

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

<b>AGENDA TITLE:</b>	Public Hearing and Discussion on Ordinance No. 1019 - Adoption of the 2025-2026 Proposed Biennial Budget and the 2025-2030 Capital Improvement Plan; Ordinance No. 1022 - Adoption of the 2025 Impact Fees Schedule; and Resolution No. 530 - Adoption of the 2025 Fee Schedule
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Christy Hopkins, Finance Manager, Budget and Tax
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City Manager presented the 2025-2026 Proposed Biennial Budget and the 2025-2030 Capital Improvement Plan (CIP) to the City Council on October 14, 2024. Department budget presentations were provided on October 21<sup>st</sup> and October 28<sup>th</sup>. A presentation of the proposed 2025-2030 CIP was also made on October 28<sup>th</sup>. This is the second of three scheduled public hearings on the 2025-2026 Proposed Biennial Budget, two of which are required by statute. The first public hearing addressed revenue sources including the 2025 regular and excess property tax levies, which was held earlier tonight. This and the third public hearing are on the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP, with the third scheduled to be held on November 18<sup>th</sup>. Action on all of the related 2025-2026 Biennial Budget items are scheduled for November 18, 2024.

This staff report will support the City Council’s continued discussion that will follow the public hearing of the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP. In addition to presenting general budgetary information, this staff report will present proposed changes to the fee and salary schedules.

The 2024-2025 Proposed Biennial Budget and 2025-2030 Capital Improvement Plan (CIP) book is available online at the following link:

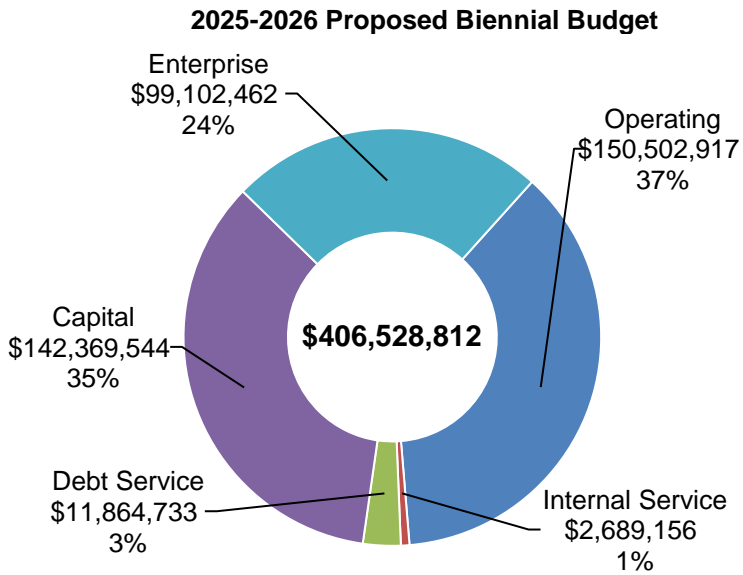
<https://www.shorelinewa.gov/government/departments/administrative-services/budget-and-capital-improvement-plan>.

**RESOURCE/FINANCIAL IMPACT:**

The City’s 2025-2026 Proposed Biennial Budget is balanced in all funds and totals \$406.529 million. The

budget can be divided into five types of funds as shown in the chart to the right. The Operating Funds represent the cost of providing services to the Shoreline community on a day-to-day basis and includes such items as public safety (police, court, jail), park maintenance, recreation programming, grounds maintenance, street maintenance, street lighting, land use planning, permitting,

communications, emergency management, and administration. The Operating Funds also include some special revenue funds that must be used for designated purposes, such as police services. The Debt Service Funds account for the annual repayment of the voter approved park bonds; the councilmanic bonds issued to pay for a portion of City Hall, acquisition of property for a maintenance facility, and construction of new sidewalks; and the bond anticipation notes issued to acquire properties for the Parks, Recreation and Open Space Plan. The Enterprise Funds consist of the operation and capital improvements of the surface water utility and operation of the wastewater utility. The Capital Funds represent the cost of making improvements to the City’s facilities, parks, and transportation systems. The Internal Service Funds represent transfers between funds (Vehicle Operations, Equipment Replacement, and Unemployment funds) to fund maintenance and replacement of City equipment, and unemployment claims.



The 2025-2026 Proposed Biennial Budget is \$24.310 million, or 6.4%, more than the estimated expenditures for the 2023-2024 biennium (2023 actual plus 2024 year-end estimates). The increase can be linked to the following changes:

- \$30.525 million increase in the City’s Enterprise Funds;
- \$19.574 million decrease in the City’s Capital Funds; and
- \$12.492 million increase in the Operating Funds.

The 2025-2026 Proposed Biennial Budget includes adequate reserve levels to meet all adopted budget policies.

**RECOMMENDATION**

Staff recommends that the City Council conduct the public hearing to take public comment on the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP. Staff further recommends that the City Council discuss:

- Proposed Ordinance No. 1019, which would adopt the 2025-2026 Proposed Biennial Budget, the 2025-2030 Capital Improvement Plan, and the City's updated financial policies;
- Proposed Resolution No. 530, which would adopt the 2025 Fee Schedules; and
- Proposed Ordinance No. 1022, which would adopt the 2025 Impact Fee Schedules.

These proposed Ordinances and Resolution are scheduled to return to the City Council for potential action as separate items on November 18, 2024.

Approved By:            City Manager **BE**    City Attorney **MK**

## **BACKGROUND**

The City Manager presented the 2025-2026 Proposed Biennial Budget and the 2025-2030 Capital Improvement Plan (CIP) to the City Council on October 14, 2024. The 2024-2025 Proposed Biennial Budget and 2025-2030 Capital Improvement Plan (CIP) book is available online at the following link:

<https://www.shorelinewa.gov/government/departments/administrative-services/budget-and-capital-improvement-plan>.

Department budget presentations were provided on October 21 and October 28. A presentation of the proposed 2025-2030 CIP was also made on October 28. This is the second of three scheduled public hearings on the 2025-2026 Proposed Biennial Budget, two of which are required by statute. The first public hearing addressed revenue sources including the 2025 regular and excess property tax levies. This and the third public hearing are on the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP with the third scheduled to be held on November 18. Action on the 2025 regular and excess property tax levies (Ordinance No. 1021), budget and Capital Improvement Program (Ordinance No. 1019 – Attachment A), are also scheduled for November 18, 2024.

## **DISCUSSION**

Following the public hearing, this staff report will support the City Council's discussion of the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP prior to the scheduled action on November 18<sup>th</sup>. In addition to general budget information, this staff report discusses proposed changes to the fee, salary schedules, and financial policies.

The City's 2025-2026 Proposed Biennial Budget is balanced in all funds and totals \$406.529 million. The budget can be divided into five types of funds: Operating, Internal Service, Debt Service, Capital and Enterprise. The relationship of the departments and funds which they manage is illustrated on the 2025-2026 Proposed Biennial Budget Department/Fund Overview on p. 68 of the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP book.

### **Operating Funds**

The Operating Funds represent the cost of providing services to the Shoreline community on a day-to-day basis and includes such items as public safety (police, court, jail), park maintenance, recreation programming, grounds maintenance, street maintenance, street lighting, land use planning, permitting, communications, emergency management, and administration. The Operating Funds also include some special revenue funds that must be used for designated purposes such as police services.

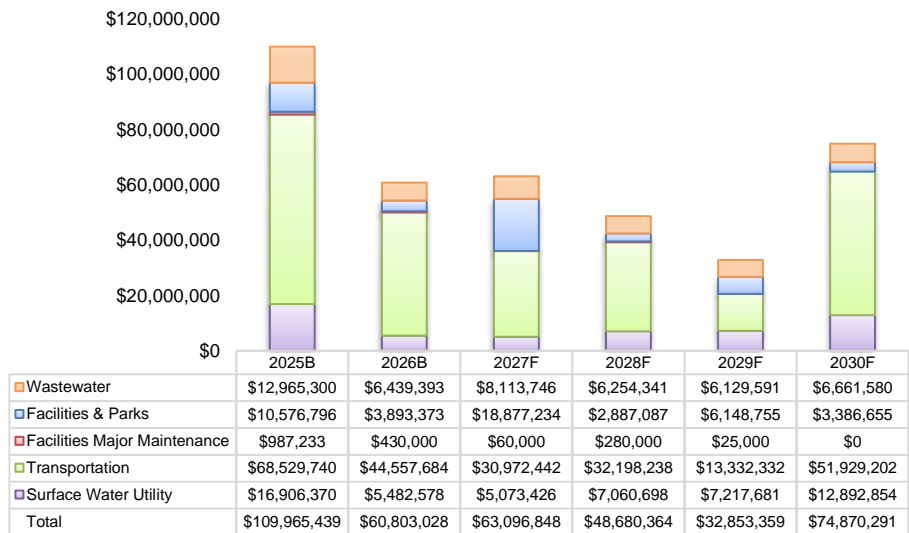
### **Debt Service Funds**

The Debt Service Funds account for the annual repayment of the voter approved park bonds; the councilmanic bonds issued to pay for a portion of City Hall, acquisition of property for a maintenance facility and construction of new sidewalks; and the bond anticipation notes issued to acquire properties for the Parks, Recreation and Open Space Plan.

**Capital Funds**

Staff discussed the proposed 2025-2030 CIP, which is balanced as required by the Growth Management Act, with the City Council on October 28<sup>th</sup>. The CIP covers projects over \$25,000 and includes buildings, land acquisition, park facilities, road and transportation projects, and drainage system improvements. The capital improvement activity is primarily funded through real estate excise tax (REET), grants, debt issuance and contributions from the General Fund. The 2025-2030 CIP, including surface water and wastewater projects, totals \$390.269 million. The 2025-2026 capital budget reflects the 2025-2026 Capital Improvement Program projects, including surface water and wastewater projects, proposed in the 2025-2030 CIP, which totals \$170.768 million.

This chart provides a breakdown of the allocation of capital spending throughout the 2025-2030 CIP. The change in spending can vary significantly from year to year based on available resources to complete projects and the impact of previously completed capital projects on the City’s operating budget. Detailed information about projects can be found in pages 257 through 384 of the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP book.



**Enterprise Funds**

The Enterprise Funds consist of the operation and capital improvements of the surface water and wastewater utilities. The Surface Water Utility is in the process of updating its Master Plan and prepared the budget and rate study based on Council guidance to pursue the Maximum level of service. The Wastewater Utility is utilizing the Wastewater Master Plan adopted by the Ronald Wastewater District just prior to assumption of the District by the City in 2021 and prepared the budget to accomplish that plan as supported by the 2022 Rate Study. The Surface Water Master Plan will likely be adopted in early 2025. The Wastewater Utility is evaluating potential amendments to its master plan that would require an updated rate study likely to occur during the 2025-2026 Biennium.

**Internal Service Funds**

The Internal Service Funds represent transfers between funds (Vehicle Operations, Equipment Replacement, Public Art, and Unemployment funds) to fund maintenance and replacement of City equipment, installation of public art, and unemployment claims.

The 2025-2026 Proposed Biennial Budget is \$24.310 million, or 6.4%, more than the 2023-2024 biennial budget (2023 Actual plus 2024 Current Budget as amendments, excluding re-appropriations from 2023-to-2024, which have been adopted by the City Council through September 2024). The more can be linked to the following changes:

- \$30.525 million increase in the City's Enterprise Funds;
- \$19.574 million decrease in the City's Capital Funds; and
- \$12.492 million increase in the Operating Funds.

The increase in the enterprise funds is the result of increased capital investments to support the Master Plans of the utilities. The increase in operating funds is attributable to the addition of Shoreline Business Centre Fund expenditures, growth in expenditure budgets growing faster than the rate of inflation. Some key examples of this include the City's Police contract that is projected to increase by 7.2% in 2025 and 6% in 2026, liability and property insurance costs that increased by 30% over the biennium, and fuel and vehicle maintenance expenses that increased by 31%. The expenditure budget also includes ongoing costs to address public priorities and Council goals. These include costs associated additional ongoing human services funding, and several one-time investments that support Council Goals such as the Climate Change Implementation Plan and maintains the City's existing services and assets.

The 2025-2026 Proposed Biennial Budget includes adequate reserve levels to meet all adopted budget policies.

### **DISCUSSION: FEE SCHEDULES**

As prescribed in Shoreline Municipal Code (SMC) Section 3.01.030, increases of the fees contained in the fee schedules shall be calculated on an annual basis 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; link to historical table: <https://data.bls.gov/timeseries/CUURS49DSA0>), unless the SMC 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 City Manager may propose to change user fees for all, some, or none of the fees listed, except those set by another agency (e.g., solid waste or fire impact fees). The text in the fee schedules included in the 2025-2026 Proposed Biennial Budget and 2025-2030 Capital Improvement Plan (CIP) book on pp. 403 through 434 have changes from the current adopted fee schedules with deletions shown as ~~strike through~~ and additions shown as **bold**.

#### **Land Use and Non-Building Permit Fees**

The land use and non-building permit fees are based on an hourly rate. The hourly rate will increase from the current rate of \$250.00 to \$260.00 based on the increase in the CPI-U and rounded to the nearest whole dollar. Building permit fees are based on the value of construction. Therefore, inflationary increases or decreases are automatically taken into account within the fee calculation. Plan check fees are based on the building permit fee and therefore no adjustment is needed to these fees.

#### **Transportation Impact Fees and Park Impact Fees**

Transportation and Park Impact Fees are adjusted by the same percentage changes in the most recent annual change of the CCI published in the Engineering News-Record (ENR) for the Seattle area. Application of the ENR CCI results in a year-over-year increase for

2025 and 2026 of 2.1% and 5.3%, respectively. Council will be having a separate discussion on November 18, 2024, regarding the Park Impact Fee Rate Study that will propose an updated rate structure for implementation in Mid-2025. The proposed rate update included in tonight's discussion would be in effect until the updated structure is able to be adopted and implemented.

### **Fire Impact Fees**

Much of the background information regarding the City's adoption of Fire Impact Mitigation Fees is available in the [November 20, 2017, staff report](#). The Fire Impact Mitigation Fees were adopted through Ordinance No. 791 and became effective on January 1, 2018.

### **Fire Operational Fees**

In prior years, the City adopted the fee schedule for the Shoreline Fire Department's operational fees. However, because the City does not actually collect these fees, the department has decided to eliminate them from the City's adopted fee schedules.

### **Affordable Housing Fee In-Lieu**

Much of the background information regarding the City's adoption of the Affordable Housing Fee In-Lieu is available in the [April 16, 2018, staff report](#). The fee in-lieu was adopted by Ordinance No. 817 and is calculated by multiplying the fee shown in the table by the fractional mandated unit.

### **Animal Licensing and Service Fees**

Fees for licensing animals and related services will remain unchanged from 2024, except that new license discounts have been added for seniors and disabled persons.

### **Business License Fees; Filmmaking Permit Fees; Hearing Examiner Fees; and Public Records Fees**

The fee schedule for initial business registrations continues to incorporate *FileLocal's* standard proration approach, under which the fee for initial applications for a City-issued business license filed between January 1 and June 30 is set at \$40 and those filed between July 1 and December 31 is set at \$20. The license issued under either application will expire at the end of the calendar year. Other business fees are adjusted by CPI-U.

The filmmaking permit fees are recommended to remain flat, the hearing examiner fees are recommended to increase by their standard CPI-U calculations, and the public records fees are proposed to be slightly modified to add a per page fee for large photocopies of electronic files.

### **Parks, Recreation and Community Services Fees**

The Parks, Recreation, and Community Services (PRCS) Department's comprehensive cost recovery evaluation ensures that fees continue to meet identified objectives and stay competitive in the market. Fees not evaluated each year are adjusted by CPI-U as described above. New fees have been added to cover some of the costs associated with renting and preparing small picnic shelters and a per hour fee has been added for renting Pickleball courts. Finally, a new hourly fee has been added to cover the costs of audio-visual (AV) set-up and technical support when City Hall rooms are rented.

### **Surface Water Utility Fees**

The 2025 and 2026 Surface Water Management fees reflect the financial needs of the draft Surface Water Master Plan at the Maximum level as directed by Council on July 22, 2024. The draft plan better meets the City's goals of protecting the natural environment from pollution and protecting the city's residents from the impacts of climate change.

### **Solid Waste Fees**

Recology CleanScapes provides solid waste (garbage/recycling) services to the Shoreline community and is responsible for billing and collecting fees. Recology's new revised proposed fee schedule was approved by PRCS staff on October 14<sup>th</sup> and will be published in the final budget book. Collection service charges, miscellaneous fees and contract options, excluding waste disposal fees, for each level of service shall increase or decrease each year by the June-to-June percentage change of the CPI-W for the Seattle / Tacoma / Bremerton area. Additionally, the contract calls for an annual rate adjustment to the collection fee component of contract rates to take place. The contract requires Recology to mail to customers its finalized rates and updated service information on or before November 15<sup>th</sup>, which is 45 days in advance of the new rates taking effect.

### **Wastewater Rate Schedule**

The fee schedule for wastewater rates is adjusted yearly to reflect the financial plans and needs reflected in the Wastewater Utility's comprehensive master plan and the 2022 Wastewater Rate Study.

### **Miscellaneous Fees - 3.01.800 Fee Waiver; Damage Restitution Administrative Fee; and Financial Collection Fees**

These fees have been adjusted by CPI-U.

## **DISCUSSION: CLASSIFICATION AND COMPENSATION PROGRAM**

Attachment D of this staff report presents draft proposed 2025 salary schedule for non-represented exempt, non-exempt and extra help employees and represented employees in accordance with the City's Compensation Plan. All tables reflect application of a recommended 3.83% cost of living adjustment (COLA), which is 100% of the June-to-June percentage change of the CPI-U. The proposed salary table for non-represented employees also represents reclassifications that were evaluated during the year and salary range adjustments for certain positions in alignment with the results of the City's 2024 Salary Survey. This attachment will be incorporated into the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP Appendix.

## **DISCUSSION: PROPOSED BUDGET AMENDMENTS**

Staff will be asking Council to provide individual budget amendment proposals to the City Manager by November 12, 2024. Proposed amendments received prior to November 4<sup>th</sup> may be reviewed and discussed during tonight's workshop. All proposed amendments received by staff by November 12, 2024, will be considered as part of the budget adoption process on November 18.

Proposed Ordinance No. 1019 (Attachment B) will adopt the 2025-2026 Biennial Budget including the City's appropriations for 2025-2026, as amended; the 2025 salary schedule; the 2025-2030 Capital Improvement Plan; and appropriations for the 2025-2026 Capital



Improvement Program. Proposed Resolution No. 530 will approve the 2025 Fee Schedule and Proposed Ordinance No. 1022 will approve the 2025 Impact Fee Schedules.

## **DISCUSSION: OTHER ITEMS FOR COUNCIL CONSIDERATION**

### **Updates to Current Financial Policies**

The City periodically reviews its financial policies to ensure policies are up to date and appropriate updates are made to align with best practices. Staff has reviewed existing financial policies this year. Recommended changes are reflected in Attachment E, with ~~strikethrough~~ and **red** edits. While most edits are minor, key notable changes are highlighted below. The changes in financial policies will be brought back for action together with 2025-2026 Biennial Budget adoption scheduled for November 18, 2024.

#### *Update on General Fund Operating Reserves:*

Currently, the City maintains several reserves and contingencies

- \$3 million cash flow reserve;
- Budget Contingency equivalent of 2% of operating revenues; and
- Insurance Deductible Reserve of \$255k.

In addition, the City's Revenue Stabilization Fund currently has a fund balance of \$6.813 million, which is equal to thirty percent (30%) of annual economically sensitive revenues.

The City's current policy specifically notes that the Cash Flow reserve is \$3 million and goes on to note that it is roughly 1.5 months of operating expenditures. Based on review of current expenditures, 1.5 months of expenditures would be \$6.598 million. As the City typically has a healthy working cash flow and there are other contingencies and reserves set aside, the Administrative Services Director determined that the existing \$3 million is sufficient for the City's cash flow needs and has made edits to the existing policy to reflect that.

#### *Update on Capital Improvement Program (CIP) Plan Policies:*

Unlike accounting policies that must follow specified accounting standards, governments can develop and adopt capital planning policies that accounts for unique organizational characteristics. Upon completing a scan of CIP policies of cities of similar size, staff is recommending changes to the criteria of a project included in the CIP with the following key changes:

- Increase estimated cost to \$25,000 (previously \$10,000);
- Provides clarity that projects that extend the useful life of assets are included; and
- Provides clarity that regular routine maintenance is excluded from the CIP and should be included in the Operating Budget as an ongoing expenditure (this excludes capital programs that systematically repair and replace existing facilities and infrastructure).

It is important to note that it is challenging to have CIP criteria that is all encompassing. From time to time, there will be exceptions that will require some level of discretion on whether a project should be included in the CIP from the City Manager.

### **Reorganization of the Parks, Fleet and Facilities Division**

This year, staff from the Administrative Services Department (ASD), Parks, Fleet and Facilities (PFF) Division, the Recreation, Cultural and Community Services (RCCS) Department, the Public Works Department, and the City Manager's Office worked to evaluate potential organizational changes that would provide the most efficiencies while retaining the highest level of service delivery to the community. Effective January 1, 2025, the PFF Division, which is currently in ASD, will be merged with RCCS, which will be renamed to the Parks, Recreation and Community Services Department. The proposed budget reflects this reorganization.

### **RESPONSES TO CITY COUNCIL QUESTIONS**

As part of the City Council's fiduciary responsibilities to citizens, businesses, and other taxpayers, the Mayor and Councilmembers have asked questions throughout this budget process. Answers to those questions are being provided with each budget discussion as supplemental information to the Council materials each week.

### **RESOURCE/FINANCIAL IMPACT**

The City's 2025-2026 Proposed Biennial Budget is balanced in all funds and totals \$406.529 million. The budget can be divided into five types of funds as shown in the chart to the right. The Operating Funds represent the cost of providing services to the Shoreline community on a day-to-day basis and includes such items as public safety (police, court, jail), park maintenance, recreation programming, grounds maintenance, street maintenance, street lighting, land use planning, permitting, communications, emergency management, and administration. The Operating Funds also include some special revenue funds that must be used for designated purposes such as police services. The Debt Service Funds account for the annual repayment of the voter approved park bonds; the councilmanic bonds issued to pay for a portion of City Hall, acquisition of property for a maintenance facility, and construction of new sidewalks; and the bond anticipation notes issued to acquire properties for the Parks, Recreation and Open Space Plan. The Enterprise Funds consist of the operation and capital improvements of the surface water utility and operation of the wastewater utility. The Capital Funds represent the cost of making improvements to the City's facilities, parks, and transportation systems. The Internal Service Funds represent transfers between funds (Vehicle Operations, Equipment Replacement, Public Art, and Unemployment funds) to fund maintenance and replacement of City equipment, installation of public art, and unemployment claims.

