



SHORELINE CITY COUNCIL REGULAR MEETING REVISED AGENDA V.2

Monday, April 10, 2023

7:00 p.m.

Council Chamber · Shoreline City Hall

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

Phone: 253-215-8782 · Webinar ID: 950 1500 6341

	<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		7:20
(a) Approval of Special Meeting Minutes of March 10-11, 2023	<u>7a1-1</u>	
Approval of Regular Meeting Minutes of March 20, 2023	<u>7a2-1</u>	
(b) Approval of Expenses and Payroll as of March 31, 2023 in the Amount of \$9,876,381.73	<u>7b-1</u>	
(c) Authorize the City Manager to Execute a Local Agency Agreement with the Washington State Department of Transportation for the 148 th Street Non-Motorized Bridge Project	<u>7c-1</u>	
(d) Authorize the City Manager to Execute a Contract with Play-Well TEKologies in the Amount of \$180,000 for Three Years	<u>7d-1</u>	
(e) Authorize the City Manager to Execute a Contract with Dandylyon Drama in the Amount of \$150,000 for Three Years	<u>7e-1</u>	

8. ACTION ITEMS

- (a) Public Hearing and Discussion of the 2024–2029 Transportation Improvement Plan (TIP) 8a-1 7:20

Public testimony is being accepted in person, remotely, or by submitting written comment. In person public commenters must sign up in person at the meeting, and remote public commenters must sign-up online by 6:30 p.m. the night of the meeting using the following [form](#). A request to sign-up can also be made directly to the City Clerk at (206) 801-2230. Written comments should be submitted to Nytasha Walters, Transportation Services Manager, at nwalters@shorelinewa.gov by no later than 4:00 p.m. local time on the date of the hearing.

9. STUDY ITEMS

- (a) Discussing Ordinance No. 981 - Amending the 2023-2024 Biennial Budget (Ord. No. 973) for Uncompleted 2021-2021 Operating and Capital Projects and Increasing Appropriations in Certain Funds (2022-to-2023 Carryover) 9a-1 7:40
- (b) Discussing Ordinance No. 982 – Amending the 2023-2024 Final Biennial Budget (Ordinance Nos. 973 and 981) 9b-1 8:00

10. **EXECUTIVE SESSION:** Potential Litigation RCW 42.30.110(1)(i) and Property Acquisition RCW 42.30.110(1)(b) 8:20

The Council may hold Executive Sessions from which the public may be excluded for those purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session the presiding officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time a public announcement shall be made that the Session is being extended.

11. ADJOURNMENT 8:40

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 Ziplly 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 APRIL 10, 2023](#)



[LINK TO STAFF PRESENTATIONS](#)



[LINK TO PUBLIC COMMENT RECEIVED](#)

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING
Annual Strategic Planning Workshop

Friday, March 10 and Saturday, March 11, 2023

**The Lodge at St. Edward State Park, 14477 Juanita Drive NE, Kenmore, WA 98028
And Via Zoom**

March 10, 2023 – 8:30 a.m.

PRESENT: Mayor Keith Scully, Deputy Mayor Betsy Robertson, and Councilmembers Doris McConnell, Laura Mork, Eben Pobe, John Ramsdell, and Chris Roberts

ABSENT: None

STAFF: Bristol Ellington, City Manager; John Norris, Assistant City Manager; Tricia Juhnke, Public Works Director; Margaret King, City Attorney; Melissa Muir, Human Resources and Organizational Development Director; Rachael Markle, Planning and Community Development Director; Sara Lane, Administrative Services Director; Colleen Kelley, Recreation, Cultural and Community Services Director; Kelly Park, Shoreline Police Chief; Nate Daum, Economic Development Program Manager; Jim Hammond, Intergovernmental Programs Manager; Pollie McCloskey, City Council Executive Assistant; Christina Arcidy, City Manager’s Office Management Analyst; Kendra Dedinsky, City Traffic Engineer; Bethany Wolbrecht-Dunn, Community Services Manager; Cameron Reed, Environmental Services Program Manager; and Kerry Freeman, Housing and Human Services Coordinator

GUESTS: Allegra Calder, Principal, BERK Consulting, Workshop Facilitator

At 8:32 a.m., the Special Meeting was called to order by Mayor Scully. Mayor Scully welcomed everyone to the Strategic Planning Workshop and stated that he was excited to be with both the Council and the City’s Leadership Team. The Mayor then turned over the meeting to Allegra Calder, the workshop facilitator, to review the agenda, ground rules, some meeting logistics, and to conduct introductions. Ms. Calder then led the participants through an introductory exercise, which was to answer the question, “What keeps you working at or serving the City of Shoreline?”

Staff and Council then walked through the City’s 2022 accomplishments. Assistant City Manager John Norris highlighted some of the City’s and the Council’s significant accomplishments for 2022, and asked participants what accomplishments from last year were particularly meaningful to them, if any accomplishments were missed from the list staff put together, and if any accomplishments required explanation. Staff began by highlighting some

significant accomplishments and Council also provided their thoughts on significant accomplishments to them throughout last year.

The Council then began discussing their Council Goal Work Plan. City Manager Bristol Ellington began by providing an overview of the City's progress on accomplishing the Council's current 2022-2024 Goals and highlighted that many Action Steps under the Goals are still ongoing.

Assistant City Manager John Norris then reviewed the staff-proposed 2023-2025 Council Goals and Action Steps and highlighted the proposed edits to the Goal language and the proposed edits to the Action Steps for Council's consideration and discussion. Councilmembers provided feedback and proposed edits on some of the staff-proposed changes to the Work Plan and also asked questions about the proposals.

Under Council Goal #1, Mayor Scully suggested that an equity component be added to the Goal, but it was later discussed by Council that maybe this should be added into the beginning of the Work Plan itself, so that it references all Council Goals. Mayor Scully supported this idea. Deputy Mayor Robertson suggested adding in the element or concept of safety to the third Action Step under Council Goal #1, as safety and security are important elements of business retention and expansion. Other Councilmember asked questions about community and economic development in relation to Council Goal #1, and Council in general felt that the staff-proposed Action Steps covered their thoughts. Councilmember Roberts finally suggested an amendment to the description under Council Goal #1 to make sure it supported residents at all income levels, and Council supported this addition.

Under Council Goal #2, Councilmember McConnell asked about replacement of the closed Shoreline Pool, and staff responded that the proposed Goals and Action Steps continue to include proposed Action Step #5, which is to continue to explore strategies for pool and recreation center replacement. Councilmember Mork suggested that Action Step #6 under Council Goal #2 be amended to make the Action Step more general and not call out specific partner organization working on urban forestry in Shoreline. Staff agreed with this proposed edit and stated they would incorporate it into the next version of the Work Plan. Finally, Councilmember Pabee requested that staff provide a report on the health of Shoreline's infrastructure at a future Council meeting, but that he did not feel that a new Action Step was needed to schedule this discussion. Staff stated that they could definitely provide an infrastructure and asset management update at a future Council meeting.

Under Council Goal #3, Councilmember Mork asked about the proposed removal of the Action Step related to funding the 185th Corridor Strategy. Staff responded that this work had become operational and staff felt that a specific Action Step calling this out was no longer recommended. Staff also responded however that they could include language in the Council Goal #3 description that spoke to multimodal connections to the Light Rail Stations, including along 185th Street. Council was supportive of this proposed addition in response to the removal of this Action Step.

The Council was supportive of staff's proposed amendments to Council Goal #4 and its Action Steps and did not have any other proposed amendments. Councilmember Roberts and Councilmember Pobe specifically thanked staff for their work on this Council Goal and said they support the proposed changes.

Finally, under Council Goal #5, Mayor Scully proposed a new Action Step to achieve full staffing for the Shoreline Police. Council discussed and supported this proposed new Action Step. Mayor Scully also asked about the proposed removal of Action Steps #5 and #6, and staff responded that these Action Steps had also become operational. Mayor Scully and Councilmember Mork, along with the support of other Councilmembers, felt that keeping an Action Step related to coordination and collaboration with the King County District Court was important, especially with the work of community court and other ways the City works with partners to provide community safety and support services. Staff stated that they would work to draft a new Action Step along these lines for future Council consideration. Following this discussion, Councilmembers thanked staff for their work on the proposed Council Goals and Action Steps and stated that they look forward to continuing to discuss their Work Plan at a future Council meeting.

The Council then discussed Traffic Enforcement Cameras, which began with a short staff overview of the topic. Staff asked Council if they would like staff to perform a traffic enforcement camera study, which would be required prior to begin implementing cameras in the community.

Deputy Mayor Robertson began the discussion by stating that she was aware of previous Council concerns with traffic enforcement cameras, but that she is supportive of additional study. Mayor Scully stated that he was opposed to moving forward with the study for multiple reasons, but his primary concern is the disproportionality of impacts on low-income residents. He also stated that if the majority of Council did want to move forward, he would be more supportive of school zone cameras rather than red light cameras. Councilmember Ramsdell asked why the cities of Redmond and Burien rescinded their programs, and staff responded as best they understood those cities' circumstances and issues. Councilmember Pobe asked about a cost-benefit analysis of a program like this and what the court costs may be. Staff responded that a financial analysis would be conducted as a next step if Council provided direction to move forward with additional study. Councilmember Roberts felt that a traffic enforcement camera program likely would not make sense from a cost benefit analysis perspective and was not supportive of moving forward with additional study at this time. Councilmember Mork asked a question about other traffic enforcement and engineering alternatives to the use of cameras, and staff explained what the City is currently doing and is planning to do to decrease serious injury collisions. Staff also commented on what it would take to perform a study and that Council could give direction on just one type of camera. Councilmember Pobe stated that he is in favor of studying enforcement cameras for school zones, but not for traffic light intersections. Councilmember Ramsdell stated that he is in favor of moving forward with the study, and Councilmember Roberts reiterated his opposition at this time. Councilmember Mork stated that given the enforcement alternatives that were discussed, she also does not want to move forward with a study at this time. Councilmember McConnell also stated that she is not in favor of moving forward additional study at this time. Staff provided a recap of the discussion and stated that at this time, there is not

Council support to move forward with additional study of traffic enforcement cameras. However, Councilmember Roberts asked whether staff could include additional information about where enforcement cameras may work or could be considered in a future annual Traffic Report, and staff responded that they could include this information going forward.

Following a break for lunch, the Council then discussed the topic of Climate Action Plan (CAP) Implementation. Staff presented an overview of the proposed implementation plan that staff generated and some options to move forward with additional implementation components if additional funding were to be provided during the mid-biennium budget review process.

Councilmembers asked questions about the proposed implementation plan, the home electrification program, various tree planting program actions, and a Styrofoam/single use plastic ban. Councilmember Mork stated her support for the City providing additional community gardens and a community solar program, even though the latter would not likely achieve any measurable decrease in greenhouse gas emissions. Councilmember Roberts asked about reducing community-wide driving and whether this is realistic. Staff pointed to the eight implementation steps in the Plan related to reducing emissions caused by driving and stated that these will likely be longer term steps.

Deputy Mayor Robertson asked about home electrification and communicating with the public about this. This generated additional discussion and questions by Council regarding the cost of a heat pump and how a home electrification program could be started. Councilmember Mork also stated support for attracting car share providers through incentives, and Mayor Scully stated he would support incentives to reduce the number of gas-powered mowers and leaf blowers in the community.

Following additional discussion on the overall CAP Implementation Plan, Council was generally supportive of staff's recommended implementation plan priorities. Council was also very supportive of communicating all the successes of the CAP and future implementation steps. Finally, Council seemed to support the Mayor's suggestion of moving up the exploration of leaf blower or other gas-powered tool regulations. Staff stated they would add this to the work plan to further investigate.

The final topic of the Workshop on Friday was a discussion of Deeply Affordable Housing development. Staff presented an overview of the topic and sought Council's direction on the options included in the briefing memo.

Councilmembers asked questions about community land trusts, potentially joining A Regional Coalition for Housing (ARCH), and a fee in lieu program for deeply affordable housing. Councilmembers also discussed various pathways for affordable home ownership potential, and partnering with community land trusts and organizations like Habitat for Humanity. Council also asked about additional partnership with the King County Housing Authority, and staff stated that they were working to schedule their Executive Director for a future Council workshop dinner meeting.

Additional discussion surrounded the possibility of using a fee in lieu to help develop deeply affordable housing for both rental and for-sale housing units, and exploring lowering the affordability threshold for required affordable housing units in the Multi-Family Tax Exemption (MFTE) and Mandatory Affordable Housing programs. Council also discussed the risk of lowering affordability thresholds and how that may impact development.

Following the discussion, Council was supportive of staff continuing to work on exploring opportunities for affordable home ownership development through partnership with housing providers and developing funding options for deeply affordable housing development, including exploration of requiring mandatory affordable home ownership units in the MUR 45 and MUR 70 zones to contribute a fee in lieu instead of requiring those units to be built. Some Councilmembers stated that they were possibly interested in looking at a fee in lieu program for required affordable rental units, which must currently be built on site. Council also provided direction that they are not interested in the City approaching ARCH at this time for possible membership.

At 4:00 p.m., the Councilmembers and staff reflected on the first day of the Workshop, and the special meeting was adjourned at 4:10 p.m.

March 11, 2023 – 8:30 a.m.

PRESENT: Mayor Keith Scully, Deputy Mayor Betsy Robertson, and Councilmembers Doris McConnell, Laura Mork, Eben Pobe, John Ramsdell, and Chris Roberts

ABSENT: None

STAFF: Bristol Ellington, City Manager; John Norris, Assistant City Manager; Jim Hammond, Intergovernmental Programs Manager

GUESTS: Allegra Calder, Principal, BERK Consulting, Workshop Facilitator

Mayor Scully called to order the Special Meeting at 8:30 a.m. to continue with the second day of the Workshop. Mr. Calder began with a quick recap of the agenda, and led the group through a warm-up introductory exercise. The Council then reviewed the Council Goals and Action Steps that were discussed the preceding day and reconfirmed the proposed edits to the Goals and Action Steps that they would like staff to make. Staff reconfirmed that the proposed Council Goals and Action Steps would return to Council for another review at a forthcoming regular Council meeting in early April.

The Council then discussed the Council policy issues listed on the agenda, and the City Manager and Assistant City Manager provided overviews of each topic. The first topic was the issue of requiring ground floor commercial uses in mixed use buildings in the City's commercial zones. Currently, ground floor commercial is only required in the Ridgcrest and North City neighborhoods. Deputy Mayor Robertson stated her support for moving forward with these regulations citywide. Councilmember Pobe also stated his support for this and that these regulations should be prioritized. Mayor Scully, Councilmember Ramsdell and Councilmember Roberts also stated their support for these regulations. Councilmember Mork asked staff to look at the regulations in the City of Mountlake Terrace. Councilmember Roberts responded that he believed the City of Mountlake Terrace required ground floor commercial uses in their commercial zones. Given that response, Councilmember Mork also voiced her support for the City exploring the implementation of these regulations citywide. Councilmember McConnell stated that while she is interested in exploring regulations, she wonders if regulations should be somewhat targeted and suggested that staff get developer input as regulations are developed.

Given the unanimous direction to further explore expanding these regulations in all commercial zones in the City, staff stated that they would work to add this to the Planning Department's work plan. Staff did state that the City may want to explore whether this made sense or not in the MUR-35 zone, and Council concurred that all commercial zones should be studied even though it might not make sense in some zones.

Intergovernmental Programs Manager Jim Hammond then joined the meeting remotely and he provided an overview of the electric utility service provision topic. Councilmember Mork stated that she asked this item to be included on the agenda and stated that it would not be feasible to change electric utility service providers from Seattle City Light (SCL) to Snohomish County Public Utility District. She did however ask if there are other ways the City could receive better

and more timely customer service and capital facility programming from SCL. Staff mentioned the other SCL Franchise jurisdictions who have collaborated together on the development of franchise agreements with SCL. Deputy Mayor Robertson stated her support for an ongoing coalition of other franchise cities to meet regularly to discuss issues of better support from SCL. Other Councilmembers shared support for that idea and staff stated that they could approach the other cities about this. Councilmember Roberts stated that he would like to make sure in the next SCL franchise agreement that system reliability is a priority.

Mr. Hammond then provided an overview of the renter protection regulations agenda item. Councilmember Pobee stated that he suggested this topic and would like Council to move this forward. Councilmember Roberts stated that if Council decided to move forward with exploring renter protection regulations, the regulations should be enforced by the City, as he felt not everyone has true access to the legal system for enforcement through private rights of action. He also felt that, if rental protections are enacted, the City should develop a rental registration program and add staff to manage this and other regulations. Deputy Mayor Robertson stated her support for enacting regulations and is supportive of enforcement through a private right of action. Mayor Scully was also supportive of the use of private right of action, and was comfortable moving forward. He also noted that the first six protections identified in the staff memo have already been adopted at the State level, and that City regulations could just mirror what is already in State law. Councilmember McConnell stated her concern with these regulations and does not want Council to proceed. Deputy Mayor Robertson stated that exploring regulations further at the local level would also provide the City the opportunity to potentially make tweaks to State law. Councilmember Ramsdell stated that he is supportive of further exploration of regulations but did not want to add staffing to enforce regulations as he is comfortable with the private right of action. Councilmember Mork stated that she would like to hear from landlords on potential renter regulations but is not concerned with further exploration and study of this topic. She also brought up the idea of tenant protection regulations for utility expenses, but other Councilmembers pointed out that because utility costs are typically based on utility consumption, regulations are more difficult than for housing. Given that the majority of Council is supportive of moving forward with the exploration of renter protection regulations, Mayor Scully suggested that staff come back with a recommended package of potential regulations for Council consideration and include cost information if any of the regulations would have a potential cost or staffing impact. Councilmember McConnell asked if landlord perspectives could be included in the staff report for the follow up Council discussion, and staff responded that they would work to include their perspective.

Following a short break in the Workshop, the Council then discussed the Communication Program Goals. Councilmember Roberts stated that he suggested this topic because he feels the City should enhance communications, and said he likes the options presented by staff. Deputy Mayor Robertson also stated her support for expanded communications and wants to understand the issues that may drive the need for more communications. Mayor Scully also stated his support for this if it is financially feasible. Staff stated that they would explore whether a funding proposal could be put together for Council consideration for either the mid-biennium budget process or the next biennial budget.

The Council then discussed the options presented for enhanced tree planting on private and public property. Mayor Scully stated that he suggested this topic, appreciates what the City is already doing and is supportive of the staff recommendation to possibly expand the existing programs and work to plant more trees. He proposed that this be reviewed in the next budget cycle or at the mid-biennium budget review process. Deputy Mayor Robertson also supported enhancing tree planting if possible. Councilmember Roberts expressed his support specifically for expansion of the Trees for Shoreline Program, and Councilmember Mork stated that she would like to do as much as possible to plant more trees. She also asked if seasonal staff could be hired to support this work as opposed to regular ongoing staff, and staff responded that this is something that could be explored. Other Councilmembers also expressed general support for expansion of these programs if financially feasible.

The Council then had a very short discussion on composting requirements for commercial and multifamily residential properties. The Council was unanimously supportive of moving forward with the staff recommendation as outlined in the staff memo supporting this Workshop topic.

The final Workshop topic discussed by the Council was Age Friendly Community Initiatives. Staff began by providing an overview of the planning work that the City is doing to support an age friendly community, including the City's work on Cottage Housing and the major update to the City's Comprehensive Plan. Councilmember Ramsdell stated that he suggested this topic and wanted to discuss more operational issues around an age friendly community in addition to the planning efforts underway. He asked if Shoreline Police are aware of and utilizing the Sound Generation Geriatric Regional Assessment Team (GRAT) resource for seniors. Staff responded that they would follow up with Shoreline Police on whether GRAT is being utilized. He also asked about potentially joining the AARP Age Friendly Community Network. Staff also stated that we could follow up on what that entails and look into ongoing membership. Councilmember Roberts asked about reviewing the City's Development Code regulations generally for compliance with age friendly goals, and Councilmember Ramsdell asked about coordinating with and supporting the King County Housing Authority, given the number of their housing units in Shoreline focused on seniors. Staff stated that they would look into Development Code regulations after the Comprehensive Plan update is complete, and into joining the AARP Age Friendly Community Network. Staff could also explore other operational and programmatic ways to support aging in place and being a more age friendly community.

The Council then broke for lunch around 11:45 am. Facilitator Allegra Calder walked the Council through Workshop reflections and Councilmembers thanked the staff and Allegra Calder for their work on the content and support during the Workshop.

The Special Meeting was adjourned at 12:10 p.m.

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, March 20, 2023
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Scully, Deputy Mayor Robertson, and Councilmembers Ramsdell, Pobe and Roberts

ABSENT: Councilmembers Mork and McConnell

1. CALL TO ORDER

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

2. FLAG SALUTE/ROLL CALL

Upon roll call by the City Clerk, all Councilmembers were present except for Councilmembers McConnell and Mork.

Deputy Mayor Robertson moved to excuse Councilmember Mork for personal reasons. The motion was seconded and passed by unanimous consent.

(a) Proclamation of Cesar Chavez Day

Mayor Scully announced the proclamation of Cesar Chavez Day on March 31, 2023.

3. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

4. REPORT OF THE CITY MANAGER

Bristol Ellington, City Manager, reported on various City meetings, projects, and events.

5. COUNCIL REPORTS

Mayor Scully said he recently had the pleasure of meeting with 2nd and 5th Grade students to talk about municipal government.

6. PUBLIC COMMENT

The Council heard comments from the public from approximately 7:04 p.m. to 7:09 p.m. Written comments were also submitted to Council prior to the meeting and are available on the [City's website](#).

Jack Malek, Shoreline, spoke in favor of the City purchasing beachfront parkland on 27th Avenue, and he expressed his frustration with the City's lack of communication interdepartmentally and with the realtor, developer, builder community. He asked for better relations with permit applicants.

William Towey, Executive Director of Lake City Partners, shared his regard for the City Council's and staff's work to end homelessness.

7. CONSENT CALENDAR

Upon motion by Deputy Mayor Robertson, seconded, and unanimously carried 5-0, the following Consent Calendar items were approved:

- (a) Approval of Workshop Dinner Meeting Minutes of February 13, 2023
- (b) Authorize the City Manager to Execute the Sixth Amendment to the Expedited Permitting, Reimbursement, and Construction Services Agreement with Sound Transit for the Lynnwood Link Extension Project
- (c) Authorize the City Manager to Execute a Contract with Stepherson and Associates Communications for Community Engagement for the Parks, Recreation, Open Space, and Arts (PROSA) Plan and the Public Participation Plan for the 2024 Comprehensive Plan Update
- (d) Adoption of Resolution No. 509 - Authorizing the City Manager to Reject all Bids for Construction of the Midblock Crossing & Citywide Rectangular Rapid Flashing Beacons and Radar Speed Signs Project
- (e) Authorize the City Manager to enter into an interagency agreement with Department of Commerce and to accept \$87,500 in grant funding to support the 2024 Comprehensive Plan update
- (f) Authorize the City Manager to execute the Participation Form and Allocation Agreement for Washington State's participation in the Pharmacies and Manufacturers Opioid Settlement

8. ACTION ITEMS

(a) Public Hearing and Action on Change of Scope for Community Development Block Grant Coronavirus Aid, Relief, and Economic Security Act Funding in the Amount of \$104,780 for Lake City Partners Ending Homelessness

Bethany Wolbrecht-Dunn, Community Services Manager, provided background on the Community Development Block Grant (CDBG) and Coronavirus Aid, Relief, and Economic Security Act (CARES) funds. She recalled the City has access to around \$322,000 of CDBG funds annually, and in response to COVID-19, the federal government provided additional funding to state and local governments in three rounds. The Council spent the first round of funding on Hopelink rental assistance; the second round was used for new case management programming at the Shoreline Lake Forest Park Senior Center; and the third round went to Hopelink, the Center for Human Services, and Lake City Partners (LCP). Ms. Wolbrecht-Dunn reported the funding has all been spent with the exception for LCP who has requested to refocus the funds from rental assistance to shelter costs. This change of scope requires a public hearing and council action.

Mayor Scully opened the Public Hearing. Seeing no members of the public wishing to offer testimony, Mayor Scully closed the Public Hearing.

Deputy Mayor Robertson moved to approve a change of scope for Community Development Block Grant Coronavirus Aid, Relief, and Economic Security Act funding for Lake City Partners Ending Homelessness. The motions was seconded.

Mayor Scully stated his concern over moving funding away from rental assistance to a shelter. He said homelessness is increasing and will not be solved with shelters alone. To keep more people from becoming homeless, there is going to need to be more rental assistance.

The main motion passed 5-0.

(b) Appointment of Parks, Recreation, and Cultural Services/Tree Board Members

Colleen Kelly, RCCS Director, explained there is currently one vacant seat on the Parks, Recreation, and Cultural Services (PRCS)/Tree Board and three other members have terms expiring on March 31. After a recruitment process, the City received 24 applications for the four openings and the Council Subcommittee, consisting of Deputy Mayor Robertson and Councilmembers Mork and Ramsdell, interviewed 9 candidates. She stated the Subcommittee is recommending Johnathan Garner, Katie Lorah, Cindil Redick-Ponte for four-year terms, and Sara Raab McInerny for a 2-year term.

Deputy Mayor Robertson moved to appoint Johnathan Garner, Katie Lorah, Cindil Redick-Ponte and Sara Raab McInerny to the PRCS/Tree Board. The motion was seconded and passed 5-0.

9. STUDY ITEMS**(a) Parks, Recreation, Open Space, and Arts (PROSA) Plan Update**

Mary Reidy, Recreation and Cultural Services Superintendent, introduced Tom Beckwith, Principal with Beckwith Consulting Group, and Jacob Bilbo, Parks Bond Project Manager. Ms. Reidy said the City currently has two Plans: a Parks, Recreation, and Open Space (PROS) Plan, and a Public Arts Plan. Moving forward, these two Plans will be combined into one plan called the Parks, Recreation, and Open Space and Public Arts (PROSA) Plan. Mr. Bilbo said staff contracted with two consultants for two reasons; Stepherson & Associates is conducting the stakeholder outreach and engagement efforts, and Beckwith Consulting Group will perform the remaining technical work. Ms. Reidy reviewed the five phases of the project and milestone changes from the last presentation, and Mr. Bilbo reviewed the anticipated project schedule.

Ms. Reidy shared that Stepherson & Associates' engagement efforts focused on building relationships with communities that have been underrepresented or not represented at all. An internal staff team has also been established to address what equity mapping looks like, how the data will be used, what it means, and how the tool will be used to reach all residents in an equitable way. She then reviewed engagement metrics to-date and Mr. Beckwith spoke about the upcoming public engagement work. He shared the near-, mid- and long-term project work, how engagement data will be reviewed, and said the timeline for release of the first draft of the PROSA Plan will be September 2023.

Councilmembers expressed the importance of using equity mapping in decision making, and asked whether staff will be looking at areas in the City that don't have access to recreation facilities or a public open space within a ten minute walk. Additionally, caution was raised over creating a situation where the City is forced to put a park in an area just because it has the least amount of parkland. Although this should be criteria, assessing how important it is to put a park in a specific location should also be important criteria. Ms. Reidy replied that the current PROS Plan only speaks to the level of service for walking distances to parks, but the updated PROSA Plan will have different layers. She noted the PRCS/Tree Board is really interested in this topic and their small group discussions will be a great opportunity to dig into this topic. It was requested that staff include a map of the areas in Shoreline that need a park.

It was pointed out the current PROS Plan states the City needs to acquire 95 acres of additional parkland to maintain the LOS for residents as population grows. Although Council has been making good progress on acquisitions, it was asked if a strategy has been identified for purchasing parcels in the areas that need it. Ms. Reidy said they are working on a framework (with equity mapping) to identify what neighborhoods and areas are in need of access to open space, a playground, or a grassy area, while taking environmentally sensitive areas into consideration.

Councilmembers asked about what groups were contacted during public outreach, what languages were used, whether the PRCS/Tree Board was used to help build relationships, and how feedback received so far has influenced the strategic planning. Ms. Reidy responded that they are just synthesizing the data now, but she can report that a pool/aquatics center is an

emerging topic. She added that the PRCS/Tree Board members were offered the opportunity to engage, and a couple Board Members showed up to a few events. It was requested that PRCS/Tree Board Members are used.

It was asked if the updated PROSA Plan will look at Park Impact Fees and address whether the City should continue to focus on land acquisition or pivot to developing the land already acquired. Ms. Reidy responded that the PROSA Plan will indicate what to pay per person for parkland. PIF fees will be referred to as a funding mechanism but determining the PIF fee is not in scope for this project. She added that the PRCS/Tree Board continues to have conversations on the acquisition/development policy question, and she expects staff will come back to Council within the next three to four months to discuss this topic.

10. EXECUTIVE SESSION: Property Acquisition - RCW 42.30.110(1)(b)

At 7:57 p.m., Mayor Scully announced that, after a five-minute recess, Council would recess into an Executive Session at 8:02 p.m. for a period of 20 minutes as authorized by RCW 42.30.110(1)(b) to consider the selection of a site for acquisition by lease or purchase. He stated the Council is not expected to take action following the Executive Session. Staff attending the Executive Session included Bristol Ellington, City Manager; John Norris, Assistant City Manager; Nathan Daum, Economic Development Manager; Sara Lane, Administrative Services Director; Nicolas Borer, Parks, Fleet and Facilities Manager; and Margaret King, City Attorney. The Executive Session ended at 8:26 p.m.

