

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

**AGENDA TITLE:** Public Hearing for the 2012 – 2017 Capital Improvement Plan (CIP)  
**DEPARTMENT:** Administrative Services  
**PRESENTED BY:** Debbie Tarry, Assistant City Manager  
**ACTION:** ☐ Ordinance ☐ Resolution ☐ Motion ☒ Discussion

**PROBLEM/ISSUE STATEMENT:**

Staff presented the proposed 2012 – 2017 CIP on June 6, 2011. The following schedule is being followed to facilitate the adoption of the 2012 – 2017 CIP.

June 13, 2011	Council Discussion on the Proposed 2012-2017 CIP
June 20, 2011	Public Hearing and Council Discussion on the Proposed 2012-2017 CIP
June 27, 2011	Council Adoption of 2012-2017 CIP

Tonight, a public hearing is being held to give the public a formal opportunity to comment on the proposed 2012 – 2017 CIP. Following the public hearing the City Council will have an opportunity for additional discussion about the CIP. Copies of the proposed 2012 – 2017 CIP are available in the City Clerk's Office at City Hall, the Shoreline and Richmond Beach Libraries, the Neighborhood Police Storefronts and the City's website for review by the public.

**RESOURCE / FINANCIAL IMPACT:**

The Proposed 2012 – 2017 CIP is balanced as required by the Growth Management Act and totals \$57.78 million. The General Capital Fund totals nearly \$8.5 million; City Facilities/Major Maintenance Fund totals \$591,160; Roads Capital Fund totals nearly \$40.2 million; and Surface Water Utility Fund capital projects totals \$8.4 million. Attachment A is a summary of the proposed 2012 – 2017 Capital Improvement Plan.

**RECOMMENDATION**

Staff recommends that the City Council hold the public hearing and then discuss questions and/or issues that have been raised regarding the proposed CIP, including discussing and providing direction for the following:

- Alternatives for funding new priority sidewalk projects;
- Proposed change to the portion of the gambling tax going to the General Fund versus CIP in order to align with the change in the Transportation Planning Program;
- Proposed 2.5% increase in the surface water utility fee; and
- Proposed changes to the City's Personnel Policy – layoff policy.

Approved By: City Manager  City Attorney \_\_\_\_\_

## **INTRODUCTION**

Staff presented the proposed 2012-2017 CIP to the City Council on June 6, 2011. At that Study Session Council raised the following issues and questions:

- What alternatives, other than new revenue sources, were available to fund new priority sidewalk projects?
- More discussion on why staff is recommending that the Transportation Planning Program be accounted for in the City's operating budget instead of the capital budget.
- How much revenue will the proposed 2.5% increase in the surface water utility fee generate? How was the 2.5% increase determined? Are there alternatives to a flat fee for single family homes?

## **ALTERNATIVES ANALYSED:**

### **Priority Sidewalk Funding Options**

Currently, the proposed 2012 – 2017 CIP completes the last of the Priority Sidewalks in 2011 (Ashworth – 185<sup>th</sup> to 192<sup>nd</sup>) and adds the Briarcrest Sidewalks in 2012 (4 blocks adjacent to the school), but does not include any new priority sidewalk installations after 2012.

As Council considers options for sidewalks, staff recommends projects in one block increments. This approach would not leave a transition back to the end of the roadway in the middle of a block and would in essence maximize the safety of the pedestrian in that block. The cost to design, construct and manage a project for one block of sidewalk on one side of the street is approximately \$100,000. This cost could be more, or less depending upon what infrastructure currently exists (e.g. curb, drainage, driveways, etc.) and what may have to be accommodated (e.g. parking, bike lanes, street trees, utility poles, fire hydrants, utility meters and valves, etc.). It would also be staff's suggestion for any sidewalk program to be at least \$300,000 to \$500,000 annually to have any impact in a given area and to capitalize on competitive contractor pricing.

The options for sidewalks exist by either changing the priorities within two capital funds (Roads Capital and/or General Capital), or by reducing operating expenses in the General Fund and transferring the savings to the Roads Capital fund.

