



APPENDIX



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Financial Policies

As Adopted by the Shoreline City Council

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I. FINANCIAL PLANNING POLICY

The City shall develop and maintain a 6-year financial forecast that estimates resource and expenditure behavior for the five years beyond the current budget period. This forecast will provide the City's decision makers with an indication of the long-term fiscal impact of current policy and budget decisions. This planning tool must recognize the effects of economic cycles on the demand for services and the City's resources. To this end, the forecast should differentiate between revenue associated with one-time economic activities and revenues derived as a result of base economic growth. City financial planning should ensure the delivery of needed services (many of which become more critical during economic downturns) by assuring adequate reliance on ongoing resources in order to support continued City services during economic downturns.

II. GENERAL BUDGET POLICIES

These general budget policies are the basis on which staff develops budget recommendations and establishes funding priorities within the limited revenues the City has available to provide municipal services.

- A. No Operating Deficit: Current revenues will be sufficient to support current expenditures. Revenue estimates will be realistic and debt financing will not be used for current operating expenses.
- B. Resources Greater than Budget Estimates: Resources (fund balance) greater than budget estimates in any fund shall be considered "one-time" resources and shall not be used to fund ongoing service delivery programs.
- C. Budget Adoption Level: Budget adoption by the City Council shall be at fund level. Any changes in appropriations at fund level require City Council approval.
- D. Necessary to Implement City Council Goals Identified in Workplan: The City Council identifies specific goals as part of its work-plan, and departmental budgets should include adequate resources to accomplish those goals in the expected timeframes.
- E. Public Safety Protection: Public safety is a top priority, and as such, unmet needs in this area should have a priority over other service areas.
- F. Degradation of Current Service Levels: When increased service demands are experienced over a sustained period of time, resources should be provided to prevent service level degradation below an acceptable level.
- G. Investments that are Primarily Funded by Additional Fees or Grants: Programs and investments that are funded through a dedicated revenue source (i.e., non-tax revenue), that meet the goals of the City Council, will receive priority consideration.
- H. Investments that Delay Future Cost Increases: When practical, resources should be allocated for selective preventative investments that can be made to avoid even larger costs in the future.
- I. Investments that Forestall Adding Permanent Staff: Recognizing that personnel related expenditures represent the largest portion of the City's budget, methods to increase efficiency and effectiveness of the delivery of City services through technology improvements should receive priority funding if it can forestall the addition of permanent staff.
- J. Commitments that can Reasonably be Maintained over the Long-Term: Funding for new programs and services in operating funds should be limited to the extent that they can be reasonably funded over the near-to-long-term given the current revenue stream.
- K. Overhead and Full Cost Allocation: Department budgets should be prepared in a manner to reflect the full cost of providing services.
- L. Maintenance of Quality Service Programs: The City of Shoreline will offer quality service programs. If expenditure reductions are necessary as a result of changing economic status, selective service elimination is preferable to poor or marginal quality programs that are caused by across the board cuts.

- M. Distinguished Budget Presentation: The City will seek to comply with the suggested criteria of the Government Finance Officers Association in producing a budget document that meets the Distinguished Budget Presentation program criteria as policy document, as an operations guide, as a financial plan, and as a communication device.

III. FORMULATION AND APPROVAL OF BUDGETS

In accordance with RCW 35A.33, departments shall be requested by the Finance Director to prepare detailed estimates of revenues and expenditures for the next fiscal year by no later than the second Monday of September. Responses will be due by no later than the fourth Monday in September, and by no later than the first business day in October, the Finance Director will present to the City Manager a proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each program is proposed to be financed.

Although the schedule outlined above meets the requirements of the Revised Code of Washington, the Shoreline budget process usually follows an accelerated time schedule. The Finance Director typically requests departments to prepare their detailed estimates of revenues and expenditures for the next fiscal year in July, with those responses due in August.

By no later than the first Monday in October, the City Manager will provide the City Council with current information on estimates of revenues from all sources as adopted in the budget for the current year. The City complies with this requirement by providing the City Council with a quarterly report and a comprehensive overview of the City's current financial position at a summer Budget Retreat.

The administration will analyze program priorities and needs and recommend funding levels for each program in a proposed operating budget and six-year capital improvement program, which will be submitted to the Council by no later than 60 days prior to the end of the fiscal year. The City Manager typically presents the proposed budget to the City Council in late October.

As part of the budget document, a budget message will be prepared that contains the following:

- An explanation of the budget document.
- An outline of the recommended financial policies and programs of the City for the ensuing fiscal year.
- A statement of the relation of the recommended appropriation to such policies and programs.
- A statement of the reason for salient changes from the previous year in appropriation and revenue items.
- An explanation of any recommended major changes in financial policy.

The operating budget proposal for the general fund will include a financial plan that shows projected revenues and expenditures for at least the next five fiscal years. The financial plan will provide an explanation of the assumptions used in projecting future year expenditure and revenue levels, such as growth in tax revenues, inflation, cost of services, and other factors that may impact the financial condition of the City.

The operating budget will be classified and segregated according to a standard classification of accounts as prescribed by the State Auditor.

The Council will hold public hearings as required and approve operating and capital budgets prior to the end of the fiscal year in accordance with State law.

IV. BUDGET ADJUSTMENT & AMENDMENT PROCESSES

Under the provisions of State law and the City's operating procedures, the operating budget may be adjusted or amended in two different ways. Adjustment of the budget involves a reallocation of existing appropriations and does not change the budget "bottom line." Amendment of the budget involves an addition to or reduction of existing appropriations.

A. Adjustment

The City departmental expenditures and program goals are monitored throughout the year. Certain departments may develop the need for additional expenditure authority to cover unanticipated costs that cannot be absorbed within the budget, while other departments may unexpectedly not require their full budget authorizations. The Finance Department reviews and analyzes all department and/or fund budgets to determine what adjustments are necessary and whether the adjustments can be made within existing appropriation limits and within the City Council and Departmental goals as provided in the budget. Necessary adjustments are then reviewed with the affected department and/or fund managers. When an adjustment is needed, the Finance staff will look first to savings within the department and then consider budget transfers between departments. The Finance Director, in conjunction with the Department Directors and the City Manager, reviews and decides if any specific budget reductions are needed. No City Council action is needed as State law allows budget adjustments to be done administratively and approved by the City Manager. As a matter of practice, staff will include any adjustments made between departments with the quarterly financial information provided to the City Council.

B. Amendment

Amending the City's budget occurs whenever the requested changes from departments and/or funds will cause the existing appropriation level for the fund to change. This situation generally occurs when the City Council authorizes additional appropriation. This is done by an ordinance that amends the original budget and states the sources of funding for the incremental appropriations.

V. RESERVE AND CONTINGENCY FUND POLICIES

Adequate fund balance and reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength.

Maintenance of fund balance for each accounting fund assures adequate resources for cash flow and to mitigate short-term effects of revenue shortages. Reserve funds are necessary to enable the City to deal with unforeseen emergencies or changes in condition.

A. General Policy

The City shall maintain reserves required by law, ordinance and/or bond covenants.

All expenditures drawn from reserve accounts shall require prior Council approval unless previously authorized by the City Council for expenditure within the City's biennial budget.

If reserves and/or fund balances fall below required levels as set by this policy, the City shall include within its biennial budget a plan to restore reserves and/or fund balance to the required levels.

All reserves will be presented in the City's biennial budget.

- B. Revenue Stabilization Fund
The City will establish a Revenue Stabilization Fund and shall accumulate a reserve equal to thirty percent (30%) of annual economically sensitive revenues within the City's operating budget to cover revenue shortfalls resulting from unexpected economic changes or recessionary periods.
- C. General Fund Operating Reserves
The City shall maintain a General Fund Operating Reserve to provide for adequate cash flow, budget contingencies, and insurance reserves. The General Fund Operating Reserves will be determined as follows:
 1. Cash Flow Reserve: The City shall maintain a cash flow reserve within the General Fund in an amount equal to \$3,000,000. This is approximately equal to 1.5 months of operating expenditures. The City will review biennially the required cash flow reserve level that is necessary to meet the City's cash flow needs. If it is determined that \$3,000,000 is not adequate, the Finance Director shall propose an amendment to these policies.
 2. Budget Contingency: The City shall maintain a budget contingency reserve within the General Fund equal to 2% of budgeted operating revenues.
 3. Insurance Deductible Reserve: The City shall maintain an insurance reserve within the General Fund to be used for potential substantial events that cause damage to the City's fixed assets and/or infrastructure.
- D. Equipment and Vehicle Replacement Reserves
The City will maintain fully funded reserves for the replacement of vehicles, computer equipment, and equipment identified on the City's fixed asset listing. Contributions will be made through assessments to the using funds and maintained on a per asset basis.
- E. City Street Fund Reserve
The City shall maintain an operating reserve within the City's Street Fund an amount equal to 20% of annually budgeted operating revenues.
- F. Surface Water Utility Fund Reserve
The City shall maintain an operating reserve within the Surface Water Utility Fund an amount equal to no less than 20% of budgeted operating revenues.

VI. CAPITAL IMPROVEMENT PROGRAM PLAN POLICIES

A number of important policy considerations are the basis for the Capital Improvement Program (CIP) Plan. These policies provide guidelines for all financial aspects of the CIP, and ultimately affect the project selection process.

- A. Relationship of Long-Range Plans to the CIP
The CIP will be updated annually but the City Council may amend the CIP Plan at any time as required.

Virtually all of the projects included in the CIP are based upon formal long-range plans that have been adopted by the City Council. This ensures that the City's Capital Improvement Program, which is the embodiment of the recommendations of these individual planning studies, is responsive to the officially stated direction of the City Council as contained in the Comprehensive Plan, Council work goals, and supporting documents. Examples of these supporting documents: Pavement Management System Plan and the Parks and Open Space and Recreation Services Plan. There are

exceptions, but they are relatively small when compared to the other major areas of expenditure noted above.

B. CIP Coordination Team

A CIP Coordination Team is a cross-departmental team which participates in the review and recommendation of the CIP program to the City Manager. The Team will review proposed capital projects in regards to accurate costing (design, capital, and operating), congruence with City objectives, and prioritize projects by a set of deterministic criteria. The Finance Director, or his/her designee, will serve as the lead for the team.

C. Establishing CIP Priorities

The City uses the following basic CIP project prioritization and selection process:

1. Each CIP program area establishes criteria to be used in the prioritization of specific projects submitted for funding. These specific criteria are developed by staff in conjunction with City Council priorities and input from citizens, associated City boards and commissions. The criteria are identified in the City's budget document. The City has divided its CIP projects into the following program areas: General Facilities & Parks Capital Projects, Roads Capital Projects, and Surface Water Capital Projects.
2. Designated personnel within City departments recommend project expenditure plans to the Finance Department. The project expenditure plans include all capital costs and any applicable maintenance and operation expenditures along with a recommended funding source.
3. The CIP Coordination Team evaluates the various CIP projects and selects those with the highest priority based on input from citizens, project stakeholders, appropriate advisory committees, and City Council goals.
4. A Preliminary CIP Plan is developed by the Finance Department and is recommended to the City Council by the City Manager.
5. The City Council reviews the Operating and Preliminary CIP Plan, holds a public hearing(s) on the plan, makes their desired alterations, and then officially adopts the CIP and establishes related appropriations as a part of the City's budget.
6. Within the available funding, the highest priority projects are then selected and funded in the CIP.

D. Types of Projects Included in the CIP Plan

The CIP Plan will display, to the maximum extent possible, all major capital projects in which the City is involved. It is difficult to define precisely what characteristics a project should have before it is included in the CIP Plan for the public's and City Council's review and approval. While the following criteria may be used as a general guide to distinguish among projects which should be included or excluded from the CIP Plan, there are always exceptions which require management's judgment. Therefore, the City Manager has the administrative authority to determine which projects should be included in the CIP Plan and which projects are more appropriately contained in the City's operating budget.

For purposes of the CIP Plan, a CIP project is generally defined to be any project that possesses all of the following characteristics:

1. Exceeds an estimated cost of \$10,000;
2. Involves totally new physical construction, reconstruction designed to gradually and systematically replace an existing system on a piecemeal basis, replacement of a major component of an existing facility, or acquisition of land or structures; and
3. Involves City funding in whole or in part, or involves no City funds but is the City's responsibility for implementing, such as a 100% grant-funded project or 100% Local Improvement District funded project.

4. Involves the skills and construction needs beyond those needed for a general repair and maintenance project.

These should be considered general guidelines. Any project in excess of \$25,000 meeting the criteria of (2), (3) and (4) above, or various miscellaneous improvements of a like nature whose cumulative total exceeds \$25,000 (i.e., street overlays) should be considered as part of the CIP process.

Program area managers are responsible for the cost estimates of their proposed programs, including future maintenance and operations costs related to the implementation of completed projects.

E. Scoping and Costing Based on Predesign Study

For some projects it is difficult to develop accurate project scopes, cost estimates, and schedules on which no preliminary engineering or community contact work has been done. To address this problem, some projects are initially proposed and funded only for preliminary engineering and planning work. This funding will not provide any monies to develop final plans, specifications, and estimates to purchase rights-of-way or to construct the projects. Future project costs are refined through the predesign study process.

- F. Required Project Features and Financial Responsibility: If a proposed project will cause a direct impact on other publicly-owned facilities, an equitable shared and funded cost plan must be coordinated between the affected program areas.

- G. Predictability of Project Timing, Cost and Scope: The predictability of timing and costs of projects is important to specific private developments, such as the provision of street improvements or the extension of major sewer lines or water supply, without which development could not occur. These projects generally involve significant financial contributions from such private development through developer extension agreements, LIDs, and other means. Once a project has been approved by the City Council in the CIP, project scheduling is a priority to maintain.

The City Council authorizes the City Manager to administratively approve the acceleration of project schedules so long as they can be accomplished within budgeted and any allowable contingency expenditures, with the understanding that all controversial issues will be brought before the City Council. All project additions or deletions must be approved by the City Council.

- H. CIP Maintenance and Operating Costs: CIP projects, as approved by the City Council, shall have a funding plan for maintenance and operating costs identified in the project description. These costs will be included in the City's long-term financial planning.

I. Local Improvement Districts (LID)

Examples of when future LIDs may be formed are as follows: 1) where old agreements exist, committing property owners to LID participation on future projects; 2) when a group of property owners wish to accelerate development of a certain improvement; 3) when a group of property owners desire a higher standard of improvement than the City's project contemplates; or 4) when a group of property owners request City assistance in LID formation to fund internal neighborhood transportation facilities improvements, which may or may not have City funding involved. If City funding is proposed by the project sponsors (property owners), they shall so request of the City Council (through the City Clerk) in writing before any LID promotion activity begins. The City Manager shall analyze such request and report his conclusions and recommendation to Council for their consideration. The Council shall by motion affirm or deny the recommendation. The

Council's affirmative motion to financially participate shall expire in 180 days, unless the project sponsors have submitted a sufficient LID petition by that time.

In the event that the request is for street resurfacing in advance of the City's normal street resurfacing cycle, the City's contribution, if any, will be determined based on a recommendation from the Public Work's Department and a financial analysis of the impact of completing the project prior to the City's original timeline.

On capital projects whose financing depends in part on an LID, interim financing will be issued to support the LID's portion of the project budget at the same time or in close proximity to the issuance of the construction contract. The amount of the interim financing shall be the current estimate of the final assessment roll as determined by the administering department.

In the event that the project is 100% LID funded, interim financing shall be issued either in phases (i.e., design phase and construction phase) or up front in the amount of the entire estimated final assessment roll, whichever means is estimated to provide the lowest overall cost to the project as determined by the Finance Department.

The City will recapture direct administrative costs incurred by the City for the LID project by including these in the preliminary and final assessment roles.

- J. Preserve Existing Capital Infrastructure Before Building New Facilities: It is the City's policy to ensure that adequate resources are allocated to preserve the City's existing infrastructure before targeting resources toward building new facilities that also have maintenance obligations. This policy addresses the need to protect the City's historical investment in capital facilities and to avoid embarking on a facility enhancement program which, together with the existing facilities, the City cannot afford to adequately maintain.
- K. New Facilities Should Be of High Quality, Low Maintenance, Least Cost: The intent of this policy is to guide the development and execution of the CIP Plan through an emphasis on lowest life-cycle cost. Projects should only be built if the necessary funding to operate them is provided. Also, priority is given to new facilities that have minimal ongoing maintenance costs so as to limit the impact upon both the CIP and the operating budget.
- L. Public Input at All Phases of Projects: The City makes a serious commitment to public involvement. The City's long-range plans are developed through an extensive citizen involvement program.
- M. Basis for Project Appropriations: During the City Council's CIP Plan review, the City Council will appropriate the full estimated project cost for all projects in the CIP Plan. Subsequent adjustments to appropriation levels for amendments to the CIP Plan may be made by the City Council at any time.
- N. Balanced CIP Plan: The CIP Plan is a balanced six-year plan. This means that for the entire six-year period, revenues will be equal to project expenditures in the plan. It is anticipated that the plan will have more expenditures than revenues in single years of the plan, but this imbalance will be corrected through the use of interim financing, if actually needed. Over the life of the six-year plan, however, all planned interim debt will be repaid and all plan expenditures, including interest costs on interim debt will be provided for with identified revenues. Any project funding plan, in which debt is not retired within the current six-year plan, must have specific City Council approval.
- O. Use of Debt in the CIP: The CIP is viewed as a long-term program that will continually address capital requirements far into the future. As such, the use of long-term debt

should be minimized, allowing the City to put money into actual projects that benefit Shoreline residents and businesses rather than into interest payments to financial institutions. There may be exceptions to this policy for extraordinary circumstances, where voted or non-voted long-term debt must be issued to achieve major City goals that otherwise could not be achieved, or would have to wait an unacceptably long time. Issuance of long-term debt must receive City Council authorization.

Staff monitors CIP cash flow regularly and utilizes fund balances to minimize the amount of borrowing required. Funds borrowed for cash flow purposes are limited to short-term obligations. Projected financing costs are included within a project in the administrative program area.

- P. Finance Director's Authority to Borrow: The Finance Director is authorized to initiate interim and long-term borrowing measures, as they become necessary, as identified in the CIP Plan and approved by the City Council.
- Q. CIP Plan Update and Amendment: The CIP Plan will be updated at least annually. The City Council may amend the CIP Plan at any time if a decision must be made and action must be taken before the next CIP review period. All project additions or deletions must be approved by the City Council.
- R. Formalization of Monetary Agreements: All agreements between the City and outside jurisdictions, where resources are exchanged shall be in writing specifying the financial terms of the agreement, the length of the agreement, and the timing of any required payments (i.e., Joint CIP projects where the City is the lead agency, grant funded projects, etc.). Formalization of these agreements will protect the City's interests. Program areas shall make every effort to promptly request any reimbursements that are due the City. Where revenues from outside jurisdictions are ongoing, these requests shall be made at least quarterly, unless alternative arrangements are approved by the City Manager or City Council.
- S. Applicable Project Charges: CIP projects should reflect all costs that can be clearly shown to be necessary and applicable. Staff charges to CIP projects will be limited to time spent actually working on those projects and shall include an overhead factor to cover the applicable portion of that person's operating cost.

VII. DEBT POLICY

The Objectives of the City's Debt Management Policy are:

- A. To limit the use of debt so that debt service payments will be a predictable and manageable part of the operating budget.
- B. To raise capital at the lowest cost, consistent with the need to borrow. This will be accomplished by:
 - 1. Keeping a high credit rating (while making attempts to strengthen credit rating).
 - 2. Maintaining a good reputation in the credit markets by adjusting the capital program for regular entry to the bond market and by managing the biennial budget responsibly.
 - 3. Institute and maintain procedures that ensure full and timely repayment of City obligations.

General Debt Policies

Before issuing any debt, the City will consider the impacts of such debt on the operating budget, the effect on the City's credit rating, the debt capacity remaining under constitutional

and statutory limitations, the most cost-effective term, structure, and type of debt, and the impact on taxpayers.

Disclosure statements will be used to keep taxpayers and investors informed of the City's financial position. These include printed copies of:

- A. Annual reports
- B. Operating budget and Capital Facilities Plan
- C. Official Statements

Debt issues will be sold on a competitive basis (except when conditions make a negotiated sale preferable) and awarded to the bidder who produces the lowest true interest cost.

Debt issues may be sold on a negotiated basis if the issue is unusually large or small, the project is complex, the issue is a refunding, flexibility is desired in the structure, the market is volatile, or other conditions make it in the City's best interest to conduct a negotiated sale.

Long Term Debt: Long term debt will be used to maintain and develop the municipal infrastructure when the economic life of a fixed asset exceeds five years.

Revenue bonds will generally be used for projects which are financially self-sustaining.

General Obligation bonds can be used to finance public works projects which benefit the community and where there are sufficient dedicated revenues to amortize the debt.

