



SHORELINE CITY COUNCIL REGULAR MEETING AGENDA

Monday, July 25, 2022

7:00 p.m.

Council Chamber · Shoreline City Hall

<https://zoom.us/j/95015006341>

253-215-8782 | Webinar ID: 950 1500 6341

This meeting is conducted in a hybrid format with both in-person and virtual options to attend.

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. APPROVAL OF THE AGENDA		
4. REPORT OF THE CITY MANAGER		
5. COUNCIL REPORTS		
6. PUBLIC COMMENT		

The City Council provides several options for public comment: in person in the Council Chamber; remote via computer or phone; or through written comment. Members of the public may address the Council during regular meetings 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 comments are being recorded.



Sign up for In-Person Comment the night of the meeting. *In person speakers will be called on first.*



[Sign up for Remote Public Comment.](#) *Pre-registration is required by 6:30 p.m. the night of the meeting.*



[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.*

7. CONSENT CALENDAR

- | | |
|---|-------------|
| (a) Approval of Minutes of Regular Meeting of June 27, 2022 | <u>7a-1</u> |
| (b) Approval of Expenses and Payroll as of July 8, 2022 in the Amount of \$10,384,873.76 | <u>7b-1</u> |
| (c) Authorize the City Manager to Execute the Commute Trip Reduction - Transportation Demand Management Interlocal Agreement with Washington State Department of Transportation | <u>7c-1</u> |

8. ACTION ITEMS

- | | | |
|--|-------------|------|
| (a) Appointment of Pro and Con Committee Members for City of Shoreline Proposition 1, Maintenance and Operations Levy for Public Safety and Community Services | <u>8a-1</u> | 7:20 |
|--|-------------|------|

9. STUDY ITEMS

- (a) Discussion of the Update of the Wastewater Rate Study Project and Policy 9a-1 7:35
- (b) Discussion of Ordinance No. 970 – Amending the 2021-2022 Biennial Budget 9b-1 7:55

10. ADJOURNMENT 8:25

Any person requiring a disability accommodation should contact the City Clerk’s Office at 206-801-2230 in advance for more information. For TTY service, call 206-546-0457. For up-to-date information on future agendas, call 206-801-2230 or visit the City’s website at shorelinewa.gov/councilmeetings. Council meetings are shown on the City’s website at the above link and on Comcast Cable Services Channel 21 and Zply Fiber 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.

DOWNLOAD THE ENTIRE CITY COUNCIL PACKET FOR JULY 25, 2022



[LINK TO STAFF PRESENTATIONS](#)



[LINK TO PUBLIC COMMENT RECEIVED](#)

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

The purpose of these minutes is to capture a high-level summary of Council's discussion and action. This is not a verbatim transcript. Meeting video and audio is available on the [City's website](#).

Monday, June 27, 2022
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Scully, Deputy Mayor Robertson, Councilmembers McConnell, Mork, Roberts, Pobee, and Ramsdell

ABSENT: None.

1. CALL TO ORDER

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

2. ROLL CALL

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

(a) Proclamation of Parks, Recreation and Cultural Services Month

Mayor Scully announced the proclamation of Parks, Recreation and Cultural Services Month in Shoreline. He also brought attention to Shoreline resident, Heidi Shepherd, who received the Martin Luther King Jr. Distinguished Service Award.

3. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

4. REPORT OF CITY MANAGER

John Norris, Assistant City Manager, reported on various City meetings, projects, and events.

5. COUNCIL REPORTS

Deputy Mayor Robertson reported her attendance to a meeting for the Regional Transit Committee. They passed a policy to grant free transit fare to youth that will go into effect September 1, 2022.

Councilmember Ramsdell said he met with Westminster Triangle residents for an update on the park maintenance schedule and future park vision.

Mayor Scully shared that Representative Jayapal sponsored an appropriations request for the 148th Street Non-Motorized Bridge. \$4 million was approved and there is much support for the project.

6. PUBLIC COMMENT

The Council heard comments from the public from approximately 7:09 p.m. to 7:27 p.m. Written comments were also submitted to Council prior to the meeting and are available on the [City's website](#).

Courtney Ewing, Shoreline resident, requested a change to SMC 20.30.090 to increase the noticing radius from 500 feet to 1000 feet.

Rebecca Jones, Shoreline resident, advocated for the 10% tree retention in the MUR-70' zone to combat climate change.

Nancy Morris, Shoreline resident, shared support for the 10% tree retention in the MUR-70' zone to maintain sustainability and quality of life.

Kathleen Russell, Shoreline resident and representative from the Tree Preservation Code Team, urged Council to approve the 10% tree retention regulation to reduce tree loss.

Sarah G, Shoreline resident, asked Council to approve the 10% tree retention of significant trees on MUR-70 development sites with no exceptions to maintain green space.

Derek Blackwell, Shoreline resident, shared support for the 10% tree retention. He also said a sidewalk is needed north of Garden Park Apartments.

Tom McCormick, Shoreline resident, expressed support for Councilmember Ramsdell's amendment and the amendment regarding neighborhood meetings. He also shared support for increasing the noticing radius and the 10% tree retention.

7. CONSENT CALENDAR

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

(a) Approval of Minutes of Special Meeting of June 6, 2022

(b) Approval of Expenses and Payroll as of June 10, 2022 in the Amount of \$1,960,020.78

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
5/15/22 - 5/28/22	6/3/2022	102639-102865	17810-17844	85850-85853	\$646,339.94
5/15/22 - 5/28/22	6/9/2022			WT1267- WT1268	\$115,211.79
					<u>\$761,551.73</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
6/3/2022	WT1266	\$100,000.00
6/9/2022	WT1269	\$71,746.79
		<u>\$171,746.79</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
6/1/2022	85741	85765	\$123,166.51
6/1/2022	85766	85787	\$309,119.99
6/8/2022	85788	85820	\$188,904.82
6/8/2022	85821	85847	\$310,487.90
6/8/2022	85848	85848	\$89,207.12
6/8/2022	85849	85849	\$5,835.92
			<u>\$1,026,722.26</u>

(c) Authorizing the City Manager to Execute a Construction Contract with CDK Construction Services, Inc. in the Amount of \$6,122,540 for the Ballinger Maintenance Facility Project

(d) Authorizing the City Manager to Execute a Supplemental Parks Property Tax Levy Agreement Between the Parks and Recreation Division of the King County Department of Natural Resources and Parks and the City of Shoreline for the 148th Street Non-Motorized Bridge Project

8. ACTION ITEMS

- (a) Action on Ordinance No. 968 - Amending Chapters 20.30, 20.40, and 20.50 of the Shoreline Municipal Code to Modify Regulations for Development Within the MUR-70' Zoning District

Planning Manager, Andrew Bauer, reviewed the amendatory motions proposed by Council for consideration. He described the amendments as follows:

1. Amending SMC 20.30.297(C)(3) to add additional noticing requirements for neighborhood meetings, require an online open house, and provide a summary for both events.
2. Amending SMC 20.50.020(A)(11)(b)(2) and SMC 20.50.250(C) to clarify the ground floor commercial space requirement to allow commercial use as specified for the MUR-70' zone with exceptions.
3. Amending SMC 20.50.020(A)(11)(c) to require 20% of open space required in SMC 20.50.240 subsections (F) and (G) to be accessible to the public.
- 4a. Amending SMC 20.50.020(A)(11)(d) to require a contribution of 2% of a building construction valuation to fund public parks, open space, art, or other recreational opportunities.
- 4b. Amending SMC 20.50.020(A)(11)(d) to maintain the 1% contribution for public amenities and define acceptable forms of contribution.
5. Amending SMC 20.50.020(A)(11)(e) to require 0.25% of a building construction valuation for subarea improvements and a 1% valuation when parking is eliminated.
6. Amending SMC 20.50.020(A)(11)(f) to require buildings over the base height of 70 feet to achieve green certification, matching Tier 3 of the City's Deep Green Incentive Program.
7. Amending SMC 20.50.020(A)(11)(g) to retain the existing requirement to purchase transfer of development rights (TDR) credits.
- 8a. Amending SMC 20.50.400.C to strike the condition of a development with 100 dwelling units or 10,000 gross square feet of commercial floor area for up to a 50% parking reduction.
- 8b. Amending SMC 20.50.400.C expand parking reductions to 100%.

Deputy Mayor Robertson moved to adopt Ordinance No. 968.

Questions were brought up about the 10% tree retention requirement proposed in public comment. Mr. Baur response that since there have been no development applications in the MUR-70' zone, there have been no environmental impacts, but staff assess impacts as they go. He added that there are height incentives for developments with increased tree retention but no changes to retention are being proposed by staff.

Councilmember Mork moved Amendatory Motion No. 1 to modify the Planning Commission's recommendation for SMC 20.30.297(C)(3) to add additional noticing and public comment requirements for proposed developments in the MUR-70's zone seeking the maximum 140-foot height as set forth on Pages 4 and 5 of tonight's Staff Report.

Councilmember McConnell moved to amend Amendatory Motion No. 1 by adding an amendment to the noticing provision in SMC 20.30.090(B)(2) increasing the noticing distance from 500 feet to 1000 feet.

The motion to amend the amendment passed unanimously.

Amendatory Motion No. 1 as amended passed unanimously.

Councilmember Roberts moved Amendatory Motion No. 2 to modify the Planning Commission's recommendation for SMC 20.50.020(A)(11)(b)(2) related to ground floor commercial by deleting it in its entirety and replacing it with a new SMC 20.50.020(A)(11)(b)(2) as shown on Page 7 of tonight's Staff Report, and to include a reference to this provision in SMC 20.50.250(C) Ground floor commercial, also as shown on Page 7 of tonight's Staff Report.

Mayor Scully said there are ups and downs to the ground floor commercial requirement but believes this is the right move for the City at this time.

Amendatory Motion No. 2 passed unanimously.

Councilmember Roberts moved Amendatory Motion No. 3 to modify the Planning Commission's recommendation for SMC 20.50.020(A)(11)(c) by deleting it in its entirety and replacing it with a new SMC 20.50.020(A)(11)(c) as shown on Page 9 of tonight's Staff Report.

Amendatory Motion No. 3 passed unanimously.

Councilmember Roberts moved Amendatory Motion No. 4b to modify the Planning Commission's recommendation for SMC 20.50.020(A)(11)(d) by adding new language related to on-site art or placemaking amenities as shown on Page 10 of tonight's Staff Report.

Councilmember Ramsdell moved to amend Amendatory Motion No. 4b by substituting Amendatory Motion No. 4a to modify the Planning Commission's recommendation for SMC 20.50.020(A)(11)(d) by deleting it in its entirety

and replacing it with a new SMC 20.50.020(A)(11)(d) as shown on Page 10 of tonight's Staff Report.

It was asked if Amendatory Motion Nos. 4b and 4a were mutually exclusive and Mr. Bauer confirmed that they could not both be codified as written. Assistant City Attorney, Julie Ainsworth-Taylor, added that the language in Amendatory Motion No. 4b would not feed into Amendatory Motion No. 4a. Amendatory Motion No. 4a would maintain the current 2% contribution and speaks to open space and public parks. Amendatory Motion No. 4b would change the contribution to 1% and speaks to placemaking and public art. Developments seeking to go above the height limitations and up to the maximum 140 feet in the MUR-70' are subject to this code. Mr. Bauer mentioned that this fee has not been collected as there have been no developments in the zone. Fees paid to the City would go towards increasing the structural or physical capacity of parks.

Mayor Scully and Councilmembers Ramsdell, Mork, and Pobee stated they support the substitution motion to accept Amendatory Motion No. 4a. It was argued that funding should be maintained because Shoreline is 9.5 percent points under the generally accepted minimum standard of land set aside for public open space. Parks, trees, and open space also foster community wellbeing, increase city livability, and fight urban heat islands.

Councilmember Roberts noted that developments are expected to pay several impact fees and make frontage improvements. And, that the 2% contribution for parks was adopted at a time when there were no park impact fees. He and Deputy Mayor Robertson agreed that both fees could deter developments from building in Shoreline and they stated opposition to Amendatory Motion No. 4a.

The motion to substitute 4b with 4a passed 4-3 with Deputy Mayor Robertson, and Councilmembers McConnell and Roberts voting against.

**Amendatory Motion No. 4a passed 4-3 with Deputy Mayor Robertson, and Councilmembers McConnell and Roberts voting against.
Councilmember Roberts moved to strike all of SMC 20.50.020(A)(11)(e).**

Councilmember Roberts commented that under the current development agreement code, developers are asked to pick two components from the six listed in SMC 20.30.355(D)(6). The expectation for developers has increased as three of those items are now required. He said if the motion does not pass, a percentage will need to be specified for subarea improvements.

Mr. Bauer explained that the language is subjective as it is intended to be negotiated through the development agreement. Staff look for development opportunities for each development proposal. Mr. Norris added that Amendatory Motion No. 5 specifies a building construction valuation of 0.25%.

Deputy Mayor Robertson moved to postpone further action on Ordinance No. 968 until the implications of the votes that have already been taken can be analyzed by staff and a recommendation made for Council on how to proceed.

Deputy Mayor Robertson moved to amend her motion to postpone further action on Ordinance No. 968 until August 8, 2022, which passed by unanimous consent.

Deputy Mayor Robertson said she has concerns that Council is no longer on the same page and fully understanding the impacts of the votes.

The motion to postpone passed with 4-3 with Mayor Scully, and Councilmembers Mork and Ramsdell voting against.

9. STUDY ITEMS

- (a) Discussion of Resolution No. 492 - Providing for the Submission to the Qualified Electors of the City of Shoreline at an Election to be Held on November 8, 2022, a Proposition Authorizing the City to Increase its Regular Property Tax Levy Above the Limit Established in RCW 84.55.010 to Fund Public Safety and Community Services

CMO Management Analyst, Christina Arcidy, presented on the proposal to place a levy lid lift on the November 8, 2022 General Election Ballot. She shared that Shoreline has had two successful levy lid lifts and the current one is set to expire on December 31, 2022. If the levy lid lift is not supported by Council or voters, the new levy rate is projected to be \$1.02 and would increase annually by 1% or the implicit price deflator. Expenditures are expected to exceed revenue in 2024, however, the City is required to adopt a balanced budget. This would cause a reduction of services, the use of general fund reserves, or both.

Ms. Arcidy recalled the two options that Council previously expressed interest in. Option 1 which would set the levy rate at \$1.49 and increase City services. Option 2 would set the levy rate at \$1.40 and partially fund additional services. Services to receive funding would be determined by Council during the Biennial Budget Process. Both options would eliminate the potential 2024 budget gap and could be lifted each year by CPI. Staff recommends Option 2 which would increase the monthly levy rate by \$18 for the median assessed value home. Ms. Arcidy said the next steps for Council will be to take action on the resolution and appoint Pro and Con Committee members.

Deputy Mayor Robertson pointed out that there are other considerations along with this levy such as increases to water rates and the parks bond that will impact Shoreline residents. Mayor Scully, Deputy Mayor Robertson and Councilmember McConnell expressed support for Option 2.

