



AGENDA

STAFF PRESENTATIONS PUBLIC COMMENT

SHORELINE CITY COUNCIL VIRTUAL/ELECTRONIC REGULAR MEETING

Monday, June 22, 2020
7:00 p.m.

Held Remotely on Zoom
<https://zoom.us/j/95015006341>

In an effort to curtail the spread of the COVID-19 virus, the City Council meeting will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may watch a live feed of the meeting online; join the meeting via Zoom Webinar; or listen to the meeting over the telephone.

The City Council is providing opportunities for public comment by submitting written comment or calling into the meeting to provide oral public comment. To provide oral public comment you must sign-up by 6:30 p.m. the night of the meeting. Please see the information listed below to access all of these options:



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Pre-registration is required by 6:30 p.m. the night of the meeting.



[Click Here to Submit Written Public Comment](#)

Written comments will be presented to Council and posted to the website if received by 4:00 p.m. the night of the meeting; otherwise they will be sent and posted the next day.

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. ROLL CALL		
(a) Parks, Recreation and Cultural Services Month Proclamation	<u>2a-1</u>	
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up by 6:30 p.m. the night of the meeting via the Remote Public Comment Sign-in form. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed.</i>		
6. APPROVAL OF THE AGENDA		7:20

7.	CONSENT CALENDAR		7:20
(a)	Approving Minutes of Regular Meeting of April 27, 2020	<u>7a1-1</u>	
	Approving Minutes of Regular Meeting of May 11, 2020	<u>7a2-1</u>	
(b)	Approving Expenses and Payroll as of June 5, 2020 in the Amount of \$2,354,543.72	<u>7b-1</u>	
(c)	Appointing Youth Members to the Parks, Recreation, and Cultural Services/Tree Board	<u>7c-1</u>	
(d)	Authorizing the City Manager to Execute a Professional Services Agreement with Osborn Consulting in the Amount of \$610,161 for the 2021 and 2022 Stormwater Pipe Repair and Small Drainage Projects	<u>7d-1</u>	
(e)	Authorizing the City Manager to Execute a Six-Month Lease Agreement with the State of Washington Department of Social and Health Services to Continue Operating the Two-Acre Off-Leash Dog Area at the Fircrest Campus Located at 1750 NE 150 th Street	<u>7e-1</u>	
8.	STUDY ITEMS		
(a)	Discussing the King County Metro North Link Connections Mobility Project	<u>8a-1</u>	7:20
(b)	Discussing the 2019-2024 Capital Improvement Plan	<u>8b-1</u>	7:50
(c)	Discussing Resolution No. 462 - Updating the Employee Handbook Furlough and Layoff Policy	<u>8c-1</u>	8:20
9.	ADJOURNMENT		8:50

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

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Proclamation of Parks, Recreation and Cultural Services Month		
DEPARTMENT:	Parks, Recreation and Cultural Services		
PRESENTED BY:	Eric Friedli, PRCS Director		
ACTION:	<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

ISSUE STATEMENT:

July is National Parks and Recreation Month. Parks and Recreation Month provides an opportunity to celebrate the value of Shoreline’s parks, recreation programs, and cultural services, and to honor the community partners and programs that enrich the lives of Shoreline residents in many ways.

Parks and Recreation Month invites us to recognize the role parks and open spaces, recreation programs, and cultural services play in establishing and maintaining quality of life and in contributing to the physical, economic, and environmental well-being of communities. This unprecedented time of global pandemic emphasizes the value of parks and recreation as an essential, vital component of a healthy community.

During the Governor’s COVID-19 Stay Home Stay Healthy Order and Safe Start Plan, Shoreline’s parks, recreation and cultural services are stepping up to meet the community’s evolving needs. Safe, clean parks and open spaces have remained open to the public as an important source of respite, exercise, and comfort during challenging times. As well, an entirely new summer camp program that meets all public health safety guidelines has been designed to address the community’s need for summer childcare and recreation. At risk and vulnerable teens are engaged and encouraged through Youth and Teen Development staff’s skillful use of social media. Specialized Recreation participants receive phone calls to ensure they are not forgotten, and special events and cultural programs are being reimaged to bring neighbors and families together in creative, new, and safe ways.

This year, the National Parks & Recreation Association is calling upon local agencies to dedicate Parks and Recreation Month to the park and recreation professionals who are the City’s frontline staff, confronting our most pressing health, environmental and social challenges in a variety of ways through various service roles. In Shoreline, we also celebrate the good work of our community partners, including the Shoreline/Lake Forest Park Arts Council, King County Library System, Kruckeberg Botanic Garden Foundation, Shoreline Historical Museum, the Shoreline-Lake Forest Park Senior Center, the Shoreline School District, the Dale Turner YMCA, and many others. All of

these organizations, plus several Shoreline businesses, are working collaboratively with City staff to provide opportunities for recreation and cultural activities so Shoreline residents of all ages can continue to gain knowledge, develop skills, and stay healthy.

RECOMMENDATION

The Mayor should read the proclamation declaring July as Parks, Recreation and Cultural Services Month in the City of Shoreline.

ATTACHMENTS:

Attachment A: 2020 Parks, Recreation and Cultural Services Month Proclamation

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



PROCLAMATION

WHEREAS parks, recreation and cultural programs are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all people, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and open spaces are fundamental to the emotional and environmental health and wellbeing of our community; providing respite and opportunities to recreate, improving water quality, protecting groundwater, prevent flooding, improving the quality of the air we breathe, providing vegetative buffers to development, and producing habitat for wildlife; and

WHEREAS recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and improve the mental and emotional health of all people; and

WHEREAS cultural services strengthen the community's identity, enhance the natural and built environment, and support Shoreline's commitment to diversity, inclusion, and the arts; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and likewise, the City of Shoreline recognizes the benefits derived from parks, recreation and cultural services;

NOW, THEREFORE, I, Will Hall, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, do hereby proclaim the month of July 2020 as

PARKS, RECREATION AND CULTURAL SERVICES MONTH

in the City of Shoreline.

Will Hall, Mayor

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, April 27, 2020
7:00 p.m.

Held Remotely via Zoom

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

ABSENT: None.

1. CALL TO ORDER

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

2. ROLL CALL

Upon roll call by the City Clerk, all Councilmembers were present.

Mayor Hall reflected on the loss of lives to COVID-19 in the past weeks, offered condolences to those affected, and urged everyone to stay home and stay safe.

(a) National Bike Month Proclamation

Mayor Hall announced that he has proclaimed May as National Bike Month in Shoreline. He thanked all the Councilmembers who have supported the development of the City's bicycle network.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports, resources, and updates on the City's response to the COVID-19 outbreak. She outlined the guidelines of the Phase 1 construction restarts and ways to report noncompliance. Ms. Tarry shared information regarding city-sponsored online surveys open for public input.

4. COUNCIL REPORTS

Councilmember Chang said she attended the King County Metro virtual Town Hall. She said it was reported that there has been a definite drop in ridership during the pandemic and described Metro's efforts to keep drivers and riders safe. She reported on their funding deficits and need to make budget cuts because of the loss of ridership.

5. PUBLIC COMMENT

Kathleen Russell, Shoreline resident and representative of Save Shoreline Trees, said the Sustainability Report lacks information about the valuable contributions of existing trees. She asked that the City share with the public what public-property trees are scheduled for removal.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

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

- (a) Approving Minutes of Regular Meeting of March 2, 2020**
- (b) Approving Expenses and Payroll as of April 10, 2020 in the Amount of \$1,387,026.82**
- (c) Approving the PTE Program Contract for the Geo Apartments Project Located at 17900 (formerly 17962) Midvale Avenue N**
- (d) Approving the PTE Program Contract for the Alexan Shoreline Project Located at 15560 Westminster Way N**

8. STUDY ITEMS

- (a) Discussing the Sustainability Report

Autumn Salamack, Environmental Services Coordinator, delivered the staff presentation. Ms. Salamack described the City's history of leadership in sustainability and said this is the first formal report on annual activities and accomplishments in support of the City's sustainability goals. She said the report provides an overview of the achievements in the focus areas of climate, water, and energy; materials, food, and waste; transportation and mobility; trees, parks, and ecosystems; and resilient communities. She explained that the sustainability indicators were developed by the employee Green Team. She listed the 2019 key achievements as goals being met ahead of schedule for four of the 22 indicators and obtaining Salmon-Safe Certification, and then she recapped some of the successes in 2019.

Ms. Salamack shared the next steps for 2020 and reviewed some of the planned opportunities for community education and involvement. She thanked the members of the employee Green Team for their contributions and commended the Shoreline community for doing its part to help the City meet its sustainability goals. She said more information is available on the Sustainable Shoreline website.

The Councilmembers expressed a general appreciation for the presentation and accessibility of information in the report.

Councilmember Robertson asked how to get the information in the report out to the community. Ms. Salamack replied that the online version is available and offered to explore the creation of a print summation. It was noted that the planned celebration of the one-millionth tree planting has been postponed due to the COVID-19 pandemic. Councilmember Robertson asked for the status of the study on the perceived barriers around food waste and Ms. Salamack said she would make it available to the Council.

Councilmember Robertson asked how water usage by sector will be analyzed. Ms. Salamack said that both of Shoreline's water utility companies were not able to provide data on water usage by sector because of a change in measuring mechanisms. She added that the City would be having conversations with the providers to determine how to get the information needed to develop a meaningful water use indicator. Councilmember Robertson asked when to expect the next report, and Ms. Salamack said around Earth Day, annually.

Councilmember McConnell said she is concerned that only single-family homes are doing well in contaminant levels in recycling. She said if this keeps up, as the City grows and more commercial and multifamily housing open, the City might move farther from its goal. She confirmed that it is Recology's responsibility to encourage customers to meet recycling goals. Ms. Salamack said that aspect is a key component of the City's contract with Recology. She shared that a new contamination monitoring protocol that specifically targets multifamily and commercial properties has been delayed due to the impacts of the pandemic. She said the City is working closely with Recology to determine ways to work with multifamily housing and apartment complexes to address some of the unique challenges in tenant recycling. She said when Recology can return to normal operations they will resume visual assessments of dumpsters and will be working with property managers to educate tenants to improve the outcomes as needed. She explained the planned repercussion that if a property receives three evaluations with contaminants over five percent, they would be charged to have the recycling removed as waste.

Councilmember Roberts suggested sharing the information in smaller nuggets via social media rather than sending the whole report at once. He said it is a challenge to meet the City's climate change goals and wondered what can be done to beef up the work towards reducing its carbon footprint. Ms. Salamack said oftentimes change begins by starting with smaller, accessible actions to engage community members, but the big actions that are needed are much larger, long term, investments of resources. She said she hopes that the Shoreline Climate Challenge will spark conversation in the community and provide information and ideas on ways to lower one's carbon footprint.

Councilmember Roberts said policy discussions should include what the City can do to get people off oil heat and if there should be a requirement that every new garage offers electric car charging. Recognizing the earlier public comments, he said he would like to see the metrics of comparing public and private tree removal versus tree plantings in the City.

Deputy Mayor Scully observed that it is difficult to focus limited resources when there are so many potential ways to direct efforts. He said he hopes the City evaluates oil heating usage, and if it is determined that reduction would make a difference, he would like to know how to make it happen. Second, he said he is troubled about the reports of contaminants in recycling in multifamily properties but recognized that pure enforcement is not ideal. Finally, he agreed that tree planting is a priority and he would love to see work done in conjunction with neighborhood groups to get more trees planted in neighborhoods.

Mayor Hall said he is interested in looking at how the City stops putting fossil fuel combustion in new construction before looking at retrofitting, from a cost-benefit perspective. He agreed that it would be helpful to try to quantify the tree impacts and identify ways to measure them.

Councilmember McConnell reflected on the significant budget discussions to happen in the next year or so and asked about the likelihood of meeting the goal of obtaining more park acreage. She also said she imagines it will be difficult to meet the sidewalk improvements goal. Ms. Salamack said she anticipates that next year there will be renewed community conversations about how to adapt and update the Climate Action Plan and where the focus should be, as well as evaluating if the existing indicators need to be adjusted. Ms. Tarry said that the City is the recipient of Conservation Futures funding that will go toward the acquisition of a few properties throughout Shoreline to add to the park inventory, but it remains to be seen if it will meet the goal of five acres by 2023. She said at the Council Strategic Planning Workshop the Council had discussed a potential Park Improvement/Property Acquisition Bond Measure, which will be considered for inclusion on the November ballot but may be delayed as the City assesses the impacts of COVID-19. She said the sales tax measure that was approved by voters will continue to fund the priority sidewalk improvements and added that new development, including that in the Light Rail Station areas, also brings new sidewalks.

9. ADJOURNMENT

At 7:47 p.m., Mayor Hall declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, May 11, 2020
7:00 p.m.

Held Remotely via Zoom

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

ABSENT: Councilmember Chang

1. CALL TO ORDER

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

2. ROLL CALL

Upon roll call by the City Clerk, all Councilmembers, with the exception of Councilmember Chang, were present via Zoom videoconference. Councilmember Robertson moved to excuse Councilmember Chang for personal reasons. The motion was seconded by Councilmember McConnell and was approved by unanimous consent.

(a) Armed Services Appreciation Day Proclamation

Mayor Hall said he proclaimed May 16, 2020 as Armed Services Appreciation Day in Shoreline and expressed gratitude for the contributions and sacrifices of the members of the military.

(b) Mental Health Awareness Month Proclamation

Mayor Hall said he proclaimed the month of May as Mental Health Awareness Month in Shoreline. He said the proclamation recognizes the importance of mental health and promotes awareness to support people getting the help they need.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports, resources, and updates on the COVID-19 outbreak and the City's responses, including the cancellation of summer events and recreation classes, and the upcoming redesign of summer camps. She issued a safety reminder about crossing train tracks to access the Shoreline beaches and shared information on an upcoming virtual gardening class.

4. COUNCIL REPORTS

Deputy Mayor Scully said the Continuum of Care Board unanimously seated three lived experience Executive Board members to the Regional Authority for Homelessness and explained that the existing Board will now turn over responsibilities to the new entity, the mission of which is especially important in this time of COVID-19.

Councilmember McConnell noted how busy Councilmembers have been participating in remote meetings and recognized their work. She said local jurisdictions are learning from each other and getting things done. She added that she finds online meetings an efficient way to do business and thanked residents for staying in communication with Councilmembers. She reported on the recent Association of Washington Cities (AWC) Nominating Committee meeting and said shared logistics of the summer meeting moving to an online forum. She described her recent work with the Transportation and Infrastructure Services Committee of the National League of Cities.

5. PUBLIC COMMENT

Major General Raymond Coffey, on behalf of the United States Armed Forces, thanked the Mayor for recognizing the 70th annual Armed Services Appreciation Day.

Kara Pomeroy, Shoreline resident and member of Save Shoreline Trees, urged the City to not permit removal of the tall conifer trees on N. 155th and N. 160th and thanked the City for working to reduce the number of trees to be removed on Dayton Avenue North.

Kathleen Russell, Shoreline resident and representative of Save Shoreline Trees, shared updates on the community activity supporting the retention of public trees surrounding the Washington States Department of Transportation renovation site. She asked why the City would issue a permit for removal of trees when mature trees are part of the solution to the Greenhouse Gas emissions goal.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

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

- (a) Approving Special Meeting Minutes of Annual Strategic Planning Workshop on February 28 and 29, 2020**

Approving Minutes of Regular Meeting of March 16, 2020

- (b) Approving Expenses and Payroll as of April 24, 2020 in the Amount of \$1,664,663.24**

- (c) Adopting Ordinance No. 886 - 2019-2020 Biennial Budget Amendment - Amending Ordinance No. 872**
- (d) Authorizing the City Manager to execute Amendment No. 2 to Contract 9404 with The Blueline Group, LLC in the Amount of \$300,000 for Development Review Services for the Sound Transit Lynnwood Link Extension Light Rail Project**

8. STUDY ITEMS

- (a) Discussing the 2019 Police Services Report

Shawn Ledford, Chief of Police, delivered the staff presentation. Chief Ledford shared the department's Organizational Chart and said the current count of 54 employees, which includes 40 uniformed officers, works well for day-to-day operations. He described the specialized support for major crimes received from the Sheriff's office. Chief Ledford said the 25,926 police related actions in 2019 included dispatched calls for service and self-initiated activity, and then he shared data on the average response times by priority.

Chief Ledford said the North Sound Response, Awareness, De-escalation, and Referral (RADAR) Program is used predominately in addressing issues with people with behavioral health issues, the homeless, and substance abuse related situations. He said there is a program manager and four part-time navigators and spoke to the regional partnership and funding sources. He shared highlights of the recent analysis of the officer survey of the effectiveness of the RADAR program and noted successes such as a reduction in incidents that require use of force and connecting people to needed services. He shared data on RADAR contact incidents for the first quarter of 2020 and described the populations of individuals served.

Chief Ledford said that in support of promoting and enhancing the City's safe community and neighborhood programs, the Police focus on four areas, School Safety, Park Safety, Traffic Safety, and Property Crimes, and shared details on each one. He shared a list of the retailers that have the highest number of repeat calls for services and described the most frequent violations. He said there had been a meeting planned for April with some of the retailers to develop ways to decrease incidents and involve the police earlier.

Chief Ledford said generally, law enforcement is having a hard time recruiting new police officers and described the reasons why. He shared details on the departmental efforts to support officer resilience and wellness as the pressures of the job increase.

The Councilmembers expressed general gratitude for the service of the Police Department and the information in the Police Services Report.

Deputy Mayor Scully praised the relationship the Police Department has with the community. He confirmed that most types of crime are decreasing, even with the new, more accurate data collection, and asked if the increase in aggravated assault incidents reported could be a result of the data collection change. Chief Ledford confirmed that this could likely be the case, but he

could not confirm it. Deputy Mayor Scully urged the department to continue to work on connecting with people through the Nurturing Trust program. Chief Ledford said he would like to gain more interest in the program and shared ideas on identifying communities.

Councilmember Roberts suggested working with the School District administration, in addition to the PTA, to identify candidates for the Nurturing Trust program. He asked if the Police Department works with the retailers who have a significant amount of repeat calls for service to help reduce the amount of crime. Chief Ledford said that was the goal of the planned meeting, which will be rescheduled after the COVID crisis calms down, and added that the Police Department wants retailers to call the police as soon as they notice shoplifting in progress instead of waiting until the theft has occurred and the perpetrator has left the property. Councilmember Roberts asked if the types of calls for services have changed since the Governor issued the coronavirus stay-at-home order. Chief Ledford said overall there is a decrease in calls and added that while domestic violence is generally up in the County, in Shoreline there is no overall spike.

Councilmember Robertson said she looks forward to doing a comparison with the 2020 report since many community members have been home more in response to the stay-at-home orders.

Councilmember McConnell said the reduction in crime is reflective of the good work of the Police Department. She urged the police, as essential workers, to stay safe during this time.

Chief Ledford said it is a pleasure working for a City Council that supports public safety and the Police Department.

Mayor Hall expressed appreciation for the flexibility of the police force with the additional response needs to keep the community safe during the COVID-19 crisis.

(b) Discussing 2020 City Sponsored Summer Events and Summer Programs

Eric Friedli, Parks, Recreation, and Cultural Services Director, delivered the staff presentation. Mr. Friedli said the City has been working to determine how to offer summer events and programs this year and reviewed the parameters and components of the state's four phase approach to reopening. He listed the events that the City sponsors or supports that have been canceled and shared a list of ideas for new events. Mr. Friedli said all summer camps as originally planned have been canceled in order to implement the extreme adjustments that are needed to accommodate social distancing. He said he is still finalizing dates and locations for the camps and he hopes to have the summary of new offerings finalized in a week to start registration in May.

Councilmember Robertson said she wished the Council had been able to have a discussion about the cancellations of programs and events before the press release went out last week. She said the loss of camps has a huge impact on people. She asked what the new enrollment capacity would be, and Mr. Friedli said a little under 1,000 slots. She wondered if it would be possible to give the people that were already registered priority in registering for the new programming. Mr. Friedli said the priority they have established is, in order: scholarship recipients who were previously registered, then the participants who were previously registered, then all Shoreline

residents, then all Lake Forest Park residents, then the general public. Councilmember Robertson asked if, as restrictions lift, there will be an ability to increase capacity. Mr. Friedli said it would be a challenge, but if it is early enough, they might be able to recalibrate later in the summer. He explained that because the protocols and systems that need to be put in place early, it is challenging to adjust. He said there is more flexibility to adjust camps than events and explained why. He noted that even if the City has moved to Phase 3 it would only allow groups of 50 or fewer and still requires social distancing, so larger summer events would be difficult to coordinate with those restrictions. Councilmember Robertson urged staff to engage with the neighborhood organizations to creatively collaborate on developing smaller gatherings to foster connections. Mr. Friedli said he is working with Constance Perenyi, the Neighborhoods Coordinator, to involve the neighborhood associations.

Councilmember McGlashan asked if it would be feasible for the City to help facilitate neighborhood-hosted Movie Nights. Mr. Friedli said the City would be able to help with the technical efforts and that it is researching the cost of buying an inflatable movie screen to loan to neighborhoods. Ms. Tarry said the City has been exploring the potential for pop-up drive in movies with the Shoreline/Lake Forest Park Arts Council.

Councilmember McGlashan asked if the City has been actively notifying the organizations that typically put on summer events that they will not be issued permits this summer. Mr. Friedli said he has talked to the North City Business Association about the Jazz Walk, and made it clear that the City is not cancelling their event, but would probably not issue permits for it, so it is up to them to decide if they want to offer the Jazz Walk in another way. Councilmember McGlashan confirmed with Mr. Friedli that the City would allow the event if the organization finds a way to do it in compliance with social distancing criteria in place.

Councilmember Roberts asked if the limitation of 1,000 camper slots is based on staffing and only siting camps at Ridgecrest Elementary School and Spartan Recreation Center. Mr. Friedli said it also includes Richland Highlands Recreation Center and Hamlin Park and said this model would call for 50 staff members. Councilmember Robertson asked if there is a possibility of expanding the sites and Mr. Friedli answered that it is possible, but the current limitation is the capacity for staffing. Councilmember Roberts said he likes the ideas that are being talked about and asked how the City is going to promote the activities to give people ample opportunity to participate. Mr. Friedli says he is working with the Communications Department to create a multifaceted marketing and communications plan specific to the summer events.

Councilmember McConnell recognized how difficult decision making and planning are during the pandemic. She said she likes the idea of drive-in movie nights because it is hard to make children social distance. She said she is sure we will get more than one wave of this illness and she wants people to stay healthy. She encouraged the City to err on the conservative side, while recognizing the need for childcare and opportunities for gathering.

Deputy Mayor Scully said as a parent of young children, the most important thing is getting students back in school in the fall. He encouraged the City to be cautious since he does not want this situation to be extended or repeated. He said he is concerned about the long-term impacts of the loss of social bonds as children go protracted periods without seeing friends. For those

reasons, he prefers to err on the side of caution by cancelling events, offering that if things change for the better the City can figure out new ways to gather this summer. He commented that he would like the camp registration prioritized for essential workers and encouraged families who can do without the camps to leave the slots available to people who are having greater childcare challenges. He said he loves the creative ideas for connection the department has brainstormed and said if the City is able to support them with City resources, it should be done.

Mayor Hall said he appreciates staff's creativity and flexibility in finding ways to offer some forms of enrichment over the summer and he strongly agreed that exercising caution is important in order to have the best chances to reopen schools and businesses safely. He commented that the same amount of effort that we spend on traffic safety should be focused on implementing health safety considerations when planning events to make sure we are not creating new clusters of COVID-19.

Councilmember McGlashan echoed that we need to be responsible as a community and said he is shocked to see how many people are not using face masks.

Mr. Friedli gave credit to the parks and recreation staff for their hard work during this time.

9. ADJOURNMENT

At 8:33 p.m., Mayor Hall declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Expenses and Payroll as of June 5, 2020
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara S. Lane, Administrative Services Director

EXECUTIVE / COUNCIL SUMMARY

It is necessary for the Council to formally approve expenses at the City Council meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 RCW (Revised Code of Washington) "Payment of claims for expenses, material, purchases-advancements."

RECOMMENDATION

Motion: I move to approve Payroll and Claims in the amount of \$2,354,543.72 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
5/3/20-5/16/20	5/22/2020	91529-91726	16996	79302-79309	\$979,155.07
					<u>\$979,155.07</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
5/26/2020	1161	\$41,835.37
		<u>\$41,835.37</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
5/24/2020	79165	79189	\$3,679.59
5/24/2020	79190	79215	\$1,775.04
5/24/2020	79216	79240	\$691.89
5/24/2020	79241	79261	\$1,408.95
5/24/2020	79262	79271	\$347.18
5/26/2020	79272	79290	\$124,216.18

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
5/26/2020	79291	79298	\$33,135.09
5/26/2020	79299	79299	\$191,865.92
5/26/2020	78861	78861	(\$25.20)
5/26/2020	79300	79300	\$25.20
5/26/2020	78160	78160	(\$400.00)
5/26/2020	79301	79301	\$400.00
5/28/2020	79310	79334	\$56,936.03
5/28/2020	79335	79374	\$6,974.23
6/2/2020	79375	79400	\$594,822.32
6/2/2020	79401	79401	\$310,000.00
6/2/2020	79402	79407	\$6,200.86
6/4/2020	79408	79408	\$1,500.00
			<u>\$1,333,553.28</u>

Approved By: City Manager DT City Attorney MK

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Appointment of Youth Members to the Parks, Recreation, and Cultural Services/Tree Board
DEPARTMENT:	Parks, Recreation, and Cultural Services Department
PRESENTED BY:	Eric Friedli, PRCS Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Pursuant to SMC Chapter 2.55, the City has established a Parks, Recreation, and Cultural Services Board (PRCS Board) to provide citizen input on park matters. Pursuant to SMC 12.30.020, the PRCS Board also serves (ex officio) as the City's Tree Board and advises the City Council on management of trees located on city-owned public property and rights-of-way. The PRCS/Tree Board consists of seven adult members and two non-voting youth members between the ages of 15 and 19. PRCS/Tree Board youth member term lengths are established pursuant to SMC 2.56.020(B) and coincide with the academic calendar (September through June).

In June 2020, the two incumbent youth board members, Erik Ertsgaard and Ivan Brown, graduated from Shorewood High School and have completed their terms on the Board. As a result, the Board has openings for two youth members.

This youth member service opportunity was advertised at Shorewood and Shorecrest High Schools, in *Currents*, and on the City's website. Three applications were received to fill the position. On Wednesday, June 10 four staff members and one current PRCS/Tree Board member interviewed all three candidates. Based on the interviews and subsequent deliberations, staff recommends Hayley Berkman and David Lin for appointment to the Board for a one-year term effective September 1, 2020 and expiring June 30, 2021, with the option to renew for additional one-year terms up to a maximum of four years. A biography for the youth candidates is included as Attachment A to this staff report.

Staff received approval from the Mayor and Deputy Mayor to have staff, rather than a subcommittee of the City Council, conduct interviews and make a recommendation to Council to fill these two youth PRCS/Tree Board positions. Given that this process deviates from the stated process to fill vacancies on Council-appointed Boards and Commissions, in appointing these youth members, Council will also need to waive Council Rule of Procedure 2.4.

FINANCIAL IMPACT:

There is no financial impact created as a result of this Council action.

RECOMMENDATION

Staff recommends that the City Council move to waive Council Rule of Procedure 2.4 and appoint Haley Berkman and David Lin for youth membership on the Parks, Recreation, and Cultural Services/Tree Board for terms beginning September 1, 2020 and ending June 30, 2021, with an option to renew for additional one-year terms.

ATTACHMENTS:

Attachment A – Biography of Youth PRCS/Tree Board Candidates

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

Attachment A: Biography of Youth PRCS/Tree Board Candidates (application excerpts)

Hayley Berkman
Richmond Highlands
Freshman

I am a First Trumpet in my high school's marching band, and I am a part of an all-girls jazz group outside of school. I am an active member of Shorewood's drama program and, as of recently, I am an initiated Thespian in Thespian Troupe #640 (our school's theatre honors group). Additionally, I am a member of several of my school's lunchtime and after school clubs including the Gay-Straight Alliance Club and MACAW, our school's liberal arts magazine who also put on events such as open mic nights. Finally, I am a student body representative in my school's ASB.

Since being involved in GSA since the 7th Grade at Albert Einstein Middle School, my friends and I have worked tirelessly to implement a Center for LGBTQ+ youth to feel safe and included in their city and in their society, and to always have a place for them to go. Just last year, my friend and I (the president and vice president of the GSA) created handmade Pride necklaces and sold them for funding at Seattle's TransPride Event and raised over \$800 for funding for the youth center. However, after realizing it could hardly make a difference in the cost, we donated the money to the city and used it to refresh our idea and say, "We are still here, and this is still an issue".

I have spent large portions of the last two summers already working for the city as a C.I.T at Camp Shoreline at Spartan recreation center. I greatly helped our hardworking counselors while also learning lots about leadership and how to apply leadership skills. During the summer, I also volunteered at Kruckeberg Botanical Garden, where my mom works part-time.

I have served on my school's Associated Student Body as a class representative for the class of 2023. Being on the board is such a good experience. It's full of people who want to do good and make the school a better place. On the ASB, I deliver information to the students of Shorewood and get their responses and all-around help make the school a better place. I mean, that's all anyone could really want as a rep, so I'd say that giving a small portion of my time to help make the school better is a deal I'd take any day.

I'm interested in serving because I am interested in improving the happiness and overall mental health of Shoreline's youth. I personally have already seen the massive impacts that this city has on the well-being of the children and teens that live in it, such as attending and being a C.I.T at Camp Shoreline and researching the impact that safe places and facilities can have on improving the mental health of teens who feel alone or left out. I've seen the positive impact of parks and gardens while volunteering at Kruckeberg. I've even seen the impact of simple dances and hangouts on mental health, such as the GSA Pride Dance held last year, a dance that my friends and I are responsible for ever existing at all. I've seen the impact these things have on youth, and I want to make sure that they stay as great as they are.

David Lin

Richmond Beach/Innis Arden

Sophomore

I have been deeply involved in the Shoreline community for my entire life. Firstly, even my grandfather, Rich Gustafson, was a member of the Shoreline City Council, the Shoreline parks commissioner, the Shoreline School District athletic director, and much more. He has inspired me to become just as invested in the community of Shoreline as he has. I have been an active volunteer member throughout Shoreline since elementary school. I clocked over 120 community service hours solely in my 8th-grade year, and I have continued to clock more hours since. I have also led various projects within my school and outside organizations that involved me, my peers, family members, and community members in events throughout Shoreline. My enduring involvement with leadership within my schools had resulted in me being thoroughly involved in the community, exposing me to more community volunteer opportunities and interactions with numerous different groups/organizations. I have also spoken at several Shoreline School District Board meetings, advocating for student voices.

Community involvement includes:

- Sports: Tennis, Golf, and Basketball (all Varsity teams at Shorewood High School)
+Swim Team (non-school)
- Student Council: I've been a part of ASB/Stu. Co. every year since 5th grade, being ASB
- President of both my elementary and middle school. I am currently a Class Senator of my class at Shorewood.
- National Honors Society
- Student leader of Younglife (Christian organization for middle & high school students)
- Richmond Beach Volunteer member
- Lifeguard & Swim Instructor at Klahaya Swim and Tennis Club

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Professional Services Agreement with Osborn Consulting in the Amount of \$610,161 for the 2021 and 2022 Stormwater Pipe Repair and Small Drainage Projects
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The Stormwater Pipe Repair and Replacement Program (SWPRRP) is an annual program to replace failing infrastructure identified in the Surface Water Utility’s asset inventory and condition assessment (Basin Plan). The Surface Water Small Drainage Projects Program (SWSDPP) is an annual program to resolve small public drainage issues that often start as customer service requests or issues found in the field by staff.

In February 2020, staff solicited RFQ 9586 for design services on a combined 2021-2022 Stormwater Pipe Repair and Small Drainage Projects, intending to obtain design services for the 2021 portion of the construction, with the possibility of an amendment for design services for 2022, depending on the budget allocated and the consultant’s performance.

Staff is requesting Council to authorize the City Manager to execute an agreement with Osborn Consulting, Inc. and authorize design services for only the 2021 portion of the 2021-2022 Stormwater Pipe Repair and Small Projects Project.

RESOURCE/FINANCIAL IMPACT:

This project is fully funded by City’s Surface Water Utility. Below is a breakdown of the budget for the 2021 and 2022 Stormwater Pipe Repair and Small Drainage Projects:

Project Expenditures:

Design:	
Staff and other Direct Expenses	\$ 60,000
<i>Osborn Consulting, Inc. – Design Contract</i>	<i>\$ 610,161</i>
Contingency (10%)	\$ 60,000
Design Subtotal	\$ 730,161

Construction:

Staff and other Direct Expenses	\$ 60,000
Construction	\$ 1,200,000
Contingency (10%)	\$ 120,000
Construction Subtotal	\$ 1,380,000

Total Project Expenditures **\$ 2,110,161**

Project Revenue:

Surface Water Capital Fund	
SW Small Drainage Projects	\$ 1,005,000
SW Stormwater Pipe Repair and Replacement	\$ 1,105,161
Total Project Revenue	\$ 2,110,161

As this is the design portion of the projects, there is adequate funding to award this contract.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an agreement with Osborn Consulting Inc. for the 2021 and 2022 Stormwater Pipe Repair and Small Drainage Projects and authorize work in the amount of \$610,161 to provide design services for the 2021 portion of the 2021-2022 Stormwater Pipe Repair and Small Drainage Projects.

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

BACKGROUND

The Stormwater Pipe Replacement Program is an annual program to replace failing infrastructure identified in the Surface Water Utility's asset inventory and condition assessment (Basin Plans). The Basin Plans present a comprehensive representation of the surface water system infrastructure so that the City can manage existing issues and minimize future problems.

Condition assessment videos of stormwater pipes more than 12 inches in diameter in the current asset inventory have been completed to evaluate maintenance, repair and replacement needs. From this assessment, a list of 380 storm pipes has been identified for repair or replacement Citywide.

The Surface Water Small Drainage Projects Program is also an annual program to resolve small public drainage issue that often start as customer service requests or issues found in the field by staff. A compiled list of nine (9) Small Project sites has been identified for construction in 2021.

DISCUSSION

In February 2020, staff solicited RFQ 9586 for design services on a combined 2021-2022 Stormwater Pipe Repair and Small Drainage Projects, intending to obtain design services for 2021 construction, with the possibility of later amendment for design services for the 2022 portion, depending on the budget allocated for 2022 and the consultant's performance. Five firms submitted Statements of Qualifications (SOQ's), which were reviewed by staff. One firm, Osborn Consulting, Inc. (OCI), was selected as the best qualified for this project.

This scope of work for OCI is for the services to be rendered for design for the 2021 construction project, and is included with this staff report as Attachment A. Work to be completed will include the following:

- Prioritize the current list of sites;
- Provide plans, specifications and engineers estimate for selected sites that fit within this year's budget;
- Identify sites that will require critical area permitting, prepare environmental documentation and submit permit applications for sites to be constructed in 2021; and
- Provide as-needed support during construction.

The 2021 program does not have sufficient budget to repair or replace all 380 pipes and nine small project sites identified. Part of the scope of work for this contract will be to complete a risk-based prioritization of the identified sites. This list will be used to select sites for 2021 construction as well as 2022 construction.

It is expected that 25 to 30 sites will fit within the 2021 project's budget constraints and will be selected for constructed in 2021. Upon completion of this work, a contract amendment may be approved to authorize Osborn Consulting Inc. to proceed with design of the 2022 project.

ALTERNATIVE ANALYSIS

The alternative to authorizing the award of this contract is not to award the contract, in which case the project would not proceed. This is not recommended.

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. This project will help meet this goal by repairing and replacing failing stormwater pipes.

RESOURCE/FINANCIAL IMPACT

This project is fully funded by City's Surface Water Utility. Below is a breakdown of the budget for the 2021 and 2022 Stormwater Pipe Repair and Small Projects:

Project Expenditures:

Design:

Staff and other Direct Expenses	\$ 60,000
<i>Osborn Consulting, Inc. – Design Contract</i>	<i>\$ 610,161</i>
Contingency (10%)	\$ 60,000
<hr/>	
Design Subtotal	\$ 730,161

Construction:

Staff and other Direct Expenses	\$ 60,000
Construction	\$ 1,200,000
Contingency (10%)	\$ 120,000
<hr/>	
Construction Subtotal	\$ 1,380,000

Total Project Expenditures **\$ 2,110,161**

Project Revenue:

Surface Water Capital Fund	
SW Small Drainage Projects	\$ 1,005,000
SW Stormwater Pipe Repair and Replacement	\$ 1,105,161
<hr/>	
Total Project Revenue	\$ 2,110,161

As this is the design portion of the projects, there is adequate funding to award this contract.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an agreement with Osborn Consulting Inc. for the 2021 and 2022 Stormwater Pipe Repair and Small Drainage Projects and authorize work in the amount of \$610,161 to provide design services for the 2021 portion of the 2021-2022 Stormwater Pipe Repair and Small Drainage Projects.

ATTACHMENTS

Attachment A – Osborn Consulting, Inc. Contract Scope of Services for 2021

EXHIBIT A
SCOPE OF WORK

Project: 2021 & 2022 Stormwater Pipe Repair and Small Projects	
PRIME Consultant:	Osborn Consulting, Inc.
Contract No.:	9586

Background

The City of Shoreline (City) Storm Utility system has numerous locations where existing pipes are showing deterioration and are in need of repair and replacement. Through the process of video inspecting of their storm pipe system, the City has developed an inventory of deficient pipelines and appurtenances at various locations within the City that will need to be replaced due to increased conveyance needs, material, pipe age, and maintenance.

Osborn Consulting, Inc. (Consultant) has been selected for the 2021 & 2022 Stormwater Pipe Repair and Small Projects to support the City with storm utility replacement projects to design improvements. This will include providing engineered plans, specifications, cost estimates (PSE); bid documents; and construction support. Open-cut pipe repair projects will be selected from a list of deficient pipelines identified in the inventory. From this short list, 25 to 30 separate sites are anticipated to be designed for construction in 2021. An additional 40 to 50 open-cut sites are anticipated to be designed in 2021 for construction in 2022. In addition, up to nine sites have been identified by the City for updates through the Small Project list. Up to nine of these sites will be designed through bid documents for construction in 2021. Sites not selected for inclusion in the 2021 package or potential new sites will be evaluated for design and construction in 2022.

Scope for design and construction support for the 2022 package are not included at this time.

The scope of work includes the following elements:

Task 1 – Project Management

Monitoring and communicating the status of the scope, schedule, and budget of this work assignment and providing monthly reporting to the City.

Consultant Services

- Prepare the Project Management Plan
 - Develop and manage Project Schedule with key milestones and tasks.
 - Identify communication protocols and issue/action tracking.
 - Identify procedures for project implementation matching evolving State of Washington COVID-19 safety protocols.
 - Project-specific Quantity Control Plan.
- Prepare status reports describing the following:
 - Services completed during the month.
 - Outstanding issues (if any).
 - Scope/schedule/budget status.
 - A financial summary.
- Attend one (1) project kickoff meeting with City of Shoreline staff to confirm and document the project goals, design criteria, and constraints.

- Attend one (1) project closure/post construction review meeting with City of Shoreline staff.
- Attend up to five (5) design review meetings per project year after receiving submittal comments.
- Bi-weekly PM Check-ins via web/phone
- Manage Issue Log for City and all team members.
- Manage Risk Register to identify and document project risks and mitigation strategies.
- Submit invoices monthly

City of Shoreline's Responsibilities

- Attend project kickoff and closure meetings (in person or via teleconference).
- Review and approve invoices.
- Review and comment on submittals within the schedule.

Assumptions

- Project duration through 2021 Construction support will be approximately 18 months (mid-June 2020 through November 2021).
- There will be one (1) project kickoff meeting attended by up to four (4) Consultant Team members and City staff. Kickoff meeting to be held at Shoreline City Hall or by teleconference.
- There will be one (1) project closure meeting attended by up to two (2) Consultant Team members and City staff. Closure meeting to be held at Shoreline City Hall or by teleconference.
- There will be five (5) design review meetings for both the 2021 and 2022 design packages attended by up to four (4) Consultant Team members and City staff, each meeting will be up to 2 hours long. Review meetings will be held for review of:
 - Preliminary Design, Open-Cut.
 - Open-Cut, 60% Design.
 - Small Projects, 30% Design.
 - Small Projects, 60% Design.
 - Combined 90% Design.

Design review meetings to be held at Shoreline City Hall or by teleconference.

Deliverables

- Project kickoff meeting and closure meeting, with meeting minutes.
- Design review meetings with meeting minutes.
- Project Management Plan.
- Project schedule, update to be provided with monthly status reports.
- Issue Log and Risk Register to be provided at each deliverable.
- Bi-weekly check-in (as necessary and determined by City Project Manager prior to each week).
- Monthly status reports.

Task 2 – Data Collection & Review

The Consultant will consolidate available data at existing sites, when needed, provide site survey, geotechnical investigations, coordination of utilities and utility pothole locates.

Task 2.1 Consolidate and Review Existing Information

The Consultant will review the City's master list of preliminary open cut sites and apply the following screens to refine the list:

1. Identify pipes on the list with defects that were caused by the installation of other utilities. These sites will be removed from this project's list and forwarded to City to coordinate repair by the utility owner.
2. Identify improvement sites that are adjacent to planned sidewalk improvement sites. These will be shifted to low priority with confirmation from the City.
3. Approximate construction cost of the Priority 1 sites. If under the construction budget, move to step 4.
4. Approximate construction cost of Priority 2 sites with "high consequence of failure" (i.e., located in arterials, intersection, large diameter or adjacent to important infrastructure/facilities). If this, combined with step 2, is under the construction budget, move to step 5.
5. Approximate construction cost of Priority 2 sites with that are adjacent to the step 2 and 3 site. If combined with step 2 and 3 is under the construction budget, move to step 6.
6. Use PACP pipe condition ratings to rank the remaining Priority 2 pipes in order and add to the list until the construction budget is reached (approximately 80 pipes total).
7. Move sites including those requiring complex permitting or design to the 2022 bid package (Approximately 40 to 50 sites).

Assumptions:

- City will provide a master list of open-cut sites and confirm construction budget for 2021 and 2022 construction.

Deliverables:

- Provide a refined list of 80 open cut sites.
- Planning-level cost estimate for sites selected for design of repairs.

Task 2.2 *Basemap/GIS Site Verification*

With the refined list of open-cut sites, the Consultant will:

1. Review the City's existing Basemap, GIS information, and CCTV reports.
2. Paint locate limits and coordinate utility locates for each site.
3. Complete site visit to each open-cut site for up to 40 sites to verify basemap information and record utility locates.
4. If needed coordinate potholing and survey (Task 2.3 and 2.4 below).

Assumptions:

- City will provide available data for this project including record drawing information for storm, water, and sewer systems.
- Consultant will coordinate for utility locates at up to 40 open-cut sites and 4 surveyed small project sites.

Deliverables:

- Provide a list of reviewed data and identify missing data.
- Provide list of any risks associated with each open-cut site.

Task 2.3 Topographic Survey

The Consultant will coordinate and provide topographical survey of the project design area for up to three small project sites. Duane Hartman & Associates, Inc. (DHA) will provide the topographic mapping services for the selected sites.

The Consultant Team will provide the following services:

- Provide full street right-of-way topographic mapping, at the following sites:
 - Work Number 1469: Approximately 200 linear feet of right-of-way along Linden Ave N
 - Work Number 1644: Approximately 400 linear feet of right-of-way along 21st Ave NW and 400 Street linear feet of right-of-way along NW 196th Place.
 - Work Number 2556: Approximately 400 linear feet of right-of-way along 12th Ave NE and 400 Street linear feet of right-of-way along 11th Ave NE.
 - Work Number 12743: Approximately 250 linear feet of right-of-way along 20th Ave NW
- Topographic mapping will consist of all above ground planimetric features, paving limits, curbs, walks, fences, trees (greater than 6" BDH in right-of-way and 12" BDH on Site C), etc., and all above and underground utilities, as specified.
- Prepare an existing conditions survey base map, showing a 1-foot contour topographic survey at a 1"=20' scale.
- Prepare an existing conditions DTM based on the topographic survey data.
- Two-man field survey crews will be utilized to establish site control and perform the majority of the survey.
- Surveyor will locate a sufficient amount of the existing right-of-way monuments to generate City street rights of way and platted lot lines.
- Surveyor will engage a locate service to assist with underground private/public utility location.
- All field data will be processed in accordance with City of Shoreline survey and CADD standards and sent in AutoCAD format.
- A second day of field survey will pick up the geotechnical boring and pothole locations these three sites.
- The horizontal and vertical datums will be City of Shoreline (i.e. NAD83(1991) horizontal and NAVD-88 vertical).

City of Shoreline's Responsibilities

- City will provide existing survey base maps and as-built information for the storm drain, sanitary sewer, and water systems in the project area, if available.
- Permission to enter property parcels (if any) will be secured by the City.

Assumptions:

- The limits of the topographic survey shall be within the City Right of Way.
- Site survey will only be required for up to four Small Project sites.
- This scope does not include the resolution of physical encroachments and occupation that may be disclosed during the course of the field survey.
- Easement description/exhibits are not included.

Deliverables:

- Survey base map and DTM (in AutoCAD Civil3D 2018 format)
- Stamped survey sheets for inclusion in plan set (PDF)

Task 2.4 *Geotechnical Investigations*

The Consultant will coordinate and provide geotechnical investigations for the project. Geotechnical review and investigations will be provided by a subconsultant. Geotechnical infiltration testing for Small Project sites with potential bioretention facilities, Work Orders 1644 and 2556. Infiltration testing will be provided following the City of Shoreline requirements.

