

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

**AGENDA TITLE:** Ordinance No. 570 amending the Shoreline fee schedule by creating Section 3.01.032 to add rental fees and fee waiver for community groups for City Hall meeting rooms and repealing Section 3.01.100  
**DEPARTMENT:** Finance  
**PRESENTED BY:** Debbie Tarry, Finance Director

**PROBLEM/ISSUE STATEMENT:**

As a community partner it is the City's intent that the new Shoreline City Hall be made available for community use. In some cases that use will be complimentary, in others staff recommends charging a fee. The Shoreline City Hall's third floor conference rooms, City Council chambers and the City Hall lobby will be available for rental beginning in 2010. Shoreline Municipal Code (SMC) Section 3.01.032 will include new City Hall rental fees. The proposed fees are as follows: third floor conference rooms \$35 per hour; the Council Chambers and/or City Hall Lobby \$100 per hour; equipment usage fee of \$15, and a \$100 refundable deposit. These fees would not be charged to City sponsored or supported groups and committees, or other governmental agencies. Those groups will be able to use these spaces on a complimentary basis. Examples of such groups would be the neighborhood groups that make up the Council of Neighborhoods, Shoreline/Lake Forest Park Arts Council, Shoreline Historical Museum, Shoreline/Lake Forest Park Senior Center, Shoreline Community College and Shoreline School District

Staff is also including a clerical correction to the fee schedule by repealing Section 3.01.100 which included the 2009 Cleanscapes fee schedule. The 2010 Cleanscapes fee schedule was recodified in Section 3.01.045 which is more appropriate, since sections later in the chapter discuss general provisions for fee administration. A repeal of Section 3.01.100 was omitted when Section 3.01.045 was adopted.

**FINANCIAL IMPACT:** The revenue generated from these rental fees will be minimal as the fees have been developed to offset the additional expense to provide support and supervision during evening hours and janitorial services to the rented space.

**RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 570 establishing rental fees for space at the Shoreline City Hall.

Approved By:

City Manager



## **ATTACHMENTS**

Attachment A – Ordinance No. 570

Attachment B – Exhibit A

**Chapter 3.01.032  
Fee Schedules**

**3.01.032 City Hall Rental Fees**

Third Floor Conference Rooms	\$35 Per Hour and Per Room
Council Chambers	\$100 Per Hour
IT Equipment Fee	\$15
Refundable Damage Deposit	\$100

**ORDINANCE NO. 570**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING SHORELINE FEE SCHEDULES OF SHORELINE MUNICIPAL CODE CHAPTER 3.01 TO ADD RENTAL FEES FOR CITY HALL CONFERENCE ROOMS, LOBBY AND CITY COUNCIL CHAMBERS AND TO UPDATE FEE WAIVERS FOR BUILDING SPACE RENTALS; AND REPEALING SECTION 3.01.100**

WHEREAS, Shoreline City Hall was designed with spaces for community use and the City's fee schedule should be updated to add these new rooms; and

WHEREAS, waivers have been provided to organizations providing City programs or agencies supporting City activities with reciprocal facility use and should be extended to City Hall spaces; and

WHEREAS, the City Council adopted the 2010 fee schedule in Ordinance No. 563,

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

**Section 1. New Section.** A new section, SMC 3.01.032 *City Hall rental fees*, is adopted as set forth in Exhibit A attached hereto.

**Section 2. Amendment.** Seduction 3.01.060 *Fee waiver* is amended to read as follows:

The City Manager or designee is authorized to waive use fees for right-of-way permits (SMC 3.01.010), facility use fees for picnic shelters, recreation rooms and ballfields (SMC 3.01.030), and meeting rooms (SMC 3.01.032), as a city contribution toward events which serve the community and are consistent with adopted city programs and sponsored by the Council of Neighborhoods or a member Neighborhood, Shoreline/Lake Forest Park Arts Council, Shoreline/Lake Forest Park Senior Center, Shoreline Historical Museum, Shoreline Community College, and Shoreline School District. The City Manager is authorized to designate collection points in the City Hall Lobby or Spartan Gym for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

**Section 3. Repeal.** Section SMC 3.01.100 *Cleanscapes fees* is hereby repealed in its entirety, having been recodified as SMC 3.01.045.

**Section 4. Effective Date.** This ordinance shall take effect and be in full force five days after passage and publication of a summary consisting of its title.

**PASSED THIS \_\_\_\_\_ DAY OF January , 2010.**

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Mayor Keith McGlashan

**ATTEST:**

**APPROVED AS TO FORM:**

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Scott Passey  
City Clerk

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Ian Sievers  
City Attorney

Date of Publication:

Effective Date: February , 2010

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