



APPENDIX



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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.

G. Wastewater 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 regard 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, and Wastewater 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.

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:

2023 FTEs by Fund and Department

Department	City										Total
	General Fund	Street Fund	Public Arts Fund	General Capital Fund	City Facilities Major Main. Fund	Roads Capital Fund	Surface Water Utility	Wastewater Utility	Vehicle Operations Fund		
City Council	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
City Manager	21.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	21.25
Recreation, Cultural, & Community Services	28.45	0.00	0.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00	29.20
City Attorney	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Administrative Services	37.73	0.00	0.00	2.13	0.00	0.38	0.13	4.68	0.00	0.00	45.03
Human Resources	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Planning & Community Development	26.82	0.00	0.00	0.00	0.00	0.00	0.00	0.18	0.00	0.00	27.00
Public Works	20.26	9.72	0.00	0.75	0.00	12.99	16.14	15.15	0.00	0.00	75.00
2023 TOTAL	147.25	9.72	0.50	3.13	0.00	13.37	16.27	20.25	0.00	0.00	210.48
2022 TOTAL	146.55	9.72	0.50	2.17	0.00	14.08	17.55	17.91	0.00	0.00	208.48
Difference between 2023 and 2022*	0.70	0.00	0.00	0.96	0.00	-0.72	-1.29	2.35	0.00	0.00	2.00

*Difference due to reduction of 0.74 Light Rail staff as project is nearing completion, addition of .50 temp Rec Specialist, .25 WW Accounting, 1.0 Maintenance Worker, & 1.0 IT Functional Analyst

2024 FTEs by Fund and Department

Department	City										Total
	General Fund	Street Fund	Public Arts Fund	General Capital Fund	City Facilities Major Main. Fund	Roads Capital Fund	Surface Water Utility	Wastewater Utility	Vehicle Operations Fund		
City Council	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
City Manager	21.66	0.00	0.00	0.00	0.00	0.15	0.11	0.36	0.00	0.00	22.29
Recreation, Cultural, & Community Services	28.45	0.00	0.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00	29.20
City Attorney	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Administrative Services	37.98	0.00	0.00	2.13	0.00	0.13	0.13	4.68	0.00	0.00	45.03
Human Resources	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Planning & Community Development	26.82	0.00	0.00	0.00	0.00	0.00	0.00	0.18	0.00	0.00	27.00
Public Works	20.64	9.72	0.00	0.79	0.00	12.02	16.61	15.23	0.00	0.00	75.00
2024 TOTAL	148.54	9.72	0.50	3.17	0.00	12.30	16.85	20.44	0.00	0.00	211.51
2023 TOTAL	147.25	9.72	0.50	3.13	0.00	13.37	16.27	20.25	0.00	0.00	210.48
Difference between 2024 and 2023*	1.29	0.00	0.00	0.04	0.00	-1.07	0.58	0.19	0.00	0.00	1.04

*Difference due to reduction of .97 light rail staff as project is completed in July 24 & addition of 2 Parking Enforcement Officers

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City of Shoreline Budgeted Positions and FTEs

Department	Job Title	2021		2022		2023		2024	
		Position Count	FTE Count	Position Count	FTE Count	Position Count	FTE Count	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	2.330	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	1	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	Parking Enforcement Officer	0	0.000	0	0.000	0	0.000	2	2.000
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	1	1.000	1	1.000	1	0.430	0	0.000
City Manager	Lynnwood Link Extension Light Rail Project Manager	1	1.000	1	1.000	1	1.000	1	0.536
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
	Department Total	23	22.000	23	22.000	23	21.260	24	22.286
Recreation, Cultural & Community Services	Administrative Assistant I	1	0.600	1	0.600	1	0.600	1	0.600
Recreation, Cultural & Community Services	Administrative Assistant II	4	4.000	4	4.000	4	4.000	4	4.000
Recreation, Cultural & Community Services	Administrative Assistant III	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Diversity & Inclusion Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Community Services Manager	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Emergency Management Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Environmental Program Specialist	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Environmental Services Program Manager	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Grants Administrator	1	1.000	0	0.000	0	0.000	0	0.000
Recreation, Cultural & Community Services	Housing Human Services Coordinator	1	0.500	1	0.750	1	0.750	1	0.750
Recreation, Cultural & Community Services	Neighborhoods Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	LT Community Support Specialist	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	PRCS Supervisor 1 - Recreation	2	1.900	2	1.900	2	1.900	2	1.900
Recreation, Cultural & Community Services	PRCS Supervisor 2 - Recreation	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Public Art Coordinator	1	0.500	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Recreation and Community Services Director	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Recreation Specialist I	5	3.290	5	3.450	5	3.750	5	3.750
Recreation, Cultural & Community Services	Recreation Specialist II	5	4.400	5	4.400	5	4.600	5	4.600
Recreation, Cultural & Community Services	Recreation Superintendent	1	1.000	1	1.000	1	1.000	1	1.000
Recreation, Cultural & Community Services	Rental & System Coordinator	0	0.300	0	0.300	0	0.000	0	0.000
Recreation, Cultural & Community Services	Senior Management Analyst	1	0.600	1	0.600	1	0.600	1	0.600
Recreation, Cultural & Community Services	Special Events Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
	Department Total	33	29.090	32	29.000	32	29.200	32	29.200
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	2021		2022		2023		2024	
		Position Count	FTE Count	Position Count	FTE Count	Position Count	FTE Count	Position Count	FTE Count
		Administrative Services	Administrative Assistant II	1	1.000	1	1.000	1	1.000
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	Finance Manager- Budget and Tax	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	0.625	1	0.625	1	0.625	1	0.625
Administrative Services	GIS Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	GIS Technician	0	0.000	1	1.000	1	1.000	1	1.000
Administrative Services	Staff Accountant	0	0.000	1	0.750	1	1.000	1	1.000
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	2	2.000	2	2.000
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	2.000	2	2.000	2	2.000
Administrative Services	IT Supervisor	0	0.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT Analyst	2	2.000	1	1.000	1	1.000	1	1.000
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 Bond Manager	0	0.000	1	1.000	1	1.000	1	1.000
Administrative Services	Parks Maintenance Worker I	2	2.000	2	2.000	3	3.000	3	3.000
Administrative Services	Parks Maintenance Worker II	4	4.000	4	4.000	4	4.000	4	4.000
Administrative Services	Parks Superintendent	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Rental & System Coordinator	1	0.700	1	0.700	1	1.000	1	1.000
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	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Senior Management Analyst	0	0.400	0	0.400	0	0.400	0	0.400
Administrative Services	Senior Parks Maintenance Worker	2	2.000	2	2.000	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	1.000	1	1.000	1	1.000	1	1.000
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	40	39.225	43	42.475	45	45.025	45	45.025
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
Planning & Community Development	Administrative Assistant II	1	1.000	2	2.000	2	2.000	2	2.000
Planning & Community Development	Administrative Assistant III	1	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Associate Planner	4	4.000	4	4.000	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	1.000	1	1.000	1	1.000	1	1.000
Planning & Community Development	Permit Technician	3	3.000	4	4.000	4	4.000	4	4.000
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	2	2.000	2	2.000	2	2.000
Planning & Community Development	Senior Planner	2	2.000	3	3.000	3	3.000	3	3.000
Planning & Community Development	Structural Review Plans Examiner	1	1.000	1	1.000	1	1.000	1	1.000
	Department Total	23	23.000	27	27.000	27	27.000	27	27.000
Public Works	Administrative Assistant II	2	2.000	3	3.000	3	3.000	3	3.000
Public Works	Administrative Assistant III	2	2.000	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	3	3.000	3	3.000	3	3.000
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	3	3.000	3	3.000	3	3.000	3	3.000
Public Works	Engineer I: Development Review	1	1.000	2	2.000	2	2.000	2	2.000
Public Works	Engineer II: Capital Projects	6	6.000	8	8.000	8	8.000	8	8.000
Public Works	Engineer II: Development Review	2	2.000	3	3.000	3	3.000	3	3.000
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	2	2.000	2	2.000	2	2.000
Public Works	Engineer II: Wastewater	0	0.000	2	2.000	2	2.000	2	2.000
Public Works	Engineer III: Capital Projects	1	1.000	0	0.000	0	0.000	0	0.000
Public Works	Engineering Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Engineering Technician	3	3.000	2	2.000	2	2.000	2	2.000
Public Works	Grounds Maintenance Worker I	3	3.000	4	4.000	4	4.000	4	4.000
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	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	2	2.000	3	3.000	3	3.000	3	3.000
Public Works	PW Maintenance Worker II	6	6.000	5	5.000	5	5.000	5	5.000
Public Works	Senior Grounds Maintenance Worker	1	1.000	1	1.000	1	1.000	1	1.000

City of Shoreline Budgeted Positions and FTEs

Department	Job Title	2021		2022		2023		2024	
		Position	FTE Count	Position	FTE Count	Position	FTE Count	Position	FTE Count
		Count		Count		Count		Count	
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	Transportation Services Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Transportation Specialist	2	2.000	2	2.000	2	2.000	2	2.000
Public Works	Transportation Operations Specialist	0	0.000	1	1.000	1	1.000	1	1.000
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 I	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	WW Utility Maintenance Worker II	4	4.000	4	4.000	4	4.000	4	4.000
Public Works	WW Utility Specialist	2	2.000	2	2.000	2	2.000	2	2.000
	Department Total	66	66.000	75	75.000	75	75.000	75	75.000
Total City Personnel		198.00	192.32	213.00	208.48	215.00	210.49	216.00	211.51

Total FTE excluding City Council: 185.32 201.48 203.49 204.51



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**City of Shoreline
Fee Schedules**

Planning and Community Development

Projected CPI

4.50%

Type of Permit Application	2022 Adopted	2023 Proposed	2024 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.	\$217.00	\$239.00	\$250.00
\$0 - \$13,000.00			
2.	\$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.
\$13,000.01 - \$25,000.00			
3.	\$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.
\$25,000.01 - \$50,000.00			
4.	\$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.
\$50,000.01 - \$100,000.00			
5.	\$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.
\$100,000.01 - \$500,000.00			
6.	\$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.
\$500,000.01 - \$1,000,000.00			
7.	\$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.
\$1,000,000.01 +			
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 feet (if applicable)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
12. Floodplain Permit	\$232.00	\$256.00	\$268.00
13. Floodplain Variance	\$651.00	\$717.00	\$749.00
14. Demolition, Commercial	\$1,853.00	\$2,041.00	\$2,133.00
15. Demolition, Residential	\$695.00	\$765.00	\$799.00
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-Family	\$217.00	\$239.00	\$250.00
19. Temporary Certificate of Occupancy (TCO)- Other	\$651.00	\$717.00	\$749.00
B. ELECTRICAL			
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee
C. FIRE - CONSTRUCTION			
1. Automatic Fire Alarm System:			
a. Existing System			
New or relocated devices up to 12 - Over the Counter	\$217.00	\$239.00	\$250.00
New or relocated devices over 12 - Full review	\$651.00	\$717.00 plus \$8 per device over 12	\$749.00 plus \$8 per device over 12
AES/Cellular Communicator - Over the Counter	\$217.00 per device	\$239.00	\$250.00
b. New System			
Each additional new or relocated device over 30	\$868.00	\$956.00	\$999.00
Each additional new or relocated device over 30	\$7.00 per device	\$8.00 per device	\$8.00 per device
2. Fire Extinguishing Systems:			
a. Commercial Cooking Hoods			
1 to 12 flow points	\$651.00	\$717.00	\$749.00
More than 12	\$868.00	\$956.00	\$999.00
b. Other Fixed System Locations			
Each additional new or relocated device over 30	\$868.00	\$956.00	\$999.00
3. Fire Pumps:			
a. Commercial Systems			
Each additional new or relocated device over 30	\$868.00	\$956.00	\$999.00
4. Commercial Flammable/Combustible Liquids:			
a. Aboveground Tank Installations			
First tank	\$434.00	\$478.00	\$500.00
Additional	\$217.00	\$239.00	\$250.00
b. Underground Tank Installations			
First tank	\$434.00	\$478.00	\$500.00
Additional	\$217.00	\$239.00	\$250.00
c. Underground Tank Piping (with new tank)			
Each additional new or relocated device over 30	\$434.00	\$478.00	\$500.00
d. Underground Tank Piping Only (vapor recovery)			
Each additional new or relocated device over 30	\$651.00	\$717.00	\$749.00
e. Underground Tank Removal			
First tank	\$434.00	\$478.00	\$500.00
Additional Tank	\$109.00 per additional tank	\$120.00 per additional tank	\$125.00 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			
Each additional new or relocated device over 30	\$434.00	\$478.00	\$500.00
6. High-Piled Storage:			
a. Class I - IV Commodities:			
501 - 2,500 square feet	\$434.00	\$478.00	\$500.00
2,501 - 12,000 square feet	\$651.00	\$717.00	\$749.00
Over 12,000 square feet	\$868.00	\$956.00	\$999.00
b. High Hazard Commodities:			
501 - 2,500 square feet	\$651.00	\$717.00	\$749.00
Over 2,501 square feet	\$1,085.00	\$1,195.00	\$1,249.00
7. Underground Fire Mains and Hydrants			
Each additional new or relocated device over 30	\$651.00	\$717.00	\$749.00
8. Industrial Ovens:			
Class A or B Furnaces			
Each additional new or relocated device over 30	\$434.00	\$478.00	\$500.00
Class C or D Furnaces			
Each additional new or relocated device over 30	\$868.00	\$956.00	\$999.00
9. LPG (Propane) Tanks:			
Commercial, less than 500-Gallon Capacity			
Each additional new or relocated device over 30	\$434.00	\$478.00	\$500.00
Commercial, 500-Gallon+ Capacity			
Each additional new or relocated device over 30	\$651.00	\$717.00	\$749.00
Residential 0 - 500-Gallon Capacity			
Each additional new or relocated device over 30	\$217.00	\$239.00	\$250.00
Spray Booth			
Each additional new or relocated device over 30	\$868.00	\$956.00	\$999.00
10. Sprinkler Systems:			
a. New Systems			
1 - 10 heads - Over the Counter	\$217.00	\$239.00	\$250.00
11 - 20 heads - Over the Counter	\$434.00	\$478.00	\$500.00
More than 20 heads - Full Review	\$651.00 plus \$3.00 per head	\$717.00 plus \$3.00 per head over 20 heads	\$749.00 plus \$3.00 per head over 20 heads
b. Existing Systems			
1 - 10 heads - Over the Counter			
Each additional new or relocated device over 30	\$217.00	\$239.00	\$250.00
11 - 20 heads - Over the Counter			
Each additional new or relocated device over 30	\$434.00	\$478.00	\$500.00
More than 20 heads - Full Review			
Each additional new or relocated device over 30	\$651.00 plus \$3.00 per head	\$717.00 plus \$3.00 per head over 20 heads	\$749.00 plus \$3.00 per head over 20 heads
c. Residential (R-3) 13-D System			

