

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: 2009 Proposed Budget Workshop DEPARTMENT: Finance PRESENTED BY: Debbie Tarry, Finance Director

PROBLEM/ISSUE STATEMENT:

Tonight's 2009 budget review will focus on the proposed 2009 fee schedules and 2009 salary schedules.

As prescribed in Shoreline Municipal Code (SMC) 3.01.080 fees shall automatically be updated annually by the July to June Seattle-Tacoma-Bremerton Consumer Price Index for all urban consumers (CPI-U). For 2009 this means that the City's fees could be increased by 5.8%. After applying this increase the hourly rate will increase by \$8 per hour from \$137 to \$145 for development fees. Recreation fees were reviewed for inflationary adjustments and market comparison. As a result of this review, the 2009 proposed budget recommends a market adjustment for some recreation fees and continuing the use of direct and indirect costs to establish recreational class rates. The surface water fees have been increased by 5% instead of the full CPI-U. As basin plans are completed over the next couple of years more information will be available to determine the capital and operating needs of the utility that ultimately will be used to determine future utility rate fee adjustments. The 2009 annual residential home surface water utility fee will be \$130, a \$6 increase from the 2008 fee.

Attachment A is the proposed 2009 fee schedule along with a comparison to the 2008 current fees. The fee schedule will be adopted at the same time the Council adopts the 2009 budget, which is currently scheduled for November 24, 2008.

The 2009 budget includes adjustments to the City's salary schedules. The primary change is the cost of living adjustment applied to all salary ranges. A cost of living adjustment of 5.22% has been included in the 2009 proposed budget. This is based on 90% of the July to June Seattle-Tacoma-Bremerton CPI-U, which was 5.8%.

As per the City's compensation policy the City has concluded the salary survey for the top third of the City's salary ranges and as a result is recommending adjusting eight (8) classifications based on direct survey results and four (4) additional classifications based on internal relationships. The recommended adjustments place each adjusted classification into a City salary range that is "within market" and that maintains appropriate internal salary alignments. In addition to these changes, five additional positions are being recommended for reclassification as a result of changes in duties

and responsibilities. Additional information on these recommendations are provided in the "Background" section of this staff report.

The City Manager presented the 2009 proposed budget to the City Council on October 13, 2008. Department presentations were made on October 20 and 27. A public hearing on the proposed budget was held on October 27. Tonight's workshop provides another opportunity for the Council to discuss the proposed budget and for staff to provide Council with any additional information that may be helpful to the Council during budget deliberations. A second public hearing on the 2009 budget is scheduled for November 17. The City Council is scheduled to adopt the 2008 Budget at the November 24, 2008 Council Meeting.

FINANCIAL IMPACT:

Fees and charges represent 6% of the City's overall resources and total \$6,295,127.

The cost of living increases total \$600,491 and the recommended salary survey and reclassification impacts total \$71,760. The cost of living increases are already included in the proposed 2009 budget. The 2009 proposed budget includes \$30,000 in salary survey contingency plus there is nearly \$80,000 in health benefit savings since the final 2009 rates are lower than those used in the proposed 2009 budget. The combined \$110,000 (contingency plus health benefit savings) is more than adequate to cover the costs resulting from the salary survey and recommended reclassifications.

RECOMMENDATION

Staff recommends that Council continue discussion on the 2009 Proposed Budget and provide input to staff.

Approved By: City Manager  City Attorney ____

BACKGROUND

FEES

SMC 3.01.080 prescribes that fees shall automatically be updated annually by the July to June Seattle-Tacoma-Bremerton Consumer Price Index for all urban consumers (CPI-U). For 2009 this means that the City's fees could be increased by 5.8%.

Land Use & Non-Building Permit Fees

The land use and non-building permit fees are based on an hourly rate. Applying the 5.8% CPI to the current rate raises the hourly rate from \$137 to \$145. Building permit fees are based on the value of construction. Therefore, inflationary increases in valuation 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

Recreation Fees

Recreation class fees are based on the direct cost of providing the program plus an overhead allocation. There is no change proposed in how these fees are determined. Aquatic fees, facility rental fees, and other general recreation fees have been adjusted based on market comparisons to other jurisdictions and inflationary factors. The 2009 budget also includes a recommendation to increase the scholarship allotment from \$35,000 to \$45,000.

Surface Water Fees

Surface water management fees are proposed to be increased by \$6 or 5% for a single-family home. The current annual fee for a single family home is \$124. The proposed rate for 2009 is \$130. Council adopted the Surface Water Master Plan in July of 2005. Beginning in 2008, the plan called for annual increases of approximately 3% or one half percent above the assumed rate of inflation. Since the plan did not assume an increase in inflation substantially higher than 3%, the City Manager did not want to recommend a 6.3% (5.8% plus an additional 0.5%) increase for 2009. In 2008 the City started working on the Thornton Creek basin plan and in future years additional basin plans will be completed. These basin plans will provide additional information to formulate the capital and operational needs of the utility and be the basis for establishing future utility rates.

License and Public Record Fees

License fees and the hearing examiner fee have been increased from the 2008 rates by 5.8%. There will be no increase in the public records fees such as photocopying and obtaining recordings and publications on DVD or CD.

2009 SALARY SCHEDULES

Market Adjustment

The 2009 Proposed Budget includes a 5.22% overall market adjustment for the City's salary schedules. This is a result of the City's compensation policy of maintaining salaries at the median of our comparable cities (Attachment B). All of our comparable cities grant a cost of living adjustment to their City employees. Historically the median of the cost of living adjustments granted by the comparable cities has been 90% of the

Seattle/Tacoma/Everett June CPI-U. Since many of the cities do not complete their negotiations or formally adopt the cost of living adjustments until late November, when their budgets are adopted, staff has found that basing the City's recommended market adjustment on the benchmark of 90% of Seattle/Tacoma/Everett June CPI-U has met the City's compensation policy guidelines. The 2008 June Seattle/Tacoma/Everett CPI-U was 5.8%. As a result the 2009 recommended market adjustment is 5.22%. The financial impact of the recommended market adjustment is approximately \$600,491, including both salary and benefit (social security replacement, retirement contribution) impacts. The salary schedules included in the 2009 Proposed Budget document reflect the 5.22% recommended market adjustment.

Salary Survey

In addition to the overall market adjustment we are recommending salary changes for some classifications as a result of the 2008 salary survey. As you will recall, we review one third of our classifications each year to remain competitive within our defined labor market. This year we surveyed the classifications in the top third of our salary ranges. The recommended changes are reflected in the revised 2009 salary schedules attached to this staff report. (Attachment D)

Policy Background

In July 1997, Council approved the City's Classification and Compensation Plan. The plan established a comprehensive set of classification specifications for the work performed by City employees, and based on the City's adopted job market, established appropriate competitive salary ranges for these classifications.

The goals of the City's compensation plan are to:

- Ensure the City has the ability to attract and retain well-qualified personnel for all job classes;
- Ensure the City's compensation practices are competitive with those of comparable public sector employers;
- Provide defensibility to City salary ranges based on the pay practices of similar employers; and
- Ensure pay consistency and equity among related classes based on the duties and responsibilities assumed

The Plan provided that the City should conduct a follow-up salary survey approximately every three years to ensure we remain competitive within our market. The City conducted its first follow-up salary survey in 2000, which was implemented in 2001. Based upon the above policy direction, in 2004 and again in 2005 we surveyed approximately ½ of our classifications and resulting changes were implemented in the 2005 and 2006 Budgets.

Beginning in 2005, we instituted a plan of surveying approximately one third of our classifications each year. The reasons for this approach are:

- Minimizes the fiscal impact of updates by incurring minor adjustments every year rather than absorbing a larger impact in one year;

- Increases the likelihood we remain current because we are gathering detailed information every year;
- Makes the survey a more routine matter for staff decreasing the disruption to staff and impact on morale; and
- Enables us to survey almost all classifications directly, rather than relying on the “benchmark” approach which we used previously (where just a sample of classifications are actually surveyed and salaries of non-surveyed positions are extrapolated from the benchmark results).

Accordingly, this year we surveyed the third of our classifications falling in the top salary ranges of our plan.