In the following section staff has provided some options for Council to consider if there is a desire to have funding for sidewalks within the current available resources. These options will either require a reduction in other capital programs/projects or programs currently funded within the City's operating budget. In developing the proposed 2012-2017 CIP, the City Manager took into consideration the Council's adopted CIP policies (CIP – page 16-21). Policy J – Preserve Existing Capital Infrastructure before Building New Facilities, was specifically taken into consideration when deciding the priority of allocating funding towards repair and replacement programs or funding new infrastructure such as sidewalks.

### Capital Fund Options:

In reviewing the financial summary of the Roads Capital fund for 2012 and beyond (CIP - page 123), the projects are divided into three categories; Repair & Replacement, Capacity Construction and Non-Project Specific. The following table summarizes the projects:

The *Capacity Construction* category includes two projects: Aurora Avenue, which is a specific Council goal (pages 142 – 146), and Briarcrest, which is a specific grant funded sidewalk project adjacent to Briarcrest Elementary School (CIP pages 140 & 141). Staff assumes there are no changes to the Aurora priority.

The *Non-Specific* category includes the General Fund overhead charge, Roads Capital Engineering and Transportation Master Plan (TMP) Update. These projects provide little opportunity to reduce cost and redirect towards sidewalks since the first two are more administrative in nature to manage the fund and the last one TMP is largely finished in 2011.

The most likely opportunity for changing the priorities lies within the *Repair and Replacement* category. The following table summarizes the annual cost allocation and the funding source for these programs:

REPAIR & REPLACEMENT PROGRAM & FUNDING SOURCE		2012	2013	2014	2015	2016	2017	Total
1	Curb Ramp, Gutter & Sidewalk Program	50,000	140,000	113,500	150,000	150,000	150,000	753,500
	Funding Sources:							
	Grants	35,000	35,000	35,000	35,000	35,000	35,000	210,000
	General Fund Contribution	15,000	105,000	78,500	115,000	115,000	115,000	543,500
2	Traffic Safety Improvements	208,500	251,500	187,500	187,500	285,000	285,000	1,405,000
	Funding Sources:							
	Real Estate Excise Tax	70,983	201,024	107,290	140,299	233,971	229,920	983,487
	General Fund Contribution	137,517	50,476	80,210	47,201	51,029	55,080	421,513
3	Annual Road Surface Maintenance Program	700,000	700,000	800,000	1,000,000	1,000,000	1,000,000	5,200,000
	Funding Sources:							
	Vehicle License Fee (Shoreline TBD)	600,000	600,000	600,000	600,000	600,000	600,000	3,600,000
	Real Estate Excise Tax	-	-	50,000	250,000	250,000	250,000	800,000
	General Fund Contribution	100,000	100,000	150,000	150,000	150,000	150,000	800,000
4	Traffic Signal Rehabilitation Program	150,258	120,631	121,084	100,000	100,000	100,000	691,973
	Funding Sources:							
	Real Estate Excise Tax	150,258	120,631	121,084	100,000	100,000	100,000	691,973
Net Discretionary Funding of Repair and Replacement Programs								
	General Fund Contribution	252,517	255,476	308,710	312,201	316,029	320,080	1,765,013
	Real Estate Excise Tax	221,241	321,655	278,374	490,299	583,971	579,920	2,475,460
	Total	473,758	577,131	587,084	802,500	900,000	900,000	4,240,473

There are basically four funding sources for the Repair & Replacement Program: TBD (45%), REET (31%), General Fund (22%), and Grants (2%).

Curb Ramp, Gutter and Sidewalk Program (CIP page 132 – 133) is the City's maintenance program to repair damaged and displaced curb, gutter and sidewalk. This repair work reduces the City's liability due to tripping hazards and other accidents. Also included in this program is the installation of any handicap ramps required as part of the ADA transition plan to install new ramps throughout the City and to install any ramps prior to heavy maintenance operations (e.g. overlays greater than 2-1/2 inches) as

required by federal ADA law. While the Council could redirect some of this program, the liability and ADA requirements would suggest maintaining some program level. This program does include as revenue Community Development Block Grants (CDBG). In fact, if the City receives applications for capital funding requests through its annual CDBG allocation process, the Council may wish to consider redirecting funding for this program to the request.

