


CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Ordinance No. 273 to Reclassify a Position and to Add a New Classification to the City's Classification and Compensation Plan
DEPARTMENT: Human Resources
PRESENTED BY: Marci Wright, Human Resources Director 

EXECUTIVE / COUNCIL SUMMARY

The Parks, Recreation and Cultural Services Department has determined customer service and other front office administrative support functions would benefit from assigning the supervisory responsibility for the Administrative Assistant II, new half-time Administrative Assistant I and extra help staff to the Department's Administrative Assistant III. Because the existing Administrative Assistant III classification does not include supervisory duties, staff is recommending the creation of a new classification that accurately reflects the additional responsibilities resulting from the new assignments. To effect the desired change, staff recommends reclassifying the Parks, Recreation and Cultural Services Department Administrative Assistant III to a new classification, Administrative Supervisor.

Fiscal Impact

Consistent with the City's Classification and Compensation Plan, an existing benchmark position — Administrative Assistant II— was identified as the basis for developing staff's salary recommendation for the proposed new classification. Because the Administrative Supervisor classification is proposed to be tied to this existing benchmark, there is no need to survey our comparable jurisdictions. The City's salary guidelines are applied to determine the recommended salary placement instead. Those guidelines indicate that supervisory classifications should be 15% - 20% above the highest level classification supervised. As a result, staff recommends that the new Administrative Supervisor classification be placed in Salary Range 37, which is 15% above the Administrative Assistant II classification (the benchmark and the highest level classification supervised). The 2001 cost to implement the reclassification is approximately \$1200 and can be absorbed within the current department budget.

RECOMMENDATION

Staff recommends that Council approve Ordinance No. 273 reclassifying the Parks, Recreation and Cultural Services Department Administrative Assistant III position to the new classification of Administrative Supervisor, to be added to the City of Shoreline Classification and Compensation Plan.

ATTACHMENTS

Attachment A - Ordinance No. 273

Approved By: City Manager  City Attorney 

ORDINANCE NO. 273

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, REPLACING THE ADMINISTRATIVE ASSISTANT III POSITION IN THE PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT WITH A NEW CLASSIFICATION ENTITLED ADMINISTRATIVE SUPERVISOR, AND AMENDING ORDINANCE 270 REVISING THE CITY OF SHORELINE'S CLASSIFICATION AND COMPENSATION PLAN TO ADD THIS CLASSIFICATION.

WHEREAS, City staff have determined it is appropriate to reclassify the Administrative Assistant III position within the Parks, Recreation and Cultural Services Department to add supervisory responsibilities; and

WHEREAS, the City of Shoreline wishes to revise its Classification and Compensation Plan to add a new classification to be known as Administrative Supervisor to reflect the revised duties of the position; now therefore

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

Section 1. Amendment. The City of Shoreline Classification and Compensation Schedule, and Exhibit A to Ordinance 270 amending the City's Classification and Compensation Plan, are amended as set forth in Exhibit A attached hereto.

Section 2. Amendment. The City of Shoreline 2001 Budget, *Parks, Recreation and Cultural Services -2001 Position Summary*, adopted by Ordinance 254 is amended to read as set forth in Exhibit B attached hereto.

Section 3. 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 five days after passage and publication

ADOPTED BY THE CITY COUNCIL ON May 14, 2001.

Mayor Scott Jepsen

ATTEST:

APPROVED AS TO FORM:

Sharon Mattioli, CMC
City Clerk

Ian Sievers
City Attorney

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

Exhibit A

January 1, 2001

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1		Hourly	7.25	7.55	7.85	8.16	8.49	8.83
		Payperiod	580	604	628	653	679	706
		Annual	15,090	15,710	16,329	16,971	17,657	18,365
2		Hourly	7.45	7.73	8.04	8.36	8.69	9.04
		Payperiod	596	619	643	669	695	723
		Annual	15,489	16,086	16,728	17,392	18,077	18,808
3		Hourly	7.62	7.93	8.24	8.57	8.91	9.28
		Payperiod	609	634	660	686	713	742
		Annual	15,843	16,484	17,148	17,834	18,542	19,294
4		Hourly	7.81	8.13	8.45	8.79	9.14	9.51
		Payperiod	625	650	676	703	731	761
		Annual	16,241	16,905	17,569	18,277	19,007	19,781
5		Hourly	8.01	8.33	8.67	9.01	9.37	9.74
		Payperiod	641	666	694	721	750	780
		Annual	16,661	17,325	18,033	18,741	19,494	20,268
6		Hourly	8.21	8.53	8.88	9.23	9.61	9.99
		Payperiod	657	683	711	739	768	799
		Annual	17,082	17,746	18,476	19,206	19,980	20,777
7	Lifeguard/Instructor I	Hourly	8.43	8.75	9.11	9.47	9.85	10.24
		Payperiod	674	700	728	757	788	820
		Annual	17,524	18,210	18,940	19,693	20,489	21,308
8		Hourly	8.64	8.98	9.33	9.71	10.10	10.50
		Payperiod	691	718	746	777	808	840
		Annual	17,967	18,675	19,405	20,202	20,998	21,839
9	Lifeguard/Instructor II	Hourly	8.84	9.20	9.56	9.95	10.35	10.77
		Payperiod	707	736	765	796	828	861
		Annual	18,387	19,140	19,892	20,688	21,529	22,392
10		Hourly	9.07	9.44	9.81	10.20	10.61	11.03
		Payperiod	726	755	785	816	848	883
		Annual	18,874	19,626	20,401	21,219	22,060	22,945
11		Hourly	9.29	9.67	10.05	10.46	10.87	11.31
		Payperiod	743	774	804	837	870	905
		Annual	19,317	20,113	20,910	21,750	22,613	23,521

Range #	Title	Pay						Maximum	
		Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
12	Senior Lifeguard	Hourly	9.52	9.90	10.31	10.71	11.15	11.60	
		Payperiod	762	792	825	857	892	928	
		Annual	19,803	20,600	21,441	22,281	23,189	24,118	
13		Hourly	9.77	10.16	10.56	10.99	11.42	11.88	
		Payperiod	781	813	845	879	914	951	
		Annual	20,312	21,131	21,972	22,857	23,764	24,715	
14		Hourly	10.01	10.40	10.83	11.27	11.71	12.18	
		Payperiod	801	832	866	901	937	974	
		Annual	20,821	21,640	22,525	23,432	24,361	25,335	
15		Hourly	10.25	10.67	11.10	11.54	12.00	12.48	
		Payperiod	820	854	888	923	960	998	
		Annual	21,330	22,193	23,078	24,007	24,959	25,955	
16		Hourly	10.52	10.95	11.38	11.83	12.31	12.80	
		Payperiod	842	876	911	946	985	1,024	
		Annual	21,883	22,768	23,675	24,605	25,600	26,618	
17		Hourly	10.79	11.21	11.66	12.13	12.62	13.12	
		Payperiod	863	897	933	970	1,009	1,049	
		Annual	22,436	23,321	24,251	25,224	26,242	27,282	
18		Hourly	11.04	11.49	11.95	12.42	12.92	13.45	
		Payperiod	883	919	956	994	1,034	1,076	
		Annual	22,967	23,897	24,848	25,844	26,884	27,968	
19		Hourly	11.32	11.78	12.24	12.73	13.24	13.78	
		Payperiod	905	942	980	1,019	1,060	1,102	
		Annual	23,543	24,494	25,468	26,486	27,548	28,654	
20		Hourly	11.61	12.07	12.55	13.06	13.58	14.13	
		Payperiod	928	966	1,004	1,045	1,087	1,130	
		Annual	24,140	25,114	26,109	27,171	28,256	29,384	
21		Hourly	11.89	12.37	12.87	13.38	13.91	14.48	
		Payperiod	951	990	1,030	1,071	1,113	1,158	
		Annual	24,738	25,733	26,773	27,835	28,942	30,114	
22		Hourly	12.20	12.68	13.19	13.72	14.27	14.84	
		Payperiod	976	1,014	1,055	1,098	1,141	1,187	
		Annual	25,379	26,375	27,437	28,543	29,672	30,867	
23		Hourly	12.50	13.00	13.52	14.06	14.63	15.21	
		Payperiod	1,000	1,040	1,082	1,125	1,170	1,217	
		Annual	25,999	27,039	28,123	29,251	30,424	31,641	
24		Hourly	12.82	13.32	13.86	14.41	14.99	15.58	
		Payperiod	1,025	1,065	1,109	1,153	1,199	1,247	
		Annual	26,663	27,703	28,831	29,982	31,176	32,415	

Range #	Title	Pay							Maximum	
		Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
25		Hourly	13.13	13.66	14.20	14.78	15.36	15.98		
		Payperiod	1,050	1,093	1,136	1,182	1,229	1,278		
		Annual	27,304	28,411	29,539	30,734	31,951	33,234		
26		Hourly	13.46	14.00	14.55	15.14	15.74	16.38		
		Payperiod	1,077	1,120	1,164	1,211	1,260	1,311		
		Annual	27,990	29,119	30,269	31,486	32,747	34,075		
27	Recreation Assistant I Teen Program Assistant Administrative Assistant I Finance Assistant I	Hourly	13.80	14.35	14.94	15.53	16.15	16.79		
		Payperiod	1,104	1,148	1,195	1,242	1,292	1,343		
		Annual	28,698	29,849	31,066	32,305	33,588	34,916		
28		Hourly	14.15	14.71	15.30	15.91	16.55	17.21		
		Payperiod	1,132	1,177	1,224	1,273	1,324	1,377		
		Annual	29,428	30,601	31,818	33,101	34,429	35,801		
29		Hourly	14.50	15.08	15.69	16.31	16.97	17.64		
		Payperiod	1,160	1,207	1,255	1,305	1,357	1,411		
		Annual	30,159	31,376	32,637	33,920	35,292	36,686		
30		Hourly	14.86	15.46	16.07	16.72	17.38	18.08		
		Payperiod	1,189	1,237	1,286	1,338	1,391	1,447		
		Annual	30,911	32,150	33,433	34,783	36,155	37,615		
31	Lead Teen Program Asst Park Maintenance Wrkr I Recreation Assistant II Administrative Assistant II Finance Assistant II	Hourly	15.23	15.85	16.48	17.14	17.82	18.53		
		Payperiod	1,219	1,268	1,318	1,371	1,425	1,482		
		Annual	31,685	32,969	34,274	35,646	37,062	38,545		
32	Technical Assistant Public Wks. Maint. Worker I	Hourly	15.62	16.24	16.89	17.56	18.27	19.00		
		Payperiod	1,249	1,300	1,351	1,405	1,461	1,520		
		Annual	32,482	33,787	35,137	36,531	37,991	39,518		
33		Hourly	16.01	16.65	17.31	18.01	18.72	19.48		
		Payperiod	1,281	1,332	1,385	1,441	1,498	1,558		
		Annual	33,301	34,628	36,000	37,460	38,943	40,514		
34		Hourly	16.40	17.06	17.74	18.46	19.19	19.96		
		Payperiod	1,312	1,365	1,420	1,477	1,535	1,597		
		Annual	34,119	35,491	36,907	38,390	39,916	41,510		
35	Park Maintenance Wrkr II Facilities Maint. Worker II Administrative Assistant III	Hourly	16.81	17.49	18.18	18.91	19.67	20.46		
		Payperiod	1,345	1,399	1,454	1,513	1,574	1,637		
		Annual	34,960	36,376	37,814	39,341	40,912	42,549		
36		Hourly	17.24	17.92	18.65	19.38	20.16	20.97		
		Payperiod	1,380	1,434	1,492	1,551	1,613	1,677		
		Annual	35,867	37,283	38,788	40,315	41,930	43,612		

