



## AGENDA

### SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, November 2, 2009  
7:00 p.m.

Shoreline Conference Center  
Mt. Rainier Room

	<u>Page</u>	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>		6:30
<b>2. FLAG SALUTE/ROLL CALL</b>		
(a) Proclamation of Veterans Appreciation Day	<u>1</u>	
<b>3. CITY MANAGER'S REPORT AND FUTURE AGENDAS</b>		
<b>4. COUNCIL REPORTS</b>		
<b>5. GENERAL PUBLIC COMMENT</b>		6:45
<i>This is an opportunity for the public to address the Council on topics other than those listed on the agenda and which are not of a quasi-judicial nature. Speakers may address Council for up to three minutes, depending on the number of people wishing to speak. If more than 15 people are signed up to speak each speaker will be allocated 2 minutes. When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation. The total public comment period under Agenda Item 5 will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period and will be called upon to speak generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
<b>6. APPROVAL OF THE AGENDA</b>		
<b>7. ACTION ITEMS: OTHER ORDINANCES, RESOLUTIONS, AND MOTIONS</b>		
(a) Motion to Authorize the City Manager to Execute a Contract for the Construction of the Aurora Corridor Project (165 <sup>th</sup> to 185 <sup>th</sup> Streets)	<u>3</u>	7:00
(b) Motion to Approve the Art Contract for Aurora Avenue in the amount of \$60,274 as recommended by the PRCS Board on July 23, 2009	<u>7</u>	
<b>8. ACTION ITEMS: PUBLIC HEARING</b>		8:00
(a) Public hearing to receive citizens' comments on the 2010 Proposed Budget, including the Proposed Property Tax Levy and Other Budget Resources; and	<u>9</u>	

Continued discussion of the Proposed 2010 Budget, including the  
2010 Property Tax Levy and Other Revenue Sources

- (b) Public hearing to receive citizens' comments on Ordinance No. 558 adopting a One Year Moratorium on the Filing or Acceptance of Applications for Right-of-Way Vacations; and Motion to Adopt Ordinance No. 558, waiving Second Reading per Council Rule 3.5(b) 45

**9. UNFINISHED BUSINESS**

8:30

- (a) Update on the City's Hazardous Weather Plan 49

**10. ADJOURNMENT**

9:00

*The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at [www.shorelinewa.gov](http://www.shorelinewa.gov). Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.*

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

<b>AGENDA TITLE:</b> Proclamation of "Veterans Appreciation Day"
<b>DEPARTMENT:</b> City Manager's Office/CCK
<b>PRESENTED BY:</b> Scott Passey, City Clerk

**PROBLEM/ISSUE STATEMENT:**

Wednesday, November 11, 2009 marks the 55<sup>th</sup> anniversary of Veterans Day in the United States. This proclamation recognizes the dedication and sacrifice that many veterans of our state and country have made for the cause of peace and liberty.

Representatives of the American Legion Shoreline Post (#227) will be at the meeting to receive the proclamation.

**RECOMMENDATION**

No action is required.

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



## PROCLAMATION

WHEREAS, in 1938, Armistice Day was proclaimed as a national holiday to recognize the end of World War I; then in 1954, this holiday was renamed Veterans Day to provide an occasion to honor all our veterans; and

WHEREAS, the quality of life we enjoy today was purchased at great cost by the unselfish devotion of these veterans, as many of our soldiers lost their lives during wars to defend our freedom, and some are still missing in action; and

WHEREAS, over 606,000 veterans in Washington State have served our country with courage and distinction; and

WHEREAS, over 8 million Americans have joined in these causes to date, and over 600 Washington State residents currently serve in the operational theater; and

WHEREAS, the City of Shoreline recognizes the contributions of the men and women in the military who have served our country, and who continue to serve their communities through veterans organizations;

NOW, THEREFORE, I, Cindy Ryu, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, do hereby proclaim Veterans Day, November 11, 2009 as

## VETERANS APPRECIATION DAY

in the City of Shoreline and urge all citizens to honor the sacrifices of the loyal and courageous veterans who have given so much for the cause of peace and freedom.

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Cindy Ryu, Mayor

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

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute a Construction Contract for the Aurora Corridor Improvement Project (N 165th–N 185 <sup>th</sup> Street)
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Mark Relph, Public Works Director Kris Overleese, Capital Projects Manager

**PROBLEM/ISSUE STATEMENT:**

Between October 5 and October 27, 2009, the City is soliciting contractors to construct the Aurora Corridor Improvement Project (N 165th to N 185<sup>th</sup> Street). The City also posted draft plans for several months prior to the formal solicitation so contractors could begin their review of the project. The engineer's estimate for the construction/contractor component is \$27,000,000, which includes utility work to be reimbursed by Seattle Public Utilities and Seattle City Light. With the inclusion of the recently awarded Urban Vitality Grant, the City has funds to complete the project if bids received are at or below the engineer's estimate.

The project team held a pre-bid meeting for interested contractors on October 15, 2009. Due to the feedback received at the meeting, several competitive bids are expected.

Bids are to be opened on October 27, 2009 with the intent of awarding the project to the responsible low bidder at the November 2, 2009 Council meeting. The responsible low bidder is the contractor who has the lowest bid and meets all of the project criteria. Between the bid opening date and the council award date, City project management and purchasing staff, with assistance from our design consultants HDR Engineering, will:

- Verify the bid dollar amount of all contractors who bid on the project (bid tabs)
- Verify that the Disadvantaged Business Enterprise (DBE) and training goal requirements set by the Washington State Department of Transportation (WSDOT) have been met
- Check contractor references
- Ensure that the contractor has not been barred from contracting on federal- and state-funded projects
- Coordinate with our funding partners to ensure their requirements have been met

Should there be a problem with the bids that cannot be resolved by the scheduled November 2, 2009 award date, the bid award will be pushed to a later City Council

meeting. Once bids have been opened and evaluated, bid results and the lowest most responsive bidder will be forwarded to Council on Friday, October 30, 2009.

## SCHEDULE

Right-of-way has been certified for the N 165th to N 185th Street segment and staff will continue to work with property owners as needed, to reach settlement. Funding has been obligated for this segment. The construction management outreach team, EnviroIssues, has completed almost all of their personal business owner pre-construction surveys. During these interviews, multiple Shoreline businesses requested that construction not begin until after the holiday season. In response to this request, after evaluation of the overall schedule, staff has amended the bid documents. The contractor will be given a limited notice to proceed for work through December, and the contractor will be given a full notice to proceed on January 4, 2010. The construction clock will begin at the time of full notice to proceed. The construction of this segment is still anticipated to be complete the spring of 2011. Design is underway for the N 185th – N 192nd Street segment, with construction anticipated for the summer of 2010. Final design on the N 192nd to N 205th Street segment is not expected to be completed until late 2011. Below is a table showing current projection for the entire N 165th to N 205th segment of Aurora.

Segment	Phase	Schedule
N 165th to N 185th	Advertisement	October 5, 2009
	Council Award	November 2, 2009
	Construction	January 2010 – Spring 2011
N 185th to N 192nd	Design	August 2009 – May 2010
	Right-of-Way	November 2009 – May 2010
	Advertisement	June 2010
	Construction	August 2010 – Summer 2011
N 192nd to N 205th	Design	Fall 2010 – Fall 2011
	Right-of-Way <sup>1</sup>	Spring 2010 – Fall 2011
	Construction <sup>1</sup>	Fall 2011 – Spring 2013

1. These phases are not fully funded at this time. The schedule for these phases is pending available funding.

## FINANCIAL IMPACT

Segment	Phase	Estimated Cost
N 165th–N 185th	Project Administration/Design	\$9,700,000
	Right-of-Way	\$11,500,000
	Construction	\$27,000,000
	Construction Contingency	\$2,700,000
Subtotal		\$50,900,000
N 185th–N 192nd	Project Administration/Design	\$3,800,000
	Right-of-Way	\$1,550,000
	Construction	\$9,110,000
	Design and Construction Contingency	\$1,800,000
Subtotal		\$16,260,000
N 192nd–N 205th	Project Administration/Design	\$7,500,000
	Right-of-Way	\$5,400,000
	Construction	\$25,000,000
	Design and Construction Contingency	\$630,000
Subtotal		\$38,530,000
Total Cost N 165th–N 205 <sup>th</sup>		\$105,690,000

The N 192nd–N 205th segment is not fully funded at this time. Fifteen million dollars have been secured for the N 192nd–N 205th Street segment. Staff continues to look for funding for the final segment of Aurora.

## RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a construction contract with the presented low responsible bidder, plus a 10% contingency for the Aurora Corridor Improvement Project (N 165th to N 185th Street).

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

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

<b>AGENDA TITLE:</b>	Aurora Avenue 165 <sup>th</sup> – 185 <sup>th</sup> Art Contract
<b>DEPARTMENT:</b>	Parks, Recreation, and Cultural Services Department
<b>PRESENTED BY:</b>	Dick Deal, Dir. Parks, Recreation & Cultural Services Ros Bird, Public Art Coordinator

**PROBLEM/ISSUE STATEMENT:**

The City of Shoreline's 1% for Art Program provides an allocation for public art with the re-development of Aurora Avenue. The artwork, "Portrait of Shoreline" designed by artist, Ellen Sollod, will be inlayed into eight corners of Aurora Avenue, four each at the intersections of 175<sup>th</sup> and 185<sup>th</sup> Streets. These corners "bookmark" the new Civic Center area, adding unique visual interest at the pedestrian level, and encouraging foot traffic and conversation about place. Using stainless steel, etched steel, and mirrored glass the corners will have images depicting longitude, latitude, zip and area codes, and time along with directional arrows, berries and duck feet.

The first projects constructed with Shoreline's 1% for Art funds were the Interurban bridges over Aurora at 160<sup>th</sup> and 155<sup>th</sup> with artist, Vicki Scuri, completed in 2007. Since then, six projects additional projects have been installed and four are currently in various stages of design and fabrication. Continuing the intent to integrate art into construction projects when feasible, Ellen Sollod coordinated her design work with that of the Aurora Project engineers and landscape architects for the second mile. The result is artwork that is an integral part of the Aurora re-development and will be installed as part of the general construction process.

This \$60,274 contract for artist Ellen Sollod, Sollod Studios, LLC, will cover fabrication and installation of the inlayed art elements on all eight corners.

**BACKGROUND:**

The options for selecting public artists follows the process outlined in the Park Board's Public Art Policies and Procedures document, most recently approved by the City Council in July 2009. Selection may be by open call, limited call or direct selection, usually from artists previously screened or rostered. In this case, the artist selection was made by an art panel composed of the Park Board Art Committee, with additional business and neighborhood representatives and staff, from a list of 4Culture rostered artists qualified to do art planning as well as creation of artwork. The selected artist's

original contract was for concept design and upon recommendation of the art panel and approval by the Park Board was invited to continue through final design. This contract, also approved by the Park Board, takes the design through the fabrication and installation phase as an integrated component to the construction of Aurora's second Shoreline mile.

The community through the Park Board, Park Board Art Committee, and art panel members is involved in the selection process for each project. Additional public input is welcomed at Park Board meetings when the artists' concepts are presented. This process is providing a rich and diverse selection of outstanding artwork throughout the City.

The "Portrait of Shoreline" artwork will add a distinctive look to the second mile of Aurora that will make a creative statement that is uniquely Shoreline.

**FINANCIAL IMPACT:**

Funds for this \$60,274 contract will come from the 1% for Public Art Fund.

**RECOMMENDATION**

Staff recommends that Council approve the art contract for Aurora in the amount of \$60,274 as recommended by the Park Board on July 23<sup>rd</sup>, 2009.

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

**ATTACHMENTS:** artist's designs

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

<b>AGENDA TITLE:</b>	Public Hearing on 2010 Proposed Budget including the 2010 Proposed Property Tax Levy and Other Budget Resources and 2010 Budget Workshop
<b>DEPARTMENT:</b>	Finance
<b>PRESENTED BY:</b>	Debbie Tarry, Finance Director

**PROBLEM/ISSUE STATEMENT:**

The City Manager presented the 2010 proposed budget to the City Council on October 12, 2009. Department presentations were made on October 19 and October 26 and a public hearing was held on October 26. Tonight we will hold a public hearing on the proposed budget with special emphasis on revenue sources and the 2010 property tax levy. Tonight's workshop provides another opportunity for the Council to discuss the proposed budget and for staff to provide Council with any additional information that may be helpful to the Council during budget deliberations. The City Council is scheduled to adopt the 2010 Budget at the November 23, 2009 Council Meeting.

Chapter 251, Laws of 1995, passed by the State Legislature, requires the City Council to hold a public hearing on revenue sources for the next year's budget. The hearing must include consideration of property tax revenues and must be held before the property tax levy ordinance is passed and submitted to King County. The City of Shoreline is required to adopt its 2010 levy ordinance and certify the amount to the County Assessor by November 30, 2009. The 2010 Proposed Budget includes a recommended zero percent increase in the property tax levy plus new construction.

As prescribed in Shoreline Municipal Code (SMC) 3.01.080 fees shall automatically be updated annually by the July to June Seattle-Tacoma-Bremerton Consumer Price Index for all urban consumers (CPI-U). This index equaled a decrease in the CPI-U of 0.36%. For 2010 the City's fees will not be increased. The hourly rate for development fees will remain at \$145. Some minor changes were made to parks facility rental fees, but all other fees remain at the 2009 level. The 2010 annual residential home surface water utility fee will remain at \$130.

Since the solid waste utility is considered the City's utility in which we have chosen to contract with a private provider, the solid waste rates are included in the City's fee schedule. CleanScapes, as the contractor for the service, is responsible to collect the fees. The City's contract with CleanScapes, Inc. provides for an annual adjustment to the collection fee component of solid waste rates. The adjustment is based on the composite change in three indices that measure the change in inflation, labor, and fuel costs. Adjusted rates become effective on March 1<sup>st</sup> of each year with customers being

notified no later than January 15<sup>th</sup>, forty-five (45) days prior to the new rate taking effect. The proposed rates for 2010 include an average decrease of 1.88%.

Attachment A is the proposed 2010 fee schedule along with a comparison to the 2009 current fees. The fee schedule will be adopted at the same time the Council adopts the 2010 budget, which is currently scheduled for November 23, 2009.

The 2010 budget includes adjustments to the City's salary schedules. No cost of living adjustment has been included in the 2010 proposed budget since the July to June Seattle-Tacoma-Bremerton Consumer Price Index for all urban consumers (CPI-U) equaled a decrease in the CPI-U of 0.7%.

As per the City's compensation policy the City has concluded the salary survey for the first third of the City's salary ranges and as a result is recommending adjusting two (2) classifications based on direct survey results. Because each of these classifications is part of an established series, we are recommending adjustments to the full series, resulting in moving seven (7) classifications in all. The recommended adjustments place each adjusted classification into a City salary range that is "within market" and that maintains appropriate internal salary alignments. In addition to these survey changes, one additional position is being recommended for reclassification as a result of changes in duties and responsibilities. Additional information on these recommendations are provided in the "Background" section of this staff report.

**FINANCIAL IMPACT:**

The 2010 Proposed Budget totals \$84,101,780. The total resources used in the proposed 2010 Budget equal \$84,101,780. Property tax represents 10.9% of the overall City resources in the amount of \$9,162,945 which includes both the regular levy and the bond levy. Utility taxes and contract payments account for 9.04%, \$7,601,410 of the City's revenues. Licenses, fees and charges represent 7.21% of the City's overall resources and total \$6,067,232.

The 2010 proposed budget includes \$27,500 in salary survey contingency plus there is an additional \$73,441 for an increase in health benefit costs.

**RECOMMENDATION**

Staff recommends that Council conduct the public hearing to take public comment on the proposed 2010 property tax levy and proposed 2010 revenues. Staff also recommends that Council continue discussion on the 2010 Proposed Budget and provide input to staff.

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

## **BACKGROUND**

The City collects a variety of revenues to support the ongoing services provided. The following discussion provides detail on the City's major funding sources.

### **General Fund Revenues**

#### **Property Tax**

**Regular Levy:** In 2001 voters approved Initiative 747 (I-747) in a statewide election. Although I-747 passed on a statewide level, it did not pass within the City of Shoreline. Shoreline voters voted 53.7% to 46.3% against I-747. The provisions of I-747 limited property tax levy increases by local governments to the lower of the Implicit Price Deflator (IPD) or 101% without voter approval. The IPD used for the calculation of the 2010 levy limitation was actually -0.848%. This would require the City to reduce the 2010 property tax levy by 0.848% from the 2009 levy.

The Washington State Department of Revenue has provided guidance that for taxing districts with a population of 10,000 or greater that have made a finding of substantial financial need, that the property tax limit factor is 101% or a lower amount stated in the district's levy adoption ordinance. As such, the City could adopt a levy in 2010 that is 1% greater than the 2009 levy plus new construction. Even though this is the case, as was discussed at the City Council retreat in May, because of the affects of the recession on many residents, staff recommended doing a 0% levy increase plus new construction in 2010. The difference between a 1% increase and the recommended 0% increase is approximately \$70,000, assuming a 99% collection rate. As Council is aware the City's contract with the King County Sheriff's department for police services is increasing by more than \$500,000 for 2010. A 0% increase in property tax levy does not provide revenue to help off-set this increase. Instead the 2010 budget reflects an accumulation of department budget reduction, elimination of 3 staff positions, and the recommended use of \$980,000 from the City's Revenue Stabilization Fund.

