

# DRAFT

December 11, 2000

## CITY OF SHORELINE

### SHORELINE CITY COUNCIL

### SUMMARY MINUTES OF REGULAR MEETING

Monday, December 11, 2000  
7:30 p.m.

Shoreline Conference Center  
Mt. Rainier Room

**PRESENT:** Mayor Jepsen, Councilmembers Grossman, Gustafson, Montgomery and Ransom

**ABSENT:** Deputy Mayor Hansen and Councilmember Lee

1. **CALL TO ORDER**

The meeting was called to order at 7:32 p.m. by Mayor Jepsen, who presided.

2. **FLAG SALUTE/ROLL CALL**

Mayor Jepsen led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present with the exceptions of Deputy Mayor Hansen and Councilmember Lee.

**Councilmember Gustafson moved to excuse Deputy Mayor Hansen and Councilmember Lee. Councilmember Montgomery seconded the motion, which carried 5-0.**

3. **REPORT OF CITY MANAGER**

Interim City Manager Larry Bauman reported on an abatement at 15035 26<sup>th</sup> Avenue NE. He distributed before-and-after photographs of the scene. He also noted that the City's new Code Enforcement Officer is Jeff Thomas, a former planner in the Planning and Development Services Department.

Continuing, Mr. Bauman said the City's annual chipping event is scheduled for January 6, 2001 at both Hamlin Park and the Richmond Beach Lutheran Church.

Next, he explained that the City has applied for a \$16,000 grant from the Local Law Enforcement Block Grant program. This is the first time the City has been eligible to receive these funds, which will be used for the School Resource Officer (SRO) program. He noted that the City of Lake Forest Park was asked to participate in the SRO program but declined. In future years, the School District is expected to share equally in the costs of the SRO program.

Council supported moving forward on the grant application.

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Continuing, Mr. Bauman updated Council on the court decision on Initiative 722 (I-722). He said the King County Assessor has been enjoined from implementing it. This means the Council's adopted property tax levy rate will stand. He said staff feels there is no compelling need for the City to intervene in the lawsuit. The Mayor asked that this matter be scheduled for discussion by the full Council on January 8, 2001.

Tim Stewart, Planning and Development Services Director, provided an overview of issues regarding the proposal to use Paramount Park Open Space for a drainage swale. He explained how the existing drainage system works in the area and how the proposal for a swale in Paramount Park arose as a solution to one of the conditions for approval of the Paramount Ridge plat. The condition requires that downstream drainage cannot be aggravated by construction of the new homes.

Mayor Jepsen recalled that this issue had been brought to the Council's attention at a recent meeting. He felt no Council discussion could take place until an application is filed. Mr. Stewart responded that an application was filed on Friday. However, the Development Code requires the owner of the property to sign the application. Since in this case the property owner is the City, the application was not accepted. It has been concluded that the appropriate process for reviewing this proposal is to send it to the Parks, Recreation and Cultural Services Advisory Committee. Mr. Stewart concluded that the proposed swale may be one way to meet the condition on the plat, but there may be other ways as well.

Councilmember Ransom asked if the diversion of water would affect the wetlands downstream recently enhanced by Paramount Park neighborhood residents. Mr. Stewart affirmed there is a connection to the downstream flows. He hypothesized that the more natural swale system might help filter and slow the flows.

4. REPORTS OF BOARDS AND COMMISSIONS: None

5. PUBLIC COMMENT

(a) Stan Terry, 15811 28<sup>th</sup> Avenue NE, thanked the Council for supporting the Mini-Grant program and advocated approval of the project on tonight's consent calendar. He said the Mini-Grant projects have been well-received in the neighborhoods and have helped to instill pride in the community and give a sense of belonging to the City.

(b) Matt Howland, 19237 Aurora Avenue N, spoke as a business owner and property owner in Shoreline, as well as a partner in the Paramount Ridge subdivision. He asked about tax incentives for improvements on under-improved property, a proposal advocated by the former Economic Development Coordinator. He hoped this would continue to be considered. Regarding the Paramount Park subdivision, he said the developers will be following the steps outlined by Mr. Stewart to pursue the swale idea. He suggested that all drainage issues related to improvements to Paramount Park be considered together with his proposal. He noted the drainage improvements required for his project will also benefit the public. Therefore, development of the swale might be a public/private partnership of some type.

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Mayor Jepsen noted that one of next year's Council goals is to spur economic development and that Council will consider various ideas to achieve this goal.

6. APPROVAL OF THE AGENDA

**Councilmember Montgomery moved to approve the agenda. Councilmember Ransom seconded the motion, which carried 5 – 0, and the agenda was approved.**

7. CONSENT CALENDAR

**Councilmember Montgomery moved that Council adopt the consent calendar. Councilmember Gustafson seconded the motion, which carried unanimously, and the following items were approved:**

**Minutes of Workshop Meeting of November 20, 2000**

**Minutes of Dinner Meeting of November 27, 2000**

**Approval of expenses and payroll as of November 22, 2000 in the amount of \$560,480.70**

**Motion to authorize the Interim City Manager to execute legal contracts for 2001: Kenyon Dornay Marshall for prosecution services, civil litigation and administrative support not to exceed \$8,900/month plus expenses for prosecution, \$40,000 for civil; King County Interlocal agreement for jail calendar prosecution services; Buck and Gordon, LLC for land use/ environmental litigation and support not to exceed \$75,000; and Foster, Pepper and Shefelman for municipal law litigation and support, not to exceed \$50,000**

**Motion to approve the expenditure of \$3,600 in Mini-Grant funds for the Briarcrest Neighborhood Association to purchase trees for the Briarcrest Neighborhood**

8. ACTION ITEMS: OTHER ORDINANCES, RESOLUTIONS AND MOTIONS

- (a) Ordinance No. 254 adopting the annual budget of the City of Shoreline for the year 2001

Debra Tarry, Finance Director, reviewed the budget process that has taken place over the past few months and the various ordinances already adopted by Council. She explained the adjustments made to the budget originally proposed at the end of October: 1) the \$30,000 special election funding was re-directed toward Council Goal #8; and 2) \$811,574 has been set aside in reserve to address I-722 shortfalls. This reserve was created by the difference between the property tax levy in the proposed budget and the one adopted by Council (\$196,000) and an adjustment to the capital budget to reduce

funding for the Shoreline Community College sports field project (\$614,790). She affirmed that funding still remains to do the design work on this project and to continue discussions with the college. There was also an adjustment to the Surface Water Management Fund to do a stream assessment required by the Endangered Species Act. Funds to pay for the assessment came from carryover and a King Conservation District grant, as well as funding from the Shoreline Wastewater District. She concluded that the revised 2001 capital and operating budget totals \$80,519,682.00.

**Councilmember Gustafson moved to approve Ordinance No. 254. Councilmember Grossman seconded the motion.**

Councilmember Grossman referred to earlier budget conversations regarding unanticipated gambling revenue and Councilmember Ransom's suggestion to take \$150,000 of this to provide one-time money for different service agencies in Shoreline. At the time this was discussed, a simple, equitable proposal on how to do this was not determined. The only item that was funded was an additional \$15,000 for the Shoreline Historical Museum.

Councilmember Grossman put forward the idea of amending the budget to address the disparity he perceived that one agency received additional funding while others did not. He felt this disrespects the process the Council went through to determine those agencies of value to the community. He supported the museum funding, but wanted to pull this \$15,000 out and put it into a pool with an additional \$60,000 that would come out of the General Fund reserve and be allocated to non-profits either located in Shoreline or providing over fifty percent of their services in Shoreline. The allocation could be done based on a pro-rata share already determined through the human services funding process.

Councilmember Ransom supported this concept.

Councilmember Montgomery noted that Deputy Mayor Hansen would be concerned about taking the \$15,000 from the historical museum, but Councilmember Ransom responded that the \$15,000 for the historical museum would still be there.

Councilmember Grossman said the goal is to be fair to other agencies. He felt it would set an inconsistent precedent to fund the historical museum outside the process developed to fund agencies doing excellent services in Shoreline.

Councilmember Gustafson did not oppose allocation of additional money to needy human services agencies, but he said the budget has been discussed in depth over the past few months and the one-time funding for the historical museum was agreed upon by the Council. He was not willing to allocate additional dollars with all the unknowns related to I-722. He concluded that perhaps the matter could be raised later on.

Mayor Jepsen reminded Council that the goal of going through the budget discussions is to have Councilmembers bring forward ideas for staff to research in order to avoid last-

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minute responses. He wondered whether this proposal would reduce the General Fund Reserve below that established by Council policy.

Ms. Tarry said that even with a deduction of \$60,000, the reserve fund would meet Council's ten-percent policy. She said the unanticipated gambling revenues were allocated to capital improvement projects, as dictated by Council policy.

Councilmember Ransom stated that it has been a good year in many ways and that the City should share the benefit to the public not only through capital projects but through social service, Arts Council, and other human service and cultural programs that benefit citizens. He felt the public would appreciate this. He noted this had been discussed on several occasions. He said Councilmembers Montgomery and Gustafson heard Councilmember Lee's approval of this recently at a dinner meeting.

Mayor Jepsen acknowledged that this is a worthwhile goal, but he asserted that tonight is not the right time to bring it up.

Based on these comments, Councilmember Grossman agreed that this should have been brought up earlier in the process, and he declined to make a motion on his proposal. He asked that this be discussed again.

Mayor Jepsen noted that at the Council's budget retreat there was consensus that something should be done in this area, but there was no consensus about what to do. He said the discussion will continue.

**A vote was taken on the motion to approve Ordinance No. 254, which carried 5 – 0, and the 2001 budget appropriating funds for the operating and capital budgets for the City was adopted.**

- (b) Ordinance No. 253 approving and adopting the 2001 – 2006 Capital Improvement Program

Chuck Purnell, City Engineer, provided a brief overview of the 2001 – 2006 Capital Improvement Program (CIP). He reiterated the changes made during the budget process that reallocated funds in order to do the stream assessment and reduced funding for the Shoreline Community College sports field project.

Mayor Jepsen called for public comment.

- (a) Kenneth E. Cottingham, 350 NW 175<sup>th</sup> Street, felt that some projects in the CIP are questionable in terms of their cost-benefit ratios. He referred to the project at Richmond Beach Road and 3<sup>rd</sup> Avenue NW. He said in his experience in dealing with intersection improvements, he had never seen anything like the \$1.5 million allocated to make that intersection safe. He suggested phasing the left-turns eastbound and westbound. He felt safety could be improved without massive right-of-way acquisitions. He also mentioned 175<sup>th</sup> Street at Midvale, where he felt the developer of the property on the south side of the intersection should contribute to the improvement. He mentioned

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projects on pages 54, 55 and 56 of the CIP, saying these projects have not had intermediary studies.

Mayor Jepsen responded that most CIP projects go through a design analysis. The CIP is readjusted every year based on information about solutions and more refined cost figures.

Mr. Purnell agreed that once the project analysis begins, more effective ways of addressing a problem might be found. In such cases, Council is presented with alternatives to consider.

Mr. Bauman directed staff to take specific note of Mr. Cottingham's comments to ensure the options he suggested are considered.

**Councilmember Gustafson moved approval of Ordinance No. 253. Councilmember Montgomery seconded the motion.**

Councilmember Gustafson emphasized that there is an opportunity each year to discuss prioritizations and alternatives within the CIP.

**A vote was taken on the motion, which carried 5 – 0, and Ordinance No. 253 adopting the Capital Improvement Program for 2001 – 2006 was passed.**

## 9. EXECUTIVE SESSION

At 8:30 p.m., Mayor Jepsen announced that Council would recess into executive session for 20 minutes to consider an item of potential litigation. At 8:50 p.m., the executive session concluded, and the regular meeting reconvened.

## 8. OTHER ORDINANCES, RESOLUTION AND MOTIONS

- (c) Motion to authorize the Interim City Manager to execute a contract with Waste Management for City Solid Waste Collection Services

Kristoff Bauer, Assistant to the City Manager, reviewed the long process which culminates this evening in approval of a contract with Waste Management. He said the goals of the process were to equalize services across the City and to give citizens the services they desire. He reviewed the benefits of the proposed contract, and he said the new service will be implemented on March 1, 2001. He described the educational efforts and the changes that west side residents of Shoreline will experience. He concluded that service in the annexation areas will be delayed because of legal issues involved in the previous contract.

**Councilmember Ransom moved to authorize the Waste Management contract. Councilmember Montgomery seconded the motion.**

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Mayor Jepsen commented that the prices look "great" compared to current rates, but the contract also involves a reduction in service. However, this does accomplish consistent City service.

Councilmember Gustafson was enthusiastic about certain elements of the contract, such as collection of bulky items and white goods and the vacation suspension. He suggested developing a video to be shown on the government access channel about the service changes. He also suggested looking at a senior-citizen package that would provide additional services for free, such as having the garbage picked up closer to the residence. Councilmember Gustafson concluded with technical questions about tipping fees and illegal weights.

Councilmember Ransom commented that the contract only provides for less service if all the services were used before. If the customer does not use all the services, there might be a savings under the new contract.

Mr. Bauer clarified that yard waste collection is the service that may be perceived as being reduced. However, yard waste collection has been implemented well on the east side of the City, and the hope is that the same thing will occur on the west side.

**A vote was taken on the motion to authorize the Interim City Manager to execute a contract with Waste Management for City Solid Waste Collection Services, which carried unanimously.**

- (d) Ordinance No. 251 establishing regulations relating to the disposition, collection and transportation of garbage

Mr. Bauer explained that these regulations are needed to deal with the solid waste contract just approved. They have already been reviewed by Council. At that time, Councilmember Lee expressed concern about enforcement and penalties. Mr. Bauer explained that the fees were based predominantly on State law and the City of Seattle's ordinance. The ordinance before Council tonight has been changed since Council last saw it to make it a public health ordinance. This changes the penalties to those in the Code Enforcement section of the Shoreline Municipal Code. Code enforcement is based on a three-strikes approach that escalates through a process of education, warning and discussion, with penalties as a last resort.

**Councilmember Montgomery moved to approve Ordinance No. 251. Councilmember Ransom seconded the motion.**

Councilmember Ransom asked about the penalties listed in the staff report on page 105. He questioned what "illegal dumping of a hazardous substance" would involve. He felt it should be clarified whether dumping something like anti-freeze would qualify for the \$5,000 fine and a year in prison. Admitting that this is a misstatement in the staff report, Mr. Bauer responded that the public health code has no gross misdemeanor offense with these penalties. The maximum penalty under this code will be a \$250 fine and 90 days in jail.

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Mayor Jepsen wished to ensure that the penalties for dumping hazardous materials in Shoreline are severe enough that no one is tempted to do this and pay a relatively low fine. Mr. Bauer said this law brings an additional level of protection above what is currently in place. He agreed this would not address a major offense. He said this issue could be brought back after additional research if Council wishes.

Mayor Jepsen said he would not like to get caught in a situation where the City does not have an appropriate penalty. He asked staff to review this to ensure the code includes a penalty proportional to the severity of the offense.

Councilmember Ransom asked how a typical action, such as the dumping of anti-freeze, would be covered. It was clarified that purposefully dumping would be covered under the ordinance but malicious intent would be required for assessment of a penalty.

Ian Sievers, City Attorney, added that the prosecutor has the option of applying the misdemeanor penalty rather than filing any of the classes of infraction. This could be used with repeaters or serious offenses. Application of the ordinance would not prohibit prosecution under other laws if the action warranted.

Councilmember Gustafson mentioned the \$50 fine for putting up signs on utility poles. He said people in Shoreline put up various types of signs (garage sale, lost pet, etc.) Mr. Bauer said this provision is patterned on Seattle's ordinance. It was adopted because Seattle City Light workers were being injured by tacks and nails in the poles.

Councilmember Ransom agreed that people use utility poles to inform neighbors, for example, posting for a missing cat. He said people usually remove the signs in a timely fashion. He felt the fine was excessive.

Mr. Bauer reiterated that the ordinance is part of the health code. The approach provides an opportunity to educate people before assessing a fine. Furthermore, this ordinance is consistent with other regulations that deal with signs in the right-of-way.

Mayor Jepsen concluded that the regulations will be enforced with common sense.

**A vote was taken on the motion, which carried 5 – 0, and Ordinance No. 251 establishing regulations relating to the disposition, collection and transportation of garbage was passed.**

- (e) Ordinance No. 258 further defining and regulating gambling uses and amending chapters 20.20 and 20.40 of the Development Code

Rachael Markle, Senior Planner, reviewed the background on the City's effort to define and clarify gambling uses under the Development Code. She said Ordinance No. 247 addresses this, but it sunsets at the end of December. The ordinance before Council tonight readopts the provisions of Ordinance No. 247 on a permanent basis.



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**Councilmember Montgomery moved to adopt Ordinance No. 258. Councilmember Grossman seconded the motion.**

Responding to Councilmember Ransom, Ms. Markle said that the definition of "card room" has been deleted because a broader definition of "gambling use" has been provided. Mr. Bauman added that this ordinance defines what is regulated broadly and then lists only those things excepted from regulation. Card rooms fall under the definition of what is regulated.

For the record, Councilmember Ransom stated that gambling has been discussed at a number of meetings over the past two years. At those meetings, testimony and ten studies on gambling and one on pari-mutuel betting were presented that were not included as part of the Council packet information. Councilmember Ransom said that several weeks ago a 3 – 3 vote occurred on whether there should be an exemption for pari-mutuel gambling establishments. He said although these meet the criteria for serious gambling, such as the betting of more than one dollar, the original concerns were parking and other secondary effects of a more criminal nature. He asserted those secondary effects were not found to be present for pari-mutuel establishments. Furthermore, only one such establishment is allowed per county.

Councilmember Ransom pointed out that the parking requirements in the ordinance penalize a pari-mutuel establishment because it is required to have both one space per 75 square feet of net useable area as well as one parking space for every three seats available for gambling or viewing gambling activities. This involves double counting of the same restaurant space.

Concluding, he said that there is not majority Council support for treating pari-mutuel establishments differently. Therefore, he would not propose any amendments to the ordinance.

Mayor Jepsen said staff has brought forward Ordinance No. 258 based on the direction given at the last workshop.

**A vote was taken on the motion, which carried 5 – 0, and Ordinance No. 258 further defining and regulating gambling uses and amending chapters 20.20 and 20.40 of the Development Code was passed.**

10. CONTINUED PUBLIC COMMENT: none

11. ADJOURNMENT

At 9:40 p.m., Mayor Jepsen declared the meeting adjourned.

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Sharon Mattioli, CMC  
City Clerk

January 8, 2001

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## CITY OF SHORELINE

### SHORELINE CITY COUNCIL SUMMARY MINUTES OF DINNER MEETING

Monday, January 8, 2001  
6:00 p.m.

Shoreline Conference Center  
Highlander Room

PRESENT: Mayor Jepsen, Deputy Mayor Hansen, Councilmembers Grossman, Gustafson, Montgomery and Ransom and Ransom

ABSENT: Councilmember Lee

STAFF: Larry Bauman, Interim City Manager; Kristoff Bauer, Interim Assistant City Manager; Wendy Barry, Parks, Recreation and Cultural Services Director

GUESTS: Terry Green, Shoreline Chamber of Commerce President, James Jory, Past President, Sherwood Sage, Secretary and Joe Trevino, Treasurer

The meeting convened at 6:05 p.m. There was a general discussion of recent events related to regional transportation issues.

After Interim City Manager Larry Bauman commented that the Chamber of Commerce is celebrating its 25<sup>th</sup> anniversary this year, Terry Green, Chamber President, related recent efforts by the Chamber to establish a strategic plan and to schedule events for 2001. She discussed ideas for coordination of some of the Chamber's activities with City community events. Mayor Jepsen voiced support for coordinating activities but cautioned that this coordination will likely require a bit more effort than in the past.

