



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 June or July, with those responses due in in the following month.

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 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 made 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 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. 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

Several 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 re-adopted biannually and updated annually but the City Council may amend the CIP Plan at any time as required.

Virtually all 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: Transportation Master Plan and the Parks, Recreation,

Open Space and Arts 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 Capital, City Facilities and Major Maintenance, 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 in conjunction with various departments 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 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 \$25,000.
2. Involves totally new physical construction, reconstruction designed to replace an existing system gradually and systematically on a piecemeal basis, replacement of a major component of an existing facility, major maintenance that extends the useful life of the 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.
5. Should not cover routine maintenance, but can include renovation, major repair, or reconstruction of damaged or deteriorated facilities or infrastructure

These should be considered general guidelines. Any project in excess of \$25,000 meeting the criteria of (2), (3), (4) and (5) 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. Furniture and equipment should only be included if it is clearly associated with a newly constructed or renovated facility. System-wide or subarea studies over the threshold established in (1) may also be included in the CIP.

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

CIP projects may or may not be capitalized for financial reporting purposes. Capitalization criteria will follow the City's internal Fixed Asset policy.

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 have 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 request of the City Council (through the City Clerk) in writing before any LID promotion activity begins. The City Manager shall analyze such requests 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 near 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 using 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.). The 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 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:

2025 FTEs by Fund and Department										
Department	General Fund	Street Fund	Public Arts Fund	General Capital Fund	City Facilities Major Main. Fund	Roads Capital Fund	Surface Water Utility	Wastewater Utility	Total	
City Council	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
City Manager	23.95	0.00	0.00	0.15	0.00	0.58	0.07	0.75		25.50
Parks, Recreation, & Community Services	47.00	0.00	0.50	2.10	0.00	0.00	0.00	0.00		49.60
City Attorney	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		3.00
Administrative Services	28.08	0.00	0.00	0.50	0.00	0.00	0.00	4.80		33.38
Human Resources	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		4.00
Planning & Community Development	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		28.00
Public Works	21.64	9.87	0.00	0.20	0.00	13.18	20.41	15.46		80.75
2025 TOTAL	162.66	9.87	0.50	2.95	0.00	13.76	20.48	21.00		231.23
2024 TOTAL	153.66	9.72	0.50	6.17	0.00	13.30	16.85	21.19		221.38
Difference between 2025 and 2024*	9.01	0.15	0.00	-3.22	0.00	0.47	3.63	-0.19		9.85

*Difference due to reduction of 1.5 Light Rail staff as project is nearing completion, reduction of 1.4 ARPA funded positions, additions of 1.0 Housing & Human Services Mgr, 1.0 Parks MWII, 1.0 Construction Inspector, .75 Grounds MWI, 1.0 PW MWII, 1.0 SW Inspector, 1.0 System Analyst, 1.0 Staff Accountant, 1.0 LT AAIL, 1.0 LT Environmental Srvs Coordinator, 1.0 LT Sen Mgmt Analyst, 1.0 LT GIS Analyst, 1.0 LT Senior Planner

2026 FTEs by Fund and Department										
Department	General Fund	Street Fund	Public Arts Fund	General Capital Fund	City Facilities Major Main. Fund	Roads Capital Fund	Surface Water Utility	Wastewater Utility	Total	
City Council	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
City Manager	23.95	0.00	0.00	0.15	0.00	0.58	0.07	0.75		25.50
Parks, Recreation, & Community Serv	47.10	0.00	0.50	2.00	0.00	0.00	0.00	0.00		49.60
City Attorney	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		3.00
Administrative Services	27.41	0.00	0.00	0.50	0.00	0.00	0.00	4.80		32.71
Human Resources	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		4.00
Planning & Community Development	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		28.00
Public Works	21.61	9.87	0.00	0.20	0.00	14.78	19.09	15.21		80.75
2026 TOTAL	162.07	9.87	0.50	2.85	0.00	15.36	19.16	20.75		230.56
2025 TOTAL	162.66	9.87	0.50	2.95	0.00	13.76	20.48	21.00		231.23
Difference between 2025 and 2026*	-0.60	0.00	0.00	-0.10	0.00	1.60	-1.32	-0.25		-0.67

*Difference due to reduction of .67 LT Grant Administrator end of 3-year limited term position



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City of Shoreline Budgeted Positions and FTEs

Department	Job Title	2023		2024		2025		2026	
		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 I	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Administrative Assistant II	3	2.500	3	2.500	3	3.000	3	3.000
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	0	0.000	0	0.000	0	0.000
City Manager	CMO Program Manager	0	0.000	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	Community Support Specialist	1	1.000	1	1.000	1	1.000	1	1.000
City Manager	Community Engagement Coordinator	0	0.000	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	Emergency Management Coordinator	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 CRT 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	2	2.000	2	2.000	2	2.000
City Manager	LT Performance Mgmt & Continuous Improvement Analyst	0	0.000	1	1.000	1	1.000	1	1.000
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	0.430	0	0.000	0	0.000	0	0.000
City Manager	Light Rail Project Manager	1	1.000	1	1.000	0	0.000	0	0.000
City Manager	Public Disclosure Specialist	1	0.500	1	0.500	1	0.500	1	0.500
City Manager	Records Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Department Total		24	22.430	27	26.000	26	25.500	26	25.500
Parks, Recreation, & Community Services	Administrative Assistant I	1	0.600	1	0.600	1	0.600	1	0.600
Parks, Recreation, & Community Services	Administrative Assistant II	5	5.000	5	5.000	5	5.000	5	5.000
Parks, Recreation, & Community Services	Administrative Assistant III	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Affordable Housing Coordinator	1	0.750	1	0.750	1	0.750	1	0.750
Parks, Recreation, & Community Services	Communities Opportunities Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Community Services Manager	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Environmental Program Specialist	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	LT Environmental Services Coordinator	0	0.000	0	0.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Environmental Services Program Manager	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Equity and Social Justice Coordinator	1	1.000	1	1.000	1	0.600	1	0.600
Parks, Recreation, & Community Services	Facilities Maintenance Worker II	2	2.000	2	2.000	3	3.000	3	3.000
Parks, Recreation, & Community Services	Housing & Human Services Manager	0	0.000	0	0.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	LT Community Support Specialist	1	1.000	1	1.000	0	0.000	0	0.000
Parks, Recreation, & Community Services	LT Urban Forestry Program Specialist	0	0.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Management Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Parks Bond Manager	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Parks Maintenance Worker I	3	3.000	3	3.000	3	3.000	3	3.000
Parks, Recreation, & Community Services	Parks Maintenance Worker II	4	4.000	4	4.000	4	4.000	4	4.000
Parks, Recreation, & Community Services	Parks Superintendent	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Parks, Fleet & Facilities Manager	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Parks, Recreation and Community Services Director	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	PRCS Supervisor 1 - Recreation	2	1.900	2	1.900	2	1.900	2	1.900
Parks, Recreation, & Community Services	PRCS Supervisor 2 - Recreation	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Public Art Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	RCCS Superintendent	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Recreation Specialist I	5	3.750	5	3.750	5	3.750	5	3.750
Parks, Recreation, & Community Services	Recreation Specialist II	5	5.000	5	5.000	5	5.000	5	5.000
Parks, Recreation, & Community Services	Rental & System Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Parks, Recreation, & Community Services	Senior Management Analyst	1	1.000	1	1.000	2	2.000	2	2.000
Parks, Recreation, & Community Services	Senior Parks Maintenance Worker	2	2.000	2	2.000	2	2.000	2	2.000
Parks, Recreation, & Community Services	Special Events Coordinator	1	1.000	1	1.000	1	1.000	1	1.000
Department Total		48	46.000	49	47.000	52	49.600	52	49.600
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	2023		2024		2025		2026	
		Position Count	FTE Count	Position Count	FTE Count	Position Count	FTE Count	Position Count	FTE Count
Administrative Services	Accountant	1	1.000	1	0.750	1	0.750	1	0.750
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	Finance Manager- Budget and Tax	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Finance Manager-Operations	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	Finance/Payroll Technician	1	1.000	1	0.750	1	0.750	1	0.750
Administrative Services	GIS Analyst	1	1.000	1	1.000	2	2.000	2	2.000
Administrative Services	GIS Technician	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	LT Grant Administrator	1	1.000	1	1.000	1	1.000	1	0.333
Administrative Services	Information Technology Manager	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT Functional Analyst	2	2.000	2	2.000	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 I	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT Specialist II	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT Specialist III	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT Supervisor	2	2.000	2	2.000	2	2.000	2	2.000
Administrative Services	IT System Analyst III	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	IT System Analyst II	0	0.000	0	0.000	1	1.000	1	1.000
Administrative Services	Network Administrator	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Payroll Officer	1	0.500	0	0.000	0	0.000	0	0.000
Administrative Services	Payroll Supervisor	0	0.000	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 Accounting Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Administrative Services	Senior Budget Analyst	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	Staff Accountant	0	0.000	0	0.000	1	1.000	1	1.000
Administrative Services	Web Technician/Videographer	1	0.500	1	0.500	1	0.500	1	0.500
Administrative Services	WW Utility Accounting Technician	2	2.000	2	2.000	2	2.000	2	2.000
Administrative Services	WW Utility Customer Service Representative	1	1.000	2	1.750	2	1.750	2	1.750
Department Total		31	29.625	32	30.375	35	33.375	35	32.708
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	2	2.000	2	2.000	2	2.000	2	2.000
Department Total		4	4.000	4	4.000	4	4.000	4	4.000
Planning & Community Development	Administrative Assistant II	2	2.000	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	3	3.000	2	2.000	2	2.000	2	2.000
Planning & Community Development	Assistant Planner	1	1.000	1	1.000	1	1.000	1	1.000
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	4	4.000	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	2	2.000	2	2.000	2	2.000	2	2.000
Planning & Community Development	Senior Planner	3	3.000	4	4.000	5	5.000	5	5.000
Planning & Community Development	Structural Review Plans Examiner	1	1.000	1	1.000	1	1.000	1	1.000
Department Total		27	27.000	27	27.000	28	28.000	28	28.000

City of Shoreline Budgeted Positions and FTEs

Department	Job Title	2023		2024		2025		2026	
		Position Count	FTE Count	Position Count	FTE Count	Position Count	FTE Count	Position Count	FTE Count
Public Works	Administrative Assistant II	3	3.000	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	Assistant Planner	1	1.000	1	1.000	1	1.000	1	1.000
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	3	3.000	3	3.000	4	4.000	4	4.000
Public Works	Construction Services Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Development Review 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	3	3.000	3	3.000	3	3.000	3	3.000
Public Works	Engineer II: Capital Projects	6	6.000	6	6.000	6	6.000	6	6.000
Public Works	Engineer II: Development Review	3	3.000	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	2	2.000	2	2.000	2	2.000	2	2.000
Public Works	Engineer II: Wastewater	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Engineer III: Lead Project Manager	3	3.000	3	3.000	3	3.000	3	3.000
Public Works	Engineering Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Grounds Maintenance Supervisor	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Grounds Maintenance Worker I	4	4.000	4	4.000	5	4.750	5	4.750
Public Works	Grounds Maintenance Worker II	2	2.000	2	2.000	2	2.000	2	2.000
Public Works	LT Engineer II: Sidewalks	1	0.500	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	6	6.000	6	6.000	6	6.000	6	6.000
Public Works	PW Maintenance Worker II	2	2.000	2	2.000	3	3.000	3	3.000
Public Works	Senior Grounds Maintenance Worker	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Senior Management Analyst	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Senior Planner	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Senior PW Maintenance Worker	2	2.000	2	2.000	2	2.000	2	2.000
Public Works	Senior Surface Water Program Specialist	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Senior WW Utility Maintenance Worker	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Surface & Wastewater Systems Manager	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Surface Water Inspector	2	2.000	2	2.000	3	3.000	3	3.000
Public Works	Surface Water Program Specialist	1	1.000	1	1.000	1	1.000	1	1.000
Public Works	Transportation Operations 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	1	1.000	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	1	1.000	1	1.000	1	1.000	1	1.000
Department Total		77	76.500	77	77.000	81	80.750	81	80.750
Total City Personnel		221.000	215.555	226.000	221.375	236.000	231.225	236.000	230.558

Total FTE excluding City Council: 208.555 214.375 224.225 223.558



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**City of Shoreline
Fee Schedules**

Affordable Housing Fee In-Lieu

	2024 Adopted		2025 Proposed		2026 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	\$249,017.00	\$191,395.00	\$260,531.00	\$200,245.00	\$272,577.00	\$209,504.00
MUR-70	\$249,017.00	\$191,395.00	\$260,531.00	\$200,245.00	\$272,577.00	\$209,504.00
MUR-70 with development agreement	\$306,639.00	\$249,017.00	\$320,817.00	\$260,531.00	\$335,650.00	\$272,577.00

Note: The Fee In-Lieu is calculated by multiplying the fee shown in the table by the fractional mandated unit. For example, a 0.40 fractional unit multiplied by \$212,755 would result in a Fee In-Lieu of \$85,102.