The 2010 proposed budget retains the current 2009 property tax levy plus new construction which totals slightly more than \$7.5 million. Basically this is a 0% levy increase, which is greater than the implicit price deflator, and therefore on November 23<sup>rd</sup>, when the Council adopts the 2010 property tax levy the Council will need to take action on two ordinances. One ordinance is to establish a finding of substantial financial need. This ordinance will require a majority plus one of the Council to approve the ordinance. The second ordinance will be to adopt the 2010 property tax levy. This ordinance will require majority approval by the Council. The Council can "bank" the amount of capacity that is not being levied in 2010 to be levied in a future year if the City Council determines it is appropriate to do so. Staff would recommend that the levy ordinance be written to bank the unused capacity in 2010.

Property tax revenue for the 2010 regular levy is budgeted at \$7,462,945 and represents 26.7% of the General Fund operating revenues. The 2010 revenue is a \$56,436 or 0.76% increase over 2009. This slight increase is a result of new construction.

The projected regular tax levy rate for 2010 is \$1.11 per \$1,000 valuation, a increase from the 2009 rate of nearly 16.8%. The primary reason for the increase in rate is that assessed value of property in the City is projected to decrease by 15% during the past year due to the collapse of the real estate market. Statutorily, the City could levy up to a maximum property tax rate of \$1.60 per 1,000 assessed valuation.

**Bond Levy:** Shoreline voters approved a special levy in 2006 to fund the parks improvements and the purchase of open space. The 2010 debt service levy is projected to be \$1.7 million which will result in a levy rate of \$0.25 per \$1,000 of assessed valuation. The combined regular and special levy rate will be \$1.36 per \$1,000 of assessed valuation for a total combined levy of \$9,136,509.

### **Sales Tax**

The 2010 sales tax revenue is expected to remain flat as compared to the 2009 projections for a total of \$7,406,509. At this level, sales tax revenues will account for 22% of the total 2010 General Fund operating revenues.

### **Criminal Justice Sales Tax**

A major source of dedicated funding for local criminal justice programs is the County sales tax of 0.1%. The projected 2010 revenue is \$1,100,000 or 4.4% of the total General Fund operating revenues.

### **Utility Tax**

The City collects a 6% utility tax on natural gas, telephone services, sanitation services, cable television, and storm drainage. Projected revenues in 2010 from utility taxes are \$4,076,530 or 14.6% of the total General Fund operating revenues. This is an decrease of \$189,470 or 4.4% over projected 2009 utility tax revenues of \$4,266,000.

Utility taxes are levied on the gross operating revenues and therefore the effective rate of the tax may be higher than the stated rate of 6% when you are comparing the utility tax charge strictly to the actual charge for service. The table below compares the 6% tax rate on gross revenues to the effective rate on the direct utility fee:

<b>Effective Rates</b>	<b>Rate on gross revenues</b>	<b>Effective Rate on Billed Charges</b>
<i>Utility Tax:</i>		
Cable	6.00%	6.4% to 6.6%
Telephone	6.00%	6.4% to 6.6%
Cellular Phone	6.00%	6.4% to 6.6%
Pager	6.00%	6.4% to 6.6%
Natural Gas	6.00%	6.70%
Solid Waste	6.00%	6.50%
Stormwater	6.00%	6.00%

### **Public Utility Contract Payments /Franchise Fees**

The City has entered into agreements with many of the public utilities that provide services to our citizens. Agreements have been reached with Seattle City Light, Seattle Public Utilities (Water and Sewer), Shoreline Water District, and Ronald Wastewater

District. With the exception of Seattle City Light, these utilities pay a contract fee to the City in an amount equal to six-percent of their revenues.

The total projected 2010 revenue from contract payments is \$3,524,880, which equates to 12.6% of the total General Fund operating revenues. This is an increase of \$40,359 or 1.16% from projected 2009 revenue.

Like utility tax, the effective rate of a franchise fee when compared to the direct utility fee charge will be higher than the rate on the gross revenues. The table below compares the fee rate on gross revenues to the effective rate on the direct utility fee:

<b>Effective Rates</b>	<b>Rate on gross revenues</b>	<b>Effective Rate on Billed Charges</b>
<i>Franchise Fees:</i>		
Cable	5.00%	6.00%
Water	6.00%	6.00%

### **Gambling Tax**

Forecasted revenues for 2010 total \$1,620,200, a 9.85% reduction when compared to 2009. This amount reflects a continuing decline in pull tab and card room activity. The projected gambling tax revenue for 2010 equals 6% of the total forecasted General Fund operating revenues.

### **Development Permit Fees and Charges**

Fees are charged for a variety of development permits, inspections and reviews obtained through the City's Planning and Development Services Department. These include building, structure, plumbing, electrical, and mechanical permits; land use permits; permit inspection fees; plan check fees; and fees for environmental reviews. In 2010, revenues are projected to be \$809,000. This is an increase of \$91,532 or 12.76% over 2009 projected revenues, but a substantial decline from 2008 collections which totaled \$1,107,017 and 2007 collections that totaled \$1,510,190.

### **Recreation Fees and Charges**

Fees are charged for participation in recreational classes and activities; swimming lessons and pool admission; athletic field, recreation center, picnic shelter and Spartan Gym rentals; indoor and summer playground programs; and teen trips and classes. Revenue is projected to total \$1,361,285 which is an increase over 2009 projections of \$27,134 or 2.03%.

### **Street Fund Revenues**

The City receives revenue from state collected fuel tax and right of way fees to fund street maintenance activities. These revenues do not provide sufficient funding therefore the General Fund continues to subsidize this fund. The total subsidy for 2010 is projected to be \$1,023,492.

## **Fuel Tax**

State collected gasoline and diesel fuel tax is shared with cities and towns on a per capita basis. This revenue is to be used for street and arterial street repairs and maintenance. The projected revenue for 2010 of \$1,229,262 shows an increase of \$42,360 or 3.57%. The tax is a flat amount per gallon sold. Since receipts in this category are dependent on consumption, and not price, an increase in gas prices has decreased the amount of fuel sold

## **Right-of-Way Permit Fees**

Fees are charged for the use of the City's right-of-way. This revenue source is affected by the level of construction activity occurring within the City. As history shows, collections can vary slightly from year to year based on the level of activity. 2010 revenue is expected to decrease by \$3,907 to \$170,000. This revenue offsets the cost to provide the right-of-way inspection service.

## **Surface Water Utility Fund**

The City contracts with King County to collect the surface water fee via the annual property tax assessments. 2010 collections are expected to remain the same as 2009 at \$3,103,688 as the surface water fee will remain the same.

## **Capital Improvement Fund Revenues**

Capital projects are funded from a variety of revenue sources including: real estate excise tax, fuel tax, grants, debt financing, investment earnings and funds that the City has set aside for capital projects.

## **Real Estate Excise Tax (REET)**

All real estate property sales in the county are taxed at a rate of 1.28%. A portion of these revenues, equal to a 0.5% tax rate, is distributed to the cities by King County on a monthly basis. The use of REET funds is restricted by State law. The first 0.25% of the REET tax rate must be spent on capital projects listed in the City's Comprehensive Plan. These projects could include local capital improvements, including streets, parks, pools, municipal buildings, etc. The second 0.25% of the REET tax rate must be spent on public works projects for planning, acquisition, construction, reconstruction, repair, replacement, or improvement of streets roads, highways, sidewalks, street lighting, etc.

2010 revenues are projected to increase over 2009 projections by \$216,000 or 24.43% to \$1,100,000 as the real estate market begins to recover. This is still down significantly from collections received over the past few years when real estate activity was occurring at a record pace. Collections reached a peak in 2005 at just over \$2,675,632.

## **Capital Grants**

In 2010, Shoreline is projected to receive \$25.6 million in grant funding from federal, state and local sources to fund a variety of capital projects. The majority of these grants are related to the Aurora Avenue North Improvements – 165<sup>th</sup> to 205<sup>th</sup> project. Grants



are applied for and received for specific capital improvements. The amount of capital grants received in any given year can vary greatly depending on the number of projects, their cost and the amount of grant funding available.

### **Proposed Changes to City's Fee Schedules**

As prescribed in Shoreline Municipal Code (SMC) 3.01.080 fees shall automatically be updated annually by the July to June Seattle-Tacoma-Bremerton Consumer Price Index for all urban consumers (CPI-U). This index equaled a decrease in the CPI-U of 0.36%. For 2010 the City's fees will not be increased.

#### ***Land Use & Non-Building Permit Fees***

The land use and non-building permit fees are based on an hourly rate. The hourly rate will remain at the current rate of \$145. Building permit fees are based on the value of construction. Therefore, inflationary increases or decreases in valuation are automatically taken into account within the fee calculation. Plan check fees are based on the building permit fee and therefore no adjustment is needed to these fees

#### ***Recreation Fees***

Recreation class fees are based on the direct cost of providing the program plus an overhead allocation. There is no change proposed in how these fees are determined. For the most part, recreation fees will remain the same as the 2009 fees. A few minor changes were made to parks facility rental fees.

#### ***Surface Water Fees***

Surface water management fees will remain at the current annual fee of \$130 for a single family home. Multi-family and commercial users are charged at a rate that reflects the area of impervious surface. These rates will also remain at the current level.

#### ***License and Public Record Fees***

License fees, the hearing examiner fee and public records fees such as photocopying and obtaining recordings and publications on DVD or CD have not been increased from the 2009 rates.

#### ***Solid Waste Fees***

The City contracts with CleanScapes to provide solid waste (garbage) services to the Shoreline community. The contract with CleanScapes provides for annual adjustments to the collection service charges based on a composite index or three indices that measure changes in inflation, fuel, and labor costs. The disposal component of the garbage fees are not changed by this index, but rather are based on costs from King County, and no change is being proposed in the current rates.

The three indices used to calculate the composite change in service collection fees and their respective weights are:

1. The first-half annual consumer price index for Urban Wage Earners and Clerical Workers for the Seattle-Tacoma-Bremerton (CPI-W) (June to June) – 42%

2. Energy Information Agency annual West Coast Retail (October through September) – 8%
3. Employment Compensation Cost Index for Private Industry for service providing industries (June to June) – 50%

The resulting composite change using this formula is -1.88% for 2010. Since this applies only to the service component of the garbage rates, the overall average decrease in weekly service rates for residential customers is 1.26% and for weekly service rates for commercial and multi-family rates is 1.38%.

Adjusted rates become effective on March 1<sup>st</sup> of the following year with customers being notified no later than January 15<sup>th</sup>, forty-five (45) days prior to the effective date of the new rate. The solid waste rates are being incorporated into the City's fee schedule. CleanScapes, as the contractor for the service, is responsible to collect the fees.

## **2010 SALARY SCHEDULES**

### ***Market Adjustment***

The 2010 proposed budget does not include an overall market adjustment for the City's salary schedules. This is a result of the City's compensation policy. All of our comparable cities (Attachment B) grant a cost of living adjustment to their City employees. Historically the median of the cost of living adjustments granted by the comparable cities has been 90% of the Seattle/Tacoma/Everett June CPI-U. Since many of the cities do not complete their negotiations or formally adopt the cost of living adjustments until late November, when their budgets are adopted, staff has found that basing the City's recommended market adjustment on the benchmark of 90% of Seattle/Tacoma/Everett June CPI-U has met the City's compensation policy guidelines. The 2009 June Seattle/Tacoma/Everett CPI-U was -0.36%.

### ***Salary Survey***

Staff is recommending salary changes for some classifications as a result of the 2009 salary survey. As you will recall, we review one third of our classifications each year to remain competitive within our defined labor market. This year we surveyed the classifications in the first third of our salary ranges. The recommended changes are reflected in the revised 2010 salary schedules attached to this staff report. (Attachment D)

### ***Policy Background***

In July 1997, Council approved the City's Classification and Compensation Plan. The plan established a comprehensive set of classification specifications for the work performed by City employees, and based on the City's adopted job market, established appropriate competitive salary ranges for these classifications.

The goals of the City's compensation plan are to:

- Ensure the City has the ability to attract and retain well-qualified personnel for all job classes;

- Ensure the City's compensation practices are competitive with those of comparable public sector employers;
- Provide defensibility to City salary ranges based on the pay practices of similar employers; and
- Ensure pay consistency and equity among related classes based on the duties and responsibilities assumed

The Plan provided that the City should conduct a follow-up salary survey approximately every three years to ensure we remain competitive within our market. The City conducted its first follow-up salary survey in 2000, which was implemented in 2001. Based upon the above policy direction, in 2004 and again in 2005 we surveyed approximately ½ of our classifications and resulting changes were implemented in the 2005 and 2006 Budgets.

Beginning in 2005, we instituted a plan of surveying approximately one third of our classifications each year. The reasons for this approach are:

- Minimizes the fiscal impact of updates by incurring minor adjustments every year rather than absorbing a larger impact in one year;
- Increases the likelihood we remain current because we are gathering detailed information every year;
- Makes the survey a more routine matter for staff decreasing the disruption to staff and impact on morale; and
- Enables us to survey almost all classifications directly, rather than relying on the "benchmark" approach which we used previously (where just a sample of classifications are actually surveyed and salaries of non-surveyed positions are extrapolated from the benchmark results).

Accordingly, this year we surveyed the third of our classifications falling in the first salary ranges of our plan.

### **Salary Survey Approach**

Our methodology in conducting the 2009 survey was consistent with our previous surveys in several important respects:

- We used the same list of ten comparable jurisdictions for our labor market as established by the Council in 1997 (Attachment B);
- We again used the median of our labor market as our target to determine whether surveyed classifications were "at market."
- We again considered a position within 5% of the appropriate market median to be "at market."

### **Survey Results**

The results of the survey confirm that the Council's Classification and Compensation Plan and the policy to resurvey the classifications on a regular basis work reasonably well in establishing and maintaining equitable, competitive, reasonable salaries for City employees, consistent with the original goals of the plan

Out of the 20 existing classifications directly surveyed, the results established two (2) classifications as below market. These classifications are:

- Recreation Assistant II
- Associate Planner

Each of these classifications is part of a series and with an established series, we directly survey only one selected classification and then move the entire series based on the selected classification's results. Therefore, we are recommending also moving the other classifications in each series resulting in five (5) additional adjustments. The series (and resulting increases) are:

- Recreation Assistant Series
  - Recreation Assistant I (salary is established as 10% below Recreation Assistant II)
  - Teen Program Assistant (salary is established as 10% below Recreation Assistant II)
  - Recreation Assistant III (salary is established as 10% above Recreation Assistant II)
- Planner Series
  - Assistant Planner (salary is established as 10% below Associate Planner)
  - Senior Planner (salary is established as 10% above the Associate Planner)

### **Recommendation**

Staff recommends adjusting two (2) classifications based on direct survey results and the five (5) additional classifications in their series (Attachment C). The recommended adjustments place each adjusted classification into a City salary range that is "within market" and that maintains appropriate internal salary alignments.

In implementing these changes in salary ranges, we are recommending using the same procedures used in the implementation of the original study and subsequent salary survey updates.

Assuming a January 1, 2010 effective date, the estimated 2010 cost of implementing these recommended revisions to the City's Classification and Compensation Plan is \$32,680. The 2010 proposed budget contains a contingency of \$24,680 to fund the cost of the survey implementation. The proposed budget also contains a transfer from the General Fund to the 2009 Bond Debt Service fund in the amount of \$113,646. This transfer was offsetting a projected under collection of real estate excise tax (REET) which had been designated to cover the debt service costs for the City Hall. Recent REET collections have exceeded projections and therefore the amount of General Fund support for debt service will be less than anticipated. This savings in the required debt service transfer will be used to fund the additional cost of the implementation of the salary survey.

### **Recommended Reclassification/Salary Change**

We are also recommending the following reclassification: Reclassification of an Administrative Assistant II to a Legal Assistant.

Currently the Administrative Assistant II in the City Attorney's Office provides all administrative support to the City Attorney and the Assistant City Attorney. Earlier this year, the City Attorney requested Human Resources staff to perform a desk audit of the regular functions of this position. As a result, we determined a majority of the essential functions were related to specialized legal and court systems functions and would be better classified as a Legal Assistant rather than as an Administrative Assistant II.

After concluding the desk audit, Human Resources surveyed our comparable jurisdictions to determine the appropriate salary level for a Legal Assistant. We are recommending a salary placement for the Legal Assistant classification consistent with the results of the market survey, salary range 37.

We recommend reclassifying an Administrative Assistant II (in the City Attorney's Office) to Legal Assistant and moving the position from Range 35 to Range 37.

#### **Budget Impact of Reclassification**

The estimated cost of the proposed reclassification is \$2,820. The 2010 proposed budget contains sufficient money in contingency to fund the cost of this proposed reclassification.

The revised 2010 salary schedules reflecting all of the above recommended changes are attached to this staff report as Attachment C.

#### **RECOMMENDATION**

Staff recommends that Council conduct the public hearing to take public comment on the proposed 2010 property tax levy and proposed 2010 revenue. Staff also recommends that Council continue discussion on the 2010 Proposed Budget and provide input to staff.