Salary Survey Approach

Our methodology in conducting the 2008 survey was consistent with our previous surveys in several important respects:

- We used the same list of ten comparable jurisdictions for our labor market as established by the Council in 1997 (Attachment B);
- We again used the median of our labor market as our target to determine whether surveyed classifications were “at market.”
- We again considered a position within 5% of the appropriate market median to be “at market.”

Survey Results

The results of the survey confirm that the Council’s Classification and Compensation Plan and the policy to resurvey the classifications on a regular basis work reasonably well in establishing and maintaining equitable, competitive, reasonable salaries for City employees, consistent with the original goals of the plan

Out of the 21 existing classifications directly surveyed, the results established eight (8) classifications as below market. These classifications are:

- Recreation Superintendent
- Building Official
- Information Systems Manager
- Assistant City Manager
- Parks, Recreation and Cultural Services Director
- Planning and Development Services Director
- Finance Director
- Public Works Director

In addition to these classifications, we are recommending increases for four (4) additional classifications. The increases for the four classifications are based on the following internal relationships:

- Parks Superintendent—maintains its relationship with the Recreation Superintendent (salary is established as in the same range as the Recreation Superintendent)

- Capital Project Administrator—based upon its relationship with the Capital Project Managers II (this position supervises Capital Project Manager II and establishes its percentage relationship to CPM II as 15% above CPM II)
- Human Resources Director—maintains its relationship with the four major department directors (salary is established as 10% below PRCS/P&DS/Finance/PW Director classifications)
- City Attorney—based upon its relationship with the four major department directors (salary is aligned as the same range as the four directors)

Recommendation

Staff recommends adjusting eight (8) classifications based on direct survey results and four (4) additional classifications based on internal relationships (Attachment C). The recommended adjustments place each adjusted classification into a City salary range that is “within market” and that maintains appropriate internal salary alignments.

In implementing these changes in salary ranges, we are recommending using the same procedures used in the implementation of the original study and all subsequent salary survey updates:

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

Assuming a January 1, 2009 effective date, the estimated 2009 cost of implementing these recommended revisions to the City’s Classification and Compensation Plan is \$56,000. The 2009 Proposed Budget contains sufficient money to fund the cost of the survey implementation.

Other Recommended Classification/Salary Changes

We are also recommending the following reclassifications.

1. Reclassification of the Aurora Corridor Project Manager to a new classification, Transportation Services Division Manager;
2. Reclassification of the Public Works Administrative Manager to a Fleet, Facilities & Property Management Supervisor (this reclassification was included in the 2009 proposed budget). The Public Works Administrative Manager position will be eliminated.
3. Reclassification of the Facilities Supervisor to Construction Services Supervisor.
4. Reclassification of the Human Resources Analyst to a Senior Human Resources Analyst;
5. Reclassification of a Recreation Assistant II to a Recreation and Class Program Assistant.

Reclassification to Transportation Services Division Manager

The complexity of transportation planning and traffic engineering continues to evolve for our city and our region. In order to more effectively manage, participate and respond to these issues, the Public Works Department is recommending combining these functions into a new Division, under one manager, which would then report to the Public Works

Director. In order to accomplish this, Public Works plans to assign management of the Division to the current Aurora Corridor Project Manager. (The ongoing management of phase II of the Aurora Project would be assigned to an existing Capital Project Manager II). This reorganization would allow for better coordination between what happens at the regional level and what ultimately is implemented and maintained on our street network.

With the realignment of responsibilities, the new position will manage a Division that will include traffic engineering (Traffic Engineer, Associate Traffic Engineer, Engineering Technician) and transportation planning (Senior Planner, Capital Project Technician). The division will also include an Administrative Assistant II.

We included this proposed new classification in the 2008 salary survey and did not find sufficient matches to establish a salary range. Therefore we examined internal comparisons to formulate a salary range recommendation. Comparing components of the job including key responsibilities and level in the organization, we believe the best internal 'fit' is to assign the new classification to salary range 65, the same range as the Capital Project Administrator.

We recommend reclassifying the Aurora Corridor Project Manager to Transportation Services Division Manager and moving the incumbent from Range 64 to Range 65.

Reclassification to Fleet, Facilities and Property Management Supervisor

Over the next few years, property management and management of City fleet and facilities will be demanding increased attention by the City. We will be requiring a new set of responsibilities for managing the City's property assets, including inventorying the city owned parcels, preparing options to maximize best use (e.g. lease or sell) and managing their use. Management of the City's fleet is going to require more emphasis. Important issues include growth in the rolling stock, policies and procedures for replacement to match the needs of the department to the equipment, scheduling maintenance and performance options, "green fleet" opportunities, plus procurement policies and expanding opportunities.

The creation of the Fleet, Facilities and Property Management Supervisor well positions us to manage these increasing needs. The position will assume responsibility for the existing facilities maintenance staff and will report to the Public Works Operations Manager.

In determining a salary range placement for this classification, we looked at positions performing comparable level duties. Because of the increased focus and expectation on fleet management and also the expanded property management responsibilities in the new City Hall, we believe the Fleet, Facilities and Property Management Supervisor will have more responsibility and a broader scope than the existing Facilities Supervisor classification in salary range 49. On the other hand, we believe the position will have less overall responsibility, budget and span of control than the existing Public Works Maintenance Supervisor in salary range 54. Also we view the position will demand a comparable level of knowledge and skills and responsibility as the incumbent's current role of Public Works Administrative Manager (in salary range 52). Based upon this review, we believe the best internal fit is to assign the new classification to salary range 52.

We recommend reclassifying the Public Works Administrative Manager to Fleet, Facilities and Property Management Supervisor and keeping the incumbent in the same salary range, Range 52. As a result there is no budget impact resulting from this reclassification.

Reclassification to Construction Inspection Supervisor

A key component of our capital improvement program and construction of new development in the City rights-of-way is the management and inspection during construction. Previously, the City has contracted for these services with private consultants for our capital improvement program. By creating this position internal to the organization the City can be more timely with decision making, control costs more directly and promptly, create a greater team approach in managing construction and ultimately reduce the City's costs for this service.

With the establishing of this role in-house, the Construction Inspection Supervisor will be assigned to the Engineering Division, reporting to the Capital Project Administrator, and will supervise the two Right-of-Way Inspectors. By including these ROW Inspectors under the Supervisor we intend to use these positions, which are currently focused on new development construction, on the City capital improvement program as time permits.

In determining salary placement for this position, we considered internal comparisons. We believe the role of the Construction Inspection Supervisor is most comparable to the proposed placement of the Fleet, Facilities and Property Management Supervisor and believe it should be placed in the same range, salary range 52.

We recommend reclassifying the Facilities Supervisor to Construction Inspection Supervisor and moving the incumbent from salary range 49 to salary range 52.

Reclassification to Senior Human Resources Analyst

The number of professional staff in Human Resources has remained constant (one Analyst and one Director) for over ten years. During that time period the number of benefited employees has increased from 81.5 FTE to 147.5. In addition to an increase in staff, Human Resource responsibilities have increased in many areas, including employee orientation, communication training, employee relations, recognition, safety, worker's compensation, health benefits and management of employee issues and programs such as administration of the Family Medical Leave Act. As a result the Human Resources Analyst has assumed a much higher level of responsibility and a broader scope of authority. The classification has been revised to reflect these significant changes.

In determining a salary range placement for the Senior Human Resources Analyst classification, we considered using the 10% guideline (classification within a series—for example Assistant Planner/Associate Planner/Senior Planner—are generally placed 10% apart). Application of this guideline would result in a placement in salary range 51. However, with these additional responsibilities and scope, we believe the Senior Human Resources Analyst is performing duties of a level comparable to the City Manager

Office Analysts in salary range 50. Based on this internal "fit" we recommend assigning the new classification to salary range 50, the same range as CMO Analyst.

We recommend reclassifying the Human Resources Analyst to Senior Human Resources Analyst and moving the incumbent from Range 47 to Range 50.

Reclassification to Recreation and Class Program Assistant

Currently the Administrative Assistant III in Parks, Recreation and Cultural Services performs department level administration of the CLASS system. Due to the demands of her other duties, it has been difficult for the incumbent to do more than the bare minimum to keep the system running. The department desires to assign the CLASS administration responsibilities to another employee in order to lessen the workload of the Administrative Assistant III and to be able to expand the functionality of CLASS. In addition, the department anticipates some expanded use of the CLASS system for room rentals with the opening of the new City Hall.