Range #	Title	Pay						Maximum	
		Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
37	Public Wks. Maint. Worker II <u>Administrative Supervisor</u>	Hourly	17.66	18.37	19.11	19.87	20.66	21.49	
		Payperiod	1,413	1,470	1,528	1,590	1,653	1,719	
		Annual	36,730	38,213	39,739	41,333	42,970	44,696	
38		Hourly	18.09	18.82	19.57	20.36	21.18	22.02	
		Payperiod	1,448	1,505	1,566	1,629	1,694	1,762	
		Annual	37,637	39,142	40,713	42,350	44,054	45,802	
39	Senior Park Maint Worker	Hourly	18.55	19.30	20.07	20.87	21.71	22.57	
		Payperiod	1,484	1,544	1,606	1,670	1,737	1,806	
		Annual	38,589	40,138	41,753	43,412	45,160	46,953	
40	Deputy City Clerk	Hourly	19.02	19.79	20.57	21.40	22.25	23.15	
		Payperiod	1,522	1,583	1,646	1,712	1,780	1,852	
		Annual	39,562	41,155	42,793	44,519	46,289	48,147	
41	CRT Representative Exec Asst to the City Mgr Planner I Project Inspector I Surface Water Quality Specialist	Hourly	19.50	20.29	21.09	21.94	22.81	23.72	
		Payperiod	1,560	1,623	1,688	1,755	1,825	1,898	
		Annual	40,558	42,195	43,877	45,625	47,439	49,342	
42	Computer/Network Specialist Sr. Public Works Maint. Worker	Hourly	19.99	20.79	21.62	22.48	23.37	24.32	
		Payperiod	1,599	1,663	1,729	1,798	1,870	1,945	
		Annual	41,576	43,235	44,961	46,754	48,612	50,581	
43	Recreation Coordinator Teen Program Supervisor Right-of-Way Inspector Environmental Educator	Hourly	20.49	21.31	22.16	23.04	23.97	24.92	
		Payperiod	1,639	1,705	1,773	1,843	1,917	1,994	
		Annual	42,616	44,320	46,090	47,926	49,851	51,843	
44	Plans Examiner I Code Enforcement Officer	Hourly	21.00	21.84	22.71	23.62	24.56	25.54	
		Payperiod	1,680	1,747	1,817	1,889	1,965	2,043	
		Annual	43,678	45,426	47,240	49,121	51,090	53,126	
45	Grants Specialist Planner II	Hourly	21.52	22.38	23.28	24.21	25.18	26.19	
		Payperiod	1,722	1,791	1,862	1,937	2,014	2,095	
		Annual	44,762	46,554	48,413	50,360	52,374	54,476	
46	Budget Analyst Management Analyst Staff Accountant	Hourly	22.05	22.95	23.86	24.81	25.81	26.84	
		Payperiod	1,764	1,836	1,909	1,985	2,065	2,147	
		Annual	45,868	47,727	49,630	51,599	53,679	55,825	
47	Project Inspector II Human Resources Analyst Utility Coordinator	Hourly	22.63	23.52	24.47	25.43	26.46	27.52	
		Payperiod	1,810	1,882	1,957	2,035	2,116	2,202	
		Annual	47,063	48,922	50,891	52,905	55,029	57,242	
48	Plans Examiner II Purchasing Officer Project Engineer (non-licensed)	Hourly	23.18	24.11	25.07	26.07	27.12	28.20	
		Payperiod	1,854	1,928	2,006	2,086	2,169	2,256	
		Annual	48,214	50,139	52,152	54,232	56,401	58,658	

Range #	Title	Pay							Maximum	
		Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
49	Customer Resp. Team Superv. Coordinator Office of Neigh Facilities Coordinator Parks Superintendent Planner III Recreation Superintendent Surface Water Prog. Coord.	Hourly	23.76	24.71	25.70	26.72	27.80	28.90		
		Payperiod	1,901	1,977	2,056	2,138	2,224	2,312		
		Annual	49,431	51,400	53,458	55,582	57,817	60,118		
50	Network Administrator Communications Specialist IS Project Manager	Hourly	24.35	25.32	26.34	27.39	28.49	29.63		
		Payperiod	1,948	2,025	2,107	2,191	2,279	2,370		
		Annual	50,648	52,661	54,785	56,976	59,255	61,623		
51	Public Wks. Maint. Supervisor	Hourly	24.96	25.96	27.00	28.07	29.20	30.37		
		Payperiod	1,997	2,076	2,160	2,246	2,336	2,430		
		Annual	51,909	53,989	56,157	58,392	60,738	63,171		
52	Plans Examiner III Senior Management Analyst Project Engineer (licensed)	Hourly	25.59	26.62	27.68	28.79	29.93	31.14		
		Payperiod	2,048	2,129	2,214	2,303	2,395	2,491		
		Annual	53,237	55,361	57,573	59,875	62,264	64,765		
53	City Clerk	Hourly	26.23	27.28	28.37	29.51	30.69	31.91		
		Payperiod	2,099	2,182	2,270	2,361	2,455	2,553		
		Annual	54,564	56,733	59,012	61,379	63,835	66,380		
54	Senior Budget Analyst Financial Operations Supervisor	Hourly	26.88	27.96	29.07	30.24	31.46	32.71		
		Payperiod	2,151	2,236	2,326	2,419	2,516	2,617		
		Annual	55,914	58,149	60,472	62,906	65,428	68,039		
55	GIS Specialist Health/Human Services Mgr	Hourly	27.55	28.66	29.81	31.00	32.24	33.53		
		Payperiod	2,204	2,293	2,385	2,480	2,579	2,682		
		Annual	57,308	59,609	61,999	64,477	67,066	69,743		
56	Capital Projects Manager Assistant to the City Manager Comm/Govt Relations Manager	Hourly	28.25	29.38	30.55	31.78	33.04	34.37		
		Payperiod	2,260	2,351	2,444	2,542	2,643	2,750		
		Annual	58,768	61,114	63,548	66,092	68,725	71,491		
57	Database Administrator Economic Devel. Coord.	Hourly	28.96	30.12	31.32	32.57	33.87	35.23		
		Payperiod	2,316	2,409	2,505	2,606	2,710	2,819		
		Annual	60,229	62,640	65,141	67,752	70,451	73,283		
58		Hourly	29.68	30.86	32.09	33.38	34.72	36.10		
		Payperiod	2,374	2,469	2,568	2,671	2,778	2,888		
		Annual	61,733	64,189	66,756	69,433	72,221	75,098		
59	Public Works Ops Mgr Building Official Planning Manager	Hourly	30.42	31.65	32.90	34.22	35.59	37.01		
		Payperiod	2,434	2,532	2,632	2,738	2,848	2,961		
		Annual	63,282	65,827	68,438	71,181	74,036	76,978		

Range #	Title	Pay	Maximum					
		Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
72		Hourly	41.94	43.61	45.36	47.18	49.06	51.02
		Payperiod	3,356	3,489	3,629	3,774	3,925	4,082
		Annual	87,245	90,719	94,348	98,132	102,048	106,119
73		Hourly	42.99	44.71	46.50	48.36	50.28	52.30
		Payperiod	3,439	3,577	3,720	3,869	4,023	4,184
		Annual	89,414	92,998	96,715	100,588	104,592	108,774
74		Hourly	44.06	45.82	47.66	49.56	51.55	53.60
		Payperiod	3,525	3,665	3,813	3,965	4,124	4,288
		Annual	91,648	95,299	99,127	103,088	107,226	111,496
75		Hourly	45.17	46.98	48.85	50.81	52.84	54.94
		Payperiod	3,613	3,758	3,908	4,064	4,227	4,396
		Annual	93,950	97,711	101,605	105,677	109,903	114,284

Range #	Title	Pay						Maximum	
		Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
60		Hourly	31.18	32.42	33.72	35.07	36.48	37.93	
		Payperiod	2,494	2,594	2,698	2,806	2,918	3,035	
		Annual	64,853	67,442	70,141	72,951	75,872	78,903	
61	Aurora Corridor Project Manager	Hourly	31.97	33.24	34.57	35.96	37.39	38.89	
		Payperiod	2,557	2,659	2,766	2,876	2,991	3,111	
		Annual	66,490	69,146	71,911	74,788	77,775	80,895	
62	City Engineer Information Systems Manager	Hourly	32.76	34.08	35.45	36.86	38.33	39.86	
		Payperiod	2,621	2,727	2,836	2,949	3,066	3,189	
		Annual	68,150	70,894	73,726	76,669	79,722	82,908	
63		Hourly	33.57	34.92	36.32	37.77	39.29	40.86	
		Payperiod	2,686	2,794	2,905	3,022	3,143	3,269	
		Annual	69,832	72,642	75,540	78,572	81,714	84,988	
64	Asst. PADS Director	Hourly	34.42	35.80	37.23	38.72	40.26	41.88	
		Payperiod	2,754	2,864	2,979	3,098	3,221	3,350	
		Annual	71,602	74,456	77,443	80,541	83,749	87,112	
65	Human Resources Director	Hourly	35.27	36.69	38.16	39.68	41.27	42.92	
		Payperiod	2,822	2,935	3,053	3,174	3,302	3,434	
		Annual	73,372	76,315	79,368	82,532	85,851	89,281	
66		Hourly	36.16	37.60	39.12	40.68	42.31	44.00	
		Payperiod	2,893	3,008	3,129	3,254	3,385	3,520	
		Annual	75,208	78,218	81,360	84,612	87,998	91,516	
67		Hourly	37.07	38.55	40.09	41.70	43.37	45.09	
		Payperiod	2,966	3,084	3,208	3,336	3,470	3,607	
		Annual	77,111	80,187	83,395	86,736	90,210	93,795	
68		Hourly	37.99	39.51	41.08	42.73	44.44	46.22	
		Payperiod	3,039	3,161	3,287	3,419	3,556	3,698	
		Annual	79,014	82,178	85,453	88,883	92,445	96,140	
69	Assistant City Manager Finance Director Public Works Director Planning & Devel. Svcs. Director Parks & Rec Director	Hourly	38.94	40.50	42.12	43.81	45.55	47.38	
		Payperiod	3,116	3,240	3,369	3,505	3,644	3,790	
		Annual	81,006	84,236	87,599	91,117	94,746	98,552	
70	City Attorney	Hourly	39.91	41.51	43.18	44.90	46.70	48.56	
		Payperiod	3,193	3,321	3,454	3,592	3,736	3,885	
		Annual	83,019	86,338	89,812	93,396	97,136	101,008	
71		Hourly	40.91	42.55	44.25	46.02	47.86	49.77	
		Payperiod	3,273	3,404	3,540	3,682	3,829	3,982	
		Annual	85,099	88,506	92,047	95,720	99,548	103,530	