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The 2025-2026 Proposed Biennial Budget includes adequate reserve levels to meet all adopted budget policies.

## **RECOMMENDATION**

Staff recommends that the City Council conduct the public hearing to take public comment on the 2025-2026 Proposed Biennial Budget and 2025-2030 CIP. Staff further recommends that the City Council discuss:

- Proposed Ordinance No. 1019, which would adopt the 2025-2026 Proposed Biennial Budget, the 2025-2030 Capital Improvement Plan, and the City's updated financial policies;
- Proposed Resolution No. 530, which would adopt the 2025 Fee Schedules; and
- Proposed Ordinance No. 1022, which would adopt the 2025 Impact Fee Schedules.

These proposed Ordinances and Resolution are scheduled to return to the City Council for potential action as separate items on November 18, 2024.

## **ATTACHMENTS**

- Attachment A: Proposed Ordinance No. 1019: 2025-2026 Biennial Budget, Including Exhibit A – 2025-2030 CIP
- Attachment B: Proposed Resolution No. 530: 2025 Fee Schedule, Including Exhibit A – Fee Schedules
- Attachment C: Proposed Ordinance No. 1022: Impact Fees, Including Exhibit A – Impact Fee Schedules
- Attachment D: 2025 Proposed Salary Schedules
- Attachment E: Updates to Current Financial Policies

**ORDINANCE NO. 1019**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON  
ADOPTING THE BIENNIAL BUDGET OF THE CITY OF SHORELINE  
FOR THE PERIOD JANUARY 1, 2025 THROUGH DECEMBER 31, 2026,  
AND ADOPTING THE 2025-2030 SIX YEAR CAPITAL FACILITIES  
PLAN.**

WHEREAS, as authorized by Chapter 35A.34 Revised Code of Washington (RCW), Chapter 3.02 Shoreline Municipal Code (SMC) establishes a two-year fiscal biennium budget system and directs the City to follow the procedures set forth in Chapter 35A.34 RCW in adopting a biennial budget; and

WHEREAS, the Growth Management Act, at RCW 36.70A.070(3) and 36.70A.130(2), requires a six-year plan for financing capital facilities (CIP) and permits amendment of the City's Comprehensive Plan to occur concurrently with the adoption of the city budget; and

WHEREAS, a proposed budget for fiscal biennium 2025-2026 has been prepared, filed, and submitted to the Shoreline City Council in a timely manner for review; and

WHEREAS, the Shoreline City Council conducted duly noticed public hearings on November 4, 2024 and November 18, 2024, for the purposes of fixing the final budget, including a public hearing on revenues held on November 4, 2024, to take public comment from all persons wishing to be heard with respect to the proposed Biennial Budget of the City of Shoreline for 2025-2026 were heard; and

WHEREAS, the Shoreline City Council has deliberated and has made adjustments and changes deemed necessary and proper;

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

**Section 1. 2025-2026 Biennial Budget Adopted.** The 2025-2026 Final Biennial Budget for the City of Shoreline for the period January 1, 2025 through December 31, 2026 as set forth in the 2025-2026 Proposed Biennial Budget, as amended, is hereby adopted.

**Section 2. Summary of Revenues and Expenditures.** The budget sets forth totals of estimated revenues and estimated expenditures of each separate fund, and the aggregate totals for all such funds, as summarized as follows:

<b>Fund</b>	<b>Estimated Resources</b>	<b>Appropriations/ Expenditures</b>
General Fund	\$148,450,274	\$140,751,622
Shoreline Secure Storage Fund	3,000,000	3,000,000
Shoreline Business Center	675,852	675,852
Street Fund	5,391,022	5,391,009
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	36,486	36,486
Public Arts Fund	886,249	238,948
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Restricted Tree Fund	183,000	183,000
Transportation Impact Fees Fund	9,296,954	8,808,405
Park Impact Fees Fund	356,750	356,750
Revenue Stabilization Fund	1,026,635	-
2006/2016 Unlimited Tax General Obligation Bond Fund	-	-
2009/2019 Limited Tax General Obligation Bond Fund	2,192,666	2,192,666
2020 Limited Tax GO Bond	173,916	173,916
2013 Limited Tax General Obligation Bond Fund	515,879	515,879
Sidewalk Limited Tax General Obligation Bond Fund	5,211,174	1,846,116
VLf Revenue Bond	1,239,277	1,239,277
2022 Parks UTGO Bond	5,896,879	5,896,879
General Capital Fund	14,470,170	14,470,170
City Facility-Major Maintenance Fund	1,446,697	1,417,233
Roads Capital Fund	104,790,368	102,709,644
Sidewalk Expansion Fund	14,607,342	14,607,342
Surface Water Capital Fund	36,990,467	36,427,813
Wastewater Utility Fund	63,259,883	62,674,649
Vehicle Operations/Maintenance Fund	943,771	841,093
Equipment Replacement Fund	2,842,156	1,698,063
Unemployment Fund	150,000	150,000
<b>Total Funds</b>	<b>\$424,259,866</b>	<b>\$406,528,812</b>

**Section 3. Capital Improvement Plan (CIP) Adoption.** The *Capital Improvement Plan (2025-2030)* is adopted as set forth in Exhibit A attached hereto.

**Section 4. Copies of Budget to be Filed.** The City Clerk is directed to transmit a complete copy of the 2025-2026 Final Biennial Budget as adopted by the City Council to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

**Section 5. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local,

state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 6. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 7. Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. The Ordinance shall take effect and be in full force at 12:01 am on January 1, 2025.

**ADOPTED BY THE CITY COUNCIL ON NOVEMBER 18, 2024.**

\_\_\_\_\_  
Mayor Christopher Roberts

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication: \_\_\_\_\_, 2024  
Effective Date: January 1, 2025

CITY OF SHORELINE - CAPITAL IMPROVEMENTS PROGRAM  
SIX-YEAR CIP FY2023 - FY2030

GENERAL CAPITAL FUND	PRIOR-YRS	23-24E	2025E	2026E	2027E	2028E	2029E	2030E	CIP TOTAL	PROJECT TOTAL
<b>PROJECT EXPENDITURES</b>										
<b>PARKS MAINTENANCE PROJECTS</b>										
KING COUNTY, TRAILS AND OPEN SPACE REPLACEMENT LEVY	71,099	-	-	-	-	-	-	-	-	71,099
PARK ECOLOGICAL RESTORATION PROGRAM	502,759	572,221	327,018	312,588	323,529	334,852	346,572	358,702	2,575,482	3,078,241
PARKS REPAIR AND REPLACEMENT	3,501,596	974,380	787,444	402,616	422,746	438,381	443,425	448,722	3,917,714	7,419,310
PLAYGROUND REPLACEMENT	944,757	-	-	1,666,000	1,767,000	757,000	959,000	-	6,108,000	7,052,757
TURF & LIGHTING REPAIR AND REPLACEMENT	2,890,640	-	1,175,000	-	1,514,000	-	3,029,000	-	5,718,000	8,608,640
<b>FACILITIES PROJECTS</b>										
CITY MAINTENANCE FACILITY	5,445,128	8,667,965	993,269	6,731	13,535,084	-	-	-	23,203,049	28,648,177
CIVIC CENTER/CITY HALL	39,724,544	452,994	-	-	-	-	-	-	452,994	40,177,539
PARKS RESTROOM RENOVATION	446,372	-	201,500	211,575	222,154	233,261	244,924	257,170	1,370,585	1,816,956
FACILITY TECHNOLOGY IMPROVEMENTS	-	-	547,536	-	-	-	-	-	547,536	547,536
FACILITY SECURITY IMPROVEMENTS	-	-	1,545,300	-	-	-	-	-	1,545,300	1,545,300
<b>PARKS DEVELOPMENT PROJECTS</b>										
PROS PLAN ACQUISITIONS	29,457,479	11,782,568	75,000	78,750	82,688	86,822	91,163	95,721	12,292,712	41,750,191
GEN CAP-PARKS BND PROJECT MGMT	234,897	960,707	200,000	200,000	-	-	-	-	1,360,707	1,595,604
PK BND-RICHMOND HIGHLANDS PARK	105,026	5,530,856	-	-	-	-	-	-	5,530,856	5,635,882
PK BND-JAMES KEOUGH PARK	87,102	4,702,101	-	-	-	-	-	-	4,702,101	4,789,203
PK BND BRUGGERS BOG PARK	103,320	5,187,147	-	-	-	-	-	-	5,187,147	5,290,467
PK BND HILLWOOD PARK	106,565	3,781,095	-	-	-	-	-	-	3,781,095	3,887,661
PK BND BRIARCREST PARK	116,739	6,490,092	-	-	-	-	-	-	6,490,092	6,606,831
PK BND SHOREVIEW PARK	95,042	2,091,211	-	-	-	-	-	-	2,091,211	2,186,253
PK BND PARKS PUBLIC ART	4,310	982,704	12,986	-	-	-	-	-	995,690	1,000,000
PK BND: PROS PLN PARKS ACQUISI	3,635,885	295,300	-	-	-	-	-	-	295,300	3,931,185
PK BND: PARK IMPROVEMENTS	-	-	3,719,552	-	-	-	-	-	3,719,552	3,719,552
PK BND WEST ECHO LAKE PARK	-	299,604	-	-	-	-	-	-	299,604	299,604
PK BND 192ND HEMLOCK PARK	-	225,456	-	-	-	-	-	-	225,456	225,456
PK BND WESTMINSTER PARK	-	209,168	-	-	-	-	-	-	209,168	209,168
PARKS MINIMUM AMENITIES	-	-	100,900	103,927	107,045	110,256	113,564	116,970	652,662	652,662
<b>PROJECTS TO BE COMPLETED IN CURRENT BIENNIUM (2023-2024)</b>										
SHORELINE PARK PUBLIC PAVILION	-	357,251	-	-	-	-	-	-	357,251	357,251
PK BND RIDGECREST PARK	74,995	2,746,042	-	-	-	-	-	-	2,746,042	2,821,037
PK BND KRUCKEBERG PARK	86,770	2,650,857	-	-	-	-	-	-	2,650,857	2,737,628
PARKS, RECREATION AND OPEN SPACE UPDATE	191,115	218,850	-	-	-	-	-	200,000	418,850	609,965
POLICE STATION AT CITY HALL	8,983,873	5,205	-	-	-	-	-	-	5,205	8,989,079
<b>NOT PROJECT SPECIFIC</b>										
GENERAL CAPITAL ENGINEERING	1,965,681	463,954	203,399	212,121	209,175	217,703	226,589	235,851	1,768,792	3,734,473
COST ALLOCATION CHARGES	-	12,948	29,887	31,267	31,267	31,267	31,267	31,267	199,170	199,170
CITY HALL DEBT SERVICE PAYMENT	-	1,348,552	664,546	663,946	662,546	677,546	663,250	683,250	5,363,636	5,363,636
<b>TOTAL EXPENDITURES</b>	<b>98,775,693</b>	<b>61,009,229</b>	<b>10,583,337</b>	<b>3,889,520</b>	<b>18,877,234</b>	<b>2,887,087</b>	<b>6,148,755</b>	<b>3,386,655</b>	<b>106,781,817</b>	<b>205,557,510</b>
<b>REVENUES</b>										
REAL ESTATE EXCISE TAX	-	3,018,854	1,631,574	1,837,206	1,948,216	1,891,264	1,919,078	1,910,278	14,156,470	-
SOCCER FIELD RENTAL CONTRIBUTION	-	260,000	160,000	160,000	160,000	160,000	160,000	160,000	1,220,000	-
INVESTMENT INTEREST	-	421,902	250,313	158,336	129,635	70,811	62,852	18,903	1,112,752	-
INVESTMENT INTEREST - PARK BOND	-	1,992,131	-	-	-	-	-	-	-	-
CABLE - EDUCATION/ GOV'T. GRANT	-	18,158	-	-	-	-	-	-	18,158	-
FUTURE FUNDING	-	-	476,892	-	989,590	109,273	1,627,051	315,927	3,518,733	-
GENERAL FUND CONTRIBUTION	-	9,951,019	3,161,105	56,731	11,631,765	50,000	50,000	50,000	24,950,620	-
ROADS CAPITAL FUND CONTRIBUTION	-	-	-	-	1,000,000	-	-	-	1,000,000	-
SURFACE WATER UTILITY FUND CONTRIBUTION	-	1,527,598	-	-	-	-	-	-	1,527,598	-
WASTEWATER UTILITY FUND CONTRIBUTION	-	1,047,623	-	-	-	-	-	-	1,047,623	-
STATE DIRECT GRANT	-	490,000	-	-	-	-	-	-	490,000	-
PARK IMPACT FEES	-	7,872,375	175,000	181,750	82,688	86,822	91,163	95,721	8,585,519	-
KC TRAIL LEVY FUNDING RENEWAL	-	588,081	225,000	-	-	-	-	-	813,081	-
KING CONSERVATION DISTRICT GRANT	-	-	-	-	-	-	-	-	-	-
CONSERVATION FUTURES TAX GRANT	-	7,810,900	-	-	-	-	-	-	7,810,900	-
KING COUNTY PARKS GRANT	-	1,098,451	-	-	-	-	-	-	1,098,451	-
DEPARTMENT OF COMMERCE	-	611,780	-	-	-	-	-	-	611,780	-
OPERATING TRANSFER IN	-	289,670	123,571	128,781	134,218	139,891	145,813	151,993	1,113,937	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>36,998,543</b>	<b>6,203,456</b>	<b>2,522,803</b>	<b>16,076,111</b>	<b>2,508,061</b>	<b>4,055,956</b>	<b>2,702,822</b>	<b>69,075,621</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>35,930,367</b>	<b>11,919,681</b>	<b>7,539,800</b>	<b>6,173,083</b>	<b>3,371,960</b>	<b>2,992,934</b>	<b>900,135</b>	<b>68,827,961</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>-</b>	<b>36,998,543</b>	<b>6,203,456</b>	<b>2,522,803</b>	<b>16,076,111</b>	<b>2,508,061</b>	<b>4,055,956</b>	<b>2,702,822</b>	<b>71,067,752</b>	<b>-</b>
RESTRICTED AMOUNT FOR TURF REPLACEMENT	-	-	-	-	-	-	-	160,000	160,000	-
RESTRICTED AMOUNT FOR PARKS BOND	33,727,597	4,497,817	203,478	-	-	-	-	-	4,701,295	-
<b>TOTAL EXPENDITURES</b>	<b>33,727,597</b>	<b>61,009,229</b>	<b>10,583,337</b>	<b>3,889,520</b>	<b>18,877,234</b>	<b>2,887,087</b>	<b>6,148,755</b>	<b>3,386,655</b>	<b>106,781,817</b>	<b>-</b>
<b>ENDING FUND BALANCE (NOT RESTRICTED)</b>	<b>2,202,770</b>	<b>7,421,864</b>	<b>7,336,322</b>	<b>6,173,083</b>	<b>3,371,960</b>	<b>2,992,934</b>	<b>900,135</b>	<b>56,302</b>	<b>28,252,601</b>	<b>-</b>
IMPACT ON OPERATING BUDGET	-	-	-	-	-	-	-	-	-	-

CITY OF SHORELINE - CAPITAL IMPROVEMENTS PROGRAM  
SIX-YEAR CIP FY2023 - FY2030

CITY FACILITIES MAJOR MAINTENANCE FUND	PRIOR-YRS	23-24E	2025E	2026E	2027E	2028E	2029E	2030E	CIP TOTAL	PROJECT TOTAL
<b>PROJECT EXPENDITURES</b>										
<u>GENERAL FACILITIES</u>										
CITY HALL LONG-TERM MAINTENANCE	300,209	107,767	812,233	400,000	60,000	260,000	-	-	1,640,000	1,940,209
CITY HALL GARAGE LONG-TERM MAINTENANCE	119,349	35,000	125,000	-	-	-	25,000	-	185,000	304,349
ROOF REPLACE & MAJOR REPAIR	-	-	50,000	30,000	-	-	-	-	80,000	80,000
<u>PARKS FACILITIES</u>										
RICHMOND HIGHLANDS COMMUNITY CENTER LONG-TERM MAINTENANCE	1,641,045	26,067	-	-	-	20,000	-	-	46,067	1,687,111
<u>PROJECTS TO BE COMPLETED IN CURRENT BIENNIUM (2023-2024)</u>										
DUCT CLEANING	10,000	-	-	-	-	-	-	-	-	10,000
SPARTAN RECREATION CENTER	19,254	-	-	-	-	-	-	-	-	19,254
<b>TOTAL EXPENDITURES</b>	<b>2,089,857</b>	<b>168,834</b>	<b>987,233</b>	<b>430,000</b>	<b>60,000</b>	<b>280,000</b>	<b>25,000</b>	<b>-</b>	<b>1,951,067</b>	<b>4,040,923</b>
<b>REVENUES</b>										
GENERAL FUND OPERATING TRANSFER		294,206	117,705	121,236	124,873	128,619	132,478	136,452	1,055,569	
DEPARTMENT OF COMMERCE		-	-	-	-	-	-	-	-	
GENERAL FUND CONTRIBUTION		57,767	782,233	300,000	-	-	-	-	1,140,000	
INVESTMENT INTEREST		13,603	15,486	13,978	14,087	15,745	12,897	15,425	101,221	
PROCEEDS SALE CAPITAL ASSET		-	-	-	-	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>365,576</b>	<b>915,424</b>	<b>435,214</b>	<b>138,960</b>	<b>144,364</b>	<b>145,375</b>	<b>151,877</b>	<b>2,296,790</b>	
<b>BEGINNING FUND BALANCE</b>		<b>540,675</b>	<b>737,417</b>	<b>665,609</b>	<b>670,823</b>	<b>749,783</b>	<b>614,147</b>	<b>734,522</b>	<b>540,675</b>	
TOTAL REVENUES		365,576	915,424	435,214	138,960	144,364	145,375	151,877	2,296,790	
TOTAL EXPENDITURES		168,834	987,233	430,000	60,000	280,000	25,000	-	1,951,067	
LONG-TERM MAJOR MAINTENANCE RESERVES		-	-	-	-	-	-	-	-	
<b>ENDING FUND BALANCE</b>	<b>197,080</b>	<b>737,417</b>	<b>665,609</b>	<b>670,823</b>	<b>749,783</b>	<b>614,147</b>	<b>734,522</b>	<b>886,399</b>	<b>886,399</b>	
IMPACT ON OPERATING BUDGET		-	-	-	-	-	-	-	-	



