



# **2021 Fee Schedule**

## **ORD 1600 & RES-2020-028**

Enclosed:

- Staff Report
- Ordinance No. 1600
- Resolution No. 2020-028
- Exhibit A – Fee Schedule
- Exhibit B – Staff Time

**CITY OF CLE ELUM  
Planning Department**

**2021 Fee Schedule  
STAFF REPORT**

**AGENDA DATE:** December 14, 2020

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**Background:**

The 2019 Fee Schedule process amended 31 ordinances (1518-1549) allowing for the fee schedule to be passed by resolution with a public hearing for future fee schedule updates.

After passing the 2019 Fee Schedule, the City Council requested that subsequent fee schedule amendment resolutions include public hearings to provide the community an opportunity to review and comment.

Ordinance 1580 Staff Time replaced the 2019 Fee Schedule Exhibit B for Staff Time, which extracted that exhibit back to an Ordinance rather than keeping it with the Fee Schedule resolution.

**Proposed Ordinance:**

- **Ordinance 1600** repeals Ordinance 1580, which isolated the 2020 City Staff Time rates from the original 2019 Fee Schedule Resolution (RES-2019-002), contradicting its original intent. This will allow future fee schedule, staff time, consultant and legal fees, and equipment rates to be adopted by a single resolution and with a public hearing.

**Proposed Resolution:**

- **Resolution 2020-028** is proposed to update and combine the Fee Schedule and the Staff Time Rates into a single 2021 Fee Schedule resolution.
- The proposed 2021 Fee Schedule update includes the following:
  - **Exhibit A – Rates and Fees**
    - Adds a short-term rental permit fee
    - Adds a short-term rental business license fee
    - Reorganizes permits to correct alphabetization
  - **Exhibit B – Staff Time Rates**
    - Updates rates for all City staff based on 2021 budget
    - Adds consultant and legal fees
    - Updates equipment rental rates

**Requested action:**

- Review and adopt Ordinance No. 1600 to repeal Ordinance No. 1580.
- Review and approve Resolution No. 2020-028 and exhibits to adopt the 2021 Fee Schedule.

**CITY OF CLE ELUM**  
**WASHINGTON**  
**ORDINANCE NO. 1600**

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**AN ORDINANCE OF THE CITY OF CLE ELUM,  
WASHINGTON, REPEALING ORDINANCE NO. 1580  
RELATED TO STAFF TIME RATES AND EQUIPMENT  
FEES; PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE**

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WHEREAS, the City Council desires to combine all rates and fees into one central fee schedule; and

WHEREAS, in order to accomplish this goal, the City Council wished to repeal Ordinance No. 1580 in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DO ORDAIN AS FOLLOWS:

See attached



**Section 1. Ordinance No. 1580, Repealed.** Cle Elum Ordinance No. 1580 attached hereto as Exhibit A is hereby repealed in its entirety.

**Section 2. Severability.** Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 3. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

CITY OF CLE ELUM

\_\_\_\_\_  
Jay McGowan, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Kathi Swanson, City Clerk

Approved as to form:

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Alexandra L. Kenyon, City Attorney

Filed with the City Clerk:

Passed by the City Council:

Date of Publication:

Effective Date:

Repealed by currently-proposed Ordinance No. 1600

CITY OF CLE ELUM  
WASHINGTON  
ORDINANCE NO. 1580

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AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON,  
REPLACING ORDINANCE 1550 AND AMENDING CHAPTER 17.150  
CEMC RELATING TO THE 2020 STAFF TIME RATES AND EQUIPMENT  
FEES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE

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WHEREAS, it is important for the City's financial viability to obtain monetary contributions to pay for the cost of staff time, consultant time and equipment use; and

WHEREAS, the City desires to adjust fees on an annual basis to be consistent with current staff time and equipment rates.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF CLE ELUM, STATE OF WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

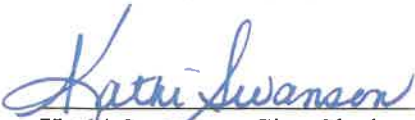
Section 2. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED** BY THE CITY COUNCIL OF CLE ELUM AT A REGULAR MEETING THEREOF ON THE 27<sup>th</sup> DAY OF January, 2020.