POSITION SUMMARY

	1998	1999	2000	2001
	Budgeted	Budgeted	Budgeted	Budgeted
	Positions	Positions	Positions	Positions
Parks & Recreation Director	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Assistant II	0.00	0.00	0.00	0.60
Recreation Assistant II	1.00	1.00	1.00	1.00
Recreation Assistant II	1.00	1.00	1.00	1.00
Parks Superintendent	1.00	1.00	1.00	1.00
Parks Maintenance Worker II	1.00	1.00	1.00	1.00
Parks Maintenance Worker II	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	0.00	0.00	1.00	1.00
Parks Maintenance Worker I	0.00	0.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Assistant III Administrative Supervisor	1.00	1.00	1.00	1.00
Teen Program Supervisor	1.00	1.00	1.00	1.00
Lead Teen Program Assistant	0.50	0.00	0.75	0.83
Teen Program Assistant	0.50	0.00	0.75	0.75
Teen Program Assistant	0.50	0.00	0.62	0.75
Administrative Assistant I	0.00	0.00	0.00	0.50
Senior Guard	0.00	0.00	0.00	0.93
Senior Guard	0.00	0.00	0.00	0.63
Senior Guard	0.00	0.00	0.00	0.80
Lifeguard/Instr	0.00	0.00	0.00	0.88
Teen Program Assistant	0.50	0.00	0.00	0.00
Teen Program Assistant	0.50	0.00	0.00	0.00
Teen Program Assistant	0.50	0.00	0.00	0.00
Teen Program Assistant	0.50	0.00	0.00	0.00
	16.50	13.00	17.12	21.65

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Approve Public Works Trust Fund Loan Agreements for the Ronald Bog Drainage and the 3 rd Avenue Drainage Projects
DEPARTMENT:	Public Works
PRESENTED BY:	William L. Conner, Public Works Director <i>wlc</i>

EXECUTIVE / COUNCIL SUMMARY

The purpose of this report is to request your Council's approval of Public Works Trust Fund Loan Agreements for the Ronald Bog Drainage and the 3rd Avenue Drainage Projects. These two capital projects are included in the City's 2001 – 2006 Capital Improvement Program (CIP).

Staff submitted loan applications to the Public Works Trust Fund (PWTF) to secure funding to complete these two projects. The PWTF has approved the loan applications and has forwarded agreements to the City of Shoreline for execution. The following provides a brief overview of each of the projects.

Ronald Bog Drainage Project

This project will evaluate, design, and construct drainage improvements to address flooding downstream of the outlet from Ronald Bog and also solve flooding at 175th Street and 10th Avenue NE and in the vicinity of NE 178th Street and Serpentine Place. The first phase will perform a drainage study of the area and develop recommendations to address local flooding. The evaluation will include review of previous studies performed by King County. Also, part of the study is drainage modeling of the area under existing and future development and the resulting potential impacts downstream. Conceptual designs and cost estimates for the recommended alternative will be developed and used to better define future costs. The study will include public involvement and coordination with other resource agencies such as City of Seattle, King County and the State of Washington. The study will also evaluate interim measures that could be taken to reduce the extent of local flooding until the long-term solution can be implemented. Subsequent phases of the project include design of recommended alternatives, right-of-way acquisition if needed, and construction. The results of this study were shared with your Council at the February 26, 2001 meeting. Based upon direction given by your Council, staff is currently investigating other design options and will return to your Council in the near future to share the results.

Staff completed a drainage pre-design study and alternatives were identified. Staff worked with the Citizens Advisory Committee (CAC) and the Technical Advisory Committee (TAC) to complete the pre-design and determine the preferred alternatives.

In 2001, staff's work plan for this project includes design, environmental review and right-of-way, and construction is planned. The PWTF loan is for an amount not to exceed \$4,055,500. The term of the loan shall not exceed 20 years with the final payment due July 1, 2021. The interest rate shall be one-half percent (1/2%) per annum on the outstanding principal balance.

3rd Avenue Drainage Project

This project will evaluate, design, and construct drainage improvements to address flooding within the project limits. The first phase will perform a drainage study of the area and develop recommendations to address local flooding. The evaluation will include review of previous studies performed by King County. Also as part of the study is drainage modeling of the area under existing and future development and the resulting potential impacts downstream. Conceptual designs and cost estimates for the recommended alternative will be developed and used to better define future costs. The study will include public involvement and coordination with other resource agencies such as King County and the State of Washington. The study will also evaluate interim measures that could be taken to reduce the extent of local flooding until the long-term solution can be implemented. Subsequent phases of the project include design of recommended alternatives, right-of-way acquisition if needed, and construction of the recommended improvements. Staff has completed a pre-design study to identify preferred alternatives for this project. The results of this study were shared with your Council on April 23, 2001.

In 2001, staff's work plan includes design, environmental review and initiation of construction work. The PWTF loan is for an amount not to exceed \$1,959,500. The term of the loan shall not exceed 20 years with the final payment due July 1, 2021. The interest rate shall be one-half percent (1/2%) per annum on the outstanding principal balance.

Staff prepared the loan estimates for these projects when they were added to the CIP. The City has a large local match of \$1,898,500 for the Ronald Bog Drainage Project and \$629,500 for the 3rd Avenue Drainage Project in order to qualify for the lowest interest rate. The local match funds and loan payments will be made out of the City's Surface Water Management Fund.

RECOMMENDATION

Staff recommends that your Council authorize the Interim City Manager to execute the Public Works Trust Fund Loan Agreements for the Ronald Bog Drainage and the 3rd Avenue Drainage Projects.

Approved By:

City Manager



City Attorney



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Motion to Approve Contract Administration Services Contract with Reid Middleton for the Shoreview Park Improvement Project
DEPARTMENT: Public Works
PRESENTED BY: William L. Conner, Public Works Director *WLC*

EXECUTIVE / COUNCIL SUMMARY

The purpose of this report is to obtain your Council's approval for a professional services contract with Reid Middleton to provide contract administration services for the Shoreview Park Improvement Project.

The project scope of work includes the construction of a new "Little League" baseball field, parking lot, two restroom facilities and two children's play areas. In addition, the project includes the construction of pedestrian paths to connect existing features in the park and frontage improvements to meet applicable permit requirements.

As required by City purchasing procedures and RCW 39.80.050, staff reviewed the statements of qualifications and performance data filed with the City in response to its Request for Proposal (RFP). Reid Middleton provided professional services for the design of Shoreview Park and was therefore selected as the firm most qualified to provide the contract administration services for this project. Staff negotiated a contract with Reid Middleton for an amount not to exceed \$143,536.



The 2001 – 2006 Capital Improvement Program provides sufficient funding to perform the scope of work for this project. In addition, your Council approved Ordinance 269 on April 23, 2001 that amended the project budget and provided additional funding for contract administration for this project.

RECOMMENDATION

Staff recommends that your Council authorize the City Manager to execute a professional services contract with Reid Middleton, for the Shoreview Park Improvement Project in the amount not to exceed \$143,536 and execute amendments up to an additional 10%.

Approved By: City Manager *KTB* City Attorney *N/A*

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance 271, Appropriating Budget Authority in 2001 for Uncompleted 2000 Capital and Operating Projects
DEPARTMENT:	Finance
PRESENTED BY:	Debbie Tarry, Finance Director  Patti Rader, Senior Budget Analyst 

EXECUTIVE / COUNCIL SUMMARY

The attached reappropriation ordinance (Attachment A) is the outcome of an annual process implemented in 2000 to amend the current year's budget by carrying forward funding for any prior year capital projects that were not completed as projected in the prior year. The reappropriation process has been expanded this year to allow funds to be carried forward for projects within operating funds that meet specific guidelines. The carry forward request must be for a purchase order or contract that was approved during 2000 with a minimum value of \$1,000 and sufficient 2000 budget must be available within the specific program.

Since these projects were not completed in 2000 as projected, a resulting under-expenditure occurred in both operating and capital funds. This under-expenditure was highlighted on May 7, 2001 as part of the 2000 Fourth Quarter Financial Report. The beginning fund balances in these funds for the current year will be higher than budgeted due to the under-expenditures in 2000. The proposed ordinance reappropriates available fund balances from these funds to complete these projects.

It is often difficult to fully project the status of a project. In some cases, projects are initiated in one year, but do not get completed until the following year. This is not always known when planning the next budget cycle and therefore the unexpended funds from one year become part of the fund balance carried into the next year. It is necessary to take the portion of the fund balance actually needed to complete the projects and reappropriate those dollars for expenditure.

A key example of this exists in the technology plan. The 2001 technology plan budget was set expecting certain projects, such as the Hansen software implementation, to be completed and fully paid in year 2000. The actual results of 2000 were that, although a purchase order had been issued for the full amount of the Hansen contract, all payments were not made as certain key events trigger the release of progress payments. These payments will be made in 2001, but budget authority must be transferred from year 2000 and reappropriated for expenditure in 2001. In addition to

the Hansen payments (\$205,542), there is approximately \$290,000 of technology projects that were not completed in year 2000 and when the 2001 budget was developed, monies were not included to fund all of the uncompleted technology projects. Without the reappropriation of the 2000 unspent funds, there is not sufficient funding in the 2001 budget to complete these projects. Therefore, \$495,542 will be carried forward into 2001 for the Technology Plan.

The following is a list of the requests that are included in the proposed reappropriation ordinance for operating funds.

Fund	Project Name	Appropriation Request
General Fund		
	Information Services/Tech Plan	495,542
	Neighborhood Mini Grants	17,420
	CH2M Hill Contract – Shoreline Water District	32,491
	Recycling Programs	10,603
	Shoreline Pool Drainage Project	24,028
	Facilities – HVAC Work	10,000
	Total Additional Appropriation	\$590,084
Street Fund		
	Sidewalk Repair Program	125,826
	Tree Inventory Project	16,875
	Tree Trimming Program	62,729
	Water Meter Installation – 175 th DOT Project	3,418
	Total Additional Appropriation	\$208,848
Surface Water Management Fund		
	CH2M Hill – Endangered Species Act	2,622
	Total Additional Appropriation	\$2,622

The 2001 budget that was developed for the Capital Improvement Program (CIP) assumed a certain level of 2000 expenditures resulting from the anticipated year-end status of the capital projects. Due to various circumstances, some of these projects were not completed in 2000 and funds were not fully expended as projected.

During the budget process it is often difficult to project the year-end status of a specific capital project. This is due to a variety of reasons, including weather, contractor delays, public involvement processes, special orders for materials, project scope changes, etc. Currently, only one year of the CIP is appropriated, thus project budgets expire at the end of the fiscal year. This reappropriation process allows funding authority to continue into the next year to facilitate the continuation and completion of these projects.

The following summarizes the reappropriation requests within the capital funds.

