

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adoption of Ordinance No. 404, the year 2006 Budget and Resolution 239 Revising Benefit and Compensation Plan for Employees

DEPARTMENT: City Manager's Office

PRESENTED BY: Steve Burkett, City Manager

PROBLEM/ISSUE STATEMENT:

The City must adopt its budget for 2006 by December 31, 2005. Ordinance No. 404 will establish the City's appropriations for 2006 and adopt the 2006 salary and fee schedules included in the budget document. Resolution No. 239 will amend the City's personnel policies to allow the City Manager to determine the annual compensation for a member of the City's Leadership Team and to incorporate the annual vacation buy-out program.

Subsequent to the distribution of this report, an additional budget workshop will be held on November 21, 2005. Any recommended changes from that workshop will be included in the final ordinance that will be presented to the City Council for adoption on November 28, 2005.

FINANCIAL IMPACT: The 2006 Proposed Budget totals \$78,936,984. The following table is a summary of the proposed budget by fund:



Fund	2006 Proposed Budget			2005 Current		05 - '06 % Change
	Beginning Fund Balance	Revenue	Expenditures	Ending Fund Balance	Budget Expenditures	
Operating Funds:						
General Fund	7,815,669	27,097,636	28,943,488	5,969,817	30,986,451	-6.6%
General Reserve	2,140,189	38,350	0	2,178,539	0	n/a
Streets	527,103	2,469,877	2,469,877	527,103	2,374,833	4.0%
Surface Water Management	2,896,882	2,779,067	4,982,116	693,833	2,898,600	71.9%
Code Abatement	86,095	102,500	100,000	88,595	100,000	0.0%
Asset Seizure	25,558	23,500	23,000	26,058	23,000	0.0%
Sub-Total Operating Funds	13,491,497	32,510,930	36,518,481	9,483,946	36,382,884	0.4%
Internal Service Funds:						
Equipment Replacement	1,353,649	299,308	138,180	1,514,777	189,636	-27.1%
Public Art Fund	406,518	33,892	0	440,410	193,995	-100.0%
Unemployment	72,154	10,450	10,000	72,604	10,000	0.0%
Vehicle Operations & Maintenance	52,139	88,717	88,717	52,139	71,824	23.5%
Sub-Total Internal Service Funds	1,884,460	432,367	236,897	2,079,930	465,455	-49.1%
Capital Funds:						
Arterial Streets	17,370	0	0	17,370	353,358	-100.0%
General Capital	7,871,969	13,383,259	13,728,930	7,526,298	17,195,000	-20.2%
City Facility-Major Maintenance Fund	156,000	74,680	60,000	170,680	124,000	-51.6%
Roads Capital	10,007,750	23,290,590	26,987,116	6,311,224	33,203,548	-18.7%
Surface Water Capital	2,543,666	3,311,667	1,405,560	4,449,773	3,477,626	-59.6%
Sub-Total Capital Funds	20,596,755	40,060,196	42,181,606	18,475,345	54,353,532	-22.4%
Total City Budget	35,972,712	73,003,493	78,936,984	30,039,221	91,201,871	-13.4%

RECOMMENDATION

Staff recommends that Council approve the 2006 Budget Ordinance No. 404 and Resolution No. 239.

Approved By:

City Manager

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INTRODUCTION

Since the presentation of the proposed 2006 budget to Council on October 17, the City Council will have held four public workshops to review the budget and two public hearings to take citizen's comments. Based upon these discussions and Council's direction, staff will make adjustments to the proposed budget as directed and present Ordinance No. 404 for adoption of the 2006 budget to Council on November 28, 2005.

BACKGROUND

On October 17, the 2006 proposed budget was presented to the City Council. Two budget workshops were held on November 7 and November 14, 2005, where Council reviewed with City staff each departmental budget. At that time, Council discussed its priorities and provided input to the City Manager on the proposed budget. The public was also able to comment at each of these workshops and at the public hearings held on October 24 and November 14. On November 14, the Council held a public hearing to receive public comment on the proposed 2006 property tax levy and the proposed 2006 revenue sources.

A final budget workshop will be held on November 21, 2005. This report does not include any recommendations made by the City Council during the final workshop. Any changes to the proposed budget that are recommended during the November 21 workshop will be included in the final ordinance that will be presented to the City Council for adoption.

The 2006 budget ordinance, as included in this packet, would appropriate a total of \$78,936,984 to fifteen separate funds. The 2006 budget appropriates \$28,943,488 to the General Fund for the general operations of the City.

Components of the 2006 proposed budget include the 2006 Salary Schedule and the 2006 Fee Schedule. Adoption of Ordinance No. 404 will result in the adoption of these schedules. For easy reference, both the 2006 Salary Schedule (Attachment B) and the 2006 Fee Schedule (Attachment C) are attached to this staff report. Additionally, Resolution No. 239 will amend the City's personnel policies to allow the City Manager to determine the annual compensation for a member of the City's Leadership Team and to incorporate the annual vacation buy-out program (See November 14, 2005 Staff Report "2006 Proposed Budget Discussion" for details).

The 2006 Salary Schedule, as provided in the 2006 proposed budget, includes a recommended market rate adjustment of 2.28%. The City performs an annual survey of comparable cities and determined that the median salary adjustment for the cities surveyed was 2.28%. The 2006 Salary Schedule also establishes salary ranges for members of the City's Leadership Team with a minimum and maximum salary, but no specific steps.

As per Council policy, the 2006 Fee Schedule includes inflationary adjustments of 2.5% based upon the change in the June 2004 to June 2005 Seattle Consumer Price Index for all Urban Consumers (CPI-U). The City's land-use and non-building permit base hourly rate will increase by \$3 per hour to a 2006 rate of \$127. Recreation fees were

reviewed for both inflationary adjustments and market comparison. Based upon this review, staff recommends a market adjustment for some fees, continuing the use of direct and indirect costs to establish recreational class fees and implementation of a resident discount fee.

The 2006 Fee Schedule also includes an adjustment to the City's surface water utility rates for 2006. The Surface Water Master Plan, adopted by the City Council in 2005, recommended a fee structure that would provide priority level one through three operation and maintenance requirements and level one and two of future capital project improvements over the next 20 years. The proposed rate increase for 2006 is \$9 or approximately 9% for a single-family home, bringing the proposed 2006 fee to \$111. The current annual fee for a single family home is \$102. Rates based on impervious surface will also be increased by approximately 9%. Future surface water utility rate increases are estimated at \$6 per year for the next five years, and then a rate of .65% over the rate of inflation annually.