A current Recreation Assistant II has developed expertise in CLASS and is willing to take on departmental administration responsibilities. Also this position is currently responsible for scheduling of many City facilities and is a likely candidate for handling room rental responsibilities in the new City Hall. These proposed new duties are not covered within his existing classification and thus the change requires a reclassification of the position. The department has been able to re-work his job responsibilities to be able to absorb these additional duties.

As stated above, an Administrative Assistant III currently performs the duties in question. In addition, similar department system administration duties (for another software system) are performed by the Payroll Officer in Finance and the Administrative Assistant III in Human Resources. All of these classifications are in salary range 39. We propose to place the new Recreation and Class Program Assistant in salary range 39. Next year, this classification is scheduled to be included in the 2009 salary survey so we recommend deferring its market survey until that time.

We recommend reclassifying a Recreation Assistant II to Recreation and Class Program Assistant and moving the position from Range 31 to Range 39.

Budget Impact of Reclassifications

The estimated cost of the proposed reclassifications is \$15,775. The 2009 Proposed Budget contains sufficient money to fund the cost of these proposed reclassifications.

The revised 2009 salary schedules reflecting all of the above recommended changes are attached to this staff report as Attachment D.

RECOMMENDATION

Staff recommends that Council continue discussion on the 2009 Proposed Budget and provide input to staff.

ATTACHMENTS

Attachment A – Proposed 2009 Fee Schedule (updated from the 2009 Proposed Budget)

Attachment B – City's designated labor market

Attachment C - Salary Survey Results

Attachment D - Revised 2009 Salary Schedules reflecting all above-recommended changes

City of Shoreline Planning and Development Services
Fee Schedule (Page 1 of 6)

Type of Permit Application	2008 Fee Schedule	2009 Proposed Fee Schedule
	Fee (based on \$137 per hour)	Fee Based on \$145 Per Hour
Building		
BUILDING PERMIT		
Valuation <i>"The Total Valuation is the "Building permit valuations" as delineated in section R108.3 of the International Residential Code and section 108.3 of the International Building Code.</i>		
\$1.00 - \$500	\$23.50	\$23.50
\$501 - \$2,000	\$23.50 for the first \$500.00 + \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.	\$23.50 for the first \$500.00 + \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001 - \$25,000	\$69.25 for the first \$2,000, + \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.	\$69.25 for the first \$2,000, + \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001 - \$50,000	\$391.25 for the first \$25,000.00 + \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.	\$391.25 for the first \$25,000.00 + \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001 - \$100,000	\$643.75 for the first \$50,000.00 + \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.	\$643.75 for the first \$50,000.00 + \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001 - \$500,000	\$993.75 for the first \$100,000.00 + \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.	\$993.75 for the first \$100,000.00 + \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001 - \$1,000,000	\$3,233.75 for the first \$500,000.00 + \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.	\$3,233.75 for the first \$500,000.00 + \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001 +	\$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000.00, or fraction thereof.	\$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000.00, or fraction thereof.
Building/Structure Plan Review	65% of the building permit fee	65% of the building permit fee
Civil Plan Review, Commercial (if applicable)	Hourly rate, 5 Hour Minimum (\$685)	Hourly rate, 5 Hour Minimum \$725
Civil Plan Review, Residential (if applicable)	Hourly rate, 3 Hour Minimum (\$411)	Hourly rate, 3 Hour Minimum \$435
ELECTRICAL		
Electrical Permit	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee	Permit fee described in WAC 296-46B-905, plus a 20% administrative fee

**City of Shoreline Planning and Development Services
Fee Schedule (Page 2 of 6)**

Type of Permit Application	2008 Fee Schedule	2009 Proposed Fee Schedule
	Fee (based on \$137 per hour)	Fee Based on \$145 Per Hour
FIRE		
Automatic Fire Alarm System:		
Existing System		
New or relocated devices up to 5	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
New or relocated devices 6 up to 12	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Each additional new or relocated device over 12	\$5.25 per device	\$6 per device
New System	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
Each additional new or relocated device over 30	\$5.25 per device	\$6 per device
Fire Extinguishing Systems:		
Commercial Cooking Hoods		
1 to 12 flow points	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
More than 12	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
Other Fixed System Locations	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
Fire Pumps:		
Commercial Systems	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
Commercial Flammable/Combustible Liquids:		
Aboveground Tank Installations		
First tank	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
Additional	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Underground Tank Installations		
First tank	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
Additional	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Underground Tank Piping (with new tank)	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
Underground Tank Piping Only (vapor recovery)	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Underground Tank Removal		
First tank	Hourly rate, 2-hour minimum (\$274.00)	Hourly rate, 2-hour minimum \$290
Additional tank	\$66.25 per additional tank	
Additional Tank		Hourly rate, 0.5 Hours \$73 per additional tank
Compressed Gas Systems (exception: medical gas systems require a plumbing permit):		
Excess of quantities in IFC Table 105.6.9	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
High-Piled Storage:		
Class I – IV Commodities:		
501 – 2,500 square feet	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
2,501 – 12,000 square feet	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Over 12,000 square feet	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
High Hazard Commodities:		
501 – 2,500 square feet	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Over 2,501 square feet	Hourly rate, 5-hour minimum (\$685)	Hourly rate, 5-hour minimum \$725

**City of Shoreline Planning and Development Services
Fee Schedule (Page 3 of 6)**

	2008 Fee Schedule	2009 Proposed Fee Schedule
Type of Permit Application	Fee (based on \$137 per hour)	Fee Based on \$145 Per Hour
Underground Fire Mains and Hydrants	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum (\$435)
Industrial Ovens:		
Class A or B Furnaces	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
Class C or D Furnaces	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
LPG (Propane) Tanks:		
Commercial, less than 500-Gallon Capacity	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
Commercial, 500-Gallon+ Capacity	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Commercial, Temporary	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Residential 0 – 500-Gallon Capacity	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Spray Booth	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
Sprinkler Systems (each riser):		
New Systems	Hourly rate, 5-hour minimum (\$685), plus \$3.00 per head	Hourly rate, 5-hour minimum \$725, plus \$3.00 per head
Existing Systems		
1 – 10 heads	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
11 – 20 heads	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
More than 20 heads	Hourly rate, 5-hour minimum (\$685), plus \$3.00 per head	Hourly rate, 5-hour minimum \$725, plus \$3.00 per head
Residential (R-3) 13-D System		
1 – 30 heads	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
More than 30 heads	Hourly rate, 3-hour minimum (\$411), plus \$3.00 per head	Hourly rate, 3-hour minimum \$435, plus \$3.00 per head
Voluntary 13-D Systems in residences when	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Standpipe Systems	Hourly rate, 4-hour minimum (\$548)	Hourly rate, 4-hour minimum \$580
Temporary Tents and Canopies	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
MECHANICAL		
Residential Mechanical System	Hourly rate, 1-hour minimum (\$137) (including 4 pieces of equipment), \$10.00 per piece of equipment over 4	Hourly rate, 1-hour minimum (\$145) (including 4 pieces of equipment), \$11.00 per piece of equipment over 4
Commercial Mechanical System	Hourly rate, 3-hour minimum (\$411) (including 4 pieces of equipment), \$10.00 per piece of equipment over 4	Hourly rate, 3-hour minimum (\$435) (including 4 pieces of equipment), \$11.00 per piece of equipment over 4
All Other Mechanical (Residential and Commercial)	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145