**City of Shoreline
Fee Schedules**

Planning and Community Development

Projected CPI

4.50%

Type of Permit Application	2022 Adopted	2023 Proposed	2024 Proposed
1 - 30 heads	\$651.00	\$717.00	\$749.00
More than 30 heads	\$651.00 plus \$3.00 per head	\$717.00 plus \$3.00 per head	\$749.00 plus \$3.00 per head
Voluntary 13-D Systems in residences when not otherwise required	\$217.00	\$239.00	\$250.00
11. Standpipe Systems	\$868.00	\$956.00	\$999.00
12. Emergency Power Supply Systems:			
10 kW - 50 kW	\$651.00	\$717.00	\$749.00
> 50 kW	\$1,085.00	\$1,195.00	\$1,249.00
13. Temporary Tents and Canopies	\$217.00	\$239.00	\$250.00
14. Fire Review -Single-Family	\$109.00	\$120.00	\$125.00
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	\$651.00	\$717.00	\$749.00
18. Smoke Control Systems - Mechanical or Passive	\$868.00	\$956.00	\$999.00
D. MECHANICAL			
1. Residential Mechanical System	\$217.00 (including 4 pieces of equipment), \$12.00 per	\$239.00 (including 4 pieces of equipment), \$12.00 per piece of equipment	\$250.00 (including 4 pieces of equipment), \$12.00 per piece
2. Commercial Mechanical System	\$580.00 (including 4 pieces of equipment), \$12.00 per	\$639.00 (including 4 pieces of equipment), \$12.00 per piece of equipment	\$668.00 (including 4 pieces of equipment), \$12.00 per piece
3. All Other Mechanical Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
E. PLUMBING			
1. Plumbing System	\$217.00 (including 4 fixtures), \$12.00 per fixture over 4	\$239.00 (including 4 fixtures), \$12.00 per fixture over 4	\$250.00 (including 4 fixtures), \$12.00 per fixture over 4
2. Gas Piping System standalone permit	\$217.00 (including 4 outlets), \$12.00 per outlet over 4	\$239.00 (including 4 outlets), \$12.00 per outlet over 4	\$250.00 (including 4 outlets), \$12.00 per outlet over 4
3. Gas Piping as part of a plumbing or mechanical permit	\$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	\$217.00 (including 4 devices), \$12.00 per devices over 4	\$239.00 (including 4 devices), \$12.00 per devices over 4	\$250.00 (including 4 devices), \$12.00 per devices over 4
5. Backflow Prevention Device as part of a plumbing systems permit	\$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 Commercial)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
F. ENVIRONMENTAL REVIEW			
1. Single-Family SEPA Checklist	\$3,472.00	\$3,824.00	\$3,996.00
2. Multifamily/Commercial SEPA Checklist	\$5,208.00	\$5,736.00	\$5,994.00
3. Planned Action Determination	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum
4. Environmental Impact Statement Review	\$9,033.00	\$9,949.00	\$10,397.00
G. LAND USE			
1. Accessory Dwelling Unit	\$928.00	\$1,022.00	\$1,068.00
2. Administrative Design Review	\$1,736.00	\$1,912.00	\$1,998.00
3. Adult Family Home	\$520.00	\$573.00	\$599.00
4. Comprehensive Plan Amendment - Site Specific (Note: may be combined with Rezone public hearing.)	\$19,096.00 , plus public hearing (\$4,123.00)	\$21,032.00 , plus public hearing (\$4,541.00)	\$21,978.00 , plus public hearing (\$4,745.00)
5. Conditional Use Permit (CUP)	\$8,107.00	\$8,929.00	\$9,331.00
6. Historic Landmark Review	\$434.00	\$478.00	\$500.00
7. Interpretation of Development Code	\$813.00	\$895.00	\$935.00
8. Master Development Plan	\$28,954.00 , plus public hearing	\$31,890.00 , plus public hearing (\$4,541.00)	\$33,325.00 , plus public hearing
9. Changes to a Master Development Plan	\$14,476.00 , plus public hearing	\$15,944.00 , plus public hearing (\$4,541.00)	\$16,661.00 , plus public hearing
10. Rezone	\$18,760.00 , plus public hearing	\$20,662.00 , plus public hearing (\$4,541.00)	\$21,592.00 , plus public hearing
11. SCTF Special Use Permit (SUP)	\$16,909.00 , plus public hearing	\$18,624.00 , plus public hearing (\$4,541.00)	\$19,462.00 , plus public hearing
12. Sign Permit - Building Mounted, Awning, Driveway Signs	\$464.00	\$511.00	\$534.00
13. Sign Permit - Monument/Pole Signs	\$928.00	\$1,022.00	\$1,068.00
14. Special Use Permit	\$16,909.00 , plus public hearing	\$18,624.00 , plus public hearing (\$4,541.00)	\$19,462.00 , plus public hearing
15. Street Vacation	\$11,929.00 , plus public hearing	\$13,139.00 , plus public hearing (\$4,541.00)	\$13,730.00 , plus public hearing
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	\$1,736.00	\$1,912.00	\$1,998.00
17. Deviation from Engineering Standards	Hourly rate, 8-hour minimum		Hourly rate, 8-hour minimum
18. Variances - Zoning	\$9,844.00	\$10,842.00	\$11,330.00
19. Lot Line Adjustment	\$1,736.00	\$1,912.00	\$1,998.00
20. Lot Merger	\$434.00	\$478.00	\$500.00
21. Development Agreement	Hourly rate, 125-hour minimum , plus public hearing	Hourly rate, 125-hour minimum , plus public hearing (\$4,541.00)	Hourly rate, 125-hour minimum , plus public hearing
H. CRITICAL AREAS FEES			
1. Critical Area Field Signs	\$7.00 per sign	\$8.00 per sign	\$8.00 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 three reports and three inspections.)	\$2,085.00	\$2,296.00	\$2,399.00
4. Critical Areas Reasonable Use Permit (CARUP)	\$15,635.00 , plus public hearing (\$4,123.00)	\$17,220.00 , plus public hearing (\$4,541.00)	\$17,995.00 , plus public hearing (\$4,745.00)
5. Critical Areas Special Use Permit (CASUP)	\$15,635.00 , plus public hearing	\$17,220.00 , plus public hearing (\$4,541.00)	\$17,995.00 , plus public hearing
I. MISCELLANEOUS FEES			
1. Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee
2. Expedited Review - Building or Site Development Permits	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 Multiple Family Tax Exemption Application Fee	\$217.00	\$239.00	\$250.00
6. Multiple Family Tax Exemption or Affordable Housing Annual Compliance Verification	\$434.00	\$478.00	\$500.00
7. Pre-application Meeting	\$510.00 Mandatory pre-application meeting	\$562.00 Mandatory pre-application meeting	\$587.00 Mandatory pre-application meeting
	\$217.00 Optional pre-application meeting	\$239.00 Optional pre-application meeting	\$250.00 Optional pre-application meeting
8. Transportation Impact Analysis (TIA) Review (less than 20 trips)	\$217.00	\$239.00	\$250.00
9. Transportation Impact Analysis (TIA) Review (20 or more trips)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
10. Noise Variance	\$434.00	\$478.00	\$500.00
J. RIGHT-OF-WAY			
1. Right-of-Way Utility Blanket Permits	\$217.00	\$239.00	\$250.00
2. Right-of-Way Use Limited	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum

**City of Shoreline
Fee Schedules**

Planning and Community Development

Projected CPI

4.50%

Type of Permit Application	2022 Adopted	2023 Proposed	2024 Proposed
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
5. Right-of-Way Site	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum
6. Right-of-Way Special Events	\$1,085.00	\$1,195.00	\$1,249.00
7. Residential Parking Zone Permit	\$21.00	\$23.00	\$24.00
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	\$8,338.00	\$9,183.00	\$9,596.00
2. Shoreline Exemption	\$544.00	\$599.00	\$626.00
3. Shoreline Variance	\$11,582.00 plus public hearing (\$4,123.00)	\$12,756.00 plus public hearing (\$4,541.00)	\$13,330.00 plus public hearing (\$4,745.00)
Substantial Development Permit (based on valuation):			
4. up to \$10,000	\$2,895.00	\$3,189.00	\$3,333.00
5. \$10,000 to \$500,000	\$6,950.00	\$7,655.00	\$7,999.00
6. over \$500,000	\$11,582.00	\$12,756.00	\$13,330.00
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	\$217.00	\$239.00	\$250.00
6. 50-500 CY with drainage conveyance	\$464.00	\$511.00	\$534.00
7. 501-5,000 CY	\$928.00	\$1,022.00	\$1,068.00
8. 5001-15,000 CY	\$1,853.00	\$2,041.00	\$2,133.00
9. More than 15,000 CY	\$4,866.00	\$5,359.00	\$5,600.00
10. Tree Removal	\$217.00	\$239.00	\$250.00
M. SUBDIVISIONS			
1. Binding Site Plan	\$6,601.00	\$7,270.00	\$7,597.00
2. Preliminary Short Subdivision	\$7,529.00 for two-lot short subdivision, plus (\$579.00)	\$8,292.00 for two-lot short subdivision, plus (\$638.00) for each additional lot	\$8,665.00 for two-lot short subdivision, plus (\$667.00) for each
3. Final Short Subdivision	\$2,201.00	\$2,424.00	\$2,533.00
4. Preliminary Subdivision	\$17,373.00 for ten-lot subdivision, plus \$813.00 for each additional lot and \$4,123.00 for public hearing	\$19,135.00 for ten-lot subdivision, plus \$895.00 for each additional lot and \$4,541.00 for public hearing	\$19,996.00 for ten-lot subdivision, plus \$935.00 for each additional lot and \$4,745.00 for public hearing
	\$5,928.00	\$6,529.00	\$6,823.00
5. Final Subdivision	\$5,928.00	\$6,529.00	\$6,823.00
6. Changes to Preliminary Short or Formal Subdivision	\$4,286.00	\$4,721.00	\$4,933.00
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	Hourly rate, 10-hour minimum plus public hearing (\$4,541.00)	Hourly rate, 10-hour minimum plus public hearing
9. Vacation of subdivision	Hourly rate, 10-hour minimum plus public hearing (\$4,123.00)	Hourly rate, 10-hour minimum plus public hearing (\$4,541.00)	Hourly rate, 10-hour minimum plus public hearing (\$4,745.00)