[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 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

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. 515 § 1 (Exh. A), 2023; Res. 496 § 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

	2024 Adopted	2025 Proposed	2026 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	\$61	\$63.00	\$65.00

[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 471 § 1 (Exh. A), 2021; Ord. 920 § 1, 2021; Ord. 903 § 3 (Exh. A), 2020]

Collection Fees (Financial)

	2024 Adopted	2025 Proposed	2026 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	\$42.00	\$44.00	\$45.00

[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2021; 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. 515 § 1 (Exh. A), 2023; Res. 484 § 1 (Exh. A), 2021; 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]

City of Shoreline Fee Schedules

Animal Licensing and Service Fees

Annual License	2024 Adopted	2025 Proposed	2026 Proposed
A. PET			
1. Unaltered	\$60.00	\$60.00	\$60.00
2. Altered	\$30.00	\$30.00	\$30.00
3. Service Animal	no charge	no charge	no charge
4. K-9 police dog	no charge	no charge	no charge
5. Juvenile pet	\$15.00	\$15.00	\$15.00
6. Discounted pet	\$15.00	\$15.00	\$15.00
7. Senior Discount (Pet is altered and owner is 65 years or older; must		\$15.00	\$15.00
8. Disabled Person (Pet is altered and owner has a disability)		\$15.00	\$15.00
9. Replacement tag	\$5.00	\$5.00	\$5.00
10. Transfer fee	\$5.00	\$5.00	\$5.00
11. Potentially dangerous animal registration	\$125.00	\$125.00	\$125.00
12. Dangerous animal registration	\$250.00	\$250.00	\$250.00
13. License renewal late fee – received 45 to 90 days following license expiration	\$15.00	\$15.00	\$15.00
14. License renewal late fee – received 91 to 135 days following license expiration	\$20.00	\$20.00	\$20.00
15. License renewal late fee – received more than 136 days following license expiration	\$30.00	\$30.00	\$30.00
16. License renewal late fee – received more than 365 days following license expiration	\$30.00 plus license fee or fees for current year.	\$30.00 plus prior year's license fee.	\$30.00 plus prior year's license fee.
<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>			
C. ANIMAL RELATED BUSINESS			
1. Hobby kennel and hobby cattery	\$50.00	\$50.00	\$50.00
D. FEE WAIVER			
<p>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.</p> <p>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.</p>			

[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2021; 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	2024 Adopted	2025 Proposed	2026 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	\$274.00 Per Year	\$284.00 Per Year	\$291.00 Per Year
2. Massage manager	\$60.00 Per Year	\$62.00 Per Year	\$64.00 Per Year
Plus additional \$11 fee for background checks for regulated massage business or massage manager			
3. Public dance	\$188.00 Per Dance	\$195.00 Per Dance	\$200.00 Per Dance
4. Pawnbroker	\$879.00 Per Year	\$913.00 Per Year	\$935.00 Per Year
5. Secondhand Dealer	\$86.00 Per Year	\$89.00 Per Year	\$91.00 Per Year
6. Master solicitor	\$172.00 Per Year	\$179.00 Per Year	\$183.00 Per Year
7. Solicitor	\$43.00 Per Year	\$45.00 Per Year	\$46.00 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	\$879.00 Per Year	\$913.00 Per Year	\$935.00 Per Year
9. Adult cabaret manager	\$188.00 Per Year	\$195.00 Per Year	\$200.00 Per Year
10. Adult cabaret entertainer	\$188.00 Per Year	\$195.00 Per Year	\$200.00 Per Year
11. Panoram Operator	\$877.00 Per Year	\$911.00 Per Year	\$933.00 Per Year
Plus additional \$58 fee for fingerprint background checks for each operator:			
12. Panoram premise	\$361.00 Per Year	\$375.00 Per Year	\$384.00 Per Year
13. Panoram device	\$104.00 Per Year Per Device	\$108.00 Per Year Per Device	\$111.00 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	\$7.00	\$7.00	\$7.00
[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2021; 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

	2024 Adopted	2025 Proposed	2026 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.		
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. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2021; 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

Fire Impact Fees

	2024 Adopted	2025 Proposed		2026 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
Accessory Dwelling Unit		50% of the impact fee of the principal unit on the lot.		50% of the impact fee of the principal unit on the lot.	
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					
[Res. 1002 § 1 (Exh. A), 2023; Res. 995 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; 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

Shoreline no longer collects Fire Operational fees and will formally remove them as of year 2025.

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
A. FIRE - OPERATIONAL			
1. Aerosol Products	\$250.00	\$260.00	\$266.00
2. Amusement Buildings	\$250.00	\$260.00	\$266.00
3. Carnivals and Fairs	\$250.00	\$260.00	\$266.00
4. Combustible Dust-Producing Operations	\$250.00	\$260.00	\$266.00
6. Combustible Fibers	\$250.00	\$260.00	\$266.00
6. Compressed Gases	\$250.00	\$260.00	\$266.00
7. Cryogenic Fluids	\$250.00	\$260.00	\$266.00
8. Cutting and Welding	\$250.00	\$260.00	\$266.00
9. Dry Cleaning (hazardous solvent)	\$250.00	\$260.00	\$266.00
10. Flammable/Combustible Liquid Storage/Handle/Use	\$250.00	\$260.00	\$266.00
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	\$250.00	\$260.00	\$266.00
13. Garages, Repair or Servicing - 1 to 5 Bays	\$250.00	\$260.00	\$266.00
14. Garages, Repair or Servicing - (add'l 5 Bays)	\$126.00	\$130.00	\$133.00
15. Hazardous Materials	\$749.00	\$790.00	\$799.00
16. Hazardous Materials (including Battery Systems 55 gal+)	\$250.00	\$260.00	\$266.00
17. High-Piled Storage	\$250.00	\$260.00	\$266.00
18. Hot Work Operations	\$250.00	\$260.00	\$266.00
19. Indoor-Fueled Vehicles	\$250.00	\$260.00	\$266.00
20. Industrial Ovens	\$250.00	\$260.00	\$266.00
21. LP Gas Consumer Cylinder Exchange	\$126.00	\$130.00	\$133.00
22. LP Gas Retail Sale of 2.5 lb or less	\$126.00	\$130.00	\$133.00
23. LP Gas Commercial Containers (Tanks)	\$250.00	\$260.00	\$266.00
24. LP Gas Commercial Containers, Temporary (Tanks)	\$250.00	\$260.00	\$266.00
25. Lumber Yard	\$250.00	\$260.00	\$266.00
26. Misc Comb Material	\$250.00	\$260.00	\$266.00
27. Open Flames and Candles	\$250.00	\$260.00	\$266.00
28. Open Flames and Torches	\$250.00	\$260.00	\$266.00
29. Places of Assembly 50 to 100	\$126.00	\$130.00	\$133.00
30. Places of Assembly up to 500	\$250.00	\$260.00	\$266.00
31. Places of Assembly 501+	\$500.00	\$520.00	\$533.00
32. Places of Assembly (add'l assembly areas)	\$126.00	\$130.00	\$133.00
33. Places of Assembly - A-5 Outdoor	\$126.00	\$130.00	\$133.00
34. Places of Assembly - Outdoor Pools	\$126.00	\$130.00	\$133.00
35. Places of Assembly - Open Air Stadiums	\$250.00	\$260.00	\$266.00
36. Pyrotechnic Special Effects Material	\$250.00	\$260.00	\$266.00
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	\$250.00	\$260.00	\$266.00
39. Scrap Tire Storage	\$250.00	\$260.00	\$266.00
40. Spraying or Dipping	\$250.00	\$260.00	\$266.00
41. Waste Handling	\$250.00	\$260.00	\$266.00
42. Wood Products	\$250.00	\$260.00	\$266.00

[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; 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

Hearing Examiner Fees

	2024 Adopted	2025 Proposed	2026 Proposed
A. HEARING EXAMINER APPEAL HEARING FEE	\$669.00	\$695.00	\$712.00
<small>[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2021; 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]</small>			

**City of Shoreline
Fee Schedules**

Park Impact Fees

	2024 Adopted	2025 Proposed	2026 Proposed
A. Rate Table			
Use Category	Impact Fee	Impact Fee	Impact Fee
Single Family Residential	\$5,410 per dwelling unit	\$5,524 per dwelling unit	\$5,814 per dwelling unit
Multi-Family Residential	\$3,548 per dwelling unit	\$3,622 per dwelling unit	\$3,813 per dwelling unit
Accessory Dwelling Unit (ADU)		50% of the park impact fee of the principal unit on the lot	50% of the park impact fee of the principal unit on the lot
B. Administrative Fees - See Planning and Community Development			
<small>[Res. 1002 § 1 (Exh. A), 2023; Res. 995 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Ord. 947 § 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]</small>			

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
A. BUILDING			
Valuation (The Total Valuation is the "Building permit valuations" as delineated in section R408-3-109.3 of the International Residential Code and section 408-3-109.3 of the International Building Code. The hourly rate referenced throughout SMC 3.01.010 is calculated by multiplying the minimum number of hours noted for each fee by the fee established in SMC 3.01.010(A)(1).)			
1. \$0 - \$14,000.00 \$15,000.00	\$250.00	\$260.00	\$266.00
2. \$14,000.01 \$15,000.01 - \$25,000.00	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.	\$75 for the first \$2,000.00 + \$14.00 for each additional 1,000.00, or fraction thereof, to and including \$25,000.00.
3. \$25,000.01 - \$50,000.00	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.	\$397 for the first \$25,000.00 + \$11.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
4. \$50,000.01 - \$100,000.00	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.	\$672 for the first \$50,000.00 + \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
5. \$100,000.01 - \$500,000.00	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.	\$1,122 for the first \$100,000.00 + \$7 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
6. \$500,000.01 - \$1,000,000.00	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.	\$3,922 for the first \$500,000.00 + \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
7. \$1,000,000.01 +	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.	\$6,422 for the first \$1,000,000.00 + \$4 for each additional \$1,000.00, or fraction thereof.
8. Building/Structure Plan Review	65% of the building permit fee	65% of the building permit fee	65% of the building permit fee
9. Civil Plan Review, Commercial (if applicable)	Hourly rate, 12 Hour Minimum	Hourly rate, 12 Hour Minimum	Hourly rate, 12 Hour Minimum
10. Civil Plan Review, Residential (if applicable)	Hourly rate, 4 Hour Minimum	Hourly rate, 4 Hour Minimum	Hourly rate, 4 Hour Minimum
11. Civil Plan Review, Residential, up to 1,000 square feet (if applicable)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
12. Floodplain Permit	\$268.00	\$278.00	\$285.00
13. Floodplain Variance	\$750.00	\$780.00	\$799.00
14. Demolition, Commercial	\$2,135.00	\$831.00	\$851.00
Demolition, Residential	\$800.00		
15 Zoning Review	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
16 Affordable Housing Review	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
17 Temporary Certificate of Occupancy (TCO)- Single-Family	\$250.00	\$260.00	\$266.00
18 Temporary Certificate of Occupancy (TCO)- Other	\$750.00	\$780.00	\$799.00
B. ELECTRICAL (Section fees not currently used)			
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee		
C. FIRE - CONSTRUCTION			

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
1. Automatic Fire Alarm System:			
a. Existing System			
1. New or relocated devices up to 12 - Over the Counter	\$250.00	\$260.00	\$266.00
2. New or relocated devices over 12 - Full review	\$750.00 plus \$8 per device over 12	\$780.00 plus \$8 per device over 12	\$799.00 plus \$8 per device over 12
3. AES/Cellular Communicator - Over the Counter	\$250.00	\$260.00	\$266.00
b. New System	\$1,000.00	\$1,040.00	\$1,065.00
c. Each additional new or relocated device over	\$8.00 per device	\$8.00 per device	\$8.00 per device
2. Fire Extinguishing Systems:			
a. Commercial Cooking Hoods			
1. 1 to 12 flow points	\$750.00	\$780.00	\$799.00
2. More than 12	\$1,000.00	\$1,040.00	\$1,065.00
b. Other Fixed System Locations	\$1,000.00	\$1,040.00	\$1,065.00
3 Fire Pumps:			
a. Commercial Systems	\$1,000.00	\$1,040.00	\$1,065.00
4. Commercial Flammable/Combustible Liquids:			
a. Aboveground Tank Installations			
1. First tank	\$500.00	\$520.00	\$533.00
2. Additional	\$250.00	\$260.00	\$266.00
b. Underground Tank Installations			
1. First tank	\$500.00	\$520.00	\$533.00
2. Additional	\$250.00	\$260.00	\$266.00
c. Underground Tank Piping (with new tank)	\$500.00	\$520.00	\$533.00
d. Underground Tank Piping Only (vapor	\$750.00	\$780.00	\$799.00
e. Underground Tank Removal			
1. First tank	\$500.00	\$520.00	\$533.00
2. Additional Tank	\$125.00 per additional tank	\$130.00 per additional tank	\$133.00 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	\$500.00	\$520.00	\$533.00
6. High-Piled Storage:			
a. Class I – IV Commodities:			
1. 501 – 2,500 square feet	\$500.00	\$520.00	\$533.00
2. 2,501 – 12,000 square feet	\$750.00	\$780.00	\$799.00
3. Over 12,000 square feet	\$1,000.00	\$1,040.00	\$1,065.00
b. High Hazard Commodities:			
1. 501 – 2,500 square feet	\$750.00	\$780.00	\$799.00