11. ADJOURNMENT

At 8:28 p.m., Mayor Scully declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Expenses and Payroll as of March 31, 2023
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 \$9,876,381.73 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
10/16/22 - 10/29/22	11/4/2022			87255	(\$92,813.62)
10/16/22 - 10/29/22	2/23/2023			WT1315	\$92,813.62
1/22/23 - 2/4/23	2/13/2023			WT1325-WT1326	\$161,369.10
10/30/22 - 11/12/23	2/22/2023			WT1331	\$96,427.10
11/13/22 - 11/26/22	2/22/2023			WT1317-WT1318	\$142,565.48
11/27/22 - 12/10/22	2/22/2023			WT1319-WT1320	\$149,648.14
12/11/22 - 12/24/22	2/22/2023			WT1321-WT1322	\$97,456.16
12/25/22 - 1/7/23	2/22/2023			WT1323-WT1324	\$151,553.39
Q4 2022 DOLI	2/23/2023			WT1316	\$52,281.71
2/5/23 - 2/18/23	2/24/2023	107066-107294	18084-18093	88245-88247	\$585,728.82
2/5/23 - 2/18/23	2/27/2023			WT1327-WT1328	\$162,472.90
2/19/23 - 3/4/23	3/10/2023	107295 - 107522	18094-18106	88375-88376	\$576,478.84
2/19/23 - 3/4/23	3/17/2023			WT1329-WT1330	\$161,641.62
03/2023 AWC	3/20/2023			88377	\$240,314.54
3/5/23 - 3/18/23	3/24/2023	107523 - 107749	18107 - 18118	88481-88483	\$572,509.80
					<u>\$3,150,447.60</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
		<u>\$0.00</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
2/22/2023	88131	88136	\$94,202.76
2/22/2023	88137	88137	\$25,000.00
2/22/2023	88137	88137	(\$25,000.00)
2/22/2023	88138	88161	\$1,127,682.31
2/22/2023	88162	88189	\$204,398.35
2/22/2023	88190	88190	\$25,000.00
3/1/2023	88191	88191	\$212,425.42
3/1/2023	88192	88195	\$109,935.78
3/1/2023	88196	88220	\$124,923.20
3/1/2023	88221	88243	\$741,673.22
3/1/2023	87886	87886	(\$16,211.05)
3/1/2023	88244	88244	\$15,149.87
3/7/2023	88248	88248	\$83,291.84
3/8/2023	88249	88249	\$7,300.76
3/8/2023	88250	88287	\$402,016.89
3/8/2023	88288	88324	\$117,822.96
3/15/2023	88325	88328	\$665,576.56
3/15/2023	88329	88329	\$1,971.99
3/16/2023	88330	88350	\$344,993.12
3/16/2023	88351	88373	\$110,343.52
3/16/2023	88374	88374	\$3,274.42
3/22/2023	88273	88273	(\$2,625.60)
3/22/2023	88378	88396	\$1,128,692.59
3/22/2023	88397	88426	\$266,129.44
3/22/2023	88427	88427	\$1,147.41
3/28/2023	88427	88427	(\$1,147.41)
3/29/2023	88428	88448	\$672,202.59
3/29/2023	88449	88479	\$282,763.19
3/29/2023	88480	88480	\$3,000.00
			<u>\$6,725,934.13</u>

Approved By: City Manager **BE**

City Attorney **MK**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Local Agency Agreement Supplement with the Washington State Department of Transportation for the 148 th Street Non-Motorized Bridge Project
DEPARTMENT:	Public Works
PRESENTED BY:	Elizabeth Kelly, Interim City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Construction of Phase 2 of the 148th Street Non-Motorized Bridge project is projected to begin in Spring 2024. Prior to Phase 2 construction, the City needs to acquire temporary and permanent right-of-way for construction of improvements on the west side of Interstate-5 (I-5). Staff is requesting that Council authorize the City Manager to execute a Local Agency Agreement with the Washington State Department of Transportation (WSDOT) to obligate \$2,500,000 of Federal Highway Administration (FHWA) Transportation Alternatives Program (TAP) grant funding for use on the 148th Street Non-Motorized Bridge project.

RESOURCE/FINANCIAL IMPACT:

This project is currently funded in the 2023-2028 CIP. This \$2,500,000 FHWA TAP grant allows the project to attain required right-of-way to construct Phase 2. A summary of currently estimated project expenditures and revenues is shown below:

DESIGN	
DESIGN (KPF DESIGN ENGINEERS)	
PRELIMINARY DESIGN CONTRACT	\$ 897,854
FINAL DESIGN CONTRACT	\$ 2,147,473
CUL-DE-SAC AMENDMENT	\$ 173,935
CITY STAFF & OTHER RESOURCES	\$ 380,000
CONTINGENCY (10%)	\$ 320,000
SUBTOTAL	\$ 3,919,262
CONSTRUCTION – PHASE 1	
CONSTRUCTION COST*	\$ 6,852,435
*INLCUDES CONTINGENCY (10%)	
CONSTRUCTION MANAGEMENT (KPF)	\$ 1,765,210
CITY STAFF & OTHER RESOURCES	\$ 300,000
CONTINGENCY (10%)	\$ 200,000
SUBTOTAL	\$ 9,117,645

RIGHT OF WAY – PHASE 2		
ACQUISITION COST (INCL CONT)	\$	3,696,767
<i>SUBTOTAL</i>		\$ 3,696,767

Summary of Secured Project Revenues:

DESIGN		
GENERAL FUND	\$	234,262
STP NON-MOTORIZED	\$	2,055,000
ST SYSTEM ACCESS	\$	1,180,000
ST OVERLAP AGREEMENT	\$	450,000
<i>SUBTOTAL</i>		\$ 3,919,262
CONSTRUCTION – PHASE 1		
ST SYSTEM ACCESS	\$	2,520,000
KING COUNTY PARKS LEVY	\$	4,750,000
LEAP FUNDING	\$	1,847,645
<i>SUBTOTAL</i>		\$ 9,117,645
RIGHT OF WAY – PHASE 2		
<i>TRANSPORTATION ALTERNATIVES (TAP)</i>	\$	2,500,000
ROADS CAPITAL FUND	\$	1,196,767
<i>SUBTOTAL</i>		\$ 3,696,767

A budget amendment is not required at this time, as current expenditures remain within the authorized amount for the CIP. Staff anticipates presenting a budget amendment later this year to account for additional grant funding and other changes to the CIP.

If the Council elects not to authorize the execution of this Local Agency Agreement with WSDOT, the \$2,500,000 FHWA TAP grant fund would be returned to the Federal Highway Administration resulting in the inability to acquire right-of-way for these improvements until other funding is received.

RECOMMENDATION

Staff recommends the Council authorize the City Manager to execute a Local Agency Agreement to obligate FHWA TAP grant funds totaling \$2,500,000 for the 148th Street Non-Motorized Bridge project, including authorization of the Project Prospectus and any addendums or supplements required by the Washington State Department of Transportation.

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

BACKGROUND

On June 24, 2019, the City Council authorized the City Manager to enter into a contract with KPFF, Inc. for the preliminary design services for the N 148th Street Non-Motorized Bridge project. The initial contract with KPFF was for work up to and including 30% design and environmental review. The staff report for the Council authorization to enter into this contract can be found at the following link: [June 24, 2019 Staff Report](#).

On June 1, 2020, staff presented results of a [Type, Size and Location Analysis](#) with recommended preferred design and project delivery approach options to City Council. The recommended options were formally authorized and subsequently advanced to 30% design. The staff report for this council discussion can be found at the following link: [June 1, 2020 Staff Report](#).

On March 29, 2021, the City Council authorized the City Manager to enter into a contract with KPFF, Inc. for the final design services for the Bridge Project. The staff report for the Council authorization to enter into this contract can be found at the following link: [March 29, 2021 Staff Report](#).

DISCUSSION

On March 24, 2022, the Puget Sound Regional Council confirmed the award of \$2,500,000 in FHWA TAP funding for the 148th Street Non-Motorized Bridge project, with the understanding that fund obligation must be completed by June 1, 2023. Council's approval of this Local Agency Agreement is the first step in meeting this requirement. This funding will be utilized to acquire temporary and permanent right-of-way necessary for Phase 2 construction of this project.

If the Council elects not to authorize the execution of this Local Agency Agreement with WSDOT, the \$2,500,000 awarded by the FHWA TAP grant fund would be returned to the Federal Highway Administration. As the City does not currently have adequate funds available to complete the design work for this project without this and other additional funding sources, loss of this funding would result in the inability to perform the improvements at this location.

COUNCIL GOAL(S) ADDRESSED

This project supports the City Council Goal 3: "Continue preparation for regional mass transit in Shoreline."

RESOURCE/FINANCIAL IMPACT

This project is currently funded in the 2023-2028 CIP. This \$2,500,000 FHWA TAP grant allows the project to attain required right-of-way to construct Phase 2. A summary of currently estimated project expenditures and revenues is shown below:

DESIGN		
DESIGN (KPFF DESIGN ENGINEERS)		
PRELIMINARY DESIGN CONTRACT	\$	897,854
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CITY STAFF & OTHER RESOURCES	\$	300,000
CONTINGENCY (10%)	\$	200,000
SUBTOTAL		\$ 9,117,645
RIGHT OF WAY – PHASE 2		
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SUBTOTAL		\$ 3,696,767

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SUBTOTAL		\$ 3,696,767

A budget amendment is not required at this time, as current expenditures remain within the authorized amount for the CIP. Staff anticipates presenting a budget amendment later this year to account for additional grant funding and other changes to the CIP.

If the Council elects not to authorize the execution of this Local Agency Agreement with WSDOT, the \$2,500,000 FHWA TAP grant fund would be returned to the Federal Highway Administration resulting in the inability to acquire right-of-way for these improvements until other funding is received.

RECOMMENDATION

Staff recommends the Council authorize the City Manager to execute a Local Agency Agreement to obligate FHWA TAP grant funds totaling \$2,500,000 for the 148th Street Non-Motorized Bridge project, including authorization of the Project Prospectus and any addendums or supplements required by the Washington State Department of Transportation.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Contract with Play-Well TEKologies in the Amount of \$180,000 for Three Years
DEPARTMENT:	Recreation, Cultural, and Community Services
PRESENTED BY:	Mary Reidy, Recreation Superintendent
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:

To most effectively and efficiently meet the expanding demand for youth camps and sports programs, the City contracts with area service providers. This allows residents access to camps and activities beyond the capacity of only City staffed programs.

Play-Well-TEKologies offers a unique program by bringing their own staff, equipment, and activities to different locations in the City to run LEGO camps. Having programs local and in different locations creates more accessibility for community members, and bringing their own well-trained staff and equipment provides for great service efficiencies.

The City's Recreation and Cultural Services Division (RCS) has been contracting with Play-Well-TEKologies for the past few years. In 2019, there were 15 Play-Well TEKologies programs and camps with 208 registrants. During the COVID-19 pandemic, the number of participants that the camps were allowed to take were lessened due to group size constraints. The City was able to resume typical operations in 2022 resulting in 12 Play-Well TEKologies programs and camps during the summer of 2022 with 279 registrants.

Play-Well-TEKologies provides program offerings for all ages, and their camps are reasonably priced, especially when compared to other more select sport-focused programs for older youth. The contract is set-up for the City to be able to take all registrations, handle marketing via the City's Recreation Guide and website, as well as provide the physical location for the camps to run. The contract is revenue backed with a 70%/30% split based on the resident rate, with the City keeping 30% of the total revenue brought in.

RESOURCE/FINANCIAL IMPACT:

In 2022, the City brought in approximately \$56,600 from Play-Well-TEKologies LEGO camps, with the City's net revenue being around \$16,000. The contract with Play-Well-TEKologies at that time was set at a not to exceed threshold of \$34,999 for the

calendar year. This new proposed contract is for \$180,000 to be used across the span of three years.

RECOMMENDATION

Staff recommends that the City Council move to authorize the City Manager to execute a contract with Play-Well-TEKnologies.

ATTACHMENTS

Attachment A: Play-Well-TEKnologies Contract #10616 Scope of Work

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



Contract 10616

Brief Description: learning through building with legos.

**CITY OF SHORELINE
AGREEMENT FOR RECREATION SERVICES**

This Agreement is entered into by and between the City of Shoreline, Washington, a municipal corporation hereinafter referred to as the "CITY," and Play-Well TEKnologies, hereinafter referred to as the "CONSULTANT" to perform problem solving and fine motor skills through building with legos.

In consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

1. Scope of Services to be performed by the Consultant.

The Consultant shall perform the services outlined in Exhibit A. In performing these services, the Consultant shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City.

2. Compensation.

- A. Services will be paid at the rate set forth in Exhibit A, not to exceed a maximum of \$180,000.00, including all fees and those reimbursable expenses listed in Exhibit A. Reimbursable travel expenses shall not exceed the most recent US Government General Services Administration (GSA) rates. Receipts are required for reimbursement and travel expenses will be paid at GSA rates or actual costs, whichever is lower.
- B. The City shall pay the Consultant for services rendered after receipt of an itemized invoice or billing voucher in the form set forth on Exhibit B. Payments will be processed within 30 (thirty) days from receipt of an itemized invoice or billing voucher. The Consultant shall be paid for services rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City. The consultant shall complete and return a W-9 to the City prior to contract execution by the City. Mail all invoices or billing vouchers to: Accounts Payable, 17500 Midvale Avenue N, Shoreline, WA 98133-4905 or email to accountspayable@shorelinewa.gov.

3. Term.

- A. The term of this contract shall commence June 1, 2023 and end December 31, 2025.

4. Termination.

- A. The City reserves the right to terminate this Agreement at any time, with or without cause by giving fourteen (14) days' notice to Consultant in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Consultant pursuant to this Agreement shall be submitted to the City.
- B. In the event this Agreement is terminated by the City, the Consultant shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any

legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the City shall be deducted from the final payment due the Consultant. No payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.

- C. The Consultant reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid within 30 days.
- D. If the Consultant is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

5. Ownership of Documents.

- A. All documents, data, drawings, specifications, software applications and other products or materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Consultant are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Consultant harmless for such use.
- B. The Consultant acknowledges that the City is a public agency subject to Washington's Public Records Act, chapter 42.56 RCW, and that all documents produced by the Consultant in connection with the services rendered under this Agreement may be deemed a public record as defined in the Public Records Act and that if the City receives a public records request, unless a statute exempts disclosure, the City must disclose the record to the requestor. All or portions of materials, products and documents produced under this Agreement may be used by the Consultant if the City confirms that they are subject to disclosure under the Public Disclosure Act.
- C. The Consultant shall preserve the confidentiality of all City documents and data accessed for use in Consultant's work product. Any requests for City documents and data held by Consultant shall be forwarded to the City which shall be solely responsible for responding to the request.

6. Independent Contractor Relationship.

- A. The Consultant is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Consultant and the City during the period of the services shall be that of an independent contractor, not employee. The Consultant, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Consultant shall have no obligation to work any particular hours or particular schedule, unless otherwise indicated in the Scope of Work where scheduling of attendance or performance is critical to completion, and shall retain the right to designate the means of performing the services covered by this Agreement, and the Consultant shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Consultant is to be paid by it alone, and that employing such workers, it is acting individually and not as an agent for the City.
- B. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Consultant or any employee of the Consultant.
- C. If the Consultant is not available to provide services on a specific day or for a period of time, a substitute may be utilized subject to the City's approval. Consultant shall submit the name(s) of qualified substitutes it intends to utilize to the City within fifteen (15) days after execution of this Agreement. The City may require the substitute to provide licensing and consent to a criminal background check as provided in Section 11. Consultant shall notify the City that a substitute will be used as soon as possible after the Consultant is aware of the need for a

substitute. Consultant shall be responsible for any payment to the substitute and for all costs incurred by the City in relation to the substitute.

7. Hold Harmless.

The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees resulting from the negligent, gross negligent and/or intentional acts, errors or omissions of the Consultant, its agents or employees arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Gifts.

The City's Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City's Code of Ethics and state law, the Consultant shall not give a gift of any kind to City employees or officials.

9. City of Shoreline Business License.

If required by SMC 5.05.030, the Consultant shall obtain a City of Shoreline Business License prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City.

10. Insurance.

Consultant shall obtain insurance of the types described below during the term of this Agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that:

- i. Consultant's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Consultant's insurance (except for professional liability insurance); and
 - ii. Consultant's insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.
-
- A. Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.
 - B. Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with a limit of no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. The City shall be named as an additional insured on this policy. The Consultant shall submit to the City a copy of the insurance certificate and relevant endorsement(s) as evidence of insurance coverage acceptable to the City.

- C. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Consultant use of motor vehicles.

11. Consultant's Personnel Background.

The Consultant understands that the work to be performed under this Agreement may involve the Consultant or the Consultant's personnel having unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults as those terms as defined in RCW 43.43.830. The Consultant consents for the City to perform a background check for the Consultant and its personnel, if the City deems it necessary. At any time, the City may request copies of the background checks performed by the Consultant on itself or its personnel. The Consultant certifies that he/she or none of its personnel who will or may be given such access shall not have:

- A. Been convicted of any offense against children or other persons, as defined in RCW 43.43.830; or
- B. Been convicted of any crimes related to financial exploitation, where the victim was a vulnerable adult, as defined in RCW 43.43.830; or
- C. Been adjudicated in any civil action to have committed child abuse, as defined in RCW 43.43.830; or
- D. Had a disciplinary board final decision rendered against he/she/them or has been convicted of criminal charges associated with a disciplinary board final decision, as defined in RCW 43.43.830.

12. Force Majeure.

Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice, but no more than two (2) working days after the event, of the impediment and its effect on the ability to perform; failure to provide such notice shall preclude recovery under this provision.

13. Successors and Assigns.

Neither the City nor the Consultant shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

14. Nondiscrimination.

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age (except minimum age and retirement provisions), race, color, creed, national origin, citizenship or immigration status (except if authorized by federal or state law, regulation, or government contract), marital status, sexual orientation, honorably discharged veteran or military status, the presence of any sensory, mental, or physical handicap or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or

activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), citizenship or immigration status (except if authorized by federal or state law, regulation, or government contract), marital status, sexual orientation, honorably discharged veteran or military status, the presence of any sensory, mental or physical handicap, or the use of a trained dog guide or service animal by a person with a disability.

15. Notices.

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

City Manager
City of Shoreline
17500 Midvale AVE N
Shoreline, WA 98133-4905
(206) 801-2700

Consultant Name: Timothy D. Bowen
Name of Firm: Play-well TEKnologies
Address: 216 Greenfield Avenue
Address: San Anselmo, CA 94960
Phone Number: _____

16. Governing Law and Venue.

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.

17. General Administration and Management.

The City's contract manager shall be (name and title): Carmen Murrell, Recreation Supervisor.

18. Severability.

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

19. Entire Agreement.

This Agreement contains the entire agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this Agreement.

20. Captions.

The titles of sections or any other parts of this Agreement are for convenience only and do not define or limit the contents.

21. Counterpart Originals.

This Agreement may be executed in any number of counterpart originals, each of which shall be deemed to constitute an original agreement, and all of which shall constitute one agreement. The execution of one counterpart by a Party shall have the same force and effect as if that Party had signed all other counterparts.

22. Authority to Execute.

Each person executing this Agreement on behalf of a Party represents and warrants that he or she is fully authorized to execute and deliver this Agreement on behalf of the Party for which he or she is signing. The Parties hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein and that this Agreement is enforceable in accordance with its terms.

This Agreement is executed by

CITY OF SHORELINE

CONSULTANT

By:

By:

Name: Mary Reidy

Name: Timothy Bowen

Title: Superintendent

Title: Principal

Date: _____

Date:

Contract No. 10616

Attachments: Exhibit A (Scope and compensation), B (Billing Voucher)

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Contract with Dandylyon Drama in the Amount of \$150,000 for Three Years
DEPARTMENT:	Recreation, Cultural, and Community Services
PRESENTED BY:	Mary Reidy, Recreation Superintendent
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:

To most effectively and efficiently meet the expanding demand for youth camps and sports programs, the City contracts with area service providers. This allows residents access to camps and activities beyond the capacity of only City staffed programs.

Dandylyon Drama offers a unique program bringing their own staff, equipment, and activities to different locations in the City to run Dandylyon Drama camps. Having programs local and in different locations creates more accessibility for community members and bringing their own well-trained staff and equipment provides for great service efficiencies.

The City's Recreation and Cultural Services Division (RCS) has been contracting with Dandylyon Drama since 2018. In 2022, there were nine (9) Dandylyon Drama programs and camps with 158 registrants. For 2023, Dandylyon Drama has the potential to accommodate up to 200 students.

Dandylyon Drama provides program offerings for all ages, and their camps are reasonably priced for specialized drama instruction. The proposed contract is set-up for the City to be able to take all registrations, handle marketing via the City's Recreation Guide and website, as well as provide the physical location for the camps to run. The contract is revenue backed with a 70%/30% split based on the resident rate, with the City keeping 30% of the total revenue brought in.

RESOURCE/FINANCIAL IMPACT:

In 2022, the City brought in approximately \$46,800 in revenue from Dandylyon Drama camps, so the City's net revenue from this contract was \$14,885. The contract with Dandylyon Drama at the time was for \$40,000 per calendar year. The new proposed contract is for \$150,000 to be used across the span of three years.

RECOMMENDATION

Staff recommends that the City Council move to authorize the City Manager to execute Contract #10617 with Dandylyon Drama.

ATTACHMENTS

Attachment A: Dandylyon Drama Contract #10617 Scope of Work

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

Exhibit A
Parks, Recreation and Cultural Services Department
Scope of Work and Compensation

SERVICES TO BE PROVIDED:

Provide instruction in performing arts with a defined program objective of expanding youth's creativity, compassion and courageousness through drama production.

Services will be provided at the following location(s) throughout the year. If the City determines a location is not available, then the City and the Consultant shall agree upon another interim location: City of Shoreline Parks and Facilities. _____

PROGRAM AND INSTRUCTOR REQUIREMENTS

1) Hours of Instruction per program session/class:

Range from 30 minutes to 8 hours depending on program specifics and confirmed quarterly with City staff.

2) Program Class Size

i) Minimum Enrollment for class to be held: 6

ii) Maximum Enrollment is location dependent and will be confirmed quarterly with City staff.

3) Materials and Supplies

All materials and supplies are:

Provided by instructor for all participants at instructor cost. Instructor may charge a supply fee to each student and the instructor is responsible for collecting this fee from each student. The City shall clearly list the supply fees in the program description on the City's website and the Recreational Guide. All surplus supplies are the property of the instructor.

Provided by City for all participants at the City's cost. All surplus supplies are property of the City. Supplies the City agrees to purchase include the following: are:

4.) The Instructor is responsible for leaving the program space clean and in proper order as per the Instructor Handbook.

5) Instructor Handbook

Instructor shall adhere to all parameters and expectations as outlined in the City of Shoreline Parks, Recreation and Cultural Service Instructor Handbook (October 2018) contained in Exhibit A. The Handbook is incorporated into this contract by reference and made a part hereof

6) Attendance Records

- a) Instructor will assure that all participants are properly registered through the City's on-line registration system prior to participation in a program class.
- b) Instructor will maintain and make available upon request attendance records for each program class session.

CITY RESPONSIBILITIES

- 1) Provide Instructor with an appropriate facility/location to provide instruction in: ____
- 2) List class/program in the seasonal Recreation Guide and on the City's website.
- 3) Complete registration for participants.
- 4) Provide Instructor with a class roster prior to the first class/program session.
- 5) As per the Instructor Handbook:
 - Communicate with Instructor regarding all cancellations as per the Instructor Handbook.
 - Communicate with registered participants as requested by Instructor.
 - Evaluate Instructor's performance annually to ensure compliance with the terms and conditions of this Agreement and as provided in the annual instructor evaluation tool.
 - Evaluate the program annually as provided in the annual program evaluation Stool.

PAYMENT FOR SERVICES

City shall pay Instructor as follows, but at no time shall the total amount paid exceed _____ per calendar year (check option selected):

- Option #1: The sum of _____ dollars as full compensation for providing services in a calendar year.
- Option #2: The sum of _____ dollars per hour as full compensation for providing services.

- Option #3: The sum of _____dollars per participant as full compensation for providing services.

- X Option #4: The sum of 70% of the fees collected based on the resident rate as established in the Shoreline Recreation Guide for the applicable class session time period. The City will retain 30% of the fees plus the difference between the established resident and non-resident fees. A copy of registration and attendance records will be submitted with the invoice to substantiate payment.

Shoreline Summer Camps COVID-19 Procedures and Protocols

The following procedures and protocols are based on information from the following public health authorities:

Washington State Department of Health
(<https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ChildCare>)

Seattle/King County Department of Health
<https://www.kingcounty.gov/depts/health/covid-19/schools-childcare.aspx>

U.S. Center for Disease Control (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

World Health Organization (WHO)
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Spartan and Richmond Highlands Recreation Centers, Parks and School Facilities

May 11, 2021

These procedures and protocols apply to:

- City of Shoreline Camps
- Camps Contracted with the City of Shoreline

Note:

Guidance from the State of Washington and public health agencies is continually evolving as COVID-19 is further studied. Therefore, guidance may change throughout a camp session and the City may modify practices and procedures pursuant to the most current guidelines. City Staff and Contractor Staff shall not modify any of the practices and procedures without City approval.

Unless otherwise denoted, Staff refers to both City Staff and Contractor's Staff

Camp Size and Structure:

- Camps shall be limited to a maximum of fifteen to twenty (15-20) campers to a 'group' pursuant to Department of Health and CDC guidelines on the first day of the camp.
- All outdoor camps with Groups having less than two (2) staff members per Group must always remain within eyesight and voice range of another Group.
- Each Group will remain static throughout the entirety of the Camp Session; that is, no mixing of campers or staff between Groups. Staff will only be substituted when critically necessary, as in the case of illness or absence. All reasonable efforts will be made to keep each Group static throughout the Camp Session.
- All staff and campers are required to wear masks at all times while indoors. Outdoor camps will wear masks pursuant to CDC and State DOH guidelines.

Healthy Hygiene Practices

- The City shall prominently display posters on preventing the spread of COVID-19, including handwashing, social distancing, and wearing a mask. Posters about proper handwashing should be placed near sinks.
- Staff shall teach, model, and reinforce the recommended methods for preventing the spread of COVID-19 including handwashing, face coverings, and social distancing.
- The City shall maintain an adequate supply of cleaning supplies. Staff shall routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched throughout the day.
- Hand sanitizer shall be available at the building entrance and in each camp Group room; Staff shall supervise campers to prevent misuse/ingestion.
- All campers are required to bring their own water bottles and lunches.
- Lunch times will be staggered and shall be eaten with members of each Group socially distanced from each other and staff. Staff should ensure campers wash hands prior to eating lunch or snacks.
- After the end of each camp day, the entire facility, including restrooms, will be cleaned by approved custodial staff in accordance with City cleaning policies and CDC guidelines.
- Outdoor camps will have hand washing stations or appropriate hand sanitizer.
- Unless a medical condition prevents it, all staff shall always be required to wear masks, indoors and outdoors, except when eating or drinking, or in an outdoor setting where they are able to regularly stay at least three (3) to six (6) feet away from others or as otherwise specified in then applicable CDC guidelines. The City will provide City Staff with masks but can use masks that they provide themselves.
- The City shall provide masks only for City Staff. A contractor is responsible for securing masks for its own employees. Unless a medical condition prevents it, all of the contractor's staff shall always be required to wear masks, indoors and outdoors, except when eating or drinking, or in an outdoor setting where they are able to regularly stay at least three (3) to six (6) feet away from others or as otherwise specific in then applicable CDC guidelines.
- All masks, for both campers, City Staff, and contractor staff, must meet the most current CDC and Washington State Department of Health standards for COVID-19.

Social Distancing

- Staff shall teach and model social distancing, creating space, and avoiding unnecessary touching, in an age-appropriate manner.
- Staff will have walky-talkies to communicate movement throughout the facility to ensure Groups are not in the hallways at the same time.
- Program Schedules will be clear and discrete to ensure no overlap between Groups in the usage of common spaces such, as gymnasium and playground.
- Room set-up, games and activities will be structured to ensure social distancing of at least six (6) feet.

Parent/Guardian Drop-Off and Pick-up

- The City will set up hand hygiene stations at the entrance to all Camp Shoreline sites. These stations will be supplied with hand sanitizer for campers to use prior to entering the building. Contractors are responsible for establishing stations at their respective camp sites.
- Pens will be provided on a single use system (separate containers for unused and used) for sign-in/out, however parents are encouraged to bring their own pen for use at sign-in stations. Sanitary wipes shall be provided by the City for City Staff to clean pens after a single usage at Camp Shoreline sites. Contractors are responsible for pen sanitization at their respective camp sites.
- Camp start/end times will be staggered or coordinated at different building entrances to prevent large groups from gathering.
- Parents will not be allowed in the building. Pick-up and Drop-off times will be staggered or coordinated at different building entrances and done outside the building.

Limit Sharing

- Each camper will be given frequently used supplies for the week (e.g. art supplies) in a container with their name on it and they will store this container onsite for the week. All other supplies will be cleaned at the end of each camp day.
- All sports camps will require campers bring their own equipment and no sharing will be allowed. Should a camper not have equipment, it will be provided for that camper and cleaned and disinfected after each camp day use.

Monitoring Staff and Campers for signs and symptoms

- Staff shall communicate with parents/guardians the importance of keeping a camper home if sick.
- Staff shall be screened every day for signs and symptoms of COVID-19.
- Staff shall ask parents/guardians to screen their child before coming to camp for signs and symptoms of COVID-19.
- A form acknowledging that the parent/guardian has checked for CDC-defined signs and symptoms and determined the camper is symptom free is required each day. Recommend that parents/guardian print out and sign the symptom assessment sheet before coming to camp. This assessment must be completed on a daily basis or the camper will not be permitted to attend camp.
- If a parent/guardian has not screened their child before coming to camp, Staff should visually inspect the camper for signs of illness wearing a mask and gloves if Staff cannot maintain a distance of at least six (6) feet. Staff may use a thermometer to check temperature during this inspection.
- In case a camper or Staff member displays symptoms during the camp day, a separate isolation area will be identified at the camp location where the camper/staff can stay until parent/guardian arrives (camper), or until safe transport home can be arranged

(staff). The gymnasiums at both indoor sites will be used to isolate as they are the 'open areas' for programming and can be left vacant if needed.

- If a camper/staff has been isolated, Staff or an authorized janitorial service shall clean and disinfect the entire area after the camper/staff leaves.
- Back-up Staff who are trained and able to step in to assist for the remainder of the session will be available if required.
- A camper or Staff may not return to camp until the then-current CDC criteria for discontinuing home isolation have been met.

Contact Tracing

- Staff shall maintain a daily log of the members of each Group.
- Parents/Legal Guardians should immediately notify the City if their child tests positive for COVID-19.
- Staff shall not disclose the identity of the infected individual; Staff may only state that an individual has tested positive.
- City Staff will cooperate with Seattle/King County Department of Health in any contact tracing investigation, including providing any information permissible by law.
- Any information provided to Seattle/King County Department of Health is used only by public health professionals and is confidential. *It will not be shared.*



Parks, Recreation and Cultural Services Instructor Handbook



Effective Date: October 15, 2018

Sponsor: Mary Reidy, Recreation Superintendent

Next Review Date: October 15, 2024

Approved by:

Mary Reidy, Recreation Superintendent

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Welcome!

Welcome to the City of Shoreline Parks, Recreation and Cultural Services Team. Our mission is to provide life-enhancing experiences and promote a healthy community and environment, to celebrate arts and culture, enhance our natural environment and pass this legacy to the next generation.

As part of the Recreation Division you will work alongside other passionate professionals with the goal of creating a healthy, happy, connected Shoreline community. We support developing community through recreational activities that work to ensure everyone has the opportunity to engage both creatively and physically, regardless of economics, ability, age or location.

This handbook is a general overview of your role as an instructor, highlighting some details pertinent and unique to that position. Your immediate supervisor will give you more specifics with your orientation.

