1,404,300

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a Local Agency Agreement with WSDOT to obligate \$1,377,500 of City Safety Program grant funding for the Richmond Beach Road Mid-Block Crossing and Citywide Rectangular

Flashing Beacons and Radar Speed Signs Project, including authorization of the Project Prospectus and any supplements or addenda that WSDOT may require.

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

BACKGROUND

The City's 2018 Traffic Report indicated that 39 percent of the 46 injury and fatal collisions in Shoreline between 2010 and 2016 involved a pedestrian. As a percentage of overall injury collisions, the number of non-motorized (pedestrian and bicycle) collisions is rising. In mid 2018, staff sought grant funding for improvements on a number of the identified segments, focusing on reducing the numbers of pedestrian and bicycle injury collisions.

The City was awarded a \$1,377,500 City Safety Program grant for design, right of way acquisition and construction of pedestrian safety improvements on NW Richmond Beach Road. A project map for this project is included in this staff report as Attachment A. The project will construct a new mid-block crosswalk and median island on NW Richmond Beach Road between 3rd Avenue NW and 8th Avenue NW near existing King County bus stops; install pedestrian-activated flashing beacons at the mid-block crosswalk and, install pedestrian-level lighting on NW Richmond Beach Road within the project limits.

Additionally, the project will install pedestrian-activated flashing beacons in 14 locations and radar speed-feedback signs in three locations Citywide. The specific locations for all of these improvements are also shown on Attachment A.

DISCUSSION

In accordance with the City's purchasing policies, Council authorization is required for staff to obligate grant funds exceeding \$50,000. Additionally, WSDOT requires formal authorization of their contracts prior to execution. Council therefore must authorize the City Manager to execute a Local Agency Agreement (Attachment B) with WSDOT to obligate this grant funding.

Council can also elect not to approve the requested action. If Council takes this action, the grant would not be obligated, and the project would be cancelled.

COUNCIL GOAL(S) ADDRESSED

This project helps to implement City Council Goal 2: improve Shoreline's infrastructure to continue to delivery of highly-valued public service.

RESOURCE/FINANCIAL IMPACT

The City was awarded City Safety Program grant funding of \$1,377,500 for design, right of way acquisition and construction of this project. The estimated total cost of the project is \$1,404,300. This funding is Federally-sourced and provides for 98 percent of eligible costs. The remainder of the project funding will be provided by the Roads Capital Fund. This project is funded as follows:

<i>City Safety Program</i>	<i>\$1,377,500</i>
<i>Roads Capital Fund</i>	<i>\$26,800</i>
Estimated Total Project Cost	\$1,404,300

RECOMMENDATION

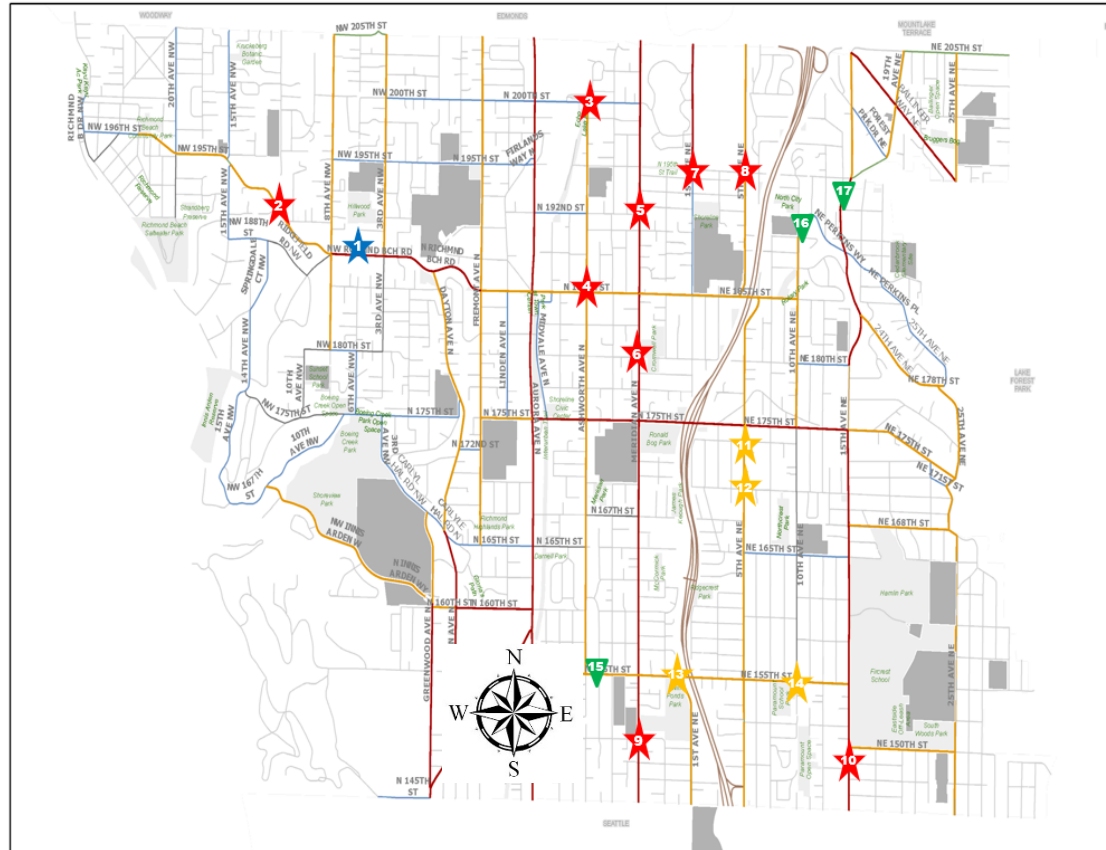
Staff recommends that Council move to authorize the City Manager to execute a Local Agency Agreement with WSDOT to obligate \$1,377,500 of City Safety Program grant funding for the Richmond Beach Road Mid-Block Crossing and Citywide Rectangular Flashing Beacons and Radar Speed Signs Project, including authorization of the Project Prospectus and any supplements or addenda that WSDOT may require.


ATTACHMENTS


Attachment A: Project Map


Attachment B: WSDOT Local Agency Agreement and Project Prospectus

ATTACHMENT A



	MIDBLOCK CROSSING
1	Richmond Beach Rd: between 3 rd Ave NW & 8 th Ave NW

	RRFB LOCATION
2	Richmond Beach Rd & 6th Ave NW
3	N 200th St & Ashworth Ave N
4	N 185th St & Ashworth Ave N
5	Meridian Ave N & N 192nd St
6	Meridian Ave N & N 180th St
7	1st Ave NE & NE 195th St
8	5th Ave NE & NE 195th St
9	Meridian Ave N & NE 150th St
10	15th Ave NE & NE 148th St

	ADDITIONAL RRFB
11	5th Ave NE & NE 174th St
12	5th Ave NE & NE 170th St
13	NE 155th St & 1st Ave NE
14	NE 155th St & 10th Ave NE

	RADAR SIGN ADDRESS
15	N 155th St west of Densmore Ave N
16	NE Perkins Way west of 11th Ave NE
17	15th Ave NE south of NE 196th St

**RICHMOND BEACH ROAD MIDBLOCK CROSSING
RRFB AND RADAR SPEED SIGNS**

EXHIBIT B

- **LOCAL AGENCY AGREEMENT**
- **PROSPECTUS**



**Washington State
Department of Transportation**

Agency City of Shoreline

Address 17500 Midvale Avenue N.
Shoreline, WA 98133

Attachment B

Local Agency Agreement

CFDA No. 20.205

(Catalog or Federal Domestic Assistance)

Project No.

Agreement No.

For OSC WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) 2 CFR Part 180 – certifying that the local agency is not excluded from receiving Federal funds by a Federal suspension or debarment, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

Project Description

Name Midblock Crossing & Citywide Rect. Rapid Flashing Beacons and Radar Speed Signs Length 0.25 miles

Termini Richmond Beach Road, 3rd Ave. NW to 8th Ave. NW. & Various city-wide locations.

Description of Work

Install mid-block crossing at Richmond Beach Road including refuge island, ADA-compliant curb ramps, light standards w/pedestrian lighting, pedestrian-activated Rectangular Rapid Flashing Beacon (RRFB) systems and other appurtenances. Also includes city-wide installation of 3 ea. radar feedback signs and between 9 and 13 ea. RRFB systems, as funding allows.

Project Agreement End Date 4/31/2023

Proposed Advertisement Date 4/31/2021

Claiming Indirect Cost Rate

☐ Yes ☒ No

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE	a. Agency	1.00	1.00	1.00
90 %	b. Other Consultant	1.00	1.00	1.00
Federal Aid	c. Other			
Participation	d. State	1.00	1.00	1.00
Ratio for PE	e. Total PE Cost Estimate (a+b+c+d)	3.00	3.00	3.00
Right of Way	f. Agency			
%	g. Other			
Federal Aid	h. Other			
Participation	i. State			
Ratio for RW	j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00
Construction	k. Contract			
%	l. Other			
Federal Aid	m. Other			
Participation	n. Other			
Ratio for CN	o. Agency			
	p. State			
	q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	0.00	0.00
	r. Total Project Cost Estimate (e+j+q)	3.00	3.00	3.00

Agency Official

By

Title City Manager

Washington State Department of Transportation

By

Director, Local Programs

Date Executed

Construction Method of Financing (Check Method Selected)**State Ad and Award**

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)

Method B - Withhold from gas tax the Agency's share of total construction coast (line 5, column 2) in the amount of

\$ _____ at \$ _____ per month for _____ months.

Local Force or Local Ad and Award

✓ Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on

November 18 _____, 2019 _____, Resolution/Ordinance No. _____ Council Motion

Provisions**I. Scope of Work**

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

Method A – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

Method B – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

Method C – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 60 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

XII. Nondiscrimination Provision

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and
- (c) Refer the case to the Department of Justice for appropriate legal proceedings.

XIII. Liquidated Damages

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

XIV. Termination for Public Convenience

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
- (5) The Secretary determines that such termination is in the best interests of the State.

XV. Venue for Claims and/or Causes of Action

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The approving authority certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XVII. Assurances

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Additional Provisions


**Washington State
Department of Transportation**
**Local Agency Federal Aid
Project Prospectus**

	Prefix	Route	()	Date	11/06/2019
Federal Aid Project Number				DUNS Number	961859385
Local Agency Project Number		(WSDOT Use Only)		Federal Employer Tax ID Number	91-1683888

Agency City of Shoreline		CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other		
Project Title Midblock Crossing&Citywide RRFB&RSS		Start Latitude N 47.765102 End Latitude N 47.765079		Start Longitude W -122.366406 End Longitude W -122.361426	
Project Termini From-To 8th Ave. NW 3rd Ave. NW		Nearest City Name Shoreline			Project Zip Code (+4) 98133
Begin Mile Post	End Mile Post	Length of Project		Award Type <input checked="" type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad	
Route ID	Begin Mile Point	End Mile Point	City Number 1169	County Number 17	County Name King
WSDOT Region Northwest Region	Legislative District(s) 32		Congressional District(s) 7		Urban Area Number 1

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date Month Year
P.E.	\$226,100	\$22,600	\$203,500	12/2019
R/W	\$41,700	\$4,200	\$37,500	9/2020
Const.	\$1,136,500	\$0	\$1,136,500	3/2021
Total	\$1,404,300	\$26,800	\$1,377,500	

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width 44'-54' (Richmond Beach Rd.)	Number of Lanes 4
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Richmond Beach Road is 4 lane minor arterial between 8th Ave. NW and 3rd Ave. NW. Located adjacent to Richmond Beach Shopping Center.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Mid-block crossing at Richmond Beach Road between 8th Ave. NW and 3rd Ave. NW with rectangular rapid flashing beacons (RRFB). Install ADA-compliant ramps and pedestrian lighting within project limits. Install RRFB's and radar speed signs (RRS) at various locations city-wide per attached sheet.

Local Agency Contact Person Bob Earl		Title Engineering Manager		Phone 206-801-2479	
Mailing Address 17500 Meridian Ave N.		City Shoreline		State WA	Zip Code 98133
Project Prospectus	By _____ Approving Authority				
	Title City Manager				Date

Agency City of Shoreline	Project Title Midblock Crossing&Citywide RRFB&RSS	Date 11/06/2019
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Type of Proposed Work

Project Type (Check all that Apply)

- ☐ New Construction ☐ Path / Trail ☐ 3-R
☐ Reconstruction ☒ Pedestrian / Facilities ☐ 2-R
☐ Railroad ☐ Parking ☐ Other
☐ Bridge

Roadway Width

N/A

Number of Lanes

N/A

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	<input type="checkbox"/> Principal Arterial <input checked="" type="checkbox"/> Minor Arterial <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input type="checkbox"/> Principal Arterial <input checked="" type="checkbox"/> Minor Arterial <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access
Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	30 mph	30 mph
Design Speed		
Existing ADT		
Design Year ADT		
Design Year		
Design Hourly Volume (DHV)		

Performance of Work

Preliminary Engineering Will Be Performed By Consultant Services	Others 90 %	Agency 10 %
Construction Will Be Performed By Contractor - TBD	Contract 75 %	Agency 25 %

Environmental Classification

- ☐ Class I - Environmental Impact Statement (EIS)
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreement
☐ Class III - Environmental Assessment (EA)
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreements
- ☒ Class II - Categorically Excluded (CE)
☐ Projects Requiring Documentation (Documented CE)

Environmental Considerations

Agency City of Shoreline	Project Title Midblock Crossing&Citywide RRFB&RSS	Date 11/06/2019
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Right of Way

<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the exiting right of way.	<input checked="" type="checkbox"/> Right of Way Needed <input checked="" type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
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Utilities

- ☐ No utility work required
☐ All utility work will be completed prior to the start of the construction contract
☒ All utility work will be completed in coordination with the construction contract

Railroad

- ☒ No railroad work required
☐ All railroad work will be completed prior to the start of the construction contract
☐ All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

Utility relocations will be determined during design.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? ☐ Yes ☒ No

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Shoreline

Date

By _____ Mayor/Chairperson

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorizing the City Manager to Execute a Local Agency Agreement with the Washington State Department of Transportation for the Meridian Avenue N Safety Improvements Project

DEPARTMENT: Public Works

PRESENTED BY: Tricia Juhnke, City Engineer

ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to execute a Local Agency Agreement with the Washington State Department of Transportation (WSDOT) to obligate \$963,900 of City Safety Program grant funding for the Meridian Avenue N Safety Improvements Project. The City was awarded a \$963,900 City Safety Program grant for design, right of way acquisition and construction of the project. In accordance with the City's purchasing policies, Council authorization is required for staff to obligate grant funds exceeding \$50,000. Additionally, WSDOT requires formal authorization of their contracts prior to execution.

RESOURCE/FINANCIAL IMPACT:

The City was awarded grant funding of \$963,900 for design, right of way acquisition and construction of this project. The estimated total cost of the project is \$985,600. This funding is Federally-sourced and provides for 98 percent of eligible costs. The remainder of the project funding will be provided by the Roads Capital Fund. This project will be added to the CIP as part of the mid-biennium budget adjustment scheduled for adoption in November 2019.

This project is funded as follows:

<i>City Safety Program</i>	<i>\$963,900</i>
<i>Roads Capital Fund</i>	<i>\$21,700</i>
Estimated Total Project Cost	\$985,600

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a Local Agency Agreement with WSDOT to obligate \$963,900 of grant funding for the Meridian Avenue N Safety project, including authorization of the Project Prospectus and any supplements or addenda that WSDOT may require.

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

BACKGROUND

The City's 2018 Traffic Report indicated that 39 percent of the 46 injury and fatal collisions in Shoreline between 2010 and 2016 involved a pedestrian. As a percentage of overall injury collisions, the number of non-motorized (pedestrian and bicycle) collisions is rising. In mid 2018, staff sought grant funding for improvements on a number of the identified segments, focusing on reducing the numbers of pedestrian and bicycle injury collisions.

The City was awarded a \$963,900 City Safety Program grant for design, right of way acquisition and construction of pedestrian safety improvements on Meridian Avenue N between N 155th Street and N 175th Street. A vicinity map of the project area is included as Attachment A. T

This project will:

- Modify channelization to enhance safety by adding a center turn lanes, bike lanes and modifying or reducing parking as needed;
- Improve pedestrian safety at the intersections of N163rd and N170th streets by installing median islands, pedestrian activated flashing beacons and street lights; and
- Update all curb ramps within the project limits to ADA compliance.

DISCUSSION

In accordance with the City's purchasing policies, Council authorization is required for staff to obligate grant funds exceeding \$50,000. Additionally, WSDOT requires formal authorization of their contracts prior to execution. Council therefore must authorize the City Manager to execute a Local Agency Agreement (Attachment B) with WSDOT to obligate this grant funding.

Council can elect not to approve the requested action. If Council takes this action, the grant would not be obligated, and the project would be cancelled.

COUNCIL GOAL(S) ADDRESSED

This project helps to implement City Council Goal 2: improve Shoreline's infrastructure to continue to delivery of highly-valued public service.

RESOURCE/FINANCIAL IMPACT

The City was awarded grant funding of \$963,900 for design, right of way acquisition and construction of this project. The estimated total cost of the project is \$985,600. This funding is Federally-sourced and provides for 98 percent of eligible costs. The remainder of the project funding will be provided by the Roads Capital Fund. This project will be added to the CIP as part of the mid-biennium budget adjustment scheduled for adoption in November 2019.

This project is funded as follows:

<i>City Safety Program</i>	\$963,900
Roads Capital Fund	\$21,700
Estimated Total Project Cost	\$985,600

RECOMMENDATION

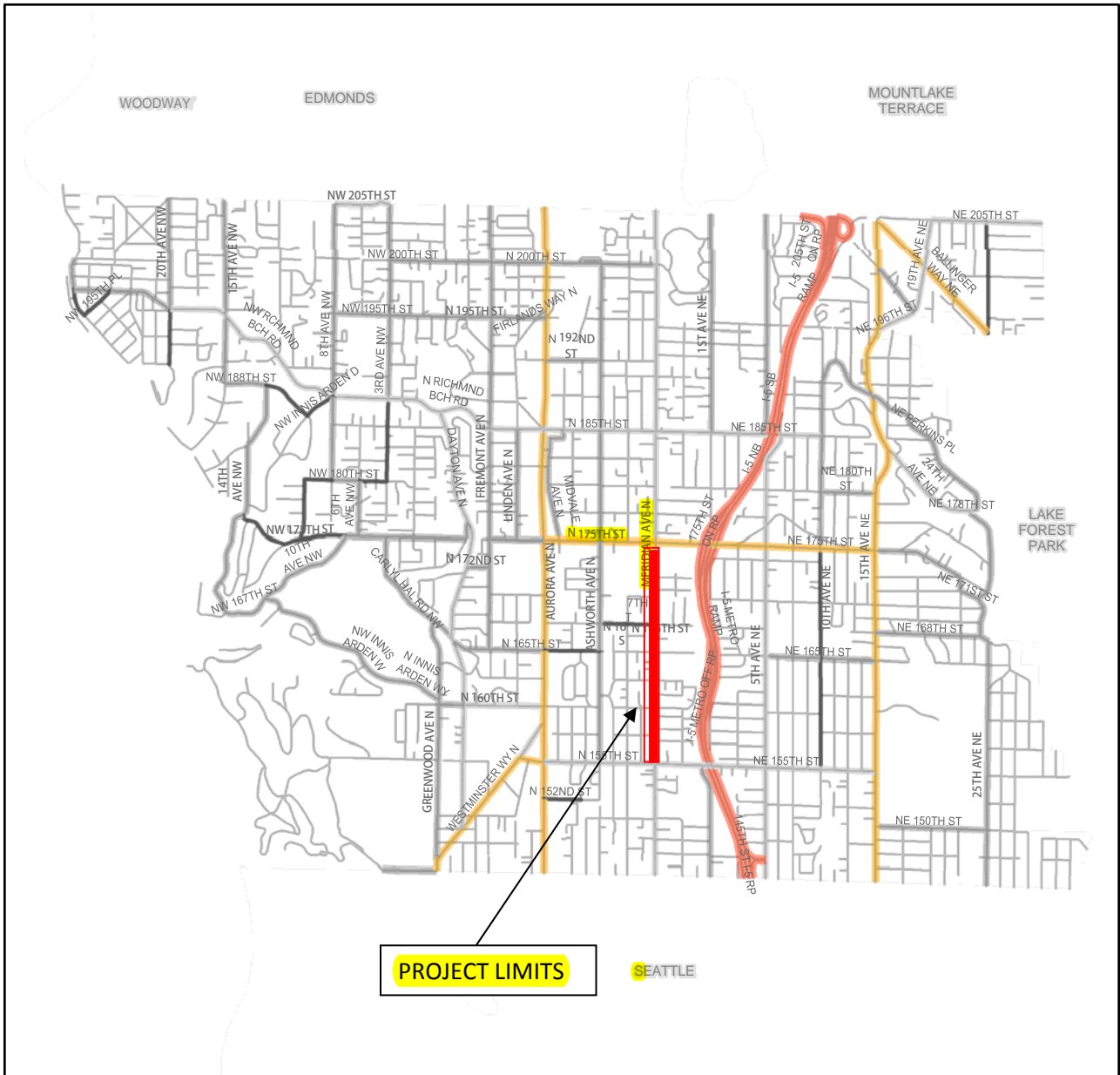
Staff recommends that Council move to authorize the City Manager to execute a Local Agency Agreement with WSDOT to obligate \$963,900 of grant funding for the Meridian Avenue N Safety project, including authorization of the Project Prospectus and any supplements or addenda that WSDOT may require.

ATTACHMENTS

Attachment A: Project Vicinity Map

Attachment B: WSDOT Local Agency Agreement and Project Prospectus

Attachment A

Meridian Ave N: N 155th St to N 175th St - Vicinity Map

- Rechannelize Meridian Ave N from N 155th St to N 175th St
- Install median island for existing crosswalk at N 170th St
- Install pedestrian activated flashing lights for crosswalk at N 170th St
- Install pole and streetlight for crosswalk at N 170th St
- Update curb ramps to be ADA compliant
- Install median island for existing crosswalk at N 163rd St
- Install pedestrian activated flashing lights for crosswalk at N 163rd St
- Install pole and streetlight for crosswalk at N 163rd St

MERIDIAN AVENUE SAFETY PROJECT

EXHIBIT B

- **LOCAL AGENCY AGREEMENT**
- **PROSPECTUS**



**Washington State
Department of Transportation**

Agency City of Shoreline

Address 17500 Midvale Avenue N.
Shoreline, WA 98133

Attachment B

Local Agency Agreement

CFDA No. 20.205

(Catalog or Federal Domestic Assistance)

Project No.

Agreement No.

For OSC WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) 2 CFR Part 180 – certifying that the local agency is not excluded from receiving Federal funds by a Federal suspension or debarment, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

Project Description

Name Meridian Ave. N. Safety Improvements

Length 1.01 miles

Termini 155th Street to 175th Street

Description of Work

Re-Channelize Meridian Ave. N. from N. 155th St. to N 175th St. from one lane each direction w/curb side parking to one travel lane and one bike lane in each direction with a TWLT lane and curb side parking where appropriate. Install refuge islands, lighting and flashing beacon systems at N. 170th St. and N. 163rd St. Reconstruct curb ramps within project area to be ADA compliant.

Project Agreement End Date 12/31/2023

Proposed Advertisement Date 3/31/2021

Claiming Indirect Cost Rate

☐ Yes ☒ No

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE	a. Agency	1.00	1.00	1.00
90 %	b. Other Consultant	1.00	1.00	1.00
Federal Aid	c. Other			
Participation	d. State	1.00	1.00	1.00
Ratio for PE	e. Total PE Cost Estimate (a+b+c+d)	3.00	3.00	3.00
Right of Way	f. Agency			
%	g. Other			
Federal Aid	h. Other			
Participation	i. State			
Ratio for RW	j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00
Construction	k. Contract			
%	l. Other			
Federal Aid	m. Other			
Participation	n. Other			
Ratio for CN	o. Agency			
	p. State			
	q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	0.00	0.00
	r. Total Project Cost Estimate (e+j+q)	3.00	3.00	3.00

Agency Official

By

Title City Manager

Washington State Department of Transportation

By

Director, Local Programs

Date Executed

Construction Method of Financing (Check Method Selected)**State Ad and Award**

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)

Method B - Withhold from gas tax the Agency's share of total construction coast (line 5, column 2) in the amount of

\$ _____ at \$ _____ per month for _____ months.

Local Force or Local Ad and Award

✓ Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on

November 18 _____, 2019 _____, Resolution/Ordinance No. _____ Council Motion

Provisions**I. Scope of Work**

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

Method A – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

Method B – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

Method C – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 60 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

XII. Nondiscrimination Provision

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and
- (c) Refer the case to the Department of Justice for appropriate legal proceedings.

XIII. Liquidated Damages

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

XIV. Termination for Public Convenience

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
- (5) The Secretary determines that such termination is in the best interests of the State.

XV. Venue for Claims and/or Causes of Action

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The approving authority certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XVII. Assurances

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Additional Provisions


**Washington State
Department of Transportation**
**Local Agency Federal Aid
Project Prospectus**

	Prefix	Route	()	Date	11/05/2019
Federal Aid Project Number				DUNS Number	961859385
Local Agency Project Number		(WSDOT Use Only)		Federal Employer Tax ID Number	91-1683888

Agency City of Shoreline		CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other		
Project Title Meridian Ave N Safety Improvements		Start Latitude N 47.755918 End Latitude N 47.741442		Start Longitude W -122.334887 End Longitude W -122.334488	
Project Termini From-To 175th Street 155th Street		Nearest City Name Shoreline			Project Zip Code (+4) 98133
Begin Mile Post	End Mile Post	Length of Project 1.1 miles		Award Type <input checked="" type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad	
Route ID	Begin Mile Point	End Mile Point	City Number 1169	County Number 17	County Name King
WSDOT Region Northwest Region	Legislative District(s) 32		Congressional District(s) 7		Urban Area Number 1

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date Month Year
P.E.	\$186,800	\$18,700	\$168,100	12/2019
R/W	\$60,000	\$6,000	\$54,000	9/2020
Const.	\$916,900	\$0	\$916,900	4/2021
Total	\$1,163,700	\$24,700	\$1,139,000	

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width 38'-55'	Number of Lanes 2
--------------------------	----------------------

One lane each direction with curb side parking.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Re-channelize roadway for one travel and one bike lane each direction, center two way left turn lane and curbside parking where appropriate. Installing refuge islands, lighting and flashing beacons at 170th and 163rd St. crosswalks. Reconstruct curb ramps within project to be ADA compliant.

Local Agency Contact Person Bob Earl		Title Engineering Manager		Phone 206-801-2479	
Mailing Address 17500 Meridian Ave N.		City Shoreline		State WA	Zip Code 98133
Project Prospectus	By _____ Approving Authority				
	Title City Manager				Date

Agency City of Shoreline	Project Title Meridian Ave N Safety Improvements	Date 11/05/2019
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Type of Proposed Work

Project Type (Check all that Apply)

- ☐ New Construction ☐ Path / Trail ☐ 3-R
☒ Reconstruction ☒ Pedestrian / Facilities ☐ 2-R
☐ Railroad ☐ Parking ☒ Other
☐ Bridge

 Roadway Width
 38'-55', varies

 Number of Lanes
 3 lanes + bike
Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	<input type="checkbox"/> Principal Arterial <input checked="" type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS	<input checked="" type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS
Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	35 / 20 (school zone)	35 / 20 (school zone)
Design Speed		
Existing ADT		
Design Year ADT		
Design Year		
Design Hourly Volume (DHV)		

Performance of Work

Preliminary Engineering Will Be Performed By Consultant Services	Others 90 %	Agency 10 %
Construction Will Be Performed By Contractor - TBD	Contract 85 %	Agency 15 %

Environmental Classification

- ☐ Class I - Environmental Impact Statement (EIS)
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreement
☐ Class III - Environmental Assessment (EA)
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreements
- ☒ Class II - Categorically Excluded (CE)
☐ Projects Requiring Documentation (Documented CE)

Environmental Considerations

Agency City of Shoreline	Project Title Meridian Ave N Safety Improvements	Date 11/05/2019
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Right of Way

<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input checked="" type="checkbox"/> Right of Way Needed <input checked="" type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
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Utilities

- ☐ No utility work required
☐ All utility work will be completed prior to the start of the construction contract
☒ All utility work will be completed in coordination with the construction contract

Railroad

- ☒ No railroad work required
☐ All railroad work will be completed prior to the start of the construction contract
☐ All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

Utility relocations will be determined during design.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? ☐ Yes ☒ No

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Shoreline

Date

By _____ Mayor/Chairperson

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Obligate \$225,000 in King County Flood Control District Flood Reduction Grant Funding for the Storm Creek Erosion Management Project
DEPARTMENT:	Public Works
PRESENTED BY:	John Featherstone, Surface Water Utility 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 that Council authorize the City Manager to execute an agreement with King County (Attachment A) for a \$225,000 King County Flood Control District (KCFCD) Flood Reduction Grant that funds a portion of the Storm Creek Erosion Management Project.

The Storm Creek Erosion Management Project will address an eroding reach of Storm Creek to manage erosion and mitigate landslide and flood risk within a bluff-side area. The project site is located at 18321 17th Place NW where Storm Creek crosses under 17th Place NW, passes between three homes and descends a steep bluff ravine, then crosses a culvert under the BNSF Railway and enters the Puget Sound.