After the completion of the investigations and testing, the geotechnical engineer will prepare a geotechnical report summarizing site soil conditions including infiltration feasibility and estimated ground water elevations, if encountered, and presenting geotechnical recommendations for construction of the proposed improvements.

Assumptions:

- Two infiltration tests are anticipated, one per site.
- Closure of a portion or all of one lane adjacent to each boring location will be needed for excavation.
- Traffic control will be provided by the geotechnical engineer.
- Anticipated duration of the field exploration to be 2 days for infiltration testing.
- The geotechnical investigations for the sites will be completed consecutively with results compiled into a single report.

Deliverables:

- Traffic control plan for each site (PDF).
- Geotechnical Report, Draft and Final (PDF).

Tasks 2.5 *Utility Coordination & Potholing*

With the completion of the 60% Design, potential utility conflicts will be identified and critical utility crossing potholed to confirm clearances. An exhibit of anticipated utility conflicts will be emailed the utility representatives. The Consultant will identify potholing needs and coordinate potholing to be provided by a potholing vendor. Pothole locations will be documented by field survey.

Assumptions:

- Utility conflict exhibits will be required at up to eight (8) sites. Utility exhibits will be compiled and coordinated as a single effort.
- Utility resolution coordination will be required with up to five (5) separate utility owners.
- Pothole quotes will be obtained from at least two vendors. Budget assumes up to twelve (12) potholes at \$1,200 each between the eight sites, plus \$1000 for traffic control for each site.
- Pothole vendor will provide their own traffic control.

Deliverables:

- Utility conflict exhibit, (PDF)
- Results of Potholing – Field Notes (PDF)
- Traffic control plan for each site (PDF).
- Updated survey basemap (in AutoCAD Civil3D 2018 format)

Task 3 – Open-Cut Projects Design (2021 Construction)

The findings of Task 2 will be used to create PSE (Plans, Specification and Engineers estimate) of the open-cut project sites. This task will take the PSE through Bid ready while incorporating City and permit comments in the following sequence:

- Complete 60% plans and cost estimate for City review and to start City permitting (construction and critical areas review).
- Receive City and permit comments and incorporate into 90% plans, specification specials and cost estimate for permit issuance; submit for City and constructability review.
- Receive City comments and incorporate into Bid ready plans and specifications.

Constructability and Quality Management review will be completed at each stage prior to submittal.

City of Shoreline’s Responsibilities

- City will provide input and review comments within the agreed upon schedule.

Assumptions:

- One bid package consisting of 25 to 30 separate sites for construction in 2021.
- Each open-cut site sheet will at a minimum use existing GIS and aerial photographs to document the existing condition. This will be supplemented with site photos and site visit measurements to identify the repair location and restoration needs. Topographic survey will only be included on a case by case basis.
- Sheet list is expected to include:
 - Cover sheet, traffic control notes, and general notes (3 sheets).
 - Open-Cut Plan sheets (one per site)
 - Nonstandard details (3 sheets)
- A single sheet for traffic control will include a table of site parameters and references to Standard Plans. The Contractor will develop site specific traffic control plans.
- Standard details will be included as an appendix to the specifications.
- Specifications for the City’s current Division 0 and 1 will be provided by the City with 90% and Final submittals.
- Special Provisions Division 2 through 9 will be developed using the City’s General Special Provisions (GSP).
- Edits to the City’s Special Provisions will be based on WSDOT Standard Specifications, 2020 Edition.
- There will only be minor changes to the project design after the 90% submittal.
- Utility conflict can be resolved at the point of conflict with simple adjustment of the utilities or storm drainage locations. Relocating utilities is not included.
- Surface restoration will match existing conditions, additional roadway beyond trench overlay limits are not included.
- Pedestrian improvements are not included. Pedestrian ramps adjacent to proposed improvements will be checked by smart-level for slope compliance. Ramps requiring survey for replacement will be deferred to 2022 construction.
- Engineer's probable estimation of cost will use WSDOT Standard Bid Items (where applicable).
- No stormwater memorandums are included.
- Only one Short Form SWPPP will be required for all open-cut sites.

- No hydrological modeling is included in this task. Hydraulic modeling will be limited to pipe full-flow capacity comparisons to upstream and downstream pipes.
- City will provide review of submittals within the time agreed upon on in the schedule.
- City will acquire any necessary temporary construction easements.

Deliverables:

- 60% PS&E for City constructability review (full size PDF)
- 90% PS&E for City constructability review (full size PDF)
- Bid Ready PS&E for bidding and construction (full size PDF)

Task 4 – Small Projects Design (2021 Construction)

The Consultant will review the Small Project Drainage Assessments and available site data to provide a recommend drainage solution for each of the nine small project sites provided by the City. With City review and approval of a preferred design option, the Consultant will use the preferred option to advance the up to seven (7) sites for construction in 2021. Plan, Specification and Cost Estimate (PSE) will be submitted at the 30%, 60%, 90% and Final (Bid Ready) stages. The cost estimate will identify bid items that will require special provisions. Constructability and Quality Management review will be completed at each stage prior to submittal.

City of Shoreline’s Responsibilities

- Provide CAD files for site survey and preliminary design the five sites that have been developed with plan sheet designs at work orders: 11840, 13768, 3215, 7305 and 6810.
- City will provide input and review comments on the design submittals within the agreed upon schedule.
- The City will provide a consolidated list or redline set of review comments within the timeframe shown on the agreed upon project schedule.

Assumptions:

- One bid package consisting of up to seven (7) separate small project sites for construction in 2021. This will be combined with Open-Cut Projects drawings, per Task 3.
- Sheet will be combined with Open-Cut Projects drawings, per Task 3. In addition to Task 3, the following sheets are expected to include:
 - Small Project survey sheets (6 sheets).
 - Small Project Site Preparation and TESC sheets (12 sheets).
 - Small Project Plan and profile sheets (12 sheets).
 - Details (4 sheets).
- A single sheet for traffic control will include a table of site parameters and references to Standard Plans. The Contractor will develop site specific traffic control plans.
- Two plan and profile sheets are assumed for work orders 1644, 2556, and 6810 with single sheets for the other sites. Work order 3215, from the low priority sites, with three plan and profile sheets is assumed for the seventh site.
- Hydraulic and hydrological modeling will be included for Small Project Site selected for 2021 construction.
- Standard details will be included as an appendix to the specifications.

- Specifications for Small Projects will be combined with the Open-Cut Projects Specifications. See Task 3 Assumptions.
- Edits to the City’s Special Provisions will be based on WSDOT Standard Specifications, 2020 Edition.
- There will only be minor changes to the project design after the 90% submittal.
- Utility conflict can be resolved at the point of conflict with simple adjustment of the utilities or storm drainage locations. Relocating utilities is not included.
- Surface restoration will match existing conditions, additional roadway or pedestrian improvements or are not included.
- A Stormwater Memo will be submitted for each Small Project site documenting Minimum Requirements for sites that add or replace greater than 2,000 square feet of hard surface or disturb greater than 7,000 square feet. The Stormwater Memo will document modeling and conveyance analysis and GSI design parameters. Up to seven (7) Stormwater Memos are anticipated.
- Only a Short Form SWPPP will be required. One form will be provided for each small site with the 90% submittal.

Deliverables:

- Small Projects Recommend Alternatives Memorandum, (PDF)
- 30% Plans, up to nine (9) plan sheets per site for six sites
- 60% PS&E (full size PDF, Word file for specifications)
- 90% PS&E (full size PDF, Word file for specifications)
- Final Bid-Ready Submittal PS&E (CAD files and 1 full size PDF copy).
- Stormwater Site Plan Report, Draft (60%) and Final (90%) (PDF)
- Draft SWPPP, Draft (90%) and Final (Bid) (PDF)

Task 5 –Environmental Review, Permitting & Public Outreach

The Environmental Review, Permitting & Public Outreach task will include the following:

Tasks 5.1 Permits Support

Consultant will compile a summary of anticipated permits required for each of the open-cut and small project sites. The Consultant will assist the City with permit applications for sites that progress to 60% Design.

City of Shoreline’s Responsibilities

- City will provide confirmation of stream boundaries for potential environmental impacts.

Assumptions:

- One (1) Summary Memorandum identifying the anticipated permitting effort and timeline for all open-cut and small project sites.
- Support for up to one (1) Hydraulic Project Approval (HPA) permit is anticipated. The HPA will be submitted by the City.
- Local permits will be completed and submitted by the City.

- All of the sites are SEPA exempt.
- A JARPA permit will not be required for any site.
- Up to 40 staff hours are included for permit support.

Deliverables:

- Permit Summary Memorandum, Draft, Final (PDF).
- HPA support documents.

Tasks 5.2 *Public Outreach*

Consultant will assist the City with the preparation of public outreach document to inform local property owners about the proposed improvements of this project. Documents will include project improvement graphics and project summaries for flyers.

City of Shoreline's Responsibilities

- City will be the main contact for Public Outreach.
- City will be responsible for distributing/ mailing project information.
- City will take first pass at responding to addressing resident's questions.
- City will maintain a project website for the purpose of Public Outreach.
- City will notify the consultant when stakeholder coordination is needed.

Assumptions:

- Public meetings or face-to-face discussions with residents are not included in this scope.
- Up to 30 staff hours are included for public outreach support.

Deliverables:

- Project flyers , Draft, Final (PDF).

Task 6 –Construction Support (2021 Construction)

When requested by the City, the consultant will provide limited engineering services during bid and construction support for the Open-Cut and Small Projects sites. These services may include:

- Prepare and issue addenda to clarify the construction documents, if necessary.
- Attend one (1) pre-construction meeting.
- Support City Engineer in review of contractor submittals when requested.
- Response to contractors RFIs when requested.
- Site visit to review unforeseen conditions when requested.

City of Shoreline's Responsibilities

- Bid advertisement, coordination and award will be handled by the City.
- City will provide initial review of all contractor requests.
- The City will provide on-site inspection and will lead the administrating and managing of construction documents and communications with the contractor.

Assumptions:

- One consultant will attend the pre-construction meeting.
- The total number of construction support requests by the City will be limited by the budget of this task.
- No geotechnical support would be required.
- Review responses will be provided with 7-day of written request.
- Record Drawing are not included.

Deliverables:

- As requested.

Task 7 – Open-Cut Projects Design (2022 Construction)

Task for the Consultant to provide bid ready PSE's (Plans, Specification and Engineers estimate) for the remaining the open-cut project sites will be provided through a future amendment.

Task 8 – Small Projects Design (2022 Construction)

Task for the Consultant to provide bid ready PSE's (Plans, Specification and Engineers estimate) for the remaining the Small Project sites will be provided through a future amendment.

Task 9 –Construction Support (2022 Construction)

Task for the Consultant to provide limited engineering services during bid and construction support for the Open-Cut Projects Bid (2021) and Small Projects Bid (2021) sites will be provided through a future amendment.

Task 10 – Management Reserve – Contingency Fund

To provide additional services which may be required to complete these projects, and which are requested and authorized by the City. The consultant will provide the City with a scope and budget for the additional services which the City will review prior to the consultant beginning work. The City shall provide Consultant with written authorization to proceed with any additional services.

Tasks 10.1 Management Reserve

Work may include, but is not limited to addressing additional efforts required for defined tasks when authorized by the owner. The fee estimated is based on 10% of Tasks 1 through 6.

General Assumptions

- All coordination with property owners will be handled by the City.
- City will provide latest City title block and other City CAD standards.
- City will provide latest City design standards or performance requirements.

- Provide the City's current Division 0 and 1 template in Word-format for the Consultant to incorporate into the project documents.
- Provide the current City of Shoreline Special Provisions Division 2 through 9 in Word-format for the Consultant to edit.
- Flow control and water quality treatment will not be required for the stormwater improvements sites. Water quality treatment, if feasible, will be provided through optional retrofit design for the small project sites.
- On-Site Stormwater Management BMPs will not be required for stormwater improvement sites.
- The proposed improvements will be located within the City right-of-way or within existing City easements.
- Any existing encroachments in the right-of-way will be resolved by the City.
- Writing of legal descriptions and legal exhibits for additional easements will not be required.
- The proposed improvements will not require stream or wetland field investigations or critical area analysis.
- Cultural Resource documentation will not be required.
- Funding will be provided by the City, additional grant support will not be required.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Six-Month Lease Agreement with the State of Washington Department of Social and Health Services to Continue Operating the Two-Acre Off-Leash Dog Area at the Fircrest Campus Located at 1750 NE 150 th Street
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Eric Friedli, Parks, Recreation and Cultural Services Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On May 1, 2013, the City of Shoreline entered into a five-year lease agreement with the State of Washington Department of Social and Health Services (DSHS) to construct and operate a two-acre fully fenced off-leash dog area located at the southeast corner of the Fircrest Campus, which is located at 1750 NE 150th Street. DSHS owns and operates the Fircrest property and is the leasing agent for the off-leash dog area.

The original lease agreement, which expired May 1, 2018, had been amended to extend the lease through December 31, 2019. The lease was then extended again for six months, and the current agreement allows the City to lease the off-leash dog area through June 30, 2020. This proposed lease agreement (Attachment A) will allow the City to lease the off-leash dog area for an additional six months, starting July 1 through December 31, 2020. The terms of this lease agreement are similar to the terms of the prior lease agreements except for an increase in the lease rate and termination notice.

During the 2020 Legislative session, state law ([RCW 71A.20.170](#)) was amended to assist in preserving the State’s developmental disabilities community trust, which is the beneficiary of lease payments made for use of property at Fircrest. An [amendment](#) (SSB 6190 Sec 1 (3)) to the RCW states “any sale, lease, or easement under this section must be at fair market value”. Per this revised language in state law, DSHS has hired an appraiser to conduct a “fair market value” appraisal for the land at Fircrest School. This agreement contemplates an increase in rent payment but allows the City to terminate the agreement with 15 days-notice if the budget impact of meeting the state’s fair market value requirement is not acceptable.

Tonight, staff is seeking Council authorization to authorize the City Manager to enter into this new lease agreement with DSHS.

RESOURCE/FINANCIAL IMPACT:

The proposed agreement increases the lease rate from \$200 per month under the City’s current lease agreement to \$1,000 per month for July and August 2020, and then

changes to an amount determined by a formal appraisal beginning in September. The City can terminate the lease agreement if we do not agree with the fair market rent determination.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a six-month lease agreement with the State of Washington Department of Social and Health Services to continue operating the two-acre off-leash dog area at the Fircrest campus located at 1750 NE 150th Street.

ATTACHMENTS:

Attachment A – Lease Agreement Between DSHS and the City of Shoreline July 1 – December 31, 2020

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

**LEASE AGREEMENT
BETWEEN
THE STATE OF WASHINGTON
THE DEPARTMENT OF SOCIAL & HEALTH SERVICES
AND
CITY OF SHORELINE**

1. **Premises.** The State of Washington, Department of Social and Health Services (“Lessor”) leases to the City of Shoreline Washington (“Lessee”) the following described premises (“Premises”):

Common Street Address: 1760 NE 150th Street, Shoreline, Washington

Tax Parcel Number: 162604-9010

Approximately 2 acres of land as shown in Exhibit A, Map of Premises, on the Fircrest School campus (“Campus”), together with common off-street parking, legally described as follows:

Said area is on a portion of that parcel legally described as PCL B SHORELINE BSP #SHBSP 201815 REC #20100803900004 SD BSP LYING IN POR OF S 1/2 OF NW 1/4 & N 1/2 OF SW 1/4 STR 16-26-04.

No other property on the Premises shall be used for any purpose by the Lessee.

2. **Term.** The lease shall begin 07/01/2020 and terminate on 12/31/2020, unless terminated sooner as provided herein.
3. **No Warranty of Quiet Enjoyment.** Lessor makes no warranty of quiet enjoyment of the Premises.
4. **Condition of Premises.**
 - 4.1. Lessee has had an opportunity to inspect Premises and enters into this Agreement solely in reliance on Lessee’s own examination and not by reason of any representation by DSHS. Premises are accepted in their present condition “AS IS WHERE IS”.
 - 4.2. Lessor has no obligation to make any repairs, additions, or improvements to the Premises, and expressly disclaims any warranty that the Premises are suitable for such use.
5. **Permitted Use.** Lessee shall only use the Premises for the purposes of a fenced in off-leash dog park, to include improving the Premises with fencing and a small amount of chain link fence for a double gate entry area, signage, kiosk, 2 benches, a picnic table, dog bag dispensers and a portable restroom structure, all at Lessee's expense.
6. **Ingress/Egress Access and Parking Management.**

- 6.1. Lessee and its employees, contractors, agents, volunteers and visitors shall use the ingress/egress as shown in Exhibit A, also known as 20th Avenue NE, to access the Off-Leash Dog Park. This roadway asphalt on the east side of the Premise may be used for vehicle parking and shall maintain a 24-foot wide right-of-way access drive aisle for through traffic.
- 6.2. Parking on the premise is available from 6:00 am -6:00 pm daily.
- 6.3. Pedestrian and vehicular ingress/egress to and from the off-leash dog park will only be permitted through southern gate located off NE 150th St., as shown in Exhibit A.
 - 6.3.1. Parking and alternate ingress/egress is not permitted on DSHS or Department of Health property.

7. Lessee Obligations.

- 7.1. Comply with Campus patient safety rules, regulations, and procedures, as shown in the Obligations of Lessee on Campus, Exhibit B, at all times while on the Premises. Lessee acknowledges receipt, review of, and distribution to all necessary staff of these rules, regulations, and procedures from DSHS.
- 7.2. Obtain signed Non-Disclosure Agreements, as shown in Exhibit C, from each member of Lessee's staff and subcontractors, prior to their working on the Premises.
 - 7.2.1. In the course of Lessee's work at Fircrest Campus, Lessee's staff may come into contact with residents and/or patients and their confidential information.

Resident and patient identity and confidential information must be maintained in the strictest confidence. Lessee and their staff will not at any time disclose any resident or patient information to any person whatsoever.

Violation of resident and/or patient confidentiality may subject Lessee to civil liability and criminal penalties under the provision of the law.
- 7.3. Use due diligence, exercise reasonable care, and remain aware of its surroundings when entering, exiting, and while within the Premises with respect to Campus residents, staff, and property.
- 7.4. Any other obligations necessary for the Lease Agreement.

8. Condition at End of Lease.

- 8.1. Upon vacating the Premises on the termination date, Lessee shall:
 - 8.1.1. Leave the Premises and all improvements in a state of repair and cleanliness as required under this Agreement.

8.1.2. Peaceably surrender the same to DSHS.

8.2. Lessee shall remove all leasehold improvements upon termination of the Agreement at Lessee's expense, and return the Premise to grade level free of all debris, unless Lessor gives written consent to leave a particular improvement with surrender of all rights in the improvement to DSHS.

9. Financial Obligations.

9.1. Rent and Leasehold Excise Tax.

9.1.1. Lessee shall pay Lessor rent in the amount of \$1,000 monthly for the month of July 2020 and August 2020.

9.1.2. Commencing on September 1, 2020 through December 31, 2020, Lessee shall pay Lessor the fair market value rate established by an appraisal commissioned by the Lessor.

9.1.3. As of the signing of this Lease, the Lessee is Property Tax Exempt which also exempts the Lessee from paying Leasehold Excise Tax. If at any time during the term of this Lease the Lessee is no longer exempt from Leasehold Excise Tax payments, the Lessee shall notify Lessor and Leasehold Excise Tax will be applied in addition to the monthly rent payments. The current Leasehold Excise Tax rate is 12.84% of the rent amount. Lessee shall be responsible for any adjustments to the Leasehold Excise Tax amount required by the Department of Revenue.

9.1.4. Rent payments shall be due on the first of each month.

9.2. Overdue Rent.

9.2.1. Lessee's failure to pay rent within 30 days after the due date shall be a default of the Lease, and Lessor may then pursue remedies as provided in Section 30, Remedies for Default. Rent payments received after 30 days following the due date shall include the late penalty and interest charges.

9.2.2. Lessee shall pay Lessor a late charge of six percent (6%) of the amount of any rent payment received by Lessor more than 30 days after the due date.

9.2.3. Lessee shall pay Lessor interest at the rate of one percent (1%) per month, beginning on the date such rent is due and until the rent is paid, for any rent payment received by Lessor more than 30 days after the due date.

9.3. Utilities and Assessments.

9.3.1. Lessee shall pay all assessments that may be charged against the leased Premises per Chapter 79.44 RCW, including, but not limited to:

- 9.3.1.1. Storm water runoff.
- 9.3.1.2. Fire protection services and security.
- 9.3.1.3. Weed.
- 9.3.1.4. Local improvement district.
- 9.3.1.5. Watershed protection district.
- 9.3.1.6. Conservation district.

9.3.2. Reimbursements shall be based on actual costs incurred by Lessor for the leased Premise.

10. Termination for Convenience. Lessor may terminate this Agreement for any reason by providing 15 calendar days written notice to the Lessee.

11. Billing and Payment.

Lessor shall submit invoices for payment to Lessee monthly. Payments shall be considered timely if received by Lessor within 30 days from the billing date. Payments shall be sent to Lessor at the address listed below:

Department of Social and Health Services
Office of Capital Program – Fiscal Unit
Attention: Jeanne Rodriguez
1115 Washington St. S.
MS: 45848
Olympia, Washington 98504-5848

12. Lease Management. The Lease Manager for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement. Each party may amend the contact person by giving written notice to the other party.

The Lease Manager for the Lessee is:

City of Shoreline
Parks, Recreation and Cultural Services
Attn: Eric Friedli
17500 Midvale Avenue North
Shoreline, WA 98133
206-801-2601
efriedli@shorelinewa.gov

The Lease Manager for DSHS is:

Office of Capital Programs
Attn: Jeanne Rodriguez
1115 Washington St. S.
MS: 45848
Olympia, WA 98504-5848

360-902-8330
rodrijr@dshs.wa.gov

The Facilities Manager for the Lessee is:

City of Shoreline
Parks, Recreation and Cultural Services
Attn: Tony Colinas
17500 Midvale Avenue North
Shoreline, WA 98133
206-801-2617
tcolinas@shorelinewa.gov

The Facilities Manager for the Campus is:

DSHS Maintenance & Operation Division
Attn: Steve Hardy
15230 15th Ave NE
Shoreline, WA 98155
206-361-3199

The OCP Project Manager for DSHS is:

Office of Capital Programs
Attn: Larry Covey
1115 Washington St. S.
MS: 45848
Olympia, WA 98504-5848
360-664-6181
coveylg@dshs.wa.gov

13. Security.

- 13.1. Lessor shall not provide security services to Lessee.
- 13.2. Lessee staff shall be aware of its surroundings when entering, exiting and within the Premises, to help ensure the safety and well-being of DSHS' residents and employees.
- 13.3. Lessee acknowledges that it has received, reviewed and distributed to all necessary employees the Campus resident safety rules, regulations and procedures and shall adhere to them at all times while near or within the Premises.

14. Repairs and Maintenance of Premises.

- 14.1. Lessee, at its sole cost and expense, shall maintain the Premises in good condition, keep the Premises neat and clean, and make all necessary repairs. Repairs shall include, but not limited to such items as routine repairs of floors, walls, ceilings, and other parts of the Premises damaged or worn through normal occupancy.
- 14.2. Lessee shall:

- 14.2.1. Complete the Maintenance Plan as outlined in Exhibit D –Eastside Off-Leash Area Maintenance Plan.
- 14.2.2. Provide a reasonable program for the control of infestation of insects, rodents, and other pests on the Premises.
- 14.2.3. Take whatever action necessary to ensure lights and noise coming from the property are not of such magnitude to disrupt the therapeutic environment of the Campus.
- 14.3. Should Lessee fail to maintain the Premises in good condition and repair, Lessor shall give Lessee written notice to take corrective action.
 - 14.3.1. Lessee will have 5 business days to respond to Lessor with their correction action plan with a timeframe of when the corrective action will be completed.
 - 14.3.2. If Lessee does not respond with a corrective action plan within 5 working days, Lessor shall make arrangements for the maintenance or repairs and bill, and Lessee shall reimburse Lessor for these costs.
- 14.4. Lessee shall coordinate any maintenance issues with the Fircrest Facilities Manager. Lessor may provide maintenance services to Lessee on a time and materials basis, as agreed in advance and in writing.

15. Damage and Destruction.

- 15.1. If the Premises are damaged by fire, casualty, or structural defects not due to the negligent acts or fault of Lessee, which prevents Lessee from using the Premises for its contracted purposes, then Lessee shall have 90 days following such damage to notify Lessor in writing and terminate the Agreement. The termination shall be effective on the date of receipt by Lessor of the written notification.
- 15.2. If the Premises are damaged by fire or other casualty resulting from any act or negligence of Lessee or any of Lessee's agents, then:
 - 15.2.1. Consideration shall not be diminished or abated while such damages are under repair; and,
 - 15.2.2. Lessee shall be responsible for all costs of repair.

16. Access and Compliance.

- 16.1. Lessor shall have access to the Premises at all reasonable times.
- 16.2. In the event of an emergency threatening immediate Lessor client or public health and safety, Lessor shall have immediate access to the Premises, and shall notify the Lessee as soon as possible of the circumstances necessitating such emergency entry.
- 16.3. Failure to inspect or enforce compliance shall not be construed as a waiver of

Lessor's right to declare a breach, nor relieve Lessee of any liability to Lessor for any breach of the terms, conditions, or requirements of this Agreement.

17. Insurance.

City certifies that it is a member of the Washington Cities Insurance Association risk pool and shall pay for losses for which it is liable.

18. Indemnity / Hold Harmless.

18.1. Lessee shall indemnify and hold Lessor harmless from any claims, loss, liability, damages, or fines arising out of or relating to Lessee's, or any Subcontractor's, performance or failure to perform this Agreement or any acts or omissions.

18.2. Lessee shall indemnify and hold Lessor harmless from any and all claims of liability, loss, or damage arising out of or incidental to use or possession of the Premises, including but not limited to: claims for property damage, personal injury, or death.

19. Weed Control. Lessee shall control noxious weeds and vegetation on the Premises as required by law. Lessee shall be responsible for, or shall immediately reimburse Lessor for, any noxious weed control costs incurred as a result of Lessee's failure to control noxious weeds on the Premises.

20. Hazardous, Toxic, or Harmful Substances. Lessee shall not keep, on or about the Premises, any substances designated as or containing components designated as hazardous, toxic, dangerous, or harmful, or are subject to regulation by law.

21. Smoking. No smoking is only allowed on the Campus.

22. Drugs, Alcohol, or Firearms.

22.1. No drugs, alcohol, or firearms are allowed at any time on the Premises per RCW 72.23.300.

22.2. Lessee shall comply with Fircrest Campus policy on limitations for possessing firearms. Lessee shall secure weapons and ammunition within the Premises by using locked cabinets, trigger guards, or other security devices when the weapon or ammunition is not under the direct control of Lessee.

23. Assignment. Lessee shall not sublease or sublet the Premises, and shall not assign this Agreement without written approval from DSHS.

24. Authorized Improvements and Alterations.

24.1. Improvements and alterations may be constructed on the Premises only upon prior written consent by DSHS. All improvements made on or to the Premises without the consent of Lessor shall immediately become the property of DSHS, or at DSHS' option, may be required to be removed by the Lessee, at Lessee's sole cost.

- 24.2. Improvements upon the Premises constructed by the Lessee shall be the property of the Lessee during the term of this Agreement, including without limitation all additions, alterations, and improvements to or replacement of the Premises and installed fixtures.
- 24.3. At the expiration or earlier termination of this Agreement, all improvements, additions, alterations, and improvements to or replacement of the Premises and shall become the property of DSHS, unless Lessor requires their removal per Section 8, Condition at End of Lease.

25. Plan Approval.

- 25.1. Lessee shall meet with the DSHS Office of Capital Programs (OCP) Project Manager prior to submitting plans for any contemplated improvements to the Premises.
- 25.2. Lessee shall submit the plans or specifications for the construction of the authorized improvements, and any changes thereto, in writing to the OCP Project Manager for approval.

The written request shall include:

- 25.2.1. A Plan of Operation, including a construction schedule;
- 25.2.2. A diagram indicating location of improvements and location of any utility changes, and;
- 25.2.3. Dimensions and square footage of improvements.
- 25.3. Lessee shall obtain approval from the Washington State Department of Archaeology and Historic Preservation for all improvements, as coordinated by the LESSOROCP Project Manager.
- 25.4. Lessor will review the written request and respond with a decision in writing within 30 days. After 30 days, non-action by Lessor will signify approval. Lessor approval shall be contingent upon acceptance of the plans by the applicable state and local regulatory authorities.

26. Compliance with Laws and Regulations. Lessee shall cause all work and business conducted on the Premises to be performed in accordance with all applicable laws, directions, and regulations of all governmental agencies having jurisdiction. Lessee shall, at its sole cost and expense, correct any failure or compliance created through its fault or by reason of its use.

27. Liens. Lessee shall not suffer or permit any lien to be filed against DSHS' interest in the Premises, including improvements, due to work, labor, services provided, or materials supplied to, by, or through Lessee. If any such lien is filed, Lessee shall cause the lien to be discharged of record within 30 days after the date of filing or creation of the lien, unless other arrangements are authorized in writing by Lessor in advance.

- 28. Order of Precedence.** In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:
- 28.1. Applicable Washington state and federal statutes and rules.
 - 28.2. This Agreement.
 - 28.3. Any other provision of this Agreement, including Exhibits and other materials incorporated by reference.
- 29. Governing Law and Venue.** This Agreement shall be construed, interpreted and enforced pursuant to the laws of the State of Washington. Venue shall be in King County.
- 30. Ordinary Meaning.** The terms of this Agreement shall be given their ordinary meaning and shall not be presumed construed in favor of or against either party.
- 31. Remedies for Default.**
- 31.1. If Lessee breaches or defaults on any undertaking, promise, or performance required in this Agreement, Lessor may terminate this Lease after the Lessee has been given 30 days notice of the breach or default, and the breach of default has not been corrected within 30 days.
 - 31.2. Upon such termination as referenced in Section 30.1, Lessee shall be responsible for returning the property to the condition it was in prior to the execution date of this Agreement, other than:
 - 31.2.1. Needed repairs authorized under Section 13, Repairs and Maintenance of Premises, and;
 - 31.2.2. Improvements authorized under Section 23, Authorized Improvements and Alterations.
 - 31.3. Lessor may seek damages for any and all violations or defaults with or without terminating this lease. If Lessor determines the breach or default constitutes a threat to safety, life, or property, Lessor may elect to intervene immediately, without notice, to remedy the breach or default by requiring the Lessee to:
 - 31.3.1. Act immediately to remedy the breach or default at Lessee's expense, or;
 - 31.3.2. Require Lessee to reimburse Lessor for all costs incurred in remedying the breach or default upon demand, including interest from the date of expenditure.
- 32. Disputes.**
- 32.1. Except as otherwise provided in this Agreement, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a Dispute Resolution Board (DRB). A

request for a DRB must be in writing, state the disputed issues, state the relative positions of the parties and be sent to all parties. Parties must provide a response within 14 calendar days.

- 32.2. Once a party requests a DRB, each party shall designate a representative. The representatives shall mutually select a third member. The DRB shall evaluate the facts, Agreement terms and applicable statutes and rules and make a determination by majority vote. The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding concerning this Agreement. The parties agree that the DRB shall precede any action in judicial or quasi-judicial tribunal.
- 32.3. Nothing in this Agreement shall be construed to limit the parties' ability to elect a mutually acceptable Alternate Dispute Resolution in place of the dispute resolution process outlined above.

33. Nonwaiver.

- 33.1. Waiver by Lessor of strict performance of any provision of this Agreement shall not be a waiver of nor prejudice DSHS' right to require strict performance of the same provision in the future, or of any other provision.
- 33.2. The acceptance of performance, rent, or any other sum owing, by Lessor following a breach by Lessee of any provision of this Agreement shall not constitute a waiver of any right of Lessor with respect to such breach. Lessor shall be deemed to have waived any right only if Lessor shall do so in writing.

34. Severability. If any provision of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms and conditions of this Agreement.

35. Maintenance of Records.

- 35.1. Lessor and Lessee shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s). These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law.
- 35.2. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

36. Amendment. This Agreement may only be modified by a written amendment signed by both parties. Only staff authorized to bind each of the parties may sign an amendment.

37. Condemnation.

- 37.1. If all of the Premises are taken by any lawful authority under the power of eminent domain for a period which will end on or extend beyond the term of this Agreement, this Agreement terminates as of the date the condemner takes possession.
 - 37.2. If part of the Premises are so taken, either party may terminate the Agreement by providing 30 days written notice to the other party. All damages awarded for the taking or damaging of all or any part of the Premises shall belong to and become the property of DSHS.
- 38. Survivability.** The terms and conditions contained in this Agreement which, by their sense and context, are intended to survive the expiration or termination of the particular agreement shall survive. Surviving terms include, but are not limited to:
- 38.1. Condition at End of Lease
 - 38.2. Billing and Payment
 - 38.3. Indemnity and Hold Harmless
 - 38.4. Order of Precedence
 - 38.5. Governing Law and Venue
 - 38.6. Ordinary Meaning
 - 38.7. Remedies for Default
 - 38.8. Disputes
 - 38.9. Condemnation

39. Entire Agreement. This written Agreement or its successor or replacement contains the entire agreement of the parties, and no other agreement, statement, or promise made by any party shall be binding or valid.

- Exhibit A: Map of Premises
- Exhibit B: Obligations of Lessee on Campus
- Exhibit C: Non-Disclosure Agreement
- Exhibit D: Eastside Off-Leash Area Maintenance Plan

CITY OF SHORELINE:

DEPARTMENT OF SOCIAL & HEALTH SERVICES:

Signature

Print Name

Title

Date

Signature

Jeanne Rodriguez

Print Name

Capital Assets Manager

Title

Date

Exhibit A
Map of Premise
Fircrest School – Shoreline, Washington

Ingress/Egress/
Parking Area

Leased Premise

Department of
Health

Gate Locations



Exhibit B

Obligations of Lessee on Campus

Fircrest School – Shoreline, Washington

Background Information

Fircrest Regional Habilitation Center is a state residential facility for over 200 individuals with developmental disabilities. It houses an intermediate care facility which provides individualized habilitative services that enhance each individual's skills and strengths, as well as a nursing facility which provides individualized health care and activities to persons who have unique medical needs.

The purpose of this document is to outline the state facility's expectations in order to sustain a successful working relationship.

All lessees, contractors, staff, clients, and volunteers working within Fircrest RHC's boundaries will be expected to comply with certain requirements.

Basic Facility Requirements

Per state law, possession of firearms, alcohol beverages, marijuana, or illegal drugs on state property is a felony. Secure all of your keys, money, personal medications, cigarettes, lighters, food, etc. Do not share or give any items to Fircrest RHC residents without first checking with staff members of Fircrest.

Please remember Fircrest grounds are home to individuals with developmental disabilities. They deserve to be treated with respect and concern, recognizing their vulnerabilities. Please obey campus speed limits, traffic regulations, and exercise reasonable precaution while driving on campus. Proceed directly to and from the leased premises. Park only in designated areas and lock all vehicles when unattended. Do not park in or obstruct passage on roadways as they are vital for both routine and emergency vehicle access.

While working on the premises, secure your work area and tools at all times. Provide secured fences around holes, drop-offs, and areas under construction. Do not discard construction debris, broken tools, etc. outside of the work area. Remove all construction debris from the Fircrest site.

Interaction with residents of Fircrest RHC

Please remember Fircrest grounds are our clients' home and respect them as such. The clients themselves should at all times be treated with respect, common courtesy and consideration while recognizing and taking into consideration their vulnerabilities.

State Responsibility

LESSOR cannot and will not be held responsible for loss or damage to materials or equipment.

Contact Information

If you have questions, you may contact Plant Operations at (206) 361-3440. After 4:00 p.m. or on weekends, call the Duty Office at (206) 361-3021.

**Exhibit C
Non-Disclosure Agreement**

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

LESSEE NON DISCLOSURE AGREEMENT

(This includes subcontractors, employees, administrative personnel, etc.)

The Department of Social and Health Services has a legal and ethical responsibility to safeguard the privacy of all residents and patients, and protect the confidentiality of their health information. In the course of my work at Fircrest School, I may come into contact with residents and/or patients and their confidential information.

I understand that such information must be maintained in the strictest confidence. I hereby agree that I will not at any time disclose any resident or patient information to any person whatsoever.

I understand that violation of this agreement may subject me to civil liability and criminal penalties under the provision of the law.

Employee name

Signature and date

Exhibit D Eastside Off-Leash Area Maintenance Plan

Daily (excluding holidays)

- Remove trash and litter found in or near refuse containers within the dog park, five-foot perimeter of Dog Park and parking strip adjacent from premises.
- Inspect and refill, as needed, Dog Poop Bag Station
- Inspect trash piles, damaged fencing, graffiti, etc. within the five-foot perimeter outside the dog park.
- Inspect trash piles, damaged fencing, graffiti, etc. within the dog park.
- Inspect trash piles, damaged fencing, graffiti, etc. in designated parking areas.
- Inspect trash piles, damaged fencing, graffiti, etc. within ingress and egress routes.

Weekly

- Cleaned portable toilets
- Inspect on site signage related to Dog Park to ensure signage is in good condition.
- Remove any and all old signage that may be left by Lessee and its patrons.

During Growing Season (Approximately early April to middle of October)

- Mow every two weeks from early April to middle of October.
- Final mow mid-November to keep grounds looking nice during the winter months.
- Line Trimming every two weeks.
- Final line trimming mid-November to keep grounds looking nice during the winter months.
- Remove leaves during the fall season to keep grounds looking nice during the winter months.
- Remove any debris caused by weather events to keep grounds looking nice during the winter months.

Annual

- Review on site signage to ensure message is consistent with the Lessees' and the Department's expectations.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing the King County Metro North Link Connections Mobility Project
DEPARTMENT:	Public Works
PRESENTED BY:	Nytasha Walters, Transportation Services Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

King County Metro is planning service revisions to coincide with the opening of new segments of Sound Transit light rail from Husky Stadium to the Northgate Transit Center. These revisions are scheduled to be implemented with Metro’s service change in September 2021. Metro will be making changes to bus routes and introducing new mobility options in north Seattle and north King County in order to connect people to light rail, respond to changing transportation needs, and improve mobility and access for historically underserved populations.

To prepare for potential upgrades to the Metro service network, a multi-phase community engagement process is being conducted. Based on the feedback from the community and the guidance from the King County Mobility Board, a set of existing and potentially affected routes was combined into a proposed service network for public comment. King County staff is currently evaluating responses collected through an online survey and direct feedback from community members conducted through March 2020. This staff report will review the proposed service network and potential affected routes that were presented to the public and how service for Shoreline residents may be affected. Tonight, King County Metro staff will provide a summary of the comments received in the recent survey and update the City Council on schedule and next steps toward completing service network revisions.

RESOURCE/FINANCIAL IMPACT:

There is no direct financial impact regarding tonight’s Council discussion.

RECOMMENDATION

No action is required with this agenda item as this item is for discussion purposes only. Staff recommends that the City Council ask questions of King County Metro staff and provide feedback on any modifications that Council would like considered in the updated service network.

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

INTRODUCTION

King County Metro is planning for service network revisions that will accompany the new segment of Sound Transit light rail service from Husky Stadium to the Northgate Transit Center, including the three new stations at University, Roosevelt, and Northgate. Metro is currently conducting the North Link Connections Mobility Project (North Link project) to engage the community in planning for these changes, which will be implemented in September 2021. Metro is in the process of reviewing comments from the Phase 2 community engagement efforts and will refine the network concept into a final proposal for changes to service. Metro will share this final proposal with the community to resolve remaining issues this summer.

BACKGROUND

King County Metro Long-Range Plan (Metro Connects)

In January 2015, King County Metro launched the development of its Long-Range Plan, known as Metro Connects, to effectively address the County's transit needs for the next 25 years. Metro Connects outlined a 2040 vision as well as an interim vision for 2025 when the Sound Transit Lynnwood Link Extension would be operational, and Metro anticipated interim service adjustments.

During initial planning efforts, Shoreline staff provided King County Metro with comments and requests for service that would coordinate with the Shoreline Comprehensive Plan to ensure that transit supported the City's planned development. After the initial planning efforts and outreach work conducted by King County Metro, on May 9, 2016, Metro and Shoreline staff presented the City Council with the King County Metro Draft Long-Range Plan (Metro Connects). Metro Connects proposed transit improvements to the entire service network, which included service affecting the City of Shoreline and its residents. The May 9, 2016 staff report for this Council discussion is available at: [Discussion and Update – King County Metro Long-Range Plan](#).

Shoreline staff reviewed Metro Connects and found that it generally provided a level of service to the key destinations Shoreline had requested. The City was pleased that Metro Connects emphasized frequent bus service throughout the City, serving key local and regional destinations important to Shoreline residents. The City appreciated connections from Shoreline neighborhoods and key destinations to the future two light rail stations in Shoreline. The City also supported proposed frequent bus service on the 145th Street corridor (though the service did not extend west to 3rd Avenue NW).

There were also multiple Shoreline requests for service improvements that were addressed in Metro Connects. A few issues have remained outstanding that the City continues to discuss with King County Metro, including the City's interest in service between the Shoreline Park & Ride (192nd and Aurora) and the future Shoreline North/185th light rail station. Also, bus service between Shoreline Community College and Edmonds Community College are ongoing discussions with both King County Metro and Community Transit and although it is not part of the North Link project discussion, will remain on the City's radar through the next round of service revisions.

In 2016, the Shoreline City Council generally confirmed the adequacy of the service proposed in Metro Connects and supported the benefits of strong access to the two future light rail stations.

King County Metro North Link Connections Mobility Project

As stated earlier, the King County Metro Long-Range Plan (Metro Connects) is a 2040 vision for regional service that includes phased interim service updates to accommodate new regional light rail service. A first step in these interim service adjustments is the North Link Connections Mobility Project (North Link project) now underway to address route revisions to occur when light rail begins service from Husky Stadium north to the Northgate Transit Center. Light rail is scheduled to open at the Northgate Transit Center in 2021, with another service update planned for 2024 with the opening of the Lynnwood Link Extension.

King County Metro recruited a diverse group of community members who live, work, or travel in the area to serve on the North Link Mobility Board to help Metro develop bus service changes. Metro also created the Partner Review Board with representatives from jurisdictions and major institutions in the project area to serve as a concept review board and provide guidance. Nytasha Walters, Shoreline Transportation Services Manager, is on the project Partner Review Board.

During a Phase 1 community engagement effort to inform initial service updates, the main themes heard included:

- Improving east-west connections.
- Ensuring that travel time is either faster or stays the same.
- Improving connections to hospitals and medical facilities.
- Improving connection to new markets like South Lake Union.
- Ensuring that transfers bus to bus and bus to Link light rail are easy to understand and easy to do.

With this information, King County Metro developed draft changes to the service network. These concepts were shared in the Phase 2 community engagement effort for comment over the last few months. King County is currently reviewing feedback and will refine the network concept into a final proposal for changes to service and new options over the summer months. Tonight, Council will be discussing information on the draft changes to service introduced in the Phase 2 community engagement process and contained in summary in this staff report.

This is the first of two interim service update projects addressing revisions. A second update will further adopt route revisions addressing the opening of the Sound Transit Lynnwood Link Extension from the Northgate Transit Center north to the new Lynnwood light rail station. This section includes the two light rail stations located in Shoreline. This second service network study is scheduled to begin in 2021-2022 and will be a similar process to the North Link project. Routes in Shoreline may again be revised at that time.

DISCUSSION

The goals of the North Link project are to improve mobility for historically underserved populations; equitably inform and engage with current and potential customers traveling in the project area; and deliver integrated service that responds to light rail expansion and customer needs. Service areas affected include north Seattle, the University District (U-District) in Seattle, Bothell, Kenmore, Lake Forest Park, and Shoreline.

North Link Connections Mobility Project Proposed Network

There are many north King County routes with revisions under the North Link project. All of these routes and their potential revisions can be viewed on the project webpage at [King County Metro North Link Connections Mobility Project](#). In Shoreline, the proposed network results in 14 routes with revisions, five routes being deleted, and one new route being added. King County Metro considers the deleted routes to be duplicative service and recommend routes that replace these deleted ones. A summary of revised, deleted, and new routes in Shoreline can be found in Attachment A – Summary of Affected Routes in Shoreline, included in this staff report.

Many of the route revisions are in frequency of service only. A few have route changes on a portion of the route. The E-Line and Routes 5, 330, 331, and 342 in Shoreline were unaffected by these revisions.

Following are all of the potentially affected routes and new routes as proposed by the North Link project. Routes serving Shoreline are underlined:

26, 31, 32, 40, 41, 44, 45, 48, 49, 62, 63, 64, 65, 67, 70, 71, 73, 74, 75, 76, 77, 78, 301, 303, 304, 308, 309, 312, 316, 345, 346, 347, 348, 355, 372, 373, ST 522

New routes are:

16, 23, 25, 61, 68, 79, 302

In Shoreline, the emphasis on route revisions proposed in this interim network change, taking place in September 2021, is how our residents travel south toward Seattle and the U-District, with new connections to light rail stations in north Seattle. Some routes that currently travel to downtown Seattle will instead connect the rider with new light rail stations that open in 2021 (Northgate, Roosevelt, U-District). Staff anticipate Shoreline will have a better opportunity to improve east-west and local connections when another revision is analyzed prior to the opening of the Lynnwood Link Extension which includes the two stations located in Shoreline. It is assumed that some routes connecting to I-5 and south to Northgate may be truncated during that revision to allow resources for other local connections.