General Obligation pledges can be used to back self-sustaining projects financed through revenue bonds when costs can be reduced and the municipal credit rating is not put in jeopardy by this action.

The City may rely on a local improvement district program for certain local or neighborhood street improvements.

The City will use interfund borrowing where such borrowing is cost effective to both the borrowing and the lending fund. Such borrowing shall implement Council directed policy in a simplified manner, such as borrowing associated with interim financing for local improvement district projects.



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

June '18 cpi-U 278.631
 June '19 cpi-U 281.055
 Estimated % Change 0.87%
 100% of % Change: 0.87%

Mkt Adj: **0.87%**
 Effective: January 1, 2021

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
1			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage
2			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage
3			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.92 28,945
4			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.72 28,528	14.26 29,669
5			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.06 29,241	14.62 30,411
6			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.86 28,819	14.41 29,972	14.99 31,171
7			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.66 28,404	14.20 29,540	14.77 30,722	15.36 31,950
8			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.00 29,114	14.56 30,278	15.14 31,490	15.74 32,749
9			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.80 28,694	14.35 29,842	14.92 31,035	15.52 32,277	16.14 33,568
10			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.14 29,411	14.71 30,588	15.29 31,811	15.91 33,084	16.54 34,407

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

June '18 cpi-U 278.631
 June '19 cpi-U 281.055
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 Effective: January 1, 2021

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
11			n/a due to changes in WA State Min Wage	13.94 28,987	14.49 30,147	15.07 31,352	15.68 32,607	16.30 33,911	16.96 35,267
12			13.71 28,523	14.28 29,712	14.86 30,900	15.45 32,136	16.07 33,422	16.71 34,759	17.38 36,149
13			14.06 29,236	14.64 30,455	15.23 31,673	15.84 32,940	16.47 34,257	17.13 35,628	17.81 37,053
14			14.41 29,967	15.01 31,216	15.61 32,465	16.23 33,763	16.88 35,114	17.56 36,518	18.26 37,979
15			14.77 30,717	15.38 31,996	16.00 33,276	16.64 34,607	17.30 35,992	18.00 37,431	18.72 38,928
16			15.14 31,484	15.77 32,796	16.40 34,108	17.05 35,472	17.74 36,891	18.45 38,367	19.18 39,902
17			15.52 32,272	16.16 33,616	16.81 34,961	17.48 36,359	18.18 37,814	18.91 39,326	19.66 40,899
18			15.90 33,078	16.57 34,457	17.23 35,835	17.92 37,268	18.63 38,759	19.38 40,309	20.15 41,922
19			16.30 33,905	16.98 35,318	17.66 36,731	18.37 38,200	19.10 39,728	19.86 41,317	20.66 42,970
20			16.71 34,753	17.40 36,201	18.10 37,649	18.82 39,155	19.58 40,721	20.36 42,350	21.17 44,044

City of Shoreline
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
21			17.13 35,622	17.84 37,106	18.55 38,590	19.30 40,134	20.07 41,739	20.87 43,409	21.70 45,145
22			17.55 36,512	18.29 38,034	19.02 39,555	19.78 41,137	20.57 42,783	21.39 44,494	22.25 46,274
23			17.99 37,425	18.74 38,984	19.49 40,544	20.27 42,166	21.08 43,852	21.93 45,606	22.80 47,431
24			18.44 38,361	19.21 39,959	19.98 41,557	20.78 43,220	21.61 44,949	22.47 46,746	23.37 48,616
25			18.90 39,320	19.69 40,958	20.48 42,596	21.30 44,300	22.15 46,072	23.04 47,915	23.96 49,832
26			19.38 40,303	20.18 41,982	20.99 43,661	21.83 45,408	22.70 47,224	23.61 49,113	24.56 51,078
27			19.86 41,310	20.69 43,032	21.52 44,753	22.38 46,543	23.27 48,405	24.20 50,341	25.17 52,354
28			20.36 42,343	21.21 44,107	22.05 45,872	22.94 47,706	23.85 49,615	24.81 51,599	25.80 53,663
29			20.87 43,402	21.74 45,210	22.61 47,018	23.51 48,899	24.45 50,855	25.43 52,889	26.44 55,005
30			21.39 44,487	22.28 46,340	23.17 48,194	24.10 50,122	25.06 52,127	26.06 54,212	27.11 56,380

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

June '18 cpi-U 278.631
 June '19 cpi-U 281.055
 Estimated % Change 0.87%
 100% of % Change: 0.87%

Mkt Adj: **0.87%**
 Effective: January 1, 2021

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
31			21.92 45,599	22.84 47,499	23.75 49,399	24.70 51,375	25.69 53,430	26.71 55,567	27.78 57,790
32			22.47 46,739	23.41 48,686	24.34 50,634	25.32 52,659	26.33 54,765	27.38 56,956	28.48 59,234
33			23.03 47,907	23.99 49,903	24.95 51,900	25.95 53,976	26.99 56,135	28.07 58,380	29.19 60,715
34	Administrative Assistant I Grounds Maintenance Worker I Public Disclosure Specialist Senior Lifeguard WW Utility Administrative Assist I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	23.61 49,105	24.59 51,151	25.58 53,197	26.60 55,325	27.66 57,538	28.77 59,839	29.92 62,233
35			24.20 50,333	25.21 52,430	26.21 54,527	27.26 56,708	28.35 58,976	29.49 61,335	30.67 63,789
36	Parks Maintenance Worker I PW Maintenance Worker I WW Utility Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	24.80 51,591	25.84 53,741	26.87 55,890	27.95 58,126	29.06 60,451	30.23 62,869	31.43 65,384
37	Finance Technician Recreation Specialist I WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	25.42 52,881	26.48 55,084	27.54 57,287	28.64 59,579	29.79 61,962	30.98 64,441	32.22 67,018
38	Administrative Assistant II Facilities Maintenance Worker I Grounds Maintenance Worker II	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	26.06 54,203	27.14 56,461	28.23 58,720	29.36 61,068	30.53 63,511	31.76 66,052	33.03 68,694

City of Shoreline
Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
39			26.71 55,558	27.82 57,873	28.94 60,188	30.09 62,595	31.30 65,099	32.55 67,703	33.85 70,411
40	Parks Maintenance Worker II Permit Technician <u>Public Disclosure Specialist</u> PW Maintenance Worker II <u>WW Utility Maintenance Worker</u> <u>WW Utility Maintenance Worker II</u>	Non-Exempt, Hourly Non-Exempt, Hourly <u>Non-Exempt, Hourly</u> Non-Exempt, Hourly <u>Non-Exempt, Hourly</u> <u>Non-Exempt, Hourly</u>	27.38 56,947	28.52 59,319	29.66 61,692	30.85 64,160	32.08 66,726	33.36 69,395	34.70 72,171
41	Public Art Coordinator Recreation Specialist II Senior Finance Technician Special Events Coordinator	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	28.06 58,370	29.23 60,802	30.40 63,235	31.62 65,764	32.88 68,395	34.20 71,130	35.57 73,976
42	Administrative Assistant III Communication Specialist <u>Environmental Program Specialist</u> Facilities Maintenance Worker II Human Resources Technician Legal Assistant Records Coordinator Transportation Specialist Surface Water Program Specialist	Non-Exempt, Hourly Non-Exempt, Hourly <u>Non-Exempt, Hourly</u> Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	28.76 59,830	29.96 62,323	31.16 64,815	32.41 67,408	33.70 70,104	35.05 72,909	36.45 75,825
43	<u>Environmental Program Specialist</u> Payroll Officer Purchasing Coordinator	<u>Non-Exempt, Hourly</u> Non-Exempt, Hourly Non-Exempt, Hourly	29.48 61,325	30.71 63,881	31.94 66,436	33.22 69,093	34.55 71,857	35.93 74,731	37.37 77,721
44	<u>Assistant Planner</u> Engineering Technician Senior Grounds Maintenance Worker	<u>EXEMPT, Annual</u> Non-Exempt, Hourly Non-Exempt, Hourly	30.22 62,859	31.48 65,478	32.74 68,097	34.05 70,821	35.41 73,653	36.83 76,600	38.30 79,664

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

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
45	Assistant Planner	EXEMPT, Annual	30.98	32.27	33.56	34.90	36.30	37.75	39.26
	CRT Representative	Non-Exempt, Hourly	64,430	67,115	69,799	72,591	75,495	78,515	81,655
	PRCS Rental & System Coordinator Recreation Specialist III – Aquatics	Non-Exempt, Hourly Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	31.75	33.07	34.40	35.77	37.20	38.69	40.24
	GIS Technician	Non-Exempt, Hourly	66,041	68,792	71,544	74,406	77,382	80,477	83,697
	IT Specialist	Non-Exempt, Hourly							
	Plans Examiner I	Non-Exempt, Hourly							
	Senior Facilities Maintenance Worker	Non-Exempt, Hourly							
	Senior PW Maintenance Worker	Non-Exempt, Hourly							
	Senior Parks Maintenance Worker-General Maintenance	Non-Exempt, Hourly							
	Senior Parks Maintenance Worker-Urban Forestry	Non-Exempt, Hourly							
	Senior Surface Water Program Specialist	Non-Exempt, Hourly							
Senior WW Utility Maintenance Worker	Non-Exempt, Hourly								
Staff Accountant	EXEMPT, Annual								
47	Code Enforcement Officer	Non-Exempt, Hourly	32.54	33.90	35.26	36.67	38.13	39.66	41.24
	Construction Inspector	Non-Exempt, Hourly	67,692	70,512	73,333	76,266	79,317	82,489	85,789
	Executive Assistant to City Manager Plans Examiner I	EXEMPT, Annual Non-Exempt, Hourly							
48	Associate Planner	EXEMPT, Annual	33.36	34.75	36.14	37.58	39.09	40.65	42.28
			69,384	72,275	75,166	78,173	81,300	84,552	87,934
49	Associate Planner	EXEMPT, Annual	34.19	35.62	37.04	38.52	40.06	41.67	43.33
	Grounds Maintenance Supervisor	EXEMPT, Annual	71,119	74,082	77,045	80,127	83,332	86,665	90,132
	IT Functional Analyst PRCS Supervisor I - Recreation	EXEMPT, Annual EXEMPT, Annual							

City of Shoreline
 Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
50	B&O Tax Analyst	EXEMPT, Annual	35.05	36.51	37.97	39.49	41.07	42.71	44.42	
	Budget Analyst	EXEMPT, Annual	72,897	75,934	78,971	82,130	85,415	88,832	92,385	
	Combination Inspector	Non-Exempt, Hourly								
	Diversity and Inclusion Coordinator	EXEMPT, Annual								
	Emergency Management Coordinator	EXEMPT, Annual								
	Environmental Services Coordinator	EXEMPT, Annual								
	Housing & Human Services Coordinator	EXEMPT, Annual								
	Limited Term Light Rail Project Coordinator	EXEMPT, Annual								
	Management Analyst	EXEMPT, Annual								
	Neighborhoods Coordinator	EXEMPT, Annual								
Senior Accounting Analyst	EXEMPT, Annual									
Plans Examiner II	Non-Exempt, Hourly									
Utility Operations Specialist	Non-Exempt, Hourly									
WW Utility Specialist	Non-Exempt, Hourly									
51	B&O Tax Analyst	EXEMPT, Annual	35.92	37.42	38.92	40.47	42.09	43.78	45.53	
	Budget Analyst	EXEMPT, Annual	74,719	77,832	80,946	84,183	87,551	91,053	94,695	
	Emergency Management Coordinator	EXEMPT, Annual								
	Environmental Services Coordinator	EXEMPT, Annual								
	Management Analyst	EXEMPT, Annual								
	Plans Examiner II	Non-Exempt, Hourly								
Senior Accounting Analyst	EXEMPT, Annual									
52	Senior Human Resources Analyst	EXEMPT, Annual	36.82	38.35	39.89	41.48	43.14	44.87	46.66	
	Web Developer	EXEMPT, Annual	76,587	79,778	82,969	86,288	89,740	93,329	97,062	
53	Communications Program Manager	EXEMPT, Annual	37.74	39.31	40.89	42.52	44.22	45.99	47.83	
	PRCS Supervisor II - Aquatics	EXEMPT, Annual	78,502	81,773	85,043	88,445	91,983	95,662	99,489	
	PRCS Supervisor II - Recreation	EXEMPT, Annual								
	Senior Human Resources Analyst	EXEMPT, Annual								
Web Systems Analyst	EXEMPT, Annual									

City of Shoreline
 Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
54	CMO Management Analyst	EXEMPT, Annual	38.68	40.30	41.91	43.58	45.33	47.14	49.03
	Grants Administrator	EXEMPT, Annual	80,464	83,817	87,170	90,656	94,283	98,054	101,976
	Code Enforcement and CRT Supervisor	EXEMPT, Annual							
	Plans Examiner III	Non-Exempt, Hourly							
55	PW Maintenance Superintendent	EXEMPT, Annual							
	Senior Management Analyst	EXEMPT, Annual							
	Senior Planner	EXEMPT, Annual							
	CMO Management Analyst	EXEMPT, Annual	39.65	41.30	42.96	44.67	46.46	48.32	50.25
56	Engineer I - Capital Projects	EXEMPT, Annual	82,476	85,912	89,349	92,923	96,640	100,505	104,525
	Engineer I - Development Review	EXEMPT, Annual							
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
	Grants Administrator	EXEMPT, Annual							
	Plans Examiner III	Non-Exempt, Hourly							
57	Senior Management Analyst	EXEMPT, Annual							
	City Clerk	EXEMPT, Annual	40.64	42.34	44.03	45.79	47.62	49.53	51.51
58	Parks Superintendent	EXEMPT, Annual	84,538	88,060	91,583	95,246	99,056	103,018	107,139
	IT Projects Manager	EXEMPT, Annual	41.66	43.40	45.13	46.94	48.81	50.77	52.80
59	Network Administrator	EXEMPT, Annual	86,651	90,262	93,872	97,627	101,532	105,593	109,817
	City Clerk	EXEMPT, Annual	42.70	44.48	46.26	48.11	50.03	52.04	54.12
	IT Projects Manager	EXEMPT, Annual	88,817	92,518	96,219	100,068	104,070	108,233	112,563
	Network Administrator	EXEMPT, Annual							

City of Shoreline
Range Placement Table
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				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
59	Budget and Tax Manager	EXEMPT, Annual	43.77	45.59	47.42	49.31	51.28	53.34	55.47	
	Engineer II - Capital Projects	EXEMPT, Annual	91,038	94,831	98,624	102,569	106,672	110,939	115,377	
	Engineer II - Development Review	EXEMPT, Annual								
	Engineer II - Surface Water	EXEMPT, Annual								
	Engineer II - Traffic	EXEMPT, Annual								
	IT Systems Analyst	EXEMPT, Annual								
	Lynnwood Link Extension Light Rail Project Manager	EXEMPT, Annual								
	Structural Plans Examiner	EXEMPT, Annual								
Wastewater Manager	EXEMPT, Annual									
60	Community Services Manager	EXEMPT, Annual	44.86	46.73	48.60	50.55	52.57	54.67	56.86	
	IT Systems Analyst	EXEMPT, Annual	93,314	97,202	101,090	105,134	109,339	113,712	118,261	
	Recreation Superintendent	EXEMPT, Annual								
	Permit Services Manager	EXEMPT, Annual								
61			45.98	47.90	49.82	51.81	53.88	56.04	58.28	
			95,647	99,632	103,617	107,762	112,072	116,555	121,218	
62	Fleet and Facilities Manager	EXEMPT, Annual	47.13	49.10	51.06	53.10	55.23	57.44	59.73	
	Engineer III - Lead Project Manager	EXEMPT, Annual	98,038	102,123	106,208	110,456	114,874	119,469	124,248	
63	Building Official	EXEMPT, Annual	48.31	50.32	52.34	54.43	56.61	58.87	61.23	
	City Traffic Engineer	EXEMPT, Annual	100,489	104,676	108,863	113,217	117,746	122,456	127,354	
	Economic Development Program Manager	EXEMPT, Annual								
	Intergovernmental / CMO Program Manager	EXEMPT, Annual								
	Planning Manager	EXEMPT, Annual								
	SW Utility Manager	EXEMPT, Annual								
64	Finance Manager	EXEMPT, Annual	49.52	51.58	53.65	55.79	58.02	60.34	62.76	
			103,001	107,293	111,584	116,048	120,690	125,517	130,538	

City of Shoreline
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
65	Assistant City Attorney	EXEMPT, Annual	50.76	52.87	54.99	57.19	59.47	61.85	64.33
	Development Review and Construction Manager	EXEMPT, Annual	105,576	109,975	114,374	118,949	123,707	128,655	133,802
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							
66			52.03	54.19	56.36	58.62	60.96	63.40	65.94
			108,215	112,724	117,233	121,923	126,800	131,872	137,147
67	Information Technology Manager	EXEMPT, Annual	53.33	55.55	57.77	60.08	62.49	64.98	67.58
	Utility & Operations Manager	EXEMPT, Annual	110,921	115,543	120,164	124,971	129,970	135,169	140,575
68			54.66	56.94	59.22	61.58	64.05	66.61	69.27
			113,694	118,431	123,168	128,095	133,219	138,548	144,090
69	City Engineer	EXEMPT, Annual	56.03	58.36	60.70	63.12	65.65	68.27	71.01
			116,536	121,392	126,248	131,298	136,549	142,011	147,692
70			57.43	59.82	62.21	64.70	67.29	69.98	72.78
			119,450	124,427	129,404	134,580	139,963	145,562	151,384
71			58.86	61.32	63.77	66.32	68.97	71.73	74.60
			122,436	127,537	132,639	137,944	143,462	149,201	155,169
72			60.33	62.85	65.36	67.98	70.70	73.52	76.47
			125,497	130,726	135,955	141,393	147,049	152,931	159,048
73	Human Resource and Org. Development Director	EXEMPT, Annual	61.84	64.42	67.00	69.68	72.46	75.36	78.38
			128,634	133,994	139,354	144,928	150,725	156,754	163,024
74				66.03	68.67	71.42	74.28	77.25	80.34
				137,344	142,838	148,551	154,493	160,673	167,100

City of Shoreline
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				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
75	Administrative Services Director	EXEMPT, Annual	64.97	67.68	70.39	73.20	76.13	79.18	82.34
	Parks, Rec & Cultural Svcs Director	EXEMPT, Annual	135,146	140,777	146,409	152,265	158,355	164,690	171,277
	Planning & Community Development Director	EXEMPT, Annual							
76	City Attorney	EXEMPT, Annual	66.60	69.37	72.15	75.03	78.04	81.16	84.40
	Public Works Director	EXEMPT, Annual	138,525	144,297	150,069	156,072	162,314	168,807	175,559
77	Assistant City Manager	EXEMPT, Annual	68.26	71.11	73.95	76.91	79.99	83.19	86.51
		EXEMPT, Annual	141,988	147,904	153,820	159,973	166,372	173,027	179,948

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City of Shoreline
Extra Help Range Placement Table
2021

COLA: 0.87%
Effective: January 1, 2021

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
1	Day Camp Leader Special Events Attendant Youth Outreach Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$13.79	\$14.90
2	Building Monitor Indoor Playground Attendant Sr. Day Camp Leader Swim Instructor	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.03	\$15.21
3	Special Events Assistant Special Events Monitor Teen Program Leader Assistant	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.26	\$15.53
4	Records Clerk	Non-Exempt, Hourly	\$14.51	\$15.87
5	Lifeguard/Swim Instructor Undergraduate Intern Teen Program Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$0.00	\$0.00
6			\$0.00	\$0.00
7			\$15.51	\$17.26
8			\$0.00	\$0.00
9	CIT Camp Director Front Desk Attendant Specialized Recreation Specialist	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$16.05	\$18.00
10			\$0.00	\$0.00
11	Out of School Time Program Director Assistant Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$17.18	\$19.57
12			\$17.47	\$20.00
13			\$0.00	\$0.00
14	Camp Excel Specialist Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$18.37	\$21.27
15			\$19.00	\$22.18
16			\$0.00	\$0.00

City of Shoreline
Extra Help Range Placement Table
2021

COLA: 0.87%
Effective: January 1, 2021

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
17			\$0.00	\$0.00
18			\$20.31	\$24.09
19			\$0.00	\$0.00
20			\$21.37	\$25.64
21	Engineering Support Senior Lifeguard	Non-Exempt, Hourly Non-Exempt, Hourly	\$0.00	\$0.00
22			\$0.00	\$0.00
23			\$0.00	\$0.00
24			\$0.00	\$0.00
25			\$24.00	\$29.18
26			\$0.00	\$0.00
27			\$25.83	\$31.43
28	Finance Assistant Permitting Assistant	Non-Exempt, Hourly	\$0.00	\$0.00
29			\$27.82	\$33.85
30	Grounds Maintenance Laborer Parks Laborer		\$0.00	\$0.00
31	Computer Support GIS Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$29.96	\$36.45
32	PW Seasonal Laborer	Non-Exempt, Hourly	\$0.00	\$0.00
33		Non-Exempt, Hourly	\$32.27	\$39.26
34		Non-Exempt, Hourly	\$0.00	\$0.00
35	CMO Fellowship	Non-Exempt, Hourly	\$0.00	\$0.00
36	Facilities Maintenance	Non-Exempt, Hourly	\$0.00	\$0.00

**City of Shoreline
Extra Help Range Placement Table
2021**

COLA: 0.87%
Effective: January 1, 2021

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
37			\$0.00	\$0.00
38			\$0.00	\$0.00
39			\$0.00	\$0.00
40			\$0.00	\$0.00
41			\$0.00	\$0.00
42			\$0.00	\$0.00
43			\$0.00	\$0.00
44			\$0.00	\$0.00
45			\$0.00	\$0.00
46	Videographer	Non-Exempt, Hourly	\$0.00	\$0.00
	Expert Professional Inspector Instructor	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$0.00	\$0.00

Table Maintenance: The 2020 Extra Help table has been structured to blend in substantial change in WA State minimum wage occurring in 2020. In 2020, the minimum wage will be \$13.50. In 2020, apply a COLA to the extra help rates on the same basis as the regular rates. Then, in 2020, if any rates fall below \$13.50 adjust them to \$13.50. From then on, apply a COLA as usual and if any rates fall below WA State Minimum Wage, adjust them to the WA State Minimum Wage.