Over the course of several years, severe erosion has deeply down-cut the steep bluff ravine downslope of the homes. If no action is taken, severe erosion is anticipated to continue, and the risk of catastrophic erosion, landslide, and blockage-driven flooding will increase threatening public safety, critical public infrastructure, private residences, and Puget Sound water quality. The City of Shoreline has teamed with the Ronald Wastewater District, the Innis Arden Club (homeowners association), and adjacent private property owners to collaborate on a solution to this issue.

Staff applied for the competitive King County Flood Control District 2016 Flood Reduction Grant on June 14, 2019; notification of the grant offer was received on September 18, 2019. The grant agreement will expire on December 31, 2022.

In accordance with the City's purchasing policies, Council authorization is required in order for staff to obligate grant funds exceeding \$50,000.

FINANCIAL IMPACT:

The total estimated Storm Creek Erosion Management Project cost is \$1,000,000; this grant will provide nearly one quarter of the total required funding. Matching funding is to be provided through a combination of funds provided by the City and project partners.

The exact fund-sharing arrangement between these groups has not yet been determined. The funding source for the City's contribution has not yet been determined, however, the 2019 Capital Improvement Program includes \$73,018 in currently unspent budget for the Storm Creek Erosion Management Study, which can be allocated to the City's funding contribution for this project.

RECOMMENDATION

Staff recommends that the Council authorize the City Manager to execute an agreement with King County for a \$225,000 King County Flood Control District Flood Reduction Grant that funds a portion of the Storm Creek Erosion Management Project.

ATTACHMENT:

Attachment A: Agreement for Award of Flood Reduction Grant Funds Between the City of Shoreline and King County for the Storm Creek Erosion Management Project

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

**AGREEMENT FOR AWARD OF
FLOOD REDUCTION GRANT FUNDS
BETWEEN THE CITY OF SHORELINE AND KING COUNTY**

This Agreement is made between King County, a municipal corporation, and the **City of Shoreline** (“Recipient”) (collectively referred to as the “parties” and in the singular “party”), for the purposes set forth herein. This Agreement shall be in effect from the date of execution to **December 31, 2022**

Project Contacts:

Contact for King County – Kim Harper, Grant Administrator, 206-477-6079,
Kim.harper@kingcounty.gov.

Contact for Recipient – John Featherstone, 206-801-2478, jfeatherstone@shorelinewa.gov.

SECTION 1. RECITALS

- 1.1 Whereas, the King County Flood Control District (“District”) is a quasi-municipal corporation of the State of Washington, authorized to provide funding for flood control and stormwater protection projects and activities; and
- 1.2 Whereas King County is the service provider to the District under the terms of an interlocal agreement ("ILA") by and between King County and the District, dated February 17, 2009, as amended, and as service provider implements the District's annual work program and budget; and
- 1.3 Whereas, on November 12, 2013, the District’s Board of Supervisors passed Resolution FCD2013-14.3 which established a Flood Reduction Grant Program and criteria for awarding grant funding for projects, and on November 5, 2018, the Board passed Resolution FCD2018-09.2, which authorized an allocation of \$3,166,261 from the District’s 2019 budget to fund flood reduction projects; and
- 1.4 Whereas, on September 18, 2019 the District’s Board of Supervisors passed Resolution FCD2019-11.1, which approved the flood reduction projects described in Attachment A to that Resolution; and
- 1.5 Whereas, in accordance with the terms of these Resolutions, and in its capacity as service provider to the District, King County has established policies and procedures for administering the flood reduction grant program, a copy of which has been furnished to Recipient and which is incorporated herein by this reference (hereinafter “Grant Policies and Procedures”); and
- 1.6 Whereas, the Recipient submitted an application to receive funds for a project to be

funded by the Flood Reduction Grant Program; and

- 1.7 Whereas the District's Board of Supervisors approved funding of Recipient's application for the project ("Project"), as described in Attachment A to Resolution FCD2019-11.1 in the amount of **\$225,000** ("Award"); and
- 1.8 Whereas King County has received a Scope of Work and a Budget for the Project from the Recipient and has determined that the Scope of Work, attached hereto and incorporated herein as Exhibit B ("Scope of Work"), and the Budget, attached hereto and incorporated herein as Exhibit C ("Budget"), are consistent with the Grant Policies and Procedures, the Recipient's application for the Project, and the Resolution approving funding for the Project; and
- 1.9 Whereas, King County and the Recipient desire to enter into this Agreement for the purpose of establishing the terms and conditions under which King County will provide funding from the District in accordance with Resolution FCD2019-11.1, and the Grant Policies and Procedures, and under which the Recipient will implement the Project.

SECTION 2. AGREEMENT

- 2.1. The Recitals are an integral part of this Agreement and are incorporated herein by this reference.
- 2.2. King County agrees to pay the Award amount to Recipient in the total amount of **\$225,000** from District funds. The Award shall be used by the Recipient solely for the performance of the Project, as described in Exhibit A to this Agreement. Exhibit A, attached hereto and incorporated herein by this reference, contains a description of the Project as described in Attachment A to Resolution FCD2019-11.1. King County shall pay the Recipient in accordance with the terms of the Grant Policies and Procedures.
- 2.3. The Recipient represents and warrants that it will only use the Award for the Scope of Work of this Agreement and in accordance with the Project Budget. The Recipient shall be required to refund to King County that portion of the Award which is used for work or tasks not included in the Scope of Work. Further, the Recipient agrees that King County may retain any portion of the Award that is not expended or remains after completion of the Scope of Work and issuance of the Final Report, as further described below.
- 2.4. Activities carried out for this Project and expenses incurred by the Recipient may predate the execution date of this Agreement provided that 1) they have been identified by Recipient as being within the scopes of numbers 2) and 3) below, and have been approved by King County as being within such scopes; 2) the activities are specified in the Scope of Work of this Agreement; 3) the expenses are incurred in carrying out the Scope of Work and are authorized by the Award as identified in the Budget of this Agreement; 4) the activities occur after the District passes a resolution approving an

award for the Project; 5) such activities and expenses otherwise comply with all other terms of this Agreement; and 6) reimbursements shall be paid to the Recipient only after this Agreement has been fully executed.

- 2.5. The Recipient shall invoice King County for incurred expenses using the Request for Payment form and Progress Report form for those documented and allowable expenses identified in the Budget and according to the rules set forth in the Grant Policies and Procedures. Blank forms shall be provided to the Recipient by King County upon execution of this Agreement. A progress report (with or without a request for payment) shall be made no less frequently than every six months after the effective date of this Agreement nor more frequently than every three months after the aforementioned date. A Progress Report form shall be submitted with all payment requests. A one- time advance of no more than 25% of the Award amount may be allowed, in the discretion of King County, for expenses anticipated to be incurred in the three months following the date of submission of the advance Request for Payment only for work that is included in the Scope of Work of this Agreement, and identified as such in the Request for Payment. Documentation of payments made from the advance payment shall be submitted to King County prior to any further requests for payment.
- 2.6. The Recipient shall be required to submit to King County a final report which documents the Recipient's completion of the work in conformance with the terms of this Agreement within thirty (30) days after the completion of the work. The final report may be submitted on the Closeout Report form unless a more detailed final report is specified in the scope of work. A blank form shall be provided to the Recipient by King County upon execution of this Agreement. The final report shall include a summary of the Project's successes and shall address the flood reduction benefits accomplished by the work.
- 2.7. The Recipient's expenditures of Award funds shall be separately identified in the Recipient's accounting records. If requested, the Recipient shall comply with other reasonable requests made by King County with respect to the manner in which Project expenditures are tracked and accounted for in the Recipient's accounting books and records. The Recipient shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles as further described in Section 2.8 below, and to meet the requirements of all applicable state and federal laws.
- 2.8. The Recipient shall be required to track project expenses using the Budget Accounting and Reporting System for the State of Washington ("BARS") or Generally Accepted Accounting Principles set forth by the Financial Accounting Standards Board or by the Governmental Accounting Standards Board.
- 2.9. King County or its representative, and the District or its representative, shall have the right from time to time, at reasonable intervals, to audit the Recipient's books and records in order to verify compliance with the terms of this Agreement. The Recipient shall cooperate with King County and the District in any such audit.

- 2.10. The Recipient shall retain all accounting records and project files relating to this Agreement in accordance with criteria established by the Washington State Archivist Local Government Common Records Retention Schedule (CORE) as revised.
- 2.11. The Recipient shall ensure that all work performed by its employees, agents, contractors or subcontractors is performed in a manner which protects and safeguards the environment and natural resources and which is in compliance with local, state and federal laws and regulations. The Recipient shall implement an appropriate monitoring system or program to ensure compliance with this provision.
- 2.12. The Recipient agrees to indemnify, defend and hold harmless King County, and the District, their elected or appointed officials, employees and agents, from all claims, alleged liability, damages, losses to or death of person or damage to property arising out of any acts or omissions of the Recipient, its employees, agents, contractors or subcontractors in performing its obligations under the terms of this Agreement.
- 2.13. The Recipient agrees to acknowledge the District as a source of funding for the Project on all literature, signage or press releases related to the Project. The Recipient may obtain from King County a District logo that may be used in the acknowledgement.

SECTION 3. GENERAL PROVISIONS

- 3.1. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
- 3.2. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No prior or contemporaneous representation, inducement, promise or agreement between or among the parties which relate to the subject matter hereof which are not embodied in this Agreement shall be of any force or effect.
- 3.3. No amendment to this Agreement shall be binding on any of the parties unless such amendment is in writing and is executed by the parties. The parties contemplate that this Agreement may from time to time be modified by written amendment which shall be executed by duly authorized representatives of the parties and attached to this Agreement.
- 3.4. Each party warrants and represents that such party has full and complete authority to enter into this Agreement and each person executing this Agreement on behalf of a party warrants and represents that he/she has been fully authorized to execute this Agreement on behalf of such party and that such party is bound by the signature of such representative.
- 3.5. The Project shall be completed by no later than **December 31, 2022**. In the event that the Project is not completed by this date, King County has the discretion, but not the obligation, to terminate this Agreement and retain any unexpended Award funds.

- 3.6. This Agreement may be signed in multiple counterparts.
- 3.7. If any provision of this Agreement shall be wholly or partially invalid or unenforceable under applicable law, such provision will be ineffective to that extent only, without in any way affecting the remaining parts or provision of this Agreement, and the remaining provisions of this Agreement shall continue to be in effect.
- 3.8. The amount of the Award has been fully funded by the District. To the extent that funding of the Award requires future appropriations by the District, King County's obligations are contingent upon the appropriation of sufficient funds by the Board of Supervisors of the District to complete the Scope of Work. If no such appropriation is made, this Agreement will terminate at the close of the appropriation year for which the last appropriation that provides funds under this Agreement was made.

This document has been approved as to form by the King County Prosecuting Attorney's Office as of September 12, 2015.

KING COUNTY:

RECIPIENT:

By _____

By _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

EXHIBIT A: PROJECT DESCRIPTION

PROJECT NAME	RECIPIENT	DESCRIPTION	LEVERAGE	AWARD
Storm Creek Erosion Management	City of Shoreline	The project will address a badly-eroded reach of Storm Creek to manage erosion and mitigate landslide-driven flood risk within a steep bluff-side area close to homes. If no action is taken, severe erosion will continue, and risk of catastrophic erosion, landslide, and blockage-driven flooding will increase, threatening public safety, critical public infrastructure, private residences, and Puget Sound water quality. The City of Shoreline has teamed with the Ronald Wastewater District, the Innis Arden Club (homeowners association), and adjacent private property owners to collaborate on a solution to this issue.	\$233,000	\$225,000

EXHIBIT B: SCOPE OF WORK

TASKS	ACTIVITIES AND DELIVERABLES	APPROX. PERCENT OF AWARD	MONTH/YEAR TASK WILL BE COMPLETED
Task 1: Project Administration (Required task)	Submit reimbursement request forms, backup documentation for billing, and progress reports at least every 6 months. Submit a Fiscal Closeout form and a Closeout Report form with the final reimbursement request.	1%	December 2022
Task 2: Design and Permitting	Consultant will produce a Final Design (Ad- Ready) set and approved permit application packages (as needed). This will include tasks necessary to complete these deliverables, such as data collection, alternatives analysis, field survey, environmental assessments, and other work.	99%	March 2022

EXHIBIT C: BUDGET

BUDGET ITEM	GRANT AWARD REQUEST	FINANCIAL LEVERAGE (not required)		LEVERAGE TOTAL	TOTAL (Grant + Leverage)
		SOURCE NAME			
		City of Shoreline	Ronald Waste- water District		
		AMOUNT			
STAFFING	\$35,000	\$43,000		\$43,000	\$78,000
COMMERCIAL SERVICES AND CREW TIME	\$190,000	\$95,000	\$95,000	\$190,000	\$380,000
TOTAL	\$225,000	\$138,000	\$95,000	\$233,000	\$458,000

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorizing the City Manager to Execute an Amendment to the Contract with Jacobs Engineering Group for the Design and Right of Way Services for the SR-523 (N/NE 145th Street) – Aurora Avenue to Interstate-5 Project in an Amount Not to Exceed \$1,876,114

DEPARTMENT: Public Works

PRESENTED BY: Tricia Juhnke, City Engineer

ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline has completed 30% design of the 145th Corridor project (SR 523 – Aurora Avenue N to Interstate 5). The original contract with CH2M Hill included scope and fees through 30% design and environmental review of the project. Therefore a contract amendment is needed to proceed with design to 60% and move into the right-of-way phase of the project. Since the initial contract authorization, CH2M Hill has been acquired by Jacobs Engineering Group (Jacobs) thus the name has been revised from the original contract. Tonight, Council is being asked to authorize the City Manager to execute an amendment with Jacobs to continue with design and right-of-way services.

RESOURCE/FINANCIAL IMPACT:

Jacobs will continue engineering design and right of way services for the project as defined in Attachment A to this staff report. The fee for services will be \$1,876,114. The City has received \$4,235,000 of Surface Transportation Program grant funding for environmental review and final design. The additional funds for this amendment come from Roads Capital. Future phases of the project will utilize Connecting Washington grant funds. The project cost and budget summary for the design phase is as follows:

EXPENDITURES

City Staff + Expenses	\$ 750,000
Consultant Contracts (CH2MHill/Jacobs)	
30% Design and Environmental (original contract)	\$ 1,710,640
60% Design and Right of Way Acquisition Services	\$ 1,876,114
(This amendment)	
Final Design (available budget)	\$ 555,156
WSDOT	\$ 4,050
Total Expenditures	\$ 4,895,960

REVENUE

Roads Capital Fund (Design Phase)	\$ 660,960
Federal Grant (Design Phase)	\$ 4,235,000
<hr/>	
Total Revenue	\$ 4,895,960

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an amendment with Jacobs Engineering Group for 60% design and right of way services related to the SR-523 (N/NE 145th Street) – Aurora Avenue N to Interstate-5 Interchange Project in an amount not to exceed \$1,876,114 for a contract total of \$3,586,754.

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

BACKGROUND

In 2016, the City completed the 145th Street Multimodal Corridor Study which identified needed improvements along SR-523 (145th Street) from Aurora Avenue N to Interstate-5, in addition to improvements on three other segments of the corridor. The improvements are needed to improve traffic operations, safety, pedestrian and bicycle mobility and to improve access to the proposed 145th Street light rail station. The Multimodal Corridor Study broke the project into five phases that are consistent with segments of the roadway. This contract covers the segment from Interstate 5 to Aurora Avenue N. The interchange is being designed through a separate project; the segment from SR-522 to I-5 is included in the Sound Transit 3 scope; and the final segment from Aurora Avenue to 3rd Avenue is not currently funded for design.

On June 5, 2017, the City Council authorized the City Manager to enter into a contract with CH2MHill for the design and environmental services for the 145th Corridor project. The staff report for this Council authorization can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport060517-7b.pdf>. The scope of the initial contract covered through 30% design and environmental review for a contract amount of \$1,710,640.

DISCUSSION

Work performed under this amendment will advance the design to 60% completion and will support the City's future purchase of the right of way needed for the project.

The project has three funding sources: local funding from the Roads Capital Fund; federal grant funding for engineering and design; and state Connecting Washington funding for right of way acquisition and a portion of construction. Additional funding will be needed for completion of the project.

ALTERNATIVES ANALYSIS

CH2M was selected for this work in 2017 based on a competitive selection process including review of written qualifications, an interview, and a review of references. The scope of the selection process included design, right of way services and construction. Their work on the preliminary design and environmental documentation has been satisfactory and staff recommends that the consultant be retained for the additional services presented.

RESOURCE/FINANCIAL IMPACT

Jacobs will continue engineering design and right of way services for the project as defined in Attachment A to this staff report. The fee for services will be \$1,876,114. The City has received \$4,235,000 of Surface Transportation Program grant funding for environmental review and final design. The additional funds for this amendment come from Roads Capital. Future phases of the project will utilize Connecting Washington grant funds. The project cost and budget summary for the design phase is as follows:

EXPENDITURES

City Staff + Expenses	\$ 750,000
Consultant Contracts (CH2MHill/Jacobs)	
30% Design and Environmental (original contract)	\$ 1,710,640
60% Design and Right of Way Acquisition Services (This amendment)	\$ 1,876,114
Final Design (available budget)	\$ 555,156
WSDOT	\$ 4,050
Total Expenditures	\$ 4,895,960

REVENUE

Roads Capital Fund (Design Phase)	\$ 660,960
Federal Grant (Design Phase)	\$ 4,235,000
Total Revenue	\$ 4,895,960

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an amendment with Jacobs Engineering Group for 60% design and right of way services related to the SR-523 (N/NE 145th Street) – Aurora Avenue N to Interstate-5 Interchange Project in an amount not to exceed \$1,876,114 for a contract total of \$3,586,754.

ATTACHMENTS

Attachment A: Jacobs Engineering 145th Street Multimodal Corridor Project – Aurora Avenue to Interstate-5 Project, 60% Design and Right of Way Acquisition Scope of Work

City of Shoreline
145th Street Multimodal Corridor Project
Aurora Avenue to I-5
60% Design and Right of Way Acquisition

11/01/2019

Exhibit A-1

Scope of Work

Amendment 1

During the term of this AGREEMENT, CH2M HILL, Inc., a wholly owned subsidiary of Jacobs Engineering, Inc. (CONSULTANT) team will perform professional services in connection with the 145th Street Multimodal Corridor Project as described below. The CONSULTANT team consists of CH2M HILL, Inc., LMN Architects, EnviroIssues, Parametrix, Alta Planning + Design, HBB Landscape Architecture, and RES Group Northwest.

PROJECT DESCRIPTION

This Scope of Work is for the CITY of Shoreline 145th Street Multimodal Corridor Project with project extents from the Aurora Avenue intersection to the I-5 Interchange (approximately 1 mile). This scope includes survey and base mapping, right of way acquisition, 60% design engineering, plans, specifications, cost estimating, environmental permitting, public involvement, agency approvals, and agency coordination. The Project will be completed in Phases. This scope of work is for the following phases:

- Phase 1 and Phase 2 Right of Way Acquisition
- Phase 1, Phase 2, and Phase 3 60% design

Completion of final design will require an amendment of this scope with additional tasks for right of way services and final design.

Proposed improvements are based on the 145th Street Corridor 30% Design. The Design includes signalized intersection improvements at Meridian Avenue and 1st Avenue NE involving new left turn lanes, new traffic signals, signal timing modifications, new sidewalk, curb ramps, landscaping, bus zones, and urban design treatments. Overhead utilities will be relocated underground for a portion of the corridor, and storm drainage improvements will be made. In addition, an off-corridor bike network will be developed for the corridor.

~~11/4/2019~~ 10/18/2019

C-1

This scope of work assumes that the project will have duration of no more than 24 months commencing in November 2019 and being completed by November 2021.

The baseline milestone schedule for the project is shown on the table below:

Table 2. Project Design Milestones

	Dates
Notice to Proceed	November 1, 2019
PS&E – 60% Submittal	May 28, 2020
WSDOT R/W Certification	January 31, 2021

Scope Assumptions

The following general assumptions have been made in developing the Scope of Work and Budget for 145th Street. Additional detail has been included in the task descriptions contained in the remainder of the Scope of Work

General Assumptions

1. This Scope of Work is premised on a notice-to-proceed date of approximately November 1, 2019, with a 24-month project duration for final design activities. CONSULTANT's ability to meet this schedule is contingent upon timely receipt of information and / or comments from CITY or third parties. The Project Right-of-Way and Design Survey has already been completed. Supplemental survey found in this Scope of Work will be as needed and not exceed the maximum hours listed in this Scope of Work.
2. This Scope of Work lists task items to be performed by other City of Shoreline agencies and stakeholders. *CITY will secure agreement between CITY and the other City of Shoreline agencies and stakeholders and coordinate the execution of this Scope of Work. A stakeholders meeting (led by CITY) will occur prior to signing agreements to ensure that there is agreement from other City agencies and the products they need.*
3. Work performed will be in accordance with the WSDOT Local Agency Guidelines as applicable.
4. If additional sheets are required to adequately detail the project, then the level of effort and associated fees will be adjusted.
5. All drawings will be produced using AutoCAD®, following City of Seattle Standards.
6. City of Shoreline, SDOT and review AGENCIES will take four weeks to review all products. CITY will be responsible for the collecting comments from AGENCIES reviews, resolving conflicting comments, and submitting one set of consolidated comments to the CONSULTANT for each submittal.
7. *The CONSULTANT will coordinate and obtain rights-of-entry.*

8. If asbestos or hazardous substances in any form are encountered or suspected, CONSULTANT will stop its own work in the affected portions of the PROJECT to permit testing and evaluation by CITY. If asbestos is suspected, CONSULTANT will, if requested, support CITY with related activities using a qualified subcontractor at an additional fee and contract terms to be negotiated. If hazardous substances other than asbestos are suspected, CONSULTANT will, if requested, conduct tests to determine the extent of the problem and will perform the necessary studies and recommend remedial measures at an additional fee and contract terms to be negotiated. CITY recognizes that CONSULTANT assumes no risk and/or liability for a waste or hazardous waste site originated by other than CONSULTANT.
9. Subsurface Investigations - In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These conditions and cost/execution effects are not the responsibility of CONSULTANT.
10. Opinions of Cost, Financial Considerations, and Schedules - In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the project, CONSULTANT has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, CONSULTANT makes no warranty that CITY's actual project costs, financial aspects, economic feasibility, or schedules will not vary from CONSULTANT's opinions, analyses, projections, or estimates.
11. CONSULTANT will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by CITY.

1.0 PROJECT MANAGEMENT

The CONSULTANT will provide overall project administration and management for the duration of this contract.

- 1.1 Project Management Plan. Preparation of an updated project management plan to include a project work breakdown structure (WBS), identification of the project team and organization structure, scope of services, invoicing procedures, communication plan, quality management plan, risk analysis plan, project Health and Safety Plan, Change Management Plan, and Contract Close-out Plan.
- 1.2 Quality Plan. The CONSULTANT will prepare an updated project quality plan (PQP) that addresses quality control. The project quality manager will administer the PQP. Quality control includes technical discipline review while the work is in progress and senior review of work products prior to submittal to the CITY.

The PQP will include the following: Process, sequence, and procedures of reviews, Individual roles and responsibilities of reviewers, documentation and response to review comments for internal and external reviews, approval process

- 1.3 Project Schedule. An overall project schedule completion date will be established by the CITY. A detailed schedule for the CONSULTANT work elements shall be prepared by the CONSULTANT and will be jointly developed with the CITY. The baseline schedule shall be delivered to the CITY within 45 days from the date of the Notice to Proceed. The schedule shall be revised up to 6 times during the course of the project, at the request of the CITY.
- 1.4 Direction and Review. Implementation of the workplan, and direction of the staff and review of their work over the course of the project shall be provided. This is for the overall project rather than a specific work element and shall provide guidance to the entire team. The CONSULTANT shall direct and control the staff by supervising their work, holding regular internal coordination meetings, and by other methods.
- 1.5 Document Management. The CONSULTANT shall provide for the management of the drawings and documents received and generated over the course of the project. This information shall be filed to facilitate ready and selective retrieval. A status of requested information also shall be maintained by the CONSULTANT.
- 1.6 Monthly Progress Reports and Invoicing. This work element shall include the monthly invoice and progress reports. Invoices and backup shall be prepared in accordance with the format agreed to with the CITY project manager. The progress reports shall describe the work accomplished during the billing period including the status of individual work elements, meetings attended, and action or information needed from the CITY. Progress reports shall also indicate work to be accomplished during the next month. The progress reports shall be submitted to the CITY with the monthly invoice.
- 1.7 Budget Monitoring and Projections. Periodic monitoring of the CONSULTANT'S budget shall occur over the course of the project and projections provided to the CITY upon request. Current project financial status as well as independent projections (i.e. non-project related Consultant staff) to complete work shall be developed as needed. This work element is intended to help monitor costs and budgets and to propose corrective actions. These actions could include formal requests for budget or scope modifications.
- 1.8 Issue and Change Management. The Change Management Plan shall address the five elements of change management: Identification of change; Analysis of the change and determination of its impacts; Development of a response strategy; Communication of the strategy and gaining agreement on the change; and Revision of the workplan, scope, schedule and budget
- 1.9 Subconsultant Management. SUBCONSULTANT management shall provide an overview of progress, review invoices and provide overall coordination of SUBCONSULTANTS conducting various project elements.

Task 1 Deliverables:

- Project Management Plan
- Project Quality Plan
- Project schedule and up to six (6) schedule updates
- Monthly invoices and progress reports

- Monthly budget status reporting
- Project change log and updates

2.0 PROJECT DELIVERY AND PROJECT COORDINATION

This work element is continuous throughout the duration of the project. It includes the work necessary to coordinate the work with the CITY, related projects, and project team. Coordination with partner agencies is included in Task 12.

- 2.1 Project Management Team Meetings. The CONSULTANT will plan and facilitate monthly project management team (PMT) meetings. The CITY will host the PMT meetings. These meetings will occur rotating between the CITY's office and the CONSULTANT'S office and are assumed to be 2 hours in length. Up to two CONSULTANT team staff members will attend each meeting, depending on the agenda. The CONSULTANT will prepare meeting agendas, meeting summaries, and action items.
- 2.2 Risk Management. The Risk Register is a tool that identifies potential risks to the project and management strategies for those risks. A Risk Register will be maintained and updated by the CONSULTANT up to five times to monitor project progress over the course of the development of this Project Element.
- 2.3 Interchange Project Coordination Meetings. The CONSULTANT will facilitate monthly project coordination meetings with the Interchange Project team. These meetings will occur at the CITY's office and are assumed to be 2 hours in length. Up to two CONSULTANT team staff members will attend each meeting, depending on the agenda. The CONSULTANT will prepare meeting agendas, meeting summaries, and action items.
- 2.4 Consultant Project Team Meetings. The CONSULTANT will plan and lead bi-weekly team meetings to coordinate work between the team members. This effort is for the overall project rather than a specific task and is intended to provide the coordination that the team will need to understand project priorities, deadlines, and resolve issues that arise. CITY staff involvement is encouraged. For budgeting purposes, bi-monthly meetings, two hours in length are assumed over the duration of the project (24 meetings).

Assumptions:

- CITY will pay directly for venue reservations and facilitation materials (if needed).

Task 2 Deliverables:

- PMT meeting agendas and meeting notes
- Risk Register, up to five updates
- Interchange Coordination Meeting agendas and meeting notes

3.0 Funding Support

The CONSULTANT will assist the CITY in its continued pursuit of full funding for the Project. This will consist of the preparation of funding applications and promotion of the project.

- 3.1 Identification of Opportunities. Identify potential funding opportunities that could provide partial or full funding of corridor pre-construction activities, right-of-way, and construction of improvements. Anticipate schedule for application submittals for each source. Establish unique requirements for

each source to help prepare for application. List intent of each source and special attributes and criteria that are important to those funding programs.

3.2 Funding Program Coordination. Maintain contact with funding programs and coordinating agencies to anticipate opportunities and to keep them informed on this project.

3.3 Project Promotion. Maintain interest and promote the project with local and federal funding partners through regular contact. Seek to maintain consensus among partnering agencies by addressing their issues, and considering their project needs.

Task 3 Deliverables:

- Project brochure development and updates
- Grant application support, up to two (2)
- Cash flow analysis

4.0 Right of Way

Assumptions:

- Right of Way acquisition for the Project will be completed in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA), WSDOT's Local Agency Guidelines manual – Section 25 (Right of Way Procedures), and the City's WSDOT approved Right of Way Acquisition procedures, dated January 31, 2018.
- The CONSULTANT will provide the CITY with a list of title reports needed. Costs to obtain the title reports will be paid directly by the CONSULTANT.
- Relocations will be identified after the completion of the relocation plan
- Phase 1
 - 17 property acquisitions within the City of Shoreline
 - 3 property acquisitions within the City of Seattle
- Phase 2
 - 16 property acquisitions within the City of Shoreline
 - 5 property acquisitions within the City of Seattle
- Phase 3
 - 21 property acquisitions within the City of Shoreline
 - 12 property acquisitions within the City of Seattle
 - Phase 3 right of way activities are not included in this scope of work

4.1 Preparation and Administration

This task covers coordination and planning of the overall process with the Right of Way Acquisition team. Coordinate with City the use of approved acquisition documents. The CONSULTANT will prepare parcel files meeting the documentation requirements of the effective Local Agency Guidelines at the time of acquisition to include but is not limited to fair offer letters, recording and ancillary documents, a

standard diary form indicating all contacts with owner(s), and other items necessary for negotiations. The CONSULTANT will coordinate up to 6 bi-weekly teleconference meetings with the CITY.