Table 1 below illustrates where Shoreline routes terminate currently and in the 2021 proposed change.

Table 1. All Shoreline Bus Routes and Termini.

Status	Route	Current Terminus	Future Terminus
Revised	64	Downtown Seattle / First Hill	Downtown Seattle / First Hill
	65	U District	U District Station
	73	UW Station	Just south of U District Station
	301	Downtown Seattle	Northgate Station
	303	Downtown Seattle / First Hill	Downtown Seattle / First Hill
	304	Downtown Seattle	Northgate Station
	309	Downtown Seattle / First Hill	Downtown Seattle / First Hill
	312	Downtown Seattle	Roosevelt Station
	345	Northgate Transit Center	Northgate Station
	346	Northgate Transit Center	Northgate Station
	347	Northgate Transit Center	Northgate Station
	348	Northgate Transit Center	Northgate Station
	372	University District	U District Station
	ST 522	Downtown Seattle	Roosevelt Station
New	302	n/a	Downtown Seattle / First Hill
Deleted	77	Downtown Seattle	-
	308	Downtown Seattle	-
	316	Downtown Seattle	-
	355	Downtown Seattle	-
	373	U District	-
Unchanged	E-Line	Downtown Seattle	Downtown Seattle
	5	Downtown Seattle	Downtown Seattle
	330	Lake City	Lake City
	331	Kenmore	Kenmore
	342	Renton	Renton

Routes serving Shoreline P&R after September 2021 service changes:

E-line, 301, 304, and 342 (routes 303 and 373 will no longer service Shoreline P&R)

King County Metro has developed maps that illustrate the Current Network showing how buses in this project currently move in and out of the area (map is included with this staff report as Attachment B), the Proposed Network (map is included with this staff report as Attachment C), as well as individual route descriptions and maps for each of the routes being revised (included with this staff report as Attachment D).

Shoreline staff have not yet been briefed on the outcome of Phase 2 survey comments or any possible revisions to what was presented as the proposed network. Any change poses the possibility that service will be less convenient for some users. Every transit user has their own current sites for boarding and final destinations, and some users may find the need to transfer to complete their trips. Routes that do not directly serve Shoreline have not been discussed in this staff report but may be connecting routes that will affect Shoreline residents. Staff look forward to reviewing individual comments that may illuminate any serious gaps.

Shoreline 192nd Park & Ride

The City continues to support Transit-Oriented Development (TOD) and appropriate Metro levels of service at the Shoreline P&R as encouraged in the City's Comprehensive Plan and Transportation Master Plan. These will be ongoing discussions with King County Metro and Community Transit over the next few years.

The currently proposed network indicates that:

- The RapidRide E Line to downtown Seattle will continue to serve the Shoreline 192nd P&R.
- Route 301 (peak/weekdays only) will begin at the Aurora Village Transit Center, serve the Shoreline 192nd P&R, then travel to 175th Street and I-5, terminating at Northgate Station (Route 301 will no longer serve downtown Seattle directly – riders would transfer to light rail at Northgate).
- Route 304 (peak/weekdays only) will begin at the Shoreline 192nd P&R (this route used to begin in Richmond Beach and will no longer service that neighborhood), travel west on 185th Street, south on Dayton Avenue, west on 145th Street, and south on I-5 to the Northgate Station (Route 304 will no longer provide service to downtown; riders would transfer to light rail at Northgate).
- Route 342 (peak/weekday only) has not been changed. This route begins at the Shoreline 192nd P&R, travels to Bothell, then south on I-405 to Renton.
- Route 303 will no longer serve the Shoreline P&R. It will now start at Aurora Village and the rest of the route remains the same (Meridian to 175th Street to I-5 to downtown Seattle).
- Route 373 is deleted and no longer serves the Shoreline P&R (this deleted route traveled 185th to Meridian to 175th to 5th to 145th to 15th to the U-District).

The City will need to work with King County Metro to see if this level of service is sufficient for promoting TOD. This will also be part of the discussion when service revisions for routes that serve Shoreline are once again reviewed in a year or so prior to opening of light rail stations from Northgate to Lynnwood.

Overall Comparison to Shoreline 2040 Vision

The North Link project revisions address the City's requests for connecting Shoreline residents to light rail service on an interim basis; many Shoreline routes will now stop or terminate at the Northgate Station. More frequent service is scheduled on certain all-day routes, including the 345, 346, 347, and 348 being revised in peak periods from 30-minute to 20-minute headways.

In reviewing Metro Connects, Shoreline requested many service improvements which were incorporated. A review of these requests and their status is provided in Attachment E – Metro Connects Status with North Link Project Revisions. Most of the items on this list are not addressed in this current North Link project. The North Link project is focused around the Northgate, Roosevelt, and University light rail stations, all south of Shoreline. The North Link project is providing connections for Shoreline residents mainly to the Northgate Station with minor route revisions in Shoreline. The bulk of revisions are expected to come in the next service revision to be completed prior to 2024 and the opening of service to the two Shoreline light rail stations.

The North Link project does not yet address several connections that the City considers priorities. For instance, there is little service change on 145th Street. Sound Transit will be addressing service from SR522 (Bothell Way) to the 145th light rail station with Stride service (BRT – Bus Rapid Transit) by 2025. King County has indicated frequent service on the 145th Corridor serving the light rail station from the west, but this has not been addressed in this round of revisions; these will likely be addressed in the revisions prior to light rail station opening in 2024.

East-west service on 175th Street is also not addressed by the North Link project. On the 185th Street corridor, route 348 will have additional peak hour runs with 20-minute headways (currently 30-minute). These headways will likely be further reduced in the next round of revisions.

In reviewing the proposed network as currently presented in the North Link project, it must be kept in mind that this is a first round of route revisions in Shoreline. When Metro begins planning for route revisions once the two Shoreline light rail stations are operational, directing routes to these stations may open up additional resources to provide better east-west and local connections. These priorities will remain on the City's radar and staff discussions with King County Metro.

Next Steps

In summer 2020, the Mobility Board will help King County Metro refine the network concept into a final proposal for changes to service and new options. Metro will share this final proposal with the community to resolve remaining tradeoffs (e.g. community prefers Route XX to come every 10 minutes rather than operate past 10 p.m.) in order to finalize a recommendation to the King County Executive. In fall 2020, King County Metro will finalize the recommendation and draft service change legislation and forward it for the King County Executive and King County Council consideration and adoption.

STAKEHOLDER OUTREACH

King County Metro has been conducting community engagement for the North Link Connections Mobility Project. Early on, the North Link Mobility Board (existing of a diverse group of community members) and the Partner Review Board (consisting of larger partners and stakeholders) were created to assist King County Metro in drafting changes to service. An initial proposed service network was shared recently with the broader community for feedback. King County Metro staff along with the Mobility Board will make adjustments to the proposed network and share a final proposal with the

public in summer 2020. This final community engagement will be used to make any ultimate “trade-offs” in service.

COUNCIL GOAL(S) ADDRESSED

This project addresses the following City Council Goals:

- **Council Goal 2:** Continue to deliver highly valued public services through management of the City’s infrastructure and stewardship of the natural environment.
- **Council Goal 3:** Continue preparation for regional mass transit in Shoreline.

RESOURCE/FINANCIAL IMPACT

There is no direct financial impact regarding tonight’s Council discussion.

RECOMMENDATION

No action is required with this agenda item as this item is for discussion purposes only. Staff recommends that the City Council ask questions of King County Metro staff and provide feedback on any modifications that Council would like considered in the updated service network.

ATTACHMENTS

- Attachment A - Summary of Affected Routes in Shoreline
- Attachment B - Current Network Map
- Attachment C - Proposed Network Map
- Attachment D - Revised Route Descriptions and Maps
- Attachment E - Metro Connects Status with North Link Project

Attachment A

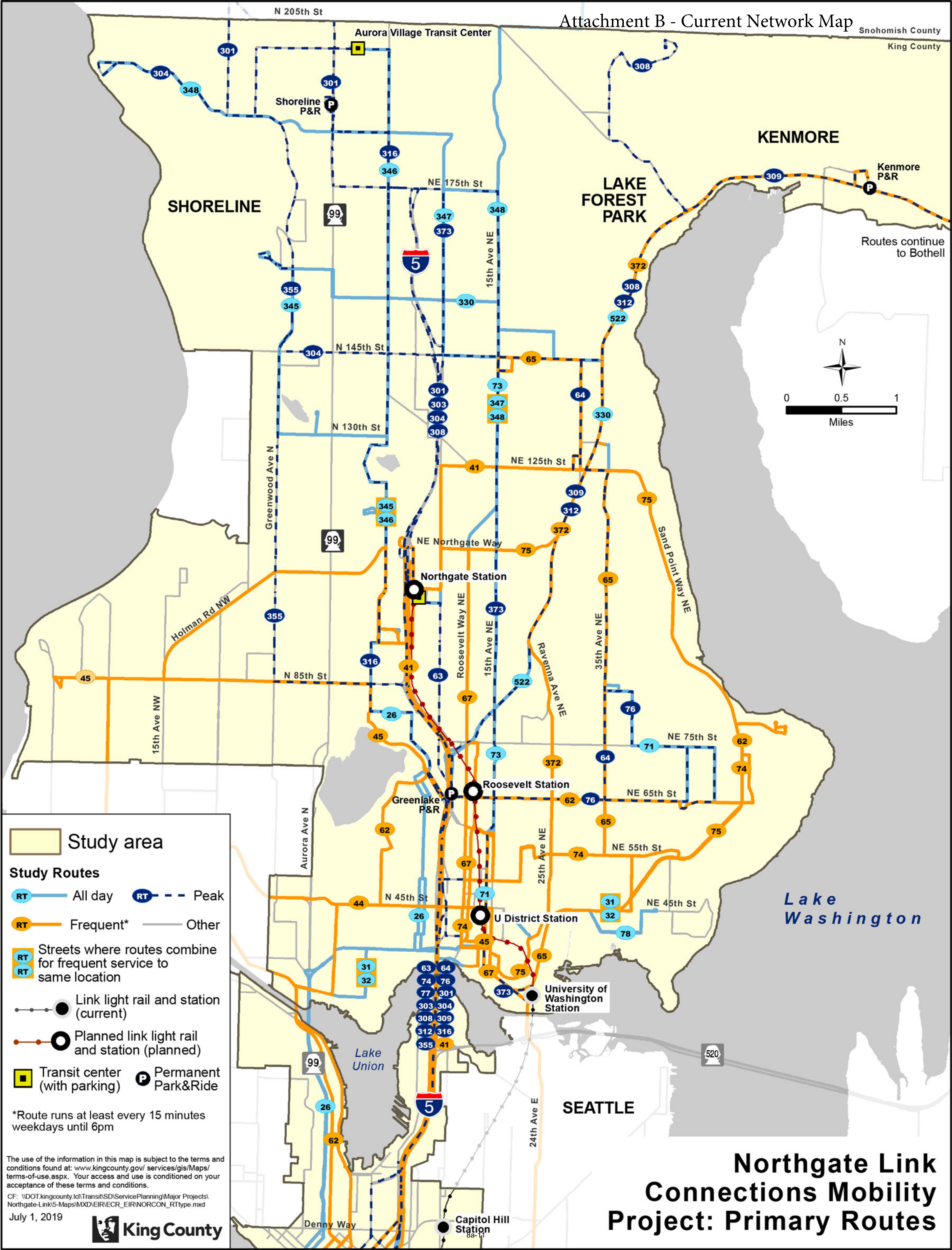
Summary of Affected Routes in Shoreline

Route	Status	Service	Description / Revision
64	revised	Peak / Weekdays	Route is unchanged; will add trips and stops at Roosevelt Station. Travels a short distance on 145th Street from 15th to 30th and south to downtown Seattle and First Hill.
65	revised	Frequent / All Days	Route is on a portion of NE 145 th Street which is unchanged. Route runs south mainly on 35 th Ave NE to Children's Hospital and UW. Will be extended to the U District Station.
73	revised	Local / All Days	This route just touches Shoreline, beginning at 145th Street and running south on 15th Avenue NE. Revision will take service off of 15th Avenue NE to service the Roosevelt Station. Route will now terminate just south of the U District Station. Additional peak hour trips will be added.
77	DELETED	<i>no service</i>	Possible replacement routes considered as portions of 73, 347, and 348. Route ran mainly on 15th Avenue and eventually to downtown Seattle.
301	revised	Peak / Weekdays	Aurora Village to Northgate. Will no longer include Richmond Highlands loop or service downtown Seattle. Begins at Aurora Village, serves Shoreline P&R. Will not stop at 145 th . Travels mainly on I-5 to Northgate Station. Will provide two-way peak period service.
302	New Route	Peak / Weekdays	New peak period express service between Richmond Beach, Richmond Highlands, Aurora Village, Northgate Station, I-5 to downtown Seattle and First Hill.
303	revised	Peak / Weekdays	No longer serves Shoreline P&R; route will begin at Aurora Village. Will not stop at 145 th Street. Travels mainly south on I-5 to Northgate Station, downtown Seattle, and First Hill.
304	revised	Peak / Weekdays	Will no longer service Richmond Beach. Will no longer travel to downtown Seattle; terminates at Northgate Station instead. Begins at Shoreline P&R, west on 185 th , south on Dayton. Additional trips provided.
308	DELETED	<i>no service</i>	Possible replacement routes considered as portions of 309, 312, 331, 372, and ST 522. Route serviced an on-street section of 145th Street between I-5 (downtown Seattle) and Bothell Way-SR522 (Kenmore).

Attachment A

Summary of Affected Routes in Shoreline

Route	Status	Service	Description / Revision
309	revised	Peak / Weekdays	Route from Kenmore to downtown is basically unchanged with small revision in downtown/First Hill area. Trips will be more frequent and operate later in the afternoon to serve First Hill employees.
312	revised	Peak / Weekdays	Route will begin at Kenmore P&R (no longer serving Bothell) and will terminate at Roosevelt Station (no longer serving downtown Seattle directly).
316	DELETED	<i>no service</i>	Possible replacement routes considered as portions of 45, 61, 345, and 346. This route ran on Meridian and eventually to downtown Seattle.
345	revised	Local / All Days	Improved peak period frequency to 15-20 minutes. Route unchanged; serves Shoreline Community College, Bitter Lake, Haller Lake, terminating at Northgate Station.
346	revised	Local / All Days	Improved peak period frequency to 20 minutes. Route unchanged; serves Aurora Village, Meridian Park, Haller Lake, terminating at Northgate Station.
347	revised	Local / All Days	Improved peak period frequency to 20 minutes. Route unchanged; serves Mountlake Terrace, North City, Ridgecrest, Jackson Park, and Pinehurst, terminating at Northgate Station.
348	revised	Local / All Days	Improved peak period frequency to 20 minutes. Route unchanged; serves Richmond Beach, North City, Jackson Park, and Pinehurst, terminating at Northgate Station.
355	DELETED	<i>no service</i>	Possible replacement routes considered as portions of 5, 16, 40, 45, 61, 302/303, 304, 345. This was a peak/weekday only route from Shoreline Community College via Greenwood and University District to downtown Seattle.
372	revised	Frequent / All Days	Route will remain the same (from UW Bothell campus) except extend service in the University District to the U District Station.
373	DELETED	<i>no service</i>	Possible replacement routes considered as portions of 73, 301, 302, 303, 347, 348. This route ran mainly on 15th Avenue to U-District.
ST 522	revised	Frequent / All Days	More frequent service added. Will terminate at the Roosevelt Station (no longer serve downtown Seattle).



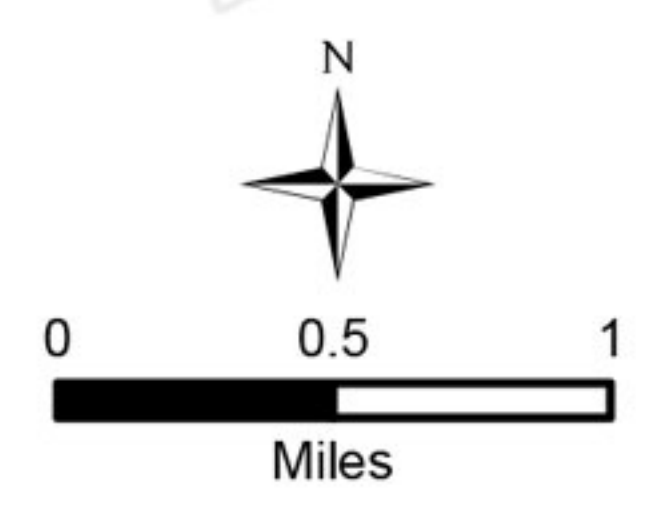
SHORELINE

LAKE FOREST PARK

KENMORE

Kenmore P&R

Routes continue to Bothell



- Study area
- Study Routes**
- RT — All day RT — Peak
- RT — Frequent* — Other
- RT RT Streets where routes combine for frequent service to same location
- Link light rail and station (current)
- Planned link light rail and station (planned)
- Transit center (with parking) P Permanent Park&Ride

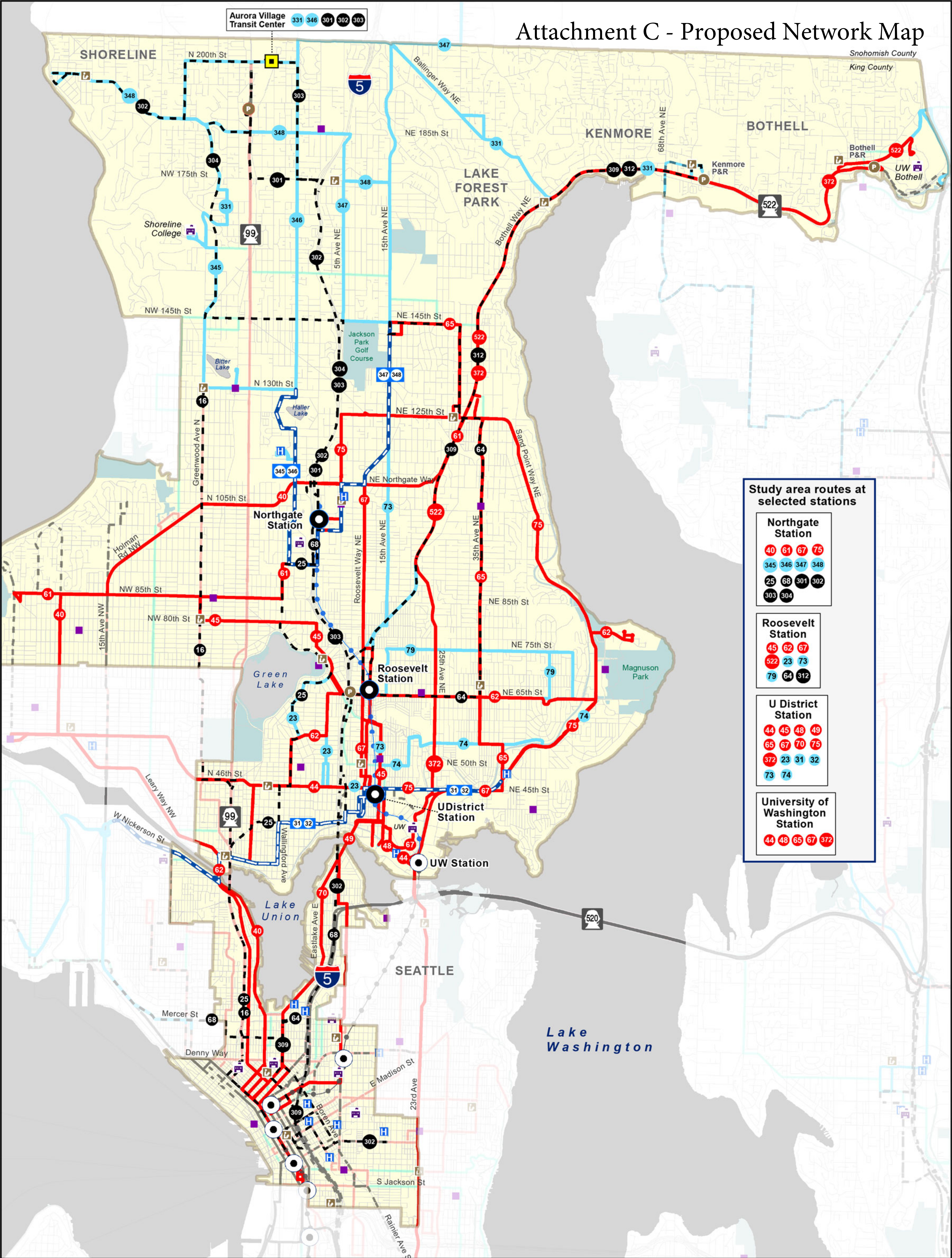
*Route runs at least every 15 minutes weekdays until 6pm

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July 1, 2019



Northgate Link Connections Mobility Project: Primary Routes

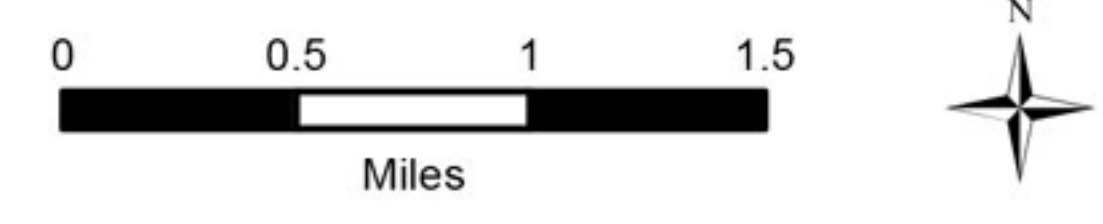


Study area routes at selected stations

<p>Northgate Station</p> <p>40 61 67 75</p> <p>345 346 347 348</p> <p>25 68 301 302</p> <p>303 304</p>
<p>Roosevelt Station</p> <p>45 62 67</p> <p>522 23 73</p> <p>79 64 312</p>
<p>U District Station</p> <p>44 45 48 49</p> <p>65 67 70 75</p> <p>372 23 31 32</p> <p>73 74</p>
<p>University of Washington Station</p> <p>44 48 65 67 372</p>

North Link Connections Mobility Project: Proposed Route Network

<p>Project study area</p> <p>Impacted routes in the study area</p> <p>RT Frequent</p> <p>RT Local</p> <p>RT Peak</p> <p>RT RT Locations where two routes combine for frequent service</p>	<p>Unchanged study area routes</p> <p>Frequent</p> <p>Local</p> <p>Peak</p>	<p>Selected community assets</p> <p>College</p> <p>Hospital</p> <p>Library</p> <p>Community Center/Senior Center</p>	<p>Permanent Park&Ride</p> <p>Transit Center</p> <p>Planned link and station</p> <p>Current link and station</p> <p>Park</p>
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CF: G:\Major Projects\Northgate-Link\5-Maps\MXD\Phase2\Phase2Base_updated January 8, 2020



North Link Connections Mobility Project

Route 64 – Revised

Neighborhoods Served:

- Jackson Park, Lake City, Wedgwood, Ravenna, Roosevelt, South Lake Union and First Hill

Summary of Proposed Changes:

- Additional trips provided to replace discontinued Route 63 service.
- New stops added at Roosevelt Station.

Why is this change being proposed?

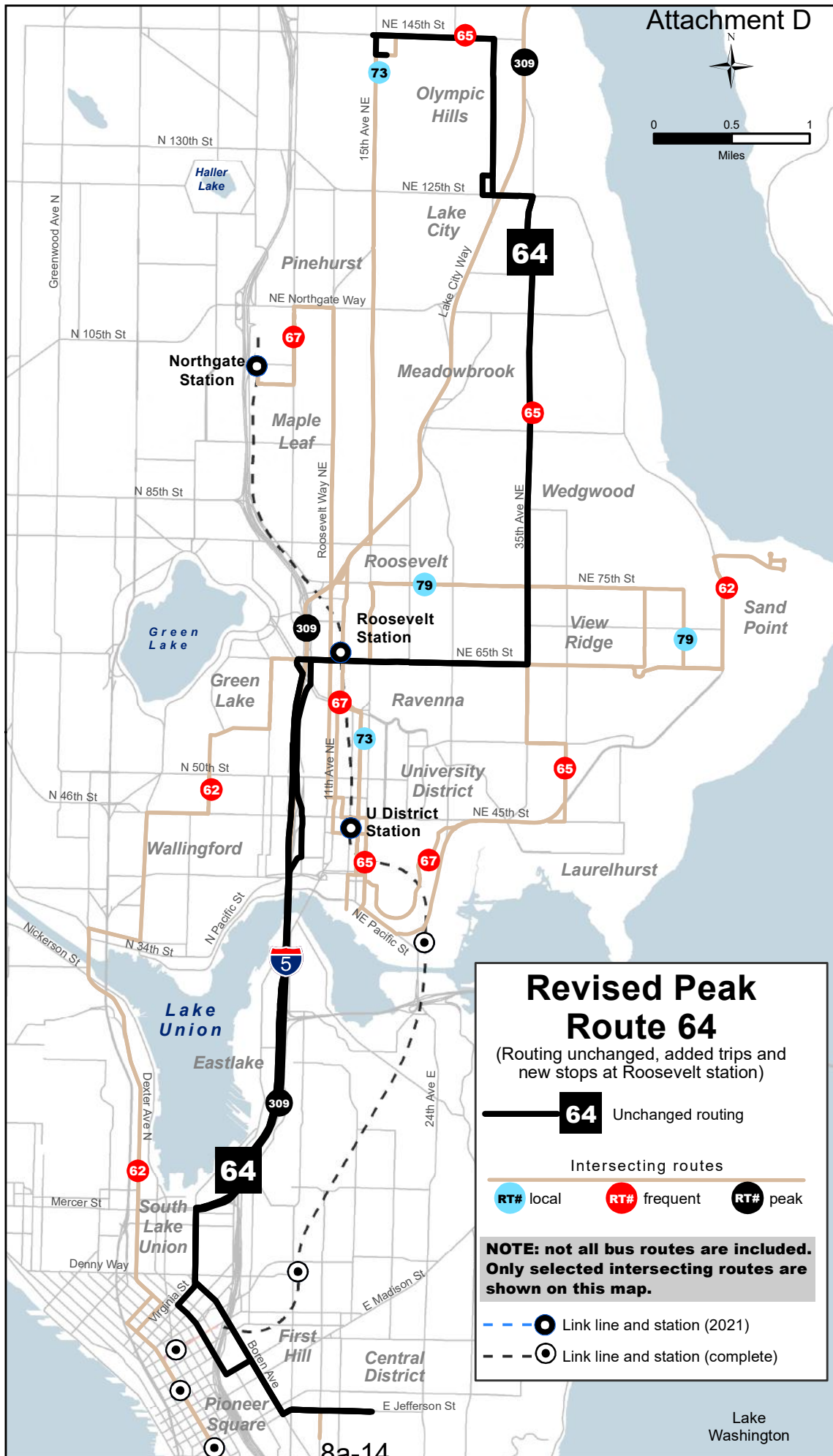
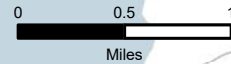
- To maintain a peak-period express service from northeast Seattle to South Lake Union and First Hill.
- Simplify the service design.

How often the bus would come:

- **Service Level: Peak**
- **Days of Operation: Weekdays**

How does this respond to feedback Metro received in Phase 1?

- Maintain connections to South Lake Union and First Hill
- Redesign the service network to be easier to understand



Revised Peak Route 64

(Routing unchanged, added trips and new stops at Roosevelt station)

64 Unchanged routing

Intersecting routes

RT# local **RT#** frequent **RT#** peak

NOTE: not all bus routes are included. Only selected intersecting routes are shown on this map.

- Link line and station (2021)
- Link line and station (complete)



North Link Connections Mobility Project

Route 65 – Revised

Neighborhoods Served:

- Jackson Park, Lake City, Wedgwood, Bryant, University District

Summary of Proposed Changes:

- Modify routing in the University District to serve U District Station more directly.

Why is this change being proposed?

- To provide a convenient connection to Link at U District Station


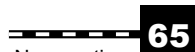
How often the bus would come:

- **Service Level: Frequent**
- **Days of Operation: Weekdays, Saturdays and Sundays**

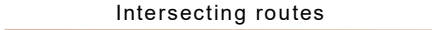
How does this respond to feedback Metro received in Phase 1?

- Improves connections to Link light rail

Revised Frequent Route 65


 Unchanged routing **65**
 New routing **65**


 Deleted routing

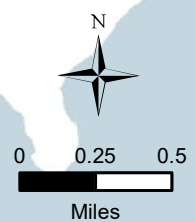
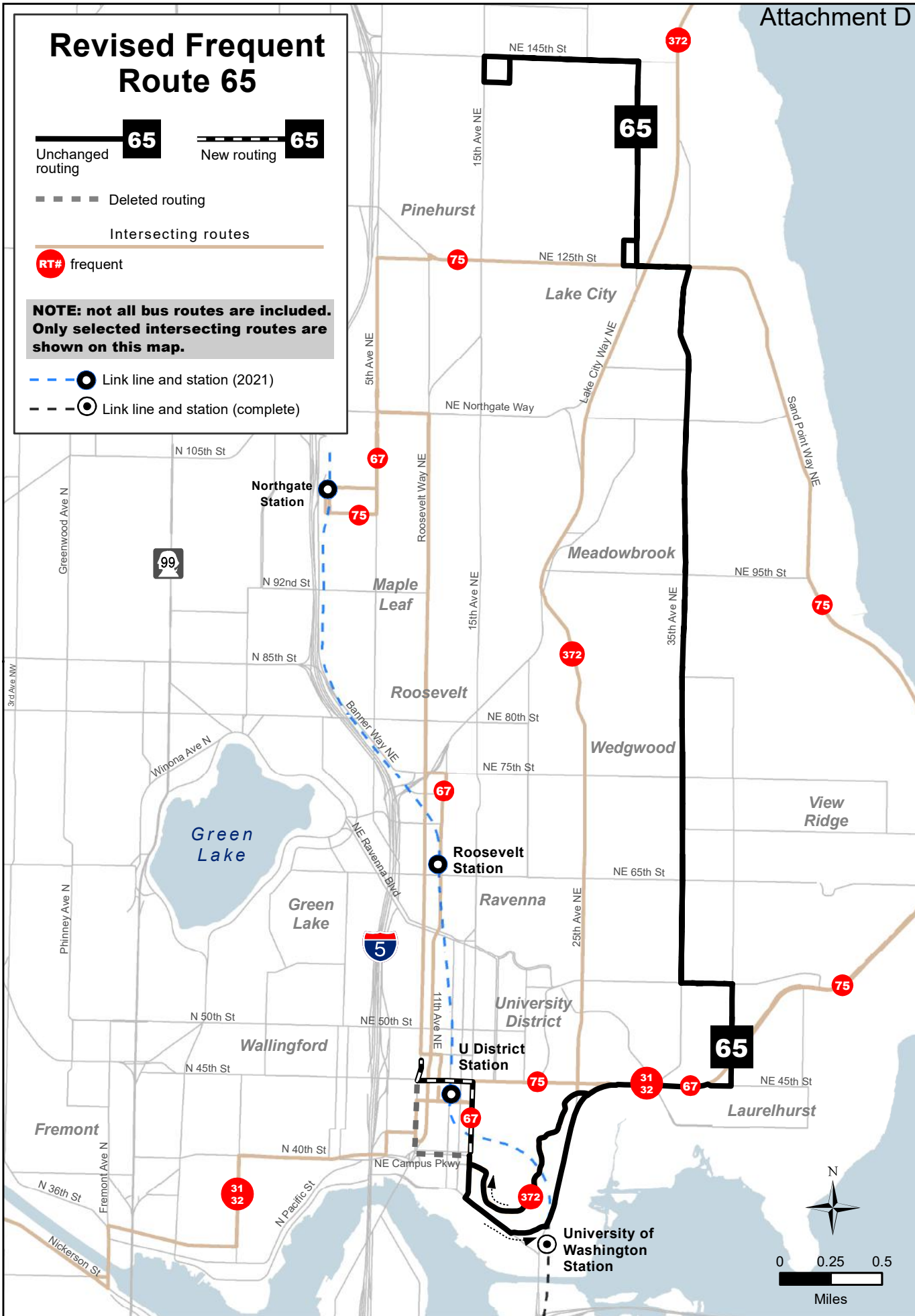
 Intersecting routes

 RT# frequent

NOTE: not all bus routes are included. Only selected intersecting routes are shown on this map.

 Link line and station (2021)

 Link line and station (complete)





North Link Connections Mobility Project

Route 73 – Revised

Neighborhoods Served:

- Jackson Park, Pinehurst, Maple Leaf, Roosevelt, University District

Summary of Proposed Changes:

- Modify routing in the Roosevelt area to serve Roosevelt Station by shifting Route 73 to operate southbound on Roosevelt Way NE and northbound on 12th Avenue NE between NE 80th Street and NE Ravenna Boulevard.
- Shorten to no longer travel east of 15th Avenue NE along NE Pacific Street and terminate at the west side of the UW Medical Center.
- Provide frequent peak service to replace discontinued service on Routes 77 and 373.

Why is this change being proposed?

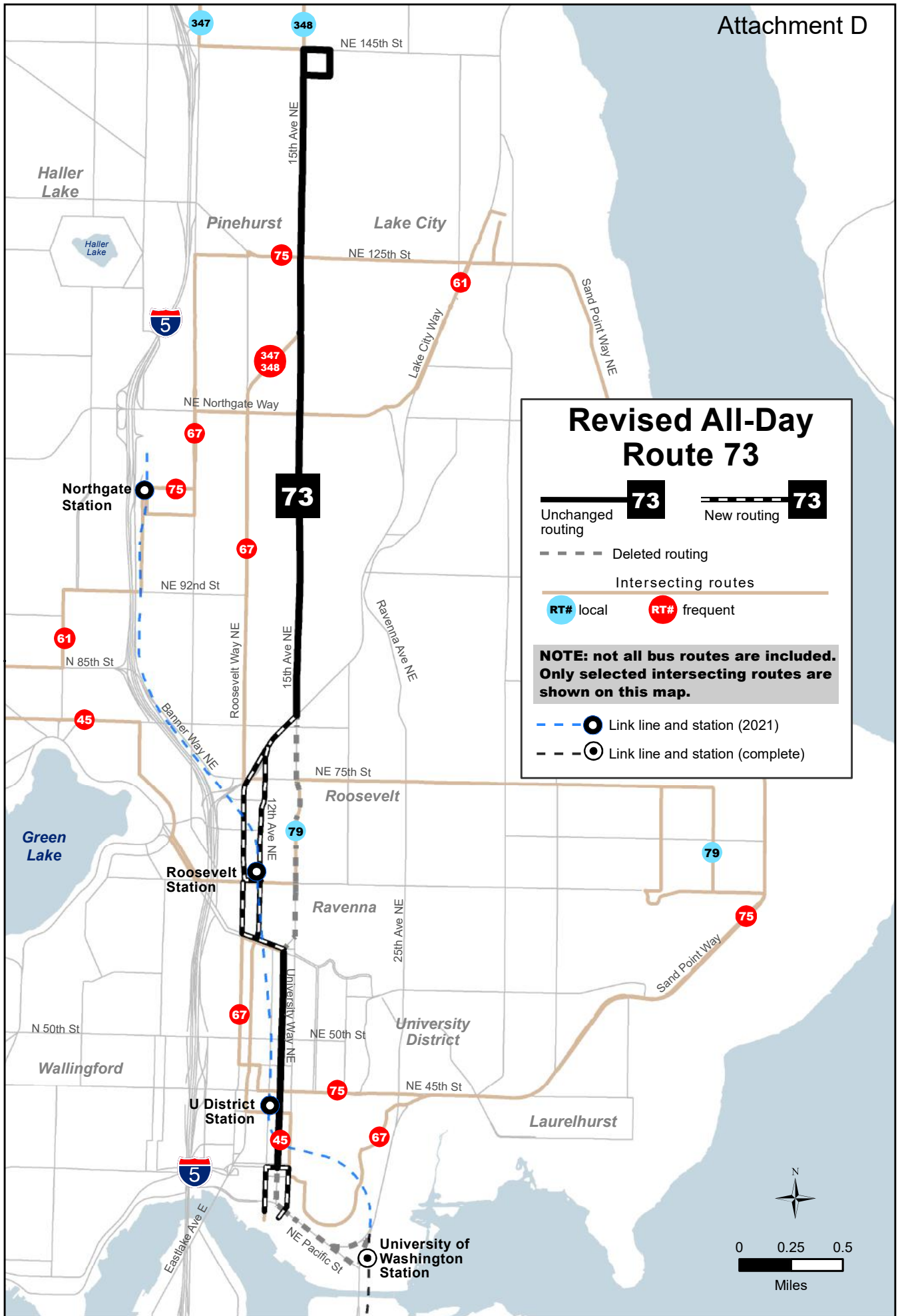
- To provide a convenient connection to Link at Roosevelt Station.
- To improve reliability by avoiding traffic congestion around the Montlake Triangle and on NE Pacific Street.
- Simplify service in Maple Leaf along 15th Avenue NE to a single route providing frequent peak period service to Roosevelt Station.

How often the bus would come:

- **Service Level: Local**
- **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improve connections to Link light rail



Revised All-Day Route 73

73

Unchanged routing

73

New routing

- - - Deleted routing

Intersecting routes

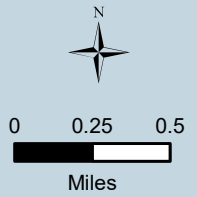
RT# local

RT# frequent

NOTE: not all bus routes are included. Only selected intersecting routes are shown on this map.

- - - ● Link line and station (2021)

- - - ○ Link line and station (complete)





North Link Connections Mobility Project

Route 77 – Replace

Neighborhoods Served:

- North City, Jackson Park, Pinehurst, Maple Leaf and Downtown Seattle

Summary of Proposed Changes:

North of NE 145th Street:

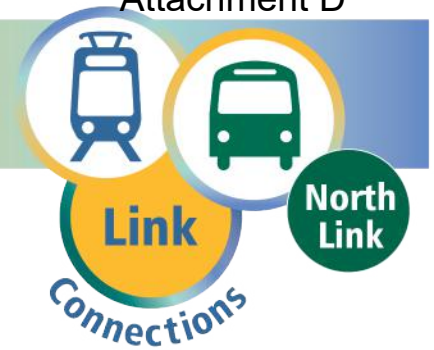
- Route 77 replaced by upgraded Route 348 providing service to Northgate Station where riders can catch Link light rail to Downtown Seattle.

Between NE 145th Street and Pinehurst Way NE:

- Route 77 replaced by frequent service on routes 347 and 348 providing service to Northgate Station where riders can catch Link light rail to Downtown Seattle.
- Route 77 replaced by upgraded service on route 73 providing service to Roosevelt Station where riders can catch Link light rail to Downtown Seattle.

Why is this change being proposed?

- To provide more frequent service on local routes 347 and 348 that serve more areas of Shoreline.
- To provide new connections to Link light rail.
- Simplify the service design in Northeast Seattle.

**How often the bus would come:**

- **Route 73**
 - **Service Level: Local**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Route 347**
 - **Service Level: Local**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Route 348**
 - **Service Level: Local**
 - **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improve frequency on routes in Shoreline
- Improve connections to Link light rail

Replaced Route 77

(Replacement routes: 73, 347, 348)

--- 77 Replaced routing

Intersecting routes

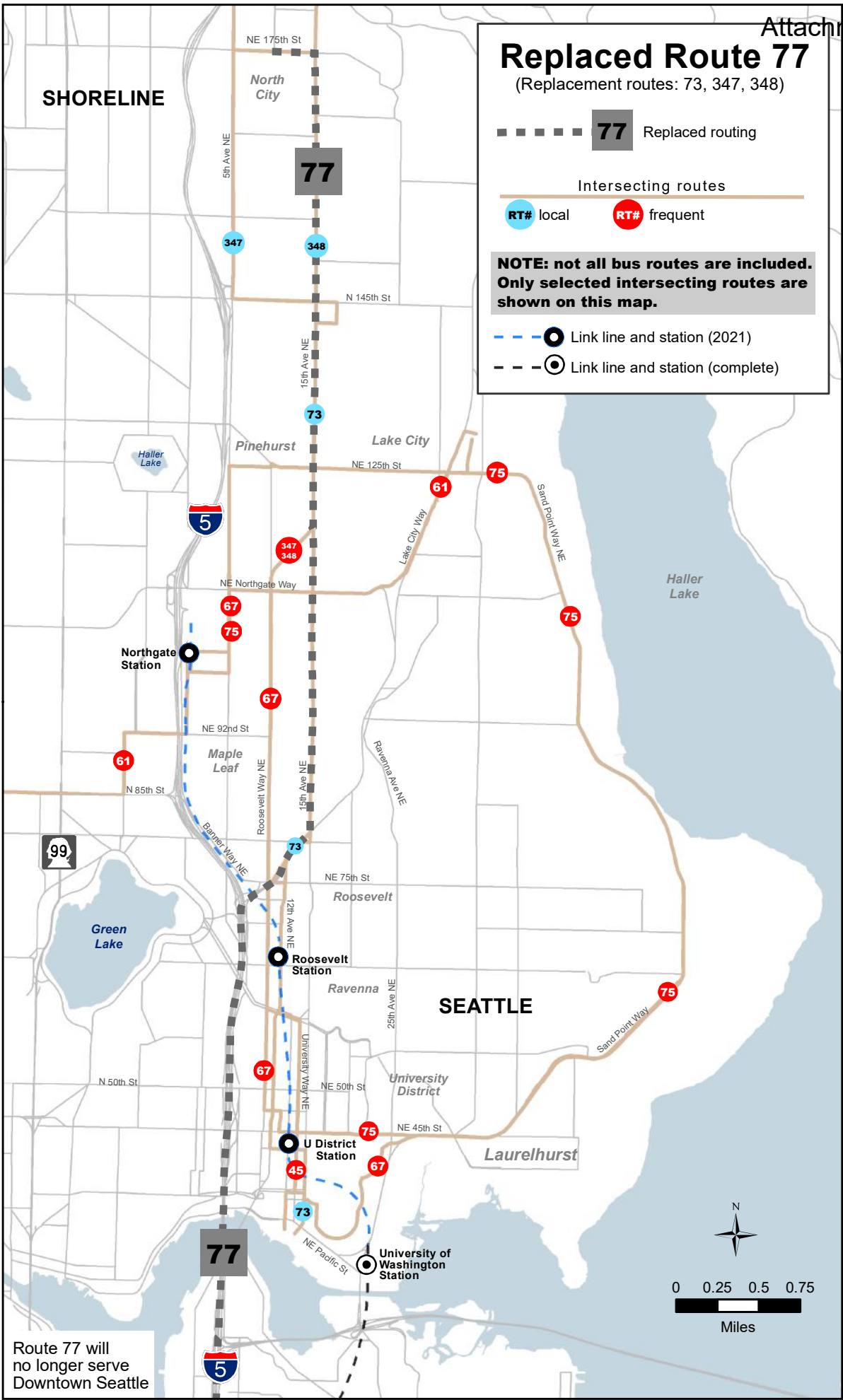
RT# local

RT# frequent

NOTE: not all bus routes are included. Only selected intersecting routes are shown on this map.

---● Link line and station (2021)

---● Link line and station (complete)



Route 77 will no longer serve Downtown Seattle



North Link Connections Mobility Project

Route 301 – Revised

Neighborhoods Served:

- Aurora Village, Shoreline, Northgate

Summary of Proposed Changes:

- Revise to provide frequent two-way peak-period service connecting Aurora Village, Shoreline and Northgate.
- Replace the Richmond Highlands loop with new Route 302.
- Do not stop at NE 145th Street to improve speed.

Why is this change being proposed?