A question was asked about the impact of the levy in addition to other jurisdictional fees and Ms. Arcidy explained that the specific impact is an individual experience based on home values. Administrative Services Director, Sara Lane, stated that the rate can be adjusted based on the change in valuations. It was asked if a survey was considered to gauge interest on desired services. Ms. Arcidy said that is something to consider when factual presentations are conducted to ensure people understand what they are paying for and the costs. Ms. Lane advised that the

City is not allowed to do that type of survey in conjunction or leading up to a ballot measure. Council authorized staff to begin recruiting for the Pro and Con Committees.

10. ADJOURNMENT

At 9:01 p.m., Mayor Scully declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

DRAFT

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Expenses and Payroll as of July 8, 2022
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 \$10,384,873.76 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
5/29/22 - 6/11/22	6/17/2022	102866-103107	17845-17863	85983-85989	\$870,459.76
5/29/22 - 6/11/22	6/23/2022			WT1270-WT1271	\$115,251.17
6/12/22 - 6/25/22	7/1/2022	103108-103351	17864-17886	86102-86105	\$653,378.00
6/12/22 - 6/25/22	7/8/2022			WT1273-WT1274	\$114,881.40
					<u>\$1,753,970.33</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
6/27/2022	WT1272	\$44,512.80
		<u>\$44,512.80</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
6/15/2022	85854	85885	\$152,206.12
6/15/2022	85886	85915	\$570,070.41
6/22/2022	85916	85948	\$489,949.37
6/22/2022	85949	85982	\$5,659,278.99
6/29/2022	85990	86012	\$729,737.85
6/29/2022	86013	86040	\$23,634.58
7/6/2022	86041	86066	\$168,009.91
7/6/2022	86067	86099	\$708,425.13
7/6/2022	86100	86100	\$84,146.81
7/6/2022	86101	86101	\$1,391.46
7/6/2022	86014	86014	(\$460.00)
			<u>\$8,586,390.63</u>

Approved By: City Manager **DT**

City Attorney **MK**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Enter into the Transportation Demand Management Implementation Agreement (Commute Trip Reduction program implementation) with Washington State Department of Transportation (WSDOT)
DEPARTMENT:	Public Works
PRESENTED BY:	Nytasha Walters, Transportation Services Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The Washington State Commute Trip Reduction (CTR) Efficiency Act requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement a CTR Plan to reduce vehicle miles traveled per employee and drive-alone commute trips; and develop, implement, and promote programs to encourage their employees to use transportation alternatives to drive alone commutes.

The City historically contracted with King County Metro Transit (King County) to help implement the City's CTR program, and state allocated funding for Shoreline was passed through to King County for this effort under prior agreements. However, King County has transitioned out of this regulatory CTR support role for jurisdictions and passed the responsibility for implementation of the CTR program to the City. Shoreline will now enter into an agreement with WSDOT for funding to implement its CTR program to remain compliant with state law.

RESOURCE/FINANCIAL IMPACT:

The State of Washington provides special proviso funding to each affected jurisdiction to help implement their CTR program. The funding is based on a fixed amount per affected worksite. Per the attached State Agreement, the City's total one-year estimated allocation (July 1, 2022, through June 30, 2023) for the six affected worksites in Shoreline is \$15,239.

The City's responsibility to execute all CTR actions to remain compliant with state law is new for City staff. Staff are yet to fully understand the level of effort that will be required, if these funds will fully cover that effort, and whether the City may need to supplement this funding for future efforts. Staff will notify Council if additional funds are necessary to remain compliant with state law.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to enter into the Transportation Demand Management Implementation Agreement (July 1, 2022, through June 30, 2023) with WSDOT.

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

BACKGROUND

The State CTR Efficiency Act directs governments to develop plans that reduce vehicle miles traveled and drive-alone commute trips per employee. The CTR Efficiency Act also requires major employers to develop, implement and promote employee transportation programs to support these plan goals. For Shoreline, the CTR Efficiency Act targets worksites with 100 or more employees arriving at work between the hours of 6:00 a.m. and 9:00 a.m. In accordance with the CTR Efficiency Act, the City of Shoreline must support the programs of all six affected CTR sites in Shoreline. The six CTR sites in Shoreline include: Shoreline Community College, WSDOT, Crista Ministries Campus, State of Washington Public Health Lab, Fircrest School, and the City of Shoreline City Hall campus.

King County implemented CTR work for jurisdictions across King County since the initial legislation was passed in 1991. However, stagnant funding levels, increasing worksites, and less King County staff capacity to engage employers has resulted in King County determining it can no longer support jurisdictions in this effort. King County has transitioned the regulatory CTR work to jurisdictions, and jurisdictions will now enter into agreements for program compliance and funding directly with WSDOT. King County will continue to partner with jurisdictions and CTR affected employers through consultation, certain shared resources, and policy advocacy/coordination to better achieve CTR goals across the County.

With prior implementation agreements terminating June 30, 2022, Shoreline must now enter into the attached agreement with WSDOT to receive funding to accomplish the CTR work.

DISCUSSION

The City of Shoreline is required by state law (RCW 70A.15.4020) to develop and implement a CTR plan. The State appropriates special proviso funding to assist with implementation. Historically, the City contracted with King County to implement requirements on its behalf and receive pass-through Shoreline funding from the State for its efforts. King County managed this effort for many local jurisdictions to create a cohesive vision for the region and shared resources. As King County has now determined that it will no longer have the staff and means to continue this effort on local jurisdiction behalf, King County has transitioned this requirement back to the local jurisdictions.

The Transportation Demand Management Implementation Agreement (Attachment A) is a contract between WSDOT and the City of Shoreline for the City to implement its Commute Trip Reduction Plan for the period of July 1, 2022, to June 30, 2023. Tonight, staff is seeking Council authorization for the City Manager to enter into this Agreement.

COUNCIL GOAL(S) ADDRESSED

This program supports Council Goal 2: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural

environment. The major goals for the CTR program are to improve transportation system efficiency, conserve energy, and improve air quality.

RESOURCE/FINANCIAL IMPACT

The State of Washington provides special proviso funding to each affected jurisdiction to help implement their CTR program. The funding is based on a fixed amount per affected worksite. Per the attached State Agreement, the City's total one-year estimated allocation (July 1, 2022, through June 30, 2023) for the six affected worksites in Shoreline is \$15,239.

The City's responsibility to execute all CTR actions to remain compliant with state law is new for City staff. Staff are yet to fully understand the level of effort that will be required, if these funds will fully cover that effort, and whether the City may need to supplement this funding for future efforts. Staff will notify Council if additional funds are necessary to remain compliant with state law.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to enter into the Transportation Demand Management Implementation Agreement (July 1, 2022, through June 30, 2023) with WSDOT.

ATTACHMENTS

Attachment A – Transportation Demand Management Implementation Agreement



Public Transportation Division
310 Maple Park Avenue S.E.
P.O. Box 47387
Olympia, WA 98504-7387

WSDOT Contact: Monica Ghosh 206-464-1194

GhoshMo@wsdot.wa.gov

Transportation Demand Management Implementation Agreement			
Agreement Number	PTD0528	Contractor:	City of Shoreline
Term of Project	July 1, 2022 through June 30, 2023		17500 Midvale Ave. N
UPIN	PTD0528		Shoreline , WA 98133-4905
Vendor #	911683888 L	Contact:	Nytasha Walters nwalters@shorelinewa.gov

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter “WSDOT,” and the Contractor identified above, hereinafter the “CONTRACTOR,” individually the “PARTY” and collectively the “PARTIES.”

WHEREAS, RCW 70A.15.4000 through RCW 70A.15.4110 establishes the state’s leadership role, and the requirements and parameters to reduce traffic congestion, fuel use, and air pollution through commute trip reduction programs, including transportation demand management programs for growth and transportation efficiency centers (“GTEC”) in Washington State; and

WHEREAS, the State of Washington in its Sessions Laws of 2021, Chapter 333 Section 220 authorizes funding for Public Transportation Programs and other special proviso funding as identified in the budget through its 2021-2023 biennial appropriations to WSDOT; and

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

SCOPE OF WORK AND BUDGET

Scope of Work: The CONTRACTOR agrees to provide Transportation Demand Management (TDM) services, primarily used to support local Commute Trip Reduction (CTR) programs associated with the Statewide Commute Trip Reduction Program. This will include the implementation of the strategies, and production of the deliverables outlined in the WSDOT- approved Administrative Work Plan. The Administrative Work Plan is incorporated as EXHIBIT I in this AGREEMENT.

Funds	Current Funds	Projected Funds	Total Current & Projected Funds
Commute Trip Reduction	\$ 15,239		\$ 15,239
Total Project Cost	\$ 15,239	\$ -	\$ 15,239

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2021-2023 biennium.

Section 1
Purpose of Agreement

A. The purpose of this AGREEMENT is for WSDOT to provide funding to the CONTRACTOR to be used solely for activities undertaken to fulfill the requirements of RCW 70A.15.4000 through RCW 70A.15.4110, as set forth in the Scope of Work and Budget, hereinafter known as the “Project”

B. If this AGREEMENT is used as match for any other related projects with federal funds, in addition to the requirements of Sections 1 through 30 of this AGREEMENT, the CONTRACTOR must assume full responsibility for complying with all federal rules and regulations consistent with the requirements imposed by use of the federal funds on any such related project(s), including but not limited to Title 23 of the U.S. Code, Highways, as applicable, the regulations issued pursuant thereto, 2 CFR Part 200, and 2 CFR Part 1201. The CONTRACTOR must also assume full responsibility for compliance with Federal Highway Administration’s (FHWA) Required Contract Provisions Federal-Aid Construction Contracts, FHWA 1273, which may be found here, <https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>, and any amendments/revisions thereto; and/or the Federal Transit Administration Master Agreement 25, which may be found here, <https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements>.

Section 2
Scope of Work

The CONTRACTOR agrees to perform all designated tasks of the Project under this AGREEMENT as described in “Scope of Work and Budget”.

Section 3
Term of Project

The CONTRACTOR shall commence, perform and complete the Project within the time defined in the caption space header above titled “Term of Project” of this AGREEMENT regardless of the date of execution of this AGREEMENT, unless terminated as provided herein. The caption space header above entitled “Term of Project” and all caption space headers above are by this reference incorporated into this AGREEMENT as if fully set forth herein.

Section 4
Project Costs

The total reimbursable cost to accomplish the Project shall not exceed the “Current Funds” detailed in the “Scope of Work and Budget”. The CONTRACTOR agrees to expend eligible “State Funds” together with any “Contractor Funds” identified above in the “Scope of Work and Budget” table. If at any time the CONTRACTOR becomes aware that the cost that it expects to incur in the performance of this AGREEMENT will differ from the amount indicated in the “Scope of Work and Budget” table above, the CONTRACTOR shall notify WSDOT in writing within thirty (30) business days of making that determination.

Section 5
Reimbursement and Payment

A. Payment will be made by WSDOT on a reimbursable basis for actual costs and expenditures incurred, while performing eligible direct and related eligible indirect Project work during the Project period. Payment is subject to the submission to and approval by WSDOT of properly prepared invoices that substantiate the costs and expenses submitted by CONTRACTOR for reimbursement. Failure to send in progress reports and financial information as required in Section 11 –Reports may delay payment. The CONTRACTOR shall submit an invoice detailing and supporting the costs incurred. Such invoices may be submitted no more than once per month and no less than once per year, during the course of this AGREEMENT. If

approved by WSDOT, which approval shall not be unreasonably withheld or delayed, properly prepared invoices shall be paid by WSDOT within thirty (30) days of receipt of the invoice.

B. State Fiscal Year End Closure Requirement (RCW 43.88): The CONTRACTOR shall submit an invoice for completed work in the same state fiscal period in which the work was performed. As defined in RCW 43.88, the state fiscal period starts on July 1 and ends on June 30 the following year. Reimbursement requests must be received by July 15 of each state fiscal period. If the CONTRACTOR is unable to provide an invoice by this date, the CONTRACTOR shall provide an estimate of the expenses to be billed so WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued as set forth in this section. Any payment request received after the timeframe prescribed above will not be eligible for reimbursement.

Section 6 Administrative Work Plan

The CONTRACTOR agrees to submit to WSDOT an administrative work plan by the end of the first quarter of this agreement or when the CONTRACTOR submits its first invoice, whichever is sooner. The administrative work plan will include the following elements:

A. The work plan shall identify the deliverables, schedule, expected outcomes, performance measures and strategies associated with this AGREEMENT and other strategies as defined in the approved and locally adopted CTR or GTEC plans. These plans may include, but are not limited to, recruiting new employer worksites, reviewing employer programs and providing site-specific suggestions for improved CTR performance, administering surveys, reviewing program exemption requests, providing employer training, providing incentives, performing promotion and marketing, and providing emergency ride home and other commuter services.

B. The administrative work plan may be amended based on mutual written agreement between the WSDOT Project Manager and the CONTRACTOR.

Section 7 Survey Coordination

The CONTRACTOR agrees to coordinate with WSDOT and its contracting partners for Commute Trip Reduction employer surveys.

Section 8 Planning Data

The CONTRACTOR agrees to provide WSDOT with updated program goals for affected worksites and jurisdictions as requested. These updates shall be submitted electronically in a format specified by WSDOT. WSDOT may request worksite TDM plans for review.

Section 9 Database Updates

The CONTRACTOR agrees to provide WSDOT and the CONTRACTOR's contracting partners with updated lists of affected or participating worksites, employee transportation coordinators, and jurisdiction contacts, as requested. These updates will be submitted in a format specified by WSDOT.

Section 10 Use of State Funds for Incentives

The CONTRACTOR agrees to use State funds provided as part of this AGREEMENT in accordance with incentives guidance that WSDOT shall provide to the CONTRACTOR.

Section 11 Reports

The CONTRACTOR shall prepare and submit quarterly, annual, and final progress reports pursuant to this agreement and as prescribed in WSDOT's Transportation Demand Implementation Agreement Guidebook, and any amendments thereto, found at <https://www.wsdot.wa.gov/transit/grants/public-transportation-commute-trip-reduction-grants>, or as requested by WSDOT. Due to Legislative and WSDOT reporting requirements, any required quarterly progress reports shall be submitted for the duration of the AGREEMENT period regardless of whether the underlying funding sources have been exhausted. Post-grant annual performance reporting may also be required as prescribed in the aforementioned guidebook.

Section 12 Funding Distribution

The CONTRACTOR may distribute funds to local jurisdictions to include counties, cities, transit agencies, Transportation Management Associations, and Metropolitan Planning Organizations or other eligible organizations authorized to enter into agreements for the purposes of implementing CTR and/or GTEC, plans as applicable, and as authorized by RCW 70A.15.4080, and by ordinances adopted pursuant to RCW 70A.15.4020(5).

Section 13 Implementation Plans

The CONTRACTOR shall incorporate appropriate sections of the "Scope of Work and Budget" and description of allowable incentives in accordance with the incentives guidance provided to the CONTRACTOR by WSDOT as set forth in Section 10 of this AGREEMENT, as well as the WSDOT approved Administrative Work Plan, in all agreements with eligible contracting partner(s), as necessary, to coordinate the development, implementation, and administration of such CTR and/or GTEC plans, and in compliance with applicable ordinances.