#### **ATTACHMENTS**

Attachment A – Proposed 2010 Fee Schedule (updated from the 2010 Proposed Budget)

Attachment B – City's designated labor market

Attachment C – Salary Survey Results

Attachment D - Proposed 2010 Salary Schedules reflecting all above-recommended changes

**City of Shoreline Planning and Development Services  
Fee Schedule (Page 1 of 6)**

Type of Permit Application	2009 Proposed Fee Schedule	2010 Proposed Fee Schedule
	Fee Based on \$145 Per Hour	Fee Based on \$145 Per Hour
<b>Building</b>		
<b>BUILDING PERMIT</b>		
Valuation (The Total Valuation is the "Building permit valuations" as delineated in section R108.3 of the International Residential Code and section 108.3 of the International Building Code.		
\$1.00-\$500	\$23.50	NA
\$501.00-\$2,000	23.50 for the first \$500 + \$3.05 for each additional \$100., or fraction thereof, to and including \$2,000	NA
\$0 - \$2,000		1 hour minimum (\$145 per hour)
\$2,001 - \$25,000	\$69.25 for the first \$2,000, + \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 (1 hour minimum).	\$69.25 for the first \$2,000, + \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 (1 hour minimum).
\$25,001 - \$50,000	\$391.25 for the first \$25,000.00 + \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.	\$391.25 for the first \$25,000.00 + \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001 - \$100,000	\$643.75 for the first \$50,000.00 + \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.	\$643.75 for the first \$50,000.00 + \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001 - \$500,000	\$993.75 for the first \$100,000.00 + \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.	\$993.75 for the first \$100,000.00 + \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001 - \$1,000,000	\$3,233.75 for the first \$500,000.00 + \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.	\$3,233.75 for the first \$500,000.00 + \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001 +	\$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000.00, or fraction thereof.	\$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000.00, or fraction thereof.
Building/Structure Plan Review	65% of the building permit fee	65% of the building permit fee
Civil Plan Review, Commercial (if applicable)	Hourly rate, 5 Hour Minimum \$725	Hourly rate, 5 Hour Minimum \$725
Civil Plan Review, Residential (if applicable)	Hourly rate, 3 Hour Minimum \$435	Hourly rate, 3 Hour Minimum \$435
<b>ELECTRICAL</b>		
Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee

**City of Shoreline Planning and Development Services  
Fee Schedule (Page 2 of 6)**

Type of Permit Application	2009 Proposed Fee Schedule	2010 Proposed Fee Schedule
	Fee Based on \$145 Per Hour	Fee Based on \$145 Per Hour
<b>FIRE</b>		
<b>Automatic Fire Alarm System:</b>		
Existing System		
New or relocated devices up to 5	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
New or relocated devices 6 up to 12	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Each additional new or relocated device over 12	\$6 per device	\$6 per device
New System	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
Each additional new or relocated device over 30	\$6 per device	\$6 per device
<b>Fire Extinguishing Systems:</b>		
Commercial Cooking Hoods		
1 to 12 flow points	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
More than 12	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
Other Fixed System Locations	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
<b>Fire Pumps:</b>		
Commercial Systems	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
<b>Commercial Flammable/Combustible Liquids:</b>		
Aboveground Tank Installations		
First tank	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Additional	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Underground Tank Installations		
First tank	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Additional	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Underground Tank Piping (with new tank)	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Underground Tank Piping Only (vapor	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Underground Tank Removal		
First tank	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Additional tank		
Additional Tank	Hourly rate, 0.5 Hours \$72.50 per additional tank	Hourly rate, 0.5 Hours \$72.50 per additional tank
<b>Compressed Gas Systems (exception: medical gas systems require a plumbing permit):</b>		
Excess of quantities in IFC Table 105.6.9	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
<b>High-Piled Storage:</b>		
Class I – IV Commodities:		
501 – 2,500 square feet	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
2,501 – 12,000 square feet	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Over 12,000 square feet	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
High Hazard Commodities:		
501 – 2,500 square feet	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Over 2,501 square feet	Hourly rate, 5-hour minimum \$725	Hourly rate, 5-hour minimum \$725

**City of Shoreline Planning and Development Services  
Fee Schedule (Page 3 of 6)**

Type of Permit Application	2009 Proposed Fee Schedule	2010 Proposed Fee Schedule
	Fee Based on \$145 Per Hour	Fee Based on \$145 Per Hour
<b>Underground Fire Mains and Hydrants</b>	Hourly rate, 3-hour minimum (\$435)	Hourly rate, 3-hour minimum (\$435)
<b>Industrial Ovens:</b>		
Class A or B Furnaces	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Class C or D Furnaces	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
<b>LPG (Propane) Tanks:</b>		
Commercial, less than 500-Gallon Capacity	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Commercial, 500-Gallon+ Capacity	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Commercial, Temporary	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Residential 0 – 500-Gallon Capacity	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Spray Booth	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
<b>Sprinkler Systems (each riser):</b>		
New Systems	Hourly rate, 5-hour minimum \$725, plus \$3.00 per head	Hourly rate, 5-hour minimum \$725, plus \$3.00 per head
Existing Systems		
1 – 10 heads	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
11 – 20 heads	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
More than 20 heads	Hourly rate, 5-hour minimum \$725, plus \$3.00 per head	Hourly rate, 5-hour minimum \$725, plus \$3.00 per head
Residential (R-3) 13-D System		
1 – 30 heads	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
More than 30 heads	Hourly rate, 3-hour minimum \$435, plus \$3.00 per head	Hourly rate, 3-hour minimum \$435, plus \$3.00 per head
Voluntary 13-D Systems in residencies when not otherwise required	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Standpipe Systems	Hourly rate, 4-hour minimum \$580	Hourly rate, 4-hour minimum \$580
Temporary Tents and Canopies	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
<b>MECHANICAL</b>		
Residential Mechanical System	Hourly rate, 1-hour minimum (\$145) (including 4 pieces of equipment), \$11.00 per piece of equipment over 4	Hourly rate, 1-hour minimum (\$145) (including 4 pieces of equipment), \$11.00 per piece of equipment over 4
Commercial Mechanical System	Hourly rate, 3-hour minimum (\$435) (including 4 pieces of equipment), \$11.00 per piece of equipment over 4	Hourly rate, 3-hour minimum (\$435) (including 4 pieces of equipment), \$11.00 per piece of equipment over 4
All Other Mechanical (Residential and Commercial)	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145



**City of Shoreline Planning and Development Services  
Fee Schedule (Page 4 of 6)**

Type of Permit Application	2009 Proposed Fee Schedule	2010 Proposed Fee Schedule
	Fee Based on \$145 Per Hour	Fee Based on \$145 Per Hour
<b>PLUMBING</b>		
Plumbing System	Hourly rate, 1-hour minimum (\$145) (including 4 fixtures), \$11.00 per fixture over 4	Hourly rate, 1-hour minimum (\$145) (including 4 fixtures), \$11.00 per fixture over 4
Gas Piping System standalone permit	Hourly rate, 1-hour minimum (\$145) (including 4 outlets), \$11.00 per outlet over 4	Hourly rate, 1-hour minimum (\$145) (including 4 outlets), \$11.00 per outlet over 4
Gas Piping as part of a plumbing or mechanical permit	\$11 per outlet (when included in outlet count)	\$11 per outlet (when included in outlet count)
Backflow Prevention Device - standalone permit	Hourly rate, 1-hour minimum (\$145) (including 4 devices), \$11.00 per device over 4	Hourly rate, 1-hour minimum (\$145) (including 4 devices), \$11.00 per device over 4
Backflow Prevention Device as part of a plumbing systems permit	\$11.00 per device (when included in outlet count)	\$11.00 per device (when included in outlet count)
<b>Environmental Review</b>		
Environmental Checklist (SEPA):		
Single-Family	Hourly rate, 10-hour minimum \$1,450	Hourly rate, 10-hour minimum \$1,450
Multifamily/Commercial	Hourly rate, 15-hour minimum \$2,175	Hourly rate, 15-hour minimum \$2,175
Environmental Impact Statement Review	Hourly rate, 35-hour minimum \$5,075	Hourly rate, 35-hour minimum \$5,075
<b>LAND USE</b>		
Accessory Dwelling Unit	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Adult Family Home	Hourly rate, 2-1/2-hour minimum \$362.50	Hourly rate, 2-1/2-hour minimum \$362.50
Comprehensive Plan Amendment – Site Specific	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Conditional Use Permit (CUP)	Hourly rate, 30-hour minimum \$4,350	Hourly rate, 30-hour minimum \$4,350
Critical Areas Reasonable Use Permit (CARUP)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Critical Areas Special Use Permit (CASUP)	Hourly rate, 60 hour minimum (\$8,700), plus public hearing (\$2,225)	Hourly rate, 60 hour minimum (\$8,700), plus public hearing (\$2,225)
Home Occupation, Bed and Breakfast, Boarding House	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Interpretation of Development Code	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Master Plan	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Planned Action Determination	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Rezoning	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
SCTF Special Use Permit (SUP)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Sign Permit	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Special Use Permit	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Street Vacation	Hourly rate, 60-hour minimum (\$8,700), plus public hearing if required (\$2,225)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing if required (\$2,225)
Temporary Use Permit (TUP)	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Variance - Engineering Standards	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Variances - Zoning	Hourly rate, 30-hour minimum \$4,350	Hourly rate, 30-hour minimum \$4,350

**City of Shoreline Planning and Development Services  
Fee Schedule (Page 5 of 6)**

Type of Permit Application	2009 Proposed Fee Schedule	2010 Proposed Fee Schedule
	Fee Based on \$145 Per Hour	Fee Based on \$145 Per Hour
<b>MISCELLANEOUS FEES</b>		
Critical area field signs	\$6 per sign	\$6 per sign
Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee
Expedited Review – Building or Site Development Permits	Twice the applicable plan review fee(s)	Twice the applicable plan review fee(s)
All Other Fees Per Hour	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum for processing land use permits plus current King County Assessors fee for administering the Multiple Family Tax Exemption program	Hourly rate, 3-hour minimum for processing land use permits plus current King County Assessors fee for administering the Multiple Family Tax Exemption program
Extension of the Conditional Certificate for the Multiple Family Tax Exemption Application Fee	\$145	\$145
<b>RIGHT-OF-WAY</b>		
Right-of-Way Use	Hourly rate, 1-hour minimum \$145	Hourly rate, 1-hour minimum \$145
Right-of-Way Site	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
<b>SHORELINE SUBSTANTIAL DEVELOPMENT</b>		
Shoreline Conditional Permit Use	Hourly rate, 30-hour minimum \$4,350	Hourly rate, 30-hour minimum \$4,350
Shoreline Exemption	Hourly rate, 2-hour minimum \$290	Hourly rate, 2-hour minimum \$290
Shoreline Variance	Hourly rate, 30-hour minimum (\$4,350), plus public hearing if required (\$2,225)	Hourly rate, 30-hour minimum (\$4,350), plus public hearing if required (\$2,225)
Substantial Development Permit (based on valuation):		
up to \$10,000	Hourly rate, 15-hour minimum \$2,175	Hourly rate, 15-hour minimum \$2,175
\$10,000 to \$500,000	Hourly rate, 34-hour minimum \$4,930	Hourly rate, 34-hour minimum \$4,930
over \$500,000	Hourly rate, 60-hour minimum \$8,700	Hourly rate, 60-hour minimum \$8,700
<b>SITE DEVELOPMENT</b>		
Grading	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Clearing	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Landscaping	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Parking Lot	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Subdivision Construction	Hourly rate, 12-hour minimum \$1,740	Hourly rate, 12-hour minimum \$1,740

**City of Shoreline Planning and Development Services  
Fee Schedule (Page 6 of 6)**

Type of Permit Application	2009 Proposed Fee Schedule	2010 Proposed Fee Schedule
	Fee Based on \$145 Per Hour	Fee Based on \$145 Per Hour
<b>SUBDIVISIONS</b>		
Binding Site Plan	Hourly rate, 6-hour minimum \$870	Hourly rate, 6-hour minimum \$870
Lot Line Adjustment	Hourly rate, 3-hour minimum \$435	Hourly rate, 3-hour minimum \$435
Preliminary Short Subdivision	Hourly rate, 30-hour minimum (\$4,350) for two-lot short subdivision plus 3-hour minimum (\$435) for each additional lot	Hourly rate, 30-hour minimum (\$4,350) for two-lot short subdivision plus 3-hour minimum (\$435) for each additional lot
Final Short Subdivision	Hourly rate, 8-hour minimum \$1,160	Hourly rate, 8-hour minimum \$1,160
Preliminary Subdivision	Hourly rate, 39-hour minimum (\$5,655) for five-lot subdivision plus 3-hour minimum (\$435) for each additional lot, plus public hearing (\$2,225)	Hourly rate, 39-hour minimum (\$5,655) for five-lot subdivision plus 3-hour minimum (\$435) for each additional lot, plus public hearing (\$2,225)
Final Subdivision	Hourly rate, 30-hour minimum \$4,350	Hourly rate, 30-hour minimum \$4,350
Changes to Preliminary Short or Formal Subdivision	Hourly rate, 12-hour minimum \$1,740	Hourly rate, 12-hour minimum \$1,740
<b>SUPPLEMENTAL FEES</b>		
	Additional review of fees may be assessed if plan revisions are incomplete, corrections not completed, the original scope of the project has changed, or scale and complexity results in review hours exceeding the minimums identified in this schedule. Fees will be assessed at \$145.00 per hour, minimum of one hour.	Additional review of fees may be assessed if plan revisions are incomplete, corrections not completed, the original scope of the project has changed, or scale and complexity results in review hours exceeding the minimums identified in this schedule. Fees will be assessed at \$145.00 per hour, minimum of one hour.
	Reinspection fees may be assessed if work is incomplete, corrections not completed or the allotted time is depleted. Fees will be assessed at \$145 per hour, minimum one hour.	Reinspection fees may be assessed if work is incomplete, corrections not completed or the allotted time is depleted. Fees will be assessed at \$145 per hour, minimum one hour.
<b>FEE REFUNDS</b>		
<p>The city manager or designee may authorize the refunding of:</p> <ol style="list-style-type: none"> <li>1. One hundred percent of any fee erroneously paid or collected.</li> <li>2. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.</li> <li>3. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.</li> <li>4. The city manager or designee shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.</li> </ol>		

2010 Proposed Park Fee Schedule Part 1 of 4				
Fee	2009 Proposed Resident Rate	2009 Proposed Non-Resident Rate	2010 Proposed Resident Rate	2010 Proposed Non-Resident Rate
<b>Outdoor Rental Fees:</b>				
<b>Picnic Shelters – (same for all groups)</b>				
Half Day	\$45.75	\$49.50	\$46.00	\$50.25
Full Day	\$69.75	\$75.25	\$70.00	\$75.50
<b>Athletic Fields</b>				
Lights (determined by dusk schedule)	\$16.25	\$16.25	\$16.25	\$16.25
Senior/Youth League Game and/or Practice	\$3.25	\$4.50	\$3.25	\$4.50
Youth Tournament	\$8.50	\$10.50	\$8.50	\$10.50
Adult Practice	\$15.25	\$16.25	\$15.25	\$16.25
Adult League	\$28.50	\$31.75	\$28.50	\$31.75
Adult Tournament*	\$36.00	\$40.00	\$36.00	\$40.00
*Additional field prep fee may be added				
<b>Synthetic Fields</b>				
Resident Youth - Per Hour	\$16.50		\$17.00	
Non-Resident Youth - Per Hour		\$22.00		\$25.00
Resident Adult - Per Hour	\$60.25		\$61.00	
Non-Resident Adult - Per Hour		\$71.25		\$75.00
Discount Field Rate Resident - Per Hour	\$16.50		\$17.00	
Discount Field Rate Non- Resident - Per Hour		\$22.00		\$25.00
<b>Indoor Rental Fees:</b>				
<b>Richmond Highlands (same for all groups)</b>				
Maximum Attendance 214				
Entire Building (including building monitor)	\$57.25	\$62.50	\$57.25	\$62.50
Gym Only	\$46.00	\$50.25	\$46.00	\$50.25
Café/Game Room	\$46.00	\$50.25	\$46.00	\$50.25
			As a health and wellness benefit for regular City employees, daily drop-in fees for regular City employees shall be waived.	
<b>Spartan Recreation Center</b>				
Spartan Recreation Center Fees for Youth Organizations				
Multi-Purpose Room 1	\$10.75	\$12.25	\$10.75	\$12.25
Multi-Purpose Room 1 w/Kitchen	\$18.50	\$19.75	\$18.50	\$19.75
Multi-Purpose Room 2	\$10.75	\$12.25	\$10.75	\$12.25
Multi-Purpose Room 2 w/Kitchen	\$18.50	\$19.75	\$18.50	\$19.75
Gymnastics Room	\$10.75	\$12.25	\$10.75	\$12.25
Dance Room	\$10.75	\$12.25	\$10.75	\$12.25
Gym-One Court	\$17.50	\$18.50	\$17.50	\$18.50
Entire Gym	\$33.75	\$37.25	\$33.75	\$37.25
Entire Facility	\$87.50	\$97.25	\$87.50	\$97.25