Traffic Safety Improvements (CIP pages 134 – 135) is a combination of the Neighborhood Traffic Safety Program (NTSP) and small works projects. The NTSP is responsible for addressing neighborhood traffic issues, such as speeding and cut through drivers. This CIP also funded the creation of Neighborhood Traffic Action Plans (NTAP) for each neighborhood in Shoreline. Each NTAP worked with the local residents to identify neighborhood traffic issues, identify projects to address the issues, and prioritize the projects by their importance to the neighborhood. The last plan, for the Innis Arden neighborhood, is scheduled for completion this summer. This program also provides the resources to build speed humps, speed limit pavement legends, and traffic circles.

The Traffic Small Works program typically provides the resources to construct small projects that do not necessarily need their own CIP. The program has built curb bulbs, small sections of sidewalk, and striped roads in new configurations. It has helped fund projects identified through the NTAP. This year, this program will fund the restriping of N 175<sup>th</sup> St next to Shorewood High School to a 3-lane roadway to improve pedestrian safety in front of the school. It is also installing new radar display speed signs to replace old obsolete models, and restriping Meridian Ave N south of N 175<sup>th</sup> St to improve safety next to Meridian elementary school.

This program includes a sizeable allocation of staff time to manage the issues with the neighborhoods; therefore any sizeable redirect of this program will have a notable impact on staffing.

Annual Road Surface Maintenance Program (CIP pages 136 – 137) includes the bituminous surface treatments (BST) and the asphalt overlays. Historically, the City has budgeted approximately \$900,000 to \$1,000,000 in recent years. Council was briefed on March 11 on the intent of the program and the staff's conclusion that the program is underfunded by as much as 50%. The staff report can be found at:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/Council/Staffreports/2011/staffreport032111-7b.pdf>.

The TBD vehicle license fee provides approximately 69% (\$3.6 million) of the total funding over the six year CIP. The General Fund and REET provide the remaining 31% of funding equally. Funding for the road surface program is lower in the first two years of the program as a result of the projected lower REET collections, with funding increasing as REET collections are projected to improve starting in 2014.

Traffic Signal Rehabilitation Program (CIP pages 138 – 139) includes the replacement and upgrade of traffic signal controllers, signal poles and heads, traffic loops and supporting infrastructure for the 46 signals located throughout the City. Signal retiming

and coordination plans are also updated as installations are improved. The cost for a complete intersection replacement is approximately \$100,000 and therefore, staff suggests this as the minimum for the program. Otherwise, a partial replacement is simply not practical.

#### General Capital Fund and Major Maintenance Fund

There is limited funding available within the General Capital Fund (facilities and parks) and the Major Maintenance Fund that could be reprioritized and shifted to funding priority sidewalks.

Within the General Capital Fund the only on-going program with discretionary funding is the Parks Repair and Replacement program. This program is funded at between \$190,000 and \$200,000 annually. The funding source is \$50,000 annually from the General Fund with the remaining funding from REET. Over the 2012-2017 CIP this program will address on-going and preventative repair and replacement of amenities at neighborhood parks.

The General Fund contributes \$74,000 annually to fund major maintenance of the City's major facilities including the Police Station, City Hall, Shoreline Pool, Richmond Highlands Community Center, and Spartan Recreation Center. This level of funding is not adequate to meet all of the major maintenance needs, but it does provide for funding for some of the most critical maintenance needs.

#### Operating Budget

As Council is aware voters approved Proposition No. 1 allowing the City to maintain many of the critical community services. Even with funding from Proposition No. 1, there are still long-term challenges in funding current service levels over the long-term. Council could allocate general revenues for sidewalks. This would require a reduction in operating services in order to reduce expenditures in the operating budget and transfer those savings to fund sidewalks.

Another option, that the Council may want to consider, is targeting operating year-end savings, annual revenues in excess of expenditures, for the priority sidewalk program. The Council already has an adopted policy that restricts operating budget savings to one-time expenditures. The Council could further direct staff to use these savings, or a portion of the savings, for the sidewalk program. Until 2010 the City has had year-end savings in the operating budget with the amount ranging from \$1 million to just under \$200,000. Historically these savings have been used to help fund a number of one-time items and projects.