**City of Shoreline
Fee Schedules**

Planning and Community Development

Projected CPI

4.50%

Type of Permit Application	2022 Adopted	2023 Proposed	2024 Proposed
N. SUPPLEMENTAL FEES			
1. Supplemental permit fees	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed, the original scope of the project has changed, or scale and complexity results in review hours exceeding the minimums identified in this schedule. Fees will be assessed at the fee established in	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed, the original scope of the project has changed, or scale and complexity results in review hours exceeding the minimums identified in this schedule. Fees will be assessed at the fee established in SMC 3.01.010(A)(1), minimum of one hour.	Additional review fees may be assessed if plan revisions are incomplete, corrections not completed, the original scope of the project has changed, or scale and complexity results in review hours exceeding the minimums identified in this schedule. Fees will be assessed at the fee established
2. Reinspection fees	\$289.00 Reinspection fees may be assessed if work is	\$318.00 Reinspection fees may be assessed if work is incomplete	\$332.00 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 required than included in the permit fee. Fees will be assessed at the fee established in SMC 3.01.010(A)(1), minimum of one	Additional inspection fees may be assessed for phased construction work or if more inspections are required than included in the permit fee. Fees will be assessed at the fee established in SMC 3.01.010(A)(1), minimum of one hour.	Additional inspection fees may be assessed for phased construction work or if more inspections are required than included in the permit fee. Fees will be assessed at the fee established in SMC 3.01.010(A)(1).
4. Investigation inspection	\$289.00	\$318.00	\$332.00
5. Consultant Services	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of outside consultant services fees to be provided in advance for applicant agreement.	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of outside consultant services fees to be provided in advance for applicant agreement.	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of outside consultant services fees to be provided in advance for applicant
O. FEE REFUNDS			
The city manager or designee may authorize the refunding of: 1. One hundred percent of any fee erroneously paid or collected. 2. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. 3. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled and minimal plan review work has been done. 4. The city manager or designee shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.			
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 ownership.			
Q. IMPACT FEE ADMINISTRATIVE FEES			
1. Administrative Fee - All applicable projects per building permit application	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
2. Administrative Fee - Impact fee estimate/preliminary determination for building	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
3. Administrative Fee - Independent fee calculation per impact fee type	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.			

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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, 2012; Ord. 646 § 2, 2012; Ord. 641 § 1, 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 § 1, 2006; Ord. 426 § 4, 2006]

**City of Shoreline
Fee Schedules**

Transportation Impact Fees							
ITE Code	Land Use Category/Description	2022 Adopted		2023 Proposed		2024 Proposed	
		Impact Fee Per Unit @		Impact Fee Per Unit @		Impact Fee Per Unit @	
		8,322.31	per Trip	\$9,271.05	per Trip	\$9,873.67	per Trip
A. Rate Table							
90	Park-and-ride lot w/ bus svc	3,944.78	per parking space	4,394.49	per parking space	4,680.13	per parking space
110	Light industrial	10.78	per square foot	12.00	per square foot	12.78	per square foot
140	Manufacturing	8.12	per square foot	9.04	per square foot	9.63	per square foot
151	Mini-warehouse	2.89	per square foot	3.22	per square foot	3.43	per square foot
210	Single family house Detached House	7,711.40	per dwelling unit	8,590.50	per dwelling unit	9,148.88	per dwelling unit
220	Low-Rise Multifamily (Apartment, condo, townhome, ADU)	4,996.72	per dwelling unit	5,566.35	per dwelling unit	5,928.16	per dwelling unit
240	Mobile home park	3,603.74	per dwelling unit	4,014.57	per dwelling unit	4,275.52	per dwelling unit
251	Senior housing	1,649.17	per dwelling unit	1,837.17	per dwelling unit	1,956.59	per dwelling unit
254	Assisted Living	755.86	per bed	842.03	per bed	896.76	per bed
255	Continuing care retirement	2,460.18	per dwelling unit	2,740.64	per dwelling unit	2,918.78	per dwelling unit
310	Hotel	5,155.36	per room	5,743.07	per room	6,116.37	per room
320	Motel	4,106.81	per room	4,574.99	per room	4,872.36	per room
444	Movie theater	16.16	per square foot	18.01	per square foot	19.18	per square foot
492	Health/fitness club	21.29	per square foot	23.72	per square foot	25.26	per square foot
530	School (public or private)	6.26	per square foot	6.97	per square foot	7.43	per square foot
540	Junior/community college	16.37	per square foot	18.24	per square foot	19.42	per square foot
560	Church	4.21	per square foot	4.69	per square foot	5.00	per square foot
565	Day care center	40.43	per square foot	45.04	per square foot	47.97	per square foot
590	Library	20.43	per square foot	22.76	per square foot	24.24	per square foot
610	Hospital	9.90	per square foot	11.03	per square foot	11.75	per square foot
710	General office	14.90	per square foot	16.60	per square foot	17.68	per square foot
720	Medical office	27.08	per square foot	30.17	per square foot	32.13	per square foot
731	State motor vehicles dept	130.49	per square foot	145.37	per square foot	154.81	per square foot
732	United States post office	31.14	per square foot	34.69	per square foot	36.94	per square foot
820	General retail and personal services (includes shopping center)	11.27	per square foot	12.56	per square foot	13.38	per square foot
841	Car sales	20.73	per square foot	23.10	per square foot	24.60	per square foot
850	Supermarket	30.79	per square foot	34.30	per square foot	36.53	per square foot
851	Convenience market-24 hr	57.22	per square foot	63.74	per square foot	67.88	per square foot
854	Discount supermarket	31.40	per square foot	34.98	per square foot	37.25	per square foot
880	Pharmacy/drugstore	18.13	per square foot	20.20	per square foot	21.51	per square foot
912	Bank	44.12	per square foot	49.14	per square foot	52.34	per square foot
932	Restaurant: sit-down	31.82	per square foot	35.44	per square foot	37.75	per square foot
934	Fast food	73.20	per square foot	81.55	per square foot	86.85	per square foot
937	Coffee/donut shop	92.87	per square foot	103.46	per square foot	110.18	per square foot
941	Quick lube shop	33,021.62	per service bay	36,786.09	per service bay	39,177.18	per service bay
944	Gas station	30,028.04	per pump	33,451.24	per pump	35,625.57	per pump
948	Automated car wash	64.19	per square foot	71.50	per square foot	76.15	per square foot
B. Administrative Fees - See Planning and Community Development							
[Ord. 947 § 1 (Exh. A), 2022; Ord. 921 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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

Park Impact Fees

	2022 Adopted		2023 Proposed		2024 Proposed	
A. Rate Table						
Use Category	Impact Fee		Impact Fee		Impact Fee	
Single Family Residential	\$4,692	per dwelling unit	\$5,227	per dwelling unit	\$5,567	per dwelling unit
Multi-Family Residential	\$3,077	per dwelling unit	\$3,428	per dwelling unit	\$3,651	per dwelling unit
B. Administrative Fees - See Planning and Community Development						

[Ord. 947 § 1 (Exh. A), 2022; Ord. 921 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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**

Fire Impact Fees

	2022 Adopted		2023 Proposed		2024 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 Planning and Community Development						

[Ord. 947 § 1 (Exh. A), 2022; Ord. 921 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 3 (Exh. A), 2018; Ord. 791 § 2 (Exh. 2), 2017]

**City of Shoreline
Fee Schedules**

Fire - Operational

Type of Permit Application	2022 Adopted	2023 Proposed	2024 Proposed
A. FIRE - OPERATIONAL			
1. Aerosol Products	\$217.00	\$239.00	\$250.00
2. Amusement Buildings	\$217.00	\$239.00	\$250.00
3. Carnivals and Fairs	\$217.00	\$239.00	\$250.00
4. Combustible Dust-Producing Operations	\$217.00	\$239.00	\$250.00
5. Combustible Fibers	\$217.00	\$239.00	\$250.00
6. Compressed Gases	\$217.00	\$239.00	\$250.00
7. Cryogenic Fluids	\$217.00	\$239.00	\$250.00
8. Cutting and Welding	\$217.00	\$239.00	\$250.00
9. Dry Cleaning (hazardous solvent)	\$217.00	\$239.00	\$250.00
10. Flammable/Combustible Liquid Storage/Handle/Use	\$217.00	\$239.00	\$250.00
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	\$217.00	\$239.00	\$250.00
13. Garages, Repair or Servicing - 1 to 5 Bays	\$217.00	\$239.00	\$250.00
14. Garages, Repair or Servicing - (add'l 5 Bays)	\$109.00	\$120.00	\$125.00
15. Hazardous Materials	\$650.00	\$716.00	\$748.00
16. Hazardous Materials (including Battery Systems 55 gal>)	\$217.00	\$239.00	\$250.00
17. High-Piled Storage	\$217.00	\$239.00	\$250.00
18. Hot Work Operations	\$217.00	\$239.00	\$250.00
19. Indoor Fueled Vehicles	\$217.00	\$239.00	\$250.00
20. Industrial Ovens	\$217.00	\$239.00	\$250.00
21. LP Gas-Consumer Cylinder Exchange	\$109.00	\$120.00	\$125.00
22. LP Gas-Retail Sale of 2.5 lb or less	\$109.00	\$120.00	\$125.00
23. LP Gas-Commercial Containers (Tanks)	\$217.00	\$239.00	\$250.00
24. LP Gas-Commercial Containers, Temporary (Tanks)	\$217.00	\$239.00	\$250.00
25. Lumber Yard	\$217.00	\$239.00	\$250.00
26. Misc Comb Material	\$217.00	\$239.00	\$250.00
27. Open Flames and Candles	\$217.00	\$239.00	\$250.00
28. Open Flames and Torches	\$217.00	\$239.00	\$250.00
29. Places of Assembly 50 to 100	\$109.00	\$120.00	\$125.00
30. Places of Assembly up to 500	\$217.00	\$239.00	\$250.00
31. Places of Assembly 501>	\$434.00	\$478.00	\$500.00
32. Places of Assembly (add'l assembly areas)	\$109.00	\$120.00	\$125.00
33. Places of Assembly - A-5 Outdoor	\$109.00	\$120.00	\$125.00
34. Places of Assembly - Outdoor Pools	\$109.00	\$120.00	\$125.00
35. Places of Assembly - Open Air Stadiums	\$217.00	\$239.00	\$250.00
36. Pyrotechnic Special Effects Material	\$217.00	\$239.00	\$250.00
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	\$217.00	\$239.00	\$250.00
39. Scrap Tire Storage	\$217.00	\$239.00	\$250.00
40. Spraying or Dipping	\$217.00	\$239.00	\$250.00
41. Waste Handling	\$217.00	\$239.00	\$250.00
42. Wood Products	\$217.00	\$239.00	\$250.00

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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**

**Owne Economic Development
Affordable Housing Fee In-Lieu**

		2022 Adopted		2023 Proposed		2024 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	\$212,755.00	\$163,523.00	\$229,417.00	\$176,330.00	\$236,300.00	\$181,620.00	
MUR-70	\$212,755.00	\$163,523.00	\$229,417.00	\$176,330.00	\$236,300.00	\$181,620.00	
MUR-70 with development agreement	\$261,986.00	\$212,755.00	\$282,504.00	\$229,417.00	\$290,980.00	\$236,300.00	
<small>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 \$212,755 would result in a Fee In-Lieu of \$85,102.</small>							

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 841 § 2 (Exh. A), 2019; Ord. 817 § 1, 2018]

City of Shoreline Fee Schedules

Animal Licensing and Service Fees

Annual License	2022 Adopted	2023 Proposed	2024 Proposed
A. PET –DOG OR CAT			
1. Unaltered	\$60.00	\$60.00	\$60.00
2. Altered	\$30.00	\$30.00	\$30.00
3. Service Animal		no charge	no charge
4. K-9 police dog		no charge	no charge
5. Juvenile pet	\$15.00	\$15.00	\$15.00
6. Discounted pet	\$15.00	\$15.00	\$15.00
7. Replacement tag	\$5.00	\$5.00	\$5.00
8. Transfer fee	\$3.00	\$5.00	\$5.00
9. Potentially dangerous animal registration		\$125.00	\$125.00
10. Dangerous animal registration		\$250.00	\$250.00
11. License renewal late fee – received 45 to 90 days following license expiration	\$15.00	\$15.00	\$15.00
12. License renewal late fee – received 91 to 135 days following license expiration	\$20.00	\$20.00	\$20.00
13. License renewal late fee – received more than 136 days following license expiration	\$30.00	\$30.00	\$30.00
14. 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) or fees for any year(s) that the pet was unlicensed-current year.	\$30.00 plus license fee(s) or fees for any year(s) that the pet was unlicensed-current year.
<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			
4. 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.			