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
2. Over 2,501 square feet	\$1,250.00	\$1,300.00	\$1,332.00
7. Underground Fire Mains and Hydrants	\$750.00	\$780.00	\$799.00
8. Industrial Ovens:			
a. Class A or B Furnaces	\$500.00	\$520.00	\$533.00
b. Class C or D Furnaces	\$1,000.00	\$1,040.00	\$1,065.00
9. LPG (Propane) Tanks:			
a. Commercial, less than 500-Gallon Capacity	\$500.00	\$520.00	\$533.00
b. Commercial, 500-Gallon+ Capacity	\$750.00	\$780.00	\$799.00
c. Residential 0 – 500-Gallon Capacity	\$250.00	\$260.00	\$266.00
d. Spray Booth	\$1,000.00	\$1,040.00	\$1,065.00
10. Sprinkler Systems:			
a. New Systems	\$1,250.00 , plus \$3.00 per head	\$1,300.00 , plus \$3.00 per head	\$1,332.00 , plus \$3.00 per head
b. Existing Systems			
1. 1 – 10 heads - Over the Counter	\$250.00	\$260.00	\$266.00
2. 11 – 20 heads - Over the Counter	\$500.00	\$520.00	\$533.00
3. More than 20 heads - Full Review	\$750.00 , plus \$3.00 per head over 20 heads	\$780.00 , plus \$3.00 per head over 20 heads	\$799.00 , plus \$3.00 per head over 20 heads
c. Residential (R-3) 13-D System			
1. 1 – 30 heads	\$750.00	\$780.00	\$799.00
2. More than 30 heads	\$750.00 , plus \$3.00 per head	\$780.00 , plus \$3.00 per head	\$799.00 , plus \$3.00 per head
3. Voluntary 13-D Systems in residencies	\$250.00	\$260.00	\$266.00
11. Standpipe Systems	\$1,000.00	\$1,040.00	\$1,065.00
12. Emergency Power Supply Systems:			
a. 10 kW - 50 kW	\$750.00	\$780.00	\$799.00
b. > 50 kW	\$1,250.00	\$1,300.00	\$1,332.00
13. Temporary Tents and Canopies	\$250.00	\$260.00	\$266.00
14. Fire Review -Single-Family	\$125.00	\$130.00	\$133.00
15. Fire Review -Subdivision	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
16 Fire Review - Townhouse	\$250.00	\$260.00	\$266.00
17 Fire Review - Multi-Family/Mixed Use	\$500.00	\$520.00	\$533.00
18 Fire Review - Tenant Improvement	\$250.00	\$260.00	\$266.00
19 Fire Review - Over the Counter	\$250.00	\$260.00	\$266.00

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
20 Fire Review -Other	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
21 Emergency Responder Radio Coverage System	\$750.00	\$780.00	\$799.00
22 Smoke Control Systems - Mechanical or Passive	\$1,000.00	\$1,040.00	\$1,065.00
D. MECHANICAL			
1. Residential Mechanical System	\$250.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4	\$260.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4	\$266.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
2. Commercial Mechanical System	\$669.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4	\$695.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4	\$712.00 (including 4 pieces of equipment), \$12.00 per piece of equipment over 4
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	\$250.00 (including 4 fixtures), \$12.00 per fixture over 4	\$260.00 (including 4 fixtures), \$12.00 per fixture over 4	\$266.00 (including 4 fixtures), \$12.00 per fixture over 4
2. Gas Piping System standalone permit	\$250.00 (including 4 outlets), \$12.00 per outlet over 4	\$260.00 (including 4 outlets), \$12.00 per outlet over 4	\$266.00 (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	\$250.00 (including 4 devices), \$12.00 per devices over 4	\$260.00 (including 4 devices), \$12.00 per devices over 4	\$266.00 (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	\$4,001.00	\$4,160.00	\$4,262.00
2. Multifamily/Commercial SEPA Checklist	\$6,001.00	\$6,240.00	\$6,393.00
3. Planned Action Determination	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum
4. Environmental Impact Statement Review	\$10,409.00	\$10,808.00	\$11,073.00

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
G. LAND USE			
4- Accessory Dwelling Unit	\$1,069.00	\$1,069.00	\$1,069.00
1 Administrative Design Review	\$2,000.00	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum
2 Adult Family Home	\$599.00	\$622.00	\$637.00
3 Comprehensive Plan Amendment – Site Specific (Note: may be combined with Rezone public hearing.)	\$22,004.00 , plus public hearing (\$4,751.00)	\$22,880.00 , plus public hearing (\$4,933.00)	, plus public hearing (\$5,054.00)
4 Conditional Use Permit (CUP)	\$9,342.00	\$9,700.00	\$9,938.00
5 Historic Landmark Review	\$500.00	Hourly rate, 2-hour minimum	Hourly rate, 2-hour minimum
6 Historic Certificate of Appropriateness		Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
7 Interpretation of Development Code	\$936.00	\$972.00	\$996.00
8 Master Development Plan	\$33,363.00 , plus public hearing (\$4,751.00)	\$34,641.00 , plus public hearing (\$4,933.00)	\$35,490.00 , plus public hearing (\$5,054.00)
9 Changes to a Master Development Plan	\$16,681.00 , plus public hearing (\$4,751.00)	\$17,320.00 , plus public hearing (\$4,933.00)	\$17,744.00 , plus public hearing (\$5,054.00)
10 Rezone	\$21,617.00 , plus public hearing (\$4,751.00)	\$22,445.00 , plus public hearing (\$4,933.00)	\$22,995.00 , plus public hearing (\$5,054.00)
11 SCTF Special Use Permit (SUP)	\$19,484.00 , plus public hearing (\$4,751.00)	\$20,230.00 , plus public hearing (\$4,933.00)	\$20,726.00 , plus public hearing (\$5,054.00)
12 Sign Permit - Building Mounted, Awning,	\$535.00	\$555.00	\$569.00
13 Sign Permit - Monument/Pole Signs	\$1,069.00	\$1,110.00	\$1,137.00
14 Special Use Permit	\$19,484.00 , plus public hearing (\$4,751.00)	\$20,230.00 , plus public hearing (\$4,933.00)	\$20,726.00 , plus public hearing (\$5,054.00)
15 Street Vacation	\$13,746.00 , plus public hearing (\$4,751.00)	\$14,272.00 , plus public hearing (\$4,933.00)	\$14,622.00 , plus public hearing (\$5,054.00)
16 Temporary Use Permit (TUP) EXCEPT fee is	\$2,000.00	\$2,080.00	\$2,131.00
17 Deviation from Engineering Standards	Hourly rate, 8-hour minimum	Hourly rate, 8-hour minimum	Hourly rate, 8-hour minimum
18 Variances - Zoning	\$11,343.00	\$11,777.00	\$12,066.00
19 Lot Line Adjustment	\$2,000.00	\$2,080.00	\$2,131.00
20 Lot Merger	\$500.00	\$500.00	\$500.00
a. Declaration of Lot Merger		\$520.00	\$532.74
b. Survey		\$2,080.00	\$2,130.96
21 Development Agreement	Hourly rate, 125-hour minimum , plus public hearing (\$4,751.00)	Hourly rate, 35-hour minimum , plus public hearing (\$4,933.00)	Hourly rate, 35-hour minimum , plus public hearing (\$5,054.00)
22 Outdoor seating - Initial Permit	\$250.00	\$250.00	\$250.00

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
23 Outdoor seating - Modification of existing permit.	Hourly rate, maximum of 1 hour.	Hourly rate, maximum of 1 hour.	Hourly rate, maximum of 1 hour.
H. CRITICAL AREAS FEES			
1. Critical Area Field Signs	\$8.00 per sign	\$12.00 per sign	\$12.00 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	\$2,402.00	\$2,494.00	\$2,555.00
4. Critical Areas Reasonable Use Permit (CARUP)	\$18,016.00 , plus public hearing (\$4,751.00)	\$18,706.00 , plus public hearing (\$4,933.00)	\$19,164.00 , plus public hearing (\$5,054.00)
5. Critical Areas Special Use Permit (CASUP)	\$18,016.00 , plus public hearing (\$4,751.00)	\$18,706.00 , plus public hearing (\$4,933.00)	\$19,164.00 , plus public hearing (\$5,054.00)
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	\$250.00	\$260.00	\$266.00
6. Multiple Family Tax Exemption or Affordable	\$500.00	\$520.00	\$533.00
7. Pre-application Meeting			
a. Mandatory pre-application meeting	\$588.00	\$611.00	\$626.00
b. Optional pre-application meeting	\$250.00	\$260.00	\$266.00
8. Transportation Impact Analysis (TIA) Review	\$250.00	\$260.00	\$266.00
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	\$500.00	\$520.00	\$533.00
J. RIGHT-OF-WAY			
1. Right-of-Way Utility Blanket Permits	\$250.00	\$260.00	\$266.00
2. Right-of-Way Use Limited	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
3. Right-of-Way Use	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
4. Right-of-Way Use Full Utility Permit	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum	Hourly rate, 4-hour minimum
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	\$1,250.00	\$1,300.00	\$1,332.00
7. Residential Parking Zone Permit	\$24.00	\$25.00	\$26.00
8. Right-of-Way Extension	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
K. SHORELINE SUBSTANTIAL DEVELOPMENT			
1. Shoreline Conditional Permit Use	\$9,607.00	\$9,975.00	\$10,219.00
2. Shoreline Exemption	\$627.00	\$651.00	\$667.00
3. Shoreline Variance	\$13,345.00 , plus public hearing (\$4,751.00)	\$13,856.00 , plus public hearing (\$4,933.00)	\$14,195.00 , plus public hearing (\$5,054.00)
4. Substantial Development Permit (based on valuation):			
a. up to \$10,000	\$3,336.00	\$3,464.00	\$3,549.00
b. \$10,000 to \$500,000	\$8,009.00	\$8,316.00	\$8,520.00
c. over \$500,000	\$13,345.00	\$13,856.00	\$14,195.00
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:			
a. 50-500 CY without drainage conveyance	\$250.00	\$260.00	\$266.00
b. 50-500 CY with drainage conveyance	\$535.00	\$555.00	\$569.00
c. 501-5,000 CY	\$1,069.00	\$1,110.00	\$1,137.00
d. 5001-15,000 CY	\$2,135.00	\$2,217.00	\$2,271.00
e. More than 15,000 CY	\$5,607.00	\$5,822.00	\$5,965.00
5 Tree Removal	\$250.00	\$260.00	\$266.00
6 Fees for Authorized Removal of Significant Trees 24 DBH+ in Cottage Housing Developments:			
a. Tree measuring 24 to 30 inches DBH	\$9,000.00 per tree	\$9,000.00 per tree	\$9,000/per tree
b. Tree measuring greater than 30 inches DBH	\$15,000.00 per tree	\$15,000.00 per tree	\$15,000/per tree
M. SUBDIVISIONS			
1. Binding Site Plan	\$7,606.00	\$7,897.00	\$8,090.00
2. Preliminary Short Subdivision	\$8,675.00 for two-lot short subdivision, plus (\$667.00) for each additional lot	\$9,007.00 for two-lot short subdivision, plus (\$667.00) for each additional lot	\$9,228.00 for two-lot short subdivision, plus (\$667.00) for each additional lot
3 Final Short Subdivision	\$2,536.00	\$2,633.00	\$2,698.00
4 Preliminary Subdivision			
a. for ten-lot subdivision, plus	\$20,019.00	\$20,786.00	\$21,295.00
b. for each additional lot and	\$936.00	\$972.00	\$996.00
c. for public hearing	\$4,751.00	\$4,933.00	\$5,054.00
5 Final Subdivision	\$6,831.00	\$7,093.00	\$7,267.00

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
6 Changes to Preliminary Short or Formal	\$4,939.00	\$5,128.00	\$5,254.00
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 (\$4,751.00)	Hourly rate, 10-hour minimum , plus public hearing (\$4,933.00)	Hourly rate, 10-hour minimum , plus public hearing (\$5,054.00)
9 Vacation of subdivision	Hourly rate, 10-hour minimum , plus public hearing (\$4,751.00)	Hourly rate, 10-hour minimum , plus public hearing (\$4,933.00)	Hourly rate, 10-hour minimum , plus public hearing (\$5,054.00)

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 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 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 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 in SMC 3.01.010(A)(1), minimum of one hour.
2. Reinspection fees	<p align="right">\$333.00</p> Reinspection fees may be assessed if work is incomplete and corrections not completed.	<p align="right">\$346.00</p> Reinspection fees may be assessed if work is incomplete and corrections not completed.	<p align="right">\$354.00</p> Reinspection fees may be assessed if work is incomplete and corrections not completed.
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 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), 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), minimum of one hour.
4. Investigation inspection	\$333.00	\$346.00	\$354.00
5. Consultant Services	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff
O. FEE REFUNDS			
<p>The city manager or designee may authorize the refunding of:</p> <ol style="list-style-type: none"> 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			
<ol style="list-style-type: none"> 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.			

