



**Town of Yacolt
Council Meeting Agenda
Monday, September 16, 2019
7:00 PM
Town Hall**

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Minutes of Previous Meeting(s)

- [1.](#) Approve 9-3-19 meeting minutes

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Old Business

New Business

- [2.](#) Financial Management Policy Draft for 1st review
- [3.](#) 1st Review setting wage Scale for budget requirement
- [4.](#) Ordinance #576 Updating Language and Setting Building Department Fees by Resolution
- [5.](#) Resolution #587, amending resolution #581 Adopting a Fee Schedule for the Town of Yacolt for building services.

Public Works Department Report

Town Clerk's Report

Council's Comments

6. C-TRAN update about additional bus

Mayor's Comments

Attorney's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn

**Town of Yacolt
Council Meeting Minutes
Tuesday, September 03, 2019
7:00 PM
Town Hall**

Call to Order

Mayor Myers called meeting to order at 7:00 pm.

Flag Salute

Roll Call

PRESENT

Mayor Vince Myers
Council Member Amy Boget
Council Member Danny DMoseley
Council Member Malita MMoseley
Council Member Rhonda Rowe-Tice
Attorney William Eling and Clerk Dawn Salisbury

ABSENT

Council Member Herb Noble and Public Works Director Bill Ross

Late Changes to the Agenda

None

Minutes of Previous Meeting(s)

1. Approve 8-19-19 Meeting Minutes
Motion made by Council Member Boget, Seconded by Council Member MMoseley.
Voting Yea: Council Member Boget, Council Member DMoseley, Council Member MMoseley
Voting Nay: Council Member Rowe-Tice

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Joshua Beck introduced himself as a write in candidate for Position 2.

Edward Dawson asked about I-1639 Proclamation progress. Moved to 12-16-19 meeting for next update.

Old Business

2. Senate House Bill 1406 update from 8-19-19 meeting
Council member Boget to check with County on their participation in program and will update council with findings.
3. Ordinance #483 Schedule Workshop
Council member Boget requested item to be moved off agenda and be added to OPMA training that is required of all council members and mayor after the election.

New Business

4. Approve Resolution 588 repealing Resolution 584 NCMS November Levy
Motion made by Council Member Boget, Seconded by Council Member DMoseley.

Voting Yea: Council Member Boget, Council Member DMoseley, Council Member MMoseley, Council Member Rowe-Tice

Public Works Department Report

No update on speed bump bid.

Town Clerk's Report

Schedule of budget workshops. Staff received signed and executed records room grant.

Council's Comments

None

Mayor's Comments

Asked for date for budget workshop. Council member Boget requested 1st budget workshop for 9-20-19 at 7 pm.

Attorney's Comments

None

Approve to Pay Bills on Behalf of the Town

Check # 16938 – 16946	001 General Fund 2,984.84	Claims: 2,984.84
	2,984.84	

Motion made by Council Member MMoseley, Seconded by Council Member Boget.

Voting Yea: Council Member Boget, Council Member DMoseley, Council Member MMoseley

Voting Nay: Council Member Rowe-Tice

Executive Session

None

Adjourn

Mayor Myers adjourned meeting at 7:24 pm.

Vince Myers, Mayor

Dawn Salisbury, Clerk

Town of Yacolt

Financial Management Policies

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Purpose & Objectives

Purpose:

The Financial Management Policy assembles all of the Town's financial policies into one document. They are the tools to ensure that the Town is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of the Town.

The Town of Yacolt is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the Town's goals and objectives.

Objectives:

In order to achieve its purpose, the Financial Management Policies have the following objectives for the Town's fiscal performance.

- a. To guide the Town Council, Mayor and Department Heads in fiscal decisions that have significant impact.
- b. To set forth operating principles that minimize financial risk.
- c. To employ balanced and fair revenue policies that provide adequate funding for desired programs.
- d. To maintain appropriate financial capacity for present and future needs.
- e. To promote sound financial management by providing accurate and timely information on the Town's financial condition.
- f. To protect the Town's credit rating and provide for adequate resources to meet the provision of the Town's debt obligations on all municipal debt.
- g. To ensure the legal use of financial resources through an effective system of internal controls.
- h. To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

Reserve Policies:

The Town will strive to maintain General Operating Reserves at a level equal to at least 25% of the budgeted revenues, including the beginning fund balance. The Reserve would

exclude interfund transfers, one-time revenue, and Capital Project grants ie. Community Development Block Grant (CDBG). This reserve shall be created and maintained to:

1. Provide sufficient cash flow to meet daily financial needs.
2. Sustain town services in the event of a catastrophic event such as a natural/manmade disaster (e.g. earthquake, windstorm, fire, flood, terrorist attack) or a major downturn in the economy. In general, the Town shall endeavor to support ongoing operations with ongoing revenues, but may use reserves on a onetime basis to support Town services pending the development of a longer term financial solution. However, in no event shall reserves be used longer than one fiscal year to support Town operations, if reserves are used, the Town will begin to replenish those reserves at the end of the Fiscal year if a surplus exists, but no later than the Fiscal year following their use. Requires Budget Amendment to transfer funds.
3. The Town will strive to build the General Operating Reserves to a minimum of 35% by 2022.
4. Monies from the General Operating Reserves may be transferred into any operating fund.
5. Reserve funds may be used as “Match” for any Capital Facilities Grant.
6. Reserve funds shall be placed in a separate fund in accordance with the BARS recording system.

Annual surpluses in the General Fund will be used to fund one-time operations, capital expenditures, be dedicated to a Capital Facilities planned expenditure or utilized to increase the general operating reserve minimum planned for future years if:

1. There are surplus balances remaining after all current expenditure obligations and reserve requirements are met.
2. The town has made a determination that revenues for the ensuing fiscal year are sufficient to support budgeted general fund operations.

A surplus is defined as the difference between the actual beginning fund balance and the budgeted beginning fund balance. It consists of under-expenditures and excess revenues over and above the amounts included in the following Annual Budget.

Revenue Policies:

The Town will strive to maintain a diversified mix of revenues in order to maintain needed services during periods of declining economic activity. Currently, the Town’s main sources of income are Property Tax, Sales Tax, Real Estate Excise Tax, and Building Permit issuance. Revenue estimates should be prepared on a conservative basis in order to minimize fluctuations in service levels during periods of economic downturn.

The Town Council shall consider the overall impact on the community and its “ability to pay” against the need to enact any tax, utility rate or fee/charge increase.

The use of one time revenues to fund ongoing expenditures is discouraged

Official Banking Institution:

In order to support local brick and mortar businesses within town limits, the Town of Yacolt utilizes the Services of U.S. Bank. In the event the Clerk-Treasurer determines it is in the best interest of the Town to Change banking services, the Town Council will select its official banking institution with the most comprehensive, flexible, and cost-effective banking services available.

Property tax:

Property Taxes provide a consistent base of revenues for the Town to provide public services. The Town shall levy property taxes within its statutory limit or bank the levy capacity so the Town can continue to provide a safe, economically vibrant place to live and work.

Banked Capacity:

From time to time, the town has declined to raise tax revenue by the typical 1% annually. Those years are “banked” and may be included, in addition to the 1%, in future years if in the best interests of the town.

Real Estate Excise Tax:

REET taxes shall be collected and used pursuant to YMC 3.25

Sales and Use Tax:

Sales and Use taxes shall be collected pursuant to YMC 3.30

User Fees:

Unless set by RCW, user fees and charges will be established by resolution set by the Town Council. It is the policy of the Town of Yacolt that fees will generally be set at a level related to the cost of providing the services. All fees for services will be reviewed and adjusted (if necessary) at least every three years.

Administrative Service Fees issued by the Clerk’s Office or Public Works, are for services provided to the public where it is appropriate and permitted by law.

Event Service Fees issued by the Clerk’s Office or Public Works, are for services provided to the public where it is appropriate and permitted by law. Event Service Fees include, but are not limited to, Event booths, Spring Cleanup pickup/drop-offs, Parades, Fun Runs, etc.

User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees. Fees may be charged as a “pass through.”

As much as is reasonably possible, Town services that provide private benefit shall be supported by fees and charges in order to provide maximum flexibility in the use of general revenues to meet the cost of services of broader public benefit.

Revenues of a Limited or Indefinite Term:

Revenues of a limited or indefinite term will generally be used for capital projects or one-time operating expenditures to ensure that no ongoing service programs are lost when such revenues are reduced or discontinued.

Collecting Fines and Penalties:

The Town will follow a vigorous policy of collecting fines and penalties issued in enforcement of Yacolt Municipal Code. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

The Town may elect to not collect minor amounts due the Town if the costs of collection equals or exceeds the amount of money to be collected. The Mayor shall determine on a case by case basis what constitutes a minor amount referenced above and shall inform the Council and Town Clerk as to the determination of each case.