Ms. Green expressed an interest on the part of the Chamber in charting a course for economic development. She mentioned potential opportunities and needs in light of the Aurora Corridor project.

Responding to Ms. Green, Councilmember Grossman commented that an economic development group he had participated in earlier was no longer active.

Chamber Secretary Sherwood Sage asked how an economic development committee of the Chamber could assist businesses. Councilmember Grossman responded that he feels that an improved infrastructure and business environment will help all businesses, big

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and small. He also encouraged the Chamber to meet with Jan Briggs, the City's Economic Development Coordinator.

Mayor Jepsen emphasized the importance of including North City businesses and property owners. He also stressed the need to work toward consolidating businesses in sufficient numbers to support redevelopment.

Mr. Sage highlighted the need for the Chamber and the City to work together.

Mayor Jepsen suggested that the Chamber emphasize "Shop Shoreline." Ms. Green responded that the Chamber actually includes businesses from just north of Northgate to just south of Stevens Hospital. She said that past "Shop Shoreline" efforts had actually cost the Chamber members. She reported that the Chamber is working on a member directory and considering expanding this directory into a kind of tourist guide.

Mayor Jepsen mentioned that the "State of the City" address will be before the Chamber on Wednesday.

Mr. Sage mentioned that the Chamber is focusing on how it can "add value" to its members. It is working on a membership questionnaire. Responding to Wendy Barry, Parks, Recreation and Cultural Services Director, he added that e-commerce and connectability will be elements of the questionnaire.

There was general discussion in support of the Park-N-Ride project. The potential for redevelopment of the Sears commercial area was also discussed. There was also general discussion of the City's efforts to support economic development, including the Aurora Corridor and specific challenges faced by existing Shoreline businesses.

Councilmember Gustafson noted his support for working together to coordinate the Chamber's 25<sup>th</sup> anniversary and Shoreline's annual celebration and emphasized the importance of continuing to meet.

Ms. Green discussed the idea of incorporating murals on buildings and potential decorative lighting along Aurora. However, she said these initiatives cannot move forward until there is some certainty regarding the impacts of the Aurora project.

Mr. Bauman suggested that the Chamber work closely with Ms. Barry to coordinate its events with the City.

The meeting concluded with general discussion of the location and configuration of the "Celebrate Shoreline" event.

The meeting adjourned at 7:24 p.m.

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Kristoff Bauer, Interim Assistant City Manager

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## CITY OF SHORELINE

### SHORELINE CITY COUNCIL SUMMARY MINUTES OF REGULAR MEETING

Monday, January 8, 2001  
7:30 p.m.

Shoreline Conference Center  
Mt. Rainier Room

**PRESENT:** Mayor Jepsen, Deputy Mayor Hansen, Councilmembers Grossman, Gustafson, Lee, Montgomery and Ransom

**ABSENT:** None

1. **CALL TO ORDER**

The meeting was called to order at 7:32 p.m. by Mayor Jepsen, who presided.

2. **FLAG SALUTE/ROLL CALL**

Mayor Jepsen led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

3. **REPORT OF CITY MANAGER**

Interim City Manager Larry Bauman reported that the City now owns the property at the corner of Westminster and Dayton Avenue as the result of a sheriff's sale. He said staff will return to Council with options for the property's use. He also commented on the success of the Christmas Tree Drop-off and Chipping Event.

Bill Conner, Public Works Director, explained the annual sidewalk repair program currently occurring on 5<sup>th</sup> Avenue NE and Meridian Avenue. He said these streets are heavily treed by mature trees planted over 20 years ago by King County's Forward Thrust program. Now the roots of these trees are pushing up the sidewalks and causing damage to the rights-of-way and private property, as well as causing "puddling" on the streets. Mr. Conner used photographs to demonstrate these problems. He showed examples of sidewalk repair where roots were removed but the trees left in place. The sidewalk is sloped up and over the roots once pruning has occurred.

Mr. Conner commented that there are more than 1,000 of these Forward Thrust trees throughout Shoreline. He estimated it would cost about \$1,400 per tree to remove and replant all of them. The current approach of working around the roots will require sidewalk repatching as many as three times in a 20-year period and will probably be more expensive in the long run. He said staff recommends continuing with the current program for now (removing trees only when they pose a danger or are dead) and then coming back with a comprehensive plan of action on this problem later in the year.

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Mayor Jepsen concurred with continuing the present approach.

Responding to Councilmember Gustafson, Mr. Conner said this year's program would involve about two hundred trees creating various levels of damage to property. He noted that the photographs showed sites where the homeowners would like the City to remove the trees immediately.

Mr. Bauman added that the trees planted in the Forward Thrust program were inappropriate for street trees near sidewalks. He said the City needs a plan to systematically replace these trees without defoliating whole sections of the City at a time.

Deputy Mayor Hansen said that in some of the worst cases he would just as soon see the trees removed and replaced fairly soon. He felt some of the trees in the photographs looked very mature and ready for removal.

Mr. Conner commented that tree removal always raises questions for citizens. The trees in question provide a pleasant canopy and ambience that would be missed if removed. It would take several years for this to be recreated.

Councilmember Gustafson asked about conversation with the Ridgecrest Neighborhood. Mr. Conner said the lack of community dialogue is one reason why staff does not wish to proceed with tree removal at this time.

Mr. Bauman confirmed that any new trees being planted are species appropriate for street tree use. He confirmed Council direction to go forward with the program as-is with no tree removal until a more comprehensive program is brought back later in the year.

Councilmember Gustafson concurred with Deputy Mayor Hansen that trees that need to be removed should be removed immediately. Then the plan can be developed. Mr. Bauman said this is a pervasive problem that would require the City to look at more than a few trees for removal.

Councilmember Gustafson reiterated that the City must also solicit community feedback on the program.

Concluding his report, Mr. Bauman asked that Council pull consent calendar item 7(e) (a motion to accept the lowest responsive construction bid for the 15<sup>th</sup> Avenue NE at 165<sup>th</sup> St. project).

Ian Sievers, City Attorney, explained that the City is seeking clarification of some ambiguous bid specifications before the bid is awarded.

#### 4. REPORTS OF BOARDS AND COMMISSIONS

Michael Derrick, Library Board Chair, reported on the activities of the Library Board in 2000. He said Board members attended meetings of the Shoreline Friends of the Library and the Richmond Beach Library Association. The Board provided input on the new Richmond Beach Library. He described the Schools Initiative of the King County Library System (KCLS) and the programs sponsored by the Library Board. He said the goal of the Library Board is to ensure that the two Shoreline libraries are viable and vibrant institutions. Mr. Derrick concluded by commenting on the exciting future of libraries as part of the national information infrastructure.

Mr. Derrick introduced Shoreline Librarian Lynda Locke, who said KCLS now provides a choice in library cards. She distributed new cards to the Council.

Councilmember Grossman thanked the Library Board for its hard work. He commended KCLS for its outreach to the public school systems.

Councilmember Ransom commented that the Library Board does a very professional job representing the City. He was pleased with the Board's responsiveness to community input.

## 5. PUBLIC COMMENT

(a) Don Gilbertson, 16725 5<sup>th</sup> Avenue NE, said he has been seeking a meeting with a representative of the City of Shoreline since December 14<sup>th</sup> regarding the street tree issue. He explained why he would like his trees removed and felt that as a longtime taxpayer, he should have received a visit from someone.

(b) Deborah Moore-Marchant, 16261 12<sup>th</sup> Avenue NE, said she and others would be speaking tonight about light pollution.

(c) Marty Johnston, 111 NE 174<sup>th</sup> Street, described his involvement in energy conservation. He noted many residences and commercial properties are over lit. He said reducing glare will save tax dollars and lessen light pollution.

(d) Henk Kunnen, 16724 5<sup>th</sup> Avenue NE, commented on the tree in front of his veterinary clinic on 15<sup>th</sup> Avenue NE. Its roots are ruining the parking lot. He asserted that it is a waste of money to repair the sidewalk at his rental property on 5<sup>th</sup> Avenue without removing the tree.

(e) Gibran Hashmi, 1609 N 50<sup>th</sup> Street, a planner with the City of Redmond, spoke about good lighting. He said Redmond has developed new lighting standards. He emphasized the dark night sky is a resource that should be protected. He commented that Shoreline needs good lighting policies now or this resource will be lost.

(f) Patty Hale, 16528 26<sup>th</sup> Avenue NE, urged the City to pursue the project that was pulled from tonight's agenda because this traffic light has been urgently needed for some time. She also commented on the tree problem, recommending that staff

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develop a removal and replacement program. She felt it would be a shame to see the City spend money patching the same sidewalks time and time again. She said staff should work with the neighborhood associations. She noted that the Ridgecrest Neighborhood is developing a pattern of planting to make the north/south street trees deciduous fall-color trees and the east/west street trees spring flowering trees. In conclusion, she suggested that lamp black be added to the concrete used to patch the sidewalks in order to darken the color of the concrete so that it matches existing sidewalks and eliminates a checker-board pattern of sidewalks.

Mayor Jepsen commented on his understanding that a Development Code amendment has been submitted regarding the glare issue.

Regarding the street trees, Mr. Bauman said several of photographs shown this evening were of Mr. Gilbertson's property. He said Mr. Gilbertson has talked with various staff members about his concerns.

Mayor Jepsen said the traffic light project will undoubtedly move forward as quickly as possible once the bid technicalities have been addressed.

Deputy Mayor Hansen reiterated his position that "certain aspects of this street tree program should be addressed sooner rather than later." He said the City must address those trees that are going to be a continuing problem. Some of these must be removed. Councilmember Gustafson concurred.

Mr. Bauman said staff's quandary is that virtually all the trees will have to be removed at some time because all are damaging the sidewalk to one degree or another. Replacing a few trees now for a few individual property owners raises an equity issue for others who have not spoken to the City but have the same problem.

Deputy Mayor Hansen pointed out the same issue comes up with repaving projects.

Mayor Jepsen said that if a short-term fix can be done, the City should go ahead. If the tree has to come down, it should be taken down. This is not anything different from what has been done in the past. Then the City needs a plan on how to deal with this Citywide.

Councilmember Montgomery noted the City has an inventory of the Forward Thrust trees and they can be thinned out if they are possibly going to fall down.

Mr. Bauman confirmed that any trees in danger of coming down or found to be diseased or posing a health and safety hazard in the neighborhood will be taken out.

Councilmember Montgomery said this is as far as the City should go at this time.

Councilmember Gustafson wanted to see a cost comparison between doing a long-term fix or several short-term fixes.

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## 6. APPROVAL OF THE AGENDA

Councilmember Ransom moved approval of the agenda, pulling item 7(e). Deputy Hansen seconded the motion. Councilmember Gustafson asked that the motion include adding items 8(b) and 8(c) to the consent calendar. Councilmember Lee asked that item 8(b) remain on the agenda for discussion. Councilmember Ransom moved a substitute motion to approve the agenda, pulling item 7(e) and substituting item 8(c) as 7(e). Councilmember Montgomery seconded the motion, which carried 7 - 0, and the agenda was approved as amended.

## 7. CONSENT CALENDAR

Councilmember Ransom moved approval of the consent calendar, pulling the minutes of the regular meeting of December 11, 2000. Councilmember Montgomery seconded the motion, which carried unanimously, and the following items were approved:

Minutes of Regular Meeting of November 27, 2000  
Minutes of the Dinner Meeting of December 11, 2000

Approval of expenses and payroll as of December 21, 2000 in the amount of \$1,500,094.69

Resolution No. 172 amending Resolution No. 166 Government Access Channel Use Policies

Motion to authorize the Interim City Manager to execute a contract with the North Rehabilitation Facility for landscape maintenance in 2001 in an amount not to exceed \$80,000

Motion to authorize the Interim City Manager to execute the Interlocal Agreement for the Watershed Basins within Water Resource Inventory Area 8 in an amount of \$16,208 for the first year

## 8. ACTION ITEMS: OTHER ORDINANCES, RESOLUTIONS AND MOTIONS

- (a) Motion to approve the "Aurora Corridor Real Property Acquisition and Relocation Policy, Procedures and Guidelines Manual" for the Aurora Corridor Project

Anne Tonella-Howe, Aurora Corridor Project Manager, reviewed the background of the development of this manual, noting that the City is committed to negotiating for compensation with property owners rather than doing condemnations. She said no other jurisdiction has developed such a manual to be used as a tool for the negotiation process. After briefly describing the project history, Ms. Tonella-Howe, said the purpose of the



manual is to combine all the federal and State regulations controlling the acquisition process, as well as to outline the negotiation process.

Ms. Tonella-Howe summarized the public process staff has undertaken over the past few months. She said staff intends to meet with every property and business owner so that they are aware of the impacts of the project. She summarized the main issues as being compensation for property loss, incentives for displaced businesses to remain in Shoreline, construction impacts and duration, property impacts such as lost parking and timing of the various parts of the process.

Ms. Tonella-Howe then reviewed some of the key provisions of the manual:

- Section 1.8, extra benefits. This section adds additional relocation assistance for businesses displaced as a result of the project and wishing to relocate in Shoreline. It goes over and above what federal and State regulations require.
- Section 4.0, acquisition. Ms. Tonella-Howe reiterated that the City will make every effort to acquire property expeditiously and by negotiation based on fair market value.
- Section 5.0, relocation. This section is a compilation of federal and State regulations.
- Section 6.0, condemnation. This section describes the process to be used in case negotiations are not successful.
- Section 7.0, redevelopment requirements. These refer to sections in the Development Code. They are not redevelopment standards specifically required of property impacted by public projects. However, the Planning Director is allowed to administer any exception to these standards. If the exception applies to the whole corridor, it will be attached as an amendment to the manual. Ms. Tonella-Howe said an exception regarding setbacks may be made to allow a zero building setback when properties are redeveloped.
- Section 9.0, Traffic control during construction. This section lays the groundwork for staging construction and outlines the tools to be used to lessen construction impacts.

Mayor Jepsen called for public comment.

(a) Terry Green, 613 N 179<sup>th</sup> Street, stated that she attended the November open house but did not see the complete manual. Instead she saw a four-page summary. She requested that Council ask staff to deliver several copies of the manual to the Chamber of Commerce meeting on Wednesday in order to obtain business community input and support.

Mayor Jepsen commented that Council saw a very similar version of the manual in November. He asked if this version was not shared at the open house.

Ms. Tonella-Howe did not know why copies of the complete manual were not available, since she made copies to be distributed there. She said staff intended to make copies available upon demand but she has not received any requests for the manual.

Councilmember Ransom expressed concern about the fact that no one asked for the draft manual because of the great interest on the part of the Aurora businesses. He feared that "someone dropped the ball someplace" in communicating with the affected businesses.

Responding to Councilmember Lee, Ms. Tonella-Howe said postponing acceptance of the manual for a week or two would not set the project back irrevocably. Councilmember Lee felt that businesses should be allowed time to provide input.

Councilmember Gustafson commented that there were only two changes from the November 20<sup>th</sup> draft. He said the manual could be amended later. He asserted that there had been a reasonable opportunity to review the manual. **Councilmember Gustafson moved to approve the "Aurora Corridor Real Property Acquisition and Relocation Policy, Procedures and Guidelines Manual" for the Aurora Corridor Project. Deputy Mayor Hansen seconded the motion.**

Councilmember Ransom reiterated his concern that the Aurora Improvement Council businesses were not aware that the manual was available. He asked the Council to wait one or two weeks to gain additional credibility with businesses that their input is important.

Deputy Mayor Hansen supported Councilmember Gustafson's position. He asserted that the manual is very fair to the businesses and that it can be amended later, if necessary.

Councilmember Grossman shared Councilmember Ransom's concerns, feeling that although there has been outreach with individual property owners in the southern section, businesses in the middle section are concerned because the plans are not yet set. He felt Council should postpone action, since this is not a critical path item. It is better to have the businesses on board rather than irritated with the City because of a perceived lack of time for review.

Councilmember Montgomery agreed with Deputy Mayor Hansen that the manual is well-written. She said it will receive wide distribution once it is adopted.

Councilmember Grossman also liked the document. His concern was to provide an opportunity for those involved to look it over. He realized it could be amended, but said people have ownership if they can provide input prior to adoption.

Councilmember Montgomery did not want to convey a message that Council has doubts about the manual itself. Both Councilmember Lee and Mayor Jepsen agreed it is an excellent and innovative document.

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Mayor Jepsen noted the Council wanted to see an incentive to stay in Shoreline, which is now in the manual. However, he said there is no monetary time requirement for how long the business must stay in Shoreline. Mr. Bauman responded that staff felt that the investment in relocating was enough evidence of a commitment to staying in Shoreline. Deputy Mayor Hansen noted that no reimbursement funding is provided unless the expenditures are documented.

Mayor Jepsen asked about the zero setback exception for businesses that meet the redevelopment criteria. He supported this and felt the design code for the entire corridor should have a zero setback provision.

Tim Stewart, Planning and Development Services Director, explained the current code requirement is for a ten-foot setback, which can be reduced if adequate street improvements are available or adequate room for such improvements is available. He said before a corridor-wide opinion is issued to allow for a zero setback, it is necessary to know where the right-of-way is.

Mayor Jepsen noted that he supports the document but is speaking before the Chamber this week and would like to provide an opportunity for business review.

Ms. Tonella-Howe explained that she had just learned that a synopsis of the manual was available at the open house. However, the draft manual has been at all the public outreach meetings held.

**Councilmember Lee moved to postpone action on the motion to the next regular meeting. Councilmember Ransom seconded the motion, which carried 4 – 3, with Deputy Mayor Hansen and Councilmembers Gustafson and Montgomery dissenting.**

- (a) Resolution No. 171 adopting parking revisions on NE 197<sup>th</sup> Pl. from 22<sup>nd</sup> Ave. NE to the north end cul-de-sac, Meridian Ave. N. from N. 175<sup>th</sup> to the north driveway entrance of Meridian Park Elementary, and 20<sup>th</sup> Ave. NW from NW 196<sup>th</sup> St. to NW 205<sup>th</sup> St.

Mr. Conner displayed the three areas proposed for “no parking” signage and provided the reasons for the proposals.

**Deputy Mayor Hansen moved to approve Resolution No. 171. Councilmember Ransom seconded the motion.**

Responding to Mayor Jepsen, Mr. Conner said the signage will use existing poles wherever possible. He said staff plans to return with a comprehensive signing program for the City that will address the “clutter” issue.

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Responding to Councilmember Ransom, Mr. Conner said the curbs will not be painted at this time. If the signage does not work, this will be re-evaluated.

**A vote was taken on the motion, which carried 7 – 0, and Resolution No. 171 was approved.**

9. CONTINUED PUBLIC COMMENT

(a) Deb Moore-Marchant, 16261 12<sup>th</sup> Avenue NE, spoke about the light pollution problem in Shoreline. She said she is highly sensitive to bright light, as is approximately 20 percent of the world population. She said by the time she is 70 she will not be able to go out at night because of glare. She advocated a comprehensive and educational outdoor lighting ordinance in Shoreline. She said she submitted such a proposal to Planning and Development Services. She defined good lighting and listed its benefits, including making streets and homes safer, eliminating a cluttered-looking nightscape and saving money. She said there is evidence that light-trespass can effect our health as well. Ms. Moore-Marchant concluded by demonstrating light pollution with a slide show. She asked Council to work with her on this issue.

(b) Bruce Weertman, 6749 18<sup>th</sup> Avenue NW, said he is the Chair of the Northwest Section of the International Dark Skies Association. His organization fights light pollution. Membership is doubling every 18 months. He said light pollution creates clutter, glare and energy waste. It has an impact on nocturnal wildlife. He said lights should be fully shielded, and he demonstrated good shielding. He listed areas that have good lighting codes, including Island County, Deschutes County, and the City of Redmond. He advocated that Shoreline develop a lighting code and set a good example to other jurisdictions. He said a lighting code can make the community more beautiful and more liveable.