CITY OF SHORELINE - CAPITAL IMPROVEMENTS PROGRAM  
SIX-YEAR CIP FY2023 - FY2030

ROADS CAPITAL FUND	PRIOR-YRS	23-24E	2025E	2026E	2027E	2028E	2029E	2030E	CIP TOTAL	PROJECT TOTAL	
<b>PROJECT EXPENDITURES</b>											
<b>REPAIR AND REPLACEMENT</b>											
Pedestrian / Non-Motorized Projects											
SIDEWALK REHABILITATION PROGRAM		632,526	2,101,386	195,000	296,250	626,250	494,068	448,158	448,889	4,611,001	5,243,527
System Preservation Projects											
ANNUAL ROAD SURFACE MAINTENANCE PROGRAM		19,294,843	2,162,121	2,856,860	2,981,342	1,197,980	3,292,200	1,164,295	3,826,305	17,481,103	36,775,945
TRAFFIC SIGNAL REHABILITATION PROGRAM		2,260,164	356,475	272,992	281,177	222,017	232,129	242,717	253,804	1,861,310	4,121,474
155TH & 5TH SIGNAL IMPROVEMENTS		-	-	150,000	387,250	244,375	1,130,895	-	-	1,912,520	1,912,520
<b>CAPACITY CONSTRUCTION</b>											
Pedestrian / Non-Motorized Projects											
NEW SIDEWALKS PROGRAM		243,536	33,716	65,634	69,064	28,509	30,719	33,099	35,665	296,406	539,942
28TH AVE NE BIKEWAY		-	-	-	-	10,000	22,130	-	-	32,130	32,130
30TH AVE NE SIDEWALKS		-	-	-	-	280,000	984,598	-	-	1,264,598	1,264,598
147TH/148TH NON-MOTORIZED BRIDGE		2,892,941	11,894,909	18,679,600	5,545,535	-	-	-	-	36,120,044	39,012,986
EASTSIDE OFF CORRIDOR BIKE NETWORK		-	-	384,000	-	-	-	-	-	384,000	384,000
MERIDIAN AVE BICYCLE LANES (175TH-200TH)		-	-	100,000	530,180	-	-	-	-	630,180	630,180
NSP 20TH AVE NW NEW SIDEWALKS		322,473	194,617	-	-	-	-	-	-	194,617	517,090
NSP Westminster Way N (N 145th St - N 153rd St)		-	3,730,000	-	481,201	4,990,694	992,334	-	-	10,194,230	10,194,230
NSP 19th Avenue NE (NE 196th St - 244th St SW)		-	461,304	1,983,071	359,636	-	-	-	-	2,804,011	2,804,011
NSP Ballinger Way NE (19th Ave NE - 25th Ave NE)		-	2,715,000	-	-	484,724	5,027,236	999,601	-	9,226,561	9,226,561
NSP Dayton Avenue (N 228th Ln - N Richmond Beach Road)		-	39,731	732,309	5,060,798	979,182	-	-	-	6,812,020	6,812,020
NSP Linden Avenue (N 175th St - N 185th St)		-	-	-	313,725	3,087,649	595,812	-	-	3,997,185	3,997,185
NSP Meridian Avenue N (N 194th St - N 205th St)		-	-	433,038	3,009,832	588,993	-	-	-	4,031,862	4,031,862
NSP 8th Avenue NW (Sunset Park - Richmond Beach Road)		-	478,327	1,858,462	345,178	-	-	-	-	2,681,967	2,681,967
NSP Dayton Avenue (N 155th - N 160th St)		-	-	-	127,866	1,651,931	330,495	-	-	2,110,292	2,110,292
NSP 15th Avenue NE (NE 150th - NE 160th St)		-	-	-	-	801,356	8,311,136	1,652,560	-	10,765,052	10,765,052
Safety / Operations Projects											
145TH CORRIDOR - 99TH TO IS		5,975,482	1,804,099	1,606,000	242,000	-	-	-	-	3,652,099	9,627,581
145TH AND IS INTERCHANGE		7,484,684	23,098,975	12,796,828	-	-	-	-	-	35,895,803	43,380,487
145TH CORRIDOR - PH 1 ROW/CONS		12,101,882	8,485,327	3,853,111	-	-	-	-	-	12,338,438	24,440,320
145TH CORRIDOR - PH 2/3		-	7,600,000	6,856,413	10,446,155	10,446,398	-	-	-	35,348,966	35,348,966
160TH AND GREENWOOD/ANIS ARDEN INTERSECTION		158,275	391,155	2,510,065	-	-	-	-	-	2,901,220	3,059,495
N 125TH ST - STONE AVE N TO IS		4,824,564	4,521,144	13,077,769	10,333,317	2,650,000	9,012,139	6,985,500	45,493,394	90,073,263	94,997,827
MERIDIAN AVE SAFETY IMPROVEMENTS		269,065	1,465,724	10,000	-	-	-	-	-	1,475,724	1,744,789
TRAFFIC SAFETY IMPROVEMENTS		2,403,523	301,205	162,378	167,249	167,249	167,249	167,249	1,299,828	3,703,351	3,703,351
RICHMOND BEACH MDBLX KING/RECT		206,680	2,577,937	-	-	-	-	-	-	2,577,937	2,784,617
DRIVEWAY RELOCATION RICHMOND BEACH RD		3,561	-	-	-	-	-	-	-	3,561	3,561
AURORA DECORATIVE STREET LIGHTS		-	201,930	212,030	-	-	-	-	-	413,960	413,960
<b>PROJECTS TO BE COMPLETED IN CURRENT BIENNIMUM (2023-2024)</b>											
1ST AVE NE (N 145TH TO N 155TH)		212,152	2,121,476	5,000	-	-	-	-	-	2,126,476	2,338,628
NSP 1ST AVE NE (N 192ND TO N 195TH)		872,499	6,977	-	-	-	-	-	-	6,977	879,476
NSP 5TH AVE NE (N 175TH TO N 182ND)		2,883,132	1,108,732	-	-	-	-	-	-	1,108,732	3,991,865
NE 200th ST SIDEWALK (25th Ave NE to 30th Ave NE)		-	3,738	163,000	729,399	-	-	-	-	896,132	894,132
RIDGECREST SAFE ROUTES TO SCHOOL		384,362	151,559	-	-	-	-	-	-	151,559	535,921
WESTMINSTER AND 155TH IMPROVEMENTS		5,061,084	39,214	-	-	-	-	-	-	39,214	5,100,298
TIB-NE 180TH ST SHARED-USEPATH		79,380	369,506	-	-	-	-	-	-	369,506	448,886
<b>NOT PROJECT SPECIFIC</b>											
ROADS CAPITAL ENGINEERING		4,828,765	1,461,899	1,062,477	1,264,118	1,215,516	1,257,502	1,301,501	1,347,046	8,010,059	13,738,824
TRANSPORTATION MASTER PLAN UPDATE		1,702,424	675,610	-	-	-	-	-	-	675,610	2,378,034
TRAIL ALONG THE RAIL MASTER STUDY		-	-	500,000	-	-	-	-	-	500,000	500,000
GENERAL FUND COST ALLOCATION OVERHEAD CHARGE		304,831	270,187	282,659	299,619	317,596	336,651	356,850	2,168,393	2,168,393	
TRANSFERS OUT		-	-	-	1,000,000	-	-	-	-	1,000,000	1,000,000
<b>TOTAL EXPENDITURES</b>		<b>75,197,999</b>	<b>80,858,625</b>	<b>68,094,224</b>	<b>43,753,924</b>	<b>30,972,442</b>	<b>32,198,238</b>	<b>13,332,332</b>	<b>51,929,202</b>	<b>321,138,986</b>	<b>396,336,985</b>
<b>REVENUES</b>											
REAL ESTATE EXCISE TAX		-	3,018,854	1,631,574	1,837,206	1,948,216	1,891,264	1,919,078	1,910,278	14,156,470	-
INVESTMENT INTEREST		-	284,852	216,067	174,655	132,828	95,996	53,883	41,113	999,394	-
GENERAL FUND CONTRIBUTION		-	196,533	5,376,861	97,651	97,651	97,651	97,651	97,651	6,061,649	-
SURFACE WATER UTILITY FUND CONTRIBUTION		-	166,557	-	-	-	-	-	-	166,557	-
OTHER ONE-TIME TRANSFERS IN		-	-	-	-	-	-	-	-	-	-
RESIDENTIAL PARKING ZONE PERMIT		-	-	-	-	-	-	-	-	-	-
BOND PROCEEDS FOR NEW SIDEWALKS		-	9,095,021	4,711,477	9,700,558	12,531,206	15,177,774	2,667,097	35,665	53,918,798	-
BOND PROCEEDS FOR NEW SIDEWALKS (*)		-	-	-	-	-	-	-	-	-	-
VLF BOND PROCEEDS		-	3,311,516	-	-	-	-	-	-	3,311,516	-
VLF BOND PROCEEDS (*)		-	-	-	-	-	-	-	-	-	-
WSDOT Regional Mobility		-	3,500,000	3,500,000	-	-	-	-	-	5,000,000	-
STATE LEGISLATURE		-	3,300,000	6,700,000	-	-	-	-	-	10,000,000	-
CMAQ		-	292,677	357,323	-	-	-	-	-	650,000	-
DEPARTMENT OF ECOLOGY STORMWATER RETROFIT GRANT		-	-	-	-	-	-	-	-	-	-
CONNECTING WASHINGTON		-	4,457,885	7,387,490	242,000	-	-	-	-	11,847,375	-
FEDERAL - STP		-	16,017,919	4,130,000	975,000	-	6,560,000	-	1,500,000	29,882,919	-
FEDERAL EARMARK		-	1,000	3,999,000	-	-	-	-	-	4,000,000	-
FEE IN LIEU		-	-	1,569,994	-	-	-	-	-	1,569,994	-
RAISE GRANT		-	1,000	2,251,000	11,112,879	6,635,121	-	-	-	20,000,000	-
FUTURE GRANTS		-	-	6,213,220	4,081,531	-	-	-	-	10,294,751	-
FUTURE FUNDING		-	-	6,856,413	3,355,269	3,355,390	1,630,895	6,785,500	45,844,945	67,828,412	-
GRANTS FROM PRIVATE SOURCES		-	-	-	-	-	-	-	-	-	-
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)		-	2,873,423	100,000	525,000	-	-	-	-	3,498,423	-
RESTITUTION - INSURANCE		-	-	-	-	-	-	-	-	-	-
SOUND TRANSIT		-	13,440,779	956,093	1,022,656	290,000	998,830	-	-	16,708,358	-
SEPA RELATED MITIGATION FEES		-	268,731	5,000	-	-	-	-	-	273,731	-
STP GRANT		-	-	-	432,500	-	-	-	-	432,500	-
KC TRAILS LEVY FUNDING		-	4,750,000	-	-	-	-	-	-	4,750,000	-
LIGHT RAIL ACCESS MITIGATION		-	-	-	-	-	-	-	-	-	-
PRIVATE DONATIONS		-	239,621	1,798,379	-	-	-	-	-	2,038,000	-
SAFE ROUTES TO SCHOOL		-	111,538	-	-	-	-	-	-	111,538	-
TRANSPORTATION IMPROVEMENT BOARD		-	8,718,380	2,130,000	-	-	-	-	-	10,848,380	-
TRANSPORTATION ALTERNATIVES PROGRAM (TAP)		-	1,911,650	159,160	366,944	366,944	-	-	-	2,804,698	-
TRANSPORTATION BENEFIT DISTRICT		-	800,337	824,675	948,908	1,311,180	1,140,439	1,101,007	1,107,071	7,233,617	-
TRANSPORTATION BENEFIT DISTRICT (*)		-	-	1,630,325	825,655	-	-	-	-	2,455,979	-
UTILITY REIMBURSEMENTS		-	-	-	-	-	-	-	-	-	-
TRANSPORTATION IMPACT FEES		-	3,853,215	4,245,436	4,562,669	2,650,000	2,700,000	200,000	200,000	18,411,620	-
WSDOT - PEDESTRIAN & BICYCLE SAFETY PROGRAM		-	-	-	-	-	-	-	-	-	-
FRANCHISE UTILITY CONTRIBUTION		-	987,711	1,600,814	-	-	-	-	-	2,588,525	-
<b>TOTAL REVENUES</b>		<b>80,591,501</b>	<b>66,222,198</b>	<b>41,862,194</b>	<b>29,318,536</b>	<b>30,292,849</b>	<b>12,824,216</b>	<b>50,736,722</b>	<b>311,848,216</b>	<b>10,656,036</b>	<b>10,656,036</b>
<b>BEGINNING FUND BALANCE</b>											
TOTAL REVENUES		80,591,501	66,222,198	41,862,194	29,318,536	30,292,849	12,824,216	50,736,722	311,848,216	10,656,036	10,656,036
TOTAL EXPENDITURES		80,858,625	68,094,224	43,753,924	30,972,442	32,198,238	13,332,332	51,929,202	321,138,986	-	-
RESTRICTED AMOUNT FOR GRANT MATCHING		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	700,000	-
RESTRICTED TRANSPORTATION BENEFIT DISTRICT (VEHICLE LICENSE FEES)		-	-	-	-	-	-	-	-	-	-
<b>ENDING FUND BALANCE</b>		<b>10,656,036</b>	<b>10,288,913</b>	<b>8,316,887</b>	<b>6,325,157</b>	<b>4,571,250</b>	<b>2,565,861</b>	<b>1,957,746</b>	<b>665,266</b>	<b>665,266</b>	<b>10,656,036</b>
(NOT RESTRICTED FOR T&D, VLF BONDS OR SIDEWALK BONDS)		-	-	-	-	-	-	-	-	-	-
IMPACT ON OPERATING BUDGET		5,720	10,090	10,090	11,090	11,090	7,860	7,510	-	-	-

CITY OF SHORELINE - CAPITAL IMPROVEMENTS PROGRAM  
SIX-YEAR CIP FY2023 - FY2030

SURFACE WATER UTILITY FUND	PRIOR-YRS	23-24E	2025E	2026E	2027E	2028E	2029E	2030E	CIP TOTAL	PROJECT TOTAL
			12.5%	8.5%	8.5%	8.5%	8.5%	8.5%		
			\$366.53	\$397.69	\$431.49	\$468.17	\$507.96	\$551.14		
<b>PROJECT EXPENDITURES</b>										
<b>CAPACITY</b>										
10TH AVE NE DRAINAGE IMPROVEMENTS	333,864	62,235	627,003	-	-	-	-	-	689,238	1,023,102
25TH AVE NE DITCH IMPROV BETWEEN NE 177TH AND 178TH STREET	156,324	259,454	2,139,433	-	-	-	-	-	2,398,887	2,555,211
25TH AVE NE FLOOD REDUCTION IMPROVEMENTS	1,031,328	53,854	103,000	107,000	111,000	229,500	475,000	492,000	1,571,354	2,602,683
HERON CREEK CULVERT CROSSING AT SPRINGDALE CT NW	87,556	11,535	36,062	38,544	-	-	-	-	355,634	441,774
GREENWORKS PROGRAM	-	-	155,250	803,419	831,538	860,642	890,765	921,941	4,463,555	4,463,555
ECHO LAKE ALGAE MANAGEMENT	-	-	-	160,684	166,308	-	-	-	-	326,992
NE 175TH/10TH AVE FLOOD REDUCTION	-	-	-	428,490	443,487	2,122,918	-	-	2,994,895	2,994,895
LIGHT RAIL STATION AREA SYSTEM IMPROVEMENTS	-	-	-	-	166,308	172,128	890,765	-	1,229,201	1,229,201
LINDEN NEIGHBORHOOD FLOOD REDUCTION	-	-	-	-	-	286,881	296,922	2,122,918	2,706,721	2,706,721
N 149TH ST/EVANSTON AVE N BIORETENTION RETROFITS	-	-	77,625	80,342	609,795	-	-	-	767,762	767,762
<b>REPAIR AND REPLACEMENT</b>										
STORMWATER PIPE REPLACEMENT PROGRAM	3,196,548	1,080,615	515,430	642,735	665,231	685,514	712,612	737,553	5,039,690	8,236,238
SURFACE WATER SMALL PROJECTS	3,447,889	1,210,293	1,637,892	535,614	554,351	573,764	593,844	614,628	5,720,386	9,168,274
STREAM HABITAT REPAIR & RESTORATION PROGRAM	-	-	-	-	-	459,009	475,075	491,702	1,425,786	1,425,786
HIDDEN LAKE DAM REMOVAL	3,584,714	1,098,046	5,360,400	-	-	-	-	-	6,458,446	10,043,159
PUMP STATION 30 UPGRADES	30,062	465,027	2,736,535	5,400	-	-	-	-	3,206,962	3,237,024
BARNACLE CREEK	80,348	439,354	2,489,430	-	-	-	-	-	2,928,784	3,009,132
STORM CREEK EROSION REPAIR	128,782	306,740	724,066	-	-	-	-	-	1,030,806	1,159,588
SERPENTINE GRAVITY LINE	-	-	-	-	-	459,009	475,075	7,375,532	8,309,616	8,309,616
16TH AVE NW STORM DRAIN STABILIZATION	-	-	-	-	221,744	229,505	1,187,687	-	1,638,936	1,638,936
<b>PROJECTS TO BE COMPLETED IN CURRENT BIENNIUM (2023-2024)</b>										
NE 148TH INFILTRATION FACILITIES	710,446	83,330	-	-	-	-	-	-	83,330	793,775
NW 195TH PLACE AND RICHMOND BEACH DRIVE FLOODING	-	-	-	-	-	-	-	-	-	-
PUMP STATION 26 IMPROVEMENTS	3,509,071	1,090,100	-	-	-	-	-	-	1,090,100	4,599,171
PUMP STATION MISCELLANEOUS IMPROVEMENTS	698,744	187,105	-	-	-	-	-	-	187,105	885,849
SURFACE WATER MASTER PLAN	1,002,272	419,648	-	-	-	100,000	400,000	300,000	1,219,648	2,221,920
<b>NOT PROJECT SPECIFIC</b>										
SYSTEM CAPACITY MODELING STUDY	335,049	100,000	-	100,000	100,000	100,000	-	-	400,000	735,049
SURFACE WATER CAPITAL ENGINEERING	3,128,717	433,346	515,669	512,759	397,895	405,664	413,613	421,750	3,100,695	6,229,412
STRATEGIC OPPORTUNITY PROJECTS	-	376,856	931,500	964,103	997,846	1,032,771	1,068,918	1,106,330	6,478,324	6,478,324
CITYWIDE STREAM CHARACTERIZATION & HABITAT STUDY	-	-	200,000	300,000	-	-	-	-	500,000	500,000
BOEING CREEK BASIN RETROFIT STUDIES	-	-	300,000	-	-	-	-	-	300,000	300,000
COST ALLOCATION CHARGES	1,206,672	1,825,480	1,157,746	1,211,188	1,076,280	1,108,568	1,141,825	1,176,080	8,697,166	9,903,838
TRANSFERS OUT	-	1,694,155	-	-	-	-	-	-	1,694,155	1,694,155
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>22,668,386</b>	<b>11,197,170</b>	<b>19,707,041</b>	<b>5,890,277</b>	<b>6,341,783</b>	<b>8,825,873</b>	<b>9,022,101</b>	<b>16,116,067</b>	<b>77,100,312</b>	<b>99,768,698</b>
<b>REVENUES</b>										
INVESTMENT INTEREST	-	383,458	156,080	45,937	45,745	51,703	50,939	87,628	821,490	-
DEPARTMENT OF ECOLOGY BIENNIAL STORMWATER CAPACITY GRANT	-	-	-	-	-	-	-	-	-	-
DEPARTMENT OF ECOLOGY LOCAL SOURCE CONTROL GRANT	-	-	-	-	-	-	-	-	-	-
RECREATION & CONSERVATION OFFICE	-	134,715	-	-	-	-	-	-	134,715	-
DEPARTMENT OF ECOLOGY STORMWATER RETROFIT GRANT	-	-	94,419	366,497	770,261	971,998	298,638	902,164	3,403,977	-
DOE STORMWATER PRE-CONSTRUCTION GRANT	-	-	-	-	-	-	-	-	-	-
DOE STORMWATER CONSTRUCTION GRANT	-	47,600	510,000	-	-	-	-	-	557,600	-
ISF EQUIPMENT RENTAL SURFACE WATER	-	-	-	-	-	-	-	-	-	-
KING COUNTY FLOOD ZONE DISTRICT OPPORTUNITY	-	-	-	-	-	-	-	-	-	-
KING COUNTY FLOOD REDUCTION GRANT	-	324,158	1,819,663	146,752	151,901	869,950	192,996	1,815,317	5,320,736	-
KING COUNTY WASTEWATER	-	-	-	-	-	-	-	-	-	-
KING COUNTY WATERWORKS GRANT	-	-	-	-	-	-	-	-	-	-
WA STATE STORMWATER FINANCIAL ASSISTANCE PROGRAM	-	-	-	-	-	-	-	-	-	-
GENERAL FUND CONTRIBUTION	-	-	-	-	-	-	-	-	-	-
PRIVATE DONATIONS	-	11,858	36,142	-	-	-	-	-	48,000	-
OPERATING TRANSFER IN	-	-	-	-	-	-	-	-	-	-
FUTURE BOND FUNDING	-	-	7,000,000	-	1,000,000	-	3,600,000	-	11,600,000	-
FUTURE FUNDING	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REVENUES</b>		<b>901,789</b>	<b>9,616,304</b>	<b>559,186</b>	<b>1,967,906</b>	<b>1,893,651</b>	<b>4,142,573</b>	<b>2,805,110</b>	<b>21,886,519</b>	
<b>BEGINNING FUND BALANCE</b>										
TOTAL CAPITAL REVENUES	901,789	9,616,304	559,186	1,967,906	1,893,651	4,142,573	2,805,110	2,805,110	21,886,519	
TOTAL CAPITAL EXPENDITURES	11,197,170	19,707,041	5,890,277	6,341,783	8,825,873	9,022,101	16,116,067	16,116,067	77,100,312	
TOTAL CAPITAL EXPENDITURES - 80% PROJECT COMPLETION	8,957,736	15,765,633	4,712,222	5,073,426	7,217,681	7,217,681	12,892,584	12,892,584	61,680,250	
SURFACE WATER FEES	18,272,786	10,722,942	11,692,564	12,749,864	13,902,770	15,159,928	16,530,765	16,530,765	99,031,618	
OPERATING GRANTS & OTHER REVENUE	165,498	165,498	165,498	165,498	165,498	165,498	165,498	165,498	1,158,486	
<b>DEBT SERVICE</b>										
AMOUNT RESTRICTED - LOAN MAINTENANCE FACILITY - RENT	-	238,172	119,086	119,086	119,086	119,086	119,086	119,086	119,086	952,688
2018 SWM REVENUE BONDS (BANNER BANK)	-	767,464	383,732	383,732	383,732	383,732	383,732	383,732	3,069,039	
2015 SWM REVENUE BONDS (STORMWATER PIPE REPL DEBT SERVICE)	-	316,702	158,351	158,351	158,352	158,351	158,351	158,351	1,266,816	
FUTURE SWM REVENUE BONDS - PROJECTED DEBT SERVICE	-	-	617,415	617,415	705,617	705,617	1,023,145	1,023,145	4,692,356	
<b>TOTAL DEBT SERVICE</b>	<b>1,322,338</b>	<b>1,278,585</b>	<b>1,278,584</b>	<b>1,278,584</b>	<b>1,366,787</b>	<b>1,366,787</b>	<b>1,684,314</b>	<b>1,683,499</b>	<b>9,980,894</b>	
<b>TOTAL OPERATING EXPENDITURES (less taxes)</b>	<b>8,273,444</b>	<b>6,680,060</b>	<b>5,269,049</b>	<b>6,442,259</b>	<b>5,954,176</b>	<b>5,792,008</b>	<b>5,792,008</b>	<b>5,842,871</b>	<b>44,253,866</b>	
UTILITY TAX	-	1,096,367	643,376	701,554	764,992	834,166	909,596	991,846	-	-
BUSINESS & OCCUPATION TAX	-	192,545	188,375	205,343	223,846	244,022	266,022	290,012	-	-
<b>ENDING FUND BALANCE</b>	<b>9,054,368</b>	<b>8,552,011</b>	<b>4,500,727</b>	<b>4,751,222</b>	<b>5,763,179</b>	<b>6,265,250</b>	<b>9,863,629</b>	<b>7,663,921</b>	<b>15,215,981</b>	
<b>MINIMUM REQUIRED RESERVE (20% OF OPERATING REVENUES)</b>	<b>1,896,817</b>	<b>2,144,588</b>	<b>2,338,513</b>	<b>2,549,973</b>	<b>2,780,554</b>	<b>3,031,986</b>	<b>3,306,153</b>	<b>3,601,153</b>		
<b>DEBT SERVICE/FUND BALANCE RATIO (MINIMUM 1.25)</b>	<b>6.5</b>	<b>3.5</b>	<b>3.7</b>	<b>4.2</b>	<b>4.6</b>	<b>5.9</b>	<b>4.6</b>	<b>4.6</b>		
<b>VARIANCE ABOVE MINIMUM REQUIRED RESERVE</b>	<b>6,655,194</b>	<b>2,356,138</b>	<b>2,412,709</b>	<b>3,213,207</b>	<b>3,484,696</b>	<b>6,831,643</b>	<b>4,357,768</b>	<b>4,357,768</b>		
<b>SURFACE WATER MASTER PLAN FUND BALANCE TARGETS:</b>										
MINIMUM OPERATING EXPENDITURE TARGET (120 DAYS)	-	1,513,521	2,196,184	1,732,290	2,118,003	1,957,537	1,904,222	1,920,944	-	-
VALUE OF SURFACE WATER UTILITY ASSETS	-	41,414,985	59,964,280	64,643,369	69,908,873	77,626,177	85,506,453	100,446,441	-	-
MINIMUM CAPITAL EXPENDITURE TARGET (2% OF ASSETS)	-	828,300	1,199,286	1,292,867	1,398,177	1,552,524	1,710,129	2,008,929	-	-
MINIMUM DEBT SERVICE TARGET (ONE NEW DEBT SERVICE PAYMENT)	-	383,732	383,732	383,732	383,732	383,732	383,732	383,732	-	-
SURFACE WATER MASTER PLAN FUND BALANCE TARGET	-	2,725,553	3,779,201	3,408,889	3,899,912	3,893,793	3,990,083	4,312,789	-	-
<b>VARIANCE ABOVE/(BELOW) MINIMUM FUND BALANCE TARGET:</b>		<b>5,826,458</b>	<b>721,525</b>	<b>1,342,233</b>	<b>1,863,267</b>	<b>2,371,458</b>	<b>5,865,546</b>	<b>3,351,131</b>	<b>21,341,718</b>	
IMPACT ON OPERATING BUDGET	-	10,000	10,000	21,000	21,000	21,000	1,000	1,000	-	-