Section 14 Coordination with Regional Transportation Planning Organizations (RTPO)

The CONTRACTOR shall coordinate the development and implementation of its CTR and/or GTEC plan and programs with the applicable regional transportation planning organization (RTPO). The CONTRACTOR agrees to notify the RTPO of any substantial changes to its plans and programs that could impact the success of the regional CTR plan. The CONTRACTOR agrees to provide information about the progress of its CTR and/or GTEC plan and programs to the RTPO upon request.

Section 15 Project Records

The CONTRACTOR agrees to establish and maintain accounts for the Project in order to sufficiently and properly reflect all eligible direct and related indirect Project costs incurred in the performance of this AGREEMENT. Such accounts are referred to herein collectively as the "Project Account." All costs claimed against the Project Account must be supported by properly executed payrolls, time records, invoices, contracts, and payment vouchers evidencing in sufficient detail the nature and propriety of the costs claimed.

Section 16 Audits, Inspections, and Records Retention

WSDOT, the State Auditor, and any of their representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all of the CONTRACTOR's records with respect to all matters covered by this AGREEMENT. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, and other matters

covered by this AGREEMENT. In order to facilitate any audits and inspections, the CONTRACTOR shall retain all documents, papers, accounting records, and other materials pertaining to this AGREEMENT for six (6) years from the date of completion of the Project or the Project final payment date. However, in case of audit or litigation extending past that six (6) years period, then the CONTRACTOR must retain all records until the audit or litigation is completed. The CONTRACTOR shall be responsible to assure that the CONTRACTOR and any subcontractors of CONTRACTOR comply with the provisions of this section and provide, WSDOT, the State Auditor, and any of their representatives, access to such records within the scope of this AGREEMENT.

Section 17 Agreement Modifications

A. Either PARTY may request changes to this AGREEMENT, including changes in the Scope of Work and Budget. Such changes that are mutually agreed upon shall be incorporated as written amendments to this AGREEMENT. No variation or alteration of the terms of this AGREEMENT shall be valid unless made in writing and signed by authorized representatives of the PARTIES hereto, provided, however, that changes to the Project title, UPIN, the contact person of either PARTY, biennial adjustments with no impact to the overall project cost, or adding the Administrative Work Plan, will not require a written amendment, but will be approved and documented by WSDOT through an administrative revision. WSDOT shall notify the CONTRACTOR of any such approved revision in writing.

B. If an increase in funding by the funding source augments the CONTRACTOR's allocation of funding under this AGREEMENT, the CONTRACTOR and WSDOT agree to enter into a written amendment to this AGREEMENT, providing for an appropriate change in the Scope of Work and Budget and/or the Total Project Cost in order to reflect any such increase in funding.

C. If a reduction of funding by the funding source reduces the CONTRACTOR's allocation of funding under this AGREEMENT, the CONTRACTOR and WSDOT agree to enter into a written amendment to this AGREEMENT providing for an appropriate change in the Scope of Work and Budget and/or the Total Project Cost in order to reflect any such reduction of funding.

Section 18 Recapture Provision

In the event that the CONTRACTOR fails to expend State Funds in accordance with state law and/or the provisions of this AGREEMENT, WSDOT reserves the right to recapture State Funds in an amount equivalent to the extent of noncompliance. The CONTRACTOR agrees to repay such State Funds under this recapture provision within thirty (30) days of demand.

Section 19 Disputes

A. **Disputes.** Disputes, arising in the performance of this AGREEMENT, which are not resolved by agreement of the PARTIES, shall be decided in writing by the WSDOT Public Transportation Division's Assistant Director or designee. This decision shall be final and conclusive unless within ten (10) days from the date of CONTRACTOR'S receipt of WSDOT's written decision, the CONTRACTOR mails or otherwise furnishes a written appeal to the Director of the Public Transportation Division or the Director's designee. The CONTRACTOR's appeal shall be decided in writing by the Director of the Public Transportation Division within thirty (30) days of receipt of the appeal by the Director of the Public Transportation Division or the Director's designee. The decision shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.

B. Performance During Dispute. Unless otherwise directed by WSDOT, CONTRACTOR shall continue performance under this AGREEMENT while matters in dispute are being resolved.

Section 20 Termination

A. Termination for Convenience. WSDOT and/or the CONTRACTOR may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other PARTY. WSDOT and the CONTRACTOR shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms, conditions, and in the case of partial termination the portion to be terminated. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However, if, in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:

1. The requisite funding becomes unavailable through failure of appropriation or otherwise;
2. WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;
3. The CONTRACTOR is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense; or an Executive Order of the President or Governor of the state with respect to the preservation of energy resources;
4. The CONTRACTOR is prevented from proceeding with the Project by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the CONTRACTOR; or
5. The state Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project.
6. In the case of termination for convenience under subsections A.1-5 above, WSDOT shall reimburse the CONTRACTOR for all costs payable under this AGREEMENT that the CONTRACTOR properly incurred prior to termination. The CONTRACTOR shall promptly submit its claim for reimbursement to WSDOT. If the CONTRACTOR has any property in its possession belonging to WSDOT, the CONTRACTOR will account for the same, and dispose of it in the manner WSDOT directs.

B. Termination for Default. WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the CONTRACTOR, if the CONTRACTOR materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the CONTRACTOR operates;
3. Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or
4. Fails to perform in the manner called for in this AGREEMENT or fails, to comply with, or is in violation of, any provision of this AGREEMENT.

C. WSDOT shall serve a notice of termination on the CONTRACTOR setting forth the manner in which the CONTRACTOR is in default. If it is later determined by WSDOT that the CONTRACTOR had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the CONTRACTOR, such as a strike, fire or flood, WSDOT

may: (a) allow the CONTRACTOR to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.

D. WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the CONTRACTOR ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the CONTRACTOR fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to CONTRACTOR. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against CONTRACTOR and its sureties for said breach or default.

E. In the event that WSDOT elects to waive its remedies for any breach by CONTRACTOR of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

F. Any termination of the AGREEMENT, whether for convenience or for default, that requires the AGREEMENT to be terminated or discontinued before the specified end date set forth in the caption header, "Term of Project", shall require WSDOT to amend the AGREEMENT by written amendment to reflect the termination date and reason for termination.

Section 21

Forbearance by WSDOT Not a Waiver

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any such right or remedy.

Section 22

Waiver

In no event shall any WSDOT payment of grant funds to the CONTRACTOR constitute or be construed as a waiver by WSDOT of any CONTRACTOR breach, or default, and shall in no way impair or prejudice any right or remedy available to WSDOT with respect to any breach or default. In no event shall acceptance of any WSDOT payment of grant funds by the CONTRACTOR constitute or be construed as a waiver by CONTRACTOR of any WSDOT breach, or default which shall in no way impair or prejudice any right or remedy available to CONTRACTOR with respect to any breach or default.

Section 23

WSDOT Advice

The CONTRACTOR bears complete responsibility for the administration and success of the work as it is defined in this AGREEMENT and any amendments thereto. Although the CONTRACTOR may seek the advice of WSDOT, the offering of WSDOT advice shall not modify the CONTRACTOR's rights and obligations under this AGREEMENT and WSDOT shall not be held liable for any advice offered to the CONTRACTOR.

Section 24

Limitation of Liability and Indemnification

A. The CONTRACTOR shall indemnify and hold harmless WSDOT, its agents, employees, and officers and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs (hereinafter referred to collectively as "claims"), of whatsoever kind or nature brought against WSDOT arising out of, in connection with or incident to this AGREEMENT and/or the CONTRACTOR's performance or failure to perform

any aspect of this AGREEMENT. This indemnity provision applies to all claims against WSDOT, its agents, employees and officers arising out of, in connection with or incident to the acts or omissions of the CONTRACTOR, its agents, employees and officers. Provided, however, that nothing herein shall require the CONTRACTOR to indemnify and hold harmless or defend the WSDOT, its agents, employees or officers to the extent that claims are caused by the acts or omissions of the WSDOT, its agents, employees or officers. The indemnification and hold harmless provision shall survive termination of this AGREEMENT.

B. The CONTRACTOR shall be deemed an independent contractor for all purposes, and the employees of the CONTRACTOR or its subcontractors and the employees thereof, shall not in any manner be deemed to be the employees of WSDOT.

C. The CONTRACTOR specifically assumes potential liability for actions brought by CONTRACTOR's employees and/or subcontractors and solely for the purposes of this indemnification and defense, the CONTRACTOR specifically waives any immunity under the state Industrial Insurance Law, Title 51 Revised Code of Washington.

D. In the event either the CONTRACTOR or WSDOT incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section of this AGREEMENT against the other PARTY, all such fees, costs and expenses shall be recoverable by the prevailing PARTY.

Section 25

Governing Law, Venue, and Process

This AGREEMENT shall be construed and enforced in accordance with, and the validity and performance thereof shall be governed by, the laws of the state of Washington. In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the state of Washington Thurston County Superior Court situated in Thurston County.

Section 26

Compliance with Laws and Regulations

The CONTRACTOR agrees to abide by all applicable state laws and regulations, including, but not limited to those concerning employment, equal opportunity employment, nondiscrimination assurances, Project record keeping necessary to evidence AGREEMENT compliance, and retention of all such records. The CONTRACTOR will adhere to all of the nondiscrimination provisions in Chapter 49.60 RCW. The CONTRACTOR will also comply with the Americans with Disabilities Act of 1990 (ADA), Public Law 101-336, including any amendments thereto which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment public accommodations, state and local government services and telecommunication.

Section 27

Severability

If any covenant or provision of this AGREEMENT shall be adjudged void, such adjudication shall not affect the validity or obligation of performance of any other covenant or provision, or part thereof, that in itself is valid if such remainder conforms to the terms and requirements of applicable law and the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

Section 28

Counterparts

This AGREEMENT may be executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONTRACTOR does hereby ratify and adopt all

statements, representations, warranties, covenants, and agreements and their supporting materials contained and/or mentioned in such executed counterpart, and does hereby accept State Funds and agrees to all of the terms and conditions thereof.

**Section 29
Execution**

This AGREEMENT is executed by the Director of the Public Transportation Division, Washington State Department of Transportation, or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for, and on behalf of the Washington State Department of Transportation, in his/her capacity as Director of the Public Transportation Division.

**Section 30
Binding Agreement**

The undersigned acknowledges that they are authorized to execute the AGREEMENT and bind their respective agency(ies) and/or entity(ies) to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT the day and year last signed below.p

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

CONTRACTOR

Brian Lagerberg, Director
Public Transportation Division

Authorized Representative

Title

Print Name

Date

Date

EXHIBIT I
Commute Trip Reduction Administrative Work Plan
City of Shoreline
2021-2023

1. Program administration

The City of Shoreline (City) in the past has contracted with King County Metro to implement the Washington State Commute Trip Reduction Law of 1991 on the City's behalf. King County Metro will no longer have capacity to provide this support and over the next several months will begin training and transferring administrative responsibility to the City. Beginning in July 2022, the City will be completely responsible for implementing the Shoreline CTR plan and will contract directly with the State. The City anticipates time will be required to secure appropriate staffing, funding, and training for taking over this role. This Administrative Work Plan indicates certain split responsibilities for the 2021-2022 period as the City takes on responsibility for overseeing implementation.

Brief description	King County Metro will train City staff on the best practices for how to administer the program to meet the state and city planning and implementation objectives and requirements.
Activities and deliverables	<p><u>A. King County and/or City will administer the employer site registration and inventory record-keeping:</u> Identify, notify and register new sites into the program in order to prepare them for their baseline surveys. Negotiate steps for compliance with non-compliant worksites with the onboarding component.</p> <p><u>B. King County and/or City will maintain database and master file records on basic site information for all sites.</u> Provide WSDOT with an electronic copy of Shoreline CTR-affected employers and ETCs, as required by WSDOT. King County and/or City will keep an updated website.</p> <p><u>C. King County and/or City will assist and/or administer state and city planning and contracting processes:</u> Perform general update and implementation of the CTR Plan and ordinance, including development and execution of temporary implementation contract between King County CTR Services, the City and their Administrative Work Plan; and the CTR Final Report for the biennium. King County and/or City will provide/gather quarterly report information for City to complete state funds billing and reporting</p>

	<p>requirements. King County will initially meet regularly with city staff to review activities, current issues, ongoing challenges and accomplishments. King County and/or City will draft responses to inquiries by state CTR committees and others, when warranted. King County and/or City will conduct other administrative activities as needed.</p> <p><u>D. King County will provide historical CTR data and records as well as train staff on how to track data.</u></p>
Potential issues and risks	<p>Outputs may be dependent on the actions of external organizations or other external factors; unresponsive sites</p>

2. Employer program development, engagement and marketing

Brief description	<p>King County and/or City will engage worksite ETCs with assistance, training, communications, resources, and information to operate successful programs.</p> <p>King County Metro staff will train city staff on best practices for engaging with employers.</p>
Activities and deliverables	<p><u>A. Training:</u> King County and/or City will train all new employee transportation coordinators (ETCs) (at existing and new worksites) to ensure that they understand the requirements of the law, implementation strategies and their sites' performance to date. Training classes can be taken online and include basic ETC training and survey training as needed. King County and/or City will update and maintain informational CTR website and other training resources.</p> <p><u>B. Marketing Assistance:</u> King County or City will assist ETCs with marketing of commute programs and ensure they meet their program information distribution requirements.</p> <p><u>C. Program Assistance:</u> Focusing primarily on sites that have not made progress toward goal, conduct survey analyses, review program summaries and make</p>

	<p>recommendations for program improvements.</p> <p><u>D. Targeted Promotions:</u> Identify highly congested employment areas, corridors, industries, and/or sites that have not made progress toward goals for targeted outreach. Actively work with ETCs to promote alternatives to drive-alone commuting at these locations or sites.</p> <p>(For C and D, the number and composition of worksites for such shall be determined in consultation with city project manager, with larger worksites generally receiving more focus and time than smaller ones.)</p> <p><u>E. Information Provision:</u> Help ETCs become a major resource to their employees by providing them with up-to-date commute information, tools for communicating with employees, turnkey commuter promotions, and opportunities to attend networking events.</p> <p>Send transportation-related news and announcements via email to all ETCs; coordinate and distribute electronic materials and information for promotions such as Wheel Options and Bike Everywhere Month and Day; and schedule, promote, engage speakers and invite ETCs to employer network group meetings approximately 2-3 times per year.</p> <p><u>F. Strategic Planning:</u> Develop strategies to help ETCs communicate and promote their programs to employees and achieve success with their programs.</p> <p>G. King County Metro will train city staff on the best practices for engaging with employers as well as provide basic ETC trainings for city staff to update and use.</p>
<p>Potential issues and risks</p>	<p>Sites are non-responsive or unable to make resource investments in program; ETCs are not given the time to use resources available</p>

	to market program to employees; sites non-responsive to events and promotions.
--	--

3. Program measurement and reporting (survey or alternate, and employer program reports)

<p>Brief description</p>	<p>Metro staff will train city staff on how to coordinate, track and notify employers to complete the survey and program report requirements.</p> <p>Track and notify employers of surveying and reporting requirements, gather and manage survey and program report data, and provide technical assistance for and administration of measurement/reporting activities and program review/modification as warranted.</p>
<p>Activities and deliverables</p>	<p>Assist site representatives with:</p> <ul style="list-style-type: none"> (1) baseline survey and initial program development, for new sites; (2) ongoing survey and program reporting for existing sites; and (3) for worksites not making progress toward goal, review of the existing program and recommendations for program modifications to improve performance as warranted for existing sites. <p>This strategy includes sending survey and program notifications to all sites; reviewing and administering extensions and exemptions requests; and setting up and assisting sites with paper and online surveys and program reporting.</p> <p>Receive program report submittals and manage/organize program report data. Negotiate steps for compliance with non-compliant worksites. Maintain or edit report formats as needed; database; and keep master file records on all sites. Provide</p>

	survey results and program reporting information to the state and worksite.
Potential issues and risks	Timely processing of survey and report data by WSDOT and accuracy of tools and data; unresponsive sites; ETC turnover

4. State employee Guaranteed Ride Home program (if applicable)¹

Brief description	
Activities and deliverables	Assist site representatives (if applicable) with tracking: <ul style="list-style-type: none"> • Number of rides provided. • Percentage of ride requests fulfilled.
Potential issues and risks	Unresponsive sites; timely sharing of tracking data; ETC turnover

¹ Only for Thurston, Pierce, King, Spokane and Snohomish counties (not including City of Everett).