#### **New Dedicated Funding Source**

The Council and community continue to advocate for more sidewalks through the City. However, with the reduction in revenues especially REET, it is a challenge to find dedicated funds for this priority. One potential source of revenue is speeding or red light cameras in problematic areas of the City. If the Council is interested in pursuing this alternative, staff will return to Council with additional information and discussion during the 2012 Budget deliberation process.

### **Transportation Planning Program**

The Proposed 2012-2017 CIP reflects the movement of the Transportation Planning Program from the Roads Capital portion of the CIP to the City's operating budget. This program has been reflected within the CIP for several years because the program was focused on planning and finding funding for transportation improvements through infrastructure projects. The focus of this program is in transition as the priorities and needs of the City evolve from a focus of infrastructure improvements to operational system improvements such as traffic flow, transit integration, and overall transportation system management. As a result, staff is recommending that it would be more appropriate to reflect this program in the City's operating budget instead of the CIP. This would be a transition over the next few years.

Since incorporation Council has had a policy to allocate gambling tax revenue in excess of a 7% tax rate to fund the City's capital program. Given that the City's gambling tax rate is 10%, this equates to approximately 30% of the taxes collected on card room gambling activity. Since the Transportation Planning Program has been included within the City's capital program the gambling tax allocation to capital has been a funding source for the program. Staff is recommending that as the Transportation Planning Program transitions to an operational focus that the gambling tax allocation transition to continue to provide the required funding for the program. Ultimately this would result in the gambling tax allocation to capital going from the current 30% to 10%.

In 2012, the first year of transition for the Transportation Planning Program, the allocation of the Transportation Manager (0.30 FTE), the Transportation Senior Planner position (0.75 FTE), and the Grants Coordinator (0.50 FTE) would move from the capital budget to the City's operating budget. As the Aurora project is completed, the allocation of these staff positions increases until 80% of the Transportation Manager and 100% of the Transportation Senior Planner are funded within the operating budget by 2015. In addition to the transition of the staffing positions, costs for contracted services related to the transportation planning program would be funded within the operating budget. This alternative results in a net zero impact to both the operating and capital budgets as expenditure and revenue adjustments are equally offset.

Another alternative would be to transfer the Transportation Planning Program to the operating budget without a corresponding adjustment in the gambling tax allocation. This would result in an increase in operating expenditures without a supporting revenue source, requiring reductions in existing operating programs.

The final alternative would be to leave the program in the City's capital budget as it is currently and continue to transfer 30% of gambling tax to the capital budget.

### **Surface Water Utility**

The CIP is considered a planning document and reflects capital priorities as identified in the Surface Water Master Plan that can be funded within available resources. The surface water fee is used to support operations, maintenance and capital improvements of the utility.

The adopted Surface Water Master Plan provides for annual surface water utility rate increases equal to inflation plus 0.5%. The City has not had a surface water utility rate

increase since 2009, even though there have been increases in the operating and maintenance costs of the utility over the last two years. The proposed 2012-2017 CIP includes a projected 2.5% rate increase for 2012, \$3 for a single family home. It is anticipated that this fee increase will generate an additional \$79,000 in annual revenue. The CIP also projects subsequent rate increases of 3.5% in years 2013 through 2017.

A rate study is being conducted and will be included in the current Surface Water Master Plan update. Council is scheduled to review the proposed long-term fee structure on August 8, 2011, as part of the plan update.

Council will formally set the 2012 surface water utility fee along with other city fees during the 2012 budget process. Even though this is the case, if Council does not want to increase the utility fee for 2012 then it would be helpful for Council to give this policy direction during the CIP process. This would allow staff to make appropriate adjustments to the projected utility operating and capital plans to fit within lowered revenue assumptions.

### **Saltwater Park Pedestrian Bridge**

After staff developed the proposed 2012 – 2017 CIP, additional information was made available on the condition of the pedestrian bridge at Saltwater Park. Staff requested a bridge inspection report from King County, who currently and routinely perform bridge inspection reports throughout the county. The conclusions of the report suggest the need for a series of improvements to the bridge within the next three years in order to allow continued use of the structure. The list of improvements include the replacement of the bridge deck, the addition of lateral bracing, repair of a specific pile cap and removal of an abandoned, asbestos wrapped utility line.

