

**FINANCE
COMMITTEE**
November 14, 2023
5:00 p.m.



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Council Committees are primarily concerned with legislative/policy matters. They formulate and convey recommendations to the full council for action (BLMC 2.04.090).

AGENDA

The public is invited to attend Finance Committee Meetings in person, via conference call or over the internet. The information for attending is provided below.

Finance Committee Meetings attendance options:

In-Person: Bonney Lake Justice & Municipal Center, 9002 Main ST E, Ste 200, Bonney Lake

By phone: 408-419-1715 (Meeting ID: 172 644 904)

By internet: Chrome- <https://bluejeans.com/172644904?src=calendarLink>

A. CALL TO ORDER – Deputy Mayor Terry Carter, Chair

B. ROLL CALL: Deputy Mayor Terry Carter, Councilmember Justin Evans, Councilmember Tom Watson.

p.3 **C. APPROVAL OF MINUTES: October 24, 2023**

D. DEPARTMENT REPORTS/PRESENTATIONS:

1. Personnel Update

E. DISCUSSION/ACTION ITEMS:

p.5 1. **AB23-146 – Resolution 3187 – Fee Schedule Update**

F. OPEN COMMITTEE DISCUSSION:

G. PUBLIC COMMENTS:

Public comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. Those planning to comment via phone or virtually will need to sign up prior to the meeting in order to comment. When signing up, please provide your name, your screen name, and phone number (for callers) either by email to lambersonb@cobl.us or by phone at 253-447-4356. Virtual and call in registrations need to be received by 4:00 p.m. the day of the meeting. During the meeting, your name will be called when it is your turn. Your microphone will be activated, and you will be able to comment. Those physically appearing at the Finance Committee meeting to speak during citizen comments do not need to sign up but will be asked to state their name and address for the meeting record.

H. ADJOURNMENT

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FINANCE COMMITTEE

**October 24, 2023
5:00 P.M.**



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DRAFT MINUTES

Location: Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

Audio starts at:
05:00:00

A. CALL TO ORDER – Deputy Mayor Terry Carter, Chair, called the meeting to order at 5:00 p.m.

B. ROLL CALL: Deputy Mayor Terry Carter, Councilmember Justin Evans, and Councilmember Tom Watson

Staff members in attendance at the physical location were City Administrator John Vodopich, Administrative Services Director Chuck McEwen, Chief of Police Mark Berry, Human Resources Manager Brian Sandler, Public Service Director Ryan Johnstone, Deputy City Attorney-Prosecutor Deena Burke, Finance & Payroll Accountant Patti McCann, Executive Assistant/Management Analyst Leslie Harris, and Administrative Assistant III Brandy Lamberson.

Audio starts at:
05:00:00

C. APPROVAL OF MINUTES:

Minutes from the September 26, 2023, Finance Committee Meeting were approved.

D. DEPARTMENT REPORTS/PRESENTATIONS:

Audio starts at:
05:00:00

1. Personnel Update – Human Resources Manager Brian Sandler

Human Resources Manager Sandler presented Personnel Update.

E. DISCUSSION/ACTION ITEMS:

Audio starts at:
05:02:00

1. **Discussion:** Public Services Department – Staff Position Realignments – Public Service Director Ryan Johnstone.

Public Service Director Johnstone presented Public Services Department – Staff Position Realignments. Presented reorganization of staffing within the public works and public services to better productivity.

The Committee agreed to forward to the Council Consent Agenda.

Audio starts at:
05:11:00

2. **AB23-119 – Ordinance D23-119** – Biennial Budget Amendment 2023-2024 – City Administrator John Vodopich.

City Administrator Vodopich presented Biennial Budget Amendment 2023-2024. Presented changes and updates to the budget amendment and FTE changes.

The Committee agreed to forward to the Council Consent Agenda.

Audio starts at:
05:14:00

F. OPEN COMMITTEE DISCUSSION:

1. Future City Attorney – Councilmember Tom Watson

Councilmember Tom Watson asked about saving costs with an in-house City Attorney in the future.

Audio starts at:
05:20:00

G. PUBLIC COMMENTS: None. *For efficient use of city resources, comments will be a short summary and not verbatim. Video recordings will be uploaded to the city's YouTube channel and an audio recording to the state digital archives if needing a complete review of comments.*

Audio starts at:
05:20:00

ADJOURNMENT

Deputy Mayor Carter adjourned the meeting at 5:20pm.