Program calendar

Programming	July–Sept 2021	Oct–Dec 2021	Jan–Mar 2022	Apr–Jun 2022	July–Sept 2022	Oct–Dec 2022	Jan–Mar 2023	Apr–June 2022
Program administration	1:1 consultations between King County Metro and City of Shoreline	1:1 consultations between King County Metro and City of Shoreline	1:1 consultations between King County Metro and City of Shoreline	1:1 consultations between King County Metro and City of Shoreline	1:1 consultations between King County Metro and City of Shoreline	1:1 consultations between King County Metro and City of Shoreline	1:1 consultations between King County Metro and City of Shoreline	1:1 consultations between King County Metro and City of Shoreline
Employer program development, engagement and marketing	Optional Attendance at Telework training Car-Free Day	Optional Attendance at Vision 0 event	Optional Attendance at Bike Month training	Bike Month Ride Transit Month	Optional Attendance at Vanpool training Car-Free Day	Optional Attendance at Employee transportation coordinator holiday networking event	Optional Attendance at Bike Month training	Bike Month, Ride Transit Month Optional Attendance at Annual awards event
Program measurement and reporting			CTR survey outreach	CTR surveys conducted	CTR surveys conducted		CTR program report outreach	CTR program reports collected
State worker Guaranteed Ride Home program (if applicable)								

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Appointment of Pro and Con Committee Members for City of Shoreline Proposition 1: Maintenance and Operations Levy for Public Safety and Community Services
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Eric Bratton, Communications Program Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On July 18, 2022, the City Council adopted Resolution No. 492, placing a levy lid lift for maintenance and operations of public safety and community services on the November 8, 2022 ballot. For the primary and general election, King County publishes a voters' pamphlet. Jurisdictions placing measures on the ballot are automatically included in the voters' pamphlet.

Council is responsible for appointing committees to prepare statements in favor of and in opposition to the ballot measure. These statements will be published in the voters' pamphlet. Council must select Pro Committee members from persons known to advocate for voters' approval of Proposition 1, and they must select Con Committee members from persons known to advocate voters' rejection of Proposition 1. There is a limit of three members per committee. The committee appointments must be filed with King County Elections by August 2, 2022. Tonight, the City Council will make those appointments.

Staff started advertising for members to serve on both the Pro and Con Committees on Tuesday, June 28, 2022. Staff posted information to the City's website and on the City's social media accounts and sent it through our eNotification system. Staff also sent information about the committee appointments to *Shoreline Area News*.

Applications were due July 21, 2022 by 10:00 a.m. Staff made this deadline so staff would have time to produce this staff report and make it available to the Council and public by Friday, July 22, ahead of tonight's meeting.

By the application deadline, staff received applications from the following people for the Pro Committee:

- Lincoln Ferris
- Mary Ellen Stone
- John Thielke

The applications of all the applicants to the Pro Committee are attached to this staff report as Attachment A.

Staff did not receive any applications for the Con Committee.

The committees are responsible for writing statements in favor of or in opposition to the ballot measure. These statements, which are limited to 200 words, must be submitted to King County Elections no later than August 9, 2022. Rebuttal statements by each of the respective committees must be submitted to the Elections no later than August 11, 2022. Rebuttal statements are limited to 75 words.

The City must also provide an explanatory statement of the ballot title for the voters' pamphlet. The statement describes the effect of the measure if it is approved and cannot intentionally be an argument likely to create prejudice either for or against the measure. The explanatory statement is limited to 250 words, must be signed by the City Attorney, and submitted to King County Elections by August 5, 2022. Although the Council does not need to take any action on the explanatory statement, a draft of the statement is included as Attachment B.

RESOURCE/FINANCIAL IMPACT:

There is no resource or financial impact to appoint the Pro and Con Committees for the City of Shoreline Proposition 1.

RECOMMENDATION

Staff recommends that the City Council appoint Lincoln Ferris, Mary Ellen Stone, and John Thielke to the Pro Committee regarding Shoreline Proposition 1.

ATTACHMENTS:

Attachment A – Pro/Con Committee Applications
Attachment B – Draft Proposition 1 Explanatory Statement

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

PRO/CON	Salutation	Name	Shoreline resident or property owner	Length of residence or ownership of property	Educational background	Please state your occupational background, beginning with your current occupation and employer.
Pro	Mr.	John Thielke	Yes	46 years	PhD from UW MS from Stanford BS from Stevens Institute of Technology	Currently retired Company owner: Graham Arc, Inc. - Manufactured orbital welding equipment Director: Puget Sound Power & Light - Environmental Affairs Consultant: URS Corporation - Air pollution consultant University of Washington: Assistant professor, Civil Engineering Environmental Department US Peace Corps: Peace Corps volunteer in Brazil - Helped set up air pollution control program in Rio de Janeiro US Public Health Service: Commissioned Officer in air pollution control program
Pro	Ms.	Mary Ellen Stone	Yes	3 years	Masters in Counseling	Executive Director, King County Sexual Assault Resource Center (KCSARC). I have held this position since 1979. KCSARC is a private non-profit organization assisting victims of sexual assault and their families.
Pro	Mr.	Lincoln Ferris	Yes	6.5 years	I hold a Bachelor of Arts degree from the University of Wisconsin.	I retired as the Vice President of Administrative Services for Seattle Central College in December of 2021. I was responsible a wide array of departments for the college, including facilities, capital projects, business office, security, and auxiliary services. I continue as a consultant to the three Seattle Colleges on several planned capital projects, the updating of the major institution master plan and the replacement of the Broadway campus' power plant with a new, de-carbonized EcoDistrict. Prior to 2013 when I joined the staff, I was a 25+ year volunteer with the Seattle Colleges Foundation. My career spanned a number of entrepreneurial ventures in the public affairs, medical staffing and composite materials manufacturing industries. My volunteer service spans many non-profits, including serving on the Municipal League and the Seattle Chamber of Commerce board of directors.

Describe your involvement in the Shoreline community.	Describe any special expertise you have which would be applicable to this position.	Describe your experience serving on any public or private boards or commissions.
<p>Member of the City's 2022 Financial Stability Committee Formerly served on the Richmond Beach Community Association board Former editor of the Richmond Beach News and I currently help distribute the paper Member of the committee that helped form the City of Shoreline Former chair and board member of the Friends of the Richmond Beach Library</p>	<p>I believe I have an understanding of the City's financial model used for projecting future revenues and expenses upon which the proposal for the levy lid lift request has been based.</p>	<p>I served on the City's 2022 Financial Stability Committee. I previously served on a similar effort for an earlier levy lid lift study.</p> <p>I have served as an officer and board member for a number of non-profit organizations including the KSER Foundation, the Washington Lung Association, the Air & Waste Management Association (national professional association), Friends of Richmond Beach Library, and the Richmond Beach Community Association.</p>
<p>Volunteered for the Richmond Beach Community Association in 2021 and 2022, Assisted on the Prop I for Parks campaign 2021 including serving on the Pro committee. PCO 32-470. Member of the Levy Lift committee 2022. I served this year on the city of Shoreline's Financial Sustainability Advisory Committee (FSAC) reviewing the city's projected financial needs and evaluating whether to seek a renewal of the levy lid lift.</p>	<p>Experience in writing for public consumption, working in a team and meeting deadlines. Familiarity with the subject.</p> <p>From my time on the FSAC I am very well versed in the city's services funded thru the property tax and the projections by city staff on revenue shortfalls when compared to anticipated growth in population, demand for services and the still-to-be-negotiated contracts for public safety services and union contracts. I was a registered lobbyist with the state of Washington for the better part of 18 years and am very familiar with the state's legislative process.</p>	<p>I have been on various board and committees at the Richmond Beach Boards including the Municipal League and Women's Funding Alliance. State taskforces related to my field of work in sexual assault services. Search committee for Seattle Chief of Police.</p> <p>Besides my recent service on the FSAC, I currently serve on the board of the Seattle Chinese Garden, the EDGE Foundation and the Aurora District Committee of the BSA Chief Seattle Council. I am currently the president of the University Sunrise Rotary Club. As mentioned above, I served for over 25 years on foundations for the Seattle Colleges, during which time I was chair of the foundation during two different capital campaigns. My volunteer service over a four decade career spanned both national and state business and industry-specific associations, as well as various chambers of commerce.</p>

Affiliated with any organizations which receive direct funding from the City of Shoreline	If you answered "Yes" to the question above, please name the group.	Describe why you are interested in serving in this position.
No	I help distribute the Richmond Beach Community News	Having been a member of the 2022 Financial Stability Committee, I believe I have a responsibility to share the information and understanding I gained from this work reviewing the City's financial situation and forecasts.
Yes	King County Sexual Assault Resource Center	Served on the levy lift committee (spring 2022) and I believe it is important to bring to the voters.
No		I see this as a natural follow-on to my service on the FSAC.

BALLOT TITLE

**CITY OF SHORELINE PROPOSITION 1
MAINTENANCE AND OPERATIONS LEVY
FOR PUBLIC SAFETY AND COMMUNITY SERVICES**

The Shoreline City Council adopted Resolution No. 492 concerning a property tax levy for public safety and community services. If approved, this proposition would restore Shoreline’s levy rate to help fund police/neighborhood services, including RADAR and crime prevention; preserve parks, trails, playgrounds/playfields; and provide human services.

This proposition sets Shoreline’s maximum regular property tax rate to \$1.39/\$1,000 for collection in 2023; sets the limit factor for levy increases in 2024-2028 at 100% plus annual inflation (Seattle CPI-U); uses the 2028 levy amount to calculate subsequent levy limits; and exempts qualifying seniors and persons with disabilities per RCW 84.36.381.

Should this proposition be approved?

YES[]
NO[]

EXPLANATORY STATEMENT

In 2016, Shoreline voters approved a six-year maintenance and operations levy for basic public safety, parks and recreation, and community services. That levy will expire on December 31, 2022. The proposed maintenance and operations levy would replace the expiring levy. Replacing the levy would maintain current levels of police and community safety services, including neighborhood safety patrols; traffic enforcement in school zones and neighborhoods; and community crime prevention programs. It would also enhance the RADAR Program by adding mental health professional teams to provide 24/7 response with police to community members in behavioral health crisis. Proposition 1 would also preserve safe, well-maintained, and accessible parks and trails; playgrounds and play equipment that meet safety standards; playfields and restrooms; and preserve recreation programs for youth, adults, families, and seniors. Proposition 1 would continue funding for community services for seniors, youth, and individuals and families in need, including homelessness response services. The levy would also sustain the City’s code enforcement and customer response programs. If approved, any increase in the annual levy would not exceed inflation (Seattle region CPI-U) for 2024-2028. Proposition 1 would set the City’s property tax rate below the legal limit of \$1.60 at \$1.39/\$1,000 assessed valuation for collection in 2023 and will use the 2028 levy amount to calculate subsequent levy limits. The typical homeowner would pay an additional average of \$30.00 per month to provide basic public safety, parks, recreation, and community services.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of the Update of the Wastewater Rate Study Project and Policy
DEPARTMENT:	Public Works and Administrative Services Departments
PRESENTED BY:	Sara Lane, Administrative Services Director Randy Witt, Public Works 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 assumed the Ronald Wastewater District on April 30, 2021. After assumption, the City retained FCS Group (FCSG) to conduct a wastewater rate study to review the utility’s existing rate structure (from Ronald at assumption) and determine if adequate funds are provided for operations and to support the Utility’s maintenance activities and Capital Improvement Plan, or if a rate update is needed.

On April 4, 2022, staff and FCSG discussed policy alternatives regarding capital funding tools, rate design, and low-income customer assistance options with Council. Council supported staff recommendations and directed staff to incorporate the options presented into the rate study for further analysis.

Tonight, staff will present an update and status on the wastewater rate study following the questions and guidance received at the April 4 Council meeting. Staff are seeking Council input and direction to inform the wastewater rate study, and related policy decisions, in advance of preparation of the 2023-2024 biennial budget later this year.

RESOURCE/FINANCIAL IMPACT:

There is no immediate resource or financial impact associated with tonight’s wastewater rate study discussion. Guidance received tonight will impact the wastewater rates that will be incorporated into the study and inform the 2023-2024 budget. Actual proposed rates may vary from those discussed in this report, depending upon the final proposed operating and CIP budget that will be presented to Council during the budget process.

RECOMMENDATION

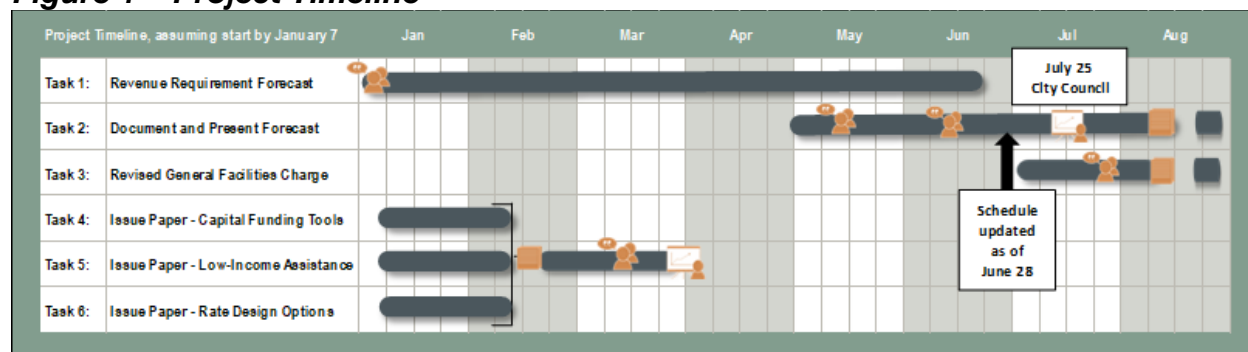
No action is required tonight. Staff recommends that the City Council provide input and guidance on the FCSG wastewater rate study and the policy questions associated with the study. The guidance received tonight will be incorporated into the 2023-2024 Budget Development process.