2010 Proposed Park Fee Schedule Part 2 of 4				
Fee	2009 Proposed Resident Rate	2009 Proposed Non-Resident Rate	2010 Proposed Resident Rate	2010 Proposed Non-Resident Rate
<b>Spartan Recreation Center Fees for Adult Groups:</b>				
Multi-Purpose Room 1	\$23.00	\$25.25	\$23.00	\$25.25
Multi-Purpose Room 1 w/Kitchen	\$32.75	\$36.50	\$32.75	\$36.50
Multi-Purpose Room 2	\$23.00	\$25.25	\$23.00	\$25.25
Multi-Purpose Room 2 w/Kitchen	\$32.75	\$36.50	\$32.75	\$36.50
Gymnastics Room	\$23.00	\$25.25	\$23.00	\$25.25
Dance Room	\$23.00	\$25.25	\$23.00	\$25.25
Gym-One Court	\$32.75	\$36.50	\$32.75	\$36.50
Entire Gym	\$62.50	\$69.00	\$62.50	\$69.00
Entire Facility	\$119.25	\$131.50	\$119.25	\$131.50
Spartan Gym may require an additional supervision fee. (See Below)				
<b>Other Indoor Rental Fees:</b>				
Damage Deposit: (refundable)	\$199.25	\$199.25	\$199.25	\$199.25
Supervision Fee (if applicable)	\$18.50	\$18.50	\$18.50	\$18.50
Daily Rates	\$799.25	\$799.25	\$799.25	\$799.25
Spartan Gym Tarp Installation	\$58.25	\$58.25	\$58.25	\$58.25
<b>Concession / Admission / Sales During Indoor Facility Use:</b>	Not to exceed \$100/day	Not to exceed \$100/day	Not to exceed \$100/day	Not to exceed \$100/day
20% of the gross revenue collected will be remitted to the City of Shoreline if concession sales are charged on-site by the individuals or organizations renting a City-owned facility.				
20% of the gross revenue collected will be remitted to the City of Shoreline if spectator admissions are charged on-site by the individuals or organizations renting a City-owned facility.				
20% of the gross amount will be remitted to the City of Shoreline if an individual or organization rents a City facility for a clinic, camp, or a class where the participants are charged a fee.				
Any individual or organization that is required to pay concession / admission fee must complete the appropriate permit application.				
Concession/Admission/Sales Fees may be modified at the discretion of the Director of Shoreline Parks and Recreation.				
<b>Drop-In Fees:</b>				
Showers Only (Spartan Gym)	\$1.00	\$1.00	\$1.00	\$1.00
Youth Drop-In	\$1.00	\$1.00	\$1.00	\$1.00
Youth Drop-In Ten Punch Card	\$9.00	\$9.00	\$9.00	\$9.00
Youth Drop-In Three Month Pass	\$23.00	\$25.00	\$23.00	\$25.00
Adult Drop-In	\$2.00	\$2.75	\$2.00	\$2.75
Adult Drop-In Ten Punch Card	\$19.00	\$25.00	\$19.00	\$25.00
Adult Drop-In Three Month Pass	\$53.00	\$57.00	\$53.00	\$57.00

2010 Proposed Park Fee Schedule Part 3 of 4				
Drop in Fees	2009 Proposed Resident Rate	2009 Proposed Non-Resident Rate	2010 Proposed Resident Rate	2010 Proposed Non-Resident Rate
Adult	\$3.50	\$4.25	\$3.50	\$4.25
Child/Senior/Disabled	\$2.50	\$3.00	\$2.50	\$3.00
Family	\$8.75	\$9.75	\$8.75	\$9.75
Adult - Real Deal	\$1.50	\$2.00	\$1.50	\$2.00
Child/Senior/Disabled - Real Deal	\$1.00	\$1.25	\$1.00	\$1.25
Adult - 10 punch	\$29.00	\$35.00	\$29.00	\$35.00
Child/Senior/Disabled - 10 Punch	\$20.00	\$24.00	\$20.00	\$24.00
Family - 10 Punch	\$71.00	\$79.00	\$71.00	\$79.00
<b>1 Month</b>				
Adult - 1 mo	\$47.50	\$55.00	\$47.50	\$55.00
Child/Senior/Disabled - 1 mo	\$30.00	\$33.00	\$30.00	\$33.00
Family -1 mo	\$117.00	\$130.50	\$117.00	\$130.50
<b>3 Month</b>				
Adult -3 month	\$134.00	\$154.00	\$134.00	\$154.00
Child/Senior/Disabled - 3 mo	\$89.00	\$113.00	\$89.00	\$113.00
Family -3 mo	\$267.00	\$308.00	\$267.00	\$308.00
<b>6 Month</b>				
Adult -6 month	\$216.00	\$230.00	\$216.00	\$230.00
Child/Senior/Disabled - 6 mo	\$154.00	\$169.00	\$154.00	\$169.00
Family -6 mo	\$431.00	\$462.00	\$431.00	\$462.00
<b>1 Year Pass</b>				
Adult	\$377.00	\$404.00	\$377.00	\$404.00
Child/Senior/Disabled	\$269.00	\$296.00	\$269.00	\$296.00
Family	\$754.00	\$808.00	\$754.00	\$808.00

2010 Proposed Park Fee Schedule Part 4 of 4				
Lesson Program	2009 Proposed Resident Rate	2009 Proposed Non-Resident Rate	2010 Proposed Resident Rate	2010 Proposed Non-Resident Rate
Parent & Tot	\$5.00	\$5.50	\$5.00	\$5.50
Preschool (1-5)	\$5.00	\$5.50	\$5.00	\$5.50
Youth (1&2)	\$5.00	\$5.50	\$5.00	\$5.50
Youth (3-7)	\$5.00	\$5.50	\$5.00	\$5.50
Adult	\$5.00	\$5.50	\$5.00	\$5.50
Water Fitness - Adults	\$4.50	\$5.00	\$4.50	\$5.00
Water Fitness - Adults 10x	\$37.00	\$44.00	\$37.00	\$44.00
Water Fitness Senior	\$3.25	\$4.00	\$3.25	\$4.00
Water Fitness Seniors 10x	\$26.00	\$30.00	\$26.00	\$30.00
Arthritis - Adults	\$3.50	\$4.00	\$3.50	\$4.00
Arthritis - Adults 10x	\$35.00	\$39.00	\$35.00	\$39.00
Arthritis-Seniors	\$3.50	\$4.00	\$3.50	\$4.00
Arthritis - Seniors 10x	\$35.00	\$40.00	\$35.00	\$40.00
<b>Other Programs</b>				
Swim Day Camp	\$104.00	\$115.00	\$104.00	\$115.00
Gators Swim /Dive 7 Wks	\$115.00	\$126.00	\$117.00	\$128.00
<b>Rentals</b>				
School Dist: Per 60 Kids/per Hour (non-agreement)	\$38.25	NA	\$38.25	NA
Rentals On-Going (non-swim team)	\$68.75	NA	\$70.00	NA
Swim Team Per/ Lane/Hr	\$9.75	NA	\$10.00	NA
<b>Public Rentals per Hour</b>				
1-60	\$109.50	\$120.25	\$109.50	\$120.25
61-150	\$147.00	\$169.75	\$147.00	\$169.75

2010 License Required and Public Records Fee Schedule			
License Required Fee	2009 Fee	Proposed 2010 Fee	Basis
<b>General Licenses</b>			
Regulated massage business	\$181.75	\$181.75	Per Year
Massage manager	\$39.50	\$39.50	Per Year
Public dance	\$124.75	\$124.75	Per Dance
Pawnbroker	\$581.25	\$581.25	Per Year
Secondhand	\$55.75	\$55.75	Per Year
Master solicitor	\$114.00	\$114.00	Per Year
Solicitor	\$28.50	\$28.50	Per Year
Duplicate License	\$5.50	\$5.50	
Late fees for general licenses:	A late penalty shall be charged on all applications for renewal of a general license received later than 10 working days after the expiration date of such license. The amount of such penalty is fixed as follows: A. For a license requiring a fee of less than \$50.00, two percent of the required fee B. For a license requiring a fee of more than \$50.00, ten percent of the required fee.		
<b>Cabaret Licenses</b>			
Adult cabaret operator's license	\$581.25	\$581.25	Per Year
Adult cabaret manager's license	\$124.75	\$124.75	Per Year
Adult cabaret entertainer's license	\$124.75	\$124.75	Per Year
Duplicate License	\$5.50	\$5.50	
Late fees for cabaret licenses:	There shall be assessed and collected by the clerk an additional charge, computed as a percentage of the adult cabaret license fee, on applications not made on or before said date as follows:		
Days Past Due			
7 - 30	10%	10%	
31 - 60	25%	25%	
61 and over	100%	100%	
<b>Panoram Licenses</b>			
Panoram premise license	\$238.75	\$238.75	Per Year
Panoram device license	\$68.00	\$68.00	Per Year Per Device
Panoram operator license	\$580.75 per year/plus additional \$10.50 fee for background checks for any additional operators	\$580.75 per year/plus additional \$10.50 fee for background checks for any additional operators	
Duplicate License	\$5.50	\$5.50	
Renewals for panoram licenses:	On renewals for panoram licenses filed after December 31st, the clerk shall assess and collect an additional charge as follows: A. If application is more than six but less than 31 days late, the additional charge is 10 percent of the renewal fee B. If application is more than 31 but less than 61 days late, the additional charge is 25 percent of the renewal fee.		
<b>Public Records</b>			
Black and white photocopies up to 11 by 17 inches - if more than five pages	\$0.15	\$0.15	Per Page
Black and white photocopies larger than 11 by 17 inches	\$3.00	\$3.00	Per Page
Color photocopies up to 11 by 17 inches - if more than one page		\$0.65	Per Page
10 or less scanned copies up to 11 by 17 inches - if more than three pages		\$0.20	Per Page
More than 10 scanned copies up to 11 by 17 inches		\$0.10	Per Page
Publication on CD	\$2.00		Per CD
Recording on DVD	\$3.00		Per DVD
Data transfer to any medium - if more than \$0.75; document requests for files over 15 megabytes require purchase of a CD or DVD.		\$0.10 per file, plus \$1.00 per CD or \$2.00 per DVD	
Video Tapes	\$13.00	\$13.00	Per Tape
Audio Tapes	\$2.00	\$2.00	Per Tape
Photographic prints and slides	Cost charged by vendor, depending on size and process		
GIS maps smaller than 11 by 17 inches	\$0.50	\$0.50	Per Page
GIS maps larger than 11 by 17 inches	\$1.50	\$1.50	Per Square Foot
Mylar Sheets	\$5.75	\$5.75	Per Sheet
Clerk Certification	\$1.00	\$1.00	Per Document
Custom GIS Mapping and Data Requests	\$80.75	\$80.75	Per Hour (1 Hour Minimum)
<b>Financial Fees</b>			
Insufficient funds or a closed account shall be assessed a collection fee	\$27.00	\$27.00	
Hearing Examiner Fees	\$442.50	\$442.50	



### 2010 Surface Water Management Rate Table ( Page 1 of 1)

Rate Category	Percent Impervious Surface	2009 Annual Service Charge	2010 Annual Service Charge	Per Unit	6% Utility Tax	Fee + Utility Tax
Residential: Single-family home		\$130	\$130	Parcel	\$7.81	\$138.01
Very Light	Less than or equal to 10%	\$130	\$130	Parcel	\$7.81	\$138.01
Light	More than 10%, less than or equal to 20%	\$302	\$302	Acre	\$18.14	\$320.54
Moderate	More than 20%, less than or equal to 45%	\$625	\$625	Acre	\$37.49	\$662.24
Moderately Heavy	More than 45%, less than or equal to 65%	\$1,212	\$1,212	Acre	\$72.70	\$1,284.40
Heavy	More than 65%, less than or equal to 85%	\$1,535	\$1,535	Acre	\$92.11	\$1,627.21
Very Heavy	More than 85%, less than or equal to 100%	\$2,011	\$2,011	Acre	\$120.65	\$2,131.40
Minimum Rate		\$130	\$130		\$7.81	\$138.01

**There are two types of service charges:** The flat rate and the sliding rate.

- \* The flat rate service charge of \$130 a year applies to single family homes and parcels with less than 10% impervious surface.
- \* The sliding rate service charge applies to all other properties in the service area. The sliding rate is calculated by measuring the amount of impervious surface on each parcel and multiplying the appropriate rate by total acreage

**Several special rate categories will automatically be assigned to those who qualify.**

- \* An exemption for any home owned and occupied by a low income senior citizen determined by the assessor to qualify under RCW 84.36.381.
- \* A discount for any parcel served by a City approved retention/detention (R/D) facility maintained by the owner.
- \* A discount for any parcel, or part parcel officially designated as open space.

**Categories with Retention/Detention Facilities** The following categories are eligible for reduced rates if they have an approved retention/detention facility.

Rate Category	Discount	2009 Annual Service Charge	2010 Annual Service Charge	Per Unit	6% Utility Tax	Fee + Utility Tax
Residential: Single-Family Home	50%	\$65	\$65	Parcel	\$3.91	\$69.01
Very Light	50%	\$65	\$65	Parcel	\$3.91	\$69.01
Light	50%	\$151	\$151	Acre	\$9.07	\$160.27

**Alternative Mobile Home Park Charge**

- \* Mobile Home Park Assessment can be the lower of the appropriate rate category or the number of mobile home spaces multiplied by the single-family residential rate.

**Rate Adjustments:** Any person receiving a bill may file a request for a rate adjustment within two years of the billing date. (Filing a request will not extend the payment period).

Property owners should file a request for a change in the rate assessed if:

- \* The property acreage is incorrect;
- \* The measured impervious surface is incorrect;
- \* The property is charged a sliding fee when the fee should be flat;
- \* The person or property qualifies for an exemption or discount; or
- \* The property is wholly or in part outside the service area.

## 2010 CleanScapes Fee Schedule

	Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	Total Service Fee	2010 Service Fee
Monthly	One 32-gallon Garbage Cart	32.00	\$ 1.52	\$ 3.51	\$ 5.13	\$ 5.07
Weekly Residential Curbside Service	One 10-gallon Micro-Can	10.00	\$ 2.06	\$ 4.05	\$ 6.10	\$ 6.03
	One 20-gallon Garbage Cart	20.00	\$ 4.11	\$ 6.54	\$ 10.65	\$ 10.53
	1 32-gallon Garbage Cart	21.71	\$ 4.46	\$ 10.84	\$ 15.30	\$ 15.10
	1 45-gallon Garbage Cart	30.53	\$ 6.28	\$ 15.93	\$ 22.20	\$ 21.90
	1 64-gallon Garbage Cart	43.41	\$ 8.93	\$ 17.00	\$ 25.93	\$ 25.61
	1 96-gallon Garbage Cart	65.12	\$ 13.39	\$ 21.60	\$ 35.00	\$ 34.59
	Additional 32 Gallon Cart (weekly svc)	21.71	\$ 4.46	\$ 6.16	\$ 10.63	\$ 10.51
	Additional 64 Gallon Cart (weekly svc)	43.41	\$ 8.93	\$ 9.05	\$ 17.98	\$ 17.81
	Additional 96 Gallon Cart (weekly svc)	65.12	\$ 13.39	\$ 10.84	\$ 24.24	\$ 24.03
	Extras (32 gallon equivalent)				\$ 3.73	\$ 3.66
	Miscellaneous Fees:					
	EoW Yard Debris/FW service (includes 32 gallon cart)				\$ 7.79	\$ 7.64
	EoW Yard Debris/FW service (includes 64 gallon cart)				\$ 8.58	\$ 8.42
	EoW Yard Debris/FW service (includes 96 gallon cart)				\$ 9.39	\$ 9.21
	Extra Yardwaste (per 32 gallon)				\$ 2.13	\$ 2.09
	Return Trip				\$ 7.46	\$ 7.31
	Carry-out Charge, per 25 ft, per month				\$ 3.20	\$ 3.13
	Drive-in Charge, per month				\$ 4.26	\$ 4.18
	Overweight/Oversize container (per p/u)				\$ 3.20	\$ 3.13
	Redelivery of containers				\$ 10.65	\$ 10.45
	Cart Cleaning (per cart per event)				\$ 7.99	\$ 7.84
	Sunken Can Surcharge per month				\$ 7.99	\$ 7.84
On-Call Bulky Waste Collection	White Goods, except refrigerators & freezers		\$ 20.00	\$ 69.23	\$ 89.23	\$ 87.92
	Refrigerators, Freezers		\$ 40.00	\$ 69.23	\$ 109.23	\$ 107.92
	Sofas, Chairs		\$ 35.00	\$ 69.23	\$ 104.23	\$ 102.92
	Mattresses		\$ 35.00	\$ 69.23	\$ 104.23	\$ 102.92
Weekly Commercial & Multifamily Can and Cart	1 32-gallon Garbage Cart	21.39	\$ 4.40	\$ 14.41	\$ 18.81	\$ 18.54
	1 45-gallon Garbage Cart	30.07	\$ 6.19	\$ 20.30	\$ 26.49	\$ 26.11
	1 64-gallon Garbage Cart	42.77	\$ 8.80	\$ 22.55	\$ 31.35	\$ 30.93
	1 96-gallon Garbage Cart	64.16	\$ 13.20	\$ 29.13	\$ 42.33	\$ 41.78
	Additional 32 Gallon Cart (weekly svc)	21.39	\$ 4.40	\$ 14.41	\$ 18.81	\$ 18.54
	Additional 64 Gallon Cart (weekly svc)	42.77	\$ 8.80	\$ 22.55	\$ 31.35	\$ 30.93
	Additional 96 Gallon Cart (weekly svc)	64.16	\$ 13.20	\$ 29.13	\$ 42.33	\$ 41.78
	Extras (32 gallon equivalent)				\$ 3.73	\$ 3.66
	Miscellaneous Fees:					
	Weekly Yard Debris/FW (incl 32 gallon cart)				\$ 19.70	\$ 19.33
	Weekly Yard Debris/FW (incl 64 gallon cart)				\$ 21.70	\$ 21.29
	Weekly Yard Debris/FW (incl 96 gallon cart)				\$ 23.75	\$ 23.30
	Return Trip (same day, before 2:00)				\$ 7.46	\$ 7.31
	Carry-out Charge, per 25 ft, per month				\$ 3.20	\$ 3.13
	Drive-in Charge, per month				\$ 4.26	\$ 4.18
	Overweight/Oversize container (per p/u)				\$ 3.20	\$ 3.13
	Redelivery of containers				\$ 10.65	\$ 10.45
	Cart Cleaning (per cart per event)				\$ 7.99	\$ 7.84