CITY OF CLE ELUM

  
Jay McGowan, Mayor

ATTEST/AUTHENTICATED:

  
Kathi Swanson, City Clerk

Approved as to form:

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Alexandra L. Kenyon, City Attorney

Filed with the City Clerk: 1/27/2020  
Passed by the City Council: 1/27/2020  
Date of Publication: 1/30/2020  
Effective Date: 2/6/2020

Repealed by currently-proposed Ordinance No. 1600



# CITY OF CLE ELUM 2020 STAFF TIME

POSITION	2020*
<b>City Hall</b>	
ADMINISTRATOR / BUILDING OFFICIAL	\$88.35
CLERK	\$56.13
BILLING CLERK	\$39.20
TREASURER	\$59.83
PLANNER	\$53.42
PLANNING TECH	\$27.95
<b>Public Works</b>	
PUBLIC WORKS DIRECTOR	\$73.92
PUBLIC WORKS FIELD SUPERVISOR	\$48.82
PUBLIC WORKS CREW	\$49.86
<b>Library</b>	
LIBRARIAN	\$38.40
<b>Police</b>	
POLICE CHIEF	\$65.36
POLICE SERGEANT	\$57.47
POLICE CORPORAL	\$53.84
POLICE OFFICER	\$53.97
POLICE CLERK	\$52.32
ANIMAL CONTROL	\$38.68
POLICE RESERVE	\$29.60
<b>Equipment</b>	
SEWER JETTER/VACTOR	\$93.61
SEWER CAMERA	\$81.36
SERVICE TRUCK	\$44.21
STREET SWEEPER	\$84.39
PICKUP	\$14.06
BUCKET TRUCK	\$30.05
LOADER	\$50.79
WATER TRUCK	\$62.23
GRADER	\$70.00

\*Per CEMC 17.150, a 10% administrative fee is included in these rates

**CITY OF CLE ELUM  
WASHINGTON**

**RESOLUTION NO. 2020-028**

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**A RESOLUTION OF THE CITY OF CLE ELUM,  
WASHINGTON, ADOPTING THE 2021 FEE SCHEDULE**

WHEREAS, the City desires to adopt a comprehensive fee schedule for 2021; and

WHEREAS, the City Council reviews and amends the city's fee schedule as needed; and

WHEREAS, the City Council reviewed and discussed the proposed Fee Schedule at their regular meeting on December 14, 2020; and

WHEREAS, the City has updated the 2021 fee schedule to reflect current costs associated with, for example, City-issued permits and licenses.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. 2021 Fee Schedule, Adopted. The "2021 Fee Schedule" attached hereto as Exhibit A, and including Exhibit B – Staff Time, is adopted by reference as if fully set forth herein.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2020.

CITY OF CLE ELUM

\_\_\_\_\_  
Jay McGowan, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Kathi Swanson, City Clerk

Approved as to form:

\_\_\_\_\_  
Alexandra L. Kenyon, City Attorney

Filed with the City Clerk:



Passed by the City Council:  
Resolution No.:  
Date Posted:

Abbr.	Permit	App. Type	Base Fee	Conditional Fee <sup>1</sup>	Related Permit <sup>2</sup>
<b>COMMUNITY DEVELOPMENT</b>					
ANX	Annexation	IV	\$2,500	Staff Time <sup>3</sup>	RZN, RZN + Amend, CODE+AM
BSP	Binding Site Plan	II	\$850.00	plus \$25 per lot Staff Time <sup>3</sup> Recording Fees <sup>4</sup> \$175.00 <sup>5,6</sup> (±, ¥)	SEPA
BLA	Boundary Line Adjustment (includes combining parcels)	I	\$500.00	Staff Time <sup>3</sup> Recording Fees <sup>4</sup>	
<b>BLA-S</b>	<b>Segregation of Platted Lots</b>	<b>I</b>	<b>\$500.00</b>		
CPA	Comp Plan Map/Text Amendment	IV	\$1,000.00	Recording Fees <sup>4</sup> \$175.00 <sup>5,6</sup> (±, ¥)	SEPA
CUP	Conditional Use Permit (CUP)	III	\$525.00	\$175.00 <sup>5,6</sup> (±, ¥)	CUP-AR
CUP-AR	CUP Annual Review	III	\$75.00		CUP
CA	Critical Areas Permit	TBD	Applicable SEPA fees	\$175.00 <sup>5,6</sup> (±, ¥)	SEPA
DA	Development Agreement	IV	\$2,500	Staff Time <sup>3</sup>	RZN, RZN + Amend, CODE+AM
EIS	EIS Preparation/Review		\$1,000.00	Staff Time <sup>3</sup>	
F-PLAT	Final Plat Approval (Except BSP)	I	\$75 per lot	Recording Fees <sup>4</sup>	
FP	Floodplain Development Permit	II	<del>1000</del> \$1,000.00	Staff Time <sup>3</sup> \$175.00 <sup>5,6</sup> (±, ¥)	
GP	Grading Permit	II	\$450.00	\$175.00 <sup>5,6</sup> (±, ¥)	SEPA
HPC	Historic Preservation - Certificate of Appropriateness	II	\$50.00		Building Permit, or other
HOC	Home Occupation Permit (HOC)	I	\$250.00	\$175.00 <sup>5,6</sup> (±, ¥)	HOC_AR
HOC-AR	HOC Annual Renewal	I	\$25.00		HOC
<b>PLAT-Rev</b>	<b>Plat Revision After Preliminary Approval</b>	<b>I-IV</b>	<b>Staff Time<sup>3</sup></b>	<b>Staff Time<sup>3</sup></b> <b>\$175.00<sup>5,6</sup> (±, ¥)</b>	
PMU	Planned Mixed Use Approval	IV	TBD	Staff Time <sup>3</sup> Recording Fees <sup>4</sup>	SEPA
<b>PLAT-Rev</b>	<b>Plat Revision After Preliminary Approval</b>	<b>I-IV</b>	<b>Staff Time<sup>3</sup></b>	<b>Staff Time<sup>3</sup></b> <b>\$175.00<sup>5,6</sup> (±, ¥)</b>	
PreAp	Pre Application Conference	II, III, IV	Staff Time <sup>3</sup>		Type II, III, IV Permit
<b>SP</b>	<b>Preliminary Short Plat (&lt;9 parcels)</b>	<b>II</b>	<b>\$850.00</b>	<b>Recording Fees<sup>4</sup></b> <b>\$175.00<sup>5,6</sup> (±, ¥)</b>	<b>SEPA</b>
<b>SUB</b>	<b>Preliminary Subdivision (&lt;10 parcels)</b>	<b>IV</b>	<b>\$2,000.00</b>	<b>Staff Time<sup>3</sup></b> <b>\$175.00<sup>5,6</sup> (±, ¥)</b>	<b>SEPA</b>