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

BACKGROUND

On December 7, 2020, the City Council [authorized the assumption of the Ronald Wastewater District](#) (Ronald), and the City formally assumed Ronald on April 30, 2021. In December 2022, the City retained FCS Group (FCSG) to conduct a wastewater rate study to review the utility's existing rate structure (from Ronald at assumption) and determine if adequate funds are provided for operations and to support the Utility's maintenance activities and Capital Improvement Plan (CIP) from current rates, or if a rate update is needed. In addition, FCSG has examined policy alternatives regarding capital funding tools, rate design, and low-income customer assistance options. The current schedule for this work is shown in Figure 1 – Project Timeline.

Figure 1 – Project Timeline



On April 4, 2022, staff and FCSG presented an update of the Wastewater Rate Study and discussed policy issue papers on capital funding, rate design, and low-income customer assistance options. At that meeting, Council supported staff recommendations and directed staff to complete the rate study and return with options based on those recommendations that would include:

1. Funding Tools: Developing a rate model that utilizes a balance of appropriate tools discussed in the memo, including the use of fund balance, rate funded capital, issuing revenue bonds to be supported by rate increases, and, where appropriate, potential for grant funding.
2. Low Income Customer Assistance: Explore Level 3 (partnering with Seattle City Light (SCL) to issue credits to low income customers) and Level 4 (issuing direct annual rebate checks) for potential implementation in the future and include scenarios modeling discounts at the current level and a reduced discount level in their rate models.
3. Rate Design Option: Continue to charge single family customers a fixed monthly charge with no volumetric component.

The staff report for the April 4 Council discussion can be found here: [Update on the Wastewater Rate Study Project and Policy](#).

Additionally, staff are seeking policy guidance related to reinstating various fees that were suspended during the pandemic.

DISCUSSION

Staff have taken the direction received from Council at the April 4 meeting and made several updates to the wastewater rate study. Staff refined the rate design with the low-income customer assistance option for Council consideration tonight. In addition to a “no change” baseline, the following Monthly Rate Increase Alternatives have been developed:

- The “No Change” (base rate) scenario has four years of larger increases, adjusted for approximately the same dollar increase each year, followed by six percent rate increases per year to support CIP expenses, pay debt service, and support operational costs. This scenario assumes no change to the low-income discount.
- Two alternatives are shown for the rate impact of expanding the low-income discount program to adopt the Seattle City Light (SCL) criteria and administration. This increases the number of qualifying customers by about seven times. One approach keeps the existing 50% low-income discount, the other has a 25% low-income discount.

Additionally, the rate design assumed that the King County and Edmonds treatment charge would increase at same rate, there are no debt reserve requirements, and includes an 80% CIP execution factor.

Because the use of debt is new to the wastewater utility, policies surrounding the use of debt have not been needed. In developing the rate assumptions, FCSG assumed the adoption of best practice financial reserve policies related to the use of debt financing in all alternatives considered. These policies are detailed in Figure 2 below:

Figure 2 – Financial Reserve Policies

Financial Policy	Current Policy	Recommended Policy
Operating Reserve Target	20% of operations and maintenance costs excluding treatment	Maintain policy (\$1.1 million)
Capital Reserve Target	No current policy	1% of plant in service assets (\$500k)
Rate Funded System Reinvestment (RFSR)	No current policy	Target rate funding annual depreciation expense (\$1.1 million)
Debt Service Coverage (DSC)	No outstanding debt	Minimum: 1.25 coverage on bonded debt Target: At least 1.5 coverage

The impact of implementing these policies within each scenario are shown in Figure 3 – Monthly Rate Increase Alternatives.

Figure 3 – Monthly Rate Increase Alternatives

Year	No Change		Expanded, 25% Discount		Expanded, 50% Discount	
	% Increase	\$ Increase	% Increase	\$ Increase	% Increase	\$ Increase
2023	15.5%	\$2.70	17.7%	\$3.10	21.2%	\$3.70
2024	13.4%	\$2.70	15.1%	\$3.10	17.5%	\$3.70
2025	11.8%	\$2.70	13.1%	\$3.10	14.9%	\$3.70
2026	10.6%	\$2.70	11.6%	\$3.10	13.0%	\$3.70
2027	6.2%	\$1.75	6.2%	\$1.85	6.2%	\$2.00
2028	5.8%	\$1.75	5.8%	\$1.85	5.8%	\$2.00

*Note that the rates presented here are based on early estimates for the operating and CIP budgets. Rates may need to be adjusted based upon the final proposed budget.

The primary drivers behind the four years of larger increases are the Capital Projects planned in the Comprehensive Sewer Plan (CSP) update performed by RWD prior to assumption and operational costs necessary to maintain the sewer system. The CSP update did not include development of a financing plan. The increases for the 25% and 50% Expanded Discount programs are driven by the desired expansion of that program to all low-income qualified residents, not just senior homeowner/occupants.

As the City gains experience with the utility, new information or practices will develop that will affect the level of service and rates. One example is an evaluation of how planned development aligns with actual development. When the 2021 CSP update was completed, the City’s hydraulic sewer model was developed with an understanding that the development occurring within the Station Areas land use designations would result in dwelling densities that resembled and corresponded with the zoning designations of MUR-70, MUR-45, and MUR-35. In early 2021, staff and the wastewater engineering consultant started a review of development permit applications for Station Areas and found that the number of dwelling units per acre being proposed by the developers in their permit applications was far more than the City’s hydraulic sewer model’s sanitary sewerage inputs represented (on the order of 2.5 times, 3.1 times, and 3.6 times the number of units anticipated for MUR-35, MUR-45, and MUR-70 respectively) which will result in modifications or additional projects in the CIP. Similarly, the City and King County are working on an ongoing inflow and infiltration (I&I) study, which may indicate that other new capital projects to address I&I will need to be added. Staff will evaluate this information for potential changes in the CIP and future wastewater rate.

Another example is the wastewater permit review fees. The City has so far maintained the review fees set by RWD. These fees do not align with the City’s hourly rate structure for setting permit fees and do not cover the cost of providing permitting services. Staff will recommend updating the wastewater permit fees to match how the other permit fees are established in the 2023-2024 budget. This will address a current gap and is in advance of the planned permit update in the next biennium. A draft updated permit fee schedule is included as Attachment A. Additionally, we anticipate additional costs associated with operational activities such as increased repair and maintenance activity

and higher costs and establishing a condition assessment program. These will be presented in the 2023-2024 budget and are beyond the rate study.

FCSG is also examining the General Facilities Charge (GFC) to support the utility's 20-year CIP, and the overall rate structure to support operation and maintenance activities and Capital Improvement projects. Information on this analysis will be presented at a future City Council meeting so that the outcome of Council's direction can be incorporated into the study.

Wastewater Fees Discontinued During the Pandemic

At assumption of the Ronald Wastewater District in 2021, the City adopted all of the policies and practices that were in place at the time. The Shoreline City Code, modeled after Ronald's practices, imposes a one-time 10% late fee (maximum allowed by RCW) and 8% interest per annum on late balances. In the adopted policies was Resolution 20-07 (March 24, 2020) which implemented the Governor's Proclamation 20-23 that prohibited, among other things, the imposition of late fees for utilities. That resolution stated that during the emergency, Ronald would not file new liens, would not institute collections or actions to foreclose, will waive late fees incurred in 2020, and will waive credit card processing fees. In August of 2020, recognizing administrative challenges of not filing liens, Ronald adopted Resolution 20-09 (Aug 11, 2020) which removed the lien prohibition. The Governor's moratorium on the imposition of late fees expired on September 30, 2021 and staff are seeking Council direction on the reimposition of late fees.

In regard to these fees, staff recommends that Council:

- *Reinstate the 10% late fee and remove the 8% interest charges.* This change would maintain some consequences for late payment but minimize the impact on both delinquent ratepayers, who are most likely struggling financially, as well as on City staff who would have to respond to questions about the frequently changing balances as a result of interest. As a reminder, the City Code provides for one annual waiver of the late payment fee and provides the Administrative Services Director authority to waive additional late fees for reasonable cause.
- *Reinstate the refund request processing fee (currently \$11).* This fee helps to cover the administrative costs of issuing a refund for customers who have a credit balance and are closing their account or don't wish to retain the credit balance to pay a future bill.
- *Do not reinstate the Credit Card Processing fee.* These costs have been calculated as a cost to the utility and are included in the rates presented in this report. The administrative effort of collecting these fees from the customer in the current processing model is significant. There are significant benefits to encouraging payment via credit-card and since this is becoming the primary method of payment, staff believes it is appropriate to continue to absorb these costs. Should the utility's future on-line payment tool offer other options, staff may recommend a change at that time.

Implementing the staff recommendations is anticipated to restore approximately \$163,000 in annual revenue to the Wastewater Fund which would effectively allow the monthly rates to be reduced by between seven (7) and 10 cents depending on the rate

option. Should Council provide input supporting the staff recommendation, staff will return with a minor code modification to strike the imposition of interest and revoke the prior Ronald Resolution.

Council Direction Needed

Staff recommends that the Council provide input and guidance on the FCSG wastewater rate study and the policy questions associated with the study. FCSG will incorporate the guidance into their final report and staff will incorporate the guidance into the budget development process. Policy questions for Council's input are as follows:

1. Does the Council want to move forward with expansion of the low-income discount program, with implementation? Implementation would likely be in 2024.
 - a. If yes, at what level would Council like to implement the discount:
 - i. At the current 50% level; or
 - ii. At a reduced 25% level.
2. Is Council supportive of the other policy assumptions included in the rate study, including:
 - a. Financial Policies;
 - b. Use of Finance Tools, including use of fund balance, rate funded capital, issuing revenue bonds to be supported by rate increases; and
 - c. Assume an 80% CIP execution rate.
3. Is Council supportive of the staff recommendations to
 - a. Reinstate the imposition of the 10% late fee and eliminate the application of 8% interest on outstanding balances;
 - b. Reinstate the refund processing fee; and
 - c. Not reinstate the credit card processing fee.

Next Steps

The next steps in the Wastewater Rate Study are

- General Facilities Charge (GFC) update planned for August 8, 2021;
- Study report to be drafted based on Council policy choices; and
- Final rates to be presented with 2023-2024 Biennial Budget in October.

COUNCIL GOAL(S) ADDRESSED

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

RESOURCE/FINANCIAL IMPACT

There is no immediate resource or financial impact associated with tonight's wastewater rate study discussion. Guidance received tonight will impact the wastewater rates that will be incorporated into the study and inform the 2023-2024 budget. Actual proposed rates may vary from those discussed in this report, depending upon the final proposed operating and CIP budget that will be presented to Council during the budget process.

RECOMMENDATION

No action is required tonight. Staff recommends that the City Council provide input and guidance on the FCSG wastewater rate study and the policy questions associated with the study. The guidance received tonight will be incorporated into the 2023-2024 Budget Development process.

ATTACHMENTS

Attachment A – Proposed Wastewater Permit Fee Update

ATTACHMENT - A**Wastewater Rate Schedule**

This schedule provides information on the proposed 2023 wastewater rate schedule. This schedule will adjust the current wastewater rate schedule which was carried over from Ronald Wastewater District at assumption and do not align with the City's hourly rate structure that aligns the fees with the City's hourly rate structure and expected time for intake, review, issuance and inspection.

	Type of Permit Application/Fee	2022 Adopted	2023 Proposed
			Amounts are based off the 2022 hourly rate of \$217.00 and will be adjusted per the 2023 CPI.
A. Side Sewers - Permits and Applications			
Single Family:			
	New Connection	\$315.00	\$651.00
	Repairs or Replacement of Existing Side Sewers	\$158.00	\$434.00
	Capping-Off of Side Sewer	\$158.00	\$434.00
	Renewal	\$26.00	\$217.00
	No Notification Penalty Fee	\$158.00	\$217.00
	Single-Family Pump	\$315.00	\$1,085.00
Multi-Family Residence:			
	First Connection	\$315.00	\$651.00
	Each Additional Connection per Building	\$105.00	\$217.00
	Repairs or Replacement of Existing Side Sewers	\$158.00	\$434.00
	Capping-Off of Side Sewer	\$158.00	\$434.00
	Renewal	\$26.00	\$217.00
	No Notification Penalty Fee	\$158.00	\$217.00
Commercial Building:			
	One Business Entity, First Connection	\$315.00	\$651.00
	Each Additional Connection per Building	\$105.00	\$217.00
	Each Surfaced Clean-Out	\$53.00	
	Repairs or Replacement of Existing Side Sewers	\$158.00	\$434.00
	Capping-Off of Side Sewer	\$158.00	\$434.00
	Renewal	\$26.00	\$217.00
B. Rework Main/Grafting Saddle		\$315.00	\$651.00

	Type of Permit Application/Fee	2022 Adopted	2023 Proposed
C. Surcharges			
	Industrial Waste Surcharge	See Section G	See Section G
	Additional surcharges may be imposed on any account type or area based on the additional cost of serving those properties beyond costs generally incurred for properties served by the public wastewater system	Actual surcharge determined pursuant to Section 7 of the Wastewater Revenue and Customer Service Policy, City Policy# 200-F-08	
	Additional Inspection (1) during normal working hours	\$79.00	\$217.00
	Overtime Inspection other than normal working hours	\$420.00	\$434.00
D. Flushing Permit			
	Flushing not to exceed 20,000 gallons or 2,674 cubic feet of water	\$211.00 (Includes City Fee \$158.00 + Treatment Charge \$53.00)	\$270.00 (Includes City Fee \$217.00 + Treatment Charge \$53.00)
	Flushing not to exceed 50,000 gallons or 6,684 cubic feet of water	\$300.00 (Includes City Fee \$158.00 + Treatment Charge \$142.00)	\$359.00 (Includes City Fee \$217.00 + Treatment Charge \$142.00)
E. Special Permits			
The Public Works Director shall have the authority to establish a minimum deposit of \$500.00 for those installations not covered in the permit fee schedule. The inspection fees and other pertinent costs are to accrue against this deposit. The owner will receive either a refund or billing for additional charges within sixty (60) days from approval of the installation.			
F. Review Fees			
	Certificate of Sewer Availability	\$158.00	\$217.00
	Single-Family Pump	\$368.00	\$217.00
	Developer Extension Application	\$788.00	
	Developer Extension Application for a Pump Station (Additional Fee)	\$788.00	
	Developer Extension	Actual Costs Incurred by City for Outside Consultants Plus 15% for City Administrative Costs	
	Apartment/Multi-Family Plan Review	\$368.00	\$217.00

	Type of Permit Application/Fee	2022 Adopted	2023 Proposed
G. Industrial Discharge Permit			
	Permit Issuance Fee	\$211.00	\$651.00
	Industrial Waste Surcharge	As Determined by King County	
	Monthly Inspection, Monitoring and Treatment Fee	\$158.00	\$217.00
	No Notification Penalty Fee	\$158.00	\$217.00

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Ordinance No. 970 – Amending the 2021-2022 Biennial Budget (Ordinance No. 954)
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services 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:

Staff have identified operating programs and capital projects that require additional budget allocation, as well as changes to position classifications on the salary table. These needs were not known or were in development in February 2022 at the time the 2021-2022 budget amendment review was conducted and the budget amendment modification was adopted by the City Council through Ordinance No. 954.