Brandy Lamberson, Finance Committee Clerk

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: Stephanie Tonellato / Finance	Meeting/Workshop Date: 28 November 2023	Agenda Bill Number: AB23-146
Agenda Item Type: Resolution	Ordinance/Resolution/Motion Number: 3187	Sponsor:

Agenda Subject: Adopting An Updated Fee Schedule To Add A Water Meter Data Download Fee, Pay To Park Rates And Boat Launch Fees For Allan Yorke Park.

Full Title/Motion: A Resolution Of The City Of Bonney Lake, Pierce County, Washington Adopting An Updated Fee Schedule To Add A Water Meter Data Download Fee, Pay To Park Rates And Boat Launch Fees For Allan Yorke Park.

Administrative Recommendation: Approve

Background Summary: There are two subjects for which updates to the Master Fee Schedule are recommend: (1) water meter data download fee, and (2) parking and boat launch fees for Allan Yorke Park. This is being done in a single action due to the City's move to a unified fee schedule.

The City has an incomplete Automated Meter Reading system. Customers who are questioning their water consumption as recorded on the water meter at their home may request from the City a data download of the meter to view their consumption. In September and October of 2023, City staff retrieved and reviewed 61 data logs requested by customers. Retrieving and reviewing each of these takes a significant amount of time and resources as staff must drive to the site, download the data, and return it to Utility Billing staff who then review the data. We would like to implement a \$50 fee to recover costs associated with retrieving and reviewing this data. Should the data download reveal that the customer has a leak, the cost of the download is refunded. The new fee is found in the Finance section of the Fee Schedule under "Miscellaneous Utility Fees" (subsection 3).

In June 2023, the City contracted with Wayleadr to provide a paid parking solution for implementation at Allan Yorke Park. The next step in implementing this system is to setup a rate structure. Staff completed a review of other waterfront parks throughout the Puget Sound region and based on that, determined the proposed rates shown below. Paid parking will be in effect from May 1 to October 1 of each year. From October 1 to April 30, parking at Allan Yorke Park will be free. Rates being proposed are:

New fees - Vehicle Parking: 0-4 hours: \$4.00, All day (more than 4 hours): \$10.00.
 Revised fees - Boat Launch Fee At Pay Kiosk: \$20.00, Resident Parking Pass: \$40.00.
 These new and revised fees are found in the Police Department section of the Fee Schedule.

This Resolution will adopt an amended Fee Schedule and replace the Fee Schedule which was adopted on September 12, 2023 by passage of Resolution No. 3164.

Attachments: Resolution 3187 and Updated Fee Schedule

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
				<input type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
Budget Explanation:				

COMMITTEE, BOARD & COMMISSION REVIEW

Approvals: _____

Yes No

Council Committee Review:	Finance Committee	Chair/Councilmember	Terry Carter	<input type="checkbox"/>	<input type="checkbox"/>
	Date: 14 November 2023	Councilmember	Tom Watson	<input type="checkbox"/>	<input type="checkbox"/>
		Councilmember	Justin Evans	<input type="checkbox"/>	<input type="checkbox"/>
	Forward to:	Consent Agenda:		<input type="checkbox"/>	Yes <input type="checkbox"/> No
Commission/Board Review:					
Hearing Examiner Review:					

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 28 November 2023	Tabled to Date:

APPROVALS		
Director: <i>Cherie Reiersen</i>	Mayor: <i>Michael McCullough</i>	Date Reviewed by City Attorney: 11/8/23 (if applicable)

RESOLUTION NO. 3187

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ADOPTING AN UPDATED FEE SCHEDULE TO ADD A WATER METER DATA DOWNLOAD FEE, PAY TO PARK RATES AND BOAT LAUNCH FEES FOR ALLAN YORKE PARK.

WHEREAS, the City has an incomplete Automated Meter Reading system and customers questioning their water consumption as recorded on the water meter at their home may request a data download of the meter to see their consumption; and

WHEREAS, in September and October of 2023, City staff retrieved and reviewed 61 data logs at the request of the respective customers; and

WHEREAS, this retrieval, download and review process is time intensive and takes staff away from other matters; and

WHEREAS, a \$50 fee is proposed to recover staff and equipment usage costs associated with retrieving and reviewing this data, however, if the download and review results in verifying a leak, the customer would not be charged and/or the fee would be refunded; and

WHEREAS, in June 2023 the City contracted with Wayleadr to create a paid parking system for Allan Yorke Park; and