Instructor Types

Contracted

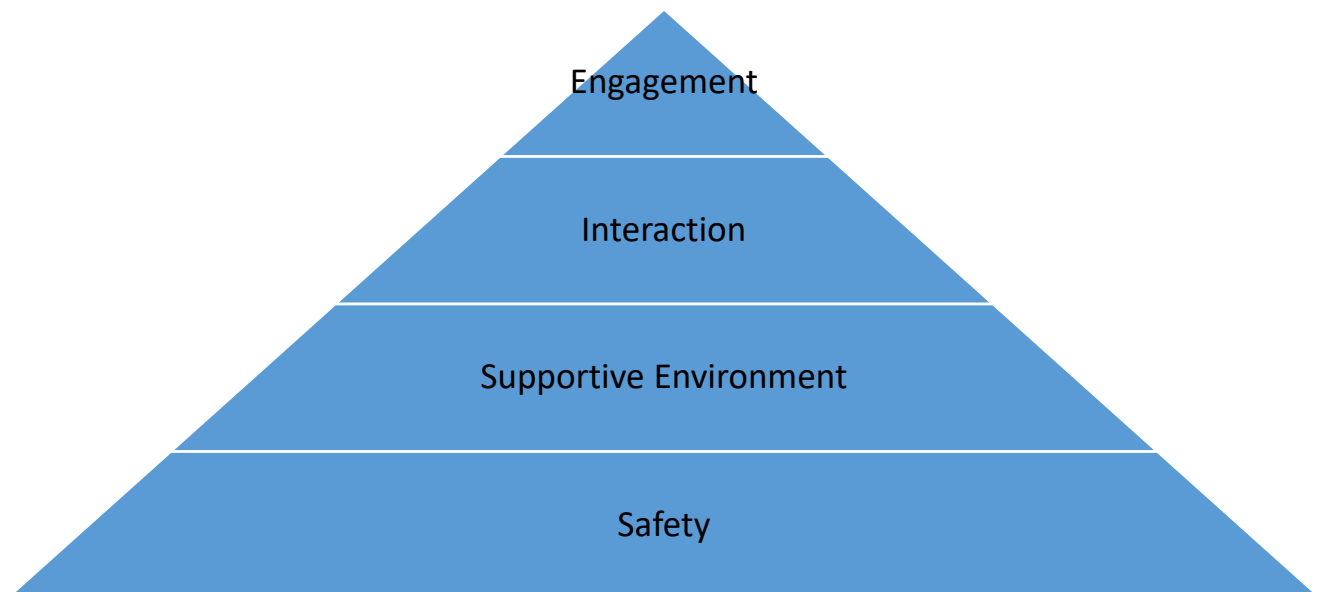
Based on the type of class being offered, and the qualifications of the instructor, it may have been determined that contracting for services was the best option. If this is the case, and you are a contracted instructor, you will coordinate the invoicing with Supervisor at the conclusion of the session and payment will be based upon the signed contract scope of work.

Payroll

Instructors may also be hired as a City employee and thus be considered 'on payroll'. All payroll employees must adhere to the City payroll policies and guidelines regarding tracking time and submitting time cards. Supervisors will review this process with each instructor.

Program Standards and Expectations

To provide the highest quality programs to the community we strive for each program we offer to include the following components. The more our recreation team engages in these activities the better the experience for our participants. Although recreation classes span many different locales and program areas we can all work towards common goals, which in turn provides our residents with the highest possible quality programs. Instructors are valued members of this recreation team and integral components to creating a healthy, happy, connected Shoreline community. As such each Instructor is trained and evaluated on the recreation program expectations.



This criterion was developed based upon the Weikart Center's program quality assessment model, a nationally recognized, empirically based tool linked directly to program quality.

Table 1: Program Standards and Expectations

Standard		Expectation	
Safe Environment	Safety	Provide a clean, safe area for the participants to engage in the activity.	Create an encouraging, comfortable environment for participants.
Supportive Environment	Supplies	Have all the supplies needed for each participant ready to go before they enter the room.	
	Greeting	Greet all participants as they enter, or at start of the class by name. Use name tags if necessary.	
	Questions	Open ended questions used when working with participants. This gives an opportunity to fully engage them in their experience.	
Interaction	Structure	Class structure so that all participants engage in 2 of the 3 following learning styles: Individual, small group, large group.	
	Lead	Allow for both formal and informal opportunities for participants to lead. This could be for a small group or the entire class.	
Engagement	Reflection	Provide an opportunity for participants to reflect upon their experience, even if it is a raise of hands of who felt good in yoga today. This can be a formal reflection period or more off-the-cuff. It is important to provide this space, no matter how casual it may be.	
	Choice	Ask for participants input into the daily activities, whether that be the schedule or activity specifics. Give them some voice and choice.	
	Sharing with Others	Provide opportunity for participants to regularly share what they have learned/created with the group or as a culminating activity at end of session.	

Annual Instructor Evaluation

It is the practice and standard to evaluate each instructor, regardless of instructor type, on an annual basis. This evaluation is to be used as a communication tool between supervisor and instructor regarding the instructor's ability to meet the stated expectations. The supervisor will review the evaluation with the instructor to assess goals and refinements. This is a performance enhancement tool and not directly linked to compensation.



ANNUAL RECREATION INSTRUCTOR EVALUATION TOOL

Instructor Name: _____

Program Name: _____

Date/Time/Location of program evaluated: _____

Staff doing Evaluation: _____

Evaluation Criteria	YES	NO
Did the class/program start at scheduled time?		
Was there adequate time allotted for each activity?		
Were there enough supplies available at start of class?		
Did the instructor greet the participants?		
Did the instructor use open-ended questions with participants?		
Did the instructor ask for input from participants, either informally or formally?		
Was an opportunity for participants to lead (formally or informally) provided during class time?		
Was there an opportunity for participants to reflect on their experience, either formally or informally, during class time?		
Are there clear objectives and curriculum established for the class?		
Did the class structure all participants to engage in 2 out of 3 of these learning environments: large group, small group, individual?		
Analysis:		
Review Date with instructor:		
Items discussed with instructor:		

Please put additional notes on back

Annual Program Evaluation Each program will be evaluated by staff annually based on a variety of criteria. This information will be evaluated by the Recreation Supervisory team annually and used to determine future course offerings and budget.

General Recreation Program Evaluation Tool		
Program Name:		
Date/Time/Location of program:		
Staff doing Evaluation:		
	YES	NO
Is the area clean?		
Adequate supplies available at start of class?		
Is the area safe for participants?		
Instructor: Annual Evaluation met 7/10 criteria		
Instructor: Annual Evaluation met 7/10 criteria		
Analysis:		
OTHER OBSERVATIONS:		
	> 75% agree/strongly agree	< 75% agree/strongly agree
Participant Survey Results Review (Goal >75%)		
Instructors were friendly/knowledgeable.		
I learned what I wanted from this class.		
Analysis:		
Annual Enrollment Evaluation		
	YES	NO
Class met minimum enrollment (if No please explain)		
Class had waiting list		
Analysis:		
Cost Recovery Analysis		
Class meets Cost Recovery Target	YES	NO
Analysis:		
ANNUAL ASSESSMENT:		
	YES	NO
Continue offering		
Continue offering with modifications:		
Time limited probation:		
Discontinue offering <i>(mandatory for those classes that have not met minimum for 3 consecutive quarters)</i>		

Communications

It is City policy that instructors do not contact current participants unless doing so on official City business regarding the class and from a City phone or email. Instructors are never to contact a current participant regarding the actively enrolled class via their personal computer, email or phone. All course related emails are sent through the registration software system for archiving reasons.

Instructors are expected to respond in a timely manner to communications from their Supervisor regarding any program related business or work schedule.

Communication with your Supervisor

Information for recreation guide

The City produces a recreation guide 3 times per year; winter, spring/summer and fall. It is the instructor's responsibility to work with their supervisor to confirm information for the class description and dates/times/locations of class. Class descriptions should be no more than 60 words and must include information regarding the health (physical/emotional/social) benefits of the activity.

Class rosters

Supervisors will provide instructors with the most up to date printed class rosters when they arrive on the first day. If the class is at a staffed City Parks facility during operational hours the roster will not include emergency contact information. If the offering occurs at an off-site location the instructor will receive a roster with emergency contact information for participants.

Instructors will not be given access to the class roster emails or database information other than what is on the roster for attendance and emergency purposes.

Communication with Registered Participants

Before session

Class letter/Introduction - Instructors should work with their Supervisor to develop a class welcome letter containing any pertinent information for registrants that will be emailed out at the time of registration. This letter should include such items as what to bring the first day of class, where to purchase any required materials, etc. This is the instructor's chance to communicate expectations and curriculum to participants.

It is the responsibility of the instructor to work with their supervisor to ensure that the letter is completed and uploaded into the registration software system prior to the first day of registration.

During session

Prescheduled emails - Instructors should pre-schedule email communications whenever possible, submitting these to the supervisor with the class welcome letter prior to registration. Such communications might include prewritten weekly check-in emails to participants containing relevant information or prescheduled reminder emails regarding materials to bring for a certain session. Instructors must let supervisor know date for each email to be sent throughout session. (Appendix IV)

Instructors are encouraged to talk in person before or after the class with participants if more specific conversation is required. Email conversations between an instructor and a participant requires approval from the Supervisor and will be held to all the communication standards cited in this document. Instructors are not to send emails via their personal devices to any registrants (unless it is a former student who has signed the release cited in #3 below).

After session

An Instructor is allowed to have ongoing communication with participants after the conclusion of the registered session for marketing purposes. This can be achieved by putting out a City issued sign-up sheet on the last day of class to collect email addresses from class participants who wish to receive communications regarding future classes.

- The City will supply you with this sign-up sheet (which will have a liability release).
- This can only be administered on the last day of the session.
- The sheet must be left out for free-will signature by participants.
- Instructors will need to make a copy of the email sign-up sheet, giving their supervisor a copy for archive purposes.

- Instructors may use their personal email accounts to email people on the sign-up list at any time after the last class. However, this information can only be for class focused marketing purposes.

Sign-up for More Communication

OPTIONAL REQUEST FOR ADDITIONAL INFORMATION
THE CITY OF SHORELINE DOES NOT REQUIRE THAT YOU PROVIDE THIS PERSONAL CONTACT INFORMATION TO THIS INSTRUCTOR.

In providing your personal contact information, you agree that _____ may contact you directly for the purpose of offering classes and/or services that are not part of the City of Shoreline's Parks and Recreation program.
If you would like additional information about these classes/services, please provide your contact information below.

Class name: _____ Date signed: _____

Topic: _____

NAME (Please Print)	Address	Phone Number	Email

Unscheduled communications
Situations may demand an unscheduled email be sent to participants for the following reasons:

- Cancellation
- Substitute Instructor
- Last minute change to location/time

Unscheduled communications have two delivery options:

1. Contact your Supervisor and Shorelineparks@shorelinewa.gov via email or call (206) 801-2600 with the content of message, class to be contacted and date/time to be sent. Please be specific.
2. Log into the registration software system via a City computer and send the email. Access will be limited to specific instructors by their Supervisor for security reasons, with most not having this option available.

Class Cancellations

Situations may demand an unscheduled class cancellation, such as for illness or car emergency. Two options for participant notification are:

1. Contact Shorelineparks@shorelinewa.gov via email and an email will be sent and phone calls made.
2. Call (206) 801-2600 with the content of message, class to be contacted and date/time to be sent. Please be specific.

Late Arrivals & Taking Breaks

To provide the best quality programs to the Shoreline community instructors are expected to be on time and prepared for the first student's arrival. In the unforeseen circumstance that a late arrival is imminent, the instructor is asked to call Spartan Recreation Center (206) 801-2600 so staff can inform the participants. Consistent late arrivals may impact future instructional opportunities with the City of Shoreline.

For contracted instructors any agreed upon break time is to be included in the contract scope of work. For payroll instructors the supervisor will review break schedules when applicable, however most of the classes offered are less than 4 hours in length and thus do not require a break.

Facility Use/Keys

Most instructors will be using City facilities during operational hours and thus will not require the issuance of keys. Supervisors will give instructors a facility tour and overview prior to the first day of instruction, reviewing pertinent safety issues and building standard operating procedures.

Instructors may be issued keys for City facilities with approval from Supervisor. All City key management policies must be followed when issuing and all keys must be returned upon termination or at the request of Supervisor. If an instructor is issued a key the Supervisor will give a facility orientation to review building opening/closing/evacuation procedures and any pertinent safety issues and all facility use policies. Any lost keys must be reported immediately to Supervisor.

Substitute Instructor

Contracted Instructors

If the Instructor is not available to provide services on a specific day or for a period of time, a substitute may be utilized subject to the City's approval. The Instructor shall submit the name(s) of qualified substitutes it intends to utilize to the City within fifteen (15) days after execution of their contract or amended as needed with Supervisor approval. The City may require the substitute to provide licensing and consent to a criminal background check as provided in Section 11 of the contract. Instructors shall notify the City that a substitute will be used as soon as possible after the Instructor is aware of the need for a substitute. The Instructor shall be responsible for any payment to the substitute and for all costs incurred by the City in relation to the substitute.

Payroll Instructors

Instructors who are City employees must work with their Supervisor to coordinate substitute instruction. Instructors are requested to give their Supervisor ample notice to prevent cancellation of the class.

Make-up Classes

All attempts will be made to make-up any cancelled classes. Instructors are encouraged to work with their Supervisor to build in potential make-up classes so as to ensure availability of both instructor and space. All make-up classes will be coordinated with, and approved by, the Supervisor and participants will be contacted by the City via email and/or phone.

City Closures

Weather and other unforeseen emergencies may merit City facilities being closed without prior notice. Should this occur, instructors will be notified of class cancellation. City staff will contact participants regarding cancellation. Make-up classes are to be coordinated per section VIII. The Supervisor will coordinate all communication with the participants regarding the decision to alter the program schedule and refund policy.

Air quality

Should City facilities remain open, yet poor air quality remains, your Supervisor will contact you regarding the course of action as determined per Air Quality protocol based on the United States Environmental Protection Agency Air Quality Index (AQI) Chart for Ozone.

Yellow (50-100): Modify outdoor activities

Orange (101 -150): Move programming inside when/if possible

Red (151-200): Cancel outdoor programming that cannot be moved inside for the day and issue refunds.

Purple and higher (>200) : Cancel outdoor programming that cannot be moved inside for the day and issue refunds.



Air Quality Index for Ozone

(Based on 8-hr average concentrations)

Index Values (Conc. Range)	Air Quality Descriptors	Who needs to be concerned	What should I do?
0 – 50 (0-54 ppb)	Good	It's a great day to be active outside.	
51 – 100 (55-70 ppb)	Moderate	Some people who may be unusually sensitive to ozone.	Unusually sensitive people: <i>Consider reducing</i> prolonged or heavy outdoor exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier. Everyone else: It's a good day to be active outside.
101 – 150 (71-85 ppb)	Unhealthy for Sensitive Groups	Sensitive groups include people with lung disease such as asthma, older adults, children and teenagers, and people who are active outdoors.	Sensitive groups: <i>Reduce</i> prolonged or heavy outdoor exertion. Take more breaks, do less intense activities. Watch for symptoms such as coughing or shortness of breath. Schedule outdoor activities in the morning when ozone is lower. People with asthma should follow their asthma action plans and keep quick relief medicine handy.
151 – 200 (86-105 ppb)	Unhealthy	Everyone	Sensitive groups: <i>Avoid</i> prolonged or heavy outdoor exertion. Schedule outdoor activities in the morning when ozone is lower. Consider moving activities indoors. People with asthma, keep quick-relief medicine handy. Everyone else: <i>Reduce</i> prolonged or heavy outdoor exertion. Take more breaks, do less intense activities. Schedule outdoor activities in the morning when ozone is lower.
201 – 300 (106- 200 ppb)	Very Unhealthy	Everyone	Sensitive groups: <i>Avoid all</i> physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better. People with asthma, keep quick-relief medicine handy. Everyone else: <i>Avoid</i> prolonged or heavy outdoor exertion. Schedule outdoor activities in the morning when ozone is lower. Consider moving activities indoors.
301 – 500 (≥ 201 ppb)	Hazardous	Everyone	Everyone: <i>Avoid all</i> physical activity outdoors.

Updated on May 10, 2016

Emergencies

In case of emergency instructors located in a staffed City building will remain calm and assist City staff in standard emergency procedures. Supervisors will issue each instructor the PRCS Safety Plan as well as that of the facility in which they operate, reviewing their role in the plan.

Appendix III

Confidentiality

Instructors are to hold all information concerning program participants as confidential. Any information which may be deemed 'sensitive' in nature regarding participants should not be discussed with any person other than the Supervisor or the Supervisor's designee.

Vehicle use

Any instructor required to use a City vehicle must meet all City Vehicle Use policy guidelines, which will be provided by the Supervisor.

Supplies

Supplies are to be provided by the instructor at no extra cost to the City unless pre-approved by Supervisor or included in contract scope of work.

Uniforms/Attire

All instructors are to present themselves in a professional manner appropriate for the course curriculum. At times instructors may be issued a uniform from their Supervisor, which must meet all City Uniform Policy guidelines. (Appendix I)

Disruptive behavior policy

The City of Shoreline PRCS has an established Disruptive Behavior Policy for all recreation program participants. Supervisors will review instructor expectations regarding implementation of the policy and all associated documentation required. (Appendix II)

Customer Service and Accommodation Requests

Participants inquiring about registration, payment, reasonable accommodations or refund information should be directed to Spartan Recreation Center front desk staff (206)801-2600.

Instructor Email Request

Name of Instructor _____

Class (day/time) for message _____

Email #1 -

Delivery Date/Time: _____

Subject Line: _____

Body of Email: _____

Recipient Criteria: _____

Attachments: _____

Email #2 -

Delivery Date/Time: _____

Subject Line: _____

Body of Email: _____

Recipient Criteria: _____

Attachments: _____

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Public Hearing and Discussion of Resolution No. 507 - 2024-2029 Transportation Improvement Plan (TIP)
DEPARTMENT:	Public Works
PRESENTED BY:	Nytasha Walters, Transportation Services Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In accordance with RCW 35.77.010, cities in Washington State are required to prepare and adopt a comprehensive six-year Transportation Improvement Plan (TIP). The six-year TIP should include transportation projects, such as road and bridge improvements, as well as new or enhanced bicycle and pedestrian facilities. Projects and programs in the draft 2024-2029 TIP include high priority projects identified in the Transportation Element (TE) of the Comprehensive Plan and/or other projects previously identified for safety and operations, access, and mobility improvements for all modes of transportation. The TIP includes descriptions, costs, funding options, and a status for each project.

Tonight, the City will hold a Public Hearing to receive public feedback on the proposed updates to the 2024-2029 TIP (Attachment A, Exhibit A) followed by Council discussion. Proposed Resolution No. 507 (Attachment A), if approved, would adopt the 2024-2029 TIP. Proposed Resolution No. 507 is currently scheduled to be brought back to Council on May 15, 2023 for potential action.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact associated with adoption of the TIP. The projects identified in the City's TIP are a combination of funded projects in the Capital Improvement Plan (CIP), including projects that are partially funded or underfunded, as well as currently unfunded projects the City would like to undertake should funding become available. The vast majority of projects included in the TIP are unfunded or partially funded. Listing projects in the TIP makes them grant eligible, as most grant programs will only fund projects included in a jurisdiction's TIP.

RECOMMENDATION

No action is required tonight; staff recommends that the City Council hold the Public Hearing and discuss the proposed 2024-2029 TIP. Staff is requesting direction from Council regarding the policy topics outlined in this staff report as well as any revisions to the 2024-2029 TIP, including items that should be added or removed. Staff

recommends that Council adopt proposed Resolution No. 507, which would adopt the 2024-2029 TIP, when it is brought back to Council for potential action on the on May 15, 2023.

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

BACKGROUND

In accordance with RCW 35.77.010, cities in Washington State are required to prepare and adopt a comprehensive six-year Transportation Improvement Plan (TIP). The City's six-year TIP must be consistent with its comprehensive plan transportation element. The six-year TIP should include transportation projects, such as road and bridge work, as well as new or enhanced bicycle or pedestrian facilities.

In addition to local projects, the TIP should also identify projects and programs of regional significance for inclusion in the regional TIP, such as the 145th Street Corridor improvements. It also includes on-going programs, namely the Sidewalk Rehabilitation Program, Traffic Safety Improvements Program, Road Surface Maintenance Program, Traffic Signal Rehabilitation Program, and the 2018 Voter-Approved Sidewalks Program. The Voter-Approved Sidewalks Program is funded by a Sales and Use Tax and to date has funded three of 12 identified new sidewalk projects already completed or to be completed by end of 2023.

Projects and programs in the draft 2024-2029 TIP include high priority projects identified in the Transportation Element (TE) of the Comprehensive Plan and/or other projects previously identified for safety and operations, access, and mobility improvements for all modes of transportation. Project descriptions, costs, funding options, and the project status are identified for each project in the TIP. The City's TIP is also used to secure state and federal funding for transportation projects as part of the Statewide Transportation Improvement Plan (STIP).

The TIP is prepared and presented to the City Council in advance of the Capital Improvement Plan (CIP). The policy direction provided through adoption of the TIP is used to identify transportation projects for inclusion in the CIP. The City Council will review the City's proposed six-year CIP as part of the biennial budget process.

Tonight, Council is scheduled to hold a Public Hearing to receive comments and discuss the draft 2024-2029 TIP (Attachment A, Exhibit A). Proposed Resolution No. 507 (Attachment A), if approved, would adopt the 2024-2029 TIP. Proposed Resolution No. 507 is currently scheduled to be brought back to Council on May 15, 2023 for potential action.

RCW 35.77.010 requires that the City hold at least one Public Hearing on the TIP and that the City submit the adopted TIP to the Washington State Secretary of Transportation. The Department of Transportation has historically accepted submittal of TIPs through the month of June.

DISCUSSION

The draft 2024-2029 TIP utilizes last year's TIP (2023-2028 TIP) as its foundation. Projects and programs in the draft 2024-2029 TIP may include high priority projects identified in the Transportation Element (TE) of the Comprehensive Plan and/or other projects previously identified for safety and operations, access, and mobility improvements for all modes of transportation.

Projects in the TIP are sorted into three categories: Programs & Plans (partially funded), Projects (fully or partially funded), and Projects (unfunded). Generally, funded or partially funded projects are those included in the City's 2023-2028 CIP. Unfunded projects shown in the 2024-2029 TIP are limited to those that have a chance of progressing in this six-year period. These unfunded projects may require an initial pre-design analysis; projects may be addressing high collision areas, be inclusive of work with other stakeholders, or be a possible candidate for a specific funding source. The Programs are generally considered partially funded, as additional work could always be completed through these programs with supplemental funding.

A project sheet for each defined project or program in the TIP has been developed and includes the following (see Attachment A, Exhibit A for a more detailed description):

- Scope / Narrative
- Funding
- Project Status / Funding Outlook
- Purpose / Goals to be Achieved

Projects include an estimated project cost, the amount of funding secured or unsecured, and the funding source for the six-year period covered by the TIP. If grant funding has been secured from a specific source, it is identified. The total project cost and any previous expenditures are also identified and often discussed in the Project Status / Funding Outlook section. Potential grant funding sources may also be identified in this section.

Projects listed that are necessary to accommodate growth and allow the City to maintain its adopted Levels of Service may be funded in part by Transportation Impact Fees (TIFs) and are identified as such. With the City currently updating its TIF and concurrency programs, additional projects in this current TIP may become eligible for TIF. The costs for projects programmed for the first three years of the TIP have been developed with a higher level of detail, whereas those in the latter three years have been developed with less specificity, as the projects are generally less defined in outer years.

The TIP contains a summary matrix showing total costs for all projects. Very few projects are completely funded in the next six years, and many are unfunded. Several of the partially funded projects are segments of large, corridor-wide improvement projects that will require a considerable amount of grant funding to complete. A map showing the location of each project is also included.

Sales and Use Tax

As noted above, in November 2018, a funding source was secured for the construction of new sidewalks when voters approved a Sales and Use Tax increase for this purpose. More information can be found under the New Sidewalk Plan (No. 2 in the TIP). This revenue source funds a minimum of 12 identified sidewalk projects. One of the 12 projects has been completed and two more should be completed by the end of 2023.

This program calls out the Sidewalk Prioritization Plan which identifies new sidewalk segments needed to complete the City's Pedestrian Plan. Additional sidewalk will be constructed as part of larger capital projects, and staff will continue to apply for grant dollars when a sidewalk segment can compete with the requirements.

Strategy for Completing Large Corridor Improvement Projects

The City has historically depended on securing grant funds to build its major transportation projects. Currently, there are a number of jurisdictions and transit agencies seeking grant funds for large transportation projects. The grant award process remains extremely competitive.

In part due to the COVID-19 pandemic and disruption of manufacturing and distribution of goods, labor shortages and market uncertainty, construction costs have seen significant increases. The result is that many of the City's larger projects currently under design have seen cost estimates reflect this with greatly increased costs in recent design phase submittals. This has posed another challenge for the City to secure complete funding for projects.

The City has several large projects that have received some federal funding and are now on the clock to deliver constructed projects. With limited opportunities, these will need to remain the priorities even though there are many other deserving projects.

Many grant sources also require a City match; current match requirements typically range from 13.5% to 20% of a project phase. State Transportation Improvement Board (TIB) funding is often the last funding in, and those matches can be even higher. As described in the Grant Match section of this staff report, the current City policy is to set aside up to \$100,000 for grant matches every year. City staff have been leveraging local funding sources such as Sound Transit access funds, King County Parks Levy, TIF, Grants Match Funding, and Roads Capital funding to try to match the many pots of money the City is going after to complete its major projects. At times, it has been a struggle to find matching dollars and staff may approach Council in the future on a project by project basis to request additional match funding.

Given the number of projects the City would like to complete, the amount of grant match set aside by the City and the risk of not receiving sufficient grant awards to fund these projects in the desired time frame, the City is proposing to complete the most strategic projects, or segments of these projects, in the near term. Following is an overview of this approach on key projects.

- **145th Street Projects**

The City completed the 145th Street Multi-modal Corridor Study in 2016. This study developed a master vision, called the Preferred Design Concept, for the 145th Street corridor from State Route (SR) 522 to 3rd Avenue NW. Sound Transit will be constructing improvements to the corridor from SR 522 to Interstate-5 (I-5) as part of its Sound Transit 3 Program. These improvements are planned to be completed for Bus Rapid Transit (BRT) service to begin by 2026.

The City is actively initiating projects at the I-5/145th Street interchange and along the 145th Corridor from I-5 to Aurora Avenue (Interurban Trail). The segment on 145th Street from the Interurban Trail to 3rd Avenue NW (which was included in the pre-design study) is currently unfunded and not included in the TIP, as it is a significantly lower volume section of roadway and will not be supporting significant transit service.

145th Street and I-5 Interchange

City staff have worked diligently with Sound Transit, WSDOT, and other local agencies for several years to determine multi-modal improvements for the 145th Street/I-5 Interchange. This includes extensive coordination in the vicinity of 145th Street and 5th Avenue NE, which overlaps with the western terminus of Sound Transit's BRT project and adjacent to the Sound Transit Shoreline South/148th Street Light Rail Station (Lynnwood Link Extension Project).

The Interchange Project is fully funded. The City was fortunate to secure federal funding for both the design and construction phases totaling approximately \$8.8 million. Sound Transit has entered into an agreement with the City to support this project with up to \$10 million. Two State funding sources were secured, with a \$5 million Regional Mobility Grant and a \$5 million Transportation Improvement Board (TIB) grant. Additional match has come from City Roads Capital funds.

The 145th Street Corridor Project from I-5 to Aurora Avenue N

Given the highly competitive and limited availability of funding to complete the right-of-way (ROW) acquisition and Construction (CN) phases of the 145th Street Corridor project, staff worked with the State to be able to deliver this project in phases. The project has federal STP (Surface Transportation Program) funding for designing the entire length of the corridor. ROW and CN are being completed in the following phases:

- Phase 1: I-5 to Corliss Ave
- Phase 2: Corliss Ave to Wallingford Ave
- Phase 3: Wallingford Ave to Aurora Ave

Phase 1 is completely funded, using a large share of the \$25 million in Connecting Washington (CWA) state funding, \$4.92 million federal (FHWA) funding (this was awarded from the PSRC project contingency list), and \$5 million TIB state funding. The TIB funding was the last in and will allow some CWA funds to move to the remaining phases.

The 145th Corridor Phase 1 and Interchange projects are expected to go out to bid as one project in 2023.

The 145th Corridor Phases 2 and 3 and the Off-Corridor Bike Network (which are the bicycle facilities for the 145th Corridor Project) are still largely unfunded. The 145th Off-Corridor Bike Network includes improvements on several streets west of I-5 and must be completed as part of the 145th Corridor Project as it was determined that bicycle facilities for the 145th Corridor would be removed from

location on the busy state route. The 145th Off-Corridor Bike Network is being designed as part of the 145th Corridor Project.

Staff applied for federal funding for Phase 2 ROW acquisition which ended up high on the project contingency list. Shoreline staff are currently working with PSRC staff in hopes to move this from contingency to funded as PSRC is trying to backfill projects that are being delayed. By staying poised to begin this phase by July of 2023, staff hope to secure this ROW funding (up to \$5.48 million) which will be matched by CWA funds.

In what is hoped to be a strategic move to fund some of these multi-million dollar projects that are supporting regional transportation and local growing neighborhoods, the City has submitted a \$25 million grant application for RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant program funding. This would include roughly \$18 million for the 145th Corridor Phase 2 (CN), Phase 3 (ROW and CN), Off-Corridor Bike Network (CN), and about \$7 million for the 148th Street Non-Motorized Bridge (CN). All these elements work together to complete multi-modal connections to the new Shoreline South/ 148th Station from west of I-5, as well as supporting growing transit-oriented development and connecting to the Aurora business district, Metro E-line, and Interurban Trail. Together, these project elements complete multimodal connections and help transform this westside station area.

This \$25 million grant request would be used toward the remaining approximately \$32.7 million in costs for these project elements. The grant would need to be matched with the proceeds of sales from the uneconomic remnant parcels associated with the 145th Corridor Phase 1, the remaining CWA funds, and the collection of Real Estate Excise Tax (REET) or other over a period of years, and/or General Funds. RAISE funds are highly competitive dollars. If unsuccessful, the City will likely submit a similar request for the next few years as a large pot of money such as this is the best way to move these projects to completion and there are limited options.

- **148th Street Non-Motorized Bridge**

This pedestrian/bicycle bridge complements the financial investment in the area (light rail, transit, and 145th Corridor improvements). The bridge will span I-5 in the vicinity of 148th Street, connecting westside neighborhoods directly to the future Shoreline South/148th Station which will connect light rail, BRT service, local bus service, and the Trail Along the Rail. The bridge will be a key component of the Shoreline bicycle and pedestrian networks. With a revised total cost estimate of approximately \$40 million, this is one of the projects that has felt the financial strain of rising steel costs (mostly due to the actual bridge structure).