Fund	Project Name	Appropriation Request
General Capital Fund		
	City Hall Space Needs	\$ 30,354
	Additional Space Renovations	47,881
	Richmond Highland Community Center	16,716
	Shoreview Park	10,701
	Skate Park	9,914
	Neighborhood Park Repairs	65,000
	Paramount School Park	764
	Swimming Pool Improvements	21,523
	Richmond Beach Saltwater Park	<u>4,672</u>
	Total Additional Appropriation	\$ 207,525
Road Capital Fund		
	Interurban Trail	240,083
	Pedestrian Crossing – 15 th N.E.	26,323
	15 th Ave./N.E. 165 th Traffic Signal	197,918
	15 th Ave. N.E.	84,169
	North 185 th Street Rechannelization	74,189
	Aurora Ave. North Corridor	549,171
	Slope Erosion – 1 st Ave. N.W.	48,115
	North City Business District	1,044
	Curb Ramp Program	<u>90,760</u>
	Total Additional Appropriation	1,311,772
Surface Water Capital Fund		
	Surface Water Improvement-Small Projects	200,000
	Surface Water Project Formulation	33,726
	Ronald Bog Drainage Improvements	86,692
	Drainage Improvement-3 rd Ave. N.W.	<u>122,915</u>
	Total Additional Appropriation	\$ 443,333

RECOMMENDATION

Move to approve Ordinance 271, appropriating budget authority in 2001 for uncompleted 2000 capital and operating projects.

Approved By: City Manager KTB City Attorney N/A

ATTACHMENTS

- A. Ordinance No. 271
- B. Listing of Operating and Capital Projects included in Ordinance 271

BACKGROUND / ANALYSIS

The attached reappropriation ordinance (Attachment A) is the outcome of an annual process implemented in 2000 to amend the current year's budget by carrying forward funding for any prior year capital projects that were not completed as projected in the prior year. The reappropriation process has been expanded this year to allow funds to be carried forward for projects within operating funds that meet specific guidelines. The carry forward request must be for a purchase order or contract that was approved during 2000 with a minimum value of \$1,000 and sufficient 2000 budget must be available within the specific program.

Since these projects were not completed in 2000 as projected, a resulting under-expenditure occurred in both operating and capital funds. This under-expenditure was highlighted on May 7, 2001 as part of the 2000 Fourth Quarter Financial Report. The beginning fund balances in these funds for the current year will be higher than budgeted due to the under-expenditures in 2000. The proposed ordinance reappropriates available fund balances from these funds to complete these projects.

General Fund

The total requested amount to be carried forward to support ongoing operating projects from the 2000 General Fund budget into 2001 is \$505,626. Revenues to support this reappropriation come from both fund balance and two recycling grants. The operating projects involved are detailed below.

1. Information Services/Technology Plan

Amount - \$495,542

Justification – In the year 2000, the City initiated the installation of the Hansen software that is to be used for customer tracking, code enforcement, permitting, and asset management. Approximately \$205,542 of the contract with Hansen did not get paid in the year 2000, but will be paid in 2001. Since this was not known when planning the 2001 budget, this dollar amount was not programmed in the 2001 budget so the amount must be reappropriated from year 2000 into 2001.

In addition to the Hansen project, there was an additional \$290,000 in the 2000 Technology plan that was programmed for expenditure in 2000, but actually will be expended in 2001. These monies were for documentation of the data flows of various City business practices, completion of the Integrated Financial Accounting System (IFAS) modules, and some integration between the City's financial system and the Hansen software.

2. Neighborhood Mini Grants

Amount - \$17,420

Justification – Four neighborhood grants that were awarded in 2000 will be reappropriated into the 2001 Neighborhoods budget. The Briarcrest Neighborhood was granted \$3,100 in 2000 to plant trees along the west side of 25th NE near Hamlin Park and Kellogg School. Due to drought conditions, the neighborhood has delayed planting the trees until Fall of 2001 to minimize watering requirements and provide the trees a better opportunity to get established under optimum conditions.

The Richmond Beach Community Council was granted \$5,000 in 2000 to make improvements to Richmond Beach Community Park. These improvements, including installation of an irrigation system, must be coordinated with construction of the new Richmond Beach Library, scheduled for completion in June, 2001. Neighborhood improvements will follow in the summer of 2001.

The Richmond Highlands Neighborhood Association was granted \$4,320 in 2000 to create neighborhood signs, historic markers at five locations within the community and a walking tour brochure. The signs have been completed. The complexity of the historic portion of the project, including the need to coordinate with site representatives, has delayed the project considerably. Completion is anticipated in the summer of 2001.

The Ridgecrest Neighborhood Association was granted \$5,000 in 2000 to plant new and replacement trees in their neighborhood. Similar to Briarcrest, Ridgecrest has decided to plant trees in the fall of 2001 to minimize watering requirements.

3. Shoreline Water District Project (CH2M Hill)

Amount - \$32,491

Justification – The City contracted with CH2M Hill to determine options for the City's assumption of the Shoreline Water District. CH2M Hill's work was not completed in 2000. The remaining contract amount will be carried forward into 2001 for the completion of the project.

4. Recycling Program

Amount - \$10,604

Justification – The 2000 Recycling Program included grant revenue from the Waste Reduction and Recycling (WRR) Grant and the Coordinated Prevention Grant (CPG). This request includes the transfer of unused 2000 grant revenue of \$4,515 from WRR and \$6,089 from CPG to the 2001 Budget to facilitate the completion of various recycling activities.

5. Shoreline Pool Drainage Project

Amount – \$24,028

Justification – This project includes the completion of drainage work at the Shoreline Swimming Pool. Funds remaining from 2000 will be used in 2001 to pay for work construction work underway.

6. Facilities Program

Amount - \$10,000

Justification – Funds remaining from 2000 would be used to complete the HVAC repair work in 2001.

Street Fund

The total requested amount to be carried forward to support ongoing operating projects from the 2000 Street budget into 2001 is \$208,848. Revenues to support this reappropriation come from fund balance. The operating projects involved are detailed below.

1. **Street Operations – Sidewalk Repair Program**
Amount – \$125,826
Justification – The remaining sidewalk repair funds from 2000 will be used to pay for sidewalk repair work to be completed in 2001
2. **Street Operations – Tree Inventory**
Amount – \$16,875
Justification – The remaining 2000 funds for the Tree Inventory contract will be carried forward into 2001 to complete the project.
3. **Street Operations – Tree Trimming Program**
Amount – \$62,729
Justification – Tree Trimming work planned for 2000 was not completed. The remaining 2000 funds will be used in 2001 to complete unfinished work.
4. **Street Engineering – 175th DOT Project**
Amount - \$3,418
Justification – These funds provide for water meter installation and a connection fee to the Shoreline Water District for work that will be completed in 2001 on 175th Street in conjunction with the Washington State Department of Transportation Project.

Surface Water Management Fund

The total requested amount to be carried forward to support ongoing operating projects from the 2000 Surface Water Management Fund budget into 2001 is \$2,622. Revenues to support this reappropriation come from fund balance. The operating project involved is detailed below.

1. **Endangered Species Act (ESA)**
Amount - \$2,622
Justification – These funds provide for the continuation of a contract with CH2MHill for the Endangered Species Act (ESA).

General Capital Fund

The total requested amount to be carried forward to support ongoing capital projects from the 2000 General Capital Fund budget into 2001 is \$207,525. Revenues to support this carryforward come from fund balance. The capital projects involved are detailed below.

1. **City Hall**
Amount - \$30,354
Justification – This project will design and locate a new City Hall. The feasibility study to identify potential sites, identification of services to be accommodated at the site and evaluation of the financial feasibility is underway. Funds remaining from 2000 are needed in 2001 to complete this work.

2. Additional Space Renovations

Amount - \$47,881

Justification – This project includes the construction of landscaping improvements at the Police Station and renovation of Suite 109 in the Highland Plaza Annex. While the work on these projects is complete, the progress payments were submitted after the closure of the 2000 financial statements. Funds remaining from 2000 would pay for these outstanding payments in 2001.

3. Richmond Highlands Community Center

Amount - \$16,716

Justification – This project includes construction of improvements at the Richmond Highlands Community Center. Funds remaining from 2000 would pay for design work currently underway in 2001.

4. Shoreview Park Improvements

Amount - \$10,701

Justification - This project will provide for the design and construction of a new Little League baseball field, parking lot, restroom facility, and children's play area. Funds remaining from 2000 would pay for design and construction work that is scheduled for completion in 2001.

5. Richmond Beach Saltwater Park

Amount - \$4,672

Justification - This project will provide for the construction of the bluff trail improvements in the upper portion of the park, and measures to prevent further erosion of the beach. Funds remaining from 2000 would be used to pay for project management and construction work planned in 2001.

6. Skate Park

Amount - \$9,914

Justification - This project will be constructed in conjunction with the Paramount School Park project. In 2001, the two projects have been merged into the Paramount School Park Project. Funds remaining from 2000 will be transferred to the Paramount School Park Project and will be used in 2001 for field inspections and minor adjustments to the project.

7. Neighborhood Parks Repairs

Amount - \$65,000

Justification - This project will provide minor repair and replacement improvements at neighborhood parks such as American with Disability Act (ADA) access modifications, playground safety enhancements, replacements of fencing and backstops, drinking fountains, irrigation system upgrades and tennis court resurfacing. Funds remaining from 2000 will be used to pay for unfinished work in 2001.

8. Paramount School Park

Amount - \$764

Justification - This project includes regrading of the ball fields, relocation of the existing ball fields, a restroom facility, picnic plaza, paved parking, skate park facility, a new children's play area, street frontage with sidewalk, and site landscaping. Funds remaining from 2000 will be used to pay for unfinished work in 2001.

9. Swimming Pool Improvements

Amount - \$21,523

Justification - This project will implement the modifications as identified in the Master Plan developed in 2000. The scope of work includes expanding the women's locker room, adding additional office and classroom space as well as upgrading the mechanical and electrical systems. Funds remaining from 2000 would pay for design and construction work planned in 2001.

Roads Capital Fund

The total requested amount to be carried forward to support ongoing capital projects from the 2000 Roads Capital Fund budget into 2001 is \$1,311,772. Revenues to support this reappropriation come from both fund balance and several transportation grants. The capital projects involved are detailed below.

1. Interurban Trail

Amount - \$240,083

Justification - This project will design and construct a trail that runs through the City of Shoreline, mostly along the Seattle City Light right of way. Funds remaining from 2000 are needed to pay for the final design and construction of the northern and southern segments of the trail in 2001.

2. Curb Ramp Program

Amount - \$90,760

Justification - This project provides for the construction of new curb ramps that comply with American with Disability Act (ADA) standards at various locations throughout the city. Funds remaining from 2000 are needed to pay for construction work that carried over to 2001.

3. 15th Ave. NE Pedestrian Crossing

Amount - \$26,323

Justification - This project will design and construct two pedestrian crosswalks with refuge islands. These intersections will be upgraded to include curb ramps, lighting, signage and traffic striping. Funds remaining from 2000 would be used to pay for design work in 2001.

4. 15th Avenue NE @ NE 165th Street Traffic Signal

Amount - \$197,918

Justification - This project includes the construction of a fully activated traffic signal at the intersection of 15th Avenue NE and NE 165th Street. Funds remaining from 2000 will be used in 2001 to complete design and construction work. Funds in the amount of \$34,991 from a Hazard Elimination Grant will be carried forward into 2001. The remainder of \$162,927 will be reappropriated from fund balance.