RECOMMENDATION

Staff recommends that Council approve the 2006 Budget Ordinance No. 404 and Resolution No. 239.

ATTACHMENTS

- Attachment A – Ordinance No. 404, Adopting the annual Budget of the City of Shoreline for the Year 2006
- Attachment B – 2006 Salary Schedule
- Attachment C – 2006 Fee Schedule
- Attachment D – Resolution No. 239, Amending the City's Personnel Policies

ORDINANCE NO. 404**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
ADOPTING THE ANNUAL BUDGET OF THE CITY OF SHORELINE
FOR THE YEAR 2005**

WHEREAS, State law, Chapter 35A.33 RCW requires the City to adopt an annual budget and provides procedures for the filing of a proposed budget, deliberations, public hearings, and final fixing of the budget; and

WHEREAS, a proposed budget for fiscal year 2006 has been prepared and filed, a public hearing has been held for the purposes of fixing the final budget, and the City Council has deliberated and has made adjustments and changes deemed necessary and proper; and

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

Section 1. The 2006 Final Budget for the City of Shoreline for the period January 1, 2006 through December 31, 2006 as set forth in the 2006 Adopted Budget, 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 below:

General Fund	\$28,943,488
Street Fund	2,469,877
Arterial Street Fund	0
Surface Water Management Fund	4,982,116
General Reserve Fund	0
Code Abatement Fund	100,000
Asset Seizure Fund	23,000
Public Arts Fund	0
General Capital Fund	13,728,930
City Facility-Major Maintenance Fund	60,000
Roads Capital Fund	26,987,116
Surface Water Capital Fund	1,405,560
Vehicle Operations/Maintenance Fund	88,717
Equipment Replacement Fund	138,180
Unemployment Fund	10,000
Total Funds	<u>\$78,936,984</u>

Section 3. Copies of Budget to be Filed. The City Clerk is directed to transmit a complete copy of the Final Budget as adopted 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.33.075.

Section 4. 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 5. 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 January 1, 2006.

Mayor Ronald B. Hansen

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:

Effective Date: January 1, 2006

ATTACHMENT B

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table

01 - Exempt

Range	Title	Maximum						
		Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1		Annual	16,776	17,465	18,153	18,867	19,629	20,416
2		Annual	17,219	17,883	18,596	19,334	20,097	20,908
3		Annual	17,612	18,325	19,063	19,826	20,613	21,449
4		Annual	18,055	18,793	19,531	20,318	21,130	21,991
5		Annual	18,522	19,260	20,047	20,834	21,671	22,532
6		Annual	18,990	19,728	20,539	21,351	22,212	23,098
7		Annual	19,482	20,244	21,056	21,892	22,778	23,688
8		Annual	19,974	20,761	21,572	22,458	23,343	24,278
9		Annual	20,441	21,277	22,114	22,999	23,934	24,893
10		Annual	20,982	21,818	22,679	23,589	24,524	25,508
11		Annual	21,474	22,360	23,245	24,180	25,139	26,148
12		Annual	22,015	22,901	23,835	24,770	25,779	26,812
13		Annual	22,581	23,491	24,426	25,410	26,418	27,476
14		Annual	23,147	24,057	25,041	26,049	27,082	28,165
15		Annual	23,712	24,672	25,656	26,689	27,747	28,853
16		Annual	24,327	25,311	26,320	27,353	28,460	29,591

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Range	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
17		Annual	24,942	25,926	26,959	28,042	29,173	30,329
18		Annual	25,533	26,566	27,624	28,730	29,887	31,092
19		Annual	26,172	27,230	28,312	29,444	30,624	31,854
20		Annual	26,836	27,919	29,026	30,206	31,412	32,666
21		Annual	27,501	28,607	29,764	30,944	32,174	33,478
22		Annual	28,214	29,321	30,501	31,731	32,986	34,314
23		Annual	28,903	30,059	31,264	32,519	33,822	35,175
24		Annual	29,641	30,797	32,051	33,330	34,659	36,036
25		Annual	30,354	31,584	32,838	34,167	35,519	36,946
26		Annual	31,116	32,371	33,650	35,003	36,405	37,881
27		Annual	31,904	33,183	34,536	35,913	37,340	38,816
28		Annual	32,715	34,019	35,372	36,799	38,274	39,800
29		Annual	33,527	34,880	36,282	37,709	39,234	40,783
30		Annual	34,363	35,741	37,168	38,668	40,193	41,817
31		Annual	35,224	36,651	38,102	39,627	41,202	42,850
32		Annual	36,110	37,561	39,062	40,611	42,235	43,932
33		Annual	37,020	38,496	40,021	41,644	43,292	45,039
34		Annual	37,930	39,455	41,029	42,677	44,375	46,146
35		Annual	38,865	40,439	42,038	43,735	45,482	47,302

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Range	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
36		Annual	39,873	41,448	43,120	44,818	46,613	48,483
37		Annual	40,833	42,481	44,178	45,949	47,769	49,688
38		Annual	41,841	43,514	45,260	47,081	48,975	50,918
39		Annual	42,899	44,621	46,416	48,261	50,204	52,197
40		Annual	43,981	45,752	47,572	49,491	51,459	53,525
41	Planner I	Annual	45,088	46,908	48,778	50,721	52,738	54,853
42		Annual	46,220	48,064	49,983	51,976	54,042	56,231
43		Annual	47,376	49,270	51,238	53,279	55,419	57,633
44		Annual	48,556	50,500	52,517	54,608	56,797	59,060
45	Grants Specialist Planner II Executive Assistant to the City Manager	Annual	49,762	51,754	53,820	55,985	58,223	60,560
46	Budget Analyst Management Analyst Staff Accountant Recreation Coordinator	Annual	50,992	53,058	55,173	57,362	59,675	62,061
47	Human Resources Analyst	Annual	52,320	54,386	56,575	58,814	61,175	63,635
48	Purchasing Officer	Annual	53,599	55,739	57,977	60,290	62,700	65,209
49	Coordinator Office of Neigh Customer Resp. Team Superv. Planner III Emergency Management Coordinator	Annual	54,952	57,141	59,429	61,790	64,275	66,833
50	Communications Specialist Senior Accountant	Annual	56,305	58,543	60,905	63,340	65,873	68,505