Staff is requesting that the 2021-2022 biennial budget be amended to provide resources for these programs and projects. Proposed Ordinance No. 970 (Attachment A) provides for this amendment. Tonight, staff will present proposed Ordinance No. 970 for Council review and discussion. Council is scheduled to act on proposed Ordinance No. 970 on August 8, 2022.

FINANCIAL IMPACT:

Proposed Ordinance No. 970 would impact expenditures and resources, as follows:

- Increases the City’s total full-time equivalent (FTE) position count by 7.0 to 201.475;
- Increases appropriations for operating and capital expenditures by \$5.782 million;
- Increases appropriations for debt expenditures by \$9.567 million;
- Increases appropriations for transfers-out by \$17.135 million;
- Provides revenues totaling \$40.363 million;
- Provides transfers-in totaling \$17.135 million; and
- Uses available 2021 general fund ending fund balance totaling \$1.203 million.

The net impact of proposed Ordinance No. 970 is an increase in 2021-2022 biennial appropriations totaling \$32.484 million and resources totaling \$57.498 million. The tables in Attachment B list the programs and impacts resulting from this amendment. The majority of the dollar changes are a result of accounting for the Park Bond measure approved by voters in February 2022.

The City Council approved Ordinance No. 922, which allocated a portion of the 2020 unobligated ending fund balance towards expenditures carried over from the 2019-2020 biennial budget, Ordinance No. 923 for other budget amendments, Ordinance No. 945 for the mid-biennial budget modifications, and Ordinance No. 954 for other budget amendments. The remaining General Fund 2021-2022 unobligated fund balance totals \$5.288 million, including proposed use to fund amendments as discussed in this report.

Intended Use of General Fund Reserves	Amended by Ord. No. 954	Amended by Ord. No. 970
2021 General Fund Beginning Fund Balance	\$26.133M	\$26.133M
Less Required General Fund Operating Reserve:		
Cash Flow Reserve	3.000M	3.000M
Budget (Operating) Contingency	0.871M	0.871M
Insurance Reserve	0.255M	0.255M
Less Assigned for One-Time Outlays through 2021-2022 Biennial Budget Adoption	2.980M	2.980M
Less Use/(Provision) for 2020-to-2021 Carryovers	0.735M	0.735M
Less Use/(Provision) for April 2021 Budget Amendment	0.120M	0.120M
Less Use/(Provision) for November 2021 Budget Amendment	2.956M	2.956M
Less Use/(Provision) for February 2022 Budget Amendment	0.111M	0.111M
Less Use/(Provision) for July 2022 Budget Amendment	0.000M	1.203M
Less Assigned for One-Time Support for City Maintenance Facility	3.871M	3.871M
Less Designated for City Maintenance Facility	2.743M	4.743M
Unassigned and Undesignated Beginning Fund Balance	\$8.491M	\$5.288M

This table does not reflect the anticipated addition to fund balance for 2021-year end results nor the potential need for a \$3.4M contribution to the Parks Bond Projects that Council committed to address potential project funding shortfalls due to inflation. It does reflect that contribution of an additional \$2 million to support the City Maintenance Facility for the 2021-2022 Biennium. Because appropriations in a biennial budget are for the two-year period, the projected increase in the biennial fund balance will be developed in the final forecast update for use in the 2023-2024 Budget process. However, given the performance of general ongoing revenues in 2021, staff anticipate that the increase will be at least \$2.1 million, thus the total ending unassigned and undesignated fund balance will likely exceed \$7M.

RECOMMENDATION

No action is required by the City Council this evening. This meeting will provide an opportunity for the City Council to review proposed Ordinance No. 970 and ask specific questions and provide staff direction. Proposed Ordinance No. 970 is scheduled for Council action on August 8, 2022. Staff recommends that Council approve Ordinance No. 970 as proposed on August 8, 2022.

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

BACKGROUND

Staff have identified operating programs and capital projects that require additional funding and/or an increase of full-time equivalent (FTE) positions, as well as changes to position classifications on the salary table. These needs were unknown at the time the 2021-2022 the mid-biennial budget modification was adopted by the City Council through Ordinance No. 945 in November 2021 and the February 2022 budget amendment adopted through Ordinance No. 954.

DISCUSSION

At this time, staff is requesting, through proposed Ordinance No. 970 (Attachment A), that the 2021-2022 Biennial Budget be amended to provide the resources necessary to deliver the following projects/programs:

Amendments Impacting the General Fund

American Rescue Plan Act (ARPA)

ARPA was signed into law by President Biden on March 11, 2021, and is a \$1.9 trillion economic stimulus bill. Within the ARPA, the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) provides \$350 billion for states, municipalities, counties, tribes, and territories. The City was awarded \$7,533,842 and will receive the funds in two tranches. The first tranche was received in August 2021 and the second will be received in August 2022.

Council approved funding recommendations through Ordinance No. 945 and made some appropriations to fund those allocations in the February 2022 Amendment through Ordinance No. 954. This amendment would add \$75,839 in COVID-19 response funding to the following programs: \$20,000 to the Shoreline Community Care, \$20,000 to Charm'd, and \$35,839 to Lake City Partners-Housing Outreach as part of the allocation to support Human Services. It would also add \$441,000 expenditure appropriation for Business Recovery and Stabilization for business outreach and business advisory services through partnerships with the Shoreline Chamber of Commerce and the Small Business Development Centers of Washington. The remaining CSLFRF funds dedicated for human services and business recovery will be included in the 2023-2024 proposed biennial budget and future amendments, as necessary.

ShoreLake Arts Market Study

ShoreLake Arts engaged Artspace, the national leader in developing space for artists and arts organizations, to do a Preliminary Feasibility Study on the potential for an Artspace type project in Shoreline. The envisioned project would create both a permanent home for ShoreLake Arts and 40 to 75 unit of affordable housing for artists. Artspace released the final Preliminary Feasibility Report in January 2022. The final report found a demand for both an Arts Center to house community arts events and art education programming and affordable housing for artists in Shoreline. The City Council received a briefing on this report from the Executive Director and Board President of ShoreLake Arts on June 6, 2022, and Council requested that this item be included in a future proposed budget amendment. Artspace advised ShoreLake Arts to begin a

market study by September 2022. This \$25,000 amendment will support the development of that Market Study.

Restoration of Strategic Technology Plan Funding

In 2019, as part of the City's response to the potential economic impacts of the Pandemic on City Revenues, staff identified one-time projects that could be reduced or delayed. The budgets associated with those projects were reduced as part of our cost containment efforts. The City's Strategic Technology Plan funding that was intended to support enhancements to enterprise systems, such as Central Square, Cityworks, and TrakIt, was reduced by \$200,000 as part of this process. During the Mid-Biennium Budget Amendment, when staff were sure that the economic impacts anticipated were not going to be realized, those one-time project budgets that were determined to still be necessary were restored. Unfortunately, the \$200,000 reduction to the Strategic Technology Plan funding was missed in that process. This amendment corrects that oversight and restores the budget to support enhancements to the City's enterprise applications.

Other Grants

Connecting Housing to Infrastructure Program (CHIP) Grant

In May 2021, the City was awarded a grant in the amount of \$176,544 to support the construction of affordable housing by reimbursing the City for waived system development charges for the Shoreline Permanent Supportive Housing project at 198th/Aurora Ave N. This amendment appropriates for the revenues that will be reimbursed by the Department of Commerce. Council will be taking separate action on August 15, 2022, to accept this grant.

King County Best Starts for Kids Grant

The City of Shoreline received a \$66,000 extension grant from the King County Best Starts for Kids Grant to continue funding the YOLO program for July 2022 for continuation of services. The City also applied for and received \$375,000 additional funding for August 2022-June 2025 to continue these services. Council will be authorizing the City Manager to accept this Grant in a separate action on August 15, 2022. The amendment recognizes the 2022 revenues and expenditures associated with these grants for a total amount of \$44,100 for 2022. The balance of the grant will be budgeted in the 2023-2024 Biennial Budget process.

King County Events and Festival Grant

The City of Shoreline received a \$5,000 grant from King County to help offset general fund dollars for Celebrate Shoreline 2022. This amendment recognizes this revenue but does not increase the expenditures because those were already included in the City's operating budget.

SEEK Grant

The City received a \$43,736 grant from "Summer Experiences & Enrichment for Kids" (SEEK) that funds summer outdoor programs serving K-12 grades. The purpose of the grant is to increase access to quality outdoor summer programming for youth and communities who have historically been underserved. The City's SEEK grant is funding

the Outdoor Camp, allowing us to offer it for free to qualifying youth, hiring bilingual staff, translating all our documents into multiple languages, and providing snacks.

Port of Seattle Economic Development Partnership Program Grant 2022

The City of Shoreline was awarded a \$94,000 Economic Development Partnership Program Grant from the Port of Seattle. The funds will support tourism and workforce development projects implemented by the City's Economic Development and Public Art staff in the areas of music industry recovery, incubation, and tourism; media production industry recovery and workforce development; and glass and glaze arts tourism and local arts business support. The required 50% City match is met by planned economic development activities in these areas within existing budget authorization.

Personnel

Council discussed the following staffing additions at their meeting on May 23, 2022, and directed staff to include these items in the next budget amendment. The staff report for that discussion is available in the following link: [Discussion of Revenue Supported Permit Staffing Request](#).

Revenue Supported Permit Staffing – Planning & Community Development (PCD) & Public Works (PW)

Development and the required permitting have increased in volume and complexity since the approval of the Town Center and the 185th Street Station and 145th Street Station subarea plans. Since 2015, permit applications have increased by 63%. Most significantly during the last eight years, the City has seen the number of multi-family units annually submitted for permitting increase from an average of 1.1 projects to 4.5 projects. This trend is expected to continue over the next several years, with current projections of 7,947 units to be developed by 2025. Given these increases, there are not sufficient staffing resources to process permit applications within a reasonable time frame. Staff recommends adding six (6) regular staff positions to address this issue.

Council discussed this recommendation at its meeting on May 23 and directed staff to return with this amendment. The proposed amendment includes five (5) months of staff for the six (6) FTE's for 2022, totaling \$353,355, and all one-time costs associated with the addition of these positions, including one vehicle and laptop/monitor, totaling \$113,360. As noted in the staff report, these positions are primarily revenue supported, with \$145,843 being supported by one-time contributions from the general fund to backfill the impacts of Deep Green Incentives.

GIS Technician – 0.5 FTE project supported

The Council approved the conversion of the Information Technology (IT) Division's GIS extra-help position to a 0.5 FTE GIS Technician as part of the mid-biennium budget review process. As staff evaluates the workload in the next three to five years, staff have identified ongoing and project work that far exceeds the capacity of a 0.5 FTE GIS Technician. This work is 100% project supported and does not require a monetary increase to the budget, as the costs are incorporated in project budgets already approved by Council. The City is conducting a comprehensive IT Workload Analysis and staff anticipates additional FTE requests will be presented in the 2023-2024 Biennial Budget to support the needs of the City. Council discussed this addition at their

meeting on May 23, 2022, and directed staff to include this in the next budget amendment.

Other Personnel Related Amendments

Public Art Coordinator Increase from 0.5 FTE to 1.0 FTE

Staff is recommending an increase in the current Public Art Coordinator position from 0.5 FTE to 1.0 FTE to meet increased workload associated with park bond implementation, increased capital program integration, and Public Art/Cultural Services Plan update and subsequent implementation. Currently the position is funded 50% from the General Fund and 50% from the Municipal Art Fund (MAF). For the remainder of 2022, the additional 0.5 FTE is estimated at \$11,263. The additional cost for 2022 will be funded 50% from salary savings that are already budgeted and 50% from the Parks Bond Public Art funding. Beginning in 2023, the position funding would shift to 0.25 FTE General Fund, 0.25 FTE Parks Bond, and 0.50 FTE MAF, which is an additional \$59,406 of funding split between the Parks Bond and the MAF. The 0.25 FTE position increase for the Parks Bond public art project management will be funded by Parks Bond proceeds. The 0.25 FTE position increase funded by the Municipal Art Fund will be funded by MAF fund balance and revenues generated from the 1% public art construction contributions.

Salary Schedule Amendments

The proposed salary schedule (Exhibit A to Attachment A) also provides for two amendments to address changes in the table. These include: 1) a vacant position title eliminated (Wastewater Utility Administrative Assistant I) and converted to an existing title (Administrative Assistant I); and 2) reclassification of an existing position two ranges higher because of salary compression created by our collective bargaining agreement (Grounds Maintenance Supervisor). Costs associated with these salary schedule changes will be covered by salary savings in 2022 and incorporated into the 2023-2024 budget development.

Amendments Impacting the General Capital Fund:

Parks Bond Project

On November 1, 2021, the City Council voted to place Proposition 1, General Obligation Bonds for Park Improvement and Park Land Acquisition in the amount of \$38.5 million on the February 8, 2022, Special Election Ballot. That measure was approved by voters with almost 70% yes votes. In February, Council approved Ordinance No. 954 which amended the project budget to provide initial funding and staffing to initiate the Parks Bond Projects. In May, the City of Shoreline issued \$38.5M in Unlimited Tax General Obligation Debt, supported by Proposition 1, to fund major improvements to the City's Park System, acquisition of park property, and public art as detailed in the Proposition 1. This amendment budgets for the bond proceeds, cost of debt issuance, debt service for 2022, and anticipated project expenditures for the remainder of 2022. It also budgets for transfers necessary to repay a portion of the 2019 Bond Anticipation Notes (BAN) from the 2022 Parks Bond. The 2023-2028 CIP update will incorporate the full budget for this multi-year project. 2022 anticipated costs include contract costs for project management consultant costs, design/build consultant services to conduct design and pre-construction planning and a pre-construction survey of all Parks Bond sites.

Parks Expansion Property Purchases

The 2017 PROS Plan identified a goal of acquiring five (5) acres of new park land by 2023 to keep pace with population growth in the City. This amendment includes appropriations for the fully executed Purchase and Sale Agreement for real property known as the Hemlock parcel located at N 192nd St, Shoreline, King County, WA 98133, identified by King County Parcel No. 728390-0532-01 that helps to achieve that goal. The purchase price is at \$2 million plus an estimated \$20,000 in closing costs and agents' fees. The costs for this property will be covered by anticipated Conservation Futures Tax (CFT) funding in 2023. Because the property is anticipated to close in 2022, the purchase price will temporarily be paid from General Capital Fund Balance which will be replenished when the CFT funds are received in early 2023.

Safety Enhancements for City Hall Parking and Electrification of Police Fleet

This \$290,000 amendment provides lighting and security cameras for the City's new parking lot and to prepare for King County's electrification of the Police fleet. Budget includes all work and supplies necessary to support this enhancement to the original design and provides installation of EV charging stations to support electrification of the Police Fleet. The amendment is funded by a transfer from the General Fund supported by savings in the 2022 Police Contract as a result of position vacancies.