In closing remarks, Councilmember Gustafson mentioned that Councilmember Lee has her picture in the National League of Cities newsletter. He also mentioned the completion of the City Manager brochure and then asked whether Shoreline has any input into Seattle City Light (SCL) rate setting.

Mr. Bauman noted that Shoreline residents receive the same rate increases that any other SCL customer receives. The City has no control over the rates.

Councilmember Grossman supported looking at lighting issues.

10. ADJOURNMENT

At 9:45 p.m., Mayor Jepsen declared the meeting adjourned.

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Sharon Mattioli, CMC  
City Clerk

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

|                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AGENDA TITLE:</b> Approval of Expenses and Payroll as of January 4, 2001                                                                         |
| <b>DEPARTMENT:</b> Finance                                                                                                                          |
| <b>PRESENTED BY:</b> Al Juarez, Financial Operations Supervisor  |

**EXECUTIVE / COUNCIL SUMMARY**

It is necessary for the Council to approve expenses formally at the meeting. The following claims expenses have been reviewed by C. Robert Morseburg, Auditor on contract to review all payment vouchers.

**RECOMMENDATION**

Motion: I move to approve Payroll and Claims in the amount of \$628,448.13 specified in the following detail:

Payroll and benefits for December 10 through December 23, 2000 in the amount of \$251,120.79 paid with check/voucher numbers 2907, 5198 through 5248, and 520001 through 520106 and benefit checks 6954 through 6961.

**the following claims examined by C. Robert Morseburg paid on November 29:**

Expenses in the amount of \$3000.00 paid on Expense Register dated 12/26/2000 with the following claim check: 6906 and

Expenses in the amount of \$75,554.81 paid on Expense Register dated 12/26/2000 with the following claim checks: 6907-6912 and

Expenses in the amount of \$38,048.31 paid on Expense Register dated 12/27/2000 with the following claim checks: 6913-6916 and

Expenses in the amount of \$1,824.66 paid on Expense Register dated 12/27/2000 with the following claim check: 6917 and

Expenses in the amount of \$151,231.60 paid on Expense Register dated 12/28/2000 with the following claim checks: 6918-6932 and

Expenses in the amount of \$24,705.12 paid on Expense Register dated 12/28/2000 with the following claim checks: 6933-6953 and

**the following claims examined by C. Robert Morseburg paid on January 4, 2001:**

Expenses in the amount of \$23,017.11 paid on Expense Register dated 12/29/2000 with the following claim check: 6962 and

Refunds in the amount of \$5,316.22 paid on Expense Register dated 12/29/2000 with the following claim checks: 6963-6972 and

Expenses in the amount of \$450.75 paid on Expense Register dated 12/29/2000 with the following claim checks: 6973-6978 and

Expenses in the amount of \$234.27 paid on Expense Register dated 12/29/2000 with the following claim checks: 6979-6992 and

Expenses in the amount of \$4,960.97 paid on Expense Register dated 1/2/2001 with the following claim check: 6993 and

Expenses in the amount of \$6,223.13 paid on Expense Register dated 1/2/2001 with the following claim checks: 6994-7011 and

Expenses in the amount of \$42,760.39 paid on Expense Register dated 1/4/2001 with the following claim checks: 7012-7043

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

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

**AGENDA TITLE:** Authorize the Interim City Manager to Execute the Commute Trip Reduction Agreement with King County for \$5,235  
**DEPARTMENT:** Planning and Development Services  
**PRESENTED BY:** Tim Stewart, Planning & Development Services Director  
Sarah Bohlen, Transportation Planner

**EXECUTIVE / COUNCIL SUMMARY**

On your agenda is a proposed agreement with King County to provide Commute Trip Reduction (CTR) assistance, program development and review services for the six CTR sites in Shoreline (a CTR site is a company which has 100 or more regular full time employees arriving at work between the hours of 6 and 9 AM). We have contracted with King County for this work since 1996. The contract amount is for \$5,235, and is valid for six months. A new annual contract will be implemented on July 1, 2001; this will cause our work agreements to match our funding cycles. On December 13, 1999 your Council approved the Interlocal Agreement with King County by which we are eligible to receive state grant funding to administer the Commute Trip Reduction law in Shoreline. We receive approximately \$11,000 per year from the State for this program.

King County CTR Services provides similar services to most cities in King County. They will provide technical assistance to the six CTR sites in Shoreline, as well as promotional materials, and will ensure that all sites meet all requirements of the state CTR law. The CTR law requires employment sites of over 100 regular full time employees to reduce single occupant vehicle trips and sets out specific goals and requirements to that end.

**RECOMMENDATION**

Staff recommends that Council authorize the Interim City Manager to sign the CTR Implementation Act Agreement with King County for Commute Trip Reduction services in the amount of \$5,235.

Approved By: City Manager KID City Attorney [Signature]

## **BACKGROUND / ANALYSIS**

The proposed Commute Trip Reduction Act Implementation Agreement with King County is intended to continue an existing program whereby King County Commute Trip Reduction Services provides Shoreline with assistance in ensuring that Shoreline and Shoreline sites are in compliance with the State CTR law. The sequence of funding to support CTR in Shoreline is outlined as follows:

- Shoreline receives funding from the State, via King County to implement the CTR law. Most recently, on December 13, 1999 the Council approved the Interlocal Agreement with King County by which we are eligible to receive state grant funding to administer the Commute Trip Reduction law in Shoreline. We receive approximately \$11,000 per year from this program. This funding is administered on a biannual July – June cycle.
- Shoreline contracts with King County to provide CTR Act Implementation Services (the current agenda item). The Council has approved similar contracted services with King County CTR Services the past several years. This six-month program cost is \$5,235, compared to last year's annual cost of \$11,664.

Any remaining money from the State grant not spent on the implementation agreement with King County will be spent by the Planning and Development Services Department on CTR related work. This may include the administration of contracts, regional coordination, and transportation tasks or programs related to improving alternative access to the six CTR sites. Through King County Metro CTR Services we send the Employee Transportation Coordinators for each site to training classes to keep them up to date with the CTR law and with incentives and programs aimed at reducing single occupant vehicle use.

King County Commute Trip Reduction Services provides services to most cities in King County. They will provide technical assistance to the six CTR sites in Shoreline, as well as promotional materials, and will ensure that all sites meet all requirements of the state CTR law. This includes ensuring that annual reports are submitted on time and accurate, conducting site surveys, and holding quarterly meetings with all six Employee Transportation Coordinators. In addition, Metro attends, monitors and shares information and issues with staff from all regional and state CTR forums, including the Governors CTR Task Force, and King County Coordinating Committee meetings. They also track CTR related legislative issues for us. The six CTR sites in Shoreline include: Shoreline Community College, Washington State Department of Transportation, Crista Ministries Campus, State of Washington Public Health Lab (Fircrest), Fircrest School, and City of Shoreline City Hall campus.

The City is required by State law to ensure that CTR programs are maintained year round. The proposed contract covers the January through June 2001 time period. The new annual contract cycle will then begin in July to coordinate with the grant funding cycle.



## **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to sign the CTR Implementation Act Agreement with King County for Commute Trip Reduction services in the amount of \$5,235.

**CITY COUNCIL AGENDA ITEM**

**CITY OF SHORELINE, WASHINGTON**

**AGENDA TITLE:** Approval of Ordinance No. 259 to Reclassify Two Positions Within the City's Classification and Compensation Plan

**DEPARTMENT:** Human Resources

**PRESENTED BY:** Marci Wright, <sup>MWJ</sup> Human Resources Director

**EXECUTIVE / COUNCIL SUMMARY**

As positions become vacant, staff takes the opportunity to evaluate whether the current classification continues to meet the ongoing workload needs of the department. We currently have two vacant administrative support positions: an Administrative Assistant III in the City Manager's Office and a Technical Assistant position in the Planning and Development Services Department. In analyzing the work requirements for each of these vacancies, we have determined a reclassification of each position to an Administrative Assistant II is appropriate.

**City Manager's Office**

When originally classified as an Administrative Assistant III, the current vacancy was primarily responsible for advance journey level administrative support to the City Attorney and Assistant City Manager and for complex graphics. Since the position has been vacant, staff has evaluated current administrative support needs for the Office. Staff determined graphic responsibilities have been reassigned and current workload needs are generally lower level administrative support to all members of the Office, especially back-up support for the Executive Assistant to the City Manager. Because the focus is no longer primarily on direct support for the Assistant City Manager and City Attorney and graphics, the changed duties are more appropriately classified as an Administrative Assistant II rather than an Administrative Assistant III.

**Planning and Development Services**

The Technical Assistant classification is designed to provide higher level clerical support requiring knowledge in a specialized or technical field in addition to performing a variety of clerical, secretarial and administrative tasks. It requires a minimum of three years of increasingly responsible experience in the field of urban planning, zoning, or the processing of land use or building permits. The tasks required center on the processing of land use and building permits and related processes.

In evaluating the department's current administrative support needs, staff determined additional support was needed for the Director and Assistant Director. In particular, a position was needed to handle correspondence and related word processing, schedule and arrange meetings and appointments and provide other organizational administrative support. In order to assign these duties to the vacant position, the position would no longer be involved in the normal processing of departmental permits. These changed tasks and assignments are more appropriately classified as an Administrative Assistant II.

### **Fiscal Impact**

Because both of the current classifications (Administrative Assistant III and Technical Assistant) are higher level classifications than Administrative Assistant II, the proposed reclassifications are both within current departmental budgets.

### **RECOMMENDATION**

Staff recommends that Council approve Ordinance No. 259 reclassifying two positions within the City of Shoreline Classification and Compensation Plan.

### **ATTACHMENTS**

Ordinance No. 259

Approved By: City Manager



City Attorney



**ORDINANCE NO. 259**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING AN ADMINISTRATIVE SUPPORT POSITION IN THE CITY MANAGER'S OFFICE AND THE DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES, AND AMENDING THE 2001 PROPOSED BUDGET ADOPTED BY ORDINANCE 254.**

WHEREAS, City staff has conducted a classification audit for two vacant positions, an Administrative Assistant III in the City Manager's Office and a Technical Assistant in the Department of Planning and Development Services, and determined that an Administrative Assistant II is a more appropriate classification for the position in each department; now therefore

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

**Section 1. Amendment.** The City of Shoreline 2001 Proposed Budget, *City Manager -2001 Budget, Position Summary*, adopted by Ordinance 254, is amended to read as set forth in Exhibit A attached hereto.

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

**Section 3. Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect five days after passage and publication.

**PASSED BY THE CITY COUNCIL ON JANUARY 22, 2001.**

\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk

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

Date of Publication: January 25, 2001  
Effective Date: January 30, 2001

Exhibit A

| POSITION SUMMARY                                                    |           |           |           |           |            |           |
|---------------------------------------------------------------------|-----------|-----------|-----------|-----------|------------|-----------|
|                                                                     | 1998      | 1999      | 2000      | 2001      | Budgeted   |           |
|                                                                     | Budgeted  | Budgeted  | Budgeted  | Budgeted  | Salary     | Benefits  |
|                                                                     | Positions | Positions | Positions | Positions |            |           |
| City Manager                                                        | 1.00      | 1.00      | 1.00      | 1.00      | \$ 109,441 | \$ 20,421 |
| Assistant City Manager                                              | 1.00      | 1.00      | 1.00      | 1.00      | 87,550     | 17,724    |
| Assistant to City Manager                                           | 1.00      | 1.00      | 1.00      | 1.00      | 63,267     | 14,732    |
| Senior Management Analyst                                           | 1.00      | 1.00      | 1.00      | 1.00      | 61,714     | 14,541    |
| Executive Asst. to the CM                                           | 1.00      | 1.00      | 1.00      | 1.00      | 44,910     | 12,471    |
| <del>Administrative Assistant III</del> Administrative Assistant II | 1.00      | 1.00      | 1.00      | 1.00      | 32,320     | 10,920    |
| Administrative Assistant II                                         | 1.00      | 1.00      | 1.00      | 0.00      | 0          | 0         |
| Administrative Assistant II                                         | 1.00      | 1.00      | 1.00      | 0.00      | 0          | 0         |
| Administrative Assistant I                                          | 1.00      | 1.00      | 1.00      | 0.00      | 0          | 0         |
| Administrative Assistant II                                         | 1.00      | 1.00      | 0.00      | 0.00      | 0          | 0         |
|                                                                     | 10.00     | 10.00     | 9.00      | 6.00      | \$ 399,202 | \$ 90,809 |

## Exhibit B

| POSITION SUMMARY                                           |           |           |           |           |              |            |
|------------------------------------------------------------|-----------|-----------|-----------|-----------|--------------|------------|
|                                                            | 1998      | 1999      | 2000      | 2001      | Budgeted     |            |
|                                                            | Budgeted  | Budgeted  | Budgeted  | Budgeted  | Salary       | Benefits   |
|                                                            | Positions | Positions | Positions | Positions |              |            |
| Director                                                   | 1.00      | 1.00      | 1.00      | 1.00      | 95,306       | 18,680     |
| Assistant Director                                         | 1.00      | 1.00      | 1.00      | 1.00      | 84,240       | 17,316     |
| Management Analyst                                         | 0.00      | 0.00      | 1.00      | 1.00      | 45,922       | 12,596     |
| Economic Develop. Coord.                                   | 1.00      | 1.00      | 1.00      | 1.00      | 61,806       | 14,552     |
| Planning Manager                                           | 1.00      | 0.00      | 1.00      | 1.00      | 74,104       | 16,068     |
| Transportation Planner (Planner II)                        | 1.00      | 1.00      | 1.00      | 1.00      | 50,657       | 14,078     |
| Planner III                                                | 1.00      | 1.00      | 1.00      | 1.00      | 58,136       | 14,100     |
| Planner III                                                | 1.00      | 1.00      | 1.00      | 1.00      | 49,734       | 13,065     |
| Planner II                                                 | 1.00      | 1.00      | 1.00      | 1.00      | 52,686       | 13,429     |
| Planner II                                                 | 1.00      | 1.00      | 1.00      | 1.00      | 49,696       | 13,061     |
| Planner I                                                  | 1.00      | 1.00      | 1.00      | 1.00      | 41,588       | 12,062     |
| Planner I                                                  | 1.00      | 1.00      | 1.00      | 1.00      | 41,932       | 12,104     |
| Planner I                                                  | 1.00      | 1.00      | 1.00      | 1.00      | 40,890       | 11,976     |
| <del>Technical Assistant</del> Administrative Assistant II | 1.00      | 1.00      | 1.00      | 1.00      | 32,148       | 10,899     |
| Building Official                                          | 1.00      | 1.00      | 1.00      | 1.00      | 71,594       | 15,758     |
| Plans Examiner III                                         | 0.00      | 1.00      | 1.00      | 1.00      | 61,001       | 14,453     |
| Plans Examiner III                                         | 1.00      | 1.00      | 1.00      | 1.00      | 54,179       | 13,613     |
| Plans Examiner I                                           | 1.00      | 1.00      | 1.00      | 1.00      | 45,340       | 12,524     |
| Project Engineer                                           | 1.00      | 1.00      | 1.00      | 1.00      | 56,722       | 13,926     |
| Project Inspector II                                       | 1.00      | 1.00      | 1.00      | 1.00      | 55,370       | 14,658     |
| Project Inspector II                                       | 1.00      | 1.00      | 1.00      | 1.00      | 55,370       | 14,658     |
| Right-of-Way Inspector                                     | 1.00      | 1.00      | 1.00      | 1.00      | 50,128       | 14,013     |
| Code Enforcement Officer                                   | 0.00      | 1.00      | 1.00      | 1.00      | 45,331       | 12,523     |
| Technical Assistant                                        | 1.00      | 1.00      | 1.00      | 1.00      | 38,210       | 11,645     |
| Technical Assistant                                        | 1.00      | 1.00      | 1.00      | 1.00      | 38,210       | 11,645     |
| Technical Assistant                                        | 1.00      | 1.00      | 1.00      | 1.00      | 32,461       | 10,937     |
| Technical Assistant                                        | 1.00      | 1.00      | 1.00      | 1.00      | 34,624       | 11,204     |
| Administrative Assistant I                                 | 0.00      | 0.00      | 0.00      | 1.00      | 26,790       | 10,239     |
| ROW Inspector                                              | 0.00      | 0.00      | 0.00      | 0.50      | 21,424       | 6,108      |
|                                                            | 24.00     | 25.00     | 27.00     | 28.50     | \$ 1,465,597 | \$ 381,889 |

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

|                      |                                                                                                 |
|----------------------|-------------------------------------------------------------------------------------------------|
| <b>AGENDA TITLE:</b> | Approval of Ordinance No. 260 to Enact Revisions to City's Classification and Compensation Plan |
| <b>DEPARTMENT:</b>   | Human Resources                                                                                 |
| <b>PRESENTED BY:</b> | Marci Wright, Human Resources Director                                                          |

**EXECUTIVE / COUNCIL SUMMARY**

In July 1997, your Council approved the City's Classification and Compensation Plan. The Plan provides the City should conduct a follow-up salary survey every 2 – 3 years to ensure we remain competitive within our market. Because the original survey was three years old, we undertook an updated salary survey during 2000.

The results of the survey established that your Council's Plan has worked very well in establishing and maintaining equitable, competitive, reasonable salaries for City employees, consistent with the original goals of the Plan. The City is paying at a competitive rate for most of our classifications. We discovered we were below market for just a few surveyed classifications (4 out of 24 surveyed).

Because our plan is based on surveying just selected "benchmark" classifications, we set salaries for "non-benchmark" classifications based on established relationships to the benchmark classifications. Some of the classifications identified as below market are linked to non-benchmark classifications, raising the question of whether those classifications are also "below" market.

The Management Team reviewed the survey results and issues of related "non-benchmark" classifications and came to consensus on proposed changes. The Management Team, after discussing the Plan and results with employees, is recommending to your Council increases to the salary ranges for 15 classifications:

- ◆ Administrative Assistant Series (Administrative Assistant I, II and III)
- ◆ Finance Assistant Series (Finance Assistant I and II)
- ◆ Engineering Series (Project Engineer-Licensed; Capital Project Manager; City Engineer)
- ◆ Information Systems Manager
- ◆ Deputy City Clerk
- ◆ Parks and Recreation Director
- ◆ Assistant to the City Manager
- ◆ Community and Government Relations Manager
- ◆ Senior Budget Analyst
- ◆ Financial Operations Supervisor

Assuming a February 4, 2001 effective date, the 2001 cost of implementing these recommended revisions to the City's Classification and Compensation Plan is approximately \$29,000. Sufficient funds are budgeted for 2001 to pay for this implementation.

We have attached for your Council's reference:

- ◆ A table showing benchmark classifications and how salaries for non-benchmark classifications are set based upon the benchmark. This attachment reflects all recommendations contained in this staff report. (Attachment A, External and Internal Ties Used for Setting Salaries)
- ◆ A table showing the City of Shoreline's designated labor market (Attachment B)
- ◆ The implementing ordinance (Attachment C)

### **RECOMMENDATION**

Staff recommends Council approve Ordinance No. 260 adopting revisions to City of Shoreline Classification and Compensation Plan.

Approved By: City Manager  City Attorney 



## **BACKGROUND / ANALYSIS**

### **Original Study**

In July 1997, your Council approved the City's Classification and Compensation Plan. The Plan, developed by Ralph Andersen & Associates, 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 our 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 employers
- ◆ Provide defensibility to City salary ranges based on the pay practices of similar employers
- ◆ Ensure pay consistency & equity among related classes based on the duties and responsibilities assumed

The Plan also provided that the City should conduct a follow-up salary survey every 2 – 3 years to ensure we remain competitive within our market. Because the original survey was three years old, we undertook to update our salary survey during 2000.