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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**

Business License Fees

License	2022 Adopted	2023 Proposed	2024 Proposed
A. BUSINESS LICENSE FEES - GENERAL			
1. Business license registration fee for new application filed for business beginning between January 1 and June 30	\$40.00	\$40.00	\$40.00
2. Business license registration fee for new application filed for business beginning between July 1 and December 31	\$20.00	\$20.00	\$20.00
The annual business license fee for new applications is prorated as necessary to conform to SMC 5.05.060.			
3. Annual business license renewal fee due January 31	\$40.00	\$40.00	\$40.00
a. Penalty schedule for late annual business license renewal as described in SMC 5.05.080 received on or after:			
i. February 1	\$10.00	\$10.00	\$10.00
ii. March 1	\$15.00	\$15.00	\$15.00
iii. April 1	\$20.00	\$20.00	\$20.00
B. REGULATORY LICENSE FEES			
1. Regulated massage business	\$238.00 Per Year	\$262.00 Per Year	\$274.00 Per Year
2. Massage manager	\$52.00 Per Year	\$57.00 Per Year	\$60.00 Per Year
Plus additional \$11 fee for background checks for regulated massage business or massage manager			
3. Public dance	\$163.00 Per Dance	\$180.00 Per Dance	\$188.00 Per Dance
4. Pawnbroker	\$763.00 Per Year	\$840.00 Per Year	\$878.00 Per Year
5. Secondhand Dealer	\$74.00 Per Year	\$82.00 Per Year	\$86.00 Per Year
6. Master solicitor	\$149.00 Per Year	\$164.00 Per Year	\$171.00 Per Year
7. Solicitor	\$37.00 Per Year	\$41.00 Per Year	\$43.00 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	\$763.00 Per Year	\$840.00 Per Year	\$878.00 Per Year
9. Adult cabaret manager	\$163.00 Per Year	\$180.00 Per Year	\$188.00 Per Year
10. Adult cabaret entertainer	\$163.00 Per Year	\$180.00 Per Year	\$188.00 Per Year
11. Panoram Operator	\$761.00 Per Year	\$838.00 Per Year	\$876.00 Per Year
Plus additional \$58 fee for fingerprint background checks for each operator:			
12. Panoram premise	\$313.00 Per Year	\$345.00 Per Year	\$361.00 Per Year
13. Panoram device	\$90.00 Per Year Per Device	\$99.00 Per Year Per Device	\$103.00 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
31 - 60	25%	of Regulatory License Fee	25% of Regulatory License Fee
61 and over	100%	of Regulatory License Fee	100% of Regulatory License Fee
14. Duplicate Regulatory License	\$6.00	\$7.00	\$7.00

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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]

City of Shoreline Fee Schedules

Filmmaking Permit Fees

	2022 Adopted		2023 Proposed		2024 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.						
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.						

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 859 § 2 (Exh. B), 2019]

City of Shoreline Fee Schedules

Hearing Examiner Fees

	2022 Adopted	2023 Proposed	2024 Proposed
A. HEARING EXAMINER APPEAL HEARING FEE	\$580.00	\$639.00	\$668.00

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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]

City of Shoreline Fee Schedules

Public Records

	2022 Adopted		2023 Proposed		2024 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	\$1.70	Each additional page	\$1.70	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 <u>public records portal</u> - if more than five pages (2-minute minimum)	\$0.91	Per Minute	\$0.92	Per Minute (<u>\$2.00 minimum</u>)	\$0.92 Per Minute (<u>\$2.00 minimum</u>)	
b. Copies of electronic records onto other storage media	Cost incurred by City for hardware plus \$0.91/minute		Cost incurred by City for hardware plus \$0.91 2 /minute		Cost incurred by City for hardware plus \$0.91 2 /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	\$107.00	Per Hour (1 Hour Minimum)	\$118.00	Per Hour (1 Hour Minimum)	\$123.00 Per Hour (1 Hour Minimum)	

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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**

Parks, Recreation and Community Services

Fee	2022 Adopted Resident Rate	2022 Adopted Non-Resident Rate	2023 Proposed Resident Rate	2023 Proposed Non-Resident Rate	2024 Proposed Resident Rate	2024 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)	\$76	\$97	\$84	\$107	\$88	\$112
b. Full Day (9:00am - Dusk)	\$111	\$139	\$122	\$153	\$128	\$160
c. Weekday - Hourly **			\$9	\$11	\$9	\$11
**Offered during hours of low usage as established and posted by staff						
2. Cromwell Park Amphitheater & Richmond Beach Terrace						
a. Half Day	\$76	\$97	\$84	\$107	\$88	\$112
b. Full Day	\$111	\$139	\$122	\$153	\$128	\$160
c. Weekday - Hourly **			\$9	\$11	\$9	\$11
**Offered during hours of low usage as established and posted by staff						
3. Alcohol Use						
a. Special Alcohol Permit Fee (in addition to shelter rental)	\$200	\$250	\$200	\$250	\$209	\$261
4. Athletic Fields (Per Hour)						
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$25	\$25	\$28	\$28	\$29	\$29
b. Non-Profit Youth Organization	\$7	\$10	\$8	\$11	\$8	\$12
c. For-Profit Youth Organization	\$19	\$23	\$20	\$26	\$21	\$27
d. All Other Organizations/Groups	\$19	\$23	\$20	\$26	\$21	\$27
e. Baseball Field Game Prep	\$29	\$39	\$32	\$43	\$33	\$45
5. Synthetic Fields (Per Hour; 50% proration for half field use)						
a. Non-Profit Youth Organizations	\$21	\$30	\$23	\$33	\$24	\$35
b. For-Profit Youth Organization	\$32	\$42	\$35	\$46	\$36	\$49
c. All Other Organizations/Groups	\$72	\$88	\$79	\$97	\$83	\$101
d. Discount Field Rate **	\$21	\$30	\$23	\$33	\$24	\$35
**Offered during hours of low usage as established and posted by staff						
6. Tennis Courts						
a. Per hour	\$8	\$10	\$9	\$11	\$9	\$11
7. Park and Open Space Non-Exclusive Area						
a. Event Permit Hourly Fee *	\$17	\$20	\$19	\$22	\$19	\$23
b. Concession Sales Hourly Fee**	\$3	\$4	\$3	\$5	\$4	\$5
* Event Permit fees waived for sanctioned Neighborhood events. **Concession Sales Hourly fee waived for youth non-profit organizations and sanctioned neighborhood events						
8. Community Garden Plot Annual Rental Fee						
a. Standard Plot	\$46	N/A	\$51	N/A	\$53	N/A
b. Accessible Plot	\$23	N/A	\$26	N/A	\$27	N/A
9. Amplification Supervisor Fee						
a. Per hour; when applicable	\$28	\$28	\$31	\$31	\$32	\$32
10. Attendance Fee						
a. 101+ Attendance	\$56	\$56.22	\$62	\$62	\$65	\$65
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)	\$67	\$81	\$74	\$89	\$77	\$93
2. Spartan Recreation Center Fees for Non-Profit Youth Organizations/Groups						
a. Multi-Purpose Room 1 or 2	\$14	\$19	\$15	\$20	\$16	\$21
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$23	\$29	\$26	\$32	\$27	\$33
c. Gymnastics Room	\$14	\$19	\$15	\$20	\$16	\$21
d. Dance Room	\$14	\$19	\$15	\$20	\$16	\$21
e. Gym-One Court	\$23	\$29	\$26	\$32	\$27	\$33
f. Entire Gym	\$41	\$52	\$45	\$57	\$47	\$60
g. Entire Facility	\$110	\$139	\$121	\$153	\$127	\$160
3. Spartan Recreation Center Fees for All Other Organizations/Groups						
a. Multi-Purpose Room 1 or 2	\$28	\$34	\$31	\$37	\$32	\$39
b. Multi-Purpose Room 1 or 2 w/Kitchen	\$39	\$47	\$43	\$52	\$45	\$55
c. Gymnastics Room	\$28	\$34	\$31	\$37	\$32	\$39
d. Dance Room	\$28	\$34	\$31	\$37	\$32	\$39
e. Gym-One Court	\$39	\$47	\$43	\$52	\$45	\$55
f. Entire Gym	\$74	\$89	\$82	\$98	\$85	\$102

**City of Shoreline
Fee Schedules**

Parks, Recreation and Community Services

Fee	2022 Adopted Resident Rate	2022 Adopted Non-Resident Rate	2023 Proposed Resident Rate	2023 Proposed Non-Resident Rate	2024 Proposed Resident Rate	2024 Proposed Non-Resident Rate
g. Entire Facility	\$145	\$174	\$159	\$191	\$167	\$200
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	\$41 Per Hour	\$49 Per Hour	\$45 Per Hour	\$54 Per Hour	\$46 Per Hour	\$55 Per Hour
b. City Hall Rental - Council Chambers	\$117 Per Hour	\$139 Per Hour	\$129 Per Hour	\$153 Per Hour	\$131 Per Hour	\$156 Per Hour
c. AV Set-up Fee - Per Room	\$17	\$17	\$19	\$19	\$20	\$20
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	\$23/hour	\$23/hour	\$23/hour	\$23/hour
c. Daily Rates (shall not exceed)	\$984	\$1,181	\$1,084	\$1,301	\$1,133	\$1,360
C. CONCESSIONAIRE PERMIT FEES						
1. Concession Permit (requires additional hourly fee)	\$56	\$67	\$62	\$74	\$65	\$78
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 RCCS 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	\$4	\$5
b. Senior/Disabled	\$2	\$3	\$2	\$3	\$3	\$4
3. 1 Month Pass						
a. Adult	\$28	\$35	\$31	\$38	\$32	\$40
b. Senior/Disabled	\$19	\$24	\$20	\$26	\$21	\$27
4. 3 Month Pass						
a. Adult	\$69	\$81	\$77	\$89	\$80	\$93
b. Senior/Disabled	\$49	\$57	\$54	\$63	\$56	\$66
Senior is 60+ years of age						
E. GENERAL RECREATION PROGRAM FEES						
General Recreation Program Fees are based upon Recreation and Community Services' Cost Recovery/Fee Setting Framework.						
F. FEE IN LIEU OF STREET TREE REPLACEMENT	\$2,779	N/A	\$3,061	N/A	\$3,199	N/A
G. FEE REFUNDS						
Whenever a fee is paid for the use of parks or recreation facilities or property or for participation in a Recreation and Community Services Department sponsored class or program, and a refund request is made to the city, fees may be refunded according to the Recreation and Community Services Department's Refund Policy and Procedures.						
H. RECREATION SCHOLARSHIPS						
Scholarships for the fee due to the participate in a Recreation and Community Services Department sponsored class or program may be awarded when a request is made to the city according to the Recreation and Community Services Department's Recreation Scholarship Policy and Procedures.						

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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**

Surface Water Management Rate Table

Rate Category	Percent Hard Surface	2022 SWM Annual Fee Adopted (includes all taxes)	2023 Proposed SWM Annual Fee				2024 Proposed SWM Annual Fee			
			2023 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax	2024 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax
A. Rate Table										
1. Residential: Single-family home		\$313.24	\$310.29	\$18.62	Per Parcel	\$328.91	\$325.80	\$19.55	Per Parcel	\$345.35
2. Very Light	Less than or equal to 10%	\$313.24	\$310.29	\$18.62	Per Parcel	\$328.91	\$325.80	\$19.55	Per Parcel	\$345.35
3. Light	More than 10%, less than or equal to 20%	\$727.52	\$720.66	\$43.24	Per Acre	\$763.90	\$756.69	\$45.40	Per Acre	\$802.09
4. Moderate	More than 20%, less than or equal to 45%	\$1,502.96	\$1,488.78	\$89.33	Per Acre	\$1,578.11	\$1,563.22	\$93.79	Per Acre	\$1,657.01
5. Moderately Heavy	More than 45%, less than or equal to 65%	\$2,914.97	\$2,887.47	\$173.25	Per Acre	\$3,060.72	\$3,031.84	\$181.91	Per Acre	\$3,213.75
6. Heavy	More than 65%, less than or equal to 85%	\$3,692.99	\$3,658.15	\$219.49	Per Acre	\$3,877.64	\$3,841.05	\$230.46	Per Acre	\$4,071.51
7. Very Heavy	More than 85%, less than or equal to 100%	\$4,837.26	\$4,791.62	\$287.50	Per Acre	\$5,079.12	\$5,031.20	\$301.87	Per Acre	\$5,333.07
Minimum Rate		\$313.24	\$310.29	\$18.62		\$328.91	\$325.80	\$19.55		\$345.35
<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.										
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.										
4. New or remodeled commercial buildings utilizing a permissive rainwater harvesting system, properly sized to utilize the available roof surface of the building, are eligible for a 10 percent reduction in total Surface Water Management Fee, as per RCW 35.67.020(3). The City will consider rate reductions in excess of 10 percent dependent upon the amount of rainwater harvested.										
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.										