Completion of Highland Plaza Demolition and Parking Lot Paving

In the process of site prep and permitting review for paving the Highland Plaza site, additional engineering work and design work related to drainage, frontage and parking landscaping, and the Storm Water Pollution Prevention Plan was identified. This \$25,000 budget amendment covers the cost of the unanticipated engineering and design work and brings the total biennial budget for the Highland Plaza project demolition, paving, and fencing for the new parking lot to \$543,313 and is funded by a transfer from the General Fund Fund Balance.

FINANCIAL IMPACT:

Proposed Ordinance No. 970 would impact expenditures and resources, as follows:

- Increases the City's total full-time equivalent (FTE) position count by 7.0 to 201.475;
- Increases appropriations for operating and capital expenditures by \$5,782 million;
- Increases appropriations for debt expenditures by \$9.567 million
- Increases appropriations for transfers out by \$17.135 million;
- Provides revenues totaling \$40.363 million;
- Provides transfers in totaling \$17.135 million; and
- Uses available 2021 general fund ending fund balance totaling \$1.203 million.

The net impact of proposed Ordinance No. 970 is an increase in 2021-2022 biennial appropriations totaling \$32.484 million and resources totaling \$57.498 million. The tables in Attachment B list the programs and impacts resulting from this amendment.

The City Council approved Ordinance No. 922, which allocated a portion of the 2020 unobligated ending fund balance towards expenditures carried over from the 2019-2020 biennial budget, Ordinance No. 923 for other budget amendments, Ordinance No. 945 for the mid-biennial budget modifications, and Ordinance No. 954 for other budget amendments. The remaining General Fund 2021-2022 unobligated fund balance totals \$5.288 million, including proposed use to fund amendments as discussed in this report.

Intended Use of General Fund Reserves	Amended by Ord. No. 954	Amended by Ord. No. 970
2021 General Fund Beginning Fund Balance	\$26.133M	\$26.133M
Less Required General Fund Operating Reserve:		
Cash Flow Reserve	3.000M	3.000M
Budget (Operating) Contingency	0.871M	0.871M
Insurance Reserve	0.255M	0.255M
Less Assigned for One-Time Outlays through 2021-2022 Biennial Budget Adoption	2.980M	2.980M
Less Use/(Provision) for 2020-to-2021 Carryovers	0.735M	0.735M
Less Use/(Provision) for April 2021 Budget Amendment	0.120M	0.120M
Less Use/(Provision) for November 2021 Budget Amendment	2.956M	2.956M
Less Use/(Provision) for February 2022 Budget Amendment	0.111M	0.111M
Less Use/(Provision) for July 2022 Budget Amendment	0.000M	1.203M
Less Assigned for One-Time Support for City Maintenance Facility	3.871M	3.871M
Less Designated for City Maintenance Facility	2.743M	4.743M
Unassigned and Undesignated Beginning Fund Balance	\$8.491M	\$5.288M

This table does not reflect either the anticipated addition to fund balance for 2021 or the potential need for \$3.4M contribution to the Parks Bond Projects that Council committed to address project shortfall due to inflation since project estimates were developed. It does reflect that contribution of an additional \$2 million to support the City Maintenance Facility for the 2021-2022 Biennium. Because appropriations in a biennial budget are for the two-year period, the projected increase in the biennial fund balance will be developed in the final forecast update for use in the 2023-2024 Budget process. However, given the performance of general ongoing revenues in 2021, staff anticipate that the increase will be at least \$2.1 million.

RECOMMENDATION

No action is required by the City Council this evening. This meeting will provide an opportunity for the City Council to review proposed Ordinance No. 970 and ask specific questions and provide staff direction. If the City Council does not have any concerns, staff will immediately commence recruitment to fill the positions impacted by this amendment and schedule action on proposed Ordinance No. 970 on August 8, 2022. Staff recommends that Council approve Ordinance No. 970 as proposed on August 8, 2022.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 970, including Exhibit A: 2022 Range Placement Table for non-exempt and exempt staff
- Attachment B: 2021-2022 Budget Amendment (Ord. No. 970) Summary of Impacts on 2022 Plan

ORDINANCE NO. 970

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING THE 2021-2022 FINAL BIENNIAL BUDGET.**

WHEREAS, the 2021-2022 Final Biennial Budget was adopted by Ordinance No. 903 and subsequently amended by Ordinance Nos. 922, 923, 945, and 954; and

WHEREAS, additional needs that were unknown at the time the 2021-2022 Final Biennial Budget, as amended, was adopted have occurred; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.075 to include all revenues and expenditures for each fund in the adopted budget and, therefore, the 2021-2022 Final Biennial Budget, as amended, needs to be amended to reflect the increases and decreases to the City’s funds; and

WHEREAS, the City Council finds that the proposed adjustments to the 2021-2022 Final Biennial Budget reflect revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and

WHEREAS, with this Ordinance, the City intends to amend the 2021-2022 Final Biennial Budget, as adopted by Ordinance No. 903 and amended by Ordinance Nos. 922, 923, 945 and 954;

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

Section 1. Amendment – 2021-2022 Final Budget. The City hereby amends the 2021-2022 Final Biennial Budget by increasing or decreasing appropriations, and the budget sets forth totals of estimated revenues and estimated expenditures of each separate fund, and the aggregate totals for all such funds as summarized, as follows:

Fund	Current Appropriation	Revised Appropriation
General Fund	\$107,636,591	\$109,828,056
Shoreline Secure Storage Fund	2,259,500	2,259,500
Street Fund	4,272,964	4,272,964
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	36,486	36,486
Public Arts Fund	161,505	161,505
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Transportation Impact Fees Fund	4,861,071	4,861,071
Park Impact Fees Fund	1,282,809	1,282,809
2006/2016 UTGO Bond Fund	1,135,144	1,135,144
2009/2019 LTGO Bond Fund	2,202,688	2,202,688

Fund	Current Appropriation	Revised Appropriation
2013 LTGO Bond Fund	516,520	516,520
2020 LTGO Bond Fund	25,960,000	34,360,000
Sidewalk LTGO Bond Fund	1,799,100	1,799,100
VLF Revenue Bond Fund	552,573	552,573
2022 Parks LTGO Bond Fund	0	865,090
General Capital Fund	21,783,369	32,518,369
General Capital Fund-Parks Bond	0	10,217,182
City Facility-Major Maintenance Fund	1,555,925	1,555,925
Roads Capital Fund	58,264,095	58,264,095
Sidewalk Expansion Fund	11,957,995	11,957,995
Surface Water Utility Fund	27,841,192	27,841,192
Wastewater Utility Fund	45,102,630	45,122,213
Vehicle Operations/Maintenance Fund	594,944	597,464
Equipment Replacement Fund	736,770	789,630
Unemployment Fund	35,000	35,000
Total Funds	\$320,774,871	\$353,258,571

Section 2. Amendment – City of Shoreline Regular FTE Count. The City of Shoreline hereby amends the 2021-2022 Final Biennial Budget to increase the number of full-time equivalent employees (FTE) and the total FTEs for the City, excluding City Council, as follows:

Department	2021 Adopted	2021 Amended	2021 Amended vs. 2021 Adopted	2022 Adopted	2022 Amended	2022 Amended vs. 2022 Adopted
City Manager	22.250	22.250	0.000	22.250	22.250	0.000
Recreation, Cultural & Community Services	28.970	28.970	0.000	29.130	29.630	0.500
City Attorney	3.000	3.000	0.000	3.000	3.000	0.000
Administrative Services	34.925	34.925	0.000	36.925	37.425	0.500
Human Resources	3.000	3.000	0.000	3.000	3.000	0.000
Police	0.000	0.000	0.000	0.000	0.000	0.000
Planning & Community Development	22.820	22.820	0.000	23.820	26.820	3.000
Public Works	39.110	39.110	0.000	40.949	43.649	2.700
Surface Water Utility	17.010	17.010	0.000	17.696	17.696	0.000
Wastewater Utility	14.230	14.230	0.000	17.705	18.005	0.300
Total FTE	185.315	185.315	0.000	194.475	201.475	7.000

All references to total FTEs by department and for the City within the 2021-2022 Final Biennial Budget shall be amended to reflect this increase.

Section 3. Amendment – City of Shoreline Range Placement Tables. The City of Shoreline hereby amends the 2021-2022 Final Biennial Budget by replacing the 2022 Range Placement Table for non-exempt and exempt staff with that set forth in Exhibit A attached hereto.

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

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

Section 6. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force five days after publication.

PASSED BY THE CITY COUNCIL ON AUGUST 8, 2022.

Mayor Keith Scully

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2022
Effective Date: , 2022

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
1									
2									
3									14.68 30,543
4									15.05 31,307
5								14.83 30,855	15.43 32,089
6							14.62 30,410	15.21 31,627	15.81 32,892
7							14.99 31,171	15.59 32,417	16.21 33,714
8						14.77 30,721	15.36 31,950	15.97 33,228	16.61 34,557
9					14.56 30,278	15.14 31,489	15.74 32,749	16.37 34,059	17.03 35,421
10					14.92 31,035	15.52 32,276	16.14 33,567	16.78 34,910	17.45 36,306

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
11				14.71 30,587	15.29 31,811	15.91 33,083	16.54 34,406	17.20 35,783	17.89 37,214
12				15.07 31,352	15.68 32,606	16.30 33,910	16.96 35,267	17.63 36,677	18.34 38,144
13			14.83 30,850	15.45 32,136	16.07 33,421	16.71 34,758	17.38 36,148	18.07 37,594	18.80 39,098
14			15.20 31,621	15.84 32,939	16.47 34,257	17.13 35,627	17.81 37,052	18.53 38,534	19.27 40,075
15			15.58 32,412	16.23 33,763	16.88 35,113	17.56 36,518	18.26 37,978	18.99 39,497	19.75 41,077
16			15.97 33,222	16.64 34,607	17.30 35,991	18.00 37,430	18.72 38,928	19.46 40,485	20.24 42,104
17			16.37 34,053	17.05 35,472	17.74 36,891	18.45 38,366	19.18 39,901	19.95 41,497	20.75 43,157
18			16.78 34,904	17.48 36,359	18.18 37,813	18.91 39,325	19.66 40,898	20.45 42,534	21.27 44,236
19			17.20 35,777	17.92 37,268	18.63 38,758	19.38 40,309	20.15 41,921	20.96 43,598	21.80 45,342
20			17.63 36,671	18.37 38,199	19.10 39,727	19.86 41,316	20.66 42,969	21.48 44,688	22.34 46,475

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
21			18.07 37,588	18.82 39,154	19.58 40,720	20.36 42,349	21.17 44,043	22.02 45,805	22.90 47,637
22			18.52 38,528	19.29 40,133	20.07 41,738	20.87 43,408	21.70 45,144	22.57 46,950	23.48 48,828
23			18.99 39,491	19.78 41,136	20.57 42,782	21.39 44,493	22.25 46,273	23.14 48,124	24.06 50,049
24			19.46 40,478	20.27 42,165	21.08 43,851	21.93 45,605	22.80 47,430	23.71 49,327	24.66 51,300
25			19.95 41,490	20.78 43,219	21.61 44,948	22.47 46,746	23.37 48,615	24.31 50,560	25.28 52,582
26			20.45 42,527	21.30 44,299	22.15 46,071	23.04 47,914	23.96 49,831	24.92 51,824	25.91 53,897
27			20.96 43,591	21.83 45,407	22.70 47,223	23.61 49,112	24.56 51,077	25.54 53,120	26.56 55,244
28			21.48 44,680	22.38 46,542	23.27 48,404	24.20 50,340	25.17 52,353	26.18 54,448	27.22 56,626
29			22.02 45,797	22.94 47,706	23.85 49,614	24.81 51,598	25.80 53,662	26.83 55,809	27.90 58,041
30			22.57 46,942	23.51 48,898	24.45 50,854	25.43 52,888	26.44 55,004	27.50 57,204	28.60 59,492

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
31			23.13 48,116	24.10 50,121	25.06 52,126	26.06 54,211	27.11 56,379	28.19 58,634	29.32 60,980
32			23.71 49,319	24.70 51,374	25.69 53,429	26.71 55,566	27.78 57,788	28.89 60,100	30.05 62,504
33			24.30 50,552	25.32 52,658	26.33 54,764	27.38 56,955	28.48 59,233	29.62 61,602	30.80 64,067
34	Administrative Assistant I WW Utility Administrative Assist I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	24.91 51,816	25.95 53,974	26.99 56,134	28.07 58,379	29.19 60,714	30.36 63,143	31.57 65,668
35			25.53 53,111	26.60 55,324	27.66 57,537	28.77 59,838	29.92 62,232	31.12 64,721	32.36 67,310
36		Non-Exempt, Hourly Non-Exempt, Hourly	26.17 54,439	27.26 56,707	28.35 58,975	29.49 61,334	30.67 63,788	31.89 66,339	33.17 68,993
37	Finance Technician Recreation Specialist I WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	26.83 55,800	27.94 58,125	29.06 60,450	30.22 62,868	31.43 65,382	32.69 67,998	34.00 70,718
38	Administrative Assistant II	Non-Exempt, Hourly	27.50 57,195	28.64 59,578	29.79 61,961	30.98 64,439	32.22 67,017	33.51 69,698	34.85 72,486

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
39			28.18 58,625	29.36 61,067	30.53 63,510	31.75 66,050	33.03 68,692	34.35 71,440	35.72 74,298
40	Permit Technician	Non-Exempt, Hourly	28.89	30.09	31.30	32.55	33.85	35.20	36.61
	Public Disclosure Specialist	Non-Exempt, Hourly	60,090	62,594	65,098	67,702	70,410	73,226	76,155
41	Public Art Coordinator	Non-Exempt, Hourly	29.61	30.85	32.08	33.36	34.70	36.08	37.53
	Recreation Specialist II	Non-Exempt, Hourly	61,592	64,159	66,725	69,394	72,170	75,057	78,059
	Senior Finance Technician	Non-Exempt, Hourly							
	Special Events Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	30.35	31.62	32.88	34.20	35.56	36.99	38.47
	Communication Specialist	Non-Exempt, Hourly	63,132	65,763	68,393	71,129	73,974	76,933	80,010
	Human Resources Technician	Non-Exempt, Hourly							
	Legal Assistant	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
	Transportation Specialist	Non-Exempt, Hourly							
	Surface Water Program Specialist	Non-Exempt, Hourly							
43	Environmental Program Specialist	Non-Exempt, Hourly	31.11	32.41	33.70	35.05	36.45	37.91	39.43
	Payroll Officer	Non-Exempt, Hourly	64,710	67,407	70,103	72,907	75,823	78,856	82,011
	Purchasing Coordinator	Non-Exempt, Hourly							
44	Engineering Technician	Non-Exempt, Hourly	31.89	33.22	34.55	35.93	37.36	38.86	40.41
			66,328	69,092	71,856	74,730	77,719	80,828	84,061