Staff is pursuing a cost estimate, but the range of cost is probably from \$100,000 to \$300,000. Staff is evaluating the use of existing grants and programs to fund the work in 2012, as this project is not currently funded within the proposed 2012-2017 CIP. Staff will provide a recommendation to the City Council during this evening's discussion. Completion of the repairs would provide an additional 20 years of service life.

### **Proposed Staffing Changes in the 2012-2017 CIP**

The required level of capital funded staff positions within the proposed 2012-2017 CIP has decreased from the 2011 staffing levels as a result of fewer funded projects. Most immediately there is a reduction of 2.5 staff positions effective January 1, 2012. This includes reducing the Capital Project Technician from full-time to half-time and eliminating an Administrative Assistant and Capital Project Manager position. Even though an Administrative Assistant position will be eliminated, a current opening within the Community Services Division allowed the City Manager to transfer an Administrative Assistant from Public Works to fill the opening. This is not an option with the Capital Project Manager position, and therefore it is likely that it will result in a lay-off.

Because this 2012 reduction in staff likely results in the City's first layoff, staff has taken the opportunity to review the City's existing layoff policy and is proposing some changes. Attachment B provides the City's current layoff policy with the recommended changes that are discussed below.

The primary focus of the proposed changes is to authorize support for laid off employees. In surveying the City's comparable labor market, staff found that:

- Seven (7) out of nine (9) jurisdictions responding provide a severance payment to laid off employees;
- Of the seven (7) reporting severance payments, four (4) provide one (1) month of pay; the others provided payments in excess of that;
- Three (3) jurisdictions also provided additional services (e.g., job search, job coach, time off for job search/interviews).

After considering the survey information and staff morale and retention issues, staff is proposing adding the following to the City's layoff policy:

- Job search assistance (to be tailored to the particular circumstances and authorized by the City Manager);
- Limited time off for interviewing;
- Severance package: four (4) weeks of pay and 25% of employee's sick leave balance.

Currently there is no payout of sick leave if an employee terminates employment for any reason other than retirement. The City allows a payout of 10% of an employee's accumulated sick leave balance in the case of retirement.

The City's sick leave policy allows for the accumulation of eight (8) hours of sick leave monthly with a maximum accrual of 1,040 hours. Given the recommended payout of 25% of an employee's sick leave balance if laid off, Council could expect the maximum payout for sick leave to equate to 260 hours, approximately six (6) weeks. The maximum sick leave payout combined with the recommended four (4) weeks of severance pay would result in a maximum severance payout of 10 weeks of pay. Currently there are only three (3) employees with the maximum accrual of 1,040 hours of sick leave.

If the elimination of the Capital Project Manager position results in a layoff, the projected cost of the proposed total severance for the person who would be laid off is estimated at \$13,000, approximately seven (7) weeks of pay.

Staff is also proposing three other clarifications to the existing layoff policy:

- An employee must actually be laid off to receive the severance and rehire rights under the policy (an employee voluntarily leaving City employment for another job or other reason prior to the layoff date would not receive these);
- Layoffs are determined by classification on an organization-wide basis (these have been our operating assumptions whenever considering a lay off but were not explicitly stated in the policy);
- Addition of the limited ability (up to two times) to refuse a City job offer by an employee on the rehire list and still remain on the rehire list.



The proposed changes to the City's layoff policy, must be approved by the City Council. Staff is proposing that Council adopt an ordinance June 27 to approve the revised layoff policy.

The proposed 2012-2017 CIP includes an additional 3.5 FTE reduction from 2013 through 2015. Although this is the case, if the number of capital projects increases as a result of additional funding or a major grant funded project were added, then the staffing needs may change from those proposed.

### **SUMMARY**

The 2012-2017 CIP reflects a constrained capital program as a result of limited resources. The City has never been able to fund all of the capital needs and desires of the community, but this is even more apparent in the 2012-2017 proposed CIP. As a result the Council will need to provide staff direction on modifying the proposed plan if there is a desire to shift funding to sidewalks or other projects. Also Council will need to provide direction on the recommended surface water utility rate increase for 2012. Lastly staff is recommending modifications to the City's Layoff Policy. Staff recommends that Council authorize the changes on June 27, 2011.

