

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

WALK-ON

SUBJECT TITLE: A Resolution of the City Council of the City of Kelso, Washington, amending the Master Fee Schedule

Agenda Item: _____

Dept. of Origin: _____ City Manager

For Agenda of: April 1, 2014 _____

Originator: _____

PRESENTED BY:

Michael Kardas, P.E.
Comm. Dev. Director/City Engineer

City Attorney: Janean Parker

City Manager: Steve Taylor

Agenda Item Attachments:

Proposed Resolution
Exhibit A – Master Fee Schedule

SUMMARY STATEMENT:

On March 18, 2014, the council adopted Resolution No. 14-1112 amending the City's Master Fee Schedule. The amendment included the addition of Schedule I – Engineering. The proposed resolution would amend the Engineering Schedule to include a base application fee.

RECOMMENDED ACTION:

Move to adopt the Resolution amending the City's Master Fee Schedule.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELSO,
WASHINGTON, AMENDING THE CITY'S MASTER FEE SCHEDULE.**

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the City has found it necessary to employ the use of a master fee schedule for the establishment of fees for City programs, permits and services, and periodically the fee schedule must be updated to incorporate new or modified services; and

WHEREAS, the City Council desires to update the existing master fee schedule to include an additional engineering fee.

NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF KELSO DO HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Master Fee Schedule Amended. The master fee schedule is amended as set forth in the schedules attached hereto as Exhibit A and incorporated by reference. Exhibit A hereby supersedes and replaces in its entirety Exhibit A as set forth in Resolution No. 14-1112.

SECTION 2. This resolution shall be effective immediately upon its adoption.

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of _____, 2014.

MAYOR

ATTEST/AUTHENTICATION:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF KELSO
MASTER FEE SCHEDULE

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Schedule A – Administrative

Reproduction of Public Records	
Public Records Inspection Request	There is no fee for inspecting public records
Public Records Request	There is no fee for a requestor to obtain up to ten (10) pages of standard 8.5 x 11 inch black and white photocopies
Standard 8.5 x 11 inch black and white photocopies exceeding ten (10) pages	\$.15 per page
Legal 8.5 x 14 inch or 11 x 17 inch black and white photocopies or color photocopies	\$.25 per page
Copies of audio tapes, video tapes, DVD, CD's or other storage devices	\$1.00 plus the hourly wage of the staff person for the time spent duplicating the storage device
Scan hard copy records into electronic format	\$.10 per page
E-mailing electronic records	No charge, except where another cost applies.
Envelopes and/or packaging	At Cost
Standard business envelopes	At Cost
Postage	At Cost
Maps of any size or other odd sized copies*	36" x 24" \$5.50 per page 25" x 18" \$5.00 per page
Public Records Request Deposit	10% of the estimated cost if request is estimated to exceed \$50.00
Non-Public Records Request reproduction	
Copies/Printing	Charge
8 ½ x 11" B & W	\$0.40 each
8 ½ x 11" Color	0.65 each
8 ½ x 14" B & W	0.45 each
8 ½ x 14" Color	0.75 each
11 x 17" B&W	0.65 each

11 x 17" Color	\$1.25 each
Construction/Engineering Plans	See "Maps" item under Pub. Rec. fees
CD Copies	See "Storage Device" item under Pub. Rec. fees
Business License list	\$0.40 per page
Certified Copies	\$6.13 for first five (5) pages; \$0.40 each add'l page
Microfiche copies	\$0.40 each
Tapes (Public furnishes tapes)	See "Storage Device" item under Pub. Rec. fees

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requestor will be charged the actual amount invoiced to the City by the copying vendor.

Payment may be made by cash, check, or money order payable to the City of Kelso.

Non-Sufficient Funds Check Return Fee \$35.00

Schedule B – Other Fees

Bus Pass - Rates are determined by River Cities Transit	
Adult	\$10.00
Student	\$6.00
Disabled/Senior	\$5.00

Business Licenses	
Certificate of Registration	\$50.00
Late Renewal	\$25.00

Additional/Misc.	
Pawn Broker/Secondhand Dealer - New	License \$120.00 + State Background and Fingerprints \$36.00
Pawn Broker/Secondhand Dealer - Renew	\$120.00
Solicitor	\$25.00
Merchant Patrols, Private Detectives and Private Security Operated by Single Individual	\$100.00/Year
Merchant Patrols, Private Detectives and Private Security Operators	\$25.00/year/Individual (Max Fee \$200.00)
Utility Contractor	\$25.00/Year
Sound Truck	\$25.00 for any calendar month or portion thereof.
Taxi Master - New	\$160.00 + \$10.00/Vehicle
Taxi Master- Renew	\$120.00 + \$10.00/Vehicle
Taxi Driver – New	\$50.00
Taxi Driver – Renew	\$35.00
Kennel License	\$100.00
Pet Shop License	\$100.00
Transfer kennel or pet shop license to new owner	\$15.00
Penalty fee if the license is not applied for within thirty days of commencement of operation or the license renewal date	50% of license fee
Public Market Master	\$120.00
Amusement Device – Between January 1 and Jun 30	\$56.00 per machine
Amusement Device - Between July 1 and December 31	\$30.00 per machine
Public Dance	\$25.00