**City of Shoreline
Fee Schedules**

Planning and Community Development

Type of Permit Application	2024 Adopted	2025 Proposed	2026 Proposed
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. 515 § 1 (Exh. A), 2023; Res. 496 § 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. 629 § 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

Public Records

	2024 Adopted		2025 Proposed		2026 Proposed	
1. Photocopying paper records						
a. Black and white photocopies of paper up to 11 by 17 inches - if more than five pages	\$0.20	Per Page	\$0.20	Per Page	\$0.20	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
	\$2.00	Each additional page	\$2.00 <u>2.50</u>	Each additional page	\$2.00 <u>2.50</u>	Each additional page
c. <u>Black and white photocopies of electronic file larger than 11 by 17 inches - City Produced</u>	N/A	N/A	<u>\$2.50</u>	Per Page	<u>\$2.50</u>	Per Page
d. 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	\$0.20	Per Page	\$0.20	Per Page	\$0.20	Per Page
3. Copying electronic records						
a. Copies of electronic records to public records portal - if more than five files	\$0.98	Per Minute (\$3.00 minimum)	\$0.98 <u>1.09</u>	Per Minute (\$3.00 minimum)	\$0.98 <u>1.09</u>	Per Minute (\$3.00 minimum)
b. Copies of electronic records onto other storage media	Cost incurred by City for hardware plus \$0.98/minute		Cost incurred by City for hardware plus \$0.98 <u>1.09</u> /minute		Cost incurred by City for hardware plus \$0.98 <u>1.09</u> /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 10 minutes	\$58.00	Per hour	\$58.00 <u>65.00</u>	Per hour	\$58.00 <u>65.00</u>	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					
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
[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2021; 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	2024 Adopted Resident Rate	2024 Adopted Non-Resident Rate	2025 Proposed Resident Rate	2025 Proposed Non-Resident Rate	2026 Proposed Resident Rate	2026 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)	\$88	\$112	\$91	\$116	\$94	\$119
b. Full Day (9:00am - Dusk)	\$128	\$160	\$133	\$166	\$136	\$170
c. Weekday - Hourly **	\$9	\$12	\$10	\$12	\$10	\$12
**Offered during hours of low usage as established and posted by staff						
2. Small Picnic Shelters **						
a. Half Day (9:00am-2:00pm or 2:30pm-Dusk)			\$45	\$60	\$46	\$61
b. Full Day (9:00am - Dusk)			\$70	\$85	\$72	\$87
**For select sites as posted by staff						
2-3. Cromwell Park Amphitheater & Richmond Beach Terrace						
a. Half Day	\$88	\$112	\$91	\$116	\$94	\$119
b. Full Day	\$128	\$160	\$133	\$166	\$136	\$170
c. Weekday - Hourly **	\$9	\$12	\$10	\$12	\$10	\$12
**Offered during hours of low usage as established and posted by staff						
3-4. Alcohol Use						
a. Special Alcohol Permit Fee (in addition to shelter rental)	\$209	\$262	\$217	\$272	\$223	\$278
4-5. Athletic Fields (Per Hour)						
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$29	\$29	\$30	\$30	\$31	\$31
b. Non-Profit Youth Organization	\$8	\$12	\$8	\$12	\$9	\$13
c. For-Profit Youth Organization	\$21	\$27	\$22	\$28	\$23	\$28
d. All Other Organizations/Groups	\$21	\$27	\$22	\$28	\$23	\$28
e. Baseball Field Game Prep	\$33	\$45	\$35	\$47	\$35	\$48
5-6. Synthetic Fields (Per Hour; 50% proration for half field use)						
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$29	\$29	\$30	\$30	\$31	\$31
b. Non-Profit Youth Organizations	\$24	\$35	\$25	\$36	\$26	\$37
c. For-Profit Youth Organization	\$36	\$49	\$38	\$50	\$39	\$52
d. All Other Organizations/Groups	\$83	\$101	\$86	\$105	\$88	\$108
e. Discount Field Rate **	\$24	\$35	\$25	\$36	\$26	\$37
**Offered during hours of low usage as established and posted by staff						
6-7. Tennis Courts						
a. Per hour	\$9	\$11	\$10	\$12	\$10	\$12
8. Pickleball Courts						
a. Per hour			\$5	\$6	\$5	\$6
7-9. Park and Open Space Non-Exclusive Area						
a. Event Permit Hourly Fee *	\$19	\$23	\$20	\$24	\$21	\$25
b. Concession Sales Hourly Fee**	\$4	\$5	\$4	\$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						
8-10. Community Garden Plot Annual Rental Fee						
a. Standard Plot	\$53	N/A	\$55	N/A	\$57	N/A
b. Accessible Plot	\$27	N/A	\$28	N/A	\$28	N/A
9-11. Amplification Supervisor Fee						
a. Per hour; when applicable	\$32	\$32	\$34	\$34	\$34	\$34
10-12. Attendance Fee						
a. 101+ Attendance	\$65	\$65	\$67	\$67	\$69	\$69

**City of Shoreline
Fee Schedules**

Parks, Recreation and Community Services

Fee		2024 Adopted Resident Rate	2024 Adopted Non-Resident Rate	2025 Proposed Resident Rate	2025 Proposed Non-Resident Rate	2026 Proposed Resident Rate	2026 Proposed Non-Resident Rate
		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)
B. INDOOR RENTAL FEES							
1.	Richmond Highlands (same for all groups) Maximum Attendance 214						
a.	Entire Building (including building monitor)	\$77	\$93	\$107	\$123	\$110	\$126
2.	Spartan Recreation Center Fees for Non-Profit Youth Organizations/Groups						
a.	Multi-Purpose Room 1 or 2	\$16	\$21	\$17	\$22	\$17	\$23
b.	Multi-Purpose Room 1 or 2 w/Kitchen	\$27	\$33	\$28	\$35	\$28	\$35
c.	Gymnastics Room	\$16	\$21	\$17	\$22	\$17	\$23
d.	Dance Room	\$16	\$21	\$17	\$22	\$17	\$23
e.	Gym-One Court	\$27	\$33	\$28	\$35	\$28	\$35
f.	Entire Gym	\$47	\$60	\$48	\$62	\$50	\$64
g.	Entire Facility	\$127	\$160	\$132	\$166	\$135	\$170
3.	Spartan Recreation Center Fees for All Other Organizations/Groups						
a.	Multi-Purpose Room 1 or 2	\$32	\$39	\$33	\$40	\$34	\$41
b.	Multi-Purpose Room 1 or 2 w/Kitchen	\$45	\$55	\$47	\$57	\$48	\$58
c.	Gymnastics Room	\$32	\$39	\$33	\$40	\$34	\$41
d.	Dance Room	\$32	\$39	\$33	\$40	\$34	\$41
e.	Gym-One Court	\$45	\$55	\$47	\$57	\$48	\$58
f.	Entire Gym	\$85	\$102	\$89	\$106	\$91	\$109
g.	Entire Facility	\$167	\$200	\$173	\$208	\$177	\$213
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	\$47 Per Hour	\$56 Per Hour	\$49 Per Hour	\$58 Per Hour	\$51 Per Hour	\$60 Per Hour
b.	City Hall Rental - Council Chambers	\$135 Per Hour	\$160 Per Hour	\$140 Per Hour	\$166 Per Hour	\$145 Per Hour	\$172 Per Hour
c.	AV Set-up Fee - Per Room	\$20	\$20	\$65 Per Hour	\$65 Per Hour	\$67 Per Hour	\$67 Per Hour
d.	AV Support Tech Fee - Per Hour			\$65	\$65	\$67	\$67
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)	\$24/hour	\$24/hour	\$25/hour	\$25/hour	\$26/hour	\$26/hour
c.	Daily Rates (shall not exceed)	\$1,134	\$1,361	\$1,178	\$1,413	\$1,207	\$1,448

**City of Shoreline
Fee Schedules**

Parks, Recreation and Community Services

Fee		2024 Adopted Resident Rate	2024 Adopted Non-Resident Rate	2025 Proposed Resident Rate	2025 Proposed Non-Resident Rate	2026 Proposed Resident Rate	2026 Proposed Non-Resident Rate
C. CONCESSIONAIRE PERMIT FEES							
1.	Concession Permit (requires additional hourly fee)	\$65	\$78	\$67	\$81	\$69	\$83
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)	\$4	\$4	\$4	\$4	\$4	\$4
2.1	Drop-In						
	a. Adult	\$4	\$5	\$4	\$5	\$4	\$5
	b. Senior/Disabled	\$2	\$3	\$3	\$4	\$3	\$4
3.2	1 Month Pass						
	a. Adult	\$32	\$40	\$33	\$42	\$34	\$43
	b. Senior/Disabled	\$21	\$27	\$22	\$29	\$23	\$29
4.3	3 Month Pass						
	a. Adult	\$80	\$93	\$83	\$97	\$85	\$99
	b. Senior/Disabled	\$56	\$66	\$58	\$69	\$60	\$70
	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		\$3,203	N/A	\$3,325	N/A	\$3,407	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. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2021; 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]							

**ADDENDUM #3 ATTACHMENT B
Best and Final Form 2a Rate Proposal
Monthly Rates Unless Otherwise Specified**

Proponent: _____

2025 Shoreline Rates
After annual CPI and Dipsosal Adjustments Plus Contract Amendment
As of 1/1/25

NEW RATES

2024 Adopted		2025 Proposed			
<i>Estimated Rates - Final schedule to be provided by Recology in October 2024</i>		Per Unit	Disposal Fee	Collection Fee	Total Service Fee
Service Level					
Monthly	One 32 gallon Garbage Cart	4.43	\$ 1.44	\$ 12.50	\$ 13.94
Weekly	One 10 gallon Micro-Can	6.00	\$ 1.95	\$ 15.44	\$ 17.39
Residential	One 20-gallon Garbage Cart	12.00	\$ 3.93	\$ 20.69	\$ 24.62
Curbside	1 32/35-gallon Garbage Cart	19.20	\$ 6.29	\$ 25.52	\$ 31.81
Service	1 45-gallon Garbage Cart	27.00	\$ 8.87	\$ 34.49	\$ 43.36
	1 60/64-gallon Garbage Cart	38.40	\$ 12.61	\$ 36.47	\$ 49.08
	1 90/96-gallon Garbage Cart	57.60	\$ 16.90	\$ 43.49	\$ 60.39
	Additional 32 Gallon Cans (weekly svc)	-	\$ 5.63	\$ 10.07	\$ 15.70
Total Garbage Customers:	Extras (32 gallon equivalent)	-	\$ 1.28	\$ 3.82	\$ 5.10
14842	Miscellaneous Fees:				
	Extra Yard Debris (32 gallon bag/bundle/can)				\$ 4.01
	2nd and Additional 96-Gallon Yard Waste Cart				\$ 8.05
	Contamination Charge (per cart, per contract amendment)				
	Return Trip				\$ 8.05
	Roll-out Charge, per 25 ft, per cart, per time				\$ 4.01
	Drive-in Charge, per month				\$ 8.05
	Extended Vacation Hold (per week)				\$ 1.00
	Overweight/Oversize container (per p/u)				\$ 4.01
	Redelivery of one or more containers				\$ 13.44
	Cart Cleaning (per cart per cleaning)				\$ 13.44
On-Call	Non-CFC Containing Large Appliances ("white goods"), per item				\$ 26.89
Bulky	Refrigerators/Freezers/Air Conditioners per item				\$ 40.34
Waste	Sofas, Chairs, per item	-	\$ 7.32	\$ 18.14	\$ 25.46
Collection	Mattresses, Boxsprings, per item	-	\$ 7.32	\$ 18.14	\$ 25.46
Weekly	One 20-gallon Garbage Cart	12.00	\$ 3.51	\$ 19.15	\$ 22.66
Commercial	1 32/35-gallon Garbage Cart	19.20	\$ 5.62	\$ 21.58	\$ 27.20
Can and	1 45-gallon Garbage Cart	27.00	\$ 7.93	\$ 24.86	\$ 32.79
Cart	1 60/64-gallon Garbage Cart	38.40	\$ 11.27	\$ 28.81	\$ 40.08
	1 90/96-gallon Garbage Cart	57.60	\$ 16.90	\$ 33.14	\$ 50.04
	Extras (32-gallon equivalent)	-	\$ 1.28	\$ 5.25	\$ 6.53
	Ancillary Fees:				
	Weekly 32-gal Cart Yard Debris/Foodwaste service				\$ 23.36
	Weekly 64-gal Cart Yard Debris/Foodwaste service				\$ 32.34
	Weekly 96-gal Cart Yard Debris/Foodwaste service				\$ 38.42
	Return Trip				\$ 10.22
	Roll-out Charge, per addtn'l 25 ft, per cart, per p/u				\$ 2.55
	Redelivery of containers				\$ 17.03
	Cart Cleaning (per cart per cleaning)				\$ 17.03

ADDENDUM #3 ATTACHMENT B
Best and Final Form 2a Rate Proposal
Monthly Rates Unless Otherwise Specified