### **RECOMMENDATION**

Staff recommends that the City Council hold the public hearing and then discuss questions and/or issues that have been raised regarding the proposed CIP, including discussing and providing direction for the following:

- Alternatives for funding new priority sidewalk projects;
- Proposed change to the portion of the gambling tax going to the General Fund versus CIP in order to align with the change in the Transportation Planning Program;
- Proposed 2.5% increase in the surface water utility fee; and
- Proposed changes to the City's Personnel Policy – layoff policy.

### **ATTACHMENTS**

Attachment A – Proposed 2012 – 2017 Capital Improvement Summary

Attachment B – Proposed Layoff Policy

City of Shoreline 2012 - 2017 Capital Improvement Plan  
PROGRAM SUMMARY

**EXPENDITURES****Fund****Project**

	Proposed 2012	Proposed 2013	Proposed 2014	Proposed 2015	Proposed 2016	Proposed 2017	Total 2012-2017
<b>General Capital</b>							
<b>Parks Projects</b>							
Boeing Creek Open Space / Sunset Elementary School Pr	\$195,000	\$0	\$0	\$0	\$0	\$0	\$195,000
Ballinger Neighborhood Parks Master Planning	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Echo Lake Park Improvements	\$110,000	\$187,000	\$0	\$0	\$0	\$0	\$297,000
Off Leash Dog Areas	\$7,332	\$0	\$0	\$0	\$0	\$0	\$7,332
Park at Town Center	\$0	\$0	\$0	\$750,000	\$250,000	\$0	\$1,000,000
Parks Repair and Replacement	\$190,000	\$190,000	\$190,000	\$190,000	\$200,000	\$200,000	\$1,160,000
Police Station Garage and Storage	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
Pym Acquisition	\$0	\$0	\$0	\$0	\$0	\$800,000	\$800,000
Regional Trail Signage	\$113,000	\$37,000	\$0	\$0	\$0	\$0	\$150,000
Richmond Beach Saltwater Park Improvements	\$19,000	\$19,000	\$0	\$0	\$0	\$0	\$38,000
Trail Corridors	\$450,000	\$430,626	\$0	\$0	\$0	\$0	\$880,626
<b>Non-Project Specific</b>							
General Capital Engineering	\$87,812	\$0	\$0	\$0	\$0	\$0	\$87,812
General Fund Cost Allocation Charge	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
City Hall Debt Service Payment	\$509,294	\$566,308	\$640,087	\$664,346	\$664,546	\$663,946	\$3,708,527
<b>General Capital Fund Total</b>	<b>\$1,751,438</b>	<b>\$1,429,934</b>	<b>\$830,087</b>	<b>\$1,804,346</b>	<b>\$1,114,546</b>	<b>\$1,663,946</b>	<b>\$8,594,297</b>

**City Facilities - Major Maintenance****Facilities Projects**

Police Station Long-Term Maintenance	\$17,000	\$0	\$0	\$20,000	\$0	\$0	\$37,000
City Hall Parking Garage Long-Term Maintenance	\$0	\$0	\$0	\$100,000	\$20,160	\$0	\$120,160

**Parks Projects**

Pool Long-Term Maintenance	\$23,000	\$96,000	\$140,000	\$0	\$60,000	\$20,000	\$339,000
Richmond Highlands Community Center Long-Term Mainte	\$0	\$0	\$0	\$25,000	\$0	\$50,000	\$75,000
Spartan Recreation Center HVAC	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
<b>City Facilities - Major Maintenance Fund Total</b>	<b>\$60,000</b>	<b>\$96,000</b>	<b>\$140,000</b>	<b>\$145,000</b>	<b>\$80,160</b>	<b>\$70,000</b>	<b>\$591,160</b>

City of Shoreline 2012 - 2017 Capital Improvement Plan  
PROGRAM SUMMARY

## EXPENDITURES

Fund*Project*Roads Capital Fund***Pedestrian / Non-Motorized Projects***

Curb Ramp, Gutter & Sidewalk Program	\$50,000	\$140,000	\$113,500	\$150,000	\$150,000	\$150,000	\$753,500
Traffic Safety Improvements	\$208,500	\$251,500	\$187,500	\$187,500	\$285,000	\$285,000	\$1,405,000
Briarcrest Safe Routes to School	\$375,000	\$0	\$0	\$0	\$0	\$0	\$375,000