Approval of Position Placement within the Table: Human Resources recommends and the City Manager approves placement of a position within the pay table.

Approval of the Table Rates: The City Manager recommends and the City Council approves the table rates when adopting the budget.



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

Estimated % Change 1.73%
 100% of % Change: 1.73%

Estimated Mkt Adj: 1.73%
 Effective: January 1, 2022

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calculation.

Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
1			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage
2			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage
3			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.16 29,446
4			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.95 29,021	14.51 30,182
5			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.30 29,747	14.87 30,937
6			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.10 29,318	14.66 30,491	15.25 31,710
7			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.89 28,895	14.45 30,051	15.03 31,253	15.63 32,503
8			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.24 29,618	14.81 30,802	15.40 32,034	16.02 33,316
9			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.03 29,190	14.60 30,358	15.18 31,572	15.79 32,835	16.42 34,149
10			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	14.38 29,920	14.96 31,117	15.56 32,362	16.18 33,656	16.83 35,002

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

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 100% of % Change: 1.73%

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 Effective: January 1, 2022

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
11			n/a due to changes in WA State Min Wage	14.18 29,489	14.74 30,668	15.33 31,895	15.95 33,171	16.59 34,497	17.25 35,877
12			13.95 29,017	14.53 30,226	15.11 31,435	15.72 32,692	16.35 34,000	17.00 35,360	17.68 36,774
13			14.30 29,742	14.89 30,981	15.49 32,221	16.11 33,510	16.75 34,850	17.42 36,244	18.12 37,694
14			14.66 30,486	15.27 31,756	15.88 33,026	16.51 34,347	17.17 35,721	17.86 37,150	18.58 38,636
15			15.02 31,248	15.65 32,550	16.27 33,852	16.93 35,206	17.60 36,614	18.31 38,079	19.04 39,602
16			15.40 32,029	16.04 33,364	16.68 34,698	17.35 36,086	18.04 37,530	18.76 39,031	19.52 40,592
17			15.78 32,830	16.44 34,198	17.10 35,566	17.78 36,988	18.49 38,468	19.23 40,007	20.00 41,607
18			16.18 33,651	16.85 35,053	17.53 36,455	18.23 37,913	18.96 39,429	19.71 41,007	20.50 42,647
19			16.58 34,492	17.27 35,929	17.96 37,366	18.68 38,861	19.43 40,415	20.21 42,032	21.02 43,713
20			17.00 35,354	17.71 36,827	18.41 38,300	19.15 39,832	19.92 41,426	20.71 43,083	21.54 44,806

**City of Shoreline
Range Placement Table**

2.5% Between Ranges; 4% Between Steps

Estimated % Change 1.73%
100% of % Change: 1.73%

Estimated Mkt Adj:
Effective:

1.73%
January 1, 2022

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
21			17.42 36,238	18.15 37,748	18.87 39,258	19.63 40,828	20.41 42,461	21.23 44,160	22.08 45,926
22			17.86 37,144	18.60 38,692	19.35 40,239	20.12 41,849	20.92 43,523	21.76 45,264	22.63 47,074
23			18.30 38,073	19.07 39,659	19.83 41,245	20.62 42,895	21.45 44,611	22.31 46,395	23.20 48,251
24			18.76 39,024	19.54 40,650	20.33 42,276	21.14 43,967	21.98 45,726	22.86 47,555	23.78 49,457
25			19.23 40,000	20.03 41,667	20.83 43,333	21.67 45,067	22.53 46,869	23.43 48,744	24.37 50,694
26			19.71 41,000	20.53 42,708	21.35 44,417	22.21 46,193	23.10 48,041	24.02 49,963	24.98 51,961
27			20.20 42,025	21.05 43,776	21.89 45,527	22.76 47,348	23.67 49,242	24.62 51,212	25.61 53,260
28			20.71 43,076	21.57 44,870	22.44 46,665	23.33 48,532	24.27 50,473	25.24 52,492	26.25 54,592
29			21.23 44,152	22.11 45,992	23.00 47,832	23.92 49,745	24.87 51,735	25.87 53,804	26.90 55,956
30			21.76 45,256	22.66 47,142	23.57 49,028	24.51 50,989	25.49 53,028	26.51 55,149	27.57 57,355

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

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
31			22.30 46,388	23.23 48,321	24.16 50,253	25.13 52,263	26.13 54,354	27.18 56,528	28.26 58,789
32			22.86 47,547	23.81 49,529	24.76 51,510	25.75 53,570	26.79 55,713	27.86 57,941	28.97 60,259
33			23.43 48,736	24.41 50,767	25.38 52,797	26.40 54,909	27.45 57,106	28.55 59,390	29.69 61,766
34	Administrative Assistant I Grounds Maintenance Worker I WW Utility Administrative Assist I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	24.02 49,954	25.02 52,036	26.02 54,117	27.06 56,282	28.14 58,533	29.27 60,875	30.44 63,310
35			24.62 51,203	25.64 53,337	26.67 55,470	27.74 57,689	28.84 59,997	30.00 62,396	31.20 64,892
36	Parks Maintenance Worker I PW Maintenance Worker I WW Utility Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	25.23 52,483	26.28 54,670	27.34 56,857	28.43 59,131	29.57 61,497	30.75 63,956	31.98 66,515
37	Finance Technician Recreation Specialist I WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	25.86 53,795	26.94 56,037	28.02 58,278	29.14 60,610	30.30 63,034	31.52 65,555	32.78 68,178
38	Administrative Assistant II Facilities Maintenance Worker I Grounds Maintenance Worker II	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	26.51 55,140	27.61 57,438	28.72 59,735	29.87 62,125	31.06 64,610	32.30 67,194	33.60 69,882

City of Shoreline
Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
39			27.17 56,519	28.30 58,874	29.44 61,229	30.61 63,678	31.84 66,225	33.11 68,874	34.44 71,629
40	Parks Maintenance Worker II Permit Technician Public Disclosure Specialist PW Maintenance Worker II WW Utility Maintenance Worker II	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	27.85 57,932	29.01 60,346	30.17 62,760	31.38 65,270	32.63 67,881	33.94 70,596	35.30 73,420
41	Public Art Coordinator Recreation Specialist II Senior Finance Technician Special Events Coordinator	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	28.55 59,380	29.74 61,854	30.93 64,329	32.16 66,902	33.45 69,578	34.79 72,361	36.18 75,255
42	Administrative Assistant III Communication Specialist Facilities Maintenance Worker II Human Resources Technician Legal Assistant Records Coordinator Transportation Specialist Surface Water Program Specialist	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	29.26 60,865	30.48 63,401	31.70 65,937	32.97 68,574	34.29 71,317	35.66 74,170	37.08 77,137
43	Environmental Program Specialist Payroll Officer Purchasing Coordinator	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	29.99 62,386	31.24 64,986	32.49 67,585	33.79 70,289	35.14 73,100	36.55 76,024	38.01 79,065
44	Engineering Technician Senior Grounds Maintenance Worker	Non-Exempt, Hourly Non-Exempt, Hourly	30.74 63,946	32.02 66,610	33.31 69,275	34.64 72,046	36.02 74,928	37.46 77,925	38.96 81,042

City of Shoreline
Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
45	Assistant Planner	EXEMPT, Annual	31.51	32.82	34.14	35.50	36.92	38.40	39.94	
	CRT Representative	Non-Exempt, Hourly	65,545	68,276	71,007	73,847	76,801	79,873	83,068	
	PRCS Rental & System Coordinator	Non-Exempt, Hourly								
46	Deputy City Clerk	Non-Exempt, Hourly	32.30	33.65	34.99	36.39	37.85	39.36	40.93	
	GIS Technician	Non-Exempt, Hourly	67,183	69,983	72,782	75,693	78,721	81,870	85,144	
	IT Specialist	Non-Exempt, Hourly								
	Senior Facilities Maintenance Worker	Non-Exempt, Hourly								
	Senior PW Maintenance Worker	Non-Exempt, Hourly								
	Senior Parks Maintenance Worker-General Mntenance	Non-Exempt, Hourly								
	Senior Parks Maintenance Worker-Urban Forestry	Non-Exempt, Hourly								
	Senior Surface Water Program Specialist	Non-Exempt, Hourly								
	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly								
	Staff Accountant	EXEMPT, Annual								
47	Code Enforcement Officer	Non-Exempt, Hourly	33.11	34.49	35.87	37.30	38.79	40.34	41.96	
	Construction Inspector	Non-Exempt, Hourly	68,863	71,732	74,601	77,585	80,689	83,916	87,273	
	Executive Assistant to City Manager	EXEMPT, Annual								
	Plans Examiner I	Non-Exempt, Hourly								
48			33.93	35.35	36.76	38.23	39.76	41.35	43.01	
			70,584	73,525	76,466	79,525	82,706	86,014	89,455	
49	Associate Planner	EXEMPT, Annual	34.78	36.23	37.68	39.19	40.76	42.39	44.08	
	Grounds Maintenance Supervisor	EXEMPT, Annual	72,349	75,363	78,378	81,513	84,774	88,165	91,691	
	IT Functional Analyst	EXEMPT, Annual								
	PRCS Supervisor I - Recreation	EXEMPT, Annual								

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

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Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
50	Combination Inspector	Non-Exempt, Hourly	35.65	37.14	38.62	40.17	41.78	43.45	45.18	
	Diversity and Inclusion Coordinator	EXEMPT, Annual	74,158	77,248	80,338	83,551	86,893	90,369	93,984	
	Housing & Human Services Coordinator	EXEMPT, Annual								
	Limited Term Light Rail Project Coordinator	EXEMPT, Annual								
	Neighborhoods Coordinator	EXEMPT, Annual								
	Utility Operations Specialist	Non-Exempt, Hourly								
	WW Utility Specialist	Non-Exempt, Hourly								
51	B&O Tax Analyst	EXEMPT, Annual	36.54	38.07	39.59	41.17	42.82	44.53	46.31	
	Budget Analyst	EXEMPT, Annual	76,012	79,179	82,346	85,640	89,065	92,628	96,333	
	Emergency Management Coordinator	EXEMPT, Annual								
	Environmental Services Coordinator	EXEMPT, Annual								
	Management Analyst	EXEMPT, Annual								
	Plans Examiner II	Non-Exempt, Hourly								
	Senior Accounting Analyst	EXEMPT, Annual								
52			37.46	39.02	40.58	42.20	43.89	45.65	47.47	
			77,912	81,158	84,405	87,781	91,292	94,944	98,742	
53	Communications Program Manager	EXEMPT, Annual	38.39	39.99	41.59	43.26	44.99	46.79	48.66	
	PRCS Supervisor II - Recreation	EXEMPT, Annual	79,860	83,187	86,515	89,975	93,574	97,317	101,210	
	Senior Human Resources Analyst	EXEMPT, Annual								
	Web Systems Analyst	EXEMPT, Annual								
54	Code Enforcement and CRT Supervisor	EXEMPT, Annual	39.35	40.99	42.63	44.34	46.11	47.96	49.88	
	PW Maintenance Superintendent	EXEMPT, Annual	81,856	85,267	88,678	92,225	95,914	99,750	103,740	
	Senior Planner	EXEMPT, Annual								

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

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
55	CMO Management Analyst	EXEMPT, Annual	40.34	42.02	43.70	45.45	47.27	49.16	51.12
	Engineer I - Capital Projects	EXEMPT, Annual	83,903	87,399	90,895	94,530	98,312	102,244	106,334
	Engineer I - Development Review	EXEMPT, Annual							
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
	Grants Administrator	EXEMPT, Annual							
	Plans Examiner III	Non-Exempt, Hourly							
	Senior Management Analyst	EXEMPT, Annual							
	Senior Planner	EXEMPT, Annual							
56	Parks Superintendent	EXEMPT, Annual	41.35	43.07	44.79	46.58	48.45	50.38	52.40
			86,000	89,584	93,167	96,894	100,769	104,800	108,992
57			42.38	44.15	45.91	47.75	49.66	51.64	53.71
			88,150	91,823	95,496	99,316	103,289	107,420	111,717
58	City Clerk	EXEMPT, Annual	43.44	45.25	47.06	48.94	50.90	52.94	55.05
	IT Projects Manager	EXEMPT, Annual	90,354	94,119	97,883	101,799	105,871	110,106	114,510
	Network Administrator	EXEMPT, Annual							
59	Budget and Tax Manager	EXEMPT, Annual	44.53	46.38	48.24	50.17	52.17	54.26	56.43
	Engineer II - Capital Projects	EXEMPT, Annual	92,613	96,472	100,331	104,344	108,518	112,858	117,373
	Engineer II - Development Review	EXEMPT, Annual							
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	Lynnwood Link Extension Light Rail Project Manager	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
	Wastewater Manager	EXEMPT, Annual							

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

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100% of % Change: 1.73%

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Effective: January 1, 2022

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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
60	Community Services Manager	EXEMPT, Annual	45.64	47.54	49.44	51.42	53.48	55.62	57.84
	IT Systems Analyst	EXEMPT, Annual	94,928	98,883	102,839	106,952	111,231	115,680	120,307
	Recreation Superintendent	EXEMPT, Annual							
	Permit Services Manager	EXEMPT, Annual							
61			46.78	48.73	50.68	52.70	54.81	57.01	59.29
			97,301	101,356	105,410	109,626	114,011	118,572	123,315
62	Fleet and Facilities Manager	EXEMPT, Annual	47.95	49.95	51.94	54.02	56.18	58.43	60.77
	Engineer III - Lead Project Manager	EXEMPT, Annual	99,734	103,890	108,045	112,367	116,862	121,536	126,398
63	Building Official	EXEMPT, Annual	49.15	51.20	53.24	55.37	57.59	59.89	62.29
	City Traffic Engineer	EXEMPT, Annual	102,227	106,487	110,746	115,176	119,783	124,574	129,557
	Economic Development Program Manager	EXEMPT, Annual							
	Intergovernmental / CMO Program Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
	SW Utility Manager	EXEMPT, Annual							
64	Finance Manager	EXEMPT, Annual	50.38	52.48	54.57	56.76	59.03	61.39	63.84
			104,783	109,149	113,515	118,055	122,778	127,689	132,796
65	Assistant City Attorney	EXEMPT, Annual	51.64	53.79	55.94	58.18	60.50	62.92	65.44
	Development Review and Construction Manager	EXEMPT, Annual	107,403	111,878	116,353	121,007	125,847	130,881	136,116
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							
66			52.93	55.13	57.34	59.63	62.02	64.50	67.08
			110,088	114,675	119,262	124,032	128,993	134,153	139,519
67	Information Technology Manager	EXEMPT, Annual	54.25	56.51	58.77	61.12	63.57	66.11	68.75
	Utility & Operations Manager	EXEMPT, Annual	112,840	117,541	122,243	127,133	132,218	137,507	143,007

City of Shoreline
Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
68			55.61 115,661	57.92 120,480	60.24 125,299	62.65 130,311	65.16 135,524	67.76 140,945	70.47 146,582
69	City Engineer	EXEMPT, Annual	57.00 118,552	59.37 123,492	61.75 128,432	64.22 133,569	66.78 138,912	69.46 144,468	72.23 150,247
70			58.42 121,516	60.86 126,579	63.29 131,642	65.82 136,908	68.45 142,385	71.19 148,080	74.04 154,003
71			59.88 124,554	62.38 129,744	64.87 134,934	67.47 140,331	70.17 145,944	72.97 151,782	75.89 157,853
72			61.38 127,668	63.94 132,987	66.49 138,307	69.15 143,839	71.92 149,593	74.80 155,576	77.79 161,800
73	Human Resource and Org. Development Director	EXEMPT, Annual	62.91 130,860	65.53 136,312	68.16 141,765	70.88 147,435	73.72 153,333	76.67 159,466	79.73 165,844
74				67.17 139,720	69.86 145,309	72.65 151,121	75.56 157,166	78.58 163,453	81.73 169,991
75	Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Development Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	66.10 137,484	68.85 143,213	71.61 148,941	74.47 154,899	77.45 161,095	80.55 167,539	83.77 174,240
76	City Attorney Public Works Director	EXEMPT, Annual	67.75 140,921	70.57 146,793	73.40 152,665	76.33 158,772	79.39 165,122	82.56 171,727	85.86 178,596
77	Assistant City Manager	EXEMPT, Annual EXEMPT, Annual	69.44 144,444	72.34 150,463	75.23 156,482	78.24 162,741	81.37 169,250	84.63 176,020	88.01 183,061

City of Shoreline
Extra Help Range Placement Table
2022

Estimated COLA: 1.73%
Effective: January 1, 2022

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
1	Day Camp Leader Special Events Attendant Youth Outreach Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.03	\$15.16
2	Building Monitor Indoor Playground Attendant Sr. Day Camp Leader	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.27	\$15.47
3	Special Events Assistant Special Events Monitor Teen Program Leader Assistant	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$14.51	\$15.80
4	Records Clerk	Non-Exempt, Hourly	\$14.76	\$16.14
5	Undergraduate Intern Teen Program Leader	Non-Exempt, Hourly Non-Exempt, Hourly	\$0.00	\$0.00
6			\$0.00	\$0.00
7			\$0.00	\$0.00
8			\$0.00	\$0.00
9	CIT Camp Director Front Desk Attendant Specialized Recreation Specialist	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$0.00	\$0.00
10			\$0.00	\$0.00
11	Out of School Time Program Director Assistant Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$18.69	\$21.64
12			\$19.33	\$22.56
13			\$0.00	\$0.00
14	Camp Excel Specialist Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$20.66	\$24.51
15			\$21.74	\$26.08
16			\$0.00	\$0.00
17			\$0.00	\$0.00

City of Shoreline
Extra Help Range Placement Table
2022

Estimated COLA: 1.73%
Effective: January 1, 2022

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
18			\$0.00	\$0.00
19			\$0.00	\$0.00
20			\$26.28	\$31.97
21	Engineering Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$0.00	\$0.00
22			\$0.00	\$0.00
23			\$0.00	\$0.00
24			\$0.00	\$0.00
25			\$32.83	\$39.94
26			\$0.00	\$0.00
27			\$0.00	\$0.00
28	Finance Assistant Permitting Assistant	Non-Exempt, Hourly	\$0.00	\$0.00
29			\$0.00	\$0.00
30	Grounds Maintenance Laborer Parks Laborer		\$0.00	\$0.00
31	Computer Support GIS Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$0.00	\$0.00
32	PW Seasonal Laborer	Non-Exempt, Hourly	\$0.00	\$0.00
33		Non-Exempt, Hourly	\$0.00	\$0.00
34		Non-Exempt, Hourly	\$0.00	\$0.00
35	CMO Fellowship	Non-Exempt, Hourly	\$0.00	\$0.00
36	Facilities Maintenance	Non-Exempt, Hourly	\$0.00	\$0.00
37			\$0.00	\$0.00

City of Shoreline
Extra Help Range Placement Table
2022

Estimated COLA: 1.73%
 Effective: January 1, 2022

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
38			\$0.00	\$0.00
39			\$0.00	\$0.00
40			\$0.00	\$0.00
41			\$0.00	\$0.00
42			\$0.00	\$0.00
43			\$0.00	\$0.00
44			\$0.00	\$0.00
45			\$0.00	\$0.00
46	Videographer	Non-Exempt, Hourly	\$0.00	\$0.00
	Expert Professional	Non-Exempt, Hourly	\$0.00	\$0.00
	Inspector	Non-Exempt, Hourly		
	Instructor	Non-Exempt, Hourly		

Table Maintenance: The 2020 Extra Help table has been structured to blend in substantial change in WA State minimum wage occurring in 2020. In 2020, the minimum wage will be \$13.50. In 2020, apply a COLA to the extra help rates on the same basis as the regular rates. Then, in 2020, if any rates fall below \$13.50 adjust them to \$13.50. From then on, apply a COLA as usual and if any rates fall below WA State Minimum Wage, adjust them to the WA State Minimum Wage.