The 148th Bridge project is being phased and has two critical deadlines to meet in order to avoid millions in additional costs.

- *Phase 1:* This phase includes the improvements on the east side of I-5 adjacent to the light rail station. The City has secured complete funding for this phase with local funding from Sound Transit, a King County Parks Levy, and State legislative funding. If construction were to occur after trains are running in 2024, Sound Transit would impose very strict construction hours for the few hours that the trains do not run daily. These time restrictions would add considerable costs to a construction contract. This Phase 1 eastside project is on schedule to go out to bid in Spring 2023 with construction in 2023/2024.
- *Phase 2:* This phase includes the actual bridge superstructure and west side improvements to 1st Avenue NE. The City secured federal funding for design and a \$2.5 million FHWA Transportation Alternative Program (TAP) grant for ROW acquisition (this mainly includes permanent and temporary construction easements). The City has also been awarded a \$5.44 million federal STP grant for construction. The State's 2022 Transportation Package includes \$7 million for the 148th Bridge of which about \$2 million will be used in Phase 1 and about \$5 million in Phase 2. Staff has worked closely with Representative Jayapal and has secured a \$4 million federal earmark. As mentioned prior, the City has submitted a RAISE grant application with about \$7 million targeted for the 148th Bridge. If this is not successful, the City would need to collect about \$9 million in REET (or other) and General Fund over the next several years to complete this project.

Phase 2 must be fully funded and completed by 2025/2026 before WSDOT undertakes its I-5 Thornton Creek Fish Passage Project, the daylighting of Thornton Creek along and under I-5. If the 148th Bridge is not completed prior, a temporary bridge will need to be constructed to move materials over the daylighted creek, adding many millions to this project.

- **175th Street Corridor Project**

The 175th Street Corridor Project limits are from I-5 to Stone Avenue N. It is considered a high priority as it is a primary access route to I-5, serves multiple schools, and has relatively high levels of congestion and substandard sidewalks adjacent to an area with high pedestrian volumes traveling to elementary schools, a church with sizeable park-and-ride lot, bus service, and a City park. The 175th Street Corridor Project will be segmented into phases for construction.

As design proceeded, it was determined that a significant seismic event could cause failure of the soils in the vicinity of Ronald Bog affecting the roadway. Staff worked with a consultant team and applied for approximately \$9 million in a FEMA Building Resilient Infrastructure and Communities (BRIC) grant for seismic mitigation/road work adjacent to Ronald Bog for a portion of the 175th Corridor Project. The City has yet to find out if these funds will be awarded which, if they are, would result in some early work of a smaller project carved out near the bog and 175th Street/Meridian Avenue intersection.

Because the 175th project is needed to accommodate future growth, TIF can be used to serve as City matching funds. The City is currently using TIF funds to help purchase preliminary right of way (four parcels identified at the western end of the project footprint) and will pursue additional grant funds for the corridor to supplement TIF funds. Total project costs are estimated at approximately \$95 million, with about \$19 million considered as secured through grant, TIF, and utility franchises agreements. With the amount still unfunded, the project team will need to develop a strategy and work with the State for segmenting this corridor into phases for construction. This project will prove a challenge to fund over the next many years.

- **N/NE 185th Street Corridor Improvements**

Following completion of a study for the 185th Street Corridor in October 2019, the City Council adopted a preferred option for mid-block cross-sections to develop a vision for this corridor. There is currently no funding for a specific capital project. This “project” remains in the 2024-2029 TIP as an Unfunded Project for now to help guide private development. Until the 145th and 175th Corridors (which already have federal funding and a resulting timeline for completion) have additional secured funding, it may be too soon for staff to develop a full funding strategy to support improvements on this corridor. A future opportunity may be a “growth” project at the intersection of 185th Street and Meridian Avenue, which could be funded by TIF funds. For now, development will be guiding some of the early improvements on this corridor.

- **Trail Along the Rail**

This project will provide an approximately 2.5-mile multi-use trail that roughly parallels the Lynnwood Link Extension Light Rail guideway from the 148th Street station through the 185th Street station and to the 195th Street / I-5 pedestrian overcrossing. Access to portions of the Trail Along the Rail will be built by Sound Transit and steps are being taken in working with Sound Transit design teams to ensure that the ability to complete the Trail Along the Rail in a future year is not precluded. As part of light rail mitigation and permitting requirements, Sound Transit will be constructing approximately 20 blocks of non-contiguous trail.

The City contracted to design and construct a retaining wall near Ridgecrest Park as early work that needed to occur prior to light rail completion. This was included in a Sound Transit Betterment Agreement (agreement for Sound Transit to construct this facility on behalf of the City) and was for a wall and grading only; this segment of the trail will be completed at a later date when funding can be secured.

In conjunction with one of the 12 new sidewalk projects, an interim on-street segment of the Trail on 5th Avenue NE from 175th to 182nd Street will be completed by end of 2023. Other segments of the Trail will be completed as funding is secured; no other segments are currently funded.

New Projects Added to the TIP

One new project has been added to the 2024-2029 TIP:

Project No. 14 - NE 200th Street (25th Ave NE to 30th Ave NE) New Sidewalk

This project will add sidewalk servicing Cascade K-8 School. In the 2023-2024 biennial budget, the City Council approved a one-time General Fund contribution of \$890,000 to the Roads Capital Fund to construct this new sidewalk.

Newly Emerging Projects in the TIP

As noted previously, there are emerging issues and opportunities noted in the TIP narrative that will result in new project worksheets in the future.

Connectivity Study: The City is currently conducting a Connectivity Study as part of its Transportation Master Plan update. The Study will develop a set of GIS maps identifying locations in high activity areas (light rail station areas, high density mixed used zoning, retail/commercial zoning; high frequency transit stops) that would benefit from improved connectivity through low stress bicycle/pedestrian connections and/or new street or mid-block connections. The study will identify potential approaches to fund new connections and the pros and cons of each of these approaches, including who pays, revenue generation potential, and other legal considerations.

Shared-Use Mobility Hubs: The City has funded to further develop the location and costs of Shared-Use Mobility Hubs, places of connectivity where different modes of transportation come together seamlessly and can be easily accessed (often promoting those first/last mile connections to transportation options). The City began identifying possible locations and the TE proposes 17 potential hubs. By early 2024 the City will be conducting a Shared-Use Mobility Hub Feasibility Study to identify near-term implementation. Once identified, design concepts and associated costs will be developed to include in the next TIP update. The concept of Shared-Use Mobility Hubs is promoted in the City's Climate Action Plan.

BRT Access Improvements: Sound Transit continues efforts on the new "Stride" BRT line on SR-522/NE 145th Street connecting to the Shoreline South/148th Station. Sound Transit will allocate \$5 million in Access Funds for non-motorized improvements to all affected jurisdictions on this BRT route. Shoreline staff have requested a portion of these funds for pedestrian/bicycle access to Sound Transit BRT stations on 145th Street. If Sound Transit awards any funding to Shoreline, depending on the timeline, the project may be added to the next TIP.

Bike/Scooter Parking Study: The City is completing a study to help identify where bicycle and micromobility (shared-use scooter, e-bikes, etc.) parking is needed throughout the City. This work may dovetail with any pilot programs for shared-use mobility. There is the possibility of future City led projects toward this effort that may or may not be a part of a future TIP.

Electric Vehicle (EV) Infrastructure: The State is taking a strong stance on encouraging residents to switching from fossil-fueled vehicles to electric vehicles to address climate impacts. The need for EV infrastructure will likely be developing over

the next several years. The City may wish to formalize a plan to position itself for grant funding as it becomes available. Initial efforts will likely be interdepartmental.

Completed and Modified Projects

There are two projects which appeared in the prior 2023-2028 TIP that are scheduled for completion in 2023 and so do not appear in the 2024-2029 TIP:

- **Meridian Avenue N (N 155th St to N 175th St)**

This project enhances safety at pedestrian crossings, adds bicycle lanes, and modifies lane configuration. Safety improvements include pedestrian refuge island, RRFBs, restriping for bike lane in each direction, and new left turn pockets. The project has a total cost of about \$1,190,000 and is funded by a Federal Highway Safety Improvements Program (HSIP) Grant (\$1,139,00) and the City's Roads Capital fund.

- **Midblock Crossing and Citywide Rectangular Rapid Flashing Beacons and Radar Signs**

This project:

- Adds a midblock crossing on NW Richmond Beach Rd between 8th Avenue NW and 3rd Avenue NW including refuge island, RRFB, improved lighting and ADA improvements.
- Installs pedestrian-activated RRFBs on Meridian Avenue at 150th, 180th, and 192nd Streets; NW Richmond Beach Rd/12th Avenue NW; N 200th Street/Ashworth Avenue; N 185th Street/Ashworth Avenue; 1st Avenue NE/N 195th Street; 5th Avenue NE/N 195th Street; and 15th Avenue NE/NE 148th Street.
- Installs radar speed feedback signs on 155th Street west of Densmore Avenue; Perkins Way west of 11th Avenue NE; and 15th Ave NE south of 196th Street.

Total project costs are about \$1,521,400 and is funded through local Roads Capital funds and a federal Highway Safety Improvement Program (HSIP) grant for \$1,473,490.

One project was modified in the 2024-2029 TIP:

Meridian Avenue (N 175th St to N 200th St)

The limits of this project were previously listed north to N 205th Street. This project from N 175th St to N 200th St was able to secure funding through the Federal Highway Safety Improvement Program (HSIP) and will design and construct re-channelization improvements to accommodate bike lanes and turn lanes in key locations. With another Meridian project (N 155th St to N 175th St) being completed in 2023 (and so removed from this TIP), there are two segments that have not yet been addressed on Meridian Ave, N 145th to N 155th and N 200th to N 205th. The northern section will get sidewalk on the east side as one of the 12 Sales & Use Tax funded new sidewalk projects (currently scheduled for 2026). The City has yet to determine if any improvements will be needed from 145th to 155th Streets.

Unfunded Projects Remaining in the TIP

In addition to unfunded projects previously mentioned, the following unfunded projects also remain in this TIP:

- **Eastside Off-Corridor Bike Network**
A 145th Westside Off-Corridor Bike Network is being designed between Aurora Avenue and I-5, which is required as part of the 145th Corridor Project. Similarly, east of I-5, Sound Transit is constructing improvements for BRT (which is scheduled to begin in 2026), but again, bicycle facilities will not be included on the busy state route. This Eastside Off-Corridor Bike Network will help to complete the network in this area; a preliminary study would be conducted first to verify exact location and types of facilities. Funding for a pre-design study is currently on the PSRC contingency list for federal funds. Staff are working with PSRC staff for the possibility of getting these funds awarded.
- **15th Avenue NE (NE 175th Street to NE 205th Street)**
This project is listed as a high priority segment. It remains in the TIP and an initial step would be a study to identify the appropriate improvements for the roadway and develop cost estimates. Initial step would be a pre-design study to determine appropriate improvements.
- **Ballinger Way - NE 205th Street to 19th Avenue NE Access Control Preliminary Design Project**
Access control and pedestrian improvements along this corridor are needed to address vehicle and pedestrian collisions as identified in the City's Annual Traffic Report. This project is competitive for funding from the Citywide Safety Grant administered through WSDOT.
- **175th Street (5th Avenue NE to 15th Avenue NE)**
Safety improvements along this stretch of roadway are needed to address a high occurrence of collisions including serious injury accidents. This project is competitive for funding from the Citywide Safety Grant administered through WSDOT.
- **3rd Avenue NE Connectors**
The 3rd Avenue NE Connectors project (Project No. 19) represents a series of dead ends abutting Interstate 5 north of the Shoreline South/148th Station. With a rezone of up to MUR-70, there is a need to provide connectivity between the street ends. The project will look at three connections between 149th and 155th Streets where connections would improve circulation and connectivity which will also support additional development. An initial study of a part of this area was completed as the 3rd Avenue NE Woonerf and those conceptual designs are still shared with developers.

Grant Match

As part of the 2014 budget process, the City established the Grant Match Fund, which provides funding that can be used as part of grant applications. Since many grant agencies require a match, this program can be utilized to provide that match without

having the funds allocated to specific projects. Once a grant is secured, the match funding is allocated to the specific project. Currently \$100,000 is set aside annually for this fund.

The City uses its REET to support the City's grant match program. The majority of these funds are already committed to match federal grant funds for larger projects. In the past, staff have used this funding match to support additional smaller projects for safety improvements, however, given larger pursuits, funds may need to be identified to support these smaller projects.

There is not sufficient surplus or balance available to solely rely on REET as the grant match for all these projects; additional revenue will be needed for local match. At this time, there does not appear to be other capital projects or programs that could be significantly reduced, and in fact, costs have been increasing due to such things as the high price of steel and supply chain delays. It is also worth a reminder that REET can be volatile based on the economic climate.

Staff recommends the Council continue setting aside revenue annually to utilize as match on these projects and identify additional funding sources to provide adequate grant match for these projects so that the City continues to have the ability and flexibility to apply for and compete for outside funding to help with constructing our projects.

COUNCIL GOAL(S) ADDRESSED

Adoption of the TIP supports City Council Goal #2, "Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment." By identifying and developing a plan for multi-modal transportation improvements, the City is working to preserve and enhance the infrastructure. Adoption of the TIP also helps to address Council Goal #3: "Continue preparation for regional mass transit in Shoreline" by supporting projects that increase mobility options and connect users to the regional transportation system.

RESOURCE/FINANCIAL IMPACT

There is no financial impact associated with adoption of the TIP. The projects identified in the City's TIP are a combination of funded projects in the Capital Improvement Plan (CIP), including projects that are partially funded or underfunded, as well as currently unfunded projects the City would like to undertake should funding become available. The vast majority of projects included in the TIP are unfunded or partially funded. Listing projects in the TIP makes them grant eligible, as most grant programs will only fund projects included in a jurisdiction's TIP.

RECOMMENDATION

No action is required tonight; staff recommends that the City Council hold the Public Hearing and discuss the proposed 2024-2029 TIP. Staff is requesting direction from Council regarding the policy topics outlined in this staff report as well as any revisions to the 2024-2029 TIP, including items that should be added or removed. Staff recommends that Council adopt proposed Resolution No. 507, which would adopt the

2024-2029 TIP, when it is brought back to Council for potential action on the on May 15, 2023.

ATTACHMENTS

Attachment A: Proposed Resolution No. 507

Attachment A, Exhibit A: Draft 2024-2029 Transportation Improvement Plan

RESOLUTION NO. 507

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING A REVISED AND EXTENDED SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CALENDAR YEARS 2024 THROUGH 2029 AND DIRECTING THE SAME TO BE FILED WITH THE STATE SECRETARY OF TRANSPORTATION AND TRANSPORTATION IMPROVEMENT BOARD.

WHEREAS, the City Council of the City of Shoreline has previously adopted a Comprehensive Plan pursuant to the Growth Management Act, 36.70A RCW, which includes a Transportation Element that serves as the basis for the six-year comprehensive transportation program, commonly referred to as the Transportation Improvement Program ("TIP"), as required by RCW 35.77.010; and

WHEREAS, RCW 35.77.010 requires the City to revise and extend the TIP annually to assure that the City has a guide in carrying out a coordinated transportation program; and

WHEREAS, the City has reviewed the work accomplished under the 2023-2028 TIP adopted by Resolution No. 489, reviewed the City's Comprehensive Plan, determined current and future City transportation needs, and based upon these findings, a revised and extended TIP for the ensuing six (6) calendar years (2024 through 2029) has been prepared; and

WHEREAS, on April 10, 2023, the City Council held a properly noticed public hearing to receive public input on the revised and extended TIP for the years 2024 through 2029; and

WHEREAS, the City Council, having determined that the revised and extended TIP for the years 2024 through 2029 addresses the City's transportation needs for the ensuing six years and is consistent with the City's Comprehensive Plan;

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

Section 1. Plan Adopted. The Six-Year Transportation Improvement Program for the City of Shoreline for the ensuing six (6) calendar years, 2024 through 2029, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted.

Section 2. Filing of Plan. Pursuant to RCW 35.77.010, the City Clerk is hereby authorized and directed to file a copy of this Resolution no later than thirty (30) days after adoption of this Resolution, together with the Exhibit A attached hereto, with both the Secretary of Transportation and the Transportation Improvement Board for the State of Washington.

Section 3. Corrections by City Clerk. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this Resolution, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or resolution numbering and section/subsection numbering and references.

ADOPTED BY THE CITY COUNCIL ON MAY 15, 2023.

Mayor Keith Scully

ATTEST:

Jessica Simulcik Smith
City Clerk

Per Section 2, filed on the date indicated:
Washington State Secretary of
Transportation:

_____, 2023

Washington State Transportation Improvement Board:

_____, 2023

Exhibit A

City of Shoreline 2024-2029 Transportation Improvement Plan

1. What is the Six-Year Transportation Improvement Plan (TIP)?

The City of Shoreline Six-Year Transportation Improvement Plan (TIP) is a short-range planning document that is updated annually based upon needs and policies identified in the Transportation Element (TE) of the City's Comprehensive Plan. It identifies Shoreline's current needed transportation projects and programs feasible for the next six years. Some programs and projects identified in the TIP are significant enough in nature that they will take longer than six years to complete.

2. What is included in the TIP?

A project sheet for each project or program in the TIP has been developed and includes the following:

- **Scope/Narrative:** A description of the project or program including the specific work to be performed, project elements, project/program purpose and/or interagency coordination efforts.
- **Funding:** Identifies whether a project is funded, partially funded or unfunded and known funding sources.
- **Project Status/Funding Outlook:** A description of current funding projections including possible funding sources (when applicable) and other pertinent information.
- **Purpose/Goals to be Achieved:** Identifies Transportation Vision goals of Safety, Equity, Multimodality, Connectivity, Climate Resiliency, and Community Vibrancy as discussed in the Transportation Element of the Shoreline Comprehensive Plan. This section may be a short discussion and include relevant Council Goals as well.

Projects in the TIP are sorted into three categories: Programs & Plans (Partially Funded); Funded Projects (Fully or Partially); and Unfunded Projects. All the Programs & Plans are considered partially funded, as additional work could be completed through these programs with supplemental revenue. Generally, for this 2024-2029 TIP, funded projects are those included in the City's 2023-2028 Capital Improvement Plan.

3. Project Costs and Funding

Each project listed in the TIP includes an estimated cost, the amount of funding secured or unsecured, and the funding source(s) for the six-year period covered by the

TIP. Existing and new project and program costs must cover all phases of a project (described below), including the staff time necessary to administer them. If grant funding has been secured from a specific source, it is identified. Potential grant funding sources can also be identified. Projects listed that are necessary to accommodate growth and allow the City to maintain its adopted Level of Service (LOS) may be funded in part by Transportation Impact Fees (TIFs). The costs for projects programmed for the first three years of the TIP have been developed with a higher level of detail whereas those in the latter years have been developed with less specificity, as the project conditions may change. Unless otherwise noted, project costs do not include the costs for placing overhead utilities underground.

The City is currently updating policy around its TIF and concurrency programs. The TE adopted into the Comprehensive Plan in November 2022 established level of service (LOS) policies for each mode of transportation. These “multimodal” LOS (MMLOS) policies informed the development of the TE project list and help guide City efforts in evaluating and establishing a multimodal concurrency program currently under development. A possible system-completeness approach would use multimodal projects identified in the TE as a basis for a “person-trip” based impact fee and concurrency program. Concurrency is balanced when growth (land use development) is matched with needed transportation facilities. TIF can be applied to eligible projects that provide multimodal capacity to serve growth.

4. Developing the TIP

The annual TIP update starts with the previously adopted TIP. Projects in the previously adopted TIP are reviewed and any project that has been completed, or because of changing conditions is no longer needed, is removed from the TIP. Existing projects may also be updated based upon completed studies, refined project scopes or revised cost estimates. The remaining projects carried over from the previous TIP are reviewed for changes to cost estimates, project funding, schedule, or scope during the update process to ensure that the best information is represented in the TIP.

New projects are generated from many sources, including the City’s adopted Comprehensive Plan and its TE, Council priorities, identification of new issues or deficiencies, response to growth, accident locations, or the potential to secure grant funding. The City may use tools such as pavement management rating, analysis of accident data, and transportation modeling to help identify potential new projects. Potential new projects undergo a review of scope, priority, schedule, and cost analysis.

Updated projects from the previous TIP and new projects are then used to create a draft TIP project list. The phasing and funding of these projects in the draft TIP is based on an evaluation of project priority compared with priorities laid out in the TE, commitments to projects and programs that are already underway, secured grants, partnerships the City has entered with other jurisdictions and agencies, and new

opportunities that arise to leverage local transportation funding in combination with other funding sources.

Once the draft TIP has been developed, a public hearing is held to provide an opportunity for the community to comment on the plan. Based on the results of the public hearing and comments from the Shoreline City Council, a final version of the TIP is developed. This final version is then adopted by the City Council.

5. Lifecycle of a Project

Depending upon the size and/or degree of complexity associated with a project, it can take several years to complete. For example, the three-mile Aurora Corridor Improvement Project which was substantially completed in 2016, began the initial planning work in 1997. Large projects may be divided into several smaller projects in order to manage the project more effectively, comply with requirements of or secure additional grant funding, or minimize inconvenience to the community during construction.

Throughout all phases of a project, the City is committed to maintaining open communications with the community. Title VI practices are included throughout the project. Project staff work to identify potential impacts to any specific group and reach out to the affected community for a diverse and inclusive partnership. The process to develop projects generally includes the following steps.

Planning and Alternatives Development – During this phase, conceptual ideas for a project are identified, evaluated, and narrowed, sometimes to a single option. Residents, community organizations, neighboring jurisdictions and other stakeholders help shape the project. Public meetings provide updates to the community and help the City gather feedback.

Preliminary Design and Environmental Review – This phase identifies potential environmental impacts of the project alternative(s). The level of review and documentation depends on the scope of the project and its potential for environmental impacts. Projects undergo a State Environmental Policy Act (SEPA) review. Where warranted, when a project potentially has significant impacts, an Environmental Impact Statement (EIS) would be required. A SEPA checklist may be prepared for projects not requiring an EIS. A similar review under the National Environmental Policy Act (NEPA) is required for projects that receive federal funding. The project's design moves from conceptual to preliminary as initial engineering begins.

During this phase:

- If required, a SEPA checklist or Draft EIS is published followed by a public comment period. Responses to those comments are found in the Final EIS.

- Preliminary design is completed.
- The City selects the project that will eventually be built.

Right-of-way (ROW) Acquisition - If it is determined that a project footprint will require additional ROW to be implemented, the project will include a ROW acquisition phase that is conducted concurrently with reaching Final Design. The City may need to purchase private property ranging from small strips to full acquisitions, permanent easements (such as for locating utilities), and temporary easements (to utilize a portion of a property during construction, etc.).

Final Design– In this phase, architects and engineers define what the project will look like as well as the technical specifications for the project. Field work is performed including testing soil conditions and ground water levels, surveying, and locating utilities. This phase culminates in the completion of contract-ready documents and the engineer’s cost estimate.

The project design activity that follows planning development and concludes with Final Design is often referred to as “Plans, Specifications, and Estimates (PS&E)”.

Construction – Construction time varies widely from project to project. The City balances the need to complete the project on time and on budget while minimizing construction impacts to the community. Unforeseen site conditions, weather, design corrections and the complexity of a project are some of the factors that can influence the schedule. Construction schedules can also be affected by environmental restrictions, such as permissible timeframes to work in fish bearing waters.

6. Funding Challenges for 2024 and Beyond

As is the case for most jurisdictions, the need for transportation improvements in Shoreline greatly outweighs the City’s ability to fund them in both the short and long term. In addition to major capital projects such as intersection or corridor improvements, there is an on-going need to maintain the existing system. This includes repair, maintenance and preservation work, such as Bituminous Surface Treatment (BST) or overlays, upgrades and repairs to traffic signals, installation of new streetlights and curb ramp upgrades. It is difficult to estimate the annual backlog or degree to which the City’s transportation program is underfunded, as new projects are identified annually, and maintenance is a continuous necessity.

Distribution and supply chains for construction materials as well as local labor are affecting the cost to construct. Materials have sky-rocketed in the last few years and lead-time for supplies has increased dramatically. This uncertainty can make it difficult to correctly estimate the true cost of a project, especially if a project remains years out to completion.

The five Programs & Plans listed in the TIP do not include a total project cost as these are programs where either costs are ongoing (such as maintenance) or more can always be done if additional funding is found.

Of the total cost for funded/partially funded projects, about \$255 million, approximately \$119 million is still unfunded. The six unfunded projects included in this six-year TIP (not including the unfunded portions of partially funded projects previously stated) total an additional \$95 million.

The City of Shoreline funds transportation capital projects from the General Fund, Real Estate Excise Tax (REET), Vehicle License Fees (VLF), Sales and Use Tax, and grant revenue from local, state, and federal governments. Because some of these revenue sources are so closely tied to the health of the economy, they can be somewhat unpredictable, making it challenging for the City to plan for transportation improvements with assurance that funding will be available.

Historically the largest sources of funding for Shoreline's transportation programs and projects have been grants. Funding for transportation projects is available from federal, state, and local resources. Each funding source has specific rules and guidelines about what types of projects they will fund, how much of a project will be funded, and timelines for expenditure of funds.

Most grant programs require a funding match, which means that the City must also contribute funding to the cost of a project and/or secure additional funding of a different source (i.e., federal funds cannot match federal funds, but state funding often can match federal funding). The granting agency may have additional restrictions. Funding programs for bicycle and pedestrian transportation projects are very limited, especially in comparison to funding for highway and roadway projects. Quite often, granting agencies prefer to fund construction of projects rather than planning, design, or environmental work. Having projects fully designed and "shovel ready" improves their ability to compete for funding. The competitive nature of grant funding and the specific requirements associated with available grants narrow the opportunities for many of the City's high priority projects to obtain outside funding.

7. Relationship of the TIP to other Transportation Documents

A. Six-Year Capital Improvement Plan

Once adopted, the TIP helps to guide funding and implementation priorities during the development of the transportation portion of the Capital Improvement Plan (CIP). The CIP is a six-year financial plan addressing capital needs and is updated along with the development of the City's operating budget. The CIP shows the City-funded projects and is constrained by current budget forecasts, whereas the TIP shows the complete project list, including unfunded projects and programs. The first two years of the CIP are adopted as part of the biennial budget, with any updates adopted annually.

B. Transportation Master Plan (TMP) & Transportation Element (TE)

The City of Shoreline's Transportation Master Plan (TMP), with its TE Transportation Element (the State required components) adopted into the City's Comprehensive Plan, is the long-range blueprint for travel and mobility, describing a vision for transportation that supports the City's adopted Comprehensive Plan. The TMP provides guidance for implementing the TE and public and private sector decisions on local and regional transportation investments, including short-, mid-, and long-range transportation and related land-use activities. In this way, the City can assess the relative importance of projects and schedule their planning, engineering, and construction as growth takes place and the need for the facilities and improvements is warranted. It also establishes a prioritization of the projects to be included in future capital improvement plans. The TMP/TE covers transportation facilities for the movement of services and goods as well as all forms of personal travel including travel by foot, bicycle, wheelchair, transit, and automobile. The TMP/TE is one tool for identifying projects in the TIP.

C. State and Federal Requirements

State law requires that each city develop a local TIP and that it be annually updated (RCW 35.77.010). It also requires that projects be included in the TIP in order for cities to compete for transportation funding grants from most federal and state sources. Federal grant funded and regionally significant projects from the first three years of the City's TIP are included in the Regional TIP, which is assembled by the Puget Sound Regional Council for King, Kitsap, Pierce, and Snohomish Counties. The Regional TIPs from around the State are then combined to form the State TIP, which is approved by the Governor and then submitted to the Federal Highway Administration and Federal Transit Authority for their review and approval.

8. Emerging Project Support

Throughout the year, new information may arise affecting the need for potential or re-prioritized projects and staff address these. As this plan is being finalized, some emerging issues are under discussion:

Connectivity Study

As part of the TMP update, the City is conducting a study to help identify ways to promote connectivity, especially in the four candidate countywide centers, and other high-density and/or business districts. The study will examine elements such as "ideal" block lengths and opportunities for new roadway and other connections as well as supporting policy. This study will likely result in the identification of other potential projects that may be added to future TIPs.

Unopened right-of-way that could be converted to possible pedestrian and bicycle connections continue to be considered and project ideas will be developed over time.

The City also has an opportunity on the west side of I-5 in the 145th Street Station Subarea (now designated as a candidate countywide center and newly named the 148th St Station Area) for a comparable public space to the 3rd Ave Connector (Project #19 in this TIP) that would provide a midblock connection from 145th to 148th and the future 148th Bridge. With development in this area currently underway, and the window for finalizing circulation narrows, this is another public space that is actively being considered that will likely evolve over this year.

Shared-Use Mobility Hubs

In order to make connections to the transit system with transportation options, the City began identifying possible locations where shared-use mobility hubs could help satisfy this need. Shared-use mobility hubs are places of connectivity where different modes of transportation come together seamlessly and can be easily accessed. The TE proposes 17 potential shared-use mobility hubs in the City. In early 2024, the City will be conducting a Shared-Use Mobility Hub Feasibility Study to identifying hubs most suitable for near-term implementation. Once identified, recommendations for the design of one or more sites and associated cost estimates will be developed and included in the next TIP update.

Sound Transit (ST) Non-motorized Access Improvements to support Stride BRT (Bus Rapid Transit)

As part of the voter-approved Sound Transit 3 (ST3) Plan, the SR 522/NE 145th Bus Rapid Transit project (one of three ST "Stride" BRT lines) will provide service from north Lake Washington communities to the new Shoreline South/148th light rail station, with buses running as often as every 10 minutes. Service is expected to become operational in 2026. There will be 12 stations across four cities, including two stations in Shoreline on NE 145th Street at 15th Avenue NE and at 30th Avenue NE. As a component of this program, ST has allocated a total of \$5M dollars for non-motorized access improvements to be allocated across the four cities. Shoreline has requested use of a portion of these funds to provide pedestrian and bike improvements on 28th Ave NE and 30th Ave NE, from 145th Street (adjacent to the Stride station) north to the first connecting east/west street. This request is under review by ST. If ST grants funds for these improvements, they will likely be constructed in 2026 or 2027.

Bike/Scooter Parking

The TMP update is concurrently completing a study to identify where bicycle and micromobility parking (shared-use scooters, e-bikes, etc.) is needed throughout the City (in addition to shared-use hubs). The City will identify best practices to accommodate these modes, improve safety and equity, and achieve climate goals. Sections of the Shoreline Municipal Code and Engineering Development Manual will be updated to remove outdated codes and standards. There is the possibility of future City led projects toward this effort that may or may not be a part of a future TIP.