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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.]

Solid Waste Rate Schedule from Recology Effective 1/1/2023

Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	Total Service Fee
A. MONTHLY RESIDENTIAL CURBSIDE SERVICE				
1. One 32 gallon Garbage Cart	4.43	\$ 1.62	\$ 12.04	\$ 13.66
B. WEEKLY RESIDENTIAL CURBSIDE SERVICE				
1. One 10 gallon Micro-Can	6.00	\$ 2.19	\$ 14.88	\$ 17.07
2. One 20-gallon Garbage Cart	12.00	\$ 4.40	\$ 19.93	\$ 24.33
3. One 32/35-gallon Garbage Cart	19.20	\$ 7.04	\$ 24.58	\$ 31.62
4. One 45-gallon Garbage Cart	27.00	\$ 9.92	\$ 33.22	\$ 43.14
5. One 60/64-gallon Garbage Cart	38.40	\$ 14.11	\$ 35.13	\$ 49.24
6. One 90/96-gallon Garbage Cart	57.60	\$ 21.15	\$ 40.09	\$ 61.24
7. Additional 32 Gallon Cans (weekly svc)	-	\$ 7.05	\$ 9.29	\$ 16.34
8. Extras (32 gallon equivalent)	-	\$ 1.62	\$ 3.53	\$ 5.15
9. Miscellaneous Fees:				
a. Extra Yard Debris (32 gallon bag/bundle/can)				\$ 3.71
b. 2nd and Additional 96-Gallon Yard Waste Cart				\$ 7.43
c. Contamination Charge (per cart, per contract amendment)				
d. Return Trip				\$ 7.43
e. Roll-out Charge, per 25 ft, per cart, per time				\$ 3.71
f. Drive-in Charge, per month				\$ 7.43
g. Extended Vacation Hold (per week)				\$ 1.00
h. Overweight/Oversize container (per p/u)				\$ 3.71
i. Redelivery of one or more containers				\$ 12.40
j. Cart Cleaning (per cart per cleaning)				\$ 12.40
C. ON-CALL BULKY WASTE COLLECTION				
1. Non-CFC Containing Large Appliances ("white goods"), per item				\$ 24.79
2. Refrigerators/Freezers/Air Conditioners per item				\$ 37.19
3. Sofas, Chairs, per item	-	\$ 9.17	\$ 16.73	\$ 25.90
4. Mattresses, Boxsprings, per item	-	\$ 9.17	\$ 16.73	\$ 25.90
D. WEEKLY COMMERCIAL & MULTIFAMILY CAN AND CART				
1. One 20-gallon Garbage Cart	12.00	\$ 4.40	\$ 17.66	\$ 22.06
2. One 32/35-gallon Garbage Cart	19.20	\$ 7.04	\$ 19.90	\$ 26.94
3. One 45-gallon Garbage Cart	27.00	\$ 9.92	\$ 22.92	\$ 32.84
4. One 60/64-gallon Garbage Cart	38.40	\$ 14.11	\$ 26.56	\$ 40.67
5. One 90/96-gallon Garbage Cart	57.60	\$ 21.15	\$ 30.55	\$ 51.70
6. Extras (32-gallon equivalent)	-	\$ 1.62	\$ 4.85	\$ 6.47
7. Ancillary Fees:				
a. Weekly 32-gal Cart Yard Debris/Foodwaste service				\$ 21.53
b. Weekly 64-gal Cart Yard Debris/Foodwaste service				\$ 29.81
c. Weekly 96-gal Cart Yard Debris/Foodwaste service				\$ 35.42
d. Return Trip				\$ 9.43
e. Roll-out Charge, per addtn'l 25 ft, per cart, per p/u				\$ 2.36
f. Redelivery of containers				\$ 15.71
g. Cart Cleaning (per cart per cleaning)				\$ 15.71
E. WEEKLY COMMERCIAL DETACHABLE CONTAINER (COMPACTED)				
1. 1 Cubic Yard Container	394.80	\$ 144.94	\$ 133.70	\$ 278.64
2. 1.5 Cubic Yard Container	789.60	\$ 289.89	\$ 246.75	\$ 536.64
3. 2 Cubic Yard Container	1,184.40	\$ 434.82	\$ 359.79	\$ 794.61
4. 3 Cubic Yard Container	1,579.20	\$ 579.76	\$ 490.34	\$ 1,070.10
5. 4 Cubic Yard Container	1,974.00	\$ 724.71	\$ 620.88	\$ 1,345.59
6. 6 Cubic Yard Container	2,961.00	\$ 1,072.47	\$ 736.53	\$ 1,809.00

Solid Waste Rate Schedule from Recology Effective 1/1/2023

Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	Total Service Fee
F. COMMERCIAL DETACHABLE CONTAINER (LOOSE)				
1. 1 Cubic Yard, 1 pickup/week	112.80	\$ 41.42	\$ 85.15	\$ 126.57
2. 1 Cubic Yard, 2 pickups/week	225.60	\$ 82.81	\$ 162.45	\$ 245.26
3. 1 Cubic Yard, 3 pickups/week	338.40	\$ 124.23	\$ 239.73	\$ 363.96
4. 1 Cubic Yard, 4 pickups/week	451.20	\$ 165.66	\$ 317.06	\$ 482.72
5. 1 Cubic Yard, 5 pickups/week	564.00	\$ 207.06	\$ 394.35	\$ 601.41
6. 1.5 Cubic Yard, 1 pickup/week	169.20	\$ 62.11	\$ 119.87	\$ 181.98
7. 1.5 Cubic Yard, 2 pickups/week	338.40	\$ 124.23	\$ 231.91	\$ 356.14
8. 1.5 Cubic Yard, 3 pickups/week	507.60	\$ 186.35	\$ 343.94	\$ 530.29
9. 1.5 Cubic Yard, 4 pickups/week	676.80	\$ 248.47	\$ 455.97	\$ 704.44
10. 1.5 Cubic Yard, 5 pickups/week	846.00	\$ 310.59	\$ 567.99	\$ 878.58
11. 2 Cubic Yard, 1 pickups/week	225.60	\$ 82.81	\$ 155.15	\$ 237.96
12. 2 Cubic Yard, 2 pickups/week	451.20	\$ 165.66	\$ 302.42	\$ 468.08
13. 2 Cubic Yard, 3 pickups/week	676.80	\$ 248.47	\$ 449.70	\$ 698.17
14. 2 Cubic Yard, 4 pickups/week	902.40	\$ 331.29	\$ 596.98	\$ 928.27
15. 2 Cubic Yard, 5 pickups/week	1,128.00	\$ 414.12	\$ 744.25	\$ 1,158.37
16. 3 Cubic Yard, 1 pickup/week	338.40	\$ 124.23	\$ 213.09	\$ 337.32
17. 3 Cubic Yard, 2 pickups/week	676.80	\$ 248.47	\$ 418.33	\$ 666.80
18. 3 Cubic Yard, 3 pickups/week	1,015.20	\$ 372.71	\$ 623.57	\$ 996.28
19. 3 Cubic Yard, 4 pickups/week	1,353.60	\$ 496.95	\$ 828.81	\$ 1,325.76
20. 3 Cubic Yard, 5 pickups/week	1,692.00	\$ 621.18	\$ 1,524.98	\$ 2,146.16
21. 4 Cubic Yard, 1 pickup/week	451.20	\$ 165.66	\$ 271.05	\$ 436.71
22. 4 Cubic Yard, 2 pickups/week	902.40	\$ 331.29	\$ 534.26	\$ 865.55
23. 4 Cubic Yard, 3 pickups/week	1,353.60	\$ 496.95	\$ 797.48	\$ 1,294.43
24. 4 Cubic Yard, 4 pickups/week	1,804.80	\$ 662.59	\$ 1,060.68	\$ 1,723.27
25. 4 Cubic Yard, 5 pickups/week	2,256.00	\$ 828.25	\$ 1,323.89	\$ 2,152.14
26. 6 Cubic Yard, 1 pickup/week	676.80	\$ 248.47	\$ 387.00	\$ 635.47
27. 6 Cubic Yard, 2 pickups/week	1,353.60	\$ 496.95	\$ 766.14	\$ 1,263.09
28. 6 Cubic Yard, 3 pickups/week	2,030.40	\$ 745.41	\$ 1,145.26	\$ 1,890.67
29. 6 Cubic Yard, 4 pickups/week	2,707.20	\$ 993.89	\$ 1,524.39	\$ 2,518.28
30. 6 Cubic Yard, 5 pickups/week	3,384.00	\$ 1,242.36	\$ 1,903.54	\$ 3,145.90
31. 8 Cubic Yard, 1 pickup/week	902.40	\$ 331.29	\$ 492.48	\$ 823.77
32. 8 Cubic Yard, 2 pickups/week	1,804.80	\$ 662.59	\$ 977.08	\$ 1,639.67
33. 8 Cubic Yard, 3 pickups/week	2,707.20	\$ 993.89	\$ 1,461.72	\$ 2,455.61
34. 8 Cubic Yard, 4 pickups/week	3,609.60	\$ 1,325.19	\$ 1,946.32	\$ 3,271.51
35. 8 Cubic Yard, 5 pickups/week	4,512.00	\$ 1,656.48	\$ 2,430.94	\$ 4,087.42
36. Extra loose cubic yard in container, per pickup	-	\$ 9.58	\$ 7.31	\$ 16.89
37. Extra loose cubic yard on ground, per pickup	-	\$ 9.58	\$ 23.03	\$ 32.61
38. Detachable Container Ancillary Fees (per occurrence):				
a. Stand-by Time (per minute)				\$ 2.52
b. Container Cleaning (per yard of container size)				\$ 15.71
c. Contamination Charge (per yard, per contract amendment)				\$ 25.00
d. Redelivery of Containers				\$ 31.44
e. Return Trip				\$ 15.71