WHEREAS, with the system in place and ready to be implemented, rates and fees must be created and revised for parking vehicles and launching boats at Allan Yorke Park; and

WHEREAS, staff reviewed rates being paid by users at other waterfront parks in the Puget Sound region and determined a set of rates to implement at Allan Yorke Park. The new rates are Vehicle Parking (0-4 hours) - \$4.00, Vehicle Parking (All day) - \$10.00. Revised fees include Boat Launch Fee At Pay Kiosk - \$20.00, Resident Parking Pass - \$40.00; and

WHEREAS, the City has moved all of its fees to a uniform fee schedule which was recently updated on September 12, 2023 by adoption of Resolution No. 3164; and

WHEREAS, this resolution adopts the new Fee Schedule which includes this new fee and will replace Resolution No. 3164 so that there will only be one uniform fee schedule in the City;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Adoption of Fee Schedule. Exhibit A to this Resolution shall be the official fee schedule of the City.

Section 2. Resolution No. 3164 is repealed.

PASSED by the City Council this ____ day of _____, 2023.

Michael McCullough, Mayor

AUTHENTICATED:

Sadie A. Schaneman, CMC, City Clerk

Exhibit A
City of Bonney Lake
Fee Schedule
Adopted by Resolution No. 3187

This Fee Schedule shall be considered the official fee schedule of the City of Bonney Lake.

Administration

1. Public Records Request Fee Schedule

Inspection of records at Justice Center	Free
Photocopies of records	\$0.15 per page
Records scanned into electronic format	\$0.10 per page
Electronic files and attachments uploaded to email, cloud-based storage service, or other means of electronic delivery	\$0.05 per 4 electronic files
Transmission size of public records in an electronic format	\$0.10 per gigabyte (GB)
Scans of large-format sheets-11"x17"-grayscale	.48 per impression, per side*
Scans of large-format sheets-11"x17"-color	.95 per impression, per side*
Maps and prints from plotter-18"x24"-grayscale	\$3.00 per map, per side*
Map and prints from plotter-18"x24"-color	\$6.00 per map, per side*
Maps and prints from plotter-24"x36" grayscale	\$6.00 per map, per side*
Map and prints from plotter-24"x36"-color	\$12 per map*
Maps greater than 24"x36"-grayscale	\$12 per map*
Maps greater than 24"x36"-Color	\$24 per map*
Postage/delivery services and other delivery methods	Actual costs. Advance payment may be required. The city will only provide fax copies if the city incurs no expense for long distance charges.

*Alternatively, if services are provided by a vendor, then the actual costs of the vendor shall be passed along to the requester. For all other record requests, the city charges the default statutory fees for public records as established in the Revised Code of Washington.

2. Miscellaneous Fees

Certification by the City Clerk	\$10 per cert
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Notary (fee waived if for City business)	\$10 per stamp
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City Facility Rentals

1. Rates and Deposits (2-hour minimum)

Facility	Standard Hourly rate	Standard Damage Deposit	Local Nonprofit Hourly rate	Nonprofit Damage Deposit
Senior Center Main Hall	\$50	\$250	\$30	\$125
<u>Public Services Panorama Room</u>	<u>\$50</u>	<u>\$250</u>	<u>\$30</u>	<u>\$125</u>
J&MC Council Chambers/Lobby	\$40	\$250	\$25	\$125
J&MC Meeting Room	\$30	\$250	\$25	\$125
Public Safety Building Training Room	\$40	\$250	\$25	\$125

Given that the rental rate includes the cost of a building monitor, rental rates may be reduced by 50% if a member of rental group is a city employee who agrees to serve as the building monitor at his/her sole expense and is so approved in advance by the City. The Justice & Municipal Center (J&MC) rental rate shall be reduced by 30% if both facilities are rented simultaneously.

The City may retain a portion of the damage deposit if rental activities require city staff to incur additional labor to return the facility to pre-use condition, even though there may have been no physical damage.

2. Park Rentals (BLMC 12.12.055)

Hours of use: Unless authorized in advance for a special event specifically designated by the Mayor or designee, City parks shall be open from dawn to dusk each day except for Allan Yorke Park Field 5, which is open from 8:00am to 9:00pm. No person shall go upon any City park except during open hours.

All picnic/playground rentals are a four-hour block minimum and for groups of more than 25 people. (BLMC 12.12.050). If fields are also included, then there would be a separate field charge.

