



# REVISED AGENDA V.2

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STAFF PRESENTATIONS

PUBLIC COMMENT

## SHORELINE CITY COUNCIL REGULAR MEETING

Monday, April 6, 2020  
7:00 p.m.

Council Chamber · Shoreline City Hall  
17500 Midvale Avenue North

### **PUBLIC NOTICE:**

Pursuant to Governor Inslee's Proclamation 20-28, in an effort to curtail the spread of the COVID-19 virus, the City Council's Regular Meetings scheduled March 24 through April 23 will take place online and the public will not be allowed to attend in-person. You may watch a live feed of the meeting online or listen to it over the telephone, and the Council is providing opportunities for public comment by submitting written comment or calling into the meeting to provide oral testimony.

Please see the below links to access these options:



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	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. ROLL CALL		
(a) Proclaiming Volunteer Appreciation Week	<u>2a-1</u>	
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		

*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.*

<b>6.</b>	<b>APPROVAL OF THE AGENDA</b>		7:20
<b>7.</b>	<b>CONSENT CALENDAR</b>		7:20
	(a) Adopting Resolution No. 449 Expressing the City’s Support for the King County Cities Climate Collaboration (K4C) Joint Climate Commitments	<u>7a-1</u>	
	(b) Adopting Ordinance No. 883 Amending the 2019-2020 Biennial Budget to Update the Salary Table to Add a New Position Classification	<u>7b-1</u>	
	(c) Adopting the 2020-2022 City Council Goals and Work Plan	<u>7c-1</u>	
	(d) Authorizing the City Manager to Execute a Professional Services Contract with KPFF, Inc in the Amount of \$590,011 for Design of a Sidewalk Project on 5 <sup>th</sup> Avenue NE from NE 175 <sup>th</sup> Street to NE 182 <sup>nd</sup> Street	<u>7d-1</u>	
	(e) Authorizing the City Manager to Execute a Professional Services Contract with DOWL, LLC in the Amount of \$341,792 for Design of a Sidewalk Project on 1 <sup>st</sup> Avenue NE from NE 192 <sup>nd</sup> Street to NE 195 <sup>th</sup> Street	<u>7e-1</u>	
	(f) Authorizing the City Manager to Execute an Agreement Between King County, the Shoreline School District, and the City of Shoreline for Use of a Shoreline Park Area as an Assessment Center/Recovery Center for COVID-19	<u>7f-1</u>	
<b>8.</b>	<b>ACTION ITEMS</b>		
	(a) Approval of Grant Requests from Sound Generations in the Amount of \$50,000 and from the Center for Human Services in the Amount of \$20,000 from the COVID-19 Community Emergency Response Grant Program	<u>8a-1</u>	7:20
	• Staff Report		
	• Public Comment		
	• Council Action		
	(b) Terminating Temporary Public Health Emergency Order No. 5 of the City Manager for Suspension of the Prohibition on Plastic Retail Carryout Bags During the COVID-19 Public Health Emergency	<u>8b-1</u>	7:35
	• Staff Report		
	• Public Comment		
	• Council Action		
<b>9.</b>	<b>STUDY ITEMS</b>		
	(a) Discussing the 2021-2026 Transportation Improvement Plan (TIP)	<u>9a-1</u>	7:50
<b>10.</b>	<b>ADJOURNMENT</b>		8:20

*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](http://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 COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Proclamation of 2020 National Volunteer Week		
<b>DEPARTMENT:</b>	Community Services Division		
<b>PRESENTED BY:</b>	Constance Perenyi, Volunteer Management Programs Coordinator		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Proclamation

**PROBLEM/ISSUE STATEMENT:**

This proclamation recognizes April 19 through 25, 2020 as National Volunteer Appreciation Week in Shoreline and across the nation. This recognition calls upon all community members to celebrate and appreciate the many ways a community benefits from the volunteer services so generously donated by local Shoreline residents each year.

Concrete examples of volunteer contributions can be witnessed daily throughout our City in the form of produce grown in our community gardens to be shared with neighbors in need; cleaner parks, trails and roads; ongoing protection of Puget Sound's clean water; safer neighborhoods through collective crime watch efforts; and enhanced public safety through continuous emergency preparedness training, among many other volunteer activities.

During this past year, Shoreline residents have given countless hours connecting with neighbors and friends to identify projects and issues about which they are passionate. By dedicating personal time, energy, and expertise to improve our City, their immediate neighborhoods and the broader surrounding community simultaneously benefit. Through the sharing of these talents, residents help maintain a quality of life that a city our size could not otherwise afford to sustain.

Today, and this entire month, the City would like to take this opportunity to acknowledge the quality contributions of everyday Shoreline residents, to thank them, and to invite our fellow residents to celebrate these generous volunteer services.

**RECOMMENDATION**

Staff recommends that the Mayor read the proclamation.

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



## PROCLAMATION

WHEREAS, April 19 - 25 is Volunteer Week across the country; and

WHEREAS, in 2019, City of Shoreline volunteers provided more than 10,000 hours of service to the community; and

WHEREAS, volunteers assist City departments and the community by contributing their time and talents by serving on boards, commissions, task forces and advisory committees; organizing local neighborhood associations; providing emergency communication capability; cleaning up local parks and streets; growing food for neighbors in need; and providing recreational opportunities for their Shoreline neighbors; among other volunteer service; and

WHEREAS, through their many and varied efforts, volunteers enhance the quality of life in Shoreline; and

WHEREAS, City of Shoreline volunteers will be thanked with a letter and gift sent to them through the mail;

NOW, THEREFORE, I, Will Hall, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, do hereby proclaim the week of April 19 through April 25, 2020 as

## VOLUNTEER WEEK

in the City of Shoreline and encourage all residents to seek volunteer opportunities and express appreciation to those who have engaged as such.

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Will Hall, Mayor

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Resolution No. 449 - Expressing the City's Support for the Updated 2019 King County-Cities Climate Collaboration (K4C) Joint County-City Climate Commitments
<b>DEPARTMENT:</b>	Community Services
<b>PRESENTED BY:</b>	Autumn Salamack, Environmental Services Coordinator
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

In 2014, the City signed the King County-Cities Climate Collaboration (K4C) Joint County-City Climate Commitments, joining the County and other cities in committing to reduce community greenhouse gas emissions 80% by 2050. In early 2019, K4C member cities decided to refresh the original 2014 commitments to reflect changes in state laws, updated science and greenhouse gas inventories, and K4C membership.

Proposed Resolution No. 449 (Attachment A) presents an opportunity for the City Council to adopt a refreshed set of joint climate commitments to reduce greenhouse gas emission as part of the City's ongoing participation in the K4C. Council discussed proposed Resolution No. 449 at its March 23, 2020, meeting and directed staff to bring back proposed Resolution for adoption. Tonight, Council is scheduled to adopt proposed Resolution No. 449.

**RESOURCE/FINANCIAL IMPACT:**

There is no financial impact to the City of Shoreline associated with adoption of the Joint Commitments. There may be future budget and/or resource implications associated with voluntary implementation of actions in support of the Joint Commitments.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 449 in support of the updated 2019 K4C Joint County-City Climate Commitments.

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

## **BACKGROUND**

The City of Shoreline was a founding member of the King County-Cities Climate Collaboration (K4C) in 2011 and formalized its participation via an ongoing interlocal agreement. Through the K4C, County and member city staff partner on:

- **Outreach** – to develop, refine, and utilize messaging and tools for climate change outreach to engage decision makers, other cities, and the general public;
- **Coordination** – to adopt consistent standards, benchmarks, strategies, and overall goals related to responding to climate change;
- **Solutions** – to share local success stories, challenges, data and products that support and enhance climate mitigation efforts by all partners; and
- **Funding and resources** – to secure grant funding and other shared resource opportunities to support climate related projects and programs.

In 2014, more than a dozen K4C members, including Shoreline, were seeking a more unified platform to guide greenhouse gas (GHG) reductions, and assembled to develop a set of voluntary shared actions that would accelerate progress towards a clean and sustainable future. These principles – the “Joint Commitments” – are focused on practical, near-term, collaborative opportunities between King County and K4C members, and were built on the significant work that many cities and the County were already undertaking. The [original Joint Commitments document](#) from 2014 was endorsed by Shoreline, King County, and 11 other member cities (Mercer Island, Seattle, Issaquah, Kirkland, Sammamish, Snoqualmie, Tukwila, Renton, Redmond, Bellevue, and Burien).

The Joint Commitments are focused on practical, near-term, collaborative opportunities between King County and K4C members. Due to recent climate-related policy advances in Olympia, the unexpected weakening of some federal emissions programs, and new technical developments, in early 2019, K4C member cities decided to refresh the original 2014 Joint Commitments. At the October 23, 2019 biannual work session, K4C members discussed the updated set of Joint Climate Commitments and provided feedback on final language. The updated 2019 Joint Commitments document (Exhibit A) is very similar to the original 2014 commitments, with differences consisting mostly of:

- clarifications of certain phrases;
- more inclusive language;
- acknowledgment of new State legislation; and
- three new sections addressing (a) new technology (e.g. electric vehicles), (b) city operations, and (c) the need for climate change preparedness.

While all partners support the shared vision that the Joint Commitments represent, it is not the intention that each partner will or can pursue every action. Instead, each partner actively pursues strategies where action, investment and policy will have the most impact and influence. In other words, actions and programs will look different for every K4C member, and the Joint Commitments are a collective vision, not a County

mandate. To emphasize this concept, it has been moved up the list of foundational principles in the document's preamble.

The broad partnership represented by the K4C (which now totals 18 partners and includes the Port of Seattle) is virtually unprecedented nationwide and is recognized as a very effective means by which to organize multijurisdictional GHG reduction work. Through its membership, Shoreline has been able to amplify its influence and successfully advocate for, or implement, a range of progressive environmental measures. Adopting the Joint Commitments is a voluntary action that reaffirms the City of Shoreline's ongoing commitment to mitigate climate change both as an individual city and in collaboration with fellow K4C partners.

The City Council discussed proposed Resolution No. 449 at its March 23, 2020 meeting. The staff report for the March 23rd Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport032320-9b.pdf>.

### **DISCUSSION**

At the March 23, 2020 City Council discussion, Council did not have any concerns with the proposed action to adopt the Joint Commitments and directed staff to bring back proposed Resolution No. 449 for adoption on the consent calendar. Tonight, Council is scheduled to adopt proposed Resolution No. 449.

### **RESOURCE/FINANCIAL IMPACT**

There is no financial impact to the City of Shoreline associated with adoption of the Joint Commitments. There may be future budget and/or resource implications associated with voluntary implementation of actions in support of the Joint Commitments.

### **RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 449 in support of the updated 2019 K4C Joint County-City Climate Commitments.

### **ATTACHMENT**

Attachment A: Resolution No. 449 in Support of the Updated 2019 Joint County-City Climate Commitments

Attachment A, Exhibit A: Updated 2019 K4C Joint Commitments

**RESOLUTION NO. 449**

**A RESOLUTION OF THE CITY OF SHORELINE ADOPTING AN UPDATED VERSION OF THE KING COUNTY-CITIES CLIMATE COLLABORATION (K4C) JOINT CLIMATE COMMITMENTS.**

WHEREAS, the King County-Cities Climate Collaboration (K4C), of which the City of Shoreline is a founding and ongoing member, has developed an updated set of climate commitments addressing shared actions by which to reduce greenhouse gas (GHG) emissions; and

WHEREAS, the City Council in September 2013 committed to strive for GHG emissions of 80% below 2007 levels by 2050, for both the community as a whole and City operations with adoption of the City's Climate Action Plan; and

WHEREAS, the City of Shoreline in 2014 endorsed the previous version of the K4C Joint Climate Commitments; and

WHEREAS, the City Council finds the updated 2019 Joint Climate Commitments to align with previous and ongoing GHG reduction work led by the City, its partners, and community members; and

WHEREAS, the improvement of public health is furthered by reduced GHG outputs in the region; and

WHEREAS, the 2019 refreshed Joint Commitments document has an overarching goal of achieving "Shared countywide GHG reduction targets that reduce countywide sources of GHG emissions by at least 50% by 2030 and 80% by 2050, compared to a 2007 baseline;"

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE AS FOLLOWS:**

**Section 1.** The City Council adopts the updated 2019 version of the K4C Joint Climate Commitments, attached hereto as Exhibit A, as part of its ongoing efforts to reduce local and regional GHG emissions.

**Section 2.** It is understood by all K4C members that actions and programs will look different for every member city, that the Joint Commitments are a collective vision, and that not every city will pursue every action.

**Section 3.** This Resolution shall take effect immediately upon passage.



**PASSED BY THE CITY COUNCIL OF THE CITY OF SHORELINE,  
WASHINGTON AT ITS REGULAR MEETING ON THE 6TH DAY OF APRIL 2020.**

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Mayor Will Hall

ATTEST:

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Jessica Simulcik Smith  
City Clerk



## Joint Letter of Commitment: Climate Change Actions in King County

Climate change is a paramount challenge of this generation and has far-reaching and fundamental consequences for our economy, environment, public health, and safety.

Across King County and its cities, we are already experiencing the impacts of climate change: warming temperatures, acidifying marine waters, rising seas, decreasing mountain snowpack, and less water in streams during the summer.



These changes have the potential for significant impacts to public and private property, resource based economies like agriculture and forestry, and to residents' health and quality of life.

The decisions we make locally and regionally, such as where our communities will grow and how they will be served by transportation, will set the stage for success or failure in reducing carbon pollution, making sound long-term investments, and ensuring our communities are livable and resilient to climate change impacts.

The Intergovernmental Panel on Climate Change, the United Nations body responsible for assessing the science related to climate change, implications, and adaptation and mitigation efforts, released a report in 2018 calling for rapid reductions in carbon emissions to reduce the impacts of global warming. The King County Growth Management Planning Council – a formal body of elected officials from across King County – voted in 2014 to adopt a shared target to reduce countywide sources of greenhouse gas (GHG) emissions, compared to a 2007 baseline, by 25% by 2020, 50% by 2030, and 80% by 2050. In 2019, the Washington State Legislature passed, and the Governor signed into law, bills that will transition the electricity sector to clean sources by 2045, accelerate efficiency in the built environment, and reduce transportation related emissions.

Based on our shared assessment of emissions in King County, and review of potential strategies to reduce emissions, we believe that these targets are ambitious but achievable.

Building on the work of the King County-Cities Climate Collaboration (K4C) – a partnership between the County and partners to coordinate and enhance local government climate and sustainability efforts – more than a dozen cities and the County came together in the first half of 2014 to chart opportunities for joint actions to reduce GHG emissions and accelerate progress towards a clean and sustainable future. In 2019, K4C partners seek to refresh these commitments to reflect changes in the regulatory landscape, technical developments, and updated emissions information.



The attached Principles for Collaboration and Joint County-City Climate Commitments are focused on practical, near-term, collaborative opportunities between partners and King County. These shared commitments build on the significant work that many of our partners and County are already taking. By signing this letter, we pledge our support for the shared vision that these principles and actions represent. All partners commit to actively pursue those strategies, policies, and actions to make the most impact given the size, location, and development patterns of their jurisdictions.

Through focused, coordinated action, we will maximize the impact of our individual and shared efforts.



## Principles for Collaboration

1. Climate change is the paramount challenge of our generation, and has fundamental and far-reaching consequences for our economy, environment, and public health and safety.
2. Strong action to reduce GHG emissions is needed, and the time is now.
3. Local governments can reduce greenhouse gas (GHG) emissions through many decisions related to transportation and land use, energy and green building, forests and farms, and consumption and materials management.
4. All partners support the shared vision that the Joint County-City Climate Commitments represent, but it is not the intention that each partner will pursue every action. Each partner will actively pursue strategies where action, investment, and policy will have the most impact and influence.
5. Many cities in King County have set individual climate goals and are taking steps to reduce local GHG emissions, and we need to build on this leadership.
6. Local solutions need to be implemented in ways that build a cleaner, stronger, and more resilient regional economy, and support the health of communities and our natural environment.
7. Reaching our goals will require collaboration, and trust between the County, cities, utilities, businesses, nonprofit organizations, and other public sector agencies.
8. Building an equitable clean energy economy will require deeper engagement with communities of color and low income, immigrant, and youth populations. These communities are more vulnerable to the impacts of climate change – from increasing flood risks to rising costs of fossil fuels – and historically less likely to be included in community-scale solutions or as leaders. We are committed to work in ways that are fair, equitable, empowering, and inclusive, and will seek solutions in concert with highly impacted communities. Solutions should prioritize low- and no-income people, people of color and indigenous people, immigrants and refugees, people with disabilities, and limited-English speaking communities. Solutions should include provisions for a just transition for workers.



9. Solutions to reduce carbon emissions require action at local, state, and federal government levels. We have the responsibility to lead at the local level, and we have the power to influence and advocate for change at the state and federal level that supports and advances the work we undertake at the local level.
10. We can accomplish more with a shared vision and coordinated action; collaboration will increase the efficiency of our efforts and magnify the impact of our strategies beyond what each of us could achieve on our own.
11. As of 2019, King County and 17 partners are members of the King County-Cities Climate Collaboration, and we will work to build on this membership, in both increased action and participation from additional partners.
12. Elected and staff representatives will reconvene at least twice a year to share our individual and collective successes, and develop plans for continued action and investment in carbon emission reduction solutions. Elected officials have the opportunity at their discretion to engage more actively in advancing the shared goals, such as through joint comment letters, with support by King County staff. All partners also dedicate a staff member to coordinate implementation of the following Joint County-City Climate Commitments, and to serve as a representative to the K4C. Staff will meet regularly to share best practices and develop tools and strategies for implementing shared goals.

## Joint County-City Climate Commitments



### I. Shared Goals

**Pathway:** Achieve shared countywide GHG reduction targets that reduce direct countywide sources of greenhouse gas (GHG) emissions by at least 50% by 2030, and 80% by 2050, compared to a 2007 baseline. Pursue additional goals and actions to sequester carbon and reduce emissions from consumption of goods and services.

**Policy Commitment:** Adopt GHG reduction targets that are consistent with those established by the Growth Management Planning Council and that support countywide emission reduction goals.

**Project or Program:** Build on King County's commitment to measure and report on countywide GHG emissions by sharing data between partners, informing the public of our individual and collective progress, and using the information to inform regional climate action.



## II. Climate Policy

**Pathway:** Support strong federal, regional, state, countywide, and local climate policy.

**Policy Commitment:** Advocate for comprehensive federal, regional, and state science-based limits and a market-based price on carbon pollution and other greenhouse gas (GHG) emissions. A portion of revenue from these policies should support local GHG reduction efforts that align with these Joint County-City Climate Commitments, such as funding for transit service, renewable energy and energy efficiency projects, green building, and forest protection and restoration initiatives.



## III. Transportation and Land Use

**Pathway:** Align planning for employment, affordable housing, and mobility taking into consideration impacts to GHG emissions. Increase transit service and mobility with a goal of reducing countywide driving per capita by 20% by 2030 and 50% by 2050, compared to 2017 levels, understanding that different areas of the county have varying levels of transit access.

**Policy Commitment:** Partner to secure state authority for funding to sustain and grow transit service and support travel by walking and biking through development of dedicated trails and bike lanes in King County. Support increased mobility through land use and street planning that provides for faster travel times, easier connections, and broader reach of transit services. Work to ensure new mobility services supplement transit services and prioritize outcomes for communities where mobility needs are greatest.

**Policy Commitment:** Update and implement Vision 2050, the region's growth strategy, to focus growth inside the Urban Growth Area cities and centers served by high capacity transit and create vibrant urban centers, protect natural resource lands and rural areas, and direct public investments in support of efficient land use. Implement land use strategies in ways that help us achieve shared climate goals, more closely link housing and jobs, and encourage dense, healthy, sustainably developed mixed-use neighborhoods near transit that minimize displacement. Increase mobility and accessibility options for biking, rolling, and walking so more people have fast, convenient, and low GHG emissions ways to travel.

**Project or Program:** As practical, for King County and cities developing equitable transit-oriented communities around high capacity light rail and transit projects, adopt the Puget Sound Regional Council's Growing Transit Communities Compact.



#### IV. Clean Fuels and Electric Vehicles

**Pathways:** (1) Protect Federal Vehicle Efficiency Standards. (2) Adopt a regional or statewide Clean Fuels Standard that reduces transportation fuel emissions intensities by at least 20% by 2030, compared to 2017 levels. (3) Increase use of electric vehicles such that 100% of light duty vehicles, and at least 60% of medium duty, and 40% of heavy-duty vehicles are electric by 2050.

**Policy Commitment:** Reduce climate pollution, build our renewable energy economy, and lessen our dependence on imported fossil fuels by supporting the adoption of a statewide or regional low carbon fuel standard that gradually lowers pollution from transportation fuels.

**Policy Commitment:** Support engagement and partnerships with utilities and organizations to develop regional pilots to incent the transition to electric vehicle ownership for all sectors, through development of infrastructure, education, and grants and incentives.

**Policy Commitment:** Enact local code and programs to incent or require electric vehicle charging within buildings or on development sites.



#### V. Energy Supply

**Pathway:** Implement the Washington State Clean Energy Transformation Act, which phases out coal-fired electricity sources by 2025 and requires 80% carbon neutral electricity by 2030, and 100% clean electricity by 2045; limit construction of new natural gas based electricity power plants, and seek to establish a more resilient energy system.

**Policy Commitment:** Build on existing state renewable energy commitments including the Washington State Renewable Portfolio Standard (RPS) and the Clean Energy Transformation Act that provide for 100% Clean electricity supply by 2045 by partnering with local utilities, state regulators, and other stakeholders on a countywide commitment to clean energy resources. This includes meeting future energy needs through deep energy efficiency improvements and improved management of peak demands, and supporting renewable generation and fuel resources while phasing-out fossil fuels.

**Project or Program:** In partnership with utilities, develop a package of local jurisdictional commitments and initiatives that support renewable and distributed energy sources that direct the region toward a robust and resilient utility system. Actions include supporting community solar development, green power community challenges, streamlined local renewable energy installation permitting, district energy, code development, and renewable energy incentives.



**Project or Program:** Participate in utility Integrated Resource Plan and Energy Plan development processes, and emphasize interests for acceleration of transition and equitable distribution of benefits through regulatory and rulemaking forums.



## VI. Green Building and Energy Efficiency

**Pathways:** (1) Reduce energy use in all existing buildings 25% by 2030 and 45% by 2050 compared to 2017; (2) Implement Washington State Energy Code which requires new buildings constructed to move incrementally towards stronger efficiency performance including a 70% energy reduction and net-zero GHG emissions in new buildings by 2031; (3) Strengthen conservation, and use of renewable natural gas, and support the transition to electrical systems to reduce natural gas and other fossil fuel use in existing buildings by at least 20% by 2030 and 80% by 2050.

**Policy Commitment:** Participate in the Regional Code Collaboration and adopt code pathways that build on the Washington State Energy Code, leading the way to “net-zero carbon” buildings, reduced water consumption, and the use of building materials with low carbon emissions. Support efforts at state and national level to develop stronger residential energy codes that save energy and money and take supporting actions such as to adopt building energy benchmarking and disclosure ordinances for non-residential and multi-family buildings within local jurisdiction, and residential energy disclosure at point of sale.

**Project or Program:** Develop a multi-city partnership to build a regional energy efficiency retrofit economy, including tactics such as: collaborating with energy efficiency and green building businesses, partnering with utilities, working with community partners, and expanding on existing retrofit programs. Foster opportunities for economic development, job creation, community-based representations, and pro-equity strategies.

**Policy Commitment:** Support state legislation that advances conversion to clean energy sources in the built environment. Collaborate with stakeholders, including labor and utilities, to develop energy codes that support the transition to highly efficient and low carbon non-residential and multifamily buildings through the conservation of fossil fuels, use of renewable natural gas, and electrification.



## VII. Consumption and Materials Management

**Pathway:** Achieve a 70% recycling rate countywide; by 2030, achieve zero waste of resources for materials that have economic value for reuse, resale, and recycling.



**Policy Commitment:** Partner through the Metropolitan Solid Waste Management Advisory Committee on policy, projects, and programs focused on (1) waste prevention and reuse, (2) product stewardship, recycling, and composting, and (3) beneficial use.

**Project or Program:** Develop a regional strategy through the adopted 2019 Comprehensive Solid Waste Management Plan to reach zero waste of resources by 2030 through a combination of education, incentives, and regulatory tools aimed at single-family, multi-family residents, businesses, and construction projects in King County.



### VIII. Forests and Farming

**Pathway:** Reduce sprawl and associated transportation related GHG emissions, and sequester biological carbon by focusing growth in urban centers and protecting and restoring forests and farms.

**Policy Commitment:** Partner on Transfer of Development Rights (TDR) initiatives to focus development within the Urban Growth Area, reduce development pressure on rural lands, and protect our most valuable and important resource lands as part of the Land Conservation Initiative.

**Project or Program:** Protect and restore the health of urban and community trees and forests. Collaborate on the development and implementation of goals and strategies that improve urban tree canopy, forest health, and carbon sequestration informed by the King County Land Conservation Initiative and the countywide 30-year forest plan. Collaborate with private and community efforts such as Forterra's Green Cities Partnerships.

**Project or Program:** Partner on collaborative efforts to expand forest and farm stewardship and protection, for example through King Conservation District's farm management planning, landowner incentive, and grant programs.

**Project or Program:** Expand our local food economy, for example by supporting urban and community farming, buying locally produced food, and participating in the Local Food Initiative.



### IX. Operations

**Pathway:** Reduce GHG emissions from operations in support of countywide goals.

**Policy Commitment:** Develop operational GHG reduction targets that support shared countywide goals and implement actions that reduce each partners' GHG footprint.

**Project or Program:** Demonstrate commitment and contribute to countywide goals through operational actions to: implement energy efficiency projects and initiatives at existing facilities; measure existing





building performance through EPA's Energy Star or equivalent program; implement high-efficiency street and traffic light replacement projects; construct new buildings to LEED, Living Building Challenge or other high performance standards and infrastructure to equivalent carbon – neutral and sustainability standards; reduce waste and purchase sustainable materials and services; and electrify municipal vehicles.



#### X. Climate Preparedness

**Pathway:** Increase community resilience by planning and preparing for the impacts of climate change on K4C communities and the King County region.

**Policy commitment:** Expand the K4C model for collaboration to include climate preparedness topics and issues.

**Project or Program:** Identify shared climate impact concerns and related needs, and opportunities for addressing those concerns. Engage elected officials and the public on local climate impacts and priorities for action. Consider participating in the Puget Sound Climate Preparedness Collaborative to advance climate preparedness work in the region.



#### XI. Collaboration

**Policy Commitment:** Participate in or join the King County-Cities Climate Collaboration (K4C) – focused on efforts to coordinate and enhance local government climate and sustainability efforts – to share case studies, subject matter experts, resources, tools, and to collaborate on grant and funding opportunities.

**Project or Program:** Engage and lead public-private collaborative action through relationships developed with business, not for profit organizations, other local government agencies and coalitions, and citizen advocacy groups.

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 883 - Amending the 2019-2020 Final Biennial Budget to Update the Salary Table to Accommodate Additional Staff Needs for the Sound Transit Lynnwood Link Extension Light Rail Transit Project
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Rick Kirkwood, Budget Supervisor
<b>ACTION:</b>	<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:**

During the first quarter of 2020, staff identified needs to increase the City’s full-time equivalent (FTE) count and add a new position classification to the salary table to support the Light Rail Stations Program. These needs were still developing in November 2019 at the time the 2019-2020 mid-biennial review was conducted and the mid-biennium budget modification was adopted by the City Council through Ordinance No. 872. Staff is requesting that the 2019-2020 biennial budget be amended to update the salary table to add the new position classification of Limited Term Light Rail Project Coordinator and to increase the number of approved FTEs by 1.25 for the Light Rail Stations program in the City Manager’s Office, as follows:

- Add 1.00 FTE Limited Term Light Rail Project Coordinator, and
- Increase by 0.25 FTE Administrative Assistance II (currently approved at 0.50 FTE).

On March 23, staff presented to the City Council proposed Ordinance No. 883 (Attachment A), which provides for this amendment. Tonight’s action would adopt Ordinance No. 883.

**FINANCIAL IMPACT:**

There is no impact associated with this action on appropriations and resources previously adopted through Ordinance No. 872. The total appropriations in the 2019-2020 biennial budget do not need to be increased as current vacancies and other operational savings provide sufficient savings to cover the cost of filling the new Limited Term Light Rail Project Coordinator position and the FTE increase for the Administrative Assistant II for the balance of the biennium. Revenue to fund this position comes from the Expedited Permitting, Reimbursement, and Construction Services Agreement with Sound Transit which would be amended to include the new position following this budget amendment.

**RECOMMENDATION**

Staff recommends that City Council adopt Ordinance No. 883, amending the 2019-2020 Biennial Budget.

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

## **BACKGROUND**

Sound Transit's Lynnwood Link Extension (LLE) Project in Shoreline is currently in permit review as well as in construction. Initial construction permitting is estimated to wrap up in June 2020 and construction will ramp up to include concurrent work throughout the corridor to keep the project on schedule. Additional permit revisions, deferred submittals, and ancillary permits will continue to be submitted and processed throughout the next three years. Construction on two stations, garages, transit centers, the guideway (train tracks) and accessory structures, and system will continue over the next four years and involves two general contractors and dozens of subcontractors.

Originally, schedule and staffing estimates were based on project permitting being completed prior to construction starting. Instead, permit review and issuance are still underway, and construction has already begun. This means more work occurring concurrently to support finishing permit reviews while still managing inspections and revisions during construction.

During the first quarter of 2020, staff identified a need to increase the City's full-time equivalent (FTE) count and add a new position classification to the salary table to better provide services to Sound Transit during the permitting and construction phases of the LLE Project. These needs were still developing in November 2019 when the 2019-2020 mid-biennial review was conducted and the mid-biennium budget modification was adopted by the City Council through Ordinance No. 872. Existing and planned project management needs exceed the original staffing estimates budgeted in 2020 for provision of the permitting and construction services as agreed to with Sound Transit. At the same time, the City has been able to provide the services to date well under the estimated amounts in the City's Expedited Permitting, Reimbursement, and Construction Services Agreement (Reimbursement Agreement) with Sound Transit.

## **DISCUSSION**

Staff is requesting that the 2019-2020 biennial budget be amended to update the salary table to add the new position classification of a Limited Term Light Rail Project Coordinator and increase the number of approved FTEs by 1.25 for the Light Rail Stations program in the City Manager's Office, as follows:

- Add 1.00 FTE Limited Term Light Rail Project Coordinator, and
- Increase by 0.25 FTE Administrative Assistant II (currently approved at 0.50 FTE) for a total 0.75 Administrative Assistant II.

On March 23, staff presented to the City Council proposed Ordinance No. 883 (Attachment A), which provides for this amendment. Approval of proposed Ordinance No. 883 will add the new classification of Limited Term Light Rail Project Coordinator to Range 50 of the Salary Table (Exhibit A of Attachment A) and provide the requisite FTE increase for this position. The Limited Term Light Rail Project Coordinator is anticipated to be needed for the maximum three years allowed under limited-term status. The Ordinance would also increase the Administrative Assistant II position by 0.25 FTE, returning the position to the 0.75 FTE level that it was at in 2019 to support the higher volume of work related to both permitting and construction occurring concurrently

throughout 2020. Even though the Administrative Assistant II position is not term-limited, the position will be eliminated once the Light Rail Stations project is complete. This proposed 0.25 FTE increase for the Administrative Assistant II position is limited to the balance of 2020. Estimated need for this position returns to 0.50 FTE once the permitting phase is completed.

Sound Transit is willing to fund an additional 1.25 FTE through the current Reimbursement Agreement in order to ensure that the City can provide permitting and construction services at the levels needed for quality and success. The Reimbursement Agreement would be administratively amended following this budget amendment, adding the new position classification and increasing the FTE to facilitate reimbursement for this additional cost. Sound Transit and City staff are concerned that if staffing levels remain the same, the City will not be able to deliver the services at the pace and quality expected and agreed to for the project, which could critically impact the project schedule.

The Human Resources Department performed a classification review and finalized a new job description for this proposed Limited Term Project Coordinator position. If this budget amendment is adopted by the City Council, staff will proceed with filling the new Project Coordinator position and increasing the hours of Administrative Assistant II position as soon as possible.

### **COUNCIL GOAL ADDRESSED**

Adoption of proposed Ordinance No. 883 amending the budget salary table to add a new Limited Term Light Rail Project Coordinator and increasing the FTE for the Light Rail Stations program would support the 2019-2021 *Council Goal 3 – Continued preparation for regional mass transit in Shoreline*. Additional staff resources for the permitting and construction of the Lynnwood Link Extension Project would allow the City to provide the agreed services to Sound Transit more efficiently and effectively.

### **RESOURCE/FINANCIAL IMPACT**

There is no impact associated with this action on appropriations and resources previously adopted through Ordinance No. 872. The total appropriations in the 2019-2020 biennial budget do not need to be increased as current vacancies and other operational savings provide sufficient savings to cover the cost of filling the new Limited Term Light Rail Project Coordinator position and the FTE increase for the Administrative Assistant II for the balance of the biennium. Revenue to fund this position comes from the Expedited Permitting, Reimbursement, and Construction Services Agreement with Sound Transit which would be amended to include the new position following this budget amendment.

### **RECOMMENDATION**

Staff recommends that City Council adopt Ordinance No. 883, amending the 2019-2020 Biennial Budget.

## **ATTACHMENTS**

Attachment A: Ordinance No. 883 Amending the 2019-2020 Final Budget to Update the Salary Table

Attachment A, Exhibit A: 2020 Salary Table and Range Placement Table for Non-exempt and Exempt Staff

**ORDINANCE NO. 883**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2019-2020 FINAL BIENNIAL BUDGET TO UPDATE THE SALARY TABLE TO ACCOMMODATE ADDITIONAL STAFF NEEDS FOR THE SOUND TRANSIT LYNNWOOD LINK EXTENSION LIGHT RAIL TRANSIT PROJECT.**

WHEREAS, the 2019-2020 Final Biennial Budget was adopted by Ordinance No. 841 and subsequently amended by Ordinance Nos. 852, 854, 855, 861, and 872; and

WHEREAS, additional needs that were unknown at the time the 2019-2020 Final Biennial Budget, as amended, was adopted have occurred; and

WHEREAS, additional staff is needed within the City Manager's Office to provide sufficient staffing during the permitting and construction phases of Sound Transit's Lynnwood Link Extension Light Rail Project; and

WHEREAS, revenue to fund these positions comes from the Expedited Permitting, Reimbursement, and Construction Services Agreement with Sound Transit; 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, however, the 2019-2020 Final Biennial Budget, as amended, does not need to be modified as current staff vacancies and other operational savings are sufficient to fund the position; and

WHEREAS, with this Ordinance, the City intends to amend the 2019-2020 Final Budget, as adopted by Ordinance No. 841 and amended by Ordinance Nos. 852, 854, 855, 861, and 872;

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

**Section 1. Amendment – 2019-2020 Final Biennial Budget – 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	<del>21.750</del>	<b>23.000</b>	<b>1.250</b>
Community Services	4.780	4.780	0.000	5.380	5.380	0.000
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
Public Works	39.250	39.250	0.000	39.920	39.920	0.000
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
<b>Total FTE</b>	188.150	188.150	0.000	<del>186.525</del>	<b>187.775</b>	<b>1.250</b>

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

**Section 2. Amendment – City of Shoreline Range Placement Table.** The Range Placement Table of the 2019-2020 Final Biennial Budget, as amended, for non-exempt and exempt staff is replaced in its entirety with the table set forth in Exhibit A.

**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. 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 5. Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. The Ordinance shall take effect and be in full force five days after passage and publication.



**PASSED BY THE CITY COUNCIL ON APRIL 6, 2020**

\_\_\_\_\_  
Mayor Will Hall

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Publication Date: \_\_\_\_\_, 2020  
Effective Date: \_\_\_\_\_, 2020

Attachment A - Exhibit A

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					
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	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	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

Attachment A - Exhibit A

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	
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	

Attachment A - Exhibit A

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	
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	

Attachment A - Exhibit A

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	
31			21.73	22.64	23.54	24.49	25.47	26.48	27.54	
			45,206	47,089	48,973	50,932	52,969	55,088	57,291	
32			22.28	23.20	24.13	25.10	26.10	27.15	28.23	
			46,336	48,266	50,197	52,205	54,293	56,465	58,723	
33			22.83	23.79	24.74	25.73	26.75	27.83	28.94	
			47,494	49,473	51,452	53,510	55,650	57,876	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	24.99	25.99	27.03	28.11	29.23	30.40	
			49,898	51,978	54,057	56,219	58,468	60,806	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								

Attachment A - Exhibit A

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	
39			26.48 55,079	27.58 57,374	28.69 59,668	29.83 62,055	31.03 64,537	32.27 67,119	33.56 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	Public Art Coordinator	Non-Exempt, Hourly	27.82	28.98	30.14	31.34	32.60	33.90	35.26	
	Recreation Specialist II	Non-Exempt, Hourly	57,867	60,278	62,689	65,197	67,805	70,517	73,337	
	Senior Finance Technician	Non-Exempt, Hourly								
	Special Events 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								

Attachment A - Exhibit A

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	
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	Grounds Maintenance Supervisor	EXEMPT, Annual	33.90	35.31	36.72	38.19	39.72	41.31	42.96	
	IT Functional Analyst	EXEMPT, Annual	70,505	73,443	76,381	79,436	82,613	85,918	89,355	
	PRCS Supervisor I - Recreation	EXEMPT, Annual								

Attachment A - Exhibit A

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	
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								
	Senior Accounting Analyst	EXEMPT, Annual								
	Utility Operations Specialist	Non-Exempt, Hourly								
WW Utility Specialist	Non-Exempt, Hourly									
	<b>Limited Term Light Rail Project Coordinator</b>	<b>EXEMPT, Annual</b>								
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 Management Analyst	EXEMPT, Annual								
	Senior Planner	EXEMPT, Annual								



**Attachment A - Exhibit A**

**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	
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	IT Projects Manager	EXEMPT, Annual	41.30	43.02	44.74	46.53	48.39	50.33	52.34	
	Network Administrator	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								
	Lynnwood Link Extension Light Rail Project Manager	EXEMPT, Annual								
	Structural Plans Examiner	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	

Attachment A - Exhibit A

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

June '18 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	
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	

Attachment A - Exhibit A

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 COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adopting the 2020-2022 City Council Goals and Work Plan		
<b>DEPARTMENT:</b>	City Manager's Office		
<b>PRESENTED BY:</b>	John Norris, Assistant City Manager		
<b>ACTION:</b>	<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:**

At the City Council's annual Strategic Planning Workshop, which was held February 28 and February 29, 2020, the Council discussed their proposed 2020-2022 Council Goals and Work Plan. Council further discussed the proposed 2020-2022 Goals during a Council study session on March 23, 2020. The staff report for this discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport032320-9c.pdf>.

As noted in Attachment A, the proposed 2020-2022 City Council Goals are as follows:

1. Strengthen Shoreline's economic climate and opportunities;
2. Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment;
3. Continue preparation for regional mass transit in Shoreline;
4. Expand the City's focus on equity and inclusion to enhance opportunities for community engagement; and
5. Promote and enhance the City's safe community and neighborhood programs and initiatives.

In addition to the Council Goals themselves, the Council also reviewed the Action Steps, or sub-goals, that implement the five Council Goals at their Strategic Planning Workshop. Attachment A to this staff report provides the proposed 2020-2022 Council Goals and Work Plan, which include the suggested Action Steps under each goal.

Tonight, staff is requesting that Council adopt the proposed 2020-2022 Council Goals and Work Plan. Council did not provide any concerns regarding the proposed Goals and Action Steps when they were discussed on March 23.

**RESOURCE/FINANCIAL IMPACT:**

Resources needed to accomplish the Council's Goals and Work Plan are included in the 2019-2020 biennial budget and may also be included in the proposed 2021-2022 biennial budget.

## **RECOMMENDATION**

Staff recommends that the City Council adopt the 2020-2220 Council Goals and Work Plan.