Cabaret – Live Entertainment W/Alcohol	\$400.00/year (\$100.00 Qtrly)
Live Entertainment No Alcohol	\$250.00/year (\$62.50 Qtrly)
Mechanical Entertainment W/Alcohol	\$300.00/year (\$75.00 Qtrly)
Mechanical Entertainment No Alcohol	\$200.00/year (\$50.00 Qtrly)
Adult Cabaret	\$500.00/year
Adult Cabaret Manager and Entertainer Nonrefundable Processing Fee	\$25.00
Adult Cabaret Manager and Entertainer License	\$100.00/Year
Model and Escort Nonrefundable Processing Fee	\$25.00
Model and Escort License	\$100.00/Year
Other Sexually Oriented Business Nonrefundable Application Fee	\$100.00
Sexually Oriented Business License	\$125.00
Massage Business License	\$100.00/year
Massage Parlor Attendant – New	\$50.00
Massage Parlor Attendant – Renew	\$25.00

City Hall Meeting Rooms	
City Council Chambers	\$100.00/Use
Executive Session Room	\$50.00/Use
Large Conference Room Ste. #203	\$50.00/Use
Small Conference Room Ste. #219	\$25.00/Use
Small Conference Room Ste. #210	\$25.00/Use

Kelso Train Depot Meeting Rooms	
Lower Level Conference Room	\$50.00/Use

Special Event Permit	
Events held on City Property (Non-Park)	\$100.00
Events held in City Parks	\$25.00 (not including applicable park rental fees)

Fireworks Permit	
Nonrefundable Permit Fee	\$25.00
Refundable Deposit	\$100.00

Dog License Fees	
Spayed/Neutered Dogs	\$10.00/Year
Not Spayed/Neutered Dogs	\$27.00/Year
Dogs acquired, brought into the City, or becoming an adult after July 1st	Half the annual license fee
Potentially Dangerous Dog Registration	Before July 1 - \$100.00/Year
	After July 1 - \$50.00
Dangerous Dog Registration	Before July 1 - \$250.00
	After July 1 - \$150.00
Late Application/Renewal	\$15.00
Replacement License	\$2.50
Replacement Dangerous Dog Identification Collar	\$20.00

Guard Dog License Fees	
Guard Dog Trainer	\$50.00/Year
Guard Dog User - New	\$50.00/Year
Guard Dog User - Renew	\$25.00/Year
Guard Dog Purveyor	\$250.00/Year

Animal Redemption	
Impound Costs	
First in a twelve-month period	\$15.00
Second in a twelve-month period	\$20.00
Subsequent in a twelve-month period	\$30.00
Daily Care – For each twenty-four hour period, or portion thereof, from the time of impoundment	
Dog, Cat, or single litter of puppies or kittens	\$10.00
Any other animal	\$10.00
Veterinary Costs	
Actual costs incurred for necessary medical care and such other costs as may be set by resolution of the City Council.	
Transportation	
If provided at owner or custodian request or for livestock impounded off the property, actual costs incurred; ten dollars plus twenty cents per mile traveled to locate and transport the animal, or actual costs, whichever amount is greater.	
Maximum Redemption	fifty-four dollars exclusive of veterinary and transportation costs

Schedule C – Police

Concealed Pistol License	
New Application	\$52.50
Renewal	\$32.00
Late Renewal	\$42.00
Replacement	\$10.00

Other Fees	
Photo Copies	\$0.40 each
Fingerprints	\$10.00 for up to two cards; \$10.00 for each add'l card thereafter

Repeated False Alarm Response	
Third occurrence of a false alarm within any 6 month period	\$50.00
Fourth and all subsequent false alarms within the same six month period	\$100.00 each

Schedule D – Building

(RESERVED)

Schedule E – Water and Sewer

(RESERVED)

Schedule F – Planning

(RESERVED)

Schedule G – Park Facilities

Group Category	Rotary Covered Area	Tam O'Shanter Covered Area	Other Park Reservation
I. Parks and recreation programs, park co-sponsored programs, other City sponsored events, park department and/or other city department benefit programs	Fee Waived	Fee Waived	Fee Waived
II. Non-profit organizations who charge membership fees, request donations and/or schedule fundraisers, including church organizations	\$40.00* for (4) hours of use or part thereof.	\$75.00* for (4) hours of use or part thereof.	\$25.00* for (4) hours of use or part thereof.
IV. Private parties*	\$60.00* for (4) hours of use or part thereof.	\$100.00* for (4) hours of use or part thereof.	\$35.00* for (4) hours use or part thereof.

Non-Resident Fee: \$25.00 in addition to standard reservation fee.