Approval of Position Placement within the Table: Human Resources recommends and the City Manager approves placement of a position within the pay table.

Approval of the Table Rates: The City Manager recommends and the City Council approves the table rates when adopting the budget.

The tables below provide the details on the City’s personnel compliment as included in the proposed budget by Department and fund with a comparison to the prior biennium:

2021 FTEs by Fund and Department

Department	General Fund	Street Fund	Public Arts Fund	General Capital Fund	City Facilities				Vehicle Operations Fund	Total
					Major Main. Fund	Roads Capital Fund	Surface Water Utility	Wastewater Utility		
City Council	7.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	7.000
City Manager	22.250	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	22.250
Recreation, Cultural & Community Services	26.980	0.000	0.250	0.000	0.000	0.000	0.000	0.000	0.000	27.230
City Attorney	3.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.000
Administrative Services	34.425	0.000	0.000	0.500	0.000	0.000	0.000	4.050	0.000	38.975
Human Resources	3.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.000
Planning & Community Development	22.820	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	22.820
Public Works	15.730	9.320	0.000	0.680	0.000	13.380	17.010	10.180	0.000	66.300
2021 TOTAL	135.205	9.320	0.250	1.180	0.000	13.380	17.010	14.230	0.000	190.575
2020 TOTAL	138.525	9.300	0.250	2.110	0.000	11.270	17.020	14.150	2.150	194.775
Difference between 2020 and 2021	-3.320	0.020	0.000	-0.930	0.000	2.110	-0.010	0.080	-2.150	-4.200

2022 FTEs by Fund and Department

Department	General Fund	Street Fund	Public Arts Fund	General Capital Fund	City Facilities				Vehicle Operations Fund	Total
					Major Main. Fund	Roads Capital Fund	Surface Water Utility	Wastewater Utility		
City Council	7.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	7.000
City Manager	22.250	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	22.250
Recreation, Cultural & Community Services	26.980	0.000	0.250	0.000	0.000	0.000	0.000	0.000	0.000	27.230
City Attorney	3.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.000
Administrative Services	34.425	0.000	0.000	0.500	0.000	0.000	0.000	4.050	0.000	38.975
Human Resources	3.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.000
Planning & Community Development	22.820	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	22.820
Public Works	15.730	9.320	0.000	0.418	0.000	13.581	17.071	10.180	0.000	66.300
2022 TOTAL	135.205	9.320	0.250	0.918	0.000	13.581	17.071	14.230	0.000	190.575
2021 TOTAL	135.205	9.320	0.250	1.180	0.000	13.380	17.010	14.230	0.000	190.575
Difference between 2021 and 2022	0.000	0.000	0.000	-0.262	0.000	0.201	0.061	0.000	0.000	0.000

City of Shoreline Budgeted Positions and FTEs

Department	Job Title	2019		2020		2021		2022	
		Position Count	FTE Count						
City Council	Mayor	1	1.000	1	1.000	1	1.000	1	1.000
City Council	Deputy Mayor	1	1.000	1	1.000	1	1.000	1	1.000
City Council	Councilmember	5	5.000	5	5.000	5	5.000	5	5.000
Department Total		7	7.000	7	7.000	7	7.000	7	7.000
City Manager	Administrative Assistant II	3	2.500	3	2.500	3	2.250	3	2.250
City Manager	Administrative Assistant III	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Assistant City Manager	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	City Clerk	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	City Manager	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	CMO Management Analyst	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Code Enforcement Officer	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Communication Specialist	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Communications Program Manager	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Construction Inspector	1	1.000	1	1.000	1	1.000	2	1.000
City Manager	Customer Response Team Representative	2	2.000	2	2.000	2	2.000	2	2.000
City Manager	Code Enforcement and Customer Response Team Supervisor	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Deputy City Clerk	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Economic Development Program Manager	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Engineer II: Development Review	1	1.000	0	0.000	0	0.000	0	0.000
City Manager	Executive Assistant to the City Manager	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Intergovernmental Program Manager	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Light Rail Project Coordinator	0	0.000	1	1.000	1	1.000	1	1.000
City Manager	Lynnwood Link Extension Light Rail Project Manager	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Public Disclosure Specialist	1	0.500	1	0.500	1	0.500	1	0.500
City Manager	Records Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Senior Planner	2	1.125	1	0.500	0	0.000	0	0.000
City Manager	WW Administrative Assistant I	0	0.500	0	0.500	0	0.500	1	0.500
Department Total		25	23.625	24	23.000	23	22.250	25	22.250
Recreation, Cultural & Community Services	Administrative Assistant I	0	0.000	0	0.000	1	0.600	0	0.600
Recreation, Cultural & Community Services	Administrative Assistant II	1	1.000	1	1.000	4	4.000	0	4.000
Recreation, Cultural & Community Services	Administrative Assistant III	0	0.000	0	0.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	Diversity & Inclusion Coordinator	1	0.600	1	0.600	1	0.600	0	0.600
Recreation, Cultural & Community Services	Community Services Manager	1	1.000	1	1.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	Emergency Management Coordinator	1	1.000	1	1.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	Environmental Program Specialist	0	0.000	1	1.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	Environmental Services Coordinator	0	0.000	1	1.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	Grants Administrator	0	0.180	0	0.180	1	0.880	0	0.880
Recreation, Cultural & Community Services	Housing Human Services Coordinator	0	0.000	0	0.000	1	0.500	0	0.500
Recreation, Cultural & Community Services	Neighborhoods Coordinator	1	1.000	1	1.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	PRCS Supervisor 1 - Recreation	0	0.000	0	0.000	2	1.900	0	1.900
Recreation, Cultural & Community Services	PRCS Supervisor 2 - Recreation	0	0.000	0	0.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	Public Art Coordinator	0	0.000	0	0.000	1	0.500	0	0.500
Recreation, Cultural & Community Services	Recreation and Community Services Director	0	0.000	0	0.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	Recreation Specialist I	0	0.000	0	0.000	5	2.950	0	2.950
Recreation, Cultural & Community Services	Recreation Specialist II	0	0.000	0	0.000	5	4.400	0	4.400
Recreation, Cultural & Community Services	Recreation Superintendent	0	0.000	0	0.000	1	1.000	0	1.000
Recreation, Cultural & Community Services	Rental & System Coordinator	0	0.000	0	0.000	0	0.300	0	0.300
Recreation, Cultural & Community Services	Senior Management Analyst	0	0.000	0	0.000	1	0.600	0	0.600
Recreation, Cultural & Community Services	Special Events Coordinator	0	0.000	0	0.000	1	1.000	0	1.000
Department Total		5	4.780	7	6.780	32	27.230	0	27.230
City Attorney	Assistant City Attorney	1	1.000	1	1.000	1	1.000	1	1.000
City Attorney	City Attorney	1	1.000	1	1.000	1	1.000	1	1.000
City Attorney	Legal Assistant	1	1.000	1	1.000	1	1.000	1	1.000
Department Total		3	3.000	3	3.000	3	3.000	3	3.000

City of Shoreline Budgeted Positions and FTEs

Department	Job Title	2019		2020		2021		2022	
		Position Count	FTE Count						
Administrative Services	Administrative Assistant II	1	1.250	1	1.250	2	1.250	2	1.250
Administrative Services	Administrative Assistant III	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Administrative Services Director	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	B&O Tax Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Budget Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Budget & Tax Manager	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Fleet & Facilities Manager	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Facilities Maintenance Worker II	2	2.000	2	2.000	2	2.000	2	2.000
Administrative Services	Finance Manager	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Finance Technician	1	1.000	1	1.000	1	0.625	1	0.625
Administrative Services	GIS Technician	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Grants Administrator	1	0.700	1	0.700	0	0.000	0	0.000
Administrative Services	Information Technology Manager	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT Functional Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT Projects Manager	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT Specialist	2	1.500	2	1.500	2	1.500	2	1.500
Administrative Services	IT Systems Analyst	2	2.000	2	2.000	2	2.000	2	2.000
Administrative Services	Management Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Network Administrator	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Parks Maintenance Worker I	0	0.000	0	0.000	2	2.000	2	2.000
Administrative Services	Parks Maintenance Worker II	0	0.000	0	0.000	4	4.000	4	4.000
Administrative Services	Parks Superintendent	0	0.000	0	0.000	1	1.000	1	1.000
Administrative Services	Rental & System Coordinator	0	0.000	0	0.000	1	0.700	1	0.700
Administrative Services	Payroll Officer	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Purchasing Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Senior Finance Technician	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Senior Accounting Analyst	2	2.000	1	1.000	1	1.000	1	1.000
Recreation & Community Services	Senior Management Analyst	0	0.000	0	0.000	0	0.400	1	0.400
Administrative Services	Senior Parks Maintenance Worker	0	0.000	0	0.000	2	2.000	2	2.000
Administrative Services	Web Systems Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	WW Administrative Assistant I	1	0.500	1	0.500	1	0.500	1	0.500
Administrative Services	WW Utility Accounting Technician	2	2.000	2	2.000	2	2.000	2	2.000
Administrative Services	WW Utility Customer Service Representative	1	1.000	1	1.000	1	1.000	1	1.000
Department Total		32	30.950	31	29.950	41	38.975	42	38.975
Human Resources	Human Resources Technician	1	1.000	1	1.000	1	1.000	1	1.000
Human Resources	Human Resource and Organizational Development Director	1	1.000	1	1.000	1	1.000	1	1.000
Human Resources	Senior Human Resources Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Department Total		3	3.000	3	3.000	3	3.000	3	3.000
Parks & Recreation	Administrative Assistant I	1	0.600	1	0.600	0	0.000	0	0.000
Parks & Recreation	Administrative Assistant II	3	3.000	3	3.000	0	0.000	0	0.000
Parks & Recreation	Administrative Assistant III	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	Engineer I: Capital Projects	0	0.020	0	0.050	0	0.000	0	0.000
Parks & Recreation	Engineer II: Capital Projects	0	0.050	0	0.050	0	0.000	0	0.000
Parks & Recreation	Management Analyst	0	0.000	0	0.000	0	0.000	0	0.000
Parks & Recreation	Parks Director	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	Parks Maintenance Worker I	2	2.000	2	2.000	0	0.000	0	0.000
Parks & Recreation	Parks Maintenance Worker II	4	4.000	4	4.000	0	0.000	0	0.000
Parks & Recreation	Parks Superintendent	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	PRCS Rental & System Coordinator	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	PRCS Supervisor 2 - Aquatics	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	PRCS Supervisor 1 - Recreation	2	1.900	2	1.900	0	0.000	0	0.000
Parks & Recreation	PRCS Supervisor 2 - Recreation	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	Public Art Coordinator	1	0.500	1	0.500	0	0.000	0	0.000
Parks & Recreation	Recreation Specialist I	5	2.950	5	2.950	0	0.000	0	0.000
Parks & Recreation	Recreation Specialist II	5	4.400	5	4.400	0	0.000	0	0.000
Parks & Recreation	Recreation Specialist III - Aquatics	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	Recreation Superintendent	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	Senior Lifeguard	4	3.075	4	3.075	0	0.000	0	0.000
Parks & Recreation	Senior Management Analyst	1	1.000	1	1.000	0	0.000	0	0.000
Parks & Recreation	Senior Parks Maintenance Worker	2	2.000	2	2.000	0	0.000	0	0.000
Parks & Recreation	Special Events Coordinator	1	1.000	1	1.000	0	0.000	0	0.000
Department Total		39	34.495	39	34.525	0	0.000	0	0.000
Planning & Community Development	Administrative Assistant II	1	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Administrative Assistant III	1	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Assistant Planner	1	1.000	1	1.000	0	0.000	0	0.000
Planning & Community Development	Associate Planner	3	3.000	3	3.000	4	4.000	4	4.000
Planning & Community Development	Building Official	1	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Combination Inspector	3	3.000	3	3.000	3	3.000	3	3.000
Planning & Community Development	Management Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Permit Services Manager	1	0.820	1	0.820	1	0.820	1	0.820
Planning & Community Development	Permit Technician	3	3.000	3	3.000	3	3.000	3	3.000
Planning & Community Development	Planning & Community Development Director	1	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Planning Manager	1	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Plans Examiner II	2	2.000	2	2.000	2	2.000	2	2.000
Planning & Community Development	Plans Examiner III	1	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Senior Planner	2	2.250	3	2.500	2	2.000	2	2.000
Planning & Community Development	Structural Review Plans Examiner	1	1.000	1	1.000	1	1.000	1	1.000
Department Total		23	23.070	24	23.320	23	22.820	23	22.820

City of Shoreline Budgeted Positions and FTEs

Department	Job Title	2019		2020		2021		2022	
		Position	FTE Count						
		Count		Count		Count		Count	
Public Works	Administrative Assistant II	2	2.000	2	2.000	2	2.000	2	2.000
Public Works	Administrative Assistant III	1	1.000	2	2.000	2	2.000	2	2.000
Public Works	City Engineer	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	City Traffic Engineer	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Construction Inspector	2	2.000	2	2.000	2	2.000	3	2.000
Public Works	Development Review and Construction Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Engineer I: Capital Projects	2	1.980	2	1.950	3	3.000	3	3.000
Public Works	Engineer I: Development Review	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Engineer I: Surface Water	1	1.000	1	1.000	0	0.000	0	0.000
Public Works	Engineer II: Capital Projects	4	3.950	4	3.950	6	6.000	7	6.000
Public Works	Engineer II: Development Review	2	2.000	2	2.000	2	2.000	2	2.000
Public Works	Engineer II: Surface Water	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Engineer II: Traffic	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Engineer III: Capital Projects	0	0.000	0	0.000	1	1.000	7	1.000
Public Works	Engineering Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Engineering Technician	4	4.000	4	4.000	3	3.000	3	3.000
Public Works	Environmental Program Specialist	1	1.000	0	0.000	0	0.000	0	0.000
Public Works	Environmental Services Analyst	1	1.000	0	0.000	0	0.000	0	0.000
Administrative Services	Grants Administrator	0	0.120	0	0.120	0	0.120	0	0.120
Public Works	Grounds Maintenance Worker I	3	3.000	3	3.000	3	3.000	3	3.000
Public Works	Grounds Maintenance Worker II	2	2.000	2	2.000	2	2.000	2	2.000
Public Works	Grounds Maintenance Supervisor	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Permit Services Manager	0	0.180	0	0.180	0	0.180	1	0.180
Public Works	Public Works Director	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	PW Maintenance Superintendent	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	PW Maintenance Worker I	1	1.000	1	1.000	2	2.000	2	2.000
Public Works	PW Maintenance Worker II	7	7.000	7	7.000	6	6.000	6	6.000
Public Works	Senior Grounds Maintenance Worker	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Senior Management Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Senior Planner	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Senior PW Maintenance Worker	2	2.000	2	2.000	2	2.000	2	2.000
Public Works	Senior Surface Water Program Specialist	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Senior WW Utility Maintenance Worker	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Surface Water Utility Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Surface Water Program Specialist	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Surface Water Quality Specialist	1	1.000	1	1.000	0	0.000	0	0.000
Public Works	Transportation Services Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Transportation Specialist	1	1.000	1	1.000	2	2.000	2	2.000
Public Works	Utility & Operations Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Utility Operations Specialist	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Wastewater Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	WW Utility Maintenance Worker	5	5.000	5	5.000	5	5.000	5	5.000
Public Works	WW Utility Specialist	2	2.000	2	2.000	2	2.000	2	2.000
	Department Total	65	65.230	64	64.200	66	66.300	75	66.300
	Total City Personnel	202	195.150	202	194.775	198	190.575	178	190.575