***System Preservation Projects***

Annual Road Surface Maintenance Program	\$700,000	\$700,000	\$800,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,200,000
Traffic Signal Rehabilitation Program	\$120,258	\$120,631	\$121,084	\$100,000	\$100,000	\$100,000	\$661,973

***Safety / Operations Projects***

Aurora Avenue North 185th - 192nd	\$344,479	\$0	\$0	\$0	\$0	\$0	\$344,479
Aurora Avenue North 192nd - 205th	\$5,042,910	\$22,293,689	\$2,361,484	\$0	\$0	\$0	\$29,698,083

***Non-Project Specific***

General Fund Cost Allocation Overhead Charge	\$55,683	\$55,683	\$55,683	\$55,683	\$55,683	\$55,683	\$334,098
Roads Capital Engineering	\$124,516	\$209,742	\$249,120	\$266,959	\$291,014	\$300,639	\$1,441,990
Transportation Master Plan Update	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000

<b>Roads Capital Fund Total</b>	<b>\$7,026,346</b>	<b>\$23,771,245</b>	<b>\$3,888,371</b>	<b>\$1,760,142</b>	<b>\$1,881,697</b>	<b>\$1,891,322</b>	<b>\$40,219,123</b>
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City of Shoreline 2012 - 2017 Capital Improvement Plan  
PROGRAM SUMMARY

**EXPENDITURES****Fund****Project****Surface Water Capital****Basin Planning Projects**

Ballinger Creek Drainage Study (Lyons Creek Basin)

Proposed 2012	Proposed 2013	Proposed 2014	Proposed 2015	Proposed 2016	Proposed 2017	Total 2012-2017
\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000

Boeing Creek and Storm Creek Basin Plans

\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
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McAleer Creek Basin Plan

\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
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Puget Sound Drainages Basin Plan

\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000
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**Flood Protection Projects**

Culvert Replacement Near 14849 12th Ave NE

\$170,600	\$0	\$0	\$0	\$0	\$0	\$170,600
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Meridian Park Wetland Drainage Improvement

\$250,390	\$0	\$0	\$0	\$0	\$0	\$250,390
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Pump Station No. 25

\$394,625	\$0	\$0	\$0	\$0	\$0	\$394,625
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Surface Water Small Projects

\$200,000	\$200,000	\$225,000	\$225,000	\$275,000	\$279,000	\$1,404,000
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**Water Quality Facilities**

North Fork Thornton Creek LID Stormwater Retrofit

\$197,000	\$593,000	\$0	\$0	\$0	\$0	\$790,000
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Surface Water Management Green Works Projects

\$200,000	\$200,000	\$175,000	\$115,000	\$125,000	\$185,000	\$1,000,000
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**Stream and Habitat Restoration**

Boeing Creek Reach 1 and 8 - Bank Stabilization

\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
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Stream and Habitat Restoration Program

\$100,000	\$100,000	\$100,000	\$100,000	\$120,000	\$120,000	\$640,000
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**Non-Project Specific**

General Fund Cost Allocation Overhead Charge

\$154,487	\$154,487	\$154,487	\$154,487	\$154,487	\$154,487	\$926,922
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SWM CIP Project Formulation &amp; Engineering

\$174,186	\$238,113	\$258,302	\$309,724	\$306,778	\$311,233	\$1,598,336
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SWM Infrastructure Inventory and Assessment

\$175,000	\$175,000	\$0	\$0	\$0	\$0	\$350,000
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**Surface Water Capital Fund Total**

\$2,266,288	\$1,860,600	\$1,062,789	\$1,154,211	\$981,265	\$1,049,720	\$8,374,873
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**TOTAL EXPENDITURES**

\$11,104,072	\$27,157,779	\$5,921,247	\$4,863,699	\$4,057,668	\$4,674,988	\$57,779,453
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City of Shoreline 2012 - 2017 Capital Improvement Plan  
PROGRAM SUMMARY

**EXPENDITURES****Fund****Project**

Proposed 2012	Proposed 2013	Proposed 2014	Proposed 2015	Proposed 2016	Proposed 2017	Total 2012-2017
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**RESOURCES**