## 2010 CleanScapes Fee Schedule

	Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	Total Service Fee	2010 Service Fee
Commercial Detachable Container (loose)	1 Cubic Yard, 1 pickup/week	135.00	\$ 27.77	\$ 58.70	\$ 86.46	\$ 85.36
	1 Cubic Yard, 2 pickups/week	135.00	\$ 55.53	\$ 117.39	\$ 172.92	\$ 170.72
	1 Cubic Yard, 3 pickups/week	135.00	\$ 83.30	\$ 176.09	\$ 259.38	\$ 256.07
	1 Cubic Yard, 4 pickups/week	135.00	\$ 111.06	\$ 234.78	\$ 345.85	\$ 341.43
	1 Cubic Yard, 5 pickups/week	135.00	\$ 138.83	\$ 293.48	\$ 432.31	\$ 426.79
	1.5 Cubic Yard, 1 pickup/week	202.50	\$ 41.65	\$ 84.92	\$ 126.57	\$ 124.98
	1.5 Cubic Yard, 2 pickups/week	202.50	\$ 83.30	\$ 169.85	\$ 253.15	\$ 249.95
	1.5 Cubic Yard, 3 pickups/week	202.50	\$ 124.95	\$ 254.77	\$ 379.72	\$ 374.93
	1.5 Cubic Yard, 4 pickups/week	202.50	\$ 166.60	\$ 339.70	\$ 506.29	\$ 499.91
	1.5 Cubic Yard, 5 pickups/week	202.50	\$ 208.25	\$ 424.62	\$ 632.87	\$ 624.88
	2 Cubic Yard, 1 pickups/week	270.00	\$ 55.53	\$ 110.74	\$ 166.27	\$ 164.19
	2 Cubic Yard, 2 pickups/week	270.00	\$ 111.06	\$ 221.47	\$ 332.54	\$ 328.37
	2 Cubic Yard, 3 pickups/week	270.00	\$ 166.60	\$ 332.21	\$ 498.81	\$ 492.56
	2 Cubic Yard, 4 pickups/week	270.00	\$ 222.13	\$ 442.95	\$ 665.08	\$ 656.75
	2 Cubic Yard, 5 pickups/week	270.00	\$ 277.66	\$ 553.68	\$ 831.34	\$ 820.94
	3 Cubic Yard, 1 pickup/week	405.00	\$ 83.30	\$ 157.37	\$ 240.67	\$ 237.71
	3 Cubic Yard, 2 pickups/week	405.00	\$ 166.60	\$ 314.74	\$ 481.34	\$ 475.42
	3 Cubic Yard, 3 pickups/week	405.00	\$ 249.90	\$ 472.11	\$ 722.01	\$ 713.13
	3 Cubic Yard, 4 pickups/week	405.00	\$ 333.19	\$ 629.48	\$ 962.68	\$ 950.84
	3 Cubic Yard, 5 pickups/week	405.00	\$ 416.49	\$ 786.86	\$ 1,203.35	\$ 1,188.55
	4 Cubic Yard, 1 pickup/week	540.00	\$ 111.06	\$ 193.19	\$ 304.26	\$ 300.62
	4 Cubic Yard, 2 pickups/week	540.00	\$ 222.13	\$ 386.38	\$ 608.51	\$ 601.25
	4 Cubic Yard, 3 pickups/week	540.00	\$ 333.19	\$ 579.58	\$ 912.77	\$ 901.87
	4 Cubic Yard, 4 pickups/week	540.00	\$ 444.26	\$ 772.77	\$ 1,217.03	\$ 1,202.50
	4 Cubic Yard, 5 pickups/week	540.00	\$ 555.32	\$ 965.96	\$ 1,521.28	\$ 1,503.12
	6 Cubic Yard, 1 pickup/week	810.00	\$ 166.60	\$ 264.83	\$ 431.43	\$ 426.45
	6 Cubic Yard, 2 pickups/week	810.00	\$ 333.19	\$ 529.67	\$ 862.86	\$ 852.91
	6 Cubic Yard, 3 pickups/week	810.00	\$ 499.79	\$ 794.50	\$ 1,294.29	\$ 1,279.36
	6 Cubic Yard, 4 pickups/week	810.00	\$ 666.39	\$ 1,059.34	\$ 1,725.73	\$ 1,705.81
	6 Cubic Yard, 5 pickups/week	810.00	\$ 832.98	\$ 1,324.17	\$ 2,157.16	\$ 2,132.26
	8 Cubic Yard, 1 pickup/week	1,080.00	\$ 222.13	\$ 319.84	\$ 541.97	\$ 535.96
	8 Cubic Yard, 2 pickups/week	1,080.00	\$ 444.26	\$ 639.68	\$ 1,083.94	\$ 1,071.92
	8 Cubic Yard, 3 pickups/week	1,080.00	\$ 666.39	\$ 959.52	\$ 1,625.91	\$ 1,607.87
	8 Cubic Yard, 4 pickups/week	1,080.00	\$ 888.52	\$ 1,279.37	\$ 2,167.88	\$ 2,143.83
	8 Cubic Yard, 5 pickups/week	1,080.00	\$ 1,110.65	\$ 1,599.21	\$ 2,709.85	\$ 2,679.79
	Extra loose cubic yard, per pickup				\$ 12.78	\$ 12.54
Weekly Commercial Detachable Container (compacted)	1 Cubic Yard Container	405.00	\$ 83.30	\$ 117.39	\$ 200.69	\$ 198.48
	1.5 Cubic Yard Container	607.50	\$ 124.95	\$ 148.62	\$ 273.56	\$ 270.77
	2 Cubic Yard Container	810.00	\$ 166.60	\$ 177.18	\$ 343.78	\$ 340.44
	3 Cubic Yard Container	1,215.00	\$ 249.90	\$ 236.06	\$ 485.95	\$ 481.51
	4 Cubic Yard Container	1,620.00	\$ 333.19	\$ 270.47	\$ 603.66	\$ 598.58
	6 Cubic Yard Container	2,430.00	\$ 499.79	\$ 344.29	\$ 844.08	\$ 837.60
	Detachable Container Miscellaneous Fees (per occurrence):					
	Return Trip				\$ 10.65	\$ 10.45
Unscheduled Garbage Collection Services	Roll-out Container over 15 feet (per p/u)				\$ 2.13	\$ 2.09
	Unlock Container (per p/u)				\$ 1.60	\$ 1.57
	Gate Opening (per p/u)				\$ 1.60	\$ 1.57
	1 45 gallon cart		\$ 1.43	\$ 59.40	\$ 60.83	\$ 59.71
	1 64 gallon cart		\$ 2.03	\$ 59.89	\$ 61.92	\$ 60.79
	1 96 gallon cart		\$ 3.05	\$ 61.32	\$ 64.37	\$ 63.22
	1 cubic yard container		\$ 6.41	\$ 67.73	\$ 74.14	\$ 72.87
	1.5 cubic yard container		\$ 9.62	\$ 73.42	\$ 83.04	\$ 81.66
Commercial Unscheduled Recycling Collection Services	2 cubic yard container		\$ 12.83	\$ 79.01	\$ 91.84	\$ 90.35
	3 cubic yard container		\$ 19.24	\$ 89.13	\$ 108.37	\$ 106.69
	4 cubic yard container		\$ 25.65	\$ 96.89	\$ 122.54	\$ 120.72
	6 cubic yard container		\$ 38.48	\$ 112.43	\$ 150.91	\$ 148.80
	8 cubic yard container		\$ 51.30	\$ 124.36	\$ 175.66	\$ 173.32
	1 32 gallon cart			\$ 58.12	\$ 58.12	\$ 57.03
	1 45 gallon cart			\$ 59.40	\$ 59.40	\$ 58.28
	1 64 gallon cart			\$ 59.89	\$ 59.89	\$ 58.76
	1 96 gallon cart			\$ 61.32	\$ 61.32	\$ 60.17
	1 cubic yard container			\$ 67.73	\$ 67.73	\$ 66.46
	1.5 cubic yard container			\$ 73.42	\$ 73.42	\$ 72.04
	2 cubic yard container			\$ 79.01	\$ 79.01	\$ 77.52
	3 cubic yard container			\$ 89.13	\$ 89.13	\$ 87.45
	4 cubic yard container			\$ 96.89	\$ 96.89	\$ 95.07
	6 cubic yard container			\$ 112.43	\$ 112.43	\$ 110.32
	8 cubic yard container			\$ 124.36	\$ 124.36	\$ 122.02

# 2010 CleanScapes Fee Schedule

Attachment A

	Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	Haul Charge				
Temporary Collection Hauling	4 Yard detachable container	540.00	\$ 25.65	\$ 95.85	\$ 121.50	\$ 119.70			
	6 Yard detachable container	810.00	\$ 38.48	\$ 95.85	\$ 134.33	\$ 132.52			
	8 Yard detachable container	1,080.00	\$ 51.30	\$ 95.85	\$ 147.15	\$ 145.35			
	Non-compacted 10 cubic yard Drop-box				\$ 138.45	\$ 135.85			
	Non-compacted 20 cubic yard Drop-box				\$ 159.75	\$ 156.75			
	Non-compacted 30 cubic yard Drop-box				\$ 181.05	\$ 177.65			
	Non-compacted 40 cubic yard Drop-box				\$ 191.70	\$ 188.10			
Temporary Collection Container Rental and Delivery	Service Level		Delivery Fee	Daily Rental	Monthly Rental	Delivery Fee	Daily Rental	Monthly Rental	
	4 Yard detachable container		\$ 74.55	\$ 4.26	\$ 51.12	\$ 73.15	\$ 4.18	\$ 50.16	
	6 Yard detachable container		\$ 74.55	\$ 4.26	\$ 51.12	\$ 73.15	\$ 4.18	\$ 50.16	
	8 Yard detachable container		\$ 74.55	\$ 4.26	\$ 51.12	\$ 73.15	\$ 4.18	\$ 50.16	
	Non-compacted 10 cubic yard Drop-box		\$ 95.85	\$ 6.39	\$ 76.68	\$ 94.05	\$ 6.27	\$ 75.24	
	Non-compacted 20 cubic yard Drop-box		\$ 95.85	\$ 6.39	\$ 76.68	\$ 94.05	\$ 6.27	\$ 75.24	
	Non-compacted 30 cubic yard Drop-box		\$ 95.85	\$ 6.39	\$ 76.68	\$ 94.05	\$ 6.27	\$ 75.24	
	Non-compacted 40 cubic yard Drop-box		\$ 95.85	\$ 6.39	\$ 76.68	\$ 94.05	\$ 6.27	\$ 75.24	
	Miscellaneous Fees:				Per Event	\$ -			
	Return Trip				\$ 26.63	\$ 26.12			
	Stand-by Time (per minute)				\$ 1.33	\$ 1.31			
	Drop-box turn around charge				\$ 10.65	\$ 10.45			
	Service Level (based on pick ups)	Rent	Monthly Rent	Delivery Charge	Haul Charge	Rent	Monthly Rent	Delivery Charge	Haul Charge
	Non-compacted 15 cubic yard Drop-box	\$ 5.33	\$ 63.90	\$ 95.85	\$ 149.79	\$ 5.22	\$ 62.70	\$ 94.05	\$ 146.98
Commercial & Multifamily Drop-box Collection	Non-compacted 20 cubic yard Drop-box	\$ 5.33	\$ 74.55	\$ 95.85	\$ 164.22	\$ 5.22	\$ 73.15	\$ 94.05	\$ 161.14
	Non-compacted 25 cubic yard Drop-box	\$ 5.33	\$ 85.20	\$ 95.85	\$ 178.65	\$ 5.22	\$ 83.60	\$ 94.05	\$ 175.30
	Non-compacted 30 cubic yard Drop-box	\$ 5.33	\$ 95.85	\$ 95.85	\$ 193.08	\$ 5.22	\$ 94.05	\$ 94.05	\$ 189.45
	Non-compacted 40 cubic yard Drop-box	\$ 5.33	\$ 106.50	\$ 95.85	\$ 221.95	\$ 5.22	\$ 104.50	\$ 94.05	\$ 217.77
	Compacted 15 cubic yard Drop-box			\$ 106.50	\$ 171.09	\$ -	\$ -	\$ 104.50	\$ 167.88
	Compacted 20 cubic yard Drop-box			\$ 106.50	\$ 185.52	\$ -	\$ -	\$ 104.50	\$ 182.04
	Compacted 25 cubic yard Drop-box			\$ 106.50	\$ 199.95	\$ -	\$ -	\$ 104.50	\$ 196.19
	Compacted 30 cubic yard Drop-box			\$ 106.50	\$ 214.38	\$ -	\$ -	\$ 104.50	\$ 210.35
	Compacted 40 cubic yard Drop-box			\$ 106.50	\$ 243.25	\$ -	\$ -	\$ 104.50	\$ 238.67
On-Street Cans		Pounds			Total				
		Per Unit	Disposal Fee	Collection Fee	Service Fee				
City Facilities	Can collection 30-50 gallons, per p/u	30.00	\$ 1.43	\$ 1.97	\$ 3.40	\$ 3.36			
	City facilities, flat rate, per month		\$ 218.17	\$ 451.03	\$ 669.20	\$ 660.72			
Sweeping Solids	Disposal/Recycling flat rate, per month				\$ 852.00	\$ 835.98			
	Service				\$ per/hour				
Hourly Rates	Rear/Side-load packer + driver				\$ 117.15	\$ 114.95			
	Front-load packer + driver				\$ 117.15	\$ 114.95			
	Drop-box Truck + driver				\$ 95.85	\$ 94.05			
	Additional Labor (per person)				\$ 42.60	\$ 41.80			
Commercial Flourescent Tube Recycling		Rate/tube				Rate/tube			
	Collection, first tube	\$ 21.30				\$ 20.90			
	Collection, additional tubes	\$ 2.13				\$ 2.09			

ATTACHMENT B – City of Shoreline’s Designated Labor Market

City of Shoreline’s Designated Labor Market	
<b>Jurisdiction</b>	<b>Form of Government</b>
Auburn	Mayor-Council
Bellevue (non-leadership team only)	Council-Manager
Edmonds	Mayor-Council
Everett	Mayor-Council
Federal Way	Council-Manager
Kent	Mayor-Council
Kirkland	Council-Manager
Redmond	Mayor-Council
Renton	Mayor-Council
King County (non-leadership team only)	N/A
Supplemental Management Agencies	
Lakewood (leadership team only)	Council-Manager
Olympia (leadership team only)	Council-Manager

# ATTACHMENT C – Salary Survey/Reclassification Recommendations

Classification	Current Salary Range	Proposed Salary Range	Number of FTEs	Number of Incumbents	Explanation of proposed change
Recreation Assistant II	31	35	1.375	2	Moves from –11.5% from market median to -1.1%
Associate Planner	45	47	6.100	7	Moves from –5.9% from market median to -0.75%
Recreation Assistant I	27	31	0.500	1	Salary range adjusted to 10% below Recreation Assistant II
Teen Program Assistant	27	31	2.700	3	Salary range adjusted to 10% below Recreation Assistant II
Recreation Assistant III	35	39	1.000	1	Salary range adjusted to 10% above Recreation Assistant II
Assistant Planner	41	43	0.000	0	Salary range adjusted to 10% below Associate Planner
Senior Planner	49	51	3.000	3	Salary range adjusted to 10% above Associate Planner
<b>Recommended Reclassification</b>					
Legal Assistant	35	37	1.000	1	Established based on market survey