Proponent: _____

<i>Estimated Rates - Final schedule to be provided by Recology in October 2024</i>		Per Unit	Disposal Fee	Collection Fee	Total Service Fee
Service Level					
Weekly Commercial Detachable Container (compacted)	1 Cubic Yard Container	394.80	\$ 115.88	\$ 145.08	\$ 260.96
	1.5 Cubic Yard Container	789.60	\$ 231.77	\$ 267.75	\$ 499.52
	2 Cubic Yard Container	1,184.40	\$ 347.65	\$ 390.42	\$ 738.07
	3 Cubic Yard Container	1,579.20	\$ 463.54	\$ 532.08	\$ 995.62
	4 Cubic Yard Container	1,974.00	\$ 579.43	\$ 673.74	\$ 1,253.17
	6 Cubic Yard Container	2,961.00	\$ 857.49	\$ 799.23	\$ 1,656.72
Commercial Detachable Container (loose)	1 Cubic Yard, 1 pickup/week	112.80	\$ 33.11	\$ 92.39	\$ 125.50
	1 Cubic Yard, 2 pickups/week	225.60	\$ 66.20	\$ 176.27	\$ 242.47
	1 Cubic Yard, 3 pickups/week	338.40	\$ 99.32	\$ 260.13	\$ 359.45
	1 Cubic Yard, 4 pickups/week	451.20	\$ 132.44	\$ 344.05	\$ 476.49
	1 Cubic Yard, 5 pickups/week	564.00	\$ 165.54	\$ 427.92	\$ 593.46
	1.5 Cubic Yard, 1 pickup/week	169.20	\$ 49.65	\$ 130.06	\$ 179.71
	1.5 Cubic Yard, 2 pickups/week	338.40	\$ 99.32	\$ 251.65	\$ 350.97
	1.5 Cubic Yard, 3 pickups/week	507.60	\$ 148.99	\$ 373.21	\$ 522.20
	1.5 Cubic Yard, 4 pickups/week	676.80	\$ 198.65	\$ 494.79	\$ 693.44
	1.5 Cubic Yard, 5 pickups/week	846.00	\$ 248.33	\$ 616.34	\$ 864.67
	2 Cubic Yard, 1 pickups/week	225.60	\$ 66.20	\$ 168.35	\$ 234.55
	2 Cubic Yard, 2 pickups/week	451.20	\$ 132.44	\$ 328.16	\$ 460.60
	2 Cubic Yard, 3 pickups/week	676.80	\$ 198.65	\$ 487.98	\$ 686.63
	2 Cubic Yard, 4 pickups/week	902.40	\$ 264.88	\$ 647.80	\$ 912.68
	2 Cubic Yard, 5 pickups/week	1,128.00	\$ 331.10	\$ 807.61	\$ 1,138.71
	3 Cubic Yard, 1 pickup/week	338.40	\$ 99.32	\$ 231.23	\$ 330.55
	3 Cubic Yard, 2 pickups/week	676.80	\$ 198.65	\$ 453.94	\$ 652.59
	3 Cubic Yard, 3 pickups/week	1,015.20	\$ 297.99	\$ 676.66	\$ 974.65
	3 Cubic Yard, 4 pickups/week	1,353.60	\$ 397.33	\$ 899.37	\$ 1,296.70
	3 Cubic Yard, 5 pickups/week	1,692.00	\$ 496.66	\$ 1,654.81	\$ 2,151.47
	4 Cubic Yard, 1 pickup/week	451.20	\$ 132.44	\$ 294.12	\$ 426.56
	4 Cubic Yard, 2 pickups/week	902.40	\$ 264.88	\$ 579.74	\$ 844.62
	4 Cubic Yard, 3 pickups/week	1,353.60	\$ 397.33	\$ 865.37	\$ 1,262.70
	4 Cubic Yard, 4 pickups/week	1,804.80	\$ 529.77	\$ 1,150.99	\$ 1,680.76
	4 Cubic Yard, 5 pickups/week	2,256.00	\$ 662.22	\$ 1,436.60	\$ 2,098.82
	6 Cubic Yard, 1 pickup/week	676.80	\$ 198.65	\$ 419.94	\$ 618.59
	6 Cubic Yard, 2 pickups/week	1,353.60	\$ 397.33	\$ 831.37	\$ 1,228.70
	6 Cubic Yard, 3 pickups/week	2,030.40	\$ 595.98	\$ 1,242.76	\$ 1,838.74
	6 Cubic Yard, 4 pickups/week	2,707.20	\$ 794.66	\$ 1,654.18	\$ 2,448.84
	6 Cubic Yard, 5 pickups/week	3,384.00	\$ 993.33	\$ 2,065.61	\$ 3,058.94
	8 Cubic Yard, 1 pickup/week	902.40	\$ 264.88	\$ 534.40	\$ 799.28
	8 Cubic Yard, 2 pickups/week	1,804.80	\$ 529.77	\$ 1,060.26	\$ 1,590.03
	8 Cubic Yard, 3 pickups/week	2,707.20	\$ 794.66	\$ 1,586.17	\$ 2,380.83
	8 Cubic Yard, 4 pickups/week	3,609.60	\$ 1,059.55	\$ 2,112.03	\$ 3,171.58
	8 Cubic Yard, 5 pickups/week	4,512.00	\$ 1,324.43	\$ 2,637.91	\$ 3,962.34
	Extra loose cubic yard in container, per pickup	-	\$ 7.65	\$ 7.92	\$ 15.57
	Extra loose cubic yard on ground, per pickup	-	\$ 7.65	\$ 24.98	\$ 32.63
Detachable Container Ancillary Fees (per occurrence):					
	Stand-by Time (per minute)				\$ 2.73
	Container Cleaning (per yard of container size)				\$ 17.03
	Contamination Charge (per yard, per contract amendment)				\$ 25.00
	Redelivery of Containers				\$ 34.10
	Return Trip				\$ 17.03

**ADDENDUM #3 ATTACHMENT B
Best and Final Form 2a Rate Proposal
Monthly Rates Unless Otherwise Specified**

Proponent: _____

<i>Estimated Rates - Final schedule to be provided by Recology in October 2024</i>		Per Unit	Disposal Fee	Collection Fee	Total Service Fee	
Service Level		Daily Rent	Monthly Rent	Delivery Charge	Haul Charge	
Commercial Drop-box Collection	Non-compacted 10 cubic yard Drop-box (6 boxes)	\$ 9.77	\$ 107.26	\$ 193.10	\$ 272.64	
	Non-compacted 15 cubic yard Drop-box	\$ 9.77	\$ 107.26	\$ 193.10	\$ 272.64	
	Non-compacted 20 cubic yard Drop-box (7 boxes)	\$ 9.77	\$ 150.20	\$ 193.10	\$ 330.87	
	Non-compacted 25 cubic yard Drop-box	\$ 9.77	\$ 171.65	\$ 193.10	\$ 359.92	
	Non-compacted 30 cubic yard Drop-box (11 boxes)	\$ 9.77	\$ 193.10	\$ 193.10	\$ 388.99	
	Non-compacted 40 cubic yard Drop-box (2 boxes)	\$ 9.77	\$ 214.53	\$ 193.10	\$ 447.12	
	Compacted 10 cubic yard Drop-box (2 boxes)			\$ 214.53	\$ 344.67	
	Compacted 20 cubic yard Drop-box (3 boxes)			\$ 214.53	\$ 373.74	
	Compacted 25 cubic yard Drop-box (2 boxes)			\$ 214.53	\$ 402.81	
	Compacted 30 cubic yard Drop-box (4 boxes)			\$ 214.53	\$ 431.92	
	Compacted 40 cubic yard Drop-box (1 box)			\$ 214.53	\$ 490.04	
	Drop-box Ancillary Fees					Per Event
	Return Trip				\$ 42.62	
	Stand-by Time (per minute)				\$ 2.73	
	Container cleaning (per yard of container size)				\$ 17.03	
Drop-box directed to other facility (per one-way mile)				\$ 5.10		
Service Level		Pounds Per Unit	Disposal Fee	Collection Fee	Haul Charge	
Temporary Collection Hauling	2 Yard detachable Container	270.00	\$ 18.30	\$ 177.08	\$ 195.38	
	4 Yard detachable container	540.00	\$ 36.59	\$ 180.14	\$ 216.73	
	6 Yard detachable container	810.00	\$ 54.91	\$ 183.27	\$ 238.18	
	8 Yard detachable container	1,080.00	\$ 73.20	\$ 186.35	\$ 259.55	
	Non-compacted 10 cubic yard Drop-box				\$ 251.26	
	Non-compacted 20 cubic yard Drop-box				\$ 289.93	
	Non-compacted 30 cubic yard Drop-box				\$ 328.61	
	Non-compacted 40 cubic yard Drop-box				\$ 347.93	
Service Level			Delivery Fee	Daily Rental	Monthly Rental	
Temporary Collection Container Rental and Delivery	2 Yard detachable container		\$ 109.47	\$ 10.11	\$ 109.39	
	4 Yard detachable container		\$ 109.47	\$ 10.11	\$ 109.39	
	6 Yard detachable container		\$ 109.47	\$ 10.11	\$ 109.39	
	8 Yard detachable container		\$ 109.47	\$ 10.11	\$ 109.39	
	Non-compacted 10 cubic yard Drop-box		\$ 143.69	\$ 13.26	\$ 164.13	
	Non-compacted 20 cubic yard Drop-box		\$ 143.69	\$ 13.26	\$ 164.13	
	Non-compacted 30 cubic yard Drop-box		\$ 143.69	\$ 13.26	\$ 164.13	
	Non-compacted 40 cubic yard Drop-box		\$ 143.69	\$ 13.26	\$ 164.13	
Event Services					Per Day	
	Delivery, provision, collection of a set of 3 carts (G, R & C)				\$ 42.62	
Hourly Rates	Service					
	Rear/Side-load packer + driver				\$ 213.15	
	Front-load packer + driver				\$ 213.15	
	Drop-box Truck + driver				\$ 213.15	
	Additional Labor (per person)				\$ 115.12	

**ADDENDUM #3 ATTACHMENT B
Best and Final Form 2a Rate Proposal
Monthly Rates Unless Otherwise Specified**

Proponent: _____

<i>Estimated Rates - Final schedule to be provided by Recology in October 2024</i>	Per Unit	Disposal Fee	Collection Fee	Total Service Fee
Service Level				

[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2022; Res. 471 §1 (Exh. A), 2021; Ord. 903 § 3 (Exh. A), 2020; Ord. 872 § 3 (Exh. A), 2019; Ord. 858 § 1 (Exh. A), 2019; Ord. 806 § 3 (Exh. A), 2017; Ore. 758 § 3 (Exh. A), 2016; Ord. 726 § 3 (Exh. A), 2015; 622 § 3 (Exh. A), 2011 ; Ord. 585 § 3(b) (Exh. B), 201 O; Ord. 563 § 4 (Exh. B), 2009]

Surface Water Management Rate Table

Rate Category	Percent Hard Surface	2024 SWM Annual Fee Adopted (includes all taxes)	2025 Proposed SWM Annual Fee				2026 Proposed SWM Annual Fee			
			2025 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax	2026 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax
A. Rate Table										
1. Residential: Single-family home		\$ 345.35	\$ 366.52	\$ 21.99	Per Parcel	\$ 388.52	\$ 397.68	\$ 23.86	Per Parcel	\$ 421.54
2. Very Light	Less than or equal to 10%	\$ 345.35	\$ 366.52	\$ 21.99	Per Parcel	\$ 388.52	\$ 397.68	\$ 23.86	Per Parcel	\$ 421.54
3. Light	More than 10%, less than or equal to 20%	\$ 802.09	\$ 851.28	\$ 51.08	Per Acre	\$ 902.35	\$ 923.63	\$ 55.42	Per Acre	\$ 979.05
4. Moderate	More than 20%, less than or equal to 45%	\$ 1,657.01	\$ 1,758.63	\$ 105.52	Per Acre	\$ 1,864.14	\$ 1,908.11	\$ 114.49	Per Acre	\$ 2,022.60
5. Moderately Heavy	More than 45%, less than or equal to 65%	\$ 3,213.75	\$ 3,410.82	\$ 204.65	Per Acre	\$ 3,615.47	\$ 3,700.74	\$ 222.04	Per Acre	\$ 3,922.79
6. Heavy	More than 65%, less than or equal to 85%	\$ 4,071.51	\$ 4,321.19	\$ 259.27	Per Acre	\$ 4,580.46	\$ 4,688.49	\$ 281.31	Per Acre	\$ 4,969.80
7. Very Heavy	More than 85%, less than or equal to 100%	\$ 5,333.07	\$ 5,660.10	\$ 339.61	Per Acre	\$ 5,999.71	\$ 6,141.21	\$ 368.47	Per Acre	\$ 6,509.69
Minimum Rate		\$ 345.35	\$ 366.52	\$ 21.99		\$ 388.52	\$ 397.68	\$ 23.86		\$ 421.54
<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										
<p>Several special rate categories will automatically be assigned to those who qualify</p> <ol style="list-style-type: none"> 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 and other contributions which benefit 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										
<p>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:</p> <ol style="list-style-type: none"> 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										
<p>Developed properties shall be eligible for the rebate under SMC 13.10.120 for constructing approved rain gardens or native vegetation landscaping. The rate is \$7.00 per square foot and not to exceed \$5,600 for any single-family residential parcel and \$20,000 for any non-single-family residential parcel.</p>										

[Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Res. 484 § 1 (Exh. A), 2021; 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.]

