

# Lake Forest Park City Council

## Agenda Cover Sheet

Meeting Date 11/9/2017 and 11/16/2017

Title Resolution 1658/Adopting 2018 User Fee Schedule

### Item Type

- |   |  |
|---|--|
| <input type="checkbox"/> Work Session         | <input checked="" type="checkbox"/> Ordinances & Resolutions |
| <input type="checkbox"/> Proclamation         | <input type="checkbox"/> Introduction/Referral               |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Council Discussion                  |
| <input type="checkbox"/> Public Hearing       | <input checked="" type="checkbox"/> Action                   |
| <input type="checkbox"/> Consent Calendar     | <input type="checkbox"/> Council Discussion/Action           |
| <input type="checkbox"/> Final Confirmation   |  |

Originating Department Finance

Contact Person Chris Bothwell

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### Legislative History

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- Budget and Finance Committee, September 21, 2017
- Budget and Finance Committee, October 19, 2017
- City Council Meeting, November 9, 2017

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### Attachments:

1. Resolution 1658
  2. 2018 User Fee Schedule with Markup (Exhibit A to Resolution)
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### Executive Summary

The City updates the User Fee Schedule annually for the various user fees that are charged for City services. This update includes adjustments to the business license fee and second hand dealer fee, which is stated separately on the User Fee Schedule, but is indistinguishable from a business license. The sewer rates are also updated; these updates, however, are the subject of separate Council action.

### Background

The City reviews the User Fee Schedule annually during biennial or mid-biennial budget proceedings. The purpose of this review is to ensure that the schedule accounts for changes since the last update and that fees are consistent with policy. The proposed User Fee Schedule have been reviewed by all of departments for consideration of updates for 2018.

The proposed 2018 User Fee Schedule updates the following user fees:

Business License Fee

The City's policy is that the business licensing program will recover all program costs with business license fees. The City will be offering online business licensing in 2018; this offering will increase the business licensing program costs. Consistent with policy an increase in the business license fee is required.

Second Hand Dealer Permit Fee

The Second Hand Dealer Permit is a permit that is issued in lieu of a business license for businesses that deal in second hand goods. Businesses that are required to obtain a Second Hand Dealer Permit will also be able to utilize the online licensing system. As such, the second hand dealer permit fee is also proposed to increase for 2018.

Sewer Rates

Sewer utility and wastewater excise tax rates are also updated. Both of these updates are the result of separate Council action.

The 2018 User Fee Schedule is provided as Exhibit A to the attached Resolution and includes the 2017 fee in strike-through to the immediate left of the proposed 2018 fee.

**Fiscal & Policy Implications**

The business license fee increase will generate approximately \$9,500 annually that will be offset by increased program costs for a net zero budget impact. Implementing the fee increase will result in full cost recovery for the business licensing program. The financial impact of an increase in the Second Hand Dealer Permit fee will not be significant.

**Alternatives**

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"><li>Do not increase any fees.</li></ul>	Will not achieve full cost recovery for the business licensing program.

**Staff Recommendation**

Adopt the User Fee Schedule as attached.

**Legal Review**

Type of Document	Title of Document	Date Reviewed by Legal Counsel
<i>Resolution</i>	<i>Resolution establishing fees</i>	<i>11/02/2017</i>

ATTACHMENT 1

RESOLUTION NO. 1658

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKE FOREST PARK, WASHINGTON, ESTABLISHING  
FEES FOR LICENSES, PERMITS, AND SERVICES**

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**WHEREAS**, the City Council of the City of Lake Forest Park has determined that establishing fees for various services, applications and permits by resolution allows for centralization of such fees and charges; and

**WHEREAS**, the City Council has determined that the annual review and adjustment of some of the fees for City services, applications and permits is appropriate to aid in the cost recovery of providing services; and

**WHEREAS**, during the 2017 review of fees it was determined that fees for business licenses and second hand dealer licenses needed to be increased to cover the City's costs associated with these services; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lake Forest Park, as follows:

Section 1. The City Council of the City of Lake Forest Park approves the attached fee schedule identified as Exhibit A. The fees identified in the fee schedule shall be in effect until revised by future Council action.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this 9th day of November, 2017.