Solid Waste Rate Schedule from Recology Effective 1/1/2023

Service Level (based on pick ups)	Daily Rent	Monthly Rent	Delivery Charge	Haul Charge
G. COMMERCIAL DROP-BOX COLLECTION				
1. Non-compacted 10 cubic yard Drop-box (6 boxes)	\$ 9.87	\$ 98.86	\$ 177.96	\$ 251.26
2. Non-compacted 15 cubic yard Drop-box	\$ 9.87	\$ 98.86	\$ 177.96	\$ 251.26
3. Non-compacted 20 cubic yard Drop-box (7 boxes)	\$ 9.87	\$ 138.42	\$ 177.96	\$ 304.92
4. Non-compacted 25 cubic yard Drop-box	\$ 9.87	\$ 158.19	\$ 177.96	\$ 331.69
5. Non-compacted 30 cubic yard Drop-box (11 boxes)	\$ 9.87	\$ 177.96	\$ 177.96	\$ 358.47
6. Non-compacted 40 cubic yard Drop-box (2 boxes)	\$ 9.87	\$ 197.71	\$ 177.96	\$ 412.05
7. Compacted 10 cubic yard Drop-box (2 boxes)			\$ 197.71	\$ 317.64
8. Compacted 20 cubic yard Drop-box (3 boxes)			\$ 197.71	\$ 344.43
9. Compacted 25 cubic yard Drop-box (2 boxes)			\$ 197.71	\$ 371.21
10. Compacted 30 cubic yard Drop-box (4 boxes)			\$ 197.71	\$ 398.04
11. Compacted 40 cubic yard Drop-box (1 box)			\$ 197.71	\$ 451.60
12. Drop-box Ancillary Fees				Per Event
a. Return Trip				\$ 39.28
b. Stand-by Time (per minute)				\$ 2.52
c. Container cleaning (per yard of container size)				\$ 15.71
d. Drop-box directed to other facility (per one-way mile)				\$ 4.71
Service Level		Disposal Fee	Collection Fee	Haul Fee
H. TEMPORARY COLLECTION HAULING				
1. 2 Yard detachable Container	270.00	\$ 22.90	\$ 163.19	\$ 186.09
2. 4 Yard detachable container	540.00	\$ 45.78	\$ 166.02	\$ 211.80
3. 6 Yard detachable container	810.00	\$ 68.68	\$ 168.90	\$ 237.58
4. 8 Yard detachable container	1,080.00	\$ 91.56	\$ 171.74	\$ 263.30
5. Non-compacted 10 cubic yard Drop-box				\$ 231.56
6. Non-compacted 20 cubic yard Drop-box				\$ 267.19
7. Non-compacted 30 cubic yard Drop-box				\$ 302.83
8. Non-compacted 40 cubic yard Drop-box				\$ 320.64
Service Level		Delivery Fee	Daily Rental	Monthly Rental
I. TEMPORARY COLLECTION CONTAINER RENTAL AND DELIVERY				
1. 2 Yard detachable container		\$ 100.89	\$ 9.32	\$ 100.82
2. 4 Yard detachable container		\$ 100.89	\$ 9.32	\$ 100.82
3. 6 Yard detachable container		\$ 100.89	\$ 9.32	\$ 100.82
4. 8 Yard detachable container		\$ 100.89	\$ 9.32	\$ 100.82
5. Non-compacted 10 cubic yard Drop-box		\$ 132.42	\$ 12.23	\$ 151.26
6. Non-compacted 20 cubic yard Drop-box		\$ 132.42	\$ 12.23	\$ 151.26
7. Non-compacted 30 cubic yard Drop-box		\$ 132.42	\$ 12.23	\$ 151.26
8. Non-compacted 40 cubic yard Drop-box		\$ 132.42	\$ 12.23	\$ 151.26
J. EVENT SERVICES				Per Day
1. Delivery, provision, collection of a set of 3 carts (G, R & C)				\$ 39.28
K. HOURLY RATES				Per Hour
1. Rear/Side-load packer + driver				\$ 196.43
2. Front-load packer + driver				\$ 196.43
3. Drop-box Truck + driver				\$ 196.43
4. Additional Labor (per person)				\$ 106.10

City of Shoreline Fee Schedules

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 (See Planning and Community Development).
- B. Facility use and meeting room fees (See Parks, Recreation and Community Services).
- C. Concessionaire permits (See Parks, Recreation and Community Services).
- 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.

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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]

Damage Restitution Administrative Fee

	2022 Adopted	2023 Proposed	2024 Proposed
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	\$53	\$58	\$61

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020]

Collection Fees (Financial)

	2022 Adopted	2023 Proposed	2024 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	\$36.00	\$40.00	\$41.75

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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.]

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.

[Res. 484 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020; 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]

Expenditure Categories

Salaries and Benefits

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.

Object	Description
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.
5111	Salaries - Extra Help Hourly staff and temporary help that are not designated positions. All agency staff should be budgeted under Professional Services.
5112	Overtime Overtime pay for employees who are eligible.
5112100	Overtime - Extra Help
5113	Standby Pay Standby pay for employees who are eligible.
5114	Call Back Pay
5115	Vacation Buy-Out
5212	Social Security Replacement Program
5213	Soc. Sec. Replac. Prog. - Extra Help
5214	PERS
5214002	PERS - Extra Help
5215	Insurance Premium Allowance
5220	Medicare
5221	Medicare - Extra Help
5230	Labor & Industries
5231	Labor & Industries - Extra Help
5232	Labor & Industries - Standby Pay

Supplies

5310	Office Supplies Paper, forms, maps, publications, writing materials, Office Supplies-Boise Cascade, Corp Express (except furniture), Paper Zone
5320	Operating Supplies Chemicals, cleaning & sanitation supplies, clothing, construction materials & supplies, drugs, electrical supplies, medicines, oil, paints, and plumbing supplies
5321	Fuel Consumed
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

Expenditure Categories

Object	Description
5340	Supplies Packaged for Resale T-Shirts, other items purchased for resale/revenue
5350	Small tools and Minor Equipment Tools and equipment that are not capitalized (less than \$5,000)
5360	Software/Licenses/Upgrades Software & Software Licenses
Other Services	
5410	Professional Services Accounting/Auditing, Engineering/architectural, computer programming, management consulting, special legal services, temporary help employed through an agency.
5410001	Janitorial Service
5410002	Credit Card Fees - Parks
5412	Advertising
5412001	Advertising - Franchise
5420	Telephone Local, long-distance, and wireless
5425	Postage/Courier Postage, FedEx, UPS, courier service
5430	Travel (Lodging, Meals, Miles) Per diem, lodging, meals, mileage
5430001	Council Dinner Meeting Meals
5431	Mileage Reimbursement Local Travel Local mileage
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>
5460	Insurance
5471	Electricity
5471001	Utility - Electricity, Streetlights
5471002	Utility - Electricity, Traffic Signal
5472	Water
5473	Natural Gas
5474	Sewer
5475	Garbage/Solid Waste
5476	Cable TV
5480	Repairs & Maintenance Buildings, improvements, structures, equipment (vehicles, tires, etc.) Maintenance Contracts All supplies purchased directly by City go under Operating Supplies except software/ licenses.
5491	Dues, Subscriptions, Memberships
5492	Filing & Recording Fees
5493	Printing & Binding Copying costs, printing services, etc. Printing Companies (brochures, newsletters, publications)
5494	Registration/Training Registration for conferences and training expenses
5495	City Grants to other Agencies Grants that the City provides to outside agencies.
5496	Judgements/Settlements
5497	Rain Garden Rebate
5499	Miscellaneous Expenses

Expenditure Categories

Object	Description
<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.).
5550	Interfund Transfers Transfers between funds
<u>Capital Outlay (Amounts should be in excess of \$5,000)</u>	
5610	Land Land acquisition costs, rights-of-way, LIDs
5620	Buildings & Structures Acquisition, construction, and improvements to office or administrative buildings, shops and warehouses, park buildings
5630	Other Improvements Athletic fields, bridges, water and sewer systems, lighting, parking, roadways, sidewalks, storm drains, streets
5640	Machinery & Equipment Communications equipment, transportation equipment, office furniture & equipment, computers, heavy duty work equipment
5650	Construction of Fixed Assets For capital improvement projects on City owned property
<u>Debt Service Principal</u>	
5700	Debt Service Principal
5800	Debt Service Interest & Related Costs
<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)
5910	Interfund Charge - Equipment Replacement
5950	Interfund Vehicle Operations and Maintenance



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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 benefitting 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.

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps
2023 Min wage: \$15.74

June '20 epi-U 284.055
 June '21 epi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: **7.76%**
 Effective: January 1, 2023

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									
2									
3									15.82 32,913
4									16.22 33,736
5								15.99 33,250	16.62 34,580
6							15.75 32,770	16.39 34,081	17.04 35,444
7							16.15 33,589	16.79 34,933	17.47 36,330
8						15.92 33,105	16.55 34,429	17.21 35,806	17.90 37,239
9					15.69 32,627	16.31 33,933	16.97 35,290	17.64 36,701	18.35 38,169
10					16.08 33,443	16.72 34,781	17.39 36,172	18.09 37,619	18.81 39,124

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				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
11				15.85 32,961	16.48 34,279	17.14 35,650	17.83 37,076	18.54 38,559	19.28 40,102
12				16.24 33,785	16.89 35,136	17.57 36,542	18.27 38,003	19.00 39,523	19.76 41,104
13			15.98 33,244	16.65 34,629	17.31 36,015	18.01 37,455	18.73 38,953	19.48 40,512	20.26 42,132
14			16.38 34,075	17.06 35,495	17.75 36,915	18.46 38,392	19.20 39,927	19.96 41,524	20.76 43,185
15			16.79 34,927	17.49 36,383	18.19 37,838	18.92 39,351	19.68 40,925	20.46 42,562	21.28 44,265
16			17.21 35,800	17.93 37,292	18.65 38,784	19.39 40,335	20.17 41,949	20.97 43,626	21.81 45,372
17			17.64 36,695	18.38 38,224	19.11 39,753	19.88 41,344	20.67 42,997	21.50 44,717	22.36 46,506
18			18.08 37,613	18.84 39,180	19.59 40,747	20.37 42,377	21.19 44,072	22.04 45,835	22.92 47,668
19			18.54 38,553	19.31 40,159	20.08 41,766	20.88 43,437	21.72 45,174	22.59 46,981	23.49 48,860
20			19.00 39,517	19.79 41,163	20.58 42,810	21.41 44,522	22.26 46,303	23.15 48,155	24.08 50,082
21			19.47	20.28	21.10	21.94	22.82	23.73	24.68

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Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
			40,505	42,193	43,880	45,636	47,461	49,359	51,334
22			19.96	20.79	21.62	22.49	23.39	24.32	25.30
			41,518	43,247	44,977	46,776	48,647	50,593	52,617
23			20.46	21.31	22.16	23.05	23.97	24.93	25.93
			42,555	44,329	46,102	47,946	49,864	51,858	53,933
24			20.97	21.84	22.72	23.63	24.57	25.56	26.58
			43,619	45,437	47,254	49,144	51,110	53,155	55,281
25			21.50	22.39	23.29	24.22	25.19	26.19	27.24
			44,710	46,573	48,436	50,373	52,388	54,484	56,663
26			22.03	22.95	23.87	24.82	25.82	26.85	27.92
			45,828	47,737	49,647	51,632	53,698	55,846	58,079
27			22.58	23.52	24.47	25.44	26.46	27.52	28.62
			46,973	48,930	50,888	52,923	55,040	57,242	59,531
28			23.15	24.11	25.08	26.08	27.12	28.21	29.34
			48,148	50,154	52,160	54,246	56,416	58,673	61,020
29			23.73	24.72	25.70	26.73	27.80	28.91	30.07
			49,351	51,408	53,464	55,602	57,827	60,140	62,545
30			24.32	25.33	26.35	27.40	28.50	29.64	30.82
			50,585	52,693	54,800	56,992	59,272	61,643	64,109
31			24.93	25.97	27.01	28.09	29.21	30.38	31.59
			51,850	54,010	56,170	58,417	60,754	63,184	65,712

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				Step 1					Step 6
32			25.55 53,146	26.62 55,360	27.68 57,575	28.79 59,878	29.94 62,273	31.14 64,764	32.38 67,354
33			26.19 54,475	27.28 56,744	28.37 59,014	29.51 61,375	30.69 63,830	31.91 66,383	33.19 69,038
34	Administrative Assistant I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly	26.84 55,836	27.96 58,163	29.08 60,489	30.24 62,909	31.45 65,425	32.71 68,042	34.02 70,764
35			27.52 57,232	28.66 59,617	29.81 62,002	31.00 64,482	32.24 67,061	33.53 69,743	34.87 72,533
36	Administrative Assistant I WW Utility Customer Service Rep	Non-Exempt, Hourly Non-Exempt, Hourly	28.20 58,663	29.38 61,107	30.55 63,552	31.78 66,094	33.05 68,738	34.37 71,487	35.74 74,347
37	Finance Technician Recreation Specialist I WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	28.91 60,130	30.11 62,635	31.32 65,141	32.57 67,746	33.87 70,456	35.23 73,274	36.64 76,205
38	Administrative Assistant II Finance Technician WW Utility Accounting Technician	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	29.63 61,633	30.87 64,201	32.10 66,769	33.38 69,440	34.72 72,217	36.11 75,106	37.55 78,110
39			30.37 63,174	31.64 65,806	32.90 68,438	34.22 71,176	35.59 74,023	37.01 76,984	38.49 80,063
40	Administrative Assistant II Permit Technician Public Disclosure Specialist Recreation Specialist I	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	31.13 64,753	32.43 67,451	33.73 70,149	35.07 72,955	36.48 75,873	37.94 78,908	39.45 82,065