**City of Shoreline Planning and Development Services
Fee Schedule (Page 4 of 6)**

Type of Permit Application	2008 Fee Schedule	2009 Proposed Fee Schedule
	Fee (based on \$137 per hour)	Fee Based on \$145 Per Hour
PLUMBING		
Plumbing System	Hourly rate, 1-hour minimum (\$137) (including 4 fixtures), \$10.00 per fixture over 4	Hourly rate, 1-hour minimum (\$145) (including 4 fixtures), \$11.00 per fixture over 4
Gas Piping System standalone permit	Hourly rate, 1-hour minimum (\$137) (including 4 outlets), \$10.00 per outlet over 4 \$10.00 per outlet	Hourly rate, 1-hour minimum (\$145) (including 4 outlets), \$11.00 per outlet over 4
Gas Piping as part of a plumbing or mechanical permit	\$10 per outlet (when included in outlet count)	\$11 per outlet (when included in outlet count)
Backflow Prevention Device - standalone permit	Hourly rate, 1-hour minimum (\$137) (including 4 devices), \$10.00 per device over 4	Hourly rate, 1-hour minimum (\$145) (including 4 devices), \$11.00 per device over 4
Backflow Prevention Device as part of a plumbing systems permit	\$10.00 per device (when included in outlet count)	\$11.00 per device (when included in outlet count)
Environmental Review		
Environmental Checklist (SEPA):		
Single-Family	Hourly rate, 10-hour minimum (\$1,370)	Hourly rate, 10-hour minimum \$1,450
Multifamily/Commercial	Hourly rate, 15-hour minimum (\$2,055)	Hourly rate, 15-hour minimum \$2,175
Environmental Impact Statement Review	Hourly rate, 35-hour minimum (\$4,795)	Hourly rate, 35-hour minimum \$5,075
LAND USE		
Accessory Dwelling Unit	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Adult Family Home	Hourly rate, 2-1/2-hour minimum (\$342.50)	Hourly rate, 2-1/2-hour minimum \$363
Comprehensive Plan Amendment – Site Specific	Hourly rate, 60-hour minimum (\$8,220), plus public hearing (\$2,103)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Conditional Use Permit (CUP)	Hourly rate, 30-hour minimum (\$4,110)	Hourly rate, 30-hour minimum \$4,350
Critical Areas Reasonable Use Permit (CARUP)	Hourly rate, 60-hour minimum (\$8,220), plus public hearing (\$2,103)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Critical Areas Special Use Permit (CASUP)	Hourly rate, 60 hour minimum (\$8,220), plus public hearing (\$2,103)	Hourly rate, 60 hour minimum (\$8,700), plus public hearing (\$2,225)
Home Occupation, Bed and Breakfast, Boarding House	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Interpretation of Development Code	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Master Plan	Hourly rate, 60-hour minimum (\$8,220), plus public hearing (\$2,103)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Planned Action Determination	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Rezone	Hourly rate, 60-hour minimum (\$8,220), plus public hearing (\$2,103)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
SCTF Special Use Permit (SUP)	Hourly rate, 60-hour minimum (\$8,220), plus public hearing (\$2,103)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Sign Permit	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
Special Use Permit	Hourly rate, 60-hour minimum (\$8,220), plus public hearing (\$2,103)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing (\$2,225)
Street Vacation	Hourly rate, 60-hour minimum (\$8,220), plus public hearing if required (\$2,103)	Hourly rate, 60-hour minimum (\$8,700), plus public hearing if required (\$2,225)
Temporary Use Permit (TUP)	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
Variance - Engineering Standards	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Variances - Zoning	Hourly rate, 30-hour minimum (\$4,110)	Hourly rate, 30-hour minimum \$4,350

**City of Shoreline Planning and Development Services
Fee Schedule (Page 5 of 6)**

Type of Permit Application	2008 Fee Schedule	2009 Proposed Fee Schedule
	Fee (based on \$137 per hour)	Fee Based on \$145 Per Hour
MISCELLANEOUS FEES		
Critical area field signs	\$5 per sign	\$6 per sign
Permit Fee for Work Commenced Without a Permit	Twice the Applicable Permit Fee	Twice the Applicable Permit Fee
Expedited Review – Building or Site Development Permits	Twice the applicable plan review fee(s)	Twice the applicable plan review fee(s)
All Other Fees Per Hour	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Multiple Family Tax Exemption Application Fee	Hourly rate, 3-hour minimum for processing land use permits plus current King County Assessors fee for administering the Multiple Family Tax Exemption program	Hourly rate, 3-hour minimum for processing land use permits plus current King County Assessors fee for administering the Multiple Family Tax Exemption program
Extension of the Conditional Certificate for the Multiple Family Tax Exemption Application Fee	\$121	\$145
RIGHT-OF-WAY		
Right-of-Way Use	Hourly rate, 1-hour minimum (\$137)	Hourly rate, 1-hour minimum \$145
Right-of-Way Site	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
SHORELINE SUBSTANTIAL DEVELOPMENT		
Shoreline Conditional Permit Use	Hourly rate, 30-hour minimum (\$4,110)	Hourly rate, 30-hour minimum \$4,350
Shoreline Exemption	Hourly rate, 2-hour minimum (\$274)	Hourly rate, 2-hour minimum \$290
Shoreline Variance	Hourly rate, 30-hour minimum (\$4,110), plus public hearing if required (\$2,103)	Hourly rate, 30-hour minimum (\$4,350), plus public hearing if required (\$2,225)
Substantial Development Permit (based on valuation):		
up to \$10,000	Hourly rate, 15-hour minimum (\$2,055)	Hourly rate, 15-hour minimum \$2,175
\$10,000 to \$500,000	Hourly rate, 34-hour minimum (\$4,658)	Hourly rate, 34-hour minimum \$4,930
over \$500,000	Hourly rate, 60-hour minimum (\$8,220)	Hourly rate, 60-hour minimum \$8,700
SITE DEVELOPMENT		
Grading	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Clearing	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Landscaping	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Parking Lot	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Subdivision Construction	Hourly rate, 12-hour minimum (\$1,644)	Hourly rate, 12-hour minimum \$1,740

**City of Shoreline Planning and Development Services
Fee Schedule (Page 6 of 6)**

	2008 Fee Schedule	2009 Proposed Fee Schedule
Type of Permit Application	Fee (based on \$137 per hour)	Fee Based on \$145 Per Hour
SUBDIVISIONS		
Binding Site Plan	Hourly rate, 6-hour minimum (\$822)	Hourly rate, 6-hour minimum \$870
Lot Line Adjustment	Hourly rate, 3-hour minimum (\$411)	Hourly rate, 3-hour minimum \$435
Preliminary Short Subdivision	Hourly rate, 30-hour minimum (\$4,110) for two-lot short subdivision plus 3-hour minimum (\$411) for each additional lot	Hourly rate, 30-hour minimum (\$4,350) for two-lot short subdivision plus 3-hour minimum (\$435) for each additional lot
Final Short Subdivision	Hourly rate, 8-hour minimum (\$1,096)	Hourly rate, 8-hour minimum \$1,160
Preliminary Subdivision	Hourly rate, 39-hour minimum (\$5,343) for five-lot subdivision plus 3-hour minimum (\$411) for each additional lot, plus public hearing (\$2,103)	Hourly rate, 39-hour minimum (\$5,655) for five-lot subdivision plus 3-hour minimum (\$435) for each additional lot, plus public hearing (\$2,225)
Final Subdivision	Hourly rate, 30-hour minimum (\$4,110)	Hourly rate, 30-hour minimum \$4,350
Changes to Preliminary Short or Formal Subdivision	Hourly rate, 12-hour minimum (\$1,644)	Hourly rate, 12-hour minimum \$1,740
SUPPLEMENTAL FEES		
	Additional review of 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 \$137 per hour, minimum of one hour.	Additional review of 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 \$145.00 per hour, minimum of one hour.
	Reinspection fees may be assessed if work is incomplete, corrections not completed or the allotted time is depleted. Fees will be assessed at \$137 per hour, minimum one hour.	Reinspection fees may be assessed if work is incomplete, corrections not completed or the allotted time is depleted. Fees will be assessed at \$145 per hour, minimum one hour.
FEE REFUNDS		
	The city manager or designee may authorize the refunding of: 1. One hundred percent of any fee erroneously paid or collected. 2. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. 3. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. 4. The city manager or designee shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.	The city manager or designee may authorize the refunding of: 1. One hundred percent of any fee erroneously paid or collected. 2. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. 3. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. 4. The city manager or designee shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