**City of Shoreline
Fee Schedules**

Transportation Impact Fees Rate Schedule

ITE Code	Land Use Category/Description <small>(shaded rows indicate TIF Exemptions)</small>	2024 Adopted		2025 Proposed		2026 Proposed	
		Rest of City	High-Activity Areas	Rest of City	High-Activity Areas	Rest of City	High-Activity Areas
		Impact Fee Per Unit @		Impact Fee Per Unit @		Impact Fee Per Unit @	
		\$ 7,544.67 per Person Trip	\$ 6,412.97 per Person Trip	\$ 7,702.88 per Person Trip	\$ 6,547.45 per Person Trip	\$ 8,108.46 per Person Trip	\$ 6,892.19 per Person Trip
A. Rate Table							
110	General Light Industrial	\$ 6.03 per sq ft	Not Applicable	\$ 6.16 per sq ft	Not Applicable	\$ 6.48 per sq ft	Not Applicable
130	Industrial Park	\$ 3.26 per sq ft	\$ 2.77 per sq ft	\$ 3.33 per sq ft	\$ 2.83 per sq ft	\$ 3.50 per sq ft	\$ 2.98 per sq ft
140	Manufacturing	\$ 6.03 per sq ft	Not Applicable	\$ 6.16 per sq ft	Not Applicable	\$ 6.48 per sq ft	Not Applicable
150	Warehousing	\$ 1.55 per sq ft	\$ 1.32 per sq ft	\$ 1.58 per sq ft	\$ 1.35 per sq ft	\$ 1.67 per sq ft	\$ 1.42 per sq ft
151	Mini-warehouse	\$ 1.39 per sq ft	\$ 1.18 per sq ft	\$ 1.42 per sq ft	\$ 1.21 per sq ft	\$ 1.49 per sq ft	\$ 1.27 per sq ft
210	Single family house Detached House	\$ 10,830.00 per dwelling unit	\$ 9,206.00 per dwelling unit	\$ 11,057.00 per dwelling unit	\$ 9,398.00 per dwelling unit	\$ 11,639.00 per dwelling unit	\$ 9,893.00 per dwelling unit
210ADU	ADU - Single Family Principle Unit	N/A	N/A	\$ 5,529.00 per dwelling unit	\$ 4,699.00 per dwelling unit	\$ 5,820.00 per dwelling unit	\$ 4,947.00 per dwelling unit
220	Low-Rise Multifamily (Apartment, condo, townhome)	\$ 5,415.00 per dwelling unit	\$ 4,603.00 per dwelling unit	\$ 5,529.00 per dwelling unit	\$ 4,700.00 per dwelling unit	\$ 5,820.00 per dwelling unit	\$ 4,947.00 per dwelling unit
220ADU	ADU - Low-Rise Multifamily Principle Unit	N/A	N/A	\$ 2,765.00 per dwelling unit	\$ 2,350.00 per dwelling unit	\$ 2,910.00 per dwelling unit	\$ 2,474.00 per dwelling unit
221	Mid-Rise Multifamily (Apartment, condo)	\$ 4,813.00 per dwelling unit	\$ 4,091.00 per dwelling unit	\$ 4,914.00 per dwelling unit	\$ 4,177.00 per dwelling unit	\$ 5,173.00 per dwelling unit	\$ 4,397.00 per dwelling unit
221ADU	ADU - Mid-Rise Multifamily Principle Unit	N/A	N/A	\$ 2,457.00 per dwelling unit	\$ 2,089.00 per dwelling unit	\$ 2,587.00 per dwelling unit	\$ 2,199.00 per dwelling unit
222	High-Rise Multifamily (Apartment, condo)	\$ 3,938.00 per dwelling unit	\$ 3,347.00 per dwelling unit	\$ 4,021.00 per dwelling unit	\$ 3,418.00 per dwelling unit	\$ 4,233.00 per dwelling unit	\$ 3,598.00 per dwelling unit
222ADU	ADU - High-Rise Multifamily Principle Unit	N/A	N/A	\$ 2,011.00 per dwelling unit	\$ 1,709.00 per dwelling unit	\$ 2,117.00 per dwelling unit	\$ 1,799.00 per dwelling unit
240	Mobile home park	\$ 5,032.00 per dwelling unit	\$ 4,277.00 per dwelling unit	\$ 5,138.00 per dwelling unit	\$ 4,367.00 per dwelling unit	\$ 5,409.00 per dwelling unit	\$ 4,598.00 per dwelling unit
251	Senior housing - Single Family	\$ 3,282.00 per dwelling unit	\$ 2,790.00 per dwelling unit	\$ 3,351.00 per dwelling unit	\$ 2,848.00 per dwelling unit	\$ 3,527.00 per dwelling unit	\$ 2,998.00 per dwelling unit
252	Senior housing - Multifamily	\$ 2,735.00 per dwelling unit	\$ 2,325.00 per dwelling unit	\$ 2,792.00 per dwelling unit	\$ 2,373.00 per dwelling unit	\$ 2,939.00 per dwelling unit	\$ 2,498.00 per dwelling unit
254	Assisted Living	\$ 1,203.00 per bed	\$ 1,023.00 per bed	\$ 1,228.00 per bed	\$ 1,044.00 per bed	\$ 1,293.00 per bed	\$ 1,099.00 per bed
254AFH	Assisted Living - Adult Family Home	\$ 1,203.00 per bed	\$ 1,023.00 per bed	\$ 1,228.00 per bed	\$ 1,044.00 per bed	\$ 1,293.00 per bed	\$ 1,099.00 per bed
255	Continuing care retirement	\$ 2,079.00 per dwelling unit	\$ 1,767.00 per dwelling unit	\$ 2,123.00 per dwelling unit	\$ 1,805.00 per dwelling unit	\$ 2,235.00 per dwelling unit	\$ 1,900.00 per dwelling unit
310	Hotel	\$ 6,564.00 room	\$ 5,579.00 room	\$ 6,702.00 room	\$ 5,697.00 room	\$ 7,055.00 room	\$ 5,997.00 room
320	Motel	\$ 4,157.00 per room	\$ 3,533.00 per room	\$ 4,244.00 per room	\$ 3,607.00 per room	\$ 4,467.00 per room	\$ 3,797.00 per room
330	Resort Hotel	\$ 6,564.00 room	\$ 5,579.00 room	\$ 6,702.00 room	\$ 5,697.00 room	\$ 7,055.00 room	\$ 5,997.00 room
445	Movie theater (per seat)	\$ 721.00 per seat	\$ 613.00 per seat	\$ 736.00 per seat	\$ 626.00 per seat	\$ 775.00 per seat	\$ 659.00 per seat
445	Movie theater (per screen)	\$ 111,906.00 per screen	\$ 95,120.00 per screen	\$ 114,253.00 per screen	\$ 97,115.00 per screen	\$ 120,269.00 per screen	\$ 102,229.00 per screen
492	Health/fitness club	\$ 24.40 per sq ft	\$ 20.74 per sq ft	\$ 24.91 per sq ft	\$ 21.17 per sq ft	\$ 26.22 per sq ft	\$ 22.29 per sq ft
493	Athletic Club	\$ 24.40 per sq ft	\$ 20.74 per sq ft	\$ 24.91 per sq ft	\$ 21.17 per sq ft	\$ 26.22 per sq ft	\$ 22.29 per sq ft
520	Elementary School	\$ 10.42 per sq ft	\$ 8.86 per sq ft	\$ 10.64 per sq ft	\$ 9.04 per sq ft	\$ 11.20 per sq ft	\$ 9.52 per sq ft
522	Middle/JR High School	\$ 9.05 per sq ft	\$ 7.69 per sq ft	\$ 9.24 per sq ft	\$ 7.85 per sq ft	\$ 9.73 per sq ft	\$ 8.27 per sq ft
530	High School (public or private)	\$ 7.38 per sq ft	\$ 6.27 per sq ft	\$ 7.53 per sq ft	\$ 6.40 per sq ft	\$ 7.93 per sq ft	\$ 6.74 per sq ft
540	Junior/community college	\$ 837.00 per student	\$ 711.00 per student	\$ 855.00 per student	\$ 727.00 per student	\$ 900.00 per student	\$ 765.00 per student
560	Church	\$ 4.66 per sq ft	\$ 3.96 per sq ft	\$ 4.76 per sq ft	\$ 4.04 per sq ft	\$ 5.01 per sq ft	\$ 4.26 per sq ft
565	Day Care Center	\$ 10.57 per sq ft	\$ 8.98 per sq ft	\$ 10.79 per sq ft	\$ 9.17 per sq ft	\$ 11.36 per sq ft	\$ 9.66 per sq ft
590	Library	\$ 57.72 per sq ft	\$ 49.06 per sq ft	\$ 58.93 per sq ft	\$ 50.09 per sq ft	\$ 62.03 per sq ft	\$ 52.73 per sq ft
610	Hospital	\$ 7.38 per sq ft	\$ 6.27 per sq ft	\$ 7.53 per sq ft	\$ 6.40 per sq ft	\$ 7.93 per sq ft	\$ 6.74 per sq ft
710	General office	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 per sq ft	\$ 12.82 per sq ft	\$ 10.90 per sq ft
712	Small Office Building	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 per sq ft	\$ 12.82 per sq ft	\$ 10.90 per sq ft
715	Single Tenant Office Building	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 per sq ft	\$ 12.82 per sq ft	\$ 10.90 per sq ft
720	Medical office	\$ 27.13 per sq ft	\$ 23.06 per sq ft	\$ 27.70 per sq ft	\$ 23.54 per sq ft	\$ 29.16 per sq ft	\$ 24.78 per sq ft
731	State motor vehicles dept	\$ 36.78 per sq ft	\$ 31.26 per sq ft	\$ 37.55 per sq ft	\$ 31.92 per sq ft	\$ 39.53 per sq ft	\$ 33.60 per sq ft
732	United States post office	\$ 79.29 per sq ft	\$ 67.40 per sq ft	\$ 80.95 per sq ft	\$ 68.81 per sq ft	\$ 85.22 per sq ft	\$ 72.43 per sq ft
750	Office park	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 per sq ft	\$ 12.82 per sq ft	\$ 10.90 per sq ft
760	Research and Development Center	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 per sq ft	\$ 12.82 per sq ft	\$ 10.90 per sq ft
770	Business Park	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 per sq ft	\$ 12.82 per sq ft	\$ 10.90 per sq ft
813	Free Standing Discount Superstore	\$ 31.12 per sq ft	\$ 26.45 per sq ft	\$ 31.77 per sq ft	\$ 27.01 per sq ft	\$ 33.45 per sq ft	\$ 28.43 per sq ft
815	Free Standing Discount Store	\$ 31.12 per sq ft	\$ 26.45 per sq ft	\$ 31.77 per sq ft	\$ 27.01 per sq ft	\$ 33.45 per sq ft	\$ 28.43 per sq ft
816	Hardware/Paint Store	\$ 10.11 per sq ft	\$ 8.59 per sq ft	\$ 10.32 per sq ft	\$ 8.77 per sq ft	\$ 10.87 per sq ft	\$ 9.24 per sq ft
820	General retail and personal services (includes shopping center)	\$ 23.72 per sq ft	\$ 20.16 per sq ft	\$ 24.22 per sq ft	\$ 20.58 per sq ft	\$ 25.49 per sq ft	\$ 21.67 per sq ft
841	Car sales	\$ 28.29 per sq ft	Not Applicable	\$ 28.88 per sq ft	Not Applicable	\$ 30.40 per sq ft	Not Applicable

**City of Shoreline
Fee Schedules**

ITE Code	Land Use Category/Description <small>(shaded rows indicate TIF Exemptions)</small>	2024 Adopted		2025 Proposed		2026 Proposed	
		Rest of City	High-Activity Areas	Rest of City	High-Activity Areas	Rest of City	High-Activity Areas
		Impact Fee Per Unit @		Impact Fee Per Unit @		Impact Fee Per Unit @	
		\$ 7,544.67 per Person Trip	\$6,412.97 per Person Trip	\$ 7,702.88 per Person Trip	\$ 6,547.45 per Person Trip	\$ 8,108.46 per Person Trip	\$ 6,892.19 per Person Trip
850	Supermarket	\$ 54.03 per sq ft	\$ 45.93 per sq ft	\$ 55.16 per sq ft	\$ 46.89 per sq ft	\$ 58.07 per sq ft	\$ 49.36 per sq ft
851	Convenience market-24 hr	\$ 226.94 per sq ft	\$ 192.90 per sq ft	\$ 231.70 per sq ft	\$ 196.94 per sq ft	\$ 243.90 per sq ft	\$ 207.31 per sq ft
857	Discount Club	\$ 31.12 per sq ft	\$ 26.45 per sq ft	\$ 31.77 per sq ft	\$ 27.01 per sq ft	\$ 33.45 per sq ft	\$ 28.43 per sq ft
862	Home Improvement Superstore	\$ 12.75 per sq ft	\$ 10.84 per sq ft	\$ 13.02 per sq ft	\$ 11.06 per sq ft	\$ 13.70 per sq ft	\$ 11.65 per sq ft
863	Electronics Superstore	\$ 31.12 per sq ft	\$ 26.45 per sq ft	\$ 31.77 per sq ft	\$ 27.01 per sq ft	\$ 33.45 per sq ft	\$ 28.43 per sq ft
864	Toy/Children's Superstore	\$ 31.12 per sq ft	\$ 26.45 per sq ft	\$ 31.77 per sq ft	\$ 27.01 per sq ft	\$ 33.45 per sq ft	\$ 28.43 per sq ft
880	Pharmacy/drugstore	\$ 40.93 per sq ft	\$ 34.79 per sq ft	\$ 41.79 per sq ft	\$ 35.52 per sq ft	\$ 43.99 per sq ft	\$ 37.39 per sq ft
881	Pharmacy/drugstore with Drive-Thru	\$ 49.49 per sq ft	\$ 42.07 per sq ft	\$ 50.53 per sq ft	\$ 42.95 per sq ft	\$ 53.19 per sq ft	\$ 45.21 per sq ft
890	Furniture Store	\$ 2.94 per sq ft	\$ 2.50 per sq ft	\$ 3.00 per sq ft	\$ 2.55 per sq ft	\$ 3.16 per sq ft	\$ 2.69 per sq ft
911	Bank without Drive-Thru	\$ 57.34 per sq ft	\$ 48.74 per sq ft	\$ 58.54 per sq ft	\$ 49.76 per sq ft	\$ 61.62 per sq ft	\$ 52.38 per sq ft
912	Bank	\$ 101.05 per sq ft	\$ 85.89 per sq ft	\$ 103.17 per sq ft	\$ 87.69 per sq ft	\$ 108.60 per sq ft	\$ 92.31 per sq ft
931	Fine Dining Restaurant	\$ 41.19 per sq ft	\$ 35.01 per sq ft	\$ 42.05 per sq ft	\$ 35.75 per sq ft	\$ 44.27 per sq ft	\$ 37.63 per sq ft
932	High Turnover (Sit-Down) Restaurant	\$ 52.52 per sq ft	\$ 44.64 per sq ft	\$ 53.62 per sq ft	\$ 45.58 per sq ft	\$ 56.44 per sq ft	\$ 47.98 per sq ft
933	Fast Food Restaurant without Drive-Through	\$ 156.60 per sq ft	\$ 133.11 per sq ft	\$ 159.88 per sq ft	\$ 135.90 per sq ft	\$ 168.30 per sq ft	\$ 143.06 per sq ft
934	Fast food	\$ 156.60 per sq ft	Not Applicable	\$ 159.88 per sq ft	Not Applicable	\$ 168.30 per sq ft	Not Applicable
936	Coffee/Donut Shop without Drive-Through	\$ 60.90 per sq ft	\$ 51.77 per sq ft	\$ 62.18 per sq ft	\$ 52.85 per sq ft	\$ 65.45 per sq ft	\$ 55.63 per sq ft
937	Coffee/donut shop	\$ 73.54 per sq ft	Not Applicable	\$ 75.08 per sq ft	Not Applicable	\$ 79.04 per sq ft	Not Applicable
941	Quick lube shop	\$ 17,381.00 per service bay	Not Applicable	\$ 17,745.00 per service bay	Not Applicable	\$ 18,679.00 per service bay	Not Applicable
942	Auto Care Center	\$ 20.53 per sq ft	\$ 17.45 per sq ft	\$ 20.96 per sq ft	\$ 17.82 per sq ft	\$ 22.06 per sq ft	\$ 18.75 per sq ft
944	Gas Service station	\$ 50,280.00 per pump	Not Applicable	\$ 51,334.00 per pump	Not Applicable	\$ 54,037.00 per pump	Not Applicable
945	Gas Service Station with Mini-Mart	\$ 50,136.00 per pump	\$ 42,616.00 per pump	\$ 51,187.00 per pump	\$ 43,509.00 per pump	\$ 53,882.00 per pump	\$ 45,800.00 per pump
948	Automated car wash (Transportation Impact Analysis required)	\$ 7,544.67 per PM peak person trip	Not Applicable	\$ 7,703.00 per PM peak person trip	Not Applicable	\$ 8,109.00 per PM peak person trip	Not Applicable
970	Wine Tasting Room	\$ 68.94 per sq ft	\$ 58.60 per sq ft	\$ 70.39 per sq ft	\$ 59.83 per sq ft	\$ 74.09 per sq ft	\$ 62.98 per sq ft
971	Brewery Tap Room	\$ 92.71 per sq ft	\$ 78.80 per sq ft	\$ 94.65 per sq ft	\$ 80.46 per sq ft	\$ 99.64 per sq ft	\$ 84.69 per sq ft
975	Drinking Place	\$ 107.13 per sq ft	\$ 91.06 per sq ft	\$ 109.38 per sq ft	\$ 92.97 per sq ft	\$ 115.14 per sq ft	\$ 97.87 per sq ft

B. Administrative Fees - See Planning and Community Development

[Ord 1008 § 1 (Exh. A), 2024; Ord 1005 § 1 (Exh. A), 2024; Ord. 996 § 1 (Exh. A), 2024; Ord. 998 § 1 (Exh. A), 2023; Ord. 995 § 1 (Exh. A), 2023; Res. 1002 § 1 (Exh. A), 2023; Res. 995 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; 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]

Note: ADU specific ITE TIF fees were added to comply with RCW 36.70A.681(1)(a); ADUs are 50% the fee of the principal unit as indicated by the matching ITE 3-digit code.