No. of persons	Fee
1-50	No fee
51-100	\$75.00
101 or more	\$200.00

A reservation through the City is required for groups of more than 25 people (BLMC 12.12.050).

3. Sports Fields (BLMC 12.12.055)

The City reserves the right to preempt block rentals for official city use of the facilities upon advance notice. Refunds for such preemption shall only be made if the impact is for one week or greater. Facilities may be unavailable for use due to weather or other unforeseen causes.

The City has a policy of gender-based nondiscrimination and equal access for community athletics/sports facilities. League block rental of sports fields must be reserved, for a minimum of one week (no partial weeks).

Rental	Fee
Allan Yorke Sport Field #5 (2hr minimum)	\$50 per hour
Other sports fields (2hr minimum)	\$15 per hour
Lights for AYP Field #5	\$20 per hour
Block rental per one week except AYP field #5	\$100
Block rental per one month for all fields except AYP field #5	\$200
Block rental for AYP field #5	Will be charged at the per hour rental rate.

4. Special Events (BLMC 12.12.055)

Tunes at Tapps Booth Fees

Type of Booth	Single (10' X 10')	Single (7 weeks)	Double (10' X 20')	Double (7 weeks)
Farmers/Grower (1 st 10 to register FREE)	\$10	\$50	\$15	\$75
Processed Food	\$10	\$50	\$15	\$75
Crafter	\$10	\$50	\$15	\$75

Non-Profit or Club	\$10	\$50	\$15	\$75
Food (Required TPCHD permit)	\$35	\$200	\$50	\$250
Commercial	\$35	\$200	\$50	\$200

Bonney Lake Days Booth Fees

Type of Booth	Single (10' X 10')	Double (10' X 20')	Triple (10' X 30')
Commercial	\$100	\$175	\$225
Food Booth (required TPCHD permit)	\$50	\$75	\$100
Food Truck (self-contained)	N/A	N/A	\$100
Tax Exempt Non-profit or service club and crafters	\$25	\$50	N/A

5. Community Garden

Single Plot \$25

Double Plot \$50

Senior and disabled persons who qualify for a water rate discount under BLMC 13.04.100A, shall receive a 50% discount for a garden plot. Any adult who has a current valid Washington State Electronic Benefits (EBT) food stamps card shall receive a 50% discount for a garden plot. Discounts may not be combined.

Finance

1. Annual Animal Licenses (BLMC 6.04.021)

Type of animal	Fee
Altered adult dog	\$20.00
Unaltered adult dog	\$60.00
Altered adult dog (owner over 65 yrs)	\$10.00
Unaltered adult dog (owner over 65 yrs)	\$30.00
Altered adult cat	\$12.00
Unaltered adult cat	\$60.00
Altered adult cat (owner over 65 yrs)	\$ 6.00

Unaltered adult cat (owner over 65 yrs)	\$30.00
License tag replacement	\$ 5.00

The City of Bonney Lake has determined that the best method of identification of animals under current technology is the microchip. Microchipping can be performed by veterinarians. If an animal owner residing inside the Bonney Lake city limits shows proof that their animal has been microchipped, the owner can receive a one-time credit of up to \$10.00 on an animal license. Proof of microchipping on the animal to be licensed is required at the time of licensing.

Dog and cat licenses must be renewed each year and obtained within 30 calendar days of acquisition of the dog or cat. The license shall remain in force for a period of 12 months from the date of issuance, expiring on the last day of the twelfth month. There is no prorating of any license fee. Renewal licenses will retain the original expiration date whether renewed prior to, on, or after their respective renewal month.

2. Alarm Permits (BLMC 8.48.030)

Per Chapter 8.48 BLMC, every security alarm user in the City of Bonney Lake must obtain an alarm permit. Residents and businesses must register their alarm system by submitting an Alarm Program Application form to the City.

Alarm permits are valid for one (1) year and must be renewed annually.

Fee type	Amount
Residential/Commercial	\$24.00
Senior (65 or older)	\$12.00
False alarm fee	\$100.00 per alarm (To be doubled if no valid permit)
False robbery panic alarm	\$200.00 per alarm (To be doubled if no valid permit)

For information on waivers, late fees, appeals, and other details related to false alarm fees, please view BLMC Chapter 8.48.

Please make sure your emergency contact information is up to date with your alarm monitoring company.