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WASTEWATER UTILITY FUND	PRIOR-YRS	23-24E	2025E	2026E	2027E	2028E	2029E	2030E	CIP TOTAL	PROJECT TOTAL
			16.0%	13.8%	6.6%	6.2%	6.0%	6.0%		
			\$150.71	\$171.46	\$182.85	\$194.24	\$205.89	\$218.24		
<b>PROJECT EXPENDITURES</b>										
<b>PUMP STATIONS</b>										
LIFT STATION 12	90,984	363,608	1,231,169	-	-	-	-	-	1,594,777	1,685,761
LIFT STATION 15	314	195,186	-	315,000	3,045,000	-	-	-	3,555,186	3,555,500
LIFT STATION 5 REHABILITATION	-	-	-	-	-	65,800	-	-	65,800	65,800
LIFT STATION 7 REHABILITATION	-	-	-	-	-	-	-	-	-	-
LIFT STATION 14 REHABILITATION	-	-	-	-	329,855	407,189	-	-	737,044	737,044
LIFT STATION 3 BACKUP POWER	-	62,000	171,057	-	-	-	-	-	233,057	233,057
LIFT STATION 11 BACKUP POWER	-	62,000	416,277	-	-	-	-	-	478,277	478,277
LIFT STATION 14 BACKUP POWER	-	62,000	381,335	-	-	-	-	-	443,335	443,335
<b>PIPE REPAIR AND REPLACEMENT</b>										
WW REPAIR AND PIPE REPLACEMENT	-	654,501	3,255,389	3,193,021	2,720,000	3,128,000	3,068,433	3,835,542	19,854,886	19,854,886
N 175TH ST PIPE REPLACEMENT	-	775,934	4,640,000	-	-	-	-	-	5,415,934	5,415,934
NE 145TH ST TRUNK SEWER/ST	24,687	80,443	862,523	-	-	-	-	-	942,966	967,653
147TH & 3RD AVE SEWER RELOCATE (WSDOT FISH PASSAGE)	-	150,000	150,000	1,860,000	-	-	-	-	2,160,000	2,160,000
WW SMALL PROJECTS	910	898,801	476,483	495,623	515,171	535,941	654,723	681,074	4,257,816	4,258,726
<b>ENGINEERING ONLY</b>										
HYDRAULIC MODEL	26,264	77,231	40,950	42,595	44,275	46,060	57,298	59,590	367,999	394,264
WASTEWATER CAPITAL ENGINEERING	-	94,135	270,057	282,915	272,973	282,552	292,481	302,769	1,797,882	1,797,882
STORM CREEK REPAIRS	39,694	87,290	435,392	-	-	-	-	-	522,682	562,376
<b>NON-CAPACITY RELATED</b>										
LINDEN MAINTENANCE FACILITY IT UPGRADES	-	-	600,850	-	-	-	-	-	600,850	600,850
LINDEN MAINTENANCE FACILITY EMERGENCY GENERATOR	-	-	-	-	225,000	277,750	-	-	502,750	502,750
LINDEN FACILITY SECURITY IMPROVEMENTS	-	-	152,133	-	-	-	-	-	152,133	152,133
<b>PROJECTS TO BE COMPLETED IN CURRENT BIENNIUM (2023-2024)</b>										
CATHODIC PROTECTION L'S	78,460	98,917	-	-	-	-	-	-	98,917	177,377
145th CORRIDOR COORDINATION	24,814	447,953	5,081	-	-	-	-	-	453,033	477,847
145TH INTERCHANGE COORDINATION	74,532	956,058	-	-	-	-	-	-	956,058	1,030,590
175TH ST COORDINATION	17,553	2,872	-	-	-	-	-	-	2,872	20,425
LIFT STATION 13	-	59,859	-	-	-	-	-	-	59,859	59,859
O&M RIDGECREST 5	2,500,200	336,661	-	-	-	-	-	-	336,661	2,836,860
<b>NOT PROJECT SPECIFIC</b>										
COST ALLOCATION CHARGES	-	44,152	131,922	138,012	147,176	156,345	165,726	175,669	959,002	959,002
TRANSFERS OUT	-	931,352	1,509,798	2,486,155	2,842,732	2,918,289	3,423,329	3,272,330	17,383,984	17,383,984
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,878,411</b>	<b>6,440,953</b>	<b>14,730,416</b>	<b>8,813,321</b>	<b>10,142,182</b>	<b>7,817,926</b>	<b>7,661,989</b>	<b>8,326,975</b>	<b>63,933,762</b>	<b>66,812,173</b>
<b>REVENUES</b>										
INVESTMENT INTEREST	-	13,384	6,670	6,900	7,140	7,390	7,688	8,003	57,174	-
ARPA-CAP GRANTS	-	-	-	-	-	-	-	-	-	-
BOND PROCEEDS	-	-	8,000,000	-	8,200,000	-	5,000,000	-	21,200,000	-
FUTURE FUNDING	-	-	-	-	-	-	-	-	-	-
GENERAL FACILITIES CHARGE	2,000,000	505,349	508,887	512,449	516,036	519,648	523,286	5,085,655	-	-
GENERAL FUND CONTRIBUTION	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REVENUES</b>	<b>2,013,384</b>	<b>8,512,019</b>	<b>515,786</b>	<b>8,719,589</b>	<b>523,426</b>	<b>5,527,336</b>	<b>531,288</b>	<b>26,342,830</b>	-	-
<b>BEGINNING FUND BALANCE</b>	<b>8,956,999</b>	<b>7,326,506</b>	<b>5,603,223</b>	<b>2,260,319</b>	<b>5,751,690</b>	<b>3,274,974</b>	<b>6,151,316</b>	<b>8,956,999</b>	-	-
<b>TOTAL CAPITAL REVENUES</b>	<b>2,013,384</b>	<b>8,512,019</b>	<b>515,786</b>	<b>8,719,589</b>	<b>523,426</b>	<b>5,527,336</b>	<b>531,288</b>	<b>26,342,830</b>	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>6,440,953</b>	<b>14,730,416</b>	<b>8,813,321</b>	<b>10,142,182</b>	<b>7,817,926</b>	<b>7,661,989</b>	<b>8,326,975</b>	<b>63,933,762</b>	-	-
<b>TOTAL CAPITAL EXPENDITURES - 80% PROJECT COMPLETION</b>	<b>5,152,762</b>	<b>11,784,333</b>	<b>7,050,656</b>	<b>8,113,746</b>	<b>6,254,341</b>	<b>6,129,592</b>	<b>6,661,580</b>	<b>51,147,010</b>	-	-
WASTEWATER FEES (UTILITY RATE)	15,238,422	9,699,643	11,111,857	11,932,282	12,763,593	13,623,583	14,541,522	88,910,904	-	-
WASTEWATER TREATMENT FEES (Edmonds, KC)	26,553,331	14,584,600	15,534,198	16,544,675	18,161,569	19,936,845	21,886,574	133,201,792	-	-
OPERATING GRANTS & OTHER REVENUE	886,000	443,000	443,000	280,000	280,000	280,000	280,000	280,000	2,892,000	-
<b>DEBT SERVICE</b>										
DEBT SERVICE PAYMENT	-	-	-	-	-	-	-	-	-	-
LOAN MAINTENANCE FACILITY DEBT SERVICE -AMOUNT RESTRICTED	-	-	-	-	-	-	-	-	-	-
NEW DEBT SERVICE	-	551,161	551,161	1,215,797	1,215,797	1,499,483	1,499,483	6,532,881	-	-
<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>551,161</b>	<b>551,161</b>	<b>1,215,797</b>	<b>1,215,797</b>	<b>1,499,483</b>	<b>1,499,483</b>	<b>6,532,881</b>	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>13,900,533</b>	<b>7,220,177</b>	<b>7,570,349</b>	<b>7,882,464</b>	<b>8,243,818</b>	<b>8,624,150</b>	<b>9,026,062</b>	<b>62,467,554</b>	-	-
UTILITY TAX	2,507,505	1,457,055	1,598,763	1,708,617	1,855,510	2,013,626	2,185,686	-	-	-
BUSINESS & OCCUPATION TAX	228,576	364,264	166,678	178,984	191,454	204,354	218,123	-	-	-
TREATMENT EXPENSE (2709358)	27,268,335	15,406,874	15,775,578	16,773,168	18,491,349	20,238,199	22,154,818	136,108,322	-	-
<b>ENDING FUND BALANCE</b>	<b>8,956,999</b>	<b>7,326,506</b>	<b>5,603,223</b>	<b>2,260,319</b>	<b>5,751,690</b>	<b>3,274,974</b>	<b>6,151,316</b>	<b>4,048,757</b>	<b>4,048,757</b>	-
<b>UNRESTRICTED BOND PROCEEDS</b>										
<b>RESTRICTED BOND PROCEEDS FOR CAPITAL</b>										
<b>MINIMUM RESERVE (20% OF OPERATING REVENUES)</b>	<b>1,661,285</b>	<b>1,939,929</b>	<b>2,222,371</b>	<b>2,386,456</b>	<b>2,552,719</b>	<b>2,724,717</b>	<b>2,908,304</b>	-	-	-
<b>DEBT SERVICE/FUND BALANCE RATIO (MINIMUM 1.25)</b>	<b>-</b>	<b>10</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>3</b>	-	-	-
<b>VARIANCE ABOVE MINIMUM REQUIRED RESERVE</b>	<b>5,665,221</b>	<b>3,663,294</b>	<b>37,947</b>	<b>3,365,234</b>	<b>722,256</b>	<b>3,426,599</b>	<b>1,140,453</b>	-	-	-
<b>FUND BALANCE TARGETS:</b>										
MINIMUM OPERATING EXPENDITURE TARGET (120 DAYS)	2,307,343	2,373,757	2,488,882	2,591,495	2,710,296	2,835,337	2,967,473	-	-	-
VALUE OF WASTEWATER UTILITY ASSETS	44,805,325	57,894,021	64,083,175	71,235,449	75,978,741	80,051,676	84,930,652	-	-	-
MINIMUM CAPITAL EXPENDITURE TARGET (2% OF ASSETS)	896,107	1,157,880	1,281,664	1,424,709	1,519,575	1,601,034	1,698,613	-	-	-
MINIMUM DEBT SERVICE TARGET (ONE NEW DEBT SERVICE PAYMENT)	-	551,161	551,161	1,215,797	1,215,797	1,499,483	1,499,483	-	-	-
FUND BALANCE TARGET	3,203,449	4,082,799	4,321,707	5,232,001	5,445,668	5,935,853	6,165,568	-	-	-
<b>VARIANCE ABOVE/(BELOW) MINIMUM FUND BALANCE TARGET:</b>	<b>4,123,057</b>	<b>630,424</b>	<b>(2,061,388)</b>	<b>519,690</b>	<b>(2,170,693)</b>	<b>215,462</b>	<b>(2,116,811)</b>	<b>29,741</b>	-	-
IMPACT ON OPERATING BUDGET	-	-	-	-	6,000	6,000	6,000	-	-	-

**RESOLUTION NO. 530**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ESTABLISHING THE 2025 FEE SCHEDULE FOR FEES, RATES, COSTS, AND CHARGES PURSUANT TO CHAPTER 3.01 FEE SCHEDULE OF THE SHORELINE MUNICIPAL CODE.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the State of Washington and is authorized by state law to impose fees; and

WHEREAS, various sections of the Shoreline Municipal Code (SMC) impose fees, rates, costs, and charges for services provided by the City and/or its contract service providers; and

WHEREAS, SMC 3.01.010 provides that the City Council is to establish a Fee Schedule for fees, rates, costs, and charges for services provided by the City from time to time by Resolution; and

WHEREAS, pursuant to RCW 35A.34, the City has prepared the proposed 2025-2026 Biennial Budget for which the City Council held a properly noticed public hearing on November 4, 2024, on the proposed 2025-2026 Biennial Budget, which includes revenues from the fees, rates, costs, and changes for City services; and

WHEREAS, the City Council has considered the proposed 2025-2026 Biennial Budget, including revenue from fees, rates, costs, and charges for City services, and has considered any and all comments received from the public, written or oral, in regard to the same; and

WHEREAS, the Fee Schedule does not exceed the actual cost of providing the services for which such fees are charged, as required by state law;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES:**

**Section 1. Adoption of Fee Schedule.** The Fee Schedule for Fees, Rates, Costs, and Charges as set forth in Exhibit A to this Resolution is adopted as the 2025 Fee Schedule.

**Section 2. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Resolution, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 3. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state

or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 4. Effective Date.** This Resolution shall take effect at 12:01 a.m. January 1, 2025.

**ADOPTED BY THE CITY COUNCIL ON NOVEMBER 18, 2024.**

\_\_\_\_\_  
Mayor Christopher Roberts

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication: , 2024  
Effective Date: January 1, 2025

**City of Shoreline  
Fee Schedules**

**Affordable Housing Fee In-Lieu**

		<b>2024 Adopted</b>		<b>2025 Proposed</b>	
<b>A. Rate Table</b>					
<b>Zoning District</b>	<b>Fee per unit if providing 10% of total units as affordable</b>	<b>Fee per unit if providing 20% of total units as affordable</b>	<b>Fee per unit if providing 10% of total units as affordable</b>	<b>Fee per unit if providing 20% of total units as affordable</b>	
MUR-45	\$249,017.00	\$191,395.00	\$260,531.00	\$200,245.00	
MUR-70	\$249,017.00	\$191,395.00	\$260,531.00	\$200,245.00	
MUR-70 with development agreement	\$306,639.00	\$249,017.00	\$320,817.00	\$260,531.00	

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**

**Animal Licensing and Service Fees**

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

1. The director of the animal care and control authority may waive or provide periods of amnesty for payment of outstanding licensing fees in whole or in part, when to do so would further the goals of the animal care and control authority and be in the public interest. In determining whether a waiver should apply, the director of the animal care and control authority must take into consideration the total amount 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 waived and no payment is received.

[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. 90: 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 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
<b>A. BUSINESS LICENSE FEES - GENERAL</b>		
1. Business license registration fee for new application filed for business beginning between January 1 and June 30	\$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
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
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
ii. March 1	\$15.00	\$15.00
iii. April 1	\$20.00	\$20.00
<b>B. REGULATORY LICENSE FEES</b>		
1. Regulated massage business	\$274.00 Per Year	\$284.00 Per Year
2. Massage manager	\$60.00 Per Year	\$62.00 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
4. Pawnbroker	\$879.00 Per Year	\$913.00 Per Year
5. Secondhand Dealer	\$86.00 Per Year	\$89.00 Per Year
6. Master solicitor	\$172.00 Per Year	\$179.00 Per Year
7. Solicitor	\$43.00 Per Year	\$45.00 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
9. Adult cabaret manager	\$188.00 Per Year	\$195.00 Per Year
10. Adult cabaret entertainer	\$188.00 Per Year	\$195.00 Per Year
11. Panoram Operator	\$877.00 Per Year	\$911.00 Per Year
Plus additional \$58 fee for fingerprint background checks for each operator:		
12. Panoram premise	\$361.00 Per Year	\$375.00 Per Year
13. Panoram device	\$104.00 Per Year Per Device	\$108.00 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

[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**

**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
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

[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
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

[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**

**Filmmaking Permit Fees**

	2024 Adopted	2025 Proposed
<b>A. PERMIT FEES</b>		
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)
2. Low Impact Daily Rate (each additional day after 14 days)	\$25.00 per additional day	\$25.00 per additional day
3. Moderate Impact Film Production	\$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>B. FEE WAIVER</b>		
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.		
<b>C. ADDITIONAL COSTS</b>		
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 – 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
<b>A. FIRE - OPERATIONAL</b>		
1. Aerosol Products	\$250.00	\$260.00
2. Amusement Buildings	\$250.00	\$260.00
3. Carnivals and Fairs	\$250.00	\$260.00
4. Combustible Dust-Producing Operations	\$250.00	\$260.00
5. Combustible Fibers	\$250.00	\$260.00
6. Compressed Gases	\$250.00	\$260.00
7. Cryogenic Fluids	\$250.00	\$260.00
8. Cutting and Welding	\$250.00	\$260.00
9. Dry Cleaning (hazardous solvent)	\$250.00	\$260.00
10. Flammable/Combustible Liquid-Storage/Handle/Use	\$250.00	\$260.00
11. Flammable/Combustible Liquid-Storage/Handle/Use – (add'l specs)	Add'l fee based on site specs	Add'l fee based on site specs
12. Floor Finishing	\$250.00	\$260.00
13. Garages, Repair or Servicing – 1 to 5 Bays	\$250.00	\$260.00
14. Garages, Repair or Servicing – (add'l 5 Bays)	\$126.00	\$130.00
15. Hazardous Materials	\$749.00	\$780.00
16. Hazardous Materials (including Battery Systems 55 gal+)	\$250.00	\$260.00
17. High-Piled Storage	\$250.00	\$260.00
18. Hot Work Operations	\$250.00	\$260.00
19. Indoor Fueled Vehicles	\$250.00	\$260.00
20. Industrial Ovens	\$250.00	\$260.00
21. LP Gas-Consumer Cylinder Exchange	\$126.00	\$130.00
22. LP Gas-Retail Sale of 2.5 lb or less	\$126.00	\$130.00
23. LP Gas-Commercial Containers (Tanks)	\$250.00	\$260.00
24. LP Gas-Commercial Containers, Temporary (Tanks)	\$250.00	\$260.00
25. Lumber Yard	\$250.00	\$260.00
26. Misc Comb Material	\$250.00	\$260.00
27. Open Flames and Candles	\$250.00	\$260.00
28. Open Flames and Torches	\$250.00	\$260.00
29. Places of Assembly 50 to 100	\$126.00	\$130.00
30. Places of Assembly up to 500	\$250.00	\$260.00
31. Places of Assembly 501+	\$500.00	\$520.00
32. Places of Assembly (add'l assembly areas)	\$126.00	\$130.00
33. Places of Assembly – A-5 Outdoor	\$126.00	\$130.00
34. Places of Assembly – Outdoor Pools	\$126.00	\$130.00
35. Places of Assembly – Open Air Stadiums	\$250.00	\$260.00
36. Pyrotechnic Special Effects Material	\$250.00	\$260.00
37. Pyrotechnic Special Effects Material (add'l specs)	Add'l fee based on site specs	Add'l fee based on site specs
38. Refrigeration Equipment	\$250.00	\$260.00
39. Scrap Tire Storage	\$250.00	\$260.00
40. Spraying or Dipping	\$250.00	\$260.00
41. Waste Handling	\$250.00	\$260.00
42. Wood Products	\$250.00	\$260.00

[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. 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**

	<b>2024 Adopted</b>	<b>2025 Proposed</b>
<b>A. HEARING EXAMINER APPEAL HEARING FEE</b>	\$669.00	\$695.00

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

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

Type of Permit Application	2024 Adopted	2025 Proposed
Hourly rate unless otherwise noted	<b>\$250.00</b>	<b>\$260.00</b>
<b>A. BUILDING</b>		
Valuation (The Total Valuation is the "Building permit valuations" as delineated in section R408.3- <del>109.3</del> <b>109.3</b> of the International Residential Code and section 408.3- <del>109.3</del> <b>109.3</b> 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 - <del>\$14,000.00</del> <b>\$15,000.00</b>	\$250.00	\$260.00
2. <del>\$14,000.01</del> <b>\$15,000.01</b> - \$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.
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.
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.
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.
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.
8. Building/Structure Plan Review	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
10. Civil Plan Review, Residential (if applicable)	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
12. Floodplain Permit	\$268.00	\$278.00
13. Floodplain Variance	\$750.00	\$780.00
14. Demolition, Commercial	\$2,135.00	\$831.00
Demolition, Residential	<del>\$800.00</del>	
15. Zoning Review	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
16. Affordable Housing Review	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
17. Temporary Certificate of Occupancy (TCO)- Single-Family	\$250.00	\$260.00

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

Type of Permit Application	2024 Adopted	2025 Proposed
18. Temporary Certificate of Occupancy (TCO)- Other	\$750.00	\$780.00
<b>B. ELECTRICAL (Section fees not currently used)</b>		
1. Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee	
<b>C. FIRE - CONSTRUCTION</b>		
1. Automatic Fire Alarm System:		
a. Existing System		
1. New or relocated devices up to 12 - Over the Counter	\$250.00	\$260.00
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
3. AES/Cellular Communicator - Over the Counter	\$250.00	\$260.00
b. New System		
c. Each additional new or relocated device over		
	\$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
2. More than 12	\$1,000.00	\$1,040.00
b. Other Fixed System Locations		
	\$1,000.00	\$1,040.00
3 Fire Pumps:		
a. Commercial Systems		
	\$1,000.00	\$1,040.00
4. Commercial Flammable/Combustible Liquids:		
a. Aboveground Tank Installations		
1. First tank	\$500.00	\$520.00
2. Additional	\$250.00	\$260.00
b. Underground Tank Installations		
1. First tank	\$500.00	\$520.00
2. Additional	\$250.00	\$260.00
c. Underground Tank Piping (with new tank)	\$500.00	\$520.00
d. Underground Tank Piping Only (vapor	\$750.00	\$780.00
e. Underground Tank Removal		
1. First tank	\$500.00	\$520.00
2. Additional Tank	\$125.00 per additional tank	\$130.00 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
6. High-Piled Storage:		
a. Class I – IV Commodities:		