### **ATTACHMENTS:**

Attachment A – Proposed 2020-2022 City Council Goals and Work Plan

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

# 2020-2022 City Council Goals and Work Plan

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The Council is committed to fulfilling the community's long-term vision – Vision 2029 – and being a sustainable city in all respects:

- Sustainable neighborhoods—ensuring they are safe and attractive;
- Sustainable environment—preserving our environmental assets and enhancing our built environment so that it protects our natural resources;
- Sustainable services—supporting quality services, facilities and infrastructure; and
- Sustainable finances—responsible stewardship of fiscal resources to achieve the neighborhoods, environment and services desired by the community.

The City Council holds an annual Strategic Planning Workshop to monitor progress and determine priorities and action steps necessary to advance Vision 2029. This workplan, which is aimed at improving the City's ability to fulfill the community's vision, is then reflected in department work plans, the City's budget, capital improvement plan, and through special initiatives.

## **Goal 1: Strengthen Shoreline's economic climate and opportunities**

Robust private investment and economic opportunities help achieve Council Goals by enhancing the local economy, providing jobs and housing choices, and supporting the public services and lifestyle amenities that the community desires and expects.

### **ACTION STEPS:**

1. Conduct a review of development that has occurred in the 185<sup>th</sup> and 145<sup>th</sup> Station Areas and identify City policies and regulations that may need to be revised in order to realize the City's vision of mixed-use, environmentally sustainable, and equitable neighborhoods
2. Implement the Community Renewal Plan for Shoreline Place including the construction of the intersection improvements at N 155<sup>th</sup> Street and Westminster Way N, the adoption and implementation of revised signage requirements, and the processing of Phase 1 and 2 permits
3. Continue to implement development review and permitting best practices, including the expansion of the City's online permit capabilities and the development of permit turn-around time targets, so that permit applicants experience predictable, timely, accessible and responsive permitting services
4. Enhance business retention and expansion efforts by building relationships, identifying regulatory challenges, and exploring expansion opportunities and plans
5. Facilitate collaboration with and between members of the business community to support new businesses and identify strategies that the City can consider to support these businesses
6. Partner with North King County service providers and partners to develop a plan to formalize the management of the City's affordable housing program
7. Engage the community in creating a Housing Action Plan to identify additional housing choices, associated policies and regulatory modifications
8. Participate in the State's Master Plan process for the Fircrest Campus and advocate for uses compatible with the City's vision for underutilized properties
9. Review the City's development regulations to explore the creation of ground floor commercial requirements and/or incentives in certain areas of non-residential zones

## **Goal 2: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment**

The City has identified needed improvements to strengthen its municipal infrastructure to maintain public services the community expects through adoption of the Comprehensive Plan, Surface Water Master Plan, Transportation Master Plan, and Parks, Recreation and Open Space Plan. As capital

improvements are made, it is important to include efforts that will enhance Shoreline's natural environment, ultimately having a positive impact on the Puget Sound region.

### **ACTION STEPS:**

1. Implement the new Sidewalk Construction Program
2. Implement the Parks, Recreation, and Open Space Plan, including priority park improvements and acquisition of additional park properties
3. Develop a future strategy for replacement of the Shoreline Pool and Spartan Recreation Center
4. Implement the Urban Forest Strategic Plan, including the Green Shoreline Partnership
5. Implement the 2020-2022 Priority Environmental Strategies including implementation of Salmon-Safe certification activities, resource conservation and zero waste activities, and an update of the City's Climate Action Plan
6. Implement the asset management policy and strategy to better align data with the goal of supporting life-cycle and risk-based decision making using accepted asset management principles and practices
7. Implement Phase One of the City Maintenance Facility project
8. Continue implementing the proactive strategy of the adopted 2017-2022 Surface Water Master Plan
9. Update the Transportation Master Plan, including evaluating a multi-modal level of service, concurrency, Transportation Impact Fees, and shared use mobility options
10. Begin the state mandated major update of the Comprehensive Plan
11. Design the N 175<sup>th</sup> Street Corridor Project from Interstate-5 to Stone Avenue N
12. Update the Public Arts Policy and implement the Public Art Plan
13. Defer the sidewalk rehabilitation program until funding can be secured to offset or replace lost Vehicle License Fee revenue if I-976 is implemented
14. Complete the assumption of the Ronald Wastewater District in collaboration with the District

### **Goal 3: Continue preparation for regional mass transit in Shoreline**

Our community looks forward to increasing mobility options and reducing environmental impacts through public transit services. The ST2 light rail extension from Northgate to Lynnwood includes investment in the Shoreline North/185<sup>th</sup> Street Station and the Shoreline South/145<sup>th</sup> Street Station, which are planned to open in 2024. The ST3 package includes funding for corridor improvements and Bus Rapid Transit service along State Route 523 (N 145<sup>th</sup> Street) from Bothell Way connecting to the Shoreline South/145<sup>th</sup> Street Station. Engaging our community members and regional transit partners in plans to integrate local transit options into the future light rail service continues to be an important Council priority.

### **ACTION STEPS:**

1. Work with regional and federal partners to fund, design, and construct the 145<sup>th</sup> Street and Interstate-5 interchange improvements
2. Work with regional and federal partners to fund, design, and construct the 145<sup>th</sup> Street corridor improvements west of the Interstate-5 interchange
3. Support Sound Transit's 145<sup>th</sup> Street improvements from Highway 522 to Interstate-5 as part of ST3
4. Work collaboratively with Sound Transit to complete the permitting phase of the Lynnwood Link Extension Project and coordinate on project construction and inspection
5. Coordinate with developers and seek partnerships and funding for implementation of the 185<sup>th</sup> Street Corridor Strategy
6. Create non-motorized connections to the light rail stations and provide for multiple transportation options in and between the Station subareas by continuing to coordinate design elements of the Trail Along the Rail
7. Complete 30 percent design of the 148<sup>th</sup> Street Non-Motorized Bridge and work with regional and federal partners to fully fund the project
8. Collaborate with regional transit providers to implement long range regional transit plans including Sound Transit's ST3 Plan, King County Metro's Metro Connects Long Range Plan, and Community Transit's Blue Line and Long Range Plan

#### **Goal 4: Expand the City's focus on equity and inclusion to enhance opportunities for community engagement**

The Council values all residents and believes they are an important part of the Shoreline community, including those who have been historically marginalized and underrepresented. The Council believes it is important to improve inclusion, equity, and meaningful participation among all members of the Shoreline community in the development and implementation of policies and programs.

##### **ACTION STEPS:**

1. Continue implementing the City's Diversity and Inclusion Program, including identifying and implementing ongoing equity training for City staff, Council, boards and commissions
2. Develop resources and training to assist staff in understanding meaningful community engagement practices and approaches
3. Continue to offer Community Bridge as an alternative engagement strategy for Shoreline's diverse population
4. Ensure all Shoreline residents have access to and benefit from the City's programs and activities through continued compliance with federal and state anti-discrimination laws, including Title VI of the Civil Rights Act, the Civil Rights Restoration Act, Title II of the Americans with Disabilities Act, and Washington's Law Against Discrimination
5. Review the City's written material and public information to make sure that it is understandable and accessible for all residents
6. Continue building relationships that support community policing

#### **Goal 5: Promote and enhance the City's safe community and neighborhood programs and initiatives**

Maintaining a safe community is the City's highest priority. The 2018 Citizen Survey reflected that 93% of respondents felt safe in their neighborhood during the day and 81% had an overall feeling of safety in Shoreline. The City is continuing a concentrated work plan to enhance our public safety communication and crime prevention efforts to ensure that our residents and businesses continue to find Shoreline a safe place to live, work, and play. The Council recognizes that supporting stronger community connections and making it possible for residents to meet their needs are critical elements of a safe and thriving community.

##### **ACTION STEPS:**

1. Use data driven policing to address crime trends and quality of life concerns in a timely manner
2. Expand coordination of the City's Police Department-Community Response Operations Team to implement solutions related to public safety, code enforcement and homelessness response
3. Continue partnerships between Community Services, Parks, Economic Development and Police on Problem Solving Projects and crime prevention to improve safety and the feeling of safety
4. Continue partnering with Shoreline schools and the Shoreline Fire Department to implement best practice school safety measures
5. Continue addressing traffic issues and concerns in school zones and neighborhoods using the City's speed differential map and citizen traffic complaints
6. Conduct trainings and community programs to promote personal safety, awareness and response
7. Begin a process of developing partnerships with North King County cities and other key stakeholders in support of siting a 24/7 shelter/navigation center to serve homeless single adults in North King County
8. Actively monitor developments related to the new Regional Homelessness Authority with a particular focus on actions and resources related to sub-regional planning efforts
9. Pilot the Love Your Community mini-grant program to expand the City's community building efforts beyond established neighborhood associations



**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Professional Services Contract with KPFF, Inc in the Amount of \$590,011 for Design of a Sidewalk Project on 5 <sup>th</sup> Avenue NE from NE 175 <sup>th</sup> Street to NE 182 <sup>nd</sup> Street
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<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:**

In November 2018, Shoreline residents approved an increase in the Sales and Use Tax to construct new sidewalks. The ballot measure included 12 specific locations for installation of new sidewalk. KPFF is one of two consultants that has been selected to support staff in the delivery of this program to complete these initial projects within ten years. Under this contract, KPFF will design sidewalks on 5<sup>th</sup> Avenue NE from NE 175<sup>th</sup> to NE 182<sup>nd</sup> Street. Staff is requesting that Council authorize the City Manager to execute a contract with KPFF, Inc in the amount of \$590,011 to perform this design work.

**FINANCIAL IMPACT:**

The ballot measure requires all projects to be funded with bond revenue that is then paid for with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design and construction of several sidewalk routes. Ordinance No. 852 provided \$4,245,000 for the 2019-2020 budget for this sidewalk program. This contract is within that authorized budget.

Additional bonds will be issued in future years. The initial programming within this scope of work will inform a more detailed budget and schedule for expenditures and issuance of future bonds.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager execute an agreement with KPFF, Inc in the amount of \$590,011 for a professional services contract to provide design services for sidewalks on 5<sup>th</sup> Avenue NE from NE 175<sup>th</sup> Street to NE 182<sup>nd</sup> Street.

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

## **BACKGROUND**

In November 2018, voters approved the 0.2% increase in Sales and Use Tax for the construction and repair of sidewalks. The ballot measure included 12 specific locations for installation of new sidewalk. In March 2019, Council authorized the issuance of bonds to support the program and authorized a budget amendment for the 2019-2020 budget. The staff reports for these authorizations can be found at the following links:

Adopting Ordinance No. 852 – 2019-2020 Biennial Budget Amendment for Sidewalk Projects:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport031819-7d.pdf>.

Adopting Ordinance No. 853 – Authorizing Issuance of Bonds for Sidewalks Supported by Transportation Benefit District 0.2% Sales Tax:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport031819-7e.pdf>.

Staff has now identified two consultants to provide design services to support the new Sidewalk Program for the construction of the 12 sidewalk projects identified in the 2018 ballot measure. Council action is required to authorize execution of the contracts for these design services.

## **ALTERNATIVES ANALYSIS**

In October 2019, staff issued a Request for Qualifications (RFQ) to identify two consultant firms to provide program support and design for the new sidewalk and sidewalk rehabilitation programs. Nine firms submitted Statement of Qualifications. Based on these proposals, staff interviewed four firms of which two firms (KPFF, Inc and DOWL, LLC) were identified as the best qualified to provide design services.

Out of these two firms, KPFF was identified to provide the design of the sidewalk route on 5<sup>th</sup> Avenue NE from NE 175<sup>th</sup> Street to approximately NE 182<sup>nd</sup> Street. This route ties into Sound Transit construction work as part of the Lynnwood Link Extension project to re-align 5<sup>th</sup> Avenue between NE 182<sup>nd</sup> Street and NE 185<sup>th</sup> Street. Attachment A to this staff report includes the scope of work for this proposed contract.

DOWL, LLC has been selected to design 1<sup>st</sup> Avenue NE from NE 192<sup>nd</sup> Street to NE 195<sup>th</sup> Street, which is being authorized under separate action on tonight's agenda. Staff intends to use these two firms for additional design of the remaining ten routes identified in the bond measure. Future Council authorizations will be needed for additional design services.

The alternative to awarding this design contract to KPFF is to not authorize this contract, which would result in the sidewalk program not proceeding with design of the sidewalk on 5<sup>th</sup> Avenue NE. As staff does not currently have capacity to perform this work in-house, this alternative is not recommended.

### **COUNCIL GOAL(S) ADDRESSED**

Award of this contract supports Council Goal 2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment, and specifically Action Step 1: Implement the Sidewalk Repair and Construction Program.

### **RESOURCE/FINANCIAL IMPACT**

The ballot measure requires all projects to be funded with bond revenue that is then paid for with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design and construction of several sidewalk routes. Ordinance No. 852 provided \$4,245,000 for the 2019-2020 budget for this sidewalk program. This contract is within that authorized budget.

Additional bonds will be issued in future years. The initial programming within this scope of work will inform a more detailed budget and schedule for expenditures and issuance of future bonds.

### **RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager execute an agreement with KPFF, Inc in the amount of \$590,011 for a professional services contract to provide design services for sidewalks on 5<sup>th</sup> Avenue NE from NE 175<sup>th</sup> Street to NE 182<sup>nd</sup> Street.

### **ATTACHMENTS**

Attachment A – KPFF, INC Contract Scope of Work



**EXHIBIT A**

**SCOPE OF WORK**

**5th Ave NE New Sidewalk Project  
City of Shoreline**

**INTRODUCTION**

During the term of this Professional Services Agreement (AGREEMENT), KPFF (CONSULTANT) shall perform professional services for the City of Shoreline (CITY) in connection with the following project: **5th Ave NE New Sidewalk Project (PROJECT)**

**PROJECT DESCRIPTION**

The City of Shoreline plans to construct sidewalk on both sides of 5th Avenue NE from NE 175th Street to near NE 182nd Court. The sidewalk will connect to new sidewalks that are currently being constructed on 5<sup>th</sup> Avenue NE between NE 182<sup>nd</sup> Court and NE 185<sup>th</sup> Street as part of the Sound Transit 185<sup>th</sup> Street Link Light Rail Station. Sidewalk on the west side will extend beyond these limits to a new mid-block crossing north of NE 182<sup>nd</sup> Court. The project will also be providing new curb and gutters, curb ramps, alternatives for planters, drainage improvements, bicycle lane alternatives, utility coordination for relocations.

The services provided by the CONSULTANT team are to: develop alternative concepts; work with CITY to select a preferred alternative; take the preferred alternative through final design; coordinate with stakeholders and utilities; support the CITY through the bidding process.

**PROJECT TEAM**

The project team includes:

Owner	City of Shoreline
Prime Consultant	KPFF
Civil Engineer	KPFF
Drainage Engineer	KPFF
Structural Engineer	KPFF
Survey	Lin & Associates
Geotechnical Engineer	HWA
Public Outreach	EnviroIssues
Environmental / Permitting	The Watershed Company
Arborist	The Watershed Company
Right-of-Way / TCE's	RES Group NW
Traffic Engineer	Fehr & Peers
Landscape Architect	HBB

**MAJOR MILESTONE SCHEDULE**

Below is a preliminary schedule of major milestones for the project. After notice to proceed, the CONSULTANT will provide a detailed schedule as described in Task 1.3.

NTP .....	March 2020
Survey Complete.....	April 2020
30% Design.....	June 2020
60% Design.....	September 2020
90% Design.....	November 2020
Final Design .....	January 2020

The services will include the tasks as outlined below:

**TASK 1: PROJECT MANAGEMENT (KPFF)**

The CONSULTANT shall provide project administration and coordination with the CITY to facilitate efficient progress and timely completion of the project.

**TASK 1.1: MONTHLY PROGRESS REPORTING AND INVOICING**

Prepare and submit monthly progress reports containing the following:

1. Invoices showing the actual costs; and
2. Status of work performed during work period.

**TASK 1.2: INTERNAL MEETINGS**

The CONSULTANT will hold a meet every two weeks with the project team to ensure coordinate design tasks and ensure submittal schedules are on track. A submittal log will be created and maintained to track all deliverables sent to the CITY and other agencies.

**Deliverables:**

- Prepare and maintain a Submittal Log

**TASK 1.3: SCHEDULE**

The CONSULTANT will prepare a Gantt Chart style schedule to define design tasks begin/end dates, deliverable deadlines, and major milestones. The schedule will be updated once every 2 months for the duration of the project.

**Deliverables:**

- Project schedule with regular updates.

***TASK 1.4: PROJECT MEETINGS***

Project meetings will be held monthly to coordinate with the project team, inform the CITY Project Manager of progress, identify issues, and receive direction. These meetings will be in person at the CITY offices. For scoping purposes, the CONSULTANT shall assume a maximum of two (2) CONSULTANT staff will attend ten (10) meetings.

***TASK 1.5: PROPERTY IMPACT TRACKING***

At the 30% design level, the CONSULTANT will create a property impact log that identifies potential impacts to private parcels due the construction of the project. The impacts may include slope construction, driveway grading, tree/fence removal, and utility relocations. The log will also track anticipated ROW and easement needs.

The property impact log will be updated at each design level throughout the duration of the project.

**Deliverables:**

- Property impact log with updates at every design submittal.

***TASK 1.6: STAKEHOLDER COORDINATION***

Throughout the project duration, the CONSULTANT will communicate the status of design and receive feedback from the stakeholders listed below. The CONSULTANT will attend up to 5 one-on-one meetings with stakeholders to further discuss the project details.

The Project Stakeholders include:

- King County Metro
- Shoreline Fire Department
- Adjacent property owners

***TASK 1.7: MANAGEMENT AND QUALITY CONTROL***

The CONSULTANT will provide direction and oversight of the project design team to ensure accurate and timely implementation of the work plan and the appropriate coordination of work activities, including the review of each project design team member's work over the course of the project.

This effort provides the leadership to the team to carry out an integrated work plan across disciplines, adhere to deadlines, budget constraints, and other issues.

The schedule will be developed in coordination with the CITY under this task.

This task includes the effort related to providing quality control for the work activities in this scope of work. It will include a review by staff with technical expertise in the specific work area and by senior staff to ensure that the project is technically correct and meets the requirements of the scope of work.

## **TASK 2: SURVEY (LIN & ASSOCIATES)**

The CONSULTANT will perform topographical survey and prepare initial basemapping for the PROJECT. The survey limits start at 15' north of the north edge of pavement of NE182nd Court and continuing south along 5th Avenue NE to north curb line of NE 175th Street. The survey and mapping will consist of ROW to ROW along with 10' outside of the ROW if accessible. The limits will extend 15' perpendicular beyond the NE 5th Avenue ROW line at intersecting streets. The CONSULTANT will use existing basemaps that were created by Lin & Associates for the adjacent Link light rail project and combine them with the topographical survey for this project to create a combined project basemap.

### **TASK 2.1: CONTROL SURVEYS**

The CONSULTANT shall perform control surveys for the project, including datum control surveys, ground control for topographic completion surveys, and control surveys for road right-of-ways. Parcel boundary calculations will not be conducted at this level of project design. Any property corners discovered during the field survey will be surveyed and included in the project basemaps.

Datum control surveys will be performed to provide the project in Sound Transit LLE Project Datum which is based upon Washington State Plane Coordinate System (WSPCS), North Zone (NAD 83/11) horizontal datum, and North American Vertical Datum (NAVD 88). We will provide coordinates and elevations for survey control established and recovered during the course of this survey.

### **TASK 2.2: TOPOGRAPHIC MAPPING SURVEYS**

A professional surveyor, licensed in the State of Washington will perform ground-based topographic surveys to generate existing condition basemaps at a 1"=20' scale and prepare 1' contours generated with a digital terrain model (DTM). The survey will include but is not limited to the following elements within the right-of-way:

Transportation Features:

- Survey roadway centerline
- Top and bottom of curb (flowline)
- Back of sidewalk and at grade changes
- Pavement type
- Driveways

- Street lighting
- Visible areaways
- Sidewalks
- Curb type (granite vs. concrete)
- Channelization (signing and striping include cross walks, bike lanes)
- Bus stop locations (sign and post and loading zone length)
- Traffic signals and appurtences including dimensions of pole foundations
- Height of signal poles and street light poles
- Traffic signal loops including lead-in from loop to hand hole
- Hand holes with their size and orientation
- Curb ramps
- Existing survey monuments
- Overhead trolley wires shall be shown in the basemap to the best approximate location but do not need to be surveyed.
- A sufficient number of survey shots shall be collected to determine the approximate location of the road crown and to construct a surface model adequate to generate 1' contours and a roadway and curb profile.

Outside of Right-of-Way: (if able to survey from ROW)

- Building faces
- Door thresholds
- Fences and fence posts
- Mailboxes
- Steps and stairways
- Back of sidewalk and driveway locations
- Expansion joints in sidewalks

Curb Returns and Bulbs:

- Top and bottom (flowline) of curb at PC/PT and the quarter points of each curb return and bulb
- Roadway surface measured 3-5' perpendicular from the curblines and gutter flowline for each of these locations



- A sufficient number of survey shots shall be taken in the area between the curb return and the right-of-way such that sufficient horizontal and vertical information is available to design new curbs, curb ramps, and surrounding sidewalk.

**Surface Utilities:**

- Surface location and elevation of water, fire suppression, irrigation, sanitary sewer, storm sewer, gas, electric, and telecommunications including (but not limited to), manholes, vaults, catch basins, inlets, valves, hydrants, cleanouts, and other similar items.

**As-Built Underground Features (Sanitary and Storm Sewer):**

- Rim and invert elevation of all structures within the project limits
- Structure type (i.e. inlet, catch basin, manhole, etc.)
- Size of structure (diameter and dimensions if a rectangular structure)
- Orientation of structure
- Pipe and structure material
- Measure downs to top of nut on gas and water valves.

**Landscaping and Natural Features:**

- Vegetation
- Tree location
- Tree type (evergreen or deciduous symbol, labeled trunk and drip diameter)
- Tree size (4" diameter or greater at design breast height (DBH))
- Tree caliper and canopy diameter (as measured on aerial photos or equivalent, shown in text only on the basemap)

**Deliverables:**

CONSULTANT will provide two (2) AutoCAD 2018 drawings files that contain the following:

- 2D basemap containing all 2D elements including ROW calculations will be flattened to zero elevation.
- 3D surface DTM containing all breaklines and points to create site contours at 1' intervals.

**Assumptions:**

- CITY right-of-way permits and/or outreach notices will be performed by the CITY (if required).

- Right-of-Entries signed by the CITY and private owner will be provided by the CITY for private properties (if required).
- Basemapping will be provided in: Civil3D 2018 using the Sound Transit 2018 CAD standards (unless directed otherwise prior to commencing work).
- Manholes over 25 feet deep or full of debris/water may not be as-built since they may require confined space entry to access the manhole in order to accurately measure the depth (if required).
- Trees 4 inches and above will be surveyed. Trees will be labeled with trunk and dripline diameter and will only be classified as coniferous or deciduous as far as the tree species unless directed otherwise.
- Right-of-way calculations are needed. The CONSULTANT will combine the existing calculated ROW from the Sound Transit project and supplement to complete ROW calculations within project limits.
- Title reports will be obtained by the CITY for up to fifteen (15) parcels impacted by TCE's.

### ***TASK 2.3: RIGHT-OF-WAY***

The CONSULTANT will create parcel maps and legal descriptions for fifteen (15) parcels that are impacted by temporary construction easements (TCE's) along the project alignment.

#### **Deliverables:**

- Fifteen (15) parcel maps stamped by a Washington State PLS.

### ***TASK 3: GEOTECHNICAL ENGINEERING (HWA)***

#### ***TASK 3.1: PROJECT MANAGEMENT***

1. **Invoice Generation and Processing:** HWA will prepare monthly invoices, and progress reports for the duration of the design phase of the project.
2. **Geotechnical Task Management:** HWA will provide task management to all geotechnical related aspects of the project. HWA will correspond with the CITY and the design team in the form of meetings, emails, fax, and telephone calls, as necessary

#### ***TASK 3.2: GEOTECHNICAL PROJECT SETUP***

1. **Project Setup:** HWA will initiate the project and set up billing information in support of invoicing throughout the project management.
2. **Collect and Review Available Geotechnical Data:** HWA will review all readily available geotechnical information from the vicinity of the proposed project. This will include a review of the existing geotechnical reports for adjacent project sites, available geologic maps, online databases, and HWA's library of geotechnical explorations to provide insight into the site soil conditions

### **TASK 3.3: GEOTECHNICAL EXPLORATION**

1. **Perform Geotechnical Site Reconnaissance:** HWA will conduct a geotechnical site reconnaissance of the project corridor. This reconnaissance will be used to identify geotechnical challenges and to assist in planning the geotechnical exploration program.
2. **Plan the Geotechnical Field Exploration Program:** HWA will plan and coordinate the geotechnical exploration program for the project. The exploration program will consist of drilling a series of up to six (6) geotechnical borings to provide data for conceptual design of sidewalks, construction of retaining structures, and luminaire foundations.
3. **Conduct Utility Locates:** HWA will mark the proposed exploration locations and arrange for utility locates using the Utility Notification Center. HWA will make additional site visits to verify that the proposed locations of the borings are clear of utilities prior to finalizing the exploration plans and mobilizing the equipment. HWA will also utilize private utility locates on the day of drilling to further assure the clearance of the subgrade from any buried public or private utilities.
4. **Develop Traffic Control Plans for Geotechnical Explorations:** HWA will coordinate with the CITY and design team and develop site specific traffic control plans for each proposed geotechnical exploration.
5. **Generate Geotechnical Exploration Work Plan Memo:** HWA will prepare a Geotechnical Work Plan Memoranda for the proposed exploration program. The work plan will be submitted to the design team and the CITY for review and approval. The work plan will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plans will also be used for utility locating clearances and for permitting that may be necessary to access the exploration locations. We assume the CITY or KPFF will provide any required permits or rights of entry at no cost to HWA.
6. **Conduct Geotechnical Explorations:** HWA will conduct a series of up to six geotechnical borings along the project corridor evenly spaced along the corridor, to assess the subsurface soil and groundwater conditions along the alignment. The six borings will be drilled to a depth of 20 to 30 feet below ground surface in support of sidewalk foundation design. These borings will be spaced out approximately 350 feet per boring along the alignment and alternate between the northbound and southbound lanes to assess both sides of the roadway for potential improvements.

HWA will install a 1-inch diameter groundwater monitoring piezometer adjacent to one (1) of the proposed borings to monitor and assess the groundwater fluctuation during the wet season. Data logging transducers will be installed in the monitoring piezometer to record water levels. The water level information collected will be used in geotechnical analyses to developing recommendations for infiltration potential and possible dewatering and construction impacts, as appropriate. These transducers will be set to take groundwater elevation readings every half an hour for 1 year.

Each boring will be drilled with a truck or track mounted drill rig. Given limited space on the shoulder and anticipated utility obstructions, we anticipate that the boring locations will have to be shifted into the traffic lanes and will require a single-lane closure.

Traffic control for borings that have to be located in traffic lanes will include shoulder and single lane closures. Any anticipated lane closures will require flaggers assistance.

The geotechnical borings will be logged by an HWA geotechnical engineer or engineering geologist. The borings will be backfilled per the department of ecology requirement. Samples will be screened visually for signs of contamination. All non-contaminated drilling spoils will be drummed and transported off-site for disposal by the driller.

HWA estimates drilling operation will be completed in two (2) work days.

7. **Generate Boring Logs and Assign Laboratory Testing:** HWA will prepare summary boring logs and perform laboratory testing to evaluate relevant physical properties of the site soils. Laboratory testing will include moisture content, hydrometers, grain-size distribution, cation-exchange and organic content.
8. **Conduct Groundwater Monitoring:** HWA will make two (2) site visits to download and process the groundwater data from the groundwater monitoring well installed. Temporary lane closure and yield signs will be established in order to extract transducers from the groundwater monitoring wells. This data will be used to provide the designer and prospective contractors with seasonal groundwater variations across the site.

#### ***TASK 3.4: GEOTECHNICAL ANALYSIS AND RECOMMENDATIONS***

1. **Evaluate Field and Laboratory Data:** Based on the borings and the laboratory test results on selected samples, HWA will generate estimates of the soil strength and other properties needed to evaluate the effects the subsurface conditions will have on the proposed improvements.
2. **Generate AASHTO Seismic Design Parameters:** Based on the soils encountered along the alignment, HWA will determine the Site Class for seismic design. The design spectral acceleration parameters will then be selected in accordance with the AASHTO Specifications for Road and Bridge.
3. **Evaluate Liquefaction Potential:** HWA will evaluate the susceptibility of the subsurface soils to liquefaction along the corridor and assess the potential impacts to the proposed improvements.
4. **Conduct Infiltration Screening Analyses and Provide Recommendation:** HWA will evaluate grain size distribution data obtained during the subsurface explorations to determine if onsite infiltration of stormwater is feasible.
5. **Geotechnical Design:** HWA will conduct geotechnical design for the proposed improvements including evaluation of the subsurface soil's conditions and geotechnical recommendations for design and construction of luminaire foundations, sidewalk improvements, and other various elements associated with the proposed improvements.
6. **QA/QC:** All design calculations and recommendations will be reviewed by a senior principal prior to distribution to the design team or the CITY. Geotechnical Report will be prepared by a certified soils scientist, professional engineer, geologist, or hydrogeologist

licensed in the state of Washington.

7. **Prepare Draft Geotechnical Engineering Report:** HWA will prepare a draft geotechnical report for the project. This report will contain the results of the subsurface exploration program, including logs, laboratory test results, and a description of surface and subsurface conditions; a site plan showing exploration locations and other pertinent features; and geotechnical engineering recommendations for the design and construction of the proposed roadway improvements.
8. **Prepare Final Geotechnical Engineering Report:** HWA will finalize our geotechnical report once we receive review comments from KPFF and the CITY.
9. **Plan Review:** HWA will conduct a plan review at 90 and 100 percent milestones to ensure that the geotechnical aspects of the project have been properly incorporated into the project plans.

**Assumptions:**

- Six (6) geotechnical borings will be completed in support of development of the design for the corridor. The geotechnical borings and the installation of the groundwater monitoring well will be completed during the first phase of work in support of the 30% design. Any infiltration borings will be completed at a later phase and will require an additional mobilization of drill rigs in order to complete.
- All geotechnical borings conducted through the roadway will be patched with rapid-setting concrete. No saw cuts and hot mix asphalt patches will be required.
- The subsurface explorations will not be used to assess site environmental conditions. However, visual and/or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- All required rights of way and street use permits will be provided by the CITY or KPFF at no cost to HWA.
- The borehole locations will be surveyed by others.
- Soil samples will be collected from the borings using the Standard Penetration Test (SPT) at intervals of 2.5 feet to a depth of 20 feet and at intervals of 5 feet to the depth of termination.
- All Geotechnical Explorations will be completed during daylight weekday work hours. Anticipated work hours will be from 8AM to 5PM.
- Geotechnical explorations will not require WSDOT approval.
- HWA assumes that pavement design will match existing conditions or will be completed by others.

**TASK 3.5: BOREHOLE INFILTRATION TESTING – AS DIRECTED**

In the event that HWA's grain size analysis does not provide suitable indication to determine the feasibility for onsite infiltration, the completion of small scale pilot infiltration testing will be required to determine the design infiltration rate per the Stormwater Management Manual for Western Washington (SWMMWW). Completion of these tests will include the following tasks.

1. **Plan the Infiltration Testing Program:** HWA will plan and coordinate the infiltration testing program for the project. The exploration program will consist of completing three (3) Borehole Infiltration Test (BIT) at locations designated by the design team.
2. **Conduct Utility Locates:** HWA will mark the proposed exploration locations and arrange for utility locates using the Utility Notification Center. HWA will make additional site visits to verify that the proposed locations of the borings are clear of utilities prior to finalizing the exploration plans and mobilizing the equipment. HWA will also utilize private utility locates on the day of drilling to further assure the clearance of the subgrade from any buried public or private utilities.
3. **Develop Traffic Control Plans for Infiltration Testing:** HWA will coordinate with the CITY and design team and develop site specific traffic control plans for each proposed BIT.
4. **Conduct Borehole Infiltration Testing (BIT):** Due to site constraints, HWA proposes to conduct a series of up to three (3) shallow borings evenly spaced along the project corridor, that will allow the performance of three (3) Modified EPA Falling-Head Percolation Tests. The three (3) borings will be drilled to a depth of 5 feet below ground surface in support of infiltration feasibility. The exact depth of these tests will be determined by the design team upon determination of the depth of the proposed infiltration facility. These borings will be spaced out approximately 350 feet per boring along the alignment. Given the minimal depth of advancement, these borings will be drilled with a limited access rig placed along the shoulder. The BIT's will be conducted within 6-inch standpipe infiltrometers installed within each boring.

Advancement of these borings will require shoulder and sidewalk closures. No flaggers assistance will be required. The infiltration borings will be logged by an HWA geotechnical engineer or engineering geologist. The borings will be backfilled per the department of ecology requirement.

HWA estimates drilling operation will be completed in one (1) work days. Conducting the BIT will be completed on the following one (1) working day.

**Assumptions:**

- All infiltration borings will be completed outside of the right-of-way and will not require lane closure. These borings will be placed in locations that can be maintained over the course of a night in order to allow for a presoak period of at least 8 hours. HWA assumes the test will be concluded on the following two (2) days. All test locations will be adequately marked and covered for the purpose of public safety.

- The infiltration borings will not be used to assess site environmental conditions. However, visual and/or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- All required rights of way and street use permits will be provided by the CITY of Shoreline or KPFF at no cost to HWA.
- The borehole locations will be surveyed by others.
- Soil samples will be collected below the depth of the BIT upon completion of infiltration testing to determine the receptor soil constituents.
- All BITs will be completed during daylight weekday work hours. Anticipated work hours will be from 8AM to 5PM.

**TASK 3.5: SMALL SCALE PILOT INFILTRATION TESTS – AS DIRECTED**

In the event that HWA's grain size analysis and BIT's indicate that the soils near the base of the proposed infiltration facility are determined to be suitable for onsite infiltration, the completion of small scale pilot infiltration testing will be required to determine the design infiltration rate per the Stormwater Management Manual for Western Washington (SWMWW). Completion of these tests will include the following tasks.

1. **Generate Small Scale Pilot Infiltration Test Exploration Memo:** HWA shall generate a field exploration memo that outlines our proposed small-scale pilot infiltration test exploration program. This memo will be used to convey critical information to the CITY for permitting and approval processes. The memo will include a narrative explaining the type, depth, location and timing of our proposed small-scale pilot infiltration tests. A figure showing the locations of our proposed field explorations, laydown areas and access points will be provided. Traffic control plans will be included, as appropriate.
2. **Plan and Coordinate Small Scale Pilot Infiltration Tests:** HWA will work with a local contractor to schedule the completion of the small-scale pilot infiltration tests.
3. **Obtain Hydrant Permit and Rent Required Equipment:** HWA will work with local jurisdictions to obtain a hydrant use permit. HWA will also rent the require equipment to convey water from the nearest fire hydrant to the location of the proposed small-scale-pilot infiltration tests.
4. **Conduct Utility Locates:** Prior to conducting the small-scale pilot infiltration testing program, HWA will mark the proposed test locations and notify the one- call utility locating service to have underground utilities located in the vicinity of the proposed tests.

5. **Conduct Pilot Infiltration Testing (PIT):** HWA will conduct one (1) small-scale PIT single ring infiltration tests at the location of proposed infiltration systems to be constructed. The test will be conducted at a depth determined by the design team.

HWA will contract with a local contractor to set up the small-scale Pilot infiltration tests. This preparation will be conducted under traffic control consisting of lane closure to accommodate work in the active travel lanes. The contractor will start by excavating the subsurface soils to the depth of the proposed infiltration facility. A 3-foot diameter PIT ring will be installed at the base of the excavation at the level of the proposed receptor soil and backfilled around with native soil. The excavation and setup for each of the pilot infiltration tests will be conducted the day before each small-scale pilot infiltration test is to be completed. Once the site has been prepared and the PIT ring has been installed, a steel plate will be placed over the excavation upon completion. Cold patch asphalt will be placed around the plate to smooth the transition for vehicles during the night.

The following morning, HWA will reinstall the traffic control and conduct each small-scale PIT. Water for the test will be obtained from the fire hydrant located off of 5<sup>th</sup> Avenue. Per the department of ecology manual, each small-scale pilot infiltration test will take approximately 8 hours to conduct. Upon completion of the test, the steel plate will be placed back over the excavation and the traffic control will be removed.

Upon completion of testing, the excavation will be extended at least 5 feet below the base of the test to note if groundwater is present below the test location and a mounding analysis is required. HWA anticipates that the tests will take up to 2 days to complete.

The morning after each test, HWA will reinstall the traffic control and reestablish the grade of the travel lane. Grade will be re-established with native soils from the excavation, compacted with a hoe pack, and tested with a nuclear density gauge to ensure suitable compaction is met. A minimum of 12 inches of crushed surfacing top course (CSTC) will be placed as subgrade material and hot mix asphalt will be placed with thicknesses matching the existing pavement section.

6. **Generate Small Scale PIT Log and Assign Laboratory Testing:** All of the soil samples retrieved from the PIT test will be sealed in plastic bags and taken to our Bothell, Washington office for further examination and testing. Soil information will be presented in a summary PIT log that will be generated upon completion of our exploration program.
7. **Conduct Infiltration Rate Analysis:** HWA will evaluate the data obtained from the small-scale PIT test and determine an appropriate infiltration rate for use in design of potential infiltration facilities.
8. **Prepare Infiltration Rate Analysis Letter:** HWA will present the findings of our PIT and Infiltration Rate Analysis into a formal letter report. This letter will be incorporated into the final geotechnical report.

**Deliverables:**

- Geotechnical Work Plan Memorandum
- Draft Geotechnical Engineering Report



- Infiltration Rate Analysis Letter
- Final Geotechnical Engineering report

**Assumptions:**

- The number of PIT tests is dependent on the location of the proposed infiltration facility and the variability in subsurface soil conditions encountered on site. For the purposes of this scope, HWA assumes that two (2) small-scale pilot infiltration tests will be suitable. If additional tests are determined to be necessary as a result of our subsurface investigation or determination by the design team, additional costs may be incurred.
- Soil samples will be collected at the base of the excavations using grab sample methods and tested to document the particle size distribution of each receptor soil.
- The PIT excavations will be backfilled with excavated soils. This material will be maintained on site and covered with tarps to prevent oversaturation. Material will be compacted to at least 95 percent of its Modified Proctor maximum density (ASTM D 1557).
- A Rice Density (ASTM D2041) will not need to be conducted on the hot mix asphalt for road patches. Any testing required for placement of hot mix asphalt will be done based on QA testing results provided by the batch plant.
- The excavations will not be used to assess site environmental conditions. However, visual and/or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- All non-contaminated drilling spoils and related debris, beyond those utilized for the excavation backfill, will be drummed on site and transported off site for disposal by the excavation subcontractor.
- All required rights of way and street use permits will be provided by the CITY or KPFF at no cost to HWA.
- The PIT locations will be surveyed by others.
- The excavation and backfill of the PIT tests will be completed during daylight weekday work hours. Anticipated work hours will be from 8AM to 5PM.

#### **TASK 4: UTILITY COORDINATION (KPFF)**

The CONSULTANT will identify potential conflicts with existing utilities and determine pothole locations. The CONSULTANT coordinate with utility representatives to develop relocation plans and attend up to eight (8) one-on-one or group meetings. The bulk of the meetings are anticipated to be with Seattle City Light regarding overhead transmission and distribution power. Additional coordination will be conducted with Ronald Wastwater, Shoreline Water District, and PSE (gas).

##### **Deliverables:**

- Utility conflict log.
- Potholing figures showing locations and measure-downs.

#### **TASK 5: PRELIMINARY ENGINEERING (KPFF)**

##### **TASK 5.1: DATA GATHERING AND PROCESSING**

The CONSULTANT review and process the survey basemap and gather any GIS files, aeriels, as-built plans, and engineering studies pertinent to the PROJECT.