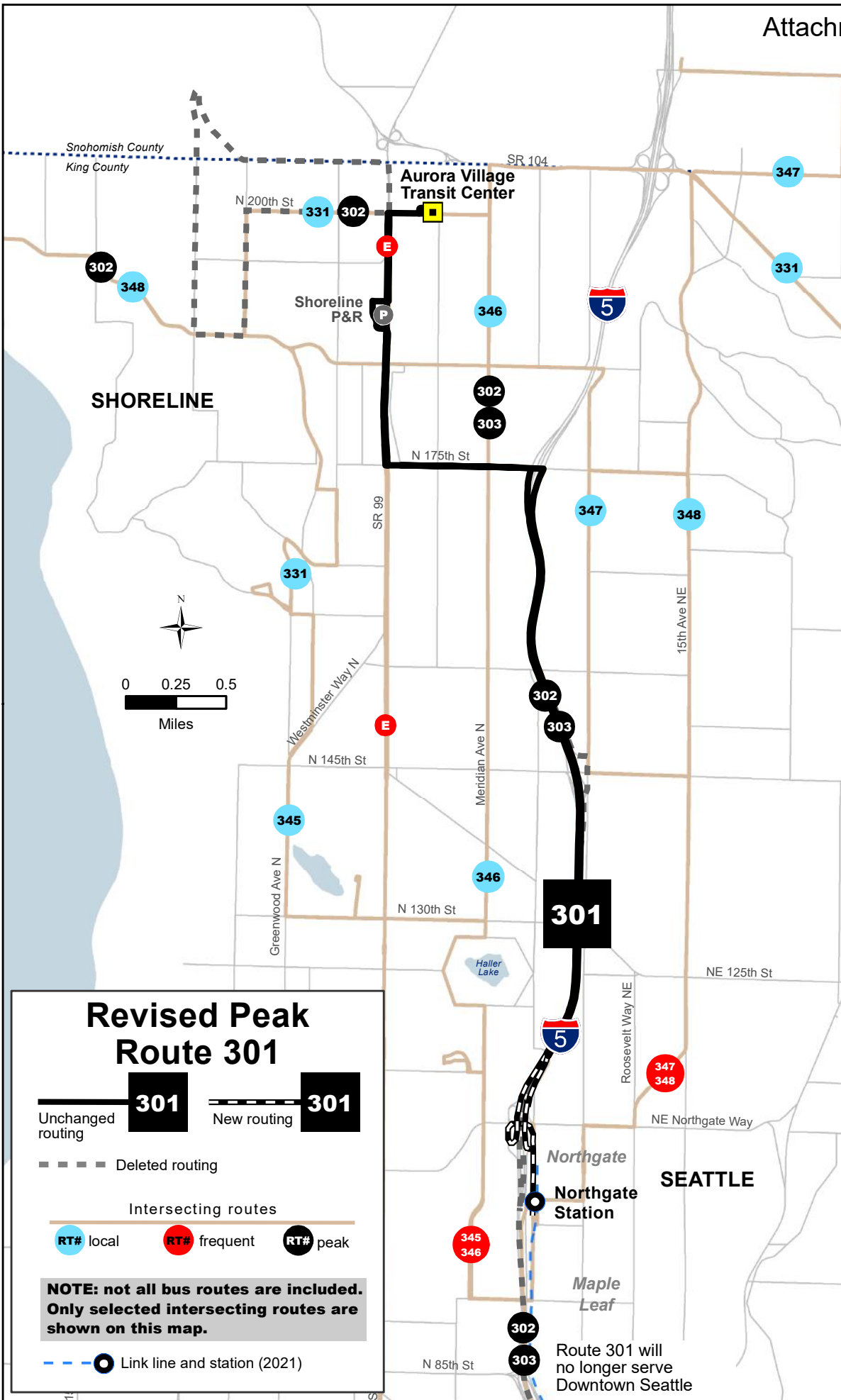
- To provide a connection to Link light rail at Northgate Station.
- By connecting to Northgate, Shoreline residents will gain a faster connection to the University District and Capitol Hill on Link light rail and to South Lake Union on new Route 68.
- To provide improved “reverse” commute (north in morning, south in afternoon) service to Shoreline.
- Simplify service design.

How often the bus would come:

- **Service Level: Peak**
- **Days of Operation: Weekdays**

How does this respond to feedback Metro received in Phase 1?

- Improve connections to Link light rail.
- Reduce complexity of service





North Link Connections Mobility Project

Route 302 – New

Neighborhoods Served:

- Richmond Beach, Richmond Highlands, Aurora Village, Northgate, South Downtown Seattle and First Hill

Summary of Proposed Changes:

- New Route 302 would provide new peak period express service between Richmond Beach, Richmond Highlands, Aurora Village, Northgate, South Downtown Seattle and First Hill via the I-5 Express Lanes.
- New Route 302 and 303 will be scheduled together to provide frequent peak period express service between Aurora Village and First Hill via Northgate.

Why is this change being proposed?

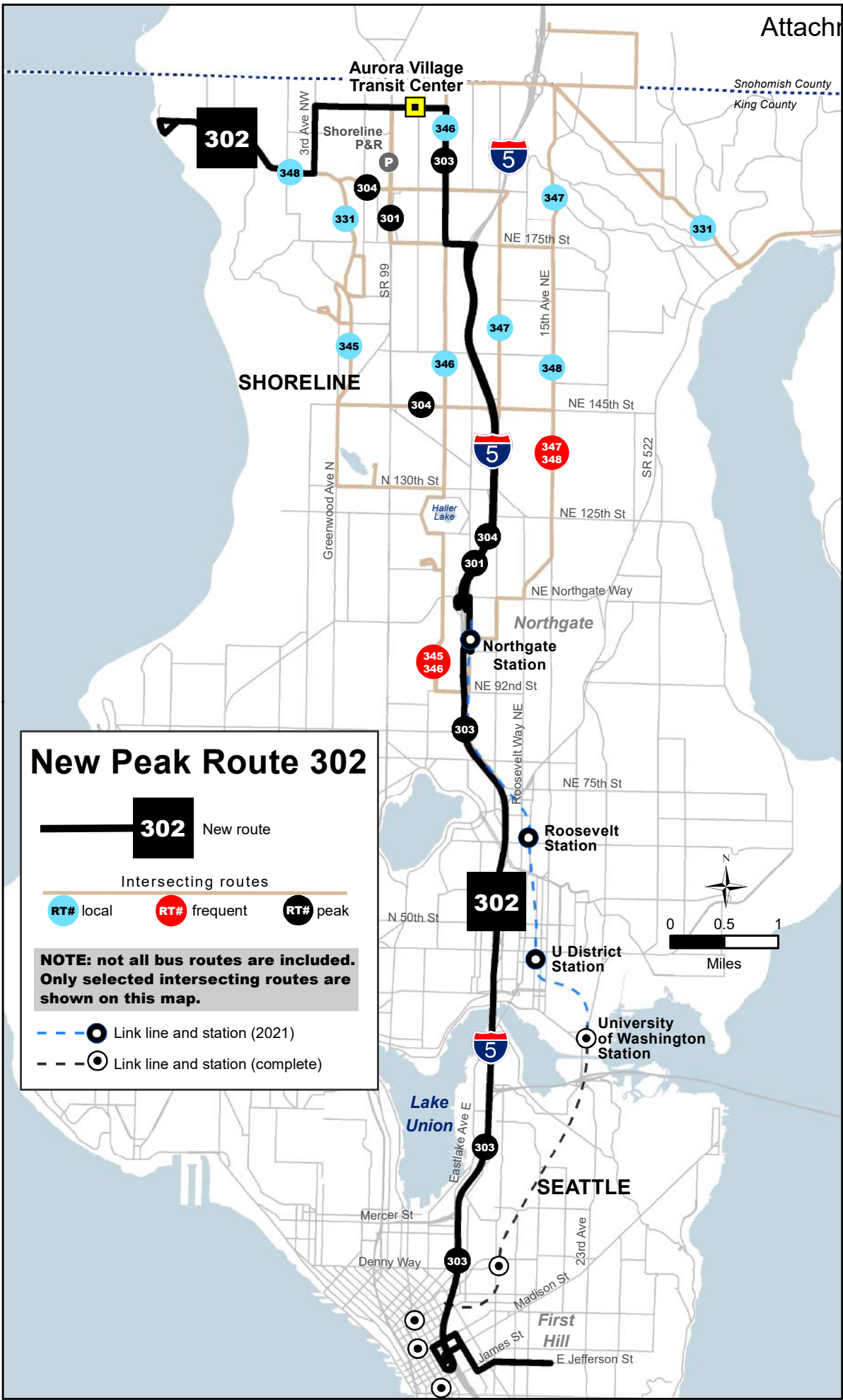
- To provide new and improved connections between Shoreline and First Hill.
- To provide connections to Link light rail at Northgate.

How often the bus would come:

- **Service Level: Peak**
- **Days of Operation: Weekdays**

How does this respond to feedback Metro received in Phase 1?

- Provide connections to First Hill
- Provide connections to Link light rail



New Peak Route 302

302 New route

Intersecting routes

RT# local RT# frequent RT# peak

NOTE: not all bus routes are included. Only selected intersecting routes are shown on this map.

- - - ○ Link line and station (2021)
- - - ● Link line and station (complete)



North Link Connections Mobility Project

Route 303 – Revised

Neighborhoods Served:

- Aurora Village, Northgate, South Downtown Seattle and First Hill

Summary of Proposed Changes:

- Route 303 would not travel west of Aurora Village Transit Center as ridership at Shoreline Park & Ride is low.
- New Route 302 and Route 303 will be scheduled together to provide frequent peak period express service between Aurora Village and First Hill.
- Route 303 will not stop at NE 145th Street in order to improve speed and reliability.
- Circulation in Downtown Seattle and First Hill revised to streamline routing.

Why is this change being proposed?

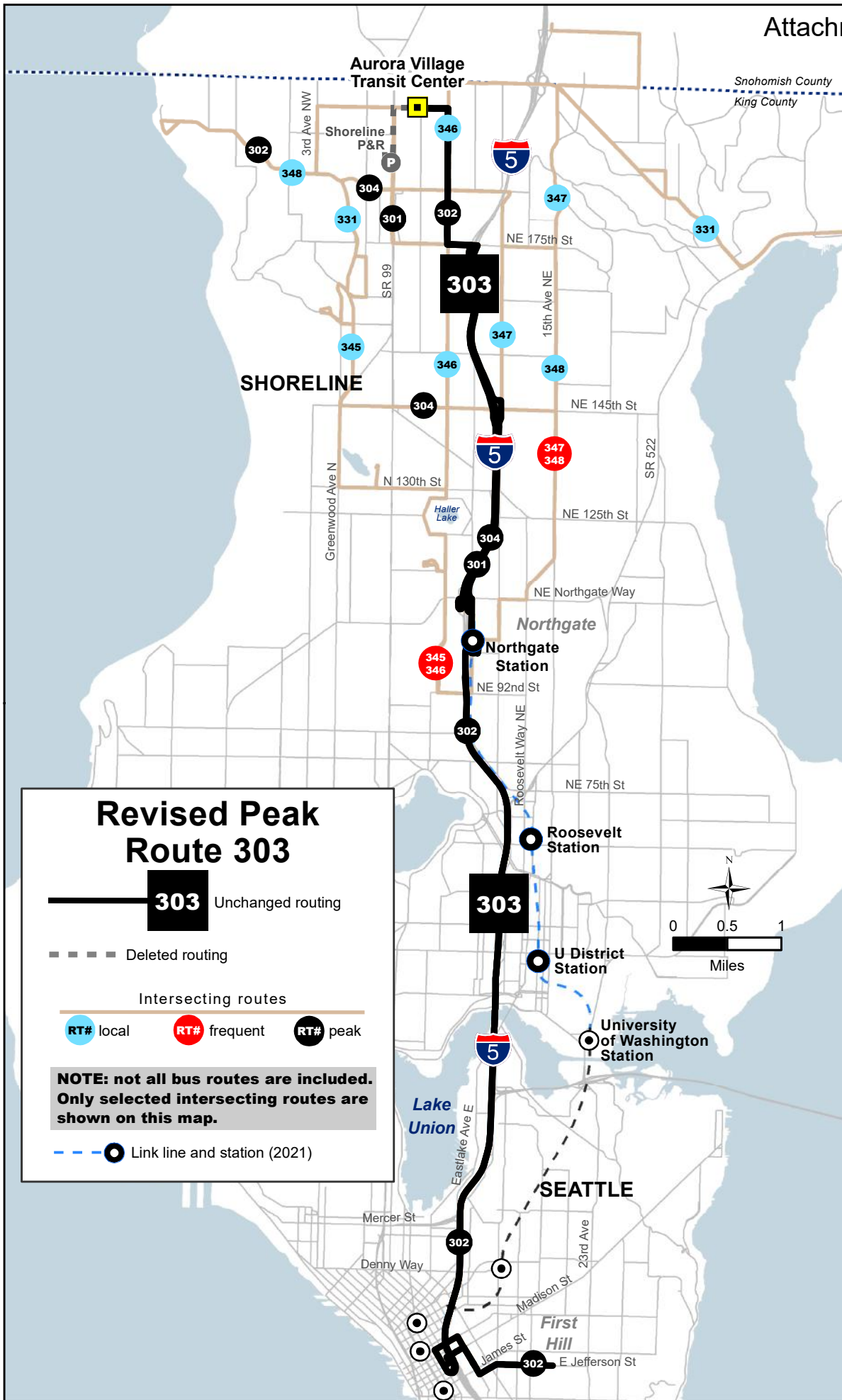
- To provide new and improved connections between Shoreline and First Hill.
- To provide connections to Link light rail at Northgate.
- To improve speed and reliability.

How often the bus would come:

- **Service Level: Peak**
- **Days of Operation: Weekdays**

How does this respond to feedback Metro received in Phase 1?

- Provide connections to First Hill
- Provide connections to Link light rail
- Improve consistency of travel times



Revised Peak Route 303

303 Unchanged routing

--- Deleted routing

Intersecting routes

RT# local

RT# frequent

RT# peak

NOTE: not all bus routes are included. Only selected intersecting routes are shown on this map.

--- Link line and station (2021)



North Link Connections Mobility Project

Route 304 – Revised

Neighborhoods Served:

- Shoreline, Northgate

Summary of Proposed Changes:

- Route 304 would no longer travel to Downtown Seattle and would instead connect to Link light rail at Northgate.
- Route 304 would no longer travel west of Dayton Avenue N.
 - New Route 302 would provide service to Richmond Beach.
- Additional trips provided to offer more travel opportunities and reduce waiting times when transferring from Link light rail.

Why is this change being proposed?

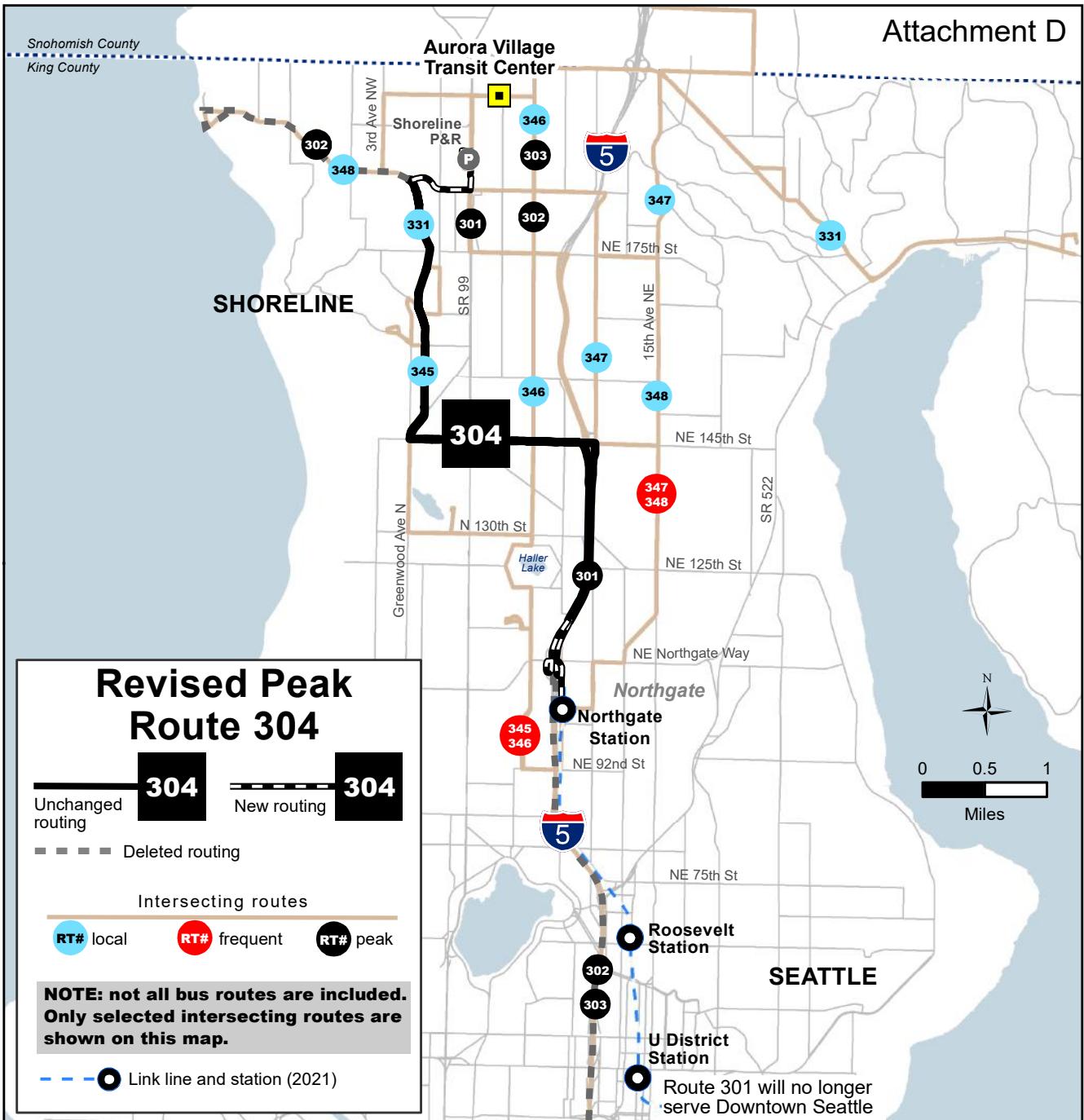
- To provide connections to Link light rail at Northgate.
- To provide more service in Shoreline.

How often the bus would come:

- **Service Level: Peak**
- **Days of Operation: Weekdays**

How does this respond to feedback Metro received in Phase 1?

- Provide connections to Link light rail



CF: G:\Major Projects\Northgate-Link5-Maps\MXD\Phase2\RTMaps\route304...mxd January 6, 2020



North Link Connections Mobility Project

Route 308 – Replaced

Neighborhoods Served:

- Shoreline, Northgate

Summary of Proposed Changes:

Northeast of Ballinger Way NE:

- No alternative bus service would be available due to low ridership.

Along Bothell Way NE:

- Metro Route 312 and Sound Transit Route 522 would provide service to Roosevelt Station.
- Upgraded Route 309 would provide service to South Lake Union, north Downtown Seattle and First Hill.

Along of NE 145th Street:

- Route 65 connects to service on Lake City Way NE and 15th Avenue NE.
- On 15th Avenue NE, frequent Routes 347 and 348 would provide connections to Link light rail at Northgate Station and Route 73 would provide connections to Link light rail at Roosevelt Station.

Why is this change being proposed?

- To redistribute service from routes with low ridership to routes that serve more riders.
- Reduce duplication.

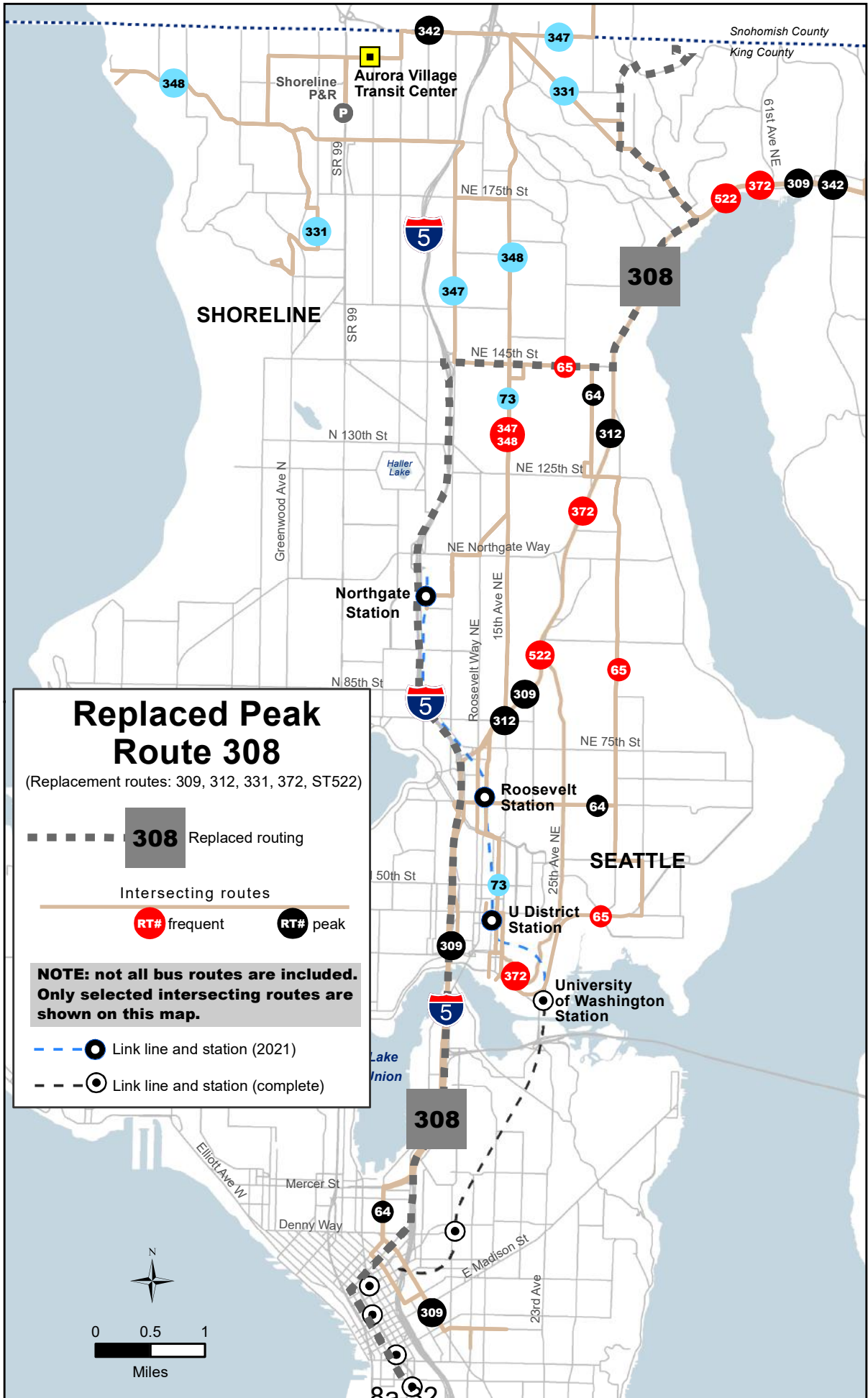


How often the bus would come:

- **Route 65**
 - **Service Level: Frequent**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Route 73**
 - **Service Level: Local**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Route 309**
 - **Service Level: Peak**
 - **Days of Operation: Weekdays**
- **Routes 312 and 522**
 - **Service Level: Frequent**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Routes 347 and 348**
 - **Service Level: Frequent**
 - **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Provide service in areas with the greatest need.





North Link Connections Mobility Project

Route 309 – Revised

Neighborhoods Served:

- Kenmore, Lake Forest Park, Lake City, South Lake Union, North Downtown Seattle and First Hill

Summary of Proposed Changes:

- Provide service that is more frequent.
- Operate later in the afternoon to serve First Hill employees who work until 7:30 p.m.

Why is this change being proposed?

- To improve service between the SR-522 corridor and First Hill and South Lake Union.

How often the bus would come:

- **Service Level: Peak**
- **Days of Operation: Weekdays**

How does this respond to feedback Metro received in Phase 1?

- Improve connections to South Lake Union and First Hill.





North Link Connections Mobility Project

Route 312 – Revised

Neighborhoods Served:

- Kenmore, Lake Forest Park, Lake City, Roosevelt

Summary of Proposed Changes:

- Route 312 would no longer operate east of Kenmore Park & Ride.
- Route 312 would no longer travel to Downtown Seattle and be redirected to Roosevelt Station where riders could transfer to Link light rail.
- Resources saved by this change would be reinvested in Route 309 in the SR 522 corridor.

Why is this change being proposed?

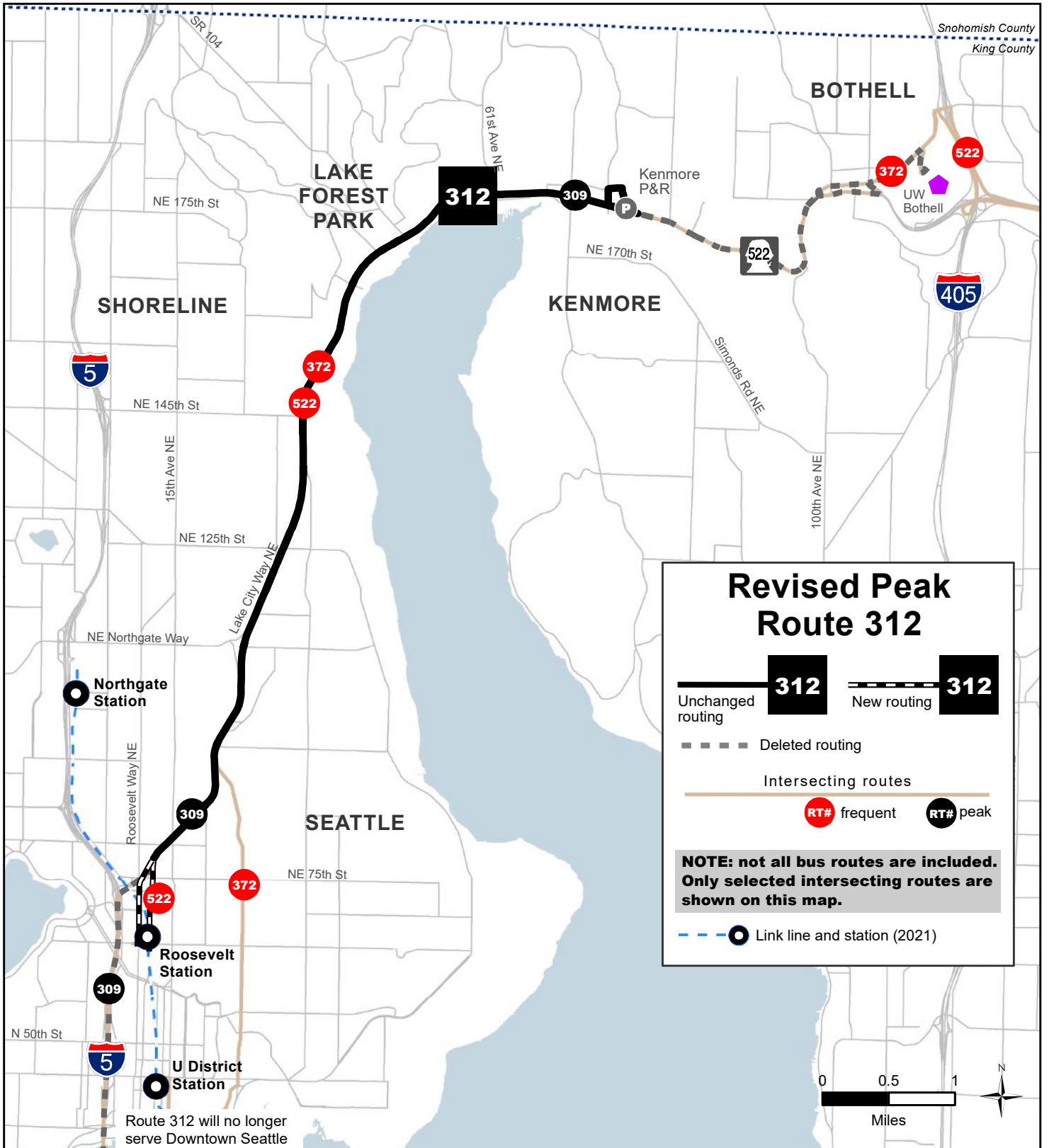
- To reduce duplication with Link light rail and reinvest service resources in providing connections not served by Link.
- Focus service resources in the area with highest ridership between Kenmore and Roosevelt Station.
- Provide a service that is complementary to ST Route 522.

How often the bus would come:

- **Service Level: Peak**
- **Days of Operation: Weekdays**

How does this respond to feedback Metro received in Phase 1?

- Improve connections to Link light rail
- Improve connections to South Lake Union and First Hill with improved service on Route 309
- Integrate Metro and Sound Transit service where routes operate in the same corridor





North Link Connections Mobility Project

Route 316 – Replaced

Neighborhoods Served:

- Meridian Park, Haller Lake, Green Lake, Downtown Seattle

Summary of Proposed Changes:

North of N 92nd Street:

- Route 316 riders would use improved Routes 345 or 346 to reach Northgate Station and then transfer to Link light rail.

Between N 85th Street and N 92nd Street:

- Route 316 riders would use new Route 61 to reach Northgate Station and then transfer to Link light rail.

South of N 80th St:

- Route 316 riders would use revised Route 45 to reach Roosevelt Station and then transfer to Link light rail

Why is this change being proposed?

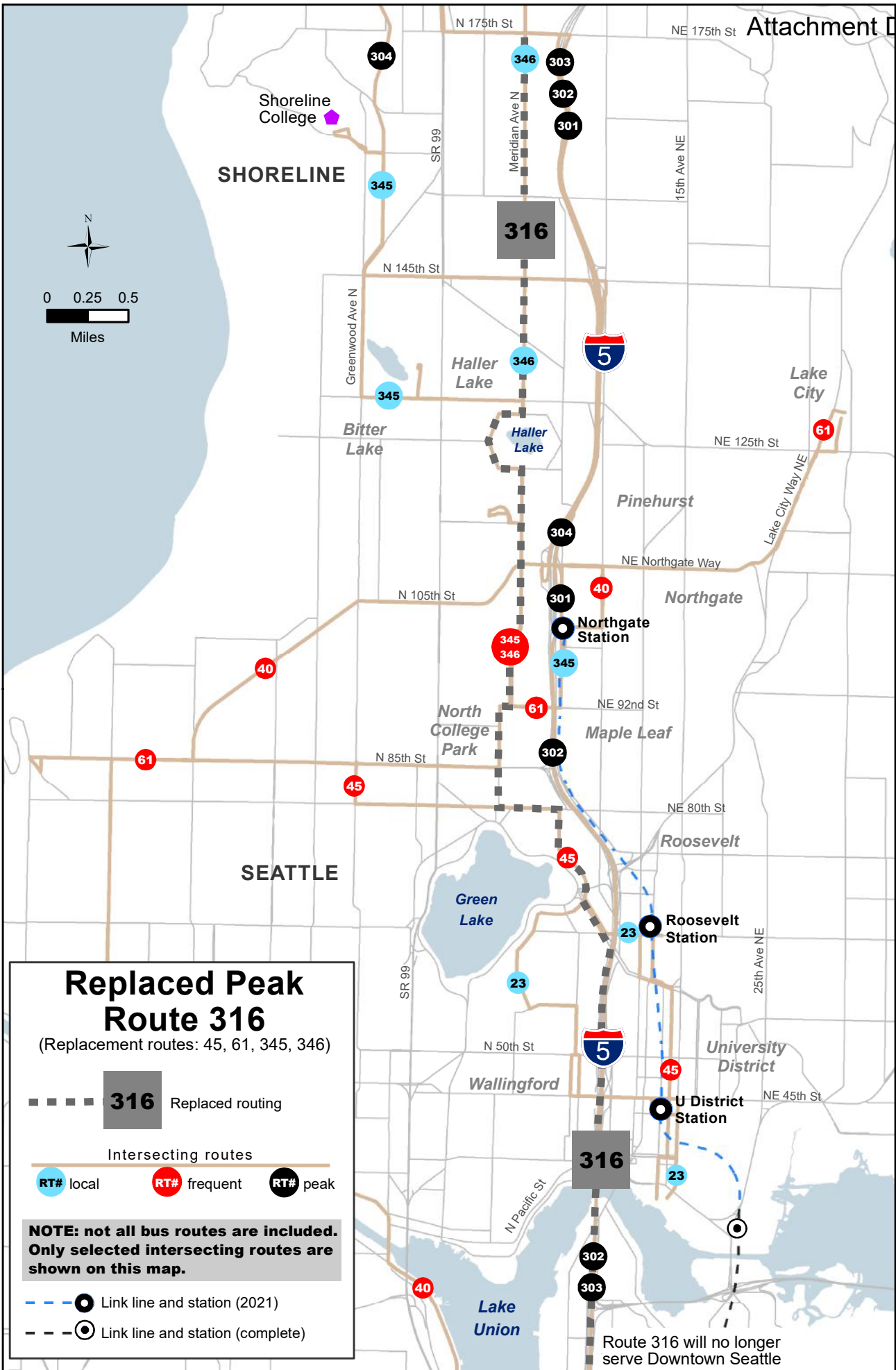
- To reduce duplication with Link light rail and other bus routes
- Reinvest service resources in providing connections not served by Link light rail
- To improve service on local routes within Shoreline and North Seattle.

How often the bus would come:

- **Route 45**
 - **Service Level: Frequent**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Route 61**
 - **Service Level: Frequent**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Routes 345 and 346**
 - **Service Level: Frequent**
 - **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improve connections to Link light rail.



Replaced Peak Route 316

(Replacement routes: 45, 61, 345, 346)

- 316 Replaced routing
- Intersecting routes
- RT# local
- RT# frequent
- RT# peak

NOTE: not all bus routes are included. Only selected intersecting routes are shown on this map.

- Link line and station (2021)
- Link line and station (complete)

Route 316 will no longer serve Downtown Seattle



North Link Connections Mobility Project

Route 345 – Revised

Neighborhoods Served:

- Shoreline, Bitter Lake, Haller Lake, Northgate

Summary of Proposed Changes:

- Improve peak period frequency 15-20 minutes.

Why is this change being proposed?

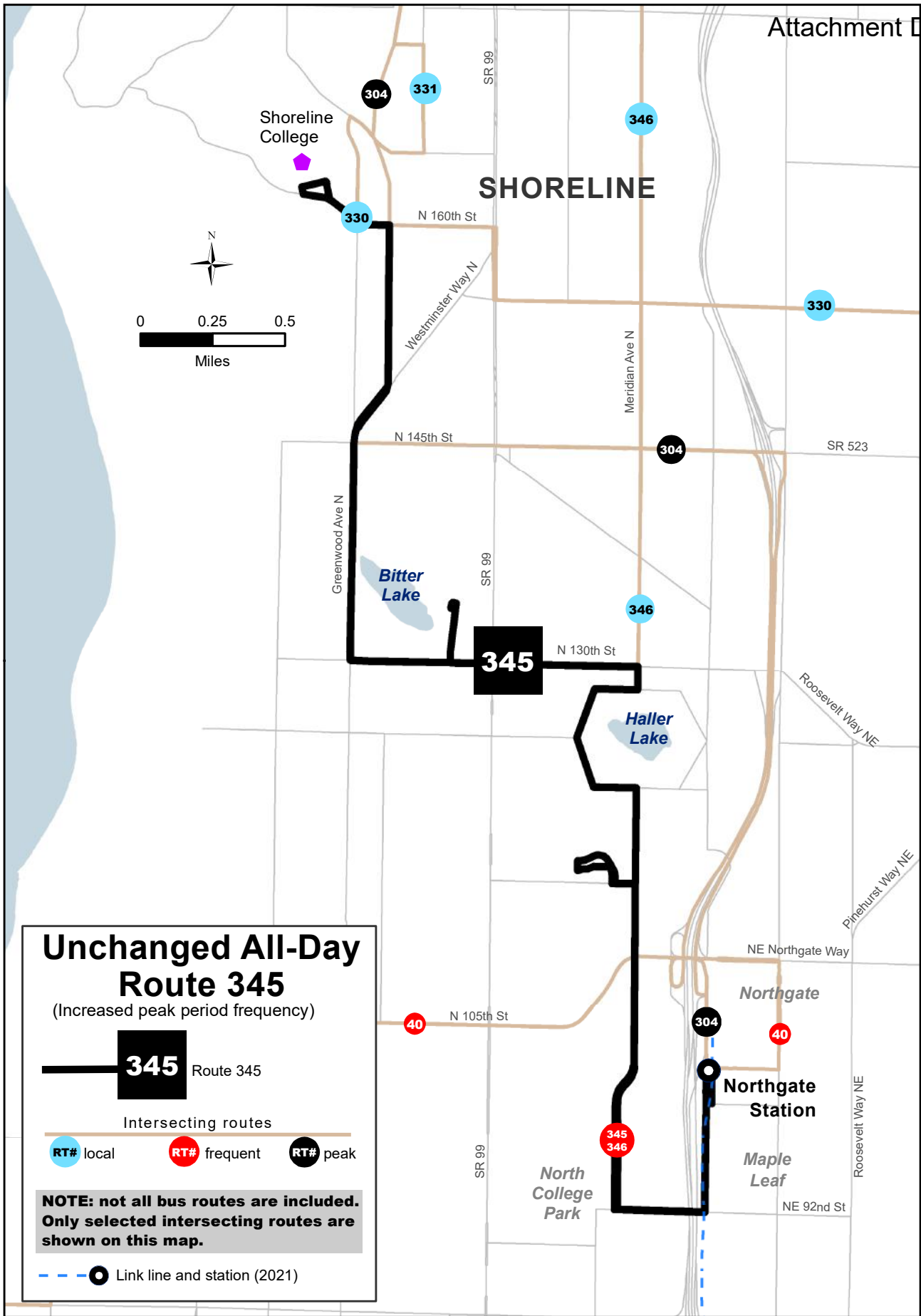
- To improve connections to Link light rail
- To replace express service on Route 316
- To provide more local service to Shoreline and North Seattle

How often the bus would come:

- **Service Level: Local**
- **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improves connections to Link light rail.
- Improves local circulation and service to destinations not served by Link



Unchanged All-Day Route 345

(Increased peak period frequency)

345 Route 345

Intersecting routes

RT# local RT# frequent RT# peak

NOTE: not all bus routes are included. Only selected intersecting routes are shown on this map.

---○ Link line and station (2021)

CF: G:\Major Projects\Northgate-Link\5-Maps\MXD\Phase2\RTMaps\route345.mxd January 3, 2020



North Link Connections Mobility Project

Route 346 – Revised

Neighborhoods Served:

- Aurora Village, Shoreline, Meridian Park, Haller Lake, Northgate

Summary of Proposed Changes:

- Improve peak period frequency 20 minutes.

Why is this change being proposed?

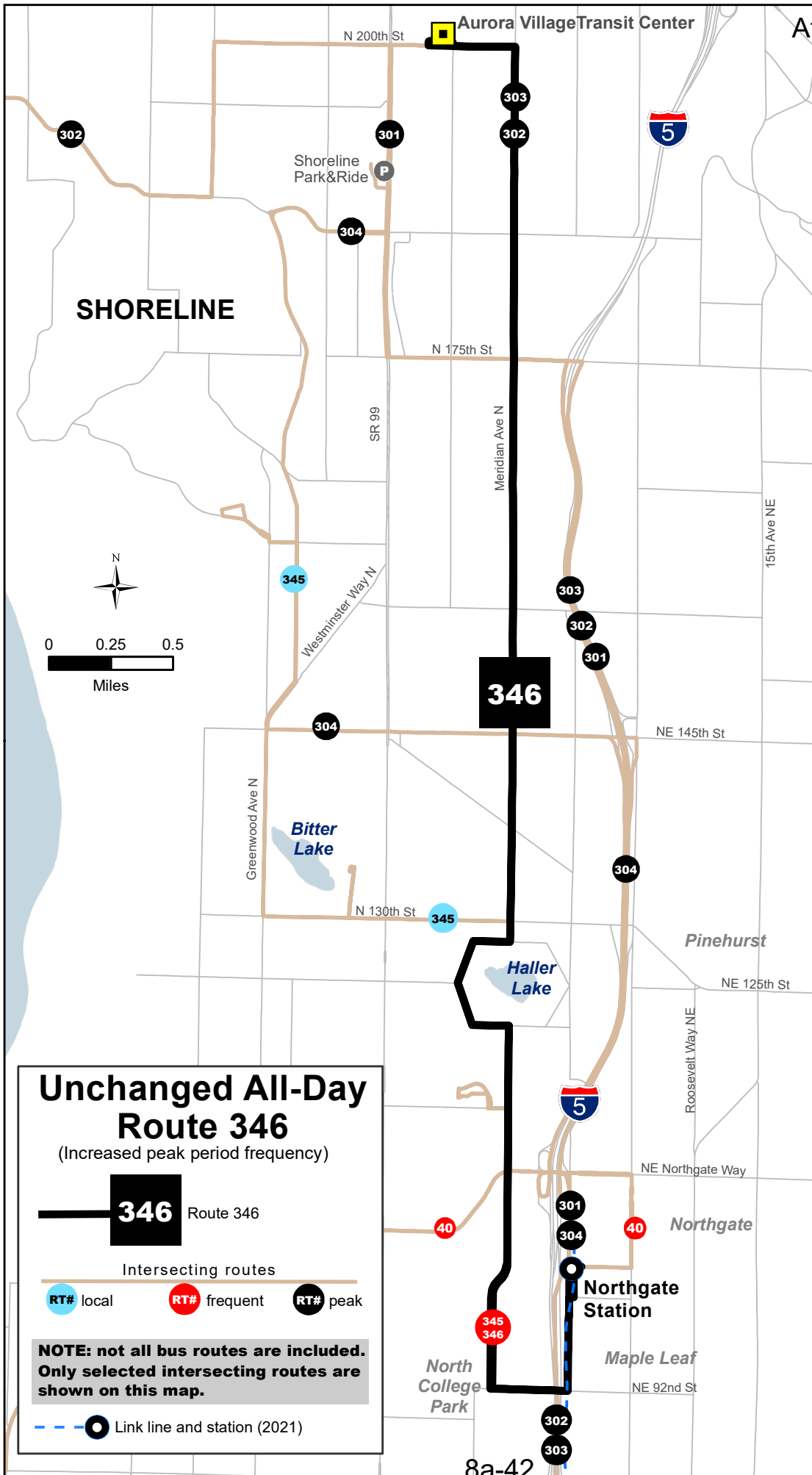
- To improve connections to Link light rail.
- To replace express service on Route 316.
- To provide more local service to Shoreline and North Seattle

How often the bus would come:

- **Service Level: Local**
- **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improves connections to Link light rail.
- Improves local circulation and service to destinations not served by Link light rail





North Link Connections Mobility Project

Route 347 – Revised

Neighborhoods Served:

- Mountlake Terrace, Shoreline, North City, Ridgecrest, Jackson Park, Pinehurst, Northgate

Summary of Proposed Changes:

- Improve peak period frequency 20 minutes.

Why is this change being proposed?

- To improve connections to Link light rail.
- To replace express service on Routes 77 and 373.
- To provide more local service to Shoreline and North Seattle.
- Improves local circulation and service to destinations not served by Link light rail

How often the bus would come:

- **Service Level: Local**
- **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improves connections to Link light rail

Map of Route 347 was not available on project page.



North Link Connections Mobility Project

Route 348 – Revised

Neighborhoods Served:

- Richmond Beach, Shoreline, North City, Jackson Park, Pinehurst, Northgate

Summary of Proposed Changes:

- Improve peak period frequency 20 minutes.

Why is this change being proposed?

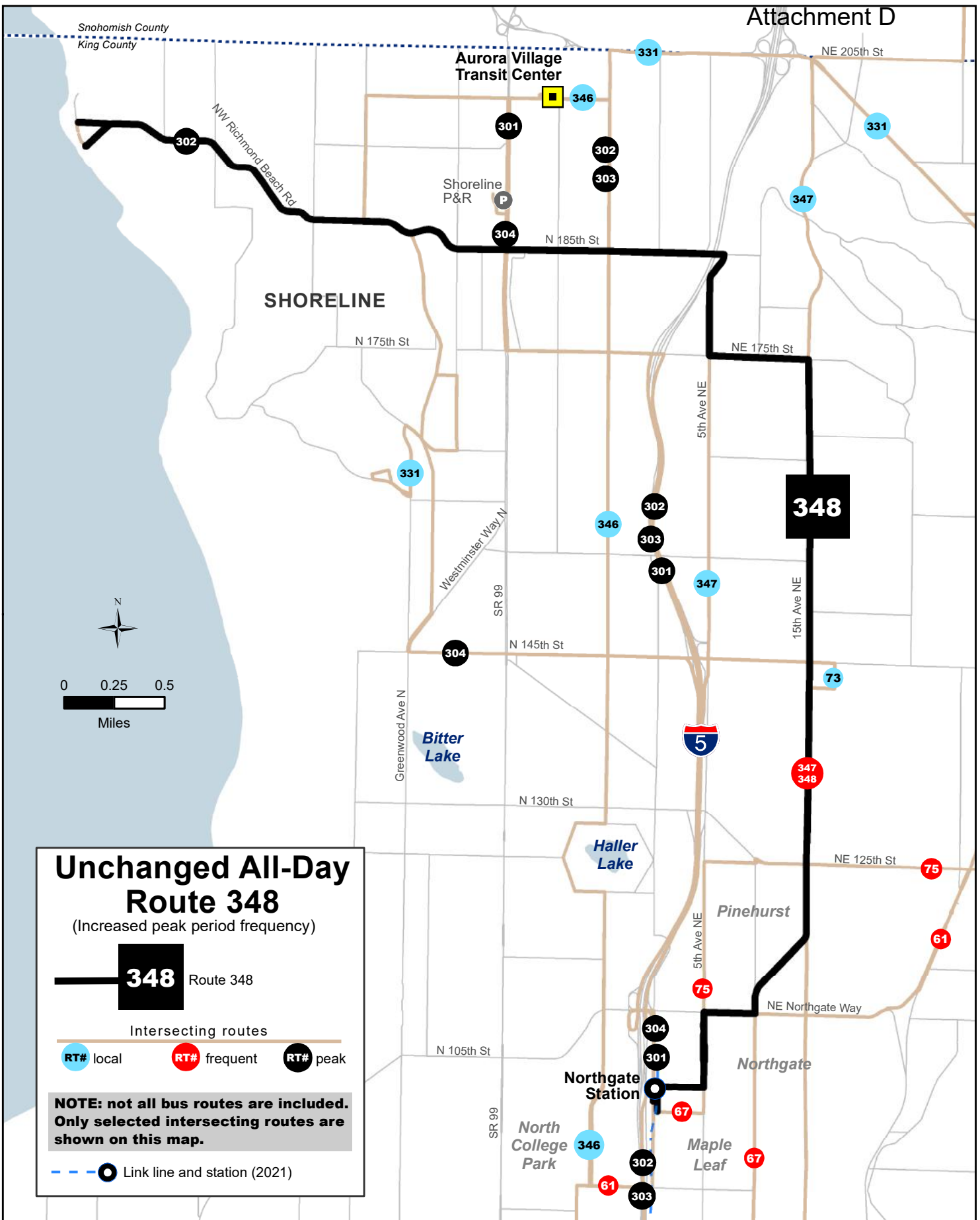
- To improve connections to Link light rail.
- To replace express service on Routes 77 and 373.
- To provide more local service to Shoreline and North Seattle
- Improves local circulation and service to destinations not served by Link light rail

How often the bus would come:

- **Service Level: Local**
- **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improves connections to Link Light Rail.