4.2 Review Title Reports and Parcel Calculations

The CITY will order preliminary commitments for title for parcels affected by fee-simple or easement acquisitions, and possibly other properties affected by this project, as deemed necessary by the CITY.

The CONSULTANT will review existing right of way and ownership information. The CONSULTANT will review special exceptions described in each title report to determine the City's acceptance of title at closing and provide the City with a parcel summary memo listing ownerships, title exceptions, and various encumbrances. The CONSULTANT will calculate property lines for parcels affected by fee-simple, easement acquisitions, and possibly other properties affected by this project, as requested by the CITY.

Setting of property lines and/or corner surveys are NOT a part of this work.

Deliverables:

- Parcel Calculations and Supporting Documentation
- Required Title Report List
- Title Reports and Updates

4.3 Legal Descriptions

The CONSULTANT will identify right of way requirements for each parcel within the project limits, as shown on the Right of Way Plans. The CONSULTANT will prepare a legal description for each individual acquisition area (partial or full fee simple, permanent easements, temporary construction easements) as required from each affected parcel.

This scope does not include the preparation of legal descriptions for temporary construction easements.

No legal descriptions or exhibits will be required for full acquisitions, but full parcel acquisitions will be reflected on the Right of Way Plans if applicable. Legal descriptions for full parcel fee simple acquisitions will be obtained directly from related title report.

Deliverables:

- Parcel Legal Descriptions and Supporting Documentation

4.4 Parcel Maps

The CONSULTANT will prepare a parcel exhibit map for each parcel affected by partial acquisition, permanent easements, and temporary construction easements/permits. Each exhibit map will include Tax Parcel ID, limits of fee-simple or easement acquisitions, limits of temporary construction easements/permits (if any), existing property boundary, existing right-of-way and easements, street names and widths, north arrow, Section, Township, Range, and dates and names for preparation, checks and revisions.

Deliverables:

- Parcel Exhibit Maps and Supporting Documentation.

4.5 Administrative Offer Summary (AOS)

Following review of the right-of-way plan, CONSULTANT will prepare an AOS for all impacted parcels. AOS will be written for those acquisitions valued under \$25,000 in the PFE. Should any appraisals be required, CONSULTANT will make a recommendation with cost estimates for appraisal consultants to the CITY.

Assumptions:

- Project Funding Estimate is included in prior Scope of Work

Deliverables:

- Administrative Offer Summaries

4.6 Appraisal and Appraisal Review

Appraisal and appraisal review contracts shall be handled directly by the CONSULTANT.

Deliverables:

- Appraisals
- Appraisal reviews

4.7 Title Review, Clearing and Closing

CONSULTANT will review title reports for affected parcel and provide Title Review Memos identifying all potential encumbrances to project team members. CONSULTANT will assist in clearing the necessary encumbrances prior to closing, if feasible. CONSULTANT will assist in facilitating in-house closing on low impact parcel or manage closing through escrow should those services become necessary.

Deliverables:

- Title Reports and Updates (from CITY to CONSULTANT)
- Title review memos
- List of required Title Reports

4.8 Right of Way Documentation, Negotiations and Closing

CONSULTANT will assist the CITY in developing all right-of-way documents/offer letters in accordance with the CITY's right-of-way procedures manual for acquisition of impacted properties. The CONSULTANT will prepare a Right of Way acquisition schedule. CONSULTANT will draft the acquisition documents using CITY approved forms or QC any forms that are created directly by CITY staff for pre-acquisition review by the WSDOT LPA coordinator, only if necessary, before any offers are made to property owners.

CONSULTANT agents will act in good faith at all times and never coerce owners in an attempt to settle the parcels. All negotiations will start with an in-person presentation of all offers when feasible. We will identify property owner issues, concerns and differences early on and document that information in the individual parcel negotiation diaries. CONSULTANT will work with CITY staff throughout the negotiation process and with the property owner until settlement is reached on each parcel. If negotiations reach an impasse, the CONSULTANT will provide the CITY with written notification. The filing and cost of condemnation proceedings shall be the responsibility of the CITY.

Deliverables:

- Weekly Status Reports
- Transmittal Packages
 - Title Memos
 - Offer Letter
 - Payment Vouchers
 - Escrow Instructions
 - Conveyance Documents
 - Diaries
- Condemnation Transmittal Packages (as needed)

- Baseline Right of Way acquisition schedule

4.9 Property Owner Coordination Support

Prepare an interface plan overlay on aerial photograph, one cross-section, and driveway regrade design profiles. These deliverables may be used in meetings with CITY staff, the CITY's appraiser, and property owners.

Deliverable(s) may include:

- Plan view of property interface design option over aerial mapping
- Cross-sections
- Driveway re-grade design profiles
- Utility Service Changes.

4.10 Right of Way Certification

CONSULTANT will assemble the project's final parcel files and draft the supporting certification memo and property interest's summary. CONSULTANT will maintain constant contact with the local WSDOT LPA coordinator throughout the project, follow the WSDOT LAG manual and Uniform Act guidelines, and use the prescribed right-of-way documents with as little deviation as possible.

Deliverables:

- Certification Worksheets

4.11 Relocation Assistance and Advisory Services

The CONSULTANT shall develop a relocation plan and addendums, prepare and present all relocation notices and benefit letters, provide relocation advisory services, prepare relocation documents, participate in appeals, and compile executed documents and final relocation files for submittal to the CITY.

Deliverables:

- Weekly Status Repots
- Relocation Plan and Addendums
- Relocation files, including:
 - Required notices
 - Claim forms
 - Preparation of Commercial or Residential Move Bids solicitation
 - Relocation memos approved by the City with back-up documentation

5.0 Phase 1 and 2 60% Contract Drawings

This final design task progresses the design from 30 percent level to preparing the 60 percent contract drawings for review. See Attachment A for sheet list by Discipline. In addition to preparing the contract drawings, the CONSULTANT will maintain design documentation including design calculations. Quantity take-offs will be performed for each discipline under this task, to be compiled in Task 6, Cost Estimating.

5.1 General Plans

5.1.1 General Plans

The CONSULTANT will prepare a cover sheet in accordance with CITY standards and an index of drawings. The list of plan sheet titles in the indices will exactly match the titles as they appear on the plan sheets. See Appendix A for preliminary list of the contract drawing sheets.

The CONSULTANT will prepare a vicinity map showing the project limits in accordance with CITY standards. The vicinity map will include the beginning and ending of construction, stations, major cross streets, waterways, and critical areas.

The CONSULTANT will prepare a sheet layout index for each scale used showing the sheet layout for the various disciplines. The CONSULTANT will prepare general notes, abbreviations, and symbols sheet.

A summary of quantities depicting bid items quantities will not be included in the plan set.

5.1.2 Survey Control, Alignment, and Right of Way Plans

The CONSULTANT will prepare a Survey Control, Alignment, and Right of Way Plan that will show monumentation, alignment information, right of way, and survey control.

Task 5.1 Deliverable(s):

- Plans described in Tasks 5.1 and as listed in Attachment A: Sheet List by Discipline

5.2 Roadway Plans

The CONSULTANT will prepare plans, profiles, cross-sections, and details for the roadway improvements.

5.2.1 Typical Roadway Sections

The CONSULTANT will prepare typical roadway cross-sections denoting roadway widths, sidewalks, medians, landscaping and traffic lanes.

5.2.2 Paving and Grading

The CONSULTANT will prepare roadway modification plans that will show dimensions for roadway outlines and sidewalks. The plans will also show curb returns, tapers, intersection layouts, proposed driveway access, and other pertinent surface features. Property conform limits will be developed and shown in the form of cut-and-fill lines and property reconstruction limit. The CONSULTANT will perform property interface design to existing terrain, including driveway grading, and identify retaining wall location and grading to match existing. Property interface design will be shown on the roadway modification plans. The location of preliminary driveway access for the properties impacted by the selected alternative will be determined based on property access requirements and City of Shoreline standards. Existing driveways might be combined or their location changed to maintain/improve traffic operations and account for safe operations. Driveway modifications will be shown on the paving and grading plans.

The CONSULTANT will prepare vertical profile drawings for the main roadways and cross streets within the project area. Cross-slope diagrams will be included on the profiles. Cross-sections will be prepared denoting roadway widths, sidewalks, medians, landscaping and traffic lanes.

The CONSULTANT will coordinate with King County Metro on geometric requirements for bus/transit movements. King County Metro coordination is included in Task 12.

The CONSULTANT will prepare paving details for non-standard construction item details, such as non-standard curbs and driveway aprons.

5.2.3 Intersection Grading

Plans detailing intersections in the project area will be prepared at 1 inch = 10 feet scale showing curb ramp details, number of lanes, turn pockets, and curb return data for each leg of the intersection including tables with gutter elevations at PC, PT, quarter; grades, radius and length of curve will also be provided. Lane width and therefore the overall footprint of each major intersection will be essentially known and can be used to ascertain right-of-way impacts. Roadway contour grading for intersections will be prepared. Vehicle turn simulation figures, at 1 inch = 40 feet scale, will be updated as necessary.

Task 5.2 Deliverable(s):

- Roadway plans described in Tasks 5.2 and as listed in Attachment A: Sheet List by Discipline

5.3 Drainage and Utility Plans

5.3.1 Drainage Plans and Details

The CONSULTANT will prepare plans and details for the drainage design, including plan views of drainage pipes and structures, connections to the existing stormwater systems, stormwater treatment and flow control facilities, and nonstandard drainage details. These storm system layouts will include catch basin, manhole and stormwater management facility locations, and the details required to describe them.

These updates also include updates to the BMP modelling that was previously completed for 30% drainage design.

For coordination purposes, the drainage plans will include the street lighting poles, traffic signal poles, conduit runs, and junction box locations as designed in Task 5.4, Traffic Plans.

5.3.2 Drainage Profile Plans

These plans will include profiles for drainage lines required within the project limits. Pipe size, length, and type as well as drainage structures will be included on the plans. Profiles of the stormwater facilities will also be included. Existing and proposed utility crossings will be depicted.

5.3.3 Utility Design

The CONSULTANT will prepare utility plans that show existing utilities (type, size, and location) and information related to proposed relocations. Relocation data will also be depicted in a table format. Public and private utility systems will be identified, shown on the plans, and coordinated with the various utility companies. The CONSULTANT will design the water line relocations per (CITY) SPU standards and include plan layout of the water lines, hydrant locations, valve locations, and connections. Profiles of proposed water lines will also be included. Design of all other utility relocations will be prepared by the utility owner and will be coordinated by the CONSULTANT.

For coordination purposes, the utility plans will include the street lighting poles, traffic signal poles, conduit runs, and junction box locations as designed in Task 5.4, Traffic Plans. Locations of utilities will also be coordinated with project elements designed by the Landscape and Irrigation discipline.

Assumptions

1. Meetings with SPU, SCL, PSE, and various telecommunication companies to coordinate utility design are include in task 13.4
2. Upgrades for water lines and sanitary sewer lines are not included in this scope.
3. Utility design elements will be separated from the Drainage Plans and shown on the Utility Plans.
4. The Stormwater Pollution Prevention Plan is not included in this scope.

5.3.4 Drainage and Hydraulic Modeling

In support of the 60% design level, prepare a Draft Hydraulic Report following WSDOT format to document that level of design. The report shall include discussion and supporting calculations for the conveyance elements (pipes), water quality and flow control facilities. City comments on the 30% preliminary stormwater report will be addressed in the Draft Hydraulic Report. A single report will be prepared for review by the City, WSDOT and City of Seattle.

Updated hydrologic modeling performed for 30% of the three 30% water quality facilities, and the two flow control facilities will be included, using Western Washington Hydrology Model (WWHM) software.

5.3.5 Utility Potholing and Conflict Resolution

Pothole locations will be determined during the design phase and coordinated with the various utility owners. These critical locations will include locations where proposed utilities cross existing utilities that will remain. Documentation will consist of pothole location shown on plan drawings with additional information in tabular form. Tabular information will include utility type, size, location, depth and additional detail as determined. It is assumed that the CITY will pay permit fees to perform this work. For budgeting purposes, twenty (20) potholes are assumed as part of this scope of work.

Task 5.3 Deliverables:

- Drainage and Utility Plans at the 60 percent level
- Drainage profiles at the 60 percent level
- Drainage details at the 60 percent level
- Draft Hydraulic Report
- Pothole data table
- 60% plans will include pothole locations

5.4 Traffic Plans**5.4.1 Channelization and Signing**

The CONSULTANT will prepare plans and details for the channelization, including lane and edge stripes, stop bars, pavement markings, crosswalks, and geometry of striped medians and turn pockets. Limits of channelization will match paving limits and extended beyond paving limits to match extent of channelization modified due to construction staging and temporary traffic control if applicable for 60 percent design.

Signing plans will show proposed signs, sign structures, and sign relocations and removals. A preliminary sign schedule will be developed and included in the 60 percent submittal.

Deliverable(s):

- Channelization and signing plans (60 percent)

5.4.2 Traffic Signal

The CONSULTANT will prepare traffic signal plans and wiring diagrams. The CONSULTANT will prepare 60% signal plans for the First Avenue NE, Corliss Ave N, Meridian Avenue N, and Ashworth Ave N intersections.

The CONSULTANT will prepare 60% traffic signal plans based on the conceptual design review comments from CITY, SDOT, and WSDOT. The plans will include the type and location of control equipment, signal poles and supports, signal heads, conduit runs, type of detection, phasing diagram, wiring diagram, pole schedule, and other equipment required for improving and revising the traffic signal system. The plans will also include location of push buttons and curb ramps, vehicular and pedestrian signal head locations, stop bar and crosswalk locations, detection locations, service point location, and interconnect/fiber communication locations.

60% signal design will also include wiring diagrams for the new signal as well as a pole schedule for the proposed luminaries. Agency coordination and documentation for agency approval is included in Task 12. The traffic signal will be designed for installation and construction that provides new signal equipment and the minimum interruption of service. The CONSULTANT will not reuse any of the existing signal equipment.

Deliverable(s):

- Traffic signal plans (60 percent)

5.4.3 ITS, Communications and Signal Interconnect

The CONSULTANT will prepare design plans for the project corridor that includes an ITS, communications, and signal interconnect.

Intelligent Transportation System

The CONSULTANT will determine the approximate location for ITS equipment within the project area boundary. The CONSULTANT will identify the communications requirements and links to all ITS equipment and develop probable routes for new fiber communications, including fiber communication connections to the City of Seattle Traffic Management Center (TMC) and WSDOT Traffic Systems Management Center (TSMC).

The CONSULTANT will meet with SDOT, WSDOT, and stakeholders for two two-hour meetings with two of the CONSULTANT staff attending these meetings. The meetings will establish the ITS needs of CITY, the COUNTY, and WSDOT in the project area and select existing and proposed traffic control, surveillance, and detection technologies to be included in this project. The meetings will establish communication system requirements, equipment, interfaces to other systems, and system integration requirements. Work will focus on developing the technology solution and interface for each ITS field device and its proposed location.

This task will include field investigation in the defined project area and will include the following:

- Field investigation of communications infrastructure in the project area will be performed; *escort by SDOT staff will be required for access to existing cabinets, vaults and junction boxes.*

The CONSULTANT will prepare ITS design on the Illumination plans based on CITY and WSDOT requirements. The plans will include the location of ITS field devices, proposed communication routing of fibers, ITS cabinet locations, junction boxes and vaults as required. Wiring, details and pole schedules will not be included in the 60 percent plans.

Deliverable(s):

- Technical memorandum documenting ITS and communication design and technology requirements and design decisions including graphics of communication (1-line diagram) for ITS devices.
- ITS design is included on the illumination Plans

5.5 Structures Design and Retaining Wall Plans

This task will involve 60 percent design of the retaining walls and miscellaneous minor structures, including detention vaults, drainage structures, bus shelter foundations, and signal and luminaire pole foundations to produce 60 percent plans.

5.5.1 Retaining Wall Plans and Structure Details

The CONSULTANT will prepare detailed design drawings for 60 percent design of the retaining walls and miscellaneous minor structures. These drawings will include plans, profiles, typical sections, and details for the walls. The details will include wall barrier design details, form liner finish details, foundation details, pedestrian safety rail details, luminaire mounting details, and sloping and shoring requirements. Pedestrian safety rail details to be coordinated with urban design elements including lighting pavement treatments and form liner finishes.

Structural calculations for the analysis and design of the retaining walls and miscellaneous minor structures are not included with this Scope of Work and will be provided for 90 percent level of design. A structural integrity check is not included with this Scope of Work and will be completed on the 90 percent retaining wall designs.

Task 5.5 Deliverable(s):

- Retaining wall and miscellaneous minor structures plans and details at the 60 percent level

5.6 60 Percent Submittals

See assumptions in general sections for the number of copies to be submitted.

5.6.1 60 Percent Submittal

The 60 percent submittal will include electronic files in PDF format hard-copy drawings and details; an outline of technical specifications; draft contract specifications (as described in Task 7), and updated cost estimates at the 60 percent complete design level for project design review (as described in Task 6). Hard-copy sheets will match the electronic files that are submitted. At the 60 percent review, 30 percent comments will be resolved and addressed. The cost estimate will be formatted to reflect the bid item breakdown.

5.6.2 30 Percent Comment Resolution

The CITY will compile all comments made by CITY staff, review agencies, and stakeholders on the 30% submittal into a single document and provide to the CONSULTANT. The CONSULTANT will provide responses to comments made by CITY staff and applicable review agencies and stakeholders on the 30% submittal. The CONSULTANT will work with reviewers to resolve comments and incorporate changes into the plans for 60%.

Task 5.6 Deliverable(s):

- 60 percent plans (PDF and 10 hard copies)
- 60 percent cost estimate (PDF and 1 hard copy)
- 60 percent specifications (PDF and 1 hard copy)
- 30 percent comment responses and action taken (PDF and 1 hard copy)

6.0 Cost Estimating

6.1 Quantities

The CONSULTANT will compile quantities from different disciplines for the project into a single summary of quantities sheet. Quantity tabulation sheets will not be prepared.

Deliverable(s):

- Summary of Quantities Sheet

6.2 Engineer's Estimate

The CONSULTANT will prepare an engineer's estimate for the project at the 60 percent level of completion. The estimate will be prepared using the summary of quantity sheets with documented unit costs, lump-sum prices, and back up. The CONSULTANT will submit unit price documentation for nonstandard work items. The estimates will be submitted in hard copy and PDF Format.

Deliverable(s):

- 60 percent design level estimate with all quantity and unit cost back-up and documentation.

7.0 Specifications

7.1 Specifications

The CONSULTANT will use of the *WSDOT APWA Standard Specifications 2018* in preparing the contract documents as applicable to the project design. The CONSULTANT will modify the standard specifications by preparing contract specifications. The CONSULTANT will review any proposed changes to the standard specifications with CITY and *receive CITY's concurrence* before preparing the contract specifications. In addition, the CONSULTANT will prepare new specification sections with contract specific requirements when the standard specifications do not cover a certain work element.

A contract specifications outline along with draft contract specifications will be prepared for the 60 percent design submittal.

Complete specification sections are not included in this Scope of Work and will be provided with the 90 percent submittal.

Deliverable(s):

- Draft contract specifications: 60 percent submittal

8.0 Secondary Design Development

8.1 Landscaping

This Scope of Work will be performed by the landscape architecture SUBCONSULTANT. The CONSULTANT will design manage and coordinate with the SUBCONSULTANTS. The CONSULTANT will compile deliverables from the SUBCONSULTANTS to be submitted to CITY.

Assumptions:

- Arborist services are included in this scope of work.

8.1.1 Meetings

To accomplish this work, there will need to be meetings (shown below) that allow for sharing ideas, information, criteria and data. These will be “internal” in nature, involving the CONSULTANT team, other possible consultants, and CITY staff. The following is a list of the meetings that are anticipated:

Meeting Types	Landscaping CONSULTANT
City of Shoreline Coordination Meetings	2, 2-hour meetings

Deliverable(s):

- Meeting Notes for City of Shoreline Coordination Meetings

8.1.2 Landscape Amenity Zone Scenarios

The SUBCONSULTANT will develop typical layout concepts showing various levels (high, medium and low) of planting in the amenity zone. The purpose of these graphic documents will be to assist the city in determining which level of planting is appropriate along the corridor. The SUBCONSULTANT will meeting with CITY staff to discuss the various levels of planting options. The SUBCONSULTANT will also meeting with CITY staff after submitting the DRAFT typical layout concepts to discuss any comments or updates that need to be made to the graphics.

The SUBCONSULTANT will prepare a preliminary engineer’s estimate for landscaping items for the project based on each of the various levels of planting shown in the typical layout concepts.

Deliverable(s):

- Three (3) DRAFT typical layout concept
- Three (3) FINAL typical layout concept
- Three (3) Preliminary Landscaping Estimates

8.1.3 Arborist Services

The SUBCONSULTANT will coordinate with the arborist who will perform tree inventory along the corridor.

8.2 Construction Sequence and Traffic Control Plans

The CONSULTANT will develop construction staging plans at a scale sufficient to show the project limits on five plan sheets, with the sheets repeated for assumed three stages of construction. The plans will include staging notes describing contractor requirements for maintaining traffic lanes, access to parcels, and maintenance of a safe work zone. The plans will also delineate specific areas of concern such as interfaces with other construction contracts, critical access requirements for individual properties, commitments made to adjacent property owners and businesses, and CITY and other agency requirements. The CONSULTANT will coordinate with KCMetro, Seattle Fire/Life Safety, and CITY Traffic Engineer to identify requirements for closures, detour and/or relocation of facilities for any transit route or facilities and specific roadways, and will include these requirements in the Construction Staging plans. The construction staging plans prepared by the CONSULTANT will serve as the basis for the contractor to prepare detailed construction staging and maintenance of traffic plans.

Assumptions:

- Channelization on the west end of the interchange (145th and I-5) will remain as is and the Interchange Project will not be in construction
- Sound Transit's Lynnwood Link Light Rail will be in construction during the construction of the 145th Corridor Project and coordination with the Lynnwood Link traffic control plans will be need
- Any new development that impacts 145th St or abutting side streets will not impact traffic control required to construct the 145th Corridor.

Task 8.2 Deliverable(s):

- Construction Sequence and Traffic Control Plans as described in Task 8.2 and as listed in Attachment A: Sheet List by Discipline

8.3 Site Preparation and Temporary Erosion Control

The CONSULTANT will define the demolition activities, including items to be abandoned, salvaged, recycled or removed, and identify facilities that need to be protected during construction. Demolition plans will include surface feature items, such as pavements (by type), sidewalk, curbs, walls, building structures and foundations and miscellaneous structures. Demolition required for utilities, drainage features, signing, striping, signalization and illumination will not be included in these drawings and will be shown on the relevant discipline drawings. Building remodeling is not included in the demolition drawings, these items will be addressed in the real estate agreements with the necessary modifications completed by the property owner before acquisition.

Private property fencing and gates will not be included.

The CONSULTANT will prepare erosion control measures and details which show erosion and sedimentation controls measures to be used for this project.

Task 8.3 Deliverable(s):

- Site Preparation and Temporary Erosion Control as described in Task 8.3 and as listed in Attachment A: Sheet List by Discipline

8.4 Illumination Design:

The CONSULTANT will develop 60 percent illumination plans and calculations including roadway and pedestrian lighting design. The CONSULTANT will work with CITY and Seattle City Light to determine the type of decorative light fixture(s) for the pedestrian lighting to be used on this project and model photometrics that match the chosen fixture.

The 60 percent design will include the existing or proposed street lighting and will show the lane configuration, sidewalk zone, type of luminaire, and spacing between luminaries. Plan sheets will indicate roadway and pedestrian luminaire locations, conduit and junction box layout and power feed location(s). The plans will also include construction notes, luminaire schedule and wiring schedule. The calculation package will include AGi results, line loss, conduit sizing and junction box sizing.

The CONSULTANT will meet with CITY, SCL, WSDOT, and stakeholders for two, two-hour meetings with two of the CONSULTANT staff attending these meetings. These meetings are included as part of Task 12.

Task 8.4 Deliverable(s):

- Illumination plans and details (60 percent)
- Illumination Calculation Package (60 percent)

9.0 Geotechnical Investigations**9.1 Supplemental Geotechnical Investigation and Analysis**

- 9.1.1 The CONSULTANT will perform site reconnaissance, limited subsurface exploration, and laboratory testing to produce information for supplemental geotechnical design of the project elements.

The subsurface exploration will consist of the following:

- Up to 1 boring with continuous standard penetration test sampling to a depth of up to 40 feet, including visual inspection and documentation. This boring will be at the proposed detention pond site near the I-5 offramp. The boring will also be used to determine both slope stability and infiltration characteristic of the soils.

The CONSULTANT will update the Geotechnical Data Report containing a map of the sample locations and laboratory test results.

Assumptions:

General geotechnical issues and assumptions for the project are discussed below.

- This task does not include an environmental assessment or exploration to define contamination.
- This scope of work does not include test pits and infiltration testing. It is assumed test pits and infiltration testing will be done during construction to confirm the design.

- The extent of the subsurface exploration program to be implemented will be reviewed and discussed with the CITY to obtain CITY endorsement that the appropriate level of subsurface exploration is performed to reasonably manage project risks.
- The site is underlain by primarily granular soils and calculations of consolidation settlement and liquefaction susceptibility are not required. Granular soils are also assumed to be non-aggressive from a corrosion standpoint.
- Borings will be drilled with hollow stem auger and groundwater depths will be noted at the time of drilling only. Groundwater monitoring wells will not be installed.
- **Explorations will be within City right of way.**
- Traffic control will be required for all borings.
- The CONSULTANT will obtain all permits for work with the right of way, the City will pay for the permit fees directly.
- The soils are uncontaminated.
- Soil samples will not be retained past the final completion of the Geotechnical Data Report.
- The CONSULTANT will record soil sample locations with a handheld GPS.
- Cultural resource monitoring is not required.

9.1.2 Updated Geotechnical Design Recommendations. The CONSULTANT will interpret the geotechnical data to provide geotechnical design parameters for design of gravity retaining walls less than 10 feet high, signal pole foundations, luminaire foundations, stormwater vaults, and infiltration facilities located within the project limits. Shoring Recommendations for the proposed stormwater vault at the northeast corner of 1st Ave NE and 145th St will be included. Slope stability analysis and infiltration characteristics of the soil for the boring at the proposed detention pond site near the I-5 offramp will be included. Data gaps and the need for additional explorations or analyses will be identified.

Deliverable(s):

- Updated Geotechnical Data Report (PDF version)
- Updated technical memorandum summarizing Updated Geotechnical Design Recommendation

10.0 Community Engagement

10.1 Community Outreach Support

Outreach to local residents, business owners and tenants, property owners, and groups affected by changes to this corridor will continue throughout the 60% design and right-of-way acquisition phase. Agencies with jurisdiction and interest in this corridor will also be included, such as transit providers, resource agencies, WSDOT, and all related City of Seattle departments.

Public involvement tasks include updating a Public Involvement Plan (PIP) and conducting community outreach activities throughout the next phase of the design process, which are described in the remainder of this section.

10.1.1 Public Involvement Plan

The CONSULTANT will update the project public involvement plan (PIP) for review by the CITY. The PIP will reflect progress made to date on the project to complete the planning, environmental and

preliminary design phase, including what the team has learned to date regarding corridor stakeholders and preferred outreach methods. The PIP will remain a working document throughout the duration of this project.

The updated PIP will include refreshed public involvement goals, objectives, individual work tasks, key messages, stakeholder groups, team roles and responsibilities, and a schedule of the work activities for the final design and right-of-way acquisition phase. The CONSULTANT will work closely with CITY staff in implementing the plan.

Deliverable(s):

- Draft PIP (electronic copy)
- Final PIP (electronic copy)

10.1.2 Newsletter

The CONSULTANT will develop a newsletter that describe the selected alternative, the remaining design process and schedule, and ways to stay involved as the CITY the design phase for the project. It is anticipated that this newsletter will be prepared at approximately the 60-percent milestone.

Deliverable(s):

- Project newsletters (1)

10.1.3 Community Outreach Materials

Assist the CITY with the preparation of various community outreach materials, including project fact sheets, FAQ's, property owner brochures, and website updates. These materials will be prepared on an as needed basis, pending CITY, key stakeholder, community and/or property owner information requests. All support materials will be prepared in clear, understandable terminology, with maximum use of graphics to enhance clarity. The CONSULTANT will also coordinate with the CITY to produce translated versions of outreach materials using the CITY's approved translation provider. The CITY will manage and make any updates required to the project website using content from the CONSULTANT. The CITY will utilize these outreach materials for any city-wide outreach efforts, including at other project public events and/or local events, fairs and festivals. Any additional or unanticipated outreach materials needs that may arise during this phase will be applied toward this task.