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Annual	18,896	19,652	20,438	21,255	22,105	22,990
2		Annual	19,395	20,170	20,977	21,816	22,689	23,596
3		Annual	19,838	20,631	21,457	22,315	23,207	24,136
4		Annual	20,337	21,150	21,996	22,876	23,791	24,742
5		Annual	20,863	21,697	22,565	23,468	24,407	25,383
6		Annual	21,389	22,245	23,135	24,060	25,023	26,023
7		Annual	21,943	22,821	23,734	24,683	25,671	26,698
8		Annual	22,498	23,398	24,333	25,307	26,319	27,372
9		Annual	23,024	23,945	24,903	25,899	26,935	28,012
10		Annual	23,634	24,579	25,562	26,585	27,648	28,754
11		Annual	24,188	25,155	26,161	27,208	28,296	29,428
12		Annual	24,797	25,789	26,821	27,894	29,009	30,170
13		Annual	25,435	26,452	27,510	28,610	29,755	30,945
14		Annual	26,072	27,115	28,199	29,327	30,500	31,720
15		Annual	26,709	27,777	28,888	30,044	31,246	32,496
16		Annual	27,402	28,498	29,638	30,823	32,056	33,338
17		Annual	28,094	29,218	30,387	31,602	32,866	34,181
18		Annual	28,759	29,910	31,106	32,350	33,644	34,990
19		Annual	29,480	30,659	31,885	33,161	34,487	35,866
20		Annual	30,228	31,437	32,694	34,002	35,362	36,777
21		Annual	30,976	32,215	33,503	34,844	36,237	37,687
22		Annual	31,779	33,050	34,372	35,747	37,177	38,664
23		Annual	32,555	33,857	35,212	36,620	38,085	39,608
24		Annual	33,386	34,722	36,111	37,555	39,057	40,619
25		Annual	34,190	35,557	36,980	38,459	39,997	41,597
26		Annual	35,049	36,451	37,909	39,425	41,002	42,642
27		Annual	35,935	37,373	38,868	40,422	42,039	43,721

City of Shoreline  
Range Placement Table  
2.5% Between Ranges; 4% Between Steps

Mkt Adj 0.00%

Attachment D

Salary Table 01 - EXEMPT

Effective Jan 1, 2010

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
28		Annual	36,850	38,324	39,856	41,451	43,109	44,833
29		Annual	37,764	39,274	40,845	42,479	44,178	45,946
30		Annual	38,706	40,254	41,864	43,539	45,280	47,092
31		Annual	39,676	41,263	42,913	44,630	46,415	48,271
32		Annual	40,673	42,300	43,992	45,752	47,582	49,485
33		Annual	41,698	43,366	45,101	46,905	48,781	50,732
34		Annual	42,723	44,432	46,210	48,058	49,980	51,979
35		Annual	43,776	45,527	47,348	49,242	51,212	53,260
36		Annual	44,912	46,709	48,577	50,520	52,541	54,642
37		Annual	45,993	47,832	49,746	51,736	53,805	55,957
38		Annual	47,129	49,014	50,974	53,013	55,134	57,339
39		Annual	48,320	50,253	52,263	54,353	56,528	58,789
40		Annual	49,539	51,521	53,581	55,725	57,954	60,272
41	Assistant Planner	Annual	50,786	52,817	54,930	57,127	59,412	61,789
42		Annual	52,060	54,143	56,309	58,561	60,903	63,339
43	Assistant Planner	Annual	53,363	55,497	57,717	60,026	62,427	64,924
44		Annual	54,692	56,880	59,155	61,522	63,982	66,542
45	Associate Planner Executive Assistant to the City Manager	Annual	56,050	58,292	60,624	63,049	65,571	68,194
46	Budget Analyst Management Analyst Grants Specialist Recreation Coordinator I	Annual	57,435	59,733	62,122	64,607	67,191	69,879
47	Human Resources Analyst Associate Planner	Annual	58,932	61,289	63,740	66,290	68,942	71,699
48	Purchasing Officer	Annual	60,372	62,787	65,299	67,911	70,627	73,452
49	Neighborhoods Coordinator Emergency Management Coordinator Senior Planner Parks & Rec Project Coordinator	Annual	61,896	64,372	66,947	69,625	72,410	75,306
50	Communications Specialist Senior Accountant Recreation Coordinator II CMO Management Analyst Senior Human Resources Analyst	Annual	63,420	65,957	68,595	71,339	74,192	77,160



City of Shoreline  
Range Placement Table  
2.5% Between Ranges; 4% Between Steps

Mkt Adj 0.00%

Attachment D

Salary Table 01 - EXEMPT

Effective Jan 1, 2010

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
51	Web Developer Senior Planner	Annual	64,999	67,599	70,303	73,115	76,040	79,082
52	CRT Supervisor Fleet, Facilities & Prop Mgt Supv Development Review Engineer I Construction Inspection Supervisor	Annual	66,662	69,328	72,101	74,985	77,985	81,104
53	Network Administrator	Annual	68,324	71,057	73,899	76,855	79,929	83,127
54	PW Maintenance Supervisor	Annual	70,014	72,815	75,727	78,756	81,907	85,183
55	Capital Projects Manager I GIS Specialist City Clerk	Annual	71,760	74,630	77,615	80,720	83,949	87,307
56	Associate Traffic Engineer	Annual	73,588	76,532	79,593	82,777	86,088	89,531
57	Database Administrator	Annual	75,417	78,434	81,571	84,834	88,227	91,756
58		Annual	77,301	80,393	83,609	86,953	90,431	94,048
59	Recreation Superintendent Economic Development Program Mgr Finance Manager Capital Projects Manager II Community Services Manager Intergovernmental Prog Manager Development Review Engineer II Permit Services Manager Parks Superintendent	Annual	79,240	82,410	85,706	89,135	92,700	96,408
60		Annual	81,208	84,456	87,834	91,347	95,001	98,801
61	Building Official	Annual	83,258	86,588	90,052	93,654	97,400	101,296
62	Assistant City Attorney Assistant Director PADS	Annual	85,336	88,749	92,299	95,991	99,831	103,824
63	Traffic Engineer SW & Environmental Svcs Manager	Annual	87,441	90,939	94,577	98,360	102,294	106,386
64	Aurora Corridor Project Manager Communications & IR Director	Annual	89,658	93,244	96,974	100,853	104,887	109,083
65	Capital Project Administrator Transportation Svcs Division Mgr	Annual	91,875	95,550	99,371	103,346	107,480	111,779
66	Information Systems Manager	Annual	94,174	97,941	101,859	105,933	110,170	114,577
67		Annual	96,557	100,419	104,436	108,613	112,958	117,476
68		Annual	98,940	102,897	107,013	111,294	115,745	120,375
69	Public Works Operations Manager	Annual	101,433	105,491	109,710	114,099	118,663	123,409

City of Shoreline  
Range Placement Table  
2.5% Between Ranges; 4% Between Steps

Mkt Adj 0.00%

Attachment D

Salary Table 01 - EXEMPT

Effective Jan 1, 2010

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
70	Human Resources Director	Annual	103,955	108,113	112,437	116,935	121,612	126,477
71		Annual	106,559	110,821	115,254	119,864	124,659	129,645
72		Annual	109,246	113,616	118,161	122,887	127,803	132,915
73		Annual	111,962	116,440	121,098	125,942	130,979	136,219
74	Assistant City Manager Finance Director Parks, Rec & Cultural Svcs Director Planning & Dev Services Director Public Works Director City Attorney	Annual	114,760	119,350	124,124	129,089	134,253	139,623
75		Annual	117,642	122,347	127,241	132,331	137,624	143,129

City of Shoreline  
Range Placement Table

2.5% Between Ranges; 4% Between Steps

## Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2010

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Hourly	9.08	9.45	9.83	10.22	10.63	11.05
2		Hourly	9.32	9.70	10.09	10.49	10.91	11.34
3		Hourly	9.54	9.92	10.32	10.73	11.16	11.60
4		Hourly	9.78	10.17	10.57	11.00	11.44	11.90
5		Hourly	10.03	10.43	10.85	11.28	11.73	12.20
6		Hourly	10.28	10.69	11.12	11.57	12.03	12.51
7		Hourly	10.55	10.97	11.41	11.87	12.34	12.84
8		Hourly	10.82	11.25	11.70	12.17	12.65	13.16
9		Hourly	11.07	11.51	11.97	12.45	12.95	13.47
10		Hourly	11.36	11.82	12.29	12.78	13.29	13.82
11		Hourly	11.63	12.09	12.58	13.08	13.60	14.15
12		Hourly	11.92	12.40	12.89	13.41	13.95	14.50
13		Hourly	12.23	12.72	13.23	13.75	14.31	14.88
14		Hourly	12.53	13.04	13.56	14.10	14.66	15.25
15	Lifeguard/Instructor II	Hourly	12.84	13.35	13.89	14.44	15.02	15.62
16		Hourly	13.17	13.70	14.25	14.82	15.41	16.03
17		Hourly	13.51	14.05	14.61	15.19	15.80	16.43
18		Hourly	13.83	14.38	14.95	15.55	16.18	16.82
19		Hourly	14.17	14.74	15.33	15.94	16.58	17.24
20		Hourly	14.53	15.11	15.72	16.35	17.00	17.68
21		Hourly	14.89	15.49	16.11	16.75	17.42	18.12
22		Hourly	15.28	15.89	16.53	17.19	17.87	18.59
23		Hourly	15.65	16.28	16.93	17.61	18.31	19.04
24	Senior Lifeguard	Hourly	16.05	16.69	17.36	18.06	18.78	19.53
25		Hourly	16.44	17.09	17.78	18.49	19.23	20.00
26		Hourly	16.85	17.52	18.23	18.95	19.71	20.50
27	Teen Program Assistant Recreation Assistant I	Hourly	17.28	17.97	18.69	19.43	20.21	21.02
28		Hourly	17.72	18.42	19.16	19.93	20.73	21.55

City of Shoreline  
Range Placement Table

Attachment D

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2010

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
29		Hourly	18.16	18.88	19.64	20.42	21.24	22.09
30		Hourly	18.61	19.35	20.13	20.93	21.77	22.64
31	Recreation Assistant II Administrative Assistant I Recreation Assistant I Teen Program Assistant	Hourly	19.07	19.84	20.63	21.46	22.31	23.21
32	Public Works Maintenance Worker I Parks Maintenance Worker I	Hourly	19.55	20.34	21.15	22.00	22.88	23.79
33		Hourly	20.05	20.85	21.68	22.55	23.45	24.39
34		Hourly	20.54	21.36	22.22	23.10	24.03	24.99
35	Finance Technician Administrative Assistant II Recreation Assistant III Recreation Assistant II	Hourly	21.05	21.89	22.76	23.67	24.62	25.61
36		Hourly	21.59	22.46	23.35	24.29	25.26	26.27
37	Parks Maintenance Worker II Public Works Maintenance Worker II Accounts Payable/Payroll Technician Capital Projects Technician Legal Assistant	Hourly	22.11	23.00	23.92	24.87	25.87	26.90
38	Technical Assistant	Hourly	22.66	23.56	24.51	25.49	26.51	27.57
39	Environmental Programs Assistant Facilities Maintenance Worker II Payroll Officer Administrative Assistant III Recreation and Class Prog Assistant Recreation Assistant III	Hourly	23.23	24.16	25.13	26.13	27.18	28.26
40	Engineering Technician	Hourly	23.82	24.77	25.76	26.79	27.86	28.98
41	Surface Water Quality Specialist	Hourly	24.42	25.39	26.41	27.47	28.56	29.71
42	Deputy City Clerk Sr. Public Works Maintenance Worker Records and Information Manager Senior Parks Maintenance Worker	Hourly	25.03	26.03	27.07	28.15	29.28	30.45
43	Environmental Educator Right-of-Way Inspector CRT Representative	Hourly	25.66	26.68	27.75	28.86	30.01	31.21
44	Plans Examiner I	Hourly	26.29	27.35	28.44	29.58	30.76	31.99
45	Associate Planner Lead CRT Representative	Hourly	26.95	28.03	29.15	30.31	31.52	32.79

City of Shoreline  
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Attachment D  
Effective Jan 1, 2010

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
46	Recreation Coordinator I	Hourly	27.61	28.72	29.87	31.06	32.30	33.60
47	Code Enforcement Officer Computer/Network Specialist	Hourly	28.33	29.47	30.64	31.87	33.15	34.47
48	Plans Examiner II Combination Inspector	Hourly	29.03	30.19	31.39	32.65	33.96	35.31
49		Hourly	29.76	30.95	32.19	33.47	34.81	36.20
50		Hourly	30.49	31.71	32.98	34.30	35.67	37.10
51		Hourly	31.25	32.50	33.80	35.15	36.56	38.02
52	Plans Examiner III	Hourly	32.05	33.33	34.66	36.05	37.49	38.99
53		Hourly	32.85	34.16	35.53	36.95	38.43	39.96
54		Hourly	33.66	35.01	36.41	37.86	39.38	40.95
55		Hourly	34.50	35.88	37.32	38.81	40.36	41.97
56		Hourly	35.38	36.79	38.27	39.80	41.39	43.04
57		Hourly	36.26	37.71	39.22	40.79	42.42	44.11
58		Hourly	37.16	38.65	40.20	41.80	43.48	45.22
59		Hourly	38.10	39.62	41.21	42.85	44.57	46.35
60		Hourly	39.04	40.60	42.23	43.92	45.67	47.50
61		Hourly	40.03	41.63	43.29	45.03	46.83	48.70
62		Hourly	41.03	42.67	44.37	46.15	48.00	49.92
63		Hourly	42.04	43.72	45.47	47.29	49.18	51.15
64		Hourly	43.10	44.83	46.62	48.49	50.43	52.44
65		Hourly	44.17	45.94	47.77	49.69	51.67	53.74
66		Hourly	45.28	47.09	48.97	50.93	52.97	55.09
67		Hourly	46.42	48.28	50.21	52.22	54.31	56.48
68		Hourly	47.57	49.47	51.45	53.51	55.65	57.87
69		Hourly	48.77	50.72	52.75	54.86	57.05	59.33
70		Hourly	49.98	51.98	54.06	56.22	58.47	60.81
71		Hourly	51.23	53.28	55.41	57.63	59.93	62.33
72		Hourly	52.52	54.62	56.81	59.08	61.44	63.90
73		Hourly	53.83	55.98	58.22	60.55	62.97	65.49
74		Hourly	55.17	57.38	59.68	62.06	64.54	67.13
75		Hourly	56.56	58.82	61.17	63.62	66.17	68.81

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**Council Meeting Date: November 2, 2009**

**Agenda Item: 8(b)**

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

<b>AGENDA TITLE:</b>	Ordinance Adopting a Moratorium on the Filing or Acceptance of Right-of-way Vacation Applications
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Mark Relph, Public Works Director Alicia McIntire, Transportation Senior Planner

**PROBLEM/ISSUE STATEMENT:**

The City has recently received several inquiries regarding possible street or unused right-of-way vacations. For much of the City, we do not have an established plan for how we want all of our streets to ultimately be developed, be they with sidewalks, bike lanes, as green streets or, in the case of undeveloped right-of-way, maybe a future street or trail connection.

In order to prevent the City from potentially vacating right-of-way that may be needed in the future, staff recommends that the Council adopt a moratorium on the acceptance of any right-of-way vacation applications until adoption of the updated Transportation Master Plan. The Transportation Master Plan update is currently underway and is scheduled to be completed by the end of 2010. This moratorium will prevent residents from submitting street vacation applications and paying the application fee, knowing that there is a strong likelihood staff will recommend denial.

**RECOMMENDATION**

Staff recommends Council adopt Ordinance 558, placing a moratorium on the filing or acceptance of right-of-way vacation applications.

Approved By:

City Manager 

City Attorney 

## **DISCUSSION**

Shoreline Municipal Code 12.17 establishes the City's right-of-way vacation process. The vacation process allows property owners adjoining City right-of-way to request the City to vacate the land so that it may be utilized for private purposes. It applies to rights-of-way with streets, alleys, utilities or undeveloped space, as well as City easements. When a property owner petitions the City for a right-of-way vacation, they are required to pay the appropriate application fees (\$10,925) and, if the vacation is approved, purchase the land from the City at fair market value.

Over the past few months, the City has received inquiries about at least two different right-of-way vacations. Staff has had a difficult time discussing the potential for vacations with residents, as there is very little direction in the current Transportation Master Plan identifying the future right-of-way needs for the City.

One part of the Transportation Master Plan update will be to create a master street plan for the City to identify how we would like to see our rights-of-way utilized. Another part of the Transportation Master Plan update will be the creation of a traffic model for the City. The future traffic scenarios will be created by our consultants based upon potential land use patterns provided by staff. These scenarios will tell us what types of traffic volumes we should expect in the future years and what kinds of traffic improvements will be needed to ensure traffic continues to flow well in Shoreline. Additionally, the Transportation Master Plan update will evaluate the City's nonmotorized needs, which will identify where trails and other pedestrian connections are needed.

Until the City has an established plan for all of our rights-of-way, staff recommends that the Council adopt a moratorium on the acceptance of any right-of-way vacation applications. This will ensure that the City does not inadvertently vacate a right-of-way that may be needed in the future. The Transportation Master Plan update is currently underway and is scheduled to be completed by the end of 2010. In addition to preventing the City from making an error, this moratorium will protect potential applicants, as they will not be permitted to submit expensive street vacation applications and paying the application fee, knowing that there is a strong likelihood staff will recommend denial.

**FINANCIAL IMPACT:** The City receives very few right-of-way vacation applications, generally less than one per year. Therefore, the funding lost by establishing this moratorium will be minimal. Property owners interested in pursuing a right-of-way vacation upon lifting of the moratorium would be able to do so at a later date and funds would be collected at that time.

## **RECOMMENDATION**

Staff recommends Council adopt Ordinance 558, placing a moratorium on the filing or acceptance of right-of-way vacation applications.