Cash on hand:

Cash on hand, hereafter referenced as Cash Drawer, above \$100.00 shall be deposited and allocated to the correct fund within two business days.

Expenditure Policies:

Expenditures approved by the Town Council in the annual budget define the Town’s spending limits for the upcoming fiscal year. Beyond the requirements of law, the Town will maintain an operating philosophy of cost control and responsible financial management.

The Town shall maintain expenditure categories according to state statute and 25 administrative regulation as described in the State Auditor's Budgetary, Accounting, and 26 Reporting System (BARS).

The Town Clerk is authorized to transfer budgeted amounts between object classifications within departments or funds. However, the Town Council must approve any revisions that increase the total expenditures of a fund. All Budget amendments must be adopted by ordinance no later than December 31st of the budget year being amended.

In the event that an expenditure may be paid out of a restricted use fund as well as another unrestricted fund, the funds from the restricted use fund shall be applied first.

Indirect Cost Allocation Plan

Indirect Costs

The Town allocates costs of services to other funds that benefit from the services being provided. In particular, administrative costs paid for from the General Fund are allocated on a fair and equitable basis to other funds that benefit from these administrative functions, unless prohibited by law. The advantages of an indirect cost allocation plan are twofold:

- a. The indirect cost allocation plan ensures that programs properly reflect all costs incurred in carrying out the program, not just direct costs.
- b. In cases where specific grants allow, the indirect cost allocation plan increases grant funding by including these indirect costs in the cost of the grant-funded program.
- c. It allows for greater sources of match funds when applying for grants.

Employee Salaries and Benefits:

The Council shall require a salary and benefit survey to assess the comparability of salaries, wages, and benefits paid by the Town of Yacolt in comparison to the market place for prospective Town employees. Included in that analysis shall be the following:

The survey shall be done no more often than every three (3) years nor less often than every five (5) years.

The survey shall take into account internal comparability for responsibility and critical importance to the Town for short and long-term decision-making.

The survey shall take into account external factors including comparable cities, private-sector jobs, and other factors that influence the Town's ability to recruit and retain qualified employees.

The Town Clerk/Treasurer shall prepare and deliver a report in writing to the Town Council and Mayor prior to any consideration of a change in salary, wages, or benefit levels for employees that details the estimated costs of any proposals that are under consideration for approval by Council.

The Mayor, with approval of the Council, may appoint a special, ad hoc Council Committee to work with the Clerk in the development of any proposals regarding salaries, wages, and benefits for employees of the Town.

Funds allocated in employee benefits lines may not be used to make up shortfalls in other lines within the budget.

Unexpended Appropriations:

The Town shall follow RCW **35.33.151** regarding unexpended appropriations at the end of the fiscal year to facilitate 13th month payments to close out the fiscal year.

Budget and Operating Policies:

The operating budget shall serve as the annual financial plan for the Town. It will serve as the policy document of the Town Council for implementing Council goals and objectives. The budget will provide the staff the resources necessary to accomplish Town Council determined service levels.

Annual revenues are conservatively estimated as a basis for preparation of the annual budget. Revenues will be estimated by the Clerk/Treasurer utilizing accepted analytical techniques.

Department heads are responsible for managing their budgets within the total appropriation for their department.

Authorized positions

All authorized positions will be budgeted for a full year with the next step up allowable benefit rate in accordance with the Wage and Benefit Scale unless specifically designated by the Town as a partial year position.

Vacant Positions:

Filling of vacant positions will be conducted by the mayor and a hiring committee. Compensation will be within the Wage Scale for the position with the amount to be determined based on hiring negotiations and candidate experience.

The Town's budget procedures shall comply with RCW Chapter 35.33.

Specifics of The Town of Yacolt's budget procedures are listed below:

- a. By August 15th, the Finance Committee meets and reviews revenues for the first half of the year, trends, and preliminary estimates for the coming budget year. The Town Council may, by resolution, approve budget principles that modify these financial policies for the coming year only.
- b. The Town Clerk issues a call for budgets to each department and fund manager no later than September 1st. The call for budgets contains instructions, restrictions, and forms necessary for budget preparation. The call for budget requires submission of estimated revenues and all requested expenditures no later than September 15th
- c. On, or before, October 1st, the Clerk submits the preliminary budget to the Mayor for the following fiscal year. This budget includes proposed expenditures and the means of financing them.
- d. The Mayor meets with each elected official, department head, and fund manager no later than October 15th to discuss their budget requests and revenue estimates. Based upon current year

budget review, departmental meetings, and goals and objectives, the Mayor provides suggestions and requests as the head of the Executive branch to the Town Clerk.

f. On or before November 1st, the Clerk presents a balanced recommended final budget to the Town Council, outlining new programs, new or deleted positions, areas of increases and decreases, etc.

g. On the first council meeting in November, a public hearing will be held, which may be continued from day to day until concluded, but for not more than three total days, in order to receive public input.

h. On or before November 20th a workshop will be held to solidify any changes to the budget. Changes must be submitted to the Clerk no less than 24 hours prior to the workshop and will be included on an Agenda to be followed during the workshop. Elected Officials, Department Heads and the Mayor to participate. Citizens may attend, but may not interrupt the workshop. Additional citizen input will be accepted after the Agenda concludes.

i. The finalized budget will be available for adoption by Ordinance at the first meeting in December. Any further changes, before adoption, must come as a unanimous vote of the Council.

j. The finalized budget must be passed by Ordinance no later than December 31st.

Capital Assets Policies and Procedures

The Director of Public Works and Town Clerk will develop an equipment replacement and maintenance needs analysis for a 5 year rolling lifecycle of the equipment and will update this projection yearly to be included in the annual budget.

- Public Works will maintain a schedule of replacement for vehicles and equipment including cost estimates.
- The Clerk's Office will maintain a schedule of replacement for equipment used in the daily operations within Town Hall including upgrade and/or replacement cost estimates. Items including, but not limited to printer/copier, computers, filing systems, and software.

Simple Capital expenditures are defined as purchases that will be used for at least one year such as computers, vehicles, equipment, office furniture, real property, and improvements to Town infrastructure and have a minimum cost of \$5,000 and a maximum cost of \$10,000. Capital expenditures may be authorized by the Mayor provided the funds are already allocated within the existing budget.

Compound Capital expenditures are the same as Simple Capital expenditures with a minimum cost of \$10,001. Compound Capital expenditures must pass the council with a simple majority.

The Town will determine the most cost effective financing method for all new projects. Whenever possible, the Town will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the General Fund and certain special revenue funds as outlined in the operating budget policy.

Debt Management Policy

The Town will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.

Neither short nor long-term borrowing will be used to finance on-going maintenance and operational needs without full financial analysis and prior approval of the Town Council.

Short-term debt is defined as a period of three years or less

Long term debt is defined as a period exceeding three years

- Long-term debt will be structured in a manner so that the term of the debt does not exceed the expected useful life of the asset or improvement being funded.

Investment Policy

All funds will be invested in a manner that is in conformance with federal, state and other legal requirements.

Currently the Local Government Investment Pool (LGIP), which is an investment vehicle maintained by the State Treasurer's Office to help local governmental entities achieve higher rates of return by pooling local funds for economies of scale, is the only authorized investment vehicle available to the Town.

Accounting, Auditing & Financial Reporting

Comprehensive Accounting System:

The Town of Yacolt employs the use of BIAS Accounting Software to accurately represent the ongoing balance of accounts in accordance with the BARS system. The Town will maintain written policies on cash handling, accounting, segregation of duties, and other financial matters.

The Town utilizes a “funds” accounting system wherein monies restricted for specific purposes are accounted for in separate “funds” in accordance with national accounting practices.

Unrestricted monies will be accounted for in the General Fund. The Town maintains its accounting system on the cash basis of accounting as permitted by the State Auditor and will use the BARS chart of accounts as required by the State Auditor. Additionally, the Town complies with the systems and controls prescribed by the Office of the State Auditor who establishes procedures and records which reasonably assure safeguarding of assets and the reliability of financial reporting. The Town prepares an annual financial report using the forms prescribed by the State Auditor and is audited on a schedule determined by the State Auditor and as prescribed by State law. The Town may, from time-to-time, arrange for additional audits when considered beneficial to the Town's operations. The State Auditor is required to examine the affairs of all local governments at least once every three years. Reports of the auditor's examinations are required to be filed in the Office of the State Auditor and in the finance department of the Town.

Finance Committee:

The Town will maintain a Finance Committee comprised of two Council members, to be nominated and voted on by the council. The positions shall be for 6 months and shall rotate off and on the committee opposite each other every 3 months with new council members rotating on.

Monthly reports will be prepared and distributed to all departments and the Town Council showing cash position, and year-to-date budgeted and actual expenditures for review.