Electric Vehicle (EV) Infrastructure

The State is taking a strong stance on switching from fossil-fueled vehicles to electric vehicles to address climate impacts. Although the City has not formalized a plan to date, the need for EV infrastructure will likely be developing over the next several years. The City may wish to position itself for grant funding that is and may become available. Although EV charging stations may be a component of certain mobility hubs, the City will likely need to develop and promote installation of charging facilities in other places throughout the City. Efforts will likely be interdepartmental for any initial analysis, but projects will likely be identified in the latter half of 2023 or 2024 and will be included in future TIPs.

9. Preservation of Railroad Right-of-Way

RCW 35.77.010(3) requires that the TIP address the preservation of railroad right-of-way in the event that a railroad ceases to operate. The Burlington Northern Santa Fe (BNSF) Railway maintains tracks that abut and are roughly parallel to the entire Puget Sound shoreline within the City limits. This corridor provides both freight movement (the region's primary connection to the north) and intercity passenger rail (Amtrak and Sound Transit's Sounder). Given the extensive use of this corridor, it is unlikely that operations would cease in the near future. However, if operations were to cease, the City would seek to preserve the corridor for future use as a non-motorized trail given its location on the Puget Sound shoreline and potential connection to City parks along this line.

Contact Information

For additional information, contact Nytasha Walters, Transportation Services Manager, (206) 801-2481 or nwalters@shorelinewa.gov.

The following is a list of projects included in the 2024-2029 TIP. A description of each project can be found in the following pages.

PROGRAMS & PLANS *(considered partially funded as more work could always be completed with additional revenue)*

1. Sidewalk Rehabilitation Program (Repair & Maintenance)
2. New Sidewalk Plan (New Sidewalk Construction)
3. Traffic Safety Improvements
4. Road Surface Maintenance Program
5. Traffic Signal Rehabilitation Program

FUNDED PROJECTS *(noted if only partially funded)*

6. 145th Street (SR 523) Corridor Improvements, Aurora Ave N to I-5 *(partially)*
7. SR 523 (N/NE 145th Street) & I-5 Interchange Improvements
8. 148th Street Non-Motorized Bridge *(partially)*
9. Trail Along the Rail *(partially)*
10. Greenwood Ave N /Innis Arden/ N 160th St Intersection Improvements
11. N/NE 175th Street Corridor Improvements (Stone Ave to I-5) *(partially)*
12. Light Rail Access Improvements: 1st Ave NE (145th to 155th)
13. Meridian Avenue N (N 175th Street to N 200th Street)
14. NE 200th Street (25th Ave NE to 30th Ave NE) New Sidewalk

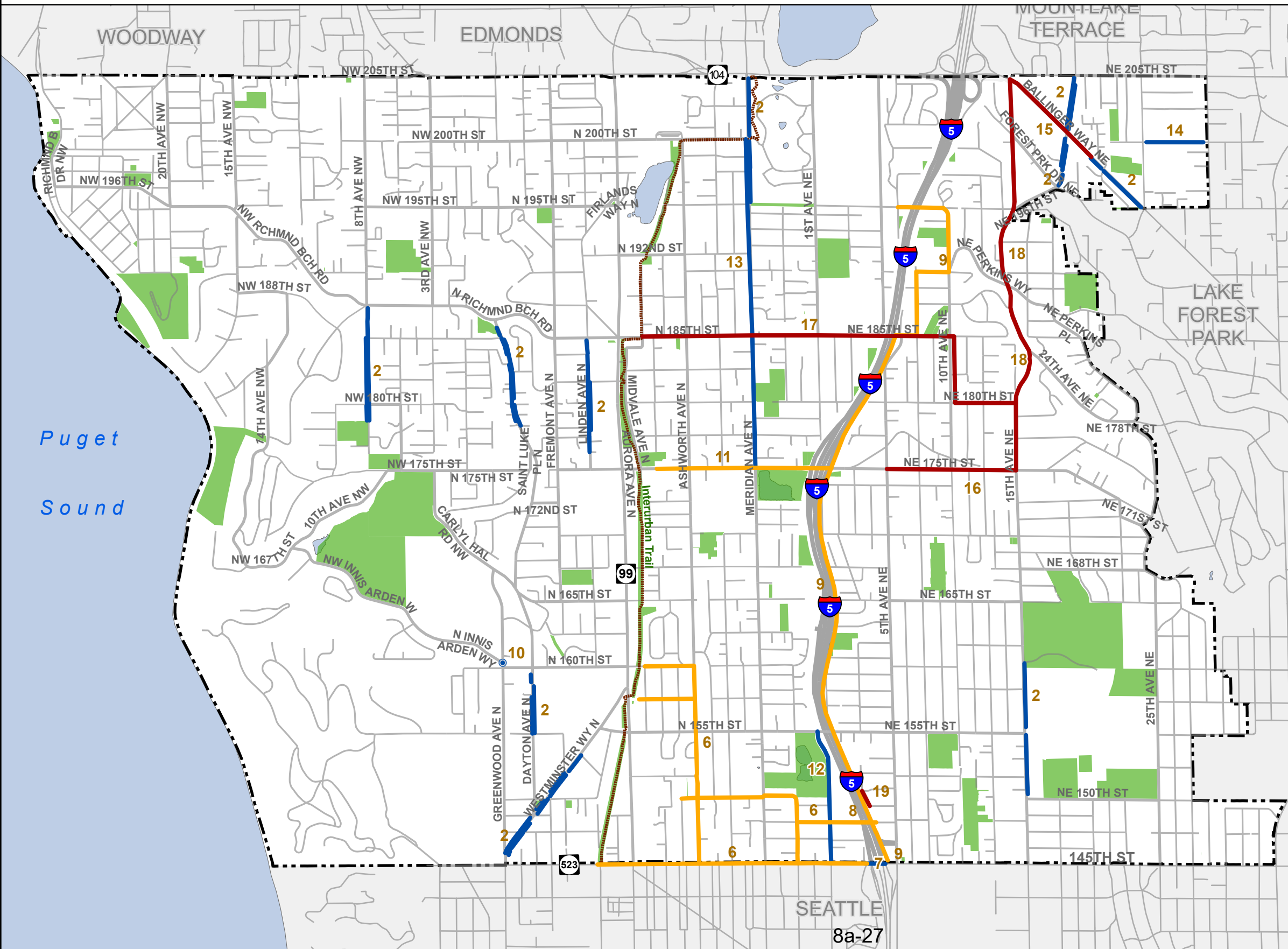
UNFUNDED PROJECTS

15. Ballinger Way - NE 205th St to 25th Ave NE Access Control (Preliminary Design)
16. 175th Street (5th Ave NE to 15th Ave NE) - Preliminary Design
17. N/NE 185th Street Corridor Improvements
18. 15th Avenue NE (NE 175th Street to NE 205th Street)
19. 3rd Ave NE Connectors
20. Eastside Off-Corridor Bike Network (Pre-Design Study)

PROJECTS SCHEDULED FOR SUBSTANTIAL COMPLETION IN 2023

PROJECT NAME	PROJECT DESCRIPTION	COST (estimate)	FUNDING SOURCES
Meridian Avenue N (N 155 th Street to N 175 th Street)	The project enhances safety at pedestrian crossings, adds bicycle lanes, and modifies lane configuration. Safety improvements include pedestrian refuge island, RRFBs, restriping for bike lane in each direction, and new left turn pockets.	\$1,190,000	The project is funded by a Federal Highway Safety Improvements Program (HSIP) Grant (\$1,139,000) and the City's Roads Capital fund.
Midblock Crossing and Citywide Rectangular Rapid Flashing Beacons and Radar Signs	<p>This project:</p> <ul style="list-style-type: none"> • Adds a midblock crossing on NW Richmond Beach Rd between 8th Ave NW and 3rd Ave NW including refuge island, RRFB, improved lighting and ADA improvements. • Installs pedestrian-activated RRFBs on Meridian Ave at 150th, 180th, and 192nd Streets; NW Richmond Beach Rd/12th Ave NW; N 200th St/Ashworth Ave; N 185th St/Ashworth Ave; 1st Ave NE/N 195th St; 5th Ave NE/N 195th St; and 15th Ave NE/NE 148th St. • Installs radar speed feedback signs on 155th St west of Densmore Ave; Perkins Way west of 11th Ave NE; 15th Ave NE south of 196th St. 	\$1,521,397	This project is funded through local Roads Capital funds and a federal Highway Safety Improvement Program (HSIP) grant (\$1,473,490).

Transportation Improvement Plan 2024 to 2029



Individual Project Locations

Partially Funded Citywide Programs

1. Sidewalk Rehabilitation Program (not mapped)
2. New Sidewalk Plan – New Construction (9 of 12 initial projects remain)
3. Traffic Safety Improvements (not mapped)
4. Road Surface Maintenance Program (not mapped)
5. Traffic Signal Rehabilitation Program (not mapped)

Funded Projects (noted if only partially funded)

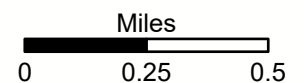
6. 145th St (SR 523) Corridor Improvements (Aurora to I-5) (partially)
7. SR 523 (N/NE 145th Street) and I-5 Interchange Improvements
8. 148th Street Non-Motorized Bridge (partially)
9. Trail along the Rail (partially)
10. Greenwood/Innis Arden/160th Intersection Improvements
11. N/NE 175th St - Corridor Improvements (Stone Ave to I-5) (partially)
12. Light Rail Access Improvements: 1st Ave NE (145th to 155th)
13. Meridian Ave N (N 175th St - N 200th St)
14. NE 200th St (25th Ave NE to 30th Ave NE) New Sidewalk

Unfunded Projects

15. Ballinger Way - NE 205th St to 25th Ave NE Access Control (Preliminary Design)
16. NE 175th St (5th Ave NE to 15th Ave NE)
17. N/NE 185th St - Corridor Improvements
18. 15th Avenue NE (NE 175th Street to NE 205th Street)
19. 3rd Ave NE Connectors
20. Eastside Off-Corridor Bike Network (not mapped)

Funding Status

- — Funded
- Partial
- Unfunded
- - - Interurban Trail
- Park



This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

PROGRAMS & PLANS
(PARTIALLY FUNDED)

Project # and Name

1. Sidewalk Rehabilitation Program (Repair & Maintenance)

Scope / Narrative

Title II under the Americans with Disabilities Act (ADA) requires a public entity to perform a self-evaluation of its programs, activities, and services, along with all policies, practices, and procedures that govern their administration. Shoreline is also required to create and implement an ADA Transition Plan to make reasonable modifications to remove barriers - both physical and programmatic.

In 2017-2018, the City completed an assessment and inventory of all sidewalk facilities and developed a draft Transition Plan (www.shorelinewa.gov/home/showdocument?id=45538) focused on facilities in the right-of-way such as curb/gutter, curb ramps, and sidewalks. Prioritization and preliminary schedules were also included in the report. Under the Sidewalk Rehabilitation program, the City will identify priority projects to be completed within the next 6 years and moving forward with those improvements as funding allows.

Initial Work, Year 1: Sidewalks that can be ground to improve vertical discontinuity and coordination with existing projects. This approach was selected because larger projects require longer lead times for design.

Following 5 Years: Focus on removing barriers.

As the sum to complete all ADA upgrades and provide maintenance is very high, this will be an annual, ongoing program.

Funding

FUNDING SOURCE	CURRENT FUNDING FORECAST						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
Transportation Benefit Dist.	\$ 521,600	\$ 521,200	\$ 521,000	\$ 520,700	\$ 520,600	\$ 520,200	\$ 3,125,300
General Fund							\$ -
TOTAL 2024-2029	\$ 521,600	\$ 521,200	\$ 521,000	\$ 520,700	\$ 520,600	\$ 520,200	\$ 3,125,300

Project Status / Funding Outlook

Sidewalk, curb, and gutter repairs and maintenance had historically been funded through an annual transfer from the General Fund and was underfunded. In 2018, City Council approved a \$20 increase in Vehicle License Fees (VLF) to supplement funding for repair and maintenance. VLF was collected starting in March 2019.

Based on the City's assessment and initial estimates, the cost to complete retrofits and remove all barriers in the right of way to meet City ADA standards is in excess of \$191 million (2018 dollars).

Purpose / Goals to be Achieved

The Sidewalk Rehabilitation Program supports the process to eliminate barriers to users found in public facilities (specifically the facilities of sidewalk, curb, and gutter) addressing Title II compliance.

This program helps to implement **2022-2024 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

2. New Sidewalk Plan (New Sidewalk Construction)

Scope / Narrative

The City Council approved the 2018 Sidewalk Prioritization Plan on June 4, 2018. The Plan identified a continuous, citywide sidewalk network and prioritizes the construction of sidewalk segments throughout the City.

At the November 2018 general election, Shoreline voters approved the issuance of bonds supported by Transportation Benefit District 0.2% Sales Tax collected over a 20-year period. The ballot measure identified 12 initial projects to be completed, based on the Sidewalk Prioritization Plan and specific opportunities to combine with other capital projects and funding. If there should be additional funds from this source after completion of the 12 projects listed, additional projects will be selected from the 2018 Sidewalk Prioritization Plan.

The 12 initial projects are listed below with estimated year of completion (this could change based on unforeseen opportunities):

1. 1st Ave NE (NE 192nd ST to NE 195th ST) - **2021** *(completed)*
2. 5th Ave NE (from NE 175th ST to NE 185th ST) - **2022** ** *(completed)*
3. 20th Ave NW (from Saltwater Park entrance to NW 195th ST) - **2023**
4. Westminster Way N (from N 145th ST to N 153rd ST) - **2024**
5. 19th Ave NE (from NE 196th ST to NE 205th ST) - **2024**
6. Ballinger Way NE (19th Ave NE to 25th Ave NE) - **2024** *
7. Dayton Ave N (from N 178th ST to N Richmond Beach RD) - **2025** **
8. Linden Ave N (from N 175th ST to N 185th ST) - **2025**
9. Meridian Ave N (from N 194th ST to N 205th ST) - **2026** *
10. 8th Ave NW (from north side of Sunset Park to Richmond Beach RD NW) - **2026**
11. Dayton Ave N (from N 155th ST to N 160th ST) - **2027** *
12. 15th Ave NE (from NE 150th ST to NE 160th ST) - **2028**

* *Puts sidewalk on second side (bus route)*

** *Two sides of the street (bus route)*

The City will continue to seek funding opportunities to construct other segments identified in the Sidewalk Prioritization Plan. New sidewalks will also be constructed as the result of private development.

The project webpage provides information on current and completed projects:

shorelinewa.gov/sidewalks

Funding

FUNDING SOURCE	CURRENT FUNDING FORECAST (annual amounts are estimates)						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
Bond Issued	\$ 11,400,000	\$ 8,700,000	\$ 4,100,000	\$ 4,400,000	\$ 6,400,000	\$ -	\$ 35,000,000

Continued on next page

Project Status / Funding Outlook

A series of Limited Tax General Obligation bonds will be issued that will be repaid by the revenue generated by the 0.2% TBD Sales Tax. The principal amount will be limited to \$42 million, which is the amount that staff estimates could be supported by the estimated \$59 million in revenue. The bond series authorized for issuance will have a decreasing laddered maturity with a maximum 20-year maturity to match the remaining term of the tax.

It is expected approximately \$5,800,000 will have been spent on the program through 2023 (construction, design, etc.); debt interest paid is expected to be approximately \$1,584,621 through 2023.

Staff will compare the revenue projections and the expenditures to determine and assess opportunities to build additional projects in accordance with the ballot measure during each biennial budget process and prior to issuing each debt series.

Purpose / Goals to be Achieved

Projects under the New Sidewalk Plan were reviewed and ranked utilizing criteria for Safety, Equity, Proximity, and Connectivity. This process was one of the tools used to rank and select initial projects in this program. These projects are a first step in ultimately constructing a complete sidewalk network in the City.

This program helps to implement **2022-2024 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

3. Traffic Safety Improvements

Scope / Narrative

This program implements low-cost transportation safety efforts, aligned with the systemic and location-based priorities identified by the Annual Traffic Report. Projects may include infrastructure improvements (i.e. crosswalk enhancements, signs, delineation, traffic calming devices, intersection control changes, lighting), operational changes (i.e. signal phase or timing changes, speed limit studies and revisions), or education and outreach based efforts (i.e. community traffic safety signs, radar speed feedback sign).

Funding

FUNDING SOURCE	CURRENT FUNDING FORECAST						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
Roads Capital	\$ 185,334	\$ 194,601	\$ 200,439	\$ 200,439	\$ 200,439	\$ 200,439	\$ 1,181,691

Project Status / Funding Outlook

This program is currently underfunded. Additional improvements that could be implemented with supplemental funding include street lighting and larger-scale projects identified by the Annual Traffic Report.

Purpose / Goals to be Achieved

The Traffic Safety Improvements program maintains a modest annual budget to address small improvements as needed throughout the City.

This annual program helps to implement **2022-2024 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

4. Road Surface Maintenance Program

Scope / Narrative

This is an annual program that is designed to maintain the City's roadway network in good condition over the long term, within the limits of the funding provided by the Roads Capital Fund, federal and state grants, and other funding approved by the City Council. Road condition is expressed as Pavement Condition Index (PCI), which is reassessed City-wide on a 5-year cycle. In 2015 and 2021 respectively, the PCI of all Shoreline streets averaged 82 and 80 on a 100-point scale. For comparison, highway departments nationwide consider a system-wide average PCI of 75 as "very good". Each street's condition is tracked using a Pavement Management software system, with the goal of maintaining the street's structural condition and ride quality without the necessity of full reconstruction.

Historically, this program has employed a combination of asphalt concrete overlays and Bituminous Surface Treatment (sometimes called chip-seal) to maintain arterial and residential streets; both are designed to extend typical pavement life between 10 and 15 years. Each year, the City uses the Pavement Management system to select streets for preventive maintenance. As part of the program, the City renews pavement markings, channelization, signing, and incorporates Complete Street elements.

Funding

FUNDING SOURCE	CURRENT FUNDING FORECAST						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
Roads Capital	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ 3,180,000
Vehicle License Fee	\$ 830,000	\$ 830,000	\$ 830,000	\$ 830,000	\$ 830,000	\$ 830,000	\$ 4,980,000
TOTAL 2024-2029	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	\$ 8,160,000

Project Status / Funding Outlook

In 2009, the City Council approved a \$20 Vehicle License Fee (VLF) to fund this program and subsequently added additional annual funding from the Roads Capital Fund.

Purpose / Goals to be Achieved

The Road Surface Maintenance Program has a modest budget to keep the City's roadways in a state of good repair, applying treatments to extend the life of these facilities.

This annual program project helps to implement **2022-2024 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

5. Traffic Signal Rehabilitation Program

Scope / Narrative

The maintenance of safe and efficient traffic signals is an important part of the City's responsibility to all users of the transportation network including drivers, transit providers, pedestrians, and bicyclists. New traffic signal technology provides superior functionality compared to older, obsolete equipment. Intersection improvements are one of the most cost effective ways to improve traffic flow while effective maintenance and operation of traffic signals can increase safety and extend the life of the signal, decreasing overall program costs. Examples of signalized intersection improvements include, but are not limited to:

- New controllers which can accommodate transit signal priority, dynamic emergency vehicle preemption, and coordination of traffic signals along a corridor for increased efficiency.
- Functional detection to ensure signals operate dynamically, based on actual user demand.
- Back up battery systems to keep signals operational during power outages.
- Communication to a central system for efficient signal timing changes, troubleshooting, and reporting.
- Accessible Pedestrian Signals and countdown signal heads for improved safety and ADA compliance.

The ability to keep traffic signals operating and vehicles moving is a key part of Shoreline's Emergency Management Plan.

Intelligent Transportation Systems (ITS) is the application of advanced information and communications technology to transportation. ITS helps roadway users make more informed decisions about travel routes thereby improving efficiency, safety, productivity, travel time and reliability. Elements of an ITS system can include variable message signs, license plate or bluetooth/wi-fi readers, real-time traffic flow maps, traffic monitoring cameras, and communication between traffic signals and a Traffic Management Center (TMC). Existing City ITS components include fiber optic lines, traffic monitoring cameras, and a central signal system for signals along Aurora. The City began operation of a TMC in 2013 to help manage these systems which may be expanded or modified as the City's ITS system grows. This project will fully integrate all City signals, with ITS improvements where appropriate, including traffic monitoring cameras. Future expansions of the system may include coordination with traffic signals in Seattle, cities to the north, and those operated by WSDOT.

Funding

FUNDING SOURCE	CURRENT FUNDING FORECAST						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
Roads Capital	\$ 148,647	\$ 153,107	\$ 157,700	\$ 157,700	\$ 157,700	\$ 157,700	\$ 932,554

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Project Status / Funding Outlook

This program is currently underfunded. The original goal and associated funding established for this program was to rebuild 2 signal systems annually. Using a standard design and contracting process, signal system rebuild costs can range from \$400,000 - \$1,200,000. With current program funds, this allows for approximately one signalized location to be rebuilt every 3-8 years, which puts the rehabilitation cycle significantly behind schedule.

The ITS portion of the project is currently unfunded. Out of 46 total signalized intersections, 30 do not have established communication to the Traffic Management Center. The cost to establish communication to all signals is not known at this time, however is estimated at well over \$1,000,000 for standard fiber communication.

The Surface Transportation Program is a potential source of grant funding for this program.

Purpose / Goals to be Achieved

The Traffic Signal Rehabilitation Program aims to keep the City's traffic signal system in a state of good repair with current technology. This benefits all users of the City's transportation network.

This annual program helps to implement **2022-2024 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

FUNDED PROJECTS
(FULLY OR PARTIALLY)

Project # and Name

6. 145th Street (SR 523) Corridor Improvements, Aurora Ave N to I-5

Scope / Narrative

This project is part of the implementation of the 145th Street Multimodal Corridor Study. The project will make improvements to signalized intersections between I-5 and Aurora Ave N in order to improve transit service, general purpose traffic, and pedestrian crossings. The project will also improve pedestrian facilities along its full length of the north side of the street. Bike facilities will be provided through construction of an Off-Corridor Bike Network between the Interurban Trail to the west and 1st Ave N to the east with connections to City of Seattle's planned Off-Corridor south of 145th.

The Design Phase for this project is fully funded through STP grants, Connecting Washington Funds, and the City's Roads Capital Fund. Given the highly competitive and limited availability of funding to complete the Right-of-Way (ROW) and Construction (CN) phases of this corridor, the City is planning to purchase ROW and construct the corridor in phases as shown below. The City is currently working towards completing design, ROW, and CN for Phase 1 (I-5 to Corliss segment of the project) by 2024. Phase 1 is fully funded.

Through the State Legislature, the City received \$25M toward implementation of the 145th Street Multimodal Corridor Project. The majority of these dollars will be used for the Interchange Project and Phase 1 of this Corridor Project with the balance being forwarded to Phase 2. The City is pursuing multiple potential funding sources to support additional ROW and CN for Phases 2 and 3 of the project.

The project construction schedule will be phased in 3 parts:

Phase 1: I-5 to Corliss (2020 to 2023 Design; 2021 to 2022 ROW; 2023 to 2024 CN)

Phase 2: Corliss to Wallingford (2023-2024 Design; 2025-2026 ROW; beyond 2027 CN)

Phase 3: Wallingford to Aurora (2026 Design; 2027-2028 ROW; beyond 2028 CN)

The Off-Corridor Bike Network, that will provide bicycle facilities for this project on adjacent streets, may be constructed in tandem with one of the phases or as a separate construction project.

Continued on next page

Funding							
	PARTIALLY FUNDED			UNFUNDED			
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
PH1-Ph 3 Design Connecting WA	\$ 853,600		\$ 1,174,000				\$ 2,027,600
PH1 Construction Connecting WA and Road Capital	\$ 2,817,300						\$ 2,817,300
PH1 Construction STP/CMAQ	\$ 2,538,600						\$ 2,538,600
PH1 Construction TIB (State)	\$ 3,387,800						\$ 3,387,800
Off-Corridor Bike Network TBD	\$ 856,100						\$ 856,100
PH2 ROW TBD		\$ 3,400,200	\$ 3,400,200				\$ 6,800,400
PH2 Construction TBD			\$ 4,000,000	\$ 7,353,400			\$ 11,353,400
PH3 ROW TBD				\$ 3,413,200	\$ 3,413,200		\$ 6,826,400
PH3 Construction TBD						\$ 7,998,800	\$ 7,998,800
TOTAL 2024-2029	\$ 10,453,400	\$ 3,400,200	\$ 8,574,200	\$ 10,766,600	\$ 3,413,200	\$ 7,998,800	\$ 44,606,400
				<i>Outer Year Funding (Beyond 2029):</i>			\$0
				<i>Prior Cost through 2023:</i>			\$25,747,200
				Total Project Cost:			\$70,353,600
				<i>Unfunded Portion / Future Funding Need:</i>			\$23,892,200

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Project Status / Funding Outlook

The 145th Corridor project is separated into three phases to make each phase meaningful, logical, and fundable. Secured funding to complete the Design for all phases of this corridor is shared by a federal STP grant, Connecting Washington Funds, and local Roads Capital funds.

Phase 1 of the 145th Corridor Project is fully funded and will be under construction in 2023/2024. Phase 1 is funded through local Roads Capital funds, federal STP/CMAQ funds, State TIB, and Connecting Washington Funds. Other phases have yet to secure complete funding; \$5.48 million in STP funding is currently pending for Phase 2 ROW on the PSRC project contingency list.

Total project cost to implement the 145th Corridor Project from I-5 to the Interurban Trail is estimated at approximately \$70.4 million.

Purpose / Goals to be Achieved

The 145th Street Corridor project will install multimodal improvements addressing light rail station access and TOD in the high-density rezone near the Shoreline South/148th Station. Through interjurisdictional coordination, this project will improve safety, efficiency, and provide connectivity.

This project helps to implement **2022-2024 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3**: Continue preparation for regional mass transit in Shoreline.

Project # and Name

7. SR 523 (N/NE 145th Street) & I-5 Interchange Improvements

Scope / Narrative

The City of Shoreline is currently completing design of the 145th Street/I-5 Interchange. The City's initial improvement concept, as included in the City's Preferred Design Concept report, proposed a new I-5 northbound on-ramp, revised 145th bridge deck channelization, and a new pedestrian bridge adjacent to the existing bridge deck.

In 2019, the City revised the concept to include two multi-lane roundabouts to replace the two existing signalized interchange intersections. Traffic modeling of the roundabouts demonstrated better performance for transit and general-purpose traffic than the initial improvement concept, and at a lower cost.

Funding

FUNDED							
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
Roads Capital Fund	\$ 127,200	\$ 100,000					\$ 227,200
STP Design							\$ -
STP Construction	\$ 2,788,000	\$ 1,394,000					\$ 4,182,000
Sound Transit Contribution	\$ 3,500,000	\$ 1,100,000					\$ 4,600,000
WSDOT Regional Mob.	\$ 4,250,000						\$ 4,250,000
TIB ROW & CN	\$ 4,500,000	\$ 500,000					\$ 5,000,000
TOTAL 2024-2029	\$ 15,165,200	\$ 3,094,000	\$ -	\$ -	\$ -	\$ -	\$ 18,259,200
					<i>Outer Year Funding (Beyond 2029):</i>		\$0
					<i>Prior Cost through 2023:</i>		\$15,729,775
					Total Project Cost:		\$33,988,975
					<i>Unfunded Portion / Future Funding Need:</i>		\$0

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Project Status / Funding Outlook

Advertising for construction bids is scheduled for mid 2023. This project is fully funded through federal, state, and local dollars.

Purpose / Goals to be Achieved

The 145th Street/I-5 Interchange project is the product of multiple studies, partnerships, and years of interjurisdictional coordination. Project improvements address the City's priorities for Safety, Equity, Multimodality, Connectivity, Climate Resiliency, and Community Vibrancy.

This project helps to implement **2022-2024 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3**: Continue preparation for regional mass transit in Shoreline.

Project # and Name

8. 148th Street Non-Motorized Bridge

Scope / Narrative

This project will provide a new non-motorized bridge crossing over I-5 from the neighborhood in the vicinity of N 148th Street on the westside of I-5 into the Sound Transit Lynnwood Link Shoreline South/148th Station to be located on the eastside of I-5. In order to construct east side landing and bridge piers prior to light rail running in 2024 (construction costs would rise significantly) the project was phased for delivery:

Phase 1: East Bridge Landing

Phase 2: Bridge Span, West Bridge Landing, Shared-Use Path Connection to 1st Ave NE

Funding

FUNDING SOURCE	PARTIALLY FUNDED						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
Final Design & Permitting Sound Transit (ST) and STP funds							\$ -
Construction (Ph 1) ST & King County	\$ 4,000,000						\$ 4,000,000
Construction (Ph 1) State Legislature	\$ 1,847,645						\$ 1,847,645
ROW (Ph 2) Federal TAP							\$ -
ROW (Ph 2) Grants Match Fund							\$ -
Construction (Ph 2) State Legislature	\$ 1,000,000	\$ 4,152,355					\$ 5,152,355
Construction (Ph 2) STP Funds	\$ 5,440,000						\$ 5,440,000
Construction (Ph 2) Federal Earmark		\$ 4,000,000					\$ 4,000,000
Construction (Ph 2) Funding TBD	\$ 117,367	\$ 9,109,470					\$ 9,226,837
TOTAL 2024-2029	\$ 12,405,012	\$ 17,261,825	\$ -	\$ -	\$ -	\$ -	\$ 29,666,837
						<i>Outer Year Funding (Beyond 2029):</i>	\$0
						<i>Prior Cost through 2023:</i>	\$10,933,163
						Total Project Cost:	\$40,600,000
						<i>Unfunded Portion / Future Funding Need:</i>	\$9,226,837

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Project Status / Funding Outlook

The total cost for this project is estimated to be approximately \$40 million. The City successfully obtained funds from the US DOT Surface Transportation Program (STP) for design. The project is divided into two phases in order to complete eastside construction prior to light rail becoming operational (this will save significant costs). Phase 1 (east side landing) is at 100% design and goes out to bid in 2023. Phase 2 is at 90% design and currently scheduled to go to construction in 2024.

The project received \$2.5 million in a TAP (Transportation Alternative Program) federal grant for ROW for Phase 2 (there was no right-of-way acquisition for Phase 1). Roads Capital funding is secured to match this grant and cover the balance of acquisition costs to complete the ROW acquisition for Phase 2 in 2023.

The current State transportation budget includes \$7 million for this project with about \$2 million to be used in Phase 1 (eastside landing) construction and the remainder in Phase 2 (bridge superstructure, west side landing, and shared-path to 1st Ave NE). Phase 1 of this project is completely funded with local funds utilizing State, Sound Transit System Access funds, and King County property tax levy (passed in August 2019). Phase 1 construction goes out to bid in 2023. In addition to the State funding, Phase 2 construction has secured \$4 million in federal earmarks and was awarded \$5.44 million in federal FHWA/STP funding.