## **ATTACHMENTS**

Attachment A – Ordinance 558



## **ORDINANCE NO. 558**

### **AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING A MORATORIUM FOR TWELVE MONTHS ON THE FILING OR ACCEPTANCE OF ANY APPLICATIONS FOR VACATION OF RIGHT-OF-WAY**

WHEREAS, owners of two-thirds interest in any real estate abutting any city right-of-way may petition the city for vacation of the right-of-way; and

WHEREAS, in order to approve a petition for right-of-way vacation, the city council must make four findings, including that the right-of-way is not a necessary part of a long range circulation plan or pedestrian/bicycle plan and that the proposed vacation will not be detrimental to traffic circulation, access, emergency services, utility facilities or other similar right-of-way purposes; and

WHEREAS, the current Transportation Master Plan does not sufficiently identify future right-of-way needs for motorized and nonmotorized traffic and does not adequately address future traffic circulation and access; and

WHEREAS, the Department of Public Works has initiated a work plan to update the Transportation Master Plan by December 2010; and

WHEREAS, the updated Transportation Master Plan will include a master street plan and nonmotorized plan identifying future right-of-way needs for motorized and nonmotorized traffic and a traffic model for the city showing expected future traffic demand, circulation and access; and

WHEREAS, the continued acceptance of new petitions for right-of-way vacation and evaluation of these new petitions based on the current Transportation Master Plan may result in vacation of right-of-way that the City needs in the future or may result in unanticipated traffic circulation or access problems; and

WHEREAS, a twelve-month moratorium on the filing of applications for right-of-way vacation will allow the City to preserve planning options until the Transportation Master Plan is reviewed and updated to address the missing components; now therefore,

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

**Section 1. Finding of Fact.** The recitals set forth above are hereby adopted as findings of the City Council.

**Section 2. Moratorium Adopted.** A moratorium is adopted upon the filing of any petition for right-of-way vacation. No petition may be filed or accepted which proposes a right-of-way vacation.

**Section 3. Effective Dates and Publication.** This ordinance shall take effect and be in full force five days after publication of a summary consisting of the title and shall expire twelve months from its effective date unless extended or repealed according to law.

**Section 4. Permanent Regulations.** The City Council directs the staff to continue work on updating the Transportation Master Plan.

**PASSED BY THE CITY COUNCIL ON NOVEMBER 2, 2009.**

\_\_\_\_\_  
Mayor Cindy Ryu

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Scott Passey  
City Clerk

\_\_\_\_\_  
Ian Sievers  
City Attorney

Date of publication:  
Effective date:

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

**AGENDA TITLE:** 2009 Update on the City's Hazardous Weather Plan  
**DEPARTMENT:** Public Works Department  
**PRESENTED BY:** Mark Relph, Public Works Director  
Jesus Sanchez, Operations Manager  
Brian Breeden, Roads Maintenance Supervisor

**ISSUE STATEMENT:**

Every year, between the winter months of November through March of the following year, City crews and Public Works Administration prepare, plan and execute procedures to address inclement weather conditions, primarily high wind and rainstorms, as well as snow and icy conditions. These conditions produce flooding, heavy debris and slippery road conditions.

Being prepared and ready to respond is a major goal of the City Manager's Office and the Public Works Department. Maintaining our city streets functional during these hazardous storm events, allowing for safe motoring conditions and pedestrian pathways, is important.

The purpose of this document is to provide information to the council and the public on being prepared for unpredictable inclement hazardous weather conditions.

**FINANCIAL IMPACT:**

This report is informational only.

**RECOMMENDATION**

No action is required. The purpose of this document is to provide information to the council and the public on being prepared for unpredictable inclement hazardous weather conditions.

Approved By:

City Manager 

City Attorney \_\_\_\_\_

## **INTRODUCTION**

During inclement weather conditions, such as snow and ice, high winds and rainstorms, the City is committed to provide quality service to the citizens of Shoreline. The main priority is to ensure the safety of all motorists by keeping the roads clear, so that traffic continues to move through the City as safely and efficiently as possible. In so doing, the following is the City's plan for addressing hazardous weather.

## **DISCUSSION**

### **Hazardous Weather Preparation:**

The City Roads crews are the initial first responders to inclement weather conditions, determining the impact the weather may have on staffing levels and equipment resources. The City subscribes to a weather service that gives us daily reports on current and upcoming weather concerns. It also has a 24-hour monitoring system that informs us of changing weather patterns that might affect road conditions. Based on these reports, we can be ready for any upcoming storm within 1 to 2 hours.

During the month of October, all snow removal and related equipment are assessed and readied by the Public Work's Roads crew. All rolling stock (trucks, backhoes, street sweeper etc.) are maintained and tuned up. The City of Shoreline has two (2) truck mounted plows and 5-yard slide-in sanders, one (1) 3-yard slide-in sander, two (2) plow-only trucks and one (1) motor grader. There is one (1) driver available for each vehicle.

All necessary traction devices are inventoried and ready for installation, in the event weather forecasts are predicting above normal inclement weather events.

All Roads staff and support groups are trained to respond appropriately and safely. The Roads crew must be familiar with all priority lifeline routes, Metro routes and key access points into and out of the City. The City Traffic Engineer is alerted for possible road closures and all other support staff from the Parks Department and the Customer Response Team (CRT) are notified for possible additional support.

The radio equipment is tested, and all radio batteries are fully charged to ensure dependable and adequate communication. The Emergency Manager Coordinator is advised on the daily preparations and is alerted to any problematic issues.

### **Coordination with Parks and CRT:**

The Roads Supervisor will determine if additional resources are needed from the Parks Department and CRT. This will be dependent upon the magnitude of the snow event and the expected duration. The Parks Department may be asked to help clear Fire Department driveways, as well as the City's outlying facilities and the City Hall. Additionally, both the Parks Department and CRT will respond to and assist in clearing vegetation from the right-of-way. In consultation with the Roads Supervisor, CRT will continue to respond to site-specific and situational emergencies, such as road closures, downed live wires, flood situations and priority signs that have fallen.

**Coordination with King County Metro:**

During the first signs of snow accumulation around the City, the Police Department will notify CRT/standby, who will then contact the Roads Supervisor. The Roads Supervisor will notify King County Metro Transit Division of the snow. This will enable Metro Transit to gear up for the snowfall by chaining up their fleet of buses and begin their snow routes throughout the City.

**City of Shoreline Coordination with the Police Department, Fire District and Emergency Management Coordinator:**

In the event that any of the three disciplines above inform us that a major storm event may stress the City's means, and that we would benefit from coordinating our resources, any of those three disciplines can initiate a call to the on-duty Fire Battalion Chief, Police Sergeant, CRT, Public Works Road Supervisor, or the Emergency Management Coordinator to prepare contact information for event coordination. The three disciplines will endeavor to work off one central list of calls for service if the number of calls warrants coordination.

If a situation occurs that cannot be pre-planned, the disciplines will endeavor to coordinate their resources in the most efficient manner possible. This will include the use of hard-wired phones, cell phones, and/or 800 radios. All three disciplines will have access to the radio frequencies that they have in common. Most major events will include the use of all three disciplines in either an active or support capacity. At a minimum, establishing who the on-duty supervisors are, what radio frequency will be used for coordination and which phone lines may be applicable will facilitate more expedient contact and coordination.

**City Response**

When contacted by Fire or Police concerning a resource emergency, the City will initially send either the on-call CRT staff person or, if applicable, the on-duty Public Works supervisor to the Fire Department to coordinate calls for service. City staff will monitor the City of Shoreline channel to be able to respond to police or fire requests. The City of Shoreline 24-hour number is (206) 801-2700. If the City Operations crews are on duty and being dispatched from the Hamlin shops, their direct line is (206) 801-2442.

If the event begins depleting significant resources, a decision should be made to activate the Emergency Operations Center (EOC) to level 1, 2 or 3 (see Attachment C - EOC Activation Levels from Comprehensive Emergency Management Plan), depending on the nature of the event. If this occurs, the EOC will take over the coordination of calls for service and the acquiring of resources, once the EOC is functional. During serious events, when staffing allows, a field representative should be assigned to take photographs of significant damage or occurrences. This can be used if the EOC is activated for situational awareness and damage assessment.

**Public Preparedness:**

The City will prioritize levels of service, so the public will know which areas will be taken care of first. Below is the priority schedule:

- ❖ Priority 1 – Arterials, bridges, overpasses, hills, school bus routes, major roadways that allow emergency vehicles to transport people to hospitals, and known problem shady areas.
- ❖ Priority 2 – Secondary routes. (Second response needed, around-the-clock service, sanding, plowing)
- ❖ Priority 3 – Residential roads. (When snow and ice event is winding down, up to a 72-hour delay; unless medical, police, or fire request help)

Property owners will be responsible to clear away snow from all walkways adjoining their property. City crews operating plows will not clear private driveways either in residential areas or commercial business zones. The primary purpose of the limited resources and crews is to clear the roadways as efficiently and safely as possible.

The City does not have the manpower to remove snow from any sidewalks. If, in the rare event the snow is piled up from plows and graders along parking lots, parking stalls, corners of intersections, the City will remove the snow to another remote location, only after all other services are performed.

Emergency preparedness information is readily available to the public. A great amount of effort has been made to educate the public regarding how to prepare for upcoming winter conditions. The City posts general preparedness and event-specific information on its website. The October issue of Currents contains an article on winter weather preparation. Dressing appropriately for the weather, carrying extra clothing and blankets in vehicles, having vehicles winterized by ensuring that they have adequate traction devices, and chains ready for use for potentially challenging conditions are all important items to stress to the public. The public should also be reminded to be patient and courteous to other drivers when traveling in hazardous conditions, to drive only when necessary and plan for delays.

***RPIN.ORG – Regional Public Information Network:*** Register to receive emails when important emergency information, such as weather events and road closures. Receive news alerts from more than 75 public agencies serving King County.

- Get an emergency kit, make a plan, be informed
- Supply list and communications plan – get your family and children involved early
- Map your neighborhood
- Pets – make a back-up emergency plan in case you cannot care for your pet yourself
- People with disabilities and special needs – prepare for all kinds of needs
- Senior citizens – extra planning may be needed
- Is your business prepared?
- Carbon monoxide poisoning – Find safe ways to heat your homes. Obtain an informational pamphlet from your local Fire District.

## **RECOMMENDATION**

No action is required. The purpose of this document is to provide information to the council and the public on being prepared for unpredictable inclement hazardous weather conditions.

## **ATTACHMENTS**

- Attachment A – Hazardous Weather Plan
- Attachment B – 2009-2010 Snow and Ice Removal – Primary and Secondary Routes with King County Snow Bus Routes Overlap
- Attachment C – EOC Activation Levels from Comprehensive Emergency Management Plan



## **Hazardous Weather Plan**

The purpose of this document is to provide information on how the City will respond to hazardous weather. More specifically this Plan will:

- Provide information to the primary responders; the Public Works Operations crews,
- To include operations crews from Park Maintenance and Customer Response Team if the response and resources are required,
- On procedures to be followed during inclement weather conditions, primary high wind, rain storms plus snow and ice conditions.
- Additional hazards caused by flooding or debris from severe wind storms may also cause us to deploy staff and resources to return our roadways to normal safe driving conditions.
- Communicate to the public the City's response to hazardous weather and the public's responsibilities during specific events.

### **GENERAL**

The City of Shoreline is committed to provide quality service to the citizens of Shoreline during any significant storm event. The safety of the motoring public is our primary concern. Our number one goal is to keep traffic moving through the City as efficiently and safely as possible. In the event of road closures, we will deploy road closure signs. These will be designated detour routes that will be clearly marked. Do not go around "Road Closed" signs. They are there for the protection of the motorists.

All staff should have both their Nextel and 800 MHz radios on them and operational to ensure adequate communications. The supervisor will designate which channel of your radio for you to be on and broadcast information over the radio that all on duty staff should be aware of.

The public and City staff need to be prepared for the upcoming winter conditions. Dress appropriate for the weather; consider carrying extra clothing and blankets in your vehicles. Have your vehicle winterized; make sure you have adequate traction devices for the appropriate driving conditions. Ensure chains are ready for use and you know how to install them. Please be patient and courteous to other drivers when traveling in hazardous conditions. Drive only when necessary and plan for delays.

During serious events and when staffing allows, a field representative should be assigned to take photographs of significant damage or occurrences. This can be used if the EOC is activated for situational awareness and damage assessment.

### **WIND STORMS**

During windstorms, identify potential windfall hazards and determine if action needs to be taken to either remove them, such as tree limbs, or mark it for others to see. Have ready



access to chain saws and other equipment for tree and limb removal. Report all down electrical wires and determine if the area needs to be marked or protected by staff and/or equipment so citizens are not endangered. Anticipate power outages and have flashlights operationally ready for use. In high wind events, safety is the first consideration. If wind gusts or sustained winds are high, debris removal should only be undertaken if it is to save a life or prevent serious injury. If this is not the case, crews should return to a safe facility until the winds sustain and operations are made safe. If winds are sustained for more than 10 minutes at 40 mph or higher, suspend all operations and return to a safe facility. If you do not know what the wind speed is and you feel you are in danger, suspend your assignment, notify your supervisor, and return to a safe facility. ***When in doubt, request direction from a supervisor.***

## **FLOODING**

Flooding due to extend periods of wet weather or rapid snowmelt, can cause significant danger to the staff and citizens. Ensure you have the proper supplies and equipment in your vehicle to address the need. Become familiar with the land around you to identify potential flood areas. (Areas susceptible to water accumulations, runoff, and steep slopes, etc).

If you suspect imminent flood danger, advise your supervisor so that decisions can be made about road closures or building evacuations. Post a safety spotter when working around hazardous areas and establish evacuation signals. Contact all utilities to assess possible breaks and/or causes of the flooding. Assess buildings, streets and citizens downstream of the incident. Assess standing water in a roadway carefully before driving or walking through. ***Remember, the sheer force of just six inches of swiftly moving water can knock a person off their feet. Cars are easily swept away in just two feet of water. Close all roadways that could pose this kind of hazard.***

## **SNOW and ICE**

The City of Shoreline has two (2) truck mounted plows and 5 yard slide in sanders, one (1) 3 yard slide in sander, two (2) plow only trucks and one (1) motor grader. There will be one (1) driver available per vehicle.

The City subscribes to a weather service that gives us daily reports on current and upcoming weather concerns. It also has a 24-hour monitoring system that informs us of changing weather patterns that might affect road conditions. Based on these reports, we can be ready for any upcoming storm within 1 to 2 hours.

When notified of upcoming black ice alerts, we will schedule a two (2) person crew to start no later than 0400 hours, to apply sand and/or deicers to bridge decks, overpasses, known wet and shady areas, and other known problem areas to prevent icy conditions. These applications do not guarantee that all roads will be free of ice; Drivers still have to be cautious when driving in freezing weather.

When an advanced snow alert is given, the City street crews will install all snow and ice removal equipment during normal work hours and determine if a standby crew will be needed. If standby is needed, the first response crew will wait to be notified by the standby person. When notified, the first response crews will start on the priority routes or where the weather has the most effect on roads. The first response Supervisor will make the decision to call in additional help should the need occur. If additional help is required or the snow and ice event continues past a regular work shift, a 24-hour service will commence until no longer needed.

The City will prioritize levels of service so the public will know which areas will be taken care of first. Below is the Priority Schedule:

- ❖ Priority 1- Arterials, Bridges, over passes, hills, school bus routes, major roadways to allow emergency vehicles to transport people to hospitals, and known problem shady areas.
- ❖ Priority 2- Secondary Routes. (Second response needed, around the clock service, sanding, plowing)
- ❖ Priority 3- Residential roads (When snow and ice event is winding down, up to a 72 hour delay, unless medical, police, or fire request help)

The City will notify Metro Transit Division of the first signs of snow accumulations to allow Transit to start chaining up their fleet and proceed to their snow routes throughout the city of Shoreline.

Parks maintenance crews will be responsible for snow and ice removal at the Spartan Gym facility, City Hall and the Richmond Highlands Recreational facility. Public Works crews may assist if conditions in the public right-of-way have been adequately addressed.

Property owners will be responsible to clear away snow from all walkways adjoining their property as required by City ordinance (SMC 12.05.020A). Business and property owners that plow snow or have it removed from their property shall not place the snow in the public right-of-way. This is not a permitted use and can lead to hazardous conditions for the traveling public and storm drainage systems.

### **Shoreline City, Fire & Police Communication and Coordination Plan**

In the event that information is received by any of the three disciplines involved that an event may occur that will stress our resources and would benefit from coordinating them, any of the three disciplines can initiate a call to the on duty Fire Battalion Chief, on duty Police Sergeant, and to CRT, Public Works Road Supervisor, or the Emergency Management Coordinator to preparing contact information in the event coordination is needed. The three disciplines will endeavor to work off one central list of calls for service if the number of calls warrants coordination.

If a situation occurs that cannot be pre-planned, the disciplines will endeavor to coordinate their resources in the most efficient manner possible. This will include the use of hard-wired phones, cell phones, and/or 800 radios. All three disciplines will have access to the radio frequencies that they all have in common. Most major events will include the use of

all three disciplines in either an active or support capacity. At a minimum establishing who the on duty supervisors are, what radio frequency will be used for coordination and which phone lines may be applicable will facilitate more expedient contact and coordination.