### **Updated Salary Survey 2000**

In undertaking the updated survey, our intent was to replicate the original survey approach:

- ◆ We again based our survey on the use of "benchmark" classifications—jobs which are easily compared to pay practices of other agencies. (Salaries for non-benchmark classifications are then established based on their relationship to an appropriate benchmark. For example, in a job series like Administrative Assistant I, II and III, the classifications are generally placed in ranges 10% apart) See Attachment A for a comprehensive list of benchmark classifications and internal ties built from benchmarks.;
- ◆ We surveyed the same list of benchmark classifications (except for minor revisions due to changes that had occurred since the original survey);
- ◆ We used the same list of "ties" to benchmark positions(see Attachment A);
- ◆ We used the same list of ten comparable jurisdictions for our labor market as established by your Council in 1997 (for Council reference, this list is Attachment B);
- ◆ We again used the median of our labor market as our target to determine whether benchmark classifications were "at market." We considered a position within 5% of the appropriate market median to be "at market".

The results of the survey established the City is paying at a competitive rate for most of our classifications. Out of 24 classifications directly surveyed, we only identified four benchmark classifications "below" our market. No classifications were found to have moved above market during the three-year period since the original salary survey.

## Discussion of Recommended Increases

Two of the identified classifications below market are part of a job series and had other related classifications linked to them. Significantly, during 2000 we experienced noticeable recruitment difficulties within both of the identified job series. The table below highlights these classification series and related classifications that the survey results indicated are currently "below" our market and which we recommend be increased:

| Classification                                                                                                                                                                                                                                                                           | Current Salary Range | Proposed Salary Range | Number of Positions | Number of Incumbents | Explanation of proposed increase                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|---------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Asst Job Series and related classifications recommended for increase</b>                                                                                                                                                                                               |                      |                       |                     |                      |                                                                                                                                                                                 |
| <b>Administrative Assistant Series</b>                                                                                                                                                                                                                                                   |                      |                       |                     |                      |                                                                                                                                                                                 |
| Admin Asst I                                                                                                                                                                                                                                                                             | 24                   | 27                    | 3.5                 | 2                    | Salary continues to be set 10% below Admin Asst II                                                                                                                              |
| Admin Asst II                                                                                                                                                                                                                                                                            | 28                   | 31                    | 7                   | 5                    | Benchmark Classification                                                                                                                                                        |
| Admin Asst III                                                                                                                                                                                                                                                                           | 32                   | 35                    | 4                   | 4                    | Salary continues to be set 10% above Admin Asst II                                                                                                                              |
| <b>Finance Assistant Series (salary for these classifications is based on the Admin Asst II benchmark)</b>                                                                                                                                                                               |                      |                       |                     |                      |                                                                                                                                                                                 |
| Finance Asst I                                                                                                                                                                                                                                                                           | 24                   | 27                    | 0                   | 0                    | Salary continues to be set 10% below Admin Asst II                                                                                                                              |
| Finance Asst II                                                                                                                                                                                                                                                                          | 28                   | 31                    | 2.63                | 2                    | Salary continues to be set in the same range as Admin Asst II                                                                                                                   |
| <b>Engineering Job Series and related classifications recommended for increase</b>                                                                                                                                                                                                       |                      |                       |                     |                      |                                                                                                                                                                                 |
| <b>Engineering Classifications</b>                                                                                                                                                                                                                                                       |                      |                       |                     |                      |                                                                                                                                                                                 |
| Project Engineer (unlicensed)                                                                                                                                                                                                                                                            | 48                   | 48                    | 2                   | 2                    | No increase recommended. Recommended increase for the Project Engineer (licensed) establishes a 10% differential between ranges in a series, as recommended by Plan guidelines. |
| Project Engineer (licensed)                                                                                                                                                                                                                                                              | 50                   | 52                    | 1                   | 1                    | Benchmark Classification                                                                                                                                                        |
| Capital Project Manager                                                                                                                                                                                                                                                                  | 54                   | 56                    | 2                   | 2                    | Salary continues to be set 10% above Project Engineer (licensed)                                                                                                                |
| City Engineer                                                                                                                                                                                                                                                                            | 61                   | 62                    | 1                   | 1                    | The one range increase establishes a 15% differential between City Engineer and Capital Project Manager, consistent with Plan guidelines                                        |
| <b>Related Classification recommended for increase (salary for this classification is based on the City Engineer benchmark)</b>                                                                                                                                                          |                      |                       |                     |                      |                                                                                                                                                                                 |
| Information Systems Manager                                                                                                                                                                                                                                                              | 61                   | 62                    | 1                   | 1                    | Salary continues to be set in the same range as City Engineer                                                                                                                   |
| Note: due to the significant recruitment difficulties we were experiencing within the engineering series during 2000, we took the additional step of surveying all engineering classifications, not just the benchmark and used all survey data in developing our final recommendations. |                      |                       |                     |                      |                                                                                                                                                                                 |

The salary survey also identified two other classifications as currently below market. These classifications are not linked to any other classifications proposed to be increased. The following table shows these two recommendations:

| <b>Classification</b>       | <b>Current Salary Range</b> | <b>Proposed Salary Range</b> | <b>Number of Positions</b> | <b>Number of Incumbents</b> | <b>Explanation of proposed increase</b>                                                |
|-----------------------------|-----------------------------|------------------------------|----------------------------|-----------------------------|----------------------------------------------------------------------------------------|
| Deputy City Clerk           | 38                          | 40                           | 1                          | 0                           | Benchmark Classification                                                               |
| Parks & Recreation Director | 65                          | 69                           | 1                          | 1                           | Was surveyed as benchmark; salary will now be same as other major department directors |

In addition to proposed changes resulting directly from the salary survey, we also took a look at the internal relationship between benchmarks and related classifications and, as a result of that review, we are recommending a few additional changes. These changes are explained in the following table:

| <b>Classification</b>                    | <b>Current link to benchmark used to establish salary</b>                                                       | <b>Recommended new link to benchmark to establish salary</b>                                             | <b>Current Salary Range</b> | <b>Proposed Salary Range</b> | <b>Number of Incumbents</b> |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------|-----------------------------|
| Asst to the City Manager                 | 20% above the Budget Analyst                                                                                    | Change to 10% above Senior Management Analyst (results in 25% above Budget Analyst)                      | 54                          | 56                           | 1                           |
| Community & Government Relations Manager | Same as Health & Human Services Manager                                                                         | Change to 10% above Senior Management Analyst                                                            | 55                          | 56                           | 1                           |
| Senior Budget Analyst                    | 15% above the Budget Analyst (based on Plan's guideline of supervisor to be 15 – 20% above subordinate classes) | Change to 20% guideline differential above the Budget Analyst based on increased level of responsibility | 52                          | 54                           | 1                           |
| Financial Operations Supervisor          | Same as Senior Budget Analyst                                                                                   | Continues same as Senior Budget Analyst (change results from change listed above)                        | 52                          | 54                           | 1                           |

### **Recommended Implementation**

The Management Team reviewed the survey results, discussed them with employees and is recommending to your Council increases to the salary ranges as outlined above. In implementing these changes in salary ranges, we are recommending using the same procedures used in the implementation of the original study:

- ◆ Placement of incumbents into the lowest step in the new range that does not result in a decrease in salary; and
- ◆ Retention of current step increase date (for performance evaluation and merit purposes);

We are recommending an effective date of February 4, 2001.

### **Estimated Cost of Implementation**

The 2001 cost of implementing these recommended revisions to the City's Classification and Compensation Plan is approximately \$29,000. Because the salary survey effort was underway during budget development, we budgeted an amount estimated to cover implementation. The amount budgeted is adequate to cover the projected \$29,000 cost.

### **RECOMMENDATION**

Staff recommends Council approve Ordinance No. 260 adopting revisions to City of Shoreline Classification and Compensation Plan.

### **ATTACHMENTS**

- |              |                                                                                                                           |
|--------------|---------------------------------------------------------------------------------------------------------------------------|
| Attachment A | External and Internal Ties Used for Setting Salaries                                                                      |
| Attachment B | City of Shoreline's Designated Labor Market                                                                               |
| Attachment C | Ordinance No. 260 Amending Salary Ranges Assigned to Certain Positions in the City's Classification and Compensation Plan |

| <b>External and Internal Ties Used for Setting Salaries</b><br>(Salary for Benchmark Classifications set "at market"; salary for non-benchmarks set as provided below) |                                                                        |                                                                                      |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------|
| <b>Benchmark Classification</b>                                                                                                                                        | <b>Internal Ties Built from Benchmark</b>                              | <b>"Tie" to benchmark or other specified classification used to establish salary</b> | <b>Range</b> |
| <b>Executive Assistant to the City Manager</b>                                                                                                                         | None                                                                   |                                                                                      | 41           |
| <b>City Attorney</b>                                                                                                                                                   | None                                                                   |                                                                                      | 70           |
| <b>City Clerk</b>                                                                                                                                                      | None                                                                   |                                                                                      | 53           |
| <b>Deputy City Clerk</b>                                                                                                                                               | None                                                                   |                                                                                      | 40           |
| <b>Administrative Assistant II</b>                                                                                                                                     |                                                                        |                                                                                      | 31           |
| <b>Administrative Assistant II Internal Ties</b>                                                                                                                       | Finance Assistant II                                                   | Same Range                                                                           | 31           |
|                                                                                                                                                                        | Technical Assistant                                                    | 2.5% above                                                                           | 32           |
|                                                                                                                                                                        | Administrative Assistant III                                           | 10% above                                                                            | 35           |
|                                                                                                                                                                        | Administrative Assistant I<br>Finance Assistant I                      | 10% below                                                                            | 27           |
| <b>Budget Analyst</b>                                                                                                                                                  |                                                                        |                                                                                      | 46           |
| <b>Budget Analyst Internal Ties</b>                                                                                                                                    | Management Analyst<br>Staff Accountant                                 | Same Range                                                                           | 46           |
|                                                                                                                                                                        | Senior Budget Analyst                                                  | 20% above                                                                            | 54           |
|                                                                                                                                                                        | Financial Operations Supervisor                                        | Same as Senior Budget Analyst                                                        | 54           |
|                                                                                                                                                                        | Senior Management Analyst                                              | 15% above                                                                            | 52           |
|                                                                                                                                                                        | Assistant to the City Manager                                          | 10% above Senior Management Analyst                                                  | 56           |
|                                                                                                                                                                        | Community & Governmental Relations Manager                             | 10% above Senior Management Analyst                                                  | 56           |
|                                                                                                                                                                        | Coordinator, Office of Neighborhoods                                   | 17 1/2 % below Community & Governmental Relations Manager                            | 49           |
|                                                                                                                                                                        | Purchasing Officer                                                     | 5% above                                                                             | 48           |
| <b>Computer/Network Specialist</b>                                                                                                                                     | None                                                                   |                                                                                      | 42           |
| <b>Human Resources Analyst</b>                                                                                                                                         | None                                                                   |                                                                                      | 47           |
| <b>Planner II</b>                                                                                                                                                      |                                                                        |                                                                                      | 45           |
| <b>Planner II Internal Ties</b>                                                                                                                                        | Grant Specialist                                                       | Same Range                                                                           | 45           |
|                                                                                                                                                                        | Planner III                                                            | 10% above                                                                            | 49           |
|                                                                                                                                                                        | Planner I                                                              | 10% below                                                                            | 41           |
| <b>Plans Examiner II</b>                                                                                                                                               |                                                                        |                                                                                      | 48           |
| <b>Plans Examiner II Internal Ties</b>                                                                                                                                 | Plans Examiner III                                                     | 10% above                                                                            | 52           |
|                                                                                                                                                                        | Plans Examiner I                                                       | 10% below                                                                            | 44           |
|                                                                                                                                                                        | Code Enforcement Officer                                               |                                                                                      |              |
| <b>Project Inspector II</b>                                                                                                                                            |                                                                        |                                                                                      | 47           |
| <b>Project Inspector II Internal Ties</b>                                                                                                                              | Project Inspector I                                                    | 15% below                                                                            | 41           |
|                                                                                                                                                                        | Customer Response Team Representative                                  |                                                                                      |              |
|                                                                                                                                                                        | Customer Response Team Supervisor<br>Surface Water Program Coordinator | 20% above Customer Response Team Representative                                      | 49           |

| <b>External and Internal Ties Used for Setting Salaries</b>                                                    |                                           |                                                                                      |    |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------|----|
| <b>(Salary for Benchmark Classifications set "at market"; salary for non-benchmarks set as provided below)</b> |                                           |                                                                                      |    |
| <b>Benchmark Classification</b>                                                                                | <b>Internal Ties Built from Benchmark</b> | <b>"Tie" to benchmark or other specified classification used to establish salary</b> |    |
| <b>Right-of-Way Inspector</b>                                                                                  | None                                      |                                                                                      | 43 |
| <b>Planning &amp; Development Services Director or Finance Director</b>                                        | <b>(use higher)</b>                       |                                                                                      | 69 |
| Planning & Development Services Director or Finance Director Internal Ties                                     | Assistant City Manager                    | Same Range                                                                           | 69 |
|                                                                                                                | Parks & Recreation Director               |                                                                                      |    |
|                                                                                                                | Public Works Director                     |                                                                                      |    |
|                                                                                                                | Human Resources Director                  | 10 % below                                                                           | 65 |
|                                                                                                                | Assistant P&DS Director                   | 12.5% below P& DS Director                                                           | 64 |
| <b>Health &amp; Human Services Manager</b>                                                                     | None                                      |                                                                                      | 55 |
| <b>Recreation Coordinator</b>                                                                                  |                                           |                                                                                      | 43 |
| Recreation Coordinator Internal Ties                                                                           | Teen Program Supervisor                   | Same Range                                                                           | 43 |
|                                                                                                                | Recreation Supervisor                     | 15% above                                                                            | 49 |
| <b>Recreation Assistant II</b>                                                                                 |                                           |                                                                                      | 31 |
| Recreation Assistant II Internal Ties                                                                          | Lead Teen Program Assistant               | Same Range                                                                           | 31 |
|                                                                                                                | Recreation Assistant I                    | 10% below                                                                            | 27 |
|                                                                                                                | Teen Program Assistant                    |                                                                                      |    |
| <b>Parks Superintendent</b>                                                                                    |                                           |                                                                                      | 49 |
| Parks Superintendent Internal Ties                                                                             | Facilities Coordinator                    | Same Range                                                                           | 49 |
| <b>Park Maintenance Worker II</b>                                                                              |                                           |                                                                                      | 35 |
| Park Maintenance Worker II Internal Ties                                                                       | Facilities Maintenance Worker II          | Same Range                                                                           | 35 |
|                                                                                                                | Senior Park Maintenance Worker            | 10% above                                                                            | 39 |
|                                                                                                                | Park Maintenance Worker I                 | 10% below                                                                            | 31 |
| <b>City Engineer</b>                                                                                           |                                           |                                                                                      | 62 |
| City Engineer Internal Ties                                                                                    | Information Systems Manager               | Same Range                                                                           | 62 |
|                                                                                                                | Aurora Corridor Project Manager           | 2.5% below                                                                           | 61 |
|                                                                                                                | Public Works Operations Manager           | 7.5% below                                                                           | 59 |
|                                                                                                                | Building Official                         | Same as Public Works Operations Manager                                              | 59 |
|                                                                                                                | Planning Manager                          |                                                                                      |    |
|                                                                                                                | Database Administrator                    | 12.5% below Information Systems Manager                                              | 57 |
|                                                                                                                | Economic Development Coordinator          |                                                                                      |    |
|                                                                                                                | GIS Specialist                            | 17.5% below Information Systems Manager                                              | 55 |
| <b>Project Engineer (Licensed)</b>                                                                             |                                           |                                                                                      | 52 |
| Project Engineer (Licensed) Internal Ties                                                                      | Capital Projects Manager                  | 10% above                                                                            | 56 |
|                                                                                                                | Project Engineer (Unlicensed)             | 10% below                                                                            | 48 |
| <b>Network Administrator</b>                                                                                   | None                                      |                                                                                      | 50 |
| <b>Public Works Maintenance Worker II</b>                                                                      |                                           |                                                                                      | 37 |
| Public Works Maintenance Worker II Internal Ties                                                               | Public Works Maintenance Worker I         | 12.5% below                                                                          | 32 |
|                                                                                                                | Senior Public Works Maintenance Worker    | 12.5% above                                                                          | 42 |
|                                                                                                                | Public Works Maintenance Supervisor       | 22.5% above Senior PW Maintenance Worker                                             | 51 |

| <b>City of Shoreline's Designated Labor Market</b> |                           |
|----------------------------------------------------|---------------------------|
| <b>Jurisdiction</b>                                | <b>Form of Government</b> |
| Auburn                                             | Mayor-Council             |
| Bellevue (non-management 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-management only)                  | N/A                       |
| <b>Supplemental Management Agencies</b>            |                           |
| Lakewood (management only)                         | Council-Manager           |
| Olympia (management only)                          | Council-Manager           |

**ORDINANCE NO. 260**

**AN ORDINANCE OF THE CITY OF SHORELINE,  
WASHINGTON, AMENDING SALARY RANGES ASSIGNED TO  
CERTAIN POSITIONS IN THE CITY'S CLASSIFICATION AND  
COMPENSATION PLAN**

WHEREAS, a salary survey of comparable jurisdictions has recently been completed pursuant to the City's Classification and Compensation Plan; and

WHEREAS, adjustment to ranges assigned to certain positions within the City's Classification and Compensation Schedule are necessary to ensure that the City of Shoreline remains competitive within its market; now therefore

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

**Section 1. Amendment.** The City of Shoreline Classification and Compensation Schedule, and Exhibit A to Ordinance 254 adopting the 2001 Budget, are amended as set forth in Exhibit A attached hereto.

**Section 2. Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect February 4, 2001.

**PASSED BY THE CITY COUNCIL ON JANUARY 22, 2001.**

\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk

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

Date of Publication: January 25, 2001  
Effective Date: February 4, 2001



**City of Shoreline**  
**Range Placement Table**  
**2.5% Between Ranges; 4% Between Steps**  
**January 1, 2001**

**Exhibit A**

Revised 2-4-01 based on salary survey 2000

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

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

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

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

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

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

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

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**Council Meeting Date: January 22, 2001**

**Agenda Item: 8(a)**

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

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| <b>AGENDA TITLE:</b> | Recommendation for Sub-area Planning 2001                         |
| <b>DEPARTMENT:</b>   | Planning and Development Services                                 |
| <b>PRESENTED BY:</b> | Tim Stewart, Planning Director<br>Kirk McKinley, Planning Manager |

**EXECUTIVE / COUNCIL SUMMARY**

Your Council Goal #1 for 2001 to adopt and implement a formal Economic Development Program includes a \$75,000 allocation for staff and consultants to work on a sub-area plan for a retail development area in the City. This agenda item is intended to discuss options for identifying the sub-area project location, and general scope. Staff is intending to return to your Council with a workshop in early March to discuss the overall Economic Development Program per Council Goal #1.

The Planning Commission discussed sub-area planning at two recent meetings, and recommended an area for sub-area planning in 2001. At it's November 16 meeting the Commission received an overview of the sub-area planning process. At it's December 7 meeting, the Commission reviewed potential areas for sub-area planning, and the some of the issues associated with each. Staff and the Planning Commission are recommending the 2001 sub-area planning be focussed in the 175<sup>th</sup> to 192<sup>nd</sup> area on both sides of Aurora.

There are several optional areas for which economic development related sub-area planning could be proposed. These include: Aurora Square, Echo Lake (north, south, or both), or Ballinger Commercial District. The recommendation to undertake sub-area planning in the central section of Aurora ties to the need to undertake land use planning in coordination with the design of Aurora and Interurban Trail, circulation issues including the potential vacation or redesign of Midvale, and the future of current uses in the Seattle City Light right-of-way. A sub-area planning effort here can build on the information and decisions related to the Interurban Trail, Aurora and future of the Seattle City Light (SCL) right-of-way.