3. Miscellaneous Utility Fees (BLMC 13.04.091)

Other Service Charges	Amount
Estimated final bill	\$ 5.00 per request
Change of ownership on utility bill	\$35.00
Duplicate utility bill for tenants	\$45.00

Payment plan setup charge	\$15.00
Returned payment charge (NSF)	\$35.00
Meter read outside standard cycle	\$45.00
Lien fee	\$80.00
<u>Customer Request for Data Download of Water Meter</u>	<u>\$50.00 (Fee will be refunded if data review reveals that the customer has a water leak.)</u>

Public Services Department

1. General

- A. The director may authorize refunding of not more than 80 percent of the building permit fee paid when no work has been done under the issued permit.
- B. The director may authorize refunding of not more than 80 percent of the fee if the building, civil, or planning application is withdrawn by the applicant prior to approval of the application. The amount of the refund will be based on the amount of effort expended by the city prior to the applicant's request to withdraw the application.
- C. The director is authorized to retain third-party consultants to address peaks in the submittal of applications, review large complex projects, when specific expertise is needed to complete the review of an application, and/or to provide expedited review of applications. When a third-party consultant is engaged by the director, the applicant shall pay a permit fee for each application type reviewed by the consultant that shall be equal to the actual cost billed to the city by the consultant plus an administrative fee in lieu of the permit fee provided in this resolution. The administrative fee shall be equal to 25 percent of the actual cost billed to the city by the consultant.

2. Business Licensing (BLMC 5.08.050)

No person shall engage in business activity in the City without first having obtained a valid license to do so. Application for a license is made by submitting an application and city addendum form to the Business Licensing Service of the State Department of Revenue. The application shall include payment of the license fee prescribed by this section, and the Business Licensing Service handling fee. Every license granted for engaging in business in Bonney Lake shall be posted in a conspicuous place in the place of business of the licensee. Any such license issued shall be personal and nontransferable. In case business is transacted at two or more separate places by one licensee, a separate license for each place of business shall be required. A change of place of business shall require the filing of a new application with the Business Licensing

Service and, upon approval by the City of the new place of business, a new license shall be issued for the new place of business.

Public Services Fees, Table 1.

Type of License	Fee
General Business License	\$60.00
Non-Profit Business License	No Fee
Home Occupation Business License, reported gross income 0-\$10,000	No Fee
Home Occupation Business License, reported gross income over \$10,000	\$60.00
Non-resident business license reported gross income 0-\$10,000	No license required
Non-resident business license reported gross income over \$10,000	\$60.00
Registering your business trade name	\$ 5.00

3. Fireworks Permits (BLMC 5.14.050)

An application for a permit to sell fireworks shall be made in writing to the Community Development Director (normally processed at the permit center, on forms provided for that purpose) from January 2nd through January 31st of the year for which the permit is sought. Permit fees, inspection, and site plan review charges shall be charged as required by resolution of the City Council. The applicant shall include with the application the following:

- A. A completed Bonney Lake business license application and fee; and
- B. A copy of the signed and approved State License Application for Retail Firework Temporary Structure Permit; and
- C. A copy of the signed and approved Washington State Patrol Fire Protection Bureau, Office of the State Fire Marshal-issued Fireworks Temporary Structure License Permit (with printed permit number); and
- D. A copy of the lease agreement or permission from the property owner for the site location; and a site plan diagram of the proposed sale location; and a certificate of insurance as required by BLMC 5.14.070.

Fireworks Permit Fee (BLMC 3.68.030) \$100.00

4. Building Permit Fees (BLMC 3.68.030)

- A. Permit fees for construction shall be charged in conformance with this section as authorized by the International Building Code (IBC), the International Residential Code (IRC), the International Fire Code (IFC), the International Energy Conservation

Code (IECC), the International Mechanical Code (IMC), the International Property Maintenance Code (IPMC), the International Fuel Gas Code (IFGC), the International Existing Building Code (IEBC), and the Uniform Plumbing Code (UPC) as adopted in BLMC 15.04.020. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other pertinent equipment. Fees shall be calculated from the current building valuation data as published by the International Code Council in effect at the time of permit application, with the exception of published footnotes and the valuation as set forth in this section.

- B. Computation of fees for mobile homes located on individual lots shall be the same as for conventional houses.
- C. Structures not classified as buildings such as retaining walls, dog kennels, decks, signs, docks and the like shall be charged fees based on the actual cost of labor and materials according to subsection H of this section.
- D. When submittal documents are required, a plan review fee shall be paid at the time of submitting the documents for plan review.
- E. The plan review fees specified in Public Services Fees, Table 3 of this section are separate fees from the permit fees specified in Public Services Fees, Table 2 of this section.