APPROVED:

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Jeff Johnson  
Mayor

ATTEST/AUTHENTICATED:

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Evelyn Jahed  
City Clerk

FILED WITH THE CITY CLERK: November 3, 2017  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.: 1658

ATTACHMENT 2  
(Exhibit A to Resolution 1658)

## 2018 User Fee Schedule

	Fees
<b>Licensing / Permits / Services</b>	
Adult Cabaret License Application	\$ 1,500
Adult Cabaret Manager License	250
Adult Cabaret Entertainer License	200
Business License, Annual (Calendar Year)	
Business located in the City	<del>30</del> <u>40</u>
Business located outside of the City	<del>60</del> <u>70</u>
Home occupation license	30
Coin operated Amusement Devices	60
Initiative Filing	250
Referendum Filing	250
(to be refunded if the ordinance is overturned)	
Open House Sign Removal Fee	25
Outdoor Promotion Permit	50
Secondhand Dealer Permit	<del>60</del> <u>70</u>
Solicitor Permit	100
<b>Services</b>	
Returned Payment Fee	40
Duplication of <i>Audio Recording</i>	10
Fingerprinting	20
False Alarm Fines	40-76
<i>Notary services</i>	10
<b>Photocopies, Records / Reports</b>	
Accident Reports (non-participants)	5
Certified Copies	5
Paper copies or scanned copies provided electronically	(per page) 0.15
Copies requiring outside copy services	At Cost
Electronic records provided on disk	10
Police Reports (non-participants)	5
<b>Municipal Court</b>	
<i>Municipal Court fees are set by the Court based on the actual costs incurred, subject to a maximum set by State statute. The Municipal Court may adjust the court fees from time to time to correlate to actual costs incurred and/or changes in State law concerning the maximum fee that may be charged.</i>	
<b>Sanitary Sewer</b>	
Copy of Sewer Comp. Plan	
Color	125
Black and White	45
Sewer Availability	100
Onsite Wastewater License Application Fee	25
Sewer Connection	

## 2018 User Fee Schedule

	<b>Fees</b>
Single Family	5,034
Multi-Family	
Each Additional Unit	
5/8" x 3/4" Meters	5,034
3/4" x 3/4" Meters	7,551
1" Meters	12,584
1 1/2" Meters	25,169
2" Meters	40,270
3" Meters	80,541
4" Meters	125,845
Sewer Permit (2 inspections)	300
Sanitary Sewer Grinder Pump Review	300
Additional Inspection	100
Lien Filing and Removal Fee	185
Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all sewer availability, sewer permit review and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A five percent (5%) technology surcharge will be added to all sewer availability, sewer permit review and inspection fees. Surcharge is not applied to Sewer Connection Fees	5%
<b>Sewer Monthly Service</b>	
Residential	<del>61.31</del> <u>62.16</u>
Sewer Excise Tax	<del>17.09</del> <u>17.94</u>
Commercial / Multi-Family Residential (per ccf)	<del>9.04</del> <u>9.21</u>
Credit Card Transaction Fee <sup>1</sup>	3.95
<sup>1</sup> The credit card transaction fee is charged for sewer payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.	
<b>Streets</b>	
Street Excavation (2 inspections)	200
Additional Inspection	100
Street and Alley Vacation Fee	500
Right-of-Way Permit	200
(may be waived by City Council)	
<b>Telecommunications Right-of-Way (ROW) Rental Fee</b>	
Master Use Permit Application Fee	2,500
Master Use Permit Renewal Fee	2,500
Lease Application Fee	2,500
Lease Renewal Fee	2,500
City Property-Minimum Monthly Rent	825
Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all right-of-way and street excavation permit and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A five percent (5%) technology surcharge will be added to all right-of-way and street excavation permit and inspection fees.	5%

# 2018 User Fee Schedule

## Fees

### Land Use

For land use, development, and surface water and drainage plan reviews and applications that exceed the scope of the established fees, the applicant will be responsible for reimbursement of the actual costs of specialty consultant or staff review.