**RECOMMENDATION**

Direct staff to proceed with developing a scope to undertake a sub-area planning effort in the area between 175<sup>th</sup> and 192<sup>nd</sup> along Aurora. Staff will return to the Council with a scope of work, further definition of the study area, and proposed timeline.

Approved By: City Manager  City Attorney 



## BACKGROUND / ANALYSIS

During 2000, the Planning and Development Services Department undertook a sub-area planning effort in North City. Key features of this planning effort included hiring a consultant team with expertise in urban design and planning, commercial real estate development, finance, and transportation to assist the community and property owners in a design charrette held over a four day period. The results from this process are three documents: a draft North City Sub-area Plan; amendment to the City of Shoreline Comprehensive Plan; Development Code: Special District – North City Sub-area, and Market and Financial Analysis. The North City Sub-area Plan is currently undergoing State Environmental Protection Act (SEPA) analysis intended to result in an Environmental Impact Statement (EIS) and a Planned Action Environmental Ordinance. The Planned Action Ordinance will greatly simplify the approval process for future development proposals. Instead of potential development projects needing to go through several approval steps including neighborhood outreach, special permits, SEPA analysis, etc., the developer may only be required to submit a building permit (as long as the proposal fits within the scope of the Planned Action Ordinance).

Staff is recommending future sub-area plans follow the approach tested and proven in North City. Basic elements of sub-area planning should include: design charrettes, land use analysis, transportation analysis, urban design/bulk/scale, relationship to/protection of neighboring uses, market analysis, and potential Special Districts to the Development Code. Developing a Planned Action Environmental Ordinance is also recommended.

Following is a brief summary of potential commercial areas with an identification of issues that could be addressed in a sub-area planning effort. Staff and Commission are recommending the selection of the first area.

- 1) **Approximately 175<sup>th</sup> to 192<sup>nd</sup> (both sides of Aurora).** The Planning Commission recommended that this area address only the non-residential designated parcels. It would be essential to involve the nearby or abutting residential property owners and occupants in the process (especially along Linden and Stone), and to ensure that they are protected from development. This area should include properties on the south side of 175<sup>th</sup>. Issues include:
  - transition between single family neighborhoods and commercial development,
  - bulk/scale of future development,
  - parking,
  - future use of and potential undergrounding of transmission lines within the SCL right-of-way,
  - redevelopment and/or consolidation of parcels,
  - land use/transportation improvement relationships (ie, land use relationship to Aurora),
  - the potential vacation of Midvale right-of-way,
  - alignment of Interurban Trail, and it's relationship to abutting land uses,

- relationship and coordination of (depending on the schedule) the King County funded Transit Oriented Development Master Planning at the Shoreline Park and Ride.
- 2) **Aurora Square and Vicinity.** The recommended Aurora concept included the vacation of Westminister Way to tie the triangle of properties north of 155<sup>th</sup> to Aurora Square. The development and market potential, and access and frontage design options for the Aurora Square and triangle will be reviewed as part of the urban design work for the Aurora Corridor during 2001. From a timing standpoint, this area might be the best candidate for 2002 sub-area planning as we could build on the 2001 Aurora related work products. Issues include:
- appropriate and desirable land uses,
  - size, intensity, and layout/location of buildings,
  - simplification of multiple ownership of properties,
  - relationship to surrounding residential neighborhoods (some of which have been designated for medium-density residential),
  - opportunities created by vacation of southbound/one-way section of Westminister Way,
  - relationship to Shoreline College, and WSDOT Northwest Region Headquarters (ie, should these be included in the study as primary or tertiary properties),
  - Potential for transit transfer station, park and ride or intensified transit use,
  - Refinement of the Interurban Crossing of Aurora.
- 3) **Echo Lake bounded by Aurora, 200<sup>th</sup> and 192<sup>nd</sup>.** This could be divided into two smaller (north or south) sub-area efforts or remain as a whole sub-area study. Potentially, this study could include all or part of Aurora Village. Issues include:
- Access to parcels from Aurora and 200<sup>th</sup> on the northern end of lake (some parcels do not have public access),
  - public infrastructure (water service),
  - land uses,
  - size and intensity of buildings,
  - parking,
  - public access to the Lake (including the designated Echo Lake park designation on the south side of the lake),
  - potential property ownership consolidation.
- 4) **Ballinger Commerical District, north and south of Ballinger Way from I-5 to NE 25<sup>th</sup>.** Issues in this most recently annexed area include:
- traffic and access,
  - future roadway improvements (especially to Ballinger Way),
  - community image,
  - relationship to surrounding neighborhoods and abutting jurisdictions.

## **OPTIONS**

Should your Council prefer to select a different commercial sub-area plan, there are three options outlined above. These include Aurora Square, Echo Lake, or Ballinger Commercial District.

## **RECOMMENDATION**

Direct staff to proceed with developing a scope to undertake a sub-area planning effort in the area between 175<sup>th</sup> and 192<sup>nd</sup> along Aurora. Staff will return to the Council with a scope of work, further definition of the study area, and proposed timeline.

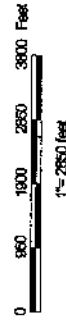
## **ATTACHMENTS**

- A. Map of Potential Commercial Sub-Area Planning Options
- B. Planning Commission Draft Minutes December 7, 2000 (pg. 7).

SHORELINE

GEOGRAPHIC INFORMATION SERVICES

Potential Sub-Areas  
for 2001



City of Shoreline GIS, Coastal, Ortho Photo, road top outlines, and contour data copyrighted by City of Seattle, 1998. All rights reserved. No warranties of any sort, including accuracy, fitness, or merchantability, accompany this product. Project name: c:\temp\gis\attachmenta.apr Plot date: Jan 11, 2001, Attachment

DRAFT

These Minutes Subject to  
January 4, 2001 Approval**CITY OF SHORELINE****SHORELINE PLANNING COMMISSION  
SUMMARY MINUTES OF REGULAR MEETING**December 7, 2000  
7:00 P.M.Shoreline Conference Center  
Board Room**PRESENT**

Chair Gabbert  
 Vice Chair McAuliffe  
 Commissioner Doennebrink  
 Commissioner Marx  
 Commissioner Doering  
 Commissioner Harris  
 Commissioner Monroe  
 Commissioner McClelland  
 Commissioner Maloney

**STAFF PRESENT**

Tim Stewart, Director, Planning & Development Services  
 Kirk McKinley, Planning Manager, Planning & Development Services  
 Rachael Markle, Senior Planner, Planning & Development Services  
 Andrea Spencer, Planner, Planning & Development Services  
 Sherri Dugdale, Code Enforcement Officer  
 Randy Olin, Customer Response Team Representative  
 Jeff Thomas, Code Enforcement Officer  
 Paul Cornish, Project Engineer, Public Works  
 Lanie Curry, Planning Commission Clerk

**1. CALL TO ORDER**

Chair Gabbert called the regular meeting to order at 7:00 p.m.

**2. ROLL CALL**

Upon roll call by the Commission Clerk, the following Commissioners were present: Chair Gabbert, Vice Chair McAuliffe, Commissioners Doering, Doennebrink, Monroe, Marx, Maloney, Harris and McClelland.

**3. APPROVAL OF AGENDA**

No changes were made to the proposed agenda.

**4. APPROVAL OF MINUTES**

COMMISSIONER MALONEY MOVED TO ACCEPT THE MINUTES OF NOVEMBER 16, 2000 AS SUBMITTED. COMMISSIONER DOERING, SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

## **5. PUBLIC COMMENT**

### **a. Items Not on Agenda**

Bob Mascott, 1651 NE 169<sup>th</sup> Street, pointed out that the code requires that a surface water design review be done for almost anything that is permitted in Shoreline. However, it appears that, in many cases, this review is not done. He emphasized that the City must have adequate infrastructure in order to build a good City. Using Aurora Avenue as an example, Mr. Mascott said the 12-foot sidewalks identified on both sides of Aurora would increase the impervious surface area by 20 to 25 percent. He suggested that this would place a significant strain on the City's existing storm water system. He asked that the City consider the infrastructure more carefully in the future.

Chair Gabbert responded that every project is reviewed by staff to address surface water management issues. Storm water is also an issue that is considered by the Commission on projects that come before them.

Walt Hagen, 711 North 193<sup>rd</sup> Street, supported Mr. Mascott's comments. He noted that the surface water from Aurora Avenue would go into Thornton Creek. He suggested that while the City is aware of the concerns, they seem to be ignoring the surface water requirements. He also noted that heavy equipment has been used at the Aegis Development site, even though the ground is very wet as a result of the fire that occurred. Next, Mr. Hagen questioned whether the Planning Commission has formally submitted a request to the Council to be allowed to review the Aurora Corridor Plan again. Chair Gabbert answered that the Commission determined, based on the procedures in place, that this request would not be necessary. The City Council is the decision making body. The Commission can review the various elements of the Aurora Avenue Corridor Plan as it proceeds through the various stages and can make recommendations to the Council. However, he clarified that the Commission already forwarded a recommendation for approval of the plan to the City Council. Any recommended changes would be counter to what has already been forwarded to the Council.

Mr. Stewart advised that on Friday there was a fire at the Aegis development site. The Department of Ecology sent their immediate response team to the site on Saturday morning. They worked with the owner to establish immediate protection to both Peverly Pond and Thornton Creek. An agreement from all parties was that heavy equipment would not operate in any of the mucky or muddy areas, and the developer has followed this requirement over the past five days. The Department of Ecology and the City are satisfied that the immediate impacts from the fire have been stabilized. The building, demolition and land use permits have all been legally issued after an appeal of an administrative decision to the Hearing Examiner who conducted an open record public hearing. The Hearing Examiner supported the City's decision, but it has now been appealed to Superior Court. But, this does not stay the permits. He reviewed some of the 38 mitigation measures that the developers agreed to for enhancement of Thornton Creek and the watershed. He concluded that, as far as staff can determine, the developer is consistent with the permits.

**b. Items on Agenda**

Dennis Lee, 14547 - 26<sup>th</sup> Ave NE, said he is the president of Concerned Citizens for Shoreline and a land use representative for Briarcrest Neighborhood. He voiced his concerns related to sub-area plans and the need to address infrastructure when considering Comprehensive Plan amendments. He suggested that the cumulative effects of traffic, storm water runoff, etc. must be considered. Growth must be supported by infrastructure improvements. He asked that as the Commission considers each of the amendments, they should carefully review the original goals of the Comprehensive Plan.

Dan Mann, 17920 Stone Avenue North, said he was present to discuss his concerns related to the Interurban Trail. He said he hopes that there will be some type of public hearing process to allow the public to comment regarding impacts such as traffic flow, etc.

**6. REPORTS OF COMMISSIONERS**

There were no Commissioner reports during this portion of the meeting.

**7. STAFF REPORTS**

**a. Customer Response Team and Code Enforcement**

Ms. Markle introduced Randy Olin and Sherri Dugdale, who were present to describe the City's process for responding to public requests.

Ms. Dugdale provided an overview of the process used to handle complaints that are filed by the citizens. She reviewed that the mission of the City's code enforcement program is to provide quality, professional enforcement of City codes, reflective of the community values, in order to improve the quality of life in Shoreline. The code enforcement staff deals with issues such as public nuisances, signs, home businesses, critical areas, etc.

Mr. Olin explained that a citizen could call the main line for the City (206) 546-1700 to register a concern. Also, citizens can fax, e-mail or deliver a complaint in person. Once a complaint is issued, all of the information given to the front desk assistant and is recorded into the new computer system, and the concern will be referred to one of the three Customer Response Team Members. A representative will then collect background information and visit the site, itself, for inspection, at which time the situation will be explained to the site owner. If staff finds a violation on the site, they will describe the changes that need to take place in order for the site to comply with the Code. Typically, a situation must be resolved within 15 to 30 days. If the property owner makes an attempt to comply, but is unable to do so, staff has the discretion of allowing additional days. If a property owner does not comply within the designated time frame, a violation notice will be sent to the owner, and the situation will be turned over to the next step in the process. The Customer Response Team's responsibility in the code enforcement process is to educate and encourage voluntary compliance. Mr. Olin said that if staff finds no violation on the site, they would notify the complainant that the file is being closed.

Ms. Dugdale reviewed a few recent cases that further illustrate the process that is used for code enforcement. She particularly described a case in which a property owner was physically unable to clean up his site. The neighbors organized and cleaned up the site in a few hours on a Saturday morning. This not only resolved the situation, but also allowed the neighbors the opportunity to get to know each other.

Commissioner McClelland commented on a piece of property located in her neighborhood at the corner of 175<sup>th</sup> and Dayton that is a mess. She said that when she called to complain she was forwarded to a King County representative. Within four days the for-sale cars were gone from the site, but the site is still a mess. She noted that she believes the site is publicly owned, and she inquired if there is a process for improving these sites to discourage the mess. Mr. Olin agreed that this property is a problem. He said at least twice a year, the NRF workers pick up in this area. Ms. Dugdale clarified that Shoreline contracts with King County for police services. The police actually have jurisdiction over right-of-way issues such as vehicles. That is probably why Commissioner McClelland was referred to King County for resolution.

Commissioner Doering said that she has received complaints from citizens who have fallen through the customer response process. She said she offered to look into many of the situations personally. On some occasions, she said she has had to call the Customer Response Team (CRT) several times, as well. She suggested that perhaps the system is not working effectively and an ombudsman system would work better. This would allow one person the responsibility of checking to see if each complaint has been considered and that a written response has been provided back to the complainant. She concluded that she does not feel that the current system adequately serves the needs of the community.

Mr. Olin suggested that staff could provide an update as to how each complaint that has been issued to the City has been handled. Commissioner Doering briefly described two of the situations that she referred to the Customer Response Team for resolution, but was unsuccessful.

Mr. Stewart said CRT does a good job of capturing the information that comes into them. However, Planning and Development Services does a poor job of capturing the information that comes to them because they do not use the same system. The new Hansen System will enable all City departments to provide the same type of data collection that CRT has been doing in the past. This should improve the City's ability to properly respond to complaints in the future.

Commissioner Harris inquired what percent of the complaint calls turn out to be valid infractions. Mr. Olin answered that about 75 percent of the complaints are valid. CRT is able to resolve 95 to 96 percent of the valid calls because they are usually minor situations.

**b. Interurban Trail**

Mr. McKinley introduced Paul Cornish, the project engineer for the Interurban Trail Project. He recalled that on November 2, the Commission discussed the Aurora Corridor project, and staff had also intended to update the Commission regarding the Interurban Trail Project, but there was insufficient time. At the Commission's request, Mr. Cornish will provide an update of the proposed project.



Mr. Cornish provided a brief history and identified the proposed alignment for the Interurban Trail. He referred the Commission to Attachment C, which shows the other pieces of the Interurban Trail within the King and Snohomish County jurisdictions. He particularly noted how Shoreline's portion of the trail is a key connection between the Snohomish County and King County trail systems.

Mr. Cornish advised that in 1992 King County hired a consultant to complete a feasibility study for the Interurban Trail. This study became a great foundation for opportunities to obtain grant funding for the project, and the County was successful in obtaining grant funds for the project. During the creation of the Shoreline Comprehensive Plan there was significant discussion related to the Interurban Trail. Both the Aurora Corridor and Interurban Trail projects were identified as City Council goals. A portion of the King County grant funds were transferred to the City of Shoreline to complete preliminary designs for the trail, which is where the project is today. There has not been a formal hearing on the project yet, but staff has had several discussions with the Parks Advisory Committee, the citizens group for the project. Three open houses have been held separately for the interurban trail project, and it has also been included in public open houses related to the Aurora Corridor Project. Staff has also taken the project to numerous neighborhood groups. Mr. Cornish walked the Commission through the alignment of the proposed trail going south to north (see Attachment C).

Because of the difficulty in crossing 155<sup>th</sup> at Aurora Avenue North Street, Commissioner McClelland suggested that considerations for a trestle should be high on the list of Interurban Trail priorities. Mr. Cornish agreed and said there is also a possibility of placing a tunnel at both 175<sup>th</sup> and 185<sup>th</sup>. He described some of the concepts that are being considered for these crossings. He also described the estimated costs for each section of the trail. He noted that the City has obtained grant funding for the final design and construction of some sections of the project. He reviewed the construction schedule, which will begin in the late summer of 2001 and be completed by early 2002.

Chair Gabbert inquired regarding trail security. Mr. Cornish said the Police Department is helping with the design so that dark spots and places for people to hide are avoided. Also, it is important to provide escape routes and fire access. The actual trail will not be lit at night.

Mr. Cornish described the status of the trail that extends into the City of Seattle and the City of Edmonds. He said that sections of the Seattle portion of the trail exist, but the Interurban Trail is the third priority trail on their list for further development. However, they have indicated that perhaps this trail would move higher on the list once Shoreline starts to build their portion. The City of Edmond's plan for the trail is to sign bike lanes along existing streets in Edmonds.

Mr. Cornish referred the Commission to the maps showing the four concepts currently being considered in the 170<sup>th</sup> - 185<sup>th</sup> area. He noted that the width of the Aurora project exceeds the existing right-of-way. The question that must be considered is whether the Aurora project widening should impact both sides of Aurora or only impact one side by moving the road to the east or to the west. He reviewed the four concepts as follows:

- The area shown in red on the map of **Concept A** indicates the area that would be impacted if Aurora Avenue were shifted to the west. Instead of a bike trail, Concept A includes sidewalks and bike lanes along Midvale Avenue to accommodate pedestrians and bicycles. This would minimize the impacts to everything between Midvale Avenue and Aurora Avenue.
- **Concept B** proposes to shift Aurora Avenue to the east. The red area indicates the buildings and properties that would be impacted. This concept includes a 12-foot Interurban Trail, but it attempts to maximize the redevelopment of the properties between Midvale and Aurora Avenues. He noted that this concept shows the trail going through the bank building, and staff is working with the property owner to come up with a better solution for the trail location.
- **Concept C** is similar to Concept B and shifts Aurora Avenue to the east also. But, in lieu of trying to maximize the redevelopment potential, the concept identifies everything in the triangular strip of property as a type of linear park.
- **Concept D** also moves Aurora Avenue to the east. Instead of a separate trail, sidewalks and bike lanes are identified along Midvale Avenue. This maximizes the redevelopment opportunities between Aurora and Midvale Avenues.

Mr. Cornish advised that these four concepts were presented to the City Council on November 20. They did not take any action at that time, but based on their discussion **Concept E** was created. This concept identifies an actual trail, but it is closer to Midvale Avenue than to Aurora Avenue, which allows for maximization of redevelopment opportunities. Staff will make another presentation before the City Council in January to discuss the concepts and the potential sub-area study.

Commissioner McClelland requested that staff review the Planning Commission's role in the Interurban Trail process. Mr. McKinley explained that the City Council appointed the Parks Committee as the citizen's advisory group for this project. The Interurban Trail was included in the Comprehensive Plan. Because this is a capital project, it will ultimately be the Council's decision. The Commission does not have a formal role. They can, however, forward any comments to the Council, either individually or through the Chair.

Commissioner Monroe inquired if it is the Commission's responsibility to hear all land use issues within the City of Shoreline. Mr. McKinley answered that this project is not a land use issue, it is a transportation project. Commissioner Monroe felt that the project appears to be a massive land use issue.

Commissioner McClelland clarified that since this project has already been included in the capital improvement plan, it has been funded and is no longer under the Commission's purview.

Commissioner Maloney noted that on the chart that was provided, it identifies that approximately 26 businesses would be impacted by Concept E. This is a significant concern to him. He recalled previous discussion amongst the staff and Commission. It was the consensus of the Commission that the ultimate goal was to adjust the alignment of the road so that fewer businesses would be impacted.