5. **15th Avenue NE**

Amount - \$84,169

Justification - This project will construct a continuous, center left turn lane on 15th Avenue NE between NE 150th Street and NE 155th Street and a new sidewalk on the east side of the street from NE 150th Street to NE 165th Street. Funds remaining from 2000 will be used for design and right of way work in 2001.

6. **North 185th Street Rechannelization**

Amount - \$74,189

Justification - This project will restripe North 185th Street between 1st Avenue NE and Stone Avenue North to provide two traffic lanes (one in each direction), a continuous center left-turn lane, and bicycle lanes on each side. The traffic signal at Meridian Avenue North will be modified to include a left turn lane on North 185th Street. This project will also include operational improvements west of the Aurora Avenue/155th Street intersection to Midvale Avenue North on 155th Street. Funds remaining from 2000 will be used to finish construction work in 2001.

7. **Aurora Avenue North Corridor**

Amount - \$549,171

Justification - This project will include the preliminary design, preparation of grant application packages, right of way acquisition, preparation of final plans, specifications and estimates (PS&E) and construction. The cost estimates for the project for the years 2000 through 2004 assume that the improvements will be focused on the area between North 145th Street and North 165th Street and safety improvements throughout the corridor to enhance pedestrian safety. Remaining funds from 2000 will be used in 2001 to complete preliminary engineering and design work.

8. **1st Avenue Slope Erosion**

Amount - \$48,115

Justification- This project will design and construct erosion protection and a retaining structure on the slope face and provide support to the deck structure of an adjoining property. Controls will be implemented to divert surface water away from the slope. Remaining funds from 2000 will be used in 2001 for construction administration and design work.

9. **North City Business District**

Amount - \$1,044

Justification - This project will design and construct improvements to enhance the aesthetic environment and provide the pedestrian mobility and safety in the North City Business District. Improvements may include landscaping, new sidewalks with curb extensions and sidewalk reconstruction, including curb ramps and signal modifications at three intersections: 15th Ave. NE. @ NE 175th; 15th Ave. NE @ NE 177th St.; 15th Ave. NE @ NE 180th Street. Additional improvements may include mid-block crosswalks with curb extensions at two locations: 15th Ave. NE @ NE 176th St. and 15th Ave. NE @ NE 178th St., safety features such as illumination traffic signing and pavement markings. Funds remaining from 2000 will be used to continue the planning work under in 2001.

Surface Water Capital Fund

The total requested amount to be carried forward to support ongoing capital projects from the 2000 Surface Water Capital Fund budget into 2001 is \$433,333. Revenues to support this reappropriation come from fund balance. The capital projects involved are detailed below.

1. Surface Water Improvement Small Projects

Amount - \$200,000

Justification - This project provides for the construction of minor drainage improvements to reduce localized flooding or surface water related problems at various locations throughout the City. Remaining funds from 2000 will be used to complete design and construction work in 2001.

2. Surface Water Management CIP Project Formulation

Amount - \$33,726

Justification - This project evaluates drainage-related complaints, identifies flooding problems, and provides for storm water facility inventory and condition assessments. Funds remaining from 2000 will be used in 2001 to pay for work currently underway.

3. Ronald Bog Drainage Improvements

Amount - \$86,692

Justification - This project will evaluate, design, and construct drainage improvements to address flooding downstream of the outlet from Ronald Bog and also solve flooding at 175th Street and 10th Avenue NE and in the vicinity of NE 178th Street and Serpentine Place. Funds remaining from 2000 will be used to pay for design, environmental review, right-of-way, and construction work that is scheduled to begin in 2001.

4. 3rd Avenue NW Drainage Improvements –

Amount - \$122,915

Justification - This project will evaluate, design, and construct drainage improvements to address flooding within the project limits. Funds remaining from 2000 will be used to pay for design, environmental review and initiation of construction work.

SUMMARY

The requested carryovers will facilitate the completion of numerous operating and capital projects to allow the City to fulfill your Council's goals and further the City's Capital Improvement Plan. Sufficient funds are available within each fund to be used for the requested reappropriation.

RECOMMENDATION

Move to approve Ordinance 271, appropriating budget authority in 2001 for uncompleted 2000 capital and operating projects.

ATTACHMENT A

ORDINANCE NO. 271

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, AMENDING ORDINANCE NO. 254, AS AMENDED, BY INCREASING THE APPROPRIATION FROM THE GENERAL CAPITAL, ROADS CAPITAL, AND SURFACE WATER CAPITAL FUNDS AND AUTHORIZING EXPENDITURES FOR THE COMPLETION OF 2000 CAPITAL PROJECTS; AND INCREASING THE APPROPRIATION IN THE GENERAL FUND, STREET FUND, AND SURFACE WATER MANAGEMENT FUND FOR COMPLETION OF OPERATING PROJECTS AND CONTRACTS

WHEREAS, the 2001 Budget was adopted by Ordinance No. 254; and

WHEREAS, the 2001 – 2006 Capital Improvement Program was adopted in Ordinance 253; and

WHEREAS, the 2001 Budget had assumed the completion of specific capital improvement projects in 2000; and

WHEREAS, some of these 2000 capital projects were not able to be completed and need to be continued and completed in 2001; and

WHEREAS, due to these 2000 projects not being completed as projected, the 2000 ending fund balances and the 2001 beginning fund balances for the General Capital Fund, Roads Capital Fund, and the Surface Water Capital Fund are greater than budgeted; and

WHEREAS, the City wishes to appropriate a portion of these greater than budgeted beginning fund balances in 2001 to complete 2000 capital projects; and

WHEREAS, various projects were included in the City's operating funds 2000 budget and were not completed during 2000; and

WHEREAS, due to these projects not being completed as projected, the 2000 ending fund balances and the 2001 beginning fund balances for the General Fund, Street Fund, and the Surface Water Management Fund are greater than budgeted; 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;

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

Section 1. Amending Section 2 of Ordinance No. 254. The City hereby amends Section 2 of Ordinance No. 254, as amended, the 2001 Annual Budget, by increasing the appropriation from the General Fund by \$590,084 to \$27,877,910; from the Street Fund by \$208,848 to \$4,145,452; from the Surface Water Management Fund by \$2,622 to \$4,987,609; from the General Capital Fund by \$207,525 to \$9,827,550; from the Roads Capital Fund by 1,311,772 to \$26,727,727; from the Surface Water Capital Fund by 443,333 to 5,361,433; and by increasing the Total Funds appropriation to \$84,276,330 as follows:

General Fund	\$27,287,826	\$27,877,910
Development Services Fund	2,459,111	
Street Fund	3,936,604	4,145,452
Arterial Street Fund	455,955	
Surface Water Mgmt. Fund	4,984,987	4,987,609
General Capital Fund	9,620,025	9,827,550
Roads Capital Fund	25,415,955	26,727,727
Surface Water Capital	4,918,100	5,361,433
General Reserve Fund	1,509,771	
Equipment Replacement Fund	634,972	
Vehicle Operations/ Maintenance Fund	94,972	
Unemployment Fund	85,868	
Code Abatement Fund	108,000	
Total Funds	\$ 81,512,146	\$84,276,330

Section 2. Funds to Complete General Fund Operating Projects. The City Manager is hereby authorized to increase the beginning fund balance for the General Fund by \$505,626 and is authorized to expense these funds for projects as follows:

Project Name	Additional Appropriation
1. Information Services/Tech Plan	495,542
2. Neighborhood Mini Grants	17,420
3. CH2M Hill Contract – Shoreline Water District	32,491
4. Recycling Programs	10,603
5. Shoreline Pool Drainage Project	24,028
6. Facilities – HVAC Work	10,000
Total Additional Appropriation	\$590,084

Section 3. Net Impact on the General Fund. This ordinance does not change the General Fund budgeted ending fund balance of \$1,480,983.

Section 4. Funds to Complete Street Fund Operating Projects. The City Manager is hereby authorized to increase the beginning fund balance for the Street Fund by \$208,848 and is authorized to expense these funds for projects as follows:

<u>Project Name</u>	<u>Additional Appropriation</u>
1. Sidewalk Repair Program	125,826
2. Tree Inventory Project	16,875
3. Tree Trimming Program	62,729
4. Water Meter Installation – 175 th DOT Project	3,418
Total Additional Appropriation	\$208,848

Section 5. Net Impact on the Street Fund. This ordinance does not change the General Fund budgeted ending fund balance of \$290,445.

Section 6. Funds to Complete Surface Water Management Fund Operating Projects. The City Manager is hereby authorized to increase the beginning fund balance for the Surface Water Management Fund by \$2,622 and is authorized to expense these funds for projects as follows:

<u>Project Name</u>	<u>Additional Appropriation</u>
1. CH2M Hill – Endangered Species Act	2,622
Total Additional Appropriation	\$2,622

Section 7. Net Impact on the Surface Water Management Fund. This ordinance does not change the Surface Water Management Fund budgeted ending fund balance of \$1,660,987.

Section 8. Funds to Complete General Capital Fund Improvement Projects. The City Manager is hereby authorized to increase the beginning fund balance for the General Capital Fund by \$207,525 and is authorized to expense these funds for capital improvement projects as follows:

<u>Project Name</u>	<u>Additional Appropriation</u>
1. City Hall Space Needs	\$ 30,354
2. Additional Space Renovations	47,881
3. Richmond Highland Community Center	16,716
4. Shoreview Park	10,701
5. Skate Park	9,914
6. Neighborhood Park Repairs	65,000
7. Paramount School Park	764
8. Swimming Pool Improvements	21,523
9. Richmond Beach Saltwater Park	4,672
Total Additional Appropriation	\$ 207,525

Section 9. Net Impact on the General Capital Fund. This ordinance does not change the General Capital Fund budgeted ending fund balance of \$2,793,877.

Section 10. Funds to Complete Roads Capital Fund Improvement Projects. The City Manager is hereby authorized to increase resources in the Roads Capital Fund by \$1,311,756 by increasing the beginning fund balance by \$684,660 and grant revenue by \$627,112, and is authorized to expense an amount of \$1,311,756 for capital improvement projects as follows:

Project Name	Additional Appropriation
1. Interurban Trail	240,083
2. Pedestrian Crossing – 15 th N.E.	26,323
3. 15 th Ave./N.E. 165 th Traffic Signal	197,918
4. 15 th Ave. N.E.	84,169
5. North 185 th Street Rechannelization	74,189
6. Aurora Ave. North Corridor	549,171
7. Slope Erosion – 1 st Ave. N.W.	48,115
8. North City Business District	1,044
9. Curb Ramp Program	90,760
Total Additional Appropriation	1,311,772

Section 11. Net Impact on the Roads Capital Fund. This ordinance does not change the budgeted ending fund balance for the Roads Capital Fund of \$8,945,085.

Section 12. Funds to Complete Surface Water Capital Fund Projects. The City Manager is hereby authorized to increase the beginning fund balance for the Surface Water Capital Fund by \$443,333 and is authorized to expense these funds for capital improvement projects as follows:

Project Name	Additional Appropriation
1. Surface Water Improvement-Small Projects	200,000
2. Surface Water Project Formulation	33,726
3. Ronald Bog Drainage Improvements	86,692
4. Drainage Improvement-3 rd Ave. N.W.	122,915
Total Additional Appropriation	\$ 443,333

Section 13. Net Impact on the Surface Water Capital Fund. This ordinance does not change the Surface Water Capital Fund budgeted ending fund balance of \$100,000.