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Range	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
51	Web Developer	Annual	57,707	60,019	62,430	64,914	67,521	70,227
52	Associate Traffic Engineer Public Works Administrative Manager Development Review Engineer	Annual	59,183	61,544	64,004	66,562	69,219	71,998
53	Network Administrator	Annual	60,659	63,069	65,603	68,235	70,965	73,794
54	PW Maintenance Supervisor	Annual	62,159	64,643	67,226	69,932	72,736	75,639
55	Capital Projects Manager I GIS Specialist Human Services Manager City Clerk	Annual	63,709	66,267	68,924	71,679	74,556	77,533
56	Parks Superintendent Recreation Superintendent Permit Services Manager	Annual	65,332	67,940	70,645	73,474	76,401	79,476
57	Database Administrator	Annual	66,956	69,637	72,416	75,319	78,320	81,468
58	Assistant City Attorney	Annual	68,628	71,359	74,212	77,188	80,288	83,486
59	Building Official Economic Development Program Mgr Finance Manager Capital Projects Manager II Surface Water & Env Svcs Mgr Traffic Engineer	Annual	70,350	73,179	76,082	79,132	82,305	85,576
60		Annual	72,097	74,975	77,976	81,100	84,346	87,716
61	-	Annual	73,917	76,869	79,943	83,141	86,462	89,930
62	Information Systems Manager Asst PADS Director	Annual	75,762	78,812	81,960	85,232	88,627	92,169
63	-	Annual	77,631	80,755	83,977	87,347	90,840	94,481

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Range	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
64	Aurora Corridor Project Manager	Annual	79,599	82,772	86,093	89,537	93,103	96,842
65	-	Annual	81,567	84,838	88,233	91,750	95,440	99,253
66	City Engineer PW Operations Manager	Annual	83,609	86,954	90,447	94,063	97,826	101,737
67	-	Annual	85,724	89,143	92,710	96,424	100,286	104,271
68	-	Annual	87,839	91,357	94,997	98,810	102,770	106,878
69	-	Annual	90,053	93,644	97,383	101,294	105,329	109,559
70	-	Annual	92,292	95,981	99,843	103,828	107,985	112,290
71	-	Annual	94,604	98,392	102,328	106,411	110,666	115,094
72	-	Annual	96,990	100,852	104,886	109,092	113,446	117,972
73	-	Annual	99,400	103,385	107,518	111,822	116,275	120,924
74	-	Annual	101,885	105,943	110,199	114,602	119,202	123,949
75	-	Annual	104,443	108,625	112,954	117,480	122,178	127,049

ATTACHMENT B

City of Shoreline Range Placement Table

2.5% Between Ranges; 4% Between Steps
January 1, 2005

Salary Table 02 - Non-Exempt

Range	Title	Hourly	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
		Rate						Step 6
1		Hourly	8.07	8.40	8.73	9.07	9.44	9.82
2		Hourly	8.28	8.60	8.94	9.30	9.66	10.05
3		Hourly	8.47	8.81	9.17	9.53	9.91	10.31
4		Hourly	8.68	9.04	9.39	9.77	10.16	10.57
5		Hourly	8.90	9.26	9.64	10.02	10.42	10.83
6		Hourly	9.13	9.48	9.87	10.26	10.68	11.10
7		Hourly	9.37	9.73	10.12	10.53	10.95	11.39
8		Hourly	9.60	9.98	10.37	10.80	11.22	11.67
9	Lifeguard/Instructor II	Hourly	9.83	10.23	10.63	11.06	11.51	11.97
10		Hourly	10.09	10.49	10.90	11.34	11.79	12.26
11		Hourly	10.32	10.75	11.18	11.62	12.09	12.57
12		Hourly	10.58	11.01	11.46	11.91	12.39	12.89
13		Hourly	10.86	11.29	11.74	12.22	12.70	13.21
14		Hourly	11.13	11.57	12.04	12.52	13.02	13.54
15		Hourly	11.40	11.86	12.33	12.83	13.34	13.87
16		Hourly	11.70	12.17	12.65	13.15	13.68	14.23
17		Hourly	11.99	12.46	12.96	13.48	14.03	14.58
18	Senior Lifeguard	Hourly	12.28	12.77	13.28	13.81	14.37	14.95
19		Hourly	12.58	13.09	13.61	14.16	14.72	15.31
20		Hourly	12.90	13.42	13.95	14.52	15.10	15.70
21		Hourly	13.22	13.75	14.31	14.88	15.47	16.10

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Range	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
22		Hourly	13.56	14.10	14.66	15.26	15.86	16.50
23		Hourly	13.90	14.45	15.03	15.63	16.26	16.91
24		Hourly	14.25	14.81	15.41	16.02	16.66	17.33
25		Hourly	14.59	15.18	15.79	16.43	17.08	17.76
26		Hourly	14.96	15.56	16.18	16.83	17.50	18.21
27	Teen Program Assistant Recreation Assistant I	Hourly	15.34	15.95	16.60	17.27	17.95	18.66
28		Hourly	15.73	16.36	17.01	17.69	18.40	19.13
29	Administrative Assistant I	Hourly	16.12	16.77	17.44	18.13	18.86	19.61
30		Hourly	16.52	17.18	17.87	18.59	19.32	20.10
31	Recreation Assistant II Park Maintenance Wrkr I	Hourly	16.93	17.62	18.32	19.05	19.81	20.60
32	Public Wks. Maint. Worker I	Hourly	17.36	18.06	18.78	19.52	20.31	21.12
33	Finance Technician Administrative Assistant II	Hourly	17.80	18.51	19.24	20.02	20.81	21.65
34	Technical Assistant	Hourly	18.24	18.97	19.73	20.52	21.33	22.19
35	Capital Projects Technician Accounts Payable/Payroll Technician Park Maintenance Wrkr II	Hourly	18.69	19.44	20.21	21.03	21.87	22.74
36		Hourly	19.17	19.93	20.73	21.55	22.41	23.31
37	Public Wks. Maint. Worker II Administrative Assistant III	Hourly	19.63	20.42	21.24	22.09	22.97	23.89
38	Payroll Officer	Hourly	20.12	20.92	21.76	22.63	23.55	24.48
39	Senior Park Maint Worker Facilities Maint. Worker II	Hourly	20.62	21.45	22.32	23.20	24.14	25.09
40	Project Inspector I Engineering Technician	Hourly	21.14	22.00	22.87	23.79	24.74	25.73