North Link Connections Mobility Project

Route 355 – Replaced

Neighborhoods Served:

- Shoreline, Greenwood, University District, Downtown Seattle

Summary of Proposed Changes:

North of NE 145th Street

- Route 355 riders may use improved Route 304 to Northgate Station and transfer to either Link light rail or Route 303 to reach Downtown Seattle or the University District.

Between NE 145th Street and NE 130th Street:

- Route 355 riders may use improved Route 345 to Northgate Station and transfer to either Link light rail or Route 303 to reach the University District or Downtown Seattle.

Between NE 130th Street and NE 85th Street:

- Route 355 riders may use new Route 16 to reach Downtown Seattle.

Near NE 105th Street:

- Route 355 riders may use improved Route 40 to Northgate Station and transfer to either Link light rail or Route 303 to reach the University District or Downtown Seattle.

Along NE 85th Street:

- Route 355 riders may use new Route 61 to Northgate Station and transfer to either Link light rail or Route 303 to reach the University District or Downtown Seattle.
- Route 355 riders may use revised Route 45 on NE 80th Street to Roosevelt Station and transfer to either Link light rail to reach the University District or Downtown Seattle.



Why is this change being proposed?

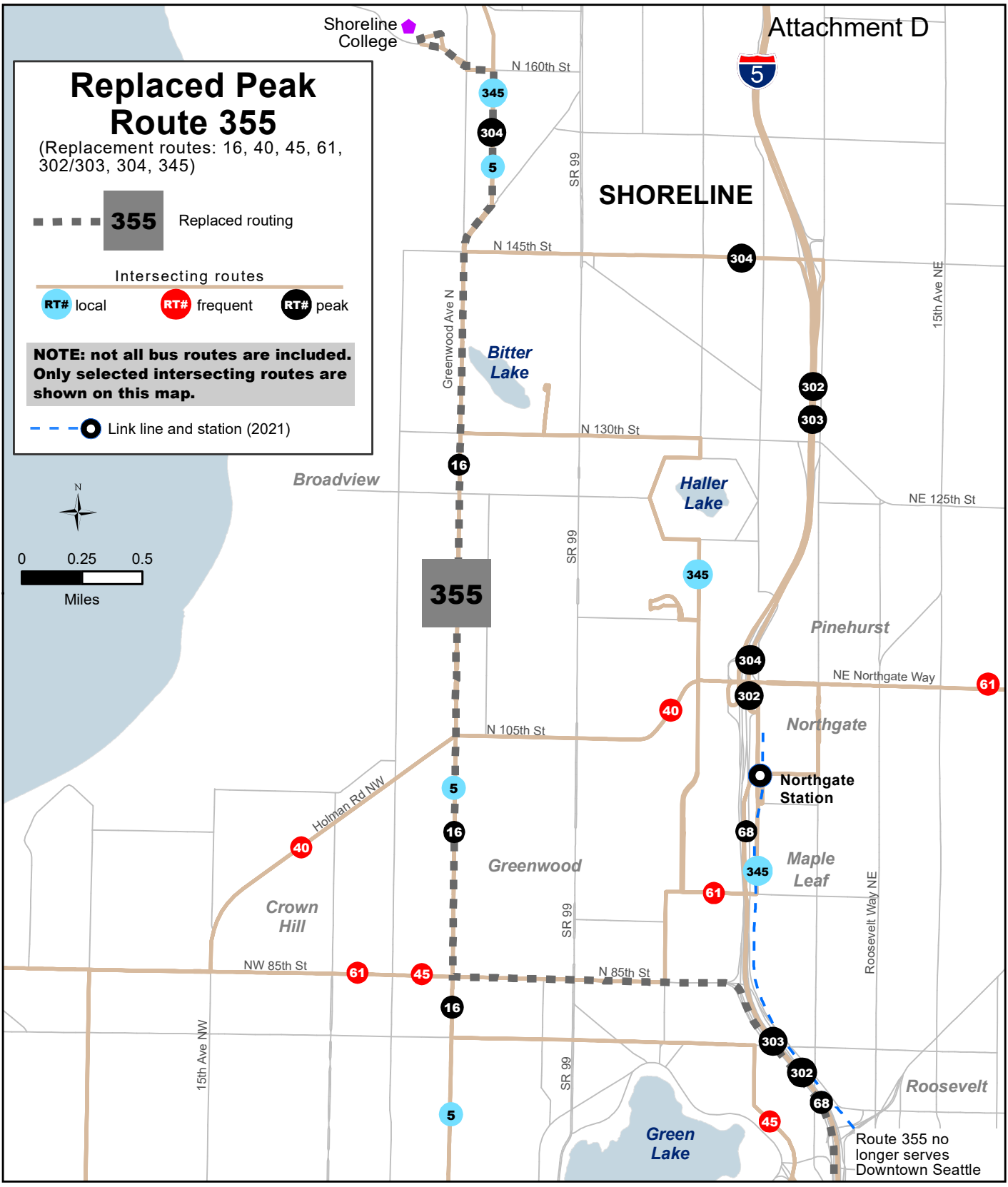
- Reduce duplication of service.
- Reinvest resources to improve connections to Link light rail to provide a faster, more reliable connection to Downtown Seattle.
- Simplify service design.

How often the bus would come:

- **Route 16**
 - **Service Level: Peak**
 - **Days of Operation: Weekdays**
- **Routes 40, 45 and 61**
 - **Service Level: Frequent**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Routes 303 and 304**
 - **Service Level: Peak**
 - **Days of Operation: Weekdays**
- **Route 345**
 - **Service Level: Local**
 - **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Reduce duplication and redistribute resources to areas with greatest need.



CF: G:\Major Projects\Northgate-Link\5-Maps\MXD\Phase2\RTMaps\route355.mxd January 7, 2020



North Link Connections Mobility Project

Route 372 – Revised

Neighborhoods Served:

- Bothell, Kenmore, Lake Forest Park, Lake City, University District

Summary of Proposed Changes:

- Extend route in the University District to serve U District Station.

Why is this change being proposed?

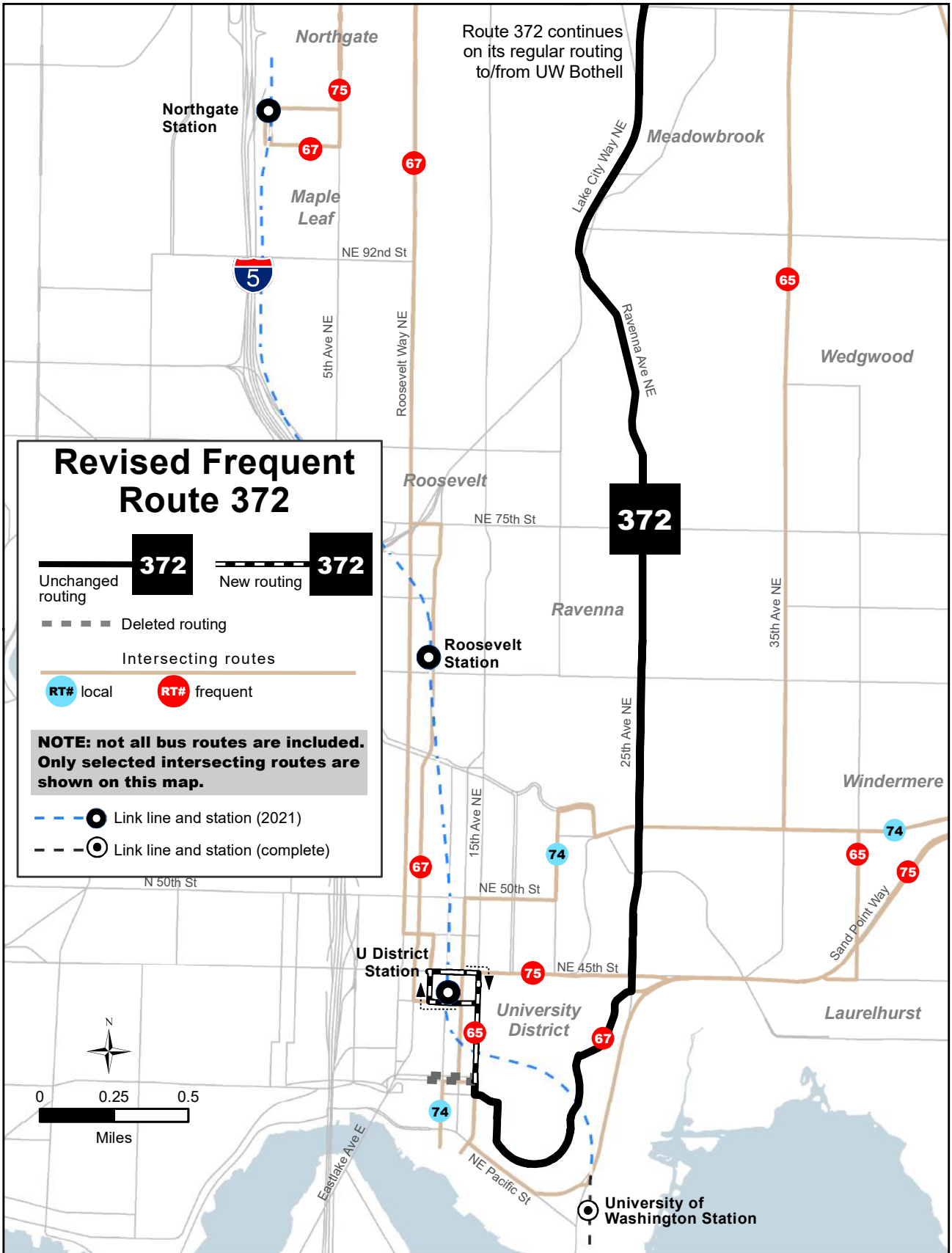
- To improve connections to Link light rail.
- To provide a frequent connection between U District Station and the UW Campus.

How often the bus would come:

- **Service Level: Frequent**
- **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improves connections to Link right rail
- Maintain good local circulation within the University District



CF: G:\Major Projects\Northgate-Link5-Maps\MXD\Phase2\RTMaps\route372.mxd January 6, 2020



North Link Connections Mobility Project

Route 373 – Replaced

Neighborhoods Served:

- Shoreline, Jackson Park, Pinehurst, Maple Leaf, Roosevelt, University District

Summary of Proposed Changes:

In Shoreline, west of I-5:

- Use routes 301, 302, 303 or 346 to Northgate Station and transfer to Link Light Rail to reach the University District

In Shoreline, east of I-5:

- Use improved Route 347 and transfer to improved Route 73 at Jackson Park

In Seattle, south of NE 145th Street:

- Use improved Route 73, or
- Use improved routes 347 or 348 to Northgate Station and transfer to Link Light Rail to reach the University District.

Why is this change being proposed?

- Simplify service in Maple Leaf along 15th Avenue NE to a single route providing frequent peak period service to Roosevelt Station.
- Shoreline riders west of I-5 will have a faster trip using an express route to Northgate and then Link light rail to reach the U. District.

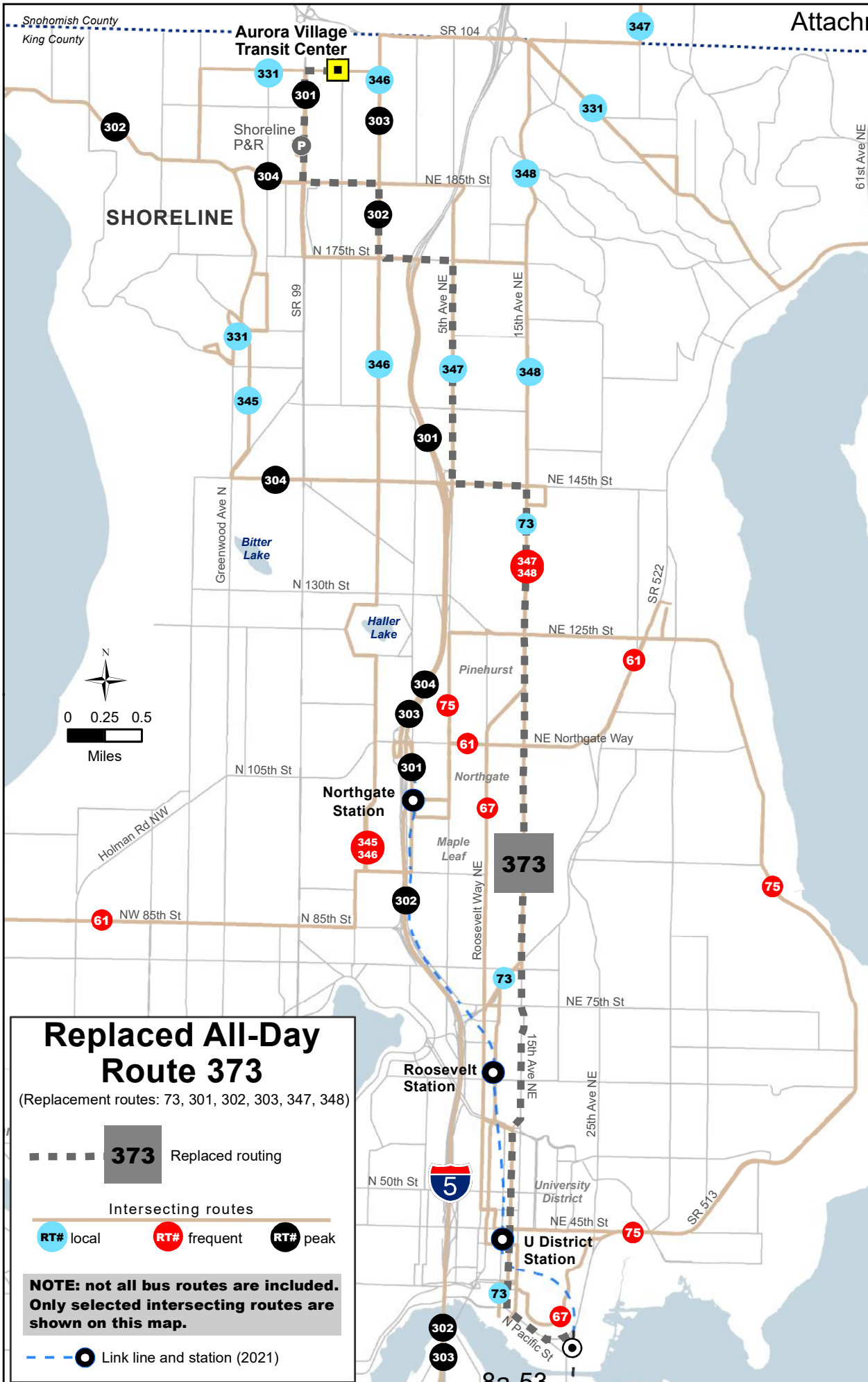


How often the bus would come:

- **Route 73**
 - **Service Level: Local**
 - **Days of Operation: Weekdays, Saturdays and Sundays**
- **Routes 301, 302, 303**
 - **Service Level: Peak**
 - **Days of Operation: Weekdays**
- **Route 347**
 - **Service Level: Local**
 - **Days of Operation: Weekdays, Saturdays and Sundays**

How does this respond to feedback Metro received in Phase 1?

- Improve connections to Link light rail





North Link Connections Mobility Project

▶ Sound Transit – Link Connections Project

Route 522 – Revised

Neighborhoods/cities served:

- Woodinville, UW Bothell, Bothell, Kenmore, Lake Forest Park, Lake City, Seattle

Summary of proposed changes:

- Route 522 would serve the new Roosevelt Station instead of downtown Seattle.
- We would run buses more often during midday, evenings and on weekends.

Why are we proposing this change?

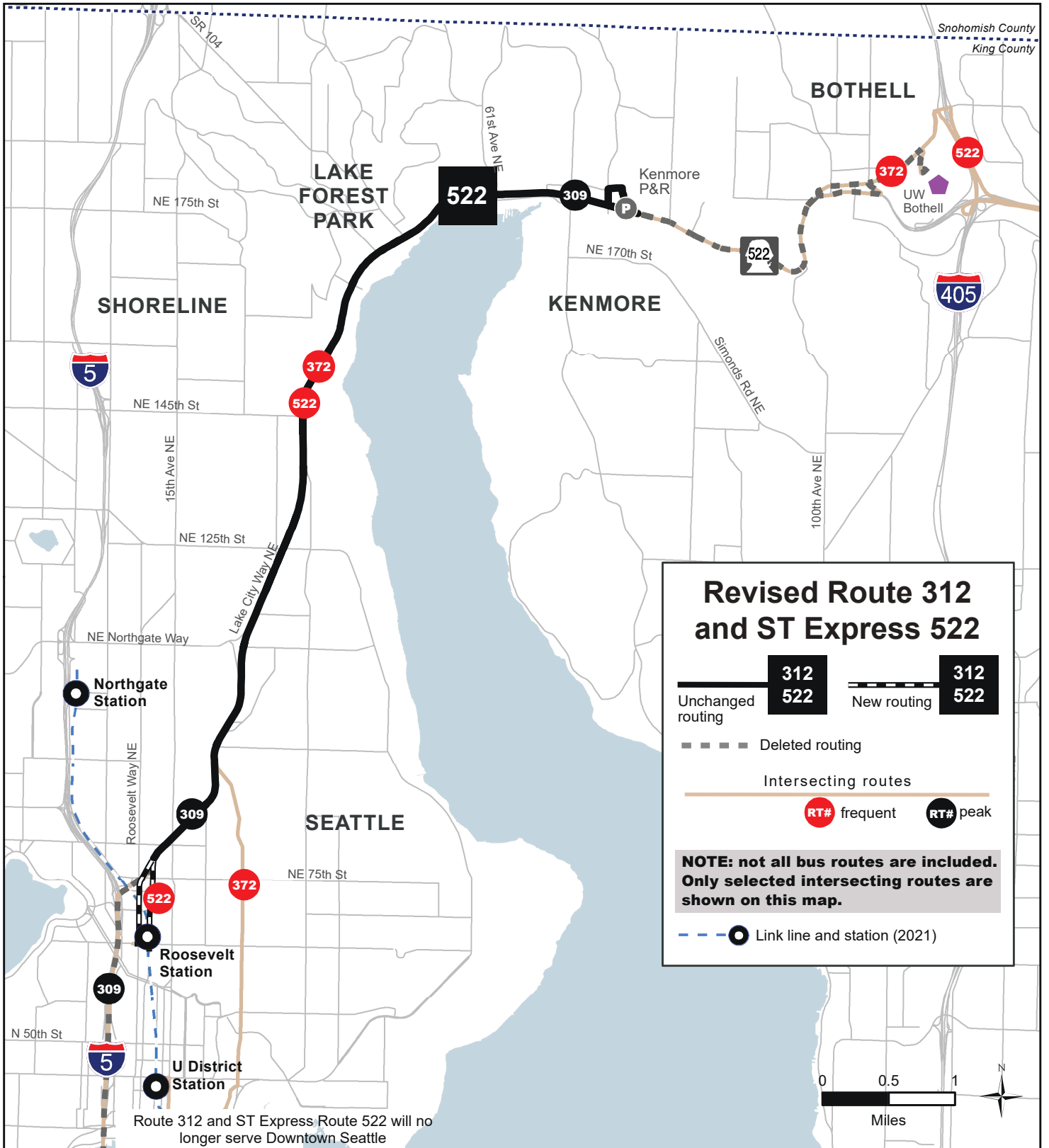
- We want to provide more consistent and reliable service free from I-5 traffic.
- We want to run service more frequently.
- We want to provide fast new connections to neighborhoods served by Link light rail.

How often would buses come?

- Route 522 would arrive every 15 minutes all day, every day.
- During weekday peak hours, Route 522 and Metro Route 312 would combine for service every 7-8 minutes between Kenmore and Roosevelt.
- Currently, Route 522 runs every 8-15 minutes during weekday peak hours, and every 30-60 minutes on evenings and weekends.

How does this respond to feedback Metro received in Phase 1?

- Improves connections to Link light rail.
- Integrates Metro and Sound Transit service where routes operate in the same corridor.



Route 312 and ST Express Route 522 will no longer serve Downtown Seattle

Attachment E

Metro Connects Status with North Link Project Revisions.

The table below appeared in Attachment B of the [May 9, 2016 staff report for the discussion and update of the King County Metro Long-Range Plan](#). That table is entitled, “KC Metro Long Range Plan Service to Key Shoreline Destinations and Transit Hubs.” The first two columns below are copied from that table. The third column has been added to illustrate current status. The May 9, 2016 staff report indicates that these Shoreline requested service improvements were originally included in an August 10, 2015 comment letter to King County Metro.

Shoreline Requested Service Improvements	Metro Connects (Plan) Comments	Status
1. Direct feeder routes from all areas of the City to the Shoreline light rail stations throughout the entire day and on weekends, with additional frequency during the peak periods.	The Plan shows multiple and Frequent Service routes to the 145 th and 185 th light rail stations from the major neighborhoods and commercial areas of Shoreline.	The North Link project precedes opening of light rail stations in Shoreline so does not address this. Many routes will have access to the Northgate Station.
2. Increased bus frequency, new routes and/or direct service between the Shoreline Park & Ride and the 185th light rail station	The Draft Plan did not currently show service between the Shoreline Park and Ride (192nd and Aurora) and the 185th light rail station. Staff is currently discussing this request with KC Metro staff.	The North Link project does not address this. Shoreline and transit providers are still in discussion for future service to the 185 th light rail station.
3. Redirect commuter routes that travel to downtown Seattle via I-5 to Shoreline light rail stations. Reallocate those hours to feeder routes that will bring commuters from park & ride lots or other areas of Shoreline to these stations.	A number of Frequent and Local routes connect the 145th Street and 185th Street light rail stations to Shoreline park and ride lots and other Shoreline neighborhoods and commercial areas.	The North Link project precedes opening of light rail stations in Shoreline so does not address this. Many routes now service or terminate at the Northgate Station. There does not appear to be much new local service added.
4. Provides routing options to reduce travel times between Shoreline Community College, North Seattle Community College, Edmonds Community College and Northgate.	The Plan provides multiple Frequent routes to connect Shoreline Community College with Northgate as well a route to connect Shoreline Community college to North Seattle Community College.	Route 345 will have additional peak trips (Shoreline CC to North Seattle CC to Northgate Station).

Shoreline Requested Service Improvements	Metro Connects (Plan) Comments	Status
5. Coordinate efforts between Community Transit and Metro Transit to provide bus service between Shoreline Community College and Edmonds Community College.	Connections between Shoreline Community College and Edmonds Community College are under discussion with Community Transit and KC Metro Transit staff.	The North Link project does not address this issue. It is more likely to evolve in the next revisions. Staff will continue to work with Metro and Community Transit over the next few years.
6. Provide transit service between the two Shoreline high schools (Shorewood High School and Shorecrest High School) - provided with a transfer	Service is provided between the two high schools via a Local transfer at 175th. Shoreline staff requested timing of these two routes to minimize waiting times between transfers.	The North Link project does not address this 2040 vision element. It is more likely to evolve in the next revisions. Staff will continue to work with Metro and Community Transit over the next few years.
7. Between the Shoreline high schools and Shoreline Community College.	Service is provided between the two high schools via a local transfer on 175th Street. Shoreline staff has requested that the schedule of these two routes be coordinated in order to minimize waiting times between transfers.	The North Link project does not address this 2040 vision element. It is more likely to evolve in the next revisions. Staff will continue to work with Metro and Community Transit over the next few years.
8. Ensure that north-south routes that intersect east-west routes do so at similar times in order to reduce delays associated with transfers.	This request has been noted by KC Metro.	The North Link project information to date does not provide complete schedules/timing. There are additional north -south peak trips on several routes that begin to address this issue. East-west routes including on 145 th Street and 175 th Street are not addressed yet.
9. Expand Route 373, running from the Aurora Village Transit Center to the University of Washington, from a peak-only service to an all-day service, in accordance with Metro's existing Strategic Plan.	The Draft Plan includes a Frequent route from the 185th Light Rail station to the University of Washington.	Route 373 has been deleted. Any of the routes that connect to the Northgate Station will connect to the University District. Routes 73, 347, and 348 will serve portions of the prior on-street 373 route.
10. Emphasize the need for express bus service from Shoreline to the University of Washington during the peak period.	The draft Plan provides multiple Frequent routes to the University of Washington.	Any of the routes that connect to the Northgate Station will connect to the University District.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion and Update of the 2019-2024 Capital Improvement Plan		
DEPARTMENT:	Public Works		
PRESENTED BY:	Tricia Juhnke, City Engineer		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The City is required to adopt a six-year Capital Improvement Plan (CIP) to identify and approve projects based on projected revenues and expenditures. The CIP draws projects from other plans previously approved by the City Council, such as the Parks, Recreation and Open Space (PROS) Master Plan, the Surface Water Master Plan, and the Transportation Improvement Plan (TIP). The 2019-2024 CIP adopted in November 2018 and amended through May 2020, sets the direction for staff in the development and implementation of capital projects throughout the City. The Proposed 2021-2026 CIP will be submitted to Council for review in October and approval in November along with the City Manager's 2021-2022 Proposed Biennial Budget.

At tonight's meeting, Council will be provided the opportunity to review the status of the four capital funds including any significant changes to projects that were approved in the 2019-2024 CIP. Council will also have the opportunity to provide input and direction to staff for the development of the 2021-2026 CIP.

RESOURCE/FINANCIAL IMPACT:

The six-year Capital Improvement Plan must be balanced based on reasonable assumptions of revenues and expenditures, including:

- The reliance of the General Capital and Roads Capital funds on Real Estate Excise Tax (REET) to fund transportation, parks and general capital projects and programs.
- General Fund contributions to the General Capital, Facilities Major Maintenance, and Roads Capital Funds.
- Impact Fees, issuance of bonds or Bond Anticipation Notes (BAN), and grants that also help capital projects.
- Vehicle License Fees have been removed as a funding source through adoption of a budget amendment in November 2019 in response to the passage of I-976 earlier that month.
- New since the adoption of the 2019-2024 CIP is the programming of bond proceeds for new sidewalk projects, the debt service for which is paid with the

0.2% Transportation Benefit District Sales & Use Tax increase approved by voters in November 2018.

- An update of project budgets to include 1% for the Arts contributions consistent with the code changes made earlier in 2020. This results in application of 1% for the Arts to projects and programs that previously did not contribute to the 1% for the Arts program.

In addition to the financial constraints the availability of staff resources will be incorporated into the scheduling of various projects. Based on the current list of capital projects, any new projects will most likely be scheduled to begin in 2022 or later.

RECOMMENDATION

No formal action is required tonight; however, City staff is interested in Council's feedback and input for the development of the 2021-2026 CIP.

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

INTRODUCTION

The City is required to adopt a balanced six-year Capital Improvement Plan (CIP). This plan is broken into four funds – General, Facilities Major Maintenance, Surface Water and Roads. The 2019-2024 CIP was adopted on November 19, 2018 with the 2019-2020 Biennial Budget. Similarly, the 2021-2026 CIP will be adopted in November 2020 with the 2021-2022 Biennial Budget.

BACKGROUND

The CIP establishes the priorities for capital investments throughout the City. These priorities are typically identified through master plans approved by Council that address the community's long-term needs and the vision for the City. The Parks, Recreation and Open Space Plan was adopted in 2017 and the Surface Water Master Plan was adopted in 2018. These plans can be found at:

- Parks, Recreation and Open Space Plan 2017-2023 found at [Parks Recreation and Open Space Plan](#)
- 2018 Surface Water Master Plan found at [2018 Surface Water Master Plan](#)

The Transportation Master Plan (TMP) is being revised in phases with adoption anticipated in 2022. Council approved the sidewalk prioritization component of the TMP in 2018. The most current TMP was adopted in 2011 and can be found at [2011 Transportation Master Plan](#).

The Council also adopts a six-year Transportation Improvement Plan (TIP), as required by law, that defines projects and priorities for transportation related projects. State law requires the TIP to be adopted by July of each year. The 2021-2026 TIP, adopted by Council on June 1, 2020, serves as a guide for establishing transportation priorities for the CIP and can be found at the [2021-2026 Transportation Improvement Plan](#).

The Surface Water Utility is unique in that it is funded almost entirely by surface water utility fees and must address both operating and capital needs with this funding. As operating needs increase, there is less available revenue for capital needs and vice-versa. The Council has the discretion to adjust the rates of the utility as necessary to ensure adequate revenue to meet the operational and capital needs of the utility. The rates were reviewed and adjusted as part of the 2018 Surface Water Master Plan update. The Plan also serves as a guide for establishing surface water priorities for the CIP.

The Council will review and approve the 2021-2026 CIP in conjunction with the 2021-2022 Biennial Budget in November 2020.

DISCUSSION

Fund summaries are included for all four capital funds as Attachments A through D to this staff report. These fund summaries include updated costs for existing projects and updated revenue forecasts. Based on these updates, the summary shows an updated fund balance.

A couple of updates that impact multiple funds are worth highlighting:

Real Estate Excise Tax Projections

In both the General Capital and Roads Capital funds the projections for Real Estate Excise Tax (REET) have been reduced. REET projections are based on (1) past Shoreline performance of both (i) the value of real estate and (ii) number of real estate transactions in the City, and (2) Puget Sound Economic Forecaster's (PSEF) projections of future housing prices and home sales in the region. Staff has incorporated factors from the PSEF April 2020 Update into the updated revenue projections. Comparing updated projections of potential REET collections to the forecast presented in the 2019-2024 CIP, reveals a potential increase in the forecast for 2020 and 2021 of approximately \$0.510M, and a shortfall of \$0.951M for 2022-2024, for a net reduction of \$0.441M between the two funds. PSEF will be providing its next economic update in late-June that will serve as the foundation upon which the 2021-2026 proposed CIP will be developed.

1% for Arts

The CIP has been updated to include 1% for the Arts consistent with the code changes approved by the Council earlier in 2020. This results in application of 1% for Arts to projects and programs that previously did not contribute to the 1% for Arts program. A couple of items worth highlighting:

- Adding 1% for the Arts to the Surface Water Utility results in an estimated \$221,000 in surface water funds being directed to support art components in the projects.
- Many projects, especially large transportation projects, are funded by grants that cannot be used for contribution to the arts program; consequently, these contributions will need to come out of the associated capital fund. As an example, phases 1 and 2 of the 145th corridor project are estimated to contribute \$435,000 in Roads Capital funding to the 1% for Arts Fund.

General Capital Fund

The General Capital Fund contains a combination of facility, park and open space projects. Funding for these projects typically come from General Fund revenues, REET, Park Impact Fees, and grants when available.

Attachment A is the fund summary for the General Capital Fund. Based on the update of current projects and revenues, the fund has a small negative fund balance in 2023. This will impact the ability to add additional projects without impacting existing projects.

It is worth noting that the General Capital Fund contributes approximately \$670,000 per year to the debt service for City Hall. These bonds will not be retired until 2039. Until then, the revenue available in this fund to support other projects and programs will be limited.

Several significant revisions or adjustments have been made to the updated fund summary in Attachment A compared to the 2019-2024 CIP as amended.

- **Playground Replacement** – this was a new project in the 2019-2024 CIP with \$1,000,000 for the 2019-2020 biennium. This program has been extended to include \$500,000 in funding for the 2021-2022 biennium.
- **PROS Plan Acquisitions** – this project has been added to account for the bonds issued for purchase of the Storage Court and other properties. It also includes revenue from the Conservation Futures Grants from King County and assumes that both funding sources are fully utilized for PROS plan property acquisitions.
- **Community and Aquatics Center** – this has been revised to no longer reflect future funding or expenditures for the construction of the facility recognizing the 2019 Proposition 1 ballot measure did not pass. However, \$250,000 has been identified for planning for a future facility that may lead to potential bond measure in 2024 or later
- **City Maintenance Facility (CMF)** - this project is proceeding with Phase 1, early construction at North Maintenance Facility, primarily to support the Grounds Maintenance Division, design and construction of the facilities at the Brightwater Portal site, and preliminary design at Hamlin Yard and North Maintenance property, in alignment with previous Council direction. Funding for this project has been allocated from general revenues that have been set aside in previous years and Surface Water Utility revenues. With the current funding outlook, the funding approach will be re-evaluated with the 2021-2022 budget process. At this time Phase 2, final design and construction of a CMF at Hamlin Yard and North Maintenance property, is still programmed, but with unidentified funding. This phase will likely be deferred until after 2026 and not included in the 2021-2026 CIP.

In addition to these revisions, the following issues have been identified that may impact the development of the 2021-2026 CIP:

- **Demolition or Decommissioning of the Shoreline Pool** – It is anticipated that the City will discontinue operating the Shoreline Pool in the next year. A new project is needed to either demolish or decommission the existing facility. Demolition is estimated at \$1 million.
- **Turf Replacement and Field Lighting** – Field turf needs to be replaced approximately every ten years. Twin Ponds turf is scheduled for replacement in 2026 and should be programmed into the 2021-2026 CIP. Based on previous projects, cost of replacement is estimated at \$1,000,000. The CIP continues to set-aside \$130,000 per year in field rental revenue for the replacement of field turf but this is not anticipated to fully cover the costs.
- **Grant Match** - Grants are a key component to the funding of projects. The typical source of grants for park projects require a 50% match. The current CIP has two projects - Shoreview Park Trail Repair and Replacement and the Kruckeberg Environmental Education Center - that assume grants or other funding sources to fund the projects. Match for these grants will likely need to come from the General Fund or REET in future years for the projects to proceed.

Facilities Major Maintenance Fund

This fund supports major maintenance capital improvements at City facilities such as the Shoreline Pool, Spartan Gym, Parks Restrooms, and City Hall. Funding is through

an annual General Fund contribution of \$124,032. Attachment B provides a fund summary. No additional projects are anticipated in this fund at this time. Two key items in this fund include:

- **Shoreline Pool** – Council has identified the intent to stop operation of the pool and as a result maintenance funding has been removed starting in 2021.
- **Richmond Highlands Community Center** – the 2019-2024 CIP included funding to design the replacement of the roof and upgrade the fire suppression system. The CIP was amended in November 2019 to include a grant from the Department of Commerce to fund the roof replacement. Additional funding is needed for the fire suppression system.

Surface Water Utility Fund

The Surface Water Utility Fund must address both operational and capital expenditures for the utility, which creates unique financial and programmatic challenges. Attachment C to this staff report is the fund summary for Surface Water Utility Fund focusing on the capital projects and programs. Attachment C also shows the utility rate increases and rate structure as developed in the 2018 Surface Water Master Plan. Different from the other funds, the utility fund is required, by financial policy, to maintain a “Minimum Required Reserve” of 20% of Operating Revenue. The preliminary fund summary drops below the required reserve level in 2021. Updates to project delivery schedules will resolve this situation.

As mentioned previously, new to the Surface Water Utility is the inclusion of 1% for the Arts applied to construction. Staff will be coordinating with Parks, Recreational and Cultural Services on the art components of the applicable projects.

The Surface Water Master Plan (SWMP) was adopted in 2018 and serves as the basis of the 2019-2024 CIP. There is very little change from the 2018 Surface Water Master Plan but there are a couple items worth highlighting:

- **Hidden Lake Dam Removal** – this project continues in the design phase and is approaching permit application status. The construction cost estimates have increased but there is adequate funding available in the utility to cover the increased costs. It is likely that construction will begin in 2022, rather than 2021, based on property negotiations and changes in staffing resources.
- **Pump Station 26** – an analysis of the pump station completed in 2019 demonstrated the need to fully reconstruct the pump station. This project will also address redevelopment occurring in the NE 185th Street light rail station subarea. The cost of reconstruction is higher than originally anticipated. Funding has been made available through the delay of other projects.
- **Westminster Stormwater Pipe Replacement** – in coordination with the redevelopment of Shoreline Place there is a need to relocate an existing stormwater pipe into Westminster Way. This work is being completed with the Westminster and 155th intersection project. The utility fund is anticipated to contribute up to \$500,000 for the construction of this storm system.
- **25th Avenue NE Flood Reduction Project** – the design of this project was completed to 60% design and has been placed on hold as planned. The

construction of this project will be deferred past 2026 because construction needs to occur after construction of the CMF at North Maintenance Facility property, which is undetermined at this time.

Roads Capital Fund

The Roads Capital Fund contains projects categorized as pedestrian/non-motorized projects, system preservation projects and safety/operation projects. Funding for these projects comes through a variety of funding sources including REET, Transportation Impact Fees (TIF), General Fund contributions and various grants. Vehicle License Fees (VLF) have been removed as a funding source as a result of the passage of I-976 in November 2019. Now since the adoption of the 2019-2024 CIP is the programming of bond proceeds for new sidewalk projects, the debt service for which is paid with the 0.2% Transportation Benefit District Sales & Use Tax increase approved by voters in November 2018.

Attachment D to this staff report shows the fund summary for the Roads Capital Fund. This summary includes updated estimates for current project expenditures and revenue projections. The fund summary indicates a negative fund balance beginning in 2024 and reaching a deficit of approximately \$900,000 in 2025. This short-term deficit can be attributed primarily to the decrease in REET projections and minor increases in project costs. During development of the 2021-2026 CIP, expenditures and revenues will be refined to obtain a balanced fund.

The following issues have been identified for Roads Capital Fund:

- **New Sidewalk Program** – this new program has been added since the adoption of the 2019-2024 CIP. In 2019, the City issued \$11.6 million in bonds to begin funding this program. Currently two of the twelve routes are in design and additional routes will be programmed in the updated CIP.
- **Sidewalk Rehabilitation** – Historically, the General Fund contributed \$152,517 annually to fund sidewalk repair. This expanded program was to be funded through a new ongoing revenue source, a \$20 per vehicle increase in VLF, with additional one-time General Fund contributions totaling \$305,034 in the 2019-2020 biennium that would be reduced 50% to \$152,517 for the 2021-2022 biennium and reduced to \$0 for 2023 and beyond. Funding for this project was reflected that way in the CIP until passage of I-976 in November 2019 prompted the need to remove this funding source through the budget amendment adopted in November 2019. No change from the previously programmed level of General Fund contribution is being proposed at this time. Options for funding sidewalk rehabilitation will need to be explored in the future.
- **Grant Match** – Grants are a significant contributor to project funding. Most grants require varying levels of local match. Since 2017 a portion of REET has been set aside for grant match within the Roads Capital Fund. Prior to 2017, the general fund had supplied funding for the grant match program. Since 2015, the City has been able to secure approximately \$12.5 million in funding with approximately \$836,000 of grant match. Additional grant funding has been secured without utilizing the grant match program. The 2019-2024 CIP includes \$1.2 million for grant match; this includes increasing the grant match from

\$100,000 per year to \$250,000 starting in 2021. Based on these contributions through 2025 there is approximately \$1.6 million available for grant match. This strategy has enabled the City to pursue funding and move forward on the City's desired schedule. With the reduced REET projections it may be difficult to set aside \$250,000 per year, meet other project or program needs, and keep the fund balanced.

- **Grant Awards** – since adoption of the existing CIP, the City was awarded grants on several projects some of which were new projects that have been added to the CIP. These include:

Project	Grant
NEW - Ridgecrest School	Safe Routes to School (SRTS)
NEW - Richmond Beach Road Mid-block crossing and pedestrian flashers	Highway Safety Improvement Program (HSIP)
NEW - Meridian Ave Safety Improvements	Highway Safety Improvement Program (HSIP)
NEW - 195 th pedestrian bridge connectors	Transportation Improvement Board Complete Streets Program
Westminster and 155 th Intersection	Transportation Improvement Board
148 th Non-motorized bridge	Surface Transportation Program (STP) Sound Transit System Access King County Levy

- **Grant Strategy** – most grants are offered on a cyclical basis with the most grants applications being submitted every two years. 2020 is a year with a high volume of grant applications. The strategy for this year's cycle is primarily to focus on grants for existing projects. In some cases, a project may be submitted for multiple projects either to increase the total amount of grants or with the objective of receiving one of the grants. The following table shows most of the projects and grant submittals for 2020.

Project	Grant(s)
145 th Interchange	Federal BUILD Federal STP large projects (regional and countywide) Transportation Improvement Board
145 th Corridor phase 1 (I-5 Interchange to Corliss)	Federal STP large projects (regional and countywide)
145 th Off- corridor bike network (phase of 145 th Corridor project)	Federal STP non-motorized WSDOT pedestrian and bike
5 th Ave Trail along the Rail (supplements with 5 th Ave Sidewalks)	Federal STP non-motorized WSDOT pedestrian and bike
Linden Ave (NE 175 th to NE 185 th)	Safe Routes to School
Annual Road Surface Maintenance (ARSM) - N 155 th (Midvale to Meridian)	Federal pavement preservation
ARSM – 25 th Ave NE (NE 152 nd to NE 168 th St	Federal pavement preservation

Project	Grant(s)
ARSM – Greenwood Ave N (N Innis Arden Way to Carlyle Hall Rd)	Federal pavement preservation

The timing of these applications and results vary, with state funded grants dependent on authorization of the state budget in 2021. Staff anticipates hearing preliminary results on several of these at the end of June.

- Annual Road Surface Maintenance (ARSM)** – Historically, this program was funded by the ongoing revenue source from the original Transportation Benefit District’s \$20 per vehicle VLF. Funding for this project was reflected in the CIP until passage of I-976 in November 2019 prompted the need to remove this funding source through the budget amendment adopted in November 2019. Council discussed funding alternatives for this program during the 2020 Council Strategic Planning Workshop. Based on that discussion, the program will be maintained in 2021-2022 with existing unallocated Roads Capital reserves. In 2023, the program will be reduced to \$530,000 per year consistent with the program funding excluding VLF, unless another revenue source is identified to increase the funding levels. A key focus of this program is to complete a pavement condition assessment in 2020 and update the program needs and priorities in 2021. This information can be utilized for future conversations on funding alternatives.
- Westminster and NE 155th Street** – this project is under construction and will be completed in fall 2020. The construction is funded by a combination of grant funds from Transportation Improvement Board (TIB), surface water for the stormwater pipe relocation and developer contribution. The Development Agreement with Merlone Geir Partners (MGP) includes transportation mitigation funding in support of this project. These mitigation fees will be paid at the time of permit issuance anticipated in 2021. These mitigation fees will be recorded in the General Fund. A future appropriation will be necessary to transfer these monies to the Roads Capital fund to support this project.
- 145th Street Corridor** – this project is proceeding towards 60% design and is scheduled to begin Right of Way Acquisition (ROW) in Phase 1 in late summer of 2020. The project is being divided into phases for ROW and construction. The first phase, I-5 interchange to Corliss, is fully funded (Connecting Washington funds); the second phase, Corliss to Meridian, is partially funded, and the third phase Meridian to Aurora is unfunded. Construction for the first phase is targeted for 2024. An additional phase for the Off-Corridor Bike Network provides a signed, local-street route, north of 145th Street that connects the Interurban Trail with the 148th Non-motorized bridge and ultimately to the Burke-Gilman Trail. Construction for the first phase the Off-Corridor Bike Network are targeted for 2024.
- 145th Interchange** – this project is proceeding toward 30% design of the round-about concept. The project will be fully funded assuming a \$10 million contribution from Sound Transit is secured and the City is awarded a federal grant through Puget Sound Regional Council. The City will design the project to 30% and it is the intent that WSDOT will manage the rest of design and construction.

- **160th/Innis Arden/Greenwood** – The City completed a concept study in conjunction with the Shoreline Community College (SCC). Improvements of this intersection are required as mitigation to the residence hall project completed in fall 2019. This mitigation is required to be completed within six years or 2025. SCC is interested in providing all funding to the City to deliver the roundabout configuration for the intersection.
- **Transportation Master Plan** – Updating this plan in alignment with the update of the Comprehensive Plan starting in 2020. While the project is currently funded in the CIP, additional funding will be needed to complete the update and specifically to address key elements such as establishing a multi-modal level of service and updating the traffic model utilized to determine Transportation Impact Fees. It is anticipated that an additional \$500,000 will be required to fully fund the update to the Master Plan.
- **Large Project Funding** – the City is actively and aggressively pursuing design and construction of several large projects. Attachment E provides information on the projects currently utilizing federal funds and the unfunded portions of the project. The unsecured funding is estimated at approximately \$83 million. Approximately \$55 million of unsecured funding is intended for project completions prior to light rail operations in 2024.
- **Additional Projects** – there are several other projects that have been discussed with Council with a desire to fund that are not anticipated to be included in the 2021-2026 CIP primarily because additional funding is not available. These include:
 - *185th corridor* – in completion of the corridor study it was determined to evaluate and develop funding strategies in 2021.
 - *Trail Along the Rail* – with the exception of limited current funding and potential grants for the 5th Avenue section, no additional funding is being proposed.
 - *3rd Avenue Woonerf* – preliminary discussions have started with adjacent developers but timing of re-development and how it relates to the City is unknown at this time.

COUNCIL GOAL(S) ADDRESSED

The CIP impacts or addresses several Council Goals, including:

- Council Goal 1 - Strengthen Shoreline's economic climate and opportunities
- Council Goal 2 - Improve Shoreline's infrastructure to continue the delivery of highly valued public service
- Council Goal 3 - Continue preparation for regional mass transit in Shoreline

RESOURCE/FINANCIAL IMPACT

The six-year Capital Improvement Plan must be balanced based on reasonable assumptions of revenues and expenditures, including:

- The reliance of the General Capital and Roads Capital funds on Real Estate Excise Tax (REET) to fund transportation, parks and general capital projects and programs.