The Town of Yacolt defines a balanced budget as current annual revenues (including fund balances) are equal to or greater than current annual budgeted expenditures (including ending fund balances).

The Finance Committee shall meet at Town Hall at least one hour before the evening Council Meeting to go over bills and payroll to be paid by the Town.

Questions or concerns regarding the bills or payroll will be brought before the Clerk/Treasurer before the Council meeting begins for clarification needs. Bills needing to be held due to amount discrepancies will be labeled as such.

The Mayor will conduct annual reviews of the town's internal controls and cash handling procedures.

Grant Management:

Funding:

The Town recognizes that grant funding provides significant resources to enhance the Town's ability to provide services and activities not otherwise available. The Town will seek grant funding for activities that are determined to further core Town functions, or that provide activities, which are in the best interests of our citizens. The Town will examine the benefits of grant funding prior to application and decline funding determined not to meet the above criteria.

New Service Programs:

Grant applications to fund new service programs will be reviewed by the Mayor and Finance Committee prior to application. Among other issues, consideration will be given to whether grant activities further the Town's mission, whether they are part of the core functions of the department, and whether locally generated revenues will be required to support grant activities when grant funding is no longer available. Departments will provide written documentation regarding these issues with requests to apply.

Programs which require further funds, on a recurring yearly basis, must go before The Council after being reviewed by the Clerk-Treasurer, Mayor and Finance Committee.

Glossary

Unless the context clearly indicates otherwise, the following words as used in this chapter shall have the meaning herein prescribed:

(1) "Chief administrative officer" as used in this chapter includes the mayor of cities or towns having a mayor-council form of government, the commissioners in cities or towns having a commission form of government, the Town manager, or any other Town or town official designated by the charter or ordinances of such Town or town under the plan of government governing the same, or the budget or finance officer designated by the mayor, manager or commissioners, to perform the functions, or portions thereof, contemplated by this chapter.

(2) "Clerk" as used in this chapter includes the officer performing the functions of a finance or budget director, comptroller, auditor, or by whatever title he or she may be known in any city or town.

(3) "Department" as used in this chapter includes each office, division, service, system or institution of the Town for which no other statutory or charter provision is made for budgeting and accounting procedures or controls.

(4) "Fiscal year" as used in this chapter means that fiscal period set by the city or town pursuant to authority given under RCW 1.16.030.

(5) "Fund", as used in this chapter and "funds" where clearly used to indicate the plural of "fund", shall mean the budgeting or accounting entity authorized to provide a sum of money for specified activities or purposes.

(6) "Funds" as used in this chapter where not used to indicate the plural of "fund" shall mean money in hand or available for expenditure or payment of a debt or obligation.

(7) "Legislative body" as used in this chapter includes council, commission or any other group of officials serving as the legislative body of a city or town.

(8) Except as otherwise defined herein, municipal accounting terms used in this chapter shall have the meaning prescribed by the state auditor pursuant to RCW 43.09.200.

Position	wage	2080	ss 6.20%	fica 1.45%	unempl 1.20%	I&i 13.355% - 89.065%	PERS 12.86%	med	den	vis	wage/tax/ben	increase
Public Works Director	\$ 25.00	\$ 52,000.00	\$ 3,224.00	\$ 754.00	\$ 624.00	\$ 1,852.55	\$ 6,687.20	\$ 16,121.04	\$ 1,082.28	\$ 236.76	\$ 82,581.83	
	\$ 29.89	\$ 62,171.20	\$ 3,854.61	\$ 901.48	\$ 746.05	\$ 1,852.55	\$ 7,995.22	\$ 17,912.28	\$ 1,202.52	\$ 263.04	\$ 96,898.95	\$ 14,317.12
	\$ 37.97	\$ 78,977.60	\$ 4,896.61	\$ 1,145.18	\$ 647.73	\$ 1,852.55	\$ 10,156.52	\$ 17,912.28	\$ 1,202.52	\$ 263.04	\$ 117,054.03	\$ 34,472.20
Clerk	\$ 22.00	\$ 45,760.00	\$ 2,837.12	\$ 663.00	\$ 549.12	\$ 277.78	\$ 5,884.74	\$ 16,121.04	\$ 1,082.28	\$ 236.76	\$ 73,411.84	
	\$ 29.53	\$ 61,422.40	\$ 3,808.19	\$ 890.62	\$ 737.07	\$ 277.78	\$ 7,898.92	\$ 17,912.28	\$ 1,202.52	\$ 263.04	\$ 94,412.82	\$ 21,000.98
	\$ 36.59	\$ 76,856.00	\$ 4,765.07	\$ 1,114.11	\$ 922.27	\$ 277.78	\$ 9,883.68	\$ 17,912.28	\$ 1,202.52	\$ 263.04	\$ 113,196.75	\$ 39,784.91
Assisstant Clerk add spouse medical	\$ 15.00	\$ 31,200.00	\$ 1,934.40	\$ 452.40	\$ 374.40	\$ 277.78	\$ 4,012.32	\$ 7,134.96	\$ 962.04	\$ 210.48	\$ 46,558.78	
	\$ 20.97	\$ 43,617.60	\$ 2,704.29	\$ 632.46	\$ 523.41	\$ 277.78	\$ 5,609.22	\$ 14,329.80	\$ 962.04	\$ 210.48	\$ 68,867.08	\$ 22,308.30
	\$ 26.12	\$ 54,329.60	\$ 3,368.44	\$ 787.78	\$ 651.96	\$ 277.78	\$ 6,986.79	\$ 14,329.80	\$ 962.04	\$ 210.48	\$ 81,904.67	\$ 35,345.89
Assistant Clerk no spouse medical	\$ 15.00	\$ 31,200.00	\$ 1,934.40	\$ 452.40	\$ 374.40	\$ 277.78	\$ 4,012.32	\$ 7,134.96	\$ 962.04	\$ 210.48	\$ 46,558.78	
	\$ 20.97	\$ 43,617.60	\$ 2,704.29	\$ 632.46	\$ 523.41	\$ 277.78	\$ 5,609.22	\$ 7,134.96	\$ 962.04	\$ 210.48	\$ 61,672.24	\$ 15,113.46
	\$ 26.12	\$ 54,329.60	\$ 3,368.44	\$ 787.78	\$ 651.96	\$ 277.78	\$ 6,986.79	\$ 7,134.96	\$ 962.04	\$ 210.48	\$ 74,709.83	\$ 28,151.05
Public Works Maintenance	\$ 20.00	\$ 41,600.00	\$ 2,579.20	\$ 603.20	\$ 499.20	\$ 1,852.55	\$ 5,349.76	\$ 8,027.88	\$ 570.00	\$ 118.32	\$ 61,200.11	
	\$ 19.68	\$ 40,934.40	\$ 2,537.93	\$ 593.55	\$ 491.21	\$ 1,852.55	\$ 5,264.16	\$ 8,918.76	\$ 633.36	\$ 131.52	\$ 61,357.44	\$ 157.33
	\$ 24.63	\$ 51,230.40	\$ 3,176.28	\$ 742.84	\$ 614.76	\$ 1,852.55	\$ 6,588.23	\$ 8,918.76	\$ 633.36	\$ 131.52	\$ 73,888.70	\$ 12,531.26

Rates			Current Wage	K + spouse K + spouse K no spouse K no spouse	Full Totals
ss	0.062		Average Low Wage		\$ 57,783.73
medicare	0.0145		Average High Wage		\$ 122,134.26
Unemployment	0.012				\$ 50,588.89
L&I Admin	0.13355	Based on hours worked			\$ 114,939.42
L&I P.W.	0.89065	Based on hours worked			
Retirement	0.1286				

CURRENT				PROPOSED				
		monthly employee +				monthly employee +		
		spouse	Terry			spouse	Katie + spouse	Katie only
medical		\$ 1,343.42	\$ 668.99	medical		\$ 1,492.69	\$ 743.23	\$ 1,194.15
dental		\$ 90.19	\$ 47.50	dental		\$ 100.21	\$ 52.78	\$ 80.17
vision		\$ 19.73	\$ 9.86	vision		\$ 21.92	\$ 10.96	\$ 17.54
TOTAL		\$ 1,453.34	\$ 726.35	TOTAL		\$ 1,614.82	\$ 806.97	\$ 1,291.86