Total FTE excluding City Council: 188.15002 187.77500 183.57504 183.57503



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**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2020 Adopted	2021 Proposed	2022 Proposed
A. BUILDING			
Valuation (The Total Valuation is the "Building permit valuations" as delineated in section R108.3 of the International Residential Code and section 108.3 of the International Building Code. The hourly rate referenced throughout SMC 3.01.010 is calculated by multiplying the minimum number of hours noted for each fee by the fee established in SMC 3.01.010(A)(1).)			
1. \$0 - \$11,000.00	\$204.00	\$206.00	\$208.00
2. \$11,000.01 - \$25,000.00	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.
3. \$25,000.01 - \$50,000.00	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
4. \$50,000.01 - \$100,000.00	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
5. \$100,000.01 - \$500,000.00	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
6. \$500,000.01 - \$1,000,000.00	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
7. \$1,000,000.01 +	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.
8. Building/Structure Plan Review	65% of the building permit fee	65% of the building permit fee	65% of the building permit fee
9. Civil Plan Review, Commercial (if applicable)	Hourly rate, 12 Hour Minimum	Hourly rate, 12 Hour Minimum	Hourly rate, 12 Hour Minimum
10. Civil Plan Review, Residential (if applicable)	Hourly rate, 4 Hour Minimum	Hourly rate, 4 Hour Minimum	Hourly rate, 4 Hour Minimum
11. Civil Plan Review, Residential, up to 1,000 square	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
12. Floodplain Permit	\$218.00	\$220.00	\$222.00
13. Floodplain Variance	\$612.00	\$618.00	\$624.00
14. Demolition, Commercial	\$1,741.00	\$1,756.00	\$1,771.00
15. Demolition, Residential	\$653.00	\$659.00	\$665.00
16. Zoning Review	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
17. Affordable Housing Review	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
18. Temporary Certificate of Occupancy (TCO)- Single-	\$204.00	\$206.00	\$208.00
19. Temporary Certificate of Occupancy (TCO)- Other	\$612.00	\$618.00	\$624.00
B. ELECTRICAL			
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus	Permit fee described in WAC 296-46B-905, plus	Permit fee described in WAC 296-46B-905, plus
C. FIRE - CONSTRUCTION			
1. Automatic Fire Alarm System:			
a. Existing System			
New or relocated devices up to 5	\$204.00	\$206.00	\$208.00
New or relocated devices 6 up to 12	\$612.00	\$618.00	\$624.00
Each additional new or relocated device over	\$7.00 per device	\$7.00 per device	\$7.00 per device
b. New System	\$816.00	\$824.00	\$832.00
c. Each additional new or relocated device over	\$7.00 per device	\$7.00 per device	\$7.00 per device
2. Fire Extinguishing Systems:			
a. Commercial Cooking Hoods			
1 to 12 flow points	\$612.00	\$618.00	\$624.00
More than 12	\$816.00	\$824.00	\$832.00
b. Other Fixed System Locations	\$816.00	\$824.00	\$832.00
3. Fire Pumps:			
a. Commercial Systems			
First tank	\$408.00	\$412.00	\$416.00
Additional	\$204.00	\$206.00	\$208.00
b. Underground Tank Installations			
First tank	\$408.00	\$412.00	\$416.00
Additional	\$204.00	\$206.00	\$208.00
c. Underground Tank Piping (with new tank)	\$408.00	\$412.00	\$416.00
d. Underground Tank Piping Only (vapor	\$612.00	\$618.00	\$624.00
e. Underground Tank Removal			
First tank	\$408.00	\$412.00	\$416.00
Additional Tank	\$102.00 per additional tank	\$103.00 per additional tank	\$104.00 per additional tank
5. Compressed Gas Systems (exception: medical gas systems require a plumbing permit):			
a. Excess of quantities in IFC Table 105.6.9	\$408.00	\$412.00	\$416.00
6. High-Piled Storage:			
a. Class I - IV Commodities:			
501 - 2,500 square feet	\$408.00	\$412.00	\$416.00
2,501 - 12,000 square feet	\$612.00	\$618.00	\$624.00
Over 12,000 square feet	\$816.00	\$824.00	\$832.00
b. High Hazard Commodities:			
501 - 2,500 square feet	\$612.00	\$618.00	\$624.00
Over 2,501 square feet	\$1,020.00	\$1,030.00	\$1,040.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2020 Adopted	2021 Proposed	2022 Proposed
7. Underground Fire Mains and Hydrants	\$612.00	\$618.00	\$624.00
8. Industrial Ovens:			
Class A or B Furnaces	\$408.00	\$412.00	\$416.00
Class C or D Furnaces	\$816.00	\$824.00	\$832.00
9. LPG (Propane) Tanks:			
Commercial, less than 500-Gallon Capacity	\$408.00	\$412.00	\$416.00
Commercial, 500-Gallon+ Capacity	\$612.00	\$618.00	\$624.00
Residential 0 – 500-Gallon Capacity	\$204.00	\$206.00	\$208.00
Spray Booth	\$816.00	\$824.00	\$832.00
10. Sprinkler Systems (each riser):			
a. New Systems	\$1,020.00 plus \$3.00 per head	\$1,030.00 plus \$3.00 per head	\$1,040.00 plus \$3.00 per head
b. Existing Systems			
1 – 10 heads	\$612.00	\$618.00	\$624.00
11 – 20 heads	\$816.00	\$824.00	\$832.00
More than 20 heads	\$1,020.00 plus \$3.00 per head	\$1,030.00 plus \$3.00 per head	\$1,040.00 plus \$3.00 per head
c. Residential (R-3) 13-D System			
1 – 30 heads	\$612.00	\$618.00	\$624.00
More than 30 heads	\$612.00 plus \$3.00 per head	\$618.00 plus \$3.00 per head	\$624.00 plus \$3.00 per head
Voluntary 13-D Systems in residences when	\$204.00	\$206.00	\$208.00
11. Standpipe Systems	\$816.00	\$824.00	\$832.00
12. Emergency Power Supply Systems:			
10 kW - 50 kW	\$612.00	\$618.00	\$624.00
> 50 kW	\$1,020.00	\$1,030.00	\$1,040.00
13. Temporary Tents and Canopies	\$204.00	\$206.00	\$208.00
14. Fire Review -Single-Family	\$102.00	\$103.00	\$104.00
15. Fire Review -Subdivision	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
16. Fire Review -Other	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
17. Emergency Responder Radio Coverage System	\$612.00	\$618.00	\$624.00
18. Smoke Control Systems - Mechanical or Passive	\$816.00	\$824.00	\$832.00
D. MECHANICAL			
1. Residential Mechanical System	\$204.00 (including 4 pieces of equipment), \$12.00 per	\$206.00 (including 4 pieces of equipment), \$12.00 per	\$208.00 (including 4 pieces of equipment), \$12.00 per
2. Commercial Mechanical System	\$545.00 (including 4 pieces of equipment), \$12.00 per	\$550.00 (including 4 pieces of equipment), \$12.00 per	\$555.00 (including 4 pieces of equipment), \$12.00 per
3. All Other Mechanical Plan Review (Residential and	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
E. PLUMBING			
1. Plumbing System	\$204.00 (including 4 fixtures), \$12.00 per fixture over 4	\$206.00 (including 4 fixtures), \$12.00 per fixture over 4	\$208.00 (including 4 fixtures), \$12.00 per fixture over 4
2. Gas Piping System standalone permit	\$204.00 (including 4 outlets), \$12.00 per outlet over 4	\$206.00 (including 4 outlets), \$12.00 per outlet over 4	\$208.00 (including 4 outlets), \$12.00 per outlet over 4
3. Gas Piping as part of a plumbing or mechanical	\$12.00 per outlet (when included in outlet count)	\$12.00 per outlet (when included in outlet count)	\$12.00 per outlet (when included in outlet count)
4. Backflow Prevention Device - standalone permit	\$204.00 (including 4 devices), \$12.00 per devices over 4	\$206.00 (including 4 devices), \$12.00 per devices over 4	\$208.00 (including 4 devices), \$12.00 per devices over 4
5. Backflow Prevention Device as part of a plumbing	\$12.00 per device (when included in fixture count)	\$12.00 per device (when included in fixture count)	\$12.00 per device (when included in fixture count)
6. All Other Plumbing Plan Review (Residential and	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
F. ENVIRONMENTAL REVIEW			
1. Single-Family SEPA Checklist	\$3,264.00	\$3,296.00	\$3,328.00
2. Multifamily/Commercial SEPA Checklist	\$4,896.00	\$4,944.00	\$4,992.00
3. Planned Action Determination	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum
4. Environmental Impact Statement Review	\$8,486.00	\$8,560.00	\$8,634.00
G. LAND USE			
1. Accessory Dwelling Unit	\$871.00	\$879.00	\$887.00
2. Administrative Design Review	\$1,632.00	\$1,648.00	\$1,664.00
3. Adult Family Home	\$489.00	\$493.00	\$497.00
4. Comprehensive Plan Amendment – Site Specific (Note: may be combined with Rezone public hearing.)	\$17,952.00 , plus public hearing (\$3876.00)	\$18,128.00 , plus public hearing (\$3914.00)	\$18,304.00 , plus public hearing (\$3952.00)
5. Conditional Use Permit (CUP)	\$7,617.00	\$7,683.00	\$7,750.00
6. Historic Landmark Review	\$408.00	\$412.00	\$416.00
7. Interpretation of Development Code	\$763.00	\$770.00	\$777.00
8. Master Development Plan	\$27,202.00 , plus public hearing (\$3876.00)	\$27,438.00 , plus public hearing (\$3914.00)	\$27,678.00 , plus public hearing (\$3952.00)
9. Changes to a Master Development Plan	\$13,601.00 , plus public hearing (\$3876.00)	\$13,719.00 , plus public hearing (\$3914.00)	\$13,838.00 , plus public hearing (\$3952.00)
10. Rezone	\$17,626.00 , plus public hearing (\$3876.00)	\$17,779.00 , plus public hearing (\$3914.00)	\$17,934.00 , plus public hearing (\$3952.00)
11. SCTF Special Use Permit (SUP)	\$15,886.00 , plus public hearing (\$3876.00)	\$16,024.00 , plus public hearing (\$3914.00)	\$16,163.00 , plus public hearing (\$3952.00)
12. Sign Permit - Building Mounted, Awning, Driveway	\$436.00	\$440.00	\$444.00
13. Sign Permit - Monument/Pole Signs	\$871.00	\$879.00	\$887.00
14. Special Use Permit	\$15,886.00 , plus public hearing (\$3876.00)	\$16,024.00 , plus public hearing (\$3914.00)	\$16,163.00 , plus public hearing (\$3952.00)
15. Street Vacation	\$11,207.00 , plus public hearing (\$3876.00)	\$11,305.00 , plus public hearing (\$3914.00)	\$11,403.00 , plus public hearing (\$3952.00)
16. Temporary Use Permit (TUP) EXCEPT fee is waived as provided in SMC 20.30.295(D)(2) for Transitional Encampments and Emergency Temporary Shelters	\$1,632.00	\$1,648.00	\$1,664.00
17. Deviation from Engineering Standards	Hourly rate, 8-hour minimum	Hourly rate, 8-hour minimum	Hourly rate, 8-hour minimum
18. Variances - Zoning	\$9,249.00	\$9,329.00	\$9,410.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2020 Adopted	2021 Proposed	2022 Proposed
19. Lot Line Adjustment	\$1,632.00	\$1,648.00	\$1,664.00
20. Lot Merger	\$408.00	\$412.00	\$416.00
21. Development Agreement	Hourly rate, 125-hour minimum , plus public hearing (\$3876.00)	Hourly rate, 125-hour minimum , plus public hearing (\$3914.00)	Hourly rate, 125-hour minimum , plus public hearing (\$3952.00)
H. CRITICAL AREAS FEES			
1. Critical Area Field Signs	\$7.00 per sign	\$7.00 per sign	\$7.00 per sign
2. Critical Areas Review	Hourly rate, 2-hour minimum	Hourly rate, 2-hour minimum	Hourly rate, 2-hour minimum
3. Critical Areas Monitoring Inspections (Review of	\$1,959.00	\$1,976.00	\$1,993.00
4. Critical Areas Reasonable Use Permit (CARUP)	\$14,689.00 , plus public hearing (\$3876.00)	\$14,817.00 , plus public hearing (\$3914.00)	\$14,946.00 , plus public hearing (\$3952.00)
5. Critical Areas Special Use Permit (CASUP)	\$14,689.00 , plus public hearing (\$3876.00)	\$14,817.00 , plus public hearing (\$3914.00)	\$14,946.00 , plus public hearing (\$3952.00)
I. MISCELLANEOUS FEES			
1. Permit Fee for Work Commenced Without a	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee
2. Expedited Review – Building or Site Development	Twice the applicable permit review fee(s)	Twice the applicable permit review fee(s)	Twice the applicable permit review fee(s)
3. All Other Fees Per Hour	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
4. Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
5. Extension of the Conditional Certificate for the	\$204.00	\$206.00	\$208.00
6. Multiple Family Tax Exemption or Affordable	\$408.00	\$412.00	\$416.00
7. Pre-application Meeting	\$479.00 Mandatory pre-application meeting \$204.00 Optional pre-application meeting	\$483.00 Mandatory pre-application meeting \$206.00 Optional pre-application meeting	\$487.00 Mandatory pre-application meeting \$208.00 Optional pre-application meeting
8. Transportation Impact Analysis (TIA) Review (less	\$204.00	\$206.00	\$208.00
9. Transportation Impact Analysis (TIA) Review (20 or	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
10. Noise Variance	\$408.00	\$412.00	\$416.00
J. RIGHT-OF-WAY			
1. Right-of-Way Utility Blanket Permits	\$204.00	\$206.00	\$208.00
2. Right-of-Way Use Limited	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
3. Right-of-Way Use	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
4. Right-of-Way Use Full Utility Permit	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum
4-5. Right-of-Way Site	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum
5-6. Right-of-Way Special Events	\$1,020.00	\$1,030.00	\$1,040.00
6-7. Residential Parking Zone Permit	\$20.00	\$20.00	\$20.00
7-8. Right-of-Way Extension	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
K. SHORELINE SUBSTANTIAL DEVELOPMENT			
1. Shoreline Conditional Permit Use	\$7,834.00	\$7,902.00	\$7,971.00
2. Shoreline Exemption	\$512.00	\$512.00	\$520.00
3. Shoreline Variance	\$10,881.00 , plus public hearing (\$3876.00)	\$10,976.00 , plus public hearing (\$3914.00)	\$11,071.00 , plus public hearing (\$3952.00)
Substantial Development Permit (based on valuation):			
4. up to \$10,000	\$2,720.00	\$2,744.00	\$2,768.00
5. \$10,000 to \$500,000	\$6,529.00	\$6,586.00	\$6,643.00
6. over \$500,000	\$10,881.00	\$10,976.00	\$11,071.00
L. SITE DEVELOPMENT			
1. Clearing and/or Grading Permit	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
2. Subdivision Construction	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
3. Multiple Buildings	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
4. Clearing and Grading Inspection - Sum of Cut and Fill Yardage:			
5. 50-500 CY without drainage conveyance	\$204.00	\$206.00	\$208.00
6. 50-500 CY with drainage conveyance	\$436.00	\$440.00	\$444.00
7. 501-5,000 CY	\$871.00	\$879.00	\$887.00
8. 5001-15,000 CY	\$1,741.00	\$1,756.00	\$1,771.00
9. More than 15,000 CY	\$4,571.00	\$4,611.00	\$4,651.00
10. Tree Removal	\$204.00	\$206.00	\$208.00
M. SUBDIVISIONS			
1. Binding Site Plan	\$6,202.00	\$6,256.00	\$6,310.00
2. Preliminary Short Subdivision	\$7,073.00 for two-lot short subdivision, plus (\$544.00) for	\$7,135.00 for two-lot short subdivision, plus (\$549.00) for	\$7,197.00 for two-lot short subdivision, plus (\$554.00) for
3. Final Short Subdivision	\$2,068.00	\$2,086.00	\$2,104.00
4. Preliminary Subdivision	\$16,322.00 for ten-lot subdivision, plus \$763.00 for each additional lot and \$3,876.00 for public hearing	\$16,464.00 for ten-lot subdivision, plus \$770.00 for each additional lot and \$3,914.00 for public hearing	\$16,607.00 for ten-lot subdivision, plus \$777.00 for each additional lot and \$3,952.00 for public hearing
5. Final Subdivision	\$7,956.00	\$5,618.00	\$5,667.00
6. Changes to Preliminary Short or Formal	\$4,027.00	\$4,062.00	\$4,097.00
7. Plat alteration	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
8. Plat alteration with public hearing	Hourly rate, 10-hour minimum , plus public hearing (\$3876.00)	Hourly rate, 10-hour minimum , plus public hearing (\$3914.00)	Hourly rate, 10-hour minimum , plus public hearing (\$3952.00)
N. SUPPLEMENTAL FEES			
1. Supplemental permit fees	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed,	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed,	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed,
2. Reinspection fees	\$272.00 Reinspection fees may be assessed if work is	\$274.00 Reinspection fees may be assessed if work is	\$276.00 Reinspection fees may be assessed if work is
3. Additional Inspection fees	Additional inspection fees may be assessed for phased construction work or if more inspections are	Additional inspection fees may be assessed for phased construction work or if more inspections are	Additional inspection fees may be assessed for phased construction work or if more inspections are
4. Investigation inspection	\$272.00	\$274.00	\$276.00

**City of Shoreline
Fee Schedules**

3.01.010 Planning and Community Development

Type of Permit Application	2020 Adopted	2021 Proposed	2022 Proposed
5. Consultant Services	Additional outside consultant services fee may be assessed if the scope of the permit application	Additional outside consultant services fee may be assessed if the scope of the permit application	Additional outside consultant services fee may be assessed if the scope of the permit application
O. FEE REFUNDS			
The city manager or designee may authorize the refunding of:			
P. FEE WAIVER			
1. The City Manager or designee may authorize the waiver of the double fee for work commenced without a permit for property owners not responsible for initiating the work without a permit. Any fee waiver request must be submitted in writing by the current property owner prior to permit issuance and detail the unpermitted work related to the dates of property			
Q. IMPACT FEE ADMINISTRATIVE FEES			
1. Administrative Fee - All applicable projects per	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
2. Administrative Fee - Impact fee	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
3. Administrative Fee - Independent fee calculation	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
4. Administrative Fee - Deferral program	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
All administrative fees are nonrefundable.			
Administrative fees shall not be credited against the impact fee.			
Administrative fees applicable to all projects shall be paid at the time of building permit issuance.			
Administrative fees for impact fee estimates or preliminary determination shall be paid at the time the request is submitted to the city.			
Administrative fees for independent fee calculations shall be paid prior to issuance of the director's determination, or for fire impact fees, the fire chief's determination.			
[Ord. 872 § 3 (Exh. A), 2019; Ord. 857 § 2 (Exh. B), 2019; Ord. 855 § 2 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 785 § 1, 2017; Ord. 779 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 1 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3,			

**City of Shoreline
Fee Schedules**

3.01.015 Transportation Impact Fees

ITE Code	Land Use Category/Description	2020 Adopted		2021 Proposed		2022 Proposed	
		Impact Fee Per Unit @		Impact Fee Per Unit @		Impact Fee Per Unit @	
		\$7,603.80 per Trip		\$7,675.28 per Trip		\$7,919.35 per Trip	
A. Rate Table							
90	Park-and-ride lot w/ bus svc	3,604.21	per parking space	3,638.09	per parking space	3,753.78	per parking space
110	Light industrial	9.85	per square foot	9.94	per square foot	10.25	per square foot
140	Manufacturing	7.42	per square foot	7.49	per square foot	7.72	per square foot
151	Mini-warehouse	2.64	per square foot	2.67	per square foot	2.75	per square foot
210	Single family house Detached House	7,045.64	per dwelling unit	7,111.87	per dwelling unit	7,338.03	per dwelling unit
220	Low-Rise Multifamily (Apartment, condo, townhome, ADU)	4,565.33	per dwelling unit	4,608.25	per dwelling unit	4,754.79	per dwelling unit
240	Mobile home park	3,292.62	per dwelling unit	3,323.57	per dwelling unit	3,429.26	per dwelling unit
251	Senior housing	1,506.79	per dwelling unit	1,520.95	per dwelling unit	1,569.32	per dwelling unit
254	Assisted Living	690.60	per bed	697.10	per bed	719.26	per bed
255	Continuing care retirement	2,247.78	per dwelling unit	2,268.91	per dwelling unit	2,341.06	per dwelling unit
310	Hotel	4,710.27	per room	4,754.55	per room	4,905.74	per room
320	Motel	3,752.25	per room	3,787.52	per room	3,907.97	per room
444	Movie theater	14.77	per square foot	14.91	per square foot	15.38	per square foot
492	Health/fitness club	19.45	per square foot	19.63	per square foot	20.26	per square foot
530	School (public or private)	5.72	per square foot	5.77	per square foot	5.96	per square foot
540	Junior/community college	14.96	per square foot	15.10	per square foot	15.58	per square foot
560	Church	3.85	per square foot	3.88	per square foot	4.01	per square foot
565	Day care center	36.94	per square foot	37.29	per square foot	38.47	per square foot
590	Library	18.67	per square foot	18.84	per square foot	19.44	per square foot
610	Hospital	9.05	per square foot	9.13	per square foot	9.42	per square foot
710	General office	13.62	per square foot	13.74	per square foot	14.18	per square foot
720	Medical office	24.74	per square foot	24.97	per square foot	25.77	per square foot
731	State motor vehicles dept	119.22	per square foot	120.34	per square foot	124.17	per square foot
732	United States post office	28.45	per square foot	28.72	per square foot	29.63	per square foot
820	General retail and personal services (includes shopping center)	10.30	per square foot	10.40	per square foot	10.73	per square foot
841	Car sales	18.94	per square foot	19.12	per square foot	19.73	per square foot
850	Supermarket	28.13	per square foot	28.40	per square foot	29.30	per square foot
851	Convenience market-24 hr	52.28	per square foot	52.77	per square foot	54.45	per square foot
854	Discount supermarket	28.69	per square foot	28.96	per square foot	29.88	per square foot
880	Pharmacy/drugstore	16.57	per square foot	16.72	per square foot	17.25	per square foot
912	Bank	40.31	per square foot	40.69	per square foot	41.98	per square foot
932	Restaurant: sit-down	29.07	per square foot	29.34	per square foot	30.28	per square foot
934	Fast food	66.88	per square foot	67.51	per square foot	69.66	per square foot
937	Coffee/donut shop	84.85	per square foot	85.65	per square foot	88.37	per square foot
941	Quick lube shop	30,170.72	per service bay	30,454.32	per service bay	31,422.77	per service bay
944	Gas station	27,435.58	per pump	27,693.48	per pump	28,574.13	per pump
948	Automated car wash	58.64	per square foot	59.20	per square foot	61.08	per square foot
B. Administrative Fees - See SMC 3.01.010							

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 737 § 2 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 720 § 1, 2015; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 690 § 2 (Exh B), 2014]

**City of Shoreline
Fee Schedules**

3.01.016 Park Impact Fees

	2020 Adopted		2021 Proposed		2022 Proposed	
A. Rate Table						
Use Category	Impact Fee		Impact Fee		Impact Fee	
Single Family Residential	4,286	per dwelling unit	4,327	per dwelling unit	4,465	per dwelling unit
Multi-Family Residential	2,812	per dwelling unit	2,838	per dwelling unit	2,928	per dwelling unit
B. Administrative Fees - See SMC 3.01.010						

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 786 § 2 (Exh. B), 2017]

**City of Shoreline
Fee Schedules**

3.01.017 Fire Impact Fees

	2020 Adopted		2021 Proposed		2022 Proposed	
A. Rate Table						
Use Category	Impact Fee		Impact Fee		Impact Fee	
Residential						
Single-Family Residential	2,311.00	per dwelling unit	2,311.00	per dwelling unit	2,311.00	per dwelling unit
Multi-Family Residential	2,002.00	per dwelling unit	2,002.00	per dwelling unit	2,002.00	per dwelling unit
Commercial						
Commercial 1	2.84	per square foot	2.84	per square foot	2.84	per square foot
Commercial 2	1.83	per square foot	1.83	per square foot	1.83	per square foot
Commercial 3	5.73	per square foot	5.73	per square foot	5.73	per square foot
B. Administrative Fees - See SMC 3.01.010						

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 791 § 2 (Exh. 2), 2017]