General Fund Contribution	\$642,857	\$613,693	\$671,375	\$573,693	\$569,038	\$564,985	\$3,635,641
General Capital Fund Contribution to Facilities	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Treasury Seizure Fund Contribution to General Capital Fun	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
Transportation Benefit District	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,600,000
Real Estate Excise Tax - 1st Quarter Percent	\$509,294	\$566,308	\$640,087	\$740,766	\$837,671	\$893,598	\$4,187,724
Real Estate Excise Tax - 2nd Quarter Percent	\$509,294	\$566,308	\$640,087	\$740,766	\$837,671	\$893,598	\$4,187,724
Surface Water Fees	\$752,782	\$774,830	\$813,771	\$870,762	\$898,756	\$966,516	\$5,077,418
Investment Interest Income	\$75,900	\$69,994	\$39,646	\$29,282	\$21,510	\$22,911	\$259,242
King County Flood Zone District Opportunity Fund	\$95,404	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$495,404
Grants - Awarded	\$3,329,700	\$5,890,614	\$0	\$0	\$0	\$0	\$9,220,314
<u>Future Grants</u>	<u>\$35,000</u>	<u>\$35,000</u>	<u>\$35,000</u>	<u>\$935,000</u>	<u>\$285,000</u>	<u>\$835,000</u>	\$2,160,000
<u>Future Grants - Aurora 192nd-205th</u>	<u>\$1,077,422</u>	<u>\$16,254,570</u>	<u>\$1,958,984</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	\$19,290,976
King County Voter Approved Trail Funding	\$223,000	\$43,284	\$0	\$0	\$0	\$0	\$266,284
Use of Accumulated Fund Balance	\$3,093,419	\$1,663,178	\$442,297	\$293,430	(\$71,978)	(\$181,621)	\$5,238,726
<b>TOTAL RESOURCES</b>	<b>\$11,104,072</b>	<b>\$27,157,779</b>	<b>\$5,921,247</b>	<b>\$4,863,699</b>	<b>\$4,057,668</b>	<b>\$4,674,988</b>	<b>\$57,779,453</b>

## ATTACHMENT B

### 9.04 Layoff (Reduction in Force)

The City may lay off employees where there are changes in duties, reorganization of work or positions, a position or service is abolished, there is a lack of work, shortage of funding or for other legitimate business reasons.

A. Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation and options available as soon as possible to allow time to make necessary arrangements. In order to receive any severance or rehire list benefits outlined below, employees must work for the City through their layoff date.

B. Extra help employees performing similar work will be laid off first.

C. Layoffs shall be determined by classification and on an organization-wide basis.

Regular employees will be retained on the basis of their ability to perform the remaining work, and on the basis of the City's ability to meet program needs. Length of service will be taken into consideration when the ability to perform and qualifications of the employees are equal.

D. Options such as part-time work schedules, job sharing and voluntary time and/or pay reductions may also be explored, at the discretion of the City Manager.

**E. Assistance for Laid Off Employees.** Once an employee has received a formal written notice of lay-off, the employee may receive the following assistance:

1. Job search assistance: this may include, but is not limited to, interviewing classes, professional and support services, resume preparation services and financial planning—the actual assistance offered shall be determined by the City Manager, in consultation with the Department Director and Human Resources;

2. Time off for interviewing: Up to 4 hours a month for interviewing—this time off must be approved, in advance, by the Department Director and must be scheduled so as not to interfere with any essential work for the City;

3. Severance:

- a. Four weeks of pay at the rate of pay on the employee's layoff date; and

- b. Payment of 25% of the employee's sick leave balance on their layoff date.

**E. Rehire List.** Any regular employee who is laid off shall be placed on a City rehire list for a period of one year from the date of layoff. The City will honor an employee's written request to not be placed on or to be removed from the list. When hiring for any vacancy, the Department Director shall first consult Human Resources to determine if any employee on the rehire list is qualified for the vacancy. If there is a qualified employee on the rehire list, the employee shall be offered the position. In the case of more than one qualified employee on the rehire list, the position shall first be offered to the employee with the longest term of service with the City. An employee may refuse a City job offer twice without consequences. An employee shall be removed from the list upon rehire by the City, upon the third refusal of a City job offer or the expiration of one year, whichever comes first.