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

<b>Type of Permit Application</b>	<b>2024 Adopted</b>	<b>2025 Proposed</b>
1. 501 – 2,500 square feet	\$500.00	\$520.00
2. 2,501 – 12,000 square feet	\$750.00	\$780.00
3. Over 12,000 square feet	\$1,000.00	\$1,040.00
b. High Hazard Commodities:		
1. 501 – 2,500 square feet	\$750.00	\$780.00
2. Over 2,501 square feet	\$1,250.00	\$1,300.00
7. Underground Fire Mains and Hydrants	\$750.00	\$780.00
8. Industrial Ovens:		
a. Class A or B Furnaces	\$500.00	\$520.00
b. Class C or D Furnaces	\$1,000.00	\$1,040.00
9. LPG (Propane) Tanks:		
a. Commercial, less than 500-Gallon Capacity	\$500.00	\$520.00
b. Commercial, 500-Gallon+ Capacity	\$750.00	\$780.00
c. Residential 0 – 500-Gallon Capacity	\$250.00	\$260.00
d. Spray Booth	\$1,000.00	\$1,040.00
10. Sprinkler Systems:		
a. New Systems	\$1,250.00 , plus \$3.00 per head	\$1,300.00 , plus \$3.00 per head
b. Existing Systems		
1. 1 – 10 heads - Over the Counter	\$250.00	\$260.00
2. 11 – 20 heads - Over the Counter	\$500.00	\$520.00
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
c. Residential (R-3) 13-D System		
1. 1 – 30 heads	\$750.00	\$780.00
2. More than 30 heads	\$750.00 , plus \$3.00 per head	\$780.00 , plus \$3.00 per head
3. Voluntary 13-D Systems in residencies	\$250.00	\$260.00
11. Standpipe Systems	\$1,000.00	\$1,040.00
12. Emergency Power Supply Systems:		
a. 10 kW - 50 kW	\$750.00	\$780.00
b. > 50 kW	\$1,250.00	\$1,300.00
13. Temporary Tents and Canopies	\$250.00	\$260.00
14. Fire Review -Single-Family	\$125.00	\$130.00
15. Fire Review -Subdivision	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
16. Fire Review - Townhouse	\$250.00	\$260.00

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

<b>Type of Permit Application</b>	<b>2024 Adopted</b>	<b>2025 Proposed</b>
17. Fire Review - Multi-Family/Mixed Use	\$500.00	\$520.00
18. Fire Review - Tenant Improvement	\$250.00	\$260.00
19. Fire Review - Over the Counter	\$250.00	\$260.00
20. Fire Review -Other	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
21. Emergency Responder Radio Coverage System	\$750.00	\$780.00
22. Smoke Control Systems - Mechanical or Passive	\$1,000.00	\$1,040.00
<b>D. MECHANICAL</b>		
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
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
3. All Other Mechanical Plan Review (Residential and Commercial)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
<b>E. PLUMBING</b>		
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
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
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)
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
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)
6. All Other Plumbing Plan Review (Residential and Commercial)	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
<b>F. ENVIRONMENTAL REVIEW</b>		
1. Single-Family SEPA Checklist	\$4,001.00	\$4,160.00
2. Multifamily/Commercial SEPA Checklist	\$6,001.00	\$6,240.00
3. Planned Action Determination	Hourly rate, 5-hour minimum	Hourly rate, 5-hour minimum
4. Environmental Impact Statement Review	\$10,409.00	\$10,808.00
<b>G. LAND USE</b>		
4. Accessory Dwelling Unit	<del>\$1,069.00</del>	<del>\$1,069.00</del>
1. Administrative Design Review	\$2,000.00	Hourly rate, 5-hour minimum
2. Adult Family Home	\$599.00	\$622.00
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)
4. Conditional Use Permit (CUP)	\$9,342.00	\$9,700.00
5. Historic Landmark Review	\$500.00	Hourly rate, 2-hour minimum
6. Historic Certificate of Appropriateness		Hourly rate, 1-hour minimum
7. Interpretation of Development Code	\$936.00	\$972.00
8. Master Development Plan	\$33,363.00 , plus public hearing (\$4,751.00)	\$34,641.00 , plus public hearing (\$4,933.00)
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)
10. Rezone	\$21,617.00 , plus public hearing (\$4,751.00)	\$22,445.00 , plus public hearing (\$4,933.00)
11. SCTF Special Use Permit (SUP)	\$19,484.00 , plus public hearing (\$4,751.00)	\$20,230.00 , plus public hearing (\$4,933.00)
12. Sign Permit - Building Mounted, Awning,	\$535.00	\$555.00
13. Sign Permit - Monument/Pole Signs	\$1,069.00	\$1,110.00
14. Special Use Permit	\$19,484.00 , plus public hearing (\$4,751.00)	\$20,230.00 , plus public hearing (\$4,933.00)
15. Street Vacation	\$13,746.00 , plus public hearing (\$4,751.00)	\$14,272.00 , plus public hearing (\$4,933.00)
16. Temporary Use Permit (TUP) EXCEPT fee is	\$2,000.00	\$2,080.00
17. Deviation from Engineering Standards	Hourly rate, 8-hour minimum	Hourly rate, 8-hour minimum
18. Variances - Zoning	\$11,343.00	\$11,777.00
19. Lot Line Adjustment	\$2,000.00	\$2,080.00
20. Lot Merger	\$500.00	<del>\$500.00</del>

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

Type of Permit Application	2024 Adopted	2025 Proposed
a. <u>Declaration of Lot Merger</u>		<b><u>\$520.00</u></b>
b. <u>Survey</u>		<b><u>\$2,080.00</u></b>
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)
22. Outdoor seating - Initial Permit	\$250.00	\$250.00
23 Outdoor seating - Modification of existing permit.	Hourly rate, maximum of 1 hour.	Hourly rate, maximum of 1 hour.
<b>H. CRITICAL AREAS FEES</b>		
1. Critical Area Field Signs	\$8.00 per sign	\$12.00 per sign
2. Critical Areas Review	Hourly rate, 2-hour minimum	Hourly rate, 2-hour minimum
3. Critical Areas Monitoring Inspections (Review of three reports and three inspections.)	\$2,402.00	\$2,494.00
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)
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)
<b>I. MISCELLANEOUS FEES</b>		
1. Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee
2. Expedited Review — <del>Building or Site-Development Permits</del>	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
4. Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
5. Extension of the Conditional Certificate for the	\$250.00	\$260.00
6. Multiple Family Tax Exemption or Affordable	\$500.00	\$520.00
7. Pre-application Meeting		
a. Mandatory pre-application meeting	\$588.00	\$611.00
b. Optional pre-application meeting	\$250.00	\$260.00
8. Transportation Impact Analysis (TIA) Review (less than 20 trips)	\$250.00	\$260.00
9. Transportation Impact Analysis (TIA) Review (20 or more trips)	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
10. Noise Variance	\$500.00	\$520.00
<b>J. RIGHT-OF-WAY</b>		

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

<b>Type of Permit Application</b>	<b>2024 Adopted</b>	<b>2025 Proposed</b>
1. Right-of-Way Utility Blanket Permits	\$250.00	\$260.00
2. Right-of-Way Use Limited	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
4. Right-of-Way Use Full Utility Permit	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
6. Right-of-Way Special Events	\$1,250.00	\$1,300.00
7. Residential Parking Zone Permit	\$24.00	\$25.00
8. Right-of-Way Extension	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
<b>K. SHORELINE SUBSTANTIAL DEVELOPMENT</b>		
1. Shoreline Conditional Permit Use	\$9,607.00	\$9,975.00
2. Shoreline Exemption	\$627.00	\$651.00
3. Shoreline Variance	\$13,345.00 , plus public hearing (\$4,751.00)	\$13,856.00 , plus public hearing (\$4,933.00)
4. Substantial Development Permit (based on valuation):		
a. up to \$10,000	\$3,336.00	\$3,464.00
b. \$10,000 to \$500,000	\$8,009.00	\$8,316.00
c. over \$500,000	\$13,345.00	\$13,856.00
<b>L. SITE DEVELOPMENT</b>		
1. Clearing and/or Grading Permit	Hourly rate, 3-hour minimum	Hourly rate, 3-hour minimum
2. Subdivision Construction	Hourly rate, 10-hour minimum	Hourly rate, 10-hour minimum
3. Multiple Buildings	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
b. 50-500 CY with drainage conveyance	\$535.00	\$555.00
c. 501-5,000 CY	\$1,069.00	\$1,110.00
d. 5001-15,000 CY	\$2,135.00	\$2,217.00
e. More than 15,000 CY	\$5,607.00	\$5,822.00
5. Tree Removal	\$250.00	\$260.00
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
b. Tree measuring greater than 30 inches DBH	\$15,000.00 per tree	\$15,000.00 per tree
<b>M. SUBDIVISIONS</b>		

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

Type of Permit Application	2024 Adopted	2025 Proposed
1. Binding Site Plan	\$7,606.00	\$7,897.00
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
3. Final Short Subdivision	\$2,536.00	\$2,633.00
4. Preliminary Subdivision		
a. for ten-lot subdivision, plus	\$20,019.00	\$20,786.00
b. for each additional lot and	\$936.00	\$972.00
c. for public hearing	\$4,751.00	\$4,933.00
5. Final Subdivision	\$6,831.00	\$7,093.00
6. Changes to Preliminary Short or Formal	\$4,939.00	\$5,128.00
7. Plat alteration	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)
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)

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

Type of Permit Application	2024 Adopted	2025 Proposed
<b>N. SUPPLEMENTAL FEES</b>		
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.
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.
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.
4. Investigation inspection	\$333.00	\$346.00
5. Consultant Services	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of outside consultant services fees to be provided in advance for applicant agreement.	Additional outside consultant services fee may be assessed if the scope of the permit application exceeds staff resources. Estimate of outside consultant services fees to be provided in advance for applicant agreement.
<b>O. FEE REFUNDS</b>		
The city manager or designee may authorize the refunding of: <ol style="list-style-type: none"> <li>1. One hundred percent of any fee erroneously paid or collected.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>		
<b>P. FEE WAIVER</b>		
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.		
<b>Q. IMPACT FEE ADMINISTRATIVE FEES</b>		
1. Administrative Fee - All applicable projects per building permit application	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum

**City of Shoreline  
Fee Schedules**

**Planning and Community Development**

<b>Type of Permit Application</b>	<b>2024 Adopted</b>	<b>2025 Proposed</b>
2. Administrative Fee - Impact fee estimate/preliminary determination for building permit application	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
4. Administrative Fee - Deferral program	Hourly rate, 1-hour minimum	Hourly rate, 1-hour minimum
All administrative fees are nonrefundable.		
Administrative fees shall not be credited against the impact fee.		
Administrative fees applicable to all projects shall be paid at the time of building permit issuance.		
Administrative fees for impact fee estimates or preliminary determination shall be paid at the time the request is submitted to the city.		
Administrative fees for independent fee calculations shall be paid prior to issuance of the director's determination, or for fire impact fees, the fire chief's determination.		
<p>[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]</p>		

**City of Shoreline  
Fee Schedules**

**Public Records**

	2024 Adopted		2025 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
b. Black and white photocopies of paper larger than 11 by 17 inches - City Produced	\$5.00	First Page	\$5.00	First Page
	\$2.00	Each additional page	<del>\$2.00</del> <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
d. Color photocopies up to 11 by 17 inches - if more than three pages	\$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
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)	<del>\$0.98</del> <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 <del>\$0.98</del> <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	<del>\$58.00</del> <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	
d. <del>Photographic prints and slides</del>	<del>Cost charged by vendor, depending on size and process</del>			
5. Geographic Information Systems (GIS) services				
a. GIS maps smaller than 11 by 17 inches	\$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
[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
<b>A. OUTDOOR RENTAL FEES</b>				
1. Picnic Shelters – (same for all groups)				
a. Half Day (9:00am-2:00pm or 2:30pm-Dusk)	\$88	\$112	\$91	\$116
b. Full Day (9:00am - Dusk)	\$128	\$160	\$133	\$166
c. Weekday - Hourly **	\$9	\$12	\$10	\$12
**Offered during hours of low usage as established and posted by staff				
2. <b>Small Picnic Shelters **</b>				
a. <b>Half Day (9:00am-2:00pm or 2:30pm-Dusk)</b>			<b>\$45</b>	<b>\$60</b>
b. <b>Full Day (9:00am - Dusk)</b>			<b>\$70</b>	<b>\$85</b>
<b>**For select sites as posted by staff</b>				
2-3. Cromwell Park Amphitheater & Richmond Beach Terrace				
a. Half Day	\$88	\$112	\$91	\$116
b. Full Day	\$128	\$160	\$133	\$166
c. Weekday - Hourly **	\$9	\$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
4-5. Athletic Fields (Per Hour)				
a. Lights (determined by dusk schedule; hourly rate includes \$5 Capital Improvement Fee)	\$29	\$29	\$30	\$30
b. Non-Profit Youth Organization	\$8	\$12	\$8	\$12
c. For-Profit Youth Organization	\$21	\$27	\$22	\$28
d. All Other Organizations/Groups	\$21	\$27	\$22	\$28
e. Baseball Field Game Prep	\$33	\$45	\$35	\$47
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
b. Non-Profit Youth Organizations	\$24	\$35	\$25	\$36
c. For-Profit Youth Organization	\$36	\$49	\$38	\$50
d. All Other Organizations/Groups	\$83	\$101	\$86	\$105
e. Discount Field Rate **	\$24	\$35	\$25	\$36
**Offered during hours of low usage as established and posted by staff				
6-7. Tennis Courts				
a. Per hour	\$9	\$11	\$10	\$12
8. <b>Pickleball Courts</b>				
a. <b>Per hour</b>			<b>\$5</b>	<b>\$6</b>
7-9. Park and Open Space Non-Exclusive Area				
a. Event Permit Hourly Fee *	\$19	\$23	\$20	\$24
b. Concession Sales Hourly Fee**	\$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
b. Accessible Plot	\$27	N/A	\$28	N/A
9-11. Amplification Supervisor Fee				
a. Per hour; when applicable	\$32	\$32	\$34	\$34
10-12. Attendance Fee				
a. 101+ Attendance	\$65	\$65	\$67	\$67



**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
<b>B. INDOOR RENTAL FEES</b>					
		Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)	Per Hour (2 Hour Minimum)
1.	Richmond Highlands (same for all groups) Maximum Attendance 214				
a.	Entire Building (including building monitor)	\$77	\$93	\$107	\$123
2.	Spartan Recreation Center Fees for Non-Profit Youth Organizations/Groups				
a.	Multi-Purpose Room 1 or 2	\$16	\$21	\$17	\$22
b.	Multi-Purpose Room 1 or 2 w/Kitchen	\$27	\$33	\$28	\$35
c.	Gymnastics Room	\$16	\$21	\$17	\$22
d.	Dance Room	\$16	\$21	\$17	\$22
e.	Gym-One Court	\$27	\$33	\$28	\$35
f.	Entire Gym	\$47	\$60	\$48	\$62
g.	Entire Facility	\$127	\$160	\$132	\$166
3.	Spartan Recreation Center Fees for All Other Organizations/Groups				
a.	Multi-Purpose Room 1 or 2	\$32	\$39	\$33	\$40
b.	Multi-Purpose Room 1 or 2 w/Kitchen	\$45	\$55	\$47	\$57
c.	Gymnastics Room	\$32	\$39	\$33	\$40
d.	Dance Room	\$32	\$39	\$33	\$40
e.	Gym-One Court	\$45	\$55	\$47	\$57
f.	Entire Gym	\$85	\$102	\$89	\$106
g.	Entire Facility	\$167	\$200	\$173	\$208
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
b.	City Hall Rental - Council Chambers	\$135 Per Hour	\$160 Per Hour	\$140 Per Hour	\$166 Per Hour
c.	AV Set-up Fee - Per Room	\$20	\$20	<b>\$65 Per Hour</b>	<b>\$65 Per Hour</b>
d.	AV <b>Support Tech</b> Fee - Per Hour			<b>\$65</b>	<b>\$65</b>
5.	Other Indoor Rental Fees:				
a-1.	Security Deposit (1-125 people): (refundable)	\$200	\$200	\$200	\$200
a-2.	Security Deposit (126+ people): (refundable)	\$400	\$400	\$400	\$400
b.	Supervision Fee (if applicable)	\$24/hour	\$24/hour	\$25/hour	\$25/hour
c.	Daily Rates (shall not exceed)	\$1,134	\$1,361	\$1,178	\$1,413

**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
<b>C. CONCESSIONAIRE PERMIT FEES</b>					
1.	Concession Permit (requires additional hourly fee)	\$65	\$78	\$67	\$81
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.					
<b>D. INDOOR DROP-IN FEES</b>					
4.	Showers Only (Spartan Recreation Center)	\$4	\$4	\$4	\$4
2.1.	Drop-In				
a.	Adult	\$4	\$5	\$4	\$5
b.	Senior/Disabled	\$2	\$3	\$3	\$4
3.2.	1 Month Pass				
a.	Adult	\$32	\$40	\$33	\$42
b.	Senior/Disabled	\$21	\$27	\$22	\$29
4.3.	3 Month Pass				
a.	Adult	\$80	\$93	\$83	\$97
b.	Senior/Disabled	\$56	\$66	\$58	\$69
	Senior is 60+ years of age				
<b>E. GENERAL RECREATION PROGRAM FEES</b>					
General Recreation Program Fees are based upon Recreation and Community Services' Cost Recovery/Fee Setting Framework.					
<b>F. FEE IN LIEU OF STREET TREE REPLACEMENT</b>		\$3,203	N/A	\$3,325	N/A
<b>G. FEE REFUNDS</b>					
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.					
<b>H. RECREATION SCHOLARSHIPS</b>					
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**

NEW RATES

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

Form 2a (Current Rates)					RATES AFTER CPI		
	Service Level	Disposal	Collection	Service	Disposal	Collection	Total Service
		Fee	Fee	Fee	Fee	Fee	Fee
<b>Monthly</b>	One 32 gallon Garbage Cart	\$ 1.44	\$ 12.58	\$ 14.02	\$ 1.58	\$ 13.03	\$ 14.61
<b>Weekly</b>	One 10 gallon Micro-Can	\$ 1.95	\$ 15.55	\$ 17.50	\$ 2.14	\$ 16.11	\$ 18.25
<b>Residential</b>	One 20-gallon Garbage Cart	\$ 3.93	\$ 20.82	\$ 24.75	\$ 4.32	\$ 21.57	\$ 25.89
<b>Curbside</b>	1 32/35-gallon Garbage Cart	\$ 6.29	\$ 25.68	\$ 31.97	\$ 6.91	\$ 26.61	\$ 33.52
<b>Service</b>	1 45-gallon Garbage Cart	\$ 8.87	\$ 34.71	\$ 43.58	\$ 9.75	\$ 35.96	\$ 45.71
	1 60/64-gallon Garbage Cart	\$ 12.61	\$ 36.71	\$ 49.32	\$ 13.87	\$ 38.04	\$ 51.91
	1 90/96-gallon Garbage Cart	\$ 18.91	\$ 41.89	\$ 60.80	\$ 20.80	\$ 43.40	\$ 64.20
	Additional 32 Gallon Cans (weekly svc)	\$ 6.30	\$ 9.70	\$ 16.00	\$ 6.92	\$ 10.05	\$ 16.97
<b>Total Garbage</b>	Extras (32 gallon equivalent)	\$ 1.44	\$ 3.68	\$ 5.12	\$ 1.58	\$ 3.81	\$ 5.39
<b>Customers:</b>	<b>Miscellaneous Fees:</b>						
<b>14842</b>	Extra Yard Debris (32 gallon bag/bundle/can)			\$ 3.87			\$ 4.01
	2nd and Additional 96-Gallon Yard Waste Cart			\$ 7.76			\$ 8.04
	Contamination Charge (per cart, per contract amendment)			\$ -			
	Return Trip			\$ 7.76			\$ 8.04
	Roll-out Charge, per 25 ft, per cart, per time			\$ 3.87			\$ 4.01
	Drive-in Charge, per month			\$ 7.76			\$ 8.04
	Extended Vacation Hold (per week)			\$ 1.00			\$ 1.00
	Overweight/Oversize container (per p/u)			\$ 3.87			\$ 4.01
	Redelivery of one or more containers			\$ 12.95			\$ 13.41
	Cart Cleaning (per cart per cleaning)			\$ 12.95			\$ 13.41
<b>On-Call</b>	Non-CFC Containing Large Appliances ("white goods"), per item			\$ 25.90			\$ 26.83
<b>Bulky</b>	Refrigerators/Freezers/Air Conditioners per item			\$ 38.86			\$ 40.26
<b>Waste</b>	Sofas, Chairs, per item	\$ 8.19	\$ 17.48	\$ 25.67	\$ 9.00	\$ 18.11	\$ 27.11
<b>Collection</b>	Mattresses, Boxsprings, per item	\$ 8.19	\$ 17.48	\$ 25.67	\$ 9.00	\$ 18.11	\$ 27.11
<b>Weekly</b>	One 20-gallon Garbage Cart	\$ 3.93	\$ 18.45	\$ 22.38	\$ 4.32	\$ 19.11	\$ 23.43
<b>Commercial</b>	1 32/35-gallon Garbage Cart	\$ 6.29	\$ 20.79	\$ 27.08	\$ 6.91	\$ 21.54	\$ 28.45
<b>Can and</b>	1 45-gallon Garbage Cart	\$ 8.87	\$ 23.95	\$ 32.82	\$ 9.75	\$ 24.81	\$ 34.56
<b>Cart</b>	1 60/64-gallon Garbage Cart	\$ 12.61	\$ 27.75	\$ 40.36	\$ 13.87	\$ 28.75	\$ 42.62
	1 90/96-gallon Garbage Cart	\$ 18.91	\$ 31.92	\$ 50.83	\$ 20.80	\$ 33.07	\$ 53.87
	Extras (32-gallon equivalent)	\$ 1.44	\$ 5.06	\$ 6.50	\$ 1.58	\$ 5.24	\$ 6.82
	<b>Ancillary Fees:</b>						
	Weekly 32-gal Cart Yard Debris/Foodwaste service			\$ 22.50			\$ 23.31
	Weekly 64-gal Cart Yard Debris/Foodwaste service			\$ 31.15			\$ 32.27
	Weekly 96-gal Cart Yard Debris/Foodwaste service			\$ 37.01			\$ 38.35
	Return Trip			\$ 9.85			\$ 10.20
	Roll-out Charge, per addtn'l 25 ft, per cart, per p/u			\$ 2.46			\$ 2.54
	Redelivery of containers			\$ 16.41			\$ 17.00
	Cart Cleaning (per cart per cleaning)			\$ 16.41			\$ 17.00