Deliverable(s):

- Fact sheets
- FAQs
- Brochures
- Website updates
- Additional infographics and/or community outreach materials, as identified

10.2 Property Owner Meetings

Assist the CITY in meetings with property owners and/or tenants. The meetings will be working meetings to discuss and present property interface designs. Collect and compile the comments from the property owner meetings and enter them into the project interface design notebook. Attend meetings and provide handouts and sketches for each property.

Deliverable(s):

- Property interface design sketches including plan, cross section, and driveway profile

11.0 Off Corridor Bike Network

The CONSULTANT will update the Off Corridor Bike Network design from 30 percent level to preparing the 60 percent contract drawings for review, the 90 percent contract drawings for review, and 100 percent drawings for review, and FINAL (bid ready) contract drawings. See Attachment A for sheet list. In addition to preparing the contract drawings, the CONSULTANT will maintain design documentation including design calculations. Quantity take-offs will be performed for each discipline under this task, to be compiled in Task 11.6, Cost Estimating.

11.1 Bike Network General Plans

11.1.1 General Plans

The CONSULTANT will prepare a cover sheet in accordance with CITY standards and an index of drawings. The list of plan sheet titles in the indices will exactly match the titles as they appear on the plan sheets. See Appendix A for preliminary list of the contract drawing sheets.

The CONSULTANT will prepare a vicinity map showing the project limits in accordance with CITY standards. The vicinity map will include the beginning and ending of construction, stations, major cross streets, waterways, and critical areas.

The CONSULTANT will prepare a sheet layout index for each scale used showing the sheet layout for the various disciplines. The CONSULTANT will prepare general notes, abbreviations, and symbols sheet.

A summary of quantities depicting bid items quantities will not be included in the plan set.

11.1.2 Survey Control, Alignment, and Right of Way Plans

The CONSULTANT will prepare a Survey Control, Alignment, and Right of Way Plan that will show monumentation, alignment information, right of way, and survey control. This applies only to the intersections mentioned in Task 11.4.1 Traffic Signal. Project area outside of these intersections will not have survey control and alignment due to limits of survey. Survey for these intersections is included in Task 13.

11.1.3 Site Preparation and Temporary Erosion Control

The CONSULTANT will define the demolition activities, including items to be abandoned, salvaged, recycled or removed, and identify facilities that need to be protected during construction. This applies only to the intersections mentioned in Task 11.4.1 Traffic Signal. Project area outside of these intersections will not have specific demolition activities identified. Demolition plans will include surface feature items, such as pavements (by type), sidewalk, curbs, walls, building structures and foundations and miscellaneous structures. Demolition required for utilities, drainage features, signing, striping, and signalization will not be included in these drawings and will be shown on the relevant discipline drawings.

Private property fencing and gates will not be included.

The CONSULTANT will prepare erosion control measures and details which show erosion and sedimentation controls measures to be used for this project.

Task 11.1 Deliverable(s):

- Site Prep and TESC Plans described in Tasks 11.1 and as listed in Attachment A: Sheet List by Discipline

11.2 Bike Network Roadway Plans

The CONSULTANT will prepare plans and details for the roadway, channelization, and signing improvements.

11.2.1 Roadway Plans and Details

The CONSULTANT will prepare roadway modification plans that will show dimensions for roadway outlines and sidewalks as well as roadway channelization. Roadway elements to be shown on the plans include curb returns, tapers, intersection layouts, landscaping and other pertinent surface features. Channelization elements to be shown on the plans include lane and edge stripes, stop bars, pavement markings, crosswalks, and bicycle facility markings. Signing elements to be shown on the plans include proposed signs, sign structures, and sign relocations and removals. A preliminary sign schedule will be developed and included in the 60 percent submittal.

The CONSULTANT will prepare paving, channelization and signing details for non-standard construction item details, such as non-standard curbs, traffic circles, and pavement markings.

11.2.2 Intersection Grading

Intersections receiving signal improvements along the Off Corridor Bike Network will have plans prepared at 1 inch = 10 feet scale showing number of lanes, turn pockets, and curb return data for each leg of the intersection including tables with gutter elevations at PC, PT, quarter; grades, radius and length of curve. Roadway contour grading for intersections will be prepared. Vehicle turn simulation figures, at 1 inch = 40 feet scale, will be updated as necessary.

Task 11.2 Deliverable(s):

- Roadway plans described in Tasks 11.2.1 through 11.2.2 and as listed in Attachment A: Sheet List by Discipline

11.3 Bike Network Drainage and Utility Plans**11.3.1 Drainage Plans and Details**

The CONSULTANT will prepare plans and details for the drainage design, including plan views of drainage pipes and structures, connections to the existing stormwater systems and nonstandard drainage details. These storm system layouts will include catch basin manholes required to describe them.

11.3.2 Drainage Profile Plans

If necessary, drainage profile elements will be included. These plans will include profiles for drainage lines required within the bike network limits. Pipe size, length, slope and type of drainage structures will be included on profiles. Existing and proposed utility crossings will be depicted.

Task 11.3 Deliverables:

- Off Corridor Bike Network Drainage Plans at the 60 percent, 90 percent, and 100 percent (bid ready) levels

- Off Corridor Bike Network Drainage profiles at the 60 percent, 90 percent, and 100 percent (bid ready) levels

11.4 Bike Network Traffic Signal Plans

11.4.1 Traffic Signal

The CONSULTANT will prepare traffic signal plans and wiring diagrams. The CONSULTANT will prepare signal plans for the design of Rapid Rectangular Flashing Beacons (RRFB) for the intersections of Ashworth Ave N/N 155th St and Meridian Ave N/N 150th St.

The CONSULTANT will prepare final traffic signal plans based on the conceptual design review comments from CITY, SDOT, and WSDOT. The plans will include the type and location of control equipment, signal poles and supports, signal heads, conduit runs, type of detection, phasing diagram, wiring diagram, pole schedule, and other equipment required for improving and revising the traffic signal system. The plans will also include location of push buttons and curb ramps, vehicular and pedestrian signal head locations, stop bar and crosswalk locations, detection locations, and service point location.

Deliverable(s):

- Traffic signal plans (60 percent, 90 percent, and Final)

11.5 Submittals (60 Percent, 90 Percent, and 100 Percent Bid-Ready)

11.5.1 60 Percent Submittal

The 60 percent submittal will include electronic files in PDF format hard-copy drawings and details; an outline of technical specifications; draft contract specifications (as described in Task 11.6), and updated cost estimates at the 60 percent complete design level for project design review (as described in Task 11.5). Hard-copy sheets will match the electronic files that are submitted. At the 60 percent review, 30 percent comments will be resolved and addressed. The cost estimate will be formatted to reflect the bid item breakdown.

11.5.2 90 Percent Submittal

The 90 percent submittal will include electronic files in PDF format hard-copy drawings and details; special provisions and supplemental technical specifications; and updated cost estimates at the 90 percent complete design level for project design review. Hard-copy sheets will match the electronic files that are submitted. The work will be essentially complete with only minor items needing detailing or checking. All calculations will be completed and checked in accordance with established QC procedures and submitted in bound format. Drawings will be nearly complete (90 percent) and will have incorporated or resolved all comments made during the 60 percent design review and other informal reviews. The cost estimate will be formatted to reflect the bid item breakdown.

11.5.3 100 Percent Submittal

The 100 percent submittal will include electronic files in PDF format hard-copy drawings and details; special provisions and supplemental technical specifications; and updated cost estimates at the 100 percent complete design level for project design review. Hard-copy sheets will match the electronic files that are submitted. The work will be essentially complete for final checking. All calculations will be completed and checked in accordance with established QC procedures and submitted in bound format. Drawings will have incorporated or resolved all comments made during the 90 percent design review and other informal reviews. Unless otherwise agreed, the CONSULTANT'S final list of proposed contract

bid items and quantities will be submitted. The cost estimate will be formatted to reflect the bid item breakdown.

11.5.4 Final Submittal

The Issue for Bid (100 Percent) Submittal will include electronic files in AutoCAD and PDF formats; hard-copy drawings and details; special provisions and supplemental technical specifications; and bid item list ready for bidding of the work. Hard-copy sheets will match the electronic files that are submitted. Drawings will be stamped and signed by the appropriate CONSULTANT team professional licensed in the State of Washington. Final drawing check prints (prepared in accordance with established QC procedures) will be submitted to the City. Final sealed original calculations (properly indexed) and all cost-estimating back-up will be submitted.

11.6 Cost Estimating (60 Percent, 90 Percent, and 100 Percent Bid-Ready)

11.6.1 Quantities

The CONSULTANT will compile quantities from different disciplines for the project into a single summary of quantities sheet. Quantity tabulation sheets will not be prepared.

Deliverable(s):

- Summary of Quantities Sheet

11.6.2 Engineer's Estimate

The CONSULTANT will prepare an engineer's estimate for the project at the 60 percent, 90 percent, and final levels of completion. The estimate will be prepared using the summary of quantity sheets with documented unit costs, lump-sum prices, and back up. The CONSULTANT will submit unit price documentation for nonstandard work items. The estimates will be submitted in hard copy and PDF Format.

Deliverable(s):

- One 60 percent design level estimate with all quantity and unit cost back-up and documentation.
- One 90 percent design level estimate with all quantity and unit cost back-up and documentation.
- One final bid-ready design level estimate with all quantity and unit cost back-up and documentation.

11.7 Specifications (60 Percent, 90 Percent, and 100 Percent Bid-Ready)

The CONSULTANT will use of the *WSDOT APWA Standard Specifications 2018* in preparing the contract documents as applicable to the project design. The CONSULTANT will modify the standard specifications by preparing contract specifications. The CONSULTANT will review any proposed changes to the standard specifications with CITY and *receive CITY's concurrence* before preparing the contract specifications. In addition, the CONSULTANT will prepare new specification sections with contract specific requirements when the standard specifications do not cover a certain work element.

A contract specifications outline along with draft contract specifications will be prepared for the 60 percent final design submittal, with complete specification sections included beginning with the 90 percent submittal.

The CONSULTANT is responsible for the preparation of all divisions including federal divisions 0 and 1. CITY will provide a current boilerplate example for Divisions 0 and 1 specifications.

Deliverable(s):

- Draft contract specifications: 60 percent submittal
- Contract specifications: 90 percent and bid-ready submittals

12.0 Agency Coordination, Documentation and Approvals

The CONSULTANT will coordinate with applicable stakeholder agencies to develop and provide the necessary documentation for agency approvals.

12.1 WSDOT

The CONSULTANT will coordinate with WSDOT by attending coordination meetings and other general coordination. The CONSULTANT will develop documentation for WSDOT approvals as required by WSDOT on a state route.

12.1.1 WSDOT Coordination Meetings

The CONSULTANT will support the CITY in coordination with WSDOT. The CONSULTANT will prepare for, attend, and participate in up to six (6) meetings with WSDOT staff. The CONSULTANT will prepare meeting notes. These meetings include documents approval coordination meetings, comment resolution meetings, and project update briefings.

The CONSULTANT will assist the CITY to schedule, coordinate, and support project briefings and outreach WSDOT representatives, to identify key issues of concern to elected officials and agencies to be resolved and build support for the project through resolution of key issues.

12.1.2 Intersection Control Evaluation

The CONSULTANT will update and submit the Intersection Control Evaluation (ICE) document as required by WSDOT. Responding to and coordinating comment resolution are included in this task.

12.1.3 WSDOT Channelization Plans for Approval

The CONSULTANT will prepare and submit WSDOT Channelization Plans for CITY review and then WSDOT review. The Channelization Plans will be prepared per WSDOT Northwest Region Chan Plan Checklist. It is anticipated that the Chan Plans will be at 1"=40" for 11x17 plots. Coordination with WSDOT will be performed under this task. Revisions to the Channelization Plans and development of the Project Analysis will be performed under this task as well. This task assumes two draft submittals and one final submittal.

12.1.4 Design Documentation

The CONSULTANT will prepare and submit Design Documentation as required for approval by WSDOT. WSDOT coordination meetings for Design Documentation including an initial meeting to confirm documentation requirements are included in task 12.1.1. The following documents are included in Task 12.2.4 of the Scope of Work and will be developed for WSDOT approval of design elements.

- Intersection Offset Report
- Design Analyses

- Local Agency Agreement Memos
- Access Control – Evaluation of Manage Access
- Roadside Safety Analysis – Clearzone Memo
- Signal Permits

The following documents will be included in the Design Documentation Package but are developed in other tasks in this Scope of Work.

- Geotechnical Report (included in Task 9.1)
- Hydraulics Report (included in Task 5.3.4)
- Monumentation Map (Included in WSDOT Channelization Plans for Approval, Task 12.1.3)
- Signing, Signal, ITS, grading, bus stops, pedestrian and bicycle facility plans (Included in Task 5)
- Planting, illumination, traffic control plans (Included in Task 8)

The following documents will be included in the Design Documentation Package but have been developed as part of a previous scope of work. Any updates required to this documents that are not included in another Scope of Work will be included in this Scope of Work.

- Basis of Design (previously developed for 30% design)
- Right of Way Plans (included in previous scope of work)
- Pavement Design Report (previously developed for 30% design)
- Crash Analysis Report (previously developed for Environmental Documentation)
- Traffic Analysis Report (previously developed for Environmental Documentation)

The ICE and Channelization Plans for Approval will also be included in the Design Documentation Package. Individual reports and memos may be submitted prior to Design Documentation package submittal for early concurrence. This task assumes three draft submittals of the Design Documentation Package and one final submittal.

An ADA Maximum Extent Feasible Document will not be required by WSDOT for 60% Design

Task 12.1 Deliverable(s):

- Updated Intersection Control Evaluation
- DRAFT WSDOT Channelization Plans for Approval (2)
- FINAL WSDOT Channelization Plans for Approval (1)
- WSDOT Coordination Meeting agendas and meeting notes (6)
- DRAFT WSDOT Design Documentation Package (3)
- FINAL WSDOT Design Documentation Package (3)

12.2 City of Seattle

The CONSULTANT will coordinate with the City of Seattle by attending coordination meetings and other general coordination. It is assumed that additional permitting submittals are not required by Seattle, including a Street improvement Permit (SIP).

12.2.1 Seattle Coordination Meetings

The CONSULTANT will support the CITY in coordination with the City of Seattle including SDOT, SCL, SPU, and Seattle IT. The CONSULTANT will prepare for, attend, and participate in up to nine (9) meetings with City of Seattle agencies. The CONSULTANT will prepare agendas and meeting notes.

12.2.2 Design Review and Resolution

The CONSULTANT will prepare responses to design comments and participate in coordination to resolve design comments from SDOT, SPU, SCL, and Seattle IT.

Task 12.2 Deliverable(s):

- Meeting agendas and meeting notes
- Responses to comments

12.3 King County

The CONSULTANT will coordinate with King County by attending coordination meetings and other general coordination. The CONSULTANT will develop documentation for King County approvals.

12.3.1 King County Coordination Meetings

The CONSULTANT will support the CITY in coordination with King County. The CONSULTANT will prepare for, attend, and participate in up to two (2) meetings with King County. The CONSULTANT will prepare meeting notes.

12.3.2 Transit Coordination

The CONSULTANT will coordinate transit elements with King County Metro to obtain approvals necessary for improvements impacting the existing transit infrastructure. The CONSULTANT will develop and coordinate the following items with King County Metro.

- Bus turning movement exhibits
- Stop bar locations
- Curb return radii
- Stop amenities and standards
- Future proofing Corliss stop pair

A meeting will be held with King County Metro to determine appropriate approval documentation required.

Task 12.3 Deliverable(s):

- Meeting agendas and meeting notes
- Project design documentation to achieve King County approvals

12.4 Utilities

The CONSULTANT will coordinate with utility companies within the project area to identify utilities that require relocation. The CONSULTANT will provide utility companies with project plans and information.

The CONSULTANT will provide technical assistance to the CITY in support of the CITY's relocation agreement negotiations with the applicable utility companies.

The CONSULTANT will coordinate with each utility company to confirm that their design is consistent and compatible with the roadway design.

The CONSULTANT will attend meetings with utility companies including SCL, SPU, PSE, CenturyLink, Comcast, Seattle IT, and Zayo. Coordination with SCL, SPU, and Seattle IT is included in task 12.2. Up to four (4) meetings are assumed for two (2) CONSULTANT staff. Following is a breakdown of the number of meetings per agency:

- a. Puget Sound Energy (PSE – Gas): one
- b. Private Telecommunications Companies (Century Link, Comcast, Zayo): three

Task 12.4 Deliverable(s):

- Meeting notes

13.0 Supplemental Survey

13.1 Supplemental Survey

It is assumed that during the design phase, some level of supplemental survey may be necessary as the design progresses. The CONSULTANT will perform supplemental surveys as needed for purposes such as private property match/conforms, locating additional utility features, structures and elevations, or to obtain features requiring more definition for design purposes. For budgeting purposes this task item has been estimated not to exceed 80-field crew hours. Any costs for performing additional survey beyond 80-field crew hours, will be covered by supplemental agreement.

ATTACHMENT A

Sheet List by Discipline

FIGURE A-1				
Sheet List				
60% Submittal				
			(Primary)	(Secondary)
Drawing Title	Scale	Comments	No. of Sheets	
General Plans				
Cover sheet	N/A		1	
Project Location Plan, Index, and Detail & Section Referencing	N/A		1	
General notes, legend, abbreviations	N/A		2	
Survey, Alignment, Right of Way Plans	1 inch = 20 feet		18	
Construction Sequence and Traffic Control Plans	1 inch = 50 feet			14
Site Preparation and TESC Plans	1 inch = 20 feet			14
TESC notes	N/A			1
TESC details	N/A			2
General plans: subtotal			22	31
Roadway Plans				
Typical sections	N/A		6	
Paving and Grading plans	1 inch = 20 feet		14	
Roadway profiles	1 inch = 20 feet (height)		8	
Intersection grading plans	1 inch = 10 feet		10	
Roadway details	N/A		4	
Roadway plans: subtotal			41	
Drainage Plans				
Drainage notes	N/A		1	
Drainage plans	1 inch = 20 feet		14	
Drainage profiles	1 inch = 20 feet (height)		14	
Drainage details	N/A		3	

FIGURE A-1				
Sheet List				
60% Submittal				
			(Primary)	(Secondary)
Drawing Title	Scale	Comments	No. of Sheets	
Drainage Facility Details	N/A		3	
Drainage and Utility plans: subtotal			35	
Utility Plans				
Utility notes	N/A		1	
Utility plans	1 inch = 20 feet		14	
Utility sections and details	N/A		3	
Utility plans: subtotal			18	
Traffic Plans				
Channelization and Signing plans	1 inch = 20 feet		14	
Signing details	N/A		4	
Pedestrian Lighting, and interconnect notes	N/A		1	
Lighting plans	1 inch = 20 feet		14	
Pedestrian Lighting pole schedules	N/A		1	
Pedestrian Lighting single line diagrams	N/A		1	
Pedestrian Lighting details	N/A		1	
Traffic signal interconnect and ITS details	N/A		1	
Traffic signal notes	N/A		1	
Signal removal plans	1 inch = 10 feet		2	
Traffic signal plans	1 inch = 10 feet	1 signal	4	
Traffic signal wiring diagram and terminations	N/A	1 sheets per signal	4	
Traffic signal pole schedule	N/A	1 signals per sheet	4	
Traffic plans: subtotal			34	
18				
Structural Plans				
Retaining wall location map	1 inch = 40 feet		1	
Retaining wall plans and profiles	1 inch = 10 feet		14	
Structures details	N/A		10	

FIGURE A-1

Sheet List

60% Submittal				
			(Primary)	(Secondary)
Drawing Title	Scale	Comments	No. of Sheets	
Structural plans: subtotal			25	
60% 145 th Corridor TOTAL			175	52
Off Corridor Bike Network Plans				
Cover sheet	N/A		1	
Project Location Plan, Index, and Detail & Section Referencing	N/A		1	
General notes, legend, abbreviations	N/A		1	
Survey, Alignment, Right of Way Plans	1 inch = 20 feet		4	
Site Preparation and TESC Plans	1 inch = 20 feet		2	
Bike Network Plans	1 inch = 40 feet		9	
Bike Network Roadway Details	N/A		2	
Bike Network Sign Schedule	N/A		1	
Bike Network Intersection Plans	1 inch = 10 feet		2	
Bike Network Drainage Plans	1 inch = 20 feet		2	
Bike Network Drainage Details	N/A		1	
Bike Network Traffic signal plans	1 inch = 10 feet	2 RRFBs	2	
Bike Network Traffic signal wiring diagram and terminations	N/A	1 sheets per RRFB	2	
Bike Network Traffic signal pole schedule	N/A	1 RRFB per sheet	2	
Off Corridor Bike Network plans: subtotal			32	

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 873 – Setting the 2020 Regular and Excess Property Tax Levies
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget & Tax Manager
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

State law (RCW 35A.34.130) requires that a mid-biennial review be completed during the first year of the biennium between September 1 and December 31. At the October 21, 2019 City Council Regular Meeting, the City Council was presented a brief financial update, recommended adjustments to the 2019-2020 Biennial Budget, and provided information on related policy issues. The link to this staff report is available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport110419-8a.pdf>.

At the November 4, 2019 City Council Regular Meeting, the City Council conducted a public hearing on the 2019-2020 Biennial Budget and the 2019-2024 Capital Improvement Plan (CIP) Mid-Biennium Update as required by state law (RCW 84.55.120). This public hearing addressed revenue sources, including consideration of possible increases in property tax revenues prior to the City Council's adoption of proposed Ordinance No. 872 providing for the mid-biennium budget modifications, including adoption of the 2020 Fee Schedules, and proposed Ordinance No. 873 setting the 2020 regular and excess property tax levies. The link to this staff report is available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport110419-8b.pdf>.

Following the public hearing, the City Council asked for additional information and discussed potential changes to the proposed mid-biennium budget modification, including all proposed levies, taxes, fees, and rates. There were no proposed adjustments to proposed Ordinance No. 873, and Council directed that staff bring back the proposed ordinance for adoption at tonight's meeting.

Regular Property Tax Levy

State law (RCW 84.55.0101) limits the annual growth of the City's highest regular property tax levy to 1%. Since the City belongs to both a fire district and library district, the levy rate is also limited to \$1.60 per \$1,000 of assessed valuation (AV) if these

districts are levying their maximum amount. However, the City's Proposition 1 in 2016 included a provision to raise the annual 1% limitation to an annual escalator based upon the June-to-June percentage change of the Consumer Price Index for all Urban Consumers for the Seattle-Tacoma-Bellevue area (CPI-U) in accordance with RCW 84.55.050. The City is able to apply the annual increase percentage of 2.29% for 2020 to the City's highest regular property tax levy of \$13,426,997 for 2019 and add the new construction levy and a one-time relevy for prior year refunds. It is important to note that because of the City's Proposition 1 approved by voters in 2016, the regular property tax levy should be established annually even though the City Council adopted a budget for the 2019-2020 biennium on November 19, 2018 and subsequently amended through June 2019.

Based on the latest information provided by the King County Assessor's Office as of October 31st, the regular property tax levy represents a dollar increase of \$307,478 and a percentage increase of 2.29% from the levy amount of the previous year, excluding the addition of new construction, improvements to property, any increase in the value of state assessed property, and administrative refunds made as shown below:

	Amount
2020 Regular Levy	\$13,916,110
Less 2019 Levy	13,426,997
Less New Construction	156,883
Less Refunds	24,752
Total Increase	\$307,478
Percent Increase	2.29%

The most recent assessed valuation is \$11,680,578,194. In 2020, the projected regular levy rate per \$1,000 AV is estimated to be \$1.19139, down from the current rate of \$1.24039 per \$1,000 AV.

Voter Approved Levy

The City also levies an excess property tax levy to collect monies to repay the general obligation bonds issued in December 2006 as approved by the voters in May 2006 for open space acquisition and park improvements. The total general obligation bond levy for 2020 is \$1,694,837. In 2020, the projected excess levy rate per \$1,000 AV is estimated to be \$0.14510, down from the current rate of \$0.15781 per \$1,000 AV.

Proposed Ordinance No. 873 (Attachment A), which is the ordinance that adopts both the regular property tax levy and the excess property tax levy to repay the 2006 General Obligation Bonds, reflects the latest information provided by the King County Assessor's Office. This Ordinance must be adopted prior to the December 2, 2019 deadline established by the King County Council for submission of levy amounts for 2020, the second year of the biennium.

FINANCIAL IMPACT:

It is anticipated the 2020 Regular Levy will total approximately \$13.916 million and the excess property tax levy to repay the general obligation bonds issued in December 2006 will total approximately \$1.695 million. Based on the latest information provided by the King County Assessor's Office, the regular property tax levy represents a dollar increase of \$307,478 and a percentage increase of 2.29 percent from the levy amount

of the previous year, excluding the addition of new construction, improvements to property, any increase in the value of state assessed property, and administrative refunds.

RECOMMENDATION

Staff recommends that the City Council adopt Ordinance No. 873 establishing the City's 2020 regular and excess property tax levies.

ATTACHMENT:

Attachment A: Proposed Ordinance No. 873

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

ORDINANCE NO. 873

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON LEVYING THE GENERAL TAXES FOR THE CITY OF SHORELINE IN KING COUNTY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2020, THE SECOND YEAR OF THE CITY OF SHORELINE'S 2019-2020 FISCAL BIENNIUM, ON ALL PROPERTY BOTH REAL AND PERSONAL, IN SAID CITY, WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CONDUCT CITY BUSINESS FOR THE SAID FISCAL YEAR AS REQUIRED BY LAW, AND LEVYING AN EXCESS LEVY FOR THE REPAYMENT OF UNLIMITED GENERAL OBLIGATION BONDS.

WHEREAS, pursuant to RCW 35A.33.135, the City Council for the City of Shoreline and the City Manager have considered the City's anticipated financial requirements for 2020 and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property; and

WHEREAS, pursuant to RCW 84.55.120, a properly noticed public hearing was held on November 4, 2019 to consider the revenue sources including the 2020 regular and excess property tax levies; and

WHEREAS, on November 8, 2016, Shoreline Proposition No. 1 (Basic Public Safety, Parks & Recreation, and Community Services Maintenance and Operations Levy) limiting annual levy increases for the years 2018 to 2022 to the June-to-June percentage change in the Seattle/Tacoma/Bellevue CPI-U was approved by the voters; and

WHEREAS, the maximum change from the 2019 levy to be used for calculating the 2020 regular levy, in addition to new construction, is based on the CPI-U index change from June 2018 to June 2019 which is 2.29 percent, applied to the City's highest previous levy of \$13,426,997.00; and

WHEREAS, on May 16, 2006, Shoreline Proposition No. 1 (Parks and Open Space General Obligations Bonds) for the issuance of \$18,795,000.00 in unlimited general obligation bonds was approved by the voters;

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

Section 1. Regular Property Tax Levy. Based on the voter-approved limitation on annual levy increases, the City Council of the City of Shoreline has determined that the property tax levy for the year 2019 is fixed and established in the amount of \$13,916,110.00. This property tax levy represents a dollar increase of \$307,478.00 and a percentage increase of 2.29 percent from the levy amount of the previous year, excluding the addition of new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred, and administrative refunds made as shown below:

	Amount
2020 Regular Levy	\$13,916,110
Less 2019 Levy	13,426,997
Less New Construction	156,883
Less Refunds	24,752
Total Increase	307,478
Percent Increase	2.29%

Section 2. Voter-Approved Excess Tax Levy for Unlimited General Obligation Bonds. In addition, a further tax is hereby levied to raise revenue to provide for the interest and redemption of the 2006 voter-approved unlimited general obligation bonds for the fiscal year of 2020 in the amount of \$1,694,837.00. This tax is applicable to all taxable property within the City of Shoreline.

Section 3. Notice to King County. This Ordinance shall be certified to the proper County officials, as provided by law, and taxes herein levied shall be collected to pay to the Administrative Services Department of the City of Shoreline at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or Federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. Effective Date. This Ordinance shall be in full force five days after publication of this Ordinance, or a summary consisting of its title, in the official newspaper of the City, as provided by law.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 18, 2019.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2019
Effective Date: , 2019

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adoption of Ordinance No. 872 – Amending the 2019-2020 Biennial Budget as Amended, According to the Mid-Biennium Budget Modification

DEPARTMENT: Administrative Services

PRESENTED BY: Sara Lane, Administrative Services Director
Rick Kirkwood, Budget & Tax Manager

ACTION: ☒ Ordinance ☐ Resolution ☐ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

State law (RCW 35A.34.130) requires that a mid-biennial budget review be completed during the first year of the biennium between September 1 and December 31. At the October 21, 2019 City Council Regular Meeting, the City Council was presented a brief financial update, recommended adjustments to the 2019-2020 Biennial Budget, and provided information on related policy issues. At the November 4, 2019 City Council Regular Meeting, the City Council conducted a public hearing on the 2019-2020 Biennial Budget and the 2019-2024 Capital Improvement Plan Mid-Biennium Update required by state law (RCW 35A.34.130) prior to the City Council's adoption of proposed Ordinance No. 872 (Attachment A), which provides for the mid-biennium budget modifications.

Following the public hearing, the City Council asked for additional information and discussed potential changes to the proposed mid-biennium budget modification, including all proposed levies, taxes, fees, and rates. The questions asked and amendments proposed are incorporated in this staff report. Tonight, Council is scheduled to adopt proposed Ordinance No. 872 amending the 2019-2020 Biennial Budget.