Section 14. 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 15. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON MAY 14, 2001.

Mayor Scott Jepsen

ATTEST:

APPROVED AS TO FORM:

Sharon Mattioli, CMC
City Clerk

Ian Sievers
City Attorney

ATTACHMENT B **Reappropriation Requests**

General Fund	IS/Tech Plan	Tech Plan/Hansen PO	Tech Plan/Hansen PO	145,000 \$	111,275 \$	266,275 \$	763,267 Fund Balance	111,275 \$	334,267 Fund Balance	111,275 Complete the implementation and integration of the Hansen and IFAS software.
				379,000	384,267					
	C&GR/Neighborhoods	Neighborhood Mini Grants								Complete Neighborhood Projects approved during 2000.
		Briarcrest trees on 25th NE			3,100					
		Rich. Beach Comm. Park Sprinkler Sys.			5,000					
		Richmond Highlands Historic Markers			4,320					
		Ridgecrest Neighborhood Trees			5,000					
				40,000	17,420	57,420 Fund Balance			17,420	
	CMO/Special Projects	CH2M Hill Contract		15,000	32,491	47,491 Fund Balance			32,491	Complete study of City's potential assumption of Shoreline Water District.
	PW/Recycling	Recycling programs			6,089	CPG Grant			6,089	Continue various recycling projects with remaining Coordinated Prevention (COP) and Waste Recycling and Recycling (WRR) grant funds.
	PW/Recycling	Recycling programs		83,357	4,515	93,961 WRR Grant			4,515	
	PW/Facilities	Shoreline Pool Drainage Project		95,000	24,028	119,028 Fund Balance			24,028	To complete drainage work at the Shoreline Swimming Pool
	PW/Facilities	Facilities			10,000	10,000 Fund Balance			10,000	Completion of HVAC repair work.
	Total General Fund			\$ 27,287,826	\$ 590,084	\$ 27,877,910			\$ 590,084	
Street Fund	PW/Street Operations	Sidewalk Repair Program		\$ 100,000	\$ 125,826	\$ 225,826 Fund Balance			\$ 125,826	These funds would be used in 2001 to pay for sidewalk repair work along with tree inventory and tree trimming work that wasn't completed in 2000.
	PW/Street Operations	Tree Inventory		477,150	16,875				16,875	
	PW/Street Operations	Tree Trimming Program			62,729	556,754 Fund Balance			62,729	
	PW/Street Engineering	Shoreline Water Dist.-Water Meter Installation		\$0	3,418	3,418 Fund Balance			3,418	To provide for a water meter installation and connection fee on 175th (DOT Project)
	Total Street Fund			\$ 3,936,604	\$ 208,848	\$ 4,145,452			\$ 208,848	
Surface Water Mgmt. Fund	PW/SWM Operations	CH2M Hill - ESA		\$ 437,694	\$ 2,622	\$ 440,316 Fund Balance			\$ 2,622	Continuation of a contract with CH2M-Hill for the Endangered Species Act (ESA)
	Total Surface Water Mgmt. Fund			\$ 4,984,987	\$ 2,622	\$ 4,987,609			\$ 2,622	

ATTACHMENT B **Reappropriation Requests**

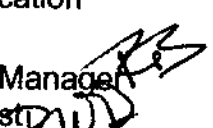
General Capital Fund	PW/CIP	City Hall	0	\$	30,354	\$	30,354	Fund Balance	\$	30,354	The feasibility study to identify potential sites, identification of services to be accommodated at the site and evaluation of the financial feasibility is underway. Funds remaining from 2000 are needed in 2001 to complete this work.
	PW/CIP	Additional Space Renovations	100,000		47,881		147,881	Fund Balance		47,881	While the work on these projects is complete, the progress payments were submitted after the closure of the 2000 financial statements. Funds remaining from 2000 would pay for these outstanding payments in 2001.
	PW/CIP	Richmond Highland Comm. Ctr.	693,210		16,716		709,926	Fund Balance		16,716	Funds remaining from 2000 would pay for design work currently underway in 2001.
	PW/CIP	Shoreview Park	1,790,000		10,701		1,800,701	Fund Balance		10,701	Funds remaining from 2000 would pay for design and construction work that is scheduled for completion in 2001.
	PW/CIP	Richmond Beach Saltwater Park	42,500		4,872		47,172	Fund Balance		4,872	Funds remaining from 2000 would be used to pay for project management and construction work planned in 2001.
	PW/CIP	Skate Park	-		9,914		9,914	Fund Balance		9,914	Funds remaining from 2000 will be transferred to the Paramount School Park Project and will be used in 2001 for design of the project.
	PW/CIP	Neighborhood Park Repairs	80,000		65,000		125,000	Fund Balance		85,000	Funds remaining from 2000 will be used to pay for unfinished work in 2001.
	PW/CIP	Paramount School Park	1,245,000		764		1,245,764	Fund Balance		764	Funds remaining from 2000 will be used to pay for unfinished work in 2001. Also, funds remaining from the Skate Park project will also be transferred into this project to pay for construction administration.
Total General Capital Fund	PW/CIP	Swimming Pool Improvements	1,319,500		21,523		1,341,023	Fund Balance		21,523	Funds remaining from 2000 would pay for design and construction work planned in 2001.
			\$	9,620,025	\$	207,525	\$	9,827,550		\$	207,525

ATTACHMENT B **Reappropriation Requests**

Roads Capital Fund	PW/CIP	Interurban Trail	\$ 3,166,000	\$ 240,083	\$ 3,406,083	Fund Balance	\$ 240,083	Funds remaining from 2000 are needed to pay for the final design and construction of the northern and southern segments of the trail in 2001.
	PW/CIP	Curb Ramp Program	100,000	90,760	190,760	Fund Balance	90,760	Funds remaining from 2000 are needed to pay for construction work that carried over to 2001.
	PW/CIP	Pedestrian Crossing - 15th N.E.	82,000	26,323	108,323	Fund Balance	26,323	Funds remaining from 2000 would be used to pay for design work in 2001.
		15th Ave/N.E. 165th Traffic Signal		34,991		Fund Balance	34,991	Funds remaining from 2000 will be used in 2001 to complete design and construction work.
	PW/CIP	15th Ave/N.E. 165th Traffic Signal	74,631	162,927	272,549	Grant-Hazard Elimination System	162,927	
	PW/CIP	15th Ave. N.E.	230,000	84,169	314,169	Fund Balance	84,169	Funds remaining from 2000 will be used for design and right of way work in 2001.
	PW/CIP	North 185th Street Rechannelization	0	74,189	74,189	Fund Balance	74,189	Funds remaining from 2000 will be used to finish construction work in 2001.
		Aurora Ave. North Corridor		84,986		Fund Balance	84,986	
		Aurora Ave. North Corridor		201,096		Grant-Transportation Improvement Board	201,096	
	PW/CIP	Aurora Ave. North Corridor	9,479,000	263,089	9,742,089	Grant-Transportation Partnership Program		Remaining funds from 2000 will be used in 2001 to complete preliminary engineering and design work.
	PW/CIP	Slope Erosion - 1st Ave N.W.	414,000	48,115	462,115	Fund Balance	48,115	Remaining funds from 2000 will be used in 2001 for construction administration and design work.
	PW/CIP	North City Business District	900,000	1,044	901,044	Fund Balance	1,044	Funds remaining from 2000 will be used to continue the planning work under in 2001.
		Total Roads Capital Fund	\$ 25,415,955	\$ 1,311,772	\$ 26,727,727		\$ 1,311,772	
Surface Water Capital Fund	PW/CIP	Surface Water Improvement-Small Projects	\$ 252,755	\$ 200,000	\$ 452,755	Fund Balance	\$ 200,000	Remaining funds from 2000 will be used to complete design and construction work in 2001.
		Surface Water Project Formulation	15,000	33,726	48,726	Fund Balance	33,726	Funds remaining from 2000 will be used in 2001 to pay for work currently underway.
		Ronald Bog Drainage Improvements	1,722,000	86,692	1,808,692	Fund Balance	86,692	Funds remaining from 2000 will be used to pay for design, environmental review, and right-of-way work that is scheduled to begin in 2001.
		Drainage Improve - 3rd Ave NW	2,589,000	122,915	2,711,915	Fund Balance	122,915	Funds remaining from 2000 will be used to pay for design, environmental review and initiation of construction work.
		Total Surface Water Capital Fund	\$ 4,918,100	\$ 443,333	\$ 5,361,433		\$ 443,333	

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Proposed 2002 Community Development Block Grant Capital Allocation Process, Pass-Through Certification
DEPARTMENT:	Office of Health and Human Services
PRESENTED BY:	Rob Beem, Health and Human Services Manager Bethany Wolbrecht-Dunn, Grant Specialist



EXECUTIVE / COUNCIL SUMMARY

Each year the City must certify to King County its intent to use its CDBG allocation and continue as a member of the King County Consortium. The City must also estimate the amount of its allocation that will be spent in each of four program areas. It is estimated that the City will receive \$368,000 in new CDBG funding in 2002. There is an additional \$40,000 available for allocation as a result of the cancellation of the YMCA's Child Care Center capital project from 2000. This memo outlines a recommendation for allocating this \$403,000 among the housing repair, capital, public services and administration program areas.

In September of 2000 your Council adopted an allocations plan for the use of CDBG and General Funds to support Public Services for fiscal years 2001 and 2002 and CDBG Capital funding for fiscal year 2001. This plan will guide staff recommendations for Public Services in 2002.

For 2002 CDBG Capital funding, staff recommends that we reconvene the HHS Allocations Committee from 2000 to review and prepare funding recommendations for the Capital allocation process.

Each year the City must hold a public hearing on the proposed use of CDBG funding. Once the work of the HHS Allocations Committee is completed in early August, staff will present the CDBG allocations to your Council for review, a public hearing, and approval in early September.

The amounts recommended below are based on historical use and 2001 budget, and are dependent on final Federal and City budget passage.

Proposed CDBG Allocations for 2002

	<u>2001 estimate</u>	<u>2001 actual</u>	<u>2002 proposed*</u>
CDBG/Public Services**	\$ 58,000	\$ 56,994	\$ 58,000
CDBG/Capital	\$ 102,000	\$ 141,415	\$ 140,000
CDBG/ Housing Repair***	\$ 120,000	\$ 150,341	\$ 158,000
CDBG/ Administration***	\$ 53,000	\$ 47,990	\$ 52,000
Total	\$ 333,000	\$ 396,740	\$ 408,000

*Includes the \$40,000 reprogrammed from the cancelled project

**Previously allocated in 2000

***Not included in competitive process

RECOMMENDATION

Staff recommends that your Council confirm the cancellation of the 2000 YMCA project in the amount of \$40,000 and the reallocation of these funds to the 2002 process. Staff also recommends that your Council confirm the city's pass-through status and authorize the City Manager to execute the King County certification form to reflect these estimated amounts: \$58,000 for public services, \$52,000 for planning and administration, \$158,000 for the Housing Repair Program, and \$140,000 for capital projects. In addition, staff recommends consensus from your Council to implement the allocation process for 2002 CDBG Capital Improvement funding as outlined in the staff report.