**City of Shoreline
Fee Schedules**

3.01.020 Fire - Operational

Type of Permit Application	2020 Adopted	2021 Proposed	2022 Proposed
A. FIRE - OPERATIONAL			
1. Aerosol Products	\$204.00	\$206.00	\$208.00
2. Amusement Buildings	\$204.00	\$206.00	\$208.00
3. Carnivals and Fairs	\$204.00	\$206.00	\$208.00
4. Combustible Dust-Producing Operations	\$204.00	\$206.00	\$208.00
5. Combustible Fibers	\$204.00	\$206.00	\$208.00
6. Compressed Gases	\$204.00	\$206.00	\$208.00
7. Cryogenic Fluids	\$204.00	\$206.00	\$208.00
8. Cutting and Welding	\$204.00	\$206.00	\$208.00
9. Dry Cleaning (hazardous solvent)	\$204.00	\$206.00	\$208.00
10. Flammable/Combustible Liquid Storage/Handle/Use	\$204.00	\$206.00	\$208.00
11. Flammable/Combustible Liquid Storage/Handle/Use - (add'l specs)	Add'l fee based on site specs	Add'l fee based on site specs	Add'l fee based on site specs
12. Floor Finishing	\$204.00	\$206.00	\$208.00
13. Garages, Repair or Servicing - 1 to 5 Bays	\$204.00	\$206.00	\$208.00
14. Garages, Repair or Servicing - (add'l 5 Bays)	\$102.00	\$103.00	\$104.00
15. Hazardous Materials	\$611.00	\$616.00	\$621.00
16. Hazardous Materials (including Battery Systems 55 gal>)	\$204.00	\$206.00	\$208.00
17. High-Piled Storage	\$204.00	\$206.00	\$208.00
18. Hot Work Operations	\$204.00	\$206.00	\$208.00
19. Indoor Fueled Vehicles	\$204.00	\$206.00	\$208.00
20. Industrial Ovens	\$204.00	\$206.00	\$208.00
21. LP Gas-Consumer Cylinder Exchange	\$102.00	\$103.00	\$104.00
22. LP Gas-Retail Sale of 2.5 lb or less	\$102.00	\$103.00	\$104.00
23. LP Gas-Commercial Containers (Tanks)	\$204.00	\$206.00	\$208.00
24. LP Gas-Commercial Containers, Temporary (Tanks)	\$204.00	\$206.00	\$208.00
25. Lumber Yard	\$204.00	\$206.00	\$208.00
26. Misc Comb Material	\$204.00	\$206.00	\$208.00
27. Open Flames and Candles	\$204.00	\$206.00	\$208.00
28. Open Flames and Torches	\$204.00	\$206.00	\$208.00
29. Places of Assembly 50 to 100	\$102.00	\$103.00	\$104.00
30. Places of Assembly up to 500	\$204.00	\$206.00	\$208.00
31. Places of Assembly 501>	\$407.00	\$411.00	\$415.00
32. Places of Assembly (add'l assembly areas)	\$102.00	\$103.00	\$104.00
33. Places of Assembly - A-5 Outdoor	\$102.00	\$103.00	\$104.00
34. Places of Assembly - Outdoor Pools	\$102.00	\$103.00	\$104.00
35. Places of Assembly - Open Air Stadiums	\$204.00	\$206.00	\$208.00
36. Pyrotechnic Special Effects Material	\$204.00	\$206.00	\$208.00
37. Pyrotechnic Special Effects Material (add'l specs)	Add'l fee based on site specs	Add'l fee based on site specs	Add'l fee based on site specs
38. Refrigeration Equipment	\$204.00	\$206.00	\$208.00
39. Scrap Tire Storage	\$204.00	\$206.00	\$208.00
40. Spraying or Dipping	\$204.00	\$206.00	\$208.00
41. Waste Handling	\$204.00	\$206.00	\$208.00
42. Wood Products	\$204.00	\$206.00	\$208.00

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 3 (Exh. A), 2013]

**City of Shoreline
Fee Schedules**

3.01.025 Affordable Housing Fee In-Lieu

	2020 Adopted		2021 Proposed		2022 Proposed	
A. Rate Table						
Zoning District	Fee per unit if providing 10% of total units as affordable	Fee per unit if providing 20% of total units as affordable	Fee per unit if providing 10% of total units as affordable	Fee per unit if providing 20% of total units as affordable	Fee per unit if providing 10% of total units as affordable	Fee per unit if providing 20% of total units as affordable
MUR-45	206,152.00	158,448.00	207,946.00	159,827.00	211,544.00	162,593.00
MUR-70	206,152.00	158,448.00	207,946.00	159,827.00	211,544.00	162,593.00
MUR-70 with development agreement	253,855.00	206,152.00	256,064.00	207,946.00	260,494.00	211,544.00
Note: The Fee In-Lieu is calculated by multiplying the fee shown in the table by the fractional mandated unit. For example, a 0.40 fractional unit multiplied by \$207,946 would result in a Fee In-Lieu of \$83,179.						

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 2 (Exh. A), 2019; Ord. 817 § 1, 2018]

City of Shoreline Fee Schedules

3.01.100 Animal Licensing and Service Fees

Annual License	2020 Adopted	2021 Proposed	2022 Proposed
A. PET - DOG OR CAT			
1. Unaltered	\$60.00	\$60.00	\$60.00
2. Altered	\$30.00	\$30.00	\$30.00
3. Juvenile pet	\$15.00	\$15.00	\$15.00
4. Discounted pet	\$15.00	\$15.00	\$15.00
5. Replacement tag	\$5.00	\$5.00	\$5.00
6. Transfer fee	\$3.00	\$3.00	\$3.00
7. License renewal late fee – received 45 to 90 days following license expiration	\$15.00	\$15.00	\$15.00
8. License renewal late fee – received 90 to 135 days following license expiration	\$20.00	\$20.00	\$20.00
9. License renewal late fee – received more than 135 days following license expiration	\$30.00	\$30.00	\$30.00
10. License renewal late fee – received more than 365 days following license expiration	\$30.00 plus license fee(s) for any year(s) that the pet was unlicensed	\$30.00 plus license fee(s) for any year(s) that the pet was unlicensed	\$30.00 plus license fee(s) for any year(s) that the pet was unlicensed
<i>Service Animal Dogs and Cats and K-9 Police Dogs: Service animal dogs and cats and K-9 police dogs must be licensed, but there is no charge for the license.</i>			
B. GUARD DOG			
1. Guard dog registration	\$100.00	\$100.00	\$100.00
C. ANIMAL RELATED BUSINESS			
1. Hobby kennel and hobby cattery	\$50.00	\$50.00	\$50.00
2. Guard dog trainer	\$50.00	\$50.00	\$50.00
3. Guard dog purveyor	\$250.00	\$250.00	\$250.00
D. GUARD DOG PURVEYOR			
1. If the guard dog purveyor is in possession of a valid animal shelter, kennel or pet shop license, the fee for the guard dog purveyor license shall be reduced by the amount of the animal shelter, kennel or pet shop license.			
E. FEE WAIVER			
1. The director of the animal care and control authority may waive or provide periods of amnesty for payment of outstanding licensing fees and late licensing penalty fees, in whole or in part, when to do so would further the goals of the animal care and control authority and be in the public interest. In determining whether a waiver should apply, the director of the animal care and control authority must take into consideration the total amount of the fees charged as compared with the gravity of the violation and the effect on the owner, the animal's welfare and the animal care and control authority if the fee or fees or penalties are not waived and no payment is received.			

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 595 § 3 (Att. B), 2011]

**City of Shoreline
Fee Schedules**

3.01.200 Business License Fees

License	2020 Adopted	2021 Proposed	2022 Proposed
A. BUSINESS LICENSE FEES - GENERAL			
1. Business license registration fee for new application filed between January 1 and June 30)	\$40.00	\$40.00	\$40.00
2. Business license registration fee for new application filed between July 1 and December 31	\$20.00	\$20.00	\$20.00
The annual business license fee is prorated as necessary to conform to SMC 5.05.060.			
3. Annual business license renewal fee <u>due January 31</u>	\$40.00 due January 31	\$40.00 due January 31	\$40.00 due January 31
a. Penalty schedule for late annual business license renewal as described in SMC 5.05.080 received on or after :			
i. January <u>February 1</u>	\$10.00	\$10.00	\$10.00
ii. February <u>March 1</u>	\$15.00	\$15.00	\$15.00
iii. March <u>April 1</u>	\$20.00	\$20.00	\$20.00
B. REGULATORY LICENSE FEES			
1. Regulated massage business	\$224.00 Per Year	\$226.00 Per Year	\$230.00 Per Year
2. Massage manager	\$49.00 Per Year	\$49.00 Per Year	\$50.00 Per Year
Plus additional \$11 fee for background checks for regulated massage business or massage manager			
3. Public dance	\$153.00 Per Dance	\$154.00 Per Dance	\$157.00 Per Dance
4. Pawnbroker	\$717.00 Per Year	\$723.00 Per Year	\$736.00 Per Year
5. Secondhand Dealer	\$69.00 Per Year	\$70.00 Per Year	\$71.00 Per Year
6. Master solicitor	\$140.00 Per Year	\$141.00 Per Year	\$143.00 Per Year
7. Solicitor	\$35.00 Per Year	\$35.00 Per Year	\$36.00 Per Year
Late fees for the above regulatory licenses: A late penalty shall be charged on all applications for renewal of a regulatory license received later than 10 working days after the expiration date of such license. The amount of such penalty is fixed as follows: * For a license requiring a fee of less than \$50.00, two percent of the required fee. * For a license requiring a fee of more than \$50.00, ten percent of the required fee.			
8. Adult cabaret operator	\$717.00 Per Year	\$723.00 Per Year	\$736.00 Per Year
9. Adult cabaret manager	\$153.00 Per Year	\$154.00 Per Year	\$157.00 Per Year
10. Adult cabaret entertainer	\$153.00 Per Year	\$154.00 Per Year	\$157.00 Per Year
11. Panoram Operator	\$715.00 Per Year	\$721.00 Per Year	\$733.00 Per Year
Plus additional \$58 fee for fingerprint background checks for each operator:			
12. Panoram premise	\$294.00 Per Year	\$297.00 Per Year	\$302.00 Per Year
13. Panoram device	\$84.00 Per Year Per Device	\$85.00 Per Year Per Device	\$86.00 Per Year Per Device
Penalty schedule for Adult cabaret and Panoram licenses:			
Days Past Due			
7 - 30	10% of Regulatory License Fee	10% of Regulatory License Fee	10% of Regulatory License Fee
31 - 60	25% of Regulatory License Fee	25% of Regulatory License Fee	25% of Regulatory License Fee
61 and over	100% of Regulatory License Fee	100% of Regulatory License Fee	100% of Regulatory License Fee
14. Duplicate Regulatory License	\$6.00	\$6.00	\$6.00

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 734 § 2, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 625 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 4 (Exh. B), 2009]

3.01.205 Filmmaking Permit Fees

	2020 Adopted	2021 Proposed	2022 Proposed
A. PERMIT FEES			
1. Low Impact Film Production	\$25.00 flat fee per production (for up to 14 consecutive days of filming)	\$25.00 flat fee per production (for up to 14 consecutive days of filming)	\$25.00 flat fee per production (for up to 14 consecutive days of filming)
2. Low Impact Daily Rate (each additional day after 14 days)	\$25.00 per additional day	\$25.00 per additional day	\$25.00 per additional day
3. Moderate Impact Film Production	\$25.00 per day	\$25.00 per day	\$25.00 per day
4. High Impact Film Production	Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.	Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.	Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.
B. FEE WAIVER			
The city manager may consider a waiver for any fees that may apply under this section. Any fee waiver request must be submitted concurrently with the filmmaking permit application.			

City of Shoreline Fee Schedules

C. ADDITIONAL COSTS

Any additional costs incurred by the city, related to the filmmaking permitted activity, shall be paid by the applicant. The applicant shall comply with all additional cost requirements contained in the Shoreline Film Manual.

[Ord. 872 § 3 (Exh. A), 2019; Ord. 859 § 2 (Exh. B, 2019)]

3.01.210 Hearing Examiner Fees

	2020 Adopted	2021 Proposed	2022 Proposed
A. HEARING EXAMINER APPEAL HEARING FEE	\$533.00	\$538.00	\$543.00

[Ord. 872 § 3 (Exh. A), 2019; Ord. 855 § 2 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 2, 2006]

3.01.220 Public Records

	2020	2021	2022 Proposed
1. Photocopying paper records			
a. Black and white photocopies of paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page	\$0.15 Per Page	\$0.15 Per Page
b. Black and white photocopies of paper larger than 11 by 17 inches - City Produced	\$5.00 First Page	\$5.00 First Page	\$5.00 First Page
	\$1.50 Each additional page	\$1.50 Each additional page	\$1.50 Each additional page
c. Color photocopies up to 11 by 17 inches - if more than three pages	\$0.25 Per Page	\$0.25 Per Page	\$0.25 Per Page
2. Scanning paper records			
a. Scans of paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page	\$0.15 Per Page	\$0.15 Per Page
3. Copying electronic records			
a. Copies of electronic records to file sharing site - if more than five pages (2 minute minimum)	\$0.91 Per Minute	\$0.91 Per Minute	\$0.91 Per Minute
b. Copies of electronic records onto other storage media	Cost incurred by City for hardware plus \$0.85/minute	Cost incurred by City for hardware plus \$0.850.91/minute	Cost incurred by City for hardware plus \$0.850.91/minute
4. Other fees			
a. Photocopies - vendor produced	Cost charged by vendor, depending on size and process		
b. Convert electronic records (in native format) into PDF format – if more than 15 minutes	\$50.00 Per hour	\$50.00 Per hour	\$50.00 Per hour
c. Service charge to prepare data compilations or provide customized electronic access services	Actual staff cost	Actual staff cost	Actual staff cost
d. Photographic prints and slides	Cost charged by vendor, depending on size and process		
e. Clerk certification	\$1.50 Per document	\$1.50 Per document	\$1.50 Per document
5. Geographic Information Systems (GIS) services			
a. GIS maps smaller than 11 by 17 inches	\$0.50 Per Page	\$0.50 Per Page	\$0.50 Per Page
b. GIS maps larger than 11 by 17 inches	\$1.70 Per Square Foot	\$1.70 Per Square Foot	\$1.70 Per Square Foot
c. Custom GIS Mapping and Data Requests	\$100.00 Per Hour (1 Hour Minimum)	\$101.00 Per Hour (1 Hour Minimum)	\$103.00 Per Hour (1 Hour Minimum)

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 784 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 738 § 1, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 6, 2006; Ord. 435 § 7, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 3, 2001; Ord. 256 § 3, 2000]

**City of Shoreline
Fee Schedules**

3.01.300 Parks, Recreation and Cultural Community Services

Fee	2020 Adopted Resident Rate	2020 Adopted Non-Resident Rate	2021 Proposed Resident Rate	2021 Proposed Non-Resident Rate	2022 Proposed Resident Rate	2022 Proposed Non-Resident Rate
A. OUTDOOR RENTAL FEES						
1. Picnic Shelters – (same for all groups)						
a. Half Day (9:00am-2:00pm or 2:30pm-Dusk)	\$72	\$91	\$72	\$92	\$73	\$93
b. Full Day (9:00am - Dusk)	\$104	\$131	\$105	\$132	\$106	\$133
2. Cromwell Park Amphitheater & Richmond Beach Terrace						
a. Half Day	\$72	\$91	\$72	\$92	\$73	\$93
b. Full Day	\$104	\$131	\$105	\$132	\$106	\$133
3. Alcohol Use						
a. Per hour, 4 hour minimum (includes shelter rental)	\$92	\$111	\$93	\$112	\$94	\$113
4. Athletic Fields (Per Hour)						
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$24	\$24	\$24	\$24	\$24	\$24
b. <u>Non-Profit Youth Organization-Game * and/or Practice - All Use</u>	\$7	\$10	\$7	\$10	\$7	\$10
c. <u>Youth Organization Tournament*</u>	\$40	\$43	\$40	\$43	\$40	\$43
d. <u>For-Profit Youth Organization All-Use *</u>	\$0	\$0	\$18	\$22	\$18	\$22
e. <u>All Other Organizations/Groups - Practice</u>	\$17	\$22	\$18	\$22	\$18	\$22
f. <u>All Other Organizations/Groups - Games *</u>	\$33	\$39	\$33	\$40	\$33	\$40
g. * Additional field prep fee may be added	\$27	\$37	\$27	\$37	\$28	\$38
5. Synthetic Fields (Per Hour)						
a. <u>Non-Profit Youth Organizations - All Use</u>	\$20	\$28	\$20	\$29	\$20	\$29
b. <u>For-Profit Youth Organization - All Use</u>	\$0	\$0	\$30	\$40	\$30	\$40
c. <u>All Other Organizations/Groups - All Use</u>	\$67	\$83	\$68	\$83	\$69	\$84
d. Discount Field Rate **	\$20	\$28	\$20	\$29	\$20	\$29
**Offered during hours of low usage as established and posted by the PRCS Director						
6. Tennis Courts						
a. Per hour	\$8	\$9	\$8	\$9	\$8	\$9
7. Park and Open Space Non-Exclusive <u>Area Use Permit</u>						
a. <u>Event Permit Hourly Fee *per hour</u>	\$16	\$19	\$16	\$19	\$16	\$19
b. <u>Concession Sales Hourly Fee**</u>	\$0	\$0	\$3	\$4	\$3	\$4
* <u>Event Permit fees waived for sanctioned Neighborhood events.</u>						
** <u>Concession Sales Hourly fee waived for youth non-profit organizations and sanctioned neighborhood events</u>						
8. Community Garden Plot Annual Rental Fee						
a. Standard Plot	\$44	N/A	\$44	N/A	\$44	N/A
b. Accessible Plot	\$22	N/A	\$22	N/A	\$22	N/A
9. Amplification Supervisor Fee						
a. Per hour; when applicable	\$26	\$26	\$27	\$27	\$27	\$27
10. Attendance Fee						
a. 101+ -199 Attendance	\$53	\$52.82	\$53	\$53	\$54	\$54
b. 200-299 Attendance	\$106	\$105.65	\$107	\$107	\$108	\$108
c. 300+ Attendance	Varies	Varies	Varies	Varies	Varies	Varies
B. INDOOR RENTAL FEES						
	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)
1. Richmond Highlands (same for all groups) Maximum Attendance 214						
a. Entire Building (including building monitor)	\$63	\$76	\$64	\$77	\$64	\$78
2. Spartan Recreation Center Fees for Non-Profit Youth Organizations/Groups						
a. Multi-Purpose Room 1 or 2	\$13	\$17	\$13	\$18	\$13	\$18
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$22	\$27	\$22	\$27	\$22	\$28
c. Gymnastics Room	\$13	\$17	\$13	\$18	\$13	\$18
d. Dance Room	\$13	\$17	\$13	\$18	\$13	\$18
e. Gym-One Court	\$22	\$27	\$22	\$27	\$22	\$28
f. Entire Gym	\$38	\$49	\$38	\$49	\$39	\$50
g. Entire Facility	\$103	\$131	\$104	\$132	\$105	\$133

**City of Shoreline
Fee Schedules**

3.01.300 Parks, Recreation and Cultural Community Services

Fee	2020 Adopted Resident Rate	2020 Adopted Non-Resident Rate	2021 Proposed Resident Rate	2021 Proposed Non-Resident Rate	2022 Proposed Resident Rate	2022 Proposed Non-Resident Rate
3. Spartan Recreation Center Fees for All Other Organizations/Groups						
a. Multi-Purpose Room 1 or 2	\$26	\$32	\$26	\$32	\$27	\$32
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$37	\$45	\$37	\$45	\$38	\$45
c. Gymnastics Room	\$26	\$32	\$26	\$32	\$27	\$32
d. Dance Room	\$26	\$32	\$26	\$32	\$27	\$32
e. Gym-One Court	\$37	\$45	\$37	\$45	\$38	\$45
f. Entire Gym	\$70	\$84	\$70	\$84	\$71	\$85
g. Entire Facility	\$136	\$163	\$137	\$165	\$139	\$166
As a health and wellness benefit for regular City employees, daily drop-in fees for regular City employees shall be waived.						
* Rentals outside the normal operating hours of the Spartan Gym may require an additional supervision fee. (See Below)						
4. City Hall Rental Fees						
a. City Hall Rental - Third Floor Conference Room	\$38 Per Hour	\$46 Per Hour	\$37 Per Hour	\$45 Per Hour	\$38 Per Hour	\$46 Per Hour
b. City Hall Rental - Council Chambers	\$110 Per Hour	\$131 Per Hour	\$107 Per Hour	\$128 Per Hour	\$110 Per Hour	\$131 Per Hour
c. AV Set-up Fee - Per Room	\$16	\$16	\$16	\$16	\$17	\$17
5. Other Indoor Rental Fees:						
a-1. Security Deposit (1-125 people): (refundable)	\$200	\$200	\$200	\$200	\$200	\$200
a-2. Security Deposit (126+ people): (refundable)	\$400	\$400	\$400	\$400	\$400	\$400
b. Supervision Fee (if applicable)	\$21/hour	\$21/hour	\$20/hour	\$20/hour	\$21/hour	\$21/hour
c. Daily Rates (shall not exceed)	\$925	\$1,110	\$933	\$1,119	\$942	\$1,131
C. CONCESSIONAIRE PERMIT FEES						
1. Annual Concession Permit –Calendar Year-(requires additional hourly	\$53	\$63	\$53	\$64	\$54	\$65
2. Additional Hourly Concession Fee (requires annual permit)-	\$3/hour	\$3/hour	\$3/hour	\$3/hour	\$3/hour	\$3/hour
Concession Permit fees and additional Concession Fees are exempt for Non-Profit Youth Organizations, and sanctioned Neighborhood Association Events. Sanctioned Neighborhood Associations Events are exempt from all rental fees with the exception of associated supervision fees when applicable. Concession/Admission/Sales Fees may be modified at the discretion of the PRCS Director.						
D. INDOOR DROP-IN FEES						
1. Showers Only (Spartan Recreation Center)	\$1	\$1	\$1	\$1	\$1	\$1
2. Drop-In						
a. Adult	\$3	\$4	\$3	\$4	\$3	\$4
b. Senior/Disabled	\$2	\$3	\$2	\$3	\$2	\$3
3. 1 Month Pass						
a. Adult	\$26	\$33	\$26	\$33	\$27	\$33
b. Senior/Disabled	\$17	\$22	\$18	\$23	\$18	\$23
4. 3 Month Pass						
a. Adult	\$65	\$76	\$66	\$77	\$67	\$77
b. Senior/Disabled	\$46	\$54	\$46	\$54	\$47	\$55
Senior is 60+ years of age						
E. AQUATICS DROP-IN FEES						
1. Drop-In						
a. Adult	\$4	\$5	\$4	\$5	\$4	\$6
b. Adult-Real Deal	\$2	\$3	\$2	\$3	\$2	\$3
c. Youth/Senior/Disabled	\$3	\$4	\$3	\$4	\$3	\$4
d. Youth/Senior/Disabled-Real Deal	\$1	\$2	\$1	\$2	\$1	\$2
e. Family	\$11	\$13	\$11	\$13	\$11	\$13
2. 1-Month-Pass						
a. Adult	\$44	\$54	\$44	\$55	\$44	\$55
b. Youth/Senior/Disabled	\$33	\$39	\$33	\$40	\$33	\$40
c. Family	\$136	\$163	\$137	\$165	\$139	\$166
3. 3-Month-Pass						
a. Adult	\$125	\$156	\$126	\$158	\$127	\$159
b. Youth/Senior/Disabled	\$94	\$112	\$94	\$113	\$95	\$114
c. Family	\$337	\$405	\$340	\$408	\$344	\$412
4. 1-Year-Pass						
a. Adult	\$457	\$571	\$461	\$576	\$466	\$582
b. Youth/Senior/Disabled	\$314	\$377	\$317	\$381	\$320	\$384
c. Family	\$881	\$1,058	\$889	\$1,067	\$898	\$1,077
5. Showers Only (Shoreline Pool)						
	\$1	\$1	\$1	\$1	\$1	\$1