- General Fund contributions to the General Capital, Facilities Major Maintenance, and Roads Capital Funds.
- Impact Fees, issuance of bonds or Bond Anticipation Notes (BAN), and grants that also help capital projects.
- Vehicle License Fees have been removed as a funding source through adoption of a budget amendment in November 2019 in response to the passage of I-976 earlier that month.
- New since the adoption of the 2019-2024 CIP is the programming of bond proceeds for new sidewalk projects, the debt service for which is paid with the 0.2% Transportation Benefit District Sales & Use Tax increase approved by voters in November 2018.
- An update of project budgets to include 1% for the Arts contributions consistent with the code changes made earlier in 2020. This results in application of 1% for the Arts to projects and programs that previously did not contribute to the 1% for the Arts program.

In addition to the financial constraints the availability of staff resources will be incorporated into the scheduling of various projects. Based on the current list of capital projects, any new projects will most likely be scheduled to begin in 2022 or later.

RECOMMENDATION

No formal action is required tonight; however, City staff is interested in Council's feedback and input on the development of the 2021-2026 CIP.

ATTACHMENTS

- Attachment A – General Capital Fund Summary
- Attachment B – Facilities Major Maintenance Fund Summary
- Attachment C – Surface Water Utility Fund Summary
- Attachment D – Roads Capital Fund Summary
- Attachment E – Large Project Funding Summary

City of Shoreline 2019 - 2025 Capital Improvement Plan
Program Summary
General Capital Fund

	PRIOR-YRS	2019CB	2019E	2020CB	2020E	19-20CB	19-20E	2021E	2022E	2023E	2024E	2025E	CIP TOTAL
PROJECT EXPENDITURES													
<u>PARKS MAINTENANCE PROJECTS</u>													
BOEING CREEK SHOREVIEW PARK TRAIL REPAIR	-	250,000	-	1,642,000	-	1,892,000	-	-	1,892,000	-	-	-	1,892,000
ECHO LAKE PARK IMPROVEMENTS	478,042	195,793	116,384	-	75,127	195,793	191,511	-	-	-	-	-	191,511
KING COUNTY, TRAILS AND OPEN SPACE REPLACEMENT LEVY	71,099	-	-	-	225,000	-	225,000	225,000	137,376	225,000	-	-	812,376
KRUCKEBERG ENV ED CENTER (RESIDENCE STABILIZATION)	-	-	-	265,000	-	265,000	-	-	265,000	-	-	-	265,000
PARK ECOLOGICAL RESTORATION PROGRAM (SAI 8)	157,152	80,000	103,239	-	150,000	80,000	253,239	-	-	-	-	-	253,239
PARKS IMPROVEMENTS-SOUND TRANS	-	113,000	-	-	-	113,000	-	-	-	-	-	-	-
PARKS REPAIR AND REPLACEMENT	2,800,112	270,528	156,971	263,054	376,612	533,582	533,583	275,000	275,000	275,000	275,000	275,000	1,908,583
PLAYGROUND REPLACEMENT	-	500,000	597,493	500,000	402,507	1,000,000	1,000,000	500,000	-	-	-	-	1,500,000
RB SALTWATER PARK FIRE SUPPRESSION LINE	-	-	-	-	-	-	-	-	-	-	25,000	-	25,000
TURF & LIGHTING REPAIR AND REPLACEMENT	2,880,498	154,675	9,563	-	-	154,675	9,563	-	25,000	1,100,000	-	-	1,134,563
<u>FACILITIES PROJECTS</u>													
CITY MAINTENANCE FACILITY	3,469,294	998,114	522,972	748,500	1,159,282	1,746,614	1,682,254	3,551,000	742,300	5,554,700	15,393,000	4,097,000	31,020,254
CIVIC CENTER/CITY HALL	38,784,333	-	-	190,000	29,203	190,000	29,203	395,797	-	-	-	-	425,000
RICHMOND HIGHLANDS REC CENTER IMPROVEMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>PARKS DEVELOPMENT PROJECTS</u>													
COMMUNITY & AQUATICS CENTER	258,200	16,800	122,932	-	-	16,800	122,932	250,000	-	-	-	-	372,932
OUTDOOR MULTI-USE SPORTS COURT	-	-	-	75,000	-	75,000	-	-	-	-	-	-	-
PROS PLAN ACQUISITIONS (SAI7)	7,691	24,812,309	26,965	200,000	27,062,035	25,012,309	27,089,000	-	-	-	-	-	27,089,000
PARKS FACILITIES RECREATION AMENITIES (SAI3)	179,093	185,000	3,020	-	-	185,000	3,020	-	520,000	-	-	-	523,020
<u>PROJECTS TO BE COMPLETED IN CURRENT YEAR (2019)</u>													
POLICE STATION AT CITY HALL	8,868,400	135,919	104,592	-	-	135,919	104,592	-	-	-	-	-	104,592
<u>NON-PROJECT SPECIFIC</u>													
GENERAL CAPITAL ENGINEERING	1,830,438	81,356	38,909	95,172	95,172	176,528	134,081	85,000	85,000	85,000	85,000	85,000	559,081
COST ALLOCATION CHARGES	-	38,654	38,654	24,302	24,302	62,956	62,956	30,000	30,000	30,000	30,000	30,000	212,956
CITY HALL DEBT SERVICE PAYMENT	-	677,546	677,546	663,250	663,250	1,340,796	1,340,796	683,250	663,782	683,782	664,770	689,770	4,726,150
TOTAL EXPENDITURES	59,784,352	28,509,694	2,519,240	4,666,278	30,262,490	33,175,972	32,781,730	5,995,047	4,635,458	7,953,482	16,472,770	5,176,770	73,015,257
REVENUES													
REAL ESTATE EXCISE TAX	-	1,164,953	1,583,864	1,168,119	1,378,972	2,333,072	2,962,836	1,266,999	1,198,810	1,105,300	1,280,679	1,332,528	9,147,151
SOCCER FIELD RENTAL CONTRIBUTION	-	130,000	130,000	130,000	130,000	260,000	260,000	130,000	130,000	130,000	130,000	130,000	910,000
INVESTMENT INTEREST	-	6,710	29,882	2,167	2,167	8,877	32,049	22,695	23,978	18,579	-	7,822	105,123
CABLE - EDUCATION/ GOVT. GRANT	-	-	20,775	-	-	-	20,775	-	-	-	-	-	20,775
SALE OF CURRENT POLICE STATION	-	-	-	-	-	-	-	-	-	-	-	-	-
RENT REVENUE - STORAGE COURT	-	-	-	-	-	-	-	-	-	-	-	-	-
FUTURE FUNDING	-	-	-	1,907,000	-	1,907,000	-	140,300	2,649,300	5,554,700	15,393,000	4,097,000	27,834,300
LIMITED TAX GO BAN 2018	-	24,800,000	-	200,000	25,000,000	25,000,000	25,000,000	-	-	-	-	-	25,000,000
GENERAL FUND CONTRIBUTION	-	1,060,934	593,911	2,702,378	1,117,420	3,763,312	1,711,331	2,952,526	163,000	50,000	50,000	50,000	4,976,857
SURFACE WATER UTILITY FUND CONTRIBUTION	-	138,619	47,760	103,952	278,228	242,571	325,988	903,971	-	-	-	-	1,229,959
PARK IMPACT FEES	-	125,000	-	50,000	-	175,000	-	-	-	-	-	-	-
KC - 4CULTURE DEV. AUTH.	-	20,000	20,000	-	-	20,000	20,000	-	-	-	-	-	20,000
KC TRAIL LEVY FUNDING RENEWAL	-	120,000	134,259	-	225,000	120,000	359,259	225,000	225,000	225,000	-	-	1,034,259
KING CONSERVATION DISTRICT GRANT	-	45,000	62,809	-	-	45,000	62,809	-	-	-	-	-	62,809
INSURANCE RESTITUTION	-	33,464	15,500	-	17,964	33,464	33,464	-	-	-	-	-	33,464
CONSERVATION FUTURES TAX GRANT	-	-	-	-	2,089,000	-	2,089,000	-	-	-	-	-	2,089,000
YOUTH & AMATEUR SPORTS GRANT	-	-	-	25,000	-	25,000	-	25,000	-	-	-	-	25,000
DEPARTMENT OF COMMERCE	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES		27,644,680	2,638,760	6,288,616	30,238,751	33,933,296	32,877,511	5,666,491	4,390,087	7,083,579	16,853,679	5,617,350	72,488,697
BEGINNING FUND BALANCE			1,157,568		1,375,246	1,157,568	1,157,568	1,418,447	1,089,891	844,520	(25,383)	355,526	1,375,246
TOTAL REVENUES			2,638,760		30,238,751	33,933,296	32,877,511	5,666,491	4,390,087	7,083,579	16,853,679	5,617,350	72,488,697
RESTRICTED AMOUNT FOR TURF REPLACEMENT	-	-	-	-	-	-	-	-	-	-	-	130,000	130,000
RESTRICTED AMOUNT FOR COMMUNITY & AQUATIC CENTER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES			2,519,240		30,262,490	33,175,972	32,781,730	5,995,047	4,635,458	7,953,482	16,472,770	5,176,770	73,015,257
ENDING FUND BALANCE	1,157,568		1,375,246		1,418,447	1,914,892	1,418,447	1,089,891	844,520	(25,383)	355,526	666,106	718,686
TOTAL PUBLIC ART (1% CONSTRUCTION)	-	-	12,652	-	10,983	51,096	23,634	45,268	20,573	55,847	152,000	42,520	-

City of Shoreline 2019 - 2025 Capital Improvement Plan
 Program Summary
 Facilities Capital Fund

	PRIOR-YRS	2019CB	2019E	2020CB	2020E	19-20CB	19-20E	2021E	2022E	2023E	2024E	2025E	CIP TOTAL	PROJECT TOTAL
PROJECT EXPENDITURES														
<u>PARKS MAINTENANCE PROJECTS</u>														
BOEING CREEK SHOREVIEW PARK TRAIL REPAIR	-	250,000	-	1,642,000	-	1,892,000	-	-	1,892,000	-	-	-	1,892,000	1,892,000
ECHO LAKE PARK IMPROVEMENTS	478,042	195,793	116,384	-	75,127	195,793	191,511	-	-	-	-	-	191,511	669,553
KING COUNTY, TRAILS AND OPEN SPACE REPLACEMENT LEVY	71,099	-	-	-	225,000	-	225,000	225,000	137,376	225,000	-	-	812,376	883,475
KRUCKEBERG ENV ED CENTER (RESIDENCE STABILIZATION)	-	-	-	265,000	-	265,000	-	-	265,000	-	-	-	265,000	265,000
PARK ECOLOGICAL RESTORATION PROGRAM (SAI 8)	157,152	80,000	103,239	-	150,000	80,000	253,239	-	-	-	-	-	253,239	410,391
<u>PROJECT EXPENDITURES</u>														
<u>GENERAL FACILITIES</u>														
POLICE STATION LONG-TERM MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CITY HALL LONG-TERM MAINTENANCE	114,750	77,904	22,147	(30,818)	24,939	47,086	47,086	108,400	40,000	100,000	100,000	-	395,486	510,236
CITY HALL GARAGE LONG-TERM MAINTENANCE	119,349	-	-	-	-	-	-	-	24,192	-	-	-	24,192	143,541
DUCT CLEANING	10,000	4,000	-	13,350	-	17,350	-	10,000	13,350	10,000	-	-	33,350	43,350
ROOF REPLACE & MAJOR REPAIR	89,670	-	-	-	-	-	-	-	-	-	-	-	-	89,670
<u>PARKS FACILITIES</u>														
PARKS RESTROOMS LONG-TERM MAINTENANCE	73,779	30,000	29,119	-	-	30,000	29,119	-	-	-	-	-	29,119	102,898
SHORELINE POOL LONG-TERM MAINTENANCE	1,172,949	20,000	35,905	20,000	-	40,000	35,905	-	-	-	-	-	35,905	1,208,854
RICHMOND HIGHLANDS COMMUNITY CENTER LONG-TERM MAINTENANCE	289,201	35,000	45	530,000	44,955	565,000	45,000	490,000	-	-	-	-	535,000	824,201
SPARTAN RECREATION CENTER	19,254	-	-	4,500	-	4,500	-	-	-	-	-	-	-	19,254
TOTAL EXPENDITURES	1,888,952	166,904	87,216	537,032	69,894	703,936	157,110	608,400	77,542	110,000	100,000	-	1,053,052	2,942,004
REVENUES														
GENERAL FUND OPERATING TRANSFER	-	124,032	124,032	49,032	4,077	173,064	128,109	94,032	124,032	124,032	124,032	124,032	718,269	-
DEPARTMENT OF COMMERCE	-	-	-	490,000	-	490,000	-	490,000	-	-	-	-	490,000	-
SHORELINE SCHOOL DISTRICT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INVESTMENT INTEREST	-	883	883	192	766	465	1,649	492	151	1,177	1,511	2,073	7,052	-
TOTAL REVENUES	-	124,915	124,915	539,224	4,843	663,529	129,758	584,524	124,183	125,209	125,543	126,105	1,215,321	-
BEGINNING FUND BALANCE	-	-	58,073	-	95,772	58,073	58,073	30,721	6,845	53,485	68,694	94,237	95,772	-
TOTAL REVENUES	-	-	124,915	-	4,843	663,529	129,758	584,524	124,183	125,209	125,543	126,105	1,215,321	-
TOTAL EXPENDITURES	-	-	87,216	-	69,894	703,936	157,110	608,400	77,542	110,000	100,000	-	1,053,052	-
ENDING FUND BALANCE	58,073	-	95,772	-	30,721	17,666	30,721	6,845	53,485	68,694	94,237	220,342	258,041	-
IMPACT ON OPERATING BUDGET	-	-	-	-	-	-	-	-	-	-	-	-	-	-

City of Shoreline 2019 - 2025 Capital Improvement Plan
Program Summary
Roads Capital Fund

	PRIOR-YRS	2019CB	2019E	2020CB	2020E	19-20CB	19-20E	2021E	2022E	2023E	2024E	2025E	CIP TOTAL	PROJECT TOTAL
PROJECT EXPENDITURES														
REPAIR AND REPLACEMENT														
Pedestrian / Non-Motorized Projects														
SIDEWALK REHABILITATION PROGRAM	-	775,017	100,000	982,517	305,000	1,757,534	405,000	-	-	-	-	-	405,000	405,000
System Preservation Projects														
ANNUAL ROAD SURFACE MAINTENANCE PROGRAM	13,329,444	3,210,925	2,729,189	1,710,000	1,331,913	4,920,925	4,061,102	650,000	1,400,000	530,000	530,000	530,000	7,701,102	21,030,546
TRAFFIC SIGNAL REHABILITATION PROGRAM	1,746,553	187,628	184,596	134,010	134,010	321,638	318,606	140,711	147,747	152,180	156,745	161,448	1,077,437	2,823,990
CAPACITY CONSTRUCTION														
Pedestrian / Non-Motorized Projects														
NEW SIDEWALKS PROGRAM	-	581,583	13,154	3,663,417	200,000	4,245,000	213,154	766,529	-	-	-	-	979,683	979,683
147TH/148TH NON-MOTORIZED BRIDGE	4,016	400,000	226,127	1,683,838	1,400,000	2,083,838	1,626,127	3,353,873	10,000,000	10,560,000	-	-	25,540,000	25,544,016
DRIVEWAY RELOCATION RICHMOND BEACH RD	-	-	-	60,000	85,000	60,000	85,000	-	-	-	-	-	85,000	85,000
NSP 1ST AVE NE (N 192ND TO N 195TH)	-	-	-	-	240,000	-	240,000	691,792	650,000	-	-	-	1,581,792	1,581,792
1ST AVE NE (N 145TH TO N 155TH)	-	400,000	-	2,140,000	-	2,540,000	-	-	-	-	-	-	-	-
NSP 5TH AVE NE (N 175TH TO N 182ND)	-	-	-	-	410,000	-	410,000	1,880,011	2,180,000	-	-	-	4,470,011	4,470,011
RIDGECREST SAFE ROUTES TO SCHOOL	-	-	-	20,000	20,000	20,000	20,000	147,500	210,800	-	-	-	378,300	378,300
N 195TH ST BRIDGE CONNECTOR	-	-	-	50,000	50,000	50,000	50,000	447,500	2,500	-	-	-	500,000	500,000
TRAIL ALONG THE RAIL	90,882	329,117	1,500	-	-	329,117	1,500	327,618	-	-	-	-	329,118	420,000
Safety / Operations Projects														
145TH CORRIDOR - 99TH TO I5	722,200	977,800	893,149	7,784,000	6,185,314	8,761,800	7,078,463	10,139,899	13,398,693	6,061,470	9,677,368	17,590,798	63,946,691	64,668,891
145TH AND I5 INTERCHANGE	614,575	200,000	200,000	1,500,000	1,500,000	1,700,000	1,700,000	3,500,000	10,685,425	8,500,000	-	-	24,385,425	25,000,000
160TH AND GREENWOOD/JINNIS ARDEN INTERSECTION	3,453	101,548	131,139	-	587	101,548	131,726	-	-	-	-	-	131,726	135,179
185TH CORRIDOR STUDY	206,431	375,691	375,691	15,000	15,000	390,691	390,691	-	-	-	-	-	390,691	597,122
N 175TH ST - STONE AVE N TO I5	10,807	1,239,193	509,158	2,400,000	1,099,472	3,639,193	1,602,630	1,475,000	1,475,000	2,240,000	2,240,000	4,840,000	13,872,630	13,883,437
MERIDIAN AVE SAFE IMPR	-	-	13,154	50,000	168,100	50,000	181,254	558,200	501,800	-	-	-	1,241,254	1,241,254
TRAFFIC SAFETY IMPROVEMENTS	2,013,161	224,382	172,221	167,005	167,005	391,387	339,226	175,355	184,123	193,330	199,130	205,104	1,296,268	3,309,429
WESTMINSTER AND 155TH IMPROVEMENTS	509,296	219,284	128,426	5,040,000	4,164,670	5,259,284	4,293,096	20,000	-	-	-	-	4,313,096	4,822,392
RICHMOND BEACH MDBLK XING/RECT	-	41,700	130	176,000	217,700	217,700	217,830	1,186,600	-	-	-	-	1,404,430	1,404,430
PROJECTS TO BE COMPLETED IN CURRENT YEAR (2019)														
CURB RAMP, GUTTER AND SIDEWALK MAINTENANCE PROGRAM	2,560,004	13,670	28,504	-	482	13,670	28,986	-	-	-	-	-	28,986	2,588,990
WTSC SCHOOL ZONE FLASHERS	1,610	125,878	230,200	-	-	125,878	230,200	-	-	-	-	-	230,200	231,810
COMPLETE STREETS- PED/BIKE GAPS	298,229	5,000	5,000	-	-	5,000	5,000	-	-	-	-	-	5,000	303,229
MERIDIAN AVE N & N 155TH ST SIGNAL IMPROV	169,797	481,085	942,374	-	10,000	481,085	952,374	-	-	-	-	-	952,374	1,122,171
ECHO LAKE SAFE ROUTES TO SCHOOL	602,242	-	1,335	-	-	-	1,335	-	-	-	-	-	1,335	603,577
NON-PROJECT SPECIFIC														
ROADS CAPITAL ENGINEERING	2,767,856	409,035	518,455	461,992	544,378	871,027	1,062,833	560,709	897,158	687,701	1,094,718	577,530	4,880,648	7,648,505
TRANSPORTATION MASTER PLAN UPDATE	785,478	130,774	130,774	343,600	343,600	474,374	474,374	-	-	-	-	-	474,374	1,259,852
GENERAL FUND COST ALLOCATION OVERHEAD CHARGE	-	192,330	192,330	104,687	104,687	297,017	297,017	50,000	50,000	50,000	50,000	50,000	547,017	547,017
TOTAL EXPENDITURES	26,436,036	10,621,640	7,720,606	28,486,066	18,696,918	39,107,706	26,417,524	26,071,297	41,783,246	28,974,681	13,947,960	23,954,880	161,149,589	187,585,625
REVENUES														
REAL ESTATE EXCISE TAX	-	1,164,953	1,357,881	1,168,119	1,378,972	2,333,072	2,736,853	1,266,999	1,198,810	1,105,300	1,280,679	1,332,528	8,921,168	-
GENERAL FUND SUPPORT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INVESTMENT INTEREST	-	39,364	39,364	46,269	46,269	85,633	85,633	42,843	68,309	26,885	12,050	-	235,720	-
GENERAL FUND CONTRIBUTION	-	984,551	728,290	552,486	454,168	1,537,037	1,182,458	404,378	97,651	97,651	97,651	97,651	1,977,440	-
OTHER ONE-TIME TRANSFERS IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-
RESIDENTIAL PARKING ZONE PERMIT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BOND PROCEEDS FOR NEW SIDEWALKS	-	581,583	13,154	3,663,417	440,000	4,245,000	453,154	1,748,331	2,030,000	-	-	-	4,231,485	-
CMAQ	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEPARTMENT OF ECOLOGY STORMWATER RETROFIT GRANT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONNECTING WASHINGTON	-	-	-	6,784,000	4,530,259	6,784,000	4,530,259	11,042,517	6,658,450	1,103,365	-	-	23,334,591	-
FEDERAL - STP	-	3,031,356	1,656,466	5,695,020	5,375,580	8,726,376	7,032,046	4,192,384	1,743,362	95,839	94,124	-	13,157,754	-
FTA - RAPID RIDE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FUTURE FUNDING	-	600,000	-	5,060,000	-	5,660,000	-	2,429,017	27,139,470	23,881,325	9,504,735	22,287,550	85,242,097	-
GRANTS FROM PRIVATE SOURCES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)	-	411,468	406,126	240,930	364,030	652,398	770,156	1,733,950	418,520	-	-	-	2,922,626	-
RESTITUTION - INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
KING COUNTY METRO	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LIGHT RAIL ACCESS MITIGATION	-	-	-	-	410,000	-	410,000	1,590,000	-	-	-	-	2,000,000	-
PRIVATE DONATIONS	-	-	-	2,120,000	487,000	2,120,000	487,000	1,354,000	-	-	-	-	1,841,000	-
SAFE ROUTES TO SCHOOL	-	-	-	20,000	20,000	20,000	20,000	147,500	201,500	-	-	-	369,000	-
STP GRANT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSPORTATION IMPROVEMENT BOARD	-	-	76,641	-	3,223,359	-	3,300,000	447,500	2,500	-	-	-	3,750,000	-
TRANSPORTATION BENEFIT DISTRICT	-	1,452,500	2,108,071	-	-	1,452,500	2,108,071	-	-	-	-	-	2,108,071	-
TRANSPORTATION BENEFIT DISTRICT (*)	-	511,616	-	-	-	511,616	-	-	-	-	-	-	-	-
UTILITY REIMBURSEMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSPORTATION IMPACT FEES	-	162,000	66,800	324,000	148,428	486,000	215,228	199,125	591,777	2,240,000	2,240,000	-	5,486,130	-
WSDOT - PEDESTRIAN & BICYCLE SAFETY PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES		8,939,391	6,452,793	25,674,241	16,878,065	34,613,632	23,330,858	26,598,543	40,150,348	28,550,365	13,229,239	23,717,729	155,577,082	
BEGINNING FUND BALANCE			5,910,858		4,586,554		5,910,858	2,677,701	3,104,947	1,222,049	547,733	(420,989)	4,586,554	
TOTAL REVENUES			6,452,793		16,878,065		23,330,858	26,598,543	40,150,348	28,550,365	13,229,239	23,717,729	155,577,082	
TOTAL EXPENDITURES			7,720,606		18,696,918		26,417,524	26,071,297	41,783,246	28,974,681	13,947,960	23,954,880	161,149,589	
RESTRICTED AMOUNT FOR GRANT MATCHING			56,491		90,000		146,491	100,000	250,000	250,000	250,000	250,000	1,246,491	
ENDING FUND BALANCE		5,910,858	4,586,554		2,677,701		2,677,701	3,104,947	1,222,049	547,733	(420,989)	(908,140)		
IMPACT ON OPERATING BUDGET			2,510		2,510		5,020	2,510	2,510	2,510	2,510	2,510		
TOTAL PUBLIC ART (1% CONSTRUCTION)			13,398		49,156		62,554	41,626	317,192	198,214	71,604	116,219		

CIP MAJOR PROJECT COSTS AND FUNDING STATUS								
Project	Target const start	Est (\$M)	City match*	secured funding	unsecured funding	Pending funding	Future funding outlook	Probability of securing funding
145th Interchange	2022	25.50	0.00	STP Design	20.50	ST - \$10 million; STP \$4.9 million (2024)	TIB - \$5 million (nov 2020), WSDOT Regional Mobility (\$2 M)	High
145th corridor, I-5 to SR 99								
Phase 1 (I5 to Corliss)	2023	26.30	0.00	STP Design; \$22 M CW for ROW & Const	0.00	NA	NA	Fully funded
Phase 2 (Corliss to Meridian?)	2025	21.00	0.00	STP Design	19.24	CW \$3 M; STP \$4.9 (2024)	STP \$4.9 M for ROW and Construction	Moderate
Phase 3 (Meridian to Aurora	2030	14.20	1.52	STP Design	14.87	TBD	STP \$4.9 M for ROW and another \$4.9 for Construction	Low
Off Corridor Bike Network	2024	1.02	0.02	STP Design; NO ROW; \$.09 CW for construction	0.66	STP; WSDOT	STP, WSDOT	Moderate to High
148th non-motorized bridge	2023/2025	25.00	0.00	\$10 M (ST;STP;KC) Design thru Const	15.00	TBD	\$10 M Leg; \$3 M STP; \$2 M ST	Moderate
175th Corridor (I-5 to Stone) ¹	2025	23.00	0.77	\$ 4.23 STP; \$6 M TIF	12.80	TBD	TIB - \$5 million (nov 2022); \$ STP - \$4.9 M (2027)	Moderate to High
		136.02	2.31		83.07			

**NOTE: A Local City match is not required if another source, such as a state grant source is available*

¹ - 175th cost estimates are being updated

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Resolution No. 462 – Updating the Employee Handbook Furlough and Layoff Policy
DEPARTMENT:	Human Resources
PRESENTED BY:	Don Moritz, Human Resources Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City’s Employee Handbook provides the organization’s personnel policies and practices and is intended as a general guide to how the organization functions. The Employee Handbook receives periodic updates when internal organizational policies and practices change. The most recent comprehensive Handbook update occurred in 2017, with additional updates occurring in 2018 and 2019.

To better prepare the City for the current and future economic downturns and to provide the City Manager with maximum flexibility in responding to external forces that may impact the organization, staff is recommending that the Reduction in Force Section (Section VIII.D.) of the Employee Handbook be amended and that a new section, titled Furlough - Temporary Reduction in Hours (Section VIII.E.), be added.

Proposed Resolution No. 462 (Attachment A) would provide for these amendments to the City’s Employee Handbook. Tonight, Council will discuss this proposed resolution. Proposed Resolution No. 462 is scheduled to be brought back to Council for potential adoption on July 13, 2020.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact to updating the Employee Handbook. Layoffs and furloughs are specific employment actions an employer may take in response to known and unknown forces that impact an organization. These forces may include an economic downturn, a reorganization, or technological advancements that result in efficiencies. The proposed changes to the Handbook provide the organization additional flexibility to address these forces and save the organization money. The cost of a severance package in a layoff situation or the cost of benefit continuation in cases of a furlough, while easily quantified once identified, are dependent upon specific employment actions and which employees are impacted, and are thus not possible to quantify the potential financial impact, if utilized in the future.

RECOMMENDATION

No action is required tonight; this item is for discussion purposes only. Staff recommends that Council review the proposed Employee Handbook changes and provide staff with any feedback on the proposed changes. Staff recommends that Council adopt proposed Resolution No. 462, which would amend the Employee Handbook, when this item is brought back to Council on July 13, 2020.

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

BACKGROUND

The purpose of Employee Handbook (“Handbook”) is to provide employees with a means to understand how the City operates and to explain what is expected of them as an employee. It is a summary of the City’s personnel policies and practices and is intended as a general guide to how the organization functions.

The Handbook receives periodic updates when internal organizational policies and practices change. The most recent comprehensive Handbook update occurred in 2017. Additional updates occurred in 2018 and 2019 but were limited in scope. Proposed Resolution No. 462 (Attachment A) presents a recommendation to update the Reduction in Force - Layoff section of the Handbook, which was last updated in 2011, and proposes the addition of a new policy section on the subject of furloughs. These changes are highlighted in tracked changes in the attached Handbook (Attachment A, Exhibit A) and are shown as stand-alone tracked changes in Attachment B.

DISCUSSION

Summary of Proposed Changes to Reduction in Force Section (Section VIII.D.)

The proposed revisions to the Reduction in Force – Layoff section of the Handbook are intended to:

- Strengthen management’s right to implement a reduction in force,
- Affirm and clarify due process rights for employees who are impacted by a layoff by offering a pre-layoff meeting with the decision maker,
- Expand the layoff mitigation options available to management to include transfers and voluntary demotion, and
- Modify the layoff severance package into a graduated severance payout schedule for regular full time and regular part time employees based on years of service to recognize an employee’s continued service to the organization.

All the proposed changes noted above, except the graduated severance schedule, are standard practices found in most employer layoff policies. The City’s current severance package consists of the payout of accrued vacation leave, which is provided to regular employees regardless of the reason for separation, plus four (4) weeks salary and a 10% cash out of their accrued sick leave.

A recent survey of comparable cities found that vacation accrual cash-out and a percent of sick leave cash-out are standard practices. COBRA payment subsidies to assist with the cost of continued health benefit coverage, voluntary separation incentive payments equivalent to six (6) months of unemployment, or a cash payout equivalent to two – four weeks of salary are examples of severance package elements that can be found in a limited number of organizations. For many, the severance package is tied to the terms of a particular collective bargaining agreement (CBA) and may vary from one employee to another, depending upon which CBA applies to the employee.

It is recognized that the severance package, as proposed in Table 1 below and in Exhibit A, exceeds that which is commonly found in other local jurisdictions. In staff's opinion however, the tangible and intangible benefits afforded the City by providing a generally more robust severance package is believed to outweigh the costs. Additionally, layoffs have a profound and lasting impact on the workforce. How the process is managed and whether the employer is perceived to treat the impacted employees with fairness and support is of critical importance to the overall morale of the workforce. Layoffs, when done with compassion, are an opportunity for an employer to build good will, trust and loyalty in those who remain in the workforce afterward.

Table 1: Proposed Severance Package for Regular Employees

Years of Service	Severance Package
1 – 4 years	2 weeks salary + 10% sick leave
5 – 9 years	4 weeks salary + 10% sick leave
10 – 19 years	8 weeks salary + 10% sick leave
20+ years	12 weeks salary + 10% sick leave

Making a job or career transition after working for a single employer for many years is often extremely emotionally and financially stressful. The severance package noted above provides financial stability to an employee during a very difficult time and demonstrates organizational compassion and commitment to its workers. Increased employee satisfaction, positive word-of-mouth candidate referrals, and increased loyalty and dedication are the direct benefits the City would derive from such a severance package.

It should also be noted, as can be seen in Table 2 below, that 72% of the City's current workforce have less than 10 years of service with the organization, and 58% have less than five years. Increasing the severance package amount for the most tenured of the City's employees would have limited financial impact, if layoffs were to occur among this cohort, and would potentially be offset by smaller severance packages provided to employees with one to four years of service, who make up the majority of our workforce.

Table 2: Workforce Years of Service

Years of Service	Number of Employees	Percent of Workforce
< 5	106	58%
5 - 9	25	14%
10 - 19	37	20%
20+	15	8%
Total	183	100%

Summary of Proposed New Furlough Section (Section VIII.E.)

In addition to the revisions to the layoff policy, a new section titled Furlough (Temporary Reduction in Hours) is proposed. The addition of this proposed section to the Handbook provides another tool that the City Manager can use when responding to unforeseen financial challenges facing the organization.

The current version of the Handbook references the term furlough as an option available to management as part of the reduction in force process, but it does not define furlough, nor does it explain how furloughs impact employees. This new furlough section, as proposed:

- Defines what a furlough is and how it is distinguished from a layoff,
- Provide examples of the time period increments in which a furlough may be served,
- Clarify the impact a furlough has on an employee’s work schedule, pay and benefits, and
- Highlight the resources and support services that are available to an employee who is impacted by a furlough.

It should also be stated that the proposed furlough section provides employees with the continuation of health benefits during furloughs of three (3) consecutive months or less in duration:

Length of Furlough	Impact on Benefits
Less than 3 consecutive months	Benefits continued and paid by the City
Greater than 3 consecutive months	Employee self pays via COBRA

RESOURCE/FINANCIAL IMPACT

There is no financial impact to updating the Employee Handbook. Layoffs and furloughs are specific employment actions an employer may take in response to known and unknown forces that impact an organization. These forces may include an economic downturn, a reorganization, or technological advancements that result in efficiencies. The proposed changes to the Handbook provide the organization additional flexibility to address these forces and save the organization money. The cost of a severance package in a layoff situation or the cost of benefit continuation in cases of a furlough, while easily quantified once identified, are dependent upon specific employment actions and which employees are impacted, and are thus not possible to quantify the potential financial impact, if utilized in the future.

RECOMMENDATION

No action is required tonight; this item is for discussion purposes only. Staff recommends that Council review the proposed Employee Handbook changes and provide staff with any feedback on the proposed changes. Staff recommends that Council adopt proposed Resolution No. 462, which would amend the Employee Handbook, when this item is brought back to Council on July 13, 2020.

ATTACHMENTS

- Attachment A: Proposed Resolution No. 462
- Attachment A, Exhibit A: Amended Employee Handbook
- Attachment B: Amended Reduction in Force and New Furlough Sections of the Employee Handbook

RESOLUTION NO. 462

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON
ADOPTING REVISIONS TO PERSONNEL POLICIES SET FORTH IN
THE EMPLOYEE HANDBOOK RELATED TO THE LAYOFF
(REDUCTION IN FORCE) AND FURLOUGH (TEMPORARY
REDUCTION IN HOURS) POLICIES**

WHEREAS, the City Council has provided for benefits and working conditions in the Employee Handbook which sets forth the City's personal policies; and

WHEREAS, the Employee Handbook was last comprehensively updated in 2017 with the adoption of Resolution No. 402, with additional amendments adopted via Resolution No. 407 in 2017 and Resolution No.433 in 2019; and

WHEREAS, the addition of Layoff and Furlough policies require amendments to certain portions of the Employee Handbook; and

WHEREAS, on June 22, 2020, the City Council discussed the proposed revisions to the Employee Handbook and have given full consideration to the proposed revisions;

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

Section 1. Employee Handbook Revision. The Employee Handbook is revised as set forth in Exhibit A to this Resolution.

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

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

Section 4. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by the City Council.

ADOPTED BY THE CITY COUNCIL ON JULY 13, 2020

Will Hall, Mayor

ATTEST:

Jessica Simulcik Smith, City Clerk



EMPLOYEE HANDBOOK

Last updated: 07/13/20
Council Resolution No.462

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I. INTRODUCTION

The Handbook is prepared so that employees will better understand how the City operates and what is expected of employees. It is a summary of the City's personnel policies and practices, and is intended as a general guide to how the organization functions. We want to create a work environment that allows individuals to maximize their contribution to the organization and results in personal satisfaction. We believe that when consistent personnel policies are known and communicated to all, the chances are increased for greater job satisfaction.

While the City hopes that the employment relationship will be positive, things do not always work out as planned. Either party may decide to terminate the employment relationship. No supervisor, manager or representative of the City, other than the City Manager, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the contents of this handbook. This handbook is not intended as a contract, express or implied, or as a guarantee of employment for any specific duration. As the need arises, the City may from time to time modify these policies. The City also reserves the right, at its sole discretion, to depart from the guidelines outlined in this handbook, in order to meet the business needs of the City. If you have any questions about any of our policies, please ask your supervisor or Human Resources.

We wish you success in your position and hope that your employment relationship with the City will be a personally rewarding experience.

II. APPLICABILITY AND AUTHORITY

A. Applicability

This Handbook is applicable to all employees except the City Manager who serves at the discretion of the City Council and except where specifically stated otherwise.

B. At Will

At will positions include specific senior management positions designated by the City Manager; temporary, extra help and limited term positions; and regular employees who have not yet completed the orientation period. No provisions of this Handbook shall change at will status.

C. Local, State or Federal Law

In cases where these policies are in conflict with local, state or federal law, the provisions of local, state or federal law will govern. If any provision of these policies or their application to any person or circumstance is held invalid, the remainder of the policies will not be affected.

D. Authority

Authority to take personnel actions is vested in the City Manager. This authority shall include but not be limited to hiring, promoting, demoting, evaluating, reclassifying and terminating employees. Authority for personnel actions is frequently delegated to Department Directors and immediate supervisors; however, coordination of all such actions through Human Resources is required.

III. DEFINITIONS

A. Anniversary Date

The date used for the purpose of calculating leave benefits and length of service. Usually the anniversary date is the date the employee began work for the City, but adjustments to the anniversary date shall be made proportionate to any unpaid time off.

B. Break in Service

The period of time between the date an employee separates from service and the date the employee is rehired.

C. Callback

All time worked in excess of a scheduled shift, which is not an extension of that shift, and is unanticipated, unforeseen, and not a regular function of the employee's work schedule.

D. City

The City of Shoreline, Washington.

E. City Manager

The individual appointed by the City Council to serve in this capacity or his or her designee.

F. Core Hours

Those hours during which City offices are open to the public and during which staffing is available to provide service to our customers. Core hours for the City are 8:00 a.m. to 5:00 p.m. Monday through Friday.

G. Demotion

Any case where a regular employee moves on a non-temporary basis to a different position in a lower salary range with the exception of such movement resulting from a compensation study or salary survey.

H. De Facto Parent

A person who has had their parental rights and responsibilities determined by a court as to a child for whom they are not the legal parent, whether biological, adoptive or otherwise.

I. Department Director

An individual appointed by the City Manager to serve as Assistant City Manager, Administrative Services Director, City Attorney, Human Resources Director, Parks Recreation and Cultural Services Director, Planning and Community Development Director or Public Works Director or designee.

J. Domestic Partner

The individual named in a current, valid Affidavit of Marriage/Domestic Partnership on file with the City's Human Resources Department. The Partnership may be of the same or opposite sex. The Partnership must satisfy the following criteria:

- Partners shall not be part of another Domestic Partnership or marriage,
- Partners shall be mentally competent, 18 years of age or older, not related by blood closer than permitted for marriage under RCW 26.04.020.1a and .2.

- Partners share a regular and permanent residence and living expenses.

K. Drugs

Includes any substance which is controlled in its distribution by federal or state law, including but not limited to, narcotics, depressants, stimulants, hallucinogens, cocaine and cannabis. Does not include prescription and over-the-counter medication used according to prescription or consistent with standard dosage.

L. Employment Status Definitions

1. Regular Full Time

A regular position established by the City budget that is expected to be ongoing and to work a 40-hour week.

2. Regular Part Time

A regular position established by the City budget that is expected to be ongoing and to work at least 20 but less than 40 hours per week.

3. Limited Term

A position that has a specific end date, works 20 or more hours a week and is not Extra Help. The maximum term is limited to three years.

4. Extra Help

A position that is employed in activities related to seasonal programs, variable intermittent workloads, or ongoing work of less than 20 hours a week, further defined below.

a) Seasonal

Work that is seasonal beginning approximately the same season of each calendar year, customarily less than six months in duration.

Maximum Hours:

- 1,040 hours a year with no limit on weekly hours if all work is seasonal.
- If some of the work is not seasonal then all hours worked count toward a maximum average of 29 per week in the first 3 months of employment and during 12 months of employment.

Break in Service Requirement before Rehire:

- 13 weeks, or
- Longer than the employee was employed, or
- With approval from Human Resources based on an evaluation of employment status including measurement period implications.

b) Variable-hour

Work that is not seasonal but is intermittent and/or hours that are unpredictable from week to week.

Maximum Hours:

- 1,040 a year and
- an average of 29 per week during the first 3 months of employment and during 12 months of employment.

Break in Service Requirement before Rehire:

- 13 weeks, or

- Longer than the employee was employed, or
- With approval from Human Resources based on an evaluation of employment status including measurement period implications.

c) Less than 20 Ongoing

Work that is ongoing and consistent with few hours but regularly scheduled each week.

Maximum Hours:

- 1,040 a year and
- an average of 20 per week during the first 3 months of employment and during 12 months of employment.

Break in Service Requirement before Rehire:

- 13 weeks, or
- Longer than the employee was employed, or
- With approval from Human Resources based on an evaluation of employment status including measurement period implications.

M. Exempt Employee

An employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) as defined by that Act or applicable state law and designated as such by the City Manager. Exempt positions are so indicated on the salary table adopted by the City Council.

N. Fit for Duty

Physically and mentally capable of safely performing the essential functions of the job.

O. Flex-Time

A work schedule that permits flexible starting and quitting times or other alternative work schedules within limits set by the respective Department Director.

P. Furlough

A temporary reduction of work hours due to a lack of work, shortage of funding, or for other business reasons

P.Q. Immediate Family

Unless defined otherwise in these policies, immediate family is:

- A spouse or domestic partner.
- A child, parent or sibling of the employee, employee's spouse or domestic partner.
 - Child includes adopted, biological, foster, grand, step, child of a legal guardian or a person standing in loco parentis or a de facto parent; regardless of age or dependency status.
 - Parent includes adoptive, biological, foster, grand, step and a person who was a legal guardian or stood in loco parentis or was a de facto parent.
 - Sibling includes adopted, biological, foster, or step.

In appropriate circumstances, an employee may believe that another individual should be considered a member of the immediate family for the purpose of applying these policies. The employee shall make a written request explaining to Human Resources why the employee believes that this individual should be considered a member of the immediate family. If Human Resources concurs, they shall forward a recommendation to the City Manager for approval. The City Manager shall decide to approve or deny the request. (If the definition of immediate family is different in certain approved benefit plans or policies; the provisions of those plans or policies will govern.)

Q.R. Insubordination

Expressed hostility or contempt for an employee's supervisor or willful disregard of a supervisor's reasonable directive.

R.S. Intern

A position that is a form of on-the-job training that may be either voluntary or on paid status.

S.T. In Loco Parentis

A person who acts in the place of a parent with legal responsibility to take on some of the functions and responsibilities of a parent.

T.U. Non-Exempt Employee

An employee covered by the minimum wage and overtime provisions of the Fair Labor Standards Act.

U.V. Normal Pay

Pay for scheduled hours of work at 1.0 (one) times the hourly rate of pay.

V.W. Promotion

Any case where a regular employee moves on a non-temporary basis to a different position in a higher salary range with the exception of such movement resulting from a compensation study or salary survey.

W.X. Separation from Service

Any case where employment ends through death, retirement, resignation, layoff or otherwise a termination of employment.

X.Y. Standby

Specific assignment of an employee during off-hours to be available to come to work if needed. Standby is not considered as time worked.

Y.Z. Step Increase Date

The date that is used for the purpose of annual performance review and step increase. Usually the step increase date is the date the employee began work in his or her current position, but adjustments shall be made proportionate to any unpaid time off.

Z.AA. Time in Paid Status

The period of hours during a pay cycle for which an employee receives compensation including hours worked, vacation, sick, holiday, management, personal or other paid leaves.

AA-BB. Transfer

Any case where a regular employee moves on a non-temporary basis to a different position in the same salary range.

BB-CC. Work Location

Work locations are the places employees work. The locations include city-owned buildings, adjacent structures and parking lots, and grounds.

City Hall: 17500 Midvale Avenue North
Hamlin Park Maintenance Yard: 16006 15th Avenue N.E.
North Maintenance Facility, 19547 25th Ave NE
Richmond Highlands Recreation Center: 16544 Fremont Avenue N
Shoreline Pool: 19030 1st Avenue N.E.
Spartan Recreation Center: 202 NE 185th Street

CC-DD. Work Week

A fixed and regularly recurring period of seven (7) consecutive twenty-four (24) hour periods. The standard workweek for employees consists of the period from 12:01 a.m. Sunday to 12:00 midnight the following Saturday. Where a different workweek is required, the City Manager will define an appropriate workweek and communicate that to the employees.

DD-EE. Y-Rating

The continuation of a regular employee's salary above the highest step of a new salary range as a result of the salary range for the position being lowered due to a market survey or other factors.

IV. EMPLOYMENT POLICIES

A. Recruitment and Selection

1. External and Internal Recruitment

Job Posting and Application: Open positions will be posted on the City's web page with links to the application process. The opening will be posted for a minimum of five working days. To ensure internal employees are aware of an open position, Human Resources will announce openings through email.

Selecting Candidates for an Interview: The hiring manager will review the applications and identify candidates that will proceed to an interview. Additionally, all regular employees who applied will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

Selecting the Best Candidate: The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application

materials, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references.

2. Internal Recruitment Only

The Department Director, after consultation with the Director of Human Resources, will determine if an opening will be available internally only.

Job Posting and Application: Human Resources will announce openings through email, directing interested employees to apply through the City's web page with links to the application process. The opening will be posted for a minimum of five working days, any employee may apply.

Selecting Candidates for an Interview: The hiring manager will review the applications and identify candidates that will proceed to an interview. All regular employees who applied will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

Selecting the Best Candidate: The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application materials, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references. If there is not an internal candidate who has a strong match between their knowledge, skills and abilities and the work responsibilities of the position; the position may be re-posted and made available to external applicants.