Wastewater Utility Rate Schedule

Type of Permit Application/Fee		2024 Adopted	2025 Proposed	2026 Proposed
		Hourly rate: \$250.00	Hourly rate: \$260.00	Hourly rate: \$266.00
A. Side Sewers - Permits and Applications				
Single Family:				
	New Connection	\$ 750.00 Hourly rate, 3 hour minimum	\$ 780.00 Hourly rate, 3 hour minimum	\$ 798.00 Hourly rate, 3 hour minimum
	Repairs or Replacement of Existing Side Sewers	\$ 500.00 Hourly rate, 2 hour minimum	\$ 520.00 Hourly rate, 2 hour minimum	\$ 532.00 Hourly rate, 2 hour minimum
	Capping-Off of Side Sewer	\$ 500.00 Hourly rate, 2 hour minimum	\$ 520.00 Hourly rate, 2 hour minimum	\$ 532.00 Hourly rate, 2 hour minimum
	Renewal	\$ 250.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum
	No Notification Penalty Fee	\$ 250.00 Hourly rate, 1 hour minimum for not requesting inspection	\$ 260.00 Hourly rate, 1 hour minimum for not requesting inspection	\$ 266.00 Hourly rate, 1 hour minimum for not requesting inspection
	Single-Family Pump	\$ 1,250.00 Hourly rate, 5 hour minimum	\$ 1,300.00 Hourly rate, 5 hour minimum	\$ 1,330.00 Hourly rate, 5 hour minimum
Multi-Family Residence:				
	First Connection	\$ 750.00 Hourly rate, 3 hour minimum	\$ 780.00 Hourly rate, 3 hour minimum	\$ 798.00 Hourly rate, 3 hour minimum
	Each Additional Connection per Building	\$ 250.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum
	Repairs or Replacement of Existing Side Sewers	\$ 500.00 Hourly rate, 2 hour minimum	\$ 520.00 Hourly rate, 2 hour minimum	\$ 532.00 Hourly rate, 2 hour minimum
	Capping-Off of Side Sewer	\$ 500.00 Hourly rate, 2 hour minimum	\$ 520.00 Hourly rate, 2 hour minimum	\$ 532.00 Hourly rate, 2 hour minimum
	Renewal	\$ 250.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum
	No Notification Penalty Fee	\$ 250.00 Hourly rate, 1 hour minimum for not requesting inspection	\$ 260.00 Hourly rate, 1 hour minimum for not requesting inspection	\$ 266.00 Hourly rate, 1 hour minimum for not requesting inspection
Commercial Building:				
	One Business Entity, First Connection	\$ 750.00 Hourly rate, 3 hour minimum	\$ 780.00 Hourly rate, 3 hour minimum	\$ 798.00 Hourly rate, 3 hour minimum
	Each Additional Connection per Building	\$ 250.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum
	Repairs or Replacement of Existing Side Sewers	\$ 500.00 Hourly rate, 2 hour minimum	\$ 520.00 Hourly rate, 2 hour minimum	\$ 532.00 Hourly rate, 2 hour minimum
	Capping-Off of Side Sewer	\$ 500.00 Hourly rate, 2 hour minimum	\$ 520.00 Hourly rate, 2 hour minimum	\$ 532.00 Hourly rate, 2 hour minimum
	Renewal	\$ 250.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum
	B. Rework Main/Grafting Saddle	\$ 750.00 Hourly rate, 3 hour minimum	\$ 780.00 Hourly rate, 3 hour minimum	\$ 798.00 Hourly rate, 3 hour minimum
C. Surcharges				
	Industrial Waste Surcharge	See Section G	See Section G	See Section G
	Additional surcharges may be imposed on any account type or area based on the additional cost of serving those properties beyond costs generally incurred for properties served by the public wastewater system	Actual surcharge determined pursuant to Section 7 of the Wastewater Revenue and Customer Service Policy, City Policy# 200-F-08	Actual surcharge determined pursuant to Section 7 of the Wastewater Revenue and Customer Service Policy, City Policy# 200-F-08	Actual surcharge determined pursuant to Section 7 of the Wastewater Revenue and Customer Service Policy, City Policy# 200-F-08
	Additional Inspection (1) during normal working hours	\$ 250.00 Hourly rate, 1 hour	\$ 260.00 Hourly rate, 1 hour	\$ 266.00 Hourly rate, 1 hour
	Overtime Inspection other than normal working hours	\$ 500.00 Hourly rate, 2 hour minimum	\$ 520.00 Hourly rate, 2 hour minimum	\$ 532.00 Hourly rate, 2 hour minimum
D. Flushing Permit				
	Flushing not to exceed 20,000 gallons or 2,674 cubic feet of water	\$ 316.00 Includes City Fee \$ 250.00 + Treatment Charge \$ 66.00	\$ 850.00 Includes City Fee \$ 780.00 (hourly rate, 3 hour minimum) + Treatment Charge \$ 70.00	\$ 872.00 Includes City Fee \$ 798.00 (hourly rate, 3 hour minimum) + Treatment Charge \$ 74.00
	Flushing not to exceed 50,000 gallons or 6,684 cubic feet of water	\$ 414.00 Includes City Fee \$ 250.00 + Treatment Charge \$ 164.00	\$ 954.00 Includes City Fee \$ 780.00 (hourly rate, 3 hour minimum) + Treatment Charge \$ 174.00	\$ 982.00 Includes City Fee \$ 798.00 (hourly rate, 3 hour minimum) + Treatment Charge \$ 184.00
E. Special Permits				
The Public Works Director shall have the authority to establish a minimum deposit of \$500.00 for those installations not				
F. Review Fees				
	Certificate of Sewer Availability	\$ 250.00 Hourly rate, 1 hour minimum however typically accounted for in PreApp notes	\$ 260.00 Hourly rate, 1 hour minimum however typically accounted for in PreApp notes	\$ 266.00 Hourly rate, 1 hour minimum however typically accounted for in PreApp notes
	Developer Extension	\$ 1,000.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum
	Single-Family Pump	\$ 250.00 Hourly rate, 4 hour minimum	\$ 1,040.00 Hourly rate, 4 hour minimum	\$ 1,064.00 Hourly rate, 4 hour minimum
	Apartment/Multi-Family Plan Review	\$ 250.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum
G. Industrial Discharge Permit				
	Permit Issuance Fee	\$ 750.00 Hourly rate, 3 hour minimum	\$ 780.00 Hourly rate, 3 hour minimum	\$ 798.00 Hourly rate, 3 hour minimum
	Industrial Waste Surcharge	As Determined by King County	As Determined by King County	As Determined by King County
	Monthly Inspection, Monitoring and Treatment Fee	\$ 250.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum
	No Notification Penalty Fee	\$ 250.00 Hourly rate, 1 hour minimum	\$ 260.00 Hourly rate, 1 hour minimum	\$ 266.00 Hourly rate, 1 hour minimum

H. Sewer Service Charges*		2024 Adopted	2025 Proposed	2026 Proposed
Per Month, Billed Bi-Monthly Residential:				
1 - Single Family Thru Four Plex	City	\$ 25.68 Per Unit	\$ 29.78 Per Unit	\$ 33.88 Per Unit
	Treatment - Edmonds	\$ 34.02 Per Unit	\$ 35.90 Per Unit	\$ 37.97 Per Unit
	Total	\$ 59.70 Per Unit	\$ 65.68 Per Unit	\$ 71.85 Per Unit
1S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen	City	\$ 12.84 Per Unit	\$ 14.91 Per Unit	\$ 16.96 Per Unit
	Treatment - Edmonds	\$ 17.01 Per Unit	\$ 17.95 Per Unit	\$ 18.98 Per Unit
	Total	\$ 29.85 Per Unit	\$ 32.86 Per Unit	\$ 35.94 Per Unit
2 - Single Family Thru Four Plex	City	\$ 25.68 Per Unit	\$ 29.78 Per Unit	\$ 33.88 Per Unit
	Treatment - King County	\$ 55.32 Per Unit	\$ 58.28 Per Unit	\$ 61.64 Per Unit
	Total	\$ 81.00 Per Unit	\$ 88.06 Per Unit	\$ 95.52 Per Unit
2S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen	City	\$ 12.84 Per Unit	\$ 14.91 Per Unit	\$ 16.96 Per Unit
	Treatment - King County	\$ 27.66 Per Unit	\$ 29.14 Per Unit	\$ 30.82 Per Unit
	Total	\$ 40.50 Per Unit	\$ 44.05 Per Unit	\$ 47.78 Per Unit
3 - Single Family Thru Four Plex; ATL, No Pump on Property	City	\$ 96.33 Per Unit	\$ 103.14 Per Unit	\$ 109.03 Per Unit
	Treatment - King County	\$ 55.32 Per Unit	\$ 58.28 Per Unit	\$ 61.64 Per Unit
	Total	\$ 151.65 Per Unit	\$ 161.42 Per Unit	\$ 170.67 Per Unit
4 - Single Family Thru Four Plex; ATL, \$1.00 Credit - Single Pump	City	\$ 95.33 Per Unit	\$ 102.14 Per Unit	\$ 108.03 Per Unit
	Treatment - King County	\$ 55.32 Per Unit	\$ 58.28 Per Unit	\$ 61.64 Per Unit
	Total	\$ 150.65 Per Unit	\$ 160.42 Per Unit	\$ 169.67 Per Unit
5 - Single Family Thru Four Plex; ATL \$2.00 Credit - Pump Serves 2 Properties	City	\$ 94.33 Per Unit	\$ 101.14 Per Unit	\$ 107.03 Per Unit
	Treatment - King County	\$ 55.32 Per Unit	\$ 58.28 Per Unit	\$ 61.64 Per Unit
	Total	\$ 149.65 Per Unit	\$ 159.42 Per Unit	\$ 168.67 Per Unit
6 - Single Family Thru Four Plex	City	\$ 25.68 Per Unit	\$ 29.78 Per Unit	\$ 33.88 Per Unit
	Treatment - King County	\$ 55.32 Per Unit	\$ 58.28 Per Unit	\$ 61.64 Per Unit
	Total	\$ 81.00 Per Unit	\$ 88.06 Per Unit	\$ 95.52 Per Unit
6S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen	City	\$ 12.84 Per Unit	\$ 14.91 Per Unit	\$ 16.96 Per Unit
	Treatment - King County	\$ 27.66 Per Unit	\$ 29.14 Per Unit	\$ 30.82 Per Unit
	Total	\$ 40.50 Per Unit	\$ 44.05 Per Unit	\$ 47.78 Per Unit
Monthly Commercial:		2024 Adopted	2025 Proposed	2026 Proposed
100 - Misc. Business, School, Apts, Condos, Hotels, Motels, Trailer/Mobile Home Parks, Industrial	City	\$ 25.68 Per Unit or RCE; Whichever is Higher	\$ 29.78 Per Unit or RCE; Whichever is Higher	\$ 33.88 Per Unit or RCE; Whichever is Higher
	Treatment - Edmonds	\$ 34.02 RCE (1 RCE Min)	\$ 35.90 RCE (1 RCE Min)	\$ 37.97 RCE (1 RCE Min)
	Treatment - King County	\$ 55.32 RCE (1 RCE Min)	\$ 58.28 RCE (1 RCE Min)	\$ 61.64 RCE (1 RCE Min)
200 - Misc. Business, School, Apts, Condos, Hotels, Motels, Trailer/Mobile Home Parks, Industrial	City	\$ 25.68 Per Unit or RCE; Whichever is Higher	\$ 29.78 Per Unit or RCE; Whichever is Higher	\$ 33.88 Per Unit or RCE; Whichever is Higher
	Treatment - Edmonds	\$ 34.02 RCE (1 RCE Min)	\$ 35.90 RCE (1 RCE Min)	\$ 37.97 RCE (1 RCE Min)
	Treatment - King County	\$ 55.32 RCE (1 RCE Min)	\$ 58.28 RCE (1 RCE Min)	\$ 61.64 RCE (1 RCE Min)
Monthly Special Billings:		2024 Adopted	2025 Proposed	2026 Proposed
300 - Trailer/Mobile Home Parks & Apt	City and Treatment Combined	\$ 68.16 50% of City Charge Plus 100% King County Treatment Charge; Billing- RCE	\$ 73.17 50% of City Charge Plus 100% King County Treatment Charge; Billing- RCE	\$ 78.58 50% of City Charge Plus 100% King County Treatment Charge; Billing- RCE
	City and Treatment Combined	\$ 68.16 50% of City Charge Plus 100% King County Treatment Charge; Billing- MLT Provides Unit Count	\$ 73.17 50% of City Charge Plus 100% King County Treatment Charge; Billing- MLT Provides Unit Count	\$ 78.58 50% of City Charge Plus 100% King County Treatment Charge; Billing- MLT Provides Unit Count
I. General Facility Charge (GFC)		2024 Adopted	2025 Proposed	2026 Proposed
Uniform GFC (all development)		\$ 4,458.00 per RCE	\$ 4,629.00 per RCE	\$ 4,742.00 per RCE
Commercial-Based Upon Fixture Count Calculation		King County Wastewater Treatment Division	King County Wastewater Treatment Division	King County Wastewater Treatment Division
J. Treatment Facilities Charge				
Edmonds Treatment Facilities Charge		\$ 3,460.00 per RCE	\$ 3,593.00 per RCE	\$ 3,681.00 per RCE
King County Capacity Charge		See: Sewer rate and capacity charge - King.	See: Sewer rate and capacity charge - King.	See: Sewer rate and capacity charge - King.
K. Local Facility Charge		\$35,231.11	\$36,580.46	\$37,476.68
L. Administrative Fees				
Account Set Up, Owner, or Tenant Change		\$13.00	\$13.00	\$13.00
Duplicate Billing Fee		\$2.00	\$2.00	\$2.00
Escrow Closing Request		\$30.00	\$31.00	\$32.00
Lien		\$261.00	\$271.00	\$278.00
Late Charge *		10%	10%	10%
Refund Request Fee **		\$13.00	\$13.00	\$13.00
6% Utility Tax is included in the service charges and permitting fees. It is not applicable to capital charges, such as General Facility, Treatment Facility and Local Facility				
*Late charge is imposed only on accounts sent to collection that do not create and comply with a payment plan				
**Refund request fee is imposed only on open accounts.				
[Res. 524 § 1 (Exh. A), 2024; Res. 515 § 1 (Exh. A), 2023; Res. 496 § 1 (Exh. A), 2022; Ord. 473 § 1 (Exh. A), 2021. Res. 484, 2022]				