Mr. McKinley agreed that the goal is to locate the roadway so that the impacts to businesses are minimized. He explained that because the proposed Aurora Corridor will be approximately 110 feet wide and there is only 90 feet of existing right-of-way, it is clear that if the roadway were centered it would have impacts to businesses on both sides of the road. If the roadway were shifted to the east, most of the impact would be to businesses on property currently owned by Seattle City Light. Commissioner Maloney expressed his concern that the impacts are not less just because the businesses in that area lease instead of own their property.

Since there was no map available to illustrate Concept E, Commissioner Doennebrink inquired how many businesses would be impacted. Mr. Cornish said that the impacts would be similar to Concepts B and D. Chair Gabbert inquired if the businesses that are impacted by the Interurban Trail would be relocated. Mr. McKinley answered that all of the businesses impacted by any of the concepts as a result of the relocation of Aurora Avenue to the east will be provided assistance. He added that there are state and federal guidelines to acquire property and compensate property owners that are very generous and fair. There is funding available to help businesses relocate. The economic development coordinator will also help businesses find new locations.

Commissioner McClelland said she is not opposed to the plans, but she would like to understand the Commission's role. She felt it is important that the Commission clearly understand what is happening so that they can advise the citizens who approach them.

Vice Chair McAuliffe said the process of condemnation is not unique to Shoreline. It is something that the Department of Transportation does on a continual basis. One of the purposes for the Aurora Corridor Plan was to stimulate economic development. The Commission has constantly been told what an eyesore Aurora Avenue is. This project, whatever they end up with, is something that is going to revitalize Aurora Avenue. He agreed that there will be businesses that will be required to relocate, but they must consider what is for the greater good of the community. He suggested that they should minimize the impacts, but they should not throw out the project because of the impacts.

Commissioner Marx suggested that the Commission's role in the process is more related to the future opportunity of considering a sub-area plan for this area. The Commission could strongly urge the Council to do a sub-area plan on this section of Aurora Avenue and the trail.

**c. Future Sub-Area Plan Identification**

Mr. McKinley reviewed that on November 16, Ms. Markle made a presentation regarding neighborhood and sub-area plans. He said he would like to identify some possible areas for sub-area plans within the City. The goal is for the Commission to review the Comprehensive Plan amendments and forward their recommendation to the City Council prior to the completion of the annual budget process. As part of the Comprehensive Plan amendment process, the Commission could recommend that the Council consider funding for specific sub-area plans in the future.

Mr. McKinley recommended that the first sub-area plan, which is already funded in the 2001 budget, should be the area that is associated with the Interurban Trail. He displayed a map that identifies possible residential-related sub-area planning areas including Briarcrest, Innis Arden, Richmond Beach and Point Wells. The map also identifies possible sub-area planning locations that are economic development oriented such as Aurora Square, Westminster, Echo Lake, Ballinger Way, 175<sup>th</sup> to 185<sup>th</sup> along Aurora Avenue and North City, which is in progress. The map also shows sites where master plans are expected soon such as Fircrest, the solid waste transfer site, the park and ride at 192<sup>nd</sup> and CRISTA.

Mr. McKinley requested that the Commission provide feedback regarding the sites that have been identified by staff and any additional sites that they would like to have considered for possible sub-area planning as part of the Comprehensive Plan amendment process to be recommended for 2002 budget.

Commissioner Maloney suggested that one option that has not been considered for Aurora is the elimination of the left turn lane near 185<sup>th</sup>. While this would eliminate the opportunity for left-hand turns in this area, it would also enable the City to preserve the businesses that would otherwise be eliminated. He suggested that this option, along with others, should be considered in an effort to significantly reduce the impacts.

COMMISSIONER MARX MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THEY FUND A SUB-AREA PLAN FOR THE AURORA CORRIDOR SECTION OUTLINED ON THE MAP IN RED. COMMISSIONER DOENNEBRINK SECONDED THE MOTION.

Commissioner Monroe suggested that if the City is going to do a sub-area plan for this area, they should do it for the entire Aurora Corridor as a whole.

COMMISSIONER MONROE MOVED THAT THE MOTION BE AMENDED TO RECOMMEND THE CITY COUNCIL FUND A SUB-AREA PLAN FOR THE ENTIRE AURORA CORRIDOR SECTION, INCLUDING THE AREA OUTLINED IN RED ON THE MAP. COMMISSIONER MALONEY SECONDED THE MOTION.

Mr. McKinley clarified that the Aurora Project will keep moving and the Council will be making a decision on whether to move the road to the east or to the west in the near future. Once that decision is made, the sub-area process can begin to consider the components of the five proposed trail concepts and discuss issues such as redevelopment, consolidation of parcels, access, etc. Commissioner Maloney said it is not clear to him that the only two solutions are to move the road to the east or to the west. If they look at the whole corridor as a holistic sub-area plan, the City would be better served. Commissioner Marx said that as part of the Aurora Corridor Plan, the entire area was considered as a whole. There were consultants hired to work on the project and opportunities for public testimony, etc. The City Council has indicated their support for the Aurora Corridor Plan. She suggested that the Commission focus on the area that has been identified in the plan in red. Commissioner McAuliffe and Chair Gabbert agreed.

THE AMENDMENT TO THE MOTION FAILED 2-7, WITH COMMISSIONERS MALONEY AND MONROE VOTING IN FAVOR AND COMMISSIONERS DOENNEBRINK, DOERING, McCLELLAND, HARRIS, MARX, VICE CHAIR McAULIFFE AND CHAIR GABBERT VOTING IN OPPOSITION.

COMMISSIONER MARX AMENDED HER MAIN MOTION AS FOLLOWS: "THAT COUNCIL IDENTIFY AURORA AVENUE FROM SOUTH RONALD PLACE TO 192<sup>ND</sup>, INCLUDING THE PARK AND RIDE, AND THE AREA IDENTIFIED IN THE COMPREHENSIVE PLAN AS COMMERCIAL ZONED FROM LINDEN TO STONE AVENUE NORTH AS A SUB-AREA PLAN. COMMISSIONER DOENNEBRINK ACCEPTED THE AMENDMENT AS PROPOSED. MOTION CARRIED UNANIMOUSLY.

The Commission discussed whether or not they should request the Council's approval to hold another public hearing regarding the Aurora Corridor Plan at the Planning Commission level. Commissioner Monroe felt that there was insufficient information available to both the Commission and the public when the first public hearing was held. Commissioner Doering disagreed. Most of the Commissioners indicated that they were not in support of requesting an additional public hearing. Chair Gabbert said that the Commission can keep dialogue going with the Council, and any strong concerns can be forwarded to them for consideration. Vice Chair McAuliffe suggested that concerned Commissioners or citizens present their issues to Council.

## 8. UNFINISHED BUSINESS

### a. Citywide Land Use and Zoning Map Reconciliation Process Discussion

Ms. Spencer recalled that at the last meeting the Commission discussed that there are a number of parcels within the City in which the land use designation differs from the zoning designation. Washington State law requires that the land use designations match the zoning designation. At the last meeting the staff presented a process by which they could make the two designations match. She inquired if the Commission has any further comments regarding the proposed criteria for citywide land use and zoning map reconciliation. She briefly reviewed each of the six criteria.

Commissioner McClelland requested that staff provide a vacant lands map and a map illustrating the underdeveloped areas within the City. This would aid the Commission in understanding what the development potential within the City is. Ms. Spencer suggested that this could be integrated as part of the criteria, as well.

COMMISSIONER MONROE MOVED TO ACCEPT THE DRAFT CRITERIA FOR CITYWIDE LAND USE AND ZONING MAP RECONCILIATION AS AMENDED. COMMISSIONER DOENNEBRINK SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The Commission reviewed the questions that will be considered by staff to determine the best method for resolving the conflicts between the land use map and the zoning map.

COMMISSIONER MONROE MOVED TO ACCEPT THE QUESTIONS AS PROPOSED BY STAFF. VICE CHAIR MCAULIFFE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

## **9. NEW BUSINESS**

There was no new business scheduled on the agenda.

## **10. AGENDA FOR NEXT MEETING**

The Commission discussed the agenda for the next meeting. Commissioner Monroe requested that in addition to a discussion regarding the single-family design standards and the Planning Commission calendar, the agenda also include a report on the Point Wells site and the regional sewer plant. Mr. Stewart reported that the City has a case before the Growth Management Hearings Board regarding this site. He recommended that the Commission wait until the hearing board has issued their decision before scheduling the issue on their agenda. The Commission concurred, but Commissioner Monroe said he would still like to have a discussion regarding the regional sewer treatment plant and the impact it could have to the City of Shoreline.

The Commission canceled the December 21, 2000 meeting. The next Commission meeting will be held on January 4, 2001.

## **11. ADJOURNMENT**

The meeting was adjourned at 9:25 p.m.

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Marlin J. Gabbert  
Chair, Planning Commission

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Lanie Curry  
Clerk, Planning Commission

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

|                      |                                                                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AGENDA TITLE:</b> | Motion to approve the "Aurora Corridor Real Property Acquisition and Relocation Policy, Procedures and Guidelines Manual" for the Aurora Corridor Project |
| <b>DEPARTMENT:</b>   | Public Works                                                                                                                                              |
| <b>PRESENTED BY:</b> | William L. Conner, Public Works Director <i>wlc</i><br>Anne Tonella-Howe, Aurora Corridor Project Manager                                                 |

**EXECUTIVE / COUNCIL SUMMARY**

The purpose of this report is to provide additional information to your Council on the outreach efforts associated with the development of the "Aurora Corridor Real Property Acquisition and Relocation Policy, Procedures and Guidelines Manual" (Manual).

When this draft manual was presented to your Council on January 8, a majority of Councilmembers requested that staff make an extra effort at obtaining comments from the business community by distributing copies at the January 10 Shoreline Chamber of Commerce meeting. This was done, and attendees at that meeting were informed that they could call the project manager as late as January 17 to make comments that would be assembled for Council review on January 22. Staff will present these comments during this meeting.

The intent of the outreach effort was to make the community aware of the policies and procedures involved with property acquisition, specifically the State and Federal regulations that the City is required to comply with. It is also an opportunity to discuss individual issues and needs with property and business owners, and as appropriate develop City of Shoreline policies and procedures to address project wide needs.

The feedback received to date falls into two categories: procedural and site specific. The Federal and State requirements cover the majority of the procedural comments. Policies to address site specific comments that are not covered by the Federal and State requirements are included in the manual.

Although the manual was not broadly distributed to the general public for review it is a public document and is available for interested parties to review if they so choose. Except for the added benefit proposed for businesses relocating in Shoreline, this manual is primarily a compilation of State and Federal requirements. These requirements are not open to modification by your Council. As a result, further review by the public may not be an extra benefit to the process. The feedback received throughout the outreach efforts has shown a number of similar comments and questions. It is not expected that new issues will surface through a review of the written manual.

## **RECOMMENDATION**

Staff recommends that Council vote affirmatively on the motion on the table that was postponed from the January 8, 2001 meeting. At that time Councilmember Gustafson moved, and Deputy Mayor Hansen seconded, to approve the "Aurora Corridor Real Property Acquisition and Relocation Policy, Procedures, and Guidelines Manual" for the Aurora Corridor Project.

Approved By: City Manager  City Attorney 



## BACKGROUND / ANALYSIS

The manual is a tool that will be used to guide the negotiation, acquisition and compensation to business and property owners along Aurora Corridor. It combines Federal and State policies and procedures with appropriate Shoreline policies and procedures into a single manual.

The Federal and State policies and procedures are requirements that the City must follow. The Shoreline manual's policies and procedures also provide an opportunity to establish additional guidelines to address issues and comments heard during the outreach efforts. City staff and the consultant solicited input from the community at many different forums while developing the right-of-way (ROW) Manual. The feedback received falls into two categories: procedural and site specific. The Federal and State policies and procedures address the procedural concerns. Policies and procedures to accommodate specific needs of City business and property owners (site specific) not covered by the Federal and State policies were added to the manual.

Although the manual was not broadly distributed to the general public for review it is a public document and is available for interested parties to review if they so choose. An extended review by the public may not be an extra benefit to the process. The feedback received throughout the outreach efforts has shown a number of similar comments and it is not expected that new issues will surface through a review of the written manual.

### **Outreach Efforts**

The **September 14<sup>th</sup> P&P Manual Open House** invited business and property owners located along Aurora to attend an open house to meet with city staff and the project consultants and discuss aspects of the project. Topics discussed included the pre-design study process, the preliminary engineering process, the preferred alternative design, the right-of-way acquisition and relocation process, and contents of the ROW Manual. As mentioned at the January 8 Council meeting, 33 people signed in at the meeting. Comments staff received range from property specific issues such as concern about impact to businesses along the corridor, to design issues such as planting height in the medians, and drainage and water quality. Staff does not believe that changes to the manual are required to address these comments.

The four **Business and Property Owners Workshops (Block Meetings)** held on October 25 and 26, and on November 15 and 16, invited business and property owners located along Aurora to attend a workshop to meet individually with city staff and the project consultant. As mentioned at the January 8 Council meeting, this was an opportunity for owners to discuss the project one-on-one with staff and provide information on how their business functions and their property access needs. A total of 20 persons attended representing 11 properties and 8 businesses.

The **November 30 Aurora Corridor Project Open House** invited the city of Shoreline community (business owners and property owners) to attend an open house to meet with city staff and project consultants to learn more about the Aurora Corridor project. Stations, manned by staff, provided information on the following topics: preliminary road plans for the north and south phases of the corridor, alternatives for the middle phase, draft ROW manual, Interurban Trail preliminary plans, urban design concepts and a sidewalk mock-up. Consultants, to explain the manual, answer questions and receive comments, staffed the ROW station. As mentioned, over 160 people attended the open house. Comments received that were specific to the ROW process and the manual were included in the January 8 staff report. These comments are reproduced below for your information (staff responses are in bold italics).

1. Perfect. If everything is designed as outlined I have no objections to the right of way policies (as outlined on aerial map of Shoreline).
2. What is fair compensation? If one business gets a large profit as a result, why not divide that with businesses that have a loss?

***Fair market value is based on appraised land value. Business owners who do not own property are entitled to relocation benefits. Sections 4.0 and 5.0 of the manual describe the real property acquisition and relocation processes. The City may not legally redistribute private profit.***

3. A. What happened to the retention of grandfathered rights?

***Section 7 of the manual addresses these types of redevelopment questions. The policy refers to the City Code and allows property's to be reviewed individually, since each property owner will have redevelopment questions unique to their property.***

B. At the 8/23/99 Council meeting a couple of Councilmembers spoke up in favor of incentives for businesses that chose to stay. I don't see this addressed here.

***This is a policy added as an extra benefit to accommodate the specific needs of City business and property owners. Please refer to Section 1.8 of the manual.***

C. Under "Construction" section there is no reference to how much of the street will be constructed at a time. Will the whole section be disrupted?

***It is too early to know how much of Aurora will be constructed at a time. It is not Staff's intent to allow the contractor to disrupt the entire corridor at one time. Construction phasing will be required, as well as detour routes and signing to direct motorists to businesses and through the construction zone as described in Section 9.0 of the manual.***

4. If necessary to take part of a building, then government should pay for the remodel; but not for adult use buildings.

***Section 4.0 of the manual addresses real property acquisition and compensation when buildings are impacted. The City may not discriminate based on type of business.***

5. A larger right of way will kill Shoreline as a community, as well as killing pedestrians trying to cross it. Our locally owned businesses will be driven out. With active oppositions from the business owners to this project it should be a red light to planners that it is the wrong idea. Visit the Satsop Nuclear Power site if you want to see how far a failing idea can be pushed.

***The purpose of the project is to improve safety for both pedestrians and drivers. Elements such as sidewalks and new signals with pedestrian crossings will improve walking conditions. Medians, consolidated driveways and street lighting will improve driving conditions. The design concept also improves aesthetics and the image of the street with the use of landscaping and urban design elements and supports existing and future business investments along the street.***

**Individual meetings** are scheduled with business and property owners who were unable to attend the workshops. As mentioned at the January 8 Council meeting, these meetings are scheduled with owners located in the south phase first to ensure that staff has contacted all business and property owners prior to beginning final design of the first phase. Individual meetings with owners located in the second and third phases will be scheduled later this year. Business and property owners meet one-on-one with staff to discuss the project and provide information on specific property issues or needs.

## **RECOMMENDATION**

Staff recommends that Council vote affirmatively on the motion on the table that was postponed from the January 8, 2001 meeting. At that time Councilmember Gustafson moved, and Deputy Mayor Hansen seconded, to approve the "Aurora Corridor Real Property Acquisition and Relocation Policy, Procedures, and Guidelines Manual" for the Aurora Corridor Project.

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

|                      |                                              |
|----------------------|----------------------------------------------|
| <b>AGENDA TITLE:</b> | Discussion of Proposed False Alarm Ordinance |
| <b>DEPARTMENT:</b>   | Police                                       |
| <b>PRESENTED BY:</b> | Chief Denise Pentony DP                      |

**EXECUTIVE / COUNCIL SUMMARY**

False alarms pose a significant drain on police resources each year. Recently the Shoreline Police started a problem-solving project to reduce false alarms by 45% in one year. The purpose of this staff report is to educate the Council about the "revised" false alarm ordinance and to gain concurrence on implementation of the ordinance.

This topic has not been before your Council previously. The City's false alarm ordinance was adopted in 1996 under Ordinance 73 S 36. This ordinance, now found under the City's criminal code 9.10.360, states, "The following provisions of the King County Code as presently constituted or hereinafter amended are adopted by reference: KCC 12.32 crimes relating to false alarms; entire chapter". King County revised the false alarm ordinance in September 1999. This revision was necessary because of the growth of alarm installations in King County and because of the high number of repeat false alarm calls the police were dealing with. These factors placed a significant demand on County police resources. The Shoreline Police Department did not recognize that the Code had been amended until the fall of 2000, when false alarms were taken on as a problem-solving project. It was also discovered that Shoreline Police were not enforcing the City's adopted false alarm ordinance from 1996. The unincorporated areas of King County and contract cities of SeaTac, Burien, Maple Valley, Covington and Sammamish implemented the revised ordinance. Woodinville adopted an ordinance with slight modifications, which will be highlighted in the analysis portion of this report.

Tonight the Shoreline Police seek your Council's policy direction regarding how we will implement the false alarm ordinance. The overall goal of the problem-solving project is to reduce repeat false alarms in Shoreline by 45% within one year of implementing the revised ordinance. The benefits will be seen in a reduction of calls for service, reduction of officer complacency in responding to false alarms, more efficient and effective use of police resources and increased alarm user accountability.

As you may see from the comparison of the old and new ordinances within the Background/ Analysis Section of this report, the most significant change is in regard to the civil penalties for repeat false alarms. The 1996 enacted code assessed a \$50 penalty for a second false alarm and a \$100 penalty for a third or successive false alarms, of which occurred in a one-month period. The new ordinance changes the penalty to \$75 for a second false alarm and \$100 for the third or successive false alarms, occurring within a six-month period. In both revisions, the first false alarm is not subject to a penalty. Also, the new ordinance stipulates that after the third

false alarm in six-months, police officers will not respond without verification of corrective action to eliminate future false alarms.