##### **TASK 5.2: ALTERNATIVE DEVELOPMENT AND ANALYSIS**

1. The CONSULTANT will prepare conceptual plans and sections that depict new sidewalk for the PROJECT. The conceptual plans will include proposed elements such as curbs, sidewalk, planters, bike lanes, and paving limits. Up to three (3) typical section alternatives will be developed that may include varying widths of bike lanes, amenity zones and sidewalks. Potential walls and impacts to ROW, trees, and utilities will be identified. Figures will be created that display the alternative designs on aeriels. The CONSULTANT will make select a recommended alternative for CITY review.
2. Order of magnitude cost estimates will be generated based on measurements of known quantities. Unit prices will be based on WSDOT Unit Bid Analysis and recent bid history. Percentage-based assumptions will be made for items that cannot be quantified at a conceptual level. Reasonable contingencies will be added to the total construction cost.

##### **Deliverables:**

- 11x17 Alternatives figures. (PDF)
- Cost estimates. (PDF and Excel)

##### **TASK 5.3: DESIGN WORKSHOP**

The CONSULTANT and CITY will meet at City Hall to discuss the opportunities, challenges, and property impacts of the alternatives. The CONSULTANT will provide an alternative

recommendation and discuss justification of the decision making process. The goal of the workshop is for the group to determine a preferred alternative that will move into 10% design.

**Deliverables:**

- Materials for Design Workshop
- Meeting Notes

***TASK 5.4: PREFERRED ALTERNATIVE 30% DESIGN***

Based on the results of the alternative design and workshop, the CITY will provide direction to CONSULTANT to proceed with preparing a 30% design for the Preferred Alternative. The CONSULTANT will prepare a set of construction drawings that will follow typical APWA CAD standards using AutoCad 2018. The plan series anticipated for this project:

- Cover, vicinity map, index, and legend.
- Site Preparation / TESC.
- Typical Roadway Sections,
- Paving, Channelization, and Signing Plans.
- Paving and Grading Details,
- Driveway Profiles,
- Grading and Drainage Plans,
- Retaining Wall Plans, Elevations, and Details,

Landscaping plans are anticipated to be included with the 60% submittal.

To prepare the sheets listed above, the CONSULTANT will perform design and documentation as follows:

1. Sidewalk Alignment

The CONSULTANT refine the design of the Preferred Alternative to further define sidewalk widths, amenity zone inclusion, swale inclusion, side street limits, and driveway preferences.

2. General Plan Production

The CONSULTANT will prepare a complete set of construction drawings, including cover sheet, index, vicinity map, general notes and legend. The plan production format will follow typical APWA construction drawings. CAD files will be in compliance with APWA standards, and will be developed using AutoCad 2016.

3. TESC & Site Preparation

The CONSULTANT will identify temporary erosion and sediment control (TESC) measures and construction/removal limits on the plans.

#### 4. Paving and Grading

The CONSULTANT will develop paving and grading plans based on the CITY standards, defaulting to WSDOT standards where appropriate. HMA widening and patching will match existing pavement thickness or match a thickness identified by the CITY.

Pedestrian ramps, crosswalks, and sidewalks will be developed to meet ADA guidelines to the maximum extent feasible. The CONSULTANT will prepare the MEF documentation if required.

#### 5. Signing and Striping

The CONSULTANT will develop a channelization plan based on the MUTCD, CITY, and WSDOT requirements. This work will include bike lane signing and striping.

The CONSULTANT will prepare an engineer's estimate of probable costs based on calculated quantities. It is anticipated that reasonable cost assumptions will be made storm drainage facilities and Temporary Construction Easements. Unit prices will be based on past project experience, WSDOT's unit bid analysis, and input from the CITY.

#### **Deliverables:**

- 30% Plans: one (1) electronic set in AutoCAD format; one (1) electronic set in searchable PDF format; up to three (3) half size hard copies as needed.
- 30% Cost Estimate: one (1) electronic copy in Microsoft Excel (.xlsx) format, one (1) searchable PDF, and up to three (3) hard copies.

#### ***TASK 5.5: STORMWATER ASSESSMENT***

The CONSULTANT will develop a stormwater strategy for the project based on guidance provided in the Shoreline Engineering Development Manual and Ecology's Stormwater Management Manual for Western Washington (SMMWW). New hard surfaces and pollution generating surfaces will be measured to determine which Minimum Requirements will be triggered. Preliminary sizing of flow control and water quality facilities will be calculated in conjunction with an investigation into LID opportunities at the site. Known stormwater issues within the project limits will be assessed and potential mitigation measures will be recommended.

The stormwater strategy developed in this task will be summarized and included in the Design Memo discussed in Task 3.7.

#### ***TASK 5.6: DESIGN MEMO AND SUMMARY SHEET***

The CONSULTANT will create a memo summarizing the findings of the alternative design, workshop, and subsequent development of the 30% design and cost estimate. The memo

will document the justifications for design decisions, assumptions, potential risks, and property/utility impacts.

The CONSULTANT will create a summary sheet that will lists basic information about the project. The information shown may include a project description, estimated construction cost, potential challenges/impacts, and the benefits.

**Deliverables:**

- Design Memo: one (1) electronic memo in Word format; one (1) electronic memo in PDF format; up to three (3) hard copies as needed.
- Project Summary Sheet: one (1) electronic memo in Word format; one (1) electronic memo in PDF format; up to three (3) hard copies as needed.

***TASK 6: PLANS, SPECIFICATIONS, AND ESTIMATE; 60%, 90%, FINAL (KPFF)***

***TASK 6.1: CIVIL ENGINEERING***

The CONSULTANT shall prepare plans, specifications, and cost estimates. Plan series are anticipated for this project:

- General
- Right-of-way/Site Preparation/TESC
- Typical Roadway Sections
- Paving, Channelization, and Signing Plans
- Paving Details
- Curb Ramp Details
- Driveway Profiles
- Grading and Drainage Plans
- Drainage Details
- Retaining Wall Plans, Profiles, and Details
- Landscaping

**Deliverables:**

- 60% Plans: one (1) electronic set in AutoCAD format; one (1) electronic set in searchable PDF format; up to three (3) half size hard copies as needed.
- 90% Plans: one (1) electronic set in AutoCAD format; one (1) electronic set in searchable PDF format; up to three (3) half size hard copies as needed.

- Draft and Final Bid Ready Plans: one (1) electronic set in AutoCAD format; one (1) electronic set in searchable PDF format; up to three (3) half size hard copies as needed.

**Assumptions:**

- The CITY shall provide or make available the following items to the CONSULTANT:
  - CITY of Shoreline Design Standards & Guidelines.
  - Existing GIS mapping information of the project including but not limited to general utility location maps.
  - Copies of existing record drawing information of the project area.
  - Updated utility contact information.
  - One set of consolidated review comments for each Major Milestone Submittal (30%, 60%, and 90%).
- The CONSULTANT's deliverables, including record drawings, are limited to the sealed and signed hard copies. Computer-generated files furnished by the CONSULTANT are for the CITY or other's convenience. Any conclusions or information derived or obtained from these files will be at user's sole risk.

**TASK 6.2: STORM DRAINAGE**

All stormwater management elements of the roadway shall be designed in accordance with the requirements of Shoreline Engineering Development Manual, 2019 and the SMMWW. The CONSULTANT will perform the following tasks:

1. Design a stormwater system that is guided by the stormwater strategy identified in Task 3.7.
2. Conduct a site visit to field-verify existing conditions, utility as-builts, drainage sub-basin delineations, and to generally confirm accuracy of survey base mapping. A maximum of two (2) site visits is anticipated.
3. Address collection, conveyance, detention/retention, and water quality treatment facilities for the project per the required standards.
4. Prepare a Draft and Final Hydraulic Report in conformance with SMMWW standards.

**TASK 6.3: COST ESTIMATE**

The CONSULTANT will develop a construction cost estimate based on the CONSULTANTS past project experience, WSDOT's historical bid analysis, and input from the CITY. Items will be listed by standard bid item number and specification location.

**Deliverables:**

- 60% Cost Estimate: one (1) electronic copy in Microsoft Excel (.xlsx) format, one (1) searchable PDF, and up to three (3) hard copies.
- 90% Cost Estimate: one (1) electronic copy in Microsoft Excel (.xlsx) format, one (1) searchable PDF, and up to three (3) hard copies.
- Draft and Final Bid Ready Cost Estimate: one (1) electronic copy in Microsoft Excel (.xlsx) format, one (1) searchable PDF, and up to three (3) hard copies.

**TASK 6.4: SPECIFICATIONS**

The CONSULTANT will develop contract specifications based on the APWA/WSDOT unit bid format and generated using WSDOT's PSE program. It is assumed that the CITY will provide limited boilerplate specifications for Division 0 and Division 1, with the CONSULTANT making any necessary project specific modifications.

**Deliverables:**

- 60% Specifications: one (1) electronic copy in Microsoft Excel (.xlsx) format, one (1) searchable PDF, and up to three (3) hard copies.
- 90% Specifications: one (1) electronic copy in Microsoft Excel (.xlsx) format, one (1) searchable PDF, and up to three (3) hard copies.
- Draft and Final Bid Ready Specification: one (1) electronic copy in Microsoft Excel (.xlsx) format, one (1) searchable PDF, and up to three (3) hard copies.

**Assumptions:**

- The CITY will provide Front End and Division 1 templates.
- The CITY will provide Shoreline General Special Provisions.

**TASK 7: PUBLIC INVOLVEMENT (KPFF)**

The CONSULTANT will work with the CITY to coordinate and meeting with the general public to convey project information, benefits, and schedule. The CONSULTANT will prepare graphics for use on the project website and attend up to four (4) in-person meetings.

**TASK 8: PUBLIC INVOLVEMENT (ENVIROISSUES)**

**TASK 8.1: PROJECT MANAGEMENT AND COORDINATION**

Provide project management (billing invoices, monthly progress reports) and coordination with CITY staff throughout the project's duration. Monitor the project budget and schedule. Meet with the CITY as needed.

**Deliverables:**

- Seven Monthly invoices.
- Up to four (4) meetings with the CITY.
- Construction coordination as needed.

***TASK 8.2: PUBLIC OUTREACH SUPPORT AND MATERIALS***

EnviroIssues will provide support to the CITY to conduct outreach to the public and near neighbors in the project area, including a public meeting in spring 2020, notification and public information materials.

1. Develop a communications and outreach plan that defines the CITY's process for working with and engaging key stakeholders on sidewalk design.
2. Scheduling and attendance of initial stakeholder interviews/briefings with key stakeholders, including developing interview questions, briefing packets, and summaries.
3. Distribute 8.5" x 11" fact sheets/FAQ's to up to fifty (50) residents, businesses and organizations that will be directly affected by construction and respond to questions and concerns.
4. Distribute posters for up to five (5) key project locations.
5. Elected official outreach support, including up to two (2) briefings to CITY Councilors and associated preparations.
6. Support for right of way activities, including up to ten (10) meetings with neighbors related to temporary construction easements.
7. Develop and distribute a pre-construction survey to neighbors email. The results will be summarized by the CONSULTANT.
8. Support planning and implementation of a public meeting, including:
  - a. Meeting logistics and planning, and providing event equipment and supplies.
  - b. Logistics materials development (i.e., comment form/worksheet, sign-in sheets, nametags, directional signage).
  - c. Set-up, staff (one facilitator and one additional staff), facilitate, and summarize public meeting.
  - d. Collaborate with the CITY to provide interpretation services and child care, as needed.
9. Develop content and graphics layout for materials and notifications to support the



project, including:

- a. Fact sheet/FAQ
- b. Display boards

**Deliverables:**

- One communications and outreach plan.
- Up to 7 stakeholder interviews/briefings.
- Up to 2 elected official briefings.
- One pre-construction survey and summary.
- One poster, including distribution to no more than five locations.
- One fact sheet/FAQ, including distribution to up to 50 residents and businesses.
- One meeting plan.
- One comment form.
- One meeting summary.
- One presentation.
- One Currents/Shoreline alerts content.
- Up to five display boards.
- Webpage content.
- Two on-corridor signs (yard signs or A-frame signs), including coordination of printing and distribution at up to five locations.
- Translation of up to three documents, in up to three languages, as needed.

**Assumptions:**

- EnviroIssues will develop copy, coordinate review, develop graphics, and coordinate printing for all materials and notifications.
- EnviroIssues will coordinate scheduling for the stakeholder briefings. The sidewalk program projects will use the same CITY webpage. EnviroIssues will draft content for the full program webpage. Content about specific projects will be added as needed. The CITY will host and manage website updates
- The sidewalk program projects will use the same CITY webpage. EnviroIssues will draft

content for the full program webpage. Content about specific projects will be added as needed. The CITY will host and manage website updates.

## **TASK 9: ENVIRONMENTAL AND ARBORIST SERVICES (WATERSHED)**

### **TASK 9.1: ARBORIST SERVICES**

1. Information gathering, Coordination with the design team, and monthly invoicing.
2. Fieldwork to inventory and assess trees located within the survey limits figure attached to this proposal. Inventory will consist of health, species, DBH, Critical Rootzone, and canopy radius. Results of the inventory will be compiled into a Tree Inventory Table, which will be appendix to the arborist report described below.
3. Prepare inventory report and provide professional evaluation of trees that will be impacted by the proposed sidewalk project. The assessment will include information collected in the tree inventory. Provide options (with advantages/disadvantages) on how to address the trees if the adjacent sidewalk will be constructed. Make recommendations for tree protection measures, preventative actions, and post construction monitoring plan to be enacted before, during, and after construction. Recommendations will be coordinated with project team for inclusion into bid documents and plan drawings.
4. Respond to CITY comments and questions.
5. Quality Control Review.

#### **Deliverables:**

- Arborist Inventory Report (Word and PDF formats).

### **TASK 9.2: ENVIRONMENTAL SERVICES**

1. Information gathering, Coordination with the design team, and monthly invoicing.
2. Site visit.
3. Preparation of SEPA Checklist.
4. Respond to CITY comments and questions.
5. Quality Control Review.

#### **Deliverables:**

- SEPA Checklist (Word and PDF formats).

#### **Assumptions:**

- This proposal assumes that if needed, additional trees picked up in the field investigation that were not on the original survey, will be survey located by others.

- If the project alignment changes, any additional analysis required will be completed on a time and materials basis beyond the scope provided above, but only with client approval.
- This proposal does not include critical areas reconnaissance or delineation.
- This proposal does not include preparation of any deliverables other than those specified above (e.g. critical areas report).
- Assessment of geologically hazardous areas is not included in this scope.
- This proposal does not guarantee issuance of permits.
- This proposal does not include the formal submittal of permit applications to any regulatory agencies or responses to any agency comments following formal submittal of our documentation.
- This proposal does not include hazard tree risk assessment (ISA Level II or Level III Hazard Risk Assessment).
- The assessment represents a snapshot at the time of the field work and may not necessarily remain accurate in the future.
- Any required access permissions will be acquired by others.
- No construction observation and monitoring are included with this proposal.
- This proposal assumes that an AutoCAD file of proposed project extents, existing conditions, and alignment will be provided following contract approval and/or when preliminary drawings becoming available.

#### ***TASK 10: LANDSCAPE ARCHITECTURE (HBB)***

This work includes planting design within planter strips between the proposed curb and sidewalk and landscape restoration at the back of sidewalks.

##### ***TASK 10.1: PROJECT MANAGEMENT***

A monthly invoice and progress report will be prepared and submitted to the CITY. The progress report will describe the work represented by the invoice.

##### ***TASK 10.2: QA/QC REVIEW***

Conduct four (4) quality control reviews for the 30%, 60%, 90%, and 100% Bid PS&E submittals. All QA/QC reviews are by a senior licensed landscape architect. Time includes debrief reviews with project manager and computer tech staff and performing interdisciplinary reviews at each submittal with review comments.

##### ***TASK 10.3: TEAM MEETINGS***

Attend one (1) kick-off meeting with the CITY and design team.

Prepare for and attend three (3) coordination meetings with the design team.

***TASK 10.4: 60% SUBMITTAL***

This work will include 60% plans will only identify the areas to receive planting and landscape restoration. A 60% cost estimate and the technical specifications in WSDOT format will be prepared.

**Deliverables:**

- 60% planting plans.
- Plant list with plant cut sheets.
- 60% cost estimate with WSDOT bid items.
- Draft outline technical specifications WSDOT format.

***TASK 10.5: 90% SUBMITTAL***

This work will include 90% plans will only identify the areas to receive planting and landscape restoration. A 90% cost estimate and the technical specifications in WSDOT format will be prepared.

**Deliverables:**

- 90% planting plans.
- Plant list with plant cut sheets.
- 90% cost estimate with WSDOT bid items.
- Draft outline technical specifications WSDOT format.

***TASK 10.6: FINAL SUBMITTAL***

This work will include Final plans will only identify the areas to receive planting and landscape restoration. A Final cost estimate and the technical specifications in WSDOT format will be prepared.

**Deliverables:**

- Final planting plans.
- Plant list with plant cut sheets.
- Final cost estimate with WSDOT bid items.

- Draft outline technical specifications WSDOT format.

***TASK 10.7: BID SUPPORT***

Respond to contractor questions during bidding process. Assist with one (1) addendum submittal.

**Assumptions:**

- Back of sidewalk landscape restoration limited to hydroseed erosion control or bark mulch topdressing to meet and match existing landscape conditions.
- Urban design for special paving, pedestrian lighting, signage, site furnishings and/or underground soil cells are not included.
- Public meetings and/or special color rendered presentation graphics are not included.
- Arborist services are not included.
- Irrigation design is not included.
- Construction observation services are not included.
- KPFF will be responsible for providing a roadway sight line exhibit for planting heights.
- KPFF will provide design services for water service connection to irrigation meter and electrical service connections to irrigation controller.
- Planting plans will be prepared at scale 1"=20' full size. Sheets will include 2 planting plans, 1 planting schedule, and 1 sheet for details.
- Planter strips will only be included for up to half the length of the project.

***TASK 11: RIGHT-OF-WAY SERVICES (RES GROUP NW)***

This work includes Temporary Construction Easements (TCE) from approximately twenty (20) properties, zonings varying from low density residential and mixed-use residential along 5th Avenue NE from NE 175th Street to NE 182nd Court.

***TASK 11.1: PRELIMINARY RIGHT-OF-WAY SERVICES***

**Project Funding Estimate (PFE) and Administrative Offer Summary (AOS):**

Following review of the right-of-way plan, SOVA Consulting will prepare a PFE and AOS for the impacted parcel. The PFE report will utilize consistent comparable sales and valuation techniques. AOS will be written for those acquisitions valued under \$25,000 in the PFE.

**Appraisal and Appraisal Review:**

Appraisal and appraisal review contracts shall be handled directly by the CITY. RES Group NW will make necessary recommendations to the CITY.

***TASK 11.2: ACQUISITION SERVICES***

**Right-of-Way Documentation, Negotiations, and Closing:**

1. RESGNW 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.
2. RESGNW 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.
3. RESGNW 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.
4. RESGNW will work with CITY staff throughout the negotiation process with the property owner until settlement is reached on each parcel.

***TASK 12: STRUCTURAL ENGINEERING***

***TASK 12.1: STRUCTURAL ENGINEERING***

The CONSULTANT will prepare retaining wall plans, supported by structural analysis. Plan sets are anticipated to include retaining wall plans, elevations, details, and schedules.

***TASK 12.2: STRUCTURAL SPECIFICATIONS***

The CONSULTANT will prepare structural special provision specifications warranted by the project design.

***TASK 12.3: STRUCTURAL COST ESTIMATE***

The CONSULTANT will prepare structural cost estimates for each submittal phase. The cost estimate will be formatted to reflect the bid item breakdown.

***TASK 12.4: SUBMITTALS***

The CONSULTANT will conduct quality control and quality assurance checking of documents, provide responses to review comments, update documents to incorporate review comments, and compile submittal packages.

**Assumption(s):**

- Retaining walls are assumed to be gravity block walls.
- A maximum of approximately 1000 lineal feet of retaining walls will be required.
- Maximum wall heights will be no more than approximately 10 feet.

**Deliverable(s):**

- 30% Submittal:
  - 30% submittal of construction drawings, one (1) electronic set in AutoCAD format; one (1) electronic set in searchable PDF format; three (3) half-size hard copy sets (if needed).
  - 30% cost estimate per bid item, one (1) electronic copy in Microsoft Excel (.xlsx) format and one (1) copy in searchable PDF format; three (3) hard copies (if needed).
- 60% Submittal:
  - Comment responses from 30% Submittal.
  - 60% submittal of construction drawings, one (1) electronic set in AutoCAD format; one (1) electronic set in searchable PDF format; three (3) half-size hard copy sets (if needed).
  - 60% cost estimate per bid item, one (1) electronic copy in Microsoft Excel (.xlsx) format and one (1) copy in searchable PDF format; three (3) hard copies (if needed).
- 90% Submittal:
  - Comment responses from 60% Submittal.
  - 90% submittal of construction drawings, one (1) electronic set in AutoCAD format; one (1) electronic set in searchable PDF format; three (3) half-size hard copy sets (if needed).
  - 90% cost estimate per bid item, one (1) electronic copy in Microsoft Excel (.xlsx) format and one (1) copy in searchable PDF format; three (3) hard copies (if needed).
  - An electronic and hard-copy (if needed) of the special provisions and supplemental technical specifications.
- Final Submittal:
  - The Final submittal will include electronic files and hard-copy drawings and details; special provisions and supplemental technical specifications; and updated cost estimates at the Final design level for project design review.
  - Hard-copy sheets will match the electronic files that are submitted. The work will be complete. Drawings will have incorporated or resolved all comments made during the 90% design review and other informal reviews.

**TASK 13: BID SUPPORT SERVICES (KPFF)**

**TASK 13.1: CONSTRUCTABILITY REVIEW**

1. The CONSULTANT will review the plans and specifications prior to project advertisement to provide comprehensive analysis of constructability, value engineering suggestions, and other possible design enhancements to facilitate construction. The analysis will focus on the constructability of design elements with respect to typical construction best practices and the CONSULTANT's CM experience.
2. Investigate and make recommendations if savings can be achieved with minor design changes related to construction practices or sequence.
3. Review the project documents for clarity and completeness with respect to the bid process. This analysis will include:
  - Verifying cross references between plans, details and specifications
  - Determination of suitability (project specific relevance) of specifications
  - Bid tab breakdown and evaluation of lump sum items
  - Overall evaluation with respect to lessons learned on similar projects

**Deliverable(s):**

- Constructability Review Technical Memo.
- Constructability Comments and Tracking Form.

***TASK 13.2: BID SUPPORT SERVICES***

The CONSULTANT will assist the CITY during the bidding period. Activities may include:

1. Modifying contract documents to reflect comments and inputs by the CITY on the Final documents.
2. Providing input to CITY staff to answer questions from potential bidders during the advertisement period.
3. Preparing revised documents associated with Addenda packages.
4. Preparing updated Final documents, as required to be issued for bid by the CITY staff.

**Deliverable(s):**

- Modified Final documents.
- Inputs for contractor questions during bidding.
- Preparation of Addenda inputs (assume two).

**Assumption(s):**

- Bidding period will be four weeks or less.



**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Professional Services Contract with DOWL, LLC in the Amount of \$241,792 for Design of a Sidewalk Project on 1 <sup>st</sup> Avenue NE from NE 192 <sup>nd</sup> Street to NE 195 <sup>th</sup> Street
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<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:**

In November 2018, Shoreline residents approved an increase in the Sales and Use Tax to construct new sidewalks. The ballot measure included 12 specific locations for installation of new sidewalk. DOWL, LLC is one of two consultants that has been selected to support staff in the delivery of this program to complete these initial projects within ten years. Under this contract DOWL, LLC will design sidewalks on 1<sup>st</sup> Avenue NE from NE 192<sup>nd</sup> Street to NE 195<sup>th</sup> Street. Staff is requesting that Council authorize the City Manager to execute a contract with DOWL, LLC in the amount of \$341,792 to perform this design work.

**FINANCIAL IMPACT:**

The ballot measure requires all projects to be funded with bond revenue that is then paid for with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design and construction of several sidewalk routes. Ordinance No. 852 provided \$4,245,000 for the 2019-2020 budget for this sidewalk program. This contract is within that authorized budget.

Additional bonds will be issued in future years. The initial programming within this scope of work will inform a more detailed budget and schedule for expenditures and issuance of future bonds.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a professional services contract with DOWL, LLC in the amount of \$241,792 for design of a sidewalk project on 1<sup>st</sup> Avenue NE from NE 192<sup>nd</sup> Street to NE 195<sup>th</sup> Street.

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

## **BACKGROUND**

In November 2018, voters approved the 0.2% increase in Sales and Use Tax for the construction and repair of sidewalks. The ballot measure included 12 specific locations for installation of new sidewalk. In March 2019, Council authorized the issuance of bonds to support the program and authorized a budget amendment for the 2019-2020 budget. The staff reports for these authorizations can be found at the following links:

Adopting Ordinance No. 852 – 2019-2020 Biennial Budget Amendment for Sidewalk Projects:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport031819-7d.pdf>.

Adopting Ordinance No. 853 – Authorizing Issuance of Bonds for Sidewalks Supported by Transportation Benefit District 0.2% Sales Tax:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport031819-7e.pdf>.

Staff has now identified two consultants to provide design services to support the new Sidewalk Program for the construction of the 12 sidewalk projects identified in the 2018 ballot measure. Council action is required to authorize execution of the contracts for these design services.

## **ALTERNATIVES ANALYSIS**

In October 2019, staff issued a Request for Qualifications (RFQ) to identify two consultant firms to provide program support and design for the new sidewalk and sidewalk rehabilitation programs. Nine firms submitted Statement of Qualifications. Based on these proposals, staff interviewed four firms of which two firms (KPFF, Inc and DOWL, LLC) were identified as the best qualified to provide design services.

Out of these two firms, DOWL was identified to provide the design for the sidewalk route on 1<sup>st</sup> Avenue NE from NE 192<sup>nd</sup> Street to NE 195<sup>th</sup> Street. This route was selected as an early start project because of its relative short length and ability to deliver quickly. Attachment A to this staff report includes the scope of work for this design contract.

KPFF has been selected to design the 5<sup>th</sup> Avenue NE from NE 175<sup>th</sup> Street to NE 185<sup>th</sup> Street sidewalk segment, which is being authorized under separate action on tonight's agenda. Staff intends to use these two firms for additional design of the remaining ten routes identified in the bond measure. Future Council authorizations will be needed for additional design services.

The alternative to awarding this design contract to DOWL is to not authorize this contract, which would result in the sidewalk program not proceeding with design of the sidewalk on 1<sup>st</sup> Avenue NE. As staff does not currently have capacity to perform this work in-house, this alternative is not recommended.

### **COUNCIL GOAL(S) ADDRESSED**

Award of this contract supports Council Goal 2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment, and specifically Action Step 1: Implement the Sidewalk Repair and Construction Program.

### **RESOURCE/FINANCIAL IMPACT**

The ballot measure requires all projects to be funded with bond revenue that is then paid for with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design and construction of several sidewalk routes. Ordinance No. 852 provided \$4,245,000 for the 2019-2020 budget for this sidewalk program. This contract is within that authorized budget.

Additional bonds will be issued in future years. The initial programming within this scope of work will inform a more detailed budget and schedule for expenditures and issuance of future bonds.

### **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a professional services contract with DOWL, LLC in the amount of \$241,792 for design of a sidewalk project on 1<sup>st</sup> Avenue NE from NE 192<sup>nd</sup> Street to NE 195<sup>th</sup> Street.

### **ATTACHMENTS**

Attachment A – DOWL, INC Contract Scope of Work

**City of Shoreline**  
**1<sup>st</sup> Avenue NE (NE 192<sup>nd</sup> – NE 195<sup>th</sup> Street) Sidewalk Project**  
**EXHIBIT A: SCOPE OF WORK**

This project will be completed under the Professional Services Agreement between the City of Shoreline (CITY) and DOWL, LLC. (CONSULTANT), for the 1<sup>st</sup> Ave NE (NE 192<sup>nd</sup> Street – NE 195<sup>th</sup> St) Sidewalk Project.

## Project Description

This project includes a new sidewalk at the following location in the City of Shoreline:

- 1) **1<sup>st</sup> Avenue NE (NE 192<sup>nd</sup> Street – NE 195<sup>th</sup> Street) Sidewalk Project**
  - a. New curb, gutter, sidewalk, and curb ramps on either the east or west side of the street. The side of the street will be determined by the CITY following an alternative analysis completed by the CONSULTANT.
  - b. A planter strip may be included (pending results of the alternative analysis).
  - c. Roadway widening to provide bicycle lanes may be included between NE 193<sup>rd</sup> Street and NE 195<sup>th</sup> Street (pending results of the alternative analysis).
  - d. Drainage improvements will be included, as needed to support the new sidewalk.
  - e. Utility relocations and adjustments may be included, as needed to support the new sidewalk.

## Standards / Design References

Work described in this Scope of Work will be performed by the CONSULTANT in accordance with the standards listed below; no order of precedence shall be established by listing.

### City of Shoreline Publications

- City of Shoreline Engineering Development Manual

### Washington State Department of Ecology Publications

- Stormwater Management Manual for Western Washington, current edition

### Washington State Department of Transportation (WSDOT) Publications

- Standard Specifications for Road, Bridge, and Municipal Construction (M41-10), current edition
- Standard Plans for Road, Bridge, and Municipal Construction, (M21-01), current edition
- Design Manual (M22-01.14), current edition
- Roadside Manual (2017, M25-30.04), current edition
- Utilities Manual (2018, M 22-87.09), current edition
- Geotechnical Design Manual, current edition
- Amendments and General Special Provisions, current edition
- Standard Item Table, current edition
- Traffic Manual (M51-02), current edition
- Local Agency Guidelines (M36-63.34)
- Environmental Procedures Manual (M31-11), current edition

**Exhibit A: Scope of Work**

**City of Shoreline**

**1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

American Association of State Highway and Transportation Officials (AASHTO) Publications

- A Policy on Geometric Design of Highways and Street, current edition
- AASHTO Guide for Design of Pavement Structures, current edition
- AASHTO Guide for the Development of Bicycle Facilities, 4th Edition

U.S. Department of Transportation Publications

- Manual of Uniform Traffic Control Devices (MUTCD) for Streets and Highways, current edition

Other Publications / Design Guides

- Standards of the American Water Works Association
- American Public Works Association standards
- Americans With Disabilities Act (ADA), Title III regulations (28 CFR Part 36)
- Highway Capacity Manual 2010, Transportation Research Board
- NACTO Urban Bikeway Design Guide
- Public Right-of-Way Accessibility Guidelines (PROWAG)

Drawing Standards

All drawings will be produced and submitted in AutoCAD and PDF format with design files prepared using AutoCAD 2018.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****1. PROJECT MANAGEMENT****1.1. General Project Management**

The CONSULTANT will provide project management and administration, management of subconsultants, liaison with the CITY, scheduling, coordination, quality assurance and quality control, contract administration, filing and recordkeeping, and preparation of monthly invoices with progress reports.

**1.2. Project Management Plan (PMP).**

The CONSULTANT will prepare a Project Management Plan, which will include the following elements:

- a) Team Organizational Chart / Roles and Responsibilities
- b) Stakeholder Register / Stakeholder Management Plan
- c) Scope of Work
- d) Baseline Design Schedule
- e) Design Budget
- f) Change Management Plan
- g) Risk/Issue/Change Log

Assumptions/Exclusions:

- a) Following City review of the draft Project Management Plan, the CONSULTANT will provide a final Project Management Plan via email.

City Responsibilities:

- a) The CITY will review and comment on the Draft Project Management Plan.

Deliverables:

Draft Project Management Plan	Microsoft Word and PDF via email
Final Project Management Plan	Microsoft Word and PDF via email

**1.3. Quality Management Plan (QMP).**

The CONSULTANT will develop a Quality Management Plan, including the following:

- a) Process, sequence, and procedures for reviews
- b) Individual roles and responsibilities for reviewers
- c) Documentation (checklists and sign-off sheets) for Quality reviews
  - Interdisciplinary QC Checklists
  - Intradisciplinary QC Checklist
  - Constructability QC Checklist

Assumptions/Exclusions:

- a) The CONSULTANT will follow internal QA/QC guidelines.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**City Responsibilities:

- a) The CITY will review deliverables and inform the CONSULTANT Project Manager of any QA/QC issues noted.

Deliverables:

Quality Management Plan (QMP)                      Microsoft Word and PDF via email

**1.4. Project Schedule and Updates.**

The CONSULTANT will develop a project schedule in Microsoft Project format, and provide updates on a bi-monthly basis.

Assumptions/Exclusions:

- a) Schedules will document progress, milestones, and timelines as they occur.
- b) Updates to schedules will reflect changes to schedule baseline as approved by contract supplement.

City Responsibilities:

- a) City will assist with schedule development and revision related to City internal review and Council Approval processes as needed.
- b) The City will review schedules and provide comments as needed.

Deliverables:

Bi-monthly Schedule update                      Microsoft Project and PDF via email

**1.5. Monthly Progress Reports and Invoices.**

The CONSULTANT will prepare a monthly progress report and invoice for the duration of the contract, including the following:

**1.5.1. Invoice**

- a) Invoice will include prime and subconsultant backup.
- b) Invoice will be broken out to major task level (i.e. Task 1.0, 2.0, etc).

**1.5.2. Progress Report**

- a) Billing Period, Invoice Number, Shoreline Contract #, DOWL Contract #, Project Name
- b) Summary of activities performed during billing period.
- c) Planned activities for next billing period.
- d) Submittal Log: Milestones and deliverables with planned and actual dates.
- e) Potential/anticipated out-of-scope work.
- f) Potential/anticipated schedule changes or impacts.
- g) Issues to be resolved.
- h) Cost Information Report
  - Budget per task.
  - Percent complete per task.
  - Budget expended per task.
  - Amount remaining per task.

**Exhibit A: Scope of Work  
City of Shoreline  
1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

Assumptions/Exclusions:

- a) One (1) invoice and one (1) progress report will be prepared per month.

City Responsibilities:

- a) Review monthly invoice and progress report and notify Consultant of any issues.

Deliverables:

Monthly Invoice	PDF via email
Monthly Progress Report	PDF via email

**1.6. Meetings.**

The CONSULTANT will call the CITY to discuss progress on a weekly basis.

Assumptions/Exclusions:

- a) Additional meetings are included in the Tasks listed below.

City Responsibilities:

- a) Attend weekly check-in call.

Deliverables:

Meeting Minutes	Microsoft Word and PDF via email
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**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****2. REQUEST FOR INFORMATION**

The CONSULTANT will provide the CITY with a Request for Information (RFI). The content of this RFI is anticipated to contain, but may not be limited to, the following types of information:

- a) Existing geographic information system (GIS) project mapping information, including general utility location maps for water, sanitary sewer, and storm drainage facilities. The GIS data is available online through the City's GIS website.
- b) Access to existing record drawing information of the project area as available.
- c) CITY design standards and guidelines.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) The CITY will provide the information requested in the RFI to the extent possible.

Deliverables:

Request for Information

Email

**3. RIGHT OF ENTRY**

Consultant will obtain Right of Entry to perform topographic survey and drainage inspection on affected properties adjacent to the project.

Assumptions/Exclusions:

- a) The CONSULTANT will use the Right of Entry form provided by the CITY.
- b) The CONSULTANT will mail the Initial Right of Entry form with a Cover Letter to affected property owners as needed.
- c) The CONSULTANT will send a follow-up cover letter and Final Right of Entry form to non-responsive owners within three weeks.
- d) The CONSULTANT will keep a record of timeframe of entry and any interactions with property owners.

City Responsibilities:

- a) The CITY will provide CITY letterhead graphics to incorporate into the cover letter that will be attached to the Right of Entry form.

Deliverables:

Initial Right of Entry Form

Hard copy via regular mail

Initial Right of Entry Cover Letter

Hard copy via regular mail

Final Right of Entry Form

Hard copy via regular mail.

Final Right of Entry Cover Letter

Hard copy via regular mail

Record of Entry

PDF via email

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****4. TOPOGRAPHIC SURVEY****4.1. Survey Basemap**

Consultant will perform a boundary and topographic survey of the project area (approximate areas shown in **Attachment A-1: Survey Areas**), which will be signed and stamped by a Professional Land Surveyor registered in the State of Washington. The survey will include:

- a) Location of all right-of-way and street centerlines, showing all alignment information with lengths, bearing, interior angles, and point of tangency and length of curves, etc.
- b) Full right-of-way topography and channelization for all right of ways within the project site. We will indicate pavement type, extent of pavement, curb (indicate type of curb, top of curb and flow line elevations at 25-foot intervals), landscape, sidewalk etc.
- c) Survey Control: The horizontal control used for the survey shall be based on the Washington State Plane Coordinate System – North Zone. The vertical control used for the survey shall be based on the North American Vertical Datum of 1988 (NAVD-88) The location and elevation of the monuments and benchmarks used shall be referenced on the survey.
- d) Basis of Survey – Benchmarks/control points used, benchmark list, source of benchmark.
- e) Indication of all surface features including but not limited to: fences, signs, parking meters, light poles, power poles, structures, drainage features, utility features, manholes, catch basins, curbs, and other site features.
- f) Contours will be shown at 1-foot intervals.
- g) Location of underground utilities such as sanitary, storm, water, electrical, gas, steam, telephone, etc. We will use a private locating service to field locate utilities prior to surveying, the fees of which will be billed as a reimbursable expense to the project. We will also research City and utility purveyor as-builts to provide a complete depiction of the utilities. The length, size, material and direction of flow (where applicable) of the utility should be included. All lines between structures shall be drawn and labeled.
- h) Location of geotechnical borings.
- i) For the sanitary, storm, and combined utilities, include rim elevations, invert elevations, pipe size and material, direction of flow and type of structure for all structures. At a minimum, include one upstream and one downstream structure so that pipe slopes adjacent to the project can be determined.
- j) At all intersections, the location of all access ramps, signalization and lighting.
- k) Location of trees and size of trunk, species, and drip line of all trees (6)-inches or greater in diameter at breast height (4 ½ feet above grade) within the Project Area. Individual trees shall be identified by size and species.
- l) Structures, property lines, fences, appurtenances (existing encroachments, non-conformances).

Assumptions/Exclusions:

- a) The survey shall be in accordance with City of Shoreline Development Standards.
- b) The CONSULTANT will use a private utility locating service to locate as much of the underground information as possible.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

- c) The surveyor shall also obtain additional records from utility providers, and indicate the appropriate information on the drawings. If items cannot be field verified, then they should be shown on the drawings as record information, and indicated as not field verified.

City Responsibilities:

- a) The CITY will provide as-built record information, if available, for inclusion in the final survey.

Deliverables:

Basemap                      AutoCAD and PDF

**4.2. Legal Description and Exhibit**

The CONSULTANT will develop a legal description and exhibit drawing for all required Temporary Construction Easements (TCE) and Right-of-Way Acquisitions.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) N/A

Deliverables:

TCE Legal Description	PDF via email
TCE Exhibit	PDF via email
R/W Acquisition Legal Description	PDF via email
R/W Acquisition Exhibit	PDF via email

**5. GEOTECHNICAL ANALYSIS****5.1. Geotechnical Project Setup:****5.1.1. Project Setup.**

HWA will initiate the project and set up billing information in support of invoicing throughout the project.

**5.1.2. Collect and Review Available Geotechnical Data:**

HWA will review readily available geotechnical information along the project corridor. This review will include online geotechnical databases, geologic maps and HWA library.

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

**5.2. Geotechnical Explorations:**

**5.2.1. Perform Geotechnical Site Reconnaissance:**

HWA will conduct a geotechnical site reconnaissance of the project corridor. This reconnaissance will be used to identify geotechnical challenges and to assist in planning the geotechnical exploration program.

**5.2.2. Plan the Geotechnical Field Exploration Program:**

HWA will plan and coordinate the geotechnical exploration program for the project. The exploration program will consist of drilling a series of up to six (6) geotechnical borings to provide data for conceptual design of sidewalks and screening for stormwater infiltration potential.

**5.2.3. Conduct Utility Locates for Geotechnical Exploration:**

HWA will mark the proposed exploration locations and arrange for utility locates using the Utility Notification Center. HWA will make additional site visits to verify that the proposed locations of the borings are clear of utilities prior to finalizing the exploration plans and mobilizing the equipment. HWA will also utilize private utility locates on the day of drilling to further assure the clearance of the subgrade from any buried public or private utilities.

**5.2.4. Develop Traffic Control Plans and Submit ROW Use Application for Geotechnical Explorations:**

HWA will coordinate with the City and design team and develop site specific traffic control plans for each proposed geotechnical exploration and submit an application for a ROW use permit from the City. We assume the ROW permit application submittal fee will be waived by the CITY for this project.