Abbr.	Permit	App. Type	Base Fee	Conditional Fee <sup>1</sup>	Related Permit <sup>2</sup>
RZN	RZN - Rezone	IV	\$1,000.00	Recording Fees <sup>4</sup> \$175.00 <sup>5,6</sup> (±, ¥)	
RZN-CPA	RZN + Amend - Rezone with Comp Plan Amendment	IV	\$1,775.00	Recording Fees <sup>4</sup> \$175.00 <sup>5,6</sup> (±, ¥)	SEPA
S	Sign Permit	I	1-2 signs \$100 \$75 each additional sign		
S-TEMP	Temporary Sign Deposit	I	\$50 deposit		
SD	Sidewalk Displays and Advertisement permit	I	\$50/year		
SDR	Site and Design Review	I	\$350.00	\$175.00 <sup>5,6</sup> (±, ¥)	Building Permit
SEPA-TD	SEPA Threshold Determination	†	\$150	Staff Time <sup>2</sup>	SEPA
SEPA	SEPA Checklist (Single Parcel, Non Commercial)	III or IV	\$650.00	\$175.00 <sup>5,6</sup> (±, ¥)	
SEPA	SEPA Checklist (Commercial)	III or IV	\$800.00	\$175.00 <sup>5,6</sup> (±, ¥)	
SEPA-TD	SEPA Threshold Determination	I	\$150	Staff Time <sup>2</sup>	SEPA
SHP	Shoreline Permit (Substantial Dev, Cond, Var)	I-IV	\$1,000.00	Staff Time <sup>3</sup> \$175.00 <sup>5,6</sup> (±, ¥)	
SHPE	Shoreline Exemption	I	\$250.00		
SD	Sidewalk Displays and Advertisement permit	†	\$50/year		
S	Sign Permit	†	1-2 signs \$100 \$75 each additional sign		
S-TEMP	Temporary Sign Deposit	†	\$50 deposit		
SDR	Site and Design Review	†	\$350.00	\$175.00 <sup>5,6</sup> (±, ¥)	Building Permit
SP	Preliminary Short Plat (<9 parcels)	II	\$850.00	Recording Fees <sup>4</sup> \$175.00 <sup>5,6</sup> (±, ¥)	SEPA
STR	Short-Term Rental Permit	I	\$780.00		Short-Term Rental Business License AND Building Permit with inspection
SUB	Preliminary Subdivision (<10 parcels)	IV	\$2,000.00	Staff Time <sup>3</sup> \$175.00 <sup>5,6</sup> (±, ¥)	SEPA
TEL-MP	Telecom/Cable Master Permit	IV	\$2,500	Staff Time <sup>3</sup> Recording Fees <sup>4</sup> \$175.00 <sup>5,6</sup> (±, ¥)	
TEL-UP	Telecom/Cable Use Permit	III	\$100.00	Staff Time <sup>3</sup> Recording Fees <sup>4</sup> \$175.00 <sup>5,6</sup> (±, ¥)	
VAC IV	VAC - Right of Way Vacations (Street/Plat/Alley)	IV	\$800.00	\$175.00 <sup>5,6</sup> (±, ¥) plus Appraisal costs, legal fees & 100% appraised land value	
VAR I	Variance from Devel. Standards	I	\$300.00		
VAR II	Variance from Devel. Standards	II	\$450.00	\$175.00 <sup>5,6</sup> (±, ¥)	
VAR III	Variance from Devel. Standards	III	\$600.00	\$175.00 <sup>5,6</sup> (±, ¥)	
SEG	Segregation of Platted Lots	†	\$500.00		