ATTACHMENT B

Range	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
41	CRT Representative Surface Water Quality Specialist	Hourly	21.68	22.55	23.45	24.39	25.35	26.37
42	Deputy City Clerk Sr. Public Works Maint. Worker Records and Information Manager	Hourly	22.22	23.11	24.03	24.99	25.98	27.03
43	Environmental Educator Right-of-Way Inspector	Hourly	22.78	23.69	24.63	25.62	26.64	27.71
44	Code Enforcement Officer Plans Examiner I	Hourly	23.34	24.28	25.25	26.25	27.31	28.39
45	Planner II	Hourly	23.92	24.88	25.88	26.92	27.99	29.12
46	Recreation Coordinator Project Inspector II	Hourly	24.52	25.51	26.53	27.58	28.69	29.84
47	Computer/Network Specialist	Hourly	25.15	26.15	27.20	28.28	29.41	30.59
48	Plans Examiner II Combination Inspector	Hourly	25.77	26.80	27.87	28.99	30.14	31.35
49	Facilities Supervisor	Hourly	26.42	27.47	28.57	29.71	30.90	32.13
50		Hourly	27.07	28.15	29.28	30.45	31.67	32.94
51		Hourly	27.74	28.86	30.01	31.21	32.46	33.76
52	Plans Examiner III	Hourly	28.45	29.59	30.77	32.00	33.28	34.61
53		Hourly	29.16	30.32	31.54	32.81	34.12	35.48
54		Hourly	29.88	31.08	32.32	33.62	34.97	36.36
55		Hourly	30.63	31.86	33.14	34.46	35.84	37.28
56		Hourly	31.41	32.66	33.96	35.32	36.73	38.21
57		Hourly	32.19	33.48	34.82	36.21	37.65	39.17
58		Hourly	32.99	34.31	35.68	37.11	38.60	40.14
59		Hourly	33.82	35.18	36.58	38.04	39.57	41.14
60		Hourly	34.66	36.05	37.49	38.99	40.55	42.17
61		Hourly	35.54	36.96	38.43	39.97	41.57	43.24
62		Hourly	36.42	37.89	39.40	40.98	42.61	44.31

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Range	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
63		Hourly	37.32	38.82	40.37	41.99	43.67	45.42
64		Hourly	38.27	39.79	41.39	43.05	44.76	46.56
65		Hourly	39.21	40.79	42.42	44.11	45.88	47.72
66		Hourly	40.20	41.80	43.48	45.22	47.03	48.91
67		Hourly	41.21	42.86	44.57	46.36	48.21	50.13
68		Hourly	42.23	43.92	45.67	47.50	49.41	51.38
69		Hourly	43.29	45.02	46.82	48.70	50.64	52.67
70		Hourly	44.37	46.14	48.00	49.92	51.92	53.99
71		Hourly	45.48	47.30	49.20	51.16	53.20	55.33
72		Hourly	46.63	48.49	50.43	52.45	54.54	56.72
73		Hourly	47.79	49.70	51.69	53.76	55.90	58.14
74		Hourly	48.98	50.93	52.98	55.10	57.31	59.59
75		Hourly	50.21	52.22	54.30	56.48	58.74	61.08

ATTACHMENT B

Salary Ranges for Classifications on the Leadership Team				
Range	Title		Minimum Salary	Maximum Salary
64	Communications & IR Director	Annual	79,599	96,842
65			81,567	99,253
66			83,609	101,737
67			85,724	104,271
68	Human Resources Director	Annual	87,839	106,878
69			90,053	109,559
70	Assistant City Manager	Annual	92,292	112,290
71			94,604	115,094
72	Finance Director Parks, Rec & Cultural Services Director Planning & Devel. Svcs. Director Public Works Director	Annual	96,990	117,972
73	City Attorney		99,400	120,924
74	Deputy City Manager		101,885	123,949
75				

The City Manager determines actual annual salary using the following criteria:

- Length of employment in the position
- Performance and Work Plan Achievement
- Results of the employees annual performance evaluation
- The City's annual market adjustment

ATTACHMENT C

City of Shoreline Planning and Development Services 2006 Proposed Fee Schedule (Page 1 of 4)			2006 Proposed Fees
Type of Permit Application			\$127 Per Hour
Appeals	Hourly Rate		\$390
Accessory Dwelling Unit	Hourly Rate	1 Hour Minimum	\$127
Adult Family Home	Hourly Rate	2 1/2 Hour Minimum	\$318
Building Permit		Table 1A of Current Edition of the Uniform Building Code	
Plan Review		65% of the Building Permit Fee	
All Other Plan Reviews or Work	Hourly Rate	1 Hour Minimum	\$127
Building Permit Fee for Work Commenced Without a Building Permit		Twice the Applicable Permit Fee	
Continuation and/or Minor Alteration of Nonconforming Use	Hourly Rate	1 Hour Minimum	\$127
Clearing and Grading Permit	Hourly Rate	3 Hour Minimum	\$381
Home Occupation, Bed and Breakfast, Boarding House	Hourly Rate	1 Hour Minimum	\$127
Interpretation of Development Code	Hourly Rate	1 Hour Minimum	\$127
Mechanical:			
Residential Furnace	Hourly Rate	1 Hour Minimum	\$127
Residential Fireplace (up to two)	Hourly Rate	1 Hour Minimum	\$127
Commercial Mechanical	Hourly Rate	3 Hour Minimum	\$381
All Other Mechanical (Residential and Commercial)	Hourly Rate	1 Hour Minimum	\$127
Planned Action Determination	Hourly Rate	1 Hour Minimum	\$127
Plumbing:			
Plumbing Systems Base (including 4 fixtures), \$10 per fixture over 4	Hourly Rate	1 Hour Minimum	\$127
Gas Piping Systems Base (including 4 outlets), \$10 per outlet over 4	Hourly Rate	1 Hour Minimum	\$127
Backflow Prevention Device Base (including 4 devices), \$10 per device over 4	Hourly Rate	1 Hour Minimum	\$127
Right-of-Way:			
All Work	Hourly Rate	1 Hour Minimum	\$127
Sign Permit	Hourly Rate	2 Hour Minimum	\$254
Temporary Use Permit (TUP)	Hourly Rate	2 Hour Minimum	\$254
Variance from Engineering Standards	Hourly Rate	3 Hour Minimum	\$381
Conditional Use Permit	Hourly Rate	30 Hour Minimum plus	\$3,810
Critical Areas Reasonable Use Permit (CARUP)	Hourly Rate	8 Hour Minimum	\$1,016
		Public Hearing	\$1,950
Critical Areas Special Use Permit (CASUP)	Hourly Rate	8 Hour Minimum	\$1,016
		Public Hearing	\$1,950
Environmental Review:			
Environmental Checklist (SEPA):			
Single-Family	Hourly Rate	10 Hour Minimum	\$1,270
Multi-family / Commercial	Hourly Rate	15 Hour Minimum	\$1,905
Environmental Impact Statement Review	Hourly Rate	35 Hour Minimum	\$4,445