2009 Proposed Park Fee Schedule Part 1 of 4 (Page 1 of 4)				
2009 Proposed Park Facility Rental and Drop-in Fee				
Fee	2008 Resident Rate	2008 Non-Resident Rate	2009 Proposed Resident Rate	2009 Proposed Non-Resident Rate
Outdoor Rental Fees:				
Picnic Shelters – (same for all groups)				
Half Day	\$43.50	\$47.50	\$46.00	\$50.25
Full Day	\$66.25	\$71.50	\$70.00	\$75.50
Athletic Fields				
Lights (determined by dusk schedule)	\$15.50	\$15.50	\$16.25	\$16.25
Senior/Youth League Game and/or Practice	\$3.00	\$4.25	\$3.25	\$4.50
Youth Tournament	\$8.00	\$10.00	\$8.50	\$10.50
Adult Practice	\$14.50	\$15.50	\$15.25	\$16.25
Adult League	\$27.00	\$30.00	\$28.50	\$31.75
Adult Tournament*	\$34.00	\$37.75	\$36.00	\$40.00
*Additional field prep fee may be added				
Synthetic Fields				
Resident Youth - Per Hour	\$15.50		\$16.50	
Non-Resident Youth - Per Hour		\$20.75		\$22.00
Resident Adult - Per Hour	\$57.00		\$60.25	
Non-Resident Adult - Per Hour		\$67.25		\$71.25
Discount Field Rate Resident - Per Hour	\$15.50		\$16.50	
Discount Field Rate Non- Resident - Per Hour		\$20.75		\$22.00
Indoor Rental Fees:				
Richmond Highlands (same for all groups) –				
Maximum Attendance 214				
Entire Building (including building monitor)	\$54.00	\$59.00	\$57.25	\$62.50
Gym Only	\$43.50	\$47.50	\$46.00	\$50.25
Café/Game Room	\$43.50	\$47.50	\$46.00	\$50.25
Spartan Recreation Center				
Spartan Recreation Center Fees for Youth Organizations				
Multi-Purpose Room 1	\$10.25	\$11.50	\$10.75	\$12.25
Multi-Purpose Room 1 w/Kitchen	\$17.50	\$18.75	\$18.50	\$19.75
Multi-Purpose Room 2	\$10.25	\$11.50	\$10.75	\$12.25
Multi-Purpose Room 2 w/Kitchen	\$17.50	\$18.75	\$18.50	\$19.75
Gymnastics Room	\$10.25	\$11.50	\$10.75	\$12.25
Dance Room	\$10.25	\$11.50	\$10.75	\$12.25
Gym-One Court	\$16.50	\$17.50	\$17.50	\$18.50
Entire Gym	\$32.00	\$35.25	\$33.75	\$37.25
Entire Facility	\$82.75	\$92.00	\$87.50	\$97.25

2009 Proposed Park Fee Schedule Part 2 of 4 (Page 2 of 4)				
2009 Proposed Park Facility Rental and Drop-in Fee				
Fee	2008 Resident Rate	2008 Non-Resident Rate	2009 Proposed Resident Rate	2009 Proposed Non-Resident Rate
Spartan Recreation Center Fees for Adult Groups:				
Multi-Purpose Room 1	\$21.75	\$23.75	\$23.00	\$25.25
Multi-Purpose Room 1 w/Kitchen	\$31.00	\$34.50	\$32.75	\$36.50
Multi-Purpose Room 2	\$21.75	\$23.75	\$23.00	\$25.25
Multi-Purpose Room 2 w/Kitchen	\$31.00	\$34.50	\$32.75	\$36.50
Gymnastics Room	\$21.75	\$23.75	\$23.00	\$25.25
Dance Room	\$21.75	\$23.75	\$23.00	\$25.25
Gym-One Court	\$31.00	\$34.50	\$32.75	\$36.50
Entire Gym	\$59.00	\$65.25	\$62.50	\$69.00
Entire Facility	\$112.75	\$124.25	\$119.25	\$131.50
*Rentals outside the normal operating hours of the Spartan Gym may require an additional supervision fee. (See Below)				
Other Indoor Rental Fees:				
Damage Deposit: (refundable)	\$188.25	\$188.25	\$199.25	\$199.25
Supervision Fee (if applicable)	\$17.50	\$17.50	\$18.50	\$18.50
Daily Rates	\$755.50	\$755.50	\$799.25	\$799.25
Spartan Gym Tarp Installation	\$55.00	\$55.00	\$58.25	\$58.25
Concession / Admission / Sales During Indoor Facility Use:	Not to exceed \$100/day	Not to exceed \$100/day	Not to exceed \$100/day	Not to exceed \$100/day
20% of the gross revenue collected will be remitted to the City of Shoreline if concession sales are charged on-site by the individuals or organizations renting a City-owned facility.				
20% of the gross revenue collected will be remitted to the City of Shoreline if spectator admissions are charged on-site by the individuals or organizations renting a City-owned facility.				
20% of the gross amount will be remitted to the City of Shoreline if an individual or organization rents a City facility for a clinic, camp, or a class where the participants are charged a fee.				
Any individual or organization that is required to pay concession / admission fee must complete the appropriate permit application.				
Concession/Admission/Sales Fees may be modified at the discretion of the Director of Shoreline Parks and Recreation.				
Drop-In Fees:				
Showers Only	\$1.00	\$1.00	\$1.00	\$1.00
Youth Drop-In	\$1.00	\$1.00	\$1.00	\$1.00
Youth Drop-In Ten Punch Card	\$8.75	\$9.75	\$9.00	\$9.00
Youth Drop-In Three Month Pass	\$21.75	\$23.75	\$23.00	\$25.00
Adult Drop-In	\$2.00	\$2.50	\$2.00	\$2.75
Adult Drop-In Ten Punch Card	\$19.75	\$23.75	\$19.00	\$25.00
Adult Drop-In Three Month Pass	\$49.75	\$53.75	\$53.00	\$57.00

2009 Proposed Park Fee Shcedule Part 3 of 4 (Page 3 of 4)				
2009 Proposed Park Aquatic Drop-in Fee Schedule				
2009 Parks Fee Schedule Part 3 of 4 (Page 3 of 4)				
Drop in Fees	2008 Resident Rate	2008 Non-Resident Rate	2009 Proposed Resident Rate	2009 Proposed Non-Resident Rate
Adult	\$3.50	\$4.25	\$3.50	\$4.25
Child/Senior/Disabled	\$2.50	\$2.75	\$2.50	\$3.00
Family	\$8.75	\$9.75	\$8.75	\$9.75
Adult - Real Deal	\$1.50	\$2.00	\$1.50	\$2.00
Child/Senior/Disabled - Real Deal	\$1.00	\$1.25	\$1.00	\$1.25
Adult - 10 punch	\$29.00	\$33.00	\$29.00	\$35.00
Child/Senior/Disabled - 10 Punch	\$18.75	\$22.75	\$20.00	\$24.00
Family - 10 Punch	\$70.50	\$78.75	\$71.00	\$79.00
1 Month				
Adult - 1 mo	\$47.50	\$51.75	\$47.50	\$55.00
Child/Senior/Disabled - 1 mo	\$28.00	\$31.00	\$30.00	\$33.00
Family -1 mo	\$117.00	\$130.50	\$117.00	\$130.50
3 Month				
Adult -3 month	\$126.25	\$146.00	\$134.00	\$154.00
Child/Senior/Disabled - 3 mo	\$83.75	\$106.50	\$89.00	\$113.00
Family -3 mo	\$252.50	\$290.75	\$267.00	\$308.00
6 Month				
Adult -6 month	\$204.00	\$217.25	\$216.00	\$230.00
Child/Senior/Disabled - 6 mo	\$146.00	\$159.50	\$154.00	\$169.00
Family -6 mo	\$407.75	\$436.75	\$431.00	\$462.00
1 Year Pass				
Adult -	\$356.00	\$382.00	\$377.00	\$404.00
Child/Senior/Disabled	\$254.50	\$279.50	\$269.00	\$296.00
Family	\$713.00	\$763.75	\$754.00	\$808.00