**5.2.5. Generate Geotechnical Exploration Work Plan Memo:**

HWA will prepare a Geotechnical Work Plan Memoranda for the proposed exploration program. The work plan will be submitted to the design team and the City for review and approval. The work plan will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plans will also be used for utility locating clearances and for the application of a ROW use permit that is necessary to access the exploration locations. We assume the ROW permit application submittal fee will be waived by the CITY for this project.

**5.2.6. Conduct Geotechnical Explorations:**

HWA will conduct a series of up to six (6) geotechnical borings along the project corridor (3 on each side of 1<sup>st</sup> Ave NE) to assess the subsurface soil conditions, local presence of groundwater, and infiltration screening along the alignment, in support of developing the 30 percent plans.

Six borings will be drilled to a depth of 10 feet below ground surface in support of sidewalk foundation design and infiltration screening. These borings will be spaced out

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

approximately one per each side of 1<sup>st</sup> Avenue NE per block ( i.e., Between N 192<sup>nd</sup> and N 193<sup>rd</sup>, N 193<sup>rd</sup> and NE 195<sup>th</sup>) to cover both sides of the roadway for potential improvements.

Each boring will be drilled with a track mounted limited access drill rig. HWA will attempt to locate each of these borings within the unimproved areas adjacent to the road or sidewalks to minimize impact on vehicular traffic. However, we anticipate that at some areas the boring locations may have to be shifted onto the road shoulder or traffic lanes due right of way restrictions and/or underground utility conflicts.

Traffic control for borings that will be drilled along unimproved areas outside of road shoulders will be limited to sidewalk closure and/or pedestrian guidance around the work area. Traffic control for borings that have to be located on the road shoulder or traffic lanes will be include shoulder and single lane closures. Any anticipated lane closures will require flaggers assistance.

Depending on the soil and groundwater conditions encountered during the drilling, HWA may install a 1-inch diameter groundwater monitoring piezometer within one (1) of the proposed borings to monitor and assess the groundwater fluctuation during the wet season. Data logging transducers will be installed in the monitoring piezometer to record water levels. The water level information collected will be used in geotechnical analyses to developing recommendations for infiltration potential and possible dewatering and construction impacts, as appropriate.

Due to access limitations and the presence of overhead utilities, most borings will be drilled with limited access equipment. Each of the above described geotechnical explorations will be logged by an HWA geologist. Samples will be screened visually and with a Photoionization detector for signs of contamination. All non-contaminated drilling spoils will be drummed and transported off-site for disposal by the driller.

HWA estimates drilling operation will be completed in two (2) work days, and the flaggers if needed will be required for only one (1) work day.

**5.2.7. Generate Boring Logs and Assign Laboratory Testing:**

HWA will prepare summary boring logs and perform laboratory testing to evaluate relevant physical properties of the site soils. Laboratory testing will include moisture content, hydrometers, grain-size distribution, and cation-exchange.

**5.2.8. Conduct Groundwater Monitoring:**

HWA will install groundwater monitoring transducers in one monitoring well. These transducers will be set to take groundwater elevation readings every half an hour for 1 year. HWA will make periodic site visits to download and process the groundwater data. This data will be used to provide the designer and prospective contractors with seasonal groundwater variations across the site.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****5.3. Infiltration Testing:****5.3.1. Conduct Infiltration Screening Analyses and Provide Recommendation:**

HWA will evaluate grain size analyses data obtained during geotechnical exploration of the near surface soils to determine if onsite infiltration of stormwater is reasonable. HWA will provide preliminary design infiltration rates based on the available correlations with grain size data. This information will be used in determining the feasibility of infiltration on site and provide guidance for location(s) where the Small-scale PIT's should be conducted.

**5.3.2. Plan the Infiltration Testing Program:**

HWA will plan and coordinate the small-scale pilot infiltration testing (PIT) program for the project. The PIT program will consist of conducting up to two (2) PITs at two separate locations.

**5.3.3. Conduct Utility Locates for Infiltration Testing:**

HWA will mark the proposed PIT locations and arrange for utility locates using the Utility Notification Center. HWA will make additional site visits to verify that the proposed locations of the PITs are clear of utilities prior to finalizing the infiltration testing work plans and mobilizing the equipment. HWA will also utilize private utility locates on the day of excavation to further assure the clearance of the subgrade from any buried public or private utilities.

**5.3.4. Conduct Infiltration Testing:**

HWA will conduct a maximum of two (2) small scale PIT tests at location(s) designated by the design team. Due to site constraints, we anticipate the PIT's will be conducted utilizing the small-scale method with a footprint of 12 to 20 square feet each. We assume that depth to potential receptor soils will be 5 feet or less, as determined by the design team. Testing will include constant and falling head phases. Upon completion of infiltration testing, the base of each PIT will be excavated a maximum of 5 feet to observe receptor soil conditions and note the presence of groundwater and whether mounding analysis is required.

We assume that PIT's will be conducted within unimproved areas outside of road shoulders. Therefore, traffic control will be limited to sidewalk closure and/or pedestrian guidance around the work area and not require flagger assistance. In addition, restoration will be limited to backfilling and mulching. No saw cutting or HMA patches are assumed.

**5.3.5. Analyze Field Data and Provide Recommendations:**

HWA will evaluate the field PIT data and provide recommendations for design infiltration rate where feasible.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****5.4. Geotechnical Design Services:****5.4.1. Evaluate Field and Laboratory Data:**

Based on the borings and the laboratory test results on selected samples, HWA will generate estimates of the soil strength and other properties needed to evaluate the effects the subsurface conditions will have on the proposed improvements.

**5.4.2. Generate AASHTO Seismic Design Parameters:**

Based on the soils encountered along the alignment, HWA will determine the Site Class for seismic design. The design spectral acceleration parameters will then be selected in accordance with the AASHTO Specifications for Road and Bridge.

**5.4.3. Evaluate Liquefaction Potential:**

HWA will evaluate the susceptibility of the subsurface soils to liquefaction along the corridor and assess the potential impacts to the proposed improvements.

**5.4.4. HWA QA/QC:**

All design calculations and recommendations will be reviewed by a senior principal prior to distribution to the design team or the CITY. As part of the design team, HWA will sign at project QA/QC acknowledgment prepared as part of the project QA plan by DOWL.

**5.4.5. Project Coordination Meetings:**

HWA will participate in one project coordination meeting at DOWLS, or the City of Shoreline offices.

**5.4.6. Prepare Draft and Final Geotechnical Engineering Report:**

HWA will prepare a draft and final geotechnical report for the project. This report will contain the results of the subsurface exploration program, including logs, laboratory test results, and a description of surface and subsurface conditions; a site plan showing exploration locations and other pertinent features; and geotechnical engineering recommendations for the design and construction of the proposed roadway improvements.

**5.5. Project Management (HWA Geosciences)****5.5.1. Invoice Generation and Processing:**

HWA will prepare monthly invoices, and progress reports for the duration of the design phase of the project.

**5.5.2. Geotechnical Task Management:**

HWA will provide task management to all geotechnical related aspects of the project. HWA will correspond with the City and the design team in the form of meetings, emails, fax, and telephone calls, as necessary.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Assumptions/Exclusions:

- a) Six (6) geotechnical borings will be completed in support of development of the 30 percent design for the corridor. Additional geotechnical explorations may be required to support final design development.
- b) Initial Stormwater infiltration screening will be limited to grain size analysis. In addition, a maximum of two (2) small-scale Infiltration field tests will be completed as part of this design phase.
- c) All geotechnical borings conducted through the roadway will be patched with rapid-setting concrete. No saw cuts and hot mix asphalt patches will be required.
- d) The subsurface explorations will not be used to assess site environmental conditions. However, visual and/or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal. Profiling and disposal of contaminated cuttings are not included in our proposed scope of services.
- e) All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- f) All required rights of way and street use permits will be applied for by HWA assuming processing fees, if any, are waived by the CITY.
- g) Soil samples will be collected from the borings using the Standard Penetration Test (SPT) at intervals of 2.5 feet.
- h) All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- i) All Geotechnical Explorations will be completed during daylight eight-hour weekday work hours.
- j) The wells installed as part of our services will be abandoned by the contractor during construction.

City Responsibilities:

- a) The CITY will review and approve the ROW permit application for this work.

Deliverables

Geotechnical Work Plan Memorandum

Draft Geotechnical Engineering Report

Final Geotechnical Engineering Report



**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****6. RIGHT OF WAY**

It is understood there are no federal funds are participating in any phase of the project. However, it is assumed the City desires to preserve its eligibility for future federal funding opportunities. Therefore, all Right of Way activities will be completed per the City's WSDOT approved Right of Way acquisition policies and procedures, WSDOT's Local Agency Guidelines - Section 25 (Right of Way Procedures) and the federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA). This scope of work is based on the following:

- a) Assumptions made throughout this scope of work for Right of Way services.
- b) Discussions with the City's design team – DOWL.
- c) Review of King County aerial exhibits provided by DOWL.
- d) Recent tour of the project limits.
- e) Review of limited public online ownership information.
- f) ROW Plans or reliable acquisition exhibits not available at this time.

It is assumed the real property rights to be acquired for this project will be limited to various combinations of Partial Fee Simple and Temporary Construction Easements (TCE) from five (5) separate tax parcels shown in Table A below. Real Property rights to acquire are necessary for construction of sidewalks and reconnection of existing driveways. Additional parcels or real property rights (permanent slope easements, utility easements, permits, etc.) to be acquired from each will require an amendment to this scope of work and related fee estimate.

TABLE A			
Parcel Data		Property Rights to Acquire	
No.	Current Use	Partial Fee Simple	Temp. Const. Easement
1	SFR		X
2	SFR	X	X
3	SFR		X
4	SFR	X	X
5	Partial / Soccer	X	X

Note: Real Property Rights to Acquire as shown are assumed. Not based on approved ROW Plan or Exhibits.

Assumptions/Exclusions:

- a) City desires to preserve its eligibility for future federal funding opportunities.
- b) Real Property Rights to acquire as shown in Table A are presumed.
- c) City does not require title insurance for the permanent real property rights acquired.
- d) City will provide subdivision guarantees in lieu of title reports for all impacted parcels.
- e) Five (5) separate tax parcels will require the acquisition of real property rights.
- f) Each of the five (5) tax parcels impacted will qualify for the Appraisal Waiver process.
- g) Appraisal and Appraisal Review reports will not be required.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

- h) Temporary Construction Easements will be recorded.
- i) There are no occupants or personal property displaced by the project(s).

CITY Responsibilities:

- a) Subdivision Guarantees in lieu of Title Reports.
- b) Approve designation of the escrow company used for this project. The escrow company will bill the City directly for all escrow services, if any.
- c) Form approval, in electronic format, of all legal conveyance documents and forms prior to use (i.e. offer letters, deeds, easements, etc.).
- d) Review and approval of all determinations of value, established by the project appraisers, and provide written authorization prior to offers being made to each property owner.
- e) Payment of all compensation payments to property owners, recording fees, legal services and any incidental costs which may arise necessary to complete each transaction.

**6.1. Preparation and Administration**

Upon Notice to Proceed, UFS staff will attend a kick off meeting with the City and DOWL to obtain additional project information including: available contact information for property owners; discuss material and information needed from DOWL (ROW Plan, Legal Descriptions, Exhibits, Staking, etc.), along with any additional information that will assist in the right of way acquisition process. We will also participate in four (4) progress meetings through conference calls and provide up to six (6) monthly progress and tracking reports when invoicing.

UFS will provide sample templates of all acquisition documents (offer letters, deeds, easements, right of entries, permits, etc.) for the City's review and approval for project use. All forms and documents will comply with City's standards and in accordance with statutory requirements. The City's pre-approved documents will be used when provided. UFS will maintain acquisition records in accordance with statutory, regulatory and policy requirements. For each parcel impacted, prepare acquisition files to include fair offer letters, a standard diary form indicating all contacts with owner(s), recording and ancillary documents, and other items necessary to complete the work.

Deliverables:

Attend Project Kickoff Meeting (3 UFS Staff) – City Office  
 Attend four (4) Progress Meetings (2 UFS Staff) – Conference Calls  
 Provide six (6) Monthly Progress Reports  
 Coordinate City approval of Acquisition forms and documents for project use  
 Coordination with City and DOWL

**6.2. Title / Ownership Review**

It is assumed the City does not required title insurance for the permanent real property rights to be acquired. Therefore, the City or DOWL will provide subdivision guarantees in lieu of title reports for each of the five (5) tax parcels shown in Table A. As an alternative, for those parcels requiring only Temporary Construction Easements, UFS will obtain Last Deeds of Conveyance from public records to confirm ownership information for signatory authority.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

For budget purposes, it is assumed five (5) subdivision guarantees in lieu of title reports will be provided. Parcel Title Summary and Risk Analysis Memo's will be developed for each subdivision guarantee listing encumbrances from other parties of interest with recommendations to either accept or clear each, subject to the City's acceptance of risk. Note: Subdivision Guarantees are less expensive than title reports. However, Subdivision Guarantees are not insurable as are Title Reports. As mentioned above in this subtask, it is assumed the City does not required title insurance for the permanent real property rights to be acquired.

Deliverables:

Five (5) Parcel Title Summary and Risk Analysis Memo's

**6.3. Public Outreach**

UFS will prepare an "Introduction Informational Letter" for delivery by the City to each property owner shown in Table A below. The letter will describe the purpose of the project; the project schedule; identify the City's consultants (DOWL, Universal Field Services, etc.) and purpose of each firm.

Deliverables:

Sample "Introduction Informational Letter"

**6.4. Project Funding Estimate (PFE)**

UFS will subcontract and manage completion of the PFE through our state licensed and WSDOT approved appraiser. The PFE will be prepared in accordance with the City's WSDOT approved Right of Way Acquisition procedures, and WSDOT's Local Agency Guidelines – Section 25 (Right of Way Procedures). The five (5) separate tax parcels shown in Table A will be included in the PFE.

Generally, the PFE is a tool to be used for confirming estimated Right of Way costs and primarily for consideration of utilizing the Appraisal Waiver process when the estimated amounts of just compensation to property owners are at or below the City's WSDOT approved Appraisal Waiver limit and when the acquisition is uncomplicated.

As part of the PFE, individual parcel worksheets will be prepared to estimate the amount of just compensation using confirmed comparable sales data selected by the appraiser and information obtained from the City's approved Right of Way plans. All parcel worksheets will be combined into a project summary worksheet for review by the City. It is assumed all parcels will qualify for the Appraisal Waiver process described above meaning Administrative Offer Summary (AOS) worksheets in-lieu of Appraisals as the basis for all offers. Offers to property owners based on AOS worksheets are considered Administrative offers.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

*(Note: Completion of the PFE is required in order to take advantage of the Appraisal Waiver process. For offers of \$10,000 or more up to \$25,000, property owners must be informed in writing if the offer is not based on an appraisal and that an appraisal will be provided if requested. This requirement could have a slight impact on the project schedule and budget).*

Deliverables:

Project Funding Estimate to include five (5) tax parcels

**6.5. Appraisal / Appraisal Review / Administrative Offer Summary Worksheets**

With results of the PFE discussed above and in consideration of the City's appraisal waiver limit of \$25,000, UFS will coordinate with the City to confirm which parcels will require AOS Worksheets, Appraisals and Appraisal Review reports. It is assumed Appraisal and Appraisal Review reports will not be required which is subject to project design, impacts to a property's remaining use, property owner requests and as may be directed by the City.

All AOS worksheets and Appraisal reports (if any) will be completed in accordance with the Uniform Standards of Professional Appraisal Practices, WSDOT Local Agency Guidelines, the WSDOT Right of Way Manual. Preparation of Appraisals and Appraisal Reviews will require an amendment to this scope of work and related fee estimate.

Deliverables:

AOS Worksheets – five (5) each

Appraisal /Appraisal Reviews – N/A

**6.6. Present Offers / Negotiations**

Upon written approvals from the City on each AOS worksheet establishing the amounts of just compensation, Universal staff will prepare offer package(s) and promptly present offers to purchase all the required real property interests and negotiate in good faith to reach a settlement with each property owner(s). Offers will be presented in person when at all possible. If negotiations reach an impasse, Universal shall provide the City with written notification. If necessary, Universal will attempt to secure Administrative Settlements or Voluntary Possession and Use Agreements with the owner(s), allowing the project to move forward and allowing the property owner additional time to negotiate. As a last resort, if the owner is unwilling to agree to a Voluntary Possession and Use Agreement, the file will be transmitted to the City's legal staff for mediation or filing of a condemnation action. Universal will provide limited technical support for all mediation or condemnation as required.

Deliverables:

Prepare Offer Packages – five (5) each

Present Offers / Conduct Negotiations.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****6.7. Parcel Closing**

Subject to the City's current title clearing policies, Universal will provide advisory assistance to the City in determining the most appropriate method of closing each transaction. Generally, the signed conveyance documents will be transmitted to the City for approval and direct payment to each property owner.

Prior to sending a settled acquisition package to the City for payment and recording, Universal will request an update for each subdivision guarantee from the designated Title Company to ensure ownership has not changed and new encumbrances or exceptions have not been recorded. Upon review of updated title information and previously completed Parcel Title Summary Memos, Universal will provide advisory assistance to the City in determining the most appropriate method of closing each transaction. It is assumed all Temporary Construction Easements in addition to all permanent acquisitions will be recorded.

Subject to the City's current Title Clearing policies, the method of closing can be completed in-house or through a reputable escrow firm. Typically, the title company will provide escrow services.

In-House Closing – Generally for low risk and uncomplicated title clearing, this method is subject to the City's title clearing policies and amount of acceptable risk. The signed conveyance documents and payment vouchers will be transmitted to the City for approval, payment and recording. Simultaneously, Universal will coordinate with recommendations to the City for taking title to certain exceptions and encumbrances. Note: It is assumed this method of closing will be used for the project.

Escrow Closing – Generally for higher risk and complicated title clearing, this method will also consider the City's title clearing policies. The signed conveyance documents together with escrow instructions will be transmitted to the City for approval and signature. Once City approval is received, the transaction package will be delivered to the designated escrow company for title clearing, payment and recording. Albeit the escrow firm's responsibility, Universal will work with the Escrow and Title Company in their effort to remove unacceptable exceptions.

Deliverables:

Completed parcel files and records of all Right of Way Acquisition services.

**7. ALTERNATIVES ANALYSIS**

The CONSULTANT will develop up to two (2) alternatives for the sidewalk proposed on 1st Avenue NE. Alternatives may include locating the sidewalk on the east or west side of the roadway. The consultant will develop the following for each alternative:

**7.1. Sidewalk Alternative Exhibits**

The CONSULTANT will develop a scroll plot exhibit and typical section for each alternative.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

- a) Proposed curb, gutter, sidewalk, planter strips.
- b) Proposed driveway and curb ramps.
- c) Proposed storm drainage.
- d) Potential LID treatments.
- e) Approximate cut/fill limits.
- f) Right of Way.
- g) Proposed Temporary Construction Easements (TCE's).
- h) Existing non-conformance / encroachments.
- i) Existing private drainage systems.
- j) Existing traffic and illumination.
- k) Existing sensitive areas.
- l) Anticipated driveway revisions.
- m) Anticipated tree impacts.
- n) Anticipated utility relocations required.

Deliverables:

Sidewalk Alternative Exhibits

PDF via email

Typical Section Exhibits

PDF via email

**7.2. Conceptual Engineer's Estimate and Cost Breakdown**

The CONSULTANT will develop a cost estimate and cost breakdown for each alternative.

Deliverables:

Conceptual Engineer's Estimate (1 for each alternative)

PDF via email

**7.3. Alternative Analysis Memorandum**

This memorandum will highlight advantages and disadvantages for each sidewalk alternative, and provide recommendations for a preferred alternative. Alternatives will be summarized in a design criteria matrix.

Deliverables:

Alternative Analysis Memorandum

PDF via email

**7.4. Project Summary Sheets.**

The CONSULTANT will develop a Project Summary Sheet for each alternative. Project Summary Sheets will be formatted to match the example provided by the CITY.

**7.5. Alternatives Analysis Review Meeting**

The CONSULTANT will attend one meeting to review CITY comments on the Plans, Estimates, Alternative Analysis Memorandum, and Project Summary Sheets.

City Responsibilities:

- a) The CITY will review the Alternative Exhibits, Conceptual Engineer's Estimate, and Memorandum within 3 weeks of submittal.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

- b) Following the meeting, the CITY will select one alternative to advance to the 60% design phase.

Deliverables:

Meeting Agenda/Minutes

Microsoft Word via email

**8. ARBORIST REPORT**

The CONSULTANT will conduct a site visit to assess approximately 13 trees for potential impacts of the proposed site improvements, and document tree identifier, species, DSH, health and structural condition, drip lines, and a proposed action for the tree (remove, retain, etc.)

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) N/A

Deliverables:

Tree protection recommendation report

PDF via email

**9. STORMWATER DESIGN**

The CONSULTANT will prepare stormwater plans, details and a Drainage Report summarizing the stormwater design approach, with exhibits and supporting drainage calculations. This will include a drainage site assessment and the design of detention facilities, stormwater treatment facilities, storm conveyance system and outfall system. This work will be done in accordance with the Stormwater Management Manual for Western Washington (current edition) as described below. The project will include stormwater LID BMP's to the maximum extent feasible.

**9.1. Drainage Site Assessment Mapping:**

Prepare drainage basin maps identifying the on-site threshold discharge areas (TDA's). Prepare a basin map showing the area that discharges storm runoff onto the project site located up-gradient of the road project (i.e. 'off-site basins'). Gather and review sensitive area maps, readily available in public records. The off-site basin map will be prepared using City topographic and GIS maps and with limited visual field verification.

**9.2. Off-site Analysis**

Conduct an upstream and a downstream analysis for each TDA associated with the project. This analysis will consist of a visual field investigation and reviewing city map records showing stream and storm channel corridors. The field investigation will be conducted on lands where access is readily permitted. Prepare a written assessment and a map showing the contributing upstream areas and downstream routes. The written assessment will include identifying constriction points (such as small-sized culverts), evidence of channel erosion or

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

sedimentation, and evidence of flooding, along the downstream route. This task does not include any detailed hydraulic capacity analysis, but it can be provided as an optional service. The off-site analysis will be included in the Drainage Report.

**9.3. Threshold Analysis:**

Prepare new impervious and new PGIS (pollution generating impervious surface) maps. Using the new impervious and new PGIS area numbers, perform threshold analysis to determine which minimum design requirements apply to this project.

**9.4. Low Impact Development (LID) Assessment:**

Prepare a feasibility assessment for the use of LID BMPs for the project. The assessment will include a documented review of LID BMPs that could be applicable within each TDA.

**9.5. Flow Control Analysis:**

Prepare drainage calculations for a detention facility within each TDA. The hydrologic analysis will be done using the Western Washington Hydrology Model (WWHM), a continuous simulation modeling software accepted by the Washington Dept. of Ecology.

**9.6. Water Quality Treatment Analysis:**

Prepare design calculations for a stormwater quality treatment facilities within each TDA. The hydrologic analysis will be done using the Western Washington Hydrology Model (WWHM). The water quality facility may be incorporated into the detention facility, as allowed by the standards.

**9.7. Conveyance Layout and Analysis:**

Prepare the layout of conveyance routing and perform storm pipe conveyance calculations. Pipe conveyance calculations using the Rational Method and Manning equation will be provided for the proposed storm drain system.

**9.8. Drainage Report:**

Prepare and assemble a draft and final Drainage Report with the contents limited to the task items described in this scope of work. The report is to include basin maps, stormwater facility description, design criteria, detention and water quality calculations, conveyance design and calculations, and a summary of erosion control facilities. Submit the draft copy to the City for review. Address comments, revise the report and submit the final Drainage Report.

**9.9. Construction Stormwater Pollution Prevention Plan (SWPPP):**

A SWPPP will be prepared in accordance with the Drainage Manual for inclusion in the Final Stormwater Site Plan.

**9.10. Drainage Coordination Meetings:**

The CONSULTANT will attend up to two drainage coordination meetings with CITY Staff to coordinate the drainage approach and discuss comments on the draft drainage report.



**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Assumptions:

- a) The drainage design will be done in accordance with the Stormwater Management Manual for Western Washington (2020).
- b) To conduct the visual downstream analysis, it is assumed the CONSULTANT can readily acquire formal Right of Entry (included as Task 3).
- c) In the event that stormwater vaults are chosen in the course of the project, DOWL will prepare site civil plans and details of the vault showing inside dimensions and locations where pipes connect into the vault. It is assumed that the vaults will be precast concrete and require no structural engineering design from DOWL. Structural plans by a structural engineer are not part of this scope of services but can be provided if needed.
- d) It is assumed that no off-site drainage improvements are needed, but the analysis and design of any off-site improvements can be provided.

City Responsibilities:

- a) Any critical areas (such as wetlands, stream channels, and buffers) will be provided by the CITY to the CONSULTANT, which can be incorporated into the site assessment maps.
- b) The CITY will provide one set of review comments on the Draft Drainage Report.

Deliverables:

Draft Drainage Report	1 Hard Copy and PDF
Final Drainage Report	1 Hard Copy and PDF
Drainage Coordination Meeting Agenda/Minutes	Microsoft Word via email

**10. ENVIRONMENTAL AND PERMITTING SERVICES**

The CONSULTANT will prepare environmental documentation and provide assistance to the CITY in obtaining environmental permits and approvals.

**10.1. Wetland Memorandum and SEPA Checklist**

The CONSULTANT will conduct a site visit to verify the presence or absence of wetlands, streams and their associated buffers and will prepare a brief memorandum documenting our findings.

The CONSULTANT will conduct research and gather information necessary to prepare a SEPA Checklist to document the level of environmental impact associated with the project.

**10.2. Environmental / Permitting Pre-Application Meeting**

The CONSULTANT will attend one pre-application meeting to discuss the project with CITY planning/permitting staff.

Assumptions/Exclusions:

- a) No wetland or streams are present within 300 feet of the project site.

City Responsibilities:

- a) Any critical areas (such as wetlands, stream channels, and buffers) will be provided by the CITY to the CONSULTANT, which can be incorporated into the site assessment maps.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Deliverables:

Wetland Memorandum

PDF via email

SEPA Checklist

Microsoft Word and PDF via email

Meeting Agenda and Minutes

Microsoft Word via email

**11. UTILITY COORDINATION****11.1. Initial Utility Research and Coordination:**

The CONSULTANT will contact utilities located within the project site to obtain as-built drawings, notify them of the proposed roadway and drainage improvements, and request information on any upcoming utility projects that may affect the roadway or drainage design. Utility records requests will be noted in a Utility Coordination Log.

**11.2. 60% Utility Conflict Assessment:**

The CONSULTANT will develop Utility Conflict Plans identifying all potential utility conflicts. Each potential conflict will be listed on a Utility Conflict spreadsheet for analysis and tracking.

**11.3. 60% Utility Coordination Meeting:**

The CONSULTANT will lead a Utility Coordination Meeting with all utilities in attendance to discuss potential utility impacts, review possible design adjustments, and identify potential utility relocations.

**11.4. Potholing**

The CONSULTANT will use a Subconsultant to conduct potholing of utility crossings and potential conflicts. Pothole results, verifying horizontal and vertical location and pipe material type, will be provided via email.

**11.5. 90% Utility Conflict Assessment:**

The CONSULTANT will update the Utility Conflict Plan and Spreadsheet. At this stage, all utilities requiring relocation should be identified.

**11.6. 90% Utility Coordination Meetings/Field Visit:**

The CONSULTANT will lead a 90% Utility Coordination Meeting to finalize the list of all required utility relocations and develop a schedule for completion. The CONSULTANT will meet with individual utilities in the field, if required to determine final utility relocations.

**11.7. 100% Utility Conflict Plan Update:**

The CONSULTANT will update the Utility Conflict Plan and Spreadsheet with schedule information for required relocations or adjustments.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Assumptions/Exclusions:

- a) This scope of work assumes a budget of approximately \$3000 will be used to pothole existing utilities.
- b) It is assumed that up to three individual utility coordination meetings will be required to finalize utility relocation plans.

City Responsibilities:

- a) The CITY will provide contact information for all franchise utility companies located within the project limits.

Deliverables:

Utility Coordination Log	(60%, 90%, 100%) PDF via email
Utility Conflict Plans and Spreadsheet	(60%, 90%, 100%) PDF via email
Utility Coordination Meeting Agenda / Minutes	PDF via email
Pothole results	PDF via email

**12. 60% DESIGN SUBMITTAL**

The CONSULTANT will prepare construction plans to approximately the 60% level. The CONSULTANT will complete the following tasks:

**12.1. Site Conditions Review.**

The CONSULTANT will conduct a site visit to review existing site conditions for the preparation of plans.

**12.2. 60% Construction Plans.**

The CONSULTANT will develop detailed 60% Construction Plans in accordance with CITY standards. An estimated sheet count is included below:

**Table B: Estimated Sheet Count (60% Construction Plans)**

Sheets	Description
1	Cover Sheet
1	Notes, Legend, and Abbreviations
1	Key Plan
2	Survey Control Plan
2	Site Preparation / Temporary Erosion Sediment Control Plan
2	Typical Sections
3	Roadway Plan and Profile
2	Roadway Details
3	Drainage Plan and Profile
2	Drainage Details

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

4	ADA Ramp Plan
2	Driveway Plan and Profiles
2	Channelization and Signing Plan
2	Landscape Plan
1	Landscape Details
4	Temporary Traffic Control Plan
34	TOTAL

**12.3. 60% Contract Documents.**

The CONSULTANT will prepare project contract documents. Contract Documents will be developed in accordance with CITY standards, and will incorporate CITY provided front end documents (bid proposal, contract), Technical Specifications, and applicable appendices.

**12.4. 60% Engineer's Estimate.**

The CONSULTANT will prepare itemized quantity calculations for all contract bid items. An Engineer's Estimate of construction costs will be prepared.

**12.5. 60% Engineer's Design Memo.**

The CONSULTANT will prepare a preliminary design memorandum that summarizes the proposed design criteria.

**12.6. Maximum Extent Feasible (MEF) Documentation.**

The CONSULTANT will develop MEF documentation for any ramps that are designed to the MEF. Documentation will be in accordance with WSDOT requirements.

**12.7. 60% Review Meeting**

The CONSULTANT will attend one meeting to review CITY comments on the 60% Plans, Contract Documents, Estimates, Design Memo, and MEF Documentation.

Assumptions/Exclusions:

a) N/A.

City Responsibilities:

a) The CITY will provide the CONSULTANT with a set of consolidated review comments and "redline" review comments on the 60% Construction Plans, Contract Documents, Engineer's Estimate, Design Memo, and MEF documentation. The CITY will provide the review comments within 3 weeks of submittal.

Deliverables:

60% Construction Plans (11" X 17")	One (1) copy and PDF
60% Contract Documents	One (1) copy and PDF
60% Engineer's Estimate	One (1) copy and PDF
60% Engineer's Design Memorandum	One (1) copy and PDF

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

## **13. COMMUNITY OUTREACH**

### **13.1. Project Management (Enviroissues)**

#### **13.1.1. Monitor project budget and schedule**

Includes billing invoices and monthly progress reports.

#### **13.1.2. Project Coordination**

Includes meetings and ongoing coordination with DOWL and City staff throughout the project's duration as needed.

Assumptions/Exclusions:

a) N/A

City Responsibilities:

a) N/A

Deliverables:

14 Monthly invoices

Up to 4 meetings with the City and DOWL

### **13.2. Communications and Public Outreach Plan Development**

#### **13.2.1. Stakeholder research and analysis**

Build on existing stakeholder research and conduct updated analysis to ensure the plan addresses community expectations.

#### **13.2.2. Key message and tactic development**

Develop clear messages and talking points to help inform the community of the project's goals and schedule. Develop tools and tactics for project communications based on research and feedback from stakeholders and city staff.

Assumptions/Exclusions:

a) N/A

City Responsibilities:

a) CITY will review Plan and provide comments within 2 weeks.

Deliverables

One communications and outreach plan

### **13.3. Public Meeting Planning**

#### **13.3.1. Open House**

Support planning and implementation of a public meeting.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Assumptions/Exclusions:

- a) Includes meeting logistics and planning, scheduling and providing event equipment and supplies
- b) Logistics, materials development (i.e., comment form/worksheet, sign-in sheets, nametags, directional signage).
- c) Set-up, staff, facilitate, and summarize public meeting.
- d) Collaborate with the City to provide interpretation services, as needed.

City Responsibilities:

- a) N/A

Deliverables:

One meeting plan.

Up to five display boards.

One comment form/survey (format to be determined in conjunction with City).

One facilitator and one additional staff.

**13.3.2. City Council Support**

Support communications with elected officials, including briefings to City Councilors.

Assumptions/Exclusions:

- a) Attend/present at one council meeting.

City Responsibilities:

- a) CITY will conduct meeting and schedule time for DOWL/Enviroissues to present project as appropriate.

Deliverables:

One prep sessions.

One council presentation/slide deck.

**13.3.3. Council of Neighborhoods Meeting**

Support communications with the Council of Neighborhoods, including briefings.

Assumptions/Exclusions:

- a) Attend/present at one Council of Neighborhoods meeting following alternatives analysis phase.
- b) Attend/present at one Council of Neighborhoods meeting following 90% phase.

City Responsibilities:

- a) CITY will attend meeting.

Deliverables:

Two prep sessions.

Two presentations/slide decks.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****13.3.4. One-on-one Meetings**

Support one-on-one meetings with stakeholders and neighbors, including discussions about potential effects to driveways or landscaping, and other potential encroachments.

Assumptions/Exclusions:

- a) Prepare for and attend up to one meeting with each stakeholder/neighbor.
- b) Assumes one EnviroIssues staff and one City and/or technical staff.
- c) Assumes up to 10 stakeholders/neighbors.
- d) Exhibits to be developed by Dowl.

City Responsibilities:

- a) N/A

Deliverables:

Scheduling and attendance at up to 10 meetings.  
 One list of interview questions  
 One briefing packet for each meeting  
 One summary for each meeting

**13.4. Project Communications****13.4.1. Web content**

Develop and maintain website content on the existing City of Shoreline website.

Assumptions/Exclusions:

- a) Includes regular updates to be shared on the City's website.
- b) EnviroIssues will develop content.
- c) Assumes monthly updates or more as needed.

City Responsibilities:

- a) CITY staff will review web content provided and post to the website.

Deliverables:

Web posts and page updates biweekly or more as needed.

**13.4.2. Signage and Materials Development**

Develop content and graphics layout for materials and notifications to support the project, including:

Assumptions:

- a) Project kickoff postcard
- b) Fact sheet/FAQ
- c) Currents/Shoreline alerts content
- d) On-corridor signage (type and placement to be determined in conjunction with city)
- e) Poster
- f) Translations, as needed

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**City Responsibilities:

- a) CITY will review content and provide comment as needed.

Deliverables:

- One project kickoff postcard
- One project fact sheet/FAQ
- Up to four Currents/Shoreline alerts.

**13.4.3. Outreach**

Includes door-to-door outreach and distribution of fact sheets and other information to neighbors, and respond to questions as needed.

Assumptions:

- a) Two staff people will visit stakeholders/project neighbors to distribute project information.
- b) Assumes up to 25 stakeholders/neighbors.

City Responsibilities:

- a) N/A

Deliverables:

- Distribution of poster to no more than five locations.
- Fact sheet/FAQ distribution to up to 25 residents and businesses.
- Translation of up to three documents, in up to three languages, as needed.

**14. 90% DESIGN SUBMITTAL**

The CONSULTANT will advance construction documents to approximately the 90% level. The CONSULTANT will complete the following tasks:

**14.1. Site Conditions Review.**

The CONSULTANT will conduct a site visit to review existing site conditions for the preparation of plans.

**14.2. 60% Comments Response.**

The CONSULTANT will prepare responses to all comments received from the CITY at the 60% review.

**14.3. 90% Construction Plans.**

The CONSULTANT will address CITY comments from the 60% review, and advance plans to the 90% complete stage.

**14.4. 90% Contract Documents.**

The CONSULTANT will address CITY comments from the 60% review, and advance contract documents to the 90% complete stage.



**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****14.5. 90% Engineer's Estimate.**

The CONSULTANT will address CITY comments from the 60% review, and advance cost estimate to the 90% complete stage.

**14.6. Final Engineer's Design Memo.**

The CONSULTANT will address CITY comments and incorporate them into the Final Engineer's Design Memorandum.

**14.7. 90% Review Meeting**

The CONSULTANT will attend one meeting to review CITY comments on the 90% Plans, Contract Documents, Estimates, and Design Memo.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) The CITY will provide the CONSULTANT with a set of consolidated review comments and "redline" review comments on the 90% Construction Plans, Contract Documents, and Cost Estimate. The CITY will provide the review comments within 3 weeks of submittal.

Deliverables:

60% Comments Response	PDF via email
90% Construction Plans (11" X 17")	One (1) copy and PDF
90% Contract Documents	One (1) copy and PDF
90% Engineer's Estimate	One (1) copy and PDF
Final Engineer's Design Memorandum	One (1) copy and PDF

**15. FINAL DESIGN SUBMITTAL**

The CONSULTANT will develop the project design to the final stage, and complete the following:

**15.1. Site Conditions Review.**

The CONSULTANT will conduct a final site visit to review proposed design for conformance with existing site conditions.

**15.2. 90% Comments Response.**

The CONSULTANT will prepare responses to all comments received from the CITY at the 90% review.

**15.3. 100% Construction Plans.**

The CONSULTANT will address CITY comments from the 90% review, and provide a complete, bid-ready set of Construction Plans.

**15.4. 100% Contract Documents.**

The CONSULTANT will address CITY comments from the 90% review, and provide a complete, bid-ready set of Contract Documents.

**Exhibit A: Scope of Work****City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****15.5. 100% Engineer's Estimate.**

The CONSULTANT will address CITY comments from the 90% review and advance the Cost Estimate to the 100% complete stage.

**15.6. Final PS&E and Upload to Builder's Exchange.**

The CONSULTANT will provide the final Plans, Specifications, and Cost Estimate to the CITY.

The CONSULTANT will upload the plans and specifications to Builder's Exchange of Washington, for distribution to Contractors.

Assumptions/Exclusions:

a) N/A

City Responsibilities

a) N/A

Deliverables:

90% Comments Response	One (1) copy and PDF
100% Construction Plans (11" X 17")	One (1) copy , PDF, and AutoCAD
100% Contract Documents	One (1) copy and PDF
100% Engineer's Estimate	One (1) copy and PDF

**16. BIDDING SUPPORT**

The CONSULTANT will provide the CITY with bidding support, as follows:

**16.1. Response to Contractor Questions**

The CONSULTANT will prepare written responses to Contractor questions.

Assumptions/Exclusions:

a) N/A

City Responsibilities

- The CITY will forward questions to the CONSULTANT for review and response.
- The CITY will compile responses and issue a formal response to contractors.

Deliverables:

Response to Contractor questions	Email
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**16.2. Pre-Bid Meeting**

Attend Pre-Bid Meeting.

Assumptions/Exclusions:

- The CONSULTANT's role will be to answer technical questions during the pre-bid meeting.

**Exhibit A: Scope of Work**

**City of Shoreline**

**1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

City Responsibilities

- a) The CITY will develop the agenda for the Pre-Bid meeting.
- b) The CITY will conduct the pre-bid meeting and develop meeting minutes.

Deliverables:

N/A

**16.3. Addenda**

Develop up to one (1) addenda, as required during the bidding period.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) The CITY will provide content for any CITY-related addenda items.
- b) The CITY will provide a CITY form (if required) for development of the addenda.

Deliverables:

Addenda

One (1) copy and PDF

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute an Agreement Between King County, the Shoreline School District, and the City of Shoreline for an Assessment and Recovery Center for COVID-19
<b>DEPARTMENT:</b>	City Attorney's Office
<b>PRESENTED BY:</b>	Debbie Tarry, City Manager Jim Hammond, Intergovernmental Relations
<b>ACTION:</b>	<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:**

In response to the COVID-19 pandemic, King County, the Shoreline School District, and the City of Shoreline have been negotiating an agreement for the use of Soccer Field B at Shoreline Park and adjacent facilities for the purpose of providing a location for those infected with or suspected to infected with the COVID-19 virus to stay if they cannot quarantine at home. Operation is anticipated to begin the first week of April 2020.