**Resource Emergency declared by any discipline:**

**Fire Department response:**

- 1) Contact on duty Shoreline police supervisor
  - Call 296-3380 request that the on-duty supervisor respond to the Fire Station at 175 and Aurora and/or contact the Battalion Chief at 206/795-3350.
  - Contact the City at 801-2700 and ask for a representative to respond to the Fire Department.
- 2) In the event the hard wired phones are not working ask Fire communications center to contact KCSO communications center via PSAP to request that the on-duty supervisor respond to the Fire Station
- 3) City of Shoreline - on duty staff can be reached on their 800 radio on the City of Shoreline Channel if the phone lines are not working. (See Mutual Radio Talk Groups below).

**Police Department response:**

- 1) The Fire Department will contact the on-duty Police supervisor via their Communications Center when possible. If that does not work they will contact you via your Nextel.
- 2) The on-duty Police Supervisor will contact the Battalion Chief at 206/795-3350 and/or respond to the Fire Station to coordinate with Fire, Public Works/CRT and city staff. If the Fire Command Center is activated it can be reached by calling: 206/533-2267.
- 3) If possible the on-duty Police Supervisor will remain at the Fire Station to assist in the coordination of calls for service. The goal will be to reduce duplication of calls.
- 4) In the event of an emergency and radio and telephone communications are not working the on duty Police supervisor will report to the Fire Station.
- 5) If the on-duty Police supervisor cannot remain they will leave an Explorer Radio set on the agreed upon frequency and Fire will monitor.
- 6) On-duty police supervisor will have their portable on the agreed upon channel to allow for a quick exchange of information from the Fire Department/City. (See Mutual Radio Talk Groups below).

\*A Battalion Chief is on-duty 24/7. At major events the Battalion Chief is typically present. This phone number is always with the Battalion Chief and is our best way to contact fire at a major incident or in an emergency situation when we need to be in contact with fire. (206) 795-3350. This number is for supervisors only and not for public dissemination. If you are requesting Fire assistance at a scene and want them staged at a specific location

you can call the on duty BC to coordinate that and pick an agreed up channel to communicate with the Fire staff assigned.

### City Response

When contacted by the Fire or Police concerning a Resource Emergency, the city will initially send either the on-call CRT staff person or if applicable, the on duty Public Works supervisor to the Fire Department to coordinate calls for service. City staff will monitor City of Shoreline Channel so as to be able to respond to police or fire requests. City of Shoreline 24 hour number is 206 801-2700. If the City Operations Crews are on duty and being dispatch from Hamlin Shops, their direct line is 206 801-2442.

**If the event begins depleting significant resources a decision should be made to activate the EOC to level 1, 2 or 3 depending on the nature of the event. If this occurs, the EOC will take over the coordination of calls for service and the acquiring of resources once the EOC is functional.**

### **Mutual Radio Talk Groups** **City of Shoreline**

Talk Group	City	Police	Fire
Shoreline City ****	A1, B1, C1	P2	B 13
Shoreline EOC	A 10, B10, C9	P3	B 14
All Gov	C 8	D6	A 14
Shoreline Public Works	A 2, B2, C2		B15
KC Emergency Management Communications	B 11	O1	G1
KC Emergency Management Operations	B 12	O-2	G2
KC Emergency Management Zone 1	B 13	O-3	G3
KC Emergency Management Zone 3 (South King Co)	B 14	O-4	
KC Emergency Management Zone 5 (Seattle)	B 15	O-5	

\*\*\*\* This is the primary City channel, monitored and used daily.

2008-09 Snow & Ice Schedule

## Priority Roads for Snow Removal

Primary/Life Line Routes

Aurora Av N	N 145 <sup>th</sup> St	to	NW 205 <sup>th</sup> St
Meridian Av N	N 145 <sup>th</sup> St	to	N 205 <sup>th</sup> St
1 <sup>st</sup> Av N	N 185 <sup>th</sup> St	to	N 205 <sup>th</sup> St
5 <sup>th</sup> Av NE	NE 185 <sup>th</sup> St	to	NE 205 <sup>th</sup> St
5 <sup>th</sup> Av NE	NE 145 <sup>th</sup> St	to	NE 185 <sup>th</sup> St
NE 180 <sup>th</sup> St	5 <sup>th</sup> Av NE	to	15 <sup>th</sup> AV NE
15 <sup>th</sup> Av NE	NE 145 <sup>th</sup> St	to	NE 205 <sup>th</sup> St
NE 196 <sup>th</sup> St	15 <sup>th</sup> AV NE	to	NE 205 <sup>th</sup> St
NE 205 <sup>th</sup> St	15 <sup>th</sup> AV NE	to	30 <sup>th</sup> AV NE
25 <sup>th</sup> Av NE	23 <sup>rd</sup> AV NE	to	NE 205 <sup>th</sup> St
21 <sup>st</sup> Av NE	NE 205 <sup>th</sup> St	to	NE 205 <sup>th</sup> St (Loop)
NW Innis Arden Way	N 160 <sup>th</sup> St	to	10 <sup>th</sup> Av NW (Hill)
Carlyle Hall RD N	Dayton Av N	to	NW 175 <sup>th</sup> St
NW 175 <sup>th</sup> St	Dayton Av N	to	14 <sup>th</sup> AV NW
14 <sup>th</sup> AV NW	10 <sup>th</sup> AV NW	to	NW 188 <sup>th</sup> St
15 <sup>th</sup> Av NW	NW 188 <sup>th</sup> St	to	NW 205 <sup>th</sup> St
20 <sup>th</sup> Av NW	NW 195 <sup>th</sup> St	to	NW 205 <sup>th</sup> St
Freemont Av N	N 165 <sup>th</sup> St	to	N 205 <sup>th</sup> St
N 200 <sup>th</sup> ST	3 <sup>rd</sup> Av NW	to	Meridian Av N
N 195 <sup>th</sup> St	8 <sup>th</sup> Av NW	to	Aurora Av N
3 <sup>rd</sup> Av NW	N 185 St	to	NW 205 <sup>th</sup> St
NW 205 <sup>th</sup> St	3 <sup>rd</sup> AV NW	to	8 <sup>th</sup> AV NW
NW 185 <sup>th</sup> St	8 <sup>th</sup> Av NW	to	Dayton Av N
N 183 <sup>rd</sup> St	Dayton Av N	to	Freemont Av N
8 <sup>th</sup> AV NW	NW 205 <sup>th</sup> St	to	NW 175 <sup>th</sup> St
Dayton Av N	N 185 <sup>th</sup> St	to	Westminster Way
Westminster Way N	N 145 <sup>th</sup> St	to	Aurora Av N
N 160 <sup>th</sup> St	Aurora Av N	to	Greenwood Av N
N 155 <sup>th</sup> St	Westminster Way N	to	15 <sup>th</sup> Av NE
N 175 <sup>th</sup> St	Freemont Av N	to	25 <sup>th</sup> Av NE
N 185 <sup>th</sup> St	NW Richmond Beech Dr	to	10 <sup>th</sup> Av NE
NW 195 <sup>th</sup> PI	NW Richmond Beech Dr	to	NW 196 <sup>th</sup> St
NW Richmond Beech Dr	NW 205 <sup>th</sup> St	to	NW 196 <sup>th</sup> St
10 <sup>th</sup> Av NE	NE 185 <sup>th</sup> St	to	NE Perkins Way
NE Perkins Way	10 <sup>th</sup> Av NE	to	15 <sup>th</sup> Av NE
24 <sup>th</sup> Av NE	15 <sup>th</sup> Av NE	to	25 <sup>th</sup> Av NE
25 <sup>th</sup> Av NE	24 <sup>th</sup> Av NE	to	N 145 <sup>th</sup> St

**Secondary Routes**

NW 200 St	8 <sup>th</sup> Av NW	to	12 <sup>th</sup> Av NW
12 <sup>th</sup> Av NW	NW 195 <sup>th</sup> St	to	NW 205 <sup>th</sup> St
NW 201 <sup>st</sup> St	12 <sup>th</sup> Av NW	to	15 <sup>th</sup> Av NW
NW 199 <sup>th</sup> St	20 <sup>th</sup> Av NW	to	Richmond Bch RD
Evanston Av N	N 182 <sup>nd</sup> St	to	Dayton PI N (Loop)
Greenwood Av N	N 145 <sup>th</sup> St	to	Carlyle Hall RD
1 <sup>st</sup> St Av NW	NW 175 <sup>th</sup> St	to	NW 185 <sup>th</sup> St
6 <sup>th</sup> Av NW	NW 175 <sup>th</sup> St	to	NW 185 <sup>th</sup> St
NW Innis Arden Rd	14 <sup>th</sup> Av NW	to	NW Richmond Bch RD
Ashworth Av N	N 145 <sup>th</sup> St	to	N 175 <sup>th</sup> St
N 165 <sup>th</sup> St	Ashworth Av N	to	Dayton Av N
N 160 <sup>th</sup> St	Ashworth Av N	to	Meridian Av N
N 150 <sup>th</sup> St	Ashworth Av N	to	Meridian Av N
1 <sup>st</sup> Av NE	N 145 <sup>th</sup> St	to	N 155 <sup>th</sup> St
N 165 <sup>th</sup> St	Meridian Av N	to	End of Street
NE 150 <sup>th</sup> St	15 <sup>th</sup> Av NE	to	25 <sup>th</sup> Av NE
NE 170 <sup>th</sup> St	5 <sup>th</sup> Av NE	to	22 <sup>nd</sup> Av NE
NE 168 <sup>th</sup> St	15 <sup>th</sup> Av NE	to	22 <sup>nd</sup> Av NE
NE Perkins Way	City Boundaries	to	15 <sup>th</sup> Av NE
NE 188 <sup>th</sup> St	10 <sup>th</sup> Av NE	to	15 <sup>th</sup> Av NE
N 193 <sup>rd</sup> St	5 <sup>th</sup> Av NE	to	Meridian Av N
N 192 <sup>nd</sup> St	Meridian Av N	to	Aurora Av N
Ashworth Av N	NE 175 <sup>th</sup> St	to	N 200 <sup>th</sup> St

**Probable Road Closures-Notify Traffic Engineer when roads are closed and reopened**

NE 185 <sup>th</sup> St	10 <sup>th</sup> Av NE (NE Corner)
NE 185 <sup>th</sup> St	11 <sup>th</sup> Av NE (SW Corner)
NE 185 <sup>th</sup> St	12 <sup>th</sup> Av NE (SW Corner)
N 167 <sup>th</sup> St	Ashworth Ave N (SE Corner)
N 167 <sup>th</sup> St	Wallingford Ave N (SW Corner)
Meridian Ave N	N 203 <sup>rd</sup> St (NE Corner)
Meridian Ave N	N 205 <sup>th</sup> St (NW Corner)
3 <sup>rd</sup> Ave NW	NW 203 <sup>rd</sup> St (NE Corner)
3 <sup>rd</sup> Ave NW	NW 205 <sup>th</sup> St (SW Corner)
NW 190 <sup>th</sup> PI	22 <sup>nd</sup> Av NW (SW Corner)

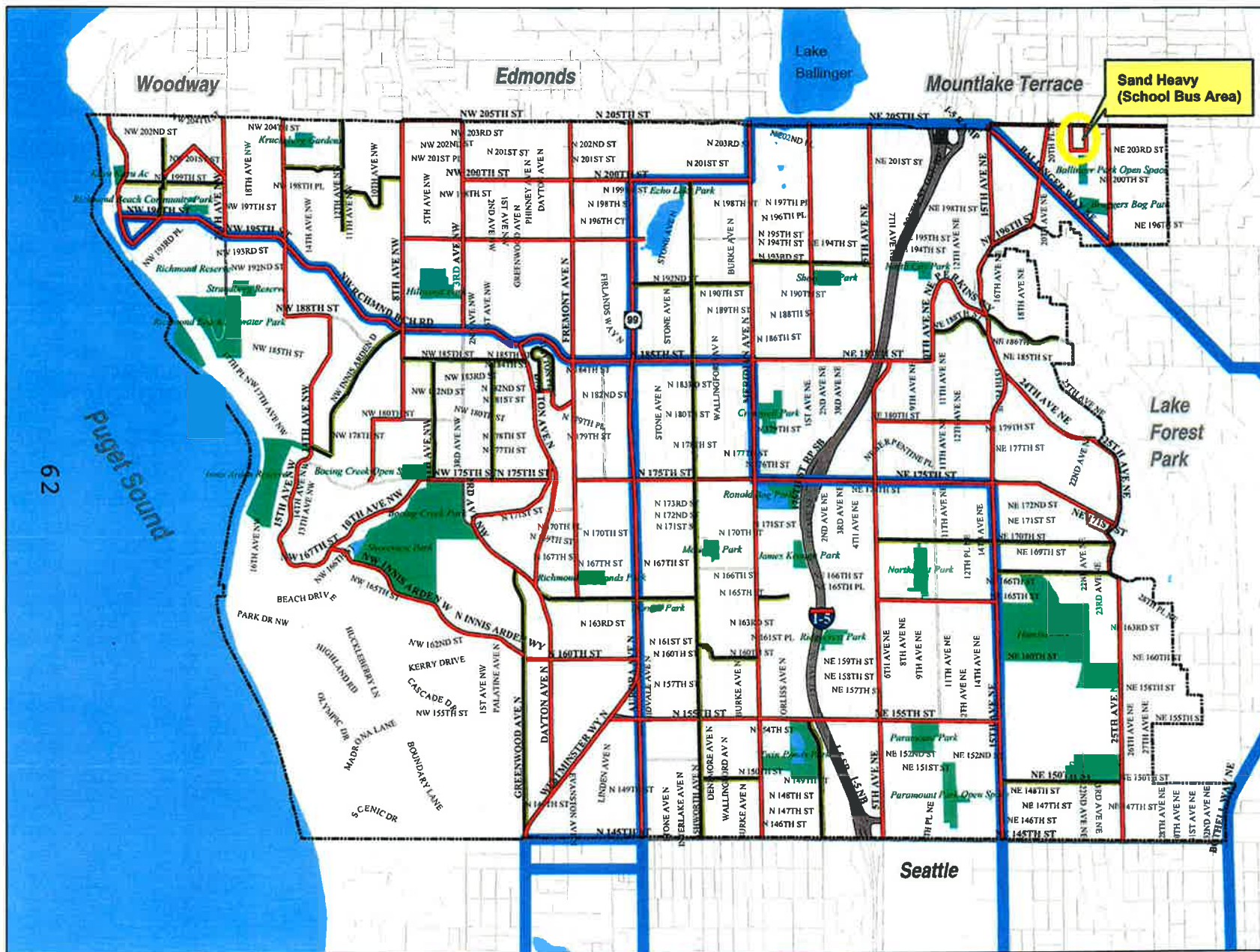
**Newly Installed "C" Curbs & Traffic Islands**

Familiarize yourselves with these areas before the snow falls because you will not see them when it does. They can cause Major damage to equipment and yourselves.

**The Steel Plates Location is at this time: (All Steel plates will be marked with signs)**

None at this time





## 2009/2010 Snow & Ice Removal Routes

### Attachment B

#### Map Features

- Primary
- Secondary
- KC Snow Bus Route
- Snow Route
- City of Shoreline
- City Boundary

KC Snow Routes  
from March 9, 2009  
"Draft Snow Route Map"  
from King County

1 inch = 2,000 feet  
0 500 1,000 2,000 3,000 4,000 Feet  
No warranties of any sort,  
including accuracy,  
fitness, or merchantability,  
accompany this product.



## ATTACHMENT C

### ESF #5 EMERGENCY MANAGEMENT

#### APPENDIX C

#### EMERGENCY OPERATIONS CENTER ACTIVATION PROCEDURES

This checklist is to serve as a guide for notification of key personnel in the event an emergency occurs that would require activating the EOC in the City of Shoreline. The City Manager or his/her designee will authorize the activation of the EOC for the City of Shoreline. Once this authority has been given, the City Manager shall delegate to the administrative staff of the City Manager's Office (CMO) the task of making the appropriate notifications.

- At the time of activation, the City Manager's Office shall determine where the EOC will be activated and to which level, 1, 2, or 3 (see below).

It is expected that all Department Heads will respond to the EOC, or their designees if they are not available. Each Department Head/Section Chief will be responsible for notifying the staff who are assigned to support their sections to respond to the EOC. Operational Managers/Supervisors will be responsible for notifying staff that they need to respond to the event.

- If there are any specific directions to City staff about reporting to work, CMO's administrative staff shall place them on the City's Emergency Outgoing Hotline, (206) 801-2255.
- If phone lines are not available, other communication devices will be utilized to the extent possible to ensure notifications, i.e. 800 radios, push-to-talk feature of Nextel phones, or email.
- When no communication is available after a significant event, City staff can assume that the City's Green/Gold teams have been activated, and respond to the EOC according to their department plan and the green and gold procedures.

*(If, due to the nature of the activation, it is deemed appropriate for the CMO's administrative staff to assign this function elsewhere in the organization, they shall ensure that the staff person assigned has the necessary information and direction to complete the appropriate notifications.)*

**Level I Monitoring Phase** - *An emerging situation is being monitored and may warrant the need for obtaining more resources in the future.*

**Level II Partial Activation** - *A situation that requires two or more departments to provide an effective response: resources may be required from other agencies.*

**Level III Full Activation** - *A situation beyond the ability of our organization to manage; additional resources are required and an emergency is proclaimed.*

*(See EOC Handbook for examples).*

**Determine which location for the EOC will be activated.**

- A. Primary – Fire Training Center
- B. Alternate – Police Station  
City Hall