**City of Shoreline
Fee Schedules**

3.01.300 Parks, Recreation and Cultural Community Services

Fee	2020 Adopted Resident Rate	2020 Adopted Non-Resident Rate	2021 Proposed Resident Rate	2021 Proposed Non-Resident Rate	2022 Proposed Resident Rate	2022 Proposed Non-Resident Rate
F. INDOOR / AQUATICS JOINT PASS FEES						
1. Indoor / Aquatics Joint 1 Month Pass						
a. Adult	\$59	\$71	\$60	\$72	\$60	\$72
b. Senior/Disabled	\$41	\$50	\$42	\$50	\$42	\$54
G. AQUATICS RENTAL FEES						
1. Ongoing Organization Rentals (Insurance Required)						
a. Rentals On-Going (non-swim team) per hour	\$83	\$100	\$84	\$101	\$85	\$102
b. Swim Team Per/ Lane/Hr	\$12	\$15	\$12	\$15	\$12	\$15
2. Public Rentals per Hour						
a. 1-60	\$128	\$153	\$129	\$154	\$130	\$156
b. 61-160	\$166	\$200	\$168	\$204	\$170	\$203
Aquatics and General Recreation programs fees are based upon market rate.						
H. AQUATICS AND GENERAL RECREATION PROGRAM FEES						
Aquatics and General Recreation Program Fees are based upon the <u>PRCS Recreation and Community Services</u> Cost Recovery/Fee Setting Framework.						
I. FEE IN LIEU OF STREET TREE REPLACEMENT	\$2,611	N/A	\$2,634	N/A	\$2,660	N/A
J. FEE REFUNDS						
Whenever a fee is paid for the use of Parks, or Recreation and Cultural Services Department facilities or property or for participation in a Parks, Recreation and Cultural Community Services Department sponsored class or program, and a refund request is made to the city, fees may be refunded according to the Parks, Recreation and Cultural Community Services Department's Refund Policy and Procedures.						
K. RECREATION SCHOLARSHIPS						
Scholarships for the fee due to the participate in a Parks, Recreation and Cultural Community Services Department sponsored class or program may be awarded when a request is made to the city according to the Parks, Recreation and Cultural Community Services Department's Recreation Scholarship Policy and Procedures.						

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 647 § 2, 2012; Ord. 627 § 4, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 602 § 1, 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. A), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 3, 2006; Ord. 428 § 1, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 2, 2001; Ord. 256 § 2, 2000]

**City of Shoreline
Fee Schedules**

3.01.400 Surface Water Management Rate Table

Rate Category	Percent Hard Surface	2020 SWM Annual Fee Adopted (includes all taxes)	2021 Proposed SWM Annual Fee				2022 Proposed SWM Annual Fee			
			2021 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax	2022 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax
A. Rate Table										
1. Residential: Single-family home		\$271.20	\$281.44	\$16.89	Per Parcel	\$298.33	\$295.51	\$17.73	Per Parcel	\$313.24
2. Very Light	Less than or equal to 10%	\$271.20	\$281.44	\$16.89	Per Parcel	\$298.33	\$295.51	\$17.73	Per Parcel	\$313.24
3. Light	More than 10%, less than or equal to 20%	\$629.88	\$653.65	\$39.22	Per Acre	\$692.87	\$686.34	\$41.18	Per Acre	\$727.52
4. Moderate	More than 20%, less than or equal to 45%	\$1,301.27	\$1,350.37	\$81.02	Per Acre	\$1,431.39	\$1,417.89	\$85.07	Per Acre	\$1,502.96
5. Moderately Heavy	More than 45%, less than or equal to 65%	\$2,523.79	\$2,619.02	\$157.14	Per Acre	\$2,776.16	\$2,749.97	\$165.00	Per Acre	\$2,914.97
6. Heavy	More than 65%, less than or equal to 85%	\$3,197.39	\$3,318.05	\$199.08	Per Acre	\$3,517.13	\$3,483.95	\$209.04	Per Acre	\$3,692.99
7. Very Heavy	More than 85%, less than or equal to 100%	\$4,188.10	\$4,346.14	\$260.77	Per Acre	\$4,606.91	\$4,563.45	\$273.81	Per Acre	\$4,837.26
Minimum Rate		\$271.20	\$281.44	\$16.89		\$298.33	\$295.51	\$17.73		\$313.24
<p>There are two types of service charges: The flat rate and the sliding rate. The flat rate service charge applies to single family homes and parcels with less than 10% hard surface. The sliding rate service charge applies to all other properties in the service area. The sliding rate is calculated by measuring the amount of hard surface on each parcel and multiplying the appropriate rate by total acreage.</p>										
B. CREDITS										
Several special rate categories will automatically be assigned to those who qualify										
1. An exemption for any home owned and occupied by a low income senior citizen determined by the assessor to qualify under RCW 84.36.381.										
2. A public school district shall be eligible for a waiver of up to 100% of its standard rates based on providing curriculum which benefits surface water utility programs. The waiver shall be provided in accordance with the Surface Water Management Educational Fee Waiver procedure. The program will be reviewed by July 1, 2021.										
3. Alternative Mobile Home Park Charge. Mobile Home Park Assessment can be the lower of the appropriate rate category or the number of mobile home spaces multiplied by the single-family residential rate.										
C. RATE ADJUSTMENTS										
Any person receiving a bill may file a request for a rate adjustment within two years of the billing date. (Filing a request will not extend the payment period). Property owners should file a request for a change in the rate assessed if:										
1. The property acreage is incorrect;										
2. The measured hard surface is incorrect;										
3. The property is charged a sliding fee when the fee should be flat;										
4. The person or property qualifies for an exemption or discount; or										
5. The property is wholly or in part outside the service area.										
D. REBATE										
Developed properties shall be eligible for the rebate under SMC 13.10.120 for constructing approved rain gardens or conservation landscaping at a rate of \$2.50 per square foot not to exceed \$2,000 for any parcel.										

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 659 § 2, 2013; Ord. 650 § 3 (Exh. A), 2012; Ord. 642 § 1, 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(a), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 7, 14, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002. Formerly 3.01.070.]

City of Shoreline Fee Schedules

3.01.800 Fee Waiver

The city manager or designee is authorized to waive the following fees as a city contribution toward events which serve the community and are consistent with adopted city programs:

- A. Right-of-way permits (SMC 3.01.010).
- B. Facility use and meeting room fees (SMC 3.01.300).
- C. Concessionaire permits (SMC 3.01.300).
- D. The city manager is authorized to designate collection points in the City Hall lobby, Shoreline Pool, or Spartan Recreation Center for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 602 § 2, 2011; Ord. 570 § 2, 2010; Ord. 243 § 1, 2000]

3.01.805 Damage Restitution Administrative Fee

	2020 Adopted	2021 Proposed	2022 Proposed
<u>An administrative fee to cover a portion of the cost of collecting information and processing damage restitution invoices. This fee shall be added to the amount of calculated restitution necessary to repair, replace or restore damage to City property when invoiced. The administrative fee may be reduced or waived as provided.</u>	N/A	\$50.00	\$50.00

[Ord. ### § # (Exh. A), 2020]

3.01.810 Collection Fees (Financial)

	2020 Adopted	2021 Proposed	2022 Proposed
The maker of any check that is returned to the city due to insufficient funds or a closed account shall be assessed a collection fee	\$33.50	\$34.00	\$34.50

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 § 3(b) (Exh. B), 2010; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 §§ 5, 14, 2006; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 1, 2001. Formerly 3.01.040.]

3.01.820 Annual Adjustments

Increases of the fees contained in the fee schedules in this chapter shall be calculated on an annual basis by January 1st of each year by the average for the period that includes the last six months of the previous budget year and the first six months of the current budget year of the Seattle-Tacoma-Bellevue Consumer Price Index for all urban consumers (CPI-U), unless the Shoreline Municipal Code calls for the use of another index / other indices, the fee is set by another agency, or specific circumstances apply to the calculation of the fee. The appropriate adjustment shall be calculated each year and included in the city manager's proposed budget. The city manager may choose to not include the calculated adjustments in the city manager's proposed budget and the city council may choose to not include the calculated adjustments in the adopted budget for select user fees in any individual budget year without impacting the full force of this section for subsequent budget years. The annual adjustments to the fees in this chapter shall be rounded as appropriate to ensure efficient administration of fee collection.

[Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 806 § 3 (Exh. A), 2017; Ord. 779 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 704 § 1, 2015; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 451 § 15, 2006]



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CITY BUDGET SUMMARY

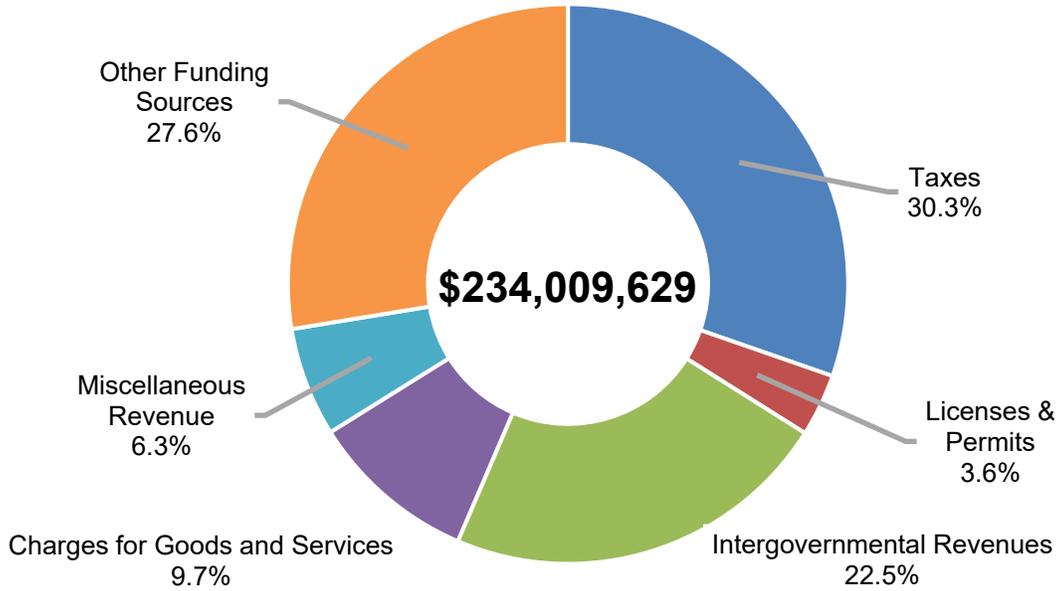
Listed below are the resources and expenditures for all City funds. The resources section lists all revenue and uses by category. Beginning Fund Balance represents the reserves that are available to the City at the beginning of any given year. Operating Uses represent expenses necessary to run the City government on a daily basis while Contingencies represent funding set aside for potential or unforeseen expenditures that may occur. Capital Improvements are the purchases of land, construction of buildings, major street construction or reconstruction, or drainage system improvements. Interfund Transfers represent transfers of funds from one City fund to another City fund to pay for services or capital purposes. Revenues and expenditures are recorded in all funds. Ending Fund Balance represents the reserves that are available to the City at the end of any given year. These reserves represent both reserves for unanticipated events and reserves designated for future capital purposes. The Budgeted Use of Fund Balance is required to balance certain funds and the difference between resources and expenditures presented here may be offset by surpluses in other funds.

	2017 - 2018 as a Biennium Actual	2019 - 2020 Biennium Budget	2019 - 2020 Biennium Year-End Estimate	2021 - 2022 Biennium Budget	2021 - 2022 vs. 2019 - 2020 Biennium Budget	Percentage Change
Beginning Fund Balance	\$38,264,567	\$41,229,889	\$26,650,668	\$59,865,669	\$18,635,780	45%
Revenues:						
Taxes	\$68,175,338	\$69,795,174	\$74,808,182	\$70,990,722	\$1,195,548	2%
Licenses & Permits	9,715,525	9,382,220	9,303,009	8,439,798	(942,422)	-10%
Intergovernmental Revenues	18,986,435	39,134,826	39,163,525	52,647,712	13,512,886	35%
Charges for Goods and Services	20,031,738	22,280,207	24,813,796	22,632,680	352,473	2%
Fines and Forfeits	902,402	808,000	630,479	866,900	58,900	7%
Miscellaneous Revenues	3,728,315	16,246,676	4,275,865	13,592,703	(2,653,973)	-16%
Investment Earnings	1,017,823	346,809	1,246,454	310,855	(35,954)	-10%
Total Fund Sources	\$122,557,575	\$157,993,912	\$154,241,309	169,481,370	11,487,458	7%
Other Financing Sources:						
Proceeds from Capital Assets	71,301	2,463,750	2,478,895	77,000	(2,386,750)	-97%
Capital Contributions	0	0	0	0	0	0%
Transfers In General Fund Overhead	2,108,279	2,885,153	2,705,153	3,548,118	662,965	23%
Transfers In General Fund Capital Support	4,203,599	5,373,413	4,502,295	3,943,880	(1,429,533)	-27%
Transfers In General Fund Support	395,277	1,921,822	1,956,231	1,688,824	(232,998)	-12%
Other Transfers In	6,377,846	5,852,784	7,893,018	6,738,634	885,850	15%
Other Financing Sources	1,667,543	29,348,464	54,603,521	48,531,803	19,183,339	65%
Total Other Financing Sources	\$14,823,845	\$47,845,386	\$74,139,113	64,528,259	16,682,873	35%
Total Funding Sources	\$137,381,420	\$205,839,298	\$228,380,422	\$234,009,629	\$28,170,331	14%
Uses:						
<i>Operating Budget</i>						
Salaries & Benefits	\$32,898,036	\$37,782,962	\$37,396,021	\$38,440,543	\$657,581	2%
Supplies	1,979,221	2,291,638	2,025,723	2,085,874	(205,764)	(9%)
Other Services & Charges	14,208,426	20,457,341	17,935,217	16,874,440	(3,582,901)	(18%)
Intergovernmental Services	28,818,747	31,836,682	30,519,993	33,611,840	1,775,158	6%
Interfund Payments/Charges	1,168,887	1,448,883	1,355,590	1,119,426	(329,457)	(23%)
Budgeted Contingency	-	4,587,342	784,654	1,623,208	(2,964,134)	(65%)
Capital Outlays	215,869	113,874	81,488	8,434	(105,440)	(93%)
Debt Services - Principal	-	-	-	-	-	0%
Debt Services - Interest	12,244	-	-	-	-	0%
Transfers Out	7,637,210	11,449,070	11,575,654	9,101,515	(2,347,555)	(21%)
Sub-Total Operating Uses	\$86,938,640	\$109,967,792	\$101,674,341	\$102,865,280	(\$7,102,512)	(6%)
<i>All Other Funds</i>						
Other Operating Funds	2,401,958	544,935	224,174	387,091	(157,844)	(29%)
Debt Service	7,239,338	7,612,446	24,936,967	31,613,452	24,001,006	315%
Facilities, Parks and Roads Capital (CIP)	22,045,863	74,048,614	60,339,278	66,483,412	(7,565,202)	(10%)
Surface Water Utility	10,880,035	19,936,886	15,644,162	24,336,730	4,399,844	22%
Wastewater Utility	3,013,293	5,822,128	4,914,270	5,673,260	(148,868)	(3%)
Internal Service Funds	1,896,972	2,485,718	2,011,450	998,347	(1,487,371)	(60%)
Sub-Total All Other Funds	\$47,477,458	\$110,450,727	\$108,070,301	\$129,492,292	\$19,041,565	17%
Total Uses	\$134,416,099	\$220,418,519	\$209,744,642	\$232,357,572	\$11,939,053	5%
Ending Fund Balance	\$41,229,889	\$26,650,668	\$59,865,669	\$61,517,726	\$34,867,058	131%
<i>Budgeted Provision/(Use) of Fund Balance</i>		(\$21,244,216)		(\$11,012,250)		
<i>Budgeted Surplus</i>		\$6,664,995		\$12,664,307		

THE CITY BUDGET

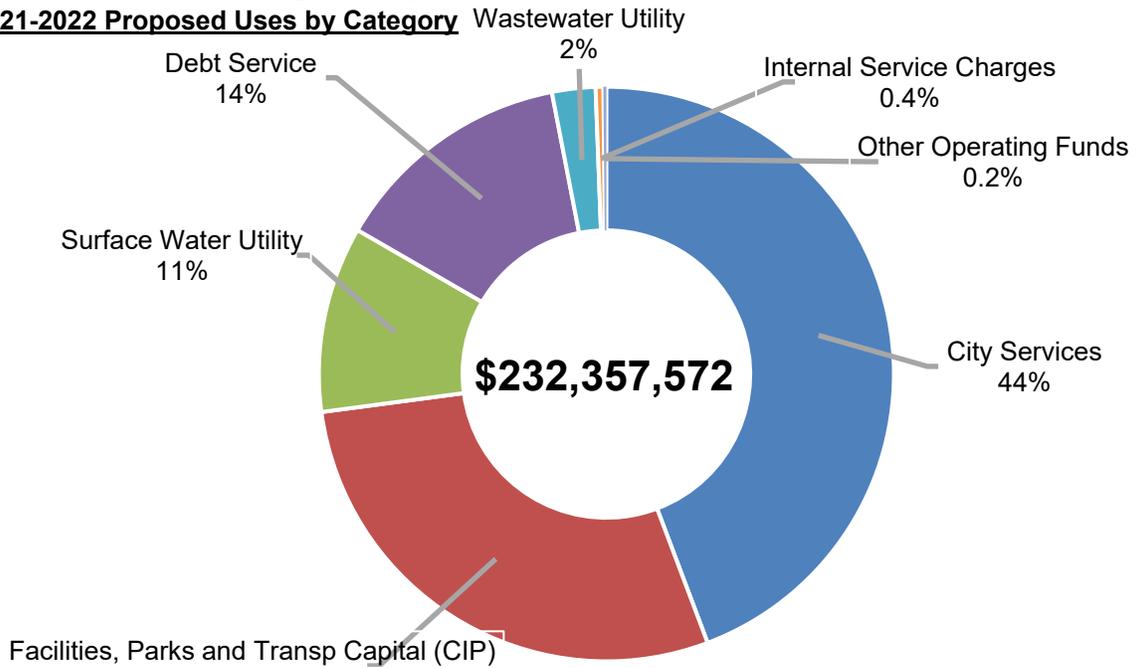
Where the money will come from ...

2021-2022 Proposed Sources by Category



How will the money be spent ...