All Figures are Based on AWC 2019 Salary Data

Salary and Wage Averages

Job Title	Current					
	Monthly Low	Hourly Low	Monthly High	Hourly High	Hourly Wage	
Clerk	\$ 5,040.75	\$ 29.08	\$ 6,373.25	\$ 36.77	\$ 22.00	
Clerk/Treasurer	\$ 4,954.10	\$ 28.53	\$ 5,910.10	\$ 34.10	\$ 22.00	
Treasurer	\$ 5,362.33	\$ 30.94	\$ 6,743.00	\$ 38.90	\$ 22.00	
Deputy Clerk	\$ 3,396.23	\$ 19.59	\$ 4,237.08	\$ 24.44	\$ 15.00	
Accounting Clerk	\$ 3,386.50	\$ 19.54	\$ 4,426.63	\$ 25.54	\$ 15.00	
Clerical - Journey Level	\$ 3,445.43	\$ 19.88	\$ 4,169.93	\$ 24.06	\$ 15.00	
Building Permit Specialist	\$ 4,256.27	\$ 24.56	\$ 5,198.27	\$ 29.99	\$ 15.00	
Payroll Clerk	\$ 3,717.33	\$ 21.45	\$ 4,608.33	\$ 26.59	\$ 15.00	
Street/Road Superintendent	\$ 5,773.33	\$ 33.31	\$ 7,106.67	\$ 41.00	\$ 25.00	
Public Works Field Supervisor	\$ 4,940.38	\$ 28.50	\$ 6,162.75	\$ 35.55	\$ 25.00	
Planner	\$ 4,831.67	\$ 27.88	\$ 6,474.67	\$ 37.35	\$ 25.00	
Maintenance Worker	\$ 3,411.86	\$ 19.68	\$ 4,268.95	\$ 24.63	\$ 20.00	
Seasonal, Part Time					\$ 15.00	

Job Title	Current Hourly					
	Average Low	Average Low	Average High	Average High	Wage	
Clerk	\$ 5,119.06	\$ 29.53	\$ 6,342.12	\$ 36.59	\$ 22.00	
Assistant Clerk	\$ 3,634.95	\$ 20.97	\$ 4,528.05	\$ 26.12	\$ 15.00	
Public Works Director	\$ 5,181.79	\$ 29.89	\$ 6,581.36	\$ 37.97	\$ 25.00	

All Figures are Based on AWC 2019 Salary Data



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Amy Boget, Vince Myers, Dawn Salisbury
Group Name:
Address: 202 W Cushman St Yacolt 98675
Phone: 360-686-3922
Email Address: Dawn.salisbury@townofyacolt.com
Alt. Phone:

ITEM INFORMATION:

Item Title: Wage Scale for budget requirement
Proposed Meeting Date: September 16, 2019
Action Requested of Council: Review only. Will be discussed at Budget Workshops
Proposed Motion:
Summary/Background: All wage figures come directly from AWC's 2019 Salary Report
Staff Contact(s): Dawn Salisbury, Katie Younce



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name Dawn Salisbury **Group Name:**
Address: **Phone:** 360-686-3922
Email dawn.salisbury@townofyacolt.com **Alt. Phone:**
Address:

ITEM INFORMATION:

Item Title: Ordinance #576, Amending Ordinance #484
Proposed Meeting Date: 9-16-2019
Action Requested of Council: Discussion Only
Proposed Motion: Discussion Only
Summary/Background: Updating the Ordinance to remove language requiring permit information to be filed with the County and for Fees to be set by Resolution. This needs to be done to pass Resolution #587 updating the building department fee schedule. New Fees are due to the new inspection company.
Staff Contact(s): Dawn Salisbury

ORDINANCE # 576

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YACOLT REPEALING SECTION 1, ITEM B, AND AMENDING SECTION 1, ITEMS A, B AND C, AND SECTION 2, AND REMOVING SECTION 3 OF ORDINANCE #484; AND ESTABLISHING AN EFFECTIVE DATE

Whereas, the Town Council of Yacolt, Washington, is in regular session this ____ day of _____, 2019;

Whereas, the Town of Yacolt has conducted a review of Washington jurisdictions' fees and fee structures for recovering costs associated with the review of building permit applications and related building services;

Whereas, it is the desire of the Town Council to charge sufficient fees to cover the actual costs to the Town of processing such applications and providing related services;

Whereas, the Town of Yacolt has determined that the building services fees, ~~schedule herein~~ **which shall be set by Resolution**, will enable the Town to recover the actual costs of processing the specified applications while ensuring that the fees are fair and equitable for the wide range of applications likely to be submitted to the Town for processing;

Whereas, each member of the Town Council has had notice of the time, place and purpose of this meeting:

NOW THEREFORE, be it Ordained by the Town Council of the Town of Yacolt, Washington:

Section 1 - Amendment of Section 16 of Ordinance #371.

Section 16 of Ordinance #371 of the Town of Yacolt, adopted February 3, 1997, is hereby amended to read as follows:

SECTION 16: CONDITIONS TO BE MET PRIOR TO ISSUANCE OF BUILDING PERMIT

A. Initial application for a building permit shall be made to the Town Clerk **or designee** on a form supplied by the Town. ~~An initial application shall be considered by the Town Council. Following approval of an initial building permit application by the Town Council, the Mayor shall consider issuance of a certification of compliance with zoning and other pertinent local regulations. The initial building permit application filed with the Town and the zoning certification of compliance shall be submitted to the Clark County Building Division by the applicant. The applicant shall provide the County with any additional required information on forms provided by the County. No~~ construction shall be undertaken on the project in question until such date stated on the building permit for the project issued by the ~~County~~ Town.

~~**B. Minor construction** may be determined to be exempt from a building permit, following the submission of an application to the Town Clerk on forms provided by the Town and approval of such application by the Mayor. Construction exempt from a building permit is that which total value as determined in section 304 (b) of the Building Code or as otherwise documented by the applicant does not exceed fifteen hundred dollars (\$1,500) and a contractor is not involved; or the construction of any fence: PROVIDED that the construction or alteration does not involve any engineered structural components, or reduce existing egress, light, air and ventilation, or include electrical, plumbing or mechanical fixtures whose installation requires a licensed contractor. This exemption shall not otherwise exempt the construction or alteration from the substantive standards of the codes enumerated in RCW 19.27.031 as amended and maintained by the State Building Code Council under RCW 19.27.031.~~

~~**C. B. Emergency Construction** may be undertaken prior to consideration of a building permit application by the Town Council and prior to submitting documents to the Clark County Building Division~~ **Building Department** upon approval by the Mayor or the Mayor's designee. Application for emergency construction shall be made to the Town Clerk on a form supplied by the Town. Situations justifying emergency construction may include conditions which substantially endanger or impair the health or safety of the occupant(s), or deprive the occupant(s) of hot or cold water, heat, or electricity, or are imminently hazardous to life. Applicants applying for permission to proceed with emergency construction under this sub-section remain subject to the requirement to promptly apply for a building permit through the Town, ~~to file with the Clark County Building Division,~~ and to pay any fees or charges otherwise due. This exemption shall not otherwise exempt the construction or alteration from the substantive standards of the codes enumerated in RCW 19.27.031 as amended and maintained by the State Building Code Council under RCW 19.27.031.

Section 2 - Amendment of Section 18D of Ordinance #371.

Section 18D of Ordinance #371 of the Town of Yacolt, adopted February 3, 1997, is hereby amended to read as follows:

~~**D. C. — FEES DESIGNATED.** The following filing fees are established:~~

~~**1. — Building Services Fees.**~~

~~**a. — Building Permit Application Fee Schedule.** Building permit application fees shall be based on valuation and shall be assessed in accordance with the following table:~~

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 — \$1,500	\$10.00.
\$1,501 — \$20,000	\$10.00 for the first \$1,500.00 plus \$4.00 for each additional \$1,000 or fraction thereof, to and including \$20,000.

\$20,001 – \$50,000	\$84.00 for the first \$20,000 plus \$3.75 for each additional \$1,000 or fraction thereof to and including \$50,000.
\$50,001 – \$100,000	\$196.50 for the first \$50,000 plus \$3.50 for each additional \$1,000 or fraction thereof to and including \$100,000.
\$100,001 – \$250,000	\$371.50 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof to and including \$250,000.
\$250,001 – and up	\$859.00 for the first \$250,000 plus \$3.00 for each additional \$1,000 or fraction thereof.

b. ~~Excavation Permit Fee.~~ ~~Residents must contact Locate prior to being issued an Excavation Permit. Once the Town of Yacolt has received confirmation that Locate services have been obtained, the Excavation Permit can be issued. A standard fee of \$25.00 will be charged for an Excavation Permit.~~

c. ~~Other Inspection Fees.~~

- ~~1. A Plan Review Fee of 25% of the permit fee shall be assessed for all applications requiring review.~~
- ~~2. A re-inspection fee of \$25.00 will be charged for each additional inspection required.~~
- ~~3. Inspections completed outside of normal business hours will be charged a surcharge of \$23.50 per hour.~~
- ~~2. Comprehensive plan amendments or zone changes initiated by property owner(s): \$500.~~
- ~~3. Development, site plan and conditional use review:~~
 - ~~a. Residential: \$150 per lot. (Short plat and subdivisions).~~
 - ~~b. Non-Residential: \$250 per lot.~~
 - ~~c. Development and Plan Review.~~
 - ~~1). A development, site plan, and conditional use applicant shall reimburse the Town of Yacolt for the Town's direct expenses to review an application and to inspect infrastructure improvements associated with an application in excess of the application fee based on the actual costs of the review and inspection. Direct costs include fees for the Town hearings process and Town consultants, and extraordinary expenses or commitments of Town staff or material resources. The Town shall advise an applicant when the Town's direct costs are reasonably likely to exceed the application fee, and the estimated amount in excess of the fee.~~

- 2). ~~A development, site plan, and conditional use applicant shall enter into a written “Agreement To Pay Outside Professional Review Expenses Related To Land Use Application” with the Town of Yacolt once the application has been determined to be technically correct.~~
4. ~~Variance: \$250.~~
5. ~~Conditional Use Permit: \$250.~~
6. ~~Home occupation / business: \$150.~~
7. ~~Temporary dwelling permit: \$150.~~
8. ~~Floodplain permit: \$150.~~
9. ~~Other: \$150.~~

Fees will be set by Resolution.