**The proposal to move forward towards full implementation of the revised ordinance is:**

1. Correct alarm problems within City facilities. This was accomplished with staff training in November. Alarms at City facilities have been significantly reduced in November and December 2000.
2. Educate the public about the ordinance and seek community feedback via the Currents, Enterprise, Block Watch and Business Watch captains and their newsletters, brief the Council of Neighborhoods and the Shoreline Chamber of Commerce. (January – March).
3. Send letters to the past "repeat" violators informing them about the ordinance and seek feedback. (February).
4. Train storefront officers on conducting alarm inspections. (March).
5. Print informational "door hangers" for officers to leave at all alarm calls. (March).
6. Present citizen input to your Council for policy direction on the ordinance. (April).
7. Educate all staff and volunteers on the new procedures and implementation of the ordinance. (April).
8. Begin tracking false alarms with the new computer program. Send warning letters once alarm problems are identified. This task will become the responsibility of the storefront officers and volunteers, supported by the Crime Analysis Unit. (May).
9. Evaluate reduction goal of 45% repeat false alarms twelve months from implementation.

As your Council has not previously had an opportunity to discuss this program, this staff report is being presented at this time only for discussion. Following further input from citizens and business owners, staff will return to Council in April to propose full implementation of the ordinance.

**RECOMMENDATION**

Staff recommends your Council provide staff with your comments and direct that an ordinance be brought forward in April 2001 to implement a false alarm reduction program following community input.

Approved By: City Manager 

City Attorney 

## BACKGROUND / ANALYSIS

Alarms were originally designed to protect lives and property. Properly installed, used and maintained, alarms are a real asset. When misused, they become a liability. The Shoreline Police Department spends a significant amount of time and money responding to false alarms, additionally, they increase liability and endanger the safety and welfare of the responding police personnel and the public. We experienced the loss of life in 1999 when Officer Mark Brown died as a result of injuries received while responding to a false alarm. False alarms demand resources that would otherwise be spent on proactive policing, or reducing the emergency response times to other police emergencies.

Shoreline Police responded to 1,962 alarms between January 1, 2000 and December 27, 2000. Of those alarms, 1,861 were false, which is a 95% false alarm rate. False alarms represent 16% of the total dispatched calls for service during this same time period. Alarm details are the leading type of detail received by Shoreline Police. It is for that reason a problem-solving project was initiated. An examination of alarm calls in 1999 showed a similar trend. In examining the "repeat" false alarm locations it was determined that 277 locations had two or more false alarms in 2000.

The cost associated with responding to false alarms can be measured directly and indirectly. The known costs are the time spent on the false alarm calls. For example, the average time a call receiver and 911 operator spend on an alarm call is three minutes. For the year 2000 that equates to \$3,675 or 93 hours of Communications Center staff time. The average time an officer spends on false alarms averages between 20 minutes and 40 minutes per detail, which equates to a cost of \$39,072 or 743 hours of officer time. The total cost is \$42,747 and 836 staff hours. The indirect costs that are not as measurable are the effects on response times to other emergency details and/or time that could be spent on problem solving efforts.

Currently there is a mechanism for cost recovery for responding to false alarms, however, the ordinance has never been implemented. Under the revised ordinance, fines may be assessed after the second false alarm. Fines are \$75 for the second false alarm and \$100 for each alarm thereafter, in a consecutive six-month period. Had Shoreline Police been assessing fines in 2000, the cost recovery potential would have been \$77,400.

The changes to the ordinance are contrasted below:

| Code Section | Code as adopted in 1996 | Revised 1999 Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.32.005    |                         | <b>Purpose.</b> Statement was added. "The purpose of this chapter is to encourage alarm users and alarm companies to assume increased responsibility for the mechanical/electrical reliability and proper use of alarm systems and to prevent unnecessary police emergency responses to false alarms, thereby to protect the emergency response capability of the police response from misuse. The revised ordinance places the obligation of complying with the law, and liability for failing to do so, on the parties responsible for owning, operating, monitoring or maintaining |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | alarm systems."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 12.32.020 | <b>Definition.</b> False alarm definition confined to one paragraph.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Definitions.</b> Expanded and clarified in parts A - L. "False alarm means the activation of any combination of burglary, robbery, panic or yard alarm when no crime is being committed or attempted on the premises. An alarm is presumed false if the sheriff's deputies responding do not locate evidence of an intrusion or commission of an unlawful act or emergency on the premises that might have caused by extraordinary circumstances not reasonably subject to control by the alarm business operator or alarm user."(G)    |
| 12.32.030 | <b>Responsibilities of alarm system owners.</b> Requires owners to either post at residence or have on file with the communications center, contact information; appear and turn off alarm within one hour; not activate alarm for purpose of summoning police except for actual or attempted burglary.                                                                                                                                                                                                                                                                                                                              | <b>Requirements.</b> Section was renamed. Changes are; Alarms may not have an audible signal on the exterior that sounds longer than <u>10 minutes</u> after being activated; <u>alarm shall be maintained</u> to minimize or eliminate false alarms; owner will make a ' <u>reasonable</u> ' effort to secure alarm within one hour; monitoring company will make <u>attempt to determine</u> if actual crime is being committed prior to police dispatch call, and requesting dispatch cancellations if verifying no event has occurred. |
| 12.32.040 | <b>False alarm – first response.</b> No fee is assessed for first alarm, <u>within one calendar month</u> , no other false alarms occur; owner shall submit within 3 days a written report to sheriff the cause of false alarm and corrective action taken.                                                                                                                                                                                                                                                                                                                                                                          | <b>Civil penalties for excessive or improper false alarms.</b> No fee is assessed for first alarm, if within <u>six calendar months</u> , no other false alarms occur; 3-day notice from owner of cause and corrective action still required.                                                                                                                                                                                                                                                                                              |
| 12.32.050 | <b>False alarm – civil penalty.</b> Any person or business, through error or omission, or mechanical failure, which causes two or more false alarms <u>in any calendar month</u> , shall commit an infraction punishable by a civil penalty. The penalty for the second false alarm shall be <u>\$50</u> . The third and successive false alarms shall be <u>\$100</u> . Any succeeding false alarms as a result of failure to take the necessary corrective action and or any non-payment of any false alarm charges may result in the sheriff ordering the disconnection of the alarm until correction action and or fine is paid. | <b>False alarm – Civil penalty.</b> Change is; which causes two or more false alarms in any <u>consecutive six-month</u> period commits an infraction punishable by a civil penalty. The penalty for the second false alarm is <u>\$75</u> . The penalty for the third false alarm and successive alarms is <u>\$100</u> . Disconnection language is the same.                                                                                                                                                                             |

|           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 12.32.055 |  | <p><b>No response to excessive false alarms.</b> Section added. After the third false alarm in a six-month consecutive period, the sheriff shall send a notification to the alarm user and the alarm monitoring company, if any, by regular mail, that contains the following information: That the third false alarm has occurred; and that if another false alarm occurs within the six-month period, the sheriff's office will not respond to any subsequent alarm activation's without the approval of the sheriff or a visual verification corrective action has been taken. After the fourth false alarm within a consecutive six-month period, the police may not respond to the subsequent alarms with approval of the sheriff. A description of notice content and timing is included.</p> |
|-----------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The goal of the problem solving project is to reduce or eliminate repeat false alarms so staff time may be used more efficiently and effectively. **It is staffs goal to reduce repeat alarms in a 12-month period by 45%.** That goal is reasonable if Shoreline Police implement the "revised" ordinance. The reduction goal of 45% will be possible by employing several responses to the problem. Community education is paramount in successful reduction of false alarms. Education will consist of informational articles printed in the Currents and local news mediums, presentations before the Chamber; Council of Neighborhoods, and at block watch meetings. Door hangers (fliers) will be left by officers at each alarm call they respond to. Letters will be sent to false alarm locations stating the ordinance and direction for preventing false alarms in the future. Officers will respond to chronic false alarm locations and work with the party to eliminate false alarms by conducting site inspections and education on proper use.

The revised false alarm ordinance was implemented in 1999 by the Sheriff's Office for the unincorporated areas and several of the contract cities. The program is run by volunteers and storefront officers and if implemented in Shoreline, would not require additional staff. The costs associated with implementing the false alarm reduction program (revised ordinance) would be minimal. The costs would be for mailing warning letters and printing educational materials. The computer programs already exist to track repeat violators and Shoreline volunteers have offered to run the program, with the assistance of the Westside Storefront officer.

Shoreline's comparable police agencies have fee based alarm ordinances. For example, **Woodinville** assesses commercial false alarms for the third, fourth and fifth alarm a fee of \$50. For residential false alarms a fee of \$50 is assessed for the fourth and fifth false alarm. For the sixth and additional alarms the fee is \$100. **Kirkland** assesses a fine of \$25 for the second false alarm and for every alarm thereafter \$50 in a six-month period. The alarm owner is also responsible for an inspection and certification that the alarm is in working order within 3 days and that report must be provided to the police department. The alarm owner is responsible for any costs associated with the inspection, certification and repair. **Edmonds** fines \$50 on the third response, however the inspection and certification are required after the second and subsequent alarms.



Recent analysis completed by King County Sheriff's Office found that 15% of all dispatched calls were for alarms and 98% were false. King County attributed the cost of false alarms to be \$1.4 million dollars or the equivalent of 17 officers. King County recovered \$55,110 from false alarm fines. There is a recent movement again by King County Sheriff's Office to further revise the ordinance to add a "limited response" clause. Several large police agencies across the United States have adopted such ordinances. This would require the Alarm Company to dispatch its own employees or a contract security agency to provide verification of the situation at the time of the alarm. Therefore, police would only be called for an alarm scene where criminal activity has or is occurring. However, at this point staff is not recommending that a limited response clause be implemented in Shoreline.

Understanding the causal factors of false alarms will help police to focus on educational efforts to prevent future problems. Phoenix police learned through analysis that the cause of most of their false alarms were as follows:

#### Residential Alarms

- Use of incorrect key pad codes
- Failure to train other authorized users
- Failure to secure doors and windows before turning on alarm

#### Commercial Alarms

- Use of incorrect keypad codes
- Failure to train other authorized users
- Failure to notify monitoring company of unscheduled openings or closings
- Failure to update authorized personnel list with monitoring company
- Failure to secure doors and windows

#### Equipment Failures

- Improper application or installation of interior motion detectors
- Improper application or installation of outdoor beams
- Improper charging or checking of batteries

Unfortunately Shoreline Police do not have data at this time to indicate the causes of alarms in Shoreline. However, as part of the problem-solving project, this data will be collected so we will know where to focus our education efforts. Phoenix police have been successful in dramatically reducing their repeat false alarm rate and at the same time reducing their emergency response times to other calls for service.

#### Policy Issues

Implementation of the revised ordinance will be a major change in how alarm calls will be handled, both by police and administratively. Public comment will be taken on this matter during the public education phase in January – March 2001. Feedback will be noted and reported back to your Council prior to seeking your direction for final implementation of this program.

#### SUMMARY

The false alarm reduction problem solving project will follow Shoreline Police's problem solving process (**SARA**) by **Scanning** the problem in entirety, **Analyzing** all factors related to the problem – to include all stakeholders or affected parties, preparing **Responses** to address the problem, and finally **Assess** the responses for effectiveness. Once the cycle is complete, the process will begin again if corrections are necessary and goals were not met.

## **RECOMMENDATION**

Staff recommends your Council provide staff with your comments and direct that an ordinance be brought forward in April 2001 to implement a false alarm reduction program following community input.

## **ATTACHMENTS**

- A King County False Alarm Code 12.32 as revised in 1999
- B King County False Alarm Code 12.32 prior to 1999 revision
- C City of Shoreline False Alarm Code 9.10.360
- D King County Sheriff's Office False Alarm Reduction Program Training Bulletin 9.19.000

**Chapter 12.32  
ELECTRONIC SECURITY DEVICES**

**Sections:**

- 12.32.005 Purpose.
- 12.32.010 Prohibited - Exception.
- 12.32.020 False alarm - Definition.
- 12.32.030 Requirements.
- 12.32.040 Civil penalties for excessive or improper false alarms.
- 12.32.050 False alarm - Civil penalty.
- 12.32.055 No response to excessive false alarms.
- 12.32.060 False alarm - Responsibility - Issuance of notice of violation, collection of civil penalty.
- 12.32.070 Right to hearing.
- 12.32.080 Severability.

**12.32.005 Purpose.** A. The purpose of this chapter is to encourage alarm users and alarm businesses to assume increased responsibility for the mechanical/electrical reliability and proper use of alarm systems and to prevent unnecessary police emergency response to false alarms, thereby to protect the emergency response capability of the county from misuse.

B. The obligation of complying with this chapter and liability for failing to do so is placed on the parties responsible for owning, operating, monitoring or maintaining alarm systems. (Ord. 13577 § 1, 1999).

**12.32.010 Prohibited - Exception.** The installation or use of any electric, electronic or mechanical security device which gives automatic notice to the communications center of the sheriff's office, is prohibited, except by federal, state or local government agencies acting with the permission of the sheriff. This provision specifically includes devices utilizing the public telephone system. (Ord. 13577 § 2, 1999; Ord. 1952 § 1, 1974).

**12.32.020 Definitions.** The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

A. "Alarm business" means the business by an individual, partnership, corporation or other entity of selling, leasing, maintaining, monitoring, servicing, repairing, altering, replacing, moving or installing an alarm system or causing to be sold, leased, maintained, monitored, serviced, repaired, altered, replaced, moved or installed an alarm system in or on any building, structure or facility.

B. "Alarm dispatch request" means a notification to the sheriff's office by an alarm business or another party that an alarm, either manual or automatic, has been activated at a particular alarm site.

C. "Alarm monitoring company" means an individual, partnership, corporation or other form of association that engages in the business of monitoring property, burglary, robbery or panic alarms and reporting activation of the alarm system to a law enforcement agency.

D. "Alarm site" means a single premises or location served by an alarm system or systems. Each tenancy, if served by a separate alarm system in a multitenant building or complex, is a separate alarm site.

E. "Alarm system" means a system, device or mechanism that, when activated, transmits a telephone message to a private alarm monitoring company or some other number, emits an audible or visible signal that can be heard or seen by persons outside the protected premises or transmits a signal beyond the premises in some other fashion, to report a crime in-progress or other crisis situation requiring a police response. "Alarm system" does not include a fire alarm system, medical alert system or an alarm installed on a motor vehicle.

F. "Alarm system user" means a person, firm, partnership, association, corporation, company or organization of any kind that uses an alarm system at its alarm site.

G. "False alarm" means the activation of any combination of burglary, robbery, panic or yard alarm when no crime is being committed or attempted on the premises. An alarm is presumed false if the sheriff's deputies responding do not locate evidence of an intrusion or commission of an unlawful act or emergency on the premises that might have caused the alarm to sound. However, "false alarm" does not include an alarm caused by extraordinary circumstances not reasonably subject to control by the alarm business operator or alarm user. An alarm dispatch request that is canceled by the alarm system monitoring company or the alarm system user before arrival of the responding officer to the alarm site is not a false alarm for the purposes of fine assessment or no-response status designation.

H. "Monitoring" means the process by which an alarm business receives signals from the alarm system and relays an alarm dispatch request to the proper jurisdiction for the purpose of summoning police response to the alarm site.

I. "No response" means that sheriff's deputies may not be dispatched to investigate a report of an automatic burglary or property alarm system activation at an alarm site that has a record of four false alarms within a continuous six-month period, if the alarm is the only basis for making the dispatch.

J. "Premises" means an area or a portion of an area protected by an alarm system.

K. "Sheriff" means the sheriff of King County.

L. "Verification" means an attempt to avoid an unnecessary alarm dispatch request by the alarm business, or its representative, by contacting the alarm site by telephonic or other electronic means, with or without actual contact with a system user or representative, before requesting a police dispatch. (Ord. 13577 § 3, 1999; Ord. 5655 § 1, 1981; Ord. 5164 § 1, 1980; Ord. 1952 (part), 1974).

**12.32.030 Requirements.** A. 1. An alarm system may not have an alarm signal audible on the exterior of an alarm site that sounds longer than ten minutes after being activated.

2. An alarm system may not automatically dial the sheriff's office directly and deliver a prerecorded message unless specifically authorized by the sheriff.

B. An alarm user:

1. Shall submit a contact card to be on file in the sheriff's office communications center, a notice of the telephone numbers at which the person or persons authorized to enter the premises can be reached to respond;

2. Shall maintain the premises and the alarm system in a manner that will minimize or eliminate false alarms;

3. Shall make every reasonable effort to respond or cause a representative to respond to the alarm site within one hour when notified by the sheriff's office to deactivate a malfunctioning alarm system, to provide access to the premises or to provide security for the premises; and

4. May not manually activate an alarm for any reason other than an occurrence of an event for which the alarm system was intended to report.

C. An alarm monitoring company shall:

1. Attempt to verify whether an actual crime is being committed at the alarm site and report the results of its verification attempt to the sheriff's office;

2. Request cancellation of an alarm dispatch request upon verifying no event has occurred that the alarm system was intended to report; and

3. Describe in plain language, other than a zone number, the specific location on the premises of the point of entry or unauthorized access. (Ord. 13577 § 4, 1999: Ord. 5655 § 2, 1981).

**12.32.040 Civil penalties for excessive or improper false alarms.** For a response to premises at which no other false alarm has occurred within any consecutive six-month period, a fee may not be charged, but the person having or maintaining the burglary or robbery alarm shall within three working days notice to do so make a written report to the sheriff on forms prescribed by the sheriff setting forth the cause of the false alarm, the corrective action taken and such other information as the sheriff may require to determine the cause of the false alarm and corrective action necessary. (Ord. 13577 § 5, 1999: Ord. 12904 § 3, 1997: Ord. 5655 § 3, 1981).

**12.32.050 False alarm - Civil penalty.** A. Any person or business, through error, omission or mechanical/electrical failure that causes two or more false alarms in any consecutive six-month period commits an infraction punishable by a civil penalty. The penalty for the second false alarm is seventy-five dollars. The penalty for the third and successive false alarms is one hundred dollars. Any succeeding false alarms as a result of failure to take the necessary corrective action or any nonpayment of any false alarm charges, or both, may result in the sheriff ordering the disconnection of the alarm until either the corrective action is taken or any outstanding charges are paid, or both, or ordering no response to future alarms. However, a disconnection may not be ordered as to any premises required by law to have an alarm system in operation.

B. Any alarm system business or monitoring company, through error, omission or mechanical/electrical failure, that violates K.C.C. 12.32.030 commits an infraction punishable by a civil penalty. The penalty shall be one hundred dollars. (Ord. 13577 § 6, 1999: Ord. 12904 § 4, 1997: Ord. 5655 § 4, 1981: Ord. 5164 § 2, 1980: Ord. 1952 (part), 1974).

**12.32.055 No response to excessive false alarms.** A. After the third false alarm in a six-month consecutive period, the sheriff shall send a notification to the alarm user and the alarm monitoring company, if any, by regular mail, that contains the following information:

1. That the third false alarm has occurred; and

2. That if another false alarm occurs within the six-month period, the sheriff's office will not respond to any subsequent alarm activations without the approval of the sheriff or a visual verification.

B. 1. After the fourth false alarm within a consecutive sixth-month period, the police may not respond to subsequent alarms without approval of the sheriff. If police response is suspended, the sheriff shall send a notification of no-response status to:

- a. The sheriff's office communication center;
- b. The alarm user, by first class mail; and
- c. The alarm user's alarm monitoring company, if any, by first class mail.

2. The notice must include explanation that the approval of the sheriff for reinstatement may only be obtained by applying in writing for the reinstatement. The sheriff may reinstate the alarm user upon a finding that reasonable effort has been made to correct the false alarms, including documentation from an alarm business, stating that the alarm system is operating properly and that the alarm user's agents are properly trained in the alarm system's operation. The county and sheriff are not responsible for costs incurred by the alarm system user to qualify for reinstatement.

C. The suspension of police response must begin twenty days after the notice of suspension or notice of no-response status was sent by first class mail to the alarm user unless a written request for an appeal hearing has been filed in the required time period under this chapter. (Ord. 13577 § 7, 1999).