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Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
41	Permit Technician	Non-Exempt, Hourly	31.91	33.24	34.57	35.95	37.39	38.89	40.44
	Public Art Coordinator	Non-Exempt, Hourly	66,372	69,137	71,903	74,779	77,770	80,881	84,116
	Recreation Specialist II	Non-Exempt, Hourly							
	Senior Finance Technician	Non-Exempt, Hourly							
	Special Events Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	32.71	34.07	35.43	36.85	38.32	39.86	41.45
	Communication Specialist	Non-Exempt, Hourly	68,031	70,866	73,701	76,649	79,715	82,903	86,219
	Human Resources Technician	Non-Exempt, Hourly							
	Legal Assistant	Non-Exempt, Hourly							
	Public Disclosure Specialist	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
	Senior Finance Technician	Non-Exempt, Hourly							
	Transportation Specialist	Non-Exempt, Hourly							
Surface Water Program Specialist	Non-Exempt, Hourly								
43	IT Specialist I	Non-Exempt, Hourly	33.53	34.92	36.32	37.77	39.28	40.85	42.49
	Environmental Program Specialist	Non-Exempt, Hourly	69,732	72,638	75,543	78,565	81,707	84,976	88,375
	Legal Assistant	Non-Exempt, Hourly							
	Web/Video Support Specialist	Non-Exempt, Hourly							
	Payroll Officer	Non-Exempt, Hourly							
	Purchasing Coordinator	Non-Exempt, Hourly							
44	Administrative Assistant III	Non-Exempt, Hourly	34.36	35.79	37.23	38.72	40.26	41.88	43.55
	Engineering Technician	Non-Exempt, Hourly	71,475	74,454	77,432	80,529	83,750	87,100	90,584
	Environmental Program Specialist	Non-Exempt, Hourly							
	Public Art Coordinator	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
	Recreation Specialist II	Non-Exempt, Hourly							
	Special Events Coordinator	Non-Exempt, Hourly							
	Transportation and Grants Specialist	Non-Exempt, Hourly							

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps
2023 Min wage: \$15.74

June '20 epi-U 284.055
 June '21 epi-U 296.573
 Estimated % Change 5.52%
 100% of % Change: 5.52%

Estimated Mkt Adj: 7.76%
 Effective: January 1, 2023

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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	PRCS Rental & System Coordinator	Non-Exempt, Hourly	35.22	36.69	38.16	39.68	41.27	42.92	44.64
	Assistant Planner	EXEMPT, Annual	73,262	76,315	79,367	82,542	85,844	89,278	92,849
	CRT Representative	Non-Exempt, Hourly							
46	Assistant Planner	Non-Exempt, Hourly	36.10	37.61	39.11	40.68	42.30	43.99	45.75
	Communication Specialist	Non-Exempt, Hourly	75,094	78,223	81,352	84,606	87,990	91,510	95,170
	Deputy City Clerk	Non-Exempt, Hourly							
	GIS Technician	Non-Exempt, Hourly							
	IT Specialist	Non-Exempt, Hourly							
	Payroll Coordinator	Non-Exempt, Hourly							
	Procurement Coordinator	Non-Exempt, Hourly							
	Senior Surface Water Program Specialist	Non-Exempt, Hourly							
	Staff Accountant	EXEMPT, Annual							
Traffic Operations Specialist	Non-Exempt, Hourly								
47	Code Enforcement Officer	Non-Exempt, Hourly	37.01	38.55	40.09	41.69	43.36	45.09	46.90
	Construction Inspector	Non-Exempt, Hourly	76,971	80,178	83,385	86,721	90,190	93,797	97,549
	CRT Representative	Non-Exempt, Hourly							
	Executive Assistant to City Manager	EXEMPT, Annual							
	GIS Technician	Non-Exempt, Hourly							
	IT Specialist II	Non-Exempt, Hourly							
	Plans Examiner I	Non-Exempt, Hourly							
48	Accountant	EXEMPT, Annual	37.93	39.51	41.09	42.74	44.44	46.22	48.07
	Construction Inspector	Non-Exempt, Hourly	78,895	82,183	85,470	88,889	92,444	96,142	99,988
	Executive Assistant to City Manager	EXEMPT, Annual							
	Plans Examiner I	Non-Exempt, Hourly							
	PRCS Rental & System Coordinator	Non-Exempt, Hourly							
Surface Water Program Specialist	Non-Exempt, Hourly								
49	Associate Planner	EXEMPT, Annual	38.88	40.50	42.12	43.80	45.56	47.38	49.27

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps
2023 Min wage: \$15.74

June '20 epi-U 284.055
 June '21 epi-U 296.573
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Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
	Code Enforcement Officer Deputy City Clerk GIS Analyst IT Functional Analyst PRCS Supervisor I - Recreation	Non-Exempt, Hourly Non-Exempt, Hourly EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	80,868	84,237	87,607	91,111	94,756	98,546	102,488
50	Associate Planner Combination Inspector Diversity and Inclusion Coordinator Housing & Human Services Coordinator IT Functional Analyst Limited Term Community Support Specialist Limited Term Light Rail Project Coordinator Neighborhoods Coordinator Utility Operations Specialist WW Utility Specialist	EXEMPT, Annual Non-Exempt, Hourly EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual Non-Exempt, Hourly Non-Exempt, Hourly	39.85 82,890	41.51 86,343	43.17 89,797	44.90 93,389	46.69 97,124	48.56 101,009	50.50 105,050
51	B&O Tax Analyst Budget Analyst Emergency Management Coordinator GIS Analyst Grounds Maintenance Supervisor Housing & Human Services Coordinator IT Specialist III Management Analyst Plans Examiner II Neighborhoods Coordinator PRCS Supervisor I - Recreation Senior Accounting Analyst	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual Non-Exempt, Hourly EXEMPT, Annual Non-Exempt, Hourly EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	40.85 84,962	42.55 88,502	44.25 92,042	46.02 95,724	47.86 99,553	49.78 103,535	51.77 107,676
52	Grounds Maintenance Supervisor	EXEMPT, Annual	41.87	43.61	45.36	47.17	49.06	51.02	53.06

City of Shoreline
Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
	IT Systems Analyst I Plans Examiner II Senior Surface Water Program Specialist	EXEMPT, Annual Non-Exempt, Hourly Non-Exempt, Hourly	87,086	90,714	94,343	98,117	102,041	106,123	110,368
53	B&O Tax Analyst Budget Analyst Communications Program Manager Environmental Services Program Manager Management Analyst PRCS Supervisor II - Recreation Senior Human Resources Analyst Web Systems Analyst	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	42.91 89,263	44.70 92,982	46.49 96,702	48.35 100,570	50.28 104,592	52.30 108,776	54.39 113,127
54	Code Enforcement and CRT Supervisor PW Maintenance Superintendent Senior Planner	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	43.99 91,495	45.82 95,307	47.65 99,119	49.56 103,084	51.54 107,207	53.60 111,496	55.75 115,955
55	CMO Management Analyst Code Enforcement and CRT Supervisor Engineer I - Capital Projects Engineer I - Development Review Engineer I - Surface Water Engineer I - Traffic Grants Administrator Plans Examiner III PRCS Supervisor II - Recreation Senior Human Resources Analyst Senior Management Analyst	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual Non-Exempt, Hourly EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	45.09 93,782	46.97 97,690	48.84 101,597	50.80 105,661	52.83 109,887	54.94 114,283	57.14 118,854
56	Diversity and Inclusion Coordinator IT Systems Analyst II Parks Superintendent Plans Examiner III	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual Non-Exempt, Hourly	46.21 96,126	48.14 100,132	50.07 104,137	52.07 108,302	54.15 112,635	56.32 117,140	58.57 121,826

City of Shoreline
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Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
	Senior Planner	EXEMPT, Annual							
57	Engineer I - Capital Projects	EXEMPT, Annual	47.37	49.34	51.32	53.37	55.51	57.73	60.03
	Engineer I - Development Review	EXEMPT, Annual	98,530	102,635	106,740	111,010	115,450	120,068	124,871
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
	Engineer I - Wastewater	EXEMPT, Annual							
	Grants Administrator	EXEMPT, Annual							
	CMO Management Analyst	EXEMPT, Annual							
	Communications Program Manager	EXEMPT, Annual							
	Senior Accounting Analyst	EXEMPT, Annual							
	Senior Budget Analyst	EXEMPT, Annual							
	Senior Management Analyst	EXEMPT, Annual							
58	City Clerk	EXEMPT, Annual	48.55	50.58	52.60	54.70	56.89	59.17	61.54
	Environmental Services Program Manager	EXEMPT, Annual	100,993	105,201	109,409	113,785	118,337	123,070	127,993
	IT Projects Manager	EXEMPT, Annual							
	Network Administrator	EXEMPT, Annual							
59	Budget and Tax Manager	EXEMPT, Annual	49.77	51.84	53.92	56.07	58.31	60.65	63.07
	Engineer II - Capital Projects	EXEMPT, Annual	103,518	107,831	112,144	116,630	121,295	126,147	131,193
	Engineer II - Development Review	EXEMPT, Annual							
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	Engineer II - Wastewater	EXEMPT, Annual							
	Lynnwood Link Extension Light Rail Project Manager	EXEMPT, Annual							
	Parks Bond Project Manager	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
Wastewater Manager	EXEMPT, Annual								
60	City Clerk	EXEMPT, Annual	51.01	53.14	55.26	57.47	59.77	62.16	64.65
	Community Services Manager	EXEMPT, Annual	106,106	110,527	114,948	119,546	124,328	129,301	134,473

City of Shoreline
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Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
	IT Projects Manager IT Systems Analyst III Network Administrator Permit Services Manager Recreation Superintendent Parks Superintendent	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual							
61	Engineer II - Capital Projects Engineer II - Development Review Engineer II - Surface Water Engineer II - Traffic Engineer II - Wastewater Parks Superintendent Structural Plans Examiner	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	52.29 108,758	54.47 113,290	56.64 117,821	58.91 122,534	61.27 127,436	63.72 132,533	66.27 137,834
62	Engineer III - Lead Project Manager IT Supervisor Wastewater Manager	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	53.59 111,477	55.83 116,122	58.06 120,767	60.38 125,598	62.80 130,622	65.31 135,846	67.92 141,280
63	Building Official Economic Development Program Manager Engineer III - Lead Project Manager Intergovernmental / CMO Program Manager Permit Services Manager Planning Manager SW Utility Manager	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	54.93 114,264	57.22 119,025	59.51 123,786	61.89 128,738	64.37 133,887	66.94 139,243	69.62 144,812
64	Community Services Manager Finance Manager - Budget and Tax IT Supervisor Recreation and Cultural Services Superintendent	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	56.31 117,121	58.65 122,001	61.00 126,881	63.44 131,956	65.98 137,234	68.62 142,724	71.36 148,433
65	Assistant City Attorney	EXEMPT, Annual	57.72	60.12	62.53	65.03	67.63	70.33	73.15

City of Shoreline
Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
	City Traffic Engineer Development Review and Construction Manager Economic Development Program Manager Engineering Manager Intergovernmental / CMO Program Manager Planning Manager SW Utility Manager Transportation Services Manager	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	120,049	125,051	130,053	135,255	140,665	146,292	152,143
66	Assistant City Attorney Building Official Finance Manager - Operations and Accounting	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	59.16 123,050	61.62 128,177	64.09 133,304	66.65 138,636	69.32 144,182	72.09 149,949	74.97 155,947
67	Information Technology Manager Engineering Manager Parks, Fleet and Facilities Manager Utility & Operations Manager	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	60.64 126,126	63.16 131,382	65.69 136,637	68.32 142,102	71.05 147,786	73.89 153,698	76.85 159,846
68			62.15 129,279	64.74 134,666	67.33 140,053	70.03 145,655	72.83 151,481	75.74 157,540	78.77 163,842