The project team is currently pursuing a federal RAISE grant that will combine remaining phases of the 145th Corridor project with this bridge project. If unsuccessful with this endeavor, the entire balance to complete construction would come from some combination of General Fund, Real Estate Excise Tax, and/or other collected over the next several years (estimated to be approximately \$9 million).

Purpose / Goals to be Achieved

The 148th Street Non-Motorized Bridge project was identified in both the 145th Street Station Subarea Plan and the 145th Street Multimodal Corridor Study. This pedestrian/bicycle bridge will connect a growing high-density transit-oriented community around the Shoreline South/148th Station, and provide west side communities one of the few crossings of I-5 with direct station access to the regional transit system.

This project helps to implement **2021-2023 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3**: Continue preparation for regional mass transit in Shoreline.

Project # and Name

9. Trail Along the Rail

Scope / Narrative

This project will provide an approximately 2.5 mile multi-use trail that roughly parallels the Lynnwood Link Light Rail guideway from Shoreline South/148th Station through the Shoreline North/ 185th Station and to the 195th Street Pedestrian Overcrossing. Portions of the Trail Along the Rail will be built by Sound Transit and steps have been taken working with Sound Transit light rail design to ensure that the ability to complete the Trail Along the Rail in the future is not precluded. In order to be more competitive for funding and to better utilize development partnership opportunities, the project is anticipated to be constructed in segments as follows (these could vary depending on opportunity):

Phase 1: Shoreline North/185th Station to the NE 195th St Pedestrian Overcrossing

Phase 2: Shoreline South/148th Station to N 155th St

Phase 3: N 155th St to NE 175th St (wall and rough grading completed in Ridgecrest Park in 2021)

Phase 4: NE 175th to NE 185th St (interim on-street route completed in 2023). A permanent trail alignment for this phase is well in the future due to property and topographical challenges.

Funding

	UNFUNDED							
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total	
Phase 1							\$ -	
Phase 2							\$ -	
Phase 3							\$ -	
Phase 4							\$ -	
TOTAL 2024-2029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							<i>Outer Year Funding (Beyond 2029):</i>	\$9,030,000
							<i>Prior Cost through 2023:</i>	\$840,000
							Total Project Cost:	\$9,870,000
							<i>Unfunded Portion / Future Funding Need:</i>	\$9,030,000

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Project Status / Funding Outlook

The Trail Along the Rail remains in the TIP despite no current funding as staff will continue to look for opportunities to fund sections of this trail. The City currently has several high profile projects competing for funding. There are certain funding sources for non-motorized projects.

As part of the Lynnwood Link Extension light rail agreement with the City, Sound Transit is constructing 20 non-contiguous blocks of the trail.

A wall and rough grading for the trail along the western edge of Ridgecrest Park has also been completed by ST LLE project through a betterment agreement. This early work was necessary to complete in coordination with ST. Finished grading, paving, striping, and signage is still required to complete this section of the trail along the edge of Ridgecrest Park.

The total cost for this project is estimated to be just under \$10 million. Outstanding costs have been increased 5% from estimate developed for the 2022-2027 TIP. The current CIP has no budget for any of the phases; rather budget for additional phase work is included in the Outer Year Funding line item. City staff are looking for grant sources to implement design, environmental, and construction of the various phases. To date, applications for small sections have been unsuccessful.

Purpose / Goals to be Achieved

When it was confirmed that two light rail stations were coming to the City of Shoreline, the opportunity to work with Sound Transit to preserve the vision for a trail paralleling the light rail alignment was developed. As the full vision is viewed as a long-term realization, the City will look for non-motorized funding opportunities to construct phases over time. The City has made investments to date on this project; keeping this project highlighted in this document demonstrates the City's intent and desire to secure funding. The project will eventually provide infrastructure for recreation and commuting. The project will connect neighborhoods and two light rail stations providing a safe space for pedestrians and bicyclists.

This project is supportive of the multimodality, connectivity, and climate resiliency goals in the Transportation Element of the Comprehensive Plan.

This project helps to support **2022-2024 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3:** Continue preparation for regional mass transit in Shoreline.

Project # and Name

10. Greenwood Ave N /Innis Arden/ N 160th St Intersection Improvements

Scope / Narrative

Acquire right-of-way and design and construct a roundabout intersection at Greenwood Ave. N, N 160th St. and N Innis Arden Way, adjacent to Shoreline Community College campus. To meet the City's concurrency standard the intersection improvements must be complete by September 2025.

Funding

FUNDED							
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
Shoreline Community College	\$1,884,000						\$ 1,884,000
						<i>Outer Year Funding (Beyond 2029):</i>	\$0
						<i>Prior Cost through 2023:</i>	\$200,000
						Total Project Cost:	\$2,084,000
						<i>Unfunded Portion / Future Funding Need:</i>	\$0.00

Project Status / Funding Outlook

The concept design report was completed in October 2019. The City and Shoreline Community College have entered into an agreement to fully fund this project. Shoreline Community College has provided \$2,083,986 to fund this project.

Purpose / Goals to be Achieved

Shoreline Community College conducted a Traffic Study as part of its permitting process for new student housing they planned to construct. The report indicated the project would result in an unacceptable level of service at the current intersection. The City and college entered into an agreement to make the necessary improvements and the City's preferred alternative of a roundabout will be constructed. Roundabouts slow traffic and have fewer conflict points while keeping traffic flowing. Special treatments can be added to further increase pedestrian visibility.

This project helps to implement **2022-2024 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

11. N/NE 175th Street Corridor Improvements (Stone Ave to I-5)

Scope / Narrative

175th Street is considered a high priority as it is a primary access route to I-5, has relatively high levels of congestion, substandard sidewalks adjacent to an area with high pedestrian volumes next to elementary schools, a church with sizeable park-and-ride lot, bus stops, and a park. This project improves corridor safety and capacity, providing improvements which will tie in with those recently constructed by the Aurora project.

Improvements include reconstruction of the existing street to provide two traffic lanes in each direction with medians and turn pockets; curb, gutter, and sidewalk with planter strip where feasible; bicycle lanes integrated into the sidewalks; illumination; landscaping; and retaining walls where required. Intersections with high accident rates will be improved as part of this project.

The project is expected to be constructed in multiple phases.

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Funding							
	FUNDED	PARTIALLY FUNDED					
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
Design and Enviro Review - Federal STP							\$ -
Design and Enviro Review - Impact Fees	\$ 150,000						\$ 150,000
Design and Enviro Review - Unfunded				\$ 490,000	\$ 340,000	\$ 40,000	\$ 870,000
ROW - Impact Fees	\$ 1,000,000						\$ 1,000,000
ROW - Unfunded						\$ 1,600,000	\$ 1,600,000
Construction- Impact Fees		\$ 2,087,305	\$5,787,137				\$ 7,874,442
Construction - FEMA - Unfunded		\$ 6,261,916	\$2,562,084				\$ 8,824,000
Construction - Unfunded							\$ -
1% Arts - Roads Cap		\$ 72,260	\$72,260			\$ 642,844	\$ 787,364
TOTAL 2024-2029	\$ 1,150,000	\$ 8,421,481	\$ 8,421,481	\$ 490,000	\$ 340,000	\$ 2,282,844	\$ 21,105,806
				<i>Outer Year Funding (Beyond 2029):</i>			\$65,000,000
				<i>Prior Cost through 2023:</i>			\$8,528,078
				Total Project Cost:			\$94,633,884
				<i>Unfunded Portion / Future Funding Need:</i>			\$76,294,000

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Project Status / Funding Outlook

60% design of the corridor is complete. The project team is working to finalize design for the first phase of construction. The acquisition of right-of-way for phase one is in progress.

The City pursued federal grant funding for design and environmental work through the Surface Transportation Program administered by PSRC in 2014. In February 2016 this project was selected from the PSRC contingency list and fully funded for the design and environmental review phases.

This project is identified in the City's Transportation Master Plan as a growth project that is necessary to accommodate growth and allow the City to maintain adopted level of service standards. Consequently, the City will use Transportation Impact Fees (TIFs) collected from private development for the grant matching funds for this project.

To date, TIF funds have been used to purchase four properties near Stone Avenue that require full acquisition for project improvements. This early purchase was conducted due to rising property costs.

A FEMA grant for \$8.9 million is pending for hazard mitigation adjacent to Ronald Bog. During the design process, it was discovered that the soils in the vicinity of the bog could allow portions of 175th Street to collapse during a seismic event. In order to utilize these funds if awarded, the project team would need to move forward in phasing this project as full funding is not in place. Possible phases may include (but not yet confirmed):

Phase 1: Meridian Avenue to Corliss Avenue

Phase 2: Corliss Avenue to I-5

Phase 3: Stone Avenue to Meridian Avenue

The project team continues to develop phasing. If any funds are awarded, this project will have significant updates in the 2025-2030 TIP.

Purpose / Goals to be Achieved

The 175th Corridor project has been a City priority for many years. This corridor serves as a community lifeline and truck route, provides one of the few accesses to I-5, serves schools, City Hall, and Fire Headquarters. Multimodal improvements are crucial for safety and livability.

This project helps to implement **2022-2024 City Council Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

12. Light Rail Access Improvements: 1st Ave NE (145th to 155th)

Scope / Narrative

This project enhances pedestrian access to the Shoreline South/148th Station (Sound Transit light rail) by constructing sections of sidewalk on 1st Ave NE between NE 145th and NE 155th Streets. Design includes a 10-foot sidewalk with 8-foot neckdowns around significant features. This sidewalk will function as a shared use path from 155th to 148th along the west side of the street. A lane balance will take place shifting the centerline of the roadway to the east to accommodate the new sidewalk in front of the creek. The project assumes design & construction of cement concrete sidewalk and placement of curb and gutter; where possible the project will retain existing sidewalks.

Funding

FUNDING SOURCE	FUNDED						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
Funded by Sound Transit	\$ 100,000						\$ 100,000
TOTAL 2024-2029	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
						<i>Outer Year Funding (Beyond 2029):</i>	\$0
						<i>Prior Cost through 2023:</i>	\$1,900,000
						Total Project Cost:	\$2,000,000
						<i>Unfunded Portion / Future Funding Need:</i>	\$0

Project Status / Funding Outlook

With higher density zoning approved by Council in 2016 near the two light rail stations, this area is experiencing significant redevelopment which is adding sidewalk and amenity zone improvements. The City is utilizing \$2 million in Sound Transit station access funding to fill in gaps along this stretch of roadway. South of 148th Street, a combination of private development and 145th Corridor Phase 1 construction will add the bulk of pedestrian/bicycle facilities. Construction is expected to begin in summer 2023 and reach substantial completion by end of 2023 with possible minor elements to complete in 2024.

Purpose / Goals to be Achieved

1st Avenue NE will be a key access point to the light rail station connecting to/from the 145th Street corridor, the future 148th Street Non-Motorized Bridge spanning I-5 at approximately 148th Street with direct access to the light rail station, and the City's bicycle network.

This project helps to implement **2022-2024 City Council Goal 1:** Strengthen Shoreline's economic climate and opportunities, **Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3:** Continue preparation for regional mass transit in Shoreline.

Project # and Name

13. Meridian Avenue N (N 175th Street to N 200th Street)

Scope / Narrative

This project will design and construct rechannelization improvements on Meridian Ave N from N 175th Street to N 200th Street to accommodate bike lanes, and turn lanes in key locations. This will require removal of some on street parking.

Funding

FUNDING SOURCE	FUNDED						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
Funded by federal HSIP grant	\$ 110,000	\$ 515,000					\$ 625,000
TOTAL 2024-2029	\$ 110,000	\$ 515,000	\$ -	\$ -	\$ -	\$ -	\$ 625,000
<i>Outer Year Funding (Beyond 2029):</i>							\$0
<i>Prior Cost through 2023:</i>							\$0
Total Project Cost:							\$625,000
<i>Unfunded Portion / Future Funding Need:</i>							\$625,000

Project Status / Funding Outlook

This project is grant funded through the Federal Highway Safety Improvement Program (HSIP).

Purpose / Goals to be Achieved

The Transportation Element adopted into the City's Comprehensive Plan (November 2022) indicates that portions of this corridor will need to implement capacity improvements to meet the City's proposed/forecasted standard by 2044.

This program helps to implement **2022-2024** City Council **Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

14. NE 200th St (25th Ave NE to 30th Ave NE) New Sidewalk

Scope / Narrative

This project constructs new sidewalk on the north side of NE 200th Street serving Cascade K-8 school by filling gaps between 25th Ave NE and 30th Ave NE.

Funding

FUNDED							
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
Roads Capital	\$ 667,500						\$ 667,500
<i>Outer Year Funding (Beyond 2029):</i>							\$0
<i>Prior Cost through 2023:</i>							\$222,500
Total Project Cost:							\$890,000
<i>Unfunded Portion / Future Funding Need:</i>							\$0

Project Status / Funding Outlook

This project is included in the adopted 2023-2024 Biennial Budget. Council approved a one-time contribution from the General Fund to the Roads Capital Fund to fully fund construction of sidewalk on 200th Street serving Cascade K-8 school.

Purpose / Goals to be Achieved

This program helps to implement 2022-2024 City Council Goal 2: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

UNFUNDED PROJECTS

Project # and Name

15. Ballinger Way - NE 205th St to 25th Ave NE Access Control (Preliminary Design)

Scope / Narrative

Access control and pedestrian improvements along this corridor are needed to address vehicle and pedestrian collisions as identified in the City's Annual Traffic Report. Preliminary design to determine the scope of access control and intersection improvements is needed as a first step. Scoping will also identify pedestrian and bicycle safety improvement opportunities, specifically related to midblock crossings. Right-of-way may need to be acquired in order to provide U-turns at signals and/or at access points.

Funding

UNFUNDED							
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
Unknown							\$ -
<i>Outer Year Funding (Beyond 2029):</i>							\$350,000
<i>Prior Cost through 2023:</i>							\$0
Total Project Cost:							\$350,000
<i>Unfunded Portion / Future Funding Need:</i>							\$350,000

Project Status / Funding Outlook

This project is competitive for funding from the Citywide Safety Grant administered through WSDOT. Costs indicated on this sheet are for preliminary design/study only. Once the project scope is determined, more accurate complete project costs can be developed.

Purpose / Goals to be Achieved

Ballinger Way has been on the City's radar for multimodal improvements for many years. Ballinger Way from 19th Ave NE to 25th Ave NE is slated separately as one of the 12 voter approved sidewalk projects.

This project helps to implement **2022-2024 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

16. 175th Street (5th Ave NE to 15th Ave NE) - Preliminary Design

Scope / Narrative

Safety improvements along NE 175th Street between 5th Ave NE and 15th Ave NE are needed to address a high occurrence of collisions, including serious injury and fatality collisions, along this segment of roadway. A reconfiguration of the roadway from 4 lanes to 3 is a proven safety countermeasure which would reduce conflict points allowing safer turns to and from the corridor, and would improve safety for pedestrians by reducing exposure, increasing the distance between moving cars and pedestrians on the sidewalk, and improving sight lines to and from crossing pedestrians. Another alternative may be to replace the existing signal at 10th Ave NE and NE 175th Street with a roundabout, and implement some access control along the corridor, however this would be a significantly higher cost option and would not address pedestrian crossing concerns at 8th Ave NE and 12th Ave NE.

Funding

UNFUNDED							
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
Unknown							\$ -
TOTAL 2024-2029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						<i>Outer Year Funding (Beyond 2029):</i>	\$750,000
						<i>Prior Cost through 2023:</i>	\$0
						Total Project Cost:	\$750,000
						<i>Unfunded Portion / Future Funding Need:</i>	\$750,000

Project Status / Funding Outlook

This segment of roadway is competitive for funding from the Citywide Safety Grant administered through WSDOT.

Purpose / Goals to be Achieved

This project area has been identified in the City's recent annual Traffic Reports as a priority. A pre-design study will be necessary to identify the appropriate improvements and conduct robust community engagement efforts.

This program helps to implement **2022-2024** City Council **Goal 2**: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

17. N/NE 185th Street Corridor Improvements

Scope / Narrative

The 185th Street Multimodal Corridor Strategy (MCS) is a future-focused plan that considers the needs of multiple transportation modes including motorists, pedestrians, bicyclists, and transit operators and riders. The 185th Street Corridor is anchored by the future light rail station on the east side of Interstate 5 (I-5) and composed of three roads: N/NE 185th Street, 10th Avenue NE, and NE 180th Street. For the 185th MCS, the term "185th Street Corridor" is used to succinctly describe the collection of these three streets. The 185th MCS Preferred Option identifies the multi-modal transportation facilities necessary to support projected growth in the 185th Street Station Subarea, a project delivery approach for phased implementation, and a funding strategy for improvements.

Currently, there is no designated CIP funding for improvements to the corridor. 185th Street Corridor improvements will be initially implemented through private development and followed by a series of City capital projects that will reconstruct roadway segments and intersections and fill in gaps in the ped/bike/amenity zones left behind by development.

The 185th Street Corridor is divided into five segments:

Segment A - 185th Street from Fremont Avenue N to Midvale Avenue N (doesn't include Aurora intersection): No roadway improvements. Improvements to ped/bike/amenity zones only.

Segment B - 185th Street from Midvale Avenue N to 5th Avenue NE (west of I-5): four-lane section (two travel lanes and two Business Access and Transit [BAT] lanes), amenity zones, off-street bike lanes, and sidewalks.

Segment C - 5th Avenue NE (west of I-5) to 10th Avenue NE: Sound Transit Lynnwood Link Light Rail Project will be restriping the segment east of 2nd Ave NE to 8th Ave NE into a three-lane section with buffered bike lanes, and construct intersection improvements at 185th St/5th Ave NE (east of I-5) and 185th St/8th Ave NE in time for the Shoreline North/185th Station opening in 2024. The 185th MCS effort has assumed these improvements will remain in place in the near term. Gaps in this segment will be completed over time through the City's capital improvements and/or development frontage improvements.

Segment D - 10th Ave NE from NE 185th Street to NE 180th Street: Two-lane section (two travel lanes) with buffered bike lanes, on-street parking (westside only), amenity zones, sidewalks, and additional flex zone on the westside of the street.

Segment E - NE 180th Street from 10th Avenue NE to 15th Avenue NE: Two-lane section (two travel lanes) with enhanced bike lanes, amenity zones, and sidewalks.

The 185th MCS is anticipated to be implemented (designed and constructed) over the following phases:

Near Term (0-5 years) - The 185th Street & Meridian Avenue intersection improvements may be an initial project considered for the CIP as it may be associated with Traffic Impact Fee funding. If this project becomes included in the CIP, an engineering design phase would be initiated but construction wouldn't occur until the Mid Term. Given funding constraints, short-term improvements could include such projects as nonmotorized elements north of the curb on the north side of the street or focused improvements at the intersection of 185th Street/Meridian Ave.

Mid Term (5 -10 years) - Construct 185th Street & Meridian Avenue intersection improvements. Design Segment B, C (gaps), D, & E.

Long Term (10+ years) - Construct Segment B, C, D, and E. Design and construction ped/bike/amenity zone gaps Segment A.

Funding							
	UNFUNDED						
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
185th St and Meridian Ave Intersection Improvements - 30% Design							\$ -
PROJECT TOTAL 2024-2029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						<i>Outer Year Funding (Beyond 2029):</i>	\$80,000,000
						<i>Prior Cost through 2023:</i>	\$0
						Total Project Cost:	\$80,000,000
						<i>Unfunded Portion / Future Funding Need:</i>	\$80,000,000

Project Status / Funding Outlook

On October 28, 2019, Council adopted the 185th MCS. Currently, there is no funding in the CIP for the implementation of the 185th MCS. With several large City projects already receiving federal funds and on a timeline for completion, initial investments on the 185th Corridor will be mostly through new development. Completing the 185th MCS was critical to develop a preferred alternative and direct development that is occurring as the result of higher-density zoning adopted near the light rail station.

The redesign of the 185th Street and Meridian Avenue intersection is identified as necessary to accommodate growth and allow the City to maintain its adopted Levels of Service and may be funded, in part, by Transportation Impact Fees. Other possible projects will be defined as funding becomes available.

Cost estimate for the 185th Street and Meridian Avenue intersection improvement is \$5.5 million. Cost estimate for the entire 185th Street Corridor improvements is approximately \$80 million. Cost estimate for 185th Street improvements (Segment A, B, & C) is approximately \$63 million. Cost estimate for 10th Avenue improvements (Segment D) is approximately \$12 million. Cost estimate for 180th Street improvements (Segment E) is approximately \$5 million.

Purpose / Goals to be Achieved

The 185th Street Corridor project strongly supports the Transportation Element goals of multimodality, connectivity, and climate resiliency. The City has already invested money in and conducted a study of this corridor which will serve a new light rail station. Mutlimodal improvements embody the TE's project criteria to a high degree.

This project helps to support **2022-2024 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment, and **Goal 3:** Continue preparation for regional mass transit in Shoreline.

Project # and Name

18. 15th Avenue NE (NE 175th Street to NE 205th Street)

Scope / Narrative

This project would construct sidewalks and accessible bus stops on the west side of the road from NE 180th St to NE 205th St. There are significant topographic challenges related to constructing a sidewalk on the west side of this arterial. A corridor study will be performed to identify a preferred transportation solution for this roadway segment. Alternatives to accommodate bicycles will be analyzed, including rechannelization of the roadway from four lanes to three. The cross-section of the road from NE 175th St to NE 180th St would be reduced from four lanes to three and bicycle lanes would be installed. Right-of-way may need to be purchased to complete this project. This project is currently unfunded and a specific year for funding is not known.

Funding

UNFUNDED							
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
Unknown							\$ -
						<i>Outer Year Funding (Beyond 2029):</i>	\$6,200,000
						<i>Prior Cost through 2023:</i>	\$0
						Total Project Cost:	\$6,200,000
						<i>Unfunded Portion / Future Funding Need:</i>	\$6,200,000

Project Status / Funding Outlook

No funding has been identified for this project. Initial step would be a pre-design study to identify the appropriate improvements for the roadway and develop more refined cost estimates, surveyed basemaps, and 10% plans (pre-design study costs are estimated at about \$700,000). More accurate Design, ROW and construction costs and a timeline for completion will be included in future TIP updates.

Purpose / Goals to be Achieved

Multimodal improvements along this part of 15th Avenue NE would address many safety and connectivity issues.

This project helps to implement **2022-2024 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment.

Project # and Name

19. 3rd Ave NE Connectors

Scope / Narrative

The area north of the Shoreline South/148th Station is served by a series of dead ends abutting the freeway. With the upzone to MUR 70, there is a need to provide connectivity between the street ends. There are three potential locations for connectors that are being considered:

A) NE 149th St to NE 151st St - The concept for this segment is to create a slow-paced, curbside street/public space (where pedestrian and bicycle movements are prioritized and vehicles are invited guests) by extending 3rd Avenue NE to provide a connection between NE 149th Street and NE 151st Street. This would create a vehicular, pedestrian and bike connection to the adjacent light rail station and incorporate the eastern terminus of the proposed 148th Street Non-Motorized Bridge and north/south alignment of the Trail Along the Rail.

B) NE 151st St to NE 152nd St - There is a small segment of un-opened right-of-way that could be improved and provide a connection between the two streets.

C) 3rd Ave NE to NE 153rd St /NE 155th St - This would provide a connection between the existing dead-end street end and either NE 153rd St or NE 155th St. Either location would require property acquisition to purchase the needed right-of-way to build a new connection. At a minimum a ped/bike connection is needed between the street end and NE 155th St as an extension of the Trail Along the Rail.

All three connections would improve circulation and connectivity in the MUR 70 which will also support additional development and especially commercial/retail businesses in conjunction with residential.

Funding

UNFUNDED							
FUNDING SOURCE	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total
Possible late-comers							\$ -
<i>Outer Year Funding (Beyond 2029):</i>							\$7,500,000
<i>Prior Cost through 2023:</i>							\$20,000
Total Project Cost:							\$7,520,000
<i>Unfunded Portion / Future Funding Need:</i>							\$7,500,000

Continued on next page

Project Status / Funding Outlook

An initial study of this was completed and a preliminary concept known as the 3rd Ave NE Woonerf was presented to City Council on January 8, 2018. Since that time, updating this project as the 3rd Ave NE Connectors better addresses circulation in this neighborhood.

The preliminary plan was advanced to a more detailed concept plan and estimate in 2021 for the 3rd Ave segment between NE 149th Street and NE 151st St. City staff will continue coordination with Sound Transit, utility providers, and potential developers of adjacent properties to coordinate street frontage and access improvements. No work has been performed on the other two connectors.

The 2023-2028 CIP does not include budget for design development, and timing of construction is unknown at this time; project costs are shown as a placeholder. The City will not be pursuing grant funding at this time and instead look to redevelopment to help these improvements occur. Staff will analyze latecomer fees as a possible option for all three segments.

City staff has incorporated initial street design and frontage improvements into the Engineering Development Manual's Appendix F: Street Matrix and is actively working on how the 148th Street Non-Motorized Bridge eastern terminus and the Trail Along the Rail will interface with the long-term vision for the 3rd Ave NE Connectors. City staff will continue to coordinate with Sound Transit on not precluding the future 3rd Ave NE Connectors improvements. In addition, City staff will continue to use the initial 3rd Ave NE conceptual renderings as communication tools when working with the public and potential developers.

Purpose / Goals to be Achieved

This project would help meet the City's transportation goals and vision by supporting multimodal access in a quickly growing neighborhood near the Shoreline South/148th light rail station. The project would provide vehicular connections in 145th subarea that are currently served by dead end streets. The project would help to connect vehicles and non-motorized users to the light rail station, 148th Street Non-Motorized Bridge, Trail Along the Rail, and larger pedestrian/bicycle network.

This project helps to support **2022-2024 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment and **Goal 3:** Continue preparation for regional mass transit in Shoreline.

Project # and Name

20. Eastside Off-Corridor Bike Network (Pre-Design Study)

Scope / Narrative

Initially conceived during the 145th Street Multimodal Corridor Study, the Off-Corridor Bike Network is a collection of quieter, slower-paced streets and paths that are intended to provide bicyclists and pedestrians with alternate, parallel routes to 145th Street as well as key connections to the future Shoreline South/148th light rail station, Interurban Trail, parks, and Burke-Gilman Trail. Improvements to these streets and paths will include bicycle facilities such as pavement markings (e.g. sharrows or bike lanes), shared use paths, and signage.

Currently, the western portion of the Off-Corridor Bike Network between Interstate 5 (I-5) and the Interurban Trail is being designed as part of the 145th Street Corridor Project. Presently, the City has no funding to design or build the eastern portion of the Off-Corridor Bike Network between I-5 and the Burke-Gilman Trail. A pre-design study is needed to perform initial public outreach, establish design parameters, and estimate project costs.

Funding

FUNDING SOURCE	UNFUNDED						2024-2029 Total
	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	
No identified source							\$ -
<i>Outer Year Funding (Beyond 2029):</i>							\$183,750
<i>Prior Cost through 2023:</i>							\$0
Total Project Cost:							\$183,750
<i>Unfunded Portion / Future Funding Need:</i>							\$183,750

Project Status / Funding Outlook

Staff will look for funding in 2023-2025 to fund a pre-design study that is estimated at \$183,750. This would include consultant contract upwards of \$126,000 (these costs for a pre-design study are estimates and have been increased by 5% from the prior TIP). Although the 2024-2029 CIP does not include budget for this project, grant matching funds could be available for a pre-design study. The City will continue to seek opportunities to incrementally design and build the full vision of the Off-Corridor Bike Network.

The Eastside Off-Corridor Bike Network scored high among trail projects in the Transportation Element (TE) adopted into the City's Comprehensive Plan in November 2022. As a result of this, a portion of this project was included in the TE financially constrained project list. A high-level estimate of about \$1 million might advance construction of the section from 5th Ave NE to 15th Ave NE. The pre-design study would better determine project costs and strategies.

Continued on next page

Purpose / Goals to be Achieved

This project supports the many criteria of the Transportation Element in the Comprehensive Plan including Safety, Equity, Multimodality, Connectivity, Climate Resiliency, and Community Vibrancy. This will be a significant addition toward completing the City's Bicycle Network.

This project helps to support **2022-2024 City Council Goal 2:** Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment and **Goal 3:** Continue preparation for regional mass transit in Shoreline.