ATTACHMENT C

City of Shoreline Planning and Development Services 2006 Proposed Fee Schedule (Page 2 of 4)			2006 Proposed Fees
Master Plan	Hourly Rate	60 Hour Minimum	\$7,620
		Public Hearing	\$1,950
Rezone	Hourly Rate	60 Hour Minimum plus	\$7,620
		Public Hearing	\$1,950
Pre-Application for Rezone	Hourly Rate	1 Hour Minimum	\$127
SCTF Special Use Permit (SUP)	Hourly Rate	60 Hour Minimum	\$7,620
		Public Hearing	\$1,950
Shoreline CUP	Hourly Rate	30 Hour Minimum	\$3,810
Shoreline Exemption	Hourly Rate	2 Hour Minimum	\$254
Shoreline Substantial Development:			
Substantial Development Permit (based on valuation)			
up to \$10,000	Hourly Rate	15 Hour Minimum	\$1,905
\$10,000 to \$500,000	Hourly Rate	34 Hour Minimum	\$4,318
over \$500,000	Hourly Rate	60 Hour Minimum	\$7,620
Shoreline Variance	Hourly Rate	30 Hour Minimum plus	\$3,810
		Public Hearing (if required)	\$1,950
Site Specific Comprehensive Plan Amendment	Hourly Rate	60 Hour Minimum	\$7,620
		Public Hearing	\$1,950
Pre-Application Meeting	Hourly Rate	1 Hour Minimum	\$127
SEPA Checklist	Hourly Rate	15 Hour Minimum	\$1,905
Special Use Permit	Hourly Rate	50 Hour Minimum plus	\$6,350
		Public Hearing	\$1,950
Street Vacation	Hourly Rate	40 Hour Minimum plus	\$5,080
		Public Hearing	\$1,950
Subdivisions:			
Binding Site Plan	Hourly Rate	6 Hour Minimum	\$762
Lot Line Adjustment	Hourly Rate	5 Hour Minimum	\$635
Preliminary Short Plat	Hourly Rate	30 Hour Minimum for two-lot short plat	\$3,810
	Hourly Rate	3 Hours for each additional lot plus	\$381
		Public Hearing (if required)	\$1,950
Final Short Plat	Hourly Rate	8 Hour Minimum	\$1,016
Site Development (Engineering Plans Review and Inspections)	Hourly Rate	12 Hour Minimum	\$1,524
Short Plat Change	Hourly Rate	12 Hour Minimum	\$1,524

ATTACHMENT C

City of Shoreline Planning and Development Services 2006 Proposed Fee Schedule (Page 3 of 4)			2006 Proposed Fees
Preliminary Subdivision	Hourly Rate	38 Hour Minimum	\$4,826
		\$34 Per Lot	\$34
		Public Hearing	\$1,950
Final Subdivision	Hourly Rate	30 Hours Minimum plus	\$3,810
		\$21 per lot	\$21
Zoning Variances	Hourly Rate	30 Hour Minimum plus	\$3,810
		Public Hearing (if required)	\$1,950
All Other Work:			
All Other Fees Per Hour	Hourly Rate	1 Hour Minimum	\$127
Fire Permit Fees			
Automatic Fire Alarm System:			
Existing System:			
New or relocated devices up to 5	Hourly Rate	1 Hour Minimum	\$127
New or relocated devices 6 up to 12 devices	Hourly Rate	3 Hour Minimum	\$381
Each additional new or relocated device over 12	Per Device	\$5 per device	
New System	Hourly Rate	4 Hour Minimum plus	\$508
Each additional new or relocated device over 30		\$5 per device	
Fire Extinguishing Systems:			
Commercial Cooking Hoods:			
1 to 12 flow points	Hourly Rate	3 Hour Minimum	\$381
More than 12	Hourly Rate	4 Hour Minimum	\$508
Other Fixed System Locations	Hourly Rate	4 Hour Minimum	\$508
Fire Pumps			
Commercial Systems	Hourly Rate	4 Hour Minimum	\$508
Commercial Flammable/Combustible Liquids:			
Aboveground Tank Installations (first tank)	Hourly Rate	2 Hour Minimum (first tank)	\$254
Underground Tank Installations:			
First Tank	Hourly Rate	2 Hour Minimum (first tank)	\$254
Additional tank	Hourly Rate	1 Hour Minimum (additional)	\$127
Underground Tank Piping (with new tank)	Hourly Rate	2 Hour Minimum (with new tank)	\$254
Underground Tank Piping Only (Vapor Recovery)	Hourly Rate	3 Hour Minimum (vapor recovery)	\$381
Underground Tank Removal:			
First tank	Hourly Rate	2 Hour Minimum	\$254
Additional		\$65 per additional tank	\$65
Compressed Gas Systems (Exception: medical gas systems require a City plumbing permit)			
Excess of quantities in table 105.6.9	Hourly Rate	2 Hour Minimum	\$254