Permit fees are not required for work exempt from permits as provided in IBC Section 105.2 as modified in BLMC 15.04.082€ and (F), IRC Section R105.2 as modified in BLMC 15.04.083(E) and (F), IMC Section 106.2, IEBC Section 105.2, or UPC Section 10

F. 4.

- G. The permit and plan review fees for the addition to any building shall be computed on the same basis as the building permit. The fee for each building permit shall be as set forth in the table below:

Public Services Fees, Table 2

Total Valuation	Building Permit Fee
\$1.00 to \$500.00	\$28.20
\$501.00 to \$2,000.00	\$28.20 for the first \$500 plus \$3.66 for each additional \$100, or fraction thereof, to and including \$2,000

\$2,001.00 to \$25,000.00	\$83.10 for the first \$2,000 plus \$16.80 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$469.50 for the first \$25,000 plus \$12.12 for each additional \$1000 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$772.50 for the first \$50,000 plus \$8.40 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,192.50 for the first \$100,000 plus \$6.72 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3880.50 for the first \$500,000 plus \$5.70 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001.00 and up	\$6730.50 for the first \$1,000,000 plus \$3.78 for each additional \$1,000, or fraction thereof

5. Other Inspection, Permits and Associated Fees (BLMC 3.68.030)

Public Services Fees, Table 3

Request	Fee
Mechanical Permit	15% of the building permit fee as determined by the valuation schedule above
Plumbing Permit	15% of building permit fee as determined by the valuation schedule above
Permits requiring plan review and inspections that are required by the Washington State Energy Code	\$60 plan review and inspection fee
Technology Fee	3% of the building permit fee as determined by the valuation schedule above
Inspections outside of normal business hours (minimum charge-one hour)	\$100 per hour
Reinspection fees (minimum charge-one hour)	\$100 per hour
Inspections for which no fee is specifically indicated (minimum-one hour)	\$100 per hour

Standalone residential (not associated with a building permit) mechanical and plumbing permits	\$100
Standalone commercial (not associated with a building permit) mechanical and plumbing permits	Based on the fee as set forth in the valuation schedule above
Change of use/change of occupancy permit	\$250
Final inspection only permit (e.g. permit expired, failed final inspection, never received final, etc.)	\$100 or 25% of underlying permit fee, whichever is greater
Encroachment permits	\$35

6. Plan Review (BLMC 3.68.030)

Public Services Fees, Table 4

Plan Review	Building plan review fees shall be 65% of the building permit fee as set forth in the valuation schedule above
Expedited Plan Review	An additional 65% of the building permit fee as set forth in the valuation schedule above
International Residential Code base plans for one and two family dwellings	\$500
Revised plans submitted during the plan review process which have uncorrected plan review items shall require additional plan review fees on the third submittal	\$100 per hour with a minimum of one hour
Additional plan review required by changes, additions, or revisions to plans (minimum one hour)	\$100 per hour

7. Civil Fees (BLMC 3.68.030)

Public Services Fees, Table 5

Traffic Impact Analysis	Fee
Level I – Scoping	\$750 for city processing and review
Level II -Analysis	\$1,500 for city processing and review of up to 5 intersections impacted by a project; \$500 for each additional review.

	For all additional intersections required to be analyzed beyond 5, the city engineer shall estimate the additional review fee which shall be paid as a deposit, billed at \$100 per hour. The applicant shall obtain the TIA from a qualified professional transportation planner or engineer
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Public Services Fees, Table 6

Water Booster Pump and Sewer Lift Stations	Fee
Engineering review	\$8,000
Permit	\$500
First Resubmittal	\$200
Second Resubmittal	\$400
Third and subsequent resubmittals	\$800

Public Services Fees, Table 7

Civil Infrastructure Engineering Review- Water, Sewer, Street	Fee
Short subdivision two-three lots	
Inside City of Bonney Lake	\$1,500
Outside City of Bonney Lake	\$500
Short subdivision four – nine lots	
Inside City of Bonney Lake	\$3,500
Outside City of Bonney Lake	\$2,250
Subdivision	
Inside City of Bonney Lake	\$4,000 plus \$40 per lot
Outside of City of Bonney Lake-Water and Sewer only	\$2,000 plus \$40 per lot
Commercial and Multifamily	
Inside City of Bonney Lake	\$4,500
Outside City of Bonney Lake	\$3,000
Commercial and Multifamily with fire flows greater than 2,500 gallons per minute	
Inside City of Bonney Lake	\$12,000
Outside City of Bonney Lake	\$9,000
Civil Infrastructure permit	\$500
Grease Interceptors (includes review, permit and inspection)	
Inside City of Bonney Lake	\$250