Entire Tam O'Shanter Park closed for private use: \$1200.00

**If gathering is of a commercial nature and/or is a gathering in excess of 100 people a Special Event Permit and Fee will also be required.*

*** If maintenance or security people are required, a charge for actual costs incurred will be paid by user.*

VIII. League Field Use	Ball Park(s)
Annual fees charged for Cal Ripkin/Little League	\$1,100.00 (4 fields)
Annual fees charged for girls softball	\$1,100.00 (3 fields)
Annual fees charged for Babe Ruth	\$1,100.00 (Rister)
Annual fees charged for Kelso Soccer Club	\$400.00 (2 fields)
Annual fees charges for Boxing Club	\$300.00

Schedule H– Library

Nonresident Library Cards	
Household Cards: Good for all members of a household living at the same address.	
Annual Fee - Issued for one year from date of purchase.	\$70.00
Semi Annual Fee: Issued for six (6) months from date of purchase.	\$40.00
Quarterly Fee: Issued for three (3) months from date of purchase.	\$20.00
Senior Card: Good for up to a two-member senior citizen household.	
Annual Fee - Issued for one year from date of purchase.	\$35.00
Semi Annual Fee: Issued for six (6) months from date of purchase.	\$20.00
Quarterly Fee: Issued for three (3) months from date of purchase.	\$10.00

Lost Cards will be replaced for a \$1.00 processing and handling fee.

Overdue Fines*	
Books and all other items except for videos and audiovisual equipment	
Daily Fine	\$.10/day
Grace Period	14 Days
Maximum Fine	\$10.00/item
Videos and audiovisual equipment are due at closing time on the due date.	
Daily Fine	\$1.00/day
Maximum Fine	\$10.00/item

*Collection agency fees, legal fees, and other administrative costs incurred while attempting to secure the return of library materials will be passed on to the delinquent borrower.

Lost or Unreturned Items
Books, videos and other library materials (excluding equipment) will be charged at the original price of the item in addition to accumulated overdue charges for the item(s).
Audiovisual equipment will be charged the cost of replacement in addition to accumulated charges for the item(s)
The Library Director may authorize charging the cost of replacement or replacement fees on books or sets that are particularly valuable or difficult to replace.

Damaged Materials and Equipment*	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00
Irreparable damage	Original cost of the item or replacement as specified above
Equipment	Cost to repair
Irreparable damage	Replacement cost of the item

* Once the cost of the item or replacement charge has been paid, the patron, upon request, may have the item.

Other Fees

Copies and Printouts	\$.10 each
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Schedule I – Engineering

Civil Engineering Permit Fees	
Base Application Fee	\$50
Site	
ADA Ramp	\$150 (includes 10' of sidewalk)
Driveway Approach – Commercial	\$250 (includes 25' of sidewalk)
Driveway Approach – Residential	\$150 (includes 25' of sidewalk)
Sidewalk New/Repair/Replacement	\$25 for first 25', \$25 per 50' thereafter
Fill and Grade	(See separate worksheet)
Water	
Water Service Installation	\$150
Water Extension of the City Main	\$500 for first 100', \$0.50 per foot thereafter
Fire Sprinkler Vault	\$500
Sewer	
Sewer Service Installation	\$300
Sewer Extension of the City Main	\$500 for first 100', \$0.50 per foot thereafter
Stormwater	
Stormwater Onsite Pipe	(See Separate Worksheet)
Stormwater Extension of the City Main	\$500 for first 100', \$0.50 per foot thereafter
Other	
ROW Obstruction/Traffic Control Plan	\$25
One-time 6 Month Renewal of Permit	\$25
Penalty for 4 th Submittal of Plans for a Single Application	50% of Plan Check Fee
Private Utility (Gas, Power, Telephone, Cable, etc...)	
Overhead ROW Work – Franchise	\$25 per each 1000'
Overhead ROW Work	\$50 per each 1000'
Open Cut ROW Ground Work – Franchise	\$50 per each 100'
Open Cut ROW Ground Work	\$75 per each 100'
Trenchless ROW Ground Work – Franchise	\$25 for 1 st 25', \$25 per 100' thereafter
Trenchless ROW Ground Work	\$50 for 1 st 25', \$50 per 100' thereafter

Stormwater Fees	
Submittal of Minimum Technical Requirement #2 is required	\$200
Submittal of Minimum Technical Requirements #1 – 5 is required	\$300
Submittal of Minimum Technical Requirements #1 – 9 is required	\$700
Stormwater conveyance pipe	\$2 per lineal foot

Grading Permit Fees	
Residentially-zoned parcel having less than 100 cubic yards of combined cut and fill and a slope of less than 2%	\$100
Over 50 cubic yards of combined cut and fill and Submittal of Minimum Technical Requirement #2 is required	\$200
Over 50 cubic yards of combined cut and fill and submittal of Minimum Technical Requirements #1 – 5 is required	\$300
Over 50 cubic yards of combined cut and fill and Submittal of Minimum Technical Requirements #1 – 9 is required	\$700
Notes: 1) A grading permit is not required for projects under 50 cubic yards. 2) Projects of 500 or more cubic yards requires a SEPA checklist and separate fees. 3) Minimum Technical Requirements based on Appendix 1 of the 2013 Western Washington Phase II Municipal Stormwater Permit.	