ATTACHMENT C

City of Shoreline Planning and Development Services 2006 Proposed Fee Schedule (Page 4 of 4)			2006 Proposed Fees
High-Piled Storage:			
Class I – IV Commodities:			
501 – 2,500 square feet	Hourly Rate	2 Hour Minimum	\$254
2,501 – 12,000 square feet	Hourly Rate	3 Hour Minimum	\$381
Over 12,000 square feet	Hourly Rate	4 Hour Minimum	\$508
High Hazard Commodities:			
501 – 2,500 square feet	Hourly Rate	3 Hour Minimum	\$381
Over 2,501 square feet	Hourly Rate	5 Hour Minimum	\$635
Underground Fire Mains and Hydrants	Hourly Rate	3 Hour minimum	\$381
Industrial Ovens:			
Class A or B Furnaces	Hourly Rate	2 Hour Minimum	\$254
Class C or D Furnaces	Hourly Rate	4 Hour Minimum	\$508
LPG (Propane) Tanks:			
Commercial 500 Gallon Capacity	Hourly Rate	2 Hour Minimum	\$254
Commercial 500+ Gallon Capacity	Hourly Rate	3 Hour Minimum	\$381
Commercial, Temporary	Hourly Rate	1 Hour Minimum	\$127
Residential 0 - 500 Gal Capacity	Hourly Rate	1 Hour Minimum	\$127
Spray Booth	Hourly Rate	4 Hour Minimum	\$508
Sprinkler Systems (each riser):			
New Systems	Hourly Rate	5 Hour Minimum plus	\$635
	\$3	\$3 per head	
Existing System:			
1 – 10 heads	Hourly Rate	3 Hour Minimum	\$381
11 – 20 heads	Hourly Rate	4 Hour Minimum	\$508
More than 20 heads	Hourly Rate	5 Hour Minimum plus	\$635
	\$3	\$3 per head	
Residential (R-3) 13-D System:			
1 - 30 heads	Hourly Rate	3 Hour Minimum plus	\$381
More than 30 heads	\$3	\$3 per head	
Voluntary 13-D systems in <4800 gross sf residences when not required otherwise	Hourly Rate	1 Hour Minimum	\$127
Standpipe Systems	Hourly Rate	4 Hour Minimum	\$508
Temporary Tents and Canopies	Hourly Rate	1 Hour Minimum	\$127
Additional Fees:			
Projects that exceed the normal limits of anticipated work hours required for plans review or inspections because of scale or complexity may be assessed additional fees. All fees are calculated at an hourly rate of \$127, minimum one hour.	Hourly Rate	1 Hour Minimum	\$127
Reinspection fees may be assessed if work is incomplete, corrections not completed or the allotted time is depleted. Fees will be assessed at \$127 per hour, minimum one hour.	Hourly Rate	1 Hour Minimum	\$127

ATTACHMENT C

2006 Parks Fee Schedule Part 1 of 4 (Page 1 of 4)		
2006 Proposed Park Facility Rental and Drop-in Fee Schedule		
Fee	2006 Resident Rate	2006 Non-Resident Rate
Outdoor Rental Fees:		
Picnic Shelters – (same for all groups)		
Half Day	\$40	\$44.00
Full Day	\$60	\$66.00
Athletic Fields		
Lights (determined by dusk schedule)	\$14.50	\$14.50
Senior/Youth League Game and/or Practice	\$3.00	\$3.50
Adult Practice	\$13.00	\$14.50
Adult League	\$25.00	\$27.50
Indoor Rental Fees:		
Richmond Highlands (same for all groups) –		
Maximum Attendance 214		
Entire Building (including building monitor)	\$50.00	\$55.00
Gym Only	\$40.00	\$44.00
Café/Game Room	\$40.00	\$44.00
Spartan Recreation Center		
Spartan Recreation Center Fees for Youth Organizations		
Multi-Purpose Room 1	\$10.00	\$11.00
Multi-Purpose Room 1 w /Kitchen	\$16.00	\$17.50
Multi-Purpose Room 2	\$10.00	\$11.00
Multi-Purpose Room 2 w /Kitchen	\$16.00	\$17.50
Gymnastics Room	\$10.00	\$11.00
Dance Room	\$10.00	\$11.00
Gym-One Court	\$15.00	\$16.50
Entire Gym	\$30.00	\$33.00
Entire Facility	\$77.00	\$85.00
Basic Party Package (Includes 8 People)	\$80.00	\$86.00
Extra Individual	\$1.50	\$1.50
Deluxe Party Package (Includes 8 People)	\$180.00	\$186.00
Custom Party Package (Includes 8 People)	\$230.00	\$236.00
Extra Individual	\$9.00	\$9.00
Spartan Recreation Center Fees for Adult Groups:		
Multi-Purpose Room 1	\$20	\$22.00
Multi-Purpose Room 1 w /Kitchen	\$29	\$32.00
Multi-Purpose Room 2	\$20	\$22.00
Multi-Purpose Room 2 w /Kitchen	\$29	\$32.00
Gymnastics Room	\$20	\$22.00
Dance Room	\$20	\$22.00
Gym-One Court	\$29	\$32.00
Entire Gym	\$55	\$60.00
Entire Facility	\$105	\$115.00
*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)	123	\$175
Supervision Fee (if applicable)	16 per hour	16 per hour

ATTACHMENT C

2006 Parks Fee Schedule Part 2 of 4 (Page 2 of 4)		
2006 Proposed Park Facility Rental and Drop-in Fee Schedule		
Fee	2006 Resident Rate	2006 Non-Resident Rate
Daily Rates	Not to Exceed \$700.00/Day	Not to Exceed \$700.00/Day
Spartan Gym Tarp Installation	\$55.00	\$55.00
Concession / Admission / Sales During Indoor Facility Use:	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	\$1.00
Youth Drop-In	\$1	\$1.00
Youth Drop-In Ten Punch Card	\$8	\$9.00
Youth Drop-In Three Month Pass	\$20	\$22.00
Adult Drop-In	\$2	\$2.50
Adult Drop-In Ten Punch Card	\$18	\$22.00
Adult Drop-In Three Month Pass	\$46	\$50.00

ATTACHMENT C

2006 Parks Fee Schedule Part 3 of 4 (Page 3 of 4)		
2006 Proposed Aquatics Drop-in Fee Schedule		
Drop in Fees	Proposed 2006 Resident Rate	Proposed 2006 Non-Resident Rate
Adult	\$3.25	\$3.75
Child/Senior/Disabled	\$2.25	\$2.50
Family	\$8.00	\$9.00
Adult - Real Deal	\$1.50	\$2.00
Child/Senior/Disabled - Real Deal	\$1.00	\$1.25
Adult - 10 punch	\$26.00	\$30.00
Child/Senior/Disabled - 10 Punch	\$18.00	\$22.00
Family - 10 Punch	\$64.00	\$72.00
1 Month		
Adult - 1 mo	\$44.00	\$48.00
Child/Senior/Disabled - 1 mo	\$26.00	\$28.50
Family -1 mo	\$108.00	\$121.00
3 Month		
Adult -3 month	\$117.00	\$135.00
Child/Senior/Disabled - 3 mo	\$78.00	\$99.00
Family -3 mo	\$234.00	\$270.00
6 Month		
Adult -6 month	\$189.00	\$202.00
Child/Senior/Disabled - 6 mo	\$135.00	\$148.00
Family -6 mo	\$378.00	\$405.00
1 Year Pass		
Adult -	\$330.00	\$354.00
Child/Senior/Disabled	\$236.00	\$259.00
Family	\$661.00	\$708.00