CITY BUDGET SUMMARY

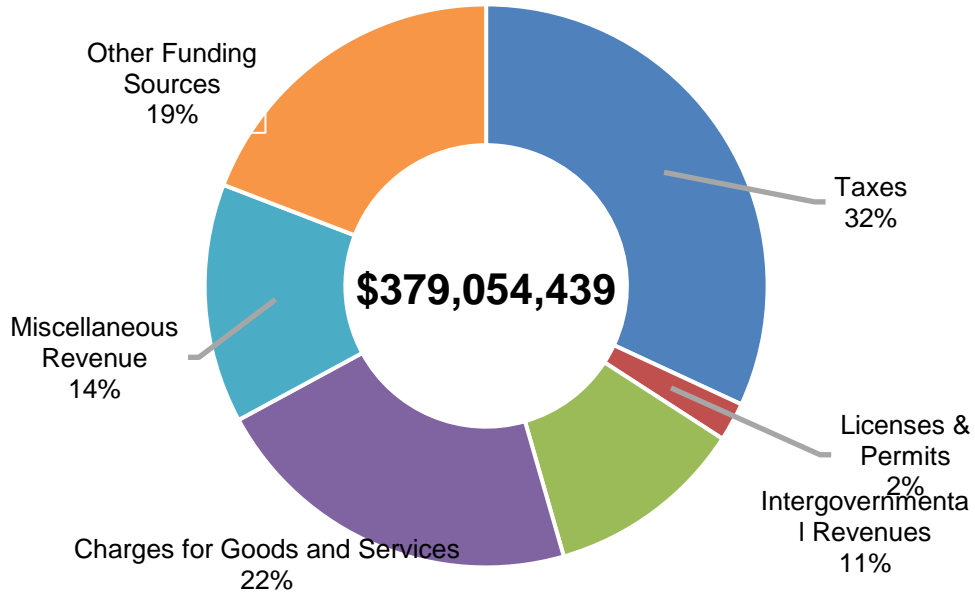
Listed below are the resources and expenditures for all City funds. The resources section lists all revenue and uses by category. Beginning Fund Balance represents the reserves that are available to the City at the beginning of any given year. Operating Uses represent expenses necessary to run the City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

	2021 - 2022 Biennial Actual	2023 - 2024 Biennial Budget	2023 - 2024 Biennial Estimate	2025 - 2026 Biennial Budget	2025 - 2026 vs. 2023 - 2024 Biennial Estimate	Percentage Change
Beginning Fund Balance	\$89,820,662	\$161,715,614	\$111,267,752	\$145,473,304	(\$16,242,310)	-10%
Revenues:						
Taxes	\$96,394,354	\$109,953,729	\$116,166,659	\$120,967,411	\$4,800,752	4%
Licenses & Permits	9,753,734	8,430,079	9,442,207	8,421,876	(1,020,330)	-11%
Intergovernmental Revenues	50,606,429	91,112,846	83,885,463	43,268,122	(40,617,340)	-48%
Charges for Goods and Services	69,525,519	70,788,911	78,777,568	81,689,620	2,912,052	4%
Fines and Forfeits	329,580	1,259,238	443,377	1,140,238	696,861	157%
Miscellaneous Revenues	8,328,350	17,337,611	7,041,643	49,677,341	42,635,697	605%
Investment Earnings	393,850	1,593,998	9,001,918	1,290,520	(7,711,399)	-86%
Total Fund Sources	\$235,331,814	\$300,476,412	\$304,758,835	\$306,455,128	1,696,293	1%
Other Financing Sources:						
Proceeds from Capital Assets	40,026,863	2,084,851	1,084,821	1,057,988	(26,833)	-2%
Capital Contributions	5,498,570	0	4,222,334	0	(4,222,334)	-100%
Transfers In General Fund Overhead	3,802,303	5,380,149	5,200,148	6,901,429	1,701,281	33%
Transfers In General Fund Capital Support	4,469,624	12,559,526	11,652,997	9,773,522	(1,879,475)	-16%
Transfers In General Fund Support	2,003,965	3,771,055	3,951,119	4,902,747	951,629	24%
Other Transfers In	25,523,202	25,471,270	25,238,044	20,511,585	(4,726,459)	-19%
Other Financing Sources	16,077,659	37,626,694	9,868,163	29,452,040	19,583,877	198%
Total Other Financing Sources	\$97,402,186	\$86,893,545	\$61,217,626	72,599,311	11,381,685	19%
Total Funding Sources	\$332,734,001	\$387,369,957	\$365,976,461	\$379,054,439	\$13,077,979	4%
Uses:						
Operating Budget						
Salaries & Benefits	\$37,831,056	\$50,509,813	\$48,724,188	\$55,770,562	\$7,046,374	14%
Supplies	2,067,138	3,627,935	3,033,912	2,528,120	(505,792)	(17%)
Other Services & Charges	18,913,258	25,034,607	25,973,423	25,834,060	(139,363)	(1%)
Intergovernmental Services	29,599,331	37,780,163	34,324,409	44,176,200	9,851,791	29%
Interfund Payments/Charges	1,143,426	1,194,629	1,180,175	1,560,703	380,528	32%
Budgeted Contingency	-	1,698,607	286,284	1,923,373	1,637,089	572%
Capital Outlays	409,512	4,500,000	4,763,230	-	(4,763,230)	(100%)
Debt Services - Principal	72,072	-	78,192	-	(78,192)	(100%)
Debt Services - Interest	3,025	-	2,597	-	(2,597)	(100%)
Transfers Out	14,654,826	21,487,257	19,209,297	18,025,465	(1,183,832)	(6%)
Sub-Total Operating Uses	\$104,693,645	\$145,833,012	\$137,575,706	\$149,818,482	\$12,242,776	9%
All Other Funds						
Other Operating Funds	150,291	684,243	434,981	684,434	249,453	57%
Debt Service	16,534,353	12,438,886	12,448,783	11,864,733	(584,050)	(5%)
Facilities, Parks and Roads Capital (CIP)	76,909,161	187,166,029	161,943,510	142,369,544	(19,573,967)	(12%)
Surface Water Utility	20,942,647	32,013,564	22,032,787	36,427,813	14,395,026	65%
Wastewater Utility	39,788,950	57,361,882	46,544,640	62,674,649	16,130,009	35%
Internal Service Funds	1,820,002	2,320,203	1,238,362	2,689,156	1,450,794	117%
Sub-Total All Other Funds	\$156,145,404	\$291,984,807	\$244,643,065	\$256,710,329	\$12,067,265	5%
Total Uses	\$260,839,048	\$437,817,819	\$382,218,771	\$406,528,812	\$24,310,041	6%
Ending Fund Balance	\$161,715,614	\$111,267,752	\$145,473,304	\$117,998,932	(\$27,474,373)	(19%)
<i>Budgeted Provision/(Use) of Fund Balance</i>		(\$83,951,601)		(\$45,205,427)		
<i>Budgeted Surplus</i>		\$33,503,739		\$17,731,054		

THE CITY BUDGET

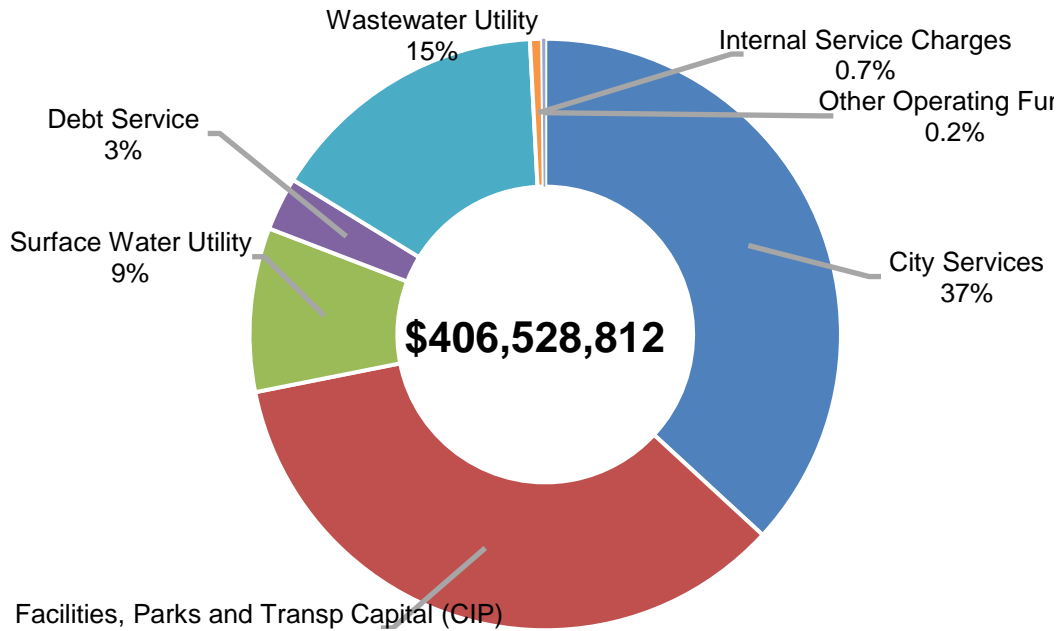
Where the money will come from ...

2025-2026 Proposed Sources by Category



How will the money be spent ...

2025-2026 Proposed Uses by Category



Expenditure Categories

Object	Description
<u>Salaries and Benefits</u>	
Amounts paid for personal services rendered by employees in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. Personal services do not include fees and out of pocket expenses for professional or consultant services. Amounts charged to these accounts represent expenditures generated through the City's payroll process. Amounts paid to temporary help through another source than payroll does not get charged to these accounts.	
5110	Salaries Employee time will be allocated within the department on a percentage basis and then paid based on that allocation throughout the year unless there is a major shift in employee responsibilities or job duties during the year.
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
<u>Supplies</u>	
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, food, towels, swimming goggles, other items purchased for resale/revenue Pool Resale Supplies
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 & Charms	
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, Bucky's, West Courier
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 goes under Operating Supplies except software/licenses
5491	Dues, Subscriptions, Memberships
5492	Filing & Recording Fees
5493	Printing & Binding Copying costs, printing services, etc. Kinko's 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.

AUDIT. An official inspection of an organization's accounts, typically by an independent body.

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.

BOND. A bond is a financial instrument sold by a government or private entity to a buyer. The sale provides the entity with additional funds, such as for capital construction. In return, the issuing entity promises regular payments to the bond buyer at a specified rate of interest during the life of the bond as well as repayment of the original amount (the "principal") loaned.

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.

CARES. Coronavirus Aid, Relief, and Economic Security Act (CARES) of 2020, an act that provided funds to address needs caused by the COVID-19 pandemic. This Act provided substantial funds to various government entities, including municipalities.

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.

FEMA. Federal Emergency Management Agency, and agency within the U.S. Department of Homeland Security.

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.

LTGO. Limited tax general obligation bonds. These bonds are secured by general fund revenues. These bonds do not provide additional revenue to fund debt service payments and are paid from existing revenue sources.

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.

PROS. Parks, Recreation and Open Space. The PROS Plan is the City's development plan for improving an expanding the City's parks, open spaces, and recreational programming.

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.

UTGO. Unlimited tax general obligation bonds. UTGO bonds must be approved by 60% of voters with at least 40% turnout of those voting in the most recent general election. Voters approve an excess levy which raises the property taxes to cover the bond’s debt service payments.

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

YFSM. 10 Year Financial Sustainability Model, the City’s model for projecting revenue and expenditures based on various scenarios. The model assists the City Manager and City Council establish the biennial budget and plan for the future.