RCW 39.34 Interlocal Cooperation Act permits governmental agencies to enter into cooperative action agreements subject to approval by the legislative body. The City Manager needs Council approval to execute a final agreement.

**RESOURCE/FINANCIAL IMPACT:**

The Assessment Center/Recovery Center (AC/RC) results in the loss of use of the park areas it occupies. Currently, these areas are closed due to COVID-19 and, as such, the City is receiving no revenue. The Agreement provides for King County is solely responsible for the construction, operation, and maintenance of the ARC, including staffing, security, and janitorial services. King County is to pay the City \$1,895.00 per day and to reimburse the City for actual usage costs of water and electricity. King County is also responsible to clean all areas and to return the property in a same or better condition. Thus, while City Staff has been actively engaged in negotiating the Agreement and monitoring construction, the actual operation of the ARC should not have a financial impact on the City.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute an agreement with King County and the Shoreline School District for the use of Shoreline Park facilities as a COVID-19 Assessment and Recovery Center in a form acceptable to the City.

Approved By:            City Manager **DT**    City Attorney **J-AT**

## **BACKGROUND**

COVID-19 is a respiratory disease that can result in serious illness or death caused by the SARS-CoV-2 virus, a new strain of coronavirus that had not been previously identified in humans, and can easily spread from person to person (“Community Spread”). Over the past few months, the nation has seen community spread of COVID-19 and public health officials from around the world encourage and advocate for proper hygiene, social distancing, and self-isolation.

In late January and early February 2020, Public Health and Emergency Management Officials in King County and the State of Washington, upon request from the U.S. Centers for Disease Control and Prevention (CDC), planned for an increase in COVID-19 cases. On February 28, 2020 the Public Health-Seattle & King County announced the first King County and United States death due to COVID-19 in Kirkland, Washington. On February 29, 2020, the Washington State Governor issued a State of Emergency; on March 1, 2020, King County Executive Dow Constantine signed a Proclamation of Emergency for King County; and on March 16, 2020, the City Council ratified the City Manager’s Declaration of Local Public Health Emergency in response to COVID -19. On March 13, 2020, the President of the United States issued a State of Emergency.

At the onset of the COVID-19 outbreak Federal and State government asked King County to develop non-congregate sheltering capacity for isolation and quarantine of COVID-19 exposed and confirmed individuals. Subsequently, King County inquired of the City as to the use of Soccer Field B at Shoreline Park for an Assessment and Recovery Center (ARC) to provide a location for those infected with or suspected to infected with the COVID-19 virus to stay if they cannot quarantine at home. Since the City’s right to use the property underlying the Soccer Field is subject to a Joint Use Agreement with the Shoreline School District, a three-party agreement was necessary. In addition, Shoreline Fire Department was included to address fire safety concerns. King County’s request has expanded since its original inquiry to use of the locker rooms at the Shoreline Pool for medical staff, the Shoreline Pool parking lot, the Shoreline Park restrooms and adjacent plaza, and utility services. A separate agreement is being addressed by King County and the School District for diesel generators at the Shoreline Center parking lot in an area south of Soccer Field B to provide power to the temporary ARC structures.

## **DICSCUSSION**

Given the emergency need to have a facility before the COVID-19 virus would compromise the ability of the regional healthcare system to deliver necessary healthcare to the public, construction of the ARC commenced on/about March 17, 2020 as the City, County, and School District worked out the details of an Agreement.

The current draft agreement, entitled the “Shoreline Soccer Field Emergency Special Use Agreement,” provides for the County’s use of:

- Soccer Field B for the placement of two (2) temporary structures to provide assessment and recovery services
- Shoreline Pool Locker Rooms and Lobby to provide shower and restroom facilities for ARC staff
- Shoreline Pool Parking Lot to provide parking area for ARC staff
- Shoreline Park Restrooms to provide additional restroom facilities
- Shoreline Park natural grass areas near Soccer Field B for placement of trailers containing temporary restroom and shower facilities

Shoreline will be charged \$1895.00 per day for the uses of these facilities plus the actual usage of utilities (water and electricity). King County is solely responsible for construction, operation, security, and janitorial services during the operation of the ARC. King County is to operate the ARC consistent with current Public Health Officials' standards for infectious diseases, such as COVID-19. King County is also required to satisfy all fire standards imposed by the Shoreline Fire Department. Insurance and indemnification provisions are included in the Agreement. At the end of its use, currently June 30, 2020, King County is to clean and sanitize all areas and to repair any damage, including to Soccer Field B due to placement of the mobile tent structures.

### **RESOURCE/FINANCIAL IMPACT**

The ARC results in the loss of use of the park areas it occupies. Currently, these areas are closed due to COVID-19 and, as such, the City is receiving no revenue. The Agreement provides for King County is solely responsible for the construction, operation, and maintenance of the ARC, including staffing, security, and janitorial services. King County is to pay the City \$1,895.00 per day and to reimburse the City for actual usage costs of water and electricity. King County is also responsible to clean all areas and to return the property in a same or better condition. Thus, while City Staff has been actively engaged in negotiating the Agreement and monitoring construction, the actual operation of the ARC should have little financial impact on the City.

### **RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute an agreement with King County and the Shoreline School District for the use of Shoreline Park facilities as a COVID-19 Assessment and Recovery Center in a form acceptable to the City.

### **ATTACHMENTS**

- Attachment A – Draft Shoreline Soccer Field Emergency Special Use Agreement
- Attachment A, Exhibit A – Special Use Agreement Conditions Established by the Shoreline Fire Department
- Attachment B - Frequently Asked Questions for Assessment & Recovery Center

## SHORELINE SOCCER FIELD EMERGENCY SPECIAL USE AGREEMENT

This SPECIAL USE AGREEMENT (“Agreement”) is entered into this \_\_\_ day of \_\_\_\_\_, 2020 (the “Effective Date”) by and between King County, a Washington municipal corporation (“King County” or “County”), Shoreline School District No. 412, a quasi-municipal corporation (“District”), and the City of Shoreline, a Washington municipal corporation (“City”). King County, the District, and the City may be referred to individually as “Party” or collectively as “Parties.”

### RECITALS

WHEREAS, on January 21, 2020 the first reported case of COVID-19 in Washington State occurred in Snohomish County and on February 28, 2020 the Public Health-Seattle & King County announced the first King County and United States death due to COVID-19 in Kirkland, Washington, and

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death caused by the SARS-CoV-2 virus, a new strain of coronavirus that had not been previously identified in humans, and can easily spread from person to person; and

WHEREAS, the US Centers for Disease Control and Prevention (CDC) identifies the potential public health threat posed by COVID-19, both globally and in the United States, as "very high" and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States, the State of Washington, King County, and the City of Shoreline; and

WHEREAS, on February 29, 2020, Washington State Governor Jay Inslee proclaimed a public health emergency for COVID-19; and

WHEREAS, on March 1, 2020, King County Executive Dow Constantine signed a Proclamation of Emergency for King County in response to COVID -19; and

WHEREAS, on March 4, 2020, the City Manager of the City of Shoreline issued a Local Declaration of Public Health Emergency for the City of Shoreline and such Declaration was ratified by the Shoreline City Council March 16, 2020; and

WHEREAS, on March 11, 2020, the World Health Organization classified the global spread of COVID-19 as a pandemic and urged all governments to act now to stem the spread of the disease; and

WHEREAS, on March 11, 2020, the Washington State Governor and the Local Health Officer for Public Health-Seattle & King County issued proclamations and the Centers for Disease Control and Prevention (CDC) issued recommendations for mitigation strategies for Seattle-King, Pierce, and Snohomish Counties based on COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency due to the COVID-19 pandemic; and

WHEREAS, since this time, national and local governments have imposed restrictions, including the closures of schools, businesses, and other non-essential operations to prevent community spread of COVID-19, however despite these pandemic mitigation efforts, public health officials expect the number of confirmed COVID-19 cases to increase markedly; and

WHEREAS, Shoreline Park Soccer Field B (“Field”) is located on property owned by the School District that is also subject to a Use Agreement between the School District and the City and the Use Agreement provides that the City is responsible for maintaining and managing the Field and authorizing the use for the same;

WHEREAS, King County has requested the use of portions of the Field for the purpose of siting an emergency assessment and recovery center to address community-wide needs of the COVID-19 pandemic; and

**NOW, THEREFORE**, in consideration of the foregoing and mutual covenants contained in this Agreement, the Parties agree as follows:

#### **1. INCORPORATION OF RECITALS**

The foregoing Recitals are incorporated in and made a part of this Agreement.

#### **2. SPECIAL EMERGENCY USE**

The District and the City hereby authorize King County to have temporary use of the Field and ancillary areas for the purposes of locating and operating an emergency Assessment and Recovery Center for the COVID-19 pandemic pursuant to the conditions set forth in this Agreement.

##### **A. Facilities.**

- King County shall have the temporary and exclusive use of Shoreline Park Field B ("Field") and the adjacent natural grass area between the Field and tennis courts and surrounding walkways for the erecting and operating an Assessment and Recovery Center and related amenities (collectively, "ARC") for use 24 hours per day, seven (7) days a week. The proposed ARC currently includes two tents, along with trailers for shower and toilet facilities. Due to the emergency nature of the COVID-19 pandemic, the exact configuration and operational details are in flux and are flexible. Shoreline Police, Planning and Community Development, Parks, Recreation and Cultural Services, and Communications Departments, along with the Shoreline Fire Department and the District will continue to meet with King County and work through details and by mutual agreement of the Parties revise this Agreement as needed.

2. King County shall be solely liable for the construction and operation of the ARC, including all services provided at the ARC.
3. King County shall secure any necessary certification(s) for the operation of the ARC, including electrical certification from the Washington State Department of Labor and Industries, wastewater disposal from the Ronald Wastewater District, and medical assessment and recovery operation from the Washington State Department of Health. Upon request of the City or the District, King County shall provide copies of these certifications.
4. All staff retained by King County shall be appropriately trained for their respective positions and shall be employees or contractors of King County and not the City or the District.

**B. Accessory Uses – Shoreline Pool and Parking and Shoreline Park Restrooms**

1. King County shall have the temporary and exclusive use of the lobby area and both locker rooms and showers in the Shoreline Pool (“Pool Space”) for the purpose of providing support space for staff associated with the ARC. King County shall install plastic sheeting of at least a six (6) millimeter thickness, or some other type of barrier, to separate the Pool Space from the rest of Shoreline Pool building. King County shall be responsible for custodial services during its use of the Pool Space. King County’s use of the Pool Space shall end when the City, at its sole discretion determines it is able to open the Shoreline Pool for public access and programs.
2. King County shall have the temporary and exclusive use of the Shoreline Pool Parking Lot (“Parking Space”) for the purpose of providing parking for staff associated with the ARC.
3. King County shall have the temporary and exclusive use of the Shoreline Park Restrooms (“Park Restrooms”) immediately adjacent to the Field for the purpose of providing restroom facilities to staff and/or patients.
4. No parking or vehicle access shall be allowed on the Field with the exception of emergency vehicles or vehicles associated with the construction of the ARC and its subsequent removal.

**C. Fencing and Security.**

1. King County shall, at its own cost and expense, fully fence or provide other necessary protective measures to secure the ARC and all equipment related to the operation of the ARC. King County shall be solely responsible for placement, repair, maintenance, or other costs related to the fencing.
2. King County shall, at its own cost and expense, provide 24-hour, seven day a week, security personal at a level deemed acceptable to King County, but no less than two (2) security personnel for less than 100 patients and four (4) security personnel for over 100 patients, during its use of the Fields, Pool Space, Park Restrooms, and Parking Space for operation of the ARC.
3. King County shall, at its own cost and expense, provide lighting necessary for security of the ARC. Any such lighting shall be downlit and shielded, if necessary, from adjacent residential dwellings.

**D. Signage.**

1. King County shall maintain signage designating the Field as closed to the public with an explanatory statement as to the reason for the closure.
2. King County shall post signage prohibiting smoking of any kind, including vaping, in and around the ARC, the Pool Space, the Park Restrooms, and the Parking Space except for the designated smoking area providing in Section F.
3. The City and the District shall jointly approve all signage.

**E. Health Safety and Sanitation.**

1. King County shall strictly adhere to health industry standards related to limiting the spread of infectious disease and/or protocols issued by Local, State, and/or Federal Public Health Officials, including but not limited to Seattle-King County Public Health, Washington State Department of Health, and the U.S. Center for Disease Control (collectively, “Public Health Officials.”), as those may be updated during this emergency.
2. King County shall strictly adhere to all guidelines and/or protocols issued Public Health Officials in regards to the admission, treatment, and discharge of patients.
3. King County shall strictly adhere to health industry standards for the safe disposal of all medical wastes generated by the operation of the ARC. King County shall provide for the removal of all medical and non-medical wastes from the ARC, Pool Space, and Park Restrooms on a regular basis.
4. Wastewater shall be collected and self-contained within the shower and toilet trailers. Grey water and waste tanks shall be emptied daily using industry standard protocols for pumping and spill protection, including the protection of stormwater catch basins.
5. King County shall have the necessary equipment and/or materials on-site to contain and provide for immediate clean-up of any spillage of waste or wastewater. King County shall promptly report any spill to the City’s Customer Response Team at 206-801-2700 and to the District as provided in Section XX below. The City shall assess impacts to the City’s stormwater system and provide King County with corrective mitigation measures as necessary.
6. King County shall, upon request, provide the City with a copy of health industry standards and/or protocols.

**F. Fire Safety.**

1. The tents utilized for the ARC shall comply with the applicable provisions of the International Fire Code 2015 as adopted by the State of Washington and the City (IFC), including Chapter 31 Tents and Other Membrane Structures.
2. King County shall work with the Shoreline Fire Department (Shoreline Fire) to ensure that the ARC complies with



the applicable provisions of the IFC and Shoreline Fire policies and satisfies the conditions established by Shoreline Fire and set forth in Exhibit A to this Agreement during the Term of this Agreement.

3. King County shall prohibit smoking of any kind, including vapor, inside the ARC, Pool Space, Parking Space, Park Restrooms, and anywhere on the artificial turf of the Field. Smoking is permitted within a designated outdoor smoking area that shall be located on a concrete bleacher pad at the southern boundary of the Field. King County shall provide signage and refuse containers for this area.
4. King County shall permit Shoreline Fire access to the ARC at reasonable times during its operation to perform fire safety inspections and ensure compliance with the conditions set forth in Exhibit A.

#### **G. Public Safety.**

1. In addition to King County providing security personnel as set forth in Section C, the King County Sheriff's Office, serving as Shoreline Police, shall provide necessary law enforcement services to the ARC as required by applicable law.
2. King County agrees that the ARC is for the assessment and recovery only of individuals suffering from COVID-19 and that any individuals requiring hospitalization shall be promptly transported to an available hospital.
3. King County agrees that for any fatalities that may occur during occupancy at the ARC, that the attending medical professional shall make the determination of cause of death. In the event, that an investigation into the cause of death is required, then the King County Medical Examiner's Office shall be responsible for such an investigation.

#### **H. Post-Use Repair and Sterilization.**

1. The City understands that King County's use and operation of the ARC on the Field shall require sterilization and that certain alterations such as staking or digging may need to occur in order to place the ARC on the Field. King County, at its sole cost and expense, shall return the Field in a sterilized condition and in the same or better condition than at the time of occupancy. King County shall further perform all necessary remediation and make all required repairs, which may include full replacement of the Field, as determined by a Certified Field Turf Contractor, in a timely manner at the conclusion of use.
2. King County shall, at its sole cost and expense, clean and sanitize the Pool Space and all other areas of the Shoreline Pool building at the end of King County's use and repair the same, as necessary, so as to return it in the same or better condition than at the time of occupancy.
3. King County shall, at its sole cost and expense, clean and sanitize the Park Restrooms and the area immediately surrounding the Park Restrooms at the end of King County's use and repair the same, as necessary, so as to return it in the same or better condition than at the time of occupancy.
4. Sterilization of the Field, the Pool Space, and the Park Restrooms shall be consistent with standards established by public health officials.
5. King County's obligations pursuant to this Section H Post-Use Repair and Sterilization shall survive any termination or expiration of this Agreement.

#### **I. Fees.**

1. King County shall pay the City the following for the purposes set forth in this Agreement:
  - a. \$1,395.00 per day, starting March 17, 2020, for each day of use of the Field and Park Restrooms.
  - b. \$250.00 per day, starting on March 26, 2020, for each day of use of Pool Space.
  - c. \$250.00 per day, starting March 17, 2020, for each day of use of Parking Space.
  - d. Actual usage of utilities (water and electricity) based on the difference between the City's normal usage for the Field, Pool Space, Park Restrooms, and Parking Space and King County's utility usage during the term of this Agreement.
2. As soon as reasonably practicable after the termination of King County's use of the Field, Pool Space, Parking Space, and the Park Restrooms the City shall provide King County with an invoice for the total amount due. The City may submit a second invoice to King County for utility usage. King County shall remit that total amount due within thirty (30) calendar days of the date of the City's invoices.

### **3. TERM AND TERMINATION**

- A.** The term of this Agreement commences on March 17, 2020 and shall continue until 11:59 pm local time on June 30, 2020 ("Term"), unless terminated by the Parties.
- B.** This Agreement may be extended by mutual, written agreement of the Parties which shall be appended to this Agreement.
- C.** This Agreement may be terminated by the City or the School District for cause if King County fails to substantially comply with the terms and conditions of this Agreement.

### **4. INDEMNIFICATION**

King County, at its sole cost and expense, releases and agrees to defend, indemnify, and hold harmless the City and the District, and their respective officials, officers, agents, subcontractors, and employees (“Indemnified Parties”) from and against any and all claims, damages, injuries, liabilities, actions, fines, penalties, costs and expenses of whatsoever kind and nature including but not limited to bodily injury, property damage, COVID-19 claims, and reasonable attorney fees (“Indemnified Claims”) that arise out of or are related to (a) the negligent acts or omissions of King County and its officials, officers, agents, subcontractors, and employees acting within the course and scope of their employment, (b) the use by King County of the Field, Pool Space, Park Restrooms, or Parking Space, or (c) the exercise of King County’s rights and privileges under this Agreement for all but those injuries or damages caused by the sole negligence of the City or the District. In the event such Indemnified Claims are caused by or result from the concurrent negligence of Indemnified Parties and King County, then King County’s defense, indemnity and hold harmless obligations hereunder shall be limited to the extent of the negligence of King County, and its respective officials, officers, agents, subcontractors, and employees.

The foregoing provisions specifically and expressly intend to constitute a waiver of King County’s immunity under industrial insurance, Title 51 RCW, as respects the Indemnified Parties only, and only to the extent necessary to provide the Indemnified Parties with a full and complete indemnity of claims made by King County’s employees. This waiver has been mutually negotiated. The provisions of this Section 4 Indemnification shall survive any expiration or termination of this Agreement.

## 5. INSURANCE

Each Party shall maintain liability insurance, or a fully funded self-insurance program, for the protection and handling of its liabilities, including injuries to persons and damage to property. Upon request by a Party, and within five (5) business days of such request, the other Party must provide a certificate of insurance or a letter of self-insurance, evidencing such coverage.

If King County no longer maintains a fully funded self-insurance program for the protection and handling of its liabilities, King County shall obtain insurance of the types and limits described below during the term of this Agreement and extensions. These policies are to contain, or be endorsed to contain, provisions that 1) King County's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City and maintained by the District as excess of King County's insurance (except for professional liability insurance); and 2) King County's insurance coverage shall not be cancelled during the term of this Agreement. King County’s insurance requirements are:

- A. Professional Liability, Errors or Omissions insurance, appropriate to the activities being performed, with limits of liability not less than \$5,000,000 per claim and \$10,000,000 policy aggregate limit.
- B. Commercial General Liability insurance at least as broad as ISO occurrence for CG 00 01 and shall cover liability arising from premises, operation, stop-gap independent contractors and personal injury and property damage with a limit of no less than \$5,000,000 each occurrence and \$10,000,000 general aggregate. If permissible by King County’s insurer, the City and District shall be named as an additional insured on this policy. The County shall submit to the City and to the District a copy of the insurance certificate and relevant endorsement(s) as evidence of insurance coverage acceptable to the City and the District.
- C. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage with combined single limits of liability not less than \$5,000,000 for bodily injury, including personal injury or death and property damage per accident.
- D. Worker’s Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

## 6. RECORDS

The Parties acknowledge that they are all local agencies subject to Washington’s Public Records Act, chapter 42.56 RCW, and, as such, this Agreement and records arising from the performance of this Agreement are public records subject to disclosure unless an exemption applies. The Parties will retain this Agreement and all records related to this Agreement consistent with the records retention schedule for contracts/agreements issued by the Washington Secretary of State pursuant to chapter 40.14 RCW.

## 7. COMPLIANCE WITH APPLICABLE LAWS

The Parties recognize that Chapter 70.05 RCW grants the King County Health Official broad authority to control and prevent the spread of dangerous, contagious, or infectious diseases, subject to constitutional requirements, and that this broad authority may result in the temporary waiver or suspension of local regulations when strict compliance would prevent, hinder or delay action deemed necessary by the Health Official to address the public health emergency. King County agrees to comply with all applicable laws, rules, and regulations pertaining to life safety for utilities (electrical, wastewater, potable water), fire protection, and the health of workers and patients subject to the Health Official’s determination that compliance would prevent, hinder, or delay action addressing the public health emergency.

The Parties agree to comply with all applicable federal, state, and local laws, rules, and regulations, including those pertaining to nondiscrimination, and agree to require the same of any subcontractors providing services or performing any work related to the Agreement. During the performance of this Agreement neither Party shall discriminate or tolerate harassment on the basis of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification, in the administration or delivery of services or any other benefits under this Agreement.

During the performance of this Agreement, King County shall be knowledgeable of, remain current, and comply with all applicable existing and developing health and safety guidelines, recommendations, and orders related to the COVID-19 public health emergency issued by the Public Health Department for King County, Washington State Department of Health, and/or US Center for Disease Control.

**8. CONTACT AND COORDINATION**

For the purposes of coordinating and administering this Agreement, the following individuals shall be the representatives for their respective agencies:

City: Eric Friedli, Director of Shoreline Parks, Cell: 206-818-3078 Desk: 206-801-2601, [efriedli@shorelinewa.gov](mailto:efriedli@shorelinewa.gov)

School District: Marla Miller, Deputy Superintendent, Desk: 206-393-4514; [marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)

King County: Jim Burt, Manager, 206-263-8005; [Jim.Burt@kingcounty.gov](mailto:Jim.Burt@kingcounty.gov)

Shoreline Fire: Derek LaFontaine, Fire Marshal, 206-533-5471, [dlafontaine@shorelinefire.com](mailto:dlafontaine@shorelinefire.com)

Shoreline Police: Shawn Ledford, Chief of Police, Desk: 206-801-2711, [shawn.ledford@kingcounty.gov](mailto:shawn.ledford@kingcounty.gov)

**9. EXECUTION OF AGREEMENT – COUNTERPARTS**

This Agreement may be executed in three (3) counterparts, all of which shall be regarded for all purposes as an original.

**10. ENTIRETY**

This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof, and supersedes any other negotiations, agreements or communications, whether written or oral, that have been made by the Parties.

**11. AMENDMENT OR MODIFICATION**

Any amendments or modifications to this Agreement must be made in writing and signed by the Parties.

**12. SEVERABILITY**

In case any provision in this Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

**13. JURISDICTION AND VENUE.**

This Agreement shall be interpreted pursuant to the laws of the State of Washington and any judicial action arising from this Agreement shall be in King County Superior Court.

IN WITNESS WHEREOF, each person executing this Agreement on behalf of a Party represents and warrants that he or she is fully authorized to execute this Agreement of behalf of the Party for which he or she is signing on the date indicated next to their signatures.

**KING COUNTY**

\_\_\_\_\_  
Tony Wright, Division Director  
King County Facilities and Management  
Division

\_\_\_\_\_  
Date

**CITY OF SHORELINE**

\_\_\_\_\_  
Debbie Tarry, City Manager  
City of Shoreline

\_\_\_\_\_  
Date

**SHORELINE SCHOOL DISTRICT**

\_\_\_\_\_  
Rebecca Miner, Superintendent  
Shoreline School District

\_\_\_\_\_  
Date

## EXHIBIT A – Shoreline Soccer Fields Emergency Special Use Agreement



**Shoreline Fire Department  
Fire and Life Safety Requirements  
King County Assessment and Rehabilitation Center Tents  
March 26<sup>th</sup> 2020**

It is the stance of the Shoreline Fire Department (SFD) that the Fire and Life Safety requirements of the MOU between the Shoreline School District, the City of Shoreline, and King County meet the intent of SFD Policy 318: Interim Use Emergency Shelters, and Chapter 31 of the International Fire Code (IFC). We believe these requirements address minimum fire and life safety provisions for the current crisis we are facing.

1. King County to provide detailed site and interior plans. **Site plan** must include Fire and EMS access points, fire lanes, hydrant locations, fencing, and emergency evacuation routes. **Interior plan** must include floor plan with labeling, primary access doors, locations of fire extinguishers, Carbon Monoxide (CO) and smoke detectors, exits, exit width, illuminated exit signs emergency lighting locations, electrical and mechanical panel locations, location of any medical gasses, location of heating or cooking of food.
2. King County to provide a Fire and Life Safety plan that addresses early fire notification to all occupants and evacuation procedures. Plan must include emergency egress or escape routes and exits, portable fire extinguishers, procedure for reporting a fire, means of notifying occupants, procedures for assisted rescue for persons with disabilities or those that cannot self-extricate, a procedure for accounting for occupants after evacuations, contact information of personnel or staff who can provide further information or duties under the plan. Plan must also include a 24/7 fire watch rotation plan that includes fire watch to interior and exterior. The fire watch rotation must be documented every rotation.
3. Facility staff will be trained on the Fire and Life Safety plan, and documented.
4. Evacuation Routes must be posted at every exit.
5. Portable Fire Extinguishers shall be installed in accordance with International Fire Code chapter 906.
6. King County will establish regular tent inspection intervals to ensure tents are maintained. Inspections must be performed by qualified personnel and documented.
7. All existing fire lanes for the Shoreline Pool and Shoreline Center will be maintained.
8. EMS Transport routes for EMS vehicles must be established.
9. King County will allow the Shoreline Fire Department to pre-install fire suppression equipment as needed based on the submitted site plan.
10. Flammable and Combustible liquids shall be stored outside at a location not less than 50 feet from tents, and shall be stored in accordance with Chapter 57 of the International Fire Code

## EXHIBIT A – Shoreline Soccer Fields Emergency Special Use Agreement

- 11.** Open flame or other devices emitting flame, fire, or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device shall not be permitted inside or located within 20 feet of the tents.
- 12.** No space heaters allowed in tents.
- 13.** Combustible waste material; the floor surface inside tents, and the grounds outside and within a 30 ft perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard.
- 14.** Medical gasses must be stored in accordance with International Fire Code Chapter 53.
- 15.** Clearance: There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside tents.
- 16.** King County will install exit lighting per International Building Code (IBC) Section 1006, and exit signs per IBC 1011.
- 17.** Exit paths shall be maintained and unblocked at all times.
- 18.** Carbon monoxide detectors according to IBC 908.7
- 19.** Interconnected smoke alarms covering the shelter space and adjacent spaces. Battery operated is acceptable. Must be UL listed smoke alarms with sealed non-removable 10-year batteries.
- 20.** Facility shall have a telephone available to call 9-1-1 at all times.

## ATTACHMENT B



Date: 04/03/2020

### Shoreline Assessment Center/Recovery Center (AC/RC)

- ✓ **Is this a voluntary or mandatory commitment facility?**  
Per the public health order, all persons must remain in quarantine pending the results of their tests. Also per the health order, all residents who test positive must stay in isolation until they are recovered. For the Shoreline AC/RC, occupants must stay until they receive the results of their test if in quarantine. If negative, they are free to leave and will be provided transportation. If positive, they must remain in isolation until an onsite health care professional approves a discharge, at which time transportation will be provided.
- ✓ **What type of patients are being placed at this facility?**  
Assessment Center/Recovery Center (AC/RC) refers to a congregate care facility that will provide Public Health-supervised care to symptomatic or COVID-positive adults who are not able to follow public health guidance for isolation, quarantine or recovery in their own home, or do not have a home. Examples could include travelers, symptomatic or COVID positive people who cannot safely care for themselves alone while sick (due to age or disability) or who cannot safely isolate away from a medically fragile or high-risk individual (senior, immune-compromised child) in their home, or people experiencing homelessness. An AC/RC can also provide flex space for hospitals to discharge non-emergency COVID cases, freeing up space for more acute patients. It can also absorb a “surge” need for isolation and quarantine from a congregate or group living situation where multiple individuals need immediate assistance.
- ✓ **Will this be a clean and sober facility or a no barrier facility?**  
No one will be allowed to come and go from the AC/RC. Every occupant will be under an order of quarantine or isolation. Trained medical staff will be onsite to monitor and care for anyone who may have a behavioral health issue of any kind.
- ✓ **Will there be onsite medical and security staff?**  
Every County isolation, quarantine and AC/RC site will have onsite health care staff 24/7. The Shoreline AC/RC will be staffed by Kaiser Permanente health care staff around the clock.
- ✓ **How will medical transportation be handled?**  
If at any time, the health care staff determine that an occupant of the AC/RC needs more acute care they will be transported immediately via ambulance to a health care facility. For those that are tested and are COVID negative, they will be provided transportation home. Those that complete their care will be provided transportation home.

## ATTACHMENT B

- ✓ **How will basic life necessities such as food, water, medicine, laundry, garbage disposal, etc. be provided?**

Every occupant will receive a welcome kit with soap, shampoo and conditioner, toothbrush and toothpaste, and other essentials. They will receive water, snacks and meals and other needs they might identify. Medical care will be provided by onsite health staff. Showers are available and towels provided. Every effort will be made to keep guests comfortable during their recovery.
- ✓ **Will there be behavior rules in place for the patients and what happens if they violate those rules?**

All occupants are in quarantine and isolation, which means that they are not allowed to leave the premises and no one is allowed to come to visit. Onsite staff and security will work with occupants to address any anxiety or distress that may occur as a result of the mandatory confinement and resulting loneliness for family and friends.
- ✓ **Will there be onsite medical and security personnel?**

Every site has 24/7 onsite security, operations and health care staff. Kaiser Permanente professional staff will provide health care services at the Shoreline AC/RC.
- ✓ **How will people be transported?**

Transportation will be provided both to and from the facility by the most appropriate means of transportation, which may include ambulances, Metro ACCESS vans, or other transportation vendors.
- ✓ **Public Health Commitment Order**

A public health order is currently in place that compels all residents to remain in quarantine until they receive the results of a screening test. If negative, they are asked to stay at home, but are allowed to leave their residence as needed. If positive, all residents are ordered to isolate at home. For the AC/RCs, these rules also apply. If a resident receives a negative test result, they may leave immediately with transportation provided. If positive, they must remain in isolation at the AC/RC until an onsite health care professional approves discharge.
- ✓ **Will the site have controlled access?**

Every County site has 24/7 onsite security. For the Shoreline AC/RC, there will be 24/7 security both inside and outside the facility and they will control access in and out.
- ✓ **Will occupants receive return transportation?**

All residents receive transportation both to and from any isolation, quarantine and recovery site. Discharge is determined by the onsite health care professional.
- ✓ **How will this building/property be used in the future?**

The City of Shoreline recognized the public health crisis facing our region and provided a sports field as a home base for an AC/RC. Once that crisis has passed, the buildings will be removed and the soccer field restored and returned to the city with gratitude.
- ✓ **Will the County provide notification of numbers of occupants or any information about those individuals?**

## **ATTACHMENT B**

King County Public Health publishes the total number of residents in isolation, quarantine and recovery sites in a daily news release. No health or identifying information is shared on any resident in any of these locations.



**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Approval of Grant Requests from Sound Generations in the Amount of \$50,000 and from the Center for Human Services in the Amount of \$20,000 from the COVID-19 Community Emergency Response Grant Program
<b>DEPARTMENT:</b>	Community Services Division
<b>PRESENTED BY:</b>	Colleen Kelly, Community Services Manager
<b>ACTION:</b>	<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:**

The COVID-19 pandemic (Pandemic) has increased the need for basic human services for Shoreline residents, and may increase the need even further in the coming weeks and months as the full economic impact of this emergency is felt as a result of business closures, layoffs, and people contracting or being exposed to the disease. Human service providers are struggling with the impacts of the Pandemic in their own organizations and may have limited resources and capacity to respond to an increasing demand for services.

On March 30, 2020, the City Council adopted Emergency Public Health Resolution No. 457 Establishing the COVID-19 Community Emergency Response Grant Program. The purpose of this Grant Program is to help ensure that every Shoreline resident is able to meet their basic needs, including food, essential personal items, temporary shelter, or other emergency aid during the COVID-19 Health Emergency. Resolution No. 457 requires Council approval of any grant request above \$5000. Tonight, staff is presenting two grant requests for Council consideration - one from Sound Generations on behalf of the Shoreline-Lake Forest Park Senior Center in the amount of \$50,000, and one from the Center for Human Services in the amount of \$20,000. Council is being asked to review and approve the funding requests.

As per Council Rules of Procedure, Section 6.1.B, that provide that during a Regular Meeting an Action Item that is before the City Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Council should allow for Public Comment following the staff report. The same rules for Public Comment provided as part of the Council’s Regular Meeting Agenda apply.

**RESOURCE/FINANCIAL IMPACT:**

With the approval Resolution No. 457, the Council allocated \$100,000 to the COVID-19 Community Emergency Response Grant Program from the City’s General Fund.

Approval of these two grant requests in the amount of \$70,000 would leave \$30,000 remaining in the Grant Program for other organizations to request. Council also has the ability to allocation additional funds into the Grant Program in the future.

**RECOMMENDATION**

Staff recommends approval of grant requests from Sound Generations in the amount of \$50,000 and from the Center for Human Services in the amount of \$20,000 from the COVID-19 Community Emergency Response Grant Program.

Approved By:           City Manager ***DT***   City Attorney ***JA-T***

## **BACKGROUND**

Since the arrival of the Novel Coronavirus (COVID-19) in Washington State, there have been an escalating array of public health directives resulting in very complex challenges for communities across the state, and now across the country. On March 4, 2020, the Shoreline City Manager enacted a Local Declaration of Public Health Emergency which was ratified by City Council on March 16, 2020. Since that time, the City has been promoting and following all guidance from the State and Public Health – Seattle and King County regarding COVID-19. As Council is aware, those directives now include a “Stay Home, Stay Healthy” order issued by Governor Inslee.

On March 30, 2020, the City Council adopted Public Health Emergency Resolution No. 457 Establishing the COVID-19 Community Emergency Community Response Grant Program. The staff report for this agenda item is available at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport033020-8b.pdf>.

The purpose of this Emergency Resolution is to help ensure that every Shoreline resident is able to meet their basic needs including food, essential personal items, temporary shelter, or other emergency aid during the COVID-19 Health Emergency. Resolution No. 457 requires Council approval of any grant requests above \$5000.

Applications for the grant program were made available on the afternoon of Wednesday, April 1, 2020. In addition to the two request before Council tonight, the City has received six other applications for funding. Three were deemed ineligible based on the established required criteria, and two are pending additional information. An application from Turning Point for \$5,000 to extend their efforts to provide food gift cards to Shoreline families has been approved administratively by the City Manager and the agency has been notified of the award.

## **DISCUSSION**

Tonight, staff is presenting two grant requests for Council consideration - one from Sound Generations on behalf of the Shoreline-Lake Forest Park Senior Center in the amount of \$50,000, and one from the Center for Human Services in the amount of \$20,000.

### **Sound Generations Grant Request**

The grant request application from Sound Generations is on behalf of the Shoreline-Lake Forest Park Senior Center (Attachment A and B). Theresa LaCroix, the Senior Center Director, spoke to the City Council last week about the need for additional funds. Since that time, staff have worked with both Theresa and Joanne Donahue, Executive Director of Sound Generations, to gain a clearer understanding of the level of need. Theresa and Joanne worked together to identify the specific revenue shortfall the Senior Center is facing and Joanne has provided that detail is provided with their application. Unlike several other Senior Centers, the Shoreline-Lake Forest Park Senior Center program did not receive funding through Seattle Foundation process. It is not known at this time how the next round of funding awards will be handled or what programs, if any will be prioritized. Staff also spoke with staff in the King County Division of Adult

Services who indicated that there are currently no additional funds available from the County.

The Shoreline-Lake Forest Park Senior Center is another key agency partner to our city. They have been making tremendous efforts to continue providing key services to seniors especially since the “Stay at Home” order was announced. They have recruited a pool of volunteers to make calls twice a week to the six hundred Senior Center members. Rather than operating the Congregate Meal Program, the program is delivering meals to those who need it. They are also working to continue providing wellness information through social media. Theresa is continuing to seek grant opportunities to bring in additional resources. Approving the funding requested will help to ensure that those services can continue and as with CHS, will help them to be on more solid footing when the crisis abates.

Staff recommends that Council approve this grant request in full.

### **Center for Human Services Grant Request**

The second request from the Center for Human Services (CHS) is for \$20,000 (Attachment C and D). Staff first heard from the CHS Executive Director, Beratta Gomillion, in response to an email in early March asking the City’s partner agencies what challenges they were facing due to the COVID crisis. The comments in the CHS grant request application reflect the same information she shared with me at that time.

CHS has been a strong partner to the City for many years, providing a range of critical services to Shoreline residents. CHS received \$50,000 from the Seattle Foundation which has likely allowed for this request to be smaller than it otherwise might have been. As all organizations have had to do, CHS has worked to find ways to continue providing as many services as they can. Given that their core work is behavioral health support, they have transitioned to telehealth efforts as much as possible. However, they have been significantly impacted by loss of fees and insurance billing revenue.

Staff recommends that council approve this application in full.

### **RESOURCE/FINANCIAL IMPACT**

With the approval Resolution No. 457, the Council allocated \$100,000 to the COVID-19 Community Emergency Response Grant Program from the City’s General Fund. Approval of these two grant requests in the amount of \$70,000 would leave \$30,000 remaining in the Grant Program for other organizations to request. Council also has the ability to allocation additional funds into the Grant Program in the future.

### **RECOMMENDATION**

Staff recommends approval of grant requests from Sound Generations in the amount of \$50,000 and from the Center for Human Services in the amount of \$20,000 from the COVID-19 Community Emergency Response Grant Program.

## **ATTACHMENTS**

Attachment A: Sound Generations Grant Request Application

Attachment B: Sound Generations Application Addendum

Attachment C: Center for Human Services Grant Request Application

Attachment D: Center for Human Application Addendum



## City of Shoreline COVID Emergency Community Response Fund Application

### Overview

The Shoreline City Council has established an emergency response fund in order to provide rapid and flexible access to resources for eligible organizations providing emergency services to Shoreline residents. [Emergency Resolution 457](#) provides for an initial fund balance of \$100,000. Eligible funding requests up to and including \$5000 may be approved within 24 hours. Requests for larger amounts will require Council approval so will take longer. As with all resources during this time, it is important to be mindful of what is really needed. Please request funds for specific needs that are known. If you find that additional resources are needed, you may make an additional application. The City requests that upon expenditure of the funds, each organization provide a brief summary confirming how funds were used and indicating the number of residents served.

To be considered for funding, applicants must:

- Be in or close to Shoreline and ensure that substantially all of the funds provided will assist Shoreline residents
- Be a registered 501(c)3 or faith-based organization
- **Submit with the application** a fully completed, current W-9 which is the October 2018 version available here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

### Application Information

Name of Organization: Sound Generations on behalf of the Shoreline-LFP Senior Center

Check One: 501(c)3  Faith-based Organization

Contact Name, Email and Phone: Joanne Donohue, joanned@soundgenerations.org 206 727-6206

Contact Address (where approved checks will be mailed): 2208 2nd Ave, Suite 100, Seattle, WA 98121

Amount of Funds Requested: \$50,000

Public Purpose/Description of How Funds will be used: *(If you need more space, please use an attachment.)*

To make it possible for the senior center to continue serving the nutritional, social service, health and wellness, socialization and personal enrichment needs of older adults in Shoreline during the pandemic and after.