Outside City of Bonney Lake	\$500
Retrofit underground automatic fire extinguishing systems (includes review, permit and inspection)	
Inside City of Bonney Lake	\$250
Outside City of Bonney Lake	\$500
Traffic Signal Light	
Engineering Review	\$8,000
Permit	\$500
Utility Extension only-inside and outside city of Bonney Lake (includes review, permit and inspection)	
Less than 200 feet	\$2,500
200 feet or more	\$3,500
Connection to the public system (includes review, permit and inspection)	
Inside City of Bonney Lake	\$250
Outside City of Bonney Lake	\$500
Resubmittals	
1 st resubmittal	\$100
2 nd resubmittal	\$200
3 rd and subsequent submittal	\$500

8. Civil Inspection Fees (BLMC 3.68.030)

Civil Inspection Fees shall be 3% of infrastructure development costs, including lift stations and booster pumps. The Public Services Director is authorized to establish reasonable unit costs for various water, sewer, stormwater, street, retaining wall, and miscellaneous improvement components upon which the inspection fee shall be based. Said inspection fee schedule shall be periodically reviewed and updated.

9. Stormwater Fees (BLMC 3.68.030)

Public Services Fees, Table 8

Stormwater Permits	Fee
Residential proposing new and/or replace impervious surface under 2,000 square feet	\$200
Residential proposing new and/or replaced impervious surface between 2,000 – 4,999 square feet	\$400

Residential proposing new and/or replaced impervious surface of 5,000 square feet or more	\$750
Commercial proposing new and/or replaced impervious surface under 2,000 square feet	\$500
Commercial proposing new and/or replaced impervious surface between 2,000 – 4,999 square feet	\$2,500
Commercial proposing new and/or replaced impervious surface of 5,000 square feet or more	\$4500

Public Services Fees, Table 9

Grading cut and fill	Fee
Zero – 249 cubic yards outside of jurisdiction of Shoreline Code – BLMC Title 16, division III	Free
Zero – 249 cubic yards within jurisdiction of Shoreline Code-BLMC Title 16, division III	\$500
250 – 999 cubic yards	\$1,500
1,000 – 49999 cubic yards	\$2,500
50,000 cubic yards or more	\$2,500 plus the cost of any special monitoring and inspection. The City Engineer shall estimate the preliminary monitoring and inspection fee, calculated at \$100 per hour, which shall be paid in advance as a deposit against the final total fee
Right of Way Vacation	\$1,400

10.Planning Fees (BLMC 3.68.030)

Public Services Fees, Table 10

Accessory Dwelling Units	\$100
Appeal of Administrative Decision	\$1,000
Clearing, Vegetation, and Tree Removal	\$250
Comprehensive Plan Amendments	
Comprehensive Plan Text Amendment	\$3,000
Comprehensive Plan Map Amendment	
Less than one Acre	\$675

One to three acres	\$2,000
More than three acres	\$4,000
Development Code Amendment	\$2,500
Critical Area Reviews and Permits	
Critical area reports (wetland, Hydrogeologic, Geologic Hazard, Habitat conservation, etc.)	\$800 per report
Critical Area Permit	\$750
Mitigation Monitoring Report	\$100
Critical Areas Reasonable Use Exception	\$3,000
Critical Area Exemption	\$50
Critical Area Signage	\$3.00 per sign
Design Review Processing	
Projects Exempt from SEPA	\$1,350
Projects not Exempt from SEPA (Fee does not include SEPA Review)	\$6,750
Development Agreements	
Initial Agreement	\$1,500 plus reimbursement of all legal, publication, and recording costs for the agreement
Amendments	\$750 plus reimbursement of all legal, publication, and recording costs for the agreement amendment
Divisions of Land	
Boundary Line Adjustments	\$1,950
Short Subdivisions-Preliminary	\$2,000 plus \$70 per lot
Short Subdivisions-Final	\$1,000 plus \$70 per lot
Subdivision-Preliminary	\$4,000 plus \$110 per lot
Subdivision-Final	\$2,000 plus \$110 per lot
Plat or short-plat Alteration or Vacation	\$1,500
Application or Permit Extension	\$500
Development Code Interpretation	\$500
Hearing Examiner's costs not otherwise specified	\$135 plus actual Hearing Examiners costs
Minor Amendment to a permit	\$400
Mailing Fee	\$1.50 per the number of notices mailed out by the City
Resubmittal Fees	
First Resubmittal	\$100
Second Resubmittal	\$200
Third Resubmittal and subsequent resubmittals	\$500