FINANCIAL IMPACT:

The City Council adopted Ordinance No. 841, approving its first biennial budget for the 2019-2020 biennium, on November 19, 2018. The adopted biennial budget includes revenue and expenditure appropriations for the two years of the biennium for all funds. Since that time, the City Council has approved four amendments to the budget. The amended biennial budget for all funds totals \$209,744,780.

Adoption of Ordinance No. 872, as presented, provides for the mid-biennial budget amendments, thereby increasing all appropriations by \$8,508,007 to a total of \$218,252,787, recognizing \$7,569,450 of revenue and transfers, and use of \$1,301,973 of 2018 unobligated fund balance, as well as adoption of the 2020 Fee Schedules

(Exhibit A); the 2020 Range Placement Table for non-exempt and exempt staff (Exhibit B); and, the 2020 Extra Help Range Placement Table (Exhibit C).

RECOMMENDATION

Staff recommends that the City Council adopt Ordinance No. 872, amending the 2019-2020 Biennial Budget according to the mid-biennium budget modification.

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

BACKGROUND

The City Council adopted Ordinance No. 841, approving its first biennial budget for the 2019-2020 biennium on November 19, 2018. The adopted biennial budget includes revenue and expenditure appropriations for both years of the biennium for all funds. Since that time, the City Council has approved four amendments to the budget. The City's budget is adopted at the fund level which sets the total biennial expenditure authority for each fund and totals \$209,744,780.

Per RCW 35A.34, the City Council reviews and modifies the adopted biennial budget part way through the first year. The budget is a fiscal plan and changes to it are typical. This mid-biennial budget review provided an opportunity to formally review revenues and appropriations and adjust the budget as needed to address various emerging issues. The amendments proposed through this mid-biennium budget review process include requests to address issues that have emerged or are better understood than when the original budget was approved. It is important to note the distinction between a budget adjustment and an appropriation change. In simple terms, not all budget adjustments will require a change in appropriation.

For example, a budget increase that is funded from an expenditure decrease somewhere else in the budget has the effect of changing the City's spending plan but does not result in any new resources needing appropriation. In contrast, an adjustment that is funded with new internal or external revenues requires an appropriation increase to accommodate the increase in total resources.

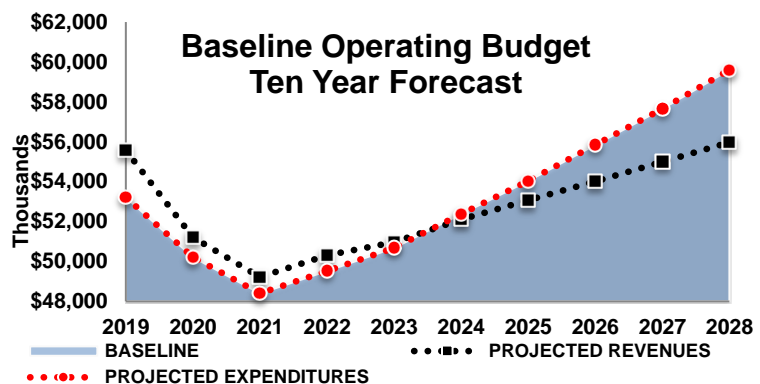
A summary of the 2019-2020 budget modifications by fund, as reflected in proposed Ordinance No. 872 (Attachment A), is included in the table below.

Fund	2019-2020 Current Budget (A)	Proposed Budget Amendments (B)	Amended 2019-2020 Budget (C) (A + B)
General Fund	\$98,964,663	\$2,171,352	\$101,136,015
Street Fund	3,975,505	199,709	4,175,214
Public Arts Fund	268,717	3,500	272,217
Transportation Impact Fees Fund	162,000	324,000	486,000
General Capital Fund	34,676,211	559,432	35,235,643
City Facilities – Major Maintenance Fund	288,936	490,000	778,936
Roads Capital Fund	35,116,539	4,391,167	39,507,706
Surface Water Utility Fund	19,977,236	(40,350)	19,936,886
Wastewater Utility Fund	4,931,699	2,855	4,934,554
Vehicle Operations / Maintenance Fund	1,088,547	17,670	1,106,217
Equipment Replacement Fund	921,829	388,672	1,310,501
All Other Funds	9,372,898	0	9,372,898
Total	\$209,744,780	\$8,508,007	\$218,252,787

If the mid-biennial budget modification ordinance is approved as proposed, total adjustments result in a net budget increase (appropriation change) of \$8,508,007 to a total of \$218,252,787. This amendment also recognizes \$7,569,450 of revenue and uses \$1,301,973 of 2018 unobligated fund balance.

The updated 10 Year Financial Sustainability Model chart reflects the impacts of all ongoing revenues and expenditures, including those proposed in the mid-biennial budget modification, throughout the forecast for the City's operating budget (General and Street Funds). This forecast does not reflect a renewal of the regular property tax levy lid lift for 2023-2028.

Based upon this update, the City's budgets are forecast to be balanced through 2023. This is an improvement from the forecast prepared for the 2019-2020 proposed budget, which forecast the budgets to be balanced through the 2021-2022 biennium.



Proposed Ordinance No. 872 will amend the 2019-2020 biennial budget to provide appropriations for the mid-biennium budget modifications and adopt the 2020 Fee Schedules (Exhibit A); the 2020 Range Placement Table for non-exempt and exempt staff (Exhibit B); and, the 2020 Extra Help Range Placement Table (Exhibit C).

DISCUSSION

Proposed Mid-Biennium Budget Modifications – Prior City Council Discussions

Over the course of the mid-biennium review, the City Council had several discussion, as follows:

- At the October 21st City Council Regular Meeting, the City Council was presented a brief financial update, recommended adjustments to the 2019-2020 Biennial Budget, and provided information on related policy issues. The link to the staff report for this Council discussion is available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport102119-8a.pdf>.

As part of the City Council's fiduciary responsibilities to citizens, businesses and other taxpayers, the Mayor and Councilmembers asked questions to which staff provided responses in the November 4th staff report, which is linked below.

- At the November 4th City Council Regular Meeting, the City Council conducted a public hearing on the 2019-2020 Biennial Budget and the 2019-2024 Capital Improvement Plan Mid-Biennium Update required by state law (RCW 35A.34.130) for the purpose of modifying the City's biennial budget prior to the City Council's adoption of proposed Ordinance No. 872, providing for the mid-

biennium budget modifications, and proposed Ordinance No. 873, setting the 2020 regular and excess property tax levies. The link to the staff report is available here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport110419-8a.pdf>.

The purpose of that public hearing was to enable the City Council and City management to hear public comment prior to adoption of the City's 2019-2020 Budget and 2019-2024 Capital Improvement Plan (CIP) Mid-Biennium Budget Update. Following the public hearing, the City Council asked for additional information and discussed potential changes to the proposed mid-biennium budget modification, including all proposed levies, taxes, fees, and rates. The questions asked and amendments proposed are incorporated in this staff report below.

Fee Schedules

Exhibit A to proposed Ordinance No. 872 provides the 2020 Fee Schedule. There is one change to the 2020 Solid Waste Fees Fee Schedule reflected in 3.01.500(I). While preparing to input 2020 rates into Recology's CRM system, Recology identified an error in the rental fee for temporary containers. After researching the issue, they determined the discrepancy was caused by a data entry issue the previous year, which was mistakenly carried forward on the 2020 rates sheet. The fee schedule presented for adoption has been updated to correct this error.

Classification and Compensation Program

Exhibits B and C to proposed Ordinance No. 872 provide the 2020 Range Placement Table for non-exempt and exempt staff and the Extra Help Range Placement Table in accordance with the City's Compensation Plan, respectively. As part of the mid-biennium budget ordinance, the City Council approves the 2020 Range Placement Tables, which include the effect of a 2020 salary range adjustment of 2.2%, position title changes, and the creation of two new position classifications.

Proposed Budget Amendments

Potential amendments to the 2019-2020 mid-biennial budget modification have been submitted by Councilmembers and will be discussed at tonight's City Council meeting. The following are details on the proposed amendments:

- **Proposed Amendment 1 (Councilmember Roberts):**

Motion: Increase General Fund appropriations and the use of fund balance by \$7,700 to provide resources for a Citywide mailer related to the 2020 census.

Background: On October 21st, Councilmember Roberts indicated a desire for the City to conduct additional outreach related to the 2020 census and enquired as to the cost of an additional citywide mailer. In the November 4th staff report, staff responded that the estimated the cost of a mailer related to the 2020 census would be similar to the cost of the Proposition 1 mailer sent to approximately 24,000 addresses, which totaled \$7,700.

On November 4th, Councilmember Scully asked staff to provide an update on other agencies' outreach plans regarding the 2020 census. For the past several months, staff from the Community Services Division and the City Manager's Office have been tracking and attending local meetings related to the 2020 census. Because the federal government is providing far fewer resources to ensure complete counts for this census, both local philanthropy and the state have made resources available to support local efforts. City government organizations were not eligible to apply for these funds, but staff helped to make local non-profits aware of the opportunity to apply. Two Shoreline-based agencies, Center for Human Services(CHS) and Turning Point, were recently awarded grants. Both grants will support hiring local representatives from historically undercounted communities to conduct outreach and education focused on helping to prepare members of those communities to complete the census survey.

Last week, City staff convened a meeting with these two agencies to discuss how the City can best support the efforts that are underway. Staff expects to leverage existing resources to help implement a coordinated, graduated education campaign that builds awareness over time—e.g. “the census is coming in 2020”; “what is the census and why is important?”; “how will my privacy be protected?”; “how do I complete the census?” etc. The general idea is to start with broad, introductory messaging that will become increasingly more specific as the actual window for completion opens in March 2020. In addition, staff will explore opportunities to utilize the computer lab at City Hall to provide space for residents to come and complete the census with representatives on hand to provide assistance and answer questions. Staff can also make space available at City events for representatives from the census to attend and share information. The census was also the featured topic of the October Community Resource Team meeting which helped to engage other agencies and the Shoreline School District to begin thinking about similar support/resources they can offer to help ensure a complete count.

City staff will continue to help raise awareness across the community and will meet regularly with census partners to help develop ongoing strategies for identifying and addressing potential gaps in the City's efforts to ensure that everyone is counted.

On November 4th, Councilmember Robertson asked staff to provide information about funding that may be impacted by the census. Many Federal programs allocate funding guided by population data that comes from the census. This is why it is so important that every resident in Shoreline is counted. Some of the programs whose funding is tied to the census include:

- Supplemental Nutrition Assistance Program (SNAP)
- Section 8 Housing Choice Vouchers
- Highway planning and construction
- Children's Health Insurance Program (CHIP)
- School lunch and breakfast programs
- Low Income Home Energy Assistance Program (LIHEAP)
- Unemployment Insurance Administration

- Community Development Block Grants (CDBG)

Completing the census will help to ensure that these and other needed resources will continue to be available to support our community.

- **Proposed Amendment 2 (Roberts):**

Motion: Strike the Non-site Specific Comprehensive Plan or Development Regulation Amendment fee (3.01.010(G)(22) from Attachment A, Exhibit A.

Background: On October 21st, Councilmember Roberts also asked for staff to provide the rationale for the addition of the Non-site Specific Comprehensive Plan or Development Regulation Amendment fee (3.01.010(G)(22). This fee would be charged for a publicly initiated, non-site specific Comprehensive Plan or development code amendment such as those requested by a property owner to add an additional use to a specific zone or an advocacy group to change a Comprehensive Plan policy. It is proposed to be set at a sufficient rate that allows for reasonable cost recovery of staff's time (approximately 30 hours) required to process the request.

Below are some examples of fees charged by nearby cities:

- Bellevue: no review fees for non-site specific Comprehensive Plan amendments.
- Bremerton: \$2,500 for a Comprehensive Plan text and map amendment combo; \$1,500 for a text only amendment, plus \$320 for Environmental Review.
- Covington: \$4,293 (\$1,000 non-refundable) plus consultant costs for Comprehensive Plan amendment; \$3,679 (\$1,000 non-refundable) plus consultant costs.
- Everett: cost recovery – Comprehensive Plan text amendment; Comprehensive Plan map \$5,326 plus rezone fees (\$2,131 for first acre, \$267 each additional acre).
- Puyallup: \$1,080 filing fee plus \$250 for Environmental Review plus \$540 for companion rezone.
- Tacoma: \$1,400.
- Poulsbo: \$1,070 for Comprehensive Plan amendment.
- Pierce County: \$3,000 (\$500 non-refundable).
- Thurston County: \$4,330 base (text amendment).
- Edmonds: \$6,350 for Comprehensive Plan amendment; \$6,350 for Zoning amendment.
- Lynnwood: \$3,500.
- Lake Forest Park: \$3,000 for Comprehensive Plan amendment; \$3,500 for Zoning amendment.
- Mountlake Terrace: \$8,700 for Comprehensive Plan amendment; \$4,350 for Zoning amendment; Retainer based on an hourly rate of \$145.
- Mercer Island: \$17,249 for Comprehensive Plan amendment; \$18,580 for Zoning amendment; Initial Comprehensive Plan fee is \$1,916 with the balance charged when the item is placed onto the docket.

As an alternative to staff's proposal setting the fee to recover approximately 30 hours of staff time (\$6,000), the City Council may consider Mercer Island's approach by establishing an Initial Comprehensive Plan fee at five hours of staff time charged at the minimum hourly rate of \$204, or \$1,020, with 25 hours charged at the minimum hourly rate of \$204, or \$5,100 when the item is placed onto the docket. Staff recognizes that this two-step fee will provide staff cost recovery for initial application processing but not burden the applicant if the item is not placed onto the docket. Should the City Council prefer this alternative, staff would recommend the proposed fee schedule be amended, as follows:

3.01.010 Planning and Community Development

G. Land Use	
22. Non-site Specific Comprehensive Plan or Development Regulation Amendment	\$6,000
a. <u>Application</u>	\$1,020
b. <u>Additional Fee if added to Docket</u>	\$5,100

Initial Evaluation of the Potential Impacts of I-976

The passage of I-976 impacts the Roads Capital fund in 2020 by the loss of approximately \$1.66 million in Vehicle License Fees (VLF). The two programs funded by VLF are the Annual Road Surface Maintenance program (ARSM) and the Sidewalk Rehabilitation Program (Sidewalk).

To mitigate for this loss of revenue, the Sidewalk program will be reduced in the 2019-2020 budget to include the VLF fees collected in 2019, which are estimated at approximately \$662,000 and the \$305,000 of general fund contribution to the program. Since this program was still being developed, the impacts will be more significant to the balance of the 2019-2024 CIP.

For the ARSM program, the work programmed in 2020 can continue within the current budget levels. Federal grants and already budgeted Roads Capital monies will allow the projects scheduled for construction in 2020 to continue. Design on future projects may need to be curtailed in 2020 in anticipation of a reduced program throughout the balance of the CIP.

Staff does not recommend amending the budget to reflect these immediate, short-term reductions at this time; rather, staff will manage to this revised plan. Staff will continue to work with AWC and other cities to assess the longer-term impacts and identify and evaluate options for addressing those impacts. Staff will return to Council in 2020 with additional options and potential budget amendments at that time.

Councilmember Roberts has indicated an interest in staff exploration of the ability to assess a fee on the sale of new or used tires. Determining the viability of this fee will require additional research and evaluation by the City Attorney's Office. Staff would appreciate guidance from the Council on whether there is broader Council interest in exploring this particular potential revenue source.

FINANCIAL IMPACT

The City Council adopted Ordinance No. 841, approving its first biennial budget for the 2019-2020 biennium, on November 19, 2018. The adopted biennial budget includes revenue and expenditure appropriations for the two years of the biennium for all funds. Since that time, the City Council has approved four amendments to the budget. The amended biennial budget for all funds totals \$209,744,780.

Adoption of Ordinance No. 872, as presented, provides for the mid-biennial budget amendments, thereby increasing all appropriations by \$8,508,007 to a total of \$218,252,787, recognizing \$7,569,450 of revenue and transfers, and use of \$1,301,973 of 2018 unobligated fund balance, as well as adoption of the 2020 Fee Schedules (Exhibit A); the 2020 Range Placement Table for non-exempt and exempt staff (Exhibit B); and, the 2020 Extra Help Range Placement Table (Exhibit C).

RECOMMENDATION

Staff recommends that the City Council adopt Ordinance No. 872, amending the 2019-2020 Biennial Budget according to the mid-biennium budget modification.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 872 - Providing for mid-biennium budget modification and adoption of the following exhibits:
- Exhibit A: 2020 Fee Schedules
 - Exhibit B: 2020 Range Placement Table for non-exempt and exempt staff
 - Exhibit C: 2020 Extra Help Range Placement Table

ORDINANCE NO. 872

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING THE MODIFICATION OF THE 2019-2020 FINAL BUDGET, AS HAS BEEN PREVIOUSLY AMENDED; ESTABLISHING FEE SCHEDULES; ESTABLISHING JOB CLASSIFICATIONS AND PAY RANGES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the 2019-2020 Final Budget was adopted by Ordinance No. 841 and subsequently amended by Ordinance Nos. 852, 854, 855, and 861; and

WHEREAS, pursuant to RCW 35A.34.130, the City conducted a mid-biennial review no sooner than eight months after the start nor later than the conclusion of the first year of the fiscal biennium; and

WHEREAS, the City Council held a properly noticed public hearing on November 4, 2019 on the proposed mid-biennium budget modification; and,

WHEREAS, the City Council has considered the proposed mid-biennium budget modification and has considered any and all comments received from the public, written or oral, with regard to such proposed mid-biennium budget modification; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.075 to include all revenues and expenditures for each fund in the adopted budget and, therefore, the 2019-2020 Final Budget, as amended, needs to be amended to reflect the increases and decreases to the City's funds; and

WHEREAS, the City Council finds that the proposed adjustments to the Biennial Budget for 2019-2020 reflect revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and

WHEREAS, the City Council desires to adopt the modification to the 2019-2020 Final Budget;

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

Section 1. Amendment – 2019-2020 Final Budget. The City hereby amends the 2019-2020 Final Budget according to the mid-biennium budget modification by increasing appropriations, as follows:

Fund	Current Appropriation	Revised Appropriation
General Fund	\$98,964,663	\$101,136,015
Street Fund	3,975,505	4,175,214
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	46,718	46,718
Public Arts Fund	268,717	272,217
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Property Tax Equalization Fund	0	0
Federal Criminal Forfeiture Fund	0	0
Transportation Impact Fees Fund	162,000	486,000
Park Impact Fees Fund	175,000	175,000
Revenue Stabilization Fund	0	0
Unltd Tax GO Bond 2006	3,389,937	3,389,937
Limited Tax GO Bond 2009	3,320,072	3,320,072
Limited Tax GO Bond 2018	1,660,400	1,660,400
Limited Tax GO Bond 2013	519,771	519,771
General Capital Fund	34,676,211	35,235,643
City Facility-Major Maintenance Fund	288,936	778,936
Roads Capital Fund	35,116,539	39,507,706
Surface Water Utility Fund	19,977,236	19,936,886
Wastewater Utility Fund	4,931,699	4,934,554
Vehicle Operations/Maintenance Fund	1,088,547	1,106,217
Equipment Replacement Fund	921,829	1,310,501
Unemployment Fund	35,000	35,000
Total Funds	\$209,744,780	\$218,252,787

Section 2. Amendment – City of Shoreline Regular FTE Count. The City of Shoreline hereby amends the 2019-2020 Final Budget to increase the number of full-time equivalent employees (FTE) and the total FTEs for the City, excluding City Council, as follows:

Department	2019 Adopted	2019 Amended	2019 Amended vs. 2019 Adopted	2020 Adopted	2020 Amended	2020 Amended vs. 2020 Adopted
City Manager	23.625	23.625	0.000	21.750	21.750	0.000
Community Services	4.780	4.780	0.000	4.780	5.380	0.600
City Attorney	3.000	3.000	0.000	3.000	3.000	0.000
Administrative Services	27.020	27.020	0.000	26.020	26.020	0.000
Human Resources	3.000	3.000	0.000	3.000	3.000	0.000
Police	0.000	0.000	0.000	0.000	0.000	0.000
Planning & Community Development	23.070	23.070	0.000	23.320	23.320	0.000
Parks, Recreation & Cultural Services	34.495	34.495	0.000	34.525	34.525	0.000

Department	2019 Adopted	2019 Amended	2019 Amended vs. 2019 Adopted	2020 Adopted	2020 Amended	2020 Amended vs. 2020 Adopted
Public Works	39.250	39.250	0.000	39.520	39.920	0.400
Surface Water Utility	15.760	15.760	0.000	15.460	15.460	0.000
Wastewater Utility	14.150	14.150	0.000	14.150	14.150	0.000
Total FTE	188.150	188.150	0.000	185.525	186.525	1.000

All references to total FTEs by department and for the City within the 2019-2020 Biennial Budget shall be amended to reflect this increase.

Section 3. Repeal, Chapter 3.01 *Fee Schedule*. Shoreline Municipal Code Chapter 3.01 Fee Schedule is repealed in its entirety and replaced with a new Chapter 3.01 Fee Schedule as set forth in Exhibit A attached hereto.

Section 4. Amendment – City of Shoreline Range Placement Tables. The City of Shoreline hereby amends the 2019-2020 Final Budget by making the following amendments:

- A. The 2020 Range Placement Table for non-exempt and exempt staff is replaced with that set forth in Exhibit B attached hereto.
- B. The 2020 Extra Help Range Placement Table is replaced with that set forth in Exhibit C attached hereto.

Section 5. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 6. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 7. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City.

- A. Sections 1 and 2 of this Ordinance, amending the 2019-2020 Final Budget according to the mid-biennium budget modification by increasing the appropriations and increasing the number of full-time equivalent employees (FTE) and the total FTEs for the City, excluding City Council, shall take effect and be in full force five days after passage and publication.
- B. Sections 3 and 4 of this Ordinance, amending SMC Chapter 3.01 and replacing the 2020 Range Placement Table for non-exempt and exempt staff and 2020 Extra Help Range Placement Table, shall take effect at 12:01 am January 1, 2020.

PASSED BY THE CITY COUNCIL ON NOVEMBER 18, 2019.

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2019

Effective Date: , 2019

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.010 Planning and Community Development

Type of Permit Application	2020
A. BUILDING	
Valuation (The Total Valuation is the "Building permit valuations" as delineated in section R108.3 of the International Residential Code and section 108.3 of the International Building Code. The hourly rate referenced throughout SMC 3.01.010 is calculated by multiplying the minimum number of hours noted for each fee by the fee established in SMC 3.01.010(A)(1).	
1. \$0 - \$11,000.00	\$204.00
2. \$11,000.01 - \$25,000.00	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.
3. \$25,000.01 - \$50,000.00	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
4. \$50,000.01 - \$100,000.00	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
5. \$100,000.01 - \$500,000.00	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
6. \$500,000.01 - \$1,000,000.00	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
7. \$1,000,000.01 +	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.
8. Building/Structure Plan Review	65% of the building permit fee
9. Civil Plan Review, Commercial (if applicable)	Hourly rate, 12 Hour Minimum
10. Civil Plan Review, Residential (if applicable)	Hourly rate, 4 Hour Minimum
11. Civil Plan Review, Residential, up to 1,000 square feet (if applicable)	Hourly rate, 1-hour minimum
12. Floodplain Permit	\$218.00
13. Floodplain Variance	\$612.00
14. Demolition, Commercial	\$1,741.00
15. Demolition, Residential	\$653.00
16. Zoning Review	Hourly rate, 1-hour minimum
17. Affordable Housing Review	Hourly rate, 10-hour minimum
18. Temporary Certificate of Occupancy (TCO)- Single-Family	\$204.00
19. Temporary Certificate of Occupancy (TCO)- Other	\$612.00
B. ELECTRICAL	
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee
C. FIRE - CONSTRUCTION	
1. Automatic Fire Alarm System:	
a. Existing System	
New or relocated devices up to 5	\$204.00
New or relocated devices 6 up to 12	\$612.00
Each additional new or relocated device over 12	\$7.00 per device
b. New System	\$816.00
c. Each additional new or relocated device over 30	\$7.00 per device
2. Fire Extinguishing Systems:	
a. Commercial Cooking Hoods	
1 to 12 flow points	\$612.00
More than 12	\$816.00
b. Other Fixed System Locations	\$816.00
3 Fire Pumps:	
a. Commercial Systems	\$816.00

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.010 Planning and Community Development

Type of Permit Application	2020
4. Commercial Flammable/Combustible Liquids:	
a. Aboveground Tank Installations	
First tank	\$408.00
Additional	\$204.00
b. Underground Tank Installations	
First tank	\$408.00
Additional	\$204.00
c. Underground Tank Piping (with new tank)	\$408.00
d. Underground Tank Piping Only (vapor recovery)	\$612.00
e. Underground Tank Removal	
First tank	\$408.00
Additional Tank	\$102.00 per additional tank
5. Compressed Gas Systems (exception: medical gas systems require a plumbing permit):	
a. Excess of quantities in IFC Table 105.6.9	\$408.00
6. High-Piled Storage:	
a. Class I – IV Commodities:	
501 – 2,500 square feet	\$408.00
2,501 – 12,000 square feet	\$612.00
Over 12,000 square feet	\$816.00
b. High Hazard Commodities:	
501 – 2,500 square feet	\$612.00
Over 2,501 square feet	\$1,020.00
7. Underground Fire Mains and Hydrants	\$612.00
8. Industrial Ovens:	
Class A or B Furnaces	\$408.00
Class C or D Furnaces	\$816.00
9. LPG (Propane) Tanks:	
Commercial, less than 500-Gallon Capacity	\$408.00
Commercial, 500-Gallon+ Capacity	\$612.00
Residential 0 – 500-Gallon Capacity	\$204.00
Spray Booth	\$816.00
10. Sprinkler Systems (each riser):	
a. New Systems	\$1,020.00 plus \$3.00 per head
b. Existing Systems	
1 – 10 heads	\$612.00
11 – 20 heads	\$816.00
More than 20 heads	\$1,020.00 plus \$3.00 per head
c. Residential (R-3) 13-D System	
1 – 30 heads	\$612.00
More than 30 heads	\$612.00 plus \$3.00 per head
Voluntary 13-D Systems in residences when not otherwise required	\$204.00
11. Standpipe Systems	\$816.00
12. Emergency Power Supply Systems:	
10 kW - 50 kW	\$612.00
> 50 kW	\$1,020.00
13. Temporary Tents and Canopies	\$204.00
14. Fire Review -Single-Family	\$102.00
15. Fire Review -Subdivision	Hourly rate, 1-hour minimum
16. Fire Review -Other	Hourly rate, 1-hour minimum
17. Emergency Responder Radio Coverage System	\$612.00

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.010 Planning and Community Development

Type of Permit Application	2020
18. Smoke Control Systems - Mechanical or Passive	\$816.00
D. MECHANICAL	
1. Residential Mechanical System	\$204.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
2. Commercial Mechanical System	\$545.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
3. All Other Mechanical Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum
E. PLUMBING	
1. Plumbing System	\$204.00 (including 4 fixtures), \$12.00 per fixture over 4
2. Gas Piping System standalone permit	\$204.00 (including 4 outlets), \$12.00 per outlet over 4
3. Gas Piping as part of a plumbing or mechanical permit	\$12.00 per outlet (when included in outlet count)
4. Backflow Prevention Device - standalone permit	\$204.00 (including 4 devices), \$12.00 per devices over 4
5. Backflow Prevention Device as part of a plumbing systems permit	\$12.00 per device (when included in fixture count)
6. All Other Plumbing Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum
F. ENVIRONMENTAL REVIEW	
1. Single-Family SEPA Checklist	\$3,264.00
2. Multifamily/Commercial SEPA Checklist	\$4,896.00
3. Planned Action Determination	Hourly rate, 5-hour minimum
4. Environmental Impact Statement Review	\$8,486.00
G. LAND USE	
1. Accessory Dwelling Unit	\$871.00
2. Administrative Design Review	\$1,632.00
3. Adult Family Home	\$489.00
4. Comprehensive Plan Amendment – Site Specific (Note: may be combined with Rezone public hearing.)	\$17,952.00 , plus public hearing (\$3876.00)
5. Conditional Use Permit (CUP)	\$7,617.00
6. Historic Landmark Review	\$408.00
7. Interpretation of Development Code	\$763.00
8. Master Development Plan	\$27,202.00 , plus public hearing (\$3876.00)
9. Changes to a Master Development Plan	\$13,601.00 , plus public hearing (\$3876.00)
10. Rezone	\$17,626.00 , plus public hearing (\$3876.00)
11. SCTF Special Use Permit (SUP)	\$15,886.00 , plus public hearing (\$3876.00)
12. Sign Permit - Building Mounted, Awning, Driveway Signs	\$436.00
13. Sign Permit - Monument/Pole Signs	\$871.00
14. Special Use Permit	\$15,886.00 , plus public hearing (\$3876.00)
15. Street Vacation	\$11,207.00 , plus public hearing (\$3876.00)
16. Temporary Use Permit (TUP) EXCEPT fee is waived as provided in SMC 20.30.295(D)(2) for Transitional Encampments	\$1,632.00
17. Deviation from Engineering Standards	Hourly rate, 8-hour minimum
18. Variances - Zoning	\$9,249.00
19. Lot Line Adjustment	\$1,632.00
20. Lot Merger	\$408.00
21. Development Agreement	Hourly rate, 125-hour minimum , plus public hearing (\$3876.00)
22. Non-site Specific Comprehensive Plan or Development Regulation Amendment	\$6,000.00