**12.32.060 False alarm - Responsibility - Issuance of notice of violation, collection of civil penalty.** The sheriff's office shall issue notice of infraction to a person following a violation of this chapter. The sheriff's office shall notify the King County office of finance of the charges, fees and penalties that are to be collected. The King County office of finance shall collect charges, fees and penalties not properly canceled and discharged. (Ord. 13577 § 8, 1999; Ord. 5655 § 5, 1981; Ord. 5164 § 3, 1980; Ord. 1952 (part), 1974).

**12.32.070 Right to hearing.** Any person or business cited has a right to a hearing to contest the validity of either the notice of infraction or the amount of the civil penalty or both. The hearing shall be held in the division of the district court where the notice of violation was issued.

A. Such a person or business shall make a written request for a hearing on a form provided by the sheriff.

B. A request for a hearing must be filed with the district court within ten days after the date when the citation was issued.

C. The district court at least ten days after the request for a hearing shall notify the person requesting the hearing, in writing: 1. of the hearing date and time; 2. that if the person or business desires to have the officer responsible for the issuance of the civil infraction, a written request on a document provided by the district court must be returned to the district court no later than ten days before the hearing date; and 3. that in the absence of such a request, the officer's notice of violation must be received in evidence.

D. A person or business has until ten days after the date of the request for a hearing to cancel the hearing by making payment to the district court in the amount of the civil infraction. If a hearing is canceled more than ten days after its request, then a ten dollar cancellation fee must be paid to the district court in addition to the amount of the civil infraction.

E. At the hearing, the sheriff's office shall produce any relevant evidence to show that the issuance of the notice of violation was proper.

F. At the hearing, the person or business having requested the hearing may produce any relevant evidence to show that the issuance of the notice of violation was not proper.

G. At the conclusion of the hearing, the district court shall determine whether the imposition of the civil penalty was proper and provide both parties with a copy of its decision setting forth in writing the reasons for the determination reached. Should the district court determine that the amount of the penalty was not proper, then the court shall determine the proper amount and provide a copy of its decision to the person or business requesting the hearing and the sheriff's office.

H. If the civil penalty is found proper, then the civil penalty together with court costs and the expenses of the hearing shall be assessed as a civil penalty against the owner of the premises.

I. If the civil penalty is not found to be proper, then the owner of the premises shall bear no costs.

J. Nothing in this chapter shall be construed to prevent a court exercising discretion in assessing penalties, costs or arranging time payments if justice so requires. (Ord. 13577 § 9, 1999; Ord. 5655 § 6, 1981).

**12.32.080 Severability.** If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances shall not be affected. (Ord. 5655 § 7, 1981).

## Attachment B

12.32.010 - 12.32.020

PUBLIC PEACE, SAFETY AND MORALS

### Chapter 12.32 ELECTRONIC SECURITY DEVICES

#### Sections:

- 12.32.010 Prohibited - Exception.
- 12.32.020 False alarm - Definition.
- 12.32.030 Responsibilities of Alarm System Owners.
- 12.32.040 False Alarm - First Response.
- 12.32.050 False alarm - Civil penalty.
- 12.32.060 False alarm - Responsibility - Issuance of notice of violation, collection of civil penalty.
- 12.32.070 Right to hearing.
- 12.32.080 Severability.

12.32.010 Prohibited - Exception. The installation or use of any electric, electronic or mechanical security device which gives automatic notice to the communications center of the King County department of public safety, is prohibited, except by federal, state or local government agencies acting with the permission of the director of the King County department of public safety. This provision specifically includes devices utilizing the public telephone system. (Ord. 1952 § 1, 1974).

12.32.020 False alarms - Definition. A "false alarm" shall mean the activation of a burglary or robbery alarm by other than a forced entry or attempted forced entry to the premises and at a time when no burglary or robbery is being committed or attempted on the premises. (Ord. 5655 § 1, 1981: Ord. 5164 § 1, 1980: Ord. 1952 (part), 1974).



## ELECTRONIC SECURITY DEVICES

12.32.030 - 12.32.060

12.32.030 Responsibilities of Alarm System Owners. Owners of premises on which an alarm system is installed shall:

A. Post at the main entrance to such premises, or on a contract card on file in the department of public safety Communications Center, a notice of the telephone numbers at which the person or persons authorized to enter such premises can be reached at all times and turn off such alarm;

B. Appear and turn off any such alarm within one hour after being notified by the police to do so;

C. Not activate any robbery or burglary alarm for the purpose of summoning police except in the event of an actual or attempted burglary or robbery;

D. When notifying the police of an activated alarm and having knowledge that such activation was apparently caused by an electrical or other malfunction of the alarm system, fail at the same time to notify the police of such apparent malfunction. (Ord. 5655 § 2, 1981).

12.32.040 False Alarm - First Response. For a response to premises at which no other false alarm has occurred within any calendar month, hereinafter referred to as a "first response," no fee shall be charged, but the person having or maintaining such burglary or robbery alarm shall within three working days notice to do so make a written report to the Sheriff-Director on forms prescribed by him setting forth the cause of such false alarm, the corrective action taken and such other information as the Sheriff-Director may require to determine the cause of such false alarm and corrective action necessary. (Ord. 5655 § 3, 1981).

12.32.050 False alarm - Civil penalty. Any person or business, through error, omission, or mechanical failure which causes two or more false alarms in any calendar month shall commit an infraction punishable by a civil penalty. The penalty for the second false alarm shall be fifty dollars. The penalty for the third and successive false alarms shall be one hundred dollars. Any succeeding false alarms as a result of failure to take the necessary corrective action and/or any non-payment of any false alarm charges may result in the Sheriff-Director ordering the disconnection of such alarm until such corrective action is taken and/or any outstanding charges are paid; provided that no disconnection shall be ordered as to any premises required by law to have an alarm system in operation. (Ord. 5655 § 4, 1981: Ord. 5164 § 2, 1980: Ord. 1952 (part), 1974).

12.32.060 False alarm - Responsibility - Issuance of notice of violation, collection of civil penalty. The department of public safety shall be responsible to issue notices of infractions to persons following the second and all subsequent false alarms in any calendar month. The department of public safety will notify the King County comptroller of the charges, fees, and penalties which are to be collected. It shall be the responsibility of the King County comptroller to collect charges, fees and penalties not properly cancelled and discharged. (Ord. 5655 § 5, 1981: Ord. 5164 § 3, 1980: Ord. 1952 (part), 1974).

12.32.070

## PUBLIC PEACE, SAFETY AND MORALS

12.32.070 Right to hearing. Any person or <sup>NO 1</sup>business cited has a right to a hearing to contest the validity of the ~~citation~~ and/or the amount of the civil penalty. The hearing shall be held in the District Court where the notice of violation was issued. <sup>division of the</sup>

A. Such a person or business shall make a written request for a hearing on a form provided by the King County department of public safety.

B. A request for a hearing must be filed with the District Court within ten days after the date when the citation was issued.

C. The District Court at least 10 days after the request for a hearing shall notify the person requesting the hearing, in writing, of 1. the hearing date and time; and 2. that if the person or business desires to have the officer responsible for the issuance of the civil infraction, a written request on a document provided by the District Court must be returned to the District Court no later than 10 days prior to the hearing date; and 3. that in the absence of such a request, the officer's notice of violation shall be received in evidence.

D. A person or business shall have until 10 days after the date of the request for a hearing to cancel the hearing by making payment to the District Court in the amount of the civil infraction. If a hearing is cancelled more than ten days after its request, then a ten dollar cancellation fee must be paid to the District Court in addition to the amount of the civil infraction.

E. At the hearing, the King County department of public safety may produce any relevant evidence to show that the issuance of the notice of violation was proper.

F. At the hearing, the person or business having requested the same may produce any relevant evidence to show that the issuance of the notice of violation was not proper.

G. At the conclusion of the hearing, the District Court shall determine whether the imposition of the civil penalty was proper and provide both parties with a copy of its decision setting forth in writing the reasons for the determination reached. Should the District Court determine that the amount of the penalty was not proper, then the court shall determine the proper amount and provide a copy of its decision to the person or business requesting the hearing and the King County department of public safety.

H. If the civil penalty is found proper, then the civil penalty together with court costs and the expenses of the hearing shall be assessed as a civil penalty against the owner of the premises.

I. If the civil penalty is not found to be proper, then the owner of the premises shall bear no costs.

J. Nothing in this chapter shall be construed to prevent a court

**ELECTRONIC SECURITY DEVICES**

12.32.070 - 12.36.010

exercising discretion in assessing penalties, costs or arranging time payments if justice so requires. (Ord. 5655 § 6, 1981).

12.32.080 Severability. If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances shall not be affected. (Ord. 5655 § 7, 1981).

**Chapter 12.36  
DUMPING OF TRASH IN WATERWAYS**

**Sections:**

12.36.010 Dumping trash in waterways prohibited.

12.36.010 Dumping trash in waterways prohibited. The dumping, depositing, placing or leaving of any garbage, ashes, debris, gravel, earth, rock, stone or other material upon the banks, channels, beds or bars of any navigable water in King County, or the felling of any tree or trees, so that the same shall in whole or in part project within the high water bank of any navigable water-course, or the casting, placing, depositing or leaving of any logs, roots, snags, stumps or brush upon the banks or in the bed or channel of any navigable water-course is prohibited. (Res. 1542 part, 1924).

**Chapter 12.44  
BOATING REGULATIONS<sup>1</sup>**

**Sections:**

12.44.010 Authorization.  
12.44.020 Definitions.  
12.44.030 Interpretation and application of regulations.  
12.44.040 Negligent operation.  
12.44.050 Reckless operation.  
12.44.060 Required distance from power craft to swimmers and row boats.  
12.44.070 Speed limit specified - Lakes - Exception.  
12.44.080 Speed limit specified - Rivers - Exception.  
12.44.090 Speed regulations within one hundred yards of shore on Lake Washington and Lake Sammamish.  
12.44.100 Interference with navigation.  
12.44.110 Sunken vessels.  
12.44.120 Floating objects.  
12.44.130 Intoxication.  
12.44.140 Incapacity of operator.  
12.44.150 Accidents.

<sup>1</sup>.[For statutory provisions regarding regulation of motor boats, see RCW 88.12.]

Title 9 PUBLIC PEACE, MORALS AND WELFARE  
Chapter 9.10 CRIMINAL CODE  
9.10.360 False alarms - Crimes relating to.

**9.10.360 False alarms - Crimes relating to.**

The following provisions of the King County Code as presently constituted or hereinafter amended are adopted by reference:

KCC

12.32 Crimes relating to false alarms; Entire chapter.

[Ord. 73 § 36, 1996]

**9.10.370 False representations.**

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW

9.38.010 False representation concerning credit.

9.38.020 False representation concerning title.

[Ord. 73 § 37, 1996]

**9.10.380 False swearing and tampering.**

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW

9A.72.010 Definitions.

9A.72.040 False swearing.

9A.72.050 Perjury and false swearing -Inconsistent statements - Degree of crime.

9A.72.060 Perjury and false swearing -Retraction.

9A.72.070 Perjury and false swearing -Irregularities no defense.

9A.72.080 Statement of what one does not know to be true.

9A.72.140 Jury tampering.

9A.72.150 Tampering with physical evidence.

[Ord. 73 § 38, 1996]

**9.10.390 Fire alarms - Crimes relating to.**

The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference:

RCW

9.40.040 Operating engine or boiler without spark arrester.

9.40.100 Injuring or tampering with fire alarm apparatus or equipment -Sounding false alarm of fire.

[Ord. 73 § 39, 1996]

**9.10.400 Firearms and dangerous weapons.**

**9.19.000 FALSE ALARM REDUCTION PROGRAM**

9.19.005

**INTRODUCTION: 08/99**

Properly installed and maintained alarm systems are effective tools for both deterring and reporting crimes. However, excessive false alarms have become an unacceptable drain on police resources, lessen the deterrent value of alarm systems, and present serious safety concerns for both responding officers and citizens. This training bulletin establishes specific, standardized guidelines for responding to false alarms and for enforcing the false alarm ordinances of the county and contract cities.

9.19.010

**PATROL RESPONSIBILITIES: 01/99**

1. Deputies responding to alarms will investigate the alarm by checking the exterior and, if accessible, the interior of the premises.
2. For unincorporated King County addresses, when the alarm is determined to be false, a KCSO Form C-141, Notice of False Alarm (door hanger), must be completed and given to the owner/representative, if one is present, or affixed on or near the front door.
  - a. Investigating deputies will:
    - Fill in the date, time, incident number, officer information, and officer comments on side a.
    - Write in the Department's or Precinct's False Alarm Officer/Clerk's phone number and check the applicable boxes on side (b).
  - b. A separate C-141 must be completed and left at the scene for EACH alarm response.
3. For addresses within contract cities, officers will utilize paperwork and procedures directed by the Contract City Chief/Liaison and the municipal code.
4. When clearing the detail, investigating deputies will give the dispatcher both the proper FCR Code and a verbal description of the observations which support a false alarm determination.
  - Examples: "No indication of crime or entry"; "Cat loose inside house"; or "Operator error."
5. Audible alarm responses may be canceled by the dispatched deputy if:
  - a. The deputy is able to call into the premises by phone;
  - b. Owner/representative confirms the alarm is false;
  - c. There are no other circumstances to warrant suspicion of criminal activity.
  - This procedure should normally be used only in cases of multiple alarms on the same day; during periods of extreme weather conditions; or, with the concurrence of the field supervisor, during periods of high calls for service.

9.19.015

**RESEARCH, PLANNING, AND INFORMATION SERVICES RESPONSIBILITIES: 02/96**

1. The Research, Planning, and Information Services Unit will provide computer printouts to the Department or Precinct False Alarm Officers/Clerks.
  - a. The computer printouts will identify addresses with multiple false alarm responses and the incident numbers of all responses.
  - b. The printout format will be determined based upon current department procedures and applicable ordinances.

9.19.020

**FALSE ALARM OFFICERS/CLERKS RESPONSIBILITIES: 08/99**

1. False Alarm Officers/Clerks will review computer data listing addresses with multiple false alarm responses and take the following action:
  - a. False Alarm Infraction Notices (KCSO C-139 or contract city equivalent) will be issued according to the applicable penalty schedule.
  - b. False Alarm Warning Letters will be sent to premise's owners and alarm companies for premises with three (3) or more false alarms within a six-month period.
  - c. False Alarm No-Response Status Notification Letters will be sent to premise's owners, alarm companies, and the Communications Center for premises with four (4) or more false alarms within a six-month period.
    - Effective date for the No-Response Status shall be twenty (20) days after the date the Notification Letter was mailed to the premise's owner and alarm company, if any.
  - d. Alarm responses canceled before the arrival of dispatched deputies will not be counted as a false alarm for purposes of False Alarm Ordinance penalties or imposing no-response status.
2. False Alarm Officers/Clerks will work with premise's owners and alarm companies to determine causes of false alarms and may assist owners with maintenance or training recommendations.
  - a. The goal of the False Alarm Reduction Program is to eliminate false alarms, not to increase penalty collections.
  - b. The False Alarm Officer/Clerk will provide alarm system permit information and registration forms to premise's owners, when required by county or city ordinance.
  - c. False Alarm Officers/Clerks are encouraged to initiate contact with premise's owners who are close to being placed on no-response status.
    - False Alarm Officers/Clerks may also enlist the assistance of permanent-district or community police officers, trained in alarm systems, to contact owners of problem locations.
  - d. When documents are presented which verify that maintenance repairs have been made or employee training conducted, False Alarm Officers/Clerks may:
    - Reinstate premises which are on non-response status by means of a memo to the Comm Center.
    - Take the corrective action into consideration when determining penalty assessments.

3. False Alarm Officers/Clerks will work with the King County Office of Finance or appropriate contract city personnel to address situations where owners are not paying assessed fines.
  - a. King County Office of Finance will provide the False Alarm Officers/Clerks, through the Department False Alarm Reduction Program Coordinator, with computer printouts listing addresses in unincorporated King County which have records of excessive, unpaid fines.
  - b. Contract City Chief/Liaisons may set up similar processes to address problem locations within their contract city.
  - c. Premises with excessive unpaid balances may be placed on no-response status, in accordance with applicable county or municipal ordinances.
    - The decision to place an address on no-response status based upon unpaid fines shall be made by the False Alarm Officer/Clerk, with concurrence of the Department False Alarm Reduction Program Coordinator or Contract City Chief/Liaison.
4. False Alarm Officers/Clerks will provide alarm history information for the case file for any penalty appealed to a Hearing Officer or to District or Municipal Courts.
  - Unless specifically subpoenaed by the premises owner, patrol deputies and False Alarm Officers/Clerks will not have to appear at hearings.
  - The alarm history narrative provided in the cover memo must end with a "Certification of Statement", signed and dated by the False Alarm Officer/Clerk.

9.19.025

**COMMUNICATIONS CENTER RESPONSIBILITIES: 08/99**

1. Manually-activated alarms (robbery, holdup, panic) will always have an officer dispatched, even if the premises are on no-response status.
2. Specific call receiver and dispatcher actions are stipulated in Communications Center SOPs.
  - a. Audible alarms will be assigned dispatch priority "3" unless there is reason to believe a crime is in progress.
  - b. Silent alarms will be assigned dispatch priorities according to current Communications Center policies.
  - c. Dispatchers will add the deputy's observations to the CAD entry.
  - d. Call Receivers will enter an Advised Event (non-dispatchable CAD detail), using a "Q" clearance FCR, for alarms at premises on no-response status, and will inform the alarm company that the department will not respond to automatic alarm activations at these locations.
  - e. For audible alarms, dispatchers will accept response cancellation requests from patrol deputies who have verified, by telephone prior to arrival at the premises, that no crime is in progress and police presence is not required.
  - f. For automatic alarms, audible or silent, call receivers/dispatchers will accept response cancellation requests from alarm monitoring services.
  - g. Call receivers/dispatchers may also cancel audible alarm dispatches if:
    - The call receiver/dispatcher is able to call into the premises by phone;
    - Owner/representative confirms the alarm is false;
    - There are no other circumstances to warrant suspicion of criminal activity
  - This procedure should normally be used only in cases of multiple alarms at the same premises on the same day; during times of extreme weather conditions; or with the concurrence of the field patrol supervisor.

3. The Communications Center will enter "no-response status" premise flags into CAD as requested by the False Alarm Officer/Clerk by memo or by copy of the False Alarm No-Response Status Notification Letter.

9.19.030

**CONTRACT CITY CHIEF/LIAISON RESPONSIBILITIES: 01/99**

1. Contract City Chiefs of Police and Police Services Liaisons will, in consultation with their City Managers, determine which of the above procedures will be implemented within the boundaries of the city.
  - a. Officers/deputies serving both the city and unincorporated areas will be trained in the differences between the procedures to be followed.
  - b. False Alarm Officers/Clerks will be trained in the contents of the City False Alarm Ordinances, to include fine schedules and payment instructions.
2. Where possible, contract city procedures should be the same or similar to standard King County Sheriff's Office procedures for unincorporated locations to avoid confusion.

9.19.035

**CONTRACTING UNIT RESPONSIBILITIES: 02/96**

The Contracting Unit will review proposed contracts for law enforcement services to insure that the issue of false alarms is addressed.

9.19.040

**DEPARTMENT FALSE ALARM REDUCTION PROGRAM COORDINATOR: 01/98**

The Department False Alarm Reduction Program Coordinator:

- a. Is appointed by the Chief of Field Operations.
- b. Acts as liaison to the King County Office of Finance on issues relating to unpaid false alarm penalties.
- c. Approves no-response status for premises in arrears on paying false alarm penalties.
- d. Makes recommendations on and drafts revisions to the County False Alarm Ordinance.
- e. Acts as liaison to the Alarm Industry on false alarm reduction issues, including advertising changes to the Department's policies and procedures.