2009 Proposed Park Fee Shcedule Part 4 of 4 (Page 4 of 4)				
2009 Proposed Park Aquatic Lesson and Recreation Fee Schedule				
2009 Parks Fee Schedule Part 4 of 4 (Page 4 of 4)				
Lesson Program	2008 Resident Rate	2008 Non-Resident Rate	2009 Proposed Resident Rate	2009 Proposed Non-Resident Rate
Parent & Tot	\$4.75	\$5.25	\$5.00	\$5.50
Preschool (1-5)	\$4.75	\$5.25	\$5.00	\$5.50
Youth (1&2)	\$4.75	\$5.25	\$5.00	\$5.50
Youth (3-7)	\$4.75	\$5.25	\$5.00	\$5.50
Adult	\$4.75	\$5.25	\$5.00	\$5.50
Water Fitness - Adults	\$4.50	\$5.00	\$4.50	\$5.00
Water Fitness - Adults10x	\$37.25	\$41.50	\$37.00	\$44.00
Water Fitness Senior	\$3.00	\$4.00	\$3.25	\$4.00
Water Fitness Seniors10x	\$24.75	\$29.00	\$26.00	\$30.00
Arthritis - Adults	\$3.50	\$4.00	\$3.50	\$4.00
Arthritis - Adults 10x	\$35.00	\$38.75	\$35.00	\$39.00
Arthritis-Seniors	\$3.50	\$4.00	\$3.50	\$4.00
Arthritis - Seniors 10x	\$35.00	\$40.00	\$35.00	\$40.00
Other Programs				
Swim Day Camp	\$98.25	\$108.75	\$104.00	\$115.00
Gators Swim /Dive 7 Wks	\$108.75	\$119.00	\$115.00	\$126.00
Rentals				
School Dist: Per 60 Kids/per Hour (non-agreement)	\$36.25	NA	\$38.25	NA
Rentals On-Going (non-swim team)	\$65.00	NA	\$68.75	NA
Swim Team Per/ Lane/Hr	\$9.25	NA	\$9.75	NA
Public Rentals per Hour				
1-60	\$103.50	\$113.75	\$109.50	\$120.25
61-150	\$139.00	\$160.50	\$147.00	\$169.75

2009 Surface Water Management Rate Table (Page 1 of 1)

Rate Category	Percent Impervious Surface	2008 Annual Service Charge	2009 Annual Service Charge	Per Unit	6% Utility Tax	Fee + Utility Tax
Residential: Single-family home		\$124	\$130	Parcel	\$7.81	\$138.01
Very Light	Less than or equal to 10%	\$124	\$130	Parcel	\$7.81	\$138.01
Light	More than 10%, less than or equal to 20%	\$288	\$302	Acre	\$18.14	\$320.54
Moderate	More than 20%, less than or equal to 45%	\$595	\$625	Acre	\$37.49	\$662.24
Moderately Heavy	More than 45%, less than or equal to 65%	\$1,154	\$1,212	Acre	\$72.70	\$1,284.40
Heavy	More than 65%, less than or equal to 85%	\$1,462	\$1,535	Acre	\$92.11	\$1,627.21
Very Heavy	More than 85%, less than or equal to 100%	\$1,915	\$2,011	Acre	\$120.65	\$2,131.40
Minimum Rate		\$124	\$130		\$7.81	\$138.01

There are two types of service charges: The flat rate and the sliding rate.

* The flat rate service charge of \$130 a year applies to single family homes and parcels with less than 10% impervious 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 impervious surface on each parcel and multiplying the appropriate rate by total acreage

Several special rate categories will automatically be assigned to those who qualify.

* 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.

* A discount for any parcel served by a City approved retention/detention (R/D) facility maintained by the owner.

* A discount for any parcel, or part parcel officially designated as open space.

Categories with Retention/Detention Facilities The following categories are eligible for reduced rates if they have an approved retention/detention facility.

Rate Category	Discount	2008 Annual Service Charge	2009 Annual Service Charge	Per Unit	6% Utility Tax	Fee + Utility Tax
Residential: Single-Family Home	50%	\$62	\$65	Parcel	\$3.91	\$69.01
Very Light	50%	\$62	\$65	Parcel	\$3.91	\$69.01
Light	50%	\$144	\$151	Acre	\$9.07	\$160.27

Alternative Mobile Home Park Charge

* Mobile Home Park Assessment can be the lower of the appropriate rate category or the number of mobile home spaces multiplied by the single-family residential rate.

Rate Adjustments: Any person receiving a bill may file a request for a rate adjustment within two years of the billing date. (Filing a request will not extend the payment period).

Property owners should file a request for a change in the rate assessed if:

- * The property acreage is incorrect;
- * The measured impervious surface is incorrect;
- * The property is charged a sliding fee when the fee should be flat;
- * The person or property qualifies for an exemption or discount; or
- * The property is wholly or in part outside the service area.

2009 License Required and Public Records Fee Schedule			
License Required Fee	2008 Fee	Proposed 2009 Fee	Basis
General Licenses			
Regulated massage business	\$171.75	\$181.75	Per Year
Massage manager	\$37.25	\$39.50	Per Year
Public dance	\$118.00	\$124.75	Per Dance
Pawnbroker	\$549.50	\$581.25	Per Year
Secondhand	\$52.75	\$55.75	Per Year
Master solicitor	\$107.75	\$114.00	Per Year
Solicitor	\$27.00	\$28.50	Per Year
Duplicate License	\$5.25	\$5.50	
Late fees for general licenses:	A late penalty shall be charged on all applications for renewal of a general license received later than 10 working days after the expiration date of such license. The amount of such penalty is fixed as follows:		
	A. For a license requiring a fee of less than \$50.00, two percent of the required fee		
	B. For a license requiring a fee of more than \$50.00, ten percent of the required fee.		
Cabaret Licenses			
Adult cabaret operator's license	\$549.50	\$581.25	Per Year
Adult cabaret manager's license	\$118.00	\$124.75	Per Year
Adult cabaret entertainer's license	\$118.00	\$124.75	Per Year
Duplicate License	\$5.25	\$5.50	
Late fees for cabaret licenses:	There shall be assessed and collected by the clerk an additional charge, computed as a percentage of the adult cabaret license fee, on applications not made on or before said date as follows:		
Days Past Due			
7 - 30	10%	10%	
31 - 60	25%	25%	
61 and over	100%	100%	
Panoram Licenses			
Panoram premise license	\$225.75	\$238.75	Per Year
Panoram device license	\$64.25	\$68.00	Per Year Per Device
Panoram operator license	\$549.50 per year/plus additional \$10 fee for background checks for any additional operators	\$580.75 per year/plus additional \$10.50 fee for background checks for any additional operators	
Duplicate License	\$5.25	\$5.50	
Renewals for panoram licenses:	On renewals for panoram licenses filed after December 31st, the clerk shall assess and collect an additional charge as follows:		
	A. If application is more than six but less than 31 days late, the additional charge is 10 percent of the renewal fee		
	B. If application is more than 31 but less than 61 days late, the additional charge is 25 percent of the renewal fee.		
Public Records			
Black and white photocopies up to 11 by 17 inches - if more than five pages	\$0.15	\$0.15	Per Page
Black and white photocopies larger than 11 by 17 inches	\$3.00	\$3.00	Per Page
Publication on CD	\$2.00	\$2.00	Per CD
Recording on DVD	\$3.00	\$3.00	Per DVD
Video Tapes	\$12.50	\$13.00	Per Tape
Audio Tapes	\$2.00	\$2.00	Per Tape
Photographic prints and slides	Cost charged by vendor, depending on size and process		
GIS maps smaller than 11 by 17 inches		\$0.50	Per Page
GIS maps larger than 11 by 17 inches	\$1.50	\$1.50	Per Square Foot
Mylar Sheets	\$5.50	\$5.75	Per Sheet
Clerk Certification	\$1.00	\$1.00	Per Document
Custom GIS Mapping and Data Requests	\$78 (1 Hour Minimum)	\$80.75	Per Hour (1 Hour Minimum)
Financial Fees			
Insufficient funds or a closed account shall be assessed a collection fee	\$26.00	\$27.00	
Hearing Examiner Fees	\$406.50	\$420.75	

ATTACHMENT B – City of Shoreline’s Designated Labor Market

City of Shoreline’s Designated Labor Market	
Jurisdiction	Form of Government
Auburn	Mayor-Council
Bellevue (non-leadership team only)	Council-Manager
Edmonds	Mayor-Council
Everett	Mayor-Council
Federal Way	Council-Manager
Kent	Mayor-Council
Kirkland	Council-Manager
Redmond	Mayor-Council
Renton	Mayor-Council
King County (non-leadership team only)	N/A
Supplemental Management Agencies	
Lakewood (leadership team only)	Council-Manager
Olympia (leadership team only)	Council-Manager