Check all that apply to the purpose described:  Preservation of Public Health  Promotion of Public Welfare

Brief Statement Explaining Current Resource Gap: *(650 character limit. If you need more space, please use an attachment.)*

The senior center's primary sources of revenue are government (cities of Shoreline, LFP and King County), rentals, fundraising events, class, service fees (foot care, Bastyr), memberships, individual donations, foundation grant for Power of One and corporate sponsorship of events. We are confident that the government funding, foundation grant for Power of one and individual donations and most likely memberships will continue during the pandemic or we will be able to recover them later in the year. The attached spreadsheet documents the loss of revenue from the other sources totaling \$67,514.

**By signing this application, the undersigned attests that they have the authority to execute this application on behalf of the Organization named above and that substantially all of the funding will be used for providing emergency aid to residents of the City of Shoreline, Washington pursuant to the terms and conditions attached hereto.**

Signature: 

Printed Name: Jim Wigfall, CEO

Date: 04/03/20

NAME OF ORGANIZATION: Sound Generations on behalf of the Shoreline-LFP Senior Center

Terms and Conditions

In consideration of receiving the grant funds, the Organization shall comply with the following terms and conditions:

- 1. All or substantially all of the grant funds provided to the Organization shall be used for providing emergency aid to residents of the City of Shoreline, Washington. As soon as reasonably practicable after expenditure of the grant funds, the Organization shall provide a brief summary to the City confirming how the grant funds were used and indicating the number of Shoreline residents served.
2. In utilizing the grant funds, the Organization agrees that it shall comply with all applicable Federal and Washington State civil rights laws and shall not discriminate on the basis of race, color, national origin, age, disability, sex, creed, gender, gender expression or identify, sexual orientation, martial state, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.
3. The Organization shall defend, indemnify and hold the City, its elected officials and officers, employees, representatives, agents, and volunteers harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys' fees) arising from or relating to the services provided by the grant funding to the extent of the Organization's negligence. The Organization waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive termination of the services provided by the grant funding.
4. The Organization shall make a reasonable effort to acknowledge the City's funding of its services, such as on social media webpage postings.
5. Any dispute between the City and the Organization involving these terms and conditions shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.
6. The Organization acknowledges that the City is a public agency subject to Washington's Public Records Act, chapter 42.56 RCW, and that all documents produced by the Organization in connection with the services rendered may be deemed a public record as defined in the Public Records Act and that if the City receives a public records request, unless a statute exempts disclosure, the City must disclose the record to the requestor.
7. Any provision or part of these terms and conditions held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Organization, who agree that these terms and conditions shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
8. The Organization's application and these terms and conditions are the final agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment.

FOR INTERNAL USE ONLY

Date Received \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Org Key/GL: 2400011-5485 JL: NG701100 Task Numbers: \_\_\_\_9112 (Reimbursable) \_\_\_\_ 9001 (Not Reimbursable)

**Sound Generations**  
**COVID-19 Community Emergency Response Grant Program Application Addendum**

	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2020 Estimate March-May</b>
<b>Revenue Source</b>	March Actuals	April Actuals	May Actuals	
Wellness Service Fees	\$3,344	\$2,815	\$4,035	\$10,193
Class Fees	\$5,913	\$9,571	\$8,271	\$23,755
Rentals	\$5,105	\$6,758	\$7,967	\$19,830
Fundraising Events				10800
Corporate Sponsorships				2936
<b>Total</b>				<b>\$67,514</b>

Notes

1. We are basing wellness, class and rental fees on actuals from the same period in 2019
2. We are basing the corporate sponsorship estimate on what was collected Jan-February of 2020 because there was little to no activity going on last year by the previous director
3. We are basing the fundraising events on information provided by the director about monthly Karaoke Bingo events that were supposed to occur during March-May and were cancelled we are assuming that the car show, breakfast fundraiser and Celebration of Women Brunch can be rescheduled for the summer or fall





## City of Shoreline COVID Emergency Community Response Fund Application

### Overview

The Shoreline City Council has established an emergency response fund in order to provide rapid and flexible access to resources for eligible organizations providing emergency services to Shoreline residents. [Emergency Resolution 457](#) provides for an initial fund balance of \$100,000. Eligible funding requests up to and including \$5000 may be approved within 24 hours. Requests for larger amounts will require Council approval so will take longer. As with all resources during this time, it is important to be mindful of what is really needed. Please request funds for specific needs that are known. If you find that additional resources are needed, you may make an additional application. The City requests that upon expenditure of the funds, each organization provide a brief summary confirming how funds were used and indicating the number of residents served.

To be considered for funding, applicants must:

- Be in or close to Shoreline and ensure that substantially all of the funds provided will assist Shoreline residents
- Be a registered 501(c)3 or faith-based organization
- Submit with the application a fully completed, current W-9 which is the October 2018 version available here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

### Application Information

Name of Organization:

Check One: 501(c)3  Faith-based Organization

Contact Name, Email and Phone:

Contact Address (where approved checks will be mailed):

Amount of Funds Requested:

Public Purpose/Description of How Funds will be used: *(If you need more space, please use an attachment.)*

We are most concerned about operating costs. We have mortgages and monthly costs for normal operations that need to be attended to. Funds that we could use without restriction would be best. However, if you prefer that we use the funds for

Check all that apply to the purpose described:  Preservation of Public Health  Promotion of Public Welfare

Brief Statement Explaining Current Resource Gap: *(650 character limit. If you need more space, please use an attachment.)*

CHS is a first responder and continues to provide "essential" services (though mostly remotely). Since the outbreak our billings have been very low. The gap is primarily in our fee-for-services contracts, including all insurance claims. This is due to fewer clients (particularly kids and adults caring for children at home) being able or willing to participate in telehealth sessions. We also are spending a lot of staff time on unbillable services such as dealing with calls from people who are not our clients that need support. Behavioral health impacts are going to outlast the pandemic, so intervention as

**By signing this application, the undersigned attests that they have the authority to execute this application on behalf of the Organization named above and that substantially all of the funding will be used for providing emergency aid to residents of the City of Shoreline, Washington pursuant to the terms and conditions attached hereto.**

Signature: 

Printed Name Beratta Gomillion

Date: 04/02/20

NAME OF ORGANIZATION: Center for Human Services

Terms and Conditions

In consideration of receiving the grant funds, the Organization shall comply with the following terms and conditions:

1. All or substantially all of the grant funds provided to the Organization shall be used for providing emergency aid to residents of the City of Shoreline, Washington. As soon as reasonably practicable after expenditure of the grant funds, the Organization shall provide a brief summary to the City confirming how the grant funds were used and indicating the number of Shoreline residents served.
2. In utilizing the grant funds, the Organization agrees that it shall comply with all applicable Federal and Washington State civil rights laws and shall not discriminate on the basis of race, color, national origin, age, disability, sex, creed, gender, gender expression or identify, sexual orientation, martial state, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.
3. The Organization shall defend, indemnify and hold the City, its elected officials and officers, employees, representatives, agents, and volunteers harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys' fees) arising from or relating to the services provided by the grant funding to the extent of the Organization's negligence. The Organization waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive termination of the services provided by the grant funding.
4. The Organization shall make a reasonable effort to acknowledge the City's funding of its services, such as on social media webpage postings.
5. Any dispute between the City and the Organization involving these terms and conditions shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.
6. The Organization acknowledges that the City is a public agency subject to Washington's Public Records Act, chapter 42.56 RCW, and that all documents produced by the Organization in connection with the services rendered may be deemed a public record as defined in the Public Records Act and that if the City receives a public records request, unless a statute exempts disclosure, the City must disclose the record to the requestor.
7. Any provision or part of these terms and conditions held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Organization, who agree that these terms and conditions shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
8. The Organization's application and these terms and conditions are the final agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment.

**FOR INTERNAL USE ONLY**

Date Received \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Org Key/GL: 2400011-5485 JL: NG701100 Task Numbers: \_\_\_\_\_ 9112 (Reimbursable) \_\_\_\_\_ 9001 (Not Reimbursable)

**Center For Human Services  
COVID-19 Community Emergency Response Grant Program Application Addendum**

Public Purpose: Full Text

We are most concerned about operating costs. We have mortgages and monthly costs for normal operations that need to be attended to. Funds that we could use without restriction would be best. However, if you prefer that we use the funds for "new" expenses, we need funds to (1) purchase items (such as diapers, personal hygiene items, and food for clients with special diets); (2) IT needs (such as laptops for telehealth; smart phones for connecting with clients; funds to pay for the IT changes in the electronic health record that have been made due to new rules and using telehealth. Together these two categories would exceed our request. I know this request is higher than expected; if it cannot be granted, we would appreciate whatever financial help you could give us.

Current Gap: Full Text

CHS is a first responder and continues to provide "essential" services (though mostly remotely). Since the outbreak our billings have been very low. The gap is primarily in our fee-for-services contracts, including all insurance claims. This is due to fewer clients (particularly kids and adults caring for children at home) being able or willing to participate in telehealth sessions. We also are spending a lot of staff time on unbillable services such as dealing with calls from people who are not our clients that need support. Behavioral health impacts are going to outlast the pandemic, so intervention as early as possible is a priority

Rationale for needed resources beyond the Seattle Foundation Award:

Our worries are about our on-going operating expenses. For one month we pay \$26,493.72 toward mortgages and rent. Our other major monthly expenses are for our IT vendor (\$11,360); our electronic health record (\$7,824); our phone (land lines and cells – \$11,160). Together this totals \$56,837.72, and does not account for all our smaller expenses. If this pandemic affects us for only 2 months (wishful thinking), these major expenses will be \$113,675.84.

We are applying for a Paycheck Protection Plan loan which should cover our employees' salaries and benefits beginning in April. However, we began quarantining and closing offices in March, so our revenue in March did not come close to covering our March personnel costs, not to mention the other monthly expenses.

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Terminating Temporary Public Health Emergency Order No. 5 of the City Manager for Suspension of the Prohibition on Plastic Retail Carryout Bags During the COVID-19 Public Health Emergency
<b>DEPARTMENT:</b>	Community Services
<b>PRESENTED BY:</b>	Autumn Salamack, Environmental Services Coordinator
<b>ACTION:</b>	<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:**

On March 17, 2020, staff received a request from Town & Country Markets' Sustainability Director for a temporary suspension from the City's plastic bag ban set forth in Chapter 9.25 SMC Retail Carryout Bag Regulations at their Shoreline Central Market location in response to the COVID-19 public health emergency. Staff have only received this one request from the retail community regarding suspension of SMC 9.25's prohibition, and it is unclear how much of a risk reusable shopping bags pose in transferring the novel coronavirus. While the City remains committed to waste reduction and sustainable practices, the City also wants to take every reasonable precaution to protect the health and welfare of Shoreline residents.

To this end, pursuant to authority granted in Resolution No. 456, on March 31, 2020, the City Manager issued Temporary Public Health Emergency Order No. 5 (Attachment A), which suspends the prohibition on carryout plastic bags at retail establishments set forth in SMC 9.25.030(A) along with the accompanying penalty in SMC 9.25.040 through May 31, 2020. This Emergency Order was developed out of an abundance of caution for the safety of retail employees and community members.

In response to the City Manager issuing Temporary Public Health Emergency Order No. 5, Councilmember Roberts requested that this Emergency Order be reviewed by Council Resolution No. 456 states that the Council may terminate an order issued by the City Manager at any time if the Council determines the order was not necessary to preserve and maintain the public life, health, welfare, or peace. The Resolution also states that the Council shall take such action at its next regular or special meeting following notification of the City Manager's waiver or suspension of the SMC.

Tonight, Council is scheduled to review and potentially vote on terminating Temporary Public Health Emergency Order No. 5. Because this will be the first time this action is before the City Council, as per Council Rule 6.1(B), public comment will need to be provided after the staff report but before the City Council's review.

**RESOURCE/FINANCIAL IMPACT:**

There is no financial impact to the City of Shoreline associated with Temporary Public Health Emergency Order No. 5. If Council were to terminate this Emergency Order, no additional financial benefit would be achieved.

**RECOMMENDATION**

Staff does not recommend that the City Council terminate Temporary Public Health Emergency Order No. 5 issued by the City Manager on March 31, 2020.

Approved By:           City Manager ***DT***   City Attorney ***J-AT***

## **BACKGROUND**

On March 17, 2020, staff received a request from Town & Country Markets' Sustainability Director for a temporary suspension from the City's plastic bag ban set forth in Chapter 9.25 SMC Retail Carryout Bag Regulations at their Shoreline Central Market location in response to the COVID-19 public health emergency. Market Staff indicated that they had received several requests from customers to provide plastic bags due to concerns that reusable bags brought from customers' homes could transfer the virus to retail staff and other customers in the checkout area. While Market Staff do use gloves for protection, they were concerned that they would need to change gloves after every customer using a reusable shopping bag to prevent cross contamination. Market Staff was concerned about the volume of gloves needed in that scenario.

While SMC 9.25.030(B) currently allows retailers to provide paper bags, Market Staff expressed concerns about both the need to purchase more of those bags in the short term and the higher purchase price for paper bags compared to plastic bags. Thus, Market Staff said they were working to temporarily restrict the use of reusable bags and offer both paper and plastic disposable bags at all their stores in the region.

While the City remains committed to waste reduction and sustainable practices, the City also wants to take every reasonable precaution to protect the health and welfare of Shoreline residents. To this end, pursuant to authority granted in Resolution No. 456, on March 31, 2020, the City Manager issued Temporary Public Health Emergency Order No. 5 (Attachment A), which suspends the prohibition on carryout plastic bags at retail establishments set forth in SMC 9.25.030(A) and the accompanying penalty in SMC 9.25.040 through May 31, 2020. This Emergency Order was developed out of an abundance of caution for the safety of retail employees and community members.

The staff report for the adoption of Resolution No. 456, granting authority to issue temporary waivers or suspensions, can be found at the following link:  
<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport032320-8a.pdf>.

## **DISCUSSION**

In response to the City Manager issuing Temporary Public Health Emergency Order No. 5, Councilmember Roberts requested that this Emergency Order be reviewed by Council. Resolution No. 456 states that the Council may terminate an order issued by the City Manager at any time if the Council determines the order was not necessary to preserve and maintain the public life, health, welfare, or peace. It also states that the Council shall take such action at its next regular or special meeting following notification of the City Manager's waiver or suspension of the SMC.

### **Public Health Concerns Regarding COVID-19 on Surfaces**

It is not clear how long the coronavirus may be detectable on reusable shopping bags, which are often made of fabric such as canvas, natural fibers, woven synthetic fibers, or

a thick plastic. According to a March 2020 study from National Institutes of Health, CDC, UCLA and Princeton University scientists in *The New England Journal of Medicine*, the virus that causes COVID-19 is stable for several hours to days in aerosols and on surfaces. This study found that severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) was detectable in aerosols for up to three hours, up to four hours on copper, up to 24 hours on cardboard and up to two to three days on plastic and stainless steel (<https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>).

Additionally, the World Health Organization's Frequently Asked Questions page states the following with regard to how long the virus lasts on various surfaces:

*It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment; <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>).*

### **Public Health Guidance for Grocery Stores/Food Establishments**

Public Health - Seattle and King County has issued guidance for grocery stores to minimize the spread of COVID-19 ([www.kingcounty.gov/covid/grocery](http://www.kingcounty.gov/covid/grocery)). This guidance currently does not include any discussion of shopping bags.

The Washington State Department of Health provides the following guidance for food workers and establishments:

*It would be very unlikely for store clerks to get infected with COVID-19 by touching reusable shopping bags. According to the CDC, touching surfaces that may have the virus on it is not thought to be the main way the virus spreads. We believe potential exposure to COVID-19 from handling consumer-provided bags is low, but have several recommendations to help address any concerns.*

These recommendations include:

- Encourage customer self-bagging when reusable shopping bags are used
- Provide single use bags (paper or plastic, where appropriate) for clerks to use while bagging customer groceries

[www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/FoodWorkers](http://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/FoodWorkers)).

### **Actions Taken by Other Jurisdictions**

Many cities in our region that have local legislation restricting the use of plastic bags have temporarily suspended those restrictions in response to the COVID-19 public health emergency. Examples include:

- Seattle Public Utilities has issued guidance allowing retailers to temporarily use different bag types and to use their own discretion regarding the use of reusable bags by customers: <https://www.seattle.gov/utilities/services/recycling/reduce-and-reuse/plastic-bag-ban>.
- The City of Kent has suspended enforcement of their plastic bag ban during the declaration of emergency for COVID-19: <https://www.kentwa.gov/residents/plastic-bag-ordinance>.
- The City of Everett has temporarily suspended their plastic bag ban until April 22, 2020: <https://everettwa.gov/DocumentCenter/View/24230/Civil-Emergency-Order-PDF>.
- The City of Lake Forest Park suspended their plastic bag and non-compostable food service container ban on March 26, 2020 <https://media.avcaptureall.com/session.html?sessionid=330e930a-1e21-48f5-b811-086f8805455d&prefilter=795,5756>

### **Council Discussion and Potential Action**

Based on the request of Councilmember Roberts, the Council needs to consider if the City Manager’s Temporary Emergency Order No. 5, which like other cities, suspends the prohibition on the use of plastic bags set forth in Chapter 9.25 SMC through May 31, 2020 should be terminated. If a Councilmember would like to make a motion to terminate Temporary Public Health Emergency Order No. 5, the following language is appropriate:

- ***I move to terminate Temporary Public Health Emergency Order No. 5 issued by the City Manager on March 31, 2020, that suspended certain provisions of Chapter 9.25 of the Shoreline Municipal Code related to plastic retail carryout bags due to the COVID-19 public health emergency.***

### **RESOURCE/FINANCIAL IMPACT**

There is no financial impact to the City of Shoreline associated with the Temporary Public Health Emergency Order No. 5. If Council were to terminate this Emergency Order, no additional financial benefit would be achieved.


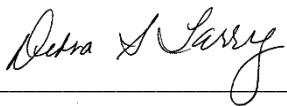
### **RECOMMENDATION**

Staff does not recommend that the City Council terminate Temporary Public Health Emergency Order No. 5 issued by the City Manager on March 31, 2020.

### **ATTACHMENT**

Attachment A – Temporary Public Health Emergency Order No. 5: COVID-19 Public Health Emergency Suspension of Prohibition on Plastic Retail Carryout Bags



		<h2 style="margin: 0;">TEMPORARY EMERGENCY ORDER</h2> <h3 style="margin: 0;">of the City Manager</h3>	
<h3 style="margin: 0;">COVID-19</h3> <h2 style="margin: 0;">Public Health Emergency</h2> <h2 style="margin: 0;">Suspension of Prohibition on</h2> <h2 style="margin: 0;">Plastic Retail Carryout Bags</h2>		<b>Category:</b> COVID-19	
		<b>Number:</b> 5	
		<b>Classification:</b> Environmental	
<b>Effective Date:</b> 03/23/2020 – 5/31/2020	<b>Waiver/ Suspends:</b> SMC 9.25.030(A)	<b>Policy Originator:</b> City Manager	<b>Approved By:</b> City Manager  <hr/> Debbie Tarry

#### 1. PURPOSE:

The purpose of this Temporary Emergency Order is to provide a temporary suspension of certain provisions of SMC Chapter 9.25 Retail Carryout Bag Regulations to allow for retail establishments to provide plastic carryout bags to address the COVID-19 public health emergency.

#### 2. ELIGIBILITY CRITERIA:

Any retail establishment as that term is defined in SMC 9.25.020(F).

#### 3. ORDER:

On February 29, 2020, the Washington State Governor declared a State of Emergency in all counties. On March 4, 2020, the City Manager issued a Declaration of Local Public Health Emergency. During the first few weeks of March, Public Health – King County/Seattle and the Governor issued directions to close certain types of businesses to reduce the spread of COVID-19. On March 23, 2020, the Washington State Governor issued the “Stay Home Stay Safe” Proclamation, effectively closing all but businesses deemed to be essential until at least April 6, 2020. On March 29, 2020, the Federal Government announced that social distancing protocols should be followed until April 30, 2020. It is anticipated that Washington State will similarly extend the “Stay Home Stay Safe” date.

SMC Chapter 9.25 Retail Carryout Bag Regulations was enacted in 2013 to create an environmentally sustainable community and to protect the public health and welfare through implementing, among other things, an effective waste reduction strategy. SMC 9.25.030 prohibits retail establishments from providing a “plastic carryout bag”

to any customer. SMC 9.25.040 states that a violation of this prohibition is a civil enactment, with a monetary penalty of \$250.00.

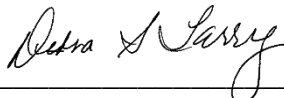
Grocery stores and restaurants providing take-out meals are considered essential businesses under the “Stay Home Stay Safe” Proclamation. Employees of these retail establishments, given their interaction with customers, are at a higher risk for community transmission of COVID-19. Public Health studies have stated that personal reusable cloth or denser plastic bags harbor bacteria, contagions, and viruses as customers rarely wash these bags between uses. A recent study published in the New England Journal of Medicine found that a viable COVID-19 virus was detected up to 72 hours after exposure on plastic surfaces.

Requiring Shoreline retail establishments to strictly comply with the plastic carryout bag prohibition could pose a risk to not only retail establishment employees but also the customers they serve by facilitating community transmission. In suspending the plastic carryout bag prohibition, retail establishments will be able to continue essential operations during the public health emergency without their employees or customers fearing transmittal of COVID-19, thereby serving the public health. In addition, during this time of public health emergency, the City’s resources are focused on essential functions with limited staff. Monitoring to ensure compliance with SMC 9.25.030 would direct these resources away from essential functions.

**THEREFORE**, for the reasons set forth above and pursuant to the authority granted to the City Manager by the City Council under Resolution No. 456, this Temporary Emergency Order is issued providing the following:

1. The prohibition on retail establishments providing a “plastic carryout bag” to any customer as set forth in SMC 9.25.030(A) is suspended until 11:59 pm Local Time on May 31, 2020.
2. The penalty required to be imposed pursuant to SMC 9.25.040 is suspended until 11:59 pm Local Time on May 31, 2020.
3. Nothing in this Temporary Emergency Order prohibits a retail establishment, at its sole discretion, from allowing a customer to utilize personal reusable cloth, paper, or plastic bags.

Dated this 31<sup>st</sup> day of March, 2020.



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Debbie Tarry  
City Manager

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of the 2021-2026 Transportation Improvement Plan		
<b>DEPARTMENT:</b>	Public Works		
<b>PRESENTED BY:</b>	Nytasha Walters, Transportation Services Manager		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Discussion	

**PROBLEM/ISSUE STATEMENT:**

In accordance with RCW 35.77.010, cities in Washington State are required to prepare and adopt a comprehensive six-year Transportation Improvement Plan (TIP). The six-year TIP should include transportation projects, such as road and bridge improvements, as well as new or enhanced bicycle and pedestrian facilities. Through development of the TIP, the City prioritizes these funded and unfunded transportation projects utilizing information such as the City’s Transportation Master Plan (TMP), safety and accident history, growth trends, traffic studies, and the transportation element of the City’s Comprehensive Plan. The TIP includes descriptions, costs, funding options, and a status for each project.

Tonight, the City will discuss proposed updates to the TIP. The TIP will be brought back to Council on June 1, 2020, for a Public Hearing to receive public feedback on the proposed updates and for potential Adoption of the TIP.

**RESOURCE/FINANCIAL IMPACT:**

There is no financial impact associated with adoption of the TIP. The projects identified in the City’s TIP are a combination of funded projects in the Capital Improvement Plan (CIP), including projects that are partially funded or underfunded, as well as currently unfunded projects the City would like to undertake should funding become available. The vast majority of projects included in the TIP are unfunded or partially funded. Listing projects in the TIP makes them grant eligible, as most grant programs will only fund projects included in a jurisdiction’s TIP. Staff will request guidance from Council on how to address under or partially funded projects as part of the development of the 2021-2026 CIP.

**RECOMMENDATION**

No action is required tonight; staff recommends that Council discuss the proposed 2021-2026 TIP. Staff is requesting direction from Council regarding the policy topics outlined in this staff report as well as any revisions to the 2021-2026 TIP, including items that should be added or removed. Council is scheduled for a Public Hearing and potential Adoption of the 2021-2026 TIP on June 1, 2020.

Approved By: City Manager *DT*

City Attorney *JA-T*

## **BACKGROUND**

In accordance with RCW 35.77.010, cities in Washington State are required to prepare and adopt a comprehensive six-year Transportation Improvement Plan (TIP). The City's six-year TIP must be consistent with its comprehensive plan transportation element. The six-year TIP should include transportation projects, such as road and bridge work, as well as new or enhanced bicycle or pedestrian facilities.

In addition to local projects, the TIP should also identify projects and programs of regional significance for inclusion in the regional TIP, such as the 145<sup>th</sup> Street corridor improvements. It also includes some on-going programs, such as the Traffic Safety Improvements Program, and more recently, the Sidewalk Program – New Construction. In November 2018, voters approved a Sales & Use Tax to support design and construction of 12 identified new sidewalk projects. The City has issued the first round of bonds supported by the Sales & Use Tax revenue to start design and/or construction of several projects. Completion of the 12 projects is considered fully funded. If additional funds are available at the completion of these projects, the Sidewalk Program can fund either additional new sidewalk projects or repair and maintenance activities.

The City's TIP is used to secure state and federal funding for transportation projects as part of the Statewide Transportation Improvement Plan (STIP).

Through development of the TIP, the City prioritizes these funded and unfunded transportation needs utilizing information such as the City's Transportation Master Plan (TMP), the City's Annual Traffic Report, growth trends, traffic studies, and the transportation element of the City's Comprehensive Plan. Project descriptions, costs, funding options, and the project status are identified for each project in the TIP.

The TIP is prepared and presented to Council in advance of the Capital Improvement Plan (CIP). The policy direction provided through adoption of the TIP is used to identify transportation projects for inclusion in the CIP. The City Council will review the City's proposed six-year CIP as part of the budget process.

Tonight, Council will discuss the draft 2021-2026 TIP. A Public Hearing and potential Adoption of the TIP are currently scheduled for June 1, 2020. RCW 35.77.010 requires that the City hold at least one public hearing on the TIP and that the City submit the adopted TIP to the Washington State Secretary of Transportation. The Department of Transportation has historically accepted submittal of TIPs through the month of June.

## **DISCUSSION**

The draft 2021-2026 TIP (Attachment A) utilizes last year's TIP (2020 to 2025 TIP) as its foundation. Projects and programs included in the draft 2021-2026 TIP include high priority projects identified in the 2011 Transportation Master Plan (TMP) for safety and operations, access, and mobility improvements for all modes of transportation.

Projects in the TIP are sorted into three categories: Programs, Projects (Fully or Partially Funded), and Projects (Unfunded). Generally, funded or partially funded projects are those included in the City's 2020-2025 CIP. Unfunded projects shown in

2021-2026 are those that staff believe have favorable grant possibilities but the specific year a grant may be awarded is unknown. The Programs are generally considered underfunded, as additional work could be completed through these programs with supplemental funding.

A project sheet for each project or program in the TIP has been developed and includes the following (see Attachment A for a more detailed description):

- Scope/Narrative;
- Funding;
- Funding Outlook;
- Project Status; and
- Purpose/Goals Achieved.

Each project listed in the TIP includes an estimated project cost, the amount of funding secured or unsecured, and the funding source for the six-year period covered by the TIP. If grant funding has been secured from a specific source, it is identified. The total project cost and any previous expenditures are identified with discussion in the Funding Outlook section. Potential grant funding sources are also identified in this section.

Projects listed that are necessary to accommodate growth and allow the City to maintain its adopted Levels of Service may be funded in part by Transportation Impact Fees (TIFs) and are identified as such. The costs for projects programmed for the first three years of the TIP have been developed with a higher level of detail whereas those in the latter three years have been developed with less specificity, as the projects are generally less defined. The more specific costs for earlier projects help ensure that once the City receives a grant, the project is adequately funded.

The TIP contains a summary matrix showing total costs for all projects. A map showing the location of each project is also included.

Very few projects are completely funded in the next six years and many are unfunded. Several of the partially funded projects are segments of large, corridor-wide improvement projects that will require a considerable amount of grant funding to complete.

### **Effects of Initiative 976 (I-976)**

Before reviewing projects listed in the 2021-2026 TIP, the effects of I-976 are discussed as they greatly impact two of the City's programs: The Sidewalk Rehabilitation Program (Repair & Maintenance), and the Annual Road Surface Maintenance Program. I-976 removed the ability of governments to impose Vehicle License Fees (VLF) for transportation purposes. The City has two VLFs that lose funding with passage of I-976; a \$20 VLF for pavement maintenance and a second \$20 VLF for sidewalk rehabilitation.

In 2018, a \$20 increase in Vehicle License Fees (VLF) was adopted by City Council for sidewalk rehabilitation. Program 1, Sidewalk Rehabilitation Program (Repair and Maintenance), relied on this new funding source. Initial funding was collected in 2019,

but passage of I-976 effectively de-funds this program. This program will end when the collected funding is expended in 2020.

I-976 also eliminated the \$20 VLF that was used as a primary source of funding for the City's Annual Road Surface Maintenance Program (Program 4) of the TIP. Loss of this VLF funding will reduce the program to less than one half of its pre- I-976 revenue.

The City will lose approximately \$1.66 million in annual revenue if I-976 is determined to be constitutional. The Shoreline City Council has indicated that they would like to backfill this lost revenue in 2021-2022 with Real Estate Excise Tax that was not yet budgeted for other capital projects. If I-976 is found constitutional, the City Council will explore new revenue streams and adjust existing programs to backfill the lost VLF revenue.

### **Sales and Use Tax**

In November 2018, a new funding source was secured for the construction of new sidewalk when voters approved a Sales & Use Tax. More information can be found about the Sidewalk Program under Program 2 in this TIP. This revenue will fund a minimum of 12 identified sidewalk projects. This funding is not affected by I-976. replace its vehicle license fee program rather than make General Fund budget cuts.

### **Strategy for Completing Large Corridor Improvement Projects**

The City has historically depended on securing grant funds to build its major transportation projects. The City has been very successful over the last 15 years in securing federal Surface Transportation Plan (STP) grant funds as well as Transportation Improvement Board (TIB) funds. This includes receiving over \$100 million of grant funds for the Aurora Avenue corridor, approximately \$32 million for the 145<sup>th</sup> Street corridor, and approximately \$3 million secured to date for the 175<sup>th</sup> Street corridor. The Westminster and N 155<sup>th</sup> Street Improvements which will be completed this year received \$3.6 million in TIB funds.

Currently, there are a number of jurisdictions and transit agencies seeking grant funds for large transportation projects. The grant award process is extremely competitive and the amount of grant funds available has shrunk and a cap on STP grant funds per project application was established in 2018. Consequently, the probability of the City continuing to out-compete other jurisdictions and agencies and the probability of securing adequate grant funds from one source to complete a project is even more challenging today than it has been historically. This has been the case for several years now.

Many of these grant sources require a city match – current match requirements range from 13.5% to 20% of a project phase. As described in the Grant Match section of this staff report, the current City policy is to set aside up to \$250,000 for grant matches every year. The City's major corridor projects total over approximately \$100 million to complete and are anticipated to require over \$15 million in City matching funds, with an average grant match requirement of over \$200,000 per application.

Given the number of projects the City would like to complete, the amount of grant match set aside by the City and the risk of not receiving sufficient grant awards to fund these

projects in the desired time frame, the City is proposing to complete the most strategic projects, or segments of these projects, in the near term. Following is an overview of this approach.

- **145<sup>th</sup> Street Projects:** The City completed the 145<sup>th</sup> Street Multi-modal Corridor Study in 2016. This study developed a master vision, called the Preferred Design Concept, for the 145<sup>th</sup> Street corridor from State Route (SR) 522 to 3<sup>rd</sup> Avenue NE. Sound Transit will be constructing improvements to the corridor from SR 522 to Interstate-5 (I-5) as part of its Sound Transit 3 Program. These improvements are planned to be completed by 2024.

The City will be seeking funds to complete improvements to the 145<sup>th</sup> Street corridor from the I-5 interchange to Aurora Avenue through the next two decades. The segment on 145<sup>th</sup> Street from Aurora Avenue to 3<sup>rd</sup> Avenue NE is currently unfunded in the TIP, as it is a significantly lower volume roadway and will not be supporting significant transit service.

The City has received \$25 million in Connecting Washington funds to support implementation of the 145<sup>th</sup> Multi-modal Corridor Study.

#### The 145<sup>th</sup> Street Corridor Project from the I-5 to Aurora Avenue N.

Given the highly competitive and limited availability of funding to complete the ROW and Construction phases of the 145<sup>th</sup> Corridor project, the City is planning to purchase right of way (ROW) and construct the corridor in segments or “Phases.” The three corridor segments are: the I-5 to Corliss; Corliss to Wallingford; and Wallingford to Aurora (including a segment to the Interurban Trail).

The City has received \$25 million in Connecting Washington funds to support implementation of the 145<sup>th</sup> Multi-modal Corridor Study. The City is prioritizing improvements at the 145<sup>th</sup> Street and I-5 Interchange and for the 145<sup>th</sup> Street corridor from the I-5 to Wallingford Avenue N to support planned regional transit service and multi-modal access from the 145<sup>th</sup> Street light rail station area.

The project construction schedule will be phased in 3 parts:

- Phase 1: I-5 to Corliss (2018 to 2020 Design; 2019 to 2021 ROW; 2022 to 2023 CN)
- Phase 2: Corliss to Wallingford (2022 Design; 2023 ROW; 2025 CN)
- Phase 3: Wallingford to Aurora (unknown schedule)

The City is striving to complete the Right-Of-Way and Construction stages of the I-5 to Corliss segment of the project by 2023.

#### 145<sup>th</sup> Street and I-5 Interchange

The City continues working with Sound Transit and WSDOT determining multi-modal improvements for the 145<sup>th</sup> interchange. The 145<sup>th</sup> and 5<sup>th</sup> Ave NE intersection at this interchange is also within the western terminus of Sound

Transit's BRT project and adjacent to the Sound Transit Shoreline South/145<sup>th</sup> Station light rail project.

The City will complete 30% Design and continue applying for grants through 2020. If complete funding is secured by the end of 2020, advancement to final design, acquisition of right-of-way, and construction of the project is assumed to be completed by WSDOT under an interlocal agreement and utilizing funding secured grant funding.

- **175<sup>th</sup> Street Corridor Project:** The 175<sup>th</sup> Street project limits are from I-5 to Stone Avenue N. It is considered a high priority as it is a primary access route to I-5, serves multiple schools, and has relatively high levels of congestion and substandard sidewalks adjacent to an area with high pedestrian volumes traveling to elementary schools, a church with sizeable park-and-ride lot, bus service, and a city park.

The 175<sup>th</sup> Street project has been tentatively segmented into two phases for construction: from the I-5 interchange to Meridian; and from Meridian to Stone (just east of City Hall). Given the corridor's priority both regionally and locally, it is proposed to have both segments completed in approximately the next 10 years after completion of the I-5 to Corliss Avenue segment of the 145<sup>th</sup> Street corridor and the 145<sup>th</sup> and I-5 Interchange project.

Because this project is needed to accommodate future growth, Transportation Impact Fees (TIF) can be used to serve as the City's match funding. The City plans to pursue additional grant funds for the corridor for right-of-way acquisition to supplement TIF funds. If the City does not have enough funding from TIF collected at the time, it could "borrow" from other funds, which would then be replenished by TIF collected in the future.

- **The 185<sup>th</sup> Street Corridor Strategy:** This study was completed to develop a corridor vision/plan for 185<sup>th</sup> Street/10<sup>th</sup> Avenue NE/NE 180<sup>th</sup> Street. Included are multi-modal transportation facilities necessary to support projected growth in the subarea, a phasing plan for implementation, and a funding strategy plan for improvements.

This project has been renamed to the "**N/NE 185<sup>th</sup> Street Corridor Improvements**" and includes elements from the completed strategy. Future opportunities are identified including improvements at the intersection of 185<sup>th</sup> Street and Meridian Avenue, which are identified as a "growth" project in the Transportation Master Plan and can be funded by TIF funds.

- **Trail Along the Rail:** This project will provide an approximately 2.5-mile multi-use trail that roughly parallels the Lynnwood Link Light Rail guideway from 145<sup>th</sup> Street Station through the 185<sup>th</sup> Street Station and to the 195<sup>th</sup> Street Pedestrian Overcrossing. Access to portions of the Trail Along the Rail will be built by Sound Transit and steps are being taken in working with Sound Transit to



ensure that the ability to complete the Trail Along the Rail in a future year is not precluded.

- **148<sup>th</sup> Street Non-Motorized Bridge:** This pedestrian/bicycle bridge complements the financial investment in the area (light rail, transit, and 145<sup>th</sup> Corridor improvements. The bridge will span I-5 in the vicinity of 148<sup>th</sup> Street, connecting westside neighborhoods directly to the future Shoreline South/145<sup>th</sup> light rail station. With a current total project cost estimate of \$17 million, the City has successfully obtained federal STP funding, funding from the recently passed (August 2019) King County property tax levy, and Sound Transit's System Access funds for design, ROW, and partial funding of the construction phase of the project. The City is planning to pursue additional STP funds, other state grants, and the state legislature to address the remaining funds required to complete the construction phase of the project.

### **New Projects Added to the TIP**

There were no new projects added to the 2021-2026 TIP. The current list of projects identifies a series of priority projects. The current list would easily fill any funding and funding opportunities arising in the next six years. Each year, recent data is reviewed, and any new opportunities are identified to discuss the possible addition of projects in that year's TIP.

Program 5 was previously known as the Traffic Signal and Intelligent Transportation System (ITS) Improvements; the name of this program has been shortened to the Traffic Signal Rehabilitation Program.

As mentioned earlier, the 185<sup>th</sup> Street Multimodal Corridor Study (185<sup>th</sup> MCS) has been completed, and this page is being repurposed to include possible future projects on this corridor as identified in the final 185<sup>th</sup> MCS report.

### **Projects that have been re-organized or removed from this year's TIP**

There is one project, the Westminster and N 155<sup>th</sup> Street Improvements project, that is scheduled to reach substantial completion in 2020 and no longer appears in the TIP.

Four Light Rail Access Improvement projects are combined into two: 5<sup>th</sup> Ave NE (from 175<sup>th</sup> to 180<sup>th</sup> and 180<sup>th</sup> to 182<sup>nd</sup>) are now 5<sup>th</sup> Ave NE (175<sup>th</sup> to 182<sup>nd</sup>); and 1<sup>st</sup> Av NE (145<sup>th</sup> to 149<sup>th</sup> and 149<sup>th</sup> to 155<sup>th</sup>) are now 1<sup>st</sup> Ave NE (145<sup>th</sup> to 155<sup>th</sup>). Originally, the segments were divided since Sound Transit funds would not be enough to cover improvements on the extents listed; development in the station areas is now expected to install some of the improvements as part of permit requirements which will lower costs to the City to fill in the gaps.

In addition, several unfunded Light Rail Access Improvement projects that had been called out as possible candidates for the limited Sound Transit funding are now included in the Sidewalk Program and have been removed. These include the Light Rail Access Improvement projects: 10<sup>th</sup> Ave NE (180<sup>th</sup> to 185<sup>th</sup>); 5<sup>th</sup> Ave NE (NE 185<sup>th</sup> to NE 190<sup>th</sup>); 5<sup>th</sup> Ave NE (NE 190<sup>th</sup> to NE 195<sup>th</sup>); and 1<sup>st</sup> Ave NE (N 190<sup>th</sup> to N 195<sup>th</sup> Street).

Westminster Way N (South – N 155<sup>th</sup> St to Fremont Ave NB) is duplicated in the Sidewalk Program so has been removed this year.

The NE 168<sup>th</sup> Street and 25<sup>th</sup> Ave NE Intersection Improvements has been removed as it is being addressed through school district mitigation. Any sidewalk gap would be addressed in the Sidewalk Program.

The N 165<sup>th</sup> Street and Carlyle Hall Road N Sidewalk and Intersection Safety project is expected to be mostly addressed by redevelopment in the area. Sidewalks that are not present in that area are already included in the Sidewalk Program.

The Interurban Trail Crossing at SR-104 has been assessed over the years with interjurisdictional input. The scope as it was written is no longer accurate and there is no defined alternative. The project has been removed at this time but can be revisited if future information makes it feasible.