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

Form 2a (Current Rates)				RATES AFTER CPI			
	Service Level	Disposal Fee	Collection Fee	Service Fee	Disposal Fee	Collection Fee	Total Service Fee
<b>Weekly Commercial Detachable Container (compacted)</b>	1 Cubic Yard Container	\$ 129.60	\$ 139.73	\$ 269.33	\$ 142.55	\$ 144.79	\$ 287.34
	1.5 Cubic Yard Container	\$ 259.21	\$ 257.88	\$ 517.09	\$ 285.12	\$ 267.23	\$ 552.35
	2 Cubic Yard Container	\$ 388.80	\$ 376.02	\$ 764.82	\$ 427.67	\$ 389.65	\$ 817.32
	3 Cubic Yard Container	\$ 518.40	\$ 512.46	\$ 1,030.86	\$ 570.22	\$ 531.04	\$ 1,101.26
	4 Cubic Yard Container	\$ 648.01	\$ 648.89	\$ 1,296.90	\$ 712.79	\$ 672.41	\$ 1,385.20
	6 Cubic Yard Container	\$ 958.97	\$ 769.75	\$ 1,728.72	\$ 1,054.84	\$ 797.66	\$ 1,852.50
<b>Commercial Detachable Container (loose)</b>	1 Cubic Yard, 1 pickup/week	\$ 37.03	\$ 88.99	\$ 126.02	\$ 40.73	\$ 92.21	\$ 132.94
	1 Cubic Yard, 2 pickups/week	\$ 74.04	\$ 169.77	\$ 243.81	\$ 81.44	\$ 175.92	\$ 257.36
	1 Cubic Yard, 3 pickups/week	\$ 111.08	\$ 250.54	\$ 361.62	\$ 122.18	\$ 259.62	\$ 381.80
	1 Cubic Yard, 4 pickups/week	\$ 148.12	\$ 331.36	\$ 479.48	\$ 162.92	\$ 343.37	\$ 506.29
	1 Cubic Yard, 5 pickups/week	\$ 185.14	\$ 412.14	\$ 597.28	\$ 203.65	\$ 427.08	\$ 630.73
	1.5 Cubic Yard, 1 pickup/week	\$ 55.53	\$ 125.27	\$ 180.80	\$ 61.08	\$ 129.81	\$ 190.89
	1.5 Cubic Yard, 2 pickups/week	\$ 111.08	\$ 242.37	\$ 353.45	\$ 122.18	\$ 251.15	\$ 373.33
	1.5 Cubic Yard, 3 pickups/week	\$ 166.63	\$ 359.45	\$ 526.08	\$ 183.28	\$ 372.48	\$ 555.76
	1.5 Cubic Yard, 4 pickups/week	\$ 222.17	\$ 476.54	\$ 698.71	\$ 244.38	\$ 493.81	\$ 738.19
	1.5 Cubic Yard, 5 pickups/week	\$ 277.72	\$ 593.61	\$ 871.33	\$ 305.48	\$ 615.13	\$ 920.61
	2 Cubic Yard, 1 pickup/week	\$ 74.04	\$ 162.14	\$ 236.18	\$ 81.44	\$ 168.01	\$ 249.45
	2 Cubic Yard, 2 pickups/week	\$ 148.12	\$ 316.06	\$ 464.18	\$ 162.92	\$ 327.52	\$ 490.44
	2 Cubic Yard, 3 pickups/week	\$ 222.17	\$ 469.98	\$ 692.15	\$ 244.38	\$ 487.02	\$ 731.40
	2 Cubic Yard, 4 pickups/week	\$ 296.23	\$ 623.91	\$ 920.14	\$ 325.84	\$ 646.53	\$ 972.37
	2 Cubic Yard, 5 pickups/week	\$ 370.29	\$ 777.82	\$ 1,148.11	\$ 407.31	\$ 806.02	\$ 1,213.33
	3 Cubic Yard, 1 pickup/week	\$ 111.08	\$ 222.70	\$ 333.78	\$ 122.18	\$ 230.77	\$ 352.95
	3 Cubic Yard, 2 pickups/week	\$ 222.17	\$ 437.20	\$ 659.37	\$ 244.38	\$ 453.05	\$ 697.43
	3 Cubic Yard, 3 pickups/week	\$ 333.26	\$ 651.70	\$ 984.96	\$ 366.57	\$ 675.33	\$ 1,041.90
	3 Cubic Yard, 4 pickups/week	\$ 444.36	\$ 866.20	\$ 1,310.56	\$ 488.78	\$ 897.60	\$ 1,386.38
	3 Cubic Yard, 5 pickups/week	\$ 555.44	\$ 1,593.77	\$ 2,149.21	\$ 610.97	\$ 1,651.55	\$ 2,262.52
	4 Cubic Yard, 1 pickup/week	\$ 148.12	\$ 283.27	\$ 431.39	\$ 162.92	\$ 293.54	\$ 456.46
	4 Cubic Yard, 2 pickups/week	\$ 296.23	\$ 558.36	\$ 854.59	\$ 325.84	\$ 578.60	\$ 904.44
	4 Cubic Yard, 3 pickups/week	\$ 444.36	\$ 833.45	\$ 1,277.81	\$ 488.78	\$ 863.67	\$ 1,352.45
	4 Cubic Yard, 4 pickups/week	\$ 592.47	\$ 1,108.53	\$ 1,701.00	\$ 651.70	\$ 1,148.72	\$ 1,800.42
	4 Cubic Yard, 5 pickups/week	\$ 740.60	\$ 1,383.61	\$ 2,124.21	\$ 814.64	\$ 1,433.77	\$ 2,248.41
	6 Cubic Yard, 1 pickup/week	\$ 222.17	\$ 404.45	\$ 626.62	\$ 244.38	\$ 419.11	\$ 663.49
	6 Cubic Yard, 2 pickups/week	\$ 444.36	\$ 800.70	\$ 1,245.06	\$ 488.78	\$ 829.73	\$ 1,318.51
	6 Cubic Yard, 3 pickups/week	\$ 666.52	\$ 1,196.92	\$ 1,863.44	\$ 733.15	\$ 1,240.31	\$ 1,973.46
	6 Cubic Yard, 4 pickups/week	\$ 888.71	\$ 1,593.16	\$ 2,481.87	\$ 977.56	\$ 1,650.92	\$ 2,628.48
	6 Cubic Yard, 5 pickups/week	\$ 1,110.89	\$ 1,989.41	\$ 3,100.30	\$ 1,221.95	\$ 2,061.54	\$ 3,283.49
	8 Cubic Yard, 1 pickup/week	\$ 296.23	\$ 514.69	\$ 810.92	\$ 325.84	\$ 533.35	\$ 859.19
	8 Cubic Yard, 2 pickups/week	\$ 592.47	\$ 1,021.15	\$ 1,613.62	\$ 651.70	\$ 1,058.17	\$ 1,709.87
	8 Cubic Yard, 3 pickups/week	\$ 888.71	\$ 1,527.66	\$ 2,416.37	\$ 977.56	\$ 1,583.05	\$ 2,560.61
	8 Cubic Yard, 4 pickups/week	\$ 1,184.95	\$ 2,034.12	\$ 3,219.07	\$ 1,303.42	\$ 2,107.87	\$ 3,411.29
	8 Cubic Yard, 5 pickups/week	\$ 1,481.18	\$ 2,540.60	\$ 4,021.78	\$ 1,629.26	\$ 2,632.72	\$ 4,261.98
	Extra loose cubic yard in container, per pickup	\$ 8.56	\$ 7.63	\$ 16.19	\$ 9.41	\$ 7.90	\$ 17.31
Extra loose cubic yard on ground, per pickup	\$ 8.56	\$ 24.06	\$ 32.62	\$ 9.41	\$ 24.93	\$ 34.34	
<b>Detachable Container Ancillary Fees (per occurrence):</b>							
	Stand-by Time (per minute)		\$ 2.63			\$ 2.72	
	Container Cleaning (per yard of container size)		\$ 16.41			\$ 17.00	
	Contamination Charge (per yard, per contract amendment)		\$ 25.00			\$ 25.00	
	Redelivery of Containers		\$ 32.85			\$ 34.04	

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

Form 2a (Current Rates)					RATES AFTER CPI			
	Service Level	Disposal Fee	Collection Fee	Service Fee	Disposal Fee	Collection Fee	Total Service Fee	
			Return Trip			\$ 16.41		
	Service Level (based on pick ups)	Monthly Rent	Delivery Charge	Haul Charge	Monthly Rent	Delivery Charge	Haul Charge	
Commercial Drop-box Collection	Non-compacted 10 cubic yard Drop-box (6 boxes)	\$ 103.31	\$ 185.98	\$ 262.59	\$ 107.05	\$ 192.72	\$ 272.11	
	Non-compacted 15 cubic yard Drop-box	\$ 103.31	\$ 185.98	\$ 262.59	\$ 107.05	\$ 192.72	\$ 272.11	
	Non-compacted 20 cubic yard Drop-box (7 boxes)	\$ 144.66	\$ 185.98	\$ 318.67	\$ 149.90	\$ 192.72	\$ 330.22	
	Non-compacted 25 cubic yard Drop-box	\$ 165.32	\$ 185.98	\$ 346.65	\$ 171.31	\$ 192.72	\$ 359.21	
	Non-compacted 30 cubic yard Drop-box (11 boxes)	\$ 185.98	\$ 185.98	\$ 374.64	\$ 192.72	\$ 192.72	\$ 388.22	
	Non-compacted 40 cubic yard Drop-box (2 boxes)	\$ 206.62	\$ 185.98	\$ 430.63	\$ 214.11	\$ 192.72	\$ 446.24	
	Compacted 10 cubic yard Drop-box (2 boxes)		\$ 206.62	\$ 331.96		\$ 214.11	\$ 343.99	
	Compacted 20 cubic yard Drop-box (3 boxes)		\$ 206.62	\$ 359.96		\$ 214.11	\$ 373.01	
	Compacted 25 cubic yard Drop-box (2 boxes)		\$ 206.62	\$ 387.95		\$ 214.11	\$ 402.01	
	Compacted 30 cubic yard Drop-box (4 boxes)		\$ 206.62	\$ 415.99		\$ 214.11	\$ 431.07	
	Compacted 40 cubic yard Drop-box (1 box)		\$ 206.62	\$ 471.97		\$ 214.11	\$ 489.08	
	<b>Drop-box Ancillary Fees</b>				<b>Per Event</b>			<b>Per Event</b>
		Return Trip			\$ 41.05			\$ 42.53
		Stand-by Time (per minute)			\$ 2.63			\$ 2.72
	Container cleaning (per yard of container size)			\$ 16.41			\$ 17.00	
	Drop-box directed to other facility (per one-way mile)			\$ 4.92			\$ 5.09	
	Service Level	Disposal Fee	Collection Fee	Haul Charge	Disposal Fee	Collection Fee	Haul Charge	
Temporary Collection Hauling	2 Yard detachable Container	\$ 20.47	\$ 170.55	\$ 191.02	\$ 22.51	\$ 176.73	\$ 199.24	
	4 Yard detachable container	\$ 40.93	\$ 173.50	\$ 214.43	\$ 45.02	\$ 179.79	\$ 224.81	
	6 Yard detachable container	\$ 61.41	\$ 176.51	\$ 237.92	\$ 67.54	\$ 182.91	\$ 250.45	
	8 Yard detachable container	\$ 81.87	\$ 179.48	\$ 261.35	\$ 90.05	\$ 185.98	\$ 276.03	
	Non-compacted 10 cubic yard Drop-box			\$ 242.00			\$ 250.77	
	Non-compacted 20 cubic yard Drop-box			\$ 279.24			\$ 289.36	
	Non-compacted 30 cubic yard Drop-box			\$ 316.49			\$ 327.96	
	Non-compacted 40 cubic yard Drop-box			\$ 335.10			\$ 347.25	
	Service Level	Delivery Fee	Daily Rental	Monthly Rental	Delivery Fee	Daily Rental	Monthly Rental	
Temporary Collection Container Rental and Delivery	2 Yard detachable container	\$ 105.44	\$ 9.74	\$ 105.36	\$ 109.26	\$ 10.09	\$ 109.18	
	4 Yard detachable container	\$ 105.44	\$ 9.74	\$ 105.36	\$ 109.26	\$ 10.09	\$ 109.18	
	6 Yard detachable container	\$ 105.44	\$ 9.74	\$ 105.36	\$ 109.26	\$ 10.09	\$ 109.18	
	8 Yard detachable container	\$ 105.44	\$ 9.74	\$ 105.36	\$ 109.26	\$ 10.09	\$ 109.18	
	Non-compacted 10 cubic yard Drop-box	\$ 138.39	\$ 12.78	\$ 158.08	\$ 143.40	\$ 13.24	\$ 163.81	
	Non-compacted 20 cubic yard Drop-box	\$ 138.39	\$ 12.78	\$ 158.08	\$ 143.40	\$ 13.24	\$ 163.81	
	Non-compacted 30 cubic yard Drop-box	\$ 138.39	\$ 12.78	\$ 158.08	\$ 143.40	\$ 13.24	\$ 163.81	
Non-compacted 40 cubic yard Drop-box	\$ 138.39	\$ 12.78	\$ 158.08	\$ 143.40	\$ 13.24	\$ 163.81		
Event Services				Per Day			Per Day	
	Delivery, provision, collection of a set of 3 carts (G, R & C)			\$ 41.05			\$ 42.53	
Hourly Rates	Service			Per Hour			Per Hour	
	Rear/Side-load packer + driver			\$ 205.29			\$ 212.73	
	Front-load packer + driver			\$ 205.29			\$ 212.73	
	Drop-box Truck + driver			\$ 205.29			\$ 212.73	
	Additional Labor (per person)			\$ 110.88			\$ 114.90	

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

Form 2a (Current Rates)			RATES AFTER CPI			
	Disposal Fee	Collection Fee	Service Fee	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			
			2025 SWM Annual Fee	Effective Utility Tax	Per Unit	Fee + Utility Tax
<b>A. Rate Table</b>						
1. Residential: Single-family home		\$ 345.35	\$ 366.52	\$ 21.99	Per Parcel	\$ 388.52
2. Very Light	Less than or equal to 10%	\$ 345.35	\$ 366.52	\$ 21.99	Per Parcel	\$ 388.52
3. Light	More than 10%, less than or equal to 20%	\$ 802.09	\$ 851.28	\$ 51.08	Per Acre	\$ 902.35
4. Moderate	More than 20%, less than or equal to 45%	\$ 1,657.01	\$ 1,758.63	\$ 105.52	Per Acre	\$ 1,864.14
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
6. Heavy	More than 65%, less than or equal to 85%	\$ 4,071.51	\$ 4,321.19	\$ 259.27	Per Acre	\$ 4,580.46
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
Minimum Rate		\$ 345.35	\$ 366.52	\$ 21.99		\$ 388.52
<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>B. CREDITS</b>						
<p>Several special rate categories will automatically be assigned to those who qualify</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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</li> <li>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</li> </ol>						
<b>C. RATE ADJUSTMENTS</b>						
<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"> <li>1. The property acreage is incorrect;</li> <li>2. The measured hard surface is incorrect;</li> <li>3. The property is charged a sliding fee when the fee should be flat;</li> <li>4. The person or property qualifies for an exemption or discount; or</li> <li>5. The property is wholly or in part outside the service area.</li> </ol>						
<b>D. REBATE</b>						
<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>						
<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.]</p>						

Wastewater Utility Rate Schedule

Type of Permit Application/Fee		2024 Adopted		2025 Proposed	
		Hourly rate: \$250.00		Hourly rate: \$260.00	
<b>A. Side Sewers - Permits and Applications</b>					
<b>Single Family:</b>					
	New Connection	\$ 750.00	Hourly rate, 3 hour minimum	\$ 780.00	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
	Capping-Off of Side Sewer	\$ 500.00	Hourly rate, 2 hour minimum	\$ 520.00	Hourly rate, 2 hour minimum
	Renewal	\$ 250.00	Hourly rate, 1 hour minimum	\$ 260.00	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
	Single-Family Pump	\$ 1,250.00	Hourly rate, 5 hour minimum	\$ 1,300.00	Hourly rate, 5 hour minimum
<b>Multi-Family Residence:</b>					
	First Connection	\$ 750.00	Hourly rate, 3 hour minimum	\$ 780.00	Hourly rate, 3 hour minimum
	Each Additional Connection per Building	\$ 250.00	Hourly rate, 1 hour minimum	\$ 260.00	Hourly rate, 1 hour minimum
	Repairs or Replacement of Existing Side Sewers	\$ 500.00	Hourly rate, 2 hour minimum	\$ 520.00	Hourly rate, 2 hour minimum
	Capping-Off of Side Sewer	\$ 500.00	Hourly rate, 2 hour minimum	\$ 520.00	Hourly rate, 2 hour minimum
	Renewal	\$ 250.00	Hourly rate, 1 hour minimum	\$ 260.00	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
<b>Commercial Building:</b>					
	One Business Entity, First Connection	\$ 750.00	Hourly rate, 3 hour minimum	\$ 780.00	Hourly rate, 3 hour minimum
	Each Additional Connection per Building	\$ 250.00	Hourly rate, 1 hour minimum	\$ 260.00	Hourly rate, 1 hour minimum
	Repairs or Replacement of Existing Side Sewers	\$ 500.00	Hourly rate, 2 hour minimum	\$ 520.00	Hourly rate, 2 hour minimum
	Capping-Off of Side Sewer	\$ 500.00	Hourly rate, 2 hour minimum	\$ 520.00	Hourly rate, 2 hour minimum
	Renewal	\$ 250.00	Hourly rate, 1 hour minimum	\$ 260.00	Hourly rate, 1 hour minimum
<b>B. Rework Main/Grafting Saddle</b>		\$ 750.00	Hourly rate, 3 hour minimum	\$ 780.00	Hourly rate, 3 hour minimum
<b>C. Surcharges</b>					
	Industrial Waste Surcharge	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	
	Additional Inspection (1) during normal working hours	\$ 250.00	Hourly rate, 1 hour	\$ 260.00	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
<b>D. Flushing Permit</b>					
		2024 Adopted		2025 Proposed	
	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
	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
<b>E. Special Permits</b>					
The Public Works Director shall have the authority to establish a minimum deposit of \$500.00 for those installations not					
<b>F. Review Fees</b>					
		2024 Adopted		2025 Proposed	
	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
	Developer Extension	\$ 1,000.00	Hourly rate, 1 hour minimum	\$ 260.00	Hourly rate, 1 hour minimum
	Single-Family Pump	\$ 250.00	Hourly rate, 4 hour minimum	\$ 1,040.00	Hourly rate, 4 hour minimum
	Apartment/Multi-Family Plan Review	\$ 250.00	Hourly rate, 1 hour minimum	\$ 260.00	Hourly rate, 1 hour minimum
<b>G. Industrial Discharge Permit</b>					
		2024 Adopted		2025 Proposed	
	Permit Issuance Fee	\$ 750.00	Hourly rate, 3 hour minimum	\$ 780.00	Hourly rate, 3 hour minimum
	Industrial Waste Surcharge	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
	No Notification Penalty Fee	\$ 250.00	Hourly rate, 1 hour minimum	\$ 260.00	Hourly rate, 1 hour minimum



H. Sewer Service Charges*		2024 Adopted		2025 Proposed	
Per Month, Billed Bi-Monthly Residential:					
1 - Single Family Thru Four Plex	City	\$ 25.68	Per Unit	\$ 29.78	Per Unit
	Treatment - Edmonds	\$ 34.02	Per Unit	\$ 35.90	Per Unit
	Total	\$ 59.70	Per Unit	\$ 65.68	Per Unit
1S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen Discount	City	\$ 12.84	Per Unit	\$ 14.91	Per Unit
	Treatment - Edmonds	\$ 17.01	Per Unit	\$ 17.95	Per Unit
	Total	\$ 29.85	Per Unit	\$ 32.86	Per Unit
2 - Single Family Thru Four Plex	City	\$ 25.68	Per Unit	\$ 29.78	Per Unit
	Treatment - King County	\$ 55.32	Per Unit	\$ 58.28	Per Unit
	Total	\$ 81.00	Per Unit	\$ 88.06	Per Unit
2S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen Discount	City	\$ 12.84	Per Unit	\$ 14.91	Per Unit
	Treatment - King County	\$ 27.66	Per Unit	\$ 29.14	Per Unit
	Total	\$ 40.50	Per Unit	\$ 44.05	Per Unit
3 - Single Family Thru Four Plex; ATL, No Pump on Property	City	\$ 96.33	Per Unit	\$ 103.14	Per Unit
	Treatment - King County	\$ 55.32	Per Unit	\$ 58.28	Per Unit
	Total	\$ 151.65	Per Unit	\$ 161.42	Per Unit
4 - Single Family Thru Four Plex; ATL, \$1.00 Credit - Single Pump	City	\$ 95.33	Per Unit	\$ 102.14	Per Unit
	Treatment - King County	\$ 55.32	Per Unit	\$ 58.28	Per Unit
	Total	\$ 150.65	Per Unit	\$ 160.42	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
	Treatment - King County	\$ 55.32	Per Unit	\$ 58.28	Per Unit
	Total	\$ 149.65	Per Unit	\$ 159.42	Per Unit
6 - Single Family Thru Four Plex	City	\$ 25.68	Per Unit	\$ 29.78	Per Unit
	Treatment - King County	\$ 55.32	Per Unit	\$ 58.28	Per Unit
	Total	\$ 81.00	Per Unit	\$ 88.06	Per Unit
6S - Single Family Thru Four Plex; Low Income Senior/Disabled Citizen Discount	City	\$ 12.84	Per Unit	\$ 14.91	Per Unit
	Treatment - King County	\$ 27.66	Per Unit	\$ 29.14	Per Unit
	Total	\$ 40.50	Per Unit	\$ 44.05	Per Unit
<b>Monthly Commercial:</b>		<b>2024 Adopted</b>		<b>2025 Proposed</b>	
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
	Treatment - Edmonds	\$ 34.02	RCE (1 RCE Min)	\$ 35.90	RCE (1 RCE Min)
	Treatment - King County	\$ 55.32	RCE (1 RCE Min)	\$ 58.28	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
	Treatment - Edmonds	\$ 34.02	RCE (1 RCE Min)	\$ 35.90	RCE (1 RCE Min)
	Treatment - King County	\$ 55.32	RCE (1 RCE Min)	\$ 58.28	RCE (1 RCE Min)
<b>Monthly Special Billings:</b>		<b>2024 Adopted</b>		<b>2025 Proposed</b>	
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
	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
<b>I. General Facility Charge (GFC)</b>		<b>2024 Adopted</b>		<b>2025 Proposed</b>	
Uniform GFC (all development)		\$ 4,458.00 per RCE		\$ 4,629.00 per RCE	
Commercial-Based Upon Fixture Count Calculation		King County Wastewater Treatment Division		King County Wastewater Treatment Division	
<b>J. Treatment Facilities Charge</b>					
Edmonds Treatment Facilities Charge		\$ 3,460.00 per RCE		\$ 3,593.00 per RCE	
King County Capacity Charge		<a href="#">See: Sewer rate and capacity charge - King</a>		<a href="#">See: Sewer rate and capacity charge - King</a>	
<b>K. Local Facility Charge</b>		\$35,231.11		\$36,580.46	
<b>L. Administrative Fees</b>					
Account Set Up, Owner, or Tenant Change		\$13.00		\$13.00	
Duplicate Billing Fee		\$2.00		\$2.00	
Escrow Closing Request		\$30.00		\$31.00	
Lien		\$261.00		\$271.00	
Late Charge *		10%		10%	
Refund Request Fee **		\$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]					

**ORDINANCE NO. 1022**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON ESTABLISHING A FEE SCHEDULE FOR THE CITY'S PARKS, FIRE, AND TRANSPORTATION IMPACT FEES.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, RCW Chapter 82.02, the impact fee statute, requires that when imposing impact fees, that act needs to be by local ordinance; and

WHEREAS, the City has calculated impact fees for system improvements to ensure that new development pays its proportionate share of the costs of public facilities needed to serve new growth and development; and

WHEREAS, the City Council has considered the proposed 2025-2026 Biennial Budget, including revenue from fees, rates, costs, and charges for City services, and has considered any and all comments received from the public, written or oral, in regard to the same;

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

**Section 1. Adoption of the Fee Schedule for Parks, Fire, and Transportation Impact Fees.** The 2025 Fee Schedule for Parks, Fire, and Transportation Impact Fees as set forth in Exhibit A to this Ordinance is adopted.