B. Reference Checking

All requests for information regarding past or present employees shall be directed to the Human Resources Department. Human Resources will then release information stating job title, length of service and eligibility for rehire. If the employee has signed a statement releasing the City from liability, additional information may be given.

C. Subpoenas and Depositions

Sometimes an employee may receive a notice that they are being subpoenaed regarding City business, such as being required to give a deposition. If an employee receives such a notice directly, the employee is to immediately notify the City Attorney's office. The City Attorney's office will assist the employee in preparing for the deposition and will accompany the employee to the deposition, providing the appropriate support for the employee during the deposition as provided by court rule and law.

D. Prohibited Political Activities – Code of Ethics, Appendix A

While all employees have the right to participate in political or partisan activities of their choosing, employees are stewards of the public's trust in matters of City government. Political activity may not adversely affect the responsibilities of

employees in their official duties. Because of the sensitive nature of the services in which the City is engaged, the following activities are prohibited:

1. Use of City Resources, Property, Authority and Influence

Employees may not campaign on City time or in City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities. Employees may not use City authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

2. Coercion

Employees may not directly or indirectly coerce, attempt to coerce, or command a state or local officer or employee to pay, lend, or contribute anything of value to any party, committee, organization, agency, or person for political purposes.

3. Elected Office, Commission or Board Service

Employees may not serve as an elected official of the City, a member of a City commission, or a member of a City board while an employee of the City.

4. Conflict of Interest

If there is a conflict of interest between an employee's elected position outside of the City and their position with the City, the employee must resign from one of the positions.

Violation of any part of this policy may be grounds for disciplinary action, up to and including termination.

E. Prohibited Personal Gain - Code of Ethics, Appendix A

The following standards are established for all City employees for conducting business within the guidelines of the Code of Ethics and providing friendly and courteous service to the public. The Code of Ethics is located in Appendix A of this manual.

Employees are prohibited from:

1. Receiving proceeds or having any financial interest in any sale to the City of any service or property when such proceeds or financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service.
2. Soliciting or accepting anything of economic value as a gift, gratuity, or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action of the City; provided, that the such prohibitions shall not apply to:
 - a. Attendance at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business or where attendance is appropriate as a staff representative.
 - b. An award publicly presented in recognition of public service.

- c. Attendance at a hosted meal where general information is being presented, but where no active consideration of a contract is being discussed.
 - d. Advertising items of no material value which are widely distributed to others under essentially the same business relationship with the donor or any other gift that is deemed by the City Manager to be of insignificant value such that it does not present a conflict of interest.
3. Disclosing confidential information (except as provided for under public disclosure regulations), participating in the making of a contract, accepting private employment or providing private services that would be in conflict or incompatible with the performance of official duties as a City employee.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

F. Employee Orientation

Upon hire or appointment, the Department Director and Human Resources shall be responsible for the orientation of each employee. Orientation may include explanation of the organization and services of the City, work and safety rules, personnel manual and procedures, departmental rules and procedures, completion of payroll forms and introduction to City personnel.

1. Orientation Period for Initial Hire

Upon hire to a regular position, each employee will be at will while serving in a six-month orientation period. Upon the recommendation of the Department Director and the Human Resources Director, the orientation period may be extended up to an additional 6 months at the discretion of the City Manager.

The orientation period is part of the selection process and affords the employee and the City an opportunity to evaluate whether the match between the job and the employee is appropriate.

An employee may be discharged without cause or notice prior to the completion of the orientation period. Successful completion of the orientation period means a regular employee is no longer at will; however, this should not be construed as creating a contract or as guaranteeing employment for any specific duration.

This section shall not apply to specified senior management positions at will, temporary, extra help, and limited term positions.

2. Orientation Period for Promoted or Transferred Employees

A promoted or transferred employee shall serve a 3 month orientation period in the new position. Upon the recommendation of the Department Director and the Human Resources Director, the orientation period may be extended up to an additional 3 months at the discretion of the City Manager.

The promoted or transferred employee may be removed from the new position at any time prior to the completion of the orientation period by the Department Director giving written notice of failure to complete the orientation period. The

Department Director shall consult with Human Resources before making the decision to remove an employee.

If removed, the employee may return to the position from which he or she promoted or transferred by providing written notice to the Department Director for the former position. This notice must be provided within 5 days of the notice of failure to complete the orientation period.

During the orientation period, the promoted or transferred employee may request to voluntarily return to the former position by making a written request to the Department Director for the former position. If the position has not yet been offered to a new employee, the Department Director, after consulting with Human Resources and any other affected department, may approve the return.

This section shall not apply to at will positions.

G. Equal Employment Opportunity

It is the intent of the City to provide equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, gender, national origin, marital status, age, sexual orientation or disability (as defined under state and federal law). This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. If an employee believes that his or her rights under this provision have been violated, he or she should follow the complaint reporting and resolution process outlined in Section IV.I, Discrimination Complaint Procedure.

H. Prohibition of Employee Harassment

The City expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, marital status, age, sexual orientation or disability (as defined under state and federal law) which includes behavior by co-workers, supervisors, vendors, citizens, or any other individual or group with whom an employee may come in contact in the course of their job duties. Improper interference with the ability of employees to perform their jobs will not be tolerated.

With respect to sexual harassment, the City expressly prohibits the following:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - b) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - c) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements or displays.

I. Discrimination Complaint Procedure

Each member of management is responsible for creating and maintaining an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of all co-workers.

If an employee believes he or she has experienced any job related harassment based upon sex, race, color, religion, national origin, marital status, age, sexual orientation or disability, or believes he or she has been treated in an unlawful, discriminatory manner, the employee should promptly:

1. Report the incident to his or her supervisor. The supervisor will immediately report the information to the Department Director who will consult with Human Resources and together they will determine how to investigate the matter and ensure that appropriate action is taken. Human Resources shall also report the information to the City Manager.
 - a) If an employee believes it would be inappropriate to discuss the matter with his or her supervisor, the employee may bypass the supervisor and report the complaint directly to the Department Director or to Human Resources or to the City Manager. The person receiving the report shall consult with other appropriate parties, and together they will determine how to undertake an investigation and ensure appropriate action is taken.
2. The complaint will be kept confidential to the extent possible.
3. If the City determines that an employee is guilty of harassing or discriminating against another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.
4. The City prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.
5. Any employee who makes a complaint in bad faith, who provides false information regarding a complaint or who engages in any form of retaliation will be subject to disciplinary action, up to and including termination.

J. Employment of Immediate Family

1. Members of the immediate family of City elected officials will not be employed by the City in any capacity.
2. Members of the immediate family of employees will not be hired if:
 - a) One individual would have the authority or power to influence decisions, supervise, hire, remove or discipline the other;
 - b) One individual would be responsible for financially auditing the work of the other;

- c) One individual would handle confidential material that creates improper or inappropriate exposure to that material by the other; or
- d) The member of the immediate family would be employed in the same department as the employee with the following two exceptions:
 - (1) Extra help employees may be employed in the same department as an immediate family member if no conflict of interest exists, including those outlined above.
 - (2) Spouses may be employed in the same department if no conflict of interest exists, including those outlined above.
- 3. If two employees marry, enter into a domestic partnership or become related, and in the judgment of the City Manager, the problems noted above exist or could exist, one of the employees will be required to terminate employment unless some step can be taken to eliminate the problem. The decision to define and implement steps to eliminate the problem is at the sole discretion of the City Manager. A decision as to which employee will remain must be made by the two employees within 30 days of the date they marry, enter into a domestic partnership or become related. If the parties do not make a decision within 30 days, the City Manager shall make the determination.

K. Personnel Files

Official personnel files are maintained by Human Resources. An employee has the right to inspect his or her personnel file at reasonable times during regular business hours. An employee wishing to see his or her personnel file should contact Human Resources. An employee has the right to have a copy of any information in his or her personnel file.

Personnel files are kept confidential to the maximum extent permitted by law.

L. Reporting Improper Governmental Action and Protecting Employees against Retaliation

- 1. It is the policy of the City to encourage reporting by City employees of improper governmental action and to protect City employees who have reported improper governmental action in accordance with City policy by providing remedies for retaliation.
- 2. Key Definitions:
 - a) **Improper Governmental Action** is any action by a City officer or employee that is:
 - (1) undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
 - (2) in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and a specific danger to the public health or safety, or is a gross waste of public funds. "Improper governmental action" does not include personnel

actions. In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

- b) **Retaliatory Action** means (a) any adverse change in a City employee's employment status, or in the terms and conditions of employment including: denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reductions in pay, denial of promotion, suspension, dismissal, or any other disciplinary action, not independently justified by factors unrelated to the reporting of improper government action; or (b) hostile actions by another employee that were encouraged by a supervisor or manager.
 - c) **Emergency** means a circumstance that if not immediately changed may cause damage to persons or property.
2. **Reporting Mechanism:** An employee who becomes aware of improper governmental action shall report the action to the Department Director. If the employee reasonably believes that the improper governmental action involves the Department Director, then the employee shall report the action to the City Manager. If the employee reasonably believes that the improper governmental action involves the City Manager, then the employee shall report the action to the Mayor. The person receiving the report shall notify the City Attorney. In an emergency, the employee may report the improper governmental action directly to the government agency with responsibility for investigating the improper action.
 3. **Investigation:** The person receiving the report shall confer with the City Attorney and they shall agree upon an appropriate method of investigation. The person receiving the report shall ensure that prompt action is taken to properly investigate.
 4. **Confidentiality:** The investigation should be conducted as confidentially as possible. Until the investigation is final, the identity of all employees involved shall be kept confidential to the extent permitted by law. At all times, the identity of the reporting employees shall be kept confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing.
 5. When the investigation is completed, the person receiving the report shall advise all employees involved in the investigation of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.
 6. If an employee fails to make a good faith attempt to follow the provided reporting mechanism, the employee shall not be entitled to receive the protection against retaliation provided by this policy. Any false or frivolous

claims or reporting will be subject to disciplinary action up to and including termination.

7. **Protection against Retaliatory Actions.** The City is prohibited from taking retaliatory action against an employee because he or she has in good faith reported an improper government action in accordance with this policy.
 - a) An employee who believes he or she has been retaliated against shall provide written notice of the charge of retaliatory action to the City Manager (or to the City Attorney if the charge is against the City Manager) within 30 days of the alleged retaliatory action. The notice shall specify the alleged retaliatory action and the relief requested.
 - b) The City Manager shall have 30 days to respond to the charge.
8. **Appeal to the State.** Upon receipt of the City Manager’s response, or after the 30 day response period, the employee may request a hearing before a state administrative law judge for the purpose of establishing that a retaliatory action occurred and to obtain appropriate relief provided by law. The employee must submit the request for a hearing to the City Manager within 15 days of delivery of the City Manager’s response, or within 15 days after the response period has expired. Within 5 working days of receipt of a request for hearing, the City shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge (ALJ).
9. **Relief Granted Under The Act**
 - a) Reinstatement, with or without pay.
 - b) Injunctive relief necessary to return the employee to the position he or she held before the retaliatory action and to prevent the recurrence of retaliation.
 - c) Costs and reasonable attorneys' fees.
 - d) Penalty assessed against each individual retaliator or up to \$3,000 plus recommendation to City Manager that retaliator be suspended or dismissed.
 - e) State law does not provide for general economic damages or damages for emotional distress.
10. **List of Agencies:** The following is a partial list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the following:

<u>City of Shoreline</u>	<u>King County</u>	<u>State of Washington</u>
City Attorney or City Manager Shoreline City Hall 17500 Midvale Ave. N. Shoreline, WA 98133 206-801-2700 Web: www.shorelinewa.gov	Ombudsman or Prosecuting Attorney 516 Third Ave Seattle, WA 98104 206-477-1050 or 206-296-9000 Web: www.kingcounty.gov	Auditor’s Office 302 Sid Snyder Avenue SW Olympia, WA 98504-0021 Web: www.sao.wa.gov

Human Rights Commission
711 South Capitol Way, St 402
Olympia, WA 98504-2490
Web: www.hum.wa.gov

Dept. of Ecology
3190 - 160th SE
Bellevue, WA 98008-5852
Web: www.ecy.wa.gov

Dept. of Labor & Industries
PO Box 44000
Olympia, WA 98504
Web: www.lni.gov

M. Outside Employment

The City expects that it shall be the primary employer for all regular employees. Therefore, employees shall not engage in employment or render services for pay for any public or private interest (including self-employment) when such activity may:

- a) Occur during working hours;
- b) Detract from the efficiency of the employee while performing City duties;
- c) Constitute a conflict of interest or create an appearance of impropriety as determined by the City Manager;
- d) Utilize confidential information or contacts made during City employment which would give an unfair insider advantage or would otherwise be an inappropriate use or disclosure of such information or contacts;
- e) Take preference over extra duty required by City employment;
- f) Interfere with emergency callout duty;
- g) Tend to impair independence of judgment or action in performance of official duties;
- h) Involve the use of any City resources such as copiers, telephones, supplies, other equipment, or time; or
- i) Interfere in any other manner with the employee's provision of quality customer service.

- 2. In order to protect the interests of both the City and the employee, it is important that an employee and his or her Department Director have an opportunity to discuss any outside employment with the goal of avoiding any possible conflicts between the City and the other employment.
 - a) Prior to engaging in any outside employment, an employee shall provide his or her Department Director with written notice of his or her intent to engage in the outside work. If an employee is unsure as to these criteria or the effect of his or her outside employment, he/she should consult with his or her Department Director or the Human Resources Director for clarification.
 - (1) After receiving the employee's request, the Department Director shall consult Human Resources and if the request

- complies with this policy, the Director may approve the outside employment.
- (2) If the Department Director, in consultation with the Human Resources Director, determines that the outside employment interferes with or reduces the efficiency of City employment, then the Director shall recommend to the City Manager that the request to engage in the employment shall be denied.
 - b) After considering the employee's written request and the recommendation of the Department Director and Human Resources, the City Manager shall make a decision approving or denying the request.
 3. Failure to comply with these provisions concerning outside employment may be grounds for disciplinary action, up to and including termination.

V. GENERAL WORKING CONDITIONS AND PERSONNEL ADMINISTRATION

A. Working Hours

1. The workweek for regular, full-time employees is 40 hours. The daily hours of work shall be set by the Department Director with respect to each department as necessary for the efficient operation of the City. Employees may be requested to work different schedules, including varying shifts, weekends, holidays and overtime to meet the needs of the City or of specific departments. Varying schedules or overtime may also be required in emergency situations as defined by the City Manager.
2. Employees may request to work flex time or to job share. Flex time and job share arrangements may not interfere with efficient City operation and must provide for effective service delivery. Flex time and job share must be approved by the Department Director, after consultation with Human Resources.

B. Breaks

1. Lunch and Rest Breaks

All employees working an 8 hour day shall be entitled to at least a one half hour unpaid meal period within five hours of the beginning of their shift, and scheduled as close to the midpoint of the day as possible. In addition, employees are entitled to a paid ten minute rest break for each four hours of working time. Employees who are able to take a break as needed do not have to take a formally scheduled break and it is the employees' responsibility to take these breaks. Breaks shall be arranged so as not to interfere with normal business operations. All breaks should be taken away from the employee's immediate work area. Breaks cannot be combined or saved until the end of the day in order to arrive at work late or to leave work early.

2. Lactation Breaks

For one year after her child's birth, nursing employees are allowed to take reasonable breaks to express breast milk whenever the nursing employee feels it is necessary to do so. A private space for this purpose will be established at all City work locations. If you need information on the space at your work location contact a supervisor or Human Resources.

C. Overtime

This section applies to non-exempt employees. Employees will receive compensation for approved time in paid status in excess of 40 hours in a work week. Employees receiving overtime will be paid at one and one-half the regular hourly rate of pay. All overtime must be authorized in advance by the supervisor.

D. Standby

This section applies to non-exempt employees. A department may assign an employee who may be needed to work during off-hours to be on standby. Standby assignment normally will be rotated among similarly situated employees. An employee placed on standby shall be provided with a cellular phone so that they may be reached to conduct official business. Each employee on standby will receive compensation at the currently established rate for those hours on standby, and this allowance will be suspended when callback commences. Standby is not to be counted as hours worked for purposes of computing overtime or eligibility to receive benefits. Employees on standby must make every attempt to report to work within 60 minutes, but no later than within 90 minutes of notification. If an employee on standby status fails to respond to a call to return to work, the employee may be subject to disciplinary action.

E. Callback

This section applies to non-exempt employees. Employees called back to work shall be paid a minimum of three hours at a rate of time and one-half. Hours worked on callback beyond the three hour minimum shall be paid at the overtime rate of pay, unless such time is part of the employee's regularly scheduled work shift.

F. Compensatory Time

This section applies to non-exempt employees. Limited amounts of compensatory time may be granted. An employee who is in paid status more than 40 hours in a work week may earn compensatory time at one and one-half times the straight time, instead of paid overtime, when requested by the employee and approved by the employee's supervisor. Compensatory time may not accumulate beyond 40 hours, and must be used within six months of award. Compensatory time not used within six months will be paid.

G. Twelve Hour Shift

This section applies to non-exempt employees. From time to time the City Manager may determine the need to assign City employees to work 12-hour shifts in order to effectively respond to inclement weather, natural disasters or other similar emergency events. The provisions of this policy apply in the case where

the City Manager makes a declaration assigning employees to a “City Manager designated 12-hour shift”.

1. Pay to transition assigned employees into the 12-hour shift. When employees are working at the time the City Manager declares a 12-hour shift, night shift employees shall be sent home with pay to rest and prepare for the night shift. This period of pay shall cover the time between the declaration of the 12-hour shift until the end of their regularly scheduled work day. Example: An employee is at work and is scheduled to work until 4:00 pm. The employee normally takes a half hour lunch at noon. At 11:00 am the City Manager declares a 12-hour shift. The employee, assigned to the night shift, is sent home at 11:00 to rest and report to work at 9:00 pm for the night shift. The employee receives 4½ hours pay—1 hour from 11:00 to noon and 3½ hours from 12:30 pm – 4:00 pm.
2. Shift Differential. In recognition of the inconvenience of having to work unusual hours with very little notice and under conditions that are generally difficult due to weather or other uncomfortable conditions, employees assigned to the declared 12-hour shift shall receive an additional \$3 per hour shift differential for all hours worked beyond their normal assigned shift. When an employee is working a 12-hour shift on a day they are not normally scheduled to work, all hours worked shall be considered to be “beyond their normal assigned shift”. An example of how the policy would apply: Assume the following facts:
 - Both Employee A and Employee B normally work a schedule of 7:00 am – 4:00 pm (with an hour unpaid lunch break).
 - Employee A is assigned to the 9:00 pm – 9:00 am night shift. For each full night shift worked, Employee A will receive 10 hours of shift differential pay from 9:00 pm until 7:00 am to compensate for hours that Employee A does not normally work. This same amount of differential pay will apply regardless of which day of the week the work is being performed.
 - Employee B is assigned to the 9:00 am – 9:00 pm day shift. For each full day shift worked, Employee B will receive 5 hours of shift differential pay from 4:00 pm until 9:00 pm to compensate for hours that Employee B does not normally work. This same amount of differential pay will apply regardless of which day of the week the work is being performed.
3. Pay for meal breaks. During the declared 12-hour shifts, employees shall be paid for required meal breaks.
4. Premium Pay for work on days when the City is closed. In the event that the City Manager closes the City for any period of time during any normal work day during the period of the declared 12-hour shift, any employee assigned to the 12-hour shift who works during the calendar day the City is closed shall receive straight time “comp time” for the time that the City is closed, in addition to their

pay for their shift. For the purposes of a full day City closure, the “time closed” shall be 8 hours.

- Example: The City experiences severe snow storms and the City Manager declares a 12-hour shift beginning on Monday and the 12-hour shifts continue through the weekend. During the work week, due to the snow, the City Manager closes the City for the entire work day on Wednesday. In addition the City Manager closes the City 2 hours early on Thursday to allow employees at work to drive home safely.
- Employee A is assigned to the night shift and works the night shift on both Wednesday and Thursday as scheduled. In addition to appropriate pay for the hours worked, Employee A will receive 10 hours of comp time. (8 hours for having worked on Wednesday and 2 hours for having worked on Thursday).
- Employee B is assigned to the day shift and works the day shift both Wednesday and Thursday as scheduled. In addition to appropriate pay for the hours worked, Employee B will receive 10 hours of comp time. (8 hours for having worked on Wednesday and 2 hours for having worked on Thursday).
- Employee C is assigned to the day shift and is scheduled to work both Wednesday and Thursday; however, Employee C works Wednesday but then calls in sick and does not work as scheduled Thursday. Employee C will receive 8 hours comp time. (8 hours for having worked on Wednesday but 0 hours for Thursday).

H. Inclement Weather

1. The City is in the business of providing vital public services and therefore does not cease operations during times of inclement weather or natural disasters. The City may be the only organization providing essential services to citizens. Therefore, all employees are asked to make every reasonable effort to report to work during such times even if it is inconvenient.
2. A non-exempt employee who is unable to get to work or who leaves work early because of weather or natural disaster conditions may either charge the time missed against accrued vacation leave, compensatory time, or take leave without pay for the time missed. Tardiness due to an employee's inability to report for scheduled work because of severe weather conditions may be allowed up to one hour at the beginning of the work day or at the discretion of the City Manager. Inclement weather or natural disaster tardiness in excess of that allowed by the City Manager shall be charged as provided above.
3. In the event that the City Manager advises employees not to report to work or to leave early due to inclement weather or natural disaster, such time off will be paid time off and not charged to accrued vacation leave or compensatory time. Non-exempt employees who are available and report to work or continue to work in this situation, if requested by the City Manager, shall either be paid time and one-half for the actual hours worked

or be given compensatory time off, at another time mutually agreed upon by the employee and the supervisor.

I. Performance Evaluations

1. Each regular employee's performance will be evaluated by his or her supervisor on an ongoing basis. The City also has a formal performance evaluation system.
2. Employees who disagree with their formal performance evaluations may provide comments on the evaluation form itself and may also submit a rebuttal in writing that will be attached to a copy of their performance evaluation and kept in their official personnel file. Employees may also appeal pursuant to Section VII.L Complaint Resolution Procedure.

J. Classification and Compensation Plan

The City has a strong interest in attracting and retaining excellent employees. It is the policy of the City to maintain a comprehensive classification and compensation program. Within budget limitations, the City endeavors to pay salaries competitive with those paid within comparable jurisdictions and within the applicable labor market.

The City Manager shall be responsible for the administration of the classification and compensation plan. All changes in classifications and changes in assignment of classifications to salary ranges must be approved by the City Manager.

1. Job Classification

The Job Description and Salary Range assigned to the responsibilities of a position is the 'job classification.' A job description includes a job title and statements that define the position, including essential and marginal job functions and qualifications for knowledge, ability, experience and training. The experience and training qualifications in the job description are considered to be minimum qualifications. Salary range assignments are recommended by the Human Resources Director to the City Manager, with input from the Department Director. Periodically, the City may revise job classifications as needed or as part of a compensation study.

2. Classification Review

Positions sometimes evolve as a result of changed duties and responsibilities assigned by a supervisor. A classification review studies these changes to determine if a different job description and salary range assignment is appropriate. Importantly, not all changes warrant a different salary range assignment, the majority of the assigned duties must be a different type or complexity that is compensated at a different level to warrant a different salary range assignment.

Requesting a Classification Review

A Department Director, with the approval of the City Manager, may request a classification review when planning to change the assigned duties of a position within the next calendar month.

An employee who does not believe that their classification accurately reflects the current duties of the position may request in writing a classification review if it has been more than one year since the last classification review and the majority of duties have changed.

Performing the Classification Review

The Human Resources Department performs the classification review and will ask the requestor for updated job information which may include the use of a job analysis questionnaire.

After review by the Department Director and the Human Resources Director, any changes shall be recommended to the City Manager for reclassification as appropriate. The City Manager retains the final authority to approve or disapprove changes in classifications, within budgetary guidelines, and/or assignment of duties to employees. Any changes resulting from an employee request for a classification review will be retroactive to the date of submittal of the request for review. In the event that a classification review results in a denial of a change in classification but also results in a determination the employee was working out of class, the employee will be awarded out of class pay. The out of class pay will be effective on the date the employee submitted the written request for classification review and end on the date the out of class duties are no longer performed and will be based on Section 5, Out of Class Pay.

3. Steps and Increases

The compensation plan consists of six salary steps which are referred to as a salary range. Step 1 is the minimum; Step 6 is the top. The steps are set at 4% increments.

Regular employees not at the top step are eligible for advancement to the next step annually. The step increase will be effective on the step increase date. Once the top step is reached, the employee remains in the top step as long as the employee remains in that position.

4. Starting Rates of Pay

New employees generally will begin their employment at Step 1 of the salary range for the position. At the request of a Department Director, the Human Resources Director may recommend to the City Manager that a new employee start at a higher step. The City Manager must give approval prior to offering a salary above step 1. Offers will be extended by either the Human Resources Department or the Department Director.

Circumstances that support hiring above Step 1 include:

- a) Additional and directly applicable education or experience above the minimum requirements;
- b) Market conditions, including the applicant's current salary, that support a higher starting salary;
- c) The proposed higher salary will not create inequities with existing internal salaries.

5. Promotion

A regular employee receiving a promotion shall be placed in the first step in the new salary range that provides for at least a 5% increase or the top step of the new salary range if there is not a step that allows at least a 5% increase. The employee's promotion date becomes the employee's step increase date.

If the Department Director believes that circumstances warrant an exception to the 5% placement rule, and if the Human Resources Director concurs, they may recommend to the City Manager a higher placement. Circumstances that support a placement greater than a 5% increase are:

- a) Additional and directly applicable education or experience above the minimum requirements;
- b) Market conditions that support a higher starting salary;
- c) The proposed higher salary will not create inequities with existing internal salaries.

6. Transfer

A regular employee receiving a transfer shall remain in the same step and retain the same step increase date.

7. Demotion

Disciplinary Demotion. If the demotion is a result of a disciplinary action, the employee shall be placed in the highest step in the new salary range that provides for a decrease. The demotion date will become the employee's new step increase date.

Any Other Demotion. If the demotion is a result of any reason other than discipline and the employee's current salary is within the new salary range, the employee shall remain at the same rate of pay until the employee's next step increase date. On the step increase date, the employee shall move to the next step in the new salary range that provides for an increase. The employee shall retain the same step increase date.

If the employee's current salary is higher than the top step of the new salary range, the employee shall be placed in the top step of the new salary range.

8. Y-Rating

When a regular employee's position has been y-rated, the employee will remain at the same rate of pay until the salary range increases enough to include that rate. At that time, the employee shall be placed in the first step that does not provide for a decrease. No COLA or step increase will be awarded during this period.

9. Pay Schedule

The City is on a bi-weekly pay schedule that provides the equivalent of 26 paydays during a standard year (52 weeks divided by two).

10. Out of Class Pay

When a Department Director or the City Manager assigns a regular employee substantially higher paid responsibilities outside the scope of his or her job classification and the assignment exceeds ten working days, the employee

shall be paid an additional 5% for the entire period of the out of class work. The assignment and the out of class pay must be in writing and approved by Human Resources prior to the Department Director making the assignment.

1. If the Department Director believes that circumstances warrant an exception to the 5% placement rule, and if the Human Resources Director concurs, they may recommend to the City Manager a higher placement. Circumstances that support a placement greater than a 5% increase are:
 - a) Additional and directly applicable education or experience above the minimum requirements;
 - b) Market conditions that support a higher starting salary;
 - c) The proposed higher salary will not create inequities with existing internal salaries;
 - d) The proposed higher salary is not higher than would be awarded if the employee were promoted into the position.

K. Garnishment

The City will honor and process any legally served writ of garnishment against any employee without prejudice towards the employee.

L. Employee Training and Development

It is the intent of the City to provide training opportunities to employees for building of skills directly related to the job. These opportunities may include in-house workshops, or workshops and seminars sponsored by other agencies or institutions.

M. Educational Reimbursement Program

The City has established an educational reimbursement program to help eligible regular employees develop their skills and upgrade their performance. All full time regular employees who have completed a minimum of one year of service are eligible to participate in the program.

1. Under the program, and within budget guidelines, educational reimbursement is provided for courses offered by approved institutions of learning, such as accredited colleges, universities and secretarial and trade schools. Courses must be, in the City's opinion, directly or reasonably related to the employee's present job or consistent with the employee's performance development plan. Courses must not interfere with job responsibilities and must be taken on the employee's own time.
2. Reimbursement covers actual costs of tuition and registration fees only and is limited to a maximum of six credits per semester or nine credits per quarter for approved courses. The employee must pass the course in order to receive reimbursement.
3. Employees eligible for reimbursement from any other source (e.g., a government sponsored program or a scholarship) may seek assistance from this program but will be reimbursed only for the difference between the amount received from the other funding source and the actual course cost up to the maximum reimbursement allowable under this policy.

4. To be eligible for reimbursement, the employee must submit a tuition reimbursement form to his or her supervisor prior to the scheduled commencement of the course(s), receive written approval from the Department Director and Human Resources in advance, be actively employed by the City at the time of course completion and pass the course. The employee should also have raised the issue of pursuing this education as part of the performance development planning discussions of the Performance Management System.
5. On completion of the course, the employee must submit to the Human Resources Department an official transcript from the school, indicating grade received and a receipt or other official proof of payment.

N. Reasonable Accommodation

The City of Shoreline does not discriminate against qualified individuals with a disability with regard to any aspect of employment and is committed to complying with the Americans with Disabilities Act.

The City recognizes some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he or she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee must contact the Human Resources Department to begin the interactive process. Accommodation requests may be made orally or in writing to the Human Resources Department. Requests may be made by the employee, the employee's supervisor or someone on behalf of the employee.

A reasonable accommodation is assistance or changes to a position or working conditions that will enable an employee with a disability to perform the essential functions of their job. The City will provide reasonable accommodation to employees with medically certified disabilities, unless doing so would pose an undue hardship.

Human Resources will meet with the employee to review the accommodation process, answer questions and provide the necessary forms which include a Medical Certification form to be completed by the employee's physician.

If the Medical Certification does not confirm that the employee has a disability, Human Resources will seek clarification from the medical provider and the employee before rejecting the request. If the Medical Certification confirms that the employee has a disability, the employee, supervisor and human resources will meet and begin an interactive process. The interactive process will include discussing the disability, limitations, and possible reasonable accommodations that may enable the employee to perform the functions or his or her position, make the workplace readily accessible to and usable by the employee, or otherwise allow the employee to enjoy equal benefits and privileges of employment. Following the interactive process, a decision will be made and the employee will be notified if the accommodation is approved or denied.

VI. BENEFITS

All benefits apply to regular and limited term employees and selected benefits apply to extra help employees and paid interns. These benefits contribute to total compensation. Complete descriptions of these benefits are available from Human Resources.

A. Group Insurance

Applies to: Regular and limited term employees.

Employees and their dependents are generally eligible for medical, dental, vision, long term disability, life insurance, and the employee assistance program as defined by the City and as authorized by the carrier. The City makes contributions to the cost of these benefits as authorized by the City Council by resolution.

Regular and limited term part-time employees and their dependents, if eligible, receive City contributions for such insurance prorated based on the ratio of their normally scheduled work week to a forty hour week.

The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, and will make reasonable attempts to give prior notice to employees of any changes.

B. Social Security Replacement Plan

Applies to: All employees.

All employees must participate in a Social Security Replacement Plan (401 a) and Medicare.

C. 457 Plan

Applies to: Regular and limited term employees.

The City provides a 457 Deferred Compensation program for eligible employees. Employees must defer funds into this plan which have been allocated for benefits by the City but are not used by the employee. In addition, an employee may make personal contributions to this plan through payroll deduction, up to the limits set by law.

D. Retirement

Applies to: All employees determined to be eligible by state law.

The City contributes to the Washington State Public Employees Retirement System (PERS) as prescribed by law. State law determines employee eligibility. For more information, contact Human Resources or the Washington State Department of Retirement Systems.

E. Vacation

Applies to: Regular and limited term employees.

Employees accrue paid time off for vacation. Regular and limited term part-time employees receive prorated vacation accrual based on the ratio of their normally scheduled work week to a forty hour week.

1. Accrual Table

Vacation shall be accrued monthly as follows:

Years of Employment Completed	Days of Vacation per Year	Hours Accrued per Month
0 – 12 Months	12	8.0
1	13	8.6
2	14	9.3
3	15	10.0
4	16	10.6
5	17	11.3
8	18	12.0
10	19	12.6
12	20	13.3
15	23	15.3

2. Carryover Maximum

The maximum number of vacation hours that may be carried over from December 31 of one year to January 1 of the next year is equal to two years' accumulation.

3. Carryover Exceptions

Employees with a vacation balance in excess of the carryover maximum should reduce the balance to the maximum. If an employee perceives they cannot use vacation because City operations have prevented it, the employee should discuss the matter with their supervisor well ahead of requesting a carryover exception. If the employee and supervisor are unable to plan for the employee to take the time off, they may request a carryover exception. The Department Director with the approval of the City Manager may allow a carryover exception of unused accrual in excess of the carryover maximum. An employee will not be granted an exception two years in a row.

4. Forfeiture

Unused vacation leave in excess of the carryover maximum shall be forfeited at the end of the calendar year unless a carryover exception has been granted.

5. Requesting Vacation

In requesting vacation, employees should consider the City's needs to conduct the public business and to have time to plan for vacation coverage. Managers should respect employees' needs to take vacation. An employee's reasonable request for vacation should be approved unless the granting of the vacation would negatively compromise the business needs of the City. In case of a conflict in scheduling vacation leave, normally the earliest request shall be given the preferred vacation choice.

An exempt employee shall not have deductions taken for vacation absences of less than a full day.

Vacation for a new employee shall accrue but shall not be used until after six months unless special authorization has been granted by the City Manager.

The City Manager is authorized to negotiate higher accrual levels and/or starting balances of vacation with individual staff members.

An employee may cash out accrued vacation one time each calendar year. To be eligible for the cash out, an employee must have used at least 80 hours of vacation since the first of the year and the maximum cash out shall be 40 hours. The amount of the cash out shall be based upon the employee’s hourly rate/salary at the time of the written request. If approved by the department director, the 80 hour minimum threshold may include vacation approved for the current calendar year, but not yet taken. In this case, the employee may receive the cash out just prior to leaving on the approved vacation. Cash out requirements for part time regular employees shall be prorated based upon the employee’s authorized FTE.

6. Separation from Service

In the event of separation from service for any reason other than at retirement the employee shall be paid for any accrued vacation earned and not taken. In the case of separation for any reason when the employee is eligible for retirement as defined by the rules and regulations of the Washington State Public Employees Retirement System the maximum cash out shall be 240 hours.

F. Management Leave

Applies to: Exempt Regular and limited Term Employees.

On January 1st of each year, each employee shall receive 3 days of management leave. A new exempt employee hired before July 1 shall receive all 3 days. A new exempt employee hired between July 1 and October 1 shall receive 1 day; a new exempt employee hired after October 1 shall not receive any days of management leave until the next calendar year. The leave is to be used each year; any management leave not used during the calendar year shall not be carried into the next year.

G. Holidays

1. Observed Holidays

Applies to: Regular and limited term employees.

Employees receive paid time off for holidays. Regular and limited term part-time employees receive prorated holiday benefits based on the ratio of their normally scheduled work week to a forty hour week. Observed holidays are:

New Year’s Day	January 1
Martin Luther King’s Birthday	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran’s Day	November 11
Thanksgiving	4 th Thursday in November
Native American Heritage Day	Day after Thanksgiving

Christmas	December 25
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If a designated holiday falls on a Saturday, the preceding Friday shall be observed and if the holiday falls on a Sunday, the following Monday shall be observed. If a designated holiday falls on any other regularly scheduled day off, it shall be observed on the work day immediately preceding or following the holiday as determined by the City Manager.

Employees must be in a paid status on the workday prior to and following a holiday to be eligible for holiday pay.

Nonexempt regular employees working on a holiday (either the actual holiday or the City recognized holiday) shall be paid at time and a half for all hours worked. In the case that an employee works both the actual holiday and the corresponding City recognized holiday, the employee shall only receive the holiday pay for one of the days. The pay shall be for the hours worked on actual holiday, unless the employee makes a written request for pay for the City recognized holiday instead of the actual day. Example: Independence Day falls on Sunday, July 4th; the City recognized holiday is Monday, July 5th. Employee A works Sunday and receives time and a half for all hours worked. Employee B works Monday and receives time and a half for all hours worked. Employee C works both Sunday and Monday and will be paid time and a half only for the hours worked on Sunday, unless he or she makes a written request to be paid time and a half for the hours worked Monday, instead of Sunday.

2. Personal Days

Applies to: Regular and limited term employees

Employees receive paid time off for two (2) personal days a year. Regular and limited term part-time employees receive prorated personal day benefits based on the ratio of their normally scheduled work week to a forty hour week.

A personal day needs to be scheduled by mutual agreement of the employee and the supervisor and may be used for any reason. Non-exempt staff may use these days as normal workdays or in increments of one or more hours (up to the total hours of two normal work days.) Exempt staff must use a full day at a time.

Personal days will be awarded effective January 1 of each year. An employee hired July 1 or later will receive only one personal day in that calendar year. Any personal days not used by the end of the calendar year will be forfeited.

3. Holidays for Reason of Faith or Conscience

Applies to: All Employees

If an employee's religious beliefs include observance of a holiday or leave is needed to attend a religious activity of faith or conscience that is not a City holiday, the employee may take up to two days off per calendar year unless the leave would create an undue hardship for the City as defined in WAC 82-56-020 or a risk to public safety. The leave requires the approval of the Department Director. Regular employees may use a personal day, vacation, compensatory time, or leave without pay, extra help employees may use leave without pay.

H. Sick Leave – Regular and Limited Term Employees

Employees accrue paid time off for sick leave at the rate of eight hours for each month worked. Regular and limited term part-time employees receive prorated sick leave accrual based on the ratio of their normally scheduled work week to a forty hour week. The City Manager is authorized to negotiate starting balances of sick leave with individual staff members.

1. Purpose

The purpose of sick leave is to provide an ‘insurance policy’ of a bank of paid leave to be used in the event that an employee or immediate family member experiences an illness or disability that requires an employee to be absent from work. Employees who are ill or disabled are expected to use sick leave to recover and to not report to work when they could expose co-workers to illness. Employees shall use leave to account for any sick leave related absence whether full or partial day unless they have otherwise made up the time in the same work week.

2. Use of Sick Leave

a) Employee

Sick leave may be used when an employee is ill, injured, disabled (including a disability due to pregnancy or childbirth) or has been exposed to a contagious disease where there is a risk to the health of others, or for medical or dental examinations or treatment when such appointments cannot be scheduled outside of working hours, or when the use of a prescription drug impairs job performance or safety.

b) Immediate Family Members

Sick leave may be used to care for a member of the immediate family who is ill, injured or disabled. Sick leave may also be used for qualifying Family Leave provided for in the Family Leave section.

c) Doctor’s Note

After three days of sick leave an employee may be asked to provide a doctor’s note or other evidence of inability to work at the discretion of the supervisor or Department Director.

d) Notification

Each employee, or someone on their behalf, should inform their supervisor if unable to come to work. This notification should be done each day prior to the scheduled starting time unless on long-term leave, so arrangements can be made to cover the absence.

3. Conversion of Vacation to Sick Leave

If an employee on approved vacation is hospitalized or experiences a similar extraordinary sick leave event, the employee may make a written request to the City Manager to convert the sick leave connected time from vacation leave to sick leave. The City Manager shall consider the facts involved and shall approve or deny the request.

4. Maximum Balance

The maximum banked balance of sick leave is 1040 hours. Regular and limited term part time employees maximum banked balance will be prorated based on the ratio of their normally scheduled work week to a forty hour week.

5. Separation from Service

Upon separation, if an employee is eligible for retirement as defined by the rules and regulations of the Washington State Public Employees Retirement System, an employee shall be paid for 10% of their accrued but unused sick leave.

6. Rehired

Employees who are rehired within twelve months of a separation in service shall have their unused sick leave balance restored.

7. On-the-job Injury

An employee who has an on-the-job injury and receives time loss payments from the Washington Department of Labor and Industries (L & I) may not use sick leave for the same hours for which the employee receives the time loss payment. An employee may use sick leave to supplement the time loss payment for the purpose of continuing to receive his or her normal salary. If sick leave is exhausted, the City will use other available leave to supplement the time loss, unless the employee otherwise notifies Payroll in writing. If an employee is awarded time loss payments for a period that the employee has already used sick leave or other available leave, the employee shall submit the L & I check to Finance and 'buy back' the equivalent amount of leave used. While on time loss, the employee's salary may not exceed the employee's normal salary when not on time loss.

I. Sick Leave – Extra Help Employees

This section becomes effective January 1, 2018.

Extra Help employees perform work that is seasonal, variable, intermittent, or part time for a few hours each week; their sick leave benefit is based on actual hours worked.

1. Accrual and Eligibility to Use Sick Leave

Employees will accrue one hour of sick leave for every forty hours worked.

Beginning on the ninetieth calendar day after being hired, employees may use accrued sick leave for an illness or disability that requires the employee to be absent from their scheduled work hours. The illness or disability may be their own or that of an immediate family member.

2. Maximum Carryover

The maximum unused sick leave that may be carried over from one calendar year to the next is forty hours.

3. Separation from Service

Sick leave hours are not cashed out upon separation from service and may not be used to extend employment beyond the last scheduled day of work.

4. Rehired within Twelve Months

Employees who are rehired within twelve months shall have their unused sick leave balance restored and will have satisfied their eligibility to use sick leave as required in section one of this policy.

5. On-the-job Injury

An employee who has an on-the-job injury and receives time loss payments from the Washington Department of Labor and Industries (L & I) may not use sick leave for the same hours for which the employee receives the time loss payment. An employee may use sick leave to supplement the time loss payment for the purpose of continuing to receive his or her pay for scheduled hours of work. If an employee is awarded time loss payments for a period that the employee has already used sick leave, the employee shall submit the L & I check to Finance and 'buy back' the equivalent amount of sick leave used. While on time loss, the employee's pay may not exceed the employee's normal pay when not on time loss.

J. Donated Leave

Applies to: Regular and limited term employees.

A Department Director, after consulting with Human Resources, may recommend that the City Manager allow a regular employee to receive donated sick leave from another regular employee. The City Manager may approve the donated leave if he or she finds that the employee meets all of the following criteria.

1. Criteria

- a) The employee needs leave that qualifies for sick leave, which is of an extraordinary or severe nature and that has caused, or is likely to cause, the employee to either go on leave without pay or to terminate employment; and
- b) The employee has depleted all of his or her available leave time; and
- c) The employee has abided by all applicable policies regarding sick leave use; and
- d) The employee has been found ineligible for benefits under Worker's Compensation as governed by state law.

2. Donation

An employee may donate up to 25 hours annually of their sick leave balance. An employee is not eligible to donate sick leave hours unless a balance of 80 hours will be maintained. An employee may also choose to donate accrued vacation leave. The donating employee in either case shall submit a written request to Human Resources.

3. Value of Leave

Donated hours will be used on an hour for hour basis with no consideration given to the dollar value of the leave donated.

4. Treatment of Leave Remaining

If more leave is donated than is used, the hours of leave that remain shall be returned to the employee(s) donating the leave on a pro rata basis.

5. No Cash Out

Donated sick leave hours are not eligible for the cash out provisions in the Separation from Service section.

K. Family Leave under FMLA

Applies to: All employees meeting FMLA eligibility criteria.

The City complies with the Federal Family and Medical Leave Act and all applicable state laws related to family and medical leave. This policy provides detailed information concerning the terms of FMLA. State laws may have additional requirements and provide additional protections; please check with Human Resources for details.

1. Length of Family Leave and Eligibility

Eligible employees may take up to 12 weeks of unpaid, family leave every 12 months for certain family and medical reasons, or up to 26 weeks of unpaid, family leave every 12 months for military family care leave. To be eligible, an employee must have worked for the City for at least 12 months and for at least 1,250 hours over the previous 12 months.

2. Reasons for Taking Leave

Family leave is provided for any of the following reasons:

- To care for an employee's child after birth or placement for adoption or foster care. Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.
- To care for an employee's spouse, child or parent who has a serious health condition.
- To care for a spouse, son, daughter, parent or next of kin who has a serious health condition as a result of military service 'military family care'.
- For qualifying exigencies (as defined by the FMLA) when a spouse, parent, son or daughter serving in the military is on, called to, or notified of impending call to covered active duty.
- If a serious health condition makes an employee unable to perform the functions of his or her job.

3. Definitions

For the purposes of Family Leave, the following definitions apply:

- **Child:** A biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis (in place of the parent) if the child is younger than 18; or A biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis if the child is 18 or older and incapable of self-care because of a mental or physical disability.
- **Military Family Care:** Caring for a spouse, parent, son, daughter or next of kin with a serious injury or illness as a result of military service.
- **Parent:** A biological parent of an employee or an individual who stood in loco parentis to that employee when the employee was a child.

- **Serious Health Condition:** An injury, illness, impairment or physical or mental condition that involves:
 - a. hospital care: any period of incapacity or subsequent treatment connected with or consequent to inpatient care (an overnight stay) in a hospital, hospice or residential medical care facility; or
 - b. absences plus treatment: any period of incapacity of more than three consecutive calendar days including any subsequent treatment or period of incapacity relating to the same condition that also involves 1) treatment 2 or more times by a health care provider within 30 days, by a nurse or physician's assistant under direct supervision of a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider; or 2) treatment by a health care provider on at least 1 occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
 - c. pregnancy: any period of incapacity due to pregnancy or for prenatal care; or
 - d. chronic conditions requiring treatments: a chronic condition which 1) requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under the direct supervision of a health care provider; 2) continues over an extended period of time; and 3) may cause episodic rather than a continuing period of incapacity;
 - e. permanent/long term conditions requiring supervision: a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
 - f. multiple treatment (non-chronic conditions): any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of or on referral by, a health care provider, whether for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
 - g. incapacity: inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore or recovery there from.
- **Qualifying Exigency:** An urgent need that arises out of the fact that a covered military member is on, called to, or notified of impending call to covered active duty status. The most common qualifying exigencies include attending military functions, making financial and legal arrangements, and arranging for child care. The Department of Labor maintains a complete list of qualifying exigencies.