### **Grant Match**

As part of the 2014 budget process, the City established the Grant Match Fund, which provides funding that can be used as part of grant applications. Since many grant agencies require a match, this program can be utilized to provide that match without having the funds allocated to specific projects. Once a grant is secured, the match funding is allocated to the specific project. Currently \$250,000 is set aside annually for this fund.

The City uses its Real Estate Excise Tax (REET) to support the City's grant match program. At the end of 2019, staff anticipates having approximately \$317,000, increasing to \$1.67 million in 2025 reserved to use as a local grant match. The I-5 to Wallingford section of the 145<sup>th</sup> Street corridor, the 185<sup>th</sup> Street corridor, and the 148<sup>th</sup> Street Non-Motorized Bridge project will require a local match. Many of the City's smaller projects for safety improvements have been made possible by utilizing these matching funds.

The City currently has \$25 million in Connecting Washington funds that are anticipated to partially fund the 145<sup>th</sup> Corridor from I-5 to Corliss and potentially a portion of the 145<sup>th</sup> interchange project. There will likely not be enough dollars in this funding source to match any other STP funding requests.

There is not sufficient surplus or balance available to solely rely on REET as the grant match for all of these projects. Additional revenue will be needed for local match; there does not appear to be other capital projects or programs that could be significantly reduced. It is also worth a reminder that REET can be volatile based on the economic climate.

Staff recommends the Council continue setting aside revenue annually to utilize as match on these projects and identify additional funding sources to provide adequate grant match for these projects so that the City continues to have the ability and flexibility to apply for and compete for outside funding to help with constructing our TMP projects.

### **COUNCIL GOAL(S) ADDRESSED**

This project addresses Council Goal 2, “Continue to deliver highly-valued public services through management of the City’s infrastructure and stewardship of the natural environment.” By identifying and developing a plan for multi-modal transportation improvements, the City is working to preserve and enhance the infrastructure. This project also addresses Council Goal 5: “Promote and enhance the City’s safe community and neighborhood programs and initiatives” by funding the Traffic Safety Improvements program.

### **RESOURCE/FINANCIAL IMPACT**

There is no financial impact associated with adoption of the TIP. The projects identified in the City’s TIP are a combination of funded projects in the CIP, including projects that are partially funded or underfunded, as well as currently unfunded projects the City would like to undertake should funding become available. The vast majority of projects included in the TIP are unfunded or partially funded. Listing projects in the TIP makes them grant eligible, as most grant programs will only fund projects included in a jurisdiction’s TIP. Staff will request guidance from Council on how to address under or partially funded projects as part of the development of the 2020-2025 CIP.

### **RECOMMENDATION**

No action is required tonight; staff recommends that Council discuss the proposed 2021-2026 TIP. Staff is requesting direction from Council regarding the policy topics outlined in this staff report as well as any revisions to the 2021-2026 TIP, including items that should be added or removed. Council is scheduled for a Public Hearing and potential Adoption of the 2021-2026 TIP on June 1, 2020.

### **ATTACHMENTS**

Attachment A: Draft 2021-2026 Transportation Improvement Plan

## Attachment A

# City of Shoreline 2021-2026 Transportation Improvement Plan

### 1. What is the Six-Year Transportation Improvement Plan (TIP)?

The City of Shoreline Six-Year Transportation Improvement Plan (TIP) is a short-range planning document that is updated annually based upon needs and policies identified in the City's Comprehensive Plan and Transportation Master Plan. It identifies Shoreline's current needed transportation projects and programs for the next six years. Some projects identified in the TIP are significant enough in nature that they will take longer than six years to complete.

### 2. What is included in the TIP?

A project sheet for each project or program in the TIP has been developed and includes the following:

- **Scope/Narrative:** A description of the project or program including the specific work to be performed, project elements, project/program purpose and/or interagency coordination efforts.
- **Funding:** Identifies whether a project is funded, partially funded or unfunded and known funding sources.
- **Funding Outlook:** A description of the current funding projection for the project, including possible funding sources (when applicable).
- **Project Status:** Identifies Council goals achieved by each project, the stage of a project (such as design, environmental review or construction), previous years' work and expenditures and/or potential revenue sources for projects.
- **Purpose/Goals Achieved:** Identifies which of several purposes the project satisfies and/or general goals the project achieves including Non-motorized Transportation; System Preservation; Growth Management; Improves Efficiency and Operations; Safety; Major Structures; Corridor Study; and/or Interjurisdictional Coordination.

Projects in the TIP are sorted into three categories: Funded Programs, Funded Projects (Fully or Partially), and Unfunded Projects. Projects that are underfunded or partially funded are included in the funded categories. Generally, funded projects are those included in the City's 2021-2026 Capital Improvement Plan. All of the funded programs are considered underfunded, as additional work could be completed through these programs with supplemental funding.

### 3. Project Costs and Funding

Each project listed in the TIP includes an estimated cost, the amount of funding secured or unsecured and the funding source(s) for the six-year period covered by the TIP. Existing and new project and program costs need to cover all phases of a project

(described below), including the staff time necessary to administer them. If grant funding has been secured from a specific source, it is identified. The Funding Outlook section of each project sheet identifies the total project cost and any previous expenditures. Potential grant funding sources are also identified in this section. Projects listed that are necessary to accommodate growth and allow the City to maintain its adopted Levels of Service (LOS) may be funded in part by Transportation Impact Fees (TIFs). The costs for projects programmed for the first three years of the TIP have been developed with a higher level of detail whereas those in the latter years have been developed with less specificity, as the projects are generally less defined. Unless otherwise noted, project costs do not include the costs for placing overhead utilities underground.

#### **4. Developing the TIP**

The annual TIP update starts with the previously adopted TIP. Projects in the previously adopted TIP are reviewed and projects that have been completed, or because of changing conditions, are no longer needed are removed from the TIP. Existing projects may also be updated based upon completed studies, refined project scopes or revised cost estimates. The remaining projects carried over from the previous TIP are reviewed for changes to cost estimates, project funding, schedule, or scope during the update process to ensure that the best information is represented in the TIP.

New projects are generated from many sources, including the City's adopted Transportation Master Plan (TMP), Comprehensive Plan, Council priorities, identification of new issues or deficiencies, response to growth, accident locations or the potential to secure grant funding. The City may use tools such as pavement management rating, analysis of accident data and transportation modeling to help identify potential new projects. Potential new projects undergo a review of scope, priority, schedule and cost analysis.

Updated projects from the previous TIP and new projects are then used to create a draft TIP project list. The phasing and funding of these projects in the draft TIP is based on an evaluation of project priority compared with priorities laid out in the TMP and Comprehensive Plan, commitments to projects and programs that are already underway, secured grants, partnerships the City has entered into with other jurisdictions and agencies and new opportunities that arise to leverage local transportation funding in combination with other funding sources.

Once the draft TIP has been developed, a public hearing is held to provide an opportunity for the community comment. Based on the results of the public hearing and comments from the Shoreline City Council a final version of the TIP is developed. This final version is then adopted by the City Council.

#### **5. Lifecycle of a Project**

Depending upon the size and/or degree of complexity associated with a project, it can take several years to complete. For example, the three-mile Aurora Corridor

Improvement Project which was substantially completed in 2016, began the initial planning work in 1997. Large projects may be divided into several smaller projects in order to manage the project more effectively, comply with grant funding requirements or minimize inconvenience to the community during construction. Throughout all phases of a project, the City is committed to maintaining open communications with the community. The process to develop projects generally includes the following steps.

*Planning and Alternatives Development* – During this phase, conceptual ideas for a project are identified, evaluated, and narrowed, sometimes to a single option. Citizens, community organizations, neighboring jurisdictions and other stakeholders help shape the project. Public meetings provide updates to the community and help the City gather feedback.

*Preliminary Design and Environmental Review* – This phase identifies potential environmental impacts of the project alternative(s). The level of review and documentation depends on the scope of the project and its potential for environmental impacts. An Environmental Impact Statement (EIS) is prepared for large projects with potentially significant impacts. Development of a State Environmental Policy Act (SEPA) checklist may be prepared for projects not requiring an EIS. A similar review under the National Environmental Policy Act (NEPA) is required for projects that receive federal funding. The project's design moves from conceptual to preliminary as initial engineering begins.

During this phase:

- If required, a SEPA checklist or Draft EIS is published followed by a public comment period. Responses to those comments are found in the Final EIS.
- Preliminary design is completed.
- The City selects the project that will eventually be built.

*Final Design and Property Acquisition* – In this phase, architects and engineers define what the project will look like as well as the technical specifications for the project. Field work is performed including testing soil conditions and ground water levels, surveying, and locating utilities. Additionally, the City acquires any necessary private property and easements. This phase is often referred to as “Projects, Specifications and Estimate (PS and E)”.

*Construction* – Construction time varies widely from project to project. The City balances the need to complete the project on time and on budget while minimizing construction impacts to the community. Unforeseen site conditions, weather, design corrections and the complexity of a project are some of the factors that can influence the schedule. Construction schedules can also be affected by environmental restrictions, such as permissible timeframes to work in fish bearing waters.

## **6. Funding Challenges for 2020 and Beyond**

As is the case for most jurisdictions, the need for transportation improvements in Shoreline greatly outweighs the City's ability to fund them in both the short and long

term. In addition to major capital projects such as intersection or corridor improvements, there is an on-going need to maintain the existing system. This includes repair, maintenance and preservation work, such as Bituminous Surface Treatment (BST) or overlays, upgrades and repairs to traffic signals, installation of new streetlights and curb ramp upgrades. It is difficult to estimate the annual backlog or degree to which the City's transportation program is underfunded, as new projects are identified annually and maintenance is a continuous necessity. The unfunded projects included in this six-year TIP (not including the unfunded portions of programs or partially funded projects) total over \$31.3 million.

The City of Shoreline funds transportation capital projects from the General Fund, Real Estate Excise Tax (REET), Transportation Benefit District (TBD), and grant revenue from local, state and federal governments. Because some of these revenue sources are so closely tied to the health of the economy, they can be somewhat unpredictable, making it challenging for the City to plan for transportation improvements with assurance that funding will be available.

Historically the largest sources of funding for Shoreline's transportation programs and projects have been grants. Funding for transportation projects is available from federal, state and local resources. Each funding source has specific rules and guidelines about what types of projects they will fund, how much of a project will be funded and timelines for expenditure of funds.

Most grant programs require a funding match, which means that the City must also contribute funding to the cost of a project. The granting agency may also have restrictions about the source of the funding match. For example, a state funded grant might be restricted from having another state funded grant serve as the match. Funding programs for bicycle and pedestrian transportation projects are very limited, especially in comparison to funding for highway and roadway projects. Quite often, granting agencies prefer to fund construction of projects rather than planning, design or environmental work. Having projects fully designed and "shovel ready" improves their ability to compete for funding. The competitive nature of grant funding and the specific requirements associated with available grants narrow the opportunities for many of the City's high priority projects to obtain outside funding.

In November 2018, a new funding source was secured for the construction of new sidewalk when voters approved a Sales & Use Tax. More information can be found about the Sidewalk Program under Program 2 in this TIP.

In 2018, a \$20 increase in Vehicle License Fees (VLF) was adopted by City Council for sidewalk rehabilitation. Program 1, Sidewalk Rehabilitation Program (Repair and Maintenance), relied on this new funding source. Initial funding was collected in 2019, but passage of I-976 effectively de-funded this program. While the City is looking at any possible funding sources other than VLF, any substantial progress under this program is currently tentative.

I-976 also eliminated the City's \$20 VLF that was used as a primary source of funding for the City's Annual Road Surface Maintenance Program (Program 4) and reduces this program to less than one half of its pre-I-976 revenue.

The City will lose approximately \$1.66 million in annual revenue if I-976 is determined to be constitutional. The Shoreline City Council has indicated that they would like to backfill this lost revenue in 2021-2022 with Real Estate Excise Tax that was not yet budgeted for other capital projects. If I-976 is found constitutional, the City Council will explore new revenue streams or other adjustments.

## **7. Relationship of the TIP to other Transportation Documents**

### ***A. Six-Year Capital Improvement Plan***

Once adopted, the TIP helps to guide funding and implementation priorities during the development of the transportation portion of the Capital Improvement Plan (CIP). The CIP is a six-year financial plan addressing capital needs and is updated along with the development of the City's operating budget. The CIP shows the City-funded portion of projects and is constrained by current budget forecasts, whereas the TIP shows the complete project list, including unfunded projects and programs. The first two years of the CIP are adopted as part of the biennial budget, with any updates adopted annually.

### ***B. Transportation Master Plan***

The City of Shoreline's Transportation Master Plan (TMP) is the long-range blueprint for travel and mobility, describing a vision for transportation that supports the City's adopted Comprehensive Plan. The TMP provides guidance for public and private sector decisions on local and regional transportation investments, including short-, mid-, and long-range transportation and related land-use activities. In this way, the City can assess the relative importance of projects and schedule their planning, engineering and construction as growth takes place and the need for the facilities and improvements is warranted. It also establishes a prioritization of the projects to be included in future capital improvement plans. The TMP covers all forms of personal travel – by foot, bicycle, wheelchair, transit, and automobile.

This year (2020) the City will begin its update of the TMP that will identify additional multi-modal transportation policies, programs, and projects. In concert with the TMP update, the City will be re-examining its traffic concurrency model which sets the relationship among the City's LOS standards for general-purpose vehicles, the funding needs to accommodate estimated general-purpose traffic growth, and land use assumptions. Concurrency is balanced when growth is matched with needed transportation facilities. During the TMP update process, the City may consider shifting to a Multimodal LOS, as well as consider restructuring TIFs and associated growth projects to help fund the design and construction of additional roadway segments and intersections throughout the city.



The TMP update is a multi-year process with the final updated TMP scheduled to be completed by 2023. Because the types of changes and additions to City's transportation policies, projects, and programs will not be known until the completion of the TMP process, it is not possible to include them in the TIP at this time. Once the TMP update is finalized and new projects and/or programs are defined, they can be included in future TIPs.

### ***C. State and Federal Requirements***

State law requires that each city develop a local TIP and that it be annually updated (RCW 35.77.010). It also requires that projects be included in the TIP in order for cities to compete for transportation funding grants from most federal and state sources. Federal grant funded and regionally significant projects from the first three years of the City's TIP are included in the Regional TIP, which is assembled by the Puget Sound Regional Council for King, Kitsap, Pierce, and Snohomish Counties. The Regional TIPs from around the State are then combined to form the State TIP, which is approved by the Governor and then submitted to the Federal Highway Administration and Federal Transit Authority for their review and approval.

### **Contact Information**

For additional information, contact Nytasha Walters, Transportation Services Manager, (206) 801-2481 or [nwalters@shorelinewa.gov](mailto:nwalters@shorelinewa.gov).

The following is a list of projects included in the TIP. A description of each project can be found in the following pages.

**ANNUAL PROGRAMS** *(all programs are considered underfunded)*

1. Sidewalk Rehabilitation Program (Repair & Maintenance)
2. Sidewalk Program (New Sidewalk Construction)
3. Traffic Safety Improvements
4. Road Surface Maintenance Program
5. Traffic Signal Rehabilitation Program

**FUNDED PROJECTS** *(noted if only partially funded)*

6. 145th Street (SR 523) Corridor Improvements, Aurora Ave N to I-5 *(partially)*
7. SR 523 (N/NE 145th Street) & I-5 Interchange Improvements *(partially)*
8. 148th Street Non-Motorized Bridge *(partially)*
9. Trail Along the Rail *(partially)*
10. Meridian Avenue N (N 145th Street to N 205th Street) *(partially)*
11. N/NE 175th Street Corridor Improvements (Stone Ave to I-5) *(partially)*
12. N/NE 185th Street Corridor Improvements *(partially)*
13. Greenwood Ave N /Innis Arden/ N 160th St Intersection Improvements *(partially)*
14. Light Rail Access Improvements: 1st Ave NE, 145th to 155th
15. Light Rail Access Improvements: 5th Ave NE, 175th to 182nd
16. N 160th from Aurora to Dayton
17. Citywide Spot Safety Improvements
18. 195th Pedestrian and Bike Connector
19. Ridgecrest Safe Routes to School

**UNFUNDED PROJECTS**

20. 145th Street (Aurora Ave N to 3rd Ave NW)
21. Fremont Avenue N (N 175th Street to N 185th Street)
22. 15th Avenue NE (NE 175th Street to NE 205th Street)
23. NE Perkins Way Improvements (10th Ave NE to 15th Ave NE)
24. 3rd Ave NE Woonerf
25. Ballinger Way - NE 205th St to 19th Ave NE Access Control Preliminary Design
26. N 185th Street and Linden Avenue N Intersection Improvements

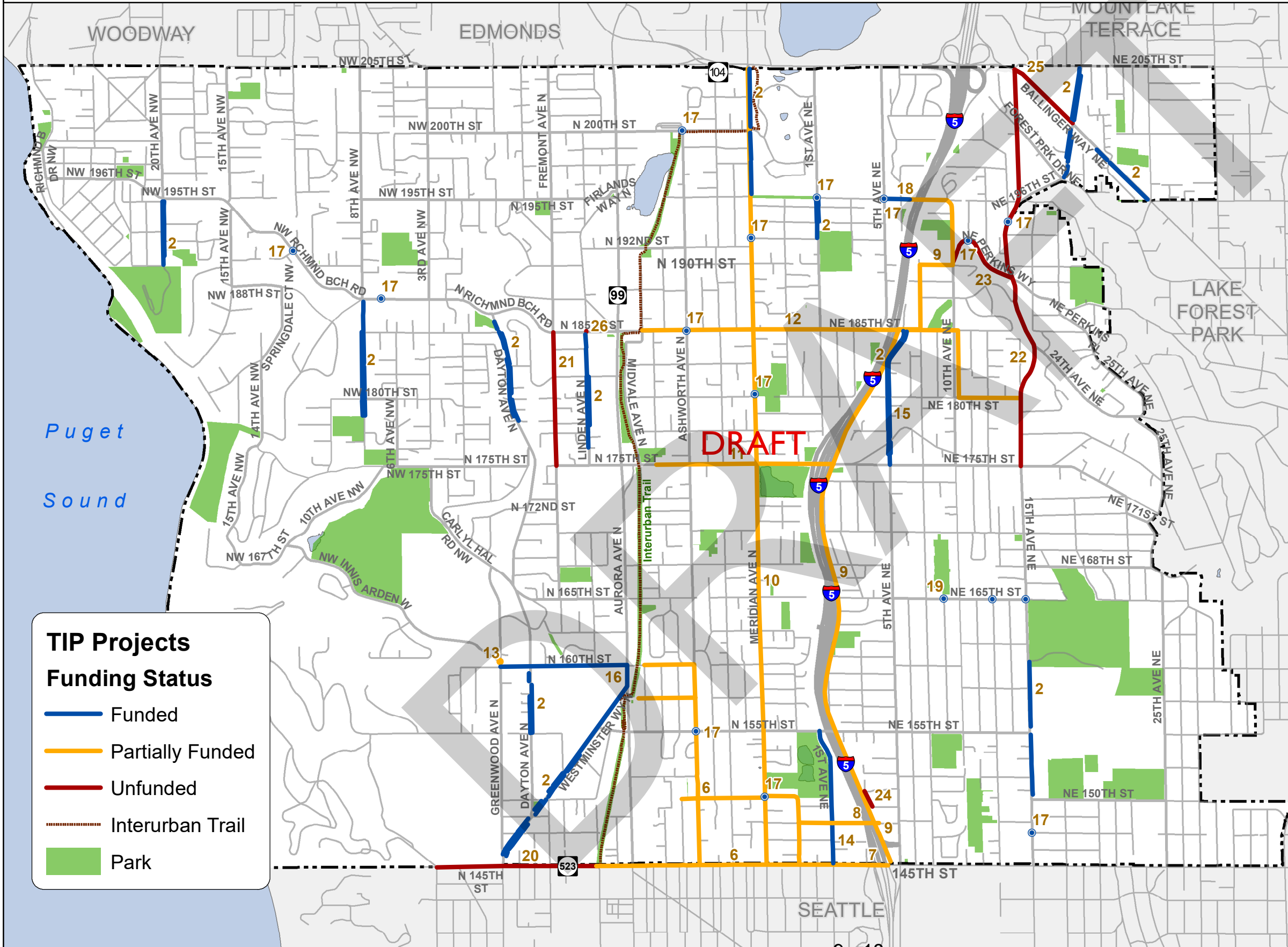
**PROJECTS SCHEDULED FOR SUBSTANTIAL COMPLETION IN 2020**

PROJECT NAME	PROJECT DESCRIPTION	COST	FUNDING SOURCES
Westminster and N 155th Street Improvements	Roadway/intersection improvements providing safety for all users and supporting redevelopment of Shoreline Place. Improvements include new traffic signal; revised intersection geometry; sidewalks, curb ramps, crosswalks; new roadway illumination; landscaping; and utility work.	\$5.5 million	<p>The City secured a \$3.6 million Transportation Improvement Board (TIB) grant.</p> <p>The balance of funds come from the private developer of Shoreline Place, Merlone Geier Partners, which will contribute \$1.9 million toward this mitigation work adjacent to their development.</p>
NE 168th Street and 25th Ave NE Intersection Improvements	The Shoreline School District will be doing mitigation work in 2020. Any gap sidewalk work would be covered in Program #2.	n/a	Shoreline School District is completing mitigation work in this area.

# Transportation Improvement Plan

## DRAFT 2021 to 2026

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### Individual Project Locations

#### Fully or Partially Funded Citywide Programs

1. Sidewalk Rehabilitation Program (not mapped)
2. Sidewalk Program - New Construction
3. Traffic Safety Improvements (not mapped)
4. Annual Road Surface Maintenance Program (not mapped)
5. Traffic Signal/ITS Improvements (not mapped)

#### Fully or Partially Funded Projects

6. 145th St (SR 523) Corridor Improvements (Aurora to I-5)
7. 145th St/I-5 Interchange Improvements
8. 148th St N Non-motorized Bridge
9. Trail along the Rail
10. Meridian Ave N (N 145th St to N 205th St)
11. N/NE 175th St - Corridor Improvements
12. N/NE 185th St - Corridor Improvements
13. Greenwood/Innis Arden/160th Intersection Improvements
14. Light Rail Access Improvements: 1st Ave NE (145th to 155th)
15. Light Rail Access Improvements: 5th Ave NE (175th to 182nd)
16. N 160th Street (Aurora to Dayton)
17. Citywide Spot Safety Improvements
18. 195th Pedestrian and Bike Connector
19. Ridgecrest Safe Routes to School

#### Unfunded Projects

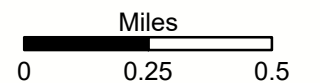
20. 145th Street (Aurora Ave N to 3rd Ave NW)
21. Fremont Avenue N (N 175th Street to N 185th Street)
22. 15th Avenue NE (NE 175th Street to NE 205th Street)
23. NE Perkins Way Improvements (10th Ave NE to 15th Ave NE)
24. 3rd Ave NE Woonerf
25. Ballinger Way (NE 205th St to 19th Ave NE – Access Control Preliminary Design)
26. N 185th St and Linden Ave N - Intersection Improvements

### TIP Projects Funding Status

- Funded
- Partially Funded
- Unfunded
- Interurban Trail
- Park



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This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

Project	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total				
<b>ANNUAL PROGRAMS</b>								<p><i>Due to the ongoing nature of programs, these additional columns are not filled in. Many programs rely on funding to become available in order to continue significant work efforts.</i></p>			
1. Sidewalk Rehabilitation Program (Repair & Maintenance)	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 912,000				
2. Sidewalk Program (New Sidewalk Construction)	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 6,600,000				
3. Traffic Safety Improvements	\$ 175,400	\$ 184,100	\$ 193,300	\$ 199,100	\$ 208,500	\$ 216,600	\$ 1,177,000				
4. Road Surface Maintenance Program	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 3,180,000				
5. Traffic Signal Rehabilitation Program	\$ 140,700	\$ 147,800	\$ 152,200	\$ 156,700	\$ 163,400	\$ 171,600	\$ 932,400				
							<b>\$ 12,801,400</b>				
<b>FUNDED PROJECTS (FULLY OR PARTIALLY)</b>								<b>Outer Year Funding (2027+)</b>	<b>Prior Costs (through 2020)</b>	<b>TOTAL PROJECT COST</b>	<b>UNFUNDED</b>
6. 145th Street (SR 523) Corridor Improvements, Aurora Ave N to I-5	\$ 14,024,900	\$ 6,969,700	\$ 8,749,600	\$ 9,270,500	\$ 6,382,000	\$ -	\$ 45,396,700	\$14,188,300	\$4,758,700	\$64,343,700	\$37,447,800
7. SR 523 (N/NE 145th Street) & I-5 Interchange Improvements	\$ 5,139,000	\$ 10,500,000	\$ 8,000,000	\$ -	\$ -	\$ -	\$ 23,639,000	\$0	\$1,861,000	\$25,500,000	\$18,500,000
8. 148th Street Non-Motorized Bridge	\$ 3,800,000	\$ 5,850,000	\$ 5,850,000	\$ -	\$ -	\$ -	\$ 15,500,000	\$0	\$1,500,000	\$17,000,000	\$7,000,000
9. Trail Along the Rail	\$ 100,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ 1,500,000	\$ 1,500,000	\$ 3,700,000	\$5,100,000	\$100,000	\$8,900,000	\$8,600,000
10. Meridian Avenue N ( N 145th Street to N 205th Street)	\$ 192,800	\$ 976,900	\$ -	\$ -	\$ -	\$ -	\$ 1,169,700	\$16,727,000	\$205,500	\$18,102,200	\$16,727,000
11. N/NE 175th Street Corridor Improvements (Stone Ave to I-5)	\$ 1,230,500	\$ 1,221,800	\$ 2,240,000	\$ 2,240,000	\$ 4,840,000	\$ 11,940,000	\$ 23,712,300	\$0	\$1,797,900	\$25,510,200	\$16,780,000
12. N/NE 185th Street Corridor Improvements	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 300,000	\$ 550,000	\$79,450,000	\$550,000	\$80,550,000	\$80,000,000
13. Greenwood Ave N /Innis Arden/ N 160th St Intersection Improvements	\$ -	\$ -	\$ 125,000	\$ 350,000	\$ 1,725,000	\$ -	\$ 2,200,000	\$0	\$0	\$2,200,000	TBD
14. Light Rail Access Improvements: 1st Ave NE (149th to 155th)	\$ -	\$ 150,000	\$ 750,000	\$ 1,100,000	\$ -	\$ -	\$ 2,000,000	\$0	\$0	\$2,000,000	\$0
15. Light Rail Access Improvements: 5 <sup>th</sup> Ave NE (180 <sup>th</sup> to 182 <sup>th</sup> )	\$ 300,000	\$ 750,000	\$ 1,760,000	\$ -	\$ -	\$ -	\$ 2,810,000	\$0	\$150,000	\$2,960,000	\$0
16. N 160th Street (Aurora to Dayton)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000	\$0	\$300,000	\$1,100,000	\$0
17. Citywide Spot Safety Improvements	\$ 230,000	\$ 1,241,900	\$ -	\$ -	\$ -	\$ -	\$ 1,471,900	\$0	\$0	\$1,471,900	\$0
18. 195th Pedestrian and Bike Connector	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$0	\$100,000	\$500,000	\$0
19. Ridgcrest Safe Routes to School	\$ 38,000	\$ 413,700	\$ -	\$ -	\$ -	\$ -	\$ 451,700	\$0	\$18,000	\$469,700	\$0
							<b>\$ 123,801,300</b>			<b>\$250,607,700</b>	<b>\$185,054,800</b>
<b>UNFUNDED PROJECTS</b>											
20. 145th Street (Aurora Ave N to 3rd Ave NW)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$9,725,000	\$0	\$9,725,000	\$ 9,725,000
21. Fremont Avenue N (N 175th Street to N 185th Street)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$7,300,000	\$0	\$7,300,000	\$ 7,300,000
22. 15th Avenue NE (NE 175th Street to NE 205th Street)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$6,200,000	\$0	\$6,200,000	\$ 6,200,000
23. NE Perkins Way Improvements (10th Avenue NE to 15th Avenue NE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$4,405,000	\$0	\$4,405,000	\$4,405,000
24. 3rd Ave NE Woonerf	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,811,000	\$20,000	\$1,831,000	\$1,811,000
25. Ballinger Way - NE 205th St to 19th Ave NE Access Control Preliminary Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$0	\$0	\$350,000	\$350,000
26. N 185th Street and Linden Avenue N Intersection Improvements	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$0	\$0	\$1,500,000	\$1,500,000
							<b>\$ 1,850,000</b>			<b>\$31,311,000</b>	<b>\$31,291,000</b>
	<b>\$ 27,553,300</b>	<b>\$ 30,287,900</b>	<b>\$ 29,852,100</b>	<b>\$ 15,348,300</b>	<b>\$ 17,350,900</b>	<b>\$ 18,060,200</b>	<b>\$ 138,452,700</b>	<b>\$144,906,300</b>	<b>\$11,361,100</b>	<b>\$281,918,700</b>	<b>\$216,345,800</b>

**FUNDED PROGRAMS**  
**(FULLY OR PARTIALLY)**

DRAFT

## Project # and Name

### 1. Sidewalk Rehabilitation Program (Repair & Maintenance)

## Scope / Narrative

Title II under the Americans with Disabilities Act (ADA) requires a public entity to perform a self-evaluation of its programs, activities, and services, along with all policies, practices, and procedures that govern their administration. Shoreline is also required to create and implement an ADA Transition Plan to make reasonable modifications to remove barriers - both physical and programmatic.

In 2017-2018 the City completed an assessment and inventory of all sidewalk facilities and developed a draft Transition Plan focused on facilities in the right-of-way such as curb, ramps, and sidewalks. Prioritization and preliminary schedules were also included in the report. Under the Sidewalk Rehabilitation program, the City will be identifying those projects to be completed within the next 6 years and moving forward with those improvements, as funding allows. As the sum to complete all ADA upgrades and provide maintenance is a very high, this will be an ongoing program.

## Funding

FUNDING SOURCE	UNFUNDED						2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Roads Capital	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 912,000

## Funding Outlook

Sidewalk, curb, and gutter repairs and maintenance had historically been funded through an annual transfer from the General Fund and was underfunded. In 2018, City Council approved a \$20 increase in Vehicle License Fees (VLF) to supplement funding for repair and maintenance. VLF was collected starting in March 2019.

In November 2019, voters passed State Initiative 976 (I-976) which invalidates the City Council's 2018 VLF approval, severely de-funding this program. Funding has reverted back to the historic funding for the program until such time that other financial resources may be realized.

Based on the City's assessment and initial estimates, the cost to complete retrofits and remove all barriers in the right of way to meet ADA standards in the City is in excess of \$191 million (2018 dollars).

*Continued on next page*

## Project Status

Staff began developing the program implementation plan in late 2019 and will begin design for 2020 construction at mid-2020 with the initial funding collected prior to I-976. This program helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Non-motorized         | <input type="checkbox"/> Major Structures                 |
| <input checked="" type="checkbox"/> System Preservation   | <input type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                   |



## Project # and Name

### 2. Sidewalk Program (New Sidewalk Construction)

#### Scope / Narrative

The City Council approved the 2018 Sidewalk Prioritization Plan on June 4, 2018 which created the groundwork for a ballot measure in the November 2018 general election. The ballot measure, Proposition 1, was approved by voters to fund new sidewalk construction. The New Sidewalk Program will be funded through the issuance of bonds supported by Transportation Benefit District 0.2% Sales Tax collected over a 20-year period. The ballot measure identified 12 specific projects to be completed under this program. These projects are listed below in no particular order:

1. 15th Ave NE (from NE 150th ST to NE 160th ST)
2. Meridian Ave N (from N 194th ST to N 205th ST)\*
3. 8th Ave NW (from north side of Sunset Park to Richmond Beach RD NW)
4. Dayton Ave N (from N 178th ST to N Richmond Beach RD)
5. 19th Ave NE (from NE 196th ST to NE 205th ST)
6. 1st Ave NE (NE 192nd ST to NE 195th ST)
7. Westminster Way N (from N 145th ST to N 153rd ST)
8. Ballinger Way NE (19th Ave NE to 25th Ave NE)\*
9. Dayton Ave N (from N 155th ST to N 160th ST)\*\*
10. 5th Ave NE (from NE 175th ST to NE 185th ST)\*\*
11. Linden Ave N (from N 175th ST to N 185th ST)
12. 20th Ave NW (from Saltwater Park entrance to NW 195th ST)

\* *Puts sidewalk on second side (bus route)*

\*\* *Two sides of the street (bus route)*

Prioritization of these projects will be driven by the 2018 sidewalk prioritization plan and specific opportunities to combine with other capital projects and funding.

If there should be additional funds from this source after completion of the 12 projects listed, additional projects will be selected from the 2018 Sidewalk Prioritization Plan. The 2018 Sidewalk Prioritization Plan identifies and provides initial prioritization for additional new construction. The City will continue to look for outside funding opportunities. New sidewalk will also be constructed as the result of private development.

[Link to the 2018 Sidewalk Prioritization Plan](#)

#### Funding

	FUNDED (annual amounts are currently estimates)						
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Bond Issued	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 6,600,000

*Continued on next page*

## Funding Outlook

A series of Limited Tax General Obligation bonds will be issued that will be repaid by the revenue generated by the 0.2% TBD Sales Tax. The principal amount will be limited to \$42 million, which is the amount that staff estimates could be supported by the estimated \$59 million in revenue. The bond series authorized for issuance will have a decreasing laddered maturity with a maximum 20-year maturity to match the remaining term of the tax.

Staff will compare the revenue projections and the expenditures to determine and assess opportunities to build additional projects in accordance with the ballot measure during each biennial budget process and prior to issuing each debt series.

## Project Status

This program helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Non-motorized         | <input checked="" type="checkbox"/> Major Structures      |
| <input type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                   |

## Project # and Name

### 3. Traffic Safety Improvements

## Scope / Narrative

This program addresses priority transportation safety concerns on both arterial and local streets. The primary purpose of this program is to design and implement small spot improvement projects to improve safety and enhance the livability of neighborhoods. Projects include traffic calming devices (speed humps, radar speed display signs, etc.), capital infrastructure (curb ramps, sidewalks, etc.), and operational changes (bike lanes, turn lanes, school signing, etc.).

## Funding

FUNDING SOURCE	PARTIALLY FUNDED						2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Roads Capital	\$ 175,400	\$ 184,100	\$ 193,300	\$ 199,100	\$ 208,500	\$ 216,600	\$ 1,177,000

## Funding Outlook

This program is currently underfunded. Additional improvements that could be implemented with supplemental funding include street lighting and projects identified by the Annual Traffic Report.

## Project Status

Annual program, 2021-2026. This program helps to implement **2019-2021 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 5:** Promote and enhance the City's safe community and neighborhood programs and initiatives.

## Purpose / Goals Achieved

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Non-motorized         | <input type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                   |

## Project # and Name

### 4. Road Surface Maintenance Program

## Scope / Narrative

This is an annual program that is designed to maintain the City's roadway network in good condition over the long term, within the limits of the funding provided by the Roads Capital Fund, federal and state grants, and other funding approved by the City Council. Road condition is expressed as Pavement Condition Index (PCI), which is reassessed City-wide on a 5-year cycle. In 2015, the PCI of all Shoreline streets averaged 82 on a 100-point scale. For comparison, highway departments nationwide consider a system-wide average PCI of 75 as "very good". Each street's condition is tracked using a Pavement Management software system, with the goal of maintaining the street's structural condition and ride quality without the necessity of full reconstruction.

Historically, this program has employed a combination of asphalt concrete overlays and Bituminous Surface Treatment (sometimes called chip-seal) to maintain arterial and residential streets; both are designed to extend typical pavement life between 10 and 15 years. Each year, the City uses the Pavement Management system to select streets for preventive maintenance. As part of the program, the City renews pavement markings, channelization, signing and incorporates Complete Street elements.

## Funding

UNFUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Roads Capital	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 3,180,000
Unidentified	Further Council discussion is needed prior to future direction and funding for this program. (see Funding Outlook below)						\$ -
<b>PROJECT TOTAL</b>	<b>\$ 530,000</b>	<b>\$ 530,000</b>	<b>\$ 530,000</b>	<b>\$ 530,000</b>	<b>\$ 530,000</b>	<b>\$ 530,000</b>	<b>\$ 3,180,000</b>

## Funding Outlook

In 2009, the City Council approved a \$20 Vehicle License Fee (VLF) to fund this program and subsequently added additional annual funding from the Roads Capital Fund.

In November 2019, voters approved State Initiative 976 (I-976) which invalidates the City Council's 2009 approval of VLF and reduces funding of this program by approximately \$830,000 annually until an alternative funding source is identified.

*Continued on next page*

## Project Status

This annual program project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                 |
| <input checked="" type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                   |

DRAFT

## Project # and Name

### 5. Traffic Signal Rehabilitation Program

## Scope / Narrative

The maintenance of safe and efficient traffic signals is an important part of the City's responsibility to all users of the transportation network including drivers, transit providers, pedestrians, and bicyclists. New traffic signal technology provides superior functionality compared to older, obsolete equipment. Intersection improvements are one of the most cost effective ways to improve traffic flow while effective maintenance and operation of traffic signals can increase safety and extend the life of the signal, decreasing overall program costs. Examples of signalized intersection improvements include, but are not limited to:

- New controllers which can accommodate transit signal priority, dynamic emergency vehicle preemption, and coordination of traffic signals along a corridor for increased efficiency.
- Functional detection to ensure signals operate dynamically, based on actual user demand.
- Back up battery systems to keep signals operational during power outages.
- Communication to a central system for efficient signal timing changes, troubleshooting, and reporting.
- Accessible Pedestrian Signals and countdown signal heads for improved safety and ADA compliance.

The ability to keep traffic signals operating and vehicles moving is a key part of Shoreline's Emergency Management Plan.

Intelligent Transportation Systems (ITS) is the application of advanced information and communications technology to transportation. ITS helps roadway users make more informed decisions about travel routes thereby improving efficiency, safety, productivity, travel time and reliability. Elements of an ITS system can include variable message signs, license plate or bluetooth/wi-fi readers, real-time traffic flow maps, traffic monitoring cameras, and communication between traffic signals and a Traffic Management Center (TMC). Existing City ITS components include fiber optic lines, traffic monitoring cameras, and a central signal system for signals along Aurora. The City began operation of a TMC in 2013 to help manage these systems which may be expanded or modified as the City's ITS system grows. This project will fully integrate all City signals, with ITS improvements where appropriate, including traffic monitoring cameras. Future expansions of the system may include coordination with traffic signals in Seattle, cities to the north, and those operated by WSDOT.

## Funding

	PARTIALLY FUNDED						
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Roads Capital	\$ 140,700	\$ 147,800	\$ 152,200	\$ 156,700	\$ 163,400	\$ 171,600	\$ 932,400

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## Funding Outlook

This program is currently underfunded. The original goal and associated funding established for this program was to rebuild 2 signal systems annually. Using a standard design and contracting process, signal system rebuild costs can range from \$400,000 - \$1,200,000. With current program funds, this allows for approximately one signalized location to be rebuilt every 3-8 years, which puts the rehabilitation cycle significantly behind schedule.

The ITS portion of the project is currently unfunded. Out of 46 total signalized intersections, 30 do not have established communication to the Traffic Management Center. The cost to establish communication to all signals is not known at this time, however is estimated at well over \$1,000,000. Wireless communication technology is becoming more

## Project Status

Annual program 2021-2026. This project helps to implement **2019-2021 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                 |
| <input checked="" type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                   |

**FUNDED PROJECTS**  
**(FULLY OR PARTIALLY)**

DRAFT



## Project # and Name

### 6. 145th Street (SR 523) Corridor Improvements, Aurora Ave N to I-5

## Scope / Narrative

This project is part of the implementation of the 145th Street Multimodal Corridor Study. The project will make improvements to signalized intersections between I-5 and Aurora Ave N in order to improve transit service, general purpose traffic, and pedestrian crossings. The project will also improve pedestrian facilities along its full length of the north side of the street. Bike facilities will be provided through construction of an Off-Corridor bike network between the Interurban Trail to the west and 1st Ave. North to the east with connections to City of Seattle's planned Off-Corridor south of 145th.