Section 3 ~~Repeal of Ordinance #439.~~

~~Ordinance #439 of the Town of Yacolt, adopted September 6, 2005, entitled “An Ordinance Relating to Development Plan Review and Inspection Costs” is hereby repealed.~~

Section 4 **3** - Savings Clause.

All terms of Ordinance #484, as amended, shall remain in full force and effect until the effective date of this Ordinance #484. As of and following the effective date of this Ordinance #484.

Section 5 **4** – Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, the remaining portion of this Ordinance shall remain in full force and effect.

Section 6 **5** - Effective Date.

This Ordinance shall take effect on _____, 2019, following publication of the following summary, according to law.

“Town of Yacolt - Summary of Ordinance #576

The Town Council of the Town of Yacolt adopted Ordinance #576 at its regularly scheduled Town Council meeting held on _____, 2019. The content of the Ordinance is summarized in its title as follows:

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YACOLT
REPEALING SECTION 1, ITEM B, AND AMENDING SECTION 1, ITEMS A, B
AND C, AND SECTION 2, AND REMOVING SECTION 3 OF ORDINANCE #484;
AND ESTABLISHING AN EFFECTIVE DATE

EFFECTIVE DATE. The effective date of the Ordinance is _____, 2019.

A copy of the full text of the Ordinance will be mailed upon request to the undersigned

at the Town of Yacolt Town Hall, P.O. Box 160, Yacolt, WA 98675: (360) 686-3922.

Published this ____ day of _____, 2019.

Dawn Salisbury, Clerk

PASSED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this ____ day of _____, 2019.

TOWN OF YACOLT

Vince Myers, Mayor

Attest:

Dawn Salisbury, Clerk

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #576 of the Town of Yacolt, Washington, entitled "AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YACOLT REPEALING SECTION 1, ITEM B, AND AMENDING SECTION 1, ITEMS A, B AND C, AND SECTION 2, AND REMOVING SECTION 3 OF ORDINANCE #484; AND ESTABLISHING AN EFFECTIVE DATE", as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:

Dawn Salisbury, Clerk

Published: _____

Effective Date: _____

Ordinance Number: _____

RESOLUTION # 587

A RESOLUTION OF THE TOWN OF YACOLT, WASHINGTON, AMENDING RESOLUTION #581
ADOPTING A FEE SCHEDULE FOR THE TOWN OF YACOLT FOR BUILDING SERVICES.

WHEREAS: The Town Council of the Town of Yacolt, Washington is in regular session this ____
day of _____, 2019; and

WHEREAS: The members of the Town Council have had notice of the time, place and purpose of
said meeting; and

NOW THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Yacolt, Washington
do hereby amend Resolution #581 adopting the Exhibit A, Building & Permit Fee Schedule as
the official Fee Schedule for the Town of Yacolt Building Department.; and

BE IT FURTHER RESOLVED, that inspections outside normal hours will be billed on travel time to
Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time.; and

BE IT FURTHER RESOLVED that the attached Fee Schedule, Exhibit A as the official fee schedule
for the Town of Yacolt Building Department; further it be resolved that Resolution #587 shall
become effective upon the date of adoption by the Town Council of Yacolt, Washington on this
____ day of _____, 2019

APPROVED this ____ day of _____, 2019

Town of Yacolt

Vince Myers, Mayor

Attest:

Dawn Salisbury, Clerk

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Dawn Salisbury **Group Name:**
Address: **Phone:** 360-686-3922
Email dawn.salisbury@townofyacolt.com **Alt. Phone:**
Address:

ITEM INFORMATION:

Item Title: Resolution #587, amending resolution #581 Adopting a Fee Schedule for the Town of Yacolt for building services.

Proposed Meeting Date: 9-16-2019

Action Requested of Council: Discussion Only

Proposed Motion: Discussion Only

Summary/ Background: Housekeeping Item. We must update the Building Department Fee Schedule to cover charges for the new Building Inspection company – Townzen and Associates. I also added the Commercial State Surcharge which is \$25.00.