**Section 2. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 3. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or Federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 4. Publication and Effective Date.** This Ordinance shall take effect at 12:01 a.m. January 1, 2025.

**ADOPTED BY THE CITY COUNCIL ON NOVEMBER 18, 2024.**

\_\_\_\_\_  
Mayor Christopher Roberts

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication:                   , 2024  
Effective Date:            January 1, 2025

**City of Shoreline  
Fee Schedules**

**Fire Impact Fees**

	2024 Adopted	2025 Proposed	
<b>A. Rate Table</b>			
<b>Use Category</b>	<b>Impact Fee</b>	<b>Impact Fee</b>	
<b>Residential</b>			
Single-Family Residential	\$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
<b>Accessory Dwelling Unit</b>		<b>50% of the impact fee of the principal unit on the lot.</b>	
<b>Commercial</b>			
Commercial 1	\$2.84 per square foot	\$ 2.84	per square foot
Commercial 2	\$1.83 per square foot	\$ 1.83	per square foot
Commercial 3	\$5.73 per square foot	\$ 5.73	per square foot
<b>B. Administrative Fees - See Planning and Community Development</b>			

[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**

**Park Impact Fees**

	<b>2024 Adopted</b>	<b>2025 Proposed</b>
<b>A. Rate Table</b>		
<b>Use Category</b>	<b>Impact Fee</b>	<b>Impact Fee</b>
Single Family Residential	\$5,410 per dwelling unit	\$5,524 per dwelling unit
Multi-Family Residential	\$3,548 per dwelling unit	\$3,622 per dwelling unit
<b>Accessory Dwelling Unit (ADU)</b>		<b>50% of the park impact fee of the principal unit on the lot</b>
<b>B. Administrative Fees - See Planning and Community Development</b>		

[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. 786 § 2 (Exh. B), 2017]

**City of Shoreline  
Fee Schedules**

**Attachment C Exhibit A**

**Transportation Impact Fees Rate Schedule**

ITE Code	Land Use Category/Description <small>(shaded rows indicate TIF Exemptions)</small>	2024 Adopted		2025 Proposed	
		Rest of City	High-Activity Areas	Rest of City	High-Activity Areas
		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
<b>A. Rate Table</b>					
110	General Light Industrial	\$ 6.03 per sq ft	Not Applicable	\$ 6.16 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
140	Manufacturing	\$ 6.03 per sq ft	Not Applicable	\$ 6.16 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
151	Mini-warehouse	\$ 1.39 per sq ft	\$ 1.18 per sq ft	\$ 1.42 per sq ft	\$ 1.21 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
210ADU	ADU - Single Family Principle Unit	N/A	N/A	\$ 5,529.00 per dwelling unit	\$ 4,699.00 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
220ADU	ADU - Low-Rise Multifamily Principle Unit	N/A	N/A	\$ 2,765.00 per dwelling unit	\$ 2,350.00 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
221ADU	ADU - Mid-Rise Multifamily Principle Unit	N/A	N/A	\$ 2,457.00 per dwelling unit	\$ 2,089.00 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
222ADU	ADU - High- Rise Multifamily Principle Unit	N/A	N/A	\$ 2,011.00 per dwelling unit	\$ 1,709.00 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
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
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
254	Assisted Living	\$ 1,203.00 per bed	\$ 1,023.00 per bed	\$ 1,228.00 per bed	\$ 1,044.00 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
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
310	Hotel	\$ 6,564.00 room	\$ 5,579.00 room	\$ 6,702.00 room	\$ 5,697.00 room
320	Motel	\$ 4,157.00 per room	\$ 3,533.00 per room	\$ 4,244.00 per room	\$ 3,607.00 per room
330	Resort Hotel	\$ 6,564.00 room	\$ 5,579.00 room	\$ 6,702.00 room	\$ 5,697.00 room
445	Movie theater (per seat)	\$ 721.00 per seat	\$ 613.00 per seat	\$ 736.00 per seat	\$ 626.00 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
492	Health/fitness club	\$ 24.40 per sq ft	\$ 20.74 per sq ft	\$ 24.91 per sq ft	\$ 21.17 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
520	Elementary School	\$ 10.42 per sq ft	\$ 8.86 per sq ft	\$ 10.64 per sq ft	\$ 9.04 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
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
540	Junior/community college	\$ 837.00 per student	\$ 711.00 per student	\$ 855.00 per student	\$ 727.00 per student
560	Church	\$ 4.66 per sq ft	\$ 3.96 per sq ft	\$ 4.76 per sq ft	\$ 4.04 per sq ft
565	Day Care Center	\$ 10.57 per sq ft	\$ 8.98 per sq ft	\$ 10.79 per sq ft	\$ 9.17 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
610	Hospital	\$ 7.38 per sq ft	\$ 6.27 per sq ft	\$ 7.53 per sq ft	\$ 6.40 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

**City of Shoreline  
Fee Schedules**

**Attachment C Exhibit A**

ITE Code	Land Use Category/Description <small>(shaded rows indicate TIF Exemptions)</small>	2024 Adopted		2025 Proposed	
		Rest of City	High-Activity Areas	Rest of City	High-Activity Areas
		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
712	Small Office Building	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 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
720	Medical office	\$ 27.13 per sq ft	\$ 23.06 per sq ft	\$ 27.70 per sq ft	\$ 23.54 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
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
750	Office park	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 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
770	Business Park	\$ 11.93 per sq ft	\$ 10.14 per sq ft	\$ 12.18 per sq ft	\$ 10.35 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
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
816	Hardware/Paint Store	\$ 10.11 per sq ft	\$ 8.59 per sq ft	\$ 10.32 per sq ft	\$ 8.77 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
841	Car sales	\$ 28.29 per sq ft	Not Applicable	\$ 28.88 per sq ft	Not Applicable
850	Supermarket	\$ 54.03 per sq ft	\$ 45.93 per sq ft	\$ 55.16 per sq ft	\$ 46.89 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
857	Discount Club	\$ 31.12 per sq ft	\$ 26.45 per sq ft	\$ 31.77 per sq ft	\$ 27.01 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
863	Electronics Superstore	\$ 31.12 per sq ft	\$ 26.45 per sq ft	\$ 31.77 per sq ft	\$ 27.01 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
880	Pharmacy/drugstore	\$ 40.93 per sq ft	\$ 34.79 per sq ft	\$ 41.79 per sq ft	\$ 35.52 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
890	Furniture Store	\$ 2.94 per sq ft	\$ 2.50 per sq ft	\$ 3.00 per sq ft	\$ 2.55 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
912	Bank	\$ 101.05 per sq ft	\$ 85.89 per sq ft	\$ 103.17 per sq ft	\$ 87.69 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
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
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
934	Fast food	\$ 156.60 per sq ft	Not Applicable	\$ 159.88 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
937	Coffee/donut shop	\$ 73.54 per sq ft	Not Applicable	\$ 75.08 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
942	Auto Care Center	\$ 20.53 per sq ft	\$ 17.45 per sq ft	\$ 20.96 per sq ft	\$ 17.82 per sq ft
944	Gas Service station	\$ 50,280.00 per pump	Not Applicable	\$ 51,334.00 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
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
970	Wine Tasting Room	\$ 68.94 per sq ft	\$ 58.60 per sq ft	\$ 70.39 per sq ft	\$ 59.83 per sq ft

**City of Shoreline  
Fee Schedules**

Attachment C Exhibit A

ITE Code	Land Use Category/Description <small>(shaded rows indicate TIF Exemptions)</small>	2024 Adopted		2025 Proposed	
		Rest of City	High-Activity Areas	Rest of City	High-Activity Areas
		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
971	Brewery Tap Room	\$ 92.71 per sq ft	\$ 78.80 per sq ft	\$ 94.65 per sq ft	\$ 80.46 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

**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.



# Attachment D

**City of Shoreline**  
**Range Placement Table**  
**2.5% Between Ranges; 4% Between Steps**  
**2025 Min wage: \$16.66**

June '23 cpi-U                    341.7  
 June '23 cpi-U                    354.8  
 Estimated % Change            3.83%  
 100% of % Change:            3.83%

Estimated Mkt Adj:            **3.83%**  
 Effective:                        January 1, 2025

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

Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
1										
2										
3										17.19 35,753
4										17.62 36,647
5									17.36 36,118	18.06 37,563
6								17.11 35,597	17.80 37,021	18.51 38,502
7								17.54 36,487	18.24 37,947	18.97 39,464
8							17.29 35,961	17.98 37,399	18.70 38,895	19.45 40,451
9						17.04 35,442	17.72 36,860	18.43 38,334	19.17 39,868	19.93 41,462
10						17.47 36,328	18.16 37,781	18.89 39,293	19.65 40,864	20.43 42,499
11					17.21 35,804	17.90 37,236	18.62 38,726	19.36 40,275	20.14 41,886	20.94 43,561
12					17.64 36,699	18.35 38,167	19.08 39,694	19.85 41,282	20.64 42,933	21.47 44,650
13				17.36 36,112	18.09 37,617	18.81 39,122	19.56 40,686	20.34 42,314	21.16 44,006	22.00 45,767
14				17.80 37,015	18.54 38,557	19.28 40,100	20.05 41,704	20.85 43,372	21.69 45,107	22.55 46,911
15				18.24 37,940	19.00 39,521	19.76 41,102	20.55 42,746	21.37 44,456	22.23 46,234	23.12 48,084
16				18.70 38,889	19.48 40,509	20.25 42,130	21.06 43,815	21.91 45,567	22.78 47,390	23.70 49,286

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Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
17			19.16 39,861	19.96 41,522	20.76 43,183	21.59 44,910	22.46 46,707	23.35 48,575	24.29 50,518	
18			19.64 40,858	20.46 42,560	21.28 44,262	22.13 46,033	23.02 47,874	23.94 49,789	24.89 51,781	
19			20.13 41,879	20.97 43,624	21.81 45,369	22.68 47,184	23.59 49,071	24.54 51,034	25.52 53,075	
20			20.64 42,926	21.50 44,715	22.36 46,503	23.25 48,363	24.18 50,298	25.15 52,310	26.15 54,402	
21			21.15 43,999	22.03 45,833	22.92 47,666	23.83 49,572	24.79 51,555	25.78 53,618	26.81 55,762	
22			21.68 45,099	22.59 46,978	23.49 48,857	24.43 50,812	25.41 52,844	26.42 54,958	27.48 57,156	
23			22.22 46,227	23.15 48,153	24.08 50,079	25.04 52,082	26.04 54,165	27.08 56,332	28.17 58,585	
24			22.78 47,382	23.73 49,357	24.68 51,331	25.67 53,384	26.69 55,519	27.76 57,740	28.87 60,050	
25			23.35 48,567	24.32 50,591	25.30 52,614	26.31 54,719	27.36 56,907	28.45 59,184	29.59 61,551	
26			23.93 49,781	24.93 51,855	25.93 53,930	26.96 56,087	28.04 58,330	29.17 60,663	30.33 63,090	
27			24.53 51,026	25.55 53,152	26.58 55,278	27.64 57,489	28.74 59,788	29.89 62,180	31.09 64,667	
28			25.14 52,301	26.19 54,480	27.24 56,660	28.33 58,926	29.46 61,283	30.64 63,734	31.87 66,284	
29			25.77 53,609	26.85 55,842	27.92 58,076	29.04 60,399	30.20 62,815	31.41 65,328	32.66 67,941	
30			26.42 54,949	27.52 57,239	28.62 59,528	29.76 61,909	30.95 64,386	32.19 66,961	33.48 69,639	
31			27.08 56,323	28.21 58,669	29.33 61,016	30.51 63,457	31.73 65,995	33.00 68,635	34.32 71,380	
32			27.76 57,731	28.91 60,136	30.07 62,542	31.27 65,043	32.52 67,645	33.82 70,351	35.18 73,165	

# Attachment D

**City of Shoreline**  
**Range Placement Table**  
**2.5% Between Ranges; 4% Between Steps**  
**2025 Min wage: \$16.66**

June '23 cpi-U 341.7  
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Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
33	Parking Enforcement Officer	Non-Exempt, Hourly	28.45	29.63	30.82	32.05	33.33	34.67	36.05	
			59,174	61,640	64,105	66,669	69,336	72,110	74,994	
34			29.16	30.38	31.59	32.85	34.17	35.53	36.96	
			60,653	63,181	65,708	68,336	71,070	73,912	76,869	
35			29.89	31.13	32.38	33.68	35.02	36.42	37.88	
			62,170	64,760	67,351	70,045	72,846	75,760	78,791	
36	Administrative Assistant I	Non-Exempt, Hourly	30.64	31.91	33.19	34.52	35.90	37.33	38.83	
	WW Utility Customer Service Rep	Non-Exempt, Hourly	63,724	66,379	69,034	71,796	74,668	77,654	80,760	
37			31.40	32.71	34.02	35.38	36.80	38.27	39.80	
			65,317	68,039	70,760	73,591	76,534	79,596	82,779	
38	Finance Technician	Non-Exempt, Hourly	32.19	33.53	34.87	36.26	37.72	39.22	40.79	
	Payroll Technician	Non-Exempt, Hourly	66,950	69,740	72,529	75,430	78,448	81,586	84,849	
	WW Utility Accounting Technician	Non-Exempt, Hourly								
39			32.99	34.37	35.74	37.17	38.66	40.20	41.81	
			68,624	71,483	74,342	77,316	80,409	83,625	86,970	
40	Administrative Assistant II	Non-Exempt, Hourly	33.82	35.23	36.64	38.10	39.62	41.21	42.86	
	Recreation Specialist I	Non-Exempt, Hourly	70,339	73,270	76,201	79,249	82,419	85,716	89,144	
41	Permit Technician	Non-Exempt, Hourly	34.66	36.11	37.55	39.05	40.62	42.24	43.93	
			72,098	75,102	78,106	81,230	84,480	87,859	91,373	
42	Human Resources Technician	Non-Exempt, Hourly	35.53	37.01	38.49	40.03	41.63	43.30	45.03	
	Public Disclosure Specialist	Non-Exempt, Hourly	73,900	76,979	80,059	83,261	86,591	90,055	93,657	
	Senior Finance Technician	Non-Exempt, Hourly								
43	Legal Assistant	Non-Exempt, Hourly	36.42	37.93	39.45	41.03	42.67	44.38	46.15	
			75,748	78,904	82,060	85,343	88,756	92,306	95,999	

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Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
44	Administrative Assistant III	Non-Exempt, Hourly	37.33	38.88	40.44	42.06	43.74	45.49	47.31	
	Environmental Program Specialist	Non-Exempt, Hourly	77,642	80,877	84,112	87,476	90,975	94,614	98,399	
	IT Specialist I	Non-Exempt, Hourly								
	Limited Term Urban Forestry Program Specialist	Non-Exempt, Hourly								
	Public Art Coordinator	Non-Exempt, Hourly								
	Records Coordinator	Non-Exempt, Hourly								
	Recreation Specialist II	Non-Exempt, Hourly								
	Special Events Coordinator	Non-Exempt, Hourly								
Web/Video Support Specialist	Non-Exempt, Hourly									
45			38.26	39.86	41.45	43.11	44.83	46.62	48.49	
			79,583	82,898	86,214	89,663	93,250	96,980	100,859	
46	Assistant Planner	EXEMPT, Annual	39.22	40.85	42.49	44.18	45.95	47.79	49.70	
	Communication Specialist	Non-Exempt, Hourly	81,572	84,971	88,370	91,905	95,581	99,404	103,380	
	Procurement Coordinator	Non-Exempt, Hourly								
	Traffic Operations Specialist	Non-Exempt, Hourly								
	Surface Water Inspector	Non-Exempt, Hourly								
47	CRT Representative	Non-Exempt, Hourly	40.20	41.87	43.55	45.29	47.10	48.99	50.94	
	GIS Technician	Non-Exempt, Hourly	83,611	87,095	90,579	94,202	97,970	101,889	105,965	
48	Accountant	EXEMPT, Annual	41.20	42.92	44.64	46.42	48.28	50.21	52.22	
	Construction Inspector	Non-Exempt, Hourly	85,702	89,273	92,844	96,557	100,420	104,436	108,614	
	Executive Assistant to City Manager*	EXEMPT, Annual								
	IT Specialist II	Non-Exempt, Hourly								
	Plans Examiner I	Non-Exempt, Hourly								
	PRCS Rental & System Coordinator	Non-Exempt, Hourly								
Surface Water Program Specialist	Non-Exempt, Hourly									
49	Code Enforcement Officer	Non-Exempt, Hourly	42.23	43.99	45.75	47.58	49.49	51.47	53.52	
	Deputy City Clerk	Non-Exempt, Hourly	87,844	91,504	95,165	98,971	102,930	107,047	111,329	

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				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
50	Associate Planner	EXEMPT, Annual	43.29	45.09	46.90	48.77	50.72	52.75	54.86	
	<del>Combination Inspector</del>	<del>Non-Exempt, Hourly</del>	90,040	93,792	97,544	101,445	105,503	109,723	114,112	
	IT Functional Analyst	EXEMPT, Annual								
	<del>Limited Term Community Support Specialist</del>	<del>EXEMPT, Annual</del>								
	Utility Operations Specialist	Non-Exempt, Hourly								
	WW Utility Specialist	Non-Exempt, Hourly								
51	Affordable Housing Coordinator	EXEMPT, Annual	44.37	46.22	48.07	49.99	51.99	54.07	56.23	
	<del>Combination Inspector</del>	<del>Non-Exempt, Hourly</del>	92,291	96,137	99,982	103,982	108,141	112,467	116,965	
	Community Engagement Coordinator	EXEMPT, Annual								
	Community Opportunities Coordinator									
	Emergency Management Coordinator	EXEMPT, Annual								
	<del>Environmental Sustainability Coordinator</del>	<del>EXEMPT, Annual</del>								
	GIS Analyst	EXEMPT, Annual								
	<del>Payroll Supervisor</del>	<del>EXEMPT, Annual</del>								
	PRCS Supervisor I - Recreation	EXEMPT, Annual								
52	Grounds Maintenance Supervisor	EXEMPT, Annual	45.48	47.38	49.27	51.24	53.29	55.42	57.64	
	IT Specialist III	Non-Exempt, Hourly	94,599	98,540	102,482	106,581	110,844	115,278	119,889	
	IT Systems Analyst I	EXEMPT, Annual								
	Plans Examiner II	Non-Exempt, Hourly								
	<del>Payroll Supervisor</del>	<del>EXEMPT, Annual</del>								
	Senior Surface Water Program Specialist	Non-Exempt, Hourly								
53	B&O Tax Analyst	EXEMPT, Annual	46.62	48.56	50.50	52.52	54.62	56.81	59.08	
	Budget Analyst	EXEMPT, Annual	96,964	101,004	105,044	109,246	113,615	118,160	122,887	
	Capital Projects Analyst	EXEMPT, Annual								
	Management Analyst	EXEMPT, Annual								
	<del>PW Maintenance Superintendent</del>	<del>EXEMPT, Annual</del>								
	Web Systems Analyst	EXEMPT, Annual								

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City of Shoreline  
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Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
54	<del>PW Maintenance Superintendent</del>	<del>EXEMPT, Annual</del>	47.78 99,388	49.77 103,529	51.76 107,670	53.84 111,977	55.99 116,456	58.23 121,114	60.56 125,959	
55	Code Enforcement and CRT Supervisor PRCS Supervisor II - Recreation Senior Human Resources Analyst	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	48.98 101,872	51.02 106,117	53.06 110,362	55.18 114,776	57.39 119,367	59.68 124,142	62.07 129,108	
56	Equity and Social Justice Coordinator IT Systems Analyst II Plans Examiner III Senior Planner	EXEMPT, Annual EXEMPT, Annual Non-Exempt, Hourly EXEMPT, Annual	50.20 104,419	52.29 108,770	54.39 113,121	56.56 117,646	58.82 122,352	61.18 127,246	63.62 132,335	
57	CMO Performance Management & Continuous Improvement Analyst Communications Program Manager Engineer I - Capital Projects Engineer I - Development Review Engineer I - Surface Water Engineer I - Traffic Engineer I - Wastewater Grants Administrator Senior Accounting Analyst Senior Budget Analyst Senior Management Analyst	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	51.46 107,030	53.60 111,489	55.74 115,949	57.97 120,587	60.29 125,410	62.71 130,427	65.21 135,644	
58	Environmental Sustainability Program Manager <del>Housing and Human Services Manager</del>	EXEMPT, Annual <del>EXEMPT, Annual</del>	52.74 109,705	54.94 114,277	57.14 118,848	59.42 123,602	61.80 128,546	64.27 133,687	66.84 139,035	
59	<del>Lynnwood Link Extension Light Rail Project Manager</del> <del>Parks Bond Project Manager-LTE</del> Capital Project Manager	<del>EXEMPT, Annual</del> <del>EXEMPT, Annual</del> EXEMPT, Annual	54.06 112,448	56.31 117,133	58.57 121,819	60.91 126,692	63.35 131,759	65.88 137,030	68.51 142,511	