The Design Phase for this project is fully funded through STP grants, Connect Washington Funds, and the City's Roads Capital Fund. Given the highly competitive and limited availability of funding to complete the Right-of-Way (**ROW**) and Construction (**CN**) phases of this corridor, the City is planning to purchase ROW and construct the corridor in phases as shown below. The City is currently working towards completing design, ROW, and CN for Phase 1 (I-5 to Corliss segment of the project) by 2024.

The City has received \$25M towards implementation of the 145th Street Multimodal Corridor Study projects. The City is considering using approximately \$22M of this program to fund ROW and Construction from I-5 to Corliss and is pursuing multiple potential funding sources to support ROW and CN for Phases 2 and 3 of the project.

#### **The project construction schedule will be phased in 3 parts:**

Phase 1: I-5 to Corliss (2020 to 2021 Design; 2020 to 2021 ROW; 2022 to 2024 CN)

Phase 2: Corliss to Wallingford (2020-2021 Design; 2022-2023 ROW; 2024-2025 CN)

Phase 3: Wallingford to Aurora (unknown schedule / TBD)

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<b>Funding</b>							
	<b>FUNDED</b>	<b>PARTIALLY FUNDED</b>			<b>UNFUNDED</b>		
<b>FUNDING SOURCE</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>	<b>2023 Estimate</b>	<b>2024 Estimate</b>	<b>2025 Estimate</b>	<b>2026 Estimate</b>	<b>2021-2026 Total</b>
PH1 - PH3 Design - <b>Roads Capital</b>	\$ 161,600	\$ 41,700	\$ 11,600	\$ 18,100			\$ 233,000
PH1 - PH3 Design - <b>STP</b>	\$ 1,035,700	\$ 267,200	\$ 74,200	\$ 115,800			\$ 1,492,900
PH1 Design - <b>Connecting WA</b>	\$ 500,000	\$ 76,600	\$ 87,000				\$ 663,600
PH1 ROW - <b>Connecting WA</b>	\$ 12,327,600						\$ 12,327,600
PH1 Construction - <b>Connecting WA</b>		\$ 2,754,600	\$ 4,665,500				\$ 7,420,100
PH1 Construction - <b>TBD</b>			\$ 843,600	\$ 2,754,600			\$ 3,598,200
Off-Corridor Bike Network - <b>TBD</b>		\$ 761,900					\$ 761,900
PH2 ROW - <b>TBD</b>		\$ 3,067,700	\$ 3,067,700				\$ 6,135,400
PH2 Construction - <b>TBD</b>				\$ 6,382,000	\$ 6,382,000		\$ 12,764,000
PH3 ROW - <b>TBD</b>							\$ -
PH3 Construction - <b>TBD</b>						\$ -	\$ -
<b>PROJECT TOTAL</b>	\$ 14,024,900	\$ 6,969,700	\$ 8,749,600	\$ 9,270,500	\$ 6,382,000	\$ -	<b>\$ 45,396,700</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$14,188,300
<i>Prior Cost through 2020:</i>							\$4,758,700
<b>Total Project Cost:</b>							<b>\$64,343,700</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$37,447,800

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## Funding Outlook

The project is funded through local Roads Capital funds, federal STP funds, Connecting Washington Funds and other unknown funding sources (TIB, STP, etc.). The project is separated into three phases to make each phase meaningful, logical, and fundable. All phases have design phase funding which is shared by a federal STP grant and local Roads Capital funds. Federal STP grants will be sought separately for future Right-of-Way and Construction Phases of the project. Additional project costs will occur after 2026. Total project cost to implement the 145th Multi-modal Corridor study from I-5 to the Interurban Trail is estimated at approximately \$64.4 million.

## Project Status

The project is in the design phase. This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3**: Continue preparation for regional mass transit in Shoreline.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                            |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

### 7. SR 523 (N/NE 145th Street) & I-5 Interchange Improvements

## Scope / Narrative

The City of Shoreline is currently designing the 145th and I-5 Interchange. The City's initial improvement concept, included in the City's Preferred Design Concept, proposed a new I-5 northbound on-ramp, revised 145th bridge deck channelization, and a new pedestrian bridge.

The City's revised concept includes two multi-lane roundabouts to replace the two, existing signalized interchange intersections and the existing I-5 northbound on ramp. Traffic modeling of the roundabouts demonstrated better performance for transit and general-purpose traffic than the concept initially proposed in the City's Preferred Design Concept, and at a lower cost. At this time, the City intends to complete 30 percent design. Advancement of the design to completion, acquisition of Right of Way and the project's construction phase will then be assumed and completed by WSDOT utilizing funding acquired by the City.

The Design Phase for this project is fully funded. The City is striving to complete the Right-of-Way and Construction phases of the project by 2024, prior to the opening of the light rail station near NE 145th Street and I-5 Interchange. A specific funding source to complete this project in the desired timeframe has not been identified and the City continues to be strategic in securing funding partners to enable construction of the project by 2024.

## Funding

FUNDING SOURCE	FUNDED		UNFUNDED				2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
STP/Roads Cap (Design)	\$ 2,639,000						\$ 2,639,000
Connecting WA (ROW)	\$ 2,500,000						\$ 2,500,000
Unkown (Construction)		\$ 10,500,000	\$ 8,000,000				\$ 18,500,000
<b>PROJECT TOTAL</b>	<b>\$ 5,139,000</b>	<b>\$ 10,500,000</b>	<b>\$ 8,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,639,000</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$1,861,000
<b>Total Project Cost:</b>							<b>\$25,500,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$18,500,000

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## Funding Outlook

The project has \$4.5 million secured to complete design with ~\$3.9 million in federal STP funds and \$600,000 in Roads Capital match. Project is scheduled for 30% design completion in 2020. Final design is scheduled to be completed in 2021. The project will utilize up to \$2.5 million in Connecting WA funds for right-of-way (ROW). Note that Connecting WA funds are currently on hold due to passage of I-976 in November 2019. ROW acquisition will begin concurrently with final design efforts once 60% design is reached in 2021. Construction is scheduled for 2022-2023. Total project cost is \$25.5 million.

## Project Status

The project is in the design phase. This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3**: Continue preparation for regional mass transit in Shoreline.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input checked="" type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

### 8. 148th Street Non-Motorized Bridge

## Scope / Narrative

This project will provide a new non-motorized bridge crossing over I-5 from the neighborhood in the vicinity of N 148th Street on the westside of I-5 into the Sound Transit Lynnwood Link Shoreline South/145th Station to be located on the eastside of I-5.

## Funding

FUNDING SOURCE	FUNDED	PARTIALLY FUNDED	UNFUNDED				2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Sound Transit (ST) and STP funds - <b>Final Design &amp; Permitting</b>	\$ 2,200,000	\$ -					\$ 2,200,000
King County Levy - <b>ROW</b>	\$ 1,600,000						\$ 1,600,000
\$4.7M ST/King County Levy funds. Balance TBD - <b>Construction</b>		\$ 5,850,000	\$ 5,850,000	\$ -			\$ 11,700,000
<b>PROJECT TOTAL</b>	<b>\$ 3,800,000</b>	<b>\$ 5,850,000</b>	<b>\$ 5,850,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,500,000</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$1,500,000
<b>Total Project Cost:</b>							<b>\$17,000,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$7,000,000

## Funding Outlook

The total cost for this project is estimated to be approximately \$17 million. The 30% design phase will be complete in 2020. The City has successfully obtained funds from the US DOT Surface Transportation Program (STP), the recently passed (August 2019) King County property tax levy, and Sound Transit's System Access funds for design, ROW and partial funding of the construction phase of the project. The City is planning to pursue additional US DOT STP funds, other state grants and the state legislature to address the estimated \$7 million required to complete the construction phase of the project.

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## Project Status

This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3**: Continue preparation for regional mass transit in Shoreline.

## Purpose / Goals Achieved

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Non-motorized         | <input checked="" type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation              | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

### 9. Trail Along the Rail

## Scope / Narrative

This project will provide an approximately 2.5 mile multi-use trail that roughly parallels the Lynnwood Link Light Rail guideway from Shoreline South/145th Station through the Shoreline North/ 185th Station and to the 195th Street Pedestrian Overcrossing. It is anticipated that portions of the Trail Along the Rail will be built by Sound Transit and it is assumed that steps can be taken working with Sound Transit to ensure that the ability to complete the Trail Along the Rail in the future is not precluded. In order to be more competitive for funding and to better utilize development partnership opportunities, the project is anticipated to be constructed in segments as follows:

Ridgecrest Park Segment: NE 161st St to NE 163rd St

Phase 1: Shoreline North/185th Station to the NE 195th St Pedestrian Overcrossing to the 195th St on-street trail connections

Phase 2: Shoreline South/145th Station to N 155th St

Phase 3: N 155th St to N 175th St

Phase 4: N 175th St to N 185th St

## Funding

FUNDING SOURCE	FUNDED		UNFUNDED				2021-2026 Total
	2021 Estimate	PARTIALLY FUNDED 2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Ridgecrest Park	\$ 100,000	\$ 100,000					\$ 200,000
Phase 1			\$ 250,000	\$ 250,000	\$ 1,000,000		\$ 1,500,000
Phase 2					\$ 500,000	\$ 1,500,000	\$ 2,000,000
Phase 3							\$ -
Phase 4							\$ -
<b>PROJECT TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 3,700,000</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$5,100,000
<i>Prior Cost through 2020:</i>							\$100,000
<b>Total Project Cost:</b>							<b>\$8,900,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$8,600,000

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## Funding Outlook

The total cost for this project is estimated to be approximately \$9 million. Currently, there is approximately \$300,000 in the CIP allocated to this project. 2021-2026 CIP budget does not include budget for Phase 3 and 4, rather it includes budget for these later phases on the Outer Year Funding line item. City staff hope to leverage primarily non-federal grant sources to implement design, environmental, and construction of the various phases. Sound Transit (as part of the light rail construction) and potential private developments will also be building portions of the trail.

## Project Status

Preliminary engineering design for the Ridgecrest Park Phase is planned to start in 2020. This project helps to support **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3**: Continue preparation for regional mass transit in Shoreline.

## Purpose / Goals Achieved

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Non-motorized         | <input type="checkbox"/> Major Structures                            |
| <input type="checkbox"/> System Preservation              | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

### 10. Meridian Avenue N (N 145th Street to N 205th Street)

## Scope / Narrative

This project incorporates a series of improvements along this corridor to improve safety and capacity. This project has been identified in the City's Transportation Master Plan as necessary to accommodate growth and allow the City to maintain its adopted Levels of Service. Project improvements may be funded in part by transportation impact fees (TIF).

Construction of corridor improvements will be done in segments with the first segment of improvements to be completed for the N 155th Street to N 175th Street segment by 2022. Specific improvements to this segment will include:

- Channelization of Meridian Ave N from N 155th Street to N 175th Street from one lane in each direction with parking on both sides to one lane in each direction, a center turn lane (or median area depending on location), plus bike lanes.
- Parking can be retained in lieu of median or turn lane if the design/public process determines locations where this is the best fit, as determined by design and outreach process.
- ADA compliant curb ramps, pedestrian refuge islands, and lighting improvement.
- Installation of pedestrian activated flashing beacons for existing crosswalk at N 163rd Street. Pedestrian activated flashing beacons will be installed at N 170th prior to project and will be preserved.

## Funding

FUNDING SOURCE	PARTIALLY FUNDED	UNFUNDED					2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Roads Capital	\$ 6,000	\$ -					\$ 6,000
Federal - HSIP	\$ 186,800	\$ 976,900	\$ -				\$ 1,163,700
Unknown							\$ -
<b>PROJECT TOTAL</b>	<b>\$ 192,800</b>	<b>\$ 976,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,169,700</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$16,727,000
<i>Prior Cost through 2020:</i>							\$205,500
<b>Total Project Cost:</b>							<b>\$18,102,200</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$16,727,000

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## Funding Outlook

The N 155th Street to N 175th Street segment of the corridor is funded through the local Roads Capital funds, and federal Highway Safety Improvement Program (HSIP) funds. Proposed corridor improvements have been identified in the City's Transportation Master Plan as necessary to accommodate growth and allow the City to maintain its adopted Levels of Service and may be funded in part by Transportation Impact Fees (TIF). This project is anticipated to receive any remaining TIF funds for local match after the 175th Corridor project local match requirements are met with TIF funds.

## Project Status

To date, a portion of the corridor has overlay completed as identified in the narrative above. This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                 |
| <input checked="" type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input checked="" type="checkbox"/> Growth Management     |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                   |

## Project # and Name

### 11. N/NE 175th Street Corridor Improvements (Stone Ave to I-5)

## Scope / Narrative

175th Street is considered a high priority as it is a primary access route to I-5, has relatively high levels of congestion, substandard sidewalks adjacent to an area with high pedestrian volumes next to elementary schools, a church with sizeable park-and-ride lot, bus stops, and a park. This project improves corridor safety and capacity, providing improvements which will tie in with those recently constructed by the Aurora project.

Improvements include reconstruction of the existing street to provide two traffic lanes in each direction with medians and turn pockets; curb, gutter, and sidewalk with planter strip where feasible; bicycle lanes integrated into the sidewalks; illumination; landscaping; and retaining walls where required. The profile of the roadway between Ashworth Avenue N and Stone Avenue N will be flattened to meet standard sight distance requirements. Intersections with high accident rates will be improved as part of this project.

## Funding

FUNDING SOURCE	FUNDED				UNFUNDED		2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Design and Enviro Review - Federal STP	\$ 1,030,000	\$ 1,030,000					\$ 2,060,000
Design and Enviro Review - Impact Fees	\$ 200,500	\$ 191,800	\$40,000	\$ 40,000			\$ 472,300
ROW - Impact Fees (TIF)			\$2,200,000	\$ 2,200,000	\$ -		\$ 4,400,000
Construction - Unfunded					\$ 4,840,000	\$ 11,940,000	\$ 16,780,000
<b>PROJECT TOTAL</b>	<b>\$ 1,230,500</b>	<b>\$ 1,221,800</b>	<b>\$ 2,240,000</b>	<b>\$ 2,240,000</b>	<b>\$ 4,840,000</b>	<b>\$ 11,940,000</b>	<b>\$ 23,712,300</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$1,797,900
<b>Total Project Cost:</b>							<b>\$25,510,200</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$16,780,000

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## Funding Outlook

The City pursued federal grant funding for design and environmental work through the Surface Transportation Program administered by PSRC in 2014. In February 2016 this project was selected from the PSRC contingency list and fully funded for the design and environmental review phases. This project is identified in the City's Transportation Master Plan as a growth project that is necessary to accommodate growth and allow the City to maintain adopted level of service standards. Consequently, it is anticipated that the City will use Transportation Impact Fees (TIFs) collected from private development for the grant matching funds for this project.

## Project Status

This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input checked="" type="checkbox"/> Major Structures                 |
| <input checked="" type="checkbox"/> System Preservation              | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input checked="" type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

### 12. N/NE 185th Street Corridor Improvements

## Scope / Narrative

The 185th Street Multimodal Corridor Strategy (MCS) is a future-focused vision plan that considers the needs of multiple transportation modes including motorists, pedestrians, bicyclists, and transit operators and riders. The 185th Street Corridor is anchored by the future light rail station on the east side of Interstate 5 (I-5) and composed of three roads: N/NE 185th Street, 10th Avenue NE, and NE 180th Street. For the 185th MCS, the term "185th Street Corridor" is used to succinctly describe the collection of these three streets. The 185th MCS Preferred Option identifies the multi-modal transportation facilities necessary to support projected growth in the 185th Street Station Subarea, a project delivery approach for phased implementation, and a funding strategy for improvements.

Currently, there is no designated CIP funding for improvements to the corridor. 185th Street Corridor improvements will be initially implemented through private development and followed by a series of City capital projects that will reconstruct roadway segments and intersections and fill in gaps in the ped/bike/amenity zones left behind by development.

#### **The 185th Street Corridor is divided into five segments:**

**Segment A - 185th Street from Fremont Avenue N to Midvale Avenue N** (doesn't include Aurora intersection): No roadway improvements. Improvements to ped/bike/amenity zones only.

**Segment B - 185th Street from Midvale Avenue N to 5th Avenue NE (west of I-5):** four-lane section (two travel lanes and two Business Access and Transit [BAT] lanes), amenity zones, off-street bike lanes, and sidewalks.

**Segment C - 5th Avenue NE (west of I-5) to 10th Avenue NE:** Sound Transit Lynnwood Link Light Rail Project will be restriping the segment east of 2nd Ave NE to 8th Ave NE into a three-lane section with buffered bike lanes, and construct intersection improvements at 185th St/5th Ave NE (east of I-5) and 185th St/8th Ave NE in time for the Shoreline North/185th Station opening in 2024. The 185th MCS effort has assumed these improvements will remain in place in the near term. Gaps in this segment will be completed over time through the City's capital improvements and/or development frontage improvements.

**Segment D - 10th Ave NE from NE 185th Street to NE 180th Street:** Two-lane section (two travel lanes) with buffered bike lanes, on-street parking (westside only), amenity zones, sidewalks, and additional flex zone on the westside of the street.

**Segment E - NE 180th Street from 10th Avenue NE to 15th Avenue NE:** Two-lane section (two travel lanes) with enhanced bike lanes, amenity zones, and sidewalks.

#### **The 185th MCS is anticipated to be implemented (designed and constructed) over the following phases:**

**Near Term (0-5 years)** - City to consider adding 185th Street & Meridian Avenue intersection improvements to the CIP since it is already a growth project that has associated Traffic Impact Fee funding. If this project becomes a CIP, engineering design phase would be initiated but construction wouldn't occur until the Mid Term.

**Mid Term (5 -10 years)** - Construct 185th Street & Meridian Avenue intersection improvements. Design Segment B, C (gaps), D, & E.

**Long Term (10+ years)** - Construct Segment B, C, D, and E. Design and construction ped/bike/amenity zone gaps Segment A.

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Funding							
	PARTIALLY FUNDED						
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
185th St and Meridian Ave Intersection Improvements - 30% Design					\$250,000	\$300,000	\$ 550,000
<b>PROJECT TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 300,000	<b>\$ 550,000</b>
				<i>Outer Year Funding (Beyond 2026):</i>		\$79,450,000	
				<i>Prior Cost through 2020:</i>		\$550,000	
				<b>Total Project Cost:</b>		<b>\$80,550,000</b>	
				<i>Unfunded Portion / Future Funding Need:</i>		\$80,000,000	

### Funding Outlook

Currently, there is no CIP funding for the implementation of the 185th MCS. The redesign of the 185th Street and Meridian Avenue intersection is identified in the City's 2011 Transportation Master Plan as necessary to accommodate growth and allow the City to maintain its adopted Levels of Service may be funded, in part, by Transportation Impact Fees. Cost estimate for the 185th Street and Meridian Avenue intersection improvement is 5.5 million. Cost estimate for the entire 185th Street Corridor improvements is approximately 80 million. Cost estimate for 185th Street improvements (Segment A, B, & C) is approximately 63 million. Cost estimate for 10 Avenue improvements (Segment D) is approximately 12 million. Cost estimate for 180th Street improvements (Segment E) is approximately 5 million.

### Project Status

On October 28, 2019, Council adopted the 185th MCS. This project helps to support **2019-2021 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3:** Continue preparation for regional mass transit in Shoreline.

- ### Purpose / Goals Achieved
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation                         | <input type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input checked="" type="checkbox"/> Growth Management     |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                   |

## Project # and Name

### 13. Greenwood Ave N /Innis Arden/ N 160th St Intersection Improvements

## Scope / Narrative

Acquire right-of-way and design and construct a roundabout intersection at Greenwood Ave. N, N 160th St. and N Innis Arden Way, adjacent to Shoreline Community College campus. To meet the City's concurrency standard the intersection improvements must be complete by September 2025.

## Funding

PARTIALLY FUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
TBD			\$ 125,000	\$ 350,000	\$ 1,725,000		\$ 2,200,000
						<i>Outer Year Funding (Beyond 2026):</i>	\$0
						<i>Prior Cost through 2020:</i>	\$0
						<b>Total Project Cost:</b>	<b>\$2,200,000</b>
						<i>Unfunded Portion / Future Funding Need:</i>	TBD

## Funding Outlook

Funds are anticipated from Shoreline Community College as mitigation for additional traffic volume generated by the expansion of their college campus. The exact amount is unknown at this time.

## Project Status

The concept design report was completed in October 2019. The City and Shoreline Community College are coordinating financial and project delivery responsibilities. This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                            |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input checked="" type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |



## Project # and Name

### 14. Light Rail Access Improvements: 1st Ave NE (145th to 155th)

## Scope / Narrative

This project enhances pedestrian access to the Shoreline South/145th Station (Sound Transit light rail) by constructing sections of sidewalk on 1st Ave NE between NE 145th and NE 155th Streets. The project assumes design & construction of cement concrete sidewalk, amenity zone, and placement of curb and gutter to be forward-compatible with future bicycle facilities. Where possible the project will retain any existing sidewalks.

## Funding

FUNDING SOURCE	FUNDED						2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Funded by Sound Transit <i>(scope adjusted to match available funding)</i>		\$ 150,000	\$ 750,000	\$ 1,100,000			\$ 2,000,000
<b>PROJECT TOTAL</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 750,000</b>	<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$0
<b>Total Project Cost:</b>							<b>\$2,000,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$0

## Funding Outlook

Sound Transit is providing \$2 million for access improvements serving the Shoreline South/145th Station. In the 2020-2025 TIP, this project was listed as two projects on 1st Ave NE, 145th to 149th Streets with an estimated project cost of \$1,273,725 and 149th to 155th Streets which was initially estimated at \$1,503,900 (but would have scope reduced to match the available remaining \$726,275 of Sound Transit funds). Redevelopment is occurring along portions of this project footprint and those developments will include some of the improvements otherwise to be constructed through this project, thus stretching funding dollars. The objective is to utilize the \$2 million to construct as much of the two prior scopes as possible.

## Project Status

This project helps to implement **2019-2021 City Council Goal 1:** Strengthen Shoreline's economic climate and opportunities, **Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3:** Continue preparation for regional mass transit in Shoreline.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                            |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

**15. Light Rail Access Improvements: 5th Ave NE (175th to 182nd)**

## Scope / Narrative

This project enhances pedestrian and bicycle access to Shoreline North/185th Station (Sound Transit light rail). The project assumes design & construction of sections of sidewalks, amenity zone, and placement of curb and gutter to be forward-compatible with future bicycle facilities, along both sides of 5th Ave NE from NE 175th to 180th St.

## Funding

FUNDING SOURCE	FUNDED						2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Sound Transit / Sales Tax	\$ 300,000	\$ 750,000	\$ 1,760,000				\$ 2,810,000
<b>PROJECT TOTAL</b>	<b>\$ 300,000</b>	<b>\$ 750,000</b>	<b>\$ 1,760,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,810,000</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$150,000
<b>Total Project Cost:</b>							<b>\$2,960,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$0

## Funding Outlook

Sound Transit is providing \$2 million for access improvements serving the Shoreline North/185th Station. This is also a priority sidewalk project funded by the increased sales and use tax approved by voters in 2018. In the 2020-2025 TIP, this project was listed as two projects on 5th Ave NE, 180th to 182nd Streets with and 175th to 180th Streets. The two projects have been combined to one utilizing Sound Transit revenue and sales and use tax revenue for sidewalks. The City intends to coordinate and negotiate the construction of this project with the Sound Transit work on this corridor.

## Project Status

This project helps to implement **2019-2021 City Council Goal 1:** Strengthen Shoreline's economic climate and opportunities, **Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3:** Continue preparation for regional mass transit in Shoreline.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                            |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

**16. N 160th Street (Aurora to Dayton)**

## Scope / Narrative

This project will restripe N 160th Street from Dayton Ave N to approximately Linden to 3-lanes and bike lanes as represented within the Transportation Master Plan, and subsequent Community Renewal Area planning efforts. Additional phases include new sidewalks, a gateway entrance on N 160th St for Aurora Square, and a midblock pedestrian crossing, most effectively implemented with adjacent property redevelopment.

## Funding

FUNDING SOURCE	FUNDED						2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
Greenwood/ N 160th St/ Innis Arden intersection						\$ 800,000	\$ 800,000
<b>PROJECT TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	<b>\$ 800,000</b>
						<i>Outer Year Funding (Beyond 2026):</i>	\$0
						<i>Prior Cost through 2020:</i>	\$300,000
						<b>Total Project Cost:</b>	<b>\$1,100,000</b>
						<i>Unfunded Portion / Future Funding Need:</i>	\$0

## Funding Outlook

Early phases of this project assume the restriping from Dayton Ave N to approximately Linden Ave N, sidewalk improvements along the south side of N 160th from Dayton Ave N to approximately Linden Ave N, and construction of a midblock pedestrian crossing between Linden Ave N and Fremont Pl N. Funding and construction by private development associated with Shoreline Place Community Renewal Area is anticipated however the timing is currently unclear for the majority of 160th improvements. Any additional sidewalk improvements along the north side of N 160th, are unfunded at this time. The cost estimate does not include the funding to underground utilities.

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## Project Status

This project helps to implement **2019-2021 City Council Goal 1**: Strengthen Shoreline's economic climate and opportunities, and **Goal 2**: Improve Shoreline's infrastructure to continue the delivery of highly-valued public service.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                            |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                           | <input checked="" type="checkbox"/> Corridor Study                   |

DRAFT

## Project # and Name

### 17. Citywide Spot Safety Improvements

## Scope / Narrative

This project adds a midblock crossing on NW Richmond Beach Rd between 8th Ave NW and 3rd Ave NW. In addition, pedestrian-activated rectangular rapid flashing beacon systems, and radar speed feedback signs will be installed at spot locations citywide. The design will consider how midblock crossing improvements could serve both pedestrians and cyclists.

1. On NW Richmond Beach Rd between 8th Ave NW and 3rd Ave NW, install a midblock crossing, including median refuge island, pedestrian activated flashing beacons, improved lighting, and ADA improvements.
2. Install a pedestrian-activated rectangular rapid flashing beacon system at Meridian Ave N/N 192nd St, Meridian Ave N/N 180th St, Meridian Ave N/N 150th St, NW Richmond Beach Rd/12th Ave NW, 200th St/Ashworth Ave N, N 185th St/Ashworth Ave N, 1st Ave NE/N 195th St, 5th Ave NE/N 195th St, and 15th Ave NE/NE 148th St.
3. Install radar speed feedback signs on 155th St west of Densmore Ave. N, NE Perkins Way west of 11th Ave NE, 15th Ave NE north of NE 192nd St.
4. Pedestrian-activated rectangular rapid flashing beacon systems will be installed at additional locations if funding allows.

## Funding

FUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Roads Capital	\$17,800						\$ 17,800
Federal - HSIP	\$212,200	\$1,241,900					\$ 1,454,100
<b>PROJECT TOTAL</b>	<b>\$ 230,000</b>	<b>\$ 1,241,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,471,900</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$0
<b>Total Project Cost:</b>							<b>\$1,471,900</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$0

## Funding Outlook

The project is funded through local Roads Capital funds, and federal Highway Safety Improvement Program (HSIP) funds which must be obligated by April 2021 to waive a 10% match.

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## Project Status

This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Non-motorized         | <input type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                   |

DRAFT

## Project # and Name

**18. 195th Pedestrian and Bike Connector**

## Scope / Narrative

This project will construct a shared-use path along NE 195th Street from 5th Avenue NE to the WSDOT Limited Access line east of 7th Avenue NE.

## Funding

FUNDING SOURCE	FUNDED						2021-2026 Total
	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	
TIB - Complete Streets	\$ 400,000						\$ 400,000
						<i>Outer Year Funding (Beyond 2026):</i>	\$0
						<i>Prior Cost through 2020:</i>	\$100,000
						<b>Total Project Cost:</b>	<b>\$500,000</b>
						<i>Unfunded Portion / Future Funding Need:</i>	\$0

## Funding Outlook

This project is funded through a TIB Complete Streets grant and requires completion by March 2022.

## Project Status

This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Non-motorized         | <input type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                   |

## Project # and Name

### 19. Ridgcrest Safe Routes to School

## Scope / Narrative

This project will install School Speed Zone Flashers on NE 165th Street at the beginning of the school zone in both directions. This project will also install modify the existing pedestrian crossing on 165th Avenue and 12th with the use of curb extensions that visually and physically narrow a roadway, creating a safer and shorter crossing for pedestrians. The design will consider how improvements could serve both pedestrians and cyclists.

#### Detailed Project Description:

1. School Speed Zone Flashers and Radar Speed Feedback Displays.
  - a. NE 165th Street and 9th Ave NE – Facing West
  - b. NE 165th Street and 15th Ave NE – Facing East
2. Pedestrian Crossing Curb Extension, Crosswalk Signage, and Markings.
  - a. NE 165th Street and 12th Ave NE
3. Modification to align the existing school entrance driveway and offset on 12th Ave NE.
4. Sidewalk adjustments on both sides of NE 165th Street and 12th Ave NE providing safe landings.
5. Educational outreach to surrounding neighborhood and school postcards will be sent to residents within a quarter mile of the project, and to the school for distribution, informing drivers of the new School Speed Zone Flashers, and generally sending a reminder to be courteous and cautious within school zones.

## Funding

FULLY FUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Roads Capital	\$3,000	\$6,000					\$ 9,000
State - SRTS	\$35,000	\$407,700					\$ 442,700
<b>PROJECT TOTAL</b>	<b>\$ 38,000</b>	<b>\$ 413,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 451,700</b>
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$18,000
<b>Total Project Cost:</b>							<b>\$469,700</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$0

## Funding Outlook

The project is funded through local Roads Capital funds, and Washington State Safe Routes to School (SRTS) funds.

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## Project Status

Estimated design completion in 2020-2021 with construction 2021-2022.

This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Non-motorized         | <input type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                   |

DRAFT

**UNFUNDED PROJECTS**

DRAFT

## Project # and Name

**20. 145th Street (Aurora Ave N to 3rd Ave NW)**

## Scope / Narrative

The 145th Street Corridor Study identified future improvements to 145th Street between Aurora Avenue and 3rd Avenue. These improvements modify the roadway to a 3-lane section with on-street bike lanes where space allows.

## Funding

UNFUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Unknown							\$ -
<i>Outer Year Funding (Beyond 2026):</i>							\$9,725,000
<i>Prior Cost through 2020:</i>							\$0
<b>Total Project Cost:</b>							<b>\$9,725,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$9,725,000

## Funding Outlook

The preliminary cost estimate was developed as a planning level opinion of probable cost during the Corridor Study in 2016 and will be refined in future TIPs. No funding has been identified for this project at this time. Design and construction of this segment of roadway would likely occur many years after completion of Project No. 6 (145th Street-SR 523, Aurora Ave N to I-5 Corridor Improvements) and Project No. 7 (SR 523-N/NE 145th Street & I-5 Interchange Improvements).

## Project Status

This project is scheduled to be completed after the 145th interchange and segment from I-5 to Aurora Avenue. This project would support **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input checked="" type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

**21. Fremont Avenue N (N 175th Street to N 185th Street)**

## Scope / Narrative

Fremont Ave N serves as a primary route to Shorewood High School and Shoreline's Town Center. This project incorporates a series of improvements along this corridor to improve safety and capacity including:

- Rechannelization of the roadway to a three lane cross-section (one travel lane in each direction with a center turn lane) with bicycle lanes.
- Construction of sidewalks on both sides of the street. All sidewalks would be five to eight feet wide, include curb and gutter and five foot amenity zones separating the pedestrians from the roadway.
- Perform overlay/preservation work.

These projects can be constructed individually, allowing the complete set of improvement to be phased over time.

## Funding

UNFUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Unknown							\$ -
<i>Outer Year Funding (Beyond 2026):</i>							\$7,300,000
<i>Prior Cost through 2020:</i>							\$0
<b>Total Project Cost:</b>							<b>\$7,300,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$7,300,000

## Funding Outlook

The funding identified for this project is a rough estimate only. Design, ROW and Construction costs and a timeline for completion will be updated in future TIPs.

## Project Status

This project helps to implement **2019-2021 City Council Goal 1:** Strengthen Shoreline's economic climate and opportunities, and **Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Non-motorized         | <input type="checkbox"/> Major Structures                            |
| <input type="checkbox"/> System Preservation              | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

**22. 15th Avenue NE (NE 175th Street to NE 205th Street)**

## Scope / Narrative

This project would construct sidewalks and accessible bus stops on the west side of the road from NE 180th St to NE 205th St. There are significant topographic challenges related to constructing a sidewalk on the west side of this arterial. A corridor study will be performed to identify a preferred transportation solution for this roadway segment. Alternatives to accommodate bicycles will be analyzed, including rechannelization of the roadway from four lanes to three. The cross-section of the road from NE 175th St to NE 180th St would be reduced from four lanes to three and bicycle lanes would be installed. Right-of-way may need to be purchased to complete this project. This project is currently unfunded and a specific year for funding is not known.

## Funding

UNFUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Unknown							\$ -
<i>Outer Year Funding (Beyond 2026):</i>							\$6,200,000
<i>Prior Cost through 2020:</i>							\$0
<b>Total Project Cost:</b>							<b>\$6,200,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$6,200,000

## Funding Outlook

No funding has been identified for this project. Initial step would be a study to identify the appropriate improvements for the roadway and develop cost estimates. Design, ROW and construction costs and a timeline for completion will be included in future TIP updates.

## Project Status

This project helps to implement **2019-2020 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation                         | <input type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                           | <input checked="" type="checkbox"/> Corridor Study        |

## Project # and Name

### 23. NE Perkins Way Improvements (10th Ave NE to 15th Ave NE)

## Scope / Narrative

The project would construct bicycle and pedestrian improvements on NE Perkins Way from 10th Ave NE to 15th Ave NE. This roadway segment currently includes two travel lanes and a pedestrian walkway on the north side separated from the travel lanes by jersey barriers. No bicycle facilities are present. This segment is part of the Northern Connector route from the Interurban Trail in Shoreline to the Burke-Gilman Trail in Lake Forest Park. Upon completion of the separated trail at NE 195th Street from 1st Ave NE to 5th Ave NE and installation of signage along the remainder of the route, this segment will remain the final gap within the connector route.

## Funding

UNFUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Unknown							\$ -
<i>Outer Year Funding (Beyond 2026):</i>							\$4,405,000
<i>Prior Cost through 2020:</i>							\$0
<b>Total Project Cost:</b>							<b>\$4,405,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$4,405,000

## Funding Outlook

No funding has been identified for this project. Initial step would be a study to identify the appropriate improvements for the roadway and develop cost estimates. Design, ROW and construction costs and a timeline for completion will be included in future TIP updates.

## Project Status

This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Non-motorized         | <input type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                | <input checked="" type="checkbox"/> Corridor Study        |

## Project # and Name

**24. 3rd Ave NE Woonerf**

## Scope / Narrative

A “woonerf” is an urban design tool which originated in the Netherlands. It is intended to transform streets from auto prioritized spaces to shared spaces for all modes of transport, including pedestrians and cyclists. Woonerfs are designed to reduce vehicular travel speeds, as opposed to using the traditional method of signs and speed-bumps.

A woonerf blends the line between pedestrian and vehicle paths. By removing curbs and any indication of a car travel line, while at the same time adding landscaping and street furniture, so that the public realm for pedestrians is expanded into the street. Parking areas are dispersed to prevent a wall of cars blocking access to the street. Curves are used to reduce speeds as drivers intuitively slow down to maneuver turns. Also, if a driver is able to see what is around the corner, they will slow down to anticipate yielding to an unexpected situation e.g. people walking or bicycling. Raised sidewalks are eliminated in a woonerf, since the idea is that pedestrians, cyclists, and vehicles share the same space.

The concept for the 3rd Avenue NE Woonerf is the creation of a slow-paced, curbless street (where pedestrian and bicycle movements are prioritized and vehicles are invited guests) by extending 3rd Avenue NE between NE 149th Street and NE 151st Street. The 3rd Avenue NE Woonerf creates a pedestrian and bike connection to the adjacent Shoreline South/145th Station and incorporates the eastern terminus of the proposed 148th street non-motorized bridge and north/south alignment of the proposed Trail Along the Rail.

## Funding

UNFUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
No identified source							\$ -
<i>Outer Year Funding (Beyond 2026):</i>							\$1,811,000
<i>Prior Cost through 2020:</i>							\$20,000
<b>Total Project Cost:</b>							<b>\$1,831,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$1,811,000

*Continued on next page*

## Funding Outlook

2021-2026 CIP does not include budget for design development and timing of construction is unknown at this time; project costs are shown as a placeholder. The City will not be pursuing grant funding at this time and instead look to redevelopment to help these improvements occur. City staff has incorporated the 3rd Ave NE Woonerf's street and frontage improvements into the Engineering Development Manual's Appendix F: Street Matrix and is actively working on how the 148th Street Non-Motorized Bridge's eastern terminus and the Trail Along the Rail will interface with the long-term vision for the 3rd Ave NE Woonerf. City staff will continue to coordinate with Sound Transit on not precluding the future 3rd Ave NE Woonerf. In addition, City staff will continue to use the 3rd Ave NE Woonerf conceptual renderings as communication tools when working with the public and potential developers.

## Project Status

A preliminary concept of the 3rd Ave NE Woonerf was presented to City Council on January 8, 2018. City staff will continue coordination with Sound Transit to not preclude its future design and work with potential developers of adjacent properties to the 3rd Ave NE Woonerf to coordinate street frontage and access improvements. This project helps to support **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3**: Continue preparation for regional mass transit in Shoreline.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input checked="" type="checkbox"/> Major Structures                 |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |



## Project # and Name

**25. Ballinger Way - NE 205th St to 19th Ave NE Access Control Preliminary Design**

## Scope / Narrative

Access control and pedestrian improvements along this corridor are needed to address vehicle and pedestrian collisions as identified in the City's Annual Traffic Report. Preliminary design to determine the scope of access control and intersection improvements is needed as a first step. Scoping will also identify pedestrian and bicycle safety improvement opportunities, specifically related to midblock crossings. Right-of-way may need to be acquired in order to provide U-turns at signals and/or at access points.

## Funding

UNFUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Unknown						\$ 350,000	\$ 350,000
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$0
<b>Total Project Cost:</b>							<b>\$350,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$350,000

## Funding Outlook

This project is competitive for funding from the Citywide Safety Grant administered through WSDOT.

## Project Status

This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                            |
| <input type="checkbox"/> System Preservation                         | <input checked="" type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                           |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                              |

## Project # and Name

**26. N 185th Street and Linden Avenue N Intersection Improvements**

## Scope / Narrative

This project would rebuild the intersection of Linden Ave N and N 185th Street, revising signal phasing to address at-angle collisions as identified by the City's Annual Traffic Report. This project would also decrease intersection radii to lower vehicle turning speeds and reduce pedestrian crossing distances for increased pedestrian safety. Sidewalks, curb ramps and pedestrian signal systems for ADA compliance would also be addressed. The current signal infrastructure does not have capacity to provide these phase changes and pedestrian improvements unless the intersection is rebuilt. The project would also consider how to accommodate bicyclists to and through this intersection.

## Funding

UNFUNDED							
FUNDING SOURCE	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	2026 Estimate	2021-2026 Total
Unknown					\$ 500,000	\$ 1,000,000	\$ 1,500,000
<i>Outer Year Funding (Beyond 2026):</i>							\$0
<i>Prior Cost through 2020:</i>							\$0
<b>Total Project Cost:</b>							<b>\$1,500,000</b>
<i>Unfunded Portion / Future Funding Need:</i>							\$1,500,000

## Funding Outlook

This project may be competitive for funding from the Citywide Safety Grant administered through WSDOT. Given the aging infrastructure at this location, Traffic Signal Rehabilitation Program funds could be used to partially fund this project.

## Project Status

This project helps to implement **2019-2021 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

## Purpose / Goals Achieved

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Non-motorized                    | <input type="checkbox"/> Major Structures                 |
| <input checked="" type="checkbox"/> System Preservation              | <input type="checkbox"/> Interjurisdictional Coordination |
| <input checked="" type="checkbox"/> Improves Efficiency & Operations | <input type="checkbox"/> Growth Management                |
| <input checked="" type="checkbox"/> Safety                           | <input type="checkbox"/> Corridor Study                   |