Administrative Appeal		500
	(refunded if appeal is sustained and the administrative decision is overturned)	
Administrative Variance		500
Copy of Comprehensive Plan		80
Comprehensive Plan Amendment	No extra charge for Rezone	3,000
Conditional Use Application		2,500
Land Clearing/Grading/Excavation/ Filing		
	Regular	300
	Arborist Review	100 deposit + hourly rate
Tree Permits		50
	Arborist Review - Based on Actual Cost of Arborist Review (per hour)	125
Land Use Public Notice Signage	plus \$25 per additional posting	200
Boundary Line Adjustment		2,000
Property Profile, Pre-application meetings, special requests (per hour), minimum 0.5 hour		100
Rezone Application	No extra charge for Comp. Plan Amend.	3,000
SEPA / Regulatory Review		
	Checklist	750
	EIS administration/supervision/preparation	5,000
Sensitive Area Work Permit		
	Major	550
	Minor	85
	Tree-related	125
Sensitive Area Reasonable Use Exception		4,000
Copy of Shoreline Master Plan		15
Shoreline Substantial Development Permit		3,500
Shoreline Conditional Use Permit		3,500
Shoreline Variance		3,500
Shoreline Exemption		500
Shortplat Application		\$4,000 flat fee
Subdivision		\$12,000 + \$300 per lot
Variance		2,500
Wireless Communication Facility Permit (not requiring conditional use)		2,000
Zoning/Land Use Code Text Amendment		3,500

# 2018 User Fee Schedule

	Fees
Towne Centre Design / Site Plan Review Fee	8,500
Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all land use permit fees paid by credit card.	3%
Development Review Technology Surcharge - A five percent (5%) technology surcharge will be added to all land use permit fees.	5%

## Building Fees

Building, mechanical, and plumbing fees are based on the most current version of the International Building Code, the International Residential Code, the International Mechanical Code, and the Uniform Plumbing Code. The individual project fees will vary on a project by project basis.

Credit Card Surcharge - A three percent (3%) credit card surcharge will be added to all building, mechanical, and plumbing permit fees paid by credit card.	3%
Development Review Technology Surcharge -A five percent (5%) technology surcharge will be added to all building, mechanical, and plumbing permit fees.	5%

## Surface Water and Drainage Plan Review Fees

Single Family Building Permit			
	Requiring Engineering Plan		600
	Without Engineering Plan		300
Multi-family site development	per 1,000 square feet of		300
	impervious surface		0
Commercial site development	per 1,000 square feet of		300
	impervious surface		0
Land Use Permits*			0
	Subdivisions / Shortplats	per lot	500
	Reasonable use exemptions	per lot	500
	Conditional Use Permit	per lot	500
	Variances	per lot	500

\* These would be preliminary review fees, where additional drainage review fees may be applied for future development or to other permit applications necessary for development.

## Surface Water Utility Assessments

1	Single Family Residential		203.50
	<u>Class</u>	<u>% Impervious Surface</u>	
2	Very Light	0%-10%	203.50
3	Light	10%-20%	489.14
4	Medium	20%-45%	983.74
5	Medium High	45%-60%	1,899.60



## 2018 User Fee Schedule

			<b>Fees</b>
6	High	65%-80%	2,408.39
7	Very High	85%-100%	3,157.86

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### Facility Fees

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#### Lake/Forest Room

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Evening Use (6 p.m. - 10 p.m.)	50.00
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#### Council Chambers

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Evening Use (6 p.m. - 10 p.m.)	\$50 per hour plus \$50
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*The fee for use of the Lake/Forest Room by other governmental organizations and non-profit organizations may be waived or negotiated.*