

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

**AGENDA TITLE:** Presentation of City Manager's Quarterly City Council Goals Report  
**DEPARTMENT:** City Manager  
**PRESENTED BY:** Steven C. Burkett, City Manager

**PROBLEM/ISSUE STATEMENT:**

The City Council established its 2001-2002 Workplan during its annual budget and planning retreat in August 2001. The current workplan contains eight Council goals, all of which have been assigned to specific staff within the City's various departments. Each of these departments has prepared a detailed workplan regarding the specific steps that must be taken to achieve these goals. This detailed workplan is reviewed by the City Manager on a monthly basis with each of the department directors.

In addition to this detailed workplan, a summary has been prepared for Council as the basis for a quarterly report about the Council's goals. The purpose of this report is to provide Council with this summary of key milestones that are necessary to complete work on each goal in the workplan. This report will continue to be provided to Council on a quarterly basis throughout the year in order to provide an opportunity for Councilmembers to discuss these reports.

**FINANCIAL IMPACT:**

Financial impacts are different for each of the Council goals; these impacts will be discussed with Council as each of the goals is brought forward for more specific review and action in the coming months.

**RECOMMENDATION**

No action is required. This report is only for discussion purposes.

**ATTACHMENTS**

A: Quarterly Reports for 2001-2002 Council Goals

Approved By:

City Manager 

City Attorney 

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## Quarterly Reports for 2001-2002 City Council Goals

### Council Goal No. 1: Work towards completion of the Aurora Corridor and Interurban Trail projects

PROJECT TITLE	PROJECT DATES	PROJECT STATUS
Work towards completion of the Aurora Corridor and Interurban Trail projects	Begin: 1999 End: TBD	<i>Please see the staff report regarding the CIP review in this agenda packet for a detailed status report on this project.</i>

## Quarterly Reports for 2001-2002 City Council Goals

### Council Goal No. 2: Improve parks, streets, and drainage systems by completing the adopted Capital Improvement Program

PROJECT TITLE	PROJECT DATES	PROJECT STATUS
Improve parks, streets, sidewalks and drainage systems by completing the adopted CIP	Begin: 1/02/02 End: 12/31/02	<i>Please see the staff report regarding the CIP review in this agenda packet for a detailed status report on this project.</i>

## Quarterly Reports for 2001-2002 City Council Goals

### Council Goal No. 3: Implement the Economic Development Program.

PROJECT TITLE	PROJECT DATES	PROJECT STATUS
I. Economic Development Strategy Report (Starkie Report)	Begin: 3/12/01 End: 12/15/01	Report is complete. Currently being published and scheduled for distribution and Council Workshop.
II. Westminster Redevelopment Feasibility Analysis	Begin: 7/01 End: 3/02	Design Charrettes with property owners are complete; redevelopment concepts complete; preliminary site design analysis complete.
<b>Milestone:</b> ▪ 2002 Contract complete ▪	1/02	▪ Complete
<b>Milestone:</b> ▪ First draft report due	2/25/02	▪ Consultant team finalizing analyses and report.
<b>Milestone:</b> ▪ Final report due	3/02	▪ Upon report completion, scheduling meetings with Sears, teleconference with Factory Outlet Stores and other potential owners/developer.
III. North City Implementation		Public Works Lead – Art Maronek, Project Manager
<b>Milestone:</b>	Begin: 1/02/02 End: 3/25/02	<i>Please see the staff report regarding the CIP review in this agenda packet for a detailed status report on this project.</i>

<b>IV. TOD</b>		<b>PADS Lead – Kirk McKinley, Project Manager</b>
<b>Milestone:</b> ▪ Meeting with Metro, DOT and City	Early February	Memo being drafted to CM re: strategies and next steps.
<b>V. Central Shoreline Subarea Plan</b>		<b>PADS Lead - Kirk McKinley, Project Manager</b>
<b>Milestone:</b> ▪ CMO briefing on draft plan	3/05/02	Public meetings scheduled in Highlander Room at Shoreline Center.
▪ Post-Charrette Public Meetings	3/05-06/02	Brief CMO beforehand.
<b>Milestone:</b> ▪ Joint Planning Commission/Council Workshop	4/15/02	To be hosted by Council.
<b>Milestone:</b> ▪ Final Plan due	6/02	Environmental process not established; may be stand alone SEPA or combined with Aurora – Phase 2.
<b>VI. Permit Process Review</b>		<b>PADS Lead – Bridget Smith, Project Manager</b>
<b>Milestone:</b> ▪ Audit Charter Development and Approval	12/01	Charter submitted for review.