Staff Contact(s): Dawn Salisbury

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
1					
2	Department	Fee Type	Fee Description	Fee	
3	Planning And Zoning	Land Use	Permit Issuance Fee	\$ 65.00	\$ 80.00
4	Planning And Zoning	Land Use	Washington State Surcharge Residential	\$ 6.50	
5	Planning And Zoning	Land Use	Washington State Surcharge Commercial	\$ 25.00	
6	Planning And Zoning	Land Use	Inspections outside normal hours will be billed travel time to Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time	See Comment	
7	Planning And Zoning	Land Use	Reinspection Fees: \$80.00 Charged per Hour, Minimum Charge 1 Hour	See Comment	
8	Planning And Zoning	Land Use	Inspections: \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	See Comment	
9	Planning And Zoning	Land Use	Annexation - At Notice (Due at Time of Notice Of Intent)	\$ 329.00	
10	Planning And Zoning	Land Use	Annexation - At Petition (Due at Time of Petition)	\$ 1,935.00	
11	Planning And Zoning	Land Use	Appeals of Land Use Decision - Type I	\$ 2,671.00	
12	Planning And Zoning	Land Use	Appeals of Land Use Decisions - Type II Cost Recovery (Cost plus 10%)	Minimum Fee \$2,671	
13	Planning And Zoning	Land Use	Binding Site Plan Review	\$ 3,316.00	
14	Planning And Zoning	Land Use	Boundary Line Adjustment (per Lot after the First 2 Lots)	\$ 223.00	
15	Planning And Zoning	Land Use	Code/Planning Director's Interpretation	\$ 167.00	
16	Planning And Zoning	Land Use	Comprehensive Plan and Map Amendments Subject to Annual Reviews	\$ 3,815.00	
17	Planning And Zoning	Land Use	Conditional Use Permit	\$ 250.00	
18		Land Use	Covenant Release	\$ 3,316.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
19	Planning And Zoning	Land Use	Critical Area Review per Critical Area for Fish and Wildlife Habitat Areas, Frequently Flooded Area, and Geologic Hazard Areas	\$ 308.00	
20	Planning And Zoning	Land Use	Critical Area Review Wetland Areas	\$ 665.00	
21	Planning And Zoning	Land Use	Development Agreement Cost Recovery: Minimum of \$798.00	\$798 Plus Cost Recovery	
22	Planning And Zoning	Land Use	EIS Preparation Cost Recovery: Staff Time at Current Billing rate	Cost Recovery	
23	Planning And Zoning	Land Use	Engineering Plan Review and Construction Inspection - in Town Review: 2% of Estimated Construction Costs of Improvements (\$500 Due at Time of Submittal)	\$500 at Time of Submittal (See Comment for Total Fee)	
24	Planning And Zoning	Land Use	Engineering Plan Review and Construction Inspection - Pass Through Options: Cost Recovery - Actual Cost of Consultant Review plus 10%: This Fee is Applicable when Applicant Chooses to Use the Town's Consultant for Civil Plan Review	See Comment	
25	Planning And Zoning	Land Use	Fencing Permit	\$ 65.00	
26	Planning And Zoning	Land Use	Final Site Plan	\$ 1,000.00	
27	Planning And Zoning	Land Use	Final Short Plat	\$ 1,250.00	
28	Planning And Zoning	Land Use	Final Subdivision	\$ 2,280.00	
29	Planning And Zoning	Land Use	Grading Permits (50-100 Cubic Yards)	\$ 109.00	
30	Planning And Zoning	Land Use	Grading Permits (101-1,000 Cubic Yards)	\$109 + \$9 per 100 Cubic Yards over 100 and Fraction thereof	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
31	Planning And Zoning	Land Use	Grading Permits (1,001 - 10,000 Cubic Yards)	\$190 plus \$17 per 100 Cubic Yards over 1,000 and Fraction thereof	
32	Planning And Zoning	Land Use	Grading Permits (10,001-100,000 Cubic Yards)	\$343 + \$27 per 10,000 Cubic Yards over 10,000 and Fraction thereof	
33	Planning And Zoning	Land Use	Grading Permits (100,001-200,000 Cubic Yards)	\$586 + \$32 per 10,000 Cubic Yards over 100,000 and Fraction thereof	
34	Planning And Zoning	Land Use	Grading Permits (>200,000 Cubic Yards)	\$906 + \$32 per 10,000 Cubic Yards over 200,000 and Fraction thereof	
35			Hearings Examiner Appeal - Existing Residential and Non-residential Appeals of Code Enforcement Decisions	\$ 321.00	
36	Planning And Zoning	Land Use	Home Occupation Review with Business License	\$ 56.00	
37	Planning And Zoning	Land Use	Legal Lot Determination	\$ 223.00	
38	Planning And Zoning	Land Use	Plat Alteration	\$ 2,671.00	
39	Planning And Zoning	Land Use	Post Decision Review Type I	\$ 166.00	
40	Planning And Zoning	Land Use	Post Decision Review Type II	\$ 554.00	
41	Planning And Zoning	Land Use	Post Decision Review Type III	\$ 2,671.00	
42	Planning And Zoning	Land Use	Pre-application Conference	\$ 350.00	
43	Planning And Zoning	Land Use	Plat Recording	\$ 1,575.00	
44	Planning And Zoning	Land Use	Preliminary Short Plat 2 - 9 Lots Plus \$150 Per Lot	\$ 4,325.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
45	Planning And Zoning	Land Use	Preliminary Subdivision 10-25 Lots Plus \$150 per Lot	\$ 5,603.00	
46	Planning And Zoning	Land Use	Preliminary Subdivision 26-50 Lots Plus \$150 per Lot	\$ 6,087.00	
47	Planning And Zoning	Land Use	Preliminary Subdivision >50 Lots (\$10,350 Maximum) Plus \$90 per Lot	\$3,815.00	
48	Planning And Zoning	Land Use	Residential Plot Plan Review or Revision	\$ 58.00	
49	Planning And Zoning	Land Use	Final Plat of Subdivision - Review and Recording	\$ 1,575.00	
50	Planning And Zoning	Land Use	SEPA Checklist Review	\$ 650.00	
51	Planning and Zoning	Land Use	Shed - Basic	\$ 65.00	
52	Planning and Zoning	Land Use	Traffic Study Review Cost plus 10%	See Comment	
53	Planning And Zoning	Land Use	Road Modification Request - Per Modification	\$ 278.00	
54	Planning And Zoning	Land Use	Shorelines Substantial Development Permit	\$1907.00 plus Cost of Development	
55	Planning And Zoning	Land Use	Shorelines Conditional Use Permit	\$2,594 plus Cost of Development	
56	Planning And Zoning	Land Use	Shorelines Variance Permit	\$2,594 plus Cost of Development	
57	Planning And Zoning	Land Use	Shorelines Exemption Request	\$ 205.00	
58	Planning And Zoning	Land Use	Signs: Free Standing Signs Require a Separate Building Permit	\$ 166.00	
59	Planning And Zoning	Land Use	Site Plan Review Residential or Non-residential (Type I)	\$ 333.00	
60	Planning And Zoning	Land Use	Site Plan Review Residential (Type II) with \$700 Minimum and \$10,000 Maximum	\$700 plus \$47 per Unit	
61	Planning And Zoning	Land Use	Site Plan Review Non-residential (Type II) with \$850 Minimum and \$10,000 Maximum	\$850 plus \$0.10 sf Ground Floor plus \$0.07 sf Other Floors	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
62	Planning And Zoning	Land Use	Temporary Use	\$ 166.00	
63	Planning And Zoning	Land Use	Variance	\$ 250.00	
64	Planning And Zoning	Land Use	Variance (Land Use Fee Schedule)	\$2,642 Or 50% in Conjunction with Parent Application that Requires a	
65	Planning And Zoning	Land Use	Variance - Administrative	\$ 166.00	
66	Planning And Zoning	Land Use	Zone Change Application Filing Fee	\$ 500.00	
67	Planning And Zoning	Land Use	Zone Change (Text/Map Amendments) \$3,762 plus \$240/2.5 Acres over 2.5 Acres	See Comment	
68	Planning And Zoning	Land Use	Zoning Verification letter	\$ 162.00	
69					
70	Planning And Zoning	Right Of Way	Right of Way Permit Fee 101 Feet to 1,000 Feet	\$179 plus \$0.50 per Foot over 100 Feet	
71	Planning And Zoning	Right Of Way	Right of Way Permit Fee 1,001 Feet to 5,000 Feet	\$629 plus \$0.40 per Foot over 1,000 Feet	
72	Planning And Zoning	Right Of Way	Right of Way Permit Fee 5,001 Feet or More	\$2,229 plus \$0.30 per Foot over 5,000 Feet	
73					
74	Planning And Zoning	Building Safety Dept.	Demolition: Demolition Permit	\$ 223.00	
75	Planning And Zoning	Building Safety Dept.	Moving Building Permit: Moving Permit	\$ 223.00	
76	Planning And Zoning	Building Safety Dept.	Manufactured Home Setup: Placement Permits	\$ 235.00	
77					
78	Planning And Zoning	Development	Pre-application Conference Fee	\$ 350.00	
79	Planning And Zoning	Development	Preliminary Subdivision Plan Review Fee - \$4,325 plus \$150 for each Lot 2 - 9 Lots	\$4,325 plus \$150 per Lot	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
80	Planning And Zoning	Development	Preliminary Subdivision Plan Review Fee - \$5,603.00 plus \$150 for each Lot 10 - 25 Lots	\$5603.00 plus \$150 per Lot	
81	Planning And Zoning	Development	Preliminary Subdivision Plan Review Fee - \$6,087.00.00 plus \$150 for each Lot 26 - 50 Lots	\$6087.00 plus \$150 per Lot	
82	Planning And Zoning	Development	Engineering Plan Review & Legal Cost - Pass Through Agreement (1)	Cost plus 10%	
83	Planning And Zoning	Development	Final Plat of Subdivision - Review and Recording	\$ 1,575.00	
84	Planning And Zoning	Development	Planned Residential Development Plan Review And Field Inspection Fees	\$ 3,550.00	
85	Planning And Zoning	Development	Fire Department Access and Water Flow Availability Plan Review (1)	\$ 350.00	
86	Planning And Zoning	Development	Archeological Project Review (1)	\$ 350.00	
87	Planning And Zoning	Development	Development Agreement	\$ 750.00	
88					
89	Planning And Zoning	Impact Fee	Traffic Impact Fee - New Single Family	\$ 2,700.00	
90	Planning And Zoning	Impact Fee	School Impact Fee - New Single Family	\$ 5,000.00	
91	Planning And Zoning	Impact Fee	School Impact Fee - New Multi-Family Per Unit	\$ 1,800.00	
92	Planning And Zoning	Impact Fee	Park Impact Fee - New Single Family	\$ 2,300.00	
93	Planning And Zoning	Impact Fee	Park Impact Fee- New Multi-Family per Unit	\$ 828.00	
94					
95	Community Development	Building Permits	Permit Issuance Fee	\$ 65.00	\$ 80.00
96	Community Development	Building Permits	Washington State Surcharge Residential	\$ 6.50	
97	Community Development	Building Permits	Washington State Surcharge Commercial	\$ 25.00	
98	Community Development	Building Permits	Inspections outside normal hours will be billed travel time to Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time	See Comment	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
99	Community Development	Building Permits	Reinspection Fees: \$80.00 Charged per Hour, Minimum Charge 1 Hour	See Comment	
100	Community Development	Building Permits	Inspections: \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	See Comment	
101	Community Development	Building Permits	Building Plan Review: Fee is Calculated at 65% of Building Permit Fee (Due at Time of Submittal)	See Comment	
102	Community Development	Building Permits	Building Permit Valuation \$1.00 to \$500	\$ 65.00	
103	Community Development	Building Permits	Building Permit Valuation \$501 to \$2,000	\$65 for the First \$501 plus \$4 for each \$100 or Fraction thereof, to and Including \$2,000	
104	Community Development	Building Permits	Building Permit Valuation \$2,001 to \$25,000	\$125.00 for the First \$2,000 plus \$16.50 for each \$1,000 or Fraction thereof, up to and Including \$25,000	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
105	Community Development	Building Permits	Building Permit Valuation \$25,001 to \$50,000	\$504.50 for the First \$25,000 plus \$12.50 for each \$1,000 or Fraction thereof, up to and Including \$50,000	
106	Community Development	Building Permits	Building Permit Valuation \$50,001 To \$100,000	\$817.00 for the First \$50,000 plus \$9.50 for each \$1,000 or Fraction thereof, up to and Including \$100,000	
107	Community Development	Building Permits	Building Permit Valuation \$100,001 to \$500,000	\$1292.00 for the First \$100,000 plus \$7.50 for each \$1,000 or Fraction thereof, to and	
108	Community Development	Building Permits	Building Permit Valuation \$500,001 to \$1,000,000	First \$500,000 plus \$4.00 for each \$1,000 or Fraction	
109	Community Development	Building Permits	Building Permit Valuation \$1,000,000 and Up	\$7542.00 for the First \$1,000,000 plus \$4 for each	
110	Community Development	Building Permits	Building Permit Re-Roofing or Re-siding for Single Family Residence	\$130 (Commercial Based on Valuation)	
111	Community Development	Building Permits	Inspections Outside Normal Hours \$97.50 per	Minimum Charge	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
112	Community Development	Building Permits	Re-inspection Fee (After 2nd Failed Inspection) \$65 per Hour, Minimum 2 Hours	Minimum Charge \$130.00	
113					
114	Community Development	Mechanical Permits	Mechanical Permit Issuance Permit Issuance Fees are Charged for all Mechanical Permits Issued, Regardless of Permit Type	\$ 65.00	\$ 80.00
115	Community Development	Mechanical Permits	Washington State Surcharge Residential	\$ 6.50	
116	Community Development	Mechanical Permits	Washington State Surcharge Commercial	\$ 25.00	
117	Community Development	Mechanical Permits	Inspections outside normal hours will be billed travel time to Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time	See Comment	
118	Community Development	Mechanical Permits	Reinspection Fees: \$80.00 Charged per Hour, Minimum Charge 1 Hour	See Comment	