ATTACHMENT C – Salary Survey/Reclassification Recommendations

Classification	Current Salary Range	Proposed Salary Range	Number of FTEs	Number of Incumbents	Explanation of proposed change
Recreation Superintendent	56	59	1	1	Moves from –7.0% from market median to 0.6%
Building Official	59	61	1	1	Moves from –5.0% from market median to 0.1%
Information Systems Manager	62	66	1	1	Moves from –10.9% from market median to -0.5%
Assistant City Manager	70	74	1	1	Moves from –10.47% from market median to -0.07%
PRCS Director	72	74	1	1	Moves from –5.4% from market median to -0.4%
P&DS Director	72	74	1	1	Moves from –5.4% from market median to -0.3%
Finance Director	72	74	1	1	Moves from –7.83% from market median to -2.65%
Public Works Director	72	74	1	1	Moves from –7.83% from market median to -2.65%
Parks Superintendent	56	59	1	1	Salary adjusted to same as Recreation Superintendent
Capital Project Administrator	64	65	1	1	Salary adjusted to 15% above Capital Project Mgr II
Human Resources Director	68	70	1	1	Salary maintained at 10% below “Directors”
City Attorney	73	74	1	1	Salary adjusted to same as “Directors”
Recommended Reclassifications					
Transportation Svcs Division Mgr	64	65	1	1	Established as same as Capital Project Administrator
Fleet, Facilities & Prop Mgt Supv	52	52	1	1	Remains in same range
Construction Inspection Supv	49	52	1	1	Established as same as Fleet, Facilities & Property Management Supervisor
Senior Human Resources Analyst	47	50	1	1	Established as same as CMO Management Analyst
Recreation and Class Prog Asst	31	39	1	1	Established as same as Administrative Asst III

ATTACHMENT D

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

Mkt Adj 5.22%

Salary Table 01 - EXEMPT

Effective Jan 1, 2009

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Annual	18,896	19,652	20,438	21,255	22,105	22,990
2		Annual	19,395	20,170	20,977	21,816	22,689	23,596
3		Annual	19,838	20,631	21,457	22,315	23,207	24,136
4		Annual	20,337	21,150	21,996	22,876	23,791	24,742
5		Annual	20,863	21,697	22,565	23,468	24,407	25,383
6		Annual	21,389	22,245	23,135	24,060	25,023	26,023
7		Annual	21,943	22,821	23,734	24,683	25,671	26,698
8		Annual	22,498	23,398	24,333	25,307	26,319	27,372
9		Annual	23,024	23,945	24,903	25,899	26,935	28,012
10		Annual	23,634	24,579	25,562	26,585	27,648	28,754
11		Annual	24,188	25,155	26,161	27,208	28,296	29,428
12		Annual	24,797	25,789	26,821	27,894	29,009	30,170
13		Annual	25,435	26,452	27,510	28,610	29,755	30,945
14		Annual	26,072	27,115	28,199	29,327	30,500	31,720
15		Annual	26,709	27,777	28,888	30,044	31,246	32,496
16		Annual	27,402	28,498	29,638	30,823	32,056	33,338
17		Annual	28,094	29,218	30,387	31,602	32,866	34,181
18		Annual	28,759	29,910	31,106	32,350	33,644	34,990
19		Annual	29,480	30,659	31,885	33,161	34,487	35,866
20		Annual	30,228	31,437	32,694	34,002	35,362	36,777
21		Annual	30,976	32,215	33,503	34,844	36,237	37,687
22		Annual	31,779	33,050	34,372	35,747	37,177	38,664
23		Annual	32,555	33,857	35,212	36,620	38,085	39,608
24		Annual	33,386	34,722	36,111	37,555	39,057	40,619
25		Annual	34,190	35,557	36,980	38,459	39,997	41,597

ATTACHMENT D

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

Mkt Adj 5.22%

Salary Table 01 - EXEMPT

Effective Jan 1, 2009

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
26		Annual	35,049	36,451	37,909	39,425	41,002	42,642
27		Annual	35,935	37,373	38,868	40,422	42,039	43,721
28		Annual	36,850	38,324	39,856	41,451	43,109	44,833
29		Annual	37,764	39,274	40,845	42,479	44,178	45,946
30		Annual	38,706	40,254	41,864	43,539	45,280	47,092
31		Annual	39,676	41,263	42,913	44,630	46,415	48,271
32		Annual	40,673	42,300	43,992	45,752	47,582	49,485
33		Annual	41,698	43,366	45,101	46,905	48,781	50,732
34		Annual	42,723	44,432	46,210	48,058	49,980	51,979
35		Annual	43,776	45,527	47,348	49,242	51,212	53,260
36		Annual	44,912	46,709	48,577	50,520	52,541	54,642
37		Annual	45,993	47,832	49,746	51,736	53,805	55,957
38		Annual	47,129	49,014	50,974	53,013	55,134	57,339
39		Annual	48,320	50,253	52,263	54,353	56,528	58,789
40		Annual	49,539	51,521	53,581	55,725	57,954	60,272
41	Assistant Planner	Annual	50,786	52,817	54,930	57,127	59,412	61,789
42		Annual	52,060	54,143	56,309	58,561	60,903	63,339
43		Annual	53,363	55,497	57,717	60,026	62,427	64,924
44		Annual	54,692	56,880	59,155	61,522	63,982	66,542
45	Associate Planner Executive Assistant to the City Manager	Annual	56,050	58,292	60,624	63,049	65,571	68,194
46	Budget Analyst Management Analyst Grants Specialist Recreation Coordinator I	Annual	57,435	59,733	62,122	64,607	67,191	69,879
47	Human Resources Analyst	Annual	58,932	61,289	63,740	66,290	68,942	71,699
48	Purchasing Officer	Annual	60,372	62,787	65,299	67,911	70,627	73,452

ATTACHMENT D

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

Mkt Adj 5.22%

Salary Table 01 - EXEMPT

Effective Jan 1, 2009

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
49	Neighborhoods Coordinator Emergency Management Coordinator Senior Planner Parks & Rec Project Coordinator	Annual	61,896	64,372	66,947	69,625	72,410	75,306
50	Communications Specialist Senior Accountant Recreation Coordinator II CMO Management Analyst <u>Senior Human Resources Analyst</u>	Annual	63,420	65,957	68,595	71,339	74,192	77,160
51	Web Developer	Annual	64,999	67,599	70,303	73,115	76,040	79,082
52	CRT Supervisor Public Works Administrative Manager Development Review Engineer I <u>Construction Inspection Supervisor</u> <u>Fleet, Facilities & Prop Mgt Supv</u>	Annual	66,662	69,328	72,101	74,985	77,985	81,104
53	Network Administrator	Annual	68,324	71,057	73,899	76,855	79,929	83,127
54	PW Maintenance Supervisor	Annual	70,014	72,815	75,727	78,756	81,907	85,183
55	Capital Projects Manager I GIS Specialist City Clerk	Annual	71,760	74,630	77,615	80,720	83,949	87,307
56	Parks Superintendent Recreation Superintendent Associate Traffic Engineer	Annual	73,588	76,532	79,593	82,777	86,088	89,531
57	Database Administrator	Annual	75,417	78,434	81,571	84,834	88,227	91,756
58		Annual	77,301	80,393	83,609	86,953	90,431	94,048
59	Building Official Economic Development Program Mgr Finance Manager Capital Projects Manager II Community Services Manager Intergovernmental Prog Manager Development Review Engineer II Permit Services Manager <u>Parks Superintendent</u> <u>Recreation Superintendent</u>	Annual	79,240	82,410	85,706	89,135	92,700	96,408
60		Annual	81,208	84,456	87,834	91,347	95,001	98,801
61	<u>Building Official</u>	Annual	83,258	86,588	90,052	93,654	97,400	101,296
62	Information Systems Manager Assistant Director PADS	Annual	85,336	88,749	92,299	95,991	99,831	103,824