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.010 Planning and Community Development

Type of Permit Application	2020
H. CRITICAL AREAS FEES	
1. Critical Area Field Signs	\$7.00 per sign
2. Critical Areas Review	Hourly rate, 2-hour minimum
3. Critical Areas Monitoring Inspections (Review of three reports and three inspections.)	\$1,959.00
4. Critical Areas Reasonable Use Permit (CARUP)	\$14,689.00 , plus public hearing (\$3876.00)
5. Critical Areas Special Use Permit (CASUP)	\$14,689.00 , plus public hearing (\$3876.00)
I. MISCELLANEOUS FEES	
1. Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee
2. Expedited Review – Building or Site Development Permits	Twice the applicable permit review fee(s)
3. All Other Fees Per Hour	Hourly rate, 1-hour minimum
4. Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum
5. Extension of the Conditional Certificate for the Multiple Family Tax Exemption Application Fee	\$204.00
6. Multiple Family Tax Exemption or Affordable Housing Annual Compliance Verification	\$408.00
7. Pre-application Meeting	\$479.00 Mandatory pre-application meeting \$204.00 Optional pre-application meeting
8. Transportation Impact Analysis (TIA) Review (less than 20 trips)	\$204.00
9. Transportation Impact Analysis (TIA) Review (20 or more trips)	Hourly rate, 1-hour minimum
10. Noise Variance	\$408.00
J. RIGHT-OF-WAY	
1. Right-of-Way Utility Blanket Permits	\$204.00
2. Right-of-Way Use Limited	Hourly rate, 1-hour minimum
3. Right-of-Way Use	Hourly rate, 3-hour minimum
4. Right-of-Way Site	Hourly rate, 4-hour minimum
5. Right-of-Way Special Events	\$1,020.00
6. Residential Parking Zone Permit	\$20.00
7. Right-of-Way Extension	Hourly rate, 1-hour minimum
K. SHORELINE SUBSTANTIAL DEVELOPMENT	
1. Shoreline Conditional Permit Use	\$7,834.00
2. Shoreline Exemption	\$512.00
3. Shoreline Variance	\$10,881.00 , plus public hearing (\$3876.00)
Substantial Development Permit (based on valuation):	
4. up to \$10,000	\$2,720.00
5. \$10,000 to \$500,000	\$6,529.00
6. over \$500,000	\$10,881.00
L. SITE DEVELOPMENT	
1. Clearing and/or Grading Permit	Hourly rate, 3-hour minimum
2. Subdivision Construction	Hourly rate, 10-hour minimum
3. Multiple Buildings	Hourly rate, 10-hour minimum
4. Clearing and Grading Inspection - Sum of Cut and Fill Yardage:	
5. 50-500 CY without drainage conveyance	\$204.00
6. 50-500 CY with drainage conveyance	\$436.00
7. 501-5,000 CY	\$871.00
8. 5001-15,000 CY	\$1,741.00
9. More than 15,000 CY	\$4,571.00
10. Tree Removal	\$204.00

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.010 Planning and Community Development

Type of Permit Application	2020
M. SUBDIVISIONS	
1. Binding Site Plan	\$6,202.00
2. Preliminary Short Subdivision	\$7,073.00 for two-lot short subdivision, plus (\$544.00) for each additional lot
3. Final Short Subdivision	\$2,068.00
4. Preliminary Subdivision	\$16,322.00 for ten-lot subdivision, plus \$763.00 for each additional lot and \$3,876.00 for public hearing
5. Final Subdivision	\$7,956.00
6. Changes to Preliminary Short or Formal Subdivision	\$4,027.00
7. Plat alteration	Hourly rate, 10-hour minimum
8. Plat alteration with public hearing	Hourly rate, 10-hour minimum , plus public hearing (\$3876.00)
N. SUPPLEMENTAL FEES	
1. Supplemental permit fees	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed, the original scope of the project has changed, or scale and complexity results in review hours exceeding the minimums identified in this schedule. Fees will be assessed at the fee established in SMC 3.01.010(A)(1), minimum of one hour.
2. Reinspection fees	\$272.00 Reinspection fees may be assessed if work is incomplete and corrections not completed.
3. Additional Inspection fees	Additional inspection fees may be assessed for phased construction work or if more inspections are required than included in the permit fee. Fees will be assessed at the fee established in SMC 3.01.010(A)(1), minimum of one hour.
4. Investigation inspection	\$272.00
5. Consultant Services	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of outside consultant services fees to be provided in advance for applicant agreement.
O. FEE REFUNDS	
<p>The city manager or designee may authorize the refunding of:</p> <ol style="list-style-type: none"> 1. One hundred percent of any fee erroneously paid or collected. 2. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. 3. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled and minimal plan review work has been done. 4. The city manager or designee shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment. 	
P. FEE WAIVER	
<ol style="list-style-type: none"> 1. The City Manager or designee may authorize the waiver of the double fee for work commenced without a permit for property owners not responsible for initiating the work without a permit. Any fee waiver request must be submitted in writing by the current property owner prior to permit issuance and detail the unpermitted work related to the dates of property ownership. 	

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.010 Planning and Community Development

Type of Permit Application	2020
Q. IMPACT FEE ADMINISTRATIVE FEES	
1. Administrative Fee - All applicable projects per building permit application	Hourly rate, 1-hour minimum
2. Administrative Fee - Impact fee estimate/preliminary determination for building permit application	Hourly rate, 1-hour minimum
3. Administrative Fee - Independent fee calculation per impact fee type	Hourly rate, 1-hour minimum
4. Administrative Fee - Deferral program	Hourly rate, 1-hour minimum
All administrative fees are nonrefundable.	
Administrative fees shall not be credited against the impact fee.	
Administrative fees applicable to all projects shall be paid at the time of building permit issuance.	
Administrative fees for impact fee estimates or preliminary determination shall be paid at the time the request is submitted to the city.	
Administrative fees for independent fee calculations shall be paid prior to issuance of the director's determination, or for fire impact fees, the fire chief's determination.	

[Ord. 857 § 2 (Exh. B), 2019; Ord. 855 § 2 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 785 § 1, 2017; Ord. 779 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 1 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3, 2012; Ord. 646 § 2, 2012; Ord. 641 § 1, 2012; Ord. 629 § 1, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 1, 2006; Ord. 426 § 4, 2006]

City of Shoreline Fee Schedules

3.01.015 Transportation Impact Fees

ITE Code	Land Use Category/Description	2020	
		Impact Fee Per Unit @	
		\$7,603.80 per Trip	
A. Rate Table			
90	Park-and-ride lot w/ bus svc	3,604.21	per parking space
110	Light industrial	9.85	per square foot
140	Manufacturing	7.42	per square foot
151	Mini-warehouse	2.64	per square foot
210	Single family house (includes townhouse and duplex)	7,045.64	per dwelling unit
220	Apartment (includes accessory dwelling unit)	4,565.33	per dwelling unit
230	Condominium	4,635.09	per dwelling unit
240	Mobile home park	3,292.62	per dwelling unit
251	Senior housing	1,506.79	per dwelling unit
254	Assisted Living	690.60	per bed
255	Continuing care retirement	2,247.78	per dwelling unit
310	Hotel	4,710.27	per room
320	Motel	3,752.25	per room
444	Movie theater	14.77	per square foot
492	Health/fitness club	19.45	per square foot
530	School (public or private)	5.72	per square foot
540	Junior/community college	14.96	per square foot
560	Church	3.85	per square foot
565	Day care center	36.94	per square foot
590	Library	18.67	per square foot
610	Hospital	9.05	per square foot
710	General office	13.62	per square foot
720	Medical office	24.74	per square foot
731	State motor vehicles dept	119.22	per square foot
732	United States post office	28.45	per square foot
820	General retail and personal services (includes shopping center)	10.30	per square foot
841	Car sales	18.94	per square foot
850	Supermarket	28.13	per square foot
851	Convenience market-24 hr	52.28	per square foot
854	Discount supermarket	28.69	per square foot
880	Pharmacy/drugstore	16.57	per square foot
912	Bank	40.31	per square foot
932	Restaurant: sit-down	29.07	per square foot
934	Fast food	66.88	per square foot
937	Coffee/donut shop	84.85	per square foot
941	Quick lube shop	30,170.72	per service bay
944	Gas station	27,435.58	per pump
948	Automated car wash	58.64	per square foot
B. Administrative Fees - See SMC 3.01.010			

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 2 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 720 § 1, 2015; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 690 § 2 (Exh B), 2014]

City of Shoreline Fee Schedules

3.01.016 Park Impact Fees

		2020
A. Rate Table		
Use Category	Impact Fee	
Single Family Residential	4,286	per dwelling unit
Multi-Family Residential	2,812	per dwelling unit
B. Administrative Fees - See SMC 3.01.010		

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 786 § 2 (Exh. B), 2017]

City of Shoreline Fee Schedules

3.01.017 Fire Impact Fees

		2020	
A. Rate Table			
Use Category		Impact Fee	
Residential			
Single-Family Residential		2,311.00	per dwelling unit
Multi-Family Residential		2,002.00	per dwelling unit
Commercial			
Commercial 1		2.84	per square foot
Commercial 2		1.83	per square foot
Commercial 3		5.73	per square foot
B. Administrative Fees - See SMC 3.01.010			

[Ord. 841 § 3 (Exh. A), 2018; Ord. 791 § 2 (Exh. 2), 2017]

**City of Shoreline
Fee Schedules**

3.01.020 Fire - Operational

Type of Permit Application	2020
A. FIRE - OPERATIONAL	
1. Aerosol Products	\$204.00
2. Amusement Buildings	\$204.00
3. Carnivals and Fairs	\$204.00
4. Combustible Dust-Producing Operations	\$204.00
5. Combustible Fibers	\$204.00
6. Compressed Gases	\$204.00
7. Cryogenic Fluids	\$204.00
8. Cutting and Welding	\$204.00
9. Dry Cleaning (hazardous solvent)	\$204.00
10. Flammable/Combustible Liquid Storage/Handle/Use	\$204.00
11. Flammable/Combustible Liquid Storage/Handle/Use - (add'l specs)	Add'l fee based on site specs
12. Floor Finishing	\$204.00
13. Garages, Repair or Servicing - 1 to 5 Bays	\$204.00
14. Garages, Repair or Servicing - (add'l 5 Bays)	\$102.00
15. Hazardous Materials	\$611.00
16. Hazardous Materials (including Battery Systems 55 gal>)	\$204.00
17. High-Piled Storage	\$204.00
18. Hot Work Operations	\$204.00
19. Indoor Fueled Vehicles	\$204.00
20. Industrial Ovens	\$204.00
21. LP Gas-Consumer Cylinder Exchange	\$102.00
22. LP Gas-Retail Sale of 2.5 lb or less	\$102.00
23. LP Gas-Commercial Containers (Tanks)	\$204.00
24. LP Gas-Commercial Containers, Temporary (Tanks)	\$204.00
25. Lumber Yard	\$204.00
26. Misc Comb Material	\$204.00
27. Open Flames and Candles	\$204.00
28. Open Flames and Torches	\$204.00
29. Places of Assembly 50 to 100	\$102.00
30. Places of Assembly up to 500	\$204.00
31. Places of Assembly 501>	\$407.00
32. Places of Assembly (add'l assembly areas)	\$102.00
33. Places of Assembly - A-5 Outdoor	\$102.00
34. Places of Assembly - Outdoor Pools	\$102.00
35. Places of Assembly - Open Air Stadiums	\$204.00
36. Pyrotechnic Special Effects Material	\$204.00
37. Pyrotechnic Special Effects Material (add'l specs)	Add'l fee based on site specs
38. Refrigeration Equipment	\$204.00
39. Scrap Tire Storage	\$204.00
40. Spraying or Dipping	\$204.00
41. Waste Handling	\$204.00
42. Wood Products	\$204.00

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 3 (Exh. A), 2013]

**City of Shoreline
Fee Schedules**

3.01.025 Affordable Housing Fee In-Lieu

2020		
A. Rate Table		
Zoning District	Fee per unit if providing 10% of total units as affordable	Fee per unit if providing 20% of total units as affordable
MUR-45	206,152.00	158,448.00
MUR-70	206,152.00	158,448.00
MUR-70 with development agreement	253,855.00	206,152.00
Note: The Fee In-Lieu is calculated by multiplying the fee shown in the table by the fractional mandated unit. For example, a 0.40 fractional unit multiplied by \$206,152 would result in a Fee In-Lieu of \$82,460.80.		

[Ord. 841 § 2 (Exh. A), 2019; Ord. 817 § 1, 2018]

City of Shoreline Fee Schedules

3.01.100 Animal Licensing and Service Fees

Annual License	2020
A. PET - DOG OR CAT	
1. Unaltered	\$60.00
2. Altered	\$30.00
3. Juvenile pet	\$15.00
4. Discounted pet	\$15.00
5. Replacement tag	\$5.00
6. Transfer fee	\$3.00
7. License renewal late fee – received 45 to 90 days following license expiration	\$15.00
8. License renewal late fee – received 90 to 135 days following license expiration	\$20.00
9. License renewal late fee – received more than 135 days following license expiration	\$30.00
10. License renewal late fee – received more than 365 days following license expiration	\$30.00 plus license fee(s) for any year(s) that the pet was unlicensed
<i>Service Animal Dogs and Cats and K-9 Police Dogs: Service animal dogs and cats and K-9 police dogs must be licensed, but there is no charge for the license.</i>	
B. GUARD DOG	
1. Guard dog registration	\$100.00
C. ANIMAL RELATED BUSINESS	
1. Hobby kennel and hobby cattery	\$50.00
2. Guard dog trainer	\$50.00
3. Guard dog purveyor	\$250.00
D. GUARD DOG PURVEYOR	
1. If the guard dog purveyor is in possession of a valid animal shelter, kennel or pet shop license, the fee for the guard dog purveyor license shall be reduced by the amount of the animal shelter, kennel or pet shop license.	
E. FEE WAIVER	
1. The director of the animal care and control authority may waive or provide periods of amnesty for payment of outstanding licensing fees and late licensing penalty fees, in whole or in part, when to do so would further the goals of the animal care and control authority and be in the public interest. In determining whether a waiver should apply, the director of the animal care and control authority must take into consideration the total amount of the fees charged as compared with the gravity of the violation and the effect on the owner, the animal's welfare and the animal care and control authority if the fee or fees or penalties are not waived and no payment is received.	

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 595 § 3 (Att. B), 2011]

City of Shoreline Fee Schedules

3.01.200 Business License Fees

License	2020
A. BUSINESS LICENSE FEES - GENERAL	
1. Business license registration fee for new application filed between January 1 and June 30)	\$40.00
2. Business license registration fee for new application filed between July 1 and December 31	\$20.00
The annual business license fee is prorated as necessary to conform to SMC 5.05.060.	
3. Annual business license renewal fee	\$40.00 due January 31
a. Penalty schedule for late annual business license renewal as described in SMC 5.05.080 received after:	
i. January	\$10.00
ii. February	\$15.00
iii. March	\$20.00
B. REGULATORY LICENSE FEES	
1. Regulated massage business	\$224.00 Per Year
2. Massage manager	\$49.00 Per Year
Plus additional \$11 fee for background checks for regulated massage business or massage manager:	
3. Public dance	\$153.00 Per Dance
4. Pawnbroker	\$717.00 Per Year
5. Secondhand Dealer	\$69.00 Per Year
6. Master solicitor	\$140.00 Per Year
7. Solicitor	\$35.00 Per Year
Late fees for the above regulatory licenses: A late penalty shall be charged on all applications for renewal of a regulatory license received later than 10 working days after the expiration date of such license. The amount of such penalty is fixed as follows: * For a license requiring a fee of less than \$50.00, two percent of the required fee. * For a license requiring a fee of more than \$50.00, ten percent of the required fee.	
8. Adult cabaret operator	\$717.00 Per Year
9. Adult cabaret manager	\$153.00 Per Year
10. Adult cabaret entertainer	\$153.00 Per Year
11. Panoram Operator	\$715.00 Per Year
Plus additional \$58 fee for fingerprint background checks for each operator:	
12. Panoram premise	\$294.00 Per Year
13. Panoram device	\$84.00 Per Year Per Device
Penalty schedule for Adult cabaret and Panoram licenses:	
Days Past Due	
7 - 30	10% of Regulatory License Fee
31 - 60	25% of Regulatory License Fee
61 and over	100% of Regulatory License Fee

City of Shoreline Fee Schedules

14. Duplicate Regulatory License	\$6.00
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[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 734 § 2, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 625 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 4 (Exh. B), 2009]

3.01.205 Filmmaking Permit Fees

	2020
A. PERMIT FEES	
1. Low Impact Film Production	\$25.00 flat fee per production (for up to 14 consecutive days of filming)
2. Low Impact Daily Rate (each additional day after 14 days)	\$25.00 per additional day
3. Moderate Impact Film Production	\$25.00 per day
4. High Impact Film Production	Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.
B. FEE WAIVER	
The city manager may consider a waiver for any fees that may apply under this section. Any fee waiver request must be submitted concurrently with the filmmaking permit application.	
C. ADDITIONAL COSTS	
Any additional costs incurred by the city, related to the filmmaking permitted activity, shall be paid by the applicant. The applicant shall comply with all additional cost requirements contained in the Shoreline Film Manual.	

[Ord. 859 § 2 (Exh. B), 2019]

3.01.210 Hearing Examiner Fees

	2020
A. HEARING EXAMINER APPEAL HEARING FEE	\$545.00

[Ord. 855 § 2 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 2, 2006]

3.01.220 Public Records

	2020
1. Photocopying paper records	
a. Black and white photocopies of paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page
b. Black and white photocopies of paper larger than 11 by 17 inches - City Produced	\$5.00 First Page \$1.50 Each additional page
c. Color photocopies up to 11 by 17 inches - if more than three pages	\$0.25 Per Page
2. Scanning paper records	
a. Scans of paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page

City of Shoreline Fee Schedules

3. Copying electronic records	
a. Copies of electronic records to file sharing site - if more than five pages (2 minute minimum)	\$0.91 Per Minute
b. Copies of electronic records onto other storage media	Cost incurred by City for hardware plus \$0.91/minute
4. Other fees	
a. Photocopies - vendor produced	Cost charged by vendor, depending on size and process
b. Convert electronic records (in native format) into PDF format – if more than 15 minutes	\$50.00 Per hour
c. Service charge to prepare data compilations or provide customized electronic access services	Actual staff cost
d. Photographic prints and slides	Cost charged by vendor, depending on size and process
e. Clerk certification	\$1.50 Per document
5. Geographic Information Systems (GIS) services	
a. GIS maps smaller than 11 by 17 inches	\$0.50 Per Page
b. GIS maps larger than 11 by 17 inches	\$1.70 Per Square Foot
c. Custom GIS Mapping and Data Requests	\$100.00 Per Hour (1 Hour Minimum)

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 784 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 738 § 1, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 6, 2006; Ord. 435 § 7, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 3, 2001; Ord. 256 § 3, 2000]

City of Shoreline Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee	2020 Resident Rate	2020 Non-Resident Rate
A. OUTDOOR RENTAL FEES		
1. Picnic Shelters – (same for all groups)		
a. Half Day (9:00am-2:00pm or 2:30pm-Dusk)	\$72	\$91
b. Full Day (9:00am - Dusk)	\$104	\$131
2. Cromwell Park Amphitheater & Richmond Beach Terrace		
a. Half Day	\$72	\$91
b. Full Day	\$104	\$131
3. Alcohol Use		
a. Per hour, 4 hour minimum (includes shelter rental)	\$92	\$111
4. Athletic Fields (Per Hour)		
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$24	\$24
b. Youth Organization Game * and/or Practice	\$7	\$10
c. Youth Organization Tournament *	\$10	\$13
d. Practice	\$17	\$22
e. Games *	\$33	\$39
f. * Additional field prep fee may be added	\$27	\$37
5. Synthetic Fields (Per Hour)		
a. Youth Organizations	\$20	\$28
b. Private Rentals	\$67	\$83
c. Discount Field Rate **	\$20	\$28
6. Tennis Courts		
a. Per hour	\$8	\$9
7. Park and Open Space Non-Exclusive Use Permit		
a. per hour	\$16	\$19
8. Community Garden Plot Annual Rental Fee		
a. Standard Plot	\$44	N/A
b. Accessible Plot	\$22	N/A
**Offered during hours of low usage as established and posted by the PRCS Director		
9. Amplification Supervisor Fee		
a. Per hour; when applicable	\$26	\$26
10. Attendance Fee		
a. 101-199 Attendance	\$53	\$53
b. 200-299 Attendance	\$106	\$106
c. 300+ Attendance	Varies	Varies

City of Shoreline Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee	2020 Resident Rate	2020 Non-Resident Rate
B. INDOOR RENTAL FEES		
	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)
1. Richmond Highlands (same for all groups) Maximum Attendance 214		
a. Entire Building (including building monitor)	\$63	\$76
2. Spartan Recreation Center Fees for Non-Profit Youth Organizations/Groups		
a. Multi-Purpose Room 1 or 2	\$13	\$17
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$22	\$27
c. Gymnastics Room	\$13	\$17
d. Dance Room	\$13	\$17
e. Gym-One Court	\$22	\$27
f. Entire Gym	\$38	\$49
g. Entire Facility	\$103	\$131
3. Spartan Recreation Center Fees for All Other Organizations/Groups		
a. Multi-Purpose Room 1 or 2	\$26	\$32
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$37	\$45
c. Gymnastics Room	\$26	\$32
d. Dance Room	\$26	\$32
e. Gym-One Court	\$37	\$45
f. Entire Gym	\$70	\$84
g. Entire Facility	\$136	\$163
As a health and wellness benefit for regular City employees, daily drop-in fees for regular City employees shall be waived.		
* Rentals outside the normal operating hours of the Spartan Gym may require an additional supervision fee. (See Below)		
4. City Hall Rental Fees		
a. City Hall Rental - Third Floor Conference Room	\$38 Per Hour	\$46 Per Hour
b. City Hall Rental - Council Chambers	\$110 Per Hour	\$131 Per Hour
c. AV Set-up Fee - Per Room	\$16	\$16
5. Other Indoor Rental Fees:		
a-1. Security Deposit (1-125 people): (refundable)	\$200	\$200
a-2. Security Deposit (126+ people): (refundable)	\$400	\$400
b. Supervision Fee (if applicable)	\$21/hour	\$21/hour
c. Daily Rates (shall not exceed)	\$925	\$1,110

City of Shoreline Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee	2020 Resident Rate	2020 Non-Resident Rate
C. CONCESSIONAIRE PERMIT		
1. Annual Permit - Calendar Year (requires additional hourly fee)	\$53	\$63
2. Additional Hourly Concession Fee (requires annual permit)	\$3/hour	\$3/hour
Concession Permit fees and additional Concession Fees are exempt for Non-Profit Youth Organizations, and sanctioned Neighborhood Association Events. Sanctioned Neighborhood Associations Events are exempt from all rental fees with the exception of associated supervision fees when applicable. Concession/Admission/Sales Fees may be modified at the discretion of the PRCS Director.		
D. INDOOR DROP-IN FEES		
1. Showers Only (Spartan Recreation Center)	\$1	\$1
2. Drop-In		
a. Adult	\$3	\$4
b. Senior/Disabled	\$2	\$3
3. 1 Month Pass		
a. Adult	\$26	\$33
b. Senior/Disabled	\$17	\$22
4. 3 Month Pass		
a. Adult	\$65	\$76
b. Senior/Disabled	\$46	\$54
Senior is 60+ years of age		
E. AQUATICS DROP-IN FEES		
1. Drop-In		
a. Adult	\$4	\$5
b. Adult- Real Deal	\$2	\$3
c. Youth/Senior/Disabled	\$3	\$4
d. Youth/Senior/Disabled - Real Deal	\$1	\$2
e. Family	\$11	\$13
2. 1 Month Pass		
a. Adult	\$44	\$54
b. Youth/Senior/Disabled	\$33	\$39
c. Family	\$136	\$163
3. 3 Month Pass		
a. Adult	\$125	\$156
b. Youth/Senior/Disabled	\$94	\$112
c. Family	\$337	\$405
4. 1 Year Pass		
a. Adult	\$457	\$571
b. Youth/Senior/Disabled	\$314	\$377
c. Family	\$881	\$1,058

City of Shoreline Fee Schedules

3.01.300 Parks, Recreation and Cultural Services

Fee	2020 Resident Rate	2020 Non- Resident Rate
5. Showers Only (Shoreline Pool)	\$1	\$1
F. INDOOR / AQUATICS JOINT PASS FEES		
1. Indoor / Aquatics Joint 1 Month Pass		
a. Adult	\$59	\$71
b. Senior/Disabled	\$41	\$50
G. AQUATICS RENTAL FEES		
1. Ongoing Organization Rentals (Insurance Required)		
a. Rentals On-Going (non-swim team) per hour	\$83	\$100
b. Swim Team Per/ Lane/Hr	\$12	\$15
2. Public Rentals per Hour		
a. 1-60	\$128	\$153
b. 61-150	\$166	\$200
Aquatics and General Recreation programs fees are based upon market rate.		
H. AQUATICS AND GENERAL RECREATION PROGRAM FEES		
Aquatics and General Recreation Program Fees are based upon the PRCS Cost Recovery/Fee Setting Framework.		
I. FEE IN LIEU OF STREET TREE REPLACEMENT	\$2,611	N/A
J. FEE REFUNDS		
Whenever a fee is paid for the use of Parks, Recreation and Cultural Services Department facilities or property or for participation in a Parks, Recreation and Cultural Services Department sponsored class or program, and a refund request is made to the city, fees may be refunded according to the Parks, Recreation and Cultural Services Department's Refund Policy and Procedures.		
K. RECREATION SCHOLARSHIPS		
Scholarships for the fee due to the participate in a Parks, Recreation and Cultural Services Department sponsored class or program may be awarded when a request is made to the city according to the Parks, Recreation and Cultural Services Department's Recreation Scholarship Policy and Procedures.		

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 647 § 2, 2012; Ord. 627 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 602 § 1, 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. A), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 3, 2006; Ord. 428 § 1, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 2, 2001; Ord. 256 § 2, 2000]

City of Shoreline Fee Schedules

3.01.400 Surface Water Management Rate Table

Rate Category	Percent Hard Surface	2019 SWM Annual Fee Adopted (includes all taxes)	2020 SWM Annual Fee			
			2020 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax
A. Rate Table						
1. Residential: Single-family home		\$246.55	\$255.85	\$15.35	Per Parcel	\$271.20
2. Very Light	Less than or equal to 10%	\$246.55	\$255.85	\$15.35	Per Parcel	\$271.20
3. Light	More than 10%, less than or equal to 20%	\$572.62	\$594.23	\$35.65	Per Acre	\$629.88
4. Moderate	More than 20%, less than or equal to 45%	\$1,182.97	\$1,227.61	\$73.66	Per Acre	\$1,301.27
5. Moderately Heavy	More than 45%, less than or equal to 65%	\$2,294.35	\$2,380.93	\$142.86	Per Acre	\$2,523.79
6. Heavy	More than 65%, less than or equal to 85%	\$2,906.72	\$3,016.41	\$180.98	Per Acre	\$3,197.39
7. Very Heavy	More than 85%, less than or equal to 100%	\$3,807.37	\$3,951.04	\$237.06	Per Acre	\$4,188.10
Minimum Rate		\$246.55	\$255.85	\$15.35		\$271.20
There are two types of service charges: The flat rate and the sliding rate. The flat rate service charge applies to single family homes and parcels with less than 10% hard surface. The sliding rate service charge applies to all other properties in the service area. The sliding rate is calculated by measuring the amount of hard surface on each parcel and multiplying the appropriate rate by total acreage.						
B. CREDITS						
Several special rate categories will automatically be assigned to those who qualify						
1. An exemption for any home owned and occupied by a low income senior citizen determined by the assessor to qualify under RCW 84.36.381.						
2. A public school district shall be eligible for a waiver of up to 100% of its standard rates based on providing curriculum which benefits surface water utility programs. The waiver shall be provided in accordance with the Surface Water Management Educational Fee Waiver procedure. The program will be reviewed by July 1, 2021.						
3. Alternative Mobile Home Park Charge. Mobile Home Park Assessment can be the lower of the appropriate rate category or the number of mobile home spaces multiplied by the single-family residential rate.						
C. RATE ADJUSTMENTS						
Any person receiving a bill may file a request for a rate adjustment within two years of the billing date. (Filing a request will not extend the payment period). Property owners should file a request for a change in the rate assessed if:						
1. The property acreage is incorrect;						
2. The measured hard surface is incorrect;						
3. The property is charged a sliding fee when the fee should be flat;						
4. The person or property qualifies for an exemption or discount; or						
5. The property is wholly or in part outside the service area.						
D. REBATE						
Developed properties shall be eligible for the rebate under SMC 13.10.120 for constructing approved rain gardens or conservation landscaping at a rate of \$2.50 per square foot not to exceed \$2,000 for any parcel.						

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 659 § 2, 2013; Ord. 650 § 3 (Exh. A), 2012; Ord. 642 § 1, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(a), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 7, 14, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002. Formerly 3.01.070.]