119	Community Development	Mechanical Permits	Inspections: \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	See Comment	
120	Community Development	Mechanical Permits	Inspections: \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	See Comment	
121	Community Development	Building Permits	Mechanical Plan Review: Fee is Calculated at 65% of Building Permit Fee (Due at Time of Submittal)	See Comment	
122	Community Development	Building Permits	Commercial Review 65% of Valuation	See Comment	
123	Community Development	Building Permits	Complex Consultant Review Cost plus 10%	See Comment	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
124	Community Development	Mechanical Permits	Mechanical Permit Issuance - Supplemental for Issuing each Supplemental Permit for which the Original Permit has not Expired, has been Cancelled or Finalized	\$ 14.00	
125	Community Development	Mechanical Permits	Heating and Cooling: Air Conditioning	\$ 16.00	
126	Community Development	Mechanical Permits	Heating and Cooling: Heat Pump	\$ 16.00	
127	Community Development	Mechanical Permits	Heating and Cooling: Alteration of Existing HVAC	\$ 13.00	
128	Community Development	Mechanical Permits	Heating and Cooling: Residential Boiler	\$ 37.50	
129	Community Development	Mechanical Permits	Heating and Cooling: Install/Replace Heaters	\$ 14.00	
130	Community Development	Mechanical Permits	Heating and Cooling: Split Systems	\$ 17.00	
131	Community Development	Mechanical Permits	Gas Water Heater	\$ 19.00	
132	Community Development	Mechanical Permits	Vents for Appliances	\$ 9.00	
133	Community Development	Mechanical Permits	Decorative Fireplace	\$ 25.00	
134	Community Development	Mechanical Permits	Wood Stoves/Pellet Stoves	\$ 25.00	
135	Community Development	Mechanical Permits	Fireplace Inserts	\$ 25.00	
136	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Kitchen Range Hood	\$ 9.00	
137	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Clothes Dryer	\$ 8.00	
138	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Exhaust Fans - Single Ducts	\$ 11.00	
139	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Exhaust Fans - Attic/Radon	\$ 11.00	
140	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Fuel Gas Piping (First Floor)	\$ 11.00	
141	Community Development	Mechanical Permits	Environmental Exhaust and Ventilation: Each Additional Gas Outlet	\$ 2.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
142	Community Development	Mechanical Permits	Complex Plan Review Fee - 65% of Permit Fee	See Comment	
143	Community Development	Mechanical Permits	Fire Suppression 65% of Valuation	See Comment	
144	Community Development	Mechanical Permits	Unit Fee - Furnace: For the Installation or Relocation of each Forced Air or Gravity Type Furnace or Burner Including Ducts and Vents Attached to such Appliance, up to and Including 100,000 Btu/h (29.3kW)	\$ 18.00	
145	Community Development	Mechanical Permits	Relocation of each Forced Air or Gravity Type	\$ 22.00	
146	Community Development	Mechanical Permits	Ductless HVAC	\$ 17.00	
147	Community Development	Mechanical Permits	Unit Fee-Furnace: For the Installation or Relocation of each Floor Furnace, Including Vent	\$ 18.00	
148	Community Development	Mechanical Permits	Unit Fee-Furnace: For the Installation or Relocation of each Suspended Heater, Recessed Wall Heater, or Floor Mounted Unit Heater	\$ 18.00	
149	Community Development	Mechanical Permits	Unit Fee-Appliance Vents: For the Installation, Relocation, or Replacement of each Appliance Vent Installed and not Included in an Appliance Permit	\$ 11.00	
150	Community Development	Mechanical Permits	Unit Fee-Repairs and Additions: For the Repair, Alteration, or Addition of each Heating Appliance, Refrigeration Unit, Cooling Unit, Absorption Unit, or each Heating, Cooling, Absorption, or Evaporative Cooling System, Including Installation of Controls Regulated by the Mechanical Code	\$ 17.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
151	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For the Installation or Relocation of each Boiler or Compressor to and Including 3 Horsepower (10.6kW) or each Absorption System to and Including 100,000 Btu/h (29.3kW)	\$ 18.00	
152	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For the Installation or Relocation of each Boiler or Compressor over 3 Horsepower (10.6kW) to and Including 15 horsepower (52.7kW) or each Absorption System to and Including 100,000 Btu/h (29.3kW) to and Including 500,000 Btu/h (146.6kW)	\$ 31.00	
153	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For the Installation or Relocation of each Boiler or Compressor over 15 Horsepower (52.7kW) to and Including 30 Horsepower (105.5kW) or each Absorption System over 500,000Btu/h (146.6kW) to and Including 1,000,000 Btu/h	\$ 43.00	
154	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For The Installation or Relocation of each Boiler or Compressor over 30 Horsepower (105.5kW) to and Including 50 Horsepower (176kW) or each Absorption System over 1,000,000Btu/h (293.1kW) to and Including 1,750,000 Btu/h (512.9kW)	\$ 63.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
155	Community Development	Mechanical Permits	Unit Fee-Boilers, Compressors, and Absorption Systems: For The Installation or Relocation of each Boiler or Compressor over 50 horsepower (176kW) or Each Absorption System Over 1,750,000 Btu/h (512.9kW)	\$ 103.00	
156	Community Development	Mechanical Permits	Unit Fee-Air Handlers: For each Air Handling Unit to and Including 10,000 Cubic Feet per Minute (cfm) (4,719 L/s) Including Ducts Attached thereto	\$ 14.00	
157	Community Development	Mechanical Permits	Unit Fee-Air Handlers: For each Unit over 10,000 cfm (4,719 L/s)	\$ 22.00	
158	Community Development	Mechanical Permits	Unit Fee-Evaporative Coolers: For each Evaporative Cooler other than Portable Type	\$ 14.00	
159	Community Development	Mechanical Permits	Unit Fee-Ventilation and Exhaust: For each Ventilation Fan Connected to a Single Duct	\$ 11.00	
160	Community Development	Mechanical Permits	Unit Fee-Ventilation and Exhaust: For each Ventilation System which is not a Portion of any Heating or Cooling System Authorized by	\$ 14.00	
161					
162	Community Development	Plumbing Permits	Plumbing Permit Issuance: Permit Issuance Fees are Charged for all Plumbing Permits Issued, Regardless of Permit Type	\$ 65.00	\$ 80.00
163	Community Development	Plumbing Permits	Washington State Surcharge Residential	\$ 6.50	
164	Community Development	Plumbing Permits	Washington State Surcharge Commercial	\$ 25.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
165	Community Development	Plumbing Permits	Inspections Outside Normal Hours: \$97.50 per Hour, Minimum Charge 2 Hours Inspections outside normal hours will be billed travel time to Yacolt, mileage to Yacolt, and a minimum of 1 hour inspection time	Minimum \$195.00 See Comment	
166	Community Development	Plumbing Permits	Reinspection Fees: \$65.00 \$80.00 Charged per Hour, Minimum Charge 1 Hour	Minimum \$65.00 \$80.00	
167	Community Development	Plumbing Permits	Inspections: \$65.00 \$80.00 Charged per Hour for which No Fee is Specifically Indicated, 1 Hour Minimum Charge	Minimum \$65.00 \$80.00	
168	Community Development	Plumbing Permits	Charged per Hour Required by Changes, Additions or Revision of Plans - Minimum Charge 1 Hour	Minimum \$65.00 \$80.00	
169	Community Development	Building Permits	Plumbing Plan Review: Fee is Calculated at 65% of Building Permit Fee (Due at Time of Submittal)	See Comment	
170	Community Development	Plumbing Permits	Unit Fee-Fixtures and Vents: For each Plumbing Fixture or Trap or Set of Fixtures on One Trap (Including Water, Drainage Piping, and Backflow Prevention thereof)	\$ 25.00	
171	Community Development	Plumbing Permits	Unit Fee-Fixtures and Vents: For Repair or Alteration of Drainage or Vent Piping (each Fixture)	\$ 25.00	
172	Community Development	Plumbing Permits	Unit Fee-Sewers, Disposal Systems, and Interceptors: For each Private Sewage Disposal System	\$ 84.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
173	Community Development	Plumbing Permits	Unit Fee-Sewers, Disposal Systems, and Interceptors: For each Individual Waste Pretreatment Interceptor, Including its Trap and Vent, Excepting Kitchen Type Grease Interceptors Functioning as Fixture Traps	\$ 28.00	
174	Community Development	Plumbing Permits	Unit Fee-Sewers, Deposal Systems, and Interceptors: Rain Water Systems - per Drain (Inside Building)	\$ 13.00	
175	Community Development	Plumbing Permits	Installation, Alteration, or Repair of Water Piping or Water-Treatment Equipment or Both (each)	\$ 11.00	
176	Community Development	Plumbing Permits	Unit Fee - Water Piping and Water Heaters: For each Water Heater Including Vents - For Vents only See Mechanical Permit Fees	\$ 15.00	
177	Community Development	Plumbing Permits	Unit Fee - Water Piping and Water Heaters: Installation or Replacement of Water Supply Line	\$ 28.00	
178	Community Development	Plumbing Permits	Unit Fee - Gas Piping Systems: For each Gas Piping System of One To Five Outlets. For each Additional Outlet over Five: \$4.00 each	\$ 10.00	
179	Community Development	Plumbing Permits	Unit Fee-Lawn sprinklers, Vacuum Breakers, and Backflow Prevention Devices: For each Lawn Sprinkler System on any One Meter, Including Backflow Prevention Devices thereof	\$ 25.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
180	Community Development	Plumbing Permits	Unit Fee - Lawn Sprinklers, Vacuum Breakers, and Backflow Prevention Devices: For Atmospheric-Type Vacuum Breakers or Backflow Prevention Devices - 1 To 5 Devices	\$ 25.00	
181	Community Development	Plumbing Permits	Unit Fee - Lawn Sprinklers, Vacuum Breakers, and Backflow Prevention Devices: For Atmospheric-Type Vacuum Breakers or Backflow Prevention Devices - over 5 Devices (each)	\$ 5.00	
182	Community Development	Plumbing Permits	Unit Fee - Lawn Sprinklers, Vacuum Beakers, and Backflow Protection Devices: For each Backflow Prevention Device other than Atmospheric-Type Vacuum Breakers - 2 Inches (50.8 mm) and Smaller	\$ 16.00	
183	Community Development	Plumbing Permits	Unit Fee - Lawn Sprinklers, Vacuum Beakers, and Backflow Protection Devices: For each Backflow Prevention Device other than Atmospheric-Type Vacuum Breaker - over 2 Inches (50.8 mm)	\$ 28.00	
184	Community Development	Plumbing Permits	Unit Fee - Swimming Pools: Public Pool	\$ 103.00	
185	Community Development	Plumbing Permits	Unit Fee - Swimming Pools: Public Spa	\$ 69.00	
186	Community Development	Plumbing Permits	Unit Fee - Swimming Pools: Private Pool	\$ 69.00	
187	Community Development	Plumbing Permits	Unit Fee - Swimming Pools: Private Spa	\$ 35.00	
188	Community Development	Plumbing Permits	Unit Fee - Private Disposal per Unit	\$ 80.00	
189	Community Development	Plumbing Permits	Unit Fee Industrial Disposal per Unit	\$ 24.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
190	Community Development	Plumbing Permits	Plumbing Consultations or other Specialized Plumbing Plan Review by Consultant: Actual Cost of Consultant Review, as Invoiced. This Fee is Applicable when Additional Review is Necessary as Part of a Plumbing Permit	Cost plus 10% of Total Invoice Charged from Consultant	
191	Community Development	Plumbing Permits	Plumbing Plan Check Fee: Separate Plumbing Plan Review Fee is Calculated At 65% of Plumbing Permit Fee (Due at Time of Submittal)	Plumbing Permit Fees are Calculated per Adopted Fee Schedule	
192	Community Development	Plumbing Permits	New 1 & 2 Family Dwelling: SFR (1) Bathroom	\$ 400.00	
193	Community Development	Building Permits	New 1 & 2 Family Dwelling: SFR (2) Bathrooms	\$ 500.00	
194	Community Development	Plumbing Permits	New 1 & 2 Family Dwelling: SFR (3) Bathrooms	\$ 580.00	
195	Community Development	Plumbing Permits	New 1 & 2 Family Dwelling: Each Additional Bathrooms	\$ 100.00	
196	Community Development	Plumbing Permits	New 1 & 2 Family Dwelling: Each Additional Kitchen	\$ 100.00	
197	Community Development	Plumbing Permits	Site Utilities: Rain Drain Qty 100 (\$0.25/ft. over)	\$ 25.00	
198	Community Development	Plumbing Permits	Site Utilities: Storm Drain Qty 100 (\$0.25/ft. over)	\$ 25.00	
199	Community Development	Plumbing Permits	Site Utilities: Footing Drain Qty 100 (\$0.25/ft. over)	\$ 25.00	
200	Community Development	Plumbing Permits	Site Utilities: Water Service Qty 100 (\$0.25/ft. over)	\$ 25.00	
201	Community Development	Plumbing Permits	Site Utilities: Manufactured Home	\$ 80.00	
202	Community Development	Plumbing Permits	Fixture or other Items: Backflow Preventer	\$ 25.00	
203	Community Development	Plumbing Permits	Fixture or other Items: Backwater Valve	\$ 25.00	