Approved By: City Manager KTB

City Attorney JP

BACKGROUND

In April 2000, your Council chose to allocate Health and Human Services competitive funding through a biennial process. These competitive funds include City of Shoreline General Funds and Community Development Block Grant (CDBG) Funds. In addition, your Council directed staff to convene a Health and Human Services Allocations Committee (whose membership was reviewed and approved by Mayor Jepsen and Deputy Mayor Hansen) who then recommended the agencies and programs to be funded. In September 2000, your Council heard public comment on the proposed allocation and then approved the recommendations.

These recommendations included CDBG and General Fund Public Services funding for fiscal years 2001 and 2002 and CDBG Capital funding for fiscal year 2001. For 2002 CDBG Capital funding, staff is recommending that we reconvene the HHS Allocations Committee from 2000 to review and prepare funding recommendations for the Capital allocation process.

The members of last year's HHS Committee have indicated an initial willingness to serve again in 2001. Staff estimates that 4-6 applications for capital projects will be received for the estimated \$140,000 available to allocate. Reconvening last year's HHS Committee would save resources related to advertising for members, educating and training new Committee members, and related staff time. Staff estimates that the Committee will be able to complete their task in 1-2 meetings.

As in the past, the HHS Committee's recommendation for projects to be funded with CDBG will be brought forward to your Council in September for review, a public hearing, and approval. This proposal list will also include CDBG Public Service projects included in the 2001-2002 plan. While Public Service projects were chosen in 2000 for 2001 and 2002, a public hearing on and approval of proposed CDBG projects is required by King County on a yearly basis.

In addition, each year the City must certify to King County of our intent to use our CDBG allocation and to estimate the amount in each category that we plan to allocate. During this process, the City also has an opportunity to officially cancel projects and reallocate the funding. The YMCA was allocated \$40,000 for fiscal year 2000 for the development of a child care center in Shoreline. In August of 2000, the YMCA notified the City of their decision to not accept the funding. The United States Department of Housing and Urban Development (HUD) and King County regulations require that all project cancellations or changes in the purpose, scope or intended beneficiaries be approved by the local jurisdiction. Staff recommends approving this cancellation and reallocating the \$40,000 to the 2002 process.

In mid-April, King County provided the City with an initial estimated amount of our total pass-through allocation of \$368,000. This estimate is intentionally conservative and often lower than the final allocation. Staff's recommendations are based on historical use and the 2001-2002 Public Services Plan, and are dependent on final Federal and City budget passage.

Proposed CDBG Allocations for 2002

	<u>2001 estimate</u>	<u>2001 actual</u>	<u>2002 proposed*</u>
CDBG/Public Services**	\$ 58,000	\$ 56,994	\$ 58,000
CDBG/Capital	\$ 102,000	\$ 141,415	\$ 140,000
CDBG/ Housing Repair***	\$ 120,000	\$ 150,341	\$ 158,000
CDBG/ Administration***	\$ 53,000	\$ 47,990	\$ 52,000
Total	\$ 333,000	\$ 396,740	\$ 408,000

*Includes the \$40,000 reprogrammed from the cancelled project

**Previously allocated in 2000

***Not included in competitive process

SUMMARY

In order to receive the City's CDBG pass-through allocation, your Council must certify to King County its intent to receive and administer pass-through funds. The amounts allocated to public services, planning and administration, capital projects and the King County Housing Repair Program must also be approved by your Council. In addition, staff is seeking your Council's consensus to implement the CDBG Capital Allocation process as outlined in the staff report.

RECOMMENDATION

Staff recommends that your Council confirm the cancellation of the 2000 YMCA project in the amount of \$40,000 and the reallocation of these funds to the 2002 process. Staff also recommends that your Council confirm the city's pass-through status and authorize the City Manager to execute the King County certification form to reflect these estimated amounts: \$58,000 for public services, \$52,000 for planning and administration, \$158,000 for the Housing Repair Program, and \$140,000 for capital projects. In addition, staff recommends consensus from your Council to implement the allocation process for 2002 CDBG Capital Improvement funding as outlined in the staff report.


ATTACHMENTS

A. Attachment A: 2002 CDBG Capital Improvement Allocation Process Timeline

**2002 CDBG Capital
Improvement Allocation Process Timeline**

Applications Available	4/24
Council Meeting	5/14
Funding Applications Due	6/5
H&HS Advisory Committee Reviews	July
H&HS Final Recommendation	8/10
Council Hearing/Review/Action	9/10
CDBG Plan due to King County	10/1

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorization for the City Manager to Execute an Interlocal Agreement Between the City of Shoreline and the City of Lake Forest Park Relating to Tennis Programs
DEPARTMENT: Parks, Recreation and Cultural Services
PRESENTED BY: Wendy Barry, Director 

EXECUTIVE / COUNCIL SUMMARY

Attached for your Council consideration is an Interlocal Agreement between the City of Shoreline and the City of Lake Forest Park relating to tennis programs.

The City of Shoreline Parks, Recreation and Cultural Services (PRCS) Department offers tennis camps during the summer months. In 2000, the City of Lake Forest Park contacted the Shoreline PRCS Department for guidance in how to develop and implement summer tennis camps for youth. The City of Lake Forest Park does not have a PRCS Department. After evaluating the steps to develop and implement a program and contract for staff, they concluded that they do not have the staff resources to administer this type of program. As a result, the City of Lake Forest Park sought an agreement to contract with the City of Shoreline for these services.

The tennis camps were submitted and approved during the approval process for the 2001 budget. The City of Shoreline will market, promote, contract with instructors, and monitor two (2) one-week Tennis Courtstars Camps during the summer of 2001. The camps will take place on tennis courts adjacent to Lake Forest Park Elementary School. Promotion will consist of distribution of promotional flyers to schools serving Lake Forest Park youth, and listing the programs in the Lake Forest Park Town Crier Newsletter. The City of Shoreline will be reimbursed for all costs including administrative overhead costs to provide these tennis camps. The City of Shoreline will track and compare revenues and expenditures for the program, and submit an accounting to Lake Forest Park of registration and revenues.

Shoreline's operational expenses including administrative overhead for each one-week tennis camp are \$480. Shoreline will collect a \$40 camp registration fee per participant. Lake Forest Park will be responsible to pay for the difference between revenues and expenses. If revenues meet operational expenses, Shoreline will retain the revenues and no charges will be billed to Lake Forest Park. The minimum enrollment for each camp shall be six (6) participants and maximum enrollment shall be twelve (12). If the

minimum enrollment has not been reached, the camp will be cancelled no later than five (5) days prior to the first day of the camp by the City of Shoreline.

RECOMMENDATION

Staff recommends your Council authorize the City Manager to execute an Interlocal Agreement between the City of Shoreline and the City of Lake Forest Park relating to tennis programs.

Approved By: City Manager FJD City Attorney

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Paramount Park Open Space Acquisition Grant Application to King County Department of Natural Resources Conservation Futures Funding
DEPARTMENT:	Parks, Recreation, and Cultural Services
PRESENTED BY:	Wendy Barry, Parks, Recreation, and Cultural Services Director Bethany Wolbrecht-Dunn, Grant Specialist

WBD

EXECUTIVE / COUNCIL SUMMARY

There are two parcels and a potential portion of a third parcel adjacent to the Paramount Park Open Space (See Attachment A) that are available for acquisition as additional open space. The City's Capital Improvement Program (CIP) includes \$135,000 for open space acquisition at Paramount Park Open Space in anticipation of the potential availability of grant funding. The King County Department of Natural Resources administers the Conservation Futures (CFT) grant program, which provides 50% matching funds for acquisition. CFT funds are King County tax levy funds with the goal to maintain, preserve, conserve and otherwise provide adequate open space lands. The deadline for applying for CFT grant funds is May 23, 2001. Staff is seeking your Council's approval to apply for this grant. No matching funds, however, are currently earmarked. If the grant request is approved by King County, the City has two years to obtain matching funds to purchase the properties. By design, CFT funding is meant to be the "seed" funding, by which additional funding is leveraged.

The acquisition of additional open space adjacent to Paramount Park Open Space is the top open space priority listed in the City of Shoreline Park, Open Space, and Recreation Services Plan and is also listed for 2001 in the Capital Improvement Program (CIP) for 2001-2006. This project has been listed in the CIP for \$135,000, with \$130,000 identified for acquisition and \$5,000 identified for pre-design. Actual costs will reflect the appraised value and negotiations with willing sellers. The parcels have been identified because of their potential environmental and passive recreation value. There are few parcels with these potential values remaining in the City.

Staff will obtain preliminary appraisals on all parcels to be acquired prior to submitting a grant application. Staff estimates that the total cost of acquisition for the two parcels, listed as A and C on Attachment A, may range from \$135,000-\$180,000. If the third partial parcel is included (listed as B), the total acquisition costs may range from \$195,000-\$240,000. The City's request to CFT will be 50% of the appraised value for the parcels and the City will be responsible for obtaining the remaining 50%. Parcels A

and C are approximately 0.4 acres each, while partial parcel B is approximately 0.4-0.5 acres.

Staff recommends your Council consideration of this request for three reasons:

- Priority of this additional open space purchase in the Park, Open Space, and Recreation Services Plan and the Capital Improvement Program
- Criteria and timing of the Conservation Futures funding
- Opportunity of property

The City should be notified by September if the project has been included in the list of projects approved by the King County Council. The City would then have two years (approximately September of 2003) to obtain matching funds for the property acquisition. Staff will continue to seek additional funding to match the CFT funds during this time, and may look to City General Funds to supplement the project. This decision to do so would be made during the budget and CIP review process in the fall of 2001, allowing your Council to review the budget impacts of this potential acquisition.

Staff will continue to update your Council on the progress of this project.

RECOMMENDATION

Staff recommends that your Council authorize the City Manager to submit an application for funding to King County Department of Natural Resources Conservation Futures to purchase additional open space properties adjacent to Paramount Park Open Space.

Approved By: City Manager



City Attorney



BACKGROUND/ANALYSIS

The acquisition of additional open space adjacent to Paramount Park Open Space is the top open space priority listed in the City of Shoreline Park, Open Space, and Recreation Services Plan. Typically, there are no defined service areas for open space. This type of area is usually opportunity based and reflects the natural features of an area. Ratios for other communities in our region range from 0.45 acres to 5.22 acres per 1,000 population. The City of Shoreline's ratio in 1998 was 1.67 acres/1,000. With the addition of Ballinger Open Space's 3.2 acres in the 1999 annexation, the ratio is slightly less.

This property acquisition is also listed for 2001 in the Capital Improvement Program (CIP) for 2001-2006 for \$135,000. This amount was inserted in the CIP as a placeholder anticipating funds from the CFT program would become available. Actual costs will be based on appraised value and negotiations with willing sellers.

The City has the opportunity to apply to King County Department of Natural Resources for Conservation Futures (CFT) funding. CFT funds are King County tax levy funds of which approximately \$7.8 million is available through this funding process to projects in cities and towns as well as the unincorporated areas of King County. This program was created in the late 1980's with the goal to maintain, preserve, conserve and otherwise continue in existence adequate open space lands. The CIP lists the total acquisition costs as grant sources. Staff is seeking your Council's approval to apply for this grant because no match is currently earmarked.