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.500 Solid Waste Rate Schedule

Solid Waste Rate Schedule from CleanScapes				
Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	2020 Fee Total
A. MONTHLY				
1. One 32-gallon Garbage Cart	4.43	\$1.35	\$0.00	\$0.00
B. WEEKLY RESIDENTIAL CURBSIDE SERVICE				
1. One 10-gallon Garbage Micro-Can	6.00	\$1.83	\$12.44	\$14.27
2. One 20-gallon Garbage Cart	12.00	\$3.66	\$16.66	\$20.32
3. One 32/35 -gallon Garbage Cart	19.20	\$5.86	\$20.55	\$26.41
4. One 45-gallon Garbage Cart	27.00	\$8.25	\$27.79	\$36.04
5. One 60/64-gallon Garbage Cart	38.40	\$11.74	\$29.38	\$41.12
6. One 90/96-gallon Garbage Cart	57.60	\$17.60	\$33.54	\$51.14
7. Additional 32 Gallon Cans (weekly svc)	-	\$5.87	\$7.77	\$13.64
8. Extras (32 gallon equivalent)	-	\$1.35	\$2.95	\$4.30
9. Miscellaneous Fees:				
a. Extra Yard Debris (32 gallon bag/bundle/can)				\$3.11
b. 2nd and Additional 96-Gallon Yard Waste Cart				\$6.22
c. Return Trip				\$6.22
d. Roll-out Charge, per 25 ft, per cart, per time				\$3.11
e. Drive-in Charge, per month				\$6.22
f. Extended Vacation Hold (per week)				\$1.00
g. Overweight/Oversize container (per p/u)				\$3.11
h. Redelivery of one or more containers				\$10.37
i. Cart Cleaning (per cart per cleaning)				\$10.37
C. ON-CALL BULKY WASTE COLLECTION				
1. Non-CFC Containing Large Appliances ("white goods"), per item				\$20.73
2. Refrigerators/Freezers/Air Conditioners per item				\$31.10
3. Sofas, Chairs, per item	-	\$7.63	\$13.99	\$21.62
4. Mattresses, Boxsprings, per item	-	\$7.63	\$13.99	\$21.62
D. WEEKLY COMMERCIAL & MULTIFAMILY CAN AND CART				
1. One 20-gallon Garbage Cart	12.00	\$3.66	\$14.77	\$18.43
2. One 32/35-gallon Garbage Cart	19.20	\$5.86	\$16.65	\$22.51
3. One 45-gallon Garbage Cart	27.00	\$8.25	\$19.16	\$27.41
4. One 60/64-gallon Garbage Cart	38.40	\$11.74	\$22.22	\$33.96
5. One 90/96-gallon Garbage Cart	57.60	\$17.60	\$25.55	\$43.15
6. Extras (32-gallon equivalent)	-	\$1.35	\$4.06	\$5.41
7. Miscellaneous Fees:				
a. Weekly 64-gal Cart Yard Debris/Foodwaste service				\$24.92
b. Return Trip				\$7.89
c. Roll-out Charge, per addtn'l 25 ft, per cart, per p/u				\$1.97
d. Redelivery of containers				\$13.14
e. Cart Cleaning (per cart per cleaning)				\$13.14
E. WEEKLY COMMERCIAL DETACHABLE CONTAINER (COMPACTED)				
1. 1 Cubic Yard Container	394.80	\$120.63	\$111.80	\$232.43
2. 1.5 Cubic Yard Container	789.60	\$241.28	\$206.34	\$447.62
3. 2 Cubic Yard Container	1,184.40	\$361.91	\$300.89	\$662.80
4. 3 Cubic Yard Container	1,579.20	\$482.55	\$410.04	\$892.59
5. 4 Cubic Yard Container	1,974.00	\$603.19	\$519.21	\$1,122.40
6. 6 Cubic Yard Container	2,961.00	\$892.63	\$615.93	\$1,508.56
F. COMMERCIAL DETACHABLE CONTAINER (LOOSE)				
1. 1 Cubic Yard, 1 pickup/week	112.80	\$34.47	\$71.20	\$105.67
2. 1 Cubic Yard, 2 pickups/week	225.60	\$68.93	\$135.86	\$204.70
3. 1 Cubic Yard, 3 pickups/week	338.40	\$103.40	\$200.49	\$303.89
4. 1 Cubic Yard, 4 pickups/week	451.20	\$137.88	\$265.13	\$403.01
5. 1 Cubic Yard, 5 pickups/week	564.00	\$172.34	\$329.77	\$502.11
6. 1.5 Cubic Yard, 1 pickup/week	169.20	\$51.70	\$100.24	\$151.94
7. 1.5 Cubic Yard, 2 pickups/week	338.40	\$103.40	\$193.94	\$297.34

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.500 Solid Waste Rate Schedule

Solid Waste Rate Schedule from CleanScapes				
Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	2020 Fee Total
8. 1.5 Cubic Yard, 3 pickups/week	507.60	\$155.11	\$287.61	\$442.72
9. 1.5 Cubic Yard, 4 pickups/week	676.80	\$206.81	\$381.30	\$588.11
10. 1.5 Cubic Yard, 5 pickups/week	846.00	\$258.51	\$474.98	\$733.49
11. 2 Cubic Yard, 1 pickups/week	225.60	\$68.93	\$129.74	\$198.67
12. 2 Cubic Yard, 2 pickups/week	451.20	\$137.88	\$252.89	\$390.77
13. 2 Cubic Yard, 3 pickups/week	676.80	\$206.81	\$376.06	\$582.87
14. 2 Cubic Yard, 4 pickups/week	902.40	\$275.74	\$499.21	\$774.95
15. 2 Cubic Yard, 5 pickups/week	1,128.00	\$344.68	\$622.37	\$967.05
16. 3 Cubic Yard, 1 pickup/week	338.40	\$103.40	\$178.20	\$281.60
17. 3 Cubic Yard, 2 pickups/week	676.80	\$206.81	\$349.84	\$556.65
18. 3 Cubic Yard, 3 pickups/week	1,015.20	\$310.21	\$521.46	\$831.67
19. 3 Cubic Yard, 4 pickups/week	1,353.60	\$413.62	\$693.10	\$1,106.72
20. 3 Cubic Yard, 5 pickups/week	1,692.00	\$517.02	\$1,275.25	\$1,792.27
21. 4 Cubic Yard, 1 pickup/week	451.20	\$137.88	\$226.67	\$364.55
22. 4 Cubic Yard, 2 pickups/week	902.40	\$275.74	\$446.78	\$722.52
23. 4 Cubic Yard, 3 pickups/week	1,353.60	\$413.62	\$666.90	\$1,080.52
24. 4 Cubic Yard, 4 pickups/week	1,804.80	\$551.49	\$886.99	\$1,438.48
25. 4 Cubic Yard, 5 pickups/week	2,256.00	\$689.37	\$1,107.10	\$1,796.47
26. 6 Cubic Yard, 1 pickup/week	676.80	\$206.81	\$323.63	\$530.44
27. 6 Cubic Yard, 2 pickups/week	1,353.60	\$413.62	\$640.68	\$1,054.30
28. 6 Cubic Yard, 3 pickups/week	2,030.40	\$620.42	\$957.72	\$1,578.14
29. 6 Cubic Yard, 4 pickups/week	2,707.20	\$827.23	\$1,274.77	\$2,102.00
30. 6 Cubic Yard, 5 pickups/week	3,384.00	\$1,034.04	\$1,591.83	\$2,625.87
31. 8 Cubic Yard, 1 pickup/week	902.40	\$275.74	\$411.83	\$687.57
32. 8 Cubic Yard, 2 pickups/week	1,804.80	\$551.49	\$817.08	\$1,368.57
33. 8 Cubic Yard, 3 pickups/week	2,707.20	\$827.23	\$1,222.35	\$2,049.58
34. 8 Cubic Yard, 4 pickups/week	3,609.60	\$1,102.98	\$1,627.60	\$2,730.58
35. 8 Cubic Yard, 5 pickups/week	4,512.00	\$1,378.72	\$2,032.86	\$3,411.58
36. Extra loose cubic yard in container, per pickup	-	\$7.97	\$6.12	\$14.09
37. Extra loose cubic yard on ground, per pickup	-	\$7.97	\$19.26	\$27.23
38. Detachable Container Miscellaneous Fees (per occurrence):				
a. Stand-by Time (per minute)				\$2.10
b. Container Cleaning (per yard of container size)				\$13.14
c. Fee for Collection of Contaminated Recycling or Compost Containers				\$25.00
d. Redelivery of Containers				\$26.29
e. Return Trip				\$13.14
Service Level (based on pick ups)	Daily Rent	Monthly Rent	Delivery Charge	Haul Charge
G. COMMERCIAL & MULTIFAMILY DROP-BOX COLLECTION				
1. Non-compacted 10 cubic yard Drop-box (6 boxes)	8.26	\$82.67	\$148.82	\$210.12
2. Non-compacted 15 cubic yard Drop-box	8.26	\$82.67	\$148.82	\$210.12
3. Non-compacted 20 cubic yard Drop-box (7 boxes)	8.26	\$115.75	\$148.82	\$255.00
4. Non-compacted 25 cubic yard Drop-box	8.26	\$132.28	\$148.82	\$277.37
5. Non-compacted 30 cubic yard Drop-box (11 boxes)	8.26	\$148.82	\$148.82	\$299.77
6. Non-compacted 40 cubic yard Drop-box (2 boxes)	8.26	\$165.35	\$148.82	\$344.58
7. Compacted 10 cubic yard Drop-box (2 boxes)			\$165.35	\$265.63
8. Compacted 20 cubic yard Drop-box (3 boxes)			\$165.35	\$288.03
9. Compacted 25 cubic yard Drop-box (2 boxes)			\$165.35	\$310.42
10. Compacted 30 cubic yard Drop-box (4 boxes)			\$165.35	\$332.85
11. Compacted 40 cubic yard Drop-box (1 box)			\$165.35	\$377.65

**City of Shoreline
Fee Schedules**

Exhibit A

3.01.500 Solid Waste Rate Schedule

Solid Waste Rate Schedule from CleanScapes				
Service Level (based on pick ups)	Daily Rent	Monthly Rent	Delivery Charge	Haul Charge
12. Drop-box Miscellaneous Fees				Per Event
a. Return Trip				\$32.85
b. Stand-by Time (per minute)				\$2.10
c. Container cleaning (per yard of container size)				\$13.14
d. Drop-box directed to other facility (per one-way mile)				\$3.94
Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	Haul Charge
H. TEMPORARY COLLECTION HAULING				
1. 2 Yard detachable Container	270.00	\$19.06	\$136.46	\$155.52
2. 4 Yard detachable container	540.00	\$38.11	\$138.84	\$176.95
3. 6 Yard detachable container	810.00	\$57.17	\$141.24	\$198.41
4. 8 Yard detachable container	1,080.00	\$76.21	\$143.62	\$219.83
5. Non-compacted 10 cubic yard Drop-box				\$193.65
6. Non-compacted 20 cubic yard Drop-box				\$223.44
7. Non-compacted 30 cubic yard Drop-box				\$253.24
8. Non-compacted 40 cubic yard Drop-box				\$268.13
Service Level		Delivery Fee	Daily Rental	Monthly Rental
I. TEMPORARY COLLECTION CONTAINER RENTAL AND DELIVERY				
1. 2 Yard detachable container		\$85.79	\$7.93	\$85.74
2. 4 Yard detachable container		\$85.79	\$7.93	\$85.74
3. 6 Yard detachable container		\$85.79	\$7.93	\$85.74
4. 8 Yard detachable container		\$85.79	\$7.93	\$85.74
Service Level		Delivery Fee	Daily Rental	Monthly Rental
5. Non-compacted 10 cubic yard Drop-box		\$112.61	\$10.40	\$128.61
6. Non-compacted 20 cubic yard Drop-box		\$112.61	\$10.40	\$128.61
7. Non-compacted 30 cubic yard Drop-box		\$112.61	\$10.40	\$128.61
8. Non-compacted 40 cubic yard Drop-box		\$112.61	\$10.40	\$128.61
J. EVENT SERVICES				Per Day
1. Delivery, provision, collection of a set of 3 carts (G, R & C)				\$32.85
K. HOURLY RATES				Per Hour
1. Rear/Side-load packer + driver				\$164.27
2. Front-load packer + driver				\$164.27
3. Drop-box Truck + driver				\$164.27
4. Additional Labor (per person)				\$88.73

[Ord. 858 § 1 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(b) (Exh. B), 2010; Ord. 563 § 4 (Exh. B), 2009]

City of Shoreline Fee Schedules

3.01.800 Fee Waiver

The city manager or designee is authorized to waive the following fees as a city contribution toward events which serve the community and are consistent with adopted city programs:

- A. Right-of-way permits (SMC 3.01.010).
- B. Facility use and meeting room fees (SMC 3.01.300).
- C. Concessionaire permits (SMC 3.01.300).
- D. The city manager is authorized to designate collection points in the City Hall lobby, Shoreline Pool, or Spartan Recreation Center for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 602 § 2, 2011; Ord. 570 § 2, 2010; Ord. 243 § 1, 2000]

3.01.810 Collection Fees (Financial)

	2020
The maker of any check that is returned to the city due to insufficient funds or a closed account shall be assessed a collection fee	\$33.50

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 5, 14, 2006; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 1, 2001. Formerly 3.01.040.]

3.01.820 Annual Adjustments

Increases of the fees contained in the fee schedules in this chapter shall be calculated on an annual basis by January 1st of each year by the average for the period that includes the last six months of the previous budget year and the first six months of the current budget year of the Seattle-Tacoma-Bellevue Consumer Price Index for all urban consumers (CPI-U), unless the Shoreline Municipal Code calls for the use of another index / other indices, the fee is set by another agency, or specific circumstances apply to the calculation of the fee. The appropriate adjustment shall be calculated each year and included in the city manager's proposed budget. The city manager may choose to not include the calculated adjustments in the city manager's proposed budget and the city council may choose to not include the calculated adjustments in the adopted budget for select user fees in any individual budget year without impacting the full force of this section for subsequent budget years. The annual adjustments to the fees in this chapter shall be rounded as appropriate to ensure efficient administration of fee collection.

[Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 451 § 15, 2006]

Exhibit B

City of Shoreline Range Placement Table

2.5% Between Ranges; 4% Between Steps

June '18 cpi-U N/A
June '19 cpi-U N/A
Estimated % Change 2.32%
95% of % Change: 2.200%

Estimated Mkt Adj: 2.20%
Effective: January 1, 2020

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
1			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage
2			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage
3			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.80 28,696
4			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.14 29,413
5			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.94 28,989	14.49 30,149
6			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.74 28,571	14.29 29,714	14.86 30,902
7			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.54 28,159	14.08 29,285	14.64 30,457	15.23 31,675
8			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.88 28,863	14.43 30,017	15.01 31,218	15.61 32,467
9			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.68 28,447	14.22 29,584	14.79 30,768	15.38 31,998	16.00 33,278
10			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.02 29,158	14.58 30,324	15.16 31,537	15.77 32,798	16.40 34,110

Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

June '18 cpi-U N/A
June '19 cpi-U N/A
Estimated % Change 2.32%
95% of % Change: 2.200%

Estimated Mkt Adj: 2.20%
Effective: January 1, 2020

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
11			n/a due to changes in WA State Min Wage	13.82 28,737	14.37 29,887	14.94 31,082	15.54 32,325	16.16 33,618	16.81 34,963
12			13.59 28,277	14.16 29,456	14.73 30,634	15.32 31,859	15.93 33,133	16.57 34,459	17.23 35,837
13			13.93 28,984	14.52 30,192	15.10 31,400	15.70 32,656	16.33 33,962	16.98 35,320	17.66 36,733
14			14.28 29,709	14.88 30,947	15.47 32,185	16.09 33,472	16.74 34,811	17.41 36,203	18.10 37,651
15			14.64 30,452	15.25 31,720	15.86 32,989	16.49 34,309	17.15 35,681	17.84 37,108	18.55 38,593
16			15.01 31,213	15.63 32,513	16.26 33,814	16.91 35,166	17.58 36,573	18.29 38,036	19.02 39,558
17			15.38 31,993	16.02 33,326	16.66 34,659	17.33 36,046	18.02 37,487	18.74 38,987	19.49 40,547
18			15.77 32,793	16.42 34,159	17.08 35,526	17.76 36,947	18.47 38,425	19.21 39,962	19.98 41,560
19			16.16 33,613	16.83 35,013	17.51 36,414	18.21 37,870	18.94 39,385	19.69 40,961	20.48 42,599
20			16.56 34,453	17.25 35,889	17.94 37,324	18.66 38,817	19.41 40,370	20.18 41,985	20.99 43,664

Exhibit B

City of Shoreline
Range Placement Table
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Estimated % Change 2.32%
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
21			16.98 35,315	17.69 36,786	18.39 38,257	19.13 39,788	19.89 41,379	20.69 43,034	21.52 44,756
22			17.40 36,197	18.13 37,706	18.85 39,214	19.61 40,782	20.39 42,414	21.21 44,110	22.06 45,875
23			17.84 37,102	18.58 38,648	19.32 40,194	20.10 41,802	20.90 43,474	21.74 45,213	22.61 47,022
24			18.28 38,030	19.05 39,614	19.81 41,199	20.60 42,847	21.42 44,561	22.28 46,343	23.17 48,197
25			18.74 38,981	19.52 40,605	20.30 42,229	21.11 43,918	21.96 45,675	22.84 47,502	23.75 49,402
26			19.21 39,955	20.01 41,620	20.81 43,285	21.64 45,016	22.51 46,817	23.41 48,689	24.34 50,637
27			19.69 40,954	20.51 42,660	21.33 44,367	22.18 46,142	23.07 47,987	23.99 49,907	24.95 51,903
28			20.18 41,978	21.02 43,727	21.86 45,476	22.74 47,295	23.65 49,187	24.59 51,154	25.58 53,200
29			20.69 43,027	21.55 44,820	22.41 46,613	23.31 48,477	24.24 50,416	25.21 52,433	26.22 54,531
30			21.20 44,103	22.09 45,941	22.97 47,778	23.89 49,689	24.84 51,677	25.84 53,744	26.87 55,894

Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

June '18 cpi-U N/A
 June '19 cpi-U N/A
 Estimated % Change 2.32%
 95% of % Change: 2.200%

Estimated Mkt Adj: **2.20%**
 Effective: January 1, 2020

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
31			21.73 45,206	22.64 47,089	23.54 48,973	24.49 50,932	25.47 52,969	26.48 55,088	27.54 57,291
32			22.28 46,336	23.20 48,266	24.13 50,197	25.10 52,205	26.10 54,293	27.15 56,465	28.23 58,723
33			22.83 47,494	23.79 49,473	24.74 51,452	25.73 53,510	26.75 55,650	27.83 57,876	28.94 60,191
34	Administrative Assistant I	Non-Exempt, Hourly	23.40	24.38	25.35	26.37	27.42	28.52	29.66
	Grounds Maintenance Worker I	Non-Exempt, Hourly	48,681	50,710	52,738	54,848	57,042	59,323	61,696
	Public Disclosure Specialist	Non-Exempt, Hourly							
	Senior Lifeguard	Non-Exempt, Hourly							
	WW Utility Administrative Assist I	Non-Exempt, Hourly							
	WW Utility Customer Service Rep	Non-Exempt, Hourly							
35			23.99 49,898	24.99 51,978	25.99 54,057	27.03 56,219	28.11 58,468	29.23 60,806	30.40 63,239
36	Parks Maintenance Worker I	Non-Exempt, Hourly	24.59	25.61	26.64	27.70	28.81	29.96	31.16
	PW Maintenance Worker I	Non-Exempt, Hourly	51,146	53,277	55,408	57,624	59,929	62,327	64,820
37	Finance Technician	Non-Exempt, Hourly	25.20	26.25	27.30	28.40	29.53	30.71	31.94
	Recreation Specialist I	Non-Exempt, Hourly	52,425	54,609	56,793	59,065	61,428	63,885	66,440
	WW Utility Accounting Technician	Non-Exempt, Hourly							
38	Administrative Assistant II	Non-Exempt, Hourly	25.83	26.91	27.99	29.11	30.27	31.48	32.74
	Facilities Maintenance Worker I	Non-Exempt, Hourly	53,735	55,974	58,213	60,542	62,963	65,482	68,101
	Grounds Maintenance Worker II	Non-Exempt, Hourly							

Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

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 June '19 cpi-U N/A
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
39		Non-Exempt, Hourly	26.48	27.58	28.69	29.83	31.03	32.27	33.56
		Non-Exempt, Hourly	55,079	57,374	59,668	62,055	64,537	67,119	69,804
40	Parks Maintenance Worker II	Non-Exempt, Hourly	27.14	28.27	29.40	30.58	31.80	33.08	34.40
	Permit Technician	Non-Exempt, Hourly	56,456	58,808	61,160	63,607	66,151	68,797	71,549
	PW Maintenance Worker II	Non-Exempt, Hourly							
	WW Utility Maintenance Worker	Non-Exempt, Hourly							
41	Recreation Specialist II	Non-Exempt, Hourly	27.82	28.98	30.14	31.34	32.60	33.90	35.26
	Senior Finance Technician	Non-Exempt, Hourly	57,867	60,278	62,689	65,197	67,805	70,517	73,337
	Special Events Coordinator	Non-Exempt, Hourly							
	Public Art Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	28.52	29.70	30.89	32.13	33.41	34.75	36.14
	Communication Specialist	Non-Exempt, Hourly	59,314	61,785	64,256	66,827	69,500	72,280	75,171
	Environmental Program Specialist	Non-Exempt, Hourly							
	Facilities Maintenance Worker II	Non-Exempt, Hourly							
	Human Resources Technician	Non-Exempt, Hourly							
	Legal Assistant	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
	Transportation Specialist	Non-Exempt, Hourly							
	Surface Water Program Specialist	Non-Exempt, Hourly							
43	Payroll Officer	Non-Exempt, Hourly	29.23	30.45	31.66	32.93	34.25	35.62	37.04
	Purchasing Coordinator	Non-Exempt, Hourly	60,796	63,330	65,863	68,497	71,237	74,087	77,050
44	Assistant Planner	EXEMPT, Annual	29.96	31.21	32.46	33.75	35.10	36.51	37.97
	Engineering Technician	Non-Exempt, Hourly	62,316	64,913	67,509	70,210	73,018	75,939	78,976
	Senior Grounds Maintenance Worker	Non-Exempt, Hourly							

Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

June '18 cpi-U N/A
 June '19 cpi-U N/A
 Estimated % Change 2.32%
 95% of % Change: 2.200%

Estimated Mkt Adj: **2.20%**
 Effective: January 1, 2020

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
45	CRT Representative	Non-Exempt, Hourly	30.71	31.99	33.27	34.60	35.98	37.42	38.92
	PRCS Rental & System Coordinator	Non-Exempt, Hourly	63,874	66,536	69,197	71,965	74,844	77,837	80,951
	Recreation Specialist III - Aquatics	Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	31.48	32.79	34.10	35.46	36.88	38.36	39.89
	GIS Technician	Non-Exempt, Hourly	65,471	68,199	70,927	73,764	76,715	79,783	82,975
	IT Specialist	Non-Exempt, Hourly							
	Plans Examiner I	Non-Exempt, Hourly							
	Senior Facilities Maintenance Worker	Non-Exempt, Hourly							
	Senior PW Maintenance Worker	Non-Exempt, Hourly							
	Senior Parks Maintenance Worker-General Mntenance	Non-Exempt, Hourly							
	Senior Parks Maintenance Worker-Urban Forestry	Non-Exempt, Hourly							
	Staff Accountant	EXEMPT, Annual							
	Senior Surface Water Program Specialist	Non-Exempt, Hourly							
	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly							
47	Code Enforcement Officer	Non-Exempt, Hourly	32.26	33.61	34.95	36.35	37.80	39.32	40.89
	Construction Inspector	Non-Exempt, Hourly	67,108	69,904	72,700	75,608	78,633	81,778	85,049
	Executive Assistant to City Manager	EXEMPT, Annual							
48	Associate Planner	EXEMPT, Annual	33.07	34.45	35.83	37.26	38.75	40.30	41.91
			68,786	71,652	74,518	77,498	80,598	83,822	87,175
49	IT Functional Analyst	EXEMPT, Annual	33.90	35.31	36.72	38.19	39.72	41.31	42.96
	PRCS Supervisor I - Recreation	EXEMPT, Annual	70,505	73,443	76,381	79,436	82,613	85,918	89,355
	Grounds Maintenance Supervisor	EXEMPT, Annual							

Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

June '18 cpi-U N/A
 June '19 cpi-U N/A
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
50	B&O Tax Analyst	EXEMPT, Annual	34.74	36.19	37.64	39.15	40.71	42.34	44.03
	Budget Analyst	EXEMPT, Annual	72,268	75,279	78,290	81,422	84,679	88,066	91,589
	Combination Inspector	Non-Exempt, Hourly							
	Diversity and Inclusion Coordinator	EXEMPT, Annual							
	Emergency Management Coordinator	EXEMPT, Annual							
	Environmental Services Coordinator	EXEMPT, Annual							
	Management Analyst	EXEMPT, Annual							
	Neighborhoods Coordinator	EXEMPT, Annual							
	Plans Examiner II	Non-Exempt, Hourly							
	Utility Operations Specialist	Non-Exempt, Hourly							
	WW Utility Specialist	Non-Exempt, Hourly							
	Senior Accounting Analyst	EXEMPT, Annual							
51			35.61	37.10	38.58	40.12	41.73	43.40	45.13
			74,075	77,161	80,247	83,457	86,796	90,268	93,878
52	Senior Human Resources Analyst	EXEMPT, Annual	36.50	38.02	39.55	41.13	42.77	44.48	46.26
	Web Developer	EXEMPT, Annual	75,926	79,090	82,254	85,544	88,966	92,524	96,225
53	Communications Program Manager	EXEMPT, Annual	37.42	38.97	40.53	42.16	43.84	45.59	47.42
	PRCS Supervisor II - Aquatics	EXEMPT, Annual	77,825	81,067	84,310	87,682	91,190	94,837	98,631
	PRCS Supervisor II - Recreation	EXEMPT, Annual							
54	CMO Management Analyst	EXEMPT, Annual	38.35	39.95	41.55	43.21	44.94	46.73	48.60
	Grants Administrator	EXEMPT, Annual	79,770	83,094	86,418	89,874	93,469	97,208	101,097
	Code Enforcement and CRT Supervisor	EXEMPT, Annual							
	Plans Examiner III	Non-Exempt, Hourly							
	PW Maintenance Superintendent	EXEMPT, Annual							
	Senior Planner	EXEMPT, Annual							
	Senior Management Analyst	EXEMPT, Annual							

Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

June '18 cpi-U N/A
 June '19 cpi-U N/A
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 Effective: January 1, 2020

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
55	Engineer I - Capital Projects	EXEMPT, Annual	39.31	40.95	42.59	44.29	46.06	47.90	49.82
	Engineer I - Development Review	EXEMPT, Annual	81,764	85,171	88,578	92,121	95,806	99,638	103,624
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
56	City Clerk	EXEMPT, Annual	40.29	41.97	43.65	45.40	47.21	49.10	51.06
	Parks Superintendent	EXEMPT, Annual	83,809	87,301	90,793	94,424	98,201	102,129	106,215
57	Network Administrator	EXEMPT, Annual	41.30	43.02	44.74	46.53	48.39	50.33	52.34
	IT Projects Manager	EXEMPT, Annual	85,904	89,483	93,062	96,785	100,656	104,683	108,870
58			42.33	44.10	45.86	47.69	49.60	51.59	53.65
			88,051	91,720	95,389	99,205	103,173	107,300	111,592
59	Budget and Tax Manager	EXEMPT, Annual	43.39	45.20	47.01	48.89	50.84	52.88	54.99
	Engineer II - Capital Projects	EXEMPT, Annual	90,253	94,013	97,774	101,685	105,752	109,982	114,381
	Engineer II - Development Review	EXEMPT, Annual							
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	IT Systems Analyst	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
	Lynnwood Link Extension Light Rail Project Manager	EXEMPT, Annual							
	Wastewater Manager	EXEMPT, Annual							
60	Community Services Manager	EXEMPT, Annual	44.48	46.33	48.18	50.11	52.11	54.20	56.37
	Permit Services Manager	EXEMPT, Annual	92,509	96,364	100,218	104,227	108,396	112,732	117,241
	Recreation Superintendent	EXEMPT, Annual							
61			45.59	47.49	49.39	51.36	53.42	55.55	57.78
			94,822	98,773	102,724	106,833	111,106	115,550	120,172
62	Fleet and Facilities Manager	EXEMPT, Annual	46.73	48.67	50.62	52.65	54.75	56.94	59.22
			97,192	101,242	105,292	109,503	113,883	118,439	123,176

Exhibit B

City of Shoreline Range Placement Table

2.5% Between Ranges; 4% Between Steps

June '18 cpi-U N/A
June '19 cpi-U N/A
Estimated % Change 2.32%
95% of % Change: 2.200%