2021-2022 Proposed Uses by Category



Expenditure Categories

Object	Description	Detail Required
<u>Salaries and Benefits</u>		
Amounts paid for personal services rendered by employees in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. Personal services do not include fees and out of pocket expenses for professional or consultant services. Amounts charged to these accounts represent expenditures generated through the City's payroll process. Amounts paid to temporary help through another source than payroll does not get charged to these accounts.		
5110	Salaries Employee time will be allocated within the department on a percentage basis and then paid based on that allocation throughout the year unless there is a major shift in employee responsibilities or job duties during the year.	Will be posted from Position Budgeting
5111	Salaries - Extra Help Hourly staff and temporary help that are not designated positions. All agency staff should be budgeted under Professional Services.	Yes
5112	Overtime Overtime pay for employees who are eligible.	No
5112100	Overtime - Extra Help	
5113	Standby Pay Standby pay for employees who are eligible.	No
5114	Call Back Pay	No
5115	Vacation Buy-Out	No
5212	Social Security Replacement Program	Will be posted from Position Budgeting
5213	Soc. Sec. Replac. Prog. - Extra Help	
5214	PERS	Will be posted from Position Budgeting
5214002	PERS - Extra Help	
5215	Insurance Premium Allowance	Will be posted from Position Budgeting
5220	Medicare	Will be posted from Position Budgeting
5221	Medicare - Extra Help	
5230	Labor & Industries	Will be posted from Position Budgeting
5231	Labor & Industries - Extra Help	
5232	Labor & Industries - Standby Pay	
<u>Supplies</u>		
5310	Office Supplies Paper, forms, maps, publications, writing materials, Office Supplies-Boise Cascade, Corp Express (except furniture), Paper Zone	No
5320	Operating Supplies Chemicals, cleaning & sanitation supplies, clothing, construction materials & supplies, drugs, electrical supplies, medicines, oil, paints, and plumbing supplies	No
5321	Fuel Consumed	No
5330	Program Supplies Art supplies, sports equipment, clipboards, first aid supplies, name tags, other program related supplies, fees for admission tickets used in programs, food used as a component of a program. Room Rental - see 5450 Food & Meals - see 5430	No

Expenditure Categories

Object	Description	Detail Required
5340	Supplies Packaged for Resale T-Shirts, food, towels, swimming goggles, other items purchased for resale/revenue Pool Resale Supplies	No
5350	Small tools and Minor Equipment Tools and equipment that are not capitalized (less than \$5,000)	No
5360	Software/Licenses/Upgrades Software & Software Licenses	Yes
Other Services & Charms		
5410	Professional Services Accounting/Auditing, Engineering/architectural, computer programming, management consulting, special legal services, temporary help employed through an agency	Yes
5410001	Janitorial Service	Yes
5410002	Credit Card Fees - Parks	No
5412	Advertising	
5412001	Advertising - Franchise	
5420	Telephone Local, long-distance, and wireless	No
5425	Postage/Courier Postage, Fedex, UPS, Bucky's, West Courier	No
5430	Travel (Lodging, Meals, Miles) Per diem, lodging, meals, mileage	Yes
5430001	Council Dinner Meeting Meals	
5431	Mileage Reimbursement Local Travel Local mileage	Yes
5442	Taxes & Operating Assessments	
5450	Operating Rentals & Leases Room rentals, lease of copy or postage machines, rental of equipment Meeting Facilities Shoreline School District (Shoreline Center Room Rentals) <i>Related food costs greater than \$50 should be coded 5330 for non-events, 5430 for employee related events</i>	Yes
5460	Insurance	No
5471	Electricity	No
5471001	Utility - Electricity, Streetlights	No
5471002	Utility - Electricity, Traffic Signal	No
5472	Water	No
5473	Natural Gas	No
5474	Sewer	No
5475	Garbage/Solid Waste	No
5476	Cable TV	No
5480	Repairs & Maintenance Buildings, improvements, structures, equipment (vehicles, tires, etc.) Maintenance Contracts All supplies purchased directly by City goes under Operating Supplies except software/licenses	No
5491	Dues, Subscriptions, Memberships	Yes
5492	Filing & Recording Fees	No
5493	Printing & Binding Copying costs, printing services, etc. Kinko's Printing Companies (brochures, newsletters, publications)	No
5494	Registration/Training Registration for conferences and training expenses	Yes
5495	City Grants to other Agencies Grants that the City provides to outside agencies.	Yes
5496	Judgements/Settlements	No
5497	Rain Garden Rebate	
5499	Miscellaneous Expenses	No

Expenditure Categories

Object	Description	Detail Required
<u>Intergovernmental/Interfund Services</u>		
5510	Intergovernmental Professional Services Contracts or interlocal agreements between government agencies. Expenditures made to other governmental entities for services rendered. Limited to those functions normally provided by governments and not by private businesses (police, detention, election services, animal control, etc.)	Yes
5550	Interfund Transfers Transfers between funds	No
<u>Capital Outlay (Amounts should be in excess of \$5,000)</u>		
5610	Land Land acquisition costs, rights-of-way, LIDs	Yes
5620	Buildings & Structures Acquisition, construction, and improvements to office or administrative buildings, shops and warehouses, park buildings	Yes
5630	Other Improvements Athletic fields, bridges, water and sewer systems, lighting, parking, roadways, sidewalks, storm drains, streets	Yes
5640	Machinery & Equipment Communications equipment, transportation equipment, office furniture & equipment, computers, heavy duty work equipment	Yes
5650	Construction of Fixed Assets For capital improvement projects on City owned property	Yes
<u>Debt Service Principal</u>		
5700	Debt Service Principal	Yes
5800	Debt Service Interest & Related Costs	Yes
<u>Interfund Payment for Services, Transfers, and Reserves</u>		
Expenditures made to other funds or other departments of the same fund for services rendered		
5901	Interfund Professional Services (Building Permits)	Yes
5910	Interfund Charge - Equipment Replacement	No
5950	Interfund Vehicle Operations and Maintenance	No



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Glossary of Budget Terms and Acronyms

ACCOUNT. A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.

ACCOUNTING SYSTEM. The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

ACCRUAL BASIS ACCOUNTING. A method of accounting in which revenue is recorded in the period in which it is earned (whether or not it is collected in that period), and expenses are reported in the period in which they are incurred (whether or not the disbursements are made). This method differs from the cash basis of accounting, in which income is considered earned when received and expenses are recorded when paid. All funds except the governmental funds are accounted on the accrual basis, and the governmental funds are accounted on a modified accrual basis.

ACTUALS. Monies which have already been used or received as opposed to budgeted monies which are estimates of possible funds to be spent or received.

ADOPTED BUDGET. The budget for the operations of regular City services and for capital expenditures for the fiscal year as proposed by the City Manager and adjusted and adopted by the City Council. The adopted budget can only be adjusted (amended) during the fiscal year by an ordinance of the City Council.

AGENCY FUND. A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments and/or other funds.

APPROPRIATION. A legal authorization granted by an ordinance of the City Council to make expenditures and to incur obligations for a specific purpose or program. Usually granted for a one-year period, spending should not exceed this level without prior approval of the City Council.

APPROPRIATION ORDINANCE. The official enactment by the City Council giving the legal authority for City officials to obligate and expend resources.

ARRA. American Recovery Reinvestment Act.

ASD. Administrative Services Department

ASSESSED VALUATION. The estimated value placed upon real and personal property by the King County Assessor that is used in computing the property taxes to be paid by property owners.

B.A.R.S. The *Budgeting, Accounting, and Reporting System* for which compliance is required for the accounting systems of all governmental entities prescribed by the Washington State Auditor's Office.

BALANCED BUDGET. A budget in which planned expenditures do not exceed projected funds available.

BASE BUDGET. The ongoing cost to maintain the current level of service.

BASIS OF ACCOUNTING. A fund's basis of accounting determines when a transaction is recognized in the fund's operating statement. Annual appropriated budgets for all funds are prepared and adopted on a cash basis. Under a cash basis, transactions are recognized only when cash is increased or decreased. Governmental fund financial statements are prepared on the modified accrual basis of accounting. Revenues are recognized when measurable and available to finance current expenditures and expenditures are recognized when goods and services are received and liabilities are due and payable at year-end. Under the accrual basis of accounting, the revenues are recognized in the accounting period in which they are earned and become measurable and expenses are recognized in the period incurred.

BEGINNING FUND BALANCE. The resources that are unspent from the previous year and are available in the subsequent fiscal year for expenditure. Since these resources are typically available due to under-expenditures in the previous year or unexpected revenues, it is prudent to not utilize these resources for ongoing operational expenditures.

BENEFITS. City provided employee benefits such as social security replacement, retirement, worker's compensation, life insurance, medical insurance, vision insurance, and dental insurance.

BUDGET. A plan of financial operation embodying an estimate of expenditures for a given period and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.

BUDGET CALENDAR. The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

BUDGET HEARING. A public hearing conducted by City Council to consider and adopt the annual budget.

CAPITAL BUDGET. Major capital improvements which are beyond the routine operation of the city are budgeted under separate capital project funds. These projects often require more than one year to complete. In total, these projects are referred to as the Capital Budget and are not included in the annual operating budget.

CAPITAL IMPROVEMENT CONSTRUCTION. Projects such as roads, drainage, buildings, sidewalks and other works to create and repair the City's physical infrastructure; funds in this category may also be used for the design, project management and other associated administrative costs.

CAPITAL IMPROVEMENT PROGRAM. A six-year plan for capital expenditures that identifies the expected beginning and ending date of each project, the amount to be expended in each year on each project and the method of financing project expenditures.

CAPITAL OUTLAYS. Annual operating expenditures for the acquisition of, or addition to, fixed assets. These expenditures must cost more than \$5,000, including construction projects, land acquisition, major renovations or repairs to existing grounds or facilities, and equipment purchases.

CAPITAL PROJECTS. Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a new building or facility. It may also include major maintenance or renovation of a current asset.

CASH BASIS ACCOUNTING. The method of accounting where revenues are recorded when received and expenditures are recorded when paid.

CASH RESERVES. The cash balance that is not appropriated for expenditures or that is segregated by policy for a specific future use.

CHARGES FOR GOODS AND SERVICES. A basic classification for services other than personnel services which are needed by the City. This budget item includes professional services, communication, travel, advertising, rentals and leases, insurance, public utility services, repairs and maintenance, and miscellaneous.

CLEAN WATER ACT (CWA). In 1972, Congress amended the Federal Water Pollution Control Act (referred to as the Clean Water Act) to prohibit the discharge of any pollutant to waters of the United States from a point source unless the discharge is authorized by a National Pollutant Discharge Elimination System (NPDES) permit. In 1999 the US Environmental Protection Agency promulgated rules (NPDES Phase II) that sets storm water management requirements for municipalities under 100,000 population, including the City of Shoreline.

CONSUMER PRICE INDEX (CPI). A statistical measure of price levels provided by the U.S. Department of Labor signifying the cost of living and economic inflation.

CONTINGENCY. A budgetary reserve set aside for emergencies or unforeseen expenditures.

COST ALLOCATION. The assignment of applicable costs incurred by a central services department to a fund based on the benefit to the fund being assessed.

COUNCILMANIC BONDS. Bonds issued with the approval of the City Council, as opposed to bonds which must be approved by public vote. Councilmanic bonds must not exceed 1.5 percent of the assessed valuation of the City.

CRITICAL SUCCESS FACTORS. Areas where the City has to excel, if it is to accomplish the community's vision.

CSD. Community Services Department

DEBT SERVICE. The annual payment of principal and interest on the City's indebtedness.

DEBT SERVICE FUND. The type of fund that accounts for the payment of debt service on general obligations of the City.

DEFICIT. The excess of the liabilities of a fund over its assets. The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

DEPRECIATION. (1.) Expiration in the service of life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. (2.) That portion of the cost of a capital asset which is charged as an expense during a particular period.

DESIGNATED FUND BALANCE. A portion of fund balance that has been designated by past Council action for a specific purpose.

ENCUMBERANCE. The commitment of appropriated funds to purchase an item or service.

ENDANGERED SPECIES ACT (ESA). Refers to the listing of the Puget Sound Chinook salmon as a threatened species by the National Marine Fisheries Service. Potentially affects all sensitive areas, and stormwater regulations for both quality and quantity.

ENDING FUND BALANCE. The cash balance remaining at the end of the fiscal year available for appropriation in future years.

ENTERPRISE FUNDS. Enterprise or proprietary funds are used to account for a government's business-type activities. An enterprise fund may be established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas, and electric utilities; airports; parking garages; or transit systems). In this case, the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EXPENDITURES. Where accounts are kept on the accrual or modified accrual basis of accounting, the costs of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

FEES. A charge for a service the City does not provide for free to all citizens. For example, we have fees for recreation classes or land use development applications.

FISCAL YEAR. Any yearly accounting period, without regard to its relationship to a calendar year. The fiscal year for the City of Shoreline begins on January 1 and ends on December 31.

FTE. An acronym for Full-Time Equivalents, which are regular, full-time employee positions; when expressed as a decimal number, this means that only part of a full-time employee position is dedicated to this service or program within the budget.

FUNDS. Funds are comprised of special accounts within the City budget that are used to segregate revenues and expenditures for specific types of programs and services and to comply with State law and generally accepted accounting principles (GAAP).

FUND BALANCE. The excess of an entity's assets over its liabilities in a particular fund. A negative fund balance is sometimes called a deficit.

GAAP. "Generally Accepted Accounting Principles", which are mostly determined by the GASB for governments.

GASB. "Governmental Accounting Standards Board", which determines the underlying principles to be used in accounting for governmental activities.

GENERAL FUND. This fund is used to pay the expenses and liabilities of the City's general services and programs for citizens that are not separately accounted for in special revenue funds.

GENERAL FUND SUBSIDY. This reflects the amount of General Fund discretionary taxes required to fund a department's budget. The formula for this figure is total departmental expenditures minus dedicated resources (grants, fees, etc.) equals General Fund subsidy.

GENERAL OBLIGATION BONDS. Bonds for which the full faith and credit of the issuing government are pledged for payment.

GOVERNMENTAL FUNDS. Governmental funds are used to account for most of a government's tax-supported activities. Under current GAAP, there are five types of governmental fund types: general, special revenue, debt service, capital projects, and permanent funds. Governmental funds are used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses, and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures, and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers, and other changes in fund balance.

GRANTS. Funds provided to or by the City for special purposes or programs, usually requiring a competitive application process.

INFRASTRUCTURE. The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends, i.e., streets, roads, sewer, and water systems.

INTERFUND TRANSFERS. Contributions from one City fund to another in support of activities of the receiving fund. Loans are not included.

INTERGOVERNMENTAL REVENUE. Grants, entitlements, shared revenues and payment for goods and services by one government to another.

INTERGOVERNMENTAL SERVICES. Services purchased from other government agencies, normally including types of services that only government agencies provide.

INTERNAL CONTROLS. A system of controls established by the City that are designed to safeguard the assets of the City and provide reasonable assurances as to the accuracy of financial data.

INTERNAL SERVICE FUNDS. A type of proprietary fund which accounts for the goods and services which are provided to other units of the City and payment by the benefiting unit is intended to fund the costs of providing such services.

LEED: Leadership in Energy and Environmental Design.

LEVEL OF SERVICE. Used generally to define the existing services, programs, and facilities provided by the government for its citizens. Level of service in any given activity may be increased, decreased, or remain the same, depending on the needs, alternatives, and available resources.

LEVY. To impose a tax, special assessment or service charge for the support of government activities. The term most commonly refers to the real and personal property tax levy.

LEVY RATE. The rate at which taxes, special assessments or service charges are imposed. For example, the real and personal property tax levy is the rate at which property is taxed per \$1,000 of assessed valuation. The rate is determined by calculating the ratio of the maximum amount of property tax revenue allowable under state law and the total assessed valuation within the taxing district.

LIABILITY. Debt or other legal obligation arising out of transactions in the past which must be liquidated renewed or refunded at some future date.

LICENSES AND PERMITS. A revenue category of the City derived from business licenses and building or development permits.

LID. "Local Improvement District". A financing mechanism that permits the building of public infrastructure improvements which benefit a confined area and where the costs for those improvements are to be paid by the benefiting area land owners.

MODIFIED ACCRUAL ACCOUNTING. A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are "measurable" and "available for expenditure". Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

NON-DEPARTMENTAL EXPENDITURES. Expenditures that are not directly related to the operations of a single City department.

OBJECT OF EXPENDITURE. Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include salary, benefits, supplies, other services and charges, intergovernmental services, inter-fund payment for services, capital outlay and debt service.

OPERATING BUDGET. The annual appropriation to maintain the provision of City services to the public.

OPERATING FUNDS. These funds account for the day-to-day operations of providing City services. They do not include capital improvements. They include the General Fund and Special Revenue Funds.

OPERATING TRANSFER IN. Transfer from other funds which are not related to rendering of service.

OPERATIONAL CONTINGENCY. Funds set-aside in the General Fund budget to provide for unknown operational adjustments or service demands that may arise during the year. These funds are used only as a last resort and with Council approval. Savings within departmental budgets throughout the year will be the first source for funding unforeseen expenditures.

OVERHEAD/INDIRECT COSTS. Overhead or indirect costs represent the level of assistance that the support service departments (Administrative Services, Human Resources, City Manager, etc.) provide to the direct service departments (Police, Parks, Public Works, etc.) so they can provide services to the public.

PERFORMANCE MEASURES. A performance measure is an indicator of the attainment of an objective. It is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.

PERS. “Public Employee Retirement System”. The state system for public employment retirement provided for all City employees, other than law enforcement and fire fighter personnel.

PRELIMINARY BUDGET. That budget which is proposed by staff to the City Council and has not yet been adopted by the City Council.

PROGRAM. A broad function or area of responsibility of government services. It is a basic organizational unit of government that is composed of a group of specific activities and operations directed at attaining a common purpose or goal.

PROGRAM PURPOSE. A broad declaration of purpose explaining why the program exists and what we hope to achieve with the resources invested.

PROPOSED BUDGET. The City Manager’s recommended budget submitted to the City Council and public in October of each year.

PROPRIETARY FUNDS. Recipients of goods or services pay directly to these funds. Revenues are recorded at the time services are provided, and all expenses incurred in earning the revenues are recorded in the same period. As a result, there is a direct cause and effect relationship between revenue and expenses in these funds.

PROPOSED BUDGET. This is the budget, as proposed by the City Manager, for the operations of regular City services and for capital expenditures.

PUBLIC SAFETY. A term used to define the combined budget of the police and criminal justice departments.

REAPPROPRIATION. A legal authorization granted by the City Council to re-appropriate expenditures to the current budget year for a specific purpose or program that was budgeted but unexpended at the end of the prior year.

REET. The Real Estate Excise Tax, a tax levied on real estate sales and used solely for capital purposes.

RESERVES. The funds set aside by the City as a savings account for future emergencies. The City’s reserves include the General Reserve Fund, the Insurance Reserve budgeted in Citywide Services, and a General Fund Undesignated Ending Fund Balance.

RESOURCES. Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

REVENUES. Income received by the City to support programs or services to the community. It includes such items as taxes, fees, user charges, fines, forfeits, interest income and miscellaneous revenue.

REVENUE BONDS. Bonds sold by the City that are secured only by the revenues of a particular system, usually the enterprise fund.

RFP. Request for Proposal

SAFETEA-LU. Safe, Accountable, Flexible and Efficient Transportation Equity Act - a Legacy for Users transportation grant.

SALARIES AND WAGES. Amounts paid for services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime and seasonal help.

SPECIAL ASSESSMENT. A compulsory levy made against certain properties from earnings of enterprise funds. An addition to a pledge or revenues, such bonds sometimes contain a mortgage on the enterprise funds property.

SPECIAL REVENUE FUNDS. Funds that are dedicated for a specific purpose (e.g., roads, surface water, etc.), require an additional level of accountability and are collected in a separate account, not part of the General Fund.

STANDARD WORK YEAR. 2,080 hours a year, 260 days (except leap year).

STRATEGIC GOALS. Each critical success factor has a targeted number of strategic goals. These goals are customer-oriented and are connected to the budget, the capital improvement program (CIP), and the comprehensive plan. They are measurable, realistic, and focused.

STRATEGIC PLAN. A plan outlining the goals and strategies the City will focus on over the next six years. It is prioritized around the critical success factors of our community and is intended to be a living document, which will be evaluated regularly.

SUBSIDIES. Financial assistance provided by one agency to another agency for a defined purpose (e.g., King County swimming pool subsidies, General Fund subsidy of the Street Fund transportation programs).

TAXES. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include special assessments, fees, or charges for services.

TAX LEVY. Charge levied by a government to finance services performed for the common benefit.

TAX RATE. The amount of tax stated in terms of units per \$1,000 of assessed value of taxable property. The tax rate is the result of dividing the tax levied by the assessed value of the taxing district.

TRANSFERS IN/OUT. Resources that are transferred from one fund to another to pay for a specific purpose. For example, resources are transferred from the Surface Water Fund to the Surface Water Capital Fund to pay for surface water related capital improvement projects, since all capital projects are expensed out of the capital improvement funds.

TRANSPORTATION BENEFIT DISTRICT. State legislation allows local governments to establish a Transportation Benefit District ("TBD") and accompanying funding sources to provide for the preservation, maintenance and construction of local transportation infrastructure.

UNRESERVED/UNDESIGNATED FUND BALANCE. That portion of available fund balance that has not been designated or restricted for a specific purpose and is available for general appropriation.

WORKING CAPITAL. The year-end balance of current assets less current liabilities.