There are two vacant parcels, with the possibility of a portion of a third parcel, which are currently identified for potential acquisition. Staff will obtain preliminary appraisals on all parcels to be acquired prior to submitting a grant application. CFT funding may only be requested for 50% of the appraised value for the parcels and the City will be responsible for obtaining the remaining 50%. This acquisition could purchase up to 1.3 acres of open space.

If the grant request is approved by King County, the City has two years to obtain matching funds to purchase the properties. Staff will continue to seek additional funding to match the CFT funds during this time or may look to City General Funds to supplement the project. The decision to do so would be made during the budget and CIP review process in the fall of 2001 allowing your Council to review the budget impacts of this potential.

Staff recommends your Council consideration of this request for three reasons:

- Priority of this additional open space purchase in the Park, Open Space, and Recreational Services Plan and Capital Improvement Program
- Criteria and timing of the Conservation Futures funding
- Opportunity of property

Additional Open Space a Priority

Acquiring additional property to supplement the current Paramount Park Open Space is listed as a high priority in the Park, Open Space, and Recreation Services Plan. As defined by this plan, natural open spaces and greenways are areas that are preserved in their natural state with development, if any, limited to natural trails and other passive uses. Currently, within the City of Shoreline there are five City owned open space sites consisting of approximately 83.92 acres. The Parks, Recreation, and Cultural Services Advisory Committee recommended that the City expand in this category, where possible. However, considering the level of development in the City, there are few opportunities for acquiring additional open space.

Paramount Park Open Space is comprised of 2 large parcels, connected by an undeveloped right of way. Its 9.1 acres consists of a small grass plot, an informal parking area, hillsides, wetlands, ponds, and a system of informal unpaved trails. The purchase of these parcels would extend the open space an additional 0.8-1.3 acres, and would further buffer the entrance to the park at 148th and 12th Avenue NE.

These parcels, adjacent to Paramount Park Open Space, are three of the few undeveloped areas available. The parcels have substantive value environmentally and for passive recreation purposes. Parcel A was identified because this property will help to protect wetlands in the park, and will likely enhance them over time. Parcel C is adjacent to the right-of-way access from the neighborhood to the park. The acquisition of this property will greatly enhance this neighborhood entrance to the park. It is not fenced or signed and park visitors appear to be using the uplands area of this property. There is evidence of social trails on the property. It is currently adding passive recreation value to the park. A portion of Parcel B is undeveloped and would enhance the park from an environmental as well as passive recreation standpoint. Also, the City is likely to be more successful in competition for grants by combining these properties into one contiguous piece of property.

Criteria and Timing of Conservation Futures Funding

The criteria of CFT funding match well with this project. King County Code requires that these funds be allocated with geographic equity over the life of the program. The King County Conservation Futures Citizens Committee, who makes recommendations for CFT funding, takes past allocations into consideration when making their recommendations. The City of Shoreline has never applied for CFT, however prior to incorporation the 23-acre Innis Arden Reserve, overlooking Puget Sound, was purchased with approximately \$700,000 in CFT funds, matched by another \$1 million for a total of approximately \$1.7 million, by King County in 1994.

In addition, the project matches up well with several evaluation criteria of the program:

- Within potential acquisition land, as well as the current Paramount Park Open Space, approximately 95% of the site contains native plants, and is the habitat for ducks, birds and other wildlife.
- The potential acquisitions would contribute to a passive-use natural area that is 3 acres or larger. The current Paramount Park Open Space is 9.1 acres.

- The project is listed as a high priority in the City's adopted Park, Open Space, and Recreation Services Plan.

The funding request to be made to CFT is relatively small compared to the average grant award made (approximately \$200,000). The amount is also small compared to our jurisdiction's population compared to other jurisdictions within King County. Both of these situations are beneficial to the success of the grant application.

It is a prime opportunity for the City to apply for these funds in 2001, as CFT funds have not been recently allocated. As a result, there is a large amount of funding available (approximately \$7.8 million) at this time.

Opportunity of Property

The two additional parcels adjacent to Paramount Park Open Space (see Attachment A) are currently vacant. While no development is planned for these parcels it is crucial to acquire these parcels to supplement and preserve this open space corridor. The owners of two of the parcels have indicated their willingness to discuss the sale of the property, but there has been no agreement on appraised value or sale price. There may also be the opportunity of a partial land donation. The owner of the third partial parcel has been contacted by a letter and in person. Staff will continue to follow up with this possibility.

Conservation Futures Funding Process

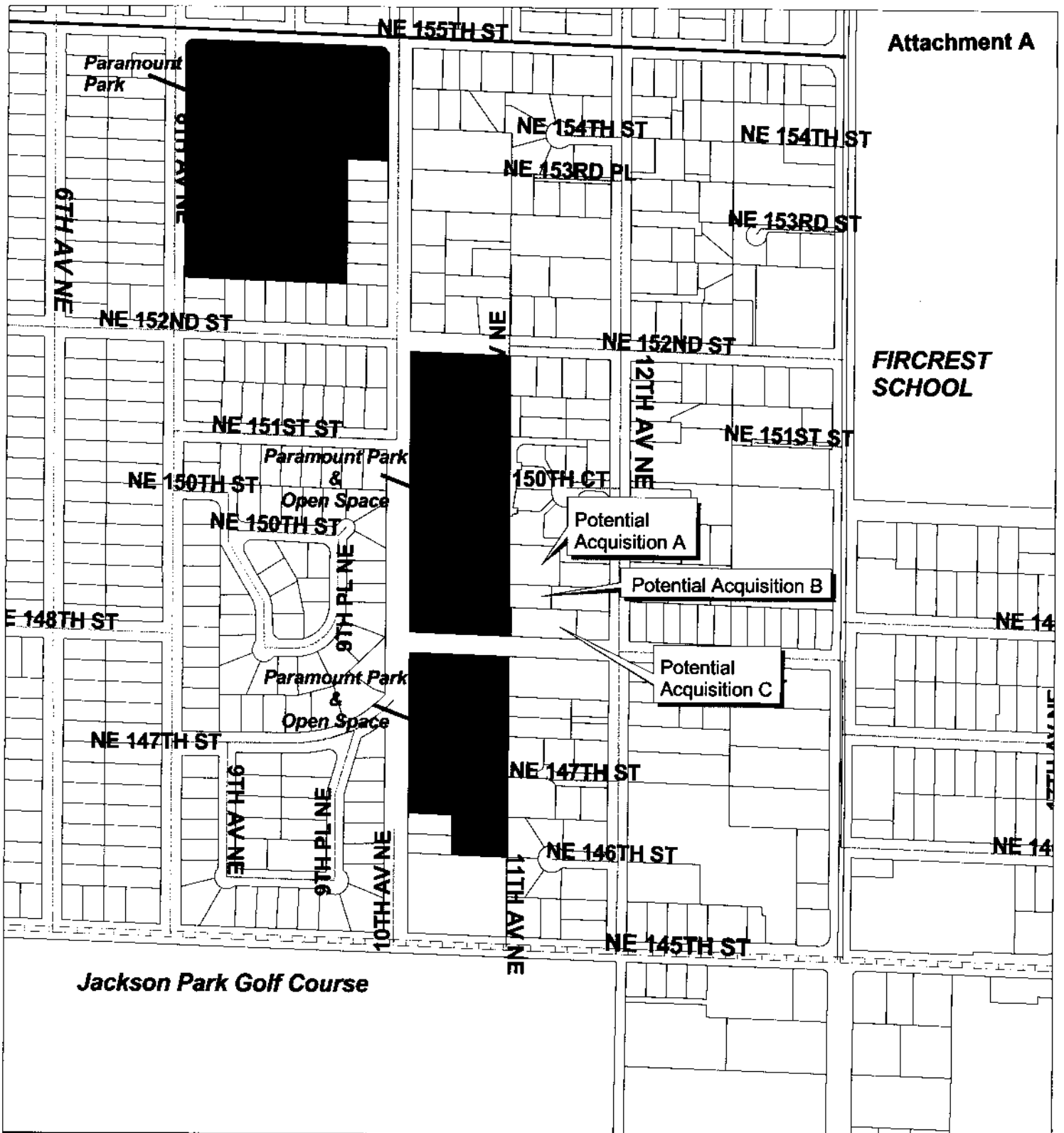
The application for CFT funding is due May 23, 2001. The CFT Citizen Committee will review applications, complete site visits, and will submit their recommendations by June 2001 to the King County Executive. By August 1, 2000, the County Executive will transmit to the County Council a proposed appropriation ordinance awarding funding to projects. If awarded a grant, the City of Shoreline would then have two years (approximately September of 2003) to obtain matching funds for the property acquisition. This will give the City the opportunity to seek additional funding to match the CFT funds and will continue to update your Council on the progress.

RECOMMENDATION

Staff recommends that your Council authorize the City Manager to submit an application for funding to King County Department of Natural Resources Conservation Futures to purchase additional open space properties adjacent to Paramount Park Open Space.

ATTACHMENTS

Attachment A: Map of Paramount Park Open Space and Possible Property Acquisition



SHORELINE

GEOGRAPHIC INFORMATION SERVICES

Paramount Park Vicinity

potential property acquisition

- Park
- Road
 - Interstate
 - State Route
 - Principal Arterial
 - Minor Arterial
 - Collector Arterial
 - Residential Street
- Parcel Boundary



100 0 100 200 Feet

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CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Motion to Continue Authorization to Proceed with Design Phase of 3rd Ave. NW Drainage Improvements Project
DEPARTMENT: City Attorney
PRESENTED BY: Ian Sievers, City Attorney

EXECUTIVE / COUNCIL SUMMARY


On April 23, 2001 Council was asked for authorization to proceed with design of the 3rd Ave. Drainage Improvements which included expanding the existing North Pond at the intersection of 175th and 3rd Ave NW. This item was continued to May 14th based on a letter and comments at the meeting from Mr. K. E. Cottingham. He related that litigation brought by the Friends of Boeing Creek had forced a dedication of replacement park lands when the North Pond was originally selected for development in 1987.

The Friends of Boeing Creek filed two lawsuits, one challenging King County's SEPA Determination of Nonsignificance in Superior Court and one alleging violation of covenants limiting conversion from recreation use originating from purchase funding by the Interagency Committee for Outdoor Recreation (IAC). King County agreed to complete an Environmental Impact Statement, disposing of the first litigation. As stated by Mr. Cottingham, conversion of the IAC funded land did lead to replacement with two parcels of equal or greater recreational value by the County. A 2.6 acre parcel in Boeing Creek Park containing the original detention pond was surveyed and released from the IAC covenants in 1990.

The preliminary design to expand the capacity of the North Pond places part of the pond outside the surveyed tract. However, surplus areas of the original track appear sufficient to more than offset the new encroachment into the park. Staff is in the process of obtaining the original FEIS to study the slope specification of the original detention pond and to verify the boundary line adjustment with IAC. Staff recommends this matter be postponed until such time as a tentative agreement can be reached with IAC regarding compliance with its covenants.

RECOMMENDATION

Staff recommends that Council move to postpone action on the preliminary design of the 3rd Ave. NW Drainage Improvements indefinitely.

Approved By: City Manager 

City Attorney 