## Quarterly Reports for 2001-2002 City Council Goals

### Council Goal No. 4: Develop a water quality environmental program to comply With state and federal regulations

PROJECT TITLE	PROJECT DATES	PROJECT STATUS
<b>Develop a water quality and environmental program to comply with state and federal regulations</b>	Begin: 01/02/02 End: 11/11/02	A full implementation scope and schedule has been developed outlining key responsibilities and product outcomes.
<b>Milestone:</b> Drainage Infrastructure Inventory: <ul style="list-style-type: none"> <li>▪ Hire Temps</li> <li>▪ Identify priority basin</li> <li>▪ Complete inventory of priority basin</li> </ul>	Begin: 8/3/01 End: 11/11/02	<ul style="list-style-type: none"> <li>▪ Completed pilot project on schedule.</li> <li>▪ ID priority basin, February 28, 2002.</li> <li>▪ Complete inventory of priority basin, November 11/ 2002.</li> </ul>
<b>Milestone:</b> Train City staff on Regional Road Maintenance ESA Guidelines:	Begin: 4/30/02 End: 11/01/02	<ul style="list-style-type: none"> <li>▪ Guidelines posted in Federal Register, January 25, 2002.</li> <li>▪ Training program schedule to be announced by Regional Committee.</li> <li>▪ Expected training schedule June 2002</li> </ul>
<b>Milestone:</b> Ambient Water Quality Monitoring: <ul style="list-style-type: none"> <li>▪ Equipment acquisition</li> <li>▪ Data collection</li> <li>▪ Lab Analysis</li> </ul>	Begin: 1/2/02 End: 11/28/02	<ul style="list-style-type: none"> <li>• Begin Equipment Monitoring purchase March 2002</li> <li>• Begin equipment training with staff and interns April 2002</li> <li>• Begin collection data/lab analysis April 2002</li> </ul>

## Quarterly Reports for 2001-2002 City Council Goals

### Council Goal No. 5: Adopt a gateway master plan to enhance community identity.

PROJECT TITLE	PROJECT DATES	PROJECT STATUS
<b>Adopt a gateway master plan to enhance community identity</b>	Begin: 1/2002 End: 10/30/02	
<b>Milestone:</b> Identify Gateway Locations and Classifications	Begin: 2/2002 End: 4/2002	▪ Consultant selection initiated.
<b>Milestone:</b> Develop Draft Alternatives	Begin: 2/2002 End: 7/2002	
<b>Milestone:</b> Review and Adopt Gateway Plan	Begin: End: 10/2002	



## Quarterly Reports for 2001-2002 City Council Goals

### Council Goal No. 6: Adopt a plan for City Hall

PROJECT TITLE	PROJECT DATES	PROJECT STATUS
<b>Adopt a plan for City Hall</b>	Begin: 11/1/02 End: 12/31/04	
<b>Milestone:</b> Develop a project plan, outlining key decisions, key staff, expertise needed and timing.	Begin: 12/19/02 End: 1/19/02	<ul style="list-style-type: none"> <li>▪ Plan has been drafted and reviewed. Task duration, key decisions and timing is being added to plan.</li> </ul>
<b>Milestone:</b> Select Project Management Firm	Begin: 1/9/2002 End: 3/19/2002	<ul style="list-style-type: none"> <li>• RFP scope is being prepared for advertisement.</li> <li>• Firm Selection and Interviews need to be scheduled.</li> <li>• Council approval is needed, due to contract size.</li> </ul>
<b>Milestone:</b> Verify Affordability	Begin: 1/9/02 End: 2/24/02	<ul style="list-style-type: none"> <li>• Assumptions about what we can afford need to be verified, given expected loss of MVET and lower sales tax growth.</li> <li>• Community's willingness to pay via bond is being gauged by citizen satisfaction survey, and included in this review.</li> <li>• Council will review affordability, as this is the critical first step before we consider any sites.</li> </ul>
<b>Milestone:</b> Develop Site Selection Criteria and Process	Begin: 2/10/02 End: 3/4/02	<ul style="list-style-type: none"> <li>• Existing criteria shared with Council to be reviewed and revised.</li> <li>• A workshop will be scheduled after we get Council's consensus on affordability.</li> </ul>
<b>Milestone:</b> Select Architect	Begin: 1/19/02 End: 3/11/02	<ul style="list-style-type: none"> <li>• Preparing RFQ for review.</li> <li>• RFQ being advertised for 21 days in Seattle Seattle Daily Journal of Commerce, Seattle Times and Shoreline Enterprise.</li> <li>• Firm Selection and Interviews need to be scheduled.</li> <li>• Council approval is needed, due to contract size</li> </ul>