Public notification signs	\$90 per sign
Preapplication Meetings	
First meeting	\$300
Subsequent meetings	\$500
Legal Review	
Applies whenever legal review or legal work is required for a permit or application, including but not limited to preparing or reviewing franchise agreements, right of way vacations, development agreements, preparation or review of real estate documents such as easements or covenants, agreements for right of way encroachments, or when necessary to prepare or approve warranty or bonding documents for right of way work.	Reimbursement of actual legal costs of the City

11. SEPA Environmental Review (BLMC 3.68.030)

Public Services Fees, Table 11

Associated with the Construction of or Addition to a Single detached residential structure	\$500
Associated with a Boatlift, Dock, or Similar Accessory structure for a detached residential structure	\$200
Attached residential structures, Commercial Public Facilities, Mixed Use Projects, and Divisions of land	\$1,500
Environmental Impact Statement	\$2,000 plus cost of EIS. If the Mayor authorizes City staff or a city consultant to prepare the EIS, the Director(s) shall estimate the cost, which amount the applicant shall pay as a deposit plus the \$1,000 processing and review fee. After EIS is complete, the city shall bill the applicant (or remit as the case may be) for the City's total EIS preparation cost, including overhead, minus the deposit.
Addendum review	\$330
SEPA Appeal	\$4,000
Shoreline permits and Exemptions	

Shoreline Substantial Development Permit	\$2,200
Shoreline Conditional Use Permit	\$3,000
Shoreline Variance	\$3,000
Shoreline Letter of Exemption (SEPA required)	\$200
Shoreline Letter of Exemption (SEPA Exempt)	\$50

12. Signs (BLMC 3.68.030)

Public Services Fees, Table 12

Sign Permit	\$150
Comprehensive Sign Permit Review	\$500

13. Site Plan Review (BLMC 3.68.030)

Public Services Fees, Table 13

Single Family Home	\$100
All Others	\$500
Use Permits	
Conditional Use Permit	\$1,500
Temporary Use Permit	
Event	\$100
Business	\$200
Residence/Travel Trailer	\$250
Wireless Communication Facility	
Administrative Wireless Permit	\$2,000
Eligible Facilities Modification	\$500
Zoning Reclassification	\$2,000 plus \$135 per Acre
Zoning Variance	\$3,000

14. Code Enforcement (BLMC 14.130.090)

Public Services Fees, Table 14

Voluntary Correction Agreement (VCA)	\$500 plus any recording fees. The cost of the fee can be paid in installments over the life of the VCA; provided, that the full fee must be paid before the VCA expires
Extension of VCA	\$150 if requested prior to expiration of compliance deadline, plus any recording fee

VCA Amendment	\$250 plus any recording fee
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Police Department

Black and white copies of collision reports to insurance companies	\$5.00
Collision reports to the involved parties	No charge
Fingerprinting – Inked hard copies (non-criminal)	\$10.00 per card
Fingerprinting – Live scan	\$15.00
Printed general Police incident reports (No charge for involved parties)	\$0.15 per page
Color copies/pictures	\$0.15 per page
Reports, electronic files, or attachments uploaded to email, cloud-based storage service or other means of electronic delivery	\$.10 per scanned page or \$10 per GB for digital photographs
Transmission size of public records in an electronic format	\$10 per gigabyte (GB)
Body Worn Camera or In-Car Camera video where redacting, altering, distorting, pixilating, suppressing, or otherwise obscuring any portion of a body worn camera video or in-car camera video is necessary as allowed under RCW 42.56.240 (14)(II)	\$52.00 per hour- prorated charge applies for less than a full hour.
Resident Parking Pass	\$40/year
Peddler Fee	\$50
Vehicle Parking at Allan Yorke Park (0-4 hrs)	\$4.00
Vehicle Parking at Allan Yorke Park (All Day – more than 4 hours)	\$10.00
Allan Yorke Park Boat Launch Fee at Pay Kiosk	\$20.00

Vehicle parking rates also apply to vehicles towing a watercraft trailer. The fee for a Resident Parking Pass includes the fee to launch watercraft at Allan Yorke Park.