ATTACHMENT D

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

Mkt Adj 5.22%

Salary Table 01 - EXEMPT

Effective Jan 1, 2009

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
63	Assistant City Attorney Traffic Engineer SW & Environmental Svcs Manager	Annual	87,441	90,939	94,577	98,360	102,294	106,386
64	Aurora Corridor Project Manager Capital Project Administrator Communications & IR Director	Annual	89,658	93,244	96,974	100,853	104,887	109,083
65	<u>Capital Project Administrator</u> <u>Transportation Svcs Division Mgr</u>	Annual	91,875	95,550	99,371	103,346	107,480	111,779
66	<u>Information Systems Manager</u>	Annual	94,174	97,941	101,859	105,933	110,170	114,577
67		Annual	96,557	100,419	104,436	108,613	112,958	117,476
68	Human Resources Director	Annual	98,940	102,897	107,013	111,294	115,745	120,375
69	Public Works Operations Manager	Annual	101,433	105,491	109,710	114,099	118,663	123,409
70	Assistant City Manager <u>Human Resources Director</u>	Annual	103,955	108,113	112,437	116,935	121,612	126,477
71		Annual	106,559	110,821	115,254	119,864	124,659	129,645
72	Finance Director Parks, Rec & Cultural Services Director Planning & Dev Services Director Public Works Director	Annual	109,246	113,616	118,161	122,887	127,803	132,915
73	City Attorney	Annual	111,962	116,440	121,098	125,942	130,979	136,219
74	<u>Assistant City Manager</u> <u>Finance Director</u> <u>Parks, Rec & Cultural Svcs Director</u> <u>Planning & Dev Services Director</u> <u>Public Works Director</u> <u>City Attorney</u>	Annual	114,760	119,350	124,124	129,089	134,253	139,623
75		Annual	117,642	122,347	127,241	132,331	137,624	143,129

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

Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2009

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Hourly	9.08	9.45	9.83	10.22	10.63	11.05
2		Hourly	9.32	9.70	10.09	10.49	10.91	11.34
3		Hourly	9.54	9.92	10.32	10.73	11.16	11.60
4		Hourly	9.78	10.17	10.57	11.00	11.44	11.90
5		Hourly	10.03	10.43	10.85	11.28	11.73	12.20
6		Hourly	10.28	10.69	11.12	11.57	12.03	12.51
7		Hourly	10.55	10.97	11.41	11.87	12.34	12.84
8		Hourly	10.82	11.25	11.70	12.17	12.65	13.16
9		Hourly	11.07	11.51	11.97	12.45	12.95	13.47
10		Hourly	11.36	11.82	12.29	12.78	13.29	13.82
11		Hourly	11.63	12.09	12.58	13.08	13.60	14.15
12		Hourly	11.92	12.40	12.89	13.41	13.95	14.50
13		Hourly	12.23	12.72	13.23	13.75	14.31	14.88
14		Hourly	12.53	13.04	13.56	14.10	14.66	15.25
15	Lifeguard/Instructor II	Hourly	12.84	13.35	13.89	14.44	15.02	15.62
16		Hourly	13.17	13.70	14.25	14.82	15.41	16.03
17		Hourly	13.51	14.05	14.61	15.19	15.80	16.43
18		Hourly	13.83	14.38	14.95	15.55	16.18	16.82
19		Hourly	14.17	14.74	15.33	15.94	16.58	17.24
20		Hourly	14.53	15.11	15.72	16.35	17.00	17.68
21		Hourly	14.89	15.49	16.11	16.75	17.42	18.12
22		Hourly	15.28	15.89	16.53	17.19	17.87	18.59
23		Hourly	15.65	16.28	16.93	17.61	18.31	19.04
24	Senior Lifeguard	Hourly	16.05	16.69	17.36	18.06	18.78	19.53
25		Hourly	16.44	17.09	17.78	18.49	19.23	20.00
26		Hourly	16.85	17.52	18.23	18.95	19.71	20.50

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2009

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
27	Teen Program Assistant Recreation Assistant I	Hourly	17.28	17.97	18.69	19.43	20.21	21.02
28		Hourly	17.72	18.42	19.16	19.93	20.73	21.55
29		Hourly	18.16	18.88	19.64	20.42	21.24	22.09
30		Hourly	18.61	19.35	20.13	20.93	21.77	22.64
31	Recreation Assistant II Administrative Assistant I	Hourly	19.07	19.84	20.63	21.46	22.31	23.21
32	Public Works Maintenance Worker I Parks Maintenance Worker I	Hourly	19.55	20.34	21.15	22.00	22.88	23.79
33		Hourly	20.05	20.85	21.68	22.55	23.45	24.39
34		Hourly	20.54	21.36	22.22	23.10	24.03	24.99
35	Finance Technician Administrative Assistant II Recreation Assistant III	Hourly	21.05	21.89	22.76	23.67	24.62	25.61
36		Hourly	21.59	22.46	23.35	24.29	25.26	26.27
37	Parks Maintenance Worker II Public Works Maintenance Worker II Accounts Payable/Payroll Technician Capital Projects Technician	Hourly	22.11	23.00	23.92	24.87	25.87	26.90
38	Technical Assistant	Hourly	22.66	23.56	24.51	25.49	26.51	27.57
39	Environmental Programs Assistant Facilities Maintenance Worker II Payroll Officer Administrative Assistant III <u>Recreation and Class Prog Assistant</u>	Hourly	23.23	24.16	25.13	26.13	27.18	28.26
40	Engineering Technician	Hourly	23.82	24.77	25.76	26.79	27.86	28.98
41	Surface Water Quality Specialist	Hourly	24.42	25.39	26.41	27.47	28.56	29.71
42	Deputy City Clerk Sr. Public Works Maintenance Worker Records and Information Manager Senior Parks Maintenance Worker	Hourly	25.03	26.03	27.07	28.15	29.28	30.45

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2009

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
43	Environmental Educator Right-of-Way Inspector CRT Representative	Hourly	25.66	26.68	27.75	28.86	30.01	31.21
44	Plans Examiner I	Hourly	26.29	27.35	28.44	29.58	30.76	31.99
45	Associate Planner Lead CRT Representative	Hourly	26.95	28.03	29.15	30.31	31.52	32.79
46	Recreation Coordinator I Code Enforcement Officer	Hourly	27.61	28.72	29.87	31.06	32.30	33.60
47	Computer/Network Specialist	Hourly	28.33	29.47	30.64	31.87	33.15	34.47
48	Plans Examiner II Combination Inspector	Hourly	29.03	30.19	31.39	32.65	33.96	35.31
49	Facilities Supervisor	Hourly	29.76	30.95	32.19	33.47	34.81	36.20
50		Hourly	30.49	31.71	32.98	34.30	35.67	37.10
51		Hourly	31.25	32.50	33.80	35.15	36.56	38.02
52	Plans Examiner III	Hourly	32.05	33.33	34.66	36.05	37.49	38.99
53		Hourly	32.85	34.16	35.53	36.95	38.43	39.96
54		Hourly	33.66	35.01	36.41	37.86	39.38	40.95
55		Hourly	34.50	35.88	37.32	38.81	40.36	41.97
56		Hourly	35.38	36.79	38.27	39.80	41.39	43.04
57		Hourly	36.26	37.71	39.22	40.79	42.42	44.11
58		Hourly	37.16	38.65	40.20	41.80	43.48	45.22
59		Hourly	38.10	39.62	41.21	42.85	44.57	46.35
60		Hourly	39.04	40.60	42.23	43.92	45.67	47.50
61		Hourly	40.03	41.63	43.29	45.03	46.83	48.70
62		Hourly	41.03	42.67	44.37	46.15	48.00	49.92
63		Hourly	42.04	43.72	45.47	47.29	49.18	51.15
64		Hourly	43.10	44.83	46.62	48.49	50.43	52.44
65		Hourly	44.17	45.94	47.77	49.69	51.67	53.74
66		Hourly	45.28	47.09	48.97	50.93	52.97	55.09

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2009

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
67		Hourly	46.42	48.28	50.21	52.22	54.31	56.48
68		Hourly	47.57	49.47	51.45	53.51	55.65	57.87
69		Hourly	48.77	50.72	52.75	54.86	57.05	59.33
70		Hourly	49.98	51.98	54.06	56.22	58.47	60.81
71		Hourly	51.23	53.28	55.41	57.63	59.93	62.33
72		Hourly	52.52	54.62	56.81	59.08	61.44	63.90
73		Hourly	53.83	55.98	58.22	60.55	62.97	65.49
74		Hourly	55.17	57.38	59.68	62.06	64.54	67.13
75		Hourly	56.56	58.82	61.17	63.62	66.17	68.81