4. Intermittent Leave

Under some circumstances, family leave may be taken in separate blocks of time or by reducing a normal weekly or daily work schedule. Family leave may be taken intermittently if medically necessary because of a serious health condition (the employee's, or that of a spouse, child or parent). If family leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to Department Director approval.

5. Paid Leave before Unpaid Leave

When an employee has paid leave or comp time available that paid leave must be exhausted before unpaid leave is allowed as family leave.

6. Advance Notice

An employee shall provide advance notice of the need for family leave along with the requested dates for the leave. Taking leave, or reinstatement after leave, may be denied if these requirements are not met.

Notice must be provided at least 30 days in advance of the leave if the reason for the leave is birth, placement for adoption or foster care. If 30 days notice is not possible due to the employee taking physical custody of the child at an unanticipated time, notice must be given as soon as possible and at least within 5 working days of the placement. The employee shall adhere to the dates of leave requested unless the birth is premature, the mother is incapacitated by the birth and is unable to care for the child, the employee takes physical custody at an unanticipated time or the employee and Department Director agree to alter the dates. If there is a premature birth, incapacity or unanticipated placement, the employee must give notice of revised dates as soon as possible and at least within 5 working days.

Notice must be provided at least 14 days in advance of the leave if the reason for the leave is a serious health condition and the leave is foreseeable. The employee should make reasonable efforts to schedule the leave to not unduly disrupt the City's operations. If the leave is not foreseeable, the employee or the employee's representative shall provide notice within 1 or 2 working days, except in extraordinary circumstances.

7. Medical Certification

The City requires the provision of a medical certification to support a request for leave because of a qualifying event whenever the leave is expected to extend beyond three consecutive working days or will involve intermittent or part-time leave. The City may require second or third opinions, at its option and expense.

The City may require all employees on family leave due to the employee's serious health condition or due to the birth of a child to provide a medical certification of fitness for duty prior to return to work after a medical leave, dependent on the circumstance as it relates to the employees duties.

8. Periodic Reporting

If an employee takes leave for more than two weeks, the City may require the employee to periodically report on his or her status and intent to return to work.

9. Health Insurance

During an FMLA of absence, while an employee is in an unpaid status and unable to pay their portion of contributions for health insurance, the City will pay the City's portion and the employee's portion of the cost as governed by FMLA regulations. Therefore, employees covered by the City's group health plan (medical, dental or vision) will continue to receive health insurance during family leave on the same basis as during regular employment. An employee will be required to pay back the employee portion of cost paid by the City through a repayment plan regardless of whether the employee returns to work or does not. Employees that do not return to work after the leave will be required to pay back both the employee and the City portion of the insurance premiums unless failure to return to work was beyond the employee's control as governed by FMLA regulations.

10. Other Insurance

For employees covered by other insurance plans through the City, those coverages will continue during paid leave on the same basis as during regular employment. For any period of unpaid leave, the employee wishing the insurance to continue must pay for the coverage on a monthly basis prior to the month of coverage. Check with Human Resources for current information and costs for coverages.

11. Couples Employed by the City

If employees married to each other request leave for the birth, adoption or foster care placement of a child, the total family leave available to the couple is 12 weeks. The City may grant leave to only one parent at time. If the leave requested is due to a serious health condition (the employee's or that of the child, spouse or parent), each employee is independently entitled to 12 weeks.

12. Determining Leave Availability

Family leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the 12-month period is a rolling 12-months measured from the first date any family leave is used. The employee is required to notify the City if any leave qualifies as family leave. All leave qualifying for family leave shall be designated and tracked as family leave upon the request of the employee.

13. Special Rule for Leave Related to Pregnancy

Leave taken for the disability phase of pregnancy or childbirth when physically unable to work, is counted against the 12-week FMLA family leave allowance. In some cases, state law may entitle the disabled employee to leave beyond the standard 12-week period. Human Resources can provide information concerning the state law and its applicability.

14. Return Rights after Family Leave

When an employee returns to work after family leave:

- the City shall place the employee in the same position the employee held when the leave began or in another City position with equivalent benefits and pay;
- the return is subject to bona fide changes in compensation or work duties;
- the employee does not have return rights if:
 - a. the City eliminates the employee's position by a bona fide restructuring or reduction-in-force; or
 - b. the employee takes another job; or
 - c. the employee fails to provide the required timely notice of family leave or fails to return on the established ending date of the leave.

L. Supplemental Paid Family Leave

Applies to: Regular employees

Supplemental Paid Family Leave provides employees an increased ability to attend to family matters by supplementing an employee's accrued paid leaves. The employee will receive the equivalent of his or her full pay for up to a total of twelve weeks, when combined with the employee's accrued leave (except for two weeks of their accrued leave), to pay for a qualified family leave. Refer to Section VI Benefits, Family Leave under FMLA or Victims of Domestic Violence leave to learn what constitutes a qualifying event.

1. Eligibility

Supplemental Paid Family Leave is available to all regular employees who have:

- Worked for the City continuously for at least 12 months and for at least 1,250 hours over the previous 12 months; and
- Have a qualifying event under FMLA or under the Victims of Domestic Violence policy; and
- Lack enough accrued leave to maintain a balance of two weeks and to pay for a leave of absence of up to 12 weeks.

2. Benefit Amount

An employee's Supplemental Paid Family leave benefit is calculated when an employee's accrued leave balances are down to two weeks or less. Accrued leave balances for purposes of this policy include sick leave, vacation, personal holiday, compensatory time and management leave. Employees may choose which type of leave they use first but are encouraged to use any personal holidays, management leave or compensatory time first because those leaves expire at the end of the year.

The employee will receive the equivalent of their full salary for up to a total of twelve weeks, when combined with the employee's accrued leave (except for two weeks of their accrued leave). Regular part time employees will receive this benefit on a pro-rata basis relative to their normal work week. The following is an example:

An employee has an FMLA qualifying event that documents the need for a twelve week family leave of absence. At the time of the qualifying event, the

employee has five weeks of accrued leave and will accrue an additional 1.2 weeks (6 days) of vacation and sick leave during the leave of absence. With the five weeks of accrued leave on the books at the time of the qualifying event and with the additional 1.2 weeks of accrual, the employee will have a total of 6.2 weeks of accrued leave. In this example, the following would happen:

4.2 weeks of the employee's accrued leave would be applied towards the twelve weeks of Paid Family Leave.

Then, when the employee's balance of accrued leave is down to two weeks, the City would provide the employee with 5.8 weeks of Supplemental Paid Family Leave, so that the employee's twelve week family leave may be a fully paid leave.

If the qualifying event is the birth, adoption or foster care placement of a child and both parents work for the City and meet the eligibility requirements, the total Supplemental Paid Family leave available to the couple is 12 weeks. The City may grant leave to only one parent at time.

The employee must use all but two weeks of their accrued leave before using Supplemental Paid Family leave.

Supplemental Paid Family Leave may not be cashed out under any circumstance.

3. Benefit Period, Frequency, and Concurrency

Supplemental Paid Family Leave must begin and be completed within twelve months of the qualifying event.

An employee may use Supplemental Paid Family Leave on an intermittent or part-time basis, as long as it is consistent with the department's operational needs, and is approved in writing by the employee's director prior to the leave.

Supplemental Paid Family Leave will run concurrently with the City's family and medical leave, and federal and state family and medical leave laws, to the fullest extent permitted by law. Supplemental Paid Family Leave is limited to a maximum of 12 weeks a year, calculated on a rolling 12 month period from the start of the supplemental paid family leave.

4. Job Protection and Health Benefits

Supplemental Paid Family Leave is protected leave. Barring required budget cuts or layoffs, an employee's job cannot be eliminated while the employee is on Supplemental Paid Family leave. Further, no retaliatory action may be taken against an employee for participating or planning to participate in the program.

The employee will continue to receive health benefits according to the underwriting rules of the relevant health plans and shall continue to accrue vacation and sick leave according to City policy during the period of Supplemental Paid Family Leave.

5. Procedure for Requesting Supplemental Paid Family Leave

- a) Provide notice – Unless a leave is unexpected, at least thirty days' notice must be given to the Human Resources department and the Immediate Supervisor. In the case when the need for leave is not foreseeable, employees must provide notice as soon as possible.
- b) Discuss your anticipated leave duration and schedule with the Human Resources department and your Immediate Supervisor. If you plan to take intermittent or part-time leave, this must be approved in writing prior to the leave.
- c) Complete the Supplemental Paid Family Leave Request Form.
- d) Submit the Supplemental Paid Family Leave Request Form along with the completed paperwork to request an FMLA leave; or along with your request for a leave under the Victims of Domestic Violence policy.

6. Time Recording

Record your time using the time card codes provided by Payroll.

M. Spousal Military Deployment Leave under Washington State Law

Applies to: All employees

An employee who works an average of twenty or more hours a week and who is a spouse of a military service member may take up to fifteen days of unpaid leave while the military service members is on leave from deployment, or before and up to deployment, during times of military conflict declared by the President or Congress. An employee must provide Human Resources with notice of their intent to take leave within five business days of receiving official notice of leave from deployment or of an impending call to duty. Leave will run concurrently with FMLA leaves for deployment of a family member.

N. Medical Leave of Absence (non FMLA)

Applies to: Regular and limited term employees.

In addition to or in lieu of family leave, an unpaid leave of absence of up to six months may be granted in the case of an employee's disability when approved by the City Manager and when the leave will not adversely impact City operations. The request must be supported by a physician's certificate of necessity and reasonable expectation of a timely return to duty. Prior to application for a non-FMLA medical leave of absence, an employee's accrued sick leave, vacation leave, compensatory time, management leave and personal days must be exhausted.

O. Leave of Absence Without Pay

Applies to: Regular and limited term employees

Leave without pay is a temporary nonpaid status and absence from duty that occurs when an employee doesn't have enough, or does not qualify to use, paid time off for the absence. All paid leave banks must be exhausted prior to authorizing unpaid leave except when the reason for the leave does not qualify for paid sick leave or the leave is otherwise covered by Leave for Active Duty Military Service.

Leave without pay for an illness not covered by FMLA requires the Department Director approval. If such an absence exceeds three consecutive work days, the absence requires notification to the Human Resources Director and approval by the City Manager.

The City Manager may approve leave without pay for other personal reasons not covered by family leave, such as parenting or caring for an ill relative; other reasons in the best interest of the City and not solely for the employee's personal gain or profit. To request a leave of absence without pay for personal reasons, the employee shall submit a written request to the Department Director that states the reason for and the proposed length of the leave. If the Department Director approves of the leave, the Director will forward the request to the City Manager for consideration and provide a copy to the Human Resources Director. If the leave is approved, the employee and City Manager will enter into an agreement detailing the terms and conditions of the leave and a copy will be filed with Human Resources and payroll.

P. Continuation of Benefits

Applies to: Regular and limited term employees.

Employees on any paid leave shall continue to receive all benefits including the accrual of vacation, sick leave, holiday pay, pension, and all insurance benefits.

Employees in unpaid status shall not be entitled to and shall not accrue any of the benefits of the City, except as provided under family leave, FMLA.

Q. Bereavement Leave

Applies to: Regular and limited term employees

Employees may be granted up to three days of paid leave to make arrangements for or to attend the funeral of, or memorial service for, a member of their immediate family. If more than three days leave is necessary, earned vacation, sick leave, personal days, management leave or compensatory time may also be used.

If while on approved vacation an employee has a death in his or her immediate family requiring the employee to engage in activities typically covered by bereavement leave, the employee may make a written request to the City Manager to convert the bereavement leave connected time from vacation leave to bereavement leave. The City Manager shall consider the facts involved and shall approve or deny the request.

Regular and limited term part time employees will receive bereavement leave prorated based on the ratio of their normally scheduled work week to a forty hour week.

R. Court and Jury Duty Leave

Applies to: Regular and limited term employees

Employees called to jury duty are strongly encouraged to fulfill their legal and civic responsibility. A regular or limited term employee will be granted leave at their regular rate of pay. Days during the period of summons when reporting to the court is not required are not covered by this leave.

During the regular work shift, an employee must report to work when not required to be in court. If the court pays the employee for the jury service, that payment must be turned in to the City. An employee is permitted to retain any mileage reimbursement received from the court.

An employee must inform their supervisor as soon as a summons is received, and on a daily basis as to court schedule.

Employees who have been subpoenaed for a job related matter shall be compensated as for any other working time.

S. Military Leave

1. Military Training

Applies to: Regular and limited term employees

An employee may take up to twenty one work days per year for active duty training if he/she is a member of the Washington National Guard, the Army, Navy, Air Force, Coast Guard or Marine Corps Reserves of the United States. This leave is in addition to regular vacation leave. For purposes of this section, "year" shall mean from October 1 to September 30.

An employee will continue to receive his or her normal pay during such active duty training, provided a written copy of the orders is submitted to the supervisor prior to leave and a written copy of the release is submitted upon return. If the active duty exceeds fifteen working days, the employee will be required to take the excess time first as compensatory time, vacation, and then leave without pay.

2. Active Duty Military Service

Applies to: Regular employees

Employees who are called to, or volunteer for active duty military service will be placed on an indefinite unpaid leave of absence for the entire time the employee is in an active duty status with any branch of the United States Armed Forces or state militia. The employee may, at his or her option, use any or all accrued vacation leave or comp time prior to moving to the unpaid status. Any unused leave accruals remaining at the time the unpaid leave begins will be held until return to active employment with the City. Vacation and sick leave will not accrue during the time of the unpaid leave. The employee may choose to continue dependent medical coverage under the City's health plans to the extent allowed under the underwriting rules of those plans. While the employee is in an unpaid status and unable to pay their portion of contributions for dependent health insurance, the City will pay the City's portion and the employee's portion of the cost. An employee will be required to pay back the employee portion of cost paid by the City through a repayment plan upon their return from active duty leave of absence. An employee choosing to do so needs to contact Human Resources to arrange the coverage and the payment plan prior to leaving for active duty.

Reinstatement following active duty will be in compliance with state and federal laws at the time of the return to work.

T. Victims of Domestic Violence Leave

Applies to: All employees

Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy.

While leave is unpaid, regular employees may elect to use paid sick, vacation or other accrued paid time off while on leave.

Employees must give as much advance notice of the need for leave under this policy as is possible. Leave requests must be supported with one or more of the following:

- A police report indicating the employee or employee's family member was a victim.
- A court order providing protection to the victim.
- Documentation from a healthcare provider, advocate, clergy, or attorney.
- An employee's written statement that the employee or employee's family member is a victim and needs assistance.

For purposes of this section only, family member means child, spouse, parent, parent-in-law, grandparent or person the employee is dating. The City may request verification of family relationship.

VII. STANDARDS OF EMPLOYEE CONDUCT

The City expects all employees to strive for excellence, to exhibit the City Values in their work, to accomplish organizational and individual performance goals and to provide superior customer service.

A. Personal Appearance and Demeanor

Employees are expected to dress in attire appropriate to their job tasks and to behave in a professional, businesslike manner at all times.

Employees failing to adhere to City standards with respect to appearance and demeanor are subject to disciplinary action, up to and including termination.

B. Absenteeism and Tardiness

Employees are expected to report for work promptly and maintain good attendance. The supervisor must be advised of absence or late arrival prior to the beginning of the shift. Absenteeism or tardiness that is unexcused may be grounds for disciplinary action, up to and including termination.

C. Solicitations and Distribution of Literature

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or post materials, sell merchandise, solicit financial contributions or otherwise solicit for any cause during working hours. Employees who are not on

working time (for example on lunchtime or break) may not solicit employees who are on working time. An employee (including any employee with management responsibility) shall not directly solicit any employee he or she supervises or otherwise exercises some element of control over. All employees shall recognize that any employee has the right to say “no” to any solicitation.

E-mail shall not be used to solicit employees for any purpose.

Employees may utilize such things as an employee newsletter or the employee lunch room bulletin board if approved by the City Manager’s Office for personal messages of this nature. Violation of this policy may be grounds for disciplinary action, up to and including termination.

Non-employees are prohibited from distributing material or soliciting employees on City premises at any time.

D. Drug-Free Workplace

1. It is the policy of the City to maintain a drug-free workplace. Actions in violation of this policy are inconsistent with the behavior expected of employees, subject all employees and visitors to our facilities to unacceptable safety risks and undermine the City’s ability to operate effectively and efficiently.
2. The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance, alcohol or other intoxicant in the workplace or while engaged in City business on or off the premises or in a City vehicle is strictly prohibited. Such conduct is also prohibited to the extent that in the opinion of the City, it impairs an employee’s ability to perform on the job or threatens the reputation or integrity of the City. Therefore:
 - a) When employees are on the job, they are expected to be physically free from any impairment or substance that could contribute to an injury, property damage, or interfere with productivity. An employee shall not consume any alcohol during lunch or any other break occurring prior to the end of that employee’s work day. Workday in this context includes any evening meeting or other similar activity on behalf of the City. Employees are to be free of illegal drugs or potentially impairing levels of legal substances. In short, all City employees are expected to be “fit for work”.
 - b) Use or possession of prescription or non-prescription medication is not prohibited when taken in accord with prescription or standard dosage recommendations. However, employees shall notify their supervisors when they are taking over-the-counter or prescription drugs that could prevent the employee from performing his or her job safely and effectively. The employee and supervisor shall work together to determine the employee’s fitness for duty or to establish a light duty assignment if available and appropriate. If no agreement is reached, the fitness for duty determination shall be made by the Department Director, after consulting Human Resources.
 - c) An employee convicted of a controlled substance-related violation must inform the City within five days of such conviction.

- d) Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. The City may require employees who violate this policy to successfully complete a drug abuse rehabilitation program as a condition of continued employment.
 - e) Employees may be required to submit to alcohol, drug or controlled substance testing when: an employee's work performance causes reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use; testing is required prior to appointment to a position; as a result of a job related accident when reasonable cause exists or if required by the Department of Transportation; or in cases where employment has been conditioned, in a return to work agreement, upon remaining alcohol, drug or controlled substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action up to and including termination. Testing information shall be confidential unless used in an employer action with regard to the employee.
 - f) Employees who voluntarily enter treatment programs for drug or alcohol addiction shall not be subject to discrimination or retaliation. Such occurrences will be regarded as medical conditions with regard to City provided benefits and rights. However, the City may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances. The City has an employee assistance referral center to assist employees in dealing with personal problems. Details are available from the Human Resources Department.
3. In addition to previous sections. candidates applying for positions which require a valid Commercial Driver's License (CDL) will be subject to passing a pre-employment drug screening. All City employees in positions requiring a CDL must comply with the City's Drug and Alcohol Policy and Procedures Manual.

E. Safety

The City is committed to providing a safe and healthful working environment. The City makes every effort to comply with applicable federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies and programs conducive to such an environment. Safety policy is contained in the Accident Prevention and Safety Manual.

F. Weapons

No employee is authorized to carry a weapon, concealed or not, on City premises, in City vehicles, or while representing the City. An employee carrying a weapon in violation of this policy is subject to disciplinary action, up to and including termination.

G. Workplace Violence

It is the policy of the City to have zero tolerance of any acts or threats of violence by any employee in or about City facilities or elsewhere at any time. The City will not condone any acts or threats of violence against employees, customers or

visitors in or about City premises at any time or while they are engaged in business with or on behalf of the City off City premises.

To ensure City objectives are attained, the City is committed to the following:

1. To provide a safe and healthful work environment, in accordance with the City safety policy.
2. To take prompt remedial action up to and including immediate termination against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive or threatening language or gestures.
3. To take appropriate action when dealing with customers or other visitors to City facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees from bringing unauthorized firearms or other weapons onto City premises.

In furtherance of this policy, employees have a duty to warn their supervisor, managers or Human Resources of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve themselves or other employees, customers or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

H. Tobacco and Vaping Free Workplace

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, use of all tobacco products, including smoking and smokeless tobacco, and vapor products is prohibited at all City work locations and property, and in City owned vehicles. Smoking and vaping is prohibited within 25 feet of all building entrances, windows that open and ventilation intakes. Violation of this policy may be grounds for disciplinary action, up to and including termination.

I. General Conduct

Employees are expected to conduct themselves in an appropriate, professional manner. Examples of behavior that are inappropriate include, but are not limited to:

1. Insubordination (as defined in Section 3);
2. Theft or other criminal activity;
3. General dishonesty including falsifying employment or other City records;
4. Failing to maintain confidentiality of City information;

5. Unwillingness or inability to maintain an acceptable level of work performance.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

J. Searches of Property

Employees should be aware that all offices, desks, files, lockers and vehicles are the property of City and are issued for the use of employees only during their employment with the City. It may be necessary to conduct searches of employee personal property in City facilities or vehicles. In addition, the City reserves the right to search any employee's office, desk, files, locker or any other area or article on City premises. Searches may be conducted at any time without advance notice. Searches must be conducted by and authorized by the City Manager. Where reasonable, the search will be conducted by more than one person.

Employees may not use a personal lock on City property or lockers, unless authorized and only if a copy of the key or combination is retained by the City.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

K. Corrective Action Procedure

1. Progressive Discipline

In taking disciplinary action, managers and supervisors may use a variety of measures. Where appropriate, managers and supervisors will follow a program of progressive discipline designed to give the employee the opportunity to correct behavior before it becomes a serious problem. Supervisors and managers also have the responsibility to provide behaviorally-specific feedback, either orally or in writing as appropriate, to employees to enable them to make improvements in their performance or correct the behavior that was a problem.

Please note that any or all of the steps outlined below or other appropriate measures may be utilized, depending upon individual circumstances and the nature of the offense. Serious discipline, including immediate termination may occur even on the first offense, in some circumstances, depending on the severity of the situation.

The degree of corrective action depends on the severity of the situation. It is the responsibility of the supervisor to objectively evaluate the circumstances and facts involved and to consult with the Human Resources Director before beginning such action.

The City may use administrative leave with pay while conducting an investigation into an alleged wrongdoing. This leave may be used when it is necessary to remove the employee from the work place pending the outcome of the investigation.

The following are examples of a pattern of progressive discipline

a) Step One: Verbal Warning

This step is used for relatively minor offenses and problems. The supervisor verbally discusses the concerns with the employee and lets the employee know the nature of the problem. Written documentation of the verbal warning shall be placed in the employee's personnel file.

b) Step Two: Written Warning

This step is used for a repeated offense where the discipline in Step 1 has failed to correct the problem or behavior, or for more serious problems that initially require stronger action. Under this step, a written warning is given to the employee and put in the employee's personnel file documenting the problem.

c) Step Three: Suspension

This step is used for repeated offenses where Steps 1 and 2 have failed to correct the problem or behavior, or for more serious problems that initially require stronger corrective action than the above steps. An employee is sent home without pay for a specified period of time. For an exempt employee, unpaid suspensions shall be in increments of workweeks. An exempt employee may also be given a period of time off with pay to make a personal decision as to whether to change behavior and continue employment with the City. Prior to a decision to suspend an employee, a pre-disciplinary hearing must be held.

d) Step Four: Termination

This step is to be used for instances where an employee has failed to correct their behavior after previous discipline or if there is a serious violation of City standards of conduct where immediate termination is warranted. Prior to a decision to terminate an employee, a pre-disciplinary hearing must be held.

Other examples of disciplinary methods that may be used include withholding a scheduled pay increase, pay reduction and demotion; these also require a pre-disciplinary hearing before the decision is made.

2. Pre-Disciplinary Hearing.

This section does not apply to at will employees or to employees who have not completed their initial orientation period.

When considering discipline that would deprive an employee of pay, such as a step three suspension or step four termination, the City will conduct a pre-disciplinary hearing. The hearing serves as a check against a mistaken decision and as an opportunity for an employee to furnish reasons why he or she should not be disciplined before the decision is finalized.

a) Notice to the Employee

The employee shall be provided with a notice of the pre-disciplinary hearing.

The notice shall include an explanation of the charges on which the potential discipline is based, and the time and date for the hearing.

b) At the Hearing

The hearing will be presided over by the Department Director or a designated representative. The hearings are intended to be informal. The employee will be given an opportunity to explain why the serious discipline should not be

taken. The employee may bring one person to the hearing as a representative. If the employee fails or refuses to appear, the Department Director shall determine the discipline without the employee's input.

c) After the Hearing

After the hearing, the Department Director will consider the information provided and will consult with the Human Resources Director. As soon as possible, the director will issue the decision. A longer review period may be required in more complex situations, and the employee will be so informed.

L. Complaint Resolution Procedure

1. Resolving Conflict Informally

It is natural to have misunderstandings and conflict in organizations. The purpose of this procedure is to provide a method for the resolution of such matters in a positive and constructive manner and to give employees a means of airing complaints regarding their employment. Employees and supervisors are encouraged to resolve the causes of conflict or disputes between themselves informally whenever possible.

2. Resolving Conflict Formally

When informal resolution fails, an employee may file a complaint in a more formal manner following the procedure outlined below. No retaliation, disciplinary action or discrimination shall occur because of the filing of a bona fide complaint under this procedure. The procedure should not, however, be construed as preventing, limiting, or delaying the City from taking disciplinary action against any employee up to and including termination where disciplinary action is deemed appropriate.

An employee who has been involuntarily separated from employment with the City has the right to participate in this process pursuant to the terms outlined below. Any complaint by a terminated employee must begin with step 3.

a) Complaint Definition

A complaint is a written allegation by an employee or former employee who has been involuntarily terminated that he or she has not been treated according to the personnel policies, or other rules or regulations.

b) 30 Days to Initiate a Complaint

Complaints must be initiated within 30 days of the alleged act and a copy of the complaint provided to Human Resources.

c) Step 1 Present Complaint to Supervisor

An employee should present the complaint to the supervisor and request time to meet and discuss the complaint. In consultation with Human Resources, the supervisor shall consider the complaint and all relevant information and respond to the employee in a timely manner.

d) Step 2 if Needed

If the problem is not resolved at Step 1, the employee shall next request a meeting with the Department Director. In consultation with Human Resources, the Department Director will conduct an investigation and review the matter

with appropriate persons. The Department Director shall respond to the employee within 10 working days, unless the response will take longer, in which case the director will keep the employee informed when the response will be available.

e) Step 3 Final Step if Needed

If the problem is not resolved at Step 2 and the employee wishes to pursue the complaint, he or she shall request a meeting with the City Manager. The City Manager shall meet with the employee. The City Manager shall also conduct an investigation or otherwise consider information relevant to the complaint.

The City Manager shall issue a decision within 15 working days unless more time is needed, in which case the City Manager shall keep the employee informed of when the response will be available. The City Manager's decision shall be final and binding on the parties.

VIII. SEPARATION FROM EMPLOYMENT

A. Resignation

The City expects a resigning employee to give written notice to their supervisor at least 14 days in advance of the final working day.

B. Unauthorized 3 Day Absence

Unauthorized absence from work for a period of three consecutive days will be considered as a voluntary resignation, unless the employee can provide a reasonable explanation to the Department Director.

C. Separation Procedures

The Human Resources Department will verify an employee's separation date and notify payroll. A final paycheck will be issued to the employee on the next regular payday after completion of the following: exit interview, return of City keys, car, ID card, credit cards, bus pass, tools and equipment, uniforms, printed materials, and any other property or resources which had been made available to the employee. In addition, Human Resources will resolve the status of retirement plans, insurance conversions, and deferred compensation programs, and will conduct an exit interview.

D. Layoff (Reduction in Force) Reduction in Force, Layoff and Recall

The City ~~may lay off employees~~ retains the sole and exclusive right to decide whether a reduction in force or layoff is necessary and to select the operational unit(s) in which layoffs will occur. This shall include, but not be limited to, circumstances where there are changes in duties, a reorganization ~~of or change in work or positions~~ operational structure, a position(s) or service(s) are abolished, there is a lack of work, shortage of funding or for other legitimate business reasons.

1. Notice

~~Whenever a~~ When a layoff is anticipated, employees whose jobs ~~may be~~ are affected will be notified ~~of the situation, and options available, as soon as~~

~~possible in advance and will be provided an opportunity to meet with the Department Director prior to implementation of the layoff. The purpose of this meeting is to give the affected employee an opportunity to ask questions and to better understand the business reason why management selected that position for layoff. The employee may also offer additional information for consideration prior to a final decision being made and before the layoff is implemented. allow time to make necessary arrangements.~~

2. Order of Layoff

Layoffs are determined by classification on an organization-wide-basis.

Extra help employees performing similar work will be ~~laid off first.terminated~~ prior to regular employees being laid off.

Regular employees will be retained ~~on the basis~~based ~~of on~~ their ability to perform work needed to meet program and organizational needs.

Where there is no demonstrable difference in ability to perform, employees with longer service ~~shall~~will be retained.

3. Alternatives to Layoff Options

The City retains the right to mitigate the need for layoffs by transferring employees who would otherwise be impacted by layoffs to equivalent available vacant positions. Additional Options such as part-time work schedules, job sharing, voluntary demotions and voluntary time and/or pay reductions, or furloughs may also be explored, at the discretion of the City Manager.

4. Layoff Support

Regular full time and regular part time employees are eligible for Layoff Support. Once the employee has been notified of the future layoff, the employee shall be eligible for:

- a) Job search assistance, tailored to the particular circumstances and authorized by the City Manager.
- b) Limited time off for interviewing, subject to the approval of the Department Director.

5. Severance

Regular full time and regular part time employees are eligible for severance. Extra-help and limited term employees are not eligible for severance. After the layoff takes effect, the employee shall be eligible to receive a severance package based on their budgeted FTE consisting of the following: four (4) weeks' pay and 10% of the employee's sick leave balance.

<u>Years of Service</u>	<u>Severance Package</u>
<u>1 – 4 years</u>	<u>2 weeks of pay + 10% sick leave accrual payout</u>
<u>5 - 9 years</u>	<u>4 weeks of pay + 10% sick leave accrual payout</u>
<u>10 – 19 years</u>	<u>8 weeks of pay + 10% sick leave accrual payout</u>

<u>20+ years</u>	<u>12 weeks of pay + 10% sick leave accrual payout</u>
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If the employee leaves employment at the City prior to the layoff date, the employee is not eligible for the severance package.

6. Rehire List

Any regular employee who is laid off shall be placed on a City rehire list for a period of one year from the date of layoff. An employee shall not be placed on the rehire list if the employee leaves employment at the City prior to the layoff date. The City will honor an employee’s written request to not be placed on or to be removed from the list.

An employee on the Rehire List shall be deemed eligible for an open regular position when:

- The employee meets the minimum qualifications listed on the classification specification based on the information contained in the employee’s personnel file; and
- The position is in a salary range equal to or lower than the salary range of the position the employee was in on the date of layoff.

When hiring for any vacancy, the Department Director shall first consult Human with Resources to determine if any employee on the rehire list is eligible for the vacancy. If there is an eligible employee on the rehire list, the employee shall be offered the position. In the case of more than one eligible employee on the rehire list, the position shall first be offered to the employee with the longest term of service with the City.

The employee has seven calendar days from the time the offer is sent to accept the offer; failure to do so will be considered a refusal.

An employee accepting a demotion to a position in a lower salary range shall remain on the list for the remainder of the year (based on the original layoff date).

An employee shall be removed from the list upon rehire by the City, a third refusal of a City job offer or the expiration of one year, whichever comes first.

If a department has a need to hire extra help while the City has any employees on the Rehire List, the Department Director shall first contact Human Resources before taking any other steps to hire the extra help. The extra help opportunity shall first be offered to any employees on the rehire list meeting the minimum requirements (in order of service with the City – longest first). Only if all eligible employees on the Rehire List refuse the extra help opportunity may the department proceed to outside hire. Neither acceptance nor refusal of an extra help opportunity shall affect an employee’s status on the Rehire List.

E. Furlough (Temporary Reduction in Hours)

A furlough is a temporary reduction of work hours due to a lack of work, shortage of funding, or for other business reasons. The City retains the sole and exclusive right to decide whether a temporary reduction in force is necessary and to select the operational unit(s) and positions for which furloughs will occur. During a furlough, the employment relationship remains intact and the individual who is furloughed continues to be an employee of the organization and will resume their regular position duties at the conclusion of the furlough. During a furlough, the employee is in an unpaid leave of absence status. A furlough differs from a layoff in that with a layoff, the employment relationship is severed. An employee who is laid off is no longer employed with the organization; they are separated from employment and considered terminated.

Increments of Furlough: Furloughs may occur in increments of a work day, a partial work week or full workweek, or months.

FLSA Exempt Status Change: FLSA exempt (salaried) employees may have their FLSA status temporarily changed to non-exempt (hourly) status during a partial workweek furlough.

Restriction to Work: During a furlough an employee is prohibited from performing work of any kind.

Notice: When a furlough is anticipated, employees whose jobs are affected will be notified in advance to allow time to make any necessary personal financial arrangements and to minimize the impact due to the anticipated loss of income.

1. Impact of Furlough on Work Schedule and Pay

Furloughs are considered a leave without pay. Time while furloughed will not count toward the calculation of overtime.

Overtime is not to be used as a method for making up time and earnings lost due to a furlough.

Employees may not substitute paid leave for mandatory furlough days. However, if an employee is absent on the scheduled furlough day(s) due to a Worker's Comp injury, alternative furlough day(s) will be arranged.

If an employee is on a furlough day and is requested to return to work, they will be paid according to the applicable City policy and an alternative furlough day(s) will be scheduled.

2. Impact on Benefits During a Furlough

While on a furlough an employee does not earn sick or vacation leave accruals for any period of unpaid time.

All leave accruals earned prior to a furlough will be retained and will be available for use upon return from furlough.

An employee's anniversary date will be adjusted for any furloughs greater than three (3) consecutive months.

Health insurance benefits and premiums paid by the City remain intact and uninterrupted during a furlough of three (3) or less consecutive months. Employees will be required to self-pay or reimburse the City for their portion of any benefit premium that would otherwise be deducted from their regular paycheck.

For furloughs greater than three consecutive months in length, the employee will have the option to continue health benefits through COBRA.

3. Furlough Support

Regular full time and regular part time employees who are subject to a furlough may be eligible for additional support services including:

- Access to the Employee Assistance Program while on furlough.
- Unemployment compensation and worker retraining services.

4. Employees on Protected Leave

An employee who is on protected leave (e.g., family medical leave) may also be furloughed; however, under no circumstances may an employee be furloughed *because* they are on protected leave.

5. Appeal Process

Unless otherwise provided for under City policies, a collective bargaining agreement, or the law, reductions in force and furloughs are not subject to the grievance process nor subject to appeal.

6. Unemployment Compensation

Eligibility for unemployment compensation is subject to evaluation and determination by the Washington State Employment Security Department. Employees are directed to contact the Washington State Employment Security Department to determine eligibility in the event of a reduction in work hours due to furlough.

7. Shared Work Program

The City of Shoreline participates in the Shared Work program, administered by the Washington State Employment Security Department. This program provides eligible employees an opportunity to receive unemployment benefits when their regular work hours are reduced due to a furlough.

8. Return to Work Following a Furlough

At the completion of the furlough period employees will be returned to the same position they held prior to the furlough except when it is determined by the City Manager that further action is needed or if a reduction in force and layoff process is initiated.

IX. CLOSING STATEMENT

Welcome to the City of Shoreline. If you have any questions about this handbook, please ask your supervisor or visit Human Resources.

X. APPENDIX A - CODE OF ETHICS

The purpose of the City of Shoreline Code of Ethics is to strengthen the quality of government through ethical principles which shall govern the conduct of the City's elected and appointed officials, and employees, who shall:

1. Be dedicated to the concepts of effective and democratic local government.

Guidelines:

Democratic Leadership: Officials and staff shall honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws, rules and regulations.

2. Affirm the dignity and worth of the services rendered by government and maintain a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.

Guidelines:

Public Confidence: Officials and staff shall conduct themselves so as to maintain public confidence in city government and in the performance of the public trust.

Impression of Influence. Officials and staff shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

4. Recognize that the chief function of local government at all times is to serve the best interests of all the people.

Guidelines

Public Interest: Officials and staff shall treat their office as a public trust, only using the power and resources of public office to advance public interests, and not to attain personal benefit or pursue any other private interest incompatible with the public good.

5. Keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Guidelines

Accountability: Officials and staff shall assure that government is conducted openly, efficiently, equitably and honorably in a manner that permits the citizenry to make informed judgments and hold city officials accountable.

Respectability: Officials and staff shall safeguard public confidence in the integrity of city government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbecoming a public official.

6. Seek no favor; believe that personal benefit or profit secured by confidential information or by misuse of public time is dishonest.

Guidelines

Business Interests: Officials and staff shall have no beneficial interest in any contract which may be made by, through or under his or her supervision, or for the benefit of his or her office, or accept directly or indirectly, any compensation, gratuity or reward in connection with such contract unless allowed under State law.

Private Employment: Officials and staff shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests or conduct a private business when such employment, service or business creates a conflict with or impairs the proper discharge of their official duties.

Confidential Information: Officials and staff shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Gifts: Officials and employees shall not directly or indirectly solicit any gift or accept or receive any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form - under the following circumstances: (a) it could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or (b) the gift was intended to serve as a reward for any official action on the official's or employee's part.

Investments in Conflict with Official Duties: Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

Personal Relationships: Personal relationships shall be disclosed in any instance where there could be the appearance of a conflict of interest.

Business Relationships: Officials and staff shall not use staff time, equipment, or facilities for marketing or soliciting for private business activities.

Reference Checking: Reference checking and responding to agency requests are a normal function of municipal business and is not prohibited if it does not adversely affect the operation of the City.

7. Conduct business of the city in a manner which is not only fair in fact, but also in appearance.

Guidelines

Personal Relationships: In quasi-judicial proceedings elected officials shall abide by the directives of RCW 42.36 which requires full disclosure of contacts by proponents and opponents of land use projects which are before the City Council. Boards and Commissions are also subject to these fairness rules when they conduct quasi-judicial hearings.

Not knowingly violate any Washington statutes, City ordinance or regulation in the course of performing their duties.

XI. CITY OF SHORELINE EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I understand that the information contained in the Employee Handbook represents guidelines only and that the City reserves the right to modify, amend or terminate these policies at any time.

I understand that these policies are not a contract of employment, express or implied, or a guarantee of employment for any specific duration between me and the City and I should not view it as such.

I acknowledge receipt of these policies and have read and understand their contents.

Employee's
Signature _____ Date _____

Printed Name _____

III. DEFINITIONS

P. Furlough

A temporary reduction of work hours due to a lack of work, shortage of funding, or for other business reasons

VIII. SEPARATION FROM EMPLOYMENT

D. ~~Layoff (Reduction in Force)~~ Reduction in Force, Layoff and Recall

The City ~~may lay off employees~~ retains the sole and exclusive right to decide whether a reduction in force or layoff is necessary and to select the operational unit(s) in which layoffs will occur. This shall include, but not be limited to, circumstances where there are changes in duties, a reorganization ~~of or change in work or positions~~ operational structure, a position(s) or service(s) ~~are~~ is abolished, there is a lack of work, shortage of funding or for other legitimate business reasons.

1. Notice

Whenever a ~~When~~ a layoff is anticipated, employees whose jobs ~~may be~~ are affected will be notified of the situation, and options available, as soon as possible in advance and will be provided an opportunity to meet with the Department Director prior to implementation of the layoff. The purpose of this meeting is to give the affected employee an opportunity to ask questions and to better understand the business reason why management selected that position for layoff. The employee may also offer additional information for consideration prior to a final decision being made and before the layoff is implemented. ~~allow time to make necessary arrangements.~~

2. Order of Layoff

Layoffs are determined by classification on an organization-wide-basis.

Extra help employees performing similar work will be ~~laid off~~ first terminated prior to regular employees being laid off.

Regular employees will be retained ~~on the basis~~ based ~~of on~~ their ability to perform work needed to meet program and organizational needs.

Where there is no demonstrable difference in ability to perform, employees with longer service ~~shall~~ will be retained.

3. Alternatives to Layoff Options

The City retains the right to mitigate the need for layoffs by transferring employees who would otherwise be impacted by layoffs to equivalent available vacant positions. Additional Options such as part-time work schedules, job sharing, voluntary demotions and voluntary time and/or

pay reductions, or furloughs may also be explored, at the discretion of the City Manager.

4. Layoff Support

Regular full time and regular part time employees are eligible for Layoff Support. Once the employee has been notified of the future layoff, the employee shall be eligible for:

- a) Job search assistance, tailored to the particular circumstances and authorized by the City Manager.
- b) Limited time off for interviewing, subject to the approval of the Department Director.

5. Severance

Regular full time and regular part time employees are eligible for severance. ~~Extra-help and limited term employees are not eligible for severance.~~ After the layoff takes effect, the employee shall be eligible to receive a severance package based on their budgeted FTE consisting of the following: four (4) weeks' pay and 10% of the employee's sick leave balance.

<u>Years of Service</u>	<u>Severance Package</u>
<u>1 – 4 years</u>	<u>2 weeks of pay + 10% sick leave accrual payout</u>
<u>5 - 9 years</u>	<u>4 weeks of pay + 10% sick leave accrual payout</u>
<u>10 – 19 years</u>	<u>8 weeks of pay + 10% sick leave accrual payout</u>
<u>20+ years</u>	<u>12 weeks of pay + 10% sick leave accrual payout</u>

If the employee leaves employment at the City prior to the layoff date, the employee is not eligible for the severance package.

6. Rehire List

Any regular employee who is laid off shall be placed on a City rehire list for a period of one year from the date of layoff. An employee shall not be placed on the rehire list if the employee leaves employment at the City prior to the layoff date. The City will honor an employee's written request to not be placed on or to be removed from the list.

An employee on the Rehire List shall be deemed eligible for an open regular position when:

- The employee meets the minimum qualifications listed on the classification specification based on the information contained in the employee's personnel file; and
- The position is in a salary range equal to or lower than the salary range of the position the employee was in on the date of layoff.

When hiring for any vacancy, the Department Director shall first consult Human with Resources to determine if any employee on the rehire list is eligible for the vacancy. If there is an eligible employee on the rehire list, the employee shall be offered the position. In the case of more than one eligible employee on the rehire list, the position shall first be offered to the employee with the longest term of service with the City.

The employee has seven calendar days from the time the offer is sent to accept the offer; failure to do so will be considered a refusal.

An employee accepting a demotion to a position in a lower salary range shall remain on the list for the remainder of the year (based on the original layoff date).

An employee shall be removed from the list upon rehire by the City, a third refusal of a City job offer or the expiration of one year, whichever comes first.

If a department has a need to hire extra help while the City has any employees on the Rehire List, the Department Director shall first contact Human Resources before taking any other steps to hire the extra help. The extra help opportunity shall first be offered to any employees on the rehire list meeting the minimum requirements (in order of service with the City – longest first). Only if all eligible employees on the Rehire List refuse the extra help opportunity may the department proceed to outside hire. Neither acceptance nor refusal of an extra help opportunity shall affect an employee's status on the Rehire List.

E. Furlough (Temporary Reduction in Hours)

A furlough is a temporary reduction of work hours due to a lack of work, shortage of funding, or for other business reasons. The City retains the sole and exclusive right to decide whether a temporary reduction in force is necessary and to select the operational unit(s) and positions for which furloughs will occur. During a furlough, the employment relationship remains intact and the individual who is furloughed continues to be an employee of the organization and will resume their regular position duties at the conclusion of the furlough. During a furlough, the employee is in an unpaid leave of absence status. A furlough differs from a layoff in that with a layoff, the employment relationship is severed. An employee who is laid off is no longer employed with the organization; they are separated from employment and considered terminated.

Increments of Furlough: Furloughs may occur in increments of a work day, a partial work week or full workweek, or months.

FLSA Exempt Status Change: FLSA exempt (salaried) employees may have their FLSA status temporarily changed to non-exempt (hourly) status during a partial workweek furlough.

Restriction to Work: During a furlough an employee is prohibited from performing work of any kind.

Notice: When a furlough is anticipated, employees whose jobs are affected will be notified in advance to allow time to make any necessary personal financial arrangements and to minimize the impact due to the anticipated loss of income.

1. Impact of Furlough on Work Schedule and Pay

Furloughs are considered a leave without pay. Time while furloughed will not count toward the calculation of overtime.

Overtime is not to be used as a method for making up time and earnings lost due to a furlough.

Employees may not substitute paid leave for mandatory furlough days. However, if an employee is absent on the scheduled furlough day(s) due to a Worker’s Comp injury, alternative furlough day(s) will be arranged.

If an employee is on a furlough day and is requested to return to work, they will be paid according to the applicable City policy and an alternative furlough day(s) will be scheduled.

2. Impact on Benefits During a Furlough

While on a furlough an employee does not earn sick or vacation leave accruals for any period of unpaid time.

All leave accruals earned prior to a furlough will be retained and will be available for use upon return from furlough.

An employee’s anniversary date will be adjusted for any furloughs greater than three (3) consecutive months.

Health insurance benefits and premiums paid by the City remain intact and uninterrupted during a furlough of three (3) or less consecutive months. Employees will be required to self-pay or reimburse the City for their portion of any benefit premium that would otherwise be deducted from their regular paycheck.

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