# Attachment D

**City of Shoreline**  
**Range Placement Table**  
**2.5% Between Ranges; 4% Between Steps**  
**2025 Min wage: \$16.66**

June '23 cpi-U 341.7  
 June '23 cpi-U 354.8  
 Estimated % Change 3.83%  
 100% of % Change: 3.83%

Estimated Mkt Adj: **3.83%**  
 Effective: January 1, 2025

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

Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
60	City Clerk	EXEMPT, Annual	55.41	57.72	60.03	62.43	64.93	67.53	70.23	
	IT Projects Manager	EXEMPT, Annual	115,259	120,062	124,864	129,859	135,053	140,455	146,074	
	IT Systems Analyst III	EXEMPT, Annual								
	Network Administrator	EXEMPT, Annual								
61	Engineer II - Capital Projects	EXEMPT, Annual	56.80	59.17	61.53	63.99	66.55	69.21	71.98	
	Engineer II - Development Review	EXEMPT, Annual	118,141	123,063	127,986	133,105	138,430	143,967	149,725	
	Engineer II - Surface Water	EXEMPT, Annual								
	Engineer II - Traffic	EXEMPT, Annual								
	Engineer II - Wastewater	EXEMPT, Annual								
	Parks Superintendent	EXEMPT, Annual								
	Structural Plans Examiner	EXEMPT, Annual								
62	<del>Wastewater Manager</del>	<del>EXEMPT, Annual</del>	58.22	60.64	63.07	65.59	68.22	70.95	73.78	
			121,094	126,140	131,186	136,433	141,890	147,566	153,469	
63	CMO Progam Manager	EXEMPT, Annual	59.67	62.16	64.65	67.23	69.92	72.72	75.63	
	Engineer III - Lead Project Manager	EXEMPT, Annual	124,122	129,293	134,465	139,844	145,438	151,255	157,305	
	<del>Engineer III - Supervisor</del>	<del>EXEMPT, Annual</del>								
	Permit Services Manager	EXEMPT, Annual								
64	<del>Wastewater Manager</del>	<del>EXEMPT, Annual</del>								
	Community Services Manager	EXEMPT, Annual	61.17	63.71	66.26	68.91	71.67	74.54	77.52	
	Finance Manager - Budget and Tax	EXEMPT, Annual	127,225	132,526	137,827	143,340	149,073	155,036	161,238	
	IT Supervisor	EXEMPT, Annual								
65	Recreation and Cultural Services Superintendent	EXEMPT, Annual								
	City Traffic Engineer	EXEMPT, Annual	62.69	65.31	67.92	70.64	73.46	76.40	79.46	
	Construction Services Manager	EXEMPT, Annual	130,405	135,839	141,273	146,923	152,800	158,912	165,269	
	Development Review Manager	EXEMPT, Annual								
	Economic Development Program Manager*	EXEMPT, Annual								
	Intergovernmental / CMO Program Manager*	EXEMPT, Annual								
	Planning Manager	EXEMPT, Annual								
	Surface and Wastewater Systems Manager	EXEMPT, Annual								
Transportation Services Manager	EXEMPT, Annual									

# Attachment D

**City of Shoreline**  
**Range Placement Table**  
**2.5% Between Ranges; 4% Between Steps**  
**2025 Min wage: \$16.66**

June '23 cpi-U                    341.7  
 June '23 cpi-U                    354.8  
 Estimated % Change              3.83%  
 100% of % Change:              3.83%

Estimated Mkt Adj:                **3.83%**  
 Effective:                            January 1, 2025

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

Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
66	Assistant City Attorney	EXEMPT, Annual	64.26	66.94	69.62	72.40	75.30	78.31	81.44	
	Building Official	EXEMPT, Annual	133,666	139,235	144,804	150,596	156,620	162,885	169,401	
	Finance Manager - Operations and Accounting	EXEMPT, Annual								
67	Engineering Manager	EXEMPT, Annual	65.87	68.61	71.36	74.21	77.18	80.27	83.48	
	Parks, Fleet and Facilities Manager	EXEMPT, Annual	137,007	142,716	148,424	154,361	160,536	166,957	173,636	
68			67.52	70.33	73.14	76.07	79.11	82.27	85.57	
			140,432	146,284	152,135	158,220	164,549	171,131	177,977	
69	Information Technology Manager	EXEMPT, Annual	69.20	72.09	74.97	77.97	81.09	84.33	87.70	
	Utility & Operations Manager	EXEMPT, Annual	143,943	149,941	155,938	162,176	168,663	175,409	182,426	
70			70.93	73.89	76.84	79.92	83.12	86.44	89.90	
			147,542	153,689	159,837	166,230	172,880	179,795	186,987	
71	City Engineer*	EXEMPT, Annual	72.71	75.74	78.77	81.92	85.19	88.60	92.14	
			151,230	157,532	163,833	170,386	177,202	184,290	191,661	
72			74.52	77.63	80.73	83.96	87.32	90.82	94.45	
			155,011	161,470	167,929	174,646	181,632	188,897	196,453	
73			76.39	79.57	82.75	86.06	89.51	93.09	96.81	
			158,886	165,507	172,127	179,012	186,172	193,619	201,364	
74			78.30	81.56	84.82	88.22	91.74	95.41	99.23	
			162,858	169,644	176,430	183,487	190,827	198,460	206,398	
75	Human Resource and Org. Development Director*	EXEMPT, Annual	80.25	83.60	86.94	90.42	94.04	97.80	101.71	
			166,930	173,885	180,841	188,074	195,597	203,421	211,558	
76			82.26	85.69	89.12	92.68	96.39	100.24	104.25	
			171,103	178,232	185,362	192,776	200,487	208,507	216,847	



# Attachment D

**City of Shoreline**  
**Range Placement Table**  
**2.5% Between Ranges; 4% Between Steps**  
**2025 Min wage: \$16.66**

June '23 cpi-U                    341.7  
 June '23 cpi-U                    354.8  
 Estimated % Change            3.83%  
 100% of % Change:            3.83%

Estimated Mkt Adj:                **3.83%**  
 Effective:                            January 1, 2025

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

Range	Title	FLSA Status	Training Step 0	Min						Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
77	Administrative Services Director*	EXEMPT, Annual	84.32	87.83	91.34	95.00	98.80	102.75	106.86	
	Planning & Community Development Director*	EXEMPT, Annual	175,381	182,688	189,996	197,596	205,499	213,720	222,268	
	Parks, Recreation and Community Services Director*	EXEMPT, Annual								
	Recreation, Cultural & Community Services Director*	EXEMPT, Annual								
78	Public Works Director*	EXEMPT, Annual	86.43	90.03	93.63	97.37	101.27	105.32	109.53	
			179,765	187,255	194,746	202,536	210,637	219,062	227,825	
79	City Attorney*	EXEMPT, Annual	79.56	92.28	95.97	99.81	103.80	107.95	112.27	
			184,259	191,937	199,614	207,599	215,903	224,539	233,521	
80			79.56	94.58	98.37	102.30	106.39	110.65	115.08	
			188,866	196,735	204,605	212,789	221,300	230,153	239,359	
81	Assistant City Manager*	EXEMPT, Annual	79.56	96.95	100.83	104.86	109.05	113.42	117.95	
			193,588	201,654	209,720	218,109	226,833	235,906	245,343	

Premium Compensation Rates	Per Hour
12-Hour Shift Differential	4.00
Alternative Night Shift Premium	4.00
Standby Premium	4.00

\*This position has been designated "At-will" by the City Manager.

# Attachment D

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

COLA per CBA: 3.83%  
 Effective: January 1, 2025

2025 Min wage: \$16.66

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

Range	Title	FLSA Status						
			Min	Step 2	Step 3	Step 4	Step 5	Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1								
2								
3								
4								17.36
5								17.80
6							17.54	18.24
7							17.98	18.70
8						17.72	18.43	19.17
9					17.47	18.16	18.89	19.65
10					17.90	18.62	19.36	20.14
11				17.64	18.35	19.08	19.85	20.64
12			17.39	18.09	18.81	19.56	20.34	21.16
13			17.82	18.54	19.28	20.05	20.85	21.69
14			18.27	19.00	19.76	20.55	21.37	22.23
15			18.73	19.48	20.25	21.07	21.91	22.78

# Attachment D

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

COLA per CBA:  
 Effective:

3.83%  
 January 1, 2025

2025 Min wage: \$16.66

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

Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
16				19.20	19.96	20.76	21.59	22.46	23.35
17				19.67	20.46	21.28	22.13	23.02	23.94
18				20.17	20.97	21.81	22.68	23.59	24.54
19				20.67	21.50	22.36	23.25	24.18	25.15
20				21.19	22.04	22.92	23.83	24.79	25.78
21				21.72	22.59	23.49	24.43	25.41	26.42
22				22.26	23.15	24.08	25.04	26.04	27.08
23				22.82	23.73	24.68	25.67	26.69	27.76
24				23.39	24.32	25.30	26.31	27.36	28.45
25				23.97	24.93	25.93	26.97	28.04	29.17
26				24.57	25.55	26.58	27.64	28.74	29.89
27				25.19	26.19	27.24	28.33	29.46	30.64
28				25.82	26.85	27.92	29.04	30.20	31.41
29				26.46	27.52	28.62	29.76	30.96	32.19
30				27.12	28.21	29.34	30.51	31.73	33.00

# Attachment D

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

**COLA per CBA:**  
 Effective:

**3.83%**  
 January 1, 2025

**2025 Min wage: \$16.66**

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

Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
31				27.80	28.91	30.07	31.27	32.52	33.82
32				28.50	29.64	30.82	32.05	33.34	34.67
33				29.21	30.38	31.59	32.85	34.17	35.54
34				29.94	31.14	32.38	33.68	35.02	36.42
35				30.69	31.91	33.19	34.52	35.90	37.33
36	Grounds Maintenance Worker I Parks Maintenance Worker I PW Maintenance Worker I	Non-Exempt, Hourly  Non-Exempt, Hourly		31.45	32.71	34.02	35.38	36.80	38.27
37	WW Utility Maintenance Worker I	Non-Exempt, Hourly		32.24	33.53	34.87	36.27	37.72	39.22
38	Facilities Maintenance Worker I	Non-Exempt, Hourly		33.05	34.37	35.74	37.17	38.66	40.21
39				33.87	35.23	36.64	38.10	39.63	41.21
40	Grounds Maintenance Worker II Parks Maintenance Worker II PW Maintenance Worker II	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly		34.72	36.11	37.55	39.05	40.62	42.24
41	WW Utility Maintenance Worker II	Non-Exempt, Hourly		35.59	37.01	38.49	40.03	41.63	43.30
42	Facilities Maintenance Worker II	Non-Exempt, Hourly		36.48	37.94	39.45	41.03	42.67	44.38
43				37.39	38.88	40.44	42.06	43.74	45.49
44				38.32	39.86	41.45	43.11	44.83	46.63
45				39.28	40.85	42.49	44.19	45.95	47.79

Attachment D

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

COLA per CBA:  
 Effective:

3.83%  
 January 1, 2025

2025 Min wage: \$16.66

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

Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
46	Senior Grounds Maintenance Worker Senior Facilities Maintenance Worker Senior Parks Maintenance Worker-General Maintenance Senior PW Maintenance Worker	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly		40.26	41.87	43.55	45.29	47.10	48.99
47	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly		41.27	42.92	44.64	46.42	48.28	50.21
48	Senior Parks Maintenance Worker-Urban Forestry	Non-Exempt, Hourly		42.30	43.99	45.75	47.58	49.49	51.47
49				43.36	45.09	46.90	48.77	50.72	52.75
50				44.44	46.22	48.07	49.99	51.99	54.07
51				45.55	47.38	49.27	51.24	53.29	55.42
52				46.69	48.56	50.50	52.52	54.62	56.81
53				47.86	49.77	51.77	53.84	55.99	58.23
54				49.06	51.02	53.06	55.18	57.39	59.68
55				50.28	52.29	54.39	56.56	58.82	61.18
56				51.54	53.60	55.75	57.98	60.29	62.71
57				52.83	54.94	57.14	59.42	61.80	64.27
58				54.15	56.32	58.57	60.91	63.35	65.88
59				55.50	57.72	60.03	62.43	64.93	67.53

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

COLA per CBA: 3.83%  
 Effective: January 1, 2025

2025 Min wage: \$16.66

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

Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6

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

COLA per CBA:  
 Effective:

3.83%  
 January 1, 2025

2025 Min wage: \$16.66

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

Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
60				56.89	59.17	61.53	63.99	66.55	69.22
61				58.31	60.65	63.07	65.59	68.22	70.95
62				59.77	62.16	64.65	67.23	69.92	72.72
63				61.26	63.72	66.26	68.91	71.67	74.54
64				62.80	65.31	67.92	70.64	73.46	76.40
65				64.37	66.94	69.62	72.40	75.30	78.31
66				65.98	68.61	71.36	74.21	77.18	80.27
67				67.62	70.33	73.14	76.07	79.11	82.28
68				69.32	72.09	74.97	77.97	81.09	84.33
69				71.05	73.89	76.85	79.92	83.12	86.44
70				72.82	75.74	78.77	81.92	85.19	88.60
71				74.65	77.63	80.74	83.97	87.32	90.82
72				76.51	79.57	82.75	86.07	89.51	93.09
73				78.42	81.56	84.82	88.22	91.75	95.42
74				80.38	83.60	86.94	90.42	94.04	97.80

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

COLA per CBA: 3.83%  
 Effective: January 1, 2025

2025 Min wage: \$16.66

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

Range	Title	FLSA Status		Min					Max
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
75				82.39	85.69	89.12	92.68	96.39	100.25
76				84.45	87.83	91.35	95.00	98.80	102.75
77				86.57	90.03	93.63	97.37	101.27	105.32

Premium Compensation Rates	Per Hour
12-Hour Shift Differential	4.00
Alternative Night Shift Premium	4.00
Standby Premium	4.00



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

Estimated COLA: 3.83%

Effective: January 1, 2025

**2025 Minimum Wage: \$16.66**

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
1	Special Events Attendant Youth Outreach Leader	Non-Exempt, Hourly Non-Exempt, Hourly	\$17.10	\$18.40
2	Building Monitor	Non-Exempt, Hourly	\$17.33	\$18.79
3	Special Events Assistant Special Events Monitor Teen Program Leader Assistant	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$17.62	\$19.19
4	Records Clerk	Non-Exempt, Hourly	\$17.92	\$19.60
5	Undergraduate Intern	Non-Exempt, Hourly	\$18.21	\$20.02
6			\$18.54	\$20.43
7	Day Camp Leader	Non-Exempt, Hourly	\$18.85	\$20.88
8			\$19.16	\$21.32
9	CIT Camp Director Specialized Recreation Specialist	Non-Exempt, Hourly Non-Exempt, Hourly	\$19.50	\$21.77
10	Teen Program Leader Indoor Playground Attendant	Non-Exempt, Hourly	\$19.82	\$22.23
11			\$20.16	\$22.70
12			\$20.50	\$23.19
13	Front Desk Attendant		\$20.86	\$23.68
14	Camp Excel Specialist Assistant Camp Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$21.22	\$24.17
15			\$21.58	\$24.70
16			\$21.93	\$25.22
17	Camp Director Out of School Time Program Director	Non-Exempt, Hourly Non-Exempt, Hourly	\$22.32	\$25.73
18			\$22.68	\$26.27
19			\$23.07	\$26.83

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

Estimated COLA: 3.83%

Effective: January 1, 2025

**2025 Minimum Wage: \$16.66**

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
20			\$23.48	\$27.40
21	Engineering Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$23.87	\$27.96
22			\$24.27	\$28.54
23			\$24.68	\$29.13
24			\$25.09	\$29.76
25			\$25.52	\$30.37
26			\$25.95	\$31.03
27			\$26.39	\$31.68
28	Finance Assistant Permitting Assistant	Non-Exempt, Hourly	\$26.84	\$32.34
29			\$27.30	\$33.00
30	Grounds Maintenance Laborer Administrative Assistant Parks Maintenance Seasonal Laborer		\$27.75	\$33.69
31	Computer Support GIS Support	Non-Exempt, Hourly Non-Exempt, Hourly	\$28.21	\$34.31
32	PW Seasonal Laborer	Non-Exempt, Hourly	\$28.91	\$35.18
33		Non-Exempt, Hourly	\$29.63	\$36.04
34		Non-Exempt, Hourly	\$30.36	\$36.95
35	CMO Fellowship	Non-Exempt, Hourly	\$31.13	\$37.87
36	Facilities Maintenance	Non-Exempt, Hourly	\$31.92	\$38.81
37			\$32.72	\$39.81
38			\$33.53	\$40.77

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

Estimated COLA: 3.83%

Effective: January 1, 2025

**2025 Minimum Wage: \$16.66**

Range	Title	FLSA Status	Pay Band	
			Minimum	Maximum
39			\$34.37	\$41.81
40			\$35.22	\$42.84
41			\$36.08	\$43.93
42			\$36.99	\$45.01
43			\$37.94	\$46.15
44			\$38.87	\$47.30
45			\$39.86	\$48.49
46	Videographer	Non-Exempt, Hourly	\$40.87	\$49.69
	Expert Professional Inspector Instructor	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly	\$17.10	\$49.69

**Table Maintenance:** The 2025 Extra Help table has been structured to blend in substantial change in WA State minimum wage occurring in 2025. In 2025, the minimum wage will be **\$16.28**. In 2024, apply a COLA to the extra help rates on the same basis as the regular rates. Then, in 2024, if any rates fall below **\$16.28 adjust them to \$16.28**. From then on, apply a COLA as usual and if any rates fall below WA State Minimum Wage, adjust them to the WA State Minimum Wage.

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

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

## Financial Policies

As Adopted by the Shoreline City Council

- I. Financial Planning Policies
- II. General Budget Policies
  - A. No Operating Deficit
  - B. Resources Greater than Estimates
  - C. Budget Adoption Level
  - D. Necessary to Implement City Council Goals Identified in Workplan
  - E. Public Safety Protection
  - F. Degradation of Current Service Levels
  - G. Investments that are Primarily funded by Additional Fees or Grants
  - H. Investments that delay Future Cost Increases
  - I. Investments that Forestall Adding Permanent Staff
  - J. Commitments that can Reasonably be Maintained over the Long Term
  - K. Overhead and Full Cost Allocation
  - L. Maintenance of Quality Service Programs
  - M. Distinguished Budget Presentation
- III. Formulation and Approval of Budgets
- IV. Budget Adjustment and Amendment Process
  - A. Adjustment
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- V. Reserve and Contingency Fund Policies
  - A. General Policy
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  - C. General Fund Operating Reserves
  - D. Equipment and Vehicle Replacement Reserves
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  - A. Relationship of Long-Range Plans to the CIP
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  - E. Scoping and Costing Based on Predesign Study
  - F. Required Project Features and Financial Responsibility
  - G. Predictability of Project Timing, Cost and Scope
  - H. CIP Maintenance and Operating Costs
  - I. Local Improvement Districts (LID)
  - J. Preserve Existing Capital Infrastructure Before Building New Facilities
  - K. New Facilities Should be of High Quality, Low Maintenance, Least Cost
  - L. Public Input at All Phases of Projects
  - M. Basis for Project Appropriations
  - N. Balanced CIP Plan
  - O. Use of Debt in the CIP
  - P. Finance Director's Authority to Borrow
  - Q. CIP Plan Update and Amendment
  - R. Formalization of Monetary Agreements
  - S. Applicable Project Charges

VII. Debt PolicyI. 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.

III. 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.

#### IV-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 August 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 late October.

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

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

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

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

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

#### VI.V. BUDGET ADJUSTMENT & AMENDMENT PROCESSES

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

##### A. Adjustment

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

#### VI.V. RESERVE AND CONTINGENCY FUND POLICIES

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

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

##### A. General Policy

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

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

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

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

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

#### VII.VI. CAPITAL IMPROVEMENT PROGRAM PLAN POLICIES

~~A number of~~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 of all the~~ projects included in the CIP are based upon formal long-range plans that have been adopted by the City Council. This ensures that the City's Capital Improvement Program, which is the embodiment of the recommendations of these



individual planning studies, is responsive to the officially stated direction of the City Council as contained in the Comprehensive Plan, Council work goals, and supporting documents. Examples of these supporting documents: ~~Pavement Management System Plan~~~~Transportation Master Plan~~ and the ~~Parks and Open Space and Recreation Services~~~~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 & Parks Capital Projects~~~~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 ~~among~~ projects which should be included or excluded from the CIP Plan, there are always exceptions which require management's judgment. Therefore, the City Manager has the administrative authority to determine which projects should be included in the CIP Plan and which projects are more appropriately contained in the City's operating budget.

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

1. Exceeds an estimated cost of ~~\$10,000~~25,000.
2. Involves totally new physical construction, reconstruction designed to ~~gradually and systematically replace an existing system~~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.
- 4.5. 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 \$2525,000 meeting the criteria of (2), (3), (4) and (45) above, or various miscellaneous improvements of a like nature whose cumulative total exceeds \$2525,000 (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 area-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 causehave 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~~ shall request of the City Council (through the City Clerk) in writing before any LID promotion activity begins. The City Manager shall analyze such ~~request~~ 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~~ days unless the project sponsors have submitted a sufficient LID petition by that time.
- In the event that the request is for street resurfacing in advance of the City's normal street resurfacing cycle, the City's contribution, if any, will be determined based on a recommendation from the Public Work's Department and a financial analysis of the impact of completing the project prior to the City's original timeline.
- On capital projects whose financing depends in part on an LID, interim financing will be issued to support the LID's portion of the project budget at the same time or ~~in close proximity to~~ 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 [through the use of 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.). ~~Formalization~~[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 [actually workingworking](#) 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.