Project	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2024-2029 Total	<p style="text-align: center;">Due to the ongoing nature of programs, these additional columns are not filled in. Many programs rely on funding to become available in order to continue significant work efforts.</p>							
ANNUAL PROGRAMS															
1. Sidewalk Rehabilitation Program (Repair & Maintenance)	\$ 521,600	\$ 521,200	\$ 521,000	\$ 520,700	\$ 520,600	\$ 520,200	\$ 3,125,300								
2. New Sidewalk Plan (New Sidewalk Construction)	\$ 11,400,000	\$ 8,700,000	\$ 4,100,000	\$ 4,400,000	\$ 6,400,000	\$ -	\$ 35,000,000								
3. Traffic Safety Improvements	\$ 185,334	\$ 194,601	\$ 200,439	\$ 200,439	\$ 200,439	\$ 200,439	\$ 1,181,691								
4. Road Surface Maintenance Program	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	\$ 8,160,000								
5. Traffic Signal Rehabilitation Program	\$ 148,647	\$ 153,107	\$ 157,700	\$ 157,700	\$ 157,700	\$ 157,700	\$ 932,554								
							\$ 48,399,545								
FUNDED PROJECTS (FULLY OR PARTIALLY)								Outer Year Funding (2030+)	Prior Costs (through 2023)	TOTAL PROJECT COST	UNFUNDED				
6. 145th Street (SR 523) Corridor Improvements, Aurora Ave N to I-5	\$ 10,453,400	\$ 3,400,200	\$ 8,574,200	\$ 10,766,600	\$ 3,413,200	\$ 7,998,800	\$ 44,606,400	\$0	\$25,747,200	\$70,353,600	\$23,892,200				
7. SR 523 (N/NE 145th Street) & I-5 Interchange Improvements	\$ 15,165,200	\$ 3,094,000	\$ -	\$ -	\$ -	\$ -	\$ 18,259,200	\$0	\$15,729,775	\$33,988,975	\$0				
8. 148th Street Non-Motorized Bridge	\$ 12,405,012	\$ 17,261,825	\$ -	\$ -	\$ -	\$ -	\$ 29,666,837	\$0	\$10,933,163	\$40,600,000	\$9,226,837				
9. Trail Along the Rail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$9,030,000	\$840,000	\$9,870,000	\$9,030,000				
10. Greenwood Ave N /Innis Arden/ N 160th St Intersection Improvements	\$ 1,884,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,884,000	\$0	\$200,000	\$2,084,000	\$0				
11. N/NE 175th Street Corridor Improvements (Stone Ave to I-5)	\$ 1,150,000	\$ 8,421,481	\$ 8,421,481	\$ 490,000	\$ 340,000	\$ 2,282,844	\$ 21,105,806	\$65,000,000	\$8,528,078	\$94,633,884	\$76,294,000				
12. Light Rail Access Improvements: 1st Ave NE (145th to 155th)	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$0	\$1,900,000	\$2,000,000	\$0				
13. Meridian Avenue N (N 175th Street to N 200th Street)	\$ 110,000	\$ 515,000	\$ -	\$ -	\$ -	\$ -	\$ 625,000	\$0	\$0	\$625,000	\$625,000				
14. NE 200th St (25th Ave NE to 30th Ave NE) New Sidewalk	\$ 667,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 667,500	\$0	\$222,500	\$890,000	\$0				
							\$ 116,914,743			\$255,045,459	\$119,068,037				
UNFUNDED PROJECTS															
15. Ballinger Way - NE 205th St to 19th Ave NE Access Control (Preliminary Design)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$350,000	\$0	\$350,000	\$ 350,000				
16. 175th Street (5th Ave NE to 15th Ave NE) - Preliminary Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$750,000	\$0	\$750,000	\$750,000				
17. N/NE 185th Street Corridor Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$80,000,000	\$0	\$80,000,000	\$80,000,000				
18. 15th Avenue NE (NE 175th Street to NE 205th Street)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$6,200,000	\$0	\$6,200,000	\$ 6,200,000				
19. 3rd Ave NE Connectors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$7,500,000	\$20,000	\$7,520,000	\$7,500,000				
20. Eastside Off-Corridor Bike Network (Pre-Design)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$183,750	\$0	\$183,750	\$183,750				
							\$ -			\$95,003,750	\$94,983,750				
	\$ 55,550,693	\$ 43,621,414	\$ 23,334,820	\$ 17,895,439	\$ 12,391,939	\$ 12,519,983	\$ 165,314,288	\$169,013,750	\$64,120,716	\$350,049,209	\$214,051,787				

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance No. 981 - Amending the 2023-2024 Biennial Budget (Ord. No. 973) for Uncompleted 2021-2022 Operating and Capital Projects and Increasing Appropriations in Certain Funds (2022-to-2023 Carryover)
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Meng Liu, Budget & Tax Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Due to delays and other unanticipated issues, some appropriations were not expended in the 2021-2022 Biennial Budget. The 2021-2022 Biennial Budget appropriations lapsed at the end of 2022 resulting in expenditures being less than projected and the ending fund balances being greater than projected. To provide adequate budget resources in the 2023-2024 biennium to pay expenditures incurred for operating programs or to complete capital projects in progress, re-appropriation of a portion of the 2022 ending fund balance for expenditures in the 2023-2024 biennium, commonly referred to as a reappropriation or carryover, is needed. Proposed Ordinance No. 981, which is attached to this staff report as Attachment A, reappropriates \$21.578 million.

FINANCIAL IMPACT:

Proposed Ordinance No. 981 would impact expenditures and resources, as follows:

- Increases appropriations for operating and capital expenditures by \$21.578 million
- Increases appropriations for transfers out by \$4.018 million
- Provides revenues totaling \$13.275 million
- Provides transfers in totaling \$4.018 million
- Uses of available fund balance of \$15.265 million offset by the anticipated provision of fund balance by certain activities totaling \$6.960 million.

The net impact of proposed Ordinance No. 981 is an increase in 2023-2024 appropriations totaling \$21.578 million, revenues totaling \$13.275 million, interfund transfers totaling \$4.018 million, and the net use of \$8.304 million in available fund balance. The table in Attachment C summarizes the impact of the reappropriation amendment (Ord. No. 981), the amended 2023-2024 appropriations, and estimated available fund balance.

The table below shows the impact of the above and additional uses for the 2022-to-2023 carryovers (Ord. No. 981) on the fund balance of the General Fund:

Intended Use of General Fund Reserves	Amended by Ord. No. 981
GF Estimated Ending Fund Balance -December 31, 2022	\$44.843M
Add Estimated Increase from Levy Lid Lift	13.612M
Less Required General Fund Operating Reserve:	
Cash Flow Reserve	3.000M
Budget (Operating) Contingency	0.993M
Insurance Reserve	0.255M
Less Assigned for One-Time Outlays through 2023-2024 Biennial Budget Adoption	6.277M
Less Use for 2022-to-2023 Carryovers	4.487M
Less One-Time Support for Park Bond Projects	5.096M
*Less Potential Net Interfund Loan/Contribution for West Side Transformation Project	9.692M
Less Designated/Assigned One-Time Support for City Maintenance Facility	12.938M
GF Unassigned and Undesignated Ending Fund Balance	\$15.716M

*The West Side Transformation Project includes phases from two major construction projects, 145th Street Corridor and 148th St. Bicycle/Pedestrian Bridge. The project is in the process of obtaining other sources of funding. The resultant interfund loan/contribution may be up to \$13M should the City become unsuccessful in the effort of acquiring other source of funding.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Proposed Ordinance No. 981 is scheduled to be brought back to Council for potential action on April 24, 2023. Staff recommends adoption of proposed Ordinance No. 981 when it is scheduled to return to Council.

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

BACKGROUND

Shoreline's budget is adopted on a biennial basis. The biennium-end estimates for 2021-2022 presented during the discussion of the 2023-2024 Proposed Biennial Budget and 2023-2028 Capital Improvement Plan reflected staff's estimate of work that would be completed throughout the balance of 2022. Due to delays and other unanticipated issues, some appropriations were not expended. The 2021-2022 Biennial Budget appropriations lapsed at the end of 2022 resulting in expenditures being less than projected and the ending fund balances being greater than projected. In some cases the payment of expenditures incurred in 2022 and completion of capital projects was delayed until 2023. Those appropriations that were not expended by the end of 2022 lapsed and became part of the fund balance carried into 2023.

To pay the expenditures incurred in 2022 without adversely impacting the 2023-2024 Biennial Budget's appropriations, it is necessary to take a portion of the 2022 ending fund balance and reappropriate those dollars for expenditure in the 2023-2024 biennium. In addition, this action is also necessary to deliver several operating and capital projects as previously approved by the City Council. Should the City Council choose not to approve Ordinance No. 981, as proposed, then those projects would need to be reevaluated and not completed as originally anticipated.

DISCUSSION

Proposed Ordinance No. 981 would reappropriate \$21.578 million from the 2021-2022 biennium to the 2023-2024 biennium for several operating programs and capital projects. Among other reasons, reappropriations often happen for very large projects, projects started later in the prior budget, and projects that experience unforeseen delays. Only the amount necessary to complete the project is reappropriated into the succeeding biennium. Although most projects are capital in nature, some of these expenditures relate to operations. Attachment B to this staff report provides a table that summarizes the re-appropriation requests by fund.

ALTERNATIVES ANALYZED

Alternative 1: Take no action

If the City Council chooses to not approve proposed Ordinance No. 981, either the expenditures or projects listed in Attachment B will not be completed without adversely impacting existing 2023-2024 biennial budget appropriations intended for other operations or projects. In the case of capital projects, there may not be sufficient budget authority to complete the projects. Staff would need to reevaluate the projects and determine which projects could be moved forward.

Alternative 2: Approve Ordinance No. 981 (Recommended)

Approval of proposed Ordinance No. 981 will provide the budget authority and avoid adversely impacting existing 2023-2024 biennial budget appropriations. In addition, this

amendment will result in accurately reflecting the anticipated expenditures in the City's operating and capital funds.

FINANCIAL IMPACT

Proposed Ordinance No. 981 would impact expenditures and resources, as follows:

- Increases appropriations for operating and capital expenditures by \$21.578 million
- Increases appropriations for transfers out by \$4.018 million
- Provides revenues totaling \$13.275 million
- Provides transfers in totaling \$4.018 million
- Uses of available fund balance of \$15.265 million offset by the anticipated provision of fund balance by certain activities totaling \$6.960 million.

The net impact of proposed Ordinance No. 981 is an increase in 2023-2024 appropriations totaling \$21.578 million, revenues totaling \$13.275 million, interfund transfers totaling \$4.018 million, and the net use of \$8.304 million in available fund balance. The table in Attachment C summarizes the impact of the reappropriation amendment (Ord. No. 981), the amended 2023-2024 appropriations, and estimated available fund balance.

The table below shows the impact of the above and additional uses for the 2022-to-2023 carryovers (Ord. No. 981) on the fund balance of the General Fund:

Intended Use of General Fund Reserves	Amended by Ord. No. 981
GF Estimated Ending Fund Balance -December 31, 2022	\$44.843M
Add Estimated Increase from Levy Lid Lift	13.612M
Less Required General Fund Operating Reserve:	
Cash Flow Reserve	3.000M
Budget (Operating) Contingency	0.993M
Insurance Reserve	0.255M
Less Assigned for One-Time Outlays through 2023-2024 Biennial Budget Adoption	6.277M
Less Use for 2022-to-2023 Carryovers	4.487M
Less One-Time Support for Park Bond Projects	5.096M
*Less Potential Net Interfund Loan/Contribution for West Side Transformation Project	9.692M
Less Designated/Assigned One-Time Support for City Maintenance Facility	12.938M
GF Unassigned and Undesignated Ending Fund Balance	\$15.716M

*The West Side Transformation Project includes phases from two major construction projects, 145th Street Corridor and 148th St. Bicycle/Pedestrian Bridge. The project is in the process of obtaining other sources of funding. The

resultant interfund loan/contribution may be up to \$13M should the City become unsuccessful in the effort of acquiring other source of funding.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Proposed Ordinance No. 981 is scheduled to be brought back to Council for potential action on April 24, 2023. Staff recommends adoption of proposed Ordinance No. 981 when it is scheduled to return to Council.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 981
- Attachment B: Reappropriation Amendment (Ord. No. 981) Summary
- Attachment C: Impact of Reappropriation Amendment (Ord. No. 981) on Fund Balance

ORDINANCE NO. 981

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2023-2024 FINAL BIENNIAL BUDGET THROUGH REAPPROPRIATION OF UNEXPENDED 2021-2022 FINAL BIENNIAL BUDGET APPROPRIATIONS.

WHEREAS, various projects were included in the City's 2021-2022 operating budget and were not completed during 2021-2022; and

WHEREAS, the 2021-2022 Final Biennial Budget has assumed completion of specific capital improvement projects in 2019-2020; and

WHEREAS, some of these capital projects were not completed and need to be continued and completed in the 2023-2024 biennium; and

WHEREAS, due to these projects not being completed, the 2022 ending fund balance and the 2023 beginning fund balance for certain funds is greater than budgeted; and

WHEREAS, the City wishes to appropriate a portion of these greater-than-budgeted beginning fund balances in the 2023-2024 biennium to complete 2021-2022 work; and

WHEREAS, the 2023-2024 Final Biennial Budget and the 2023-2028 Capital Improvement Plan were adopted by Ordinance No. 973; 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 2023-2024 Final Biennial Budget needs to be amended to reflect the increases and decreases to the City's funds; and

WHEREAS, the City Council finds that the proposed adjustments to the Biennial Budget for 2023-2024 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 2023-2024 Final Biennial Budget, as adopted by Ordinance No. 973;

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

Section 1. Amendment – 2023-2024 Final Biennial Budget. The City hereby amends the 2023-2024 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	\$119,997,397	\$125,060,793
Shoreline Secure Storage Fund	3,000,000	3,000,000
Street Fund	4,732,628	4,876,484
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	36,486	36,486
Public Arts Fund	205,321	205,321
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Property Tax Equalization Fund	0	0
Federal Criminal Forfeiture Fund	0	0
Transportation Impact Fees Fund	713,659	713,659
Park Impact Fees Fund	0	254,154
Revenue Stabilization Fund	0	0
2006/2016 UTGO Bond Fund	0	0
2009/2019 LTGO Bond Fund	2,195,895	2,195,895
2013 LTGO Bond Fund	515,676	515,676
2020 LTGO Bond Fund	830,000	830,000
Sidewalk LTGO Bond Fund	1,794,875	1,794,875
VLF Revenue Bond	1,209,936	1,209,936
2022 Parks UTGO Bond	5,892,504	5,892,504
General Capital Fund	43,389,483	51,921,517
City Facility-Major Maintenance Fund	156,000	213,810
Roads Capital Fund	79,057,710	84,331,191
Sidewalk Expansion Fund	13,461,591	13,399,591
Surface Water Utility Fund	28,493,769	31,823,544
Wastewater Utility Fund	54,315,414	57,028,722
Vehicle Operations/Maintenance Fund	686,192	686,192
Equipment Replacement Fund	229,618	520,385
Unemployment Fund	35,000	35,000
	\$361,175,154	\$386,771,734

Section 2. 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 3. 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 4. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. The Ordinance shall take effect and be in full force five days after passage and publication.

PASSED BY THE CITY COUNCIL ON APRIL 24, 2023.

Mayor Keith Scully

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King, City Attorney

Publication Date: _____, 2023
Effective Date: _____, 2023

Reappropriation Amendment (Ord. No. 981) Summary (Attachment B)

Project/Item	Fund	Amendment Details	Revenues	Transfers In	Expenditures	Transfers Out	Use of Fund Balance
GENERAL CAPITAL FUND CARRYOVERS IMPACTING MULTIPLE FUNDS							
ADA Transition Plan and Assessment	General Capital Fund	\$100K for the ADA Transition Plan, backed by General Fund fund contribution. Encountered delays and will be happening in 2023		\$ 100,000	\$ 100,000		\$ -
	General Fund	\$100K for the ADA Transition Plan, backed by General Fund fund contribution. Encountered delays and will be happening in 2023				\$ 100,000	\$ 100,000
Bond Funding for Park Projects	General Capital Fund-Parks Bon	Project is continuing, Park Bond to be carried over for professional services and acquisition costs in 2023-24			\$ 3,770,913		\$ 3,770,913
City Hall project	General Capital Fund	Project is continuing into 2023		\$ 276,400	\$ 276,400		\$ -
	General Fund	Project is continuing into 2023				\$ 276,400	\$ 276,400
City Maintenance Facility project	General Capital Fund	Carryover for Project Administration and Construction not spent in due to delayed construction start			\$ 3,417,135		\$ -
		General fund contribution		\$ 1,984,598		\$ -	
		SWM and WW fund contribution		\$ 942,538		\$ -	
		Future funding anticipated to be carryover	\$ 490,000			\$ -	
	General Fund	General fund contribution				\$ 1,984,598	\$ 1,984,598
	Surface Water Utility Fund	SWM fund contribution				\$ 734,125	\$ 734,125
Wastewater Utility Fund	WW fund contribution				\$ 208,412	\$ 208,412	
Highland Plaza Demo & Parking Lot	General Capital Fund	Project is continuing into 2023		\$ 163,951	\$ 163,951		\$ -
	General Fund	Project is continuing into 2023				\$ 163,951	\$ 163,951
Hybrid Conference Rooms	General Capital Fund	Project is continuing into 2023		\$ 8,321	\$ 8,321		\$ -
	General Fund	Project is continuing into 2023				\$ 8,321	\$ 8,321
Park, Rec & Open Space Plan Update	General Capital Fund	Project continues through 2023			\$ 168,850		\$ 168,850
PROS Plan Acquisition (SAI7)	General Capital Fund	Project is continuing into 2023/24		\$ 254,154	\$ 254,154	\$ 2,500	\$ 2,500
	Park Impact Fees Fund	Project is continuing into 2023/24				\$ 254,154	\$ 254,154
	Public Arts Fund	1% Public Art contribution specifically budgeted for the Lithgow property demo		\$ 2,500			
Public Arts Repair and Maintenance	General Capital Fund	Due to significant delays from COVID-19 and capacity issues, the required work to upkeep public art was delayed and deferred maintenance needs to happen in 2023-2024.			\$ 16,031		\$ 16,031
Shoreline Park Public Pavilion	General Capital Fund	Grant-funded project was delayed and will start in 2023	\$ 353,780		\$ 353,780		\$ -
GENERAL CAPITAL FUND CARRYOVERS IMPACTING MULTIPLE FUNDS Total			\$ 843,780	\$ 3,732,461	\$ 8,529,534	\$ 3,732,461	\$ 7,688,254
GENERAL CAPITAL FUND CARRYOVERS							
Alarm Panel Improvements	City Facility-Major Maintenance Fund	Alarm panel improvements to be completed in 2023			\$ 11,067		\$ 11,067
City Hall Garage Maintenance	City Facility-Major Maintenance Fund	City Hall Garage Maintenance work to be completed in 2023.			\$ 24,192		\$ 24,192
Duct Cleaning	City Facility-Major Maintenance Fund	Ducting cleaning to be completed in 2023.			\$ 16,500		\$ 16,500
Highland Plaza Demo & Parking Lot	City Facility-Major Maintenance Fund	Remaining funds to complete HVAC for Highland Plaza			\$ 6,051		\$ 6,051
GENERAL CAPITAL FUND CARRYOVERS Total			\$ -	\$ -	\$ 57,810	\$ -	\$ 57,810
EQUIPMENT & FLEET PURCHASES CARRYOVERS IMPACTING MULTIPLE FUNDS							
Fleet Purchase	Equipment Replacement Fund	(Veh 315) Bunker Raker & Trailer (Veh319) equipment was ordered in 2022 but not received. Carry over is requested to pay for the fleet equipment in 2023			\$ 47,636		\$ -
		Purchased 2023 Chevrolet Bolt for PCD. Vehicle was not received in 2022 however delivery planned for 2023		\$ 52,860	\$ 52,860		\$ -
		Purchase 2023 Ford Lightning Crew Cab Pickup. Vehicle was not received in 2022 however delivery planned for 2023		\$ 14,905	\$ 102,465		\$ -
		2023 Ford Lightning Pickup #517		\$ 102,465			\$ -
		Purchase De-icing Tank for PW Vehicle 172. Equipment was ordered in 2022 but not received. De-icing tank expected to be received in 2023		\$ 73,766	\$ 26,130		\$ -
		Purchase 2023 Ford Lightning Crew Cab Pickup. Vehicle was not received in 2022 however delivery planned for 2023.			\$ 61,676		\$ 46,771

Fleet Purchase	General Fund	General Fund transfer for Streets Portion of the 2023 Ford Lightning Pickup #517				\$ 41,386	\$ 41,386	
		Parks Landscape Portion of the 2023 Ford Lightning Pickup #517				\$ 52,233	\$ 52,233	
		Transfer from GF for purchase of Chevy Bolt				\$ 50,217	\$ 50,217	
		Purchase 2023 Ford Lightning Crew Cab Pickup. Vehicle was not received in 2022 however delivery planned for 2023				\$ 14,905	\$ 14,905	
		Purchase De-icing Tank for PW Vehicle 172. Equipment was ordered in 2022 but not received. De-icing tank expected to be received in 2023				\$ 73,766	\$ 73,766	
	Street Fund	General Fund transfer for Streets Portion of the 2023 Ford Lightning Pickup #517		\$ 41,386			\$ -	\$ -
		2023 Ford Lightning Pickup #517				\$ 41,386	\$ -	\$ -
	Surface Water Utility Fund	Dura seal tires and other equipment were not purchased in 2022			\$ 10,298		\$ 10,298	\$ 10,298
		Purchase 2023 Ford Lightning Crew Cab Pickup for SW Ops from Fund 401 (Replaces Veh 165)			\$ 71,340		\$ 71,340	\$ 71,340
		Annual Replacement Funds for 2023 Ford Lightning Crew Cab Pickup for SW Ops			\$ 9,795		\$ 9,795	\$ 9,795
		Annual O&M Funds for 2023 Ford Lightning Crew Cab Pickup			\$ 2,779		\$ 2,779	\$ 2,779
	Wastewater Utility Fund	2023 Ford Lightning Pickup #517				\$ 8,846	\$ 8,846	\$ 8,846
		2023 Mitsubishi Hybrid purchased which arrived in 2023			\$ 52,110		\$ 52,110	\$ 52,110
		Annual O&M Mitsubishi Hybrid			\$ 2,991		\$ 2,991	\$ 2,991
	SWM Utility Fund-Sub	Transfer from GF for purchase of Chevy Bolt				\$ 2,643	\$ 2,643	\$ 2,643
		Annual Replacement Funds for 2023 Ford Lightning Crew Cab Pickup for SW Ops	\$ 9,795				\$ -	\$ -
Vehicle O&M Fund	Revenue for O&M- Ford Lightning Crew Cab Pickup	\$ 2,779						
	Annual O&M Mitsubishi Hybrid	\$ 2,991						
EQUIPMENT & FLEET PURCHASES CARRYOVERS IMPACTING MULTIPLE FUNDS			\$ 15,565	\$ 285,382	\$ 440,080	\$ 285,382	\$ 440,080	
GENERAL FUND OPERATING CARRYOVERS								
ARPA Business Recovery	General Fund	ARPA Funded Business Recovery Program			\$ 351,000	\$ 351,000	\$ 351,000	
Aurora Street Light Repairs	General Fund	Aurora street light repair contract. Work completed in 2023			\$ 88,772	\$ 88,772	\$ 88,772	
CDBG Funding	General Fund	Contract expires in 2023. 100% revenue backed. This is the mechanism that allows the City to receive CDBG-CV funding through the CARES Act	\$ 169,492		\$ 169,492	\$ -	\$ -	
City Hall Space Analysis	General Fund	City Hall Space Analysis. These funds are needed to retain the services of a consultant to complete a space analysis of City Hall			\$ 25,000	\$ 25,000	\$ 25,000	
Climate Action Plan - Planning Support Services	General Fund	Contract expires in 2023. For the Transportation Master Plan and the Climate Action Plan (CAP) development and support (including Environmental Services portion)			\$ 40,687	\$ 40,687	\$ 40,687	
Climate Action Plan - Rebate/Subsidy Program for Heat Pumps	General Fund	CAP development and implementation work is ongoing and discussed with Council throughout 2022. Leveraging savings from Environmental Services to fund continued CAP implementation into 2023-2024			\$ 100,000	\$ 100,000	\$ 100,000	
Comprehensive Plan Consulting	General Fund	Consultants for the Comprehensive Plan update			\$ 122,500	\$ 122,500	\$ 122,500	
Cottage Housing Code Development	General Fund	Remainder of the Cottage Housing Plan expenses to be completed in 2023	\$ 4,200		\$ 4,200	\$ -	\$ -	
Film Premiere Event and Project	General Fund	Film event and project was not executed in 2022 as contractor was unable to perform the scope of work due to workforce/staffing challenges. The 2022 funding will be dedicated to a larger project in 2023			\$ 16,000	\$ 16,000	\$ 16,000	
Housing Vouchers	General Fund	Included in 11/28/2022 staff report - ARPA-dedicated funds for Love Your Community Grants			\$ 10,000	\$ 10,000	\$ 10,000	
IT Computer Replacement	General Fund	IT equipment replacement & IT computer replacement planned for 2022 carryover to 2023			\$ 332,620	\$ 332,620	\$ 332,620	
IT Strategic Plan	General Fund	One-time IT Strategic Plan delayed into 2023/24			\$ 200,000	\$ 200,000	\$ 200,000	
KC Best Starts for Youth	General Fund	Supplement BSK Grant for YOLO Program and CHS mental health services. Contract is funded by both ARPA-dedicated funds and BSK grant funds. Contract goes from 2022 through July 2025	\$ 327,206		\$ 381,687	\$ 54,481	\$ 54,481	

Local Solid Waste Services	General Fund	Dept Ecology Grant grant related, contract expires in 2023. Grant covers 75% of all expenses up to the grant max, fund balance covers the rest	\$ 35,030		\$ 46,708		\$ 11,678
Love Your Community Grants	General Fund	Included in 11/28/2022 staff report - ARPA-dedicated funds for Love Your Community Grants			\$ 10,000		\$ 10,000
Mini Grant Program	General Fund	Neighborhood prog review and COVID-19 caused a pause in these programs and significant delays. Mini-Grant prog grants up to 5,000 each for a neighborhood assoc. for tangible neighborhood improvements community events and strengthening neighborhood association			\$ 15,000		\$ 15,000
Miscellaneous Programs	General Fund	Contract expires in 2023, ARPA-dedicated funds			\$ 72,264		\$ 72,264
Police Panic Button Installation	General Fund	Work planned for 2022 and is delayed to 2023			\$ 3,800		\$ 3,800
Port of Seattle Grant	General Fund	Remaining Port of Seattle Economic Development Partnership awarded to be spend in 2023	\$ 40,000		\$ 40,000		\$ -
PROS Plan Contract	General Fund	RCCS support to the PROS Plan contract with Stepherson, which is otherwise funded by Capital funds			\$ 16,650		\$ 16,650
Pushbutton Replacement	General Fund	King County work order to replace multiple failed/failing pushbuttons citywide			\$ 136,000		\$ 136,000
RAISE grant	General Fund	Funding source for grant development assistance for RAISE grant			\$ 54,920		\$ 54,920
Traffic Data Collection Support	General Fund	For consultant traffic data collection support			\$ 12,635		\$ 12,635
Trip Tracking/Arterials	General Fund	Citywide Arterial intersection model, needed to keep up with pace of redevelopment and trip tracking			\$ 47,685		\$ 47,685
GENERAL FUND OPERATING CARRYOVERS Total			\$ 575,928	\$ -	\$ 2,297,620	\$ -	\$ 1,721,692
ROADS CAPITAL FUND CARRYOVERS							
145th and I5 Interchange	Roads Capital Fund	Sound Transit carryover from 2022 into 2023 Contract carryover for 2022 145th & I5 Interchange into 2023 for work not completed in 2022.	\$ 1,059,873			\$ 240,080	\$ -
145th Corridor improvements	Roads Capital Fund	WSDOT-Connecting Washington carryover from 2022 into 2023	\$ 5,946,235				\$ -
15th Ave Sidewalk Rehab	Roads Capital Fund	15th Ave Sidewalk Rehab design delayed from 2022 to 2023			\$ 67,135		\$ -
5th Ave Sidewalk Rehab	Roads Capital Fund	15th Ave Sidewalk Rehab design & construction delayed from 2022 to 2023			\$ 22,185		\$ -
5th Ave Sidewalk Rehab	Roads Capital Fund	5th Ave Sidewalk Rehab design & construction delayed from 2022 to 2023			\$ 277,732		\$ -
Annual Road Surface Maintenance	Roads Capital Fund	Federal STP funds unspent carryover	\$ 30,938				\$ -
		Carryover bond funding	\$ 328,774				\$ -
		Total Annual Roads Surface Maintenance budget - carrying over remainder required to complete work			\$ 359,713		\$ -
N 175th St-Stone Ave N to I5	Roads Capital Fund	N 175th St-Stone Ave N to I5 design schedule accelerated to 2022 and is yet completed			\$ 321,300		\$ -
		N 175th St-Stone Ave N to I5 portion of ROW delayed from 2022 into 2023			\$ 1,787,040		\$ -
		Carryover Transportation Impact Fees funding	\$ 2,108,340				\$ -
Richmond Beach Mid-Block	Roads Capital Fund	Construction start delayed Richmond Beach Mid-Block Crossing from fall 2022 to early 2023.	\$ 398,207		\$ 398,207		\$ -
Ridgecrest Safe Routes To School	Roads Capital Fund	Longer lead time for Ridgecrest Safe Routes To School construction in 2022 necessitating construction continuance in 2023			\$ 97,385		\$ 45,490
		Carryover funding from Safe Routes To Schools	\$ 51,895				\$ -
Sidewalk Rehabilitation program bond funding	Roads Capital Fund	Sidewalk Rehabilitation program bond funding	\$ 367,052				\$ -
Sidewalks 5th Ave NE (N 175th TO N 182nd)	Sidewalk Expansion Fund	Construction delays have pushed some work from 2022 to 2023	\$ 818,000		\$ 818,000		\$ -
Traffic Safety Improvements	Roads Capital Fund	Traffic safety improvements projects started in 2022 and not yet completed			\$ 180,233		\$ 180,233
	Sidewalk Expansion Fund	Traffic safety improvements projects started in 2022 and not yet completed			\$ 10,000		\$ 10,000
Transportation Improvement Board: NE 180th St Shared-Use Path	Roads Capital Fund	Design completed in 2022 construction to be completed in 2023	\$ 76,580		\$ 76,580		\$ -
Transportation Master Plan	Roads Capital Fund	Contract carryover for Transportation Master Plan from 2022 into 2023 for work not completed in 2022.			\$ 497,384		\$ 497,384
Upgrade Detection/Count Systems	Roads Capital Fund	Carryover due to delays			\$ 58,506		\$ 58,506
ROADS CAPITAL FUND CARRYOVERS Total			\$ 11,185,896	\$ -	\$ 5,211,480	\$ -	\$ 791,613

SURFACE WATER UTILITY FUND CARRYOVERS IMPACTING MULTIPLE FUNDS						
Storm Creek Erosion Repair	Surface Water Utility Fund	Design delay from 2022 into 2023-2024	\$ 132,788		\$ 59,792	\$ 58,430
		Other Fund Contributions (WW)				\$ -
	Wastewater Utility Fund	Design delay from 2022 into 2023-2024.			\$ 118,926	\$ -
		Design delay from 2022 into 2023-2024			\$ 12,500	\$ -
SURFACE WATER UTILITY FUND CARRYOVERS IMPACTING MULTIPLE FUNDS Total			\$ 132,788	\$ -	\$ 191,218	\$ -
SURFACE WATER UTILITY FUND CARRYOVERS						
Barnacle Creek	Surface Water Utility Fund	Rolling additional PM work into 2023 from 2022			\$ 169,652	\$ 169,652
		Construction delays from 2022 into 2023.			\$ 394,009	\$ 49,837
Hidden Lake Dam Removal	Surface Water Utility Fund	Funding carry over for KC Flood Control District	\$ 27,347			\$ -
		Funding carry over for WA ST RCO	\$ 99,277			\$ -
		Funding carry over for U.S. Dept. of Interior - RCO	\$ 217,548			\$ -
Pump Station 26 Improvements	Surface Water Utility Fund	Construction start delayed by a few months, will end in Q2 2023 instead of Q4 2022.			\$ 335,243	\$ 335,243
Stormwater Pipe Replacement Program	Surface Water Utility Fund	Construction delay from 2022 into 2023-2024			\$ 530,000	\$ 530,000
Surface Water Master Plan	Surface Water Utility Fund	Rolling additional PM work into 2023 from 2022			\$ 90,000	\$ 90,000
Surface Water Small Projects	Surface Water Utility Fund	Construction delays from 2022 into 2023			\$ 680,000	\$ 680,000
SURFACE WATER UTILITY FUND CARRYOVERS Total			\$ 344,172	\$ -	\$ 2,198,904	\$ -
WASTE WATER UTILITY FUND CARRYOVERS						
145th Ave Corridor Coordination	Wastewater Utility Fund	Work not completed in 2021-22, moved into 2023-24			\$ 375,186	\$ 375,186
145th Interchange Coordination	Wastewater Utility Fund	Work not completed in 2021-22, moved into 2023-24			\$ 325,468	\$ 325,468
1st Ave NE Pipe Replacement	Wastewater Utility Fund	Work not completed in 2021-22, moved into 2023-24			\$ 24,614	\$ 24,614
245th St Sewer/ST	Wastewater Utility Fund	Work not completed in 2021-22, moved into 2023-24			\$ 480,000	\$ 480,000
Edmond's Treatment Plant City contribution	Wastewater Utility Fund	Work not completed in 2021-22 moved into 2023-24			\$ 369,868	\$ 369,868
Lift Station Cathodic Prot	Wastewater Utility Fund	Construction work extended from 2022 into 2023			\$ 173,711	\$ 173,711
N 175th Pipe Replacement	Wastewater Utility Fund	Construction work extended from 2022 into 2023			\$ 500,000	\$ 500,000
RWD Digitization Project	Wastewater Utility Fund	Contracted scanning services and staffing support anticipated to continue in 2023 due to project delay and staff turnover			\$ 37,998	\$ 37,998
Storm Creek Repairs	Wastewater Utility Fund	Construction work extended from 2022 into 2023			\$ 160,306	\$ 160,306
Wastewater CHIPS Project	Wastewater Utility Fund	CHIPS grant work, to be completed in 2023. Expenses already in 2023 budget	\$ 176,544			\$ -
WASTE WATER UTILITY FUND CARRYOVERS Total			\$ 176,544	\$ -	\$ 2,447,152	\$ -
OPERATING CARRYOVERS IMPACTING MULTIPLE FUNDS						
Aurora Ave Retrofit	Street Fund	Carryover funding for contract entered in 2022			\$ 102,470	\$ 102,470
	Surface Water Utility Fund	Carryover funding for contract entered in 2022			\$ 102,470	\$ 102,470
OPERATING CARRYOVERS IMPACTING MULTIPLE FUNDS Total			\$ -	\$ -	\$ 204,939	\$ -
			\$ 13,274,673	\$ 4,017,843	\$ 21,578,736	\$ 4,017,843
						\$ 15,264,701