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
45	Assistant Planner	EXEMPT, Annual	32.69	34.05	35.41	36.83	38.30	39.83	41.42
	CRT Representative	Non-Exempt, Hourly	67,986	70,819	73,652	76,598	79,662	82,849	86,163
	PRCS Rental & System Coordinator	Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	33.50	34.90	36.29	37.75	39.26	40.83	42.46
	GIS Technician	Non-Exempt, Hourly	69,686	72,590	75,493	78,513	81,654	84,920	88,317
	IT Specialist	Non-Exempt, Hourly							
	Senior Surface Water Program Specialist	Non-Exempt, Hourly							
	Staff Accountant	EXEMPT, Annual							
	Traffic Operations Specialist	Non-Exempt, Hourly							
47	Code Enforcement Officer	Non-Exempt, Hourly	34.34	35.77	37.20	38.69	40.24	41.85	43.52
	Construction Inspector	Non-Exempt, Hourly	71,428	74,405	77,381	80,476	83,695	87,043	90,524
	Executive Assistant to City Manager	EXEMPT, Annual							
	Plans Examiner I	Non-Exempt, Hourly							
48			35.20	36.67	38.13	39.66	41.24	42.89	44.61
			73,214	76,265	79,315	82,488	85,787	89,219	92,788
49	Associate Planner	EXEMPT, Annual	36.08	37.58	39.09	40.65	42.28	43.97	45.72
	GIS Analyst	EXEMPT, Annual	75,044	78,171	81,298	84,550	87,932	91,449	95,107
	Grounds Maintenance Supervisor	EXEMPT, Annual							
	IT Functional Analyst	EXEMPT, Annual							
	PRCS Supervisor I - Recreation	EXEMPT, Annual							

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
50	Combination Inspector	Non-Exempt, Hourly	36.98	38.52	40.06	41.67	43.33	45.07	46.87
	Diversity and Inclusion Coordinator	EXEMPT, Annual	76,921	80,126	83,331	86,664	90,130	93,736	97,485
	Housing & Human Services Coordinator	EXEMPT, Annual							
	Limited Term Community Support Specialist	EXEMPT, Annual							
	Limited Term Light Rail Project Coordinator	EXEMPT, Annual							
	Neighborhoods Coordinator	EXEMPT, Annual							
	Utility Operations Specialist	Non-Exempt, Hourly							
WW Utility Specialist	Non-Exempt, Hourly								
51	B&O Tax Analyst	EXEMPT, Annual	37.91	39.48	41.06	42.71	44.42	46.19	48.04
	Budget Analyst	EXEMPT, Annual	78,844	82,129	85,414	88,830	92,384	96,079	99,922
	Emergency Management Coordinator	EXEMPT, Annual							
	Grounds Maintenance Supervisor	EXEMPT, Annual							
	Management Analyst	EXEMPT, Annual							
	Plans Examiner II	Non-Exempt, Hourly							
Senior Accounting Analyst	EXEMPT, Annual								
52	IT Systems Analyst I	EXEMPT, Annual	38.85	40.47	42.09	43.77	45.53	47.35	49.24
			80,815	84,182	87,549	91,051	94,693	98,481	102,420
53	Communications Program Manager	EXEMPT, Annual	39.82	41.48	43.14	44.87	46.66	48.53	50.47
	Environmental Services Program Manager	EXEMPT, Annual	82,835	86,286	89,738	93,327	97,060	100,943	104,981
	PRCS Supervisor II - Recreation	EXEMPT, Annual							
	Senior Human Resources Analyst	EXEMPT, Annual							
	Web Systems Analyst	EXEMPT, Annual							
54	Code Enforcement and CRT Supervisor	EXEMPT, Annual	40.82	42.52	44.22	45.99	47.83	49.74	51.73
	PW Maintenance Superintendent	EXEMPT, Annual	84,906	88,444	91,981	95,661	99,487	103,467	107,605
	Senior Planner	EXEMPT, Annual							

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
55	CMO Management Analyst	EXEMPT, Annual	41.84	43.58	45.33	47.14	49.03	50.99	53.03
	Engineer I - Capital Projects	EXEMPT, Annual	87,029	90,655	94,281	98,052	101,974	106,053	110,295
	Engineer I - Development Review	EXEMPT, Annual							
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
	Grants Administrator	EXEMPT, Annual							
	Plans Examiner III	Non-Exempt, Hourly							
	Senior Management Analyst	EXEMPT, Annual							
56	Parks Superintendent	EXEMPT, Annual	42.89	44.67	46.46	48.32	50.25	52.26	54.35
	IT Systems Analyst II		89,204	92,921	96,638	100,503	104,524	108,705	113,053
57			43.96	45.79	47.62	49.53	51.51	53.57	55.71
			91,434	95,244	99,054	103,016	107,137	111,422	115,879
58	City Clerk	EXEMPT, Annual	45.06	46.94	48.81	50.77	52.80	54.91	57.10
	IT Projects Manager	EXEMPT, Annual	93,720	97,625	101,530	105,591	109,815	114,208	118,776
	Network Administrator	EXEMPT, Annual							
59	Budget and Tax Manager	EXEMPT, Annual	46.18	48.11	50.03	52.03	54.12	56.28	58.53
	Engineer II - Capital Projects	EXEMPT, Annual	96,063	100,066	104,068	108,231	112,560	117,063	121,745
	Engineer II - Development Review	EXEMPT, Annual							
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	Engineer II - Wastewater	EXEMPT, Annual							
	Lynnwood Link Extension Light Rail Project Manager	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
	Wastewater Manager	EXEMPT, Annual							
	Parks Bond Project Manager								

Attachment A Exhibit A

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps
2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: **5.52%**
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
60	Community Services Manager	EXEMPT, Annual	47.34	49.31	51.28	53.34	55.47	57.69	59.99
	IT Systems Analyst III	EXEMPT, Annual	98,465	102,567	106,670	110,937	115,374	119,989	124,789
	Recreation Superintendent	EXEMPT, Annual							
61			48.52	50.54	52.57	54.67	56.86	59.13	61.49
			100,926	105,132	109,337	113,710	118,259	122,989	127,909
62	Engineer III - Lead Project Manager	EXEMPT, Annual	49.74	51.81	53.88	56.04	58.28	60.61	63.03
	IT Supervisor		103,450	107,760	112,070	116,553	121,215	126,064	131,106
63	Building Official	EXEMPT, Annual	50.98	53.10	55.23	57.44	59.73	62.12	64.61
	Economic Development Program Manager	EXEMPT, Annual	106,036	110,454	114,872	119,467	124,246	129,216	134,384
	Intergovernmental / CMO Program Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
	SW Utility Manager	EXEMPT, Annual							
64	Finance Manager	EXEMPT, Annual	52.25	54.43	56.61	58.87	61.23	63.68	66.22
			108,687	113,215	117,744	122,454	127,352	132,446	137,744
65	Assistant City Attorney	EXEMPT, Annual	53.56	55.79	58.02	60.34	62.76	65.27	67.88
	City Traffic Engineer	EXEMPT, Annual	111,404	116,046	120,688	125,515	130,536	135,757	141,187
	Development Review and Construction Manager	EXEMPT, Annual							
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							
66			54.90	57.19	59.47	61.85	64.33	66.90	69.58
			114,189	118,947	123,705	128,653	133,799	139,151	144,717
67	Information Technology Manager	EXEMPT, Annual	56.27	58.62	60.96	63.40	65.93	68.57	71.31
	Parks, Fleet and Facilities Manager	EXEMPT, Annual							
	Utility & Operations Manager	EXEMPT, Annual	117,044	121,921	126,797	131,869	137,144	142,630	148,335

Attachment A Exhibit A

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2022 Min wage: \$14.49

June '20 cpi-U 281.055
 June '21 cpi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 5.52%
 Effective: January 1, 2022

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

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
68			57.68 119,970	60.08 124,969	62.48 129,967	64.98 135,166	67.58 140,573	70.29 146,196	73.10 152,043
69	City Engineer	EXEMPT, Annual	59.12 122,969	61.58 128,093	64.05 133,216	66.61 138,545	69.27 144,087	72.04 149,850	74.93 155,844
70			60.60 126,043	63.12 131,295	65.65 136,547	68.27 142,009	71.00 147,689	73.84 153,597	76.80 159,741
71			62.11 129,194	64.70 134,577	67.29 139,961	69.98 145,559	72.78 151,381	75.69 157,437	78.72 163,734
72			63.67 132,424	66.32 137,942	68.97 143,460	71.73 149,198	74.60 155,166	77.58 161,373	80.69 167,827
73	Human Resource and Org. Development Director	EXEMPT, Annual	65.26 135,735	67.98 141,390	70.70 147,046	73.52 152,928	76.46 159,045	79.52 165,407	82.70 172,023
74				69.68 144,925	72.46 150,722	75.36 156,751	78.38 163,021	81.51 169,542	84.77 176,324
75	Administrative Services Director Planning & Community Development Director Recreation, Cultural & Community Services Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	68.56 142,606	71.42 148,548	74.27 154,490	77.25 160,670	80.33 167,097	83.55 173,781	86.89 180,732
76	City Attorney Public Works Director	EXEMPT, Annual EXEMPT, Annual	70.27 146,172	73.20 152,262	76.13 158,353	79.18 164,687	82.34 171,274	85.64 178,125	89.06 185,250
77	Assistant City Manager	EXEMPT, Annual EXEMPT, Annual	72.03 149,826	75.03 156,069	78.03 162,311	81.16 168,804	84.40 175,556	87.78 182,578	91.29 189,881

2021-2022 Budget Amendment (Ord. No. 970) Summary of Impacts on 2022 Plan (Attachment B)

CATEGORY	FTE	Use of Fund				
Fund Department/Program	Change	Revenues	Transfers In	Expenditures	Transfers Out	Balance
2021-2022 CIP: GENERAL CAPITAL FUND	0.000		\$315,000	\$2,335,000	\$315,000	\$2,335,000
Parking Security Enhancements at City Hall	0.000		\$290,000	\$290,000	\$290,000	\$290,000
General Capital Fund	0.000		\$290,000	\$290,000		\$0
General Fund	0.000				\$290,000	\$290,000
Complete paving of Highland Plaza			\$25,000	\$25,000	\$25,000	\$25,000
General Capital Fund			\$25,000	\$25,000		\$0
General Fund					\$25,000	\$25,000
Parks Expansion Property Purchase				\$2,020,000		\$2,020,000
General Capital Fund				\$2,020,000		\$2,020,000
AMERICAN RESCUE PLAN ACT (ARPA)	0.000			\$516,839		\$516,839
ARPA Human Services Funding Allocation	0.000			\$75,839		\$75,839
General Fund	0.000			\$75,839		\$75,839
ARPA Business Recovery and Economic Development	0.000			\$441,000		\$441,000
General Fund	0.000			\$441,000		\$441,000
EMERGING ISSUES IMPACTING THE GENERAL FUND	0.000			\$225,000		\$225,000
Replacement of Technology Strategic Plan Funding Released during Pandemic	0.000			\$200,000		\$200,000
General Fund	0.000			\$200,000		\$200,000
ShoreLake Arts Market Study	0.000			\$25,000		\$25,000
General Fund	0.000			\$25,000		\$25,000
GRANTS	0.000	\$385,280		\$203,736		\$0
Port of Seattle Economic Development Partnership Program Grant 2022	0.000	\$94,000		\$94,000		\$0
General Fund	0.000	\$94,000		\$94,000		\$0
SEEK Grant (Summer Experiences & Enrichment for Kids)	0.000	\$43,736		\$43,736		\$0
General Fund	0.000	\$43,736		\$43,736		\$0
King County Best Starts for Kids Grant Extension	0.000	\$66,000		\$66,000		\$0
General Fund	0.000	\$66,000		\$66,000		\$0
Special Events- Celebrate Shoreline	0.000	\$5,000				\$0

2021-2022 Budget Amendment (Ord. No. 970) Summary of Impacts on 2022 Plan (Attachment B)

CATEGORY						
Fund	FTE					Use of Fund
Department/Program	Change	Revenues	Transfers In	Expenditures	Transfers Out	Balance
General Fund	0.000	\$5,000				\$0
Connecting Housing to Infrastructure Program	0.000	\$176,544				\$0
Wastewater Utility Fund	0.000	\$176,544				\$0
PERMITTING PERSONNEL	6.000	\$310,718	\$52,860	\$469,235	\$52,860	\$145,833
Senior Planner (1.00 FTE)	1.000			\$75,417		\$29,879
General Fund	1.000			\$75,417		\$29,879
Permit Technician (1.00 FTE)	1.000			\$55,000		\$21,750
General Fund	1.000			\$55,000		\$21,750
Administrative Assistant II (1.00 FTE)	1.000			\$52,750		\$21,091
General Fund	1.000			\$52,750		\$21,091
Engineer 2 -Traffic (1.00 FTE)	1.000			\$70,717		\$27,770
General Fund	1.000			\$70,717		\$27,770
Engineer 1 & 2 -Development Review (2.00 FTE)	2.000			\$134,291		\$45,343
General Fund	1.700			\$117,822		\$45,343
Wastewater Utility Fund	0.300			\$16,469		\$0
Chevy Bolt -New Permit Review Staffing	0.000	\$9,420	\$52,860	\$64,800	\$52,860	\$0
Equipment Replacement Fund	0.000	\$6,900	\$52,860	\$52,860		\$0
General Fund	0.000			\$8,949	\$50,217	\$0
Vehicle O&M Fund	0.000	\$2,520		\$2,520		\$0
Wastewater Utility Fund	0.000			\$471	\$2,643	\$0
Traffic Demand Model	0.000			\$16,260		\$0
General Fund	0.000			\$16,260		\$0
Revenue Addition for PCD & Engineering Permitting revenue	0.000	\$301,298				\$0
General Fund	0.000	\$301,298				\$0
PERSONNEL	1.000			\$11,263		\$11,263
GIS Technician Project Supported .5 FTE Increase	0.500			\$0		\$0
General Fund	0.500			\$0		\$0
Public Art .5 FTE Increase Half Project Supported & Half Sal	0.500			\$11,263		\$11,263
General Capital Fund-Parks Bon	0.250			\$11,263		\$11,263

2021-2022 Budget Amendment (Ord. No. 970) Summary of Impacts on 2022 Plan (Attachment B)

CATEGORY						
Fund	FTE					Use of Fund
Department/Program	Change	Revenues	Transfers In	Expenditures	Transfers Out	Balance
Public Arts Fund	0.250			\$0		\$0
PROS Plan: Park Bond Park Improvements		\$39,666,791	\$16,767,086	\$11,587,681	\$16,767,086	\$0
Park Bond Early Work		\$39,666,791	\$16,767,086	\$11,587,681	\$16,767,086	\$0
General Capital Fund			\$7,501,995		\$8,400,000	\$0
General Fund					\$483,758	\$0
General Capital Fund-Parks Bon		\$39,666,791		\$2,322,591	\$7,883,328	\$0
Sidewalk LTGO Bond Fund			\$865,090	\$865,090		\$0
2020 LTGO Bond Fund			\$8,400,000	\$8,400,000		\$0
Totals	7.000	\$40,362,789	\$17,134,946	\$15,348,754	\$17,134,946	\$3,233,935