<b>Milestone:</b> Revise Pre-Design Study	<b>Begin:</b> 3/1/02 <b>End:</b> 4/30/02	<ul style="list-style-type: none"> <li>• Bassetti study to be revised based on updated assumptions of affordability, department reorganizations and other factors that affect space needs and adjacencies.</li> <li>• Each department will need to be involved in reviewing their section</li> <li>• Leadership team review of revision to be scheduled</li> <li>• A revised cost estimate will be prepared</li> <li>• Council workshop item to review the revised pre-design to be scheduled.</li> </ul>
<b>Milestone:</b> Site Selection Decision	<b>Begin:</b> 3/4/02 <b>End:</b> 4/30/02	<ul style="list-style-type: none"> <li>• Based on input from Council on Site Selection Process and Criteria, site will be reviewed and ranked. A recommendation will be prepared based upon this.</li> <li>• Council will review this in executive session. Upon agreement, staff will negotiate site acquisition.</li> </ul>
<b>Milestone:</b> Development Delivery Process Decision	<b>Begin:</b> 4/30/02 <b>End:</b> 5/30/02	<ul style="list-style-type: none"> <li>• Staff to review options for project delivery method (traditional bid, lease to own, design build, contractor at risk), and make a recommendation. This is based on affordability, project complexity, schedule and site.</li> <li>• Council to review recommendation and decide on delivery process.</li> </ul>
<b>Milestone:</b> Development Financing Method	<b>Begin:</b> 4/30/02 <b>End:</b> 5/30/02	<ul style="list-style-type: none"> <li>• Staff to evaluate various financing instruments to determine which is the best method for financing project, based on NPV cost, complexity, administrative burden and market conditions.</li> <li>• Council to review recommendation and decide on financing method and process.</li> </ul>

## Quarterly Reports for 2001-2002 City Council Goals

**Council Goal No. 7:      Emphasize and enhance two-way communication with our residents, businesses and customers.**

PROJECT TITLE	PROJECT DATES	PROJECT STATUS
<b>Communications</b>	Ongoing	
<b>Milestone:</b> Citizen Satisfaction Survey	Begin: January 2002 End: March 2002	Survey underway; cross tabulated results should be ready in March for review with Council
<b>Milestone:</b> Web site redevelopment	Begin: 9/2001 End: 3/2002	Staff is redeveloping the City's Web site to include more comprehensive and useful City information. An updated design is complete, most of the information is on the temporary site, final editing is underway and the approval process will begin soon.
<b>Milestone:</b> Currents, web site news, Aurora Newsletter, Aurora Column (in the Enterprise), City Source Column In the Enterprise), government access Channel 21, and public information	Ongoing	All of the City's various media are being used on a frequent and regular basis to communicate key information to citizens. These elements are working in harmony so that the same message often is repeated in several different media in order to reach the widest possible audience.

## Quarterly Reports for 2001-2002 City Council Goals

**Council Goal No. 8: Support and pursue King County's proposed improvements to the solid waste transfer station to mitigate its impact on the community and improve operations.**

PROJECT TITLE	PROJECT DATES	PROJECT STATUS
<p><b>Support and pursue King County's proposed improvements to the solid waste transfer station to mitigate its impact on the community and improve operations.</b></p>	<p>Begin: 8/01 End: 12/02</p>	<p>Late last year, the Washington State Department of Transportation advised Shoreline and King County that it would not recommend that the Federal Highway Administration approve our request to allow the county's long-haul solid waste trucks to use the I-5 direct access ramps. Following its review of the project consultant's reports, WSDOT representatives said the project did not meet the technical standards required for FHWA approval.</p>
<p><b>Milestone:</b> Seek federal legislation to allow use of the ramps by the county's long-haul solid waste trucks.</p>	<p>Begin: 1/10/02 End: 3/02</p>	<p>Community &amp; Government Relations staff met with Jay Fossett from King County Executive Ron Sims' staff. Fossett has been assigned to work with Shoreline to get legislation approved at the federal level to allow use of the ramps by county trucks. Fossett is meeting with Senator Patty Murray's staff the week of January 28 to discuss the project, explain the issues, and invite staff to tour the site.</p> <p>If Senator Murray is willing to sponsor legislation we will work with King County's staff to draft appropriate language to allow an exception to the FHWA rules to allow use of the ramps. Senator Murray or her staff may suggest alternate ways of accomplishing the</p>

		desired result. Based on the outcome of these discussions, we will work with other members of our Congressional delegation to enlist their support and assistance. To date Congressman Jay Inslee's office has been informed of the project and we anticipate his support.
<b>Milestone:</b> King County Transfer Station Master Plan	Begin: End: Fall, 2002	<p>King county intends to complete a Master Plan for the 1<sup>st</sup> NE Transfer Station site. This plan will include improvements to the garbage compacting facilities, on-site circulation, and use of new technologies to reduce noise and odor impacts to the community. The plan will include provisions for use of the I-5 direct access ramps by the county's long-haul solid waste trucks.</p> <p>The Master Plan was funded in King County's 2002 budget. A consultant, KPG, Inc., was selected to perform work on this project. A contract between King County and KPG is in the county's approval process. A draft Master Plan is scheduled to be released by the county in the fall.</p>