City of Shoreline
Range Placement Table
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Range	Title	FLSA Status	Training Step 0	Min	Step 2	Step 3	Step 4	Step 5	Max
				Step 1					Step 6
69	City Engineer	EXEMPT, Annual	63.71	66.36	69.02	71.78	74.65	77.63	80.74
	Information Technology Manager	EXEMPT, Annual	132,511	138,033	143,554	149,296	155,268	161,479	167,938
	Utility & Operations Manager	EXEMPT, Annual							
70			65.30	68.02	70.74	73.57	76.51	79.57	82.76
			135,824	141,484	147,143	153,029	159,150	165,516	172,136
71	City Engineer	EXEMPT, Annual	66.93	69.72	72.51	75.41	78.43	81.56	84.83
			139,220	145,021	150,821	156,854	163,129	169,654	176,440
72			68.61	71.46	74.32	77.30	80.39	83.60	86.95
			142,700	148,646	154,592	160,776	167,207	173,895	180,851
73	Human Resource and Org. Development Director	EXEMPT, Annual	70.32	73.25	76.18	79.23	82.40	85.69	89.12
			146,268	152,362	158,457	164,795	171,387	178,242	185,372
74			72.08	75.08	78.09	81.21	84.46	87.84	91.35
			149,925	156,171	162,418	168,915	175,672	182,698	190,006
75	Administrative Services Director	EXEMPT, Annual	73.88	76.96	80.04	83.24	86.57	90.03	93.63
	Human Resource and Org. Development Director	EXEMPT, Annual	153,673	160,076	166,479	173,138	180,063	187,266	194,757
	Planning & Community Development Director	EXEMPT, Annual							
	Recreation, Cultural & Community Services Director	EXEMPT, Annual							
76	City Attorney	EXEMPT, Annual	75.73	78.88	82.04	85.32	88.73	92.28	95.97
	Public Works Director	EXEMPT, Annual	157,514	164,078	170,641	177,466	184,565	191,948	199,626
77	Administrative Services Director	EXEMPT, Annual	77.62	80.86	84.09	87.45	90.95	94.59	98.37
	Assistant City Manager	EXEMPT, Annual	161,452	168,180	174,907	181,903	189,179	196,746	204,616
	Planning & Community Development Director	EXEMPT, Annual							
	Recreation, Cultural & Community Services Director	EXEMPT, Annual							

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 2023 Min wage: \$15.74

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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
78	Public Works Director	EXEMPT, Annual	79.56	82.88	86.19	89.64	93.23	96.95	100.83
			165,489	172,384	179,279	186,451	193,909	201,665	209,732
79	City Attorney	EXEMPT, Annual	79.56	84.95	88.35	91.88	95.56	99.38	103.35
			169,626	176,694	183,761	191,112	198,756	206,707	214,975
80			79.56	87.07	90.56	94.18	97.94	101.86	105.94
			173,867	181,111	188,355	195,890	203,725	211,874	220,349
81	Assistant City Manager	EXEMPT, Annual	79.56	89.25	92.82	96.53	100.39	104.41	108.59
			178,213	185,639	193,064	200,787	208,818	217,171	225,858

City of Shoreline
Extra Help Range Placement Table
2023 Min wage: \$15.74

Estimated COLA: 7.76%
Effective: January 1, 2023

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
1	Special Events Attendant Youth Outreach Leader	Non-Exempt, Hourly Non-Exempt, Hourly	\$15.74	\$16.94
2	Building Monitor	Non-Exempt, Hourly	\$15.95	\$17.30
3	Special Events Assistant Special Events Monitor Teen Program Leader Assistant	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$16.22	\$17.66
4	Records Clerk	Non-Exempt, Hourly	\$16.50	\$18.05
5	Undergraduate Intern	Non-Exempt, Hourly	\$16.77	\$18.43
6			\$17.07	\$18.81
7	Day Camp Leader	Non-Exempt, Hourly	\$17.35	\$19.22
8			\$17.64	\$19.62
9	CIT Camp Director Specialized Recreation Specialist	Non-Exempt, Hourly Non-Exempt, Hourly	\$17.95	\$20.04
10	Teen Program Leader Indoor Playground Attendant	Non-Exempt, Hourly	\$18.25	\$20.46
11			\$18.56	\$20.89
12			\$18.87	\$21.34
13	Front Desk Attendant		\$19.20	\$21.80
14	Camp Excel Specialist Assistant Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$19.54	\$22.25
15			\$19.86	\$22.74
16			\$20.19	\$23.22
17	Camp Director Out of School Time Program Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$20.55	\$23.69
18			\$20.88	\$24.18
19			\$21.24	\$24.70

City of Shoreline
Extra Help Range Placement Table
2023 Min wage: \$15.74

Estimated COLA: **7.76%**
 Effective: **January 1, 2023**

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
20			\$21.61	\$25.22
21	Engineering Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$21.97	\$25.74
22			\$22.34	\$26.28
23			\$22.72	\$26.82
24			\$23.09	\$27.39
25			\$23.49	\$27.96
26			\$23.89	\$28.57
27			\$24.30	\$29.16
28	Finance Assistant Permitting Assistant	Non-Exempt, Hourly	\$24.71	\$29.77
29			\$25.13	\$30.38
30	Grounds Maintenance Laborer Administrative Assistant Parks Maintenance Seasonal Laborer		\$25.55	\$31.02
31	Computer Support GIS Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$25.97	\$31.58
32	PW Seasonal Laborer	Non-Exempt, Hourly	\$26.61	\$32.38
33		Non-Exempt, Hourly	\$27.28	\$33.18
34		Non-Exempt, Hourly	\$27.95	\$34.02
35	CMO Fellowship	Non-Exempt, Hourly	\$28.66	\$34.86
36	Facilities Maintenance	Non-Exempt, Hourly	\$29.38	\$35.73
37			\$30.12	\$36.65
38			\$30.86	\$37.54

City of Shoreline
Extra Help Range Placement Table
2023 Min wage: \$15.74

Estimated COLA: 7.76%
 Effective: January 1, 2023

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
39			\$31.64	\$38.49
40			\$32.42	\$39.44
41			\$33.22	\$40.44
42			\$34.06	\$41.44
43			\$34.93	\$42.49
44			\$35.79	\$43.55
45			\$36.69	\$44.64
46	Videographer	Non-Exempt, Hourly	\$37.62	\$45.75
	Expert Professional	Non-Exempt, Hourly	\$15.74	\$45.75
	Inspector	Non-Exempt, Hourly		
	Instructor	Non-Exempt, Hourly		

Table Maintenance: The 2023 Extra Help table has been structured to blend in substantial change in WA State minimum wage occurring in 2023. In 2023, the minimum wage will be \$15.47. In 2023, apply a COLA to the extra help rates on the same basis as the regular rates. Then, in 2023, if any rates fall below \$15.47 adjust them to \$15.47. 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.

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

June '20 cpi-U
 June '21 cpi-U
 CPI-U 1%min - 4%max:

281.055 CPI-U % Chg.
 296.573 **5.52%**
 4.00%

Adjustment:
 Effective:

7.76%
 January 1, 2023

2023 Min wage: \$15.74

2022: 4.00%

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Range	Title	FLSA Status	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1								
2								
3								
4								15.99
5								16.39
6							16.15	16.79
7							16.55	17.21
8						16.31	16.97	17.65
9					16.08	16.72	17.39	18.09
10					16.48	17.14	17.83	18.54
11				16.24	16.89	17.57	18.27	19.00
12			16.01	16.65	17.32	18.01	18.73	19.48
13			16.41	17.07	17.75	18.46	19.20	19.96
14			16.82	17.49	18.19	18.92	19.68	20.46
15			17.24	17.93	18.65	19.39	20.17	20.97

City of Shoreline
Range Placement Table
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June '20 cpi-U
 June '21 cpi-U
 CPI-U 1%min - 4%max:

284.055 CPI-U % Chg.
 296.573 **5.52%**
 4.00%

Adjustment:
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7.76%
 January 1, 2023

2023 Min wage: \$15.74

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Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
16				17.67	18.38	19.11	19.88	20.67	21.50
17				18.11	18.84	19.59	20.37	21.19	22.04
18				18.57	19.31	20.08	20.88	21.72	22.59
19				19.03	19.79	20.58	21.41	22.26	23.15
20				19.51	20.29	21.10	21.94	22.82	23.73
21				19.99	20.79	21.62	22.49	23.39	24.32
22				20.49	21.31	22.16	23.05	23.97	24.93
23				21.00	21.85	22.72	23.63	24.57	25.56
24				21.53	22.39	23.29	24.22	25.19	26.19
25				22.07	22.95	23.87	24.82	25.82	26.85
26				22.62	23.52	24.47	25.44	26.46	27.52
27				23.19	24.11	25.08	26.08	27.12	28.21
28				23.77	24.72	25.70	26.73	27.80	28.91
29				24.36	25.33	26.35	27.40	28.50	29.64
30				24.97	25.97	27.01	28.09	29.21	30.38

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2022: 4.00%

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Range	Title	FLSA Status	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
31			25.59	26.62	27.68	28.79	29.94	31.14
32			26.23	27.28	28.37	29.51	30.69	31.92
33			26.89	27.96	29.08	30.25	31.46	32.71
34			27.56	28.66	29.81	31.00	32.24	33.53
35			28.25	29.38	30.55	31.78	33.05	34.37
36	Grounds Maintenance Worker I Parks Maintenance Worker I PW Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly	28.96	30.11	31.32	32.57	33.87	35.23
37	WW Utility Maintenance Worker I	Non-Exempt, Hourly	29.68	30.87	32.10	33.39	34.72	36.11
38	Facilities Maintenance Worker I	Non-Exempt, Hourly	30.42	31.64	32.90	34.22	35.59	37.01
39			31.18	32.43	33.73	35.08	36.48	37.94
40	Grounds Maintenance Worker II Parks Maintenance Worker II PW Maintenance Worker II	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	31.96	33.24	34.57	35.95	37.39	38.89
41	WW Utility Maintenance Worker II	Non-Exempt, Hourly	32.76	34.07	35.43	36.85	38.33	39.86
42	Facilities Maintenance Worker II	Non-Exempt, Hourly	33.58	34.92	36.32	37.77	39.28	40.85
43			34.42	35.80	37.23	38.72	40.27	41.88
44			35.28	36.69	38.16	39.68	41.27	42.92

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

June '20 cpi-U
 June '21 cpi-U
 CPI-U 1%min - 4%max:

281.055 CPI-U % Chg.
 296.573 **5.52%**
 4.00%

Adjustment:
 Effective:

7.76%
 January 1, 2023

2023 Min wage: \$15.74

2022: 4.00%

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	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
45			36.16	37.61	39.11	40.68	42.30	44.00
46	Senior Grounds Maintenance Worker Senior Facilities Maintenance Worker Senior Parks Maintenance Worker-General Maintenance Senior PW Maintenance Worker	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	37.07	38.55	40.09	41.69	43.36	45.10
47	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly	37.99	39.51	41.09	42.74	44.45	46.22
48	Senior Parks Maintenance Worker-Urban Forestry	Non-Exempt, Hourly	38.94	40.50	42.12	43.80	45.56	47.38
49			39.92	41.51	43.17	44.90	46.70	48.56
50			40.91	42.55	44.25	46.02	47.86	49.78
51			41.94	43.61	45.36	47.17	49.06	51.02
52			42.98	44.70	46.49	48.35	50.29	52.30
53			44.06	45.82	47.65	49.56	51.54	53.60
54			45.16	46.97	48.85	50.80	52.83	54.94
55			46.29	48.14	50.07	52.07	54.15	56.32
56			47.45	49.34	51.32	53.37	55.51	57.73
57			48.63	50.58	52.60	54.71	56.89	59.17
58			49.85	51.84	53.92	56.07	58.32	60.65

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

June '20 cpi-U 284.055 CPI-U % Chg.
 June '21 cpi-U 296.573 **5.52%**
 CPI-U 1%min - 4%max: 4.00%

Adjustment: 7.76%
 Effective: January 1, 2023

2023 Min wage: \$15.74

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Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
59				51.09	53.14	55.26	57.47	59.77	62.16

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

June '20 cpi-U
 June '21 cpi-U
 CPI-U 1%min - 4%max:

284.055 CPI-U % Chg.
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 4.00%

Adjustment:
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7.76%
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Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
60				52.37	54.47	56.65	58.91	61.27	63.72
61				53.68	55.83	58.06	60.38	62.80	65.31
62				55.02	57.22	59.51	61.89	64.37	66.94
63				56.40	58.66	61.00	63.44	65.98	68.62
64				57.81	60.12	62.53	65.03	67.63	70.33
65				59.25	61.62	64.09	66.65	69.32	72.09
66				60.74	63.17	65.69	68.32	71.05	73.89
67				62.25	64.74	67.33	70.03	72.83	75.74
68				63.81	66.36	69.02	71.78	74.65	77.64
69				65.41	68.02	70.74	73.57	76.52	79.58
70				67.04	69.72	72.51	75.41	78.43	81.57
71				68.72	71.47	74.32	77.30	80.39	83.60
72				70.44	73.25	76.18	79.23	82.40	85.70
73				72.20	75.08	78.09	81.21	84.46	87.84
74				74.00	76.96	80.04	83.24	86.57	90.03

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

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 June '21 cpi-U 296.573 **5.52%**
 CPI-U 1%min - 4%max: 4.00%

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Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
75				75.85	78.88	82.04	85.32	88.73	92.28
76				77.75	80.86	84.09	87.45	90.95	94.59
77				79.69	82.88	86.19	89.64	93.23	96.96