

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute Contract Documents with the Washington State Department of Commerce to Obligate \$403,760 of Grant Funding for the Shoreline Parks Restrooms Project
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Parks, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting City Council approval to authorize the City Manager to sign and execute a contract and other documents with the Washington State Department of Commerce (WSDOC) to obligate \$403,760 of grant funding for the Shoreline Parks Restrooms Project. The grant contract will be sent to the City for execution once all contract documents are approved by the WSDOC.

The City was notified by the WSDOC on June 17, 2021 that the 2021-2023 State Capital Budget included an appropriation of \$403,760 of awarded grant funding for the Shoreline Park Restrooms Project (Attachment A). In accordance with City of Shoreline Purchasing policies, City Council approval is required for grant awards that exceed the City Manager’s signing authority of \$100,000.

The scope of work includes performing repairs and improvements to various park restrooms located throughout the City. The restroom facilities are used extensively by park patrons throughout the year. Some of the restroom materials made of durable materials such as concrete blocks and metal roofs are deteriorating. The concrete walls and floors have become porous and difficult to keep clean and sanitary. While the City has historically budgeted for these improvements, funding was exhausted and therefore the City requested assistance from WSDOC to complete eight park restrooms.

RESOURCE/FINANCIAL IMPACT:

On June 17, 2021, the City of Shoreline was notified by the WSDOC that the 2021-2023 State Capital Budget included an appropriation of \$412,000 of grant funding for the Shoreline Park Restrooms Project. The WSDOC will administer the project and will retain two percent to cover their direct administrative costs. The net grant award to the City totals \$403,760 for park repairs and improvements of the eight park restroom facilities. The 2021-2022 Mid-Biennial Budget update to be presented to Council in November will include all amendments needed to fully fund this project.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to sign and execute a contract and other documents with the Washington State Department of Commerce to obligate a grant award totaling \$403,760 for the Shoreline Parks Restrooms Project.

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

BACKGROUND

The City of Shoreline inherited its park system, including park restrooms, from King County. The majority of the park restrooms were constructed in the early 1970's. While redevelopment began to occur in the 1990's to improve park restroom facilities throughout the City, some of the park restrooms are now exhibiting wear and non-hygienic surfaces have appeared.

While made from durable materials, such as concrete block walls and metal roofs, the following eight park restrooms are deteriorating and in need of repair and refurbishment:

- Richmond Beach Saltwater Park Lower (Beach) Restroom,
- Cromwell Park Restroom,
- Paramount Park Restroom,
- Kayu Kayu Ac Park Restroom,
- Richmond Highlands Park Restroom,
- Shoreline Park Restroom,
- Shoreview Park Upper Restroom, and
- Shoreview Park Lower Restroom.

Staff have developed a renovation plan to improve the restroom facilities. As budget funding has been exhausted, a grant application was submitted to the Washington State Department of Commerce. The primary objective of the funding request was to complete the remaining parks restrooms identified in the Parks, Recreation and Open Space Plan.

DISCUSSION

Tonight, staff is requesting City Council approval to authorize the City Manager to sign and execute a contract and other documents with the Washington State Department of Commerce (WSDOC) to obligate \$403,760 of grant funding for the Shoreline Parks Restrooms Project. The grant contract will be sent to the City for execution once all contract documents are approved by the WSDOC.

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If the grant funds are accepted by the City, the project improvements will be performed with a combination of highly skilled vendors and in-house staff. Portable restrooms would be brought in to serve park patrons while renovation work is underway. The scope of work includes but is not limited to providing portable toilets, wet sandblasting exterior walls and walks, pressure washing roof and gutters, soda blasting all interior surfaces, recoating or replacing partitions and replacing existing doors with behavior doors, repairing all water leaks, cleaning custodial pipe chase areas, upgrading all interior and exterior light fixtures to LED and adding blue lighting to deter illicit substance use.

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RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to sign and execute a contract and other documents with the Washington State Department of Commerce to obligate a grant award totaling \$403,760 for the Shoreline Parks Restrooms Project.

ATTACHMENT

Attachment A - Washington State Department of Commerce Grant Award Letter for the Shoreline Parks Restrooms Project



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

June 17, 2021

Kirk Peterson
City of Shoreline
17500 Midvale Ave. N
Shoreline, WA 98133

Dear Kirk:

Congratulations! Governor Inslee recently signed the 2021-23 State Capital Budget, which includes an appropriation of \$412,000.00 for the Shoreline Parks Restrooms (Shoreline) Project. The Department of Commerce, which will administer the project, will retain two percent (up to a maximum of \$50,000) to cover our administrative costs. Accordingly, your net grant award will be \$403,760.00.

Prior to receiving funds, your organization will need to fulfill the following requirements:

- Provide documentation of your organization's financial ability to complete the project. All funds from sources other than the state must be expended, raised, or secured by documented pledges or loans.
- For nonprofit grantees, any property relevant to the project must be owned or secured by a long-term lease that remains in effect for a minimum of ten years following the final payment date. A lien on owned property is also required when receiving grants over \$500,000.
- Prevailing wages must be paid for all construction labor costs incurred as of May 18, 2021.
- Review by the Washington State Department of Archaeology and Historic Preservation and any affected Tribes (Governor's Executive Order 21-02).
- Your project may also need to comply with the state's green buildings standards (RCW 39.35D).

Please fill out the linked [Contract Readiness Survey](#) and submit at your earliest convenience.

Also enclosed is a comprehensive set of contracting guidelines to assist you with the process. If you have any questions or need additional information, please contact your Project Manager, Chuck Hunter, at (360) 764-3312 or chuck.hunter@commerce.wa.gov.

Sincerely,

Tony Hanson, Deputy Assistant Director
Local Government Division