Exhibit A 2019 Building Department Fee Schedule

	A	B	C	D	E
2	Department	Fee Type	Fee Description	Fee	
204	Community Development	Plumbing Permits	Fixture or other Items: Clothes Washer	\$ 25.00	
205	Community Development	Plumbing Permits	Fixture or other Items: Water Heater	\$ 25.00	
206	Community Development	Plumbing Permits	Fixture or other Items: Dishwasher	\$ 25.00	
207	Community Development	Plumbing Permits	Fixture or other Items: Drinking Fountain	\$ 25.00	
208	Community Development	Plumbing Permits	Fixture or other Items: Ejector Pump	\$ 25.00	
209	Community Development	Plumbing Permits	Fixture or other Items: Expansion Tank	\$ 25.00	
210	Community Development	Plumbing Permits	Fixture or other Items: Fixture / Sewer Cap	\$ 25.00	
211	Community Development	Plumbing Permits	Fixture or other Items: Floor Drain / Floor Sink	\$ 25.00	
212	Community Development	Plumbing Permits	Fixture or other Items: Garbage Disposal	\$ 25.00	
213	Community Development	Plumbing Permits	Fixture or other Items: Each Hose Bib	\$ 25.00	
214	Community Development	Plumbing Permits	Fixture or other Items: Ice Maker	\$ 25.00	
215	Community Development	Plumbing Permits	Fixture or other Items: Grease Interceptor Trap	\$ 25.00	
216	Community Development	Plumbing Permits	Fixture or other Items: Roof Drain	\$ 25.00	
217	Community Development	Plumbing Permits	Fixture or other Items: Sink / Lavatory / Basin	\$ 25.00	
218	Community Development	Plumbing Permits	Fixture or other Items: Tub / Shower	\$ 25.00	
219	Community Development	Plumbing Permits	Fixture or other Items: Urinal	\$ 25.00	
220	Community Development	Plumbing Permits	Fixture or other Items: Water Closet	\$ 25.00	
221	Community Development	Plumbing Permits	Fixture or other Items: other Plumbing Items	\$ 25.00	
222	The Building Permit Fees were Added According to the Townzen & Associates Fee Schedule				