ATTACHMENT C

2006 Parks Fee Schedule Part 4 of 4 (Page 4 of 4)		
2006 Proposed Aquatics Lesson and Rental Fee Schedule		
Lesson Program	Proposed 2006 Resident Rate	Proposed 2006 Non-Resident Rate
Parent & Tot	\$4.25	\$4.75
Preschool (1-5)	\$4.25	\$4.75
Youth (1&2)	\$4.25	\$4.75
Youth (3-7)	\$4.25	\$4.75
Adult	\$4.25	\$4.75
Water /Fitness-Adults	\$4.25	\$4.75
Water Fitness- Adults10x	\$36.00	\$40.00
Water Fitness Senior	\$3.00	\$3.75
Water Fitness Seniors10x	\$24.00	\$28.00
Arthritis - Adults	\$3.50	\$3.75
Arthritis - Adults 10x	\$35.00	\$37.50
Arthritis-Seniors	\$3.50	\$3.75
Arthritis - Adults 10x	\$35.00	\$37.50
Other Programs		
Swim Day Camp	\$90.00	\$100.00
Gators Swim /Dive 7 Wks	\$100.00	\$110.00
Rentals		
School Dist: Per 60 Kids/per Hour (non-agreement)	\$30.00	NA
Rentals On-Going (non-swim team)	\$55.00	NA
Swim Team Per/ Lane/Hr	\$8.00	NA
Public Rentals per Hour		
1-60	\$90.00	\$100.00
61-150	\$125.00	\$145.00

ATTACHMENT C

2006 Surface Water Management Rate Table

Rate Category	Percent Impervious Surface	Annual Service Charge	Per Unit	6% Utility Tax	Fee + Utility Tax
Residential: Single-family home		\$111	Parcel	\$6.66	\$117.66
Very Light	Less than or equal to 10%	\$111	Parcel	\$6.66	\$117.66
Light	More than 10%, less than or equal to 20%	\$259	Acre	\$15.54	\$274.53
Moderate	More than 20%, less than or equal to 45%	\$534	Acre	\$32.01	\$565.54
Moderately Heavy	More than 45%, less than or equal to 65%	\$1,036	Acre	\$62.16	\$1,098.12
Heavy	More than 65%, less than or equal to 85%	\$1,313	Acre	\$78.81	\$1,392.26
Very Heavy	More than 85%, less than or equal to 100%	\$1,720	Acre	\$103.23	\$1,823.67
Minimum Rate		\$111		\$6.66	\$117.66

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

*The flat rate service charge of \$111 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	Annual Service Charge	Per Unit	6% Utility Tax	Fee + Utility Tax
Residential: Single-Family Home	50%	\$55.50	Parcel	\$3.33	\$58.83
Very Light	50%	\$55.50	Parcel	\$3.33	\$58.83
Light	57%	\$111.00	Acre	\$6.66	\$117.66

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.

ATTACHMENT C

2006 Proposed Public Records Fee Schedule		
Public Records	Proposed 2006 Fee	Basis
Publications Copied on the Copier - if more than five pages	\$0.15	Per Page
Materials Provided on Computer Diskettes	\$1.50	Per Disk
Publication on CD	\$3.00	Per CD
Video Tapes	\$12.00	Per Tape
Audio Tapes	\$2.00	Per Tape
Photos/Slides	\$2.00 - 21.00	depending on size and process
Maps: Tabloid and Letter Size	\$1.50	Per Map
Maps Larger than 11 inches by 17 inches	\$1.50	Per Square Foot
Large Copies (24 inches by 36 inches)	\$3.00	Per Copy
Mylar Sheets	\$5.30	Per Sheet
Clerk Certification	\$1.00	Per Document
Custom GIS Mapping and Data Requests	\$75 Per Hour (1 Hour Minimum)	Per Hour
Financial Fees		
Insufficient funds or a closed account shall be assessed a collection fee	\$25.00	

RESOLUTION NO. 239

**A RESOLUTION OF THE CITY OF SHORELINE,
WASHINGTON, ADOPTING REVISIONS TO PERSONNEL
POLICIES REGARDING LEAVE BENEFITS AND THE
COMPENSATION PLAN FOR LEADERSHIP TEAM
CLASSIFICATIONS**

WHEREAS, the City of Shoreline has been operating under Personnel Policies last revised on October 23, 2000 by Resolution No. 170; and

WHEREAS, the City Council wishes to revise its Personnel Policies to provide flexibility in the use of vacation leave benefits and allow the City Manager to set compensation for Leadership Team employees within an approved range based on performance, length of service and market adjustment; now therefore

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
SHORELINE, WASHINGTON:**

Section 1. Revision. The City Manager is authorized to implement a revised *Personnel Policies*, filed with the City Clerk under receiving number _____, which shall include amendments to Policies 5.07 and 6.01 as set forth in Exhibit A attached hereto.

Section 2. Effective Date. The revised *Personnel Policies* shall take effect January 1, 2006.

ADOPTED BY THE CITY COUNCIL ON November 28, 2005.

Mayor Ron Hansen

ATTEST:

Scott Passey
City Clerk

5.07 Classification and Compensation Plan

The City has a strong interest in attracting and retaining excellent employees. It is the policy of the City to maintain a comprehensive classification and compensation program. Within budget limitations, the City endeavors to pay salaries competitive with those paid within comparable jurisdictions and within the applicable labor market.

The City Manager shall be responsible for the administration of the classification and compensation plan. All changes in classifications and changes in assignment of classifications to salary ranges must be approved by the City Manager.

- A. **Classifications.** A classification description consisting of an appropriate title, description of duties, statement of minimum education, experience and training is prepared and maintained for all regular positions within the City. Each classification is assigned a salary grade and corresponding salary range by the Human Resources Director and the City Manager, with input from the appropriate Department Director. Periodically, the City may revise its classification descriptions and re-evaluate individual jobs.
- B. **Classification Review.** An employee who does not believe that his or her classification accurately reflects the current duties of the position may request a review of his/her classification by the Department Director. After review by the Department Director and the Human Resources Director, any changes shall be recommended to the City Manager for reclassification as appropriate. The City Manager retains the final authority to approve or disapprove changes in classifications, within budgetary guidelines, and/or assignment of duties to employees. Any changes in classification that would increase an employee's pay rate will be retroactive to the date of submittal of the request for review.
- C. **Steps.** (Paragraph C does not apply to employees who are members of the City's Leadership Team) The compensation plan consists of minimum and maximum salaries and six salary steps for each class of positions. The steps are set at 4% increments. Each step is an annual step. Once the top step is reached, the employee remains in the top step as long as the employee remains in the position.
- D. **Starting Rates of Pay:** New employees generally will begin their employment at step 1 of the range for the classification. At the request of a Department Director, the Human Resources Director may recommend to the City Manager that a new employee start at a higher step. The City Manager must give approval prior to offering a salary above step 1. Offers will be extended by either the Human Resources Department or the Department Director.