Impact of 2023-2024 Carryover Amendment (Ord. No. 981) on Fund Balance (Attachment C)

FUND	2022 Preliminary Estimate of Actual Ending Fund Balance	2023-2024 Current Revenues / Transfers In	2023-2024 Budget Amendment Revenues / Transfers In	2023-2024 Amended Revenues / Transfers In	2023-2024 Current Expenditures / Transfers Out	2023-2024 Budget Amendment Expenditures / Transfers Out	2023-2024 Amended Expenditures / Transfers Out	2024 Projected Ending Fund Balance
		Ord. No. 973	Ord. No. 981	Ord. No. 981	Ord. No. 973	Ord. No. 981	Ord. No. 981	
	(A)	(B)	(C)	(D) = (B) + (C)	(E)	(F)	(G) = (E) + (F)	(H) = (A) + (D) - (G)
OPERATING FUNDS								
General Fund	\$44,843,006	\$105,263,725	\$575,928	\$105,839,653	\$119,997,397	\$5,063,397	\$125,060,793	\$25,621,866
Shoreline Secure Storage Fund	\$603,278	\$3,000,000	\$0	\$3,000,000	\$3,000,000	\$0	\$3,000,000	\$603,278
Revenue Stabilization Fund	\$5,626,168	\$0	\$0	\$0	\$0	\$0	\$0	\$5,626,168
Street Fund	\$403,172	\$4,757,480	\$41,386	\$4,798,866	\$4,732,628	\$143,856	\$4,876,484	\$325,555
Code Abatement Fund	\$467,058	\$60,000	\$0	\$60,000	\$200,000	\$0	\$200,000	\$327,058
State Drug Enforcement Forfeiture Fund	\$157,671	\$36,486	\$0	\$36,486	\$36,486	\$0	\$36,486	\$157,671
Public Arts Fund	\$153,858	\$957,471	\$2,500	\$959,971	\$205,321	\$0	\$205,321	\$908,508
Federal Drug Enforcement Forfeiture Fund	\$12,946	\$26,000	\$0	\$26,000	\$26,000	\$0	\$26,000	\$12,946
Federal Criminal Forfeiture Fund	\$59,658	\$0	\$0	\$0	\$0	\$0	\$0	\$59,658
DEBT SERVICE FUNDS								
2006/2016 UTGO Bond Fund	\$13,147	\$0	\$0	\$0	\$0	\$0	\$0	\$13,147
2009/2019 LTGO Bond Fund	\$412,432	\$2,195,895	\$0	\$2,195,895	\$2,195,895	\$0	\$2,195,895	\$412,432
2013 LTGO Bond Fund	\$0	\$515,676	\$0	\$515,676	\$515,676	\$0	\$515,676	\$0
2020 LTGO Bond Fund	\$0	\$830,000	\$0	\$830,000	\$830,000	\$0	\$830,000	\$0
Sidewalk LTGO Bond Fund	\$7,979,257	\$4,866,520	\$0	\$4,866,520	\$1,794,875	\$0	\$1,794,875	\$11,050,902
VLF Revenue Bond Fund	\$0	\$1,209,936	\$0	\$1,209,936	\$1,209,936	\$0	\$1,209,936	\$0
2022 Parks LTGO Bond	\$0	\$5,892,504	\$0	\$5,892,504	\$5,892,504	\$0	\$5,892,504	\$0
CAPITAL FUNDS								
General Capital Fund	\$35,930,368	\$16,304,605	\$4,573,741	\$20,878,346	\$43,389,483	\$8,532,034	\$51,921,517	\$4,887,197
City Facility-Major Maintenance Fund	\$310,291	\$302,147	\$0	\$302,147	\$156,000	\$57,810	\$213,810	\$398,628
Roads Capital Fund	\$28,397,033	\$77,258,461	\$10,367,896	\$87,626,357	\$79,947,710	\$4,383,480	\$84,331,191	\$31,692,200
Sidewalk Expansion Fund	\$9,550,814	\$13,391,332	\$818,000	\$14,209,332	\$12,571,591	\$828,000	\$13,399,591	\$10,360,555
Transportation Impact Fees Fund	\$8,514,811	\$0	\$0	\$0	\$713,659	\$0	\$713,659	\$7,801,152
Park Impact Fees Fund	\$4,503,033	\$0	\$0	\$0	\$0	\$254,154	\$254,154	\$4,248,879
ENTERPRISE FUNDS								
Surface Water Utility Fund	\$9,524,516	\$27,782,677	\$486,755	\$28,269,432	\$28,493,769	\$3,329,774	\$31,823,544	\$5,970,404
Wastewater Utility Fund	\$10,507,425	\$51,798,983	\$176,544	\$51,975,527	\$54,315,414	\$2,713,308	\$57,028,722	\$5,454,231
INTERNAL SERVICE FUNDS								
Vehicle O&M Fund	\$42,322	\$646,192	\$5,770	\$651,962	\$686,192	\$0	\$686,192	\$8,092
Equipment Replacement Fund	\$5,380,036	\$979,859	\$243,996	\$1,223,855	\$229,618	\$290,767	\$520,385	\$6,083,506
Unemployment Fund	\$29,924	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000	\$29,924
TOTAL	\$173,422,225	\$318,110,949	\$17,292,516	\$335,403,466	\$361,175,154	\$25,596,580	\$386,771,734	\$122,053,957

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance No. 982 - Amending the 2023-2024 Final Biennial Budget (Ordinance Nos. 973 and 981)
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Meng Liu, Budget & Tax Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

During the first quarter of 2023, staff identified several operating programs and capital projects that require additional funding due to unanticipated needs that were unknown in November 2022 at the time the 2023-2024 Biennial Budget was adopted.

Staff is requesting that the 2023-2024 biennial budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 982 (Attachment A) provides for this amendment. Tonight, Council is scheduled to discuss proposed Ordinance No. 982. This Ordinance is scheduled to be brought back to Council on April 22, 2023 for potential action.

FINANCIAL IMPACT:

Proposed Ordinance No. 982 would impact in 2023-24 biennial expenditures and resources as follows:

- Increases appropriations for operating expenditures by \$2.632 million;
- Increases appropriations for transfers out by \$0.389 million;
- Provides revenues totaling \$0.653 million;
- Provides transfers in totaling \$0.389 million; and,
- Uses of available 2022 ending fund balance totaling \$1.980 million.

The table in Attachment B lists the programs and impacts resulting from this amendment. The table in Attachment C summarizes the impact of the budget amendment (Ordinance No. 982), the amended 2023-2024 appropriations, and estimated available fund balance.

The table below shows the impact on the available fund balance of the General Fund, including the required reserve, estimated increase from levy lid lift, currently budgeted use, use for the carryovers and budget amendments proposed in Ordinance No. 981 and No. 982 respectively, and additional designation for the City Maintenance Facility:

Intended Use of General Fund Reserves	Amended by Ord. Nos. 981 & 982
GF Estimated Ending Fund Balance -December 31, 2022	\$44.843M
Add Estimated Increase from Levy Lid Lift	13.612M
Less Required General Fund Operating Reserve:	
Cash Flow Reserve	3.000M
Budget (Operating) Contingency	0.993M
Insurance Reserve	0.255M
Less Assigned for One-Time Outlays through 2023-2024 Biennial Budget Adoption	6.277M
Less Use for 2022-to-2023 Carryovers	4.487M
Less Use for 2023-2024 Budget Amendments	1.852M
Less One-Time Support for Park Bond Projects	5.096M
*Less Potential Net Interfund Loan/Contribution for West Side Transformation Project	9.692M
Less Designated/Assigned One-Time Support for City Maintenance Facility	12.938M
GF Unassigned and Undesignated Ending Fund Balance	\$13.865M

*The West Side Transformation Project includes phases from two major construction projects, 145th Street Corridor and 148th St. Bicycle/Pedestrian Bridge. The project is in the process of obtaining other sources of funding. The resultant interfund loan or General Fund contribution may be up to \$13M should the City become unsuccessful in the effort of acquiring other sources of funding.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Proposed Ordinance No. 982 is scheduled to be brought back to Council for potential action on April 24, 2023. Staff recommends adoption of proposed Ordinance No. 982 when it is scheduled to return to Council.

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

INTRODUCTION

During the first quarter of 2023 staff identified several operating programs and capital projects that require additional funding due to unanticipated needs that were unknown in November 2022 at the time the 2023-2024 Final Biennial Budget was adopted by the City Council through Ordinance No. 973. Staff is requesting that the 2023-2024 biennial budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 982 (Attachment A) provides for this amendment.

BACKGROUND

Additional details of the proposed budget amendments are discussed below and presented in Attachment B.

Amendments Impacting Multiple Funds:

PROS Plan Implementation: On July 31, 2017, the City Council approved the update to the Parks, Recreation, and Open Space (PROS) Plan. A Citywide population forecast of more than 15,000 new residents by 2035 estimated 75% of that growth would occur in the light rail station subareas. The Plan identified parkland needs of 95 acres citywide to maintain a level of service of 7.38 acres per 1,000 population.

Due to the anticipated demand for parks property acquisitions, the City would require additional resources to support the expansion. An essential part of the implementation includes exploratory work on initial parks acquisition costs, identification of parks growth, and funding opportunities. To support the exploratory work and align the City's staffing capacity, the budget amendment requests \$50,000 for the exploratory work and \$49,352 to fund a PIF Specialist Extra Help position. Most of this one-time cost are allowable and funded by PIF, with a small potential remainder funded by the General Fund. Staff will assess the long-term need for both initial acquisition costs and staff support and propose a longer-term solution in the mid-biennium budget process.

Project Management Software Upgrade: The 2023-2024 Biennium budget includes funding to support the implementation of a new capital project program for the development and monitoring of Capital Improvement Plan (CIP) projects and funds. The initial budget amendment split the cost between General Capital Fund, Road Capital Fund, Wastewater Utility Fund, and Surface Water Utility Fund. To centralize monitoring of project implementation and future ongoing software cost, the current budget amendment seeks to combine the cost in General Capital Fund. The budget of the project remains unchanged.

Amendments Impacting the General Fund:

Comprehensive Plan & Critical Areas Environmental Review Work: The Major Update of the Comprehensive Plan is required to be completed by December 31, 2024 in accordance with state law. The Planning & Community Development (PCD) Department is in the contract phase for consulting services to assist staff with the completion of the major update of the Comprehensive Plan and Critical Area regulations. After discussions with the consultant, PCD anticipates that an

Environmental Impact Statement (EIS) will likely be required. The request for an additional \$275,000 is to fund the environmental review of the updated Comprehensive Plan. This plan will serve as the 20-year road map for staff to follow to ensure the communities' vision is implemented.

Middle Housing Grant - Code Development: The City has been awarded a Department of Commerce grant to fund the work associated with the Middle Housing work directed by Council. This grant will be used for professional services to assist staff in developing goals and policies, implementing code language, and community engagement as part of fulfilling the directive from Council.

Hang Time Program Grant: The City of Lake Forest Park is contracting the City of Shoreline Youth and Teen Development Program to continue providing the Hang Time after school program at Kellogg Middle School to Lake Forest Park students for the calendar years 2023 and 2024. The contract will be \$10,000 and will be used to pay for the additional cost of program supplies after the YMCA withdrew their partnership in this program. All Kellogg Middle School students have access to attending the Hang Time after school program, which gives them a safe, engaging place with caring adults in the after school hours.

In Lieu of Street Tree Replacement Fund: The fee for in lieu of street tree replacement is included in the City of Shoreline's adopted fee schedule. These fees may only be used by the City of Shoreline on right-of-way tree plantings. Since the last biennial budget, \$184,913 in in-lieu fees have been paid to the City. This request will provide the budget authority to spend these funds to plant trees in the City's right-of-way and continue to deliver this highly valued public service.

Payroll Support: The core duties of Payroll function are to support staff citywide and manage processes and systems to ensure that all staff are paid timely, correctly and that all payroll policies and laws are adhered to in the process. The growth in the number of City staff, the addition of a labor union, increasing complexity and number of systems resulted in significant overtime costing \$41,000 in 2021. In 2022, staff hired an Extra Help Payroll Technician and provided additional time commitment from the Finance Manager to take on routine aspects of the process. In late 2022, the City experienced turnover of both the long-term Payroll Coordinator as well as the newly hired Extra-Help Payroll Technician. It has become evident that the growing demands on payroll, the challenge of recruitment and retention, and the significant training requirement for this position warrants the conversion of the extra help position to a benefited 0.5 FTE to support payroll operation and avoid interruption in this critical area. This conversion is largely offset by a reduction in the extra help staffing budget.

Light Rail Agreement Amendment and Staffing: The services provided by the Light Rail Stations budget to Sound Transit in support of the Lynnwood Link Extension (LLE) Project is, in significant part, dependent on the specific permit submittals, inspection requests, and issues that arise needing City staff or consultants to support or undertake the work required. At the time of the 2023-2024 Biennial Budget, City staff were still negotiating changes to the scope of work included under the funding agreement. Those negotiations have now concluded and the amended agreement was authorized by the Council for execution on March 20, 2023. The new agreement reflects the higher level

of effort anticipated, additional scope, and possible delay of revenue service start for the LLE Project. To manage this work, an adjustment to increase the staffing level is required.

Amending the Light Rail Stations budget will enable staff to continue to provide expedited permit services and effective support of permit closeout to keep the LLE Project on track for start of revenue service, ultimately benefiting the Shoreline community as a whole with delivery of high capacity transit service in 2024.

King County Sheriff Contract: At the time of 2023-2024 Biennial Budget development and transmission to the City Council, the King County Sheriff Contract was yet to be finalized. Staff based the proposed budget on early estimates provided by King County, and acknowledged in the transmittal of the budget that should the actual costs be significantly higher than estimated, a budget amendment would be submitted. The proposed contract was finalized in late October 2022 after King County negotiations of the Guild contract were completed and is \$504,618 higher than the estimate forecasted in the 2023-2024 Biennial Budget, mainly due to higher staffing cost escalation (i.e., COLA), and higher general increases in operation costs, generally driven by inflation, such as medical insurance, supplies/services, IT, than originally anticipated.

Purchase of Drug Testing Unit: Over 1000 deaths occurred in 2022 due to fentanyl exposure. Law Enforcement officers are routinely exposed in the field resulting in the need for multiple doses of Narcan to reverse the deadly effects. Currently, King County and the City of Shoreline have no safe means for testing without potential exposure to this dangerous drug. With anticipated increase in future service level, the amendment seeks to acquire a portable testing unit that is highly effective, safe, and easy to use for testing dangerous synthetic opiates and other drugs. The selected device is backed by the King County Prosecutors Office and used currently by our medical examiner.

Continuation of Human Services COVID Response: In November 2022, the City Council reviewed and supported 2023 proposed COVID Recovery Funds for Human Services in the amount of \$511,339. This also includes the continuation of Response Funding and funding support for the Housing Outreach Worker (contracted through Lake City Partners) for full time outreach in the Shoreline community through June 30, 2023. The continuum of the outreach program is critical in Shoreline's response to homelessness. As such, the budget amendment for Human Service COVID Response seeks to further the Housing Outreach Worker contract until the end of the year (December 31, 2023). This contract extension will be in the amount of \$34,687, which will bring the total 2023 COVID Recovery Funds for Human Services to \$546,026.

Amendments Impacting the Utility Funds:

Freshwater Algae Grant Agreement: The City applied for and received a \$50,000 grant from the Department of Ecology. Grant funding will be used for professional services to study the toxic algae issues at Echo Lake and develop solutions to address the worsening algae bloom problem. City matching funds will come from the existing Surface Water Professional Service Budget.

ALTERNATIVES ANALYZED

Alternative 1: Take no action

If the City Council chooses to not approve proposed Ordinance No. 982, these expenditures or projects will not be completed and could adversely impacting existing project/services. Staff would need to reevaluate the projects and determine which projects could be moved forward.

Alternative 2: Council Directed Changes to Ordinance No. 982

If the City Council does not approve all budget amendments that have been included in this proposed amendment, Council could direct staff to modify proposed Ordinance No. 982 to amend or eliminate specific requests. Those amendments that are amended or excluded may result in existing projects/service not being completed or being adjusted.

Alternative 3: Approve Ordinance No. 982 (Staff Recommendation)

Approval of proposed Ordinance No. 982 will provide the budget authority and avoid adversely impacting existing 2023-2024 biennial budget appropriations. In addition, this amendment will result in accurately reflecting the anticipated expenditures in the City's operating and capital funds.

FINANCIAL IMPACT

Proposed Ordinance No. 982 would impact in 2023-24 biennial expenditures and resources as follows:

- Increases appropriations for operating expenditures by \$2.632 million;
- Increases appropriations for transfers out by \$0.389 million;
- Provides revenues totaling \$0.653 million;
- Provides transfers in totaling \$0.389 million; and,
- Uses of available 2022 ending fund balance totaling \$1.980 million.

The table in Attachment B lists the programs and impacts resulting from this amendment. The table in Attachment C summarizes the impact of the budget amendment (Ordinance No. 982), the amended 2023-2024 appropriations, and estimated available fund balance.

The table below shows the impact on the available fund balance of the General Fund, including the required reserve, estimated increase from levy lid lift, currently budgeted use, use for the carryovers and budget amendments proposed in Ordinance No. 981 and No. 982 respectively, and additional designation for the City Maintenance Facility:

Intended Use of General Fund Reserves	Amended by Ord. Nos. 981 & 982
GF Estimated Ending Fund Balance -December 31, 2022	\$44.843M
Add Estimated Increase from Levy Lid Lift	13.612M
Less Required General Fund Operating Reserve:	
Cash Flow Reserve	3.000M
Budget (Operating) Contingency	0.993M
Insurance Reserve	0.255M
Less Assigned for One-Time Outlays through 2023-2024 Biennial Budget Adoption	6.277M
Less Use for 2022-to-2023 Carryovers	4.487M
Less Use for 2023-2024 Budget Amendments	1.852M
Less One-Time Support for Park Bond Projects	5.096M
*Less Potential Net Interfund Loan/Contribution for West Side Transformation Project	9.692M
Less Designated/Assigned Support for City Maintenance Facility	12.938M
GF Unassigned and Undesignated Ending Fund Balance	\$13.865M

*The West Side Transformation Project includes phases from two major construction projects, 145th Street Corridor and 148th St. Bicycle/Pedestrian Bridge. The project is in the process of obtaining other sources of funding. The resultant interfund loan/contribution may be up to \$13M should the City become unsuccessful in the effort of acquiring other source of funding.

While the economic outlook remains uncertain given the risk of recession, banking turmoil, elevated inflation, continued impact on supply chain and fuel costs due to the Russia-Ukraine conflict, and further declines in the technology sector employment, currently, no adjustment to the City’s financial forecast is needed. Staff is monitoring economic trends closely and will bring forward recommendations for action should the economic condition deviate from the 2023-24 Biennial Budget forecast and requires adjustment.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Proposed Ordinance No. 982 is scheduled to be brought back to Council for potential action on April 24, 2023. Staff recommends adoption of proposed Ordinance No. 982 when it is scheduled to return to Council.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 982
- Attachment B: 2023-2024 Biennial Budget Amendment (Ord. No. 982) Summary
- Attachment C: Impact of Budget Amendment (Ord. No. 982) on Fund Balance

ORDINANCE NO. 982

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING THE 2023-2024 FINAL BIENNIAL BUDGET.**

WHEREAS, the 2023-2024 Final Biennial Budget was adopted by Ordinance No. 973 and subsequently amended by Ordinance No. 981; and

WHEREAS, additional needs that were unknown at the time the 2023-2024 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 2023-2024 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 2023-2024 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 2023-2024 Final Biennial Budget, as adopted by Ordinance No. 973 and amended by Ordinance No. 981;

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

Section 1. Amendment – 2023-2024 Final Budget. The City hereby amends the 2023-2024 Final Biennial Budget, as amended, 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	\$125,060,793	\$127,514,990
Shoreline Secure Storage Fund	3,000,000	3,000,000
Street Fund	4,876,484	4,876,484
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	36,486	36,486
Public Arts Fund	205,321	205,321
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Property Tax Equalization Fund	0	0
Federal Criminal Forfeiture Fund	0	28,823
Transportation Impact Fees Fund	713,659	713,659
Park Impact Fees Fund	254,154	353,506
Revenue Stabilization Fund	0	0

Fund	Current Appropriation	Revised Appropriation
2006/2016 UTGO Bond Fund	0	0
2009/2019 LTGO Bond Fund	2,195,895	2,195,895
2013 LTGO Bond Fund	515,676	515,676
2020 LTGO Bond Fund	830,000	830,000
Sidewalk LTGO Bond Fund	1,794,875	1,794,875
VLF Revenue Bond	1,209,936	1,209,936
2022 Parks UTGO Bond	5,892,504	5,892,504
General Capital Fund	51,921,517	52,310,540
City Facility-Major Maintenance Fund	213,810	213,810
Roads Capital Fund	84,331,191	84,331,191
Sidewalk Expansion Fund	13,399,591	13,399,591
Surface Water Utility Fund	31,823,544	31,873,544
Wastewater Utility Fund	57,028,722	57,028,722
Vehicle Operations/Maintenance Fund	686,192	686,192
Equipment Replacement Fund	520,385	520,385
Unemployment Fund	35,000	35,000
	\$386,771,734	\$389,793,128

Section 2. 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 3. 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 4. 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 APRIL 24, 2023.

Mayor Keith Scully

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2023
Effective Date: , 2023

Biennial Budget Amendment (Ord. No. 982) Summary (Attachment B)

Council Goal Alignment	Project/Item	Fund	Fiscal Year	FTE Change	Revenues	Transfers In	Expenditures	Transfers Out	Use of Fund Balance	
Goal 1: Strengthen Shoreline's economic climate and opportunities	Comprehensive Plan & Critical Areas Environmental Review Work	General Fund	2023				275,000		275,000	
	Middle Housing Grant - Code Development	General Fund	2023		120,000		120,000		-	
	Hang Time Program Grant	General Fund	2023		5,000		5,000		-	
2024				5,000		5,000		-		
Goal 2: Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the natural environment	PROS Plan Implementation	General Capital Fund	2023			74,352	74,352		-	
			2024			25,000	25,000		-	
		General Fund	2023					5,378		5,378
			2024						74,352	74,352
	Park Impact Fees Fund	2023						74,352	74,352	
		2024						25,000	25,000	
	Project Management Software Upgrade	General Capital Fund	2023				177,615	177,615		-
			2024				112,055	112,055		-
		Roads Capital Fund	2023					(66,606)	66,606	-
			2024					(42,021)	42,021	-
		Surface Water Utility Fund	2023					(55,505)	55,505	-
			2024					(35,017)	35,017	-
	Wastewater Utility Fund	2023					(55,505)	55,505	-	
		2024					(35,017)	35,017	-	
	In Lieu of Street Tree Replacement Fund	General Fund	2023			92,457		92,457		-
2024					92,457		92,457		-	
Payroll Support	General Fund	2023	0.50				4,528		4,528	
		2024	0.50				11,505		11,505	
Freshwater Algae Grant Agreement	Surface Water Utility Fund	2023			50,000		25,000		-	
		2024					25,000		-	
Goal 3: Continue preparation for regional mass transit in Shoreline	Light Rail Agreement Amendment & Staffing	General Fund	2023	0.17	64,958		64,958		-	
			2024	0.71	222,653		222,653		-	
Goal 5: Promote and enhance community safety, healthy neighborhoods, and a coordinated response to homelessness and individuals in behavioral health crisis	King County Sheriff Contract	General Fund	2023				504,618		504,618	
			2024				504,618		504,618	
	Purchase of Drug Testing Unit	Federal Criminal Forfeiture Fund	2023				28,823		28,823	
	Continuation of Human Services COVID Response	General Fund	2023				546,026		546,026	
Grand Total					652,524	389,022	2,632,372	389,022	1,979,848	

Impact of 2023-2024 Carryover Amendment (Ord. No. 982) on Fund Balance (Attachment C)

FUND	2022 Preliminary Estimate of Actual Ending Fund Balance	2023-2024 Current Revenues / Transfers In	2023-2024 Budget Amendment Revenues / Transfers In	2023-2024 Amended Revenues / Transfers In	2021-2022 Current Expenditures / Transfers Out	2023-2024 Budget Amendment Expenditures / Transfers Out	2023-2024 Amended Expenditures / Transfers Out	2024 Projected Ending Fund Balance
		Ord. No. 981	Ord. No. 982	Ord. No. 982	Ord. No. 981	Ord. No. 982	Ord. No. 982	
	(A)	(B)	(C)	(D) = (B) + (C)	(E)	(F)	(G) = (E) + (F)	(H) = (A) + (D) - (G)
OPERATING FUNDS								
General Fund	\$44,843,006	\$105,839,653	\$602,524	\$106,442,177	\$125,060,793	\$2,454,197	\$127,514,990	\$23,770,193
Shoreline Secure Storage Fund	\$603,278	\$3,000,000	\$0	\$3,000,000	\$3,000,000	\$0	\$3,000,000	\$603,278
Revenue Stabilization Fund	\$5,626,168	\$0	\$0	\$0	\$0	\$0	\$0	\$5,626,168
Street Fund	\$403,172	\$4,798,866	\$0	\$4,798,866	\$4,876,484	\$0	\$4,876,484	\$325,555
Code Abatement Fund	\$467,058	\$60,000	\$0	\$60,000	\$200,000	\$0	\$200,000	\$327,058
State Drug Enforcement Forfeiture Fund	\$157,671	\$36,486	\$0	\$36,486	\$36,486	\$0	\$36,486	\$157,671
Public Arts Fund	\$153,858	\$959,971	\$0	\$959,971	\$205,321	\$0	\$205,321	\$908,508
Federal Drug Enforcement Forfeiture Fund	\$12,946	\$26,000	\$0	\$26,000	\$26,000	\$0	\$26,000	\$12,946
Federal Criminal Forfeiture Fund	\$59,658	\$0	\$0	\$0	\$0	\$28,823	\$28,823	\$30,835
DEBT SERVICE FUNDS								
2006/2016 UTGO Bond Fund	\$13,147	\$0	\$0	\$0	\$0	\$0	\$0	\$13,147
2009/2019 LTGO Bond Fund	\$412,432	\$2,195,895	\$0	\$2,195,895	\$2,195,895	\$0	\$2,195,895	\$412,432
2013 LTGO Bond Fund	\$0	\$515,676	\$0	\$515,676	\$515,676	\$0	\$515,676	\$0
2020 LTGO Bond Fund	\$0	\$830,000	\$0	\$830,000	\$830,000	\$0	\$830,000	\$0
Sidewalk LTGO Bond Fund	\$7,979,257	\$4,866,520	\$0	\$4,866,520	\$1,794,875	\$0	\$1,794,875	\$11,050,902
VLF Revenue Bond Fund	\$0	\$1,209,936	\$0	\$1,209,936	\$1,209,936	\$0	\$1,209,936	\$0
2022 Parks LTGO Bond	\$0	\$5,892,504	\$0	\$5,892,504	\$5,892,504	\$0	\$5,892,504	\$0
CAPITAL FUNDS								
General Capital Fund	\$35,930,368	\$20,878,346	\$389,022	\$21,267,369	\$51,921,517	\$389,022	\$52,310,540	\$4,887,197
City Facility-Major Maintenance Fund	\$310,291	\$302,147	\$0	\$302,147	\$213,810	\$0	\$213,810	\$398,628
Roads Capital Fund	\$28,397,033	\$87,626,357	\$0	\$87,626,357	\$84,331,191	\$0	\$84,331,191	\$31,692,200
Sidewalk Expansion Fund	\$9,550,814	\$14,209,332	\$0	\$14,209,332	\$13,399,591	\$0	\$13,399,591	\$10,360,555
Transportation Impact Fees Fund	\$8,514,811	\$0	\$0	\$0	\$713,659	\$0	\$713,659	\$7,801,152
Park Impact Fees Fund	\$4,503,033	\$0	\$0	\$0	\$254,154	\$99,352	\$353,506	\$4,149,527
ENTERPRISE FUNDS								
Surface Water Utility Fund	\$9,524,516	\$28,269,432	\$50,000	\$28,319,432	\$31,823,544	\$50,000	\$31,873,544	\$5,970,404
Wastewater Utility Fund	\$10,507,425	\$51,975,527	\$0	\$51,975,527	\$57,028,722	\$0	\$57,028,722	\$5,454,231
INTERNAL SERVICE FUNDS								
Vehicle O&M Fund	\$42,322	\$651,962	\$0	\$651,962	\$686,192	\$0	\$686,192	\$8,092
Equipment Replacement Fund	\$5,380,036	\$1,223,855	\$0	\$1,223,855	\$520,385	\$0	\$520,385	\$6,083,506
Unemployment Fund	\$29,924	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000	\$29,924
TOTAL	\$173,422,225	\$335,403,466	\$1,041,546	\$336,445,012	\$386,771,734	\$3,021,394	\$389,793,128	\$120,074,109