Estimated Mkt Adj: 2.20%
Effective: January 1, 2020

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
63	Building Official	EXEMPT, Annual	47.90	49.89	51.89	53.96	56.12	58.37	60.70
	City Traffic Engineer	EXEMPT, Annual	99,622	103,773	107,924	112,241	116,731	121,400	126,256
	Economic Development Program Manager	EXEMPT, Annual							
	Intergovernmental / CMO Program Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
	SW Utility Manager	EXEMPT, Annual							
64	Finance Manager	EXEMPT, Annual	49.09	51.14	53.18	55.31	57.52	59.82	62.22
			102,113	106,367	110,622	115,047	119,649	124,435	129,412
65	Assistant City Attorney	EXEMPT, Annual	50.32	52.42	54.51	56.69	58.96	61.32	63.77
	Development Review and Construction Manager	EXEMPT, Annual	104,665	109,027	113,388	117,923	122,640	127,546	132,647
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							
66			51.58	53.73	55.88	58.11	60.44	62.85	65.37
			107,282	111,752	116,222	120,871	125,706	130,734	135,964
67	Information Technology Manager	EXEMPT, Annual	52.87	55.07	57.27	59.56	61.95	64.42	67.00
	Utility & Operations Manager	EXEMPT, Annual	109,964	114,546	119,128	123,893	128,849	134,003	139,363
68			54.19	56.45	58.70	61.05	63.50	66.03	68.68
			112,713	117,410	122,106	126,990	132,070	137,353	142,847
69	City Engineer	EXEMPT, Annual	55.54	57.86	60.17	62.58	65.08	67.69	70.39
			115,531	120,345	125,159	130,165	135,372	140,787	146,418
70			56.93	59.30	61.68	64.14	66.71	69.38	72.15
			118,419	123,354	128,288	133,419	138,756	144,306	150,079
71			58.36	60.79	63.22	65.75	68.38	71.11	73.96
			121,380	126,437	131,495	136,755	142,225	147,914	153,830

Exhibit B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
72			59.81 124,414	62.31 129,598	64.80 134,782	67.39 140,174	70.09 145,781	72.89 151,612	75.81 157,676
73	Human Resource and Org. Development Director	EXEMPT, Annual	61.31 127,525	63.86 132,838	66.42 138,152	69.08 143,678	71.84 149,425	74.71 155,402	77.70 161,618
74				65.46 136,159	68.08 141,606	70.80 147,270	73.63 153,161	76.58 159,287	79.64 165,659
75	Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Development Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	64.41 133,981	67.10 139,563	69.78 145,146	72.57 150,952	75.48 156,990	78.49 163,269	81.63 169,800
76	City Attorney Public Works Director	EXEMPT, Annual	66.02 137,330	68.78 143,052	71.53 148,774	74.39 154,725	77.36 160,914	80.46 167,351	83.68 174,045
77	Assistant City Manager	EXEMPT, Annual EXEMPT, Annual	67.67 140,763	70.49 146,629	73.31 152,494	76.25 158,594	79.30 164,937	82.47 171,535	85.77 178,396

City of Shoreline
Extra Help Range Placement Table
2020

Estimated COLA: 2.20%

Effective: January 1, 2020

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
1	Day Camp Leader Special Events Attendant Youth Outreach Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$13.67	\$14.77
2	Building Monitor Indoor Playground Attendant Sr. Day Camp Leader Swim Instructor	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$13.91	\$15.08
3	Special Events Assistant Special Events Monitor Teen Program Leader Assistant	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.14	\$15.40
4	Records Clerk	Non-Exempt, Hourly	\$14.38	\$15.73
5	Lifeguard/Swim Instructor Undergraduate Intern Teen Program Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.62	\$16.07
6			\$14.88	\$16.41
7			\$15.13	\$16.76
8			\$15.38	\$17.11
9	CIT Camp Director Front Desk Attendant Park Laborer Specialized Recreation Specialist	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$15.65	\$17.48
10			\$15.91	\$17.84
11	Out of School Time Program Director Assistant Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$16.18	\$18.22
12			\$16.45	\$18.60
13			\$16.74	\$19.00

City of Shoreline
Extra Help Range Placement Table
2020

Estimated COLA: 2.20%

Effective: January 1, 2020

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
14	Camp Excel Specialist Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$17.03	\$19.40
15			\$17.32	\$19.83
16			\$17.61	\$20.24
17			\$17.91	\$20.65
18			\$18.21	\$21.09
19			\$18.52	\$21.53
20			\$18.84	\$21.99
21	Engineering Support Senior Lifeguard	Non-Exempt, Hourly Non-Exempt, Hourly	\$19.15	\$22.44
22			\$19.48	\$22.91
23			\$19.81	\$23.39
24			\$20.13	\$23.88
25			\$20.48	\$24.38
26			\$20.83	\$24.90
27			\$21.19	\$25.42

City of Shoreline
Extra Help Range Placement Table
2020

Estimated COLA: 2.20%

Effective: January 1, 2020

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
28	Finance Assistant Permitting Assistant	Non-Exempt, Hourly	\$21.54	\$25.95
29			\$21.91	\$26.49
30	Grounds Maintenance Laborer Parks Laborer		\$22.28	\$27.04
31	Computer Support GIS Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$22.64	\$27.54
32	PW Seasonal Laborer	Non-Exempt, Hourly	\$23.20	\$28.23
33		Non-Exempt, Hourly	\$23.79	\$28.93
34		Non-Exempt, Hourly	\$24.37	\$29.66
35	CMO Fellowship	Non-Exempt, Hourly	\$24.99	\$30.40
36	Facilities Maintenance	Non-Exempt, Hourly	\$25.61	\$31.16
37			\$26.26	\$31.95
38			\$26.91	\$32.74
39			\$27.58	\$33.56
40			\$28.27	\$34.39
41			\$28.97	\$35.26
42			\$29.70	\$36.14

City of Shoreline
Extra Help Range Placement Table
2020

Estimated COLA: 2.20%

Effective: January 1, 2020

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
43			\$30.45	\$37.05
44			\$31.20	\$37.97
45			\$31.99	\$38.92
46	Videographer	Non-Exempt, Hourly	\$32.79	\$39.89
	Expert Professional Inspector Instructor	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$13.67	\$39.98

Table Maintenance: The 2020 Extra Help table has been structured to blend in substantial change in WA State minimum wage occurring in 2020. In 2020, the minimum wage will be \$13.50. In 2020, apply a COLA to the extra help rates on the same basis as the regular rates. Then, in 2020, if any rates fall below \$13.50 adjust them to \$13.50. From then on, apply a COLA as usual and if any rates fall below WA State Minimum Wage, adjust them to the WA State Minimum Wage.

Approval of Position Placement within the Table: Human Resources recommends and the City Manager approves placement of a position within the pay table.

Approval of the Table Rates: The City Manager recommends and the City Council approves the table rates when adopting the budget.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Discussing Ordinance No. 874 - Amending Shoreline Municipal Code Section 3.35.150 – Establishing the Municipal Arts Fund and Providing for Funding from 1% of Capital Improvement Plan Funding for Certain Capital Improvement Plan Projects

DEPARTMENT: Parks, Recreation and Cultural Services

PRESENTED BY: Eric Friedli, PRCS Director

ACTION: ☐ Ordinance ☐ Resolution ☐ Motion
 ☒ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

In 2002, the City Council adopted Ordinance No. 312 creating the Municipal Art Fund (MAF) to provide funding for the City’s public art program (SMC 3.35.150). The City of Shoreline’s 2017-2022 Public Art Plan recognizes that current “CIP revenues alone are not enough to build and sustain the robust Public Art Program the City has begun. The success of the program will depend upon the implementation of other funding sources with sustainable strategies.” Goal #3 of the Public Art Plan is to “achieve greater financial sustainability for the Public Art Program”.

The Public Art Plan Phase 2 implementation (2019-2020) strategy calls for “identify[ing] and implement[ing] alternate or additional funding sources” to support the Public Art Program. In addition, the City Council 2019-2021 Goals and Work Plan, Goal 2, Action Step 12 is to “continue implementing the public arts program”. Based on this policy direction, staff have analyzed alternatives and developed a recommendation to modify the 1% CIP project contributions to the MAF to provide for more sustainable funding for the Public Art Program.

Proposed Ordinance No. 874 (Attachment A) would amend the SMC 3.35.150 to reduce the limitation on the types of capital projects that would not include an allocation for public art. Tonight, Council is scheduled to discuss proposed Ordinance No. 874. This proposed ordinance is currently scheduled to be brought back to Council on December 2, 2019 for adoption.

RESOURCE/FINANCIAL IMPACT:

The contribution to the MAF between 2020 and 2022 is currently estimated at \$91,300. With the proposed amendments to SMC 3.35.150, the contribution would be \$393,800. Assuming the projects in the CIP remain on schedule, are not cancelled or otherwise removed from the CIP, the MAF would be funded beyond 2022. Total expenditures (for all phases of a project) in the City’s 2019 – 2024 Capital Improvement Plan is budgeted

at \$24,110,000 in 2020. Public Art allocation for 2020 using the construction phase budget would constitute 0.4% of that total budget amount.

RECOMMENDATION

No action is requested this evening. Staff recommends that Council review and discuss proposed Ordinance No. 874. Action on Ordinance 874 is scheduled for December 2, 2019.

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

BACKGROUND

In March 2017, the City Council adopted the Public Art Policy (Resolution No. 405), which recognizes the City of Shoreline's Public Art Plan as the guiding document for the City's Public Art Program (Art Policy Section 3.0A). Also, in March 2017, the City Council adopted via Resolution No. 404 the City of Shoreline's 2017-2022 Public Art Plan (<http://www.shorelinewa.gov/home/showdocument?id=30225>) which establishes goals and implementation strategies for the Public Art Program.

Sustainable and predictable funding to support the Public Art Program has been a consistent challenge. The Public Art Plan recognizes that current "CIP revenues alone are not enough to build and sustain the robust Public Art Program the City has begun. The success of the program will depend upon the implementation of other funding sources with sustainable strategies." Goal #3 of the Art Plan is to "achieve greater financial sustainability for the Public Art Program".

The Public Art Plan Phase 2 implementation (2019-2020) strategy calls for "identify[ing] and implement[ing] alternate or additional funding sources" to support the Public Art Program. The City Council 2019-2021 Goals and Work Plan, Goal 2, Action Step 12 is to "continue implementing the public arts program". Based on this policy direction staff have analyzed and developed a recommendation for sustainable funding for the Public Art Program.

Public Art Plan

The 2017-2022 Public Art Plan includes five goals:

1. The Public Art Program will be a leader in the City's Placemaking effort.
2. Support the City's commitment to equity and inclusion through the arts.
3. Achieve greater financial sustainability for the Public Art Program.
4. Engage the community through public/private partnerships.
5. Integrate public art within Parks, Recreation and Cultural Services and the City.

The Public Art Plan identifies numerous possible implementation strategies for each goal. It also identifies specific implementation steps over three phases between 2017 and 2022, as well as ongoing programs anticipated to continue across all phases. The phased implementation steps and ongoing programs were tailored to the anticipated budget and staffing resources.

Specific implementation steps of the Public Art Plan include:

1. Commission a major piece of art.
2. Activate Shoreline neighborhoods with art such as street furniture, banners, utility box wraps, sculpture and performance art.
3. Identify and implement alternate or additional funding sources.
4. Commission an additional piece of art (size dependent on grants or philanthropy)
5. Plan for art space in a new community center.
6. Create a portable works collection.
7. Integrate art into street corridor projects along 145th, 175th, and 185th.

Current Public Art Program Approved Budget

In 2002, the City Council adopted Ordinance No. 312 creating the Municipal Art Fund (MAF). Ordinance No. 312 was codified in the Shoreline Municipal Code as Section 3.35.150. Expenditures for the Public Art Program are paid from both the General Fund and the MAF (see Table 1 below). The MAF is supported predominantly by an appropriation of 1% of qualified capital improvement projects construction costs.

Table 1: Public Art Program Expenditures 2017-2022

Expenditures	2017 actual	2018 actual	2019 adopted	2020 adopted	2021 projected	2022 projected
From the Municipal Art Fund	\$75,836	\$54,777	\$182,718	\$85,974	\$65,753	\$91,056
From the General Fund	\$114,602	\$94,580	\$95,218	\$95,974	\$98,068	\$97,556
Total Expenditures	\$190,438	\$149,357	\$277,936	\$181,948	\$163,821	\$188,612

The General Fund supports ½ of the Public Art Coordinator's salary and provides support for the Shoreline Lake Forest Park Arts Council and minor repairs to city-owned art. The MAF supports ½ of the Public Art Coordinator's salary and all other components of the public art program, including development of a major sculpture scheduled for installation in early 2020, managing the City Hall art gallery, pop-up pianos, etc.

Current Funding to the Municipal Art Fund

Expenditures from the MAF are restricted to supporting the Public Art Plan and Program. As defined in SMC 3.35.150, 1% of the dollar amount of the original construction contract associated with any qualifying municipal construction project is allocated to the MAF. Qualifying municipal construction contracts are defined as capital construction projects funded wholly or in part by the City for construction of new buildings or infrastructure or to make repairs where the repairs exceed 50% of the value of the structure. The City Council has the authority to change, delay, or cancel a project's contribution to the MAF.

In 2017, when the current Public Art Plan was adopted, contributions to the MAF were projected to be relatively consistent year to year after 2019 (see Table 2 below). The higher amount in 2017 was due to the third mile of Aurora project. Projections were updated in 2019 and show less predictability over the six-year period. The CIP contribution to the MAF between 2020 and 2022 is estimated at \$91,300. The updated assumptions for contributions to the MAF in 2020 and 2021 are based on the timely construction of just three projects.

Table 2: 1% CIP Contributions to the Municipal Art Fund

	2017 actual	2018 actual	2019 adopted	2020 adopted	2021 projected	2022 projected
2017 Projections	\$99,635	\$27,111	\$17,697	\$13,240	\$13,428	\$15,590
2019 Updated Projections	\$38,374	\$2,283	\$0	\$43,537	\$47,792	\$0

Each year, funds are utilized from the MAF to support implementation of the Public Art Plan. The amount available to support the Plan each year is based on the MAF ending balance from the previous year. Based on the MAF expenditures and the current 1% contribution from qualifying capital projects, the MAF is expected to be depleted in 2022 (see Table 3 below). If capital projects are delayed or canceled, then the MAF would be depleted earlier. More money is taken out of the MAF each year than is contributed, resulting in a declining balance. This trend was recognized when the Public Art Plan was adopted in 2017.

Table 3: Projected Municipal Art Fund Ending Fund Balance

Table 3	2017	2018	2019	2020	2021	2022
2017 Projections	\$418,568	\$279,076	\$174,965	\$107,731	\$61,405	-\$8,061
2019 Updated Projections	*\$326,775	*\$283,486	\$157,268	\$120,331	\$108,369	\$23,313

*Actuals

DISCUSSION

As directed in the Public Art Plan, staff began looking at ways to bring additional funding and more stable funding to support the MAF. Staff engaged the services of the University of Washington Evans School of Public Policy and Governance, which drew on interviews with comparable cities in the region to analyze funding strategies. Their “Stabilizing Public Art Funding in the City of Shoreline” report can be viewed at the following link: <http://www.shorelinewa.gov/Home/ShowDocument?id=45408>.

The UW study identified four options for modifying the funding approach for the Public Art Program. These were presented to the PRCS/Tree Board in May 2019. The options presented were:

- Option 1** - Expand cost categories for the 1% allocation in the current process
- Option 2** - Establish a per-capita funding level
- Option 3** - Increase the capital project contribution to the art fund from 1% to 1.5%
- Option 4** - Dedicate a portion of revenues from rentals of city facilities to the art fund

Staff conducted additional analysis on each of the options above and recommends Option 1, which is described in more detail in the *Funding Approach Recommended Option* section below. Additional detail about the other three options is included in the *Options Not Recommended* section.

Funding Approach Recommended Option (Option 1)

Staff recommends amending SMC 3.35.150 to redefine funding for the Municipal Art Fund and the City’s Public Art Program by expanding and clarifying the list of City capital projects that provide a 1% contribution to the MAF or to the Public Art Program. The purpose of the amendment is to:

1. Provide more stable revenue for the MAF;
2. Provide a higher level of funding for the Public Art Program; and
3. Make the implementation of the MAF Ordinance more clear, efficient and less subjective.

This recommendation would amend SMC 3.35.150 so that all projects included in the City's CIP, except for projects in the Facilities Major Maintenance Fund, would contribute towards implementation of the Public Art Policy. The amendment specifies that each capital project shall appropriate 1% of the Construction Project Phase expenses to support the Public Art Plan. Proposed Ordinance No. 874 (Attachment A) would provide for this recommended option.

The Facilities Major Maintenance Fund is comprised of relatively small projects at City Hall, parks restrooms and the Richmond Highlands Recreation Center, and is often focused on maintenance of existing facilities as opposed to the construction of new or replacement of facilities. Funding comes from an annual General Fund contribution. In 2020 there are five projects that average just \$25,000 each. Given the very small budgets and scope of work for these projects, they would be excluded from the Public Art Plan funding requirement under this proposal.

A comparison of proposed changes to SMC 3.35.150 with the current code language is shown in Table 4 below.

Table 4: Summary of Proposed Amendment to SMC 3.35.150

Ordinance Component	SMC 3.35.150	Proposed Ordinance No. 874 Amendments
Definition of Qualifying Municipal Construction Project (QMCP) #1	Project is funded wholly or in part by the City	No change
Definition of QMCP #2	Project is to construct new building, park, transportation infrastructure, etc.	No change
Definition of QMCP #3	Project is to repair or replace where cost of construction exceeds 50% of the value of the structure	Repair and Replacement projects are included, except those that are in the Facilities Major Maintenance Fund
Definition of QMCP #4	Excludes repair of existing facilities including life-cycle replacement	Includes repair of existing facilities including life-cycle replacement
Contribution Amount Calculation Based On	Total amount of the original construction contract amounts only; excludes change orders	Actual construction phase expenditures
City Council Discretion	Contribution may be eliminated or reduced by the Council action	Modified to include allowing the Council to increase the contribution as well as eliminating or reducing
Contribution Amount	1%	No change

Ordinance Component	SMC 3.35.150	Proposed Ordinance No. 874 Amendments
Contribution Amount – Funding Source Limitations	In the case of projects that involve use of grants, bonds, or sources of funding other than the General Fund, the 1% calculation is based on the total source of funds that allow for arts as an authorized expense	The 1% calculation is based on actual construction phase expenditures regardless of source of funds
Utility, Enterprise or Other Restricted Funds	Excluded	Do not contribute to the MAF but required to set aside 1% for art associated with the purpose of the Fund based on the construction phase costs of capital projects

Restricted Funds and Administrative Procedures

Some fund sources such as grants, bonds, utility rate payers, etc. are prohibited from contributing to the Municipal Art Fund or from supporting general public art. They may however be permitted to fund art incorporated into a project that is consistent with the mission of the program or project. The process to account for the Public Art Plan support associated with projects funded by restricted funds will be detailed in financial procedures developed by the Administrative Services, Public Works and PRCS staff and approved by the City Manager. The detailed procedures will account for nuances in state and federal grant programs, utility and enterprise fund requirement, and bond restrictions. The detailed procedures will layout how to account for art being incorporated into a project and pooling funding from a collection of restricted projects to support public art.

For example, the new sidewalk projects funded by bonds must restrict funding to those sidewalks. In this case a contribution to the MAF cannot be made, but art can be incorporated into the sidewalk project and would be counted towards public art program funding.

Proposed Ordinance No. 874 provides for the development of these detailed procedures by including language in the proposed code amendment that states, “The City Manager or designee shall promulgate rules of procedures for the financial administration of the municipal art fund and Public Art Plan Funding consistent with the City Council-approved Public Art Policy and adopted Public Art Plan.”

Impacts of Recommended Option

The contribution to the MAF between 2020 and 2022 is currently estimated at \$91,300. With the proposed amendments to SMC 3.35.150, the contribution would be \$393,800. Assuming the projects in the CIP remain on schedule, are not cancelled or otherwise removed from the CIP, the MAF would be funded beyond 2022. Total expenditures (for

all phases of a project) in the City's 2019 – 2024 Capital Improvement Plan is budgeted at \$24,110,000 in 2020. Public Art allocation for 2020 using the construction phase budget would constitute 0.4% of that total budget amount.

Table 5 below shows the anticipated MAF contributions and resulting MAF balance associated with the proposed amendment to SMC 3.35.150. Table 5 also shows the anticipated amounts associated with restricted funds in each capital fund and the Surface Water Utility.

Table 5: Anticipated Public Art Contributions – Proposed Amendments (Accounting for Passage of I-976)

	2017 Actual	2018 Actual	2019 Projected	2020 Projected	2021 Projected	2022 Projected
MAF 1% Contribution – with I-976	\$38,374	\$2,283	\$0	\$94,858	\$172,279	\$125,711
MAF Ending Fund Balance – with I-976	\$326,775	\$283,486	\$157,268	\$133,282	\$170,707	\$116,362
Public Art Plan support – projects with restricted fund sources						
Roads Capital Art Program Set Aside				\$22,695	\$35,960	\$18,360
Surface Water Art Program Set Aside				\$15,982	\$14,158	\$11,406
Total Public Art Plan Support from CIP Projects	\$38,374	\$2,283	\$0	\$133,535	\$222,397	\$155,477

Options Not Recommended

The *Stabilizing Public Art Funding in the City of Shoreline* report included other options that are not being recommended for implementation at this time. More information about these options is below:

Option 2 - Per Capita Allocation

Given that the population of Shoreline is 55,730, a one dollar per resident contribution would generate approximately \$55,730 per year. This option would redirect funds from current programs to the MAF.

Option 3 - Increase contribution from 1% to 1.5%

This option, which would increase the contribution for qualifying municipal projects to 1.5%, would increase the contribution to the MAF by approximately \$65,000 per year (see Table 6 below). It would increase construction costs for projects by 0.5% over the recommended option.

Table 6: Estimated MAF Contributions Based On 1.5% Contribution Rate (Accounting for Passage of I-976)

	2017 Actual	2018 Actual	2019 Projected	2020 Projected	2021 Projected	2022 Projected
MAF 1.5% Contribution - with I-976	\$38,374	\$2,283	\$0	\$142,287	\$258,419	\$188,567
MAF Ending Fund Balance – with I-976	\$326,775	\$283,486	\$157,268	\$199,923	\$256,061	\$174,543
2019 Ending Fund Balance Projections Based On Ord. 312	\$326,775	\$283,486	\$157,268	\$120,331	\$108,369	\$23,313

Option 4 - Share of rental fees

Increasing facility rental fees by 10% and dedicating the increased revenue to the Municipal Art Fund would result in an approximately \$50,000 per year addition to the MAF (see Table 7 below) and would require raising fees for users of picnic shelters, athletic fields, and other facilities. Fees are currently set based on market conditions and cost recovery goals. An increase in fees may push Shoreline rental fees above the market rate for facilities resulting in less demand or user push-back. The full impacts of this option on facility rentals have not been evaluated.

Table 7: 10% of Rental Revenue

	Rental Revenue	10%
2020	\$531,800	\$53,180
2019	\$509,975	\$50,998
2018	\$477,620	\$47,762
2017	\$510,959	\$51,096
2016	\$514,557	\$51,456

NEXT STEPS

If proposed Ordinance No. 874 is adopted, staff would take the following next steps:

1. In the first quarter of 2020, develop the necessary policy and procedures to implement the revision to SMC 3.35.150.
2. In the first quarter of 2020, review the Public Art Policy to ensure it is consistent with the revised SMC 3.35.150.
3. Review the 2017-2022 Public Art Plan to account for the additional funding associated with the revised SMC 3.35.150. Proposals for changes to how staff are implementing the Public Art Policy would be included in the 2021-2022 budget proposal in the fall of 2020.

STAKEHOLDER OUTREACH

The PRCS/Tree Board reviewed the staff recommendation at its October 24, 2019 meeting. The Board unanimously endorsed the staff recommendation. The Board also made two additional, unanimous recommendations:

1. Per capita allocation: Establish a per capita general fund contribution to the MAF of \$0.50 per resident. With the population of Shoreline being 55,730, a \$0.50 per resident contribution would provide approximately \$27,865 per year.
2. Increase Public Art Coordinator position from 0.5 FTE to 1.0 FTE. This would increase the annual Public Art Program staff costs from \$48,300 to \$96,600.

The City Manager recommends that these items be considered during the 2021-2022 biennial budget process in the context of an updated Public Art Plan and other priorities that may be before the City.

COUNCIL GOAL(S) ADDRESSED

The City Council 2019-2021 Goals and Work Plan, Goal 2, Action Step 12 is to “continue implementing the public arts program”.

RESOURCE/FINANCIAL IMPACT

The contribution to the MAF between 2020 and 2022 is currently estimated at \$91,300. With the proposed amendments to SMC 3.35.150, the contribution would be \$393,800. Assuming the projects in the CIP remain on schedule, are not cancelled or otherwise removed from the CIP, the MAF would be funded beyond 2022. Total expenditures (for all phases of a project) in the City’s 2019 – 2024 Capital Improvement Plan is budgeted at \$24,110,000 in 2020. Public Art allocation for 2020 using the construction phase budget would constitute 0.4% of that total budget amount.

RECOMMENDATION

No action is requested this evening. Staff recommends that Council review and discuss proposed Ordinance No. 874. Action on Ordinance 874 is scheduled for December 2, 2019.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 874

ORDINANCE NO. 874

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON
AMENDING SHORELINE MUNICIPAL CODE SECTION 3.35.150
MUNICIPAL ART FUND.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, in 2002, with the adoption of Ordinance 312, the City Council recognized the importance and benefit of providing visual art by creating a municipal art fund, now codified at Shoreline Municipal Code (SMC) 3.35.150, to provide funding for works of art in public places; and

WHEREAS, SMC 3.35.150 requires that one percent of the funding for qualifying municipal constructions projects be budgeted as a revenue source for the municipal art fund; and

WHEREAS, the definition of qualifying municipal projects set forth in SMC 3.35.150 results in a restriction as to what types of projects can contribute to the municipal art fund; and

WHEREAS, in 2017, with Resolution 404, the City's 2017-2022 Public Art Plan was adopted setting forth goals and implementation strategies, including greater financial sustainability for the public art program and articulating a need for implementing alternate or additional funding sources; and

WHEREAS, projections for contributions to and expenditures from the municipal art fund anticipate that the fund is expected to be depleted in 2022; and

WHEREAS, in order to provide a more stable and higher level of funding, the types of projects required to contribute to the municipal art fund needs to be expanded;

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

Section 1. Amendment to Chapter 3.35, Section 3.35.150 Municipal art fund. SMC 3.35.150 is amended as set forth in Exhibit A to this Ordinance.

Section 2. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper and shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON DECEMBER 2, 2019

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2019
Effective Date: , 2019

SMC 3.35.150 Municipal art fund.

A. There is created a fund to be known as the “municipal art fund” to account for resources which are transferred from other funds, secured from grants, or donated by the private sector and designated to provide visual art in public places. ~~receive appropriations under this section and donations and grants for visual art in public places within the city.~~ Expenditures are restricted to those approved through the city’s public art policy approved by the city council. Ending fund balances, including interest earned on transferred funds, ~~will~~ shall be carried over from year to year.

B. Each capital project included in the adopted Capital Improvement Program, except for projects in the City Facilities - Major Maintenance Fund, shall appropriate one percent (1%) of the Construction Project Phase budget for that project and shall display this budgeted amount as Public Art Plan Funding. ~~If the City Council determines that the public interest would be better served, the Council may increase, reduce, or eliminate this appropriation. The city’s capital improvement program, as annually updated, will budget one percent of the capital improvement program funding for qualifying municipal construction projects, defined in subsection C of this section, beginning with the 2003 program budget, as a revenue source for the municipal art fund; provided, contribution from a particular qualifying municipal construction project budget may be eliminated or reduced if the city council determines that the public interest would be better served by the reduction. This budgeted amount will be displayed for that year as arts program funding in the adopted capital improvement program. Funds shall be transferred to the municipal art fund based on one percent of the total amount of the project contract as originally approved by the city council or city manager without adjustment for contract change orders. However, when the annual art plan calls for project art in the form of structural elements or design, funds may be transferred at the beginning of the budget year or when needed, based on one percent of the project budget in the capital improvement program, to allow timely and coordinated selection and production of the public artwork.~~

C. The City Manager or designee shall promulgate rules of procedures for the financial administration of the municipal art fund and Public Art Plan Funding consistent with the City Council-approved Public Art Policy and adopted Public Art Plan. ~~Qualifying Municipal Construction Projects. Qualifying municipal construction projects are capital construction projects funded wholly or in part by the city of Shoreline to construct any building, decorative or commemorative structure, park facility, street, sidewalk and parking facility, which is accessible to the public, or to repair or reconstruct any portion thereof where cost of construction exceeds 50 percent of the existing valuation of the structure. Qualifying municipal construction projects shall not include acquisition of real property or equipment, routine maintenance, the repair of existing public facilities including life cycle replacement, or the replacement of fixtures in such facilities. Design fees, taxes, testing, reimbursable costs, and internal city construction management costs shall not be included in the one percent calculation.~~

D. ~~In the case of a qualifying municipal construction project that involves the use of grants, bonds, or sources of funding other than the city’s general fund, the one percent calculation will~~

Ordinance No. 874

Exhibit A

Amendments to Shoreline Municipal Code 3.35.150

~~be based on the total source of funds that allow for art as an authorized expense. [Ord. 312 § 1, 2002]~~