Circumstances that support hiring above Step 1 include

- 1. Additional and directly applicable education or experience above the minimum requirements

2. Market conditions, including the applicant's current salary, that support a higher starting salary
3. The proposed higher salary will not create inequities with existing internal salaries

The starting rate of pay for new employees hired into Leadership Team positions shall be determined by the City Manager.

- E. **Step Increase.** (Paragraph E does not apply to employees who are members of the City's Leadership Team) Regular employees not at the top step will be considered annually for advancement to the next step. The employee will receive the step increase if approved by the Department Director as part of the employee's annual performance evaluation. The step increase will be effective on the step increase date.
- F. **Promotion.** A regular employee receiving a promotion shall be placed in the first step in the new range that provides for at least a 5% increase or the top step of the new range if there is not step that allows at least a 5% increase. The employee's promotion date becomes the employee's step increase date. A Leadership Team member receiving a promotion or an individual being promoted to a position on the Leadership Team shall have their salary established at the discretion of the City Manager.

If the Department Director believes that circumstances warrant an exception to the 5% placement rule, and if the Human Resources Director concurs, they may recommend to the City Manager a higher placement. Circumstances that support a placement greater than a 5% increase are:

1. Additional and directly applicable education or experience above the minimum requirements
2. Market conditions that support a higher starting salary
3. The proposed higher salary will not create inequities with existing internal salaries

- G. **Transfer.** A regular employee receiving a transfer shall remain in the same step and retain the same step increase date.

H. **Demotion.**

1. **Disciplinary Demotion.** If the demotion is a result of a disciplinary action, the employee shall be placed in the highest step in the new range that provides for a decrease. The demotion date will become the employee's new step increase date.
2. **Any Other Demotion.** If the demotion is a result of any reason other than discipline and the employee's current salary is within the new pay range, the employee shall remain at the same rate of pay until the employee's next step increase date. On the step increase date, the employee shall move to the next step in the new range that provides for an increase. The employee shall retain the same step increase date.

If the employee's current salary is higher than the top step of the new salary range, the employee shall be placed in the top step of the new range.

3. If a Leadership Team member is demoted, his or her salary shall be determined by the City Manager.
4. If a classification is removed from the Leadership Team, the City Manager shall determine the appropriate salary range and assign the classification to the City's step/range system. The employee's salary placement shall be determined by the step/range system rules as outline in this subSection G..

- I. **Y-Rating.** When a regular employee's position has been y-rated, the employee will remain at the same rate of pay until the pay range increases enough to include that rate. At that time, the employee shall be placed in the first step that does not provide for a decrease. No COLA or step increase will be awarded during this period.
- J. **Special Salary Rules for Employees on the City's Leadership Team.** Membership on the City's Leadership Team shall be in the discretion of the City Manager. Leadership Team classifications will be placed in a salary range that reflects the market as established in the City's compensation policy, but which has no steps.

In December of each year the City Manager shall make a determination as to where within the appropriate salary range the individual will be placed for the following calendar year. In making this determination, the City Manager will apply the following criteria:

- Length of employment in the position;
- Performance and work plan achievement;
- Results of the employees annual performance evaluation; and,
- The City's annual market adjustment.

6.01 Annual Vacation

Regular employees shall be given annual vacation. Regular part-time employees shall accrue vacation based on the ratio of their normally scheduled workweek to a forty-hour week. Extra help employees are not eligible for these benefits. Vacation shall be accrued monthly as follows:

<u>Time</u>	<u>Days</u>	<u>Hours/month</u>
Zero to 12 months	12 days of vacation	8.0 hours
After 1 year employment	13 days of vacation	8.6 hours
After 2 years employment	14 days of vacation	9.3 hours
After 3 years employment	15 days of vacation	10.0 hours
After 4 years employment	16 days of vacation	10.6 hours
After 5 years employment	17 days of vacation	11.3 hours
After 8 years employment	18 days of vacation	12.0 hours
After 10 years employment	19 days of vacation	12.6 hours
After 12 years employment	20 days of vacation	13.3 hours

After 15 years employment 23 days of vacation 15.3 hours

- A. The maximum number of vacation hours that may be carried over from December 31 of one year to January 1 of the next year is equal to two years' accumulation. In cases where City operations have prevented an employee from using vacation time, the Department Director with the approval of the City Manager may allow unused accrual in excess of the amount specified above to be carried over. Vacation leave not used shall be forfeited unless in conformance with the above.
- B. In requesting vacation, employees should consider the City's needs to conduct the public business and to have time to plan for vacation coverage. Managers should respect employees' needs to take vacation. An employee's reasonable request for vacation should be approved unless the granting of the vacation would negatively compromise the business needs of the City. In case of conflict in scheduling vacation leave, normally the earliest request shall be given the preferred vacation choice.
- C. An exempt employee shall not have deductions taken for vacation absences of less than a full day.
- D. In the event of separation from service for any reason other than retirement, the employee shall be paid for any accrued vacation earned and not taken. In the case of retirement as defined by the rules and regulations of the Washington State Public Employees Retirement System, the maximum cash out shall be 240 hours.
- E. Vacation for a new employee shall accrue at the above rates but shall not be used until after six months unless special authorization has been granted by the City Manager. The City Manager is authorized to negotiate higher accrual levels and/or starting balances of vacation with individual staff members.
- F. An employee may cash out accrued vacation one time each calendar year. To be eligible for the cash out, an employee must have used at least 40 hours of vacation since the first of the year and the maximum cash out shall be 40 hours. The amount of the cash out shall be based upon the employee's hourly rate/salary at the time of the written request. If approved by the department director, the 40 hour minimum threshold may include vacation approved for the current calendar year, but not yet taken. In this case, the employee may receive the cash out just prior to leaving on the approved vacation. Cash out requirements for part time regular employees shall be prorated based upon the employee's authorized FTE.

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