Abbr.	Permit	App. Type	Base Fee	Conditional Fee <sup>1</sup>	Related Permit <sup>2</sup>
<b>APPEALS</b>					
	Appeal of Administrative or Land Use Decision	NA	\$550.00		
	Critical Areas Appeal	NA	\$250.00		
	CUP Appeal	NA	\$250.00		
	SEPA Appeal	NA	\$550.00		
	Telecom/Cable Master Permit Appeal		\$550.00		
	Telecom/Cable Use Permit Appeal		\$250.00		
<b>PUBLIC WORKS</b>					
	Street Excavation Permit		\$50.00		
	Water Filling Station - use fee		\$15 per 1,000gal		
	Oversized Load Permit Fee		\$200.00		
	Fireworks Display Permit		\$250.00		
<b>BUSINESS LICENSING</b>					
	<b>BASIC LICENSE FEES</b>		<i>Fees not applicable to businesses with an annual income less than \$5,000</i>		
	Short-Term Rental Business License		\$150.00		Short-Term Rental Permit
	Contractor License		\$60.00		
	1-2 employees		\$30.00	Amusement device fee (see below)	
	3-5 employees		\$60.00	Amusement device fee (see below)	
	6-10 employees		\$100.00	Amusement device fee (see below)	
	11-25 employees		\$150.00	Amusement device fee (see below)	
	26-50 employees		\$275.00	Amusement device fee (see below)	
	51 or more employees		\$375.00	Amusement device fee (see below)	
	<b>SPECIALTY LICENSE FEES</b>				
	Mall/Market license - manager/owner:		\$60.00		
	Mall/Market license - each booth or participant		\$35.00		
	Solicitor's 1-day license, first day		\$15.00		
	Solicitor's 1-day license, additional days		\$10.00		
	Annual Solicitor's license		\$35.00		
	Weekend booth fee (per 3-day weekend)		\$25.00		
	<b>AMUSEMENT DEVICE FEES</b>				
	Pool tables, electronic games, vending machines (food, merchandise), jukeboxes, crane type machines		\$20.00 each		This gets added onto a business license
	<b>LATE FEES AND PENALTIES</b>				
	Unpaid license fees after 90-days		\$25.00		

Abbr.	Permit	App. Type	Base Fee	Conditional Fee <sup>1</sup>	Related Permit <sup>2</sup>
<b>OFFICE</b>					
	Data CD/DVD Charge		\$10.00		
	Larger than Ledger Size up to Arch D Size (24" x 36")		\$3.00		
	NSF CHECK FEE -CITY WIDE--		\$35.00		
PRR	Public Records Copies		\$0.15		
	Zoning or Land Use Map		\$3.00		
	Letter ( 8 1/2" x 11")		BW-\$0.25 C-\$0.50		
	Legal (8 1/2" x 14")		BW-\$0.50 C-\$1.00		
	Ledger (11" x 17")		BW-\$0.75 C-\$1.50		
	FEMA FIRMette		\$7.00		
<b><sup>1</sup>CONDITIONAL FEE, <sup>2</sup>RELATED PERMITS, <sup>3</sup>STAFF TIME, <sup>4</sup>RECORDING FEES, <sup>5</sup>MAILING/NEWSPAPER, <sup>6</sup>PUBLIC NOTICE FEES</b>					
1	A <b>conditional fee</b> may be required in addition to a base fee.				
2	Some permits may require other <b>related permits</b> .				
3	<b>Staff time</b> reimbursement may be required, per the attached staff salary/hourly rates (Fee Schedule Exhibit B).				
4	<b>Recording fees</b> are the Kittitas County recording fees				
5	<b>(¥) Mailing/Newspaper Ad/Notification Charge</b>	\$100.00	Applicable to Type II, III, or IV Permit		
6	<b>(±) Public Notice Posting</b>	\$75.00	Applicable to Type II, III, or IV Permit		



**CITY OF CLE ELUM**  
**2021 Staff Time & Equipment**  
**Hourly Rates**  
*(Including consultants and legal team)*

Position	Staff Time <sup>1,2</sup> (Salary + Benefits)	Consultants Fees <sup>3</sup>	
<b>City Hall</b>		<b>HLA Civil Engineering</b>	
Administrator / Building Official	\$ 92	Senior Principal Engineer	\$ 229
Clerk	\$ 61	Licensed Principal Land Surveyor	\$ 213
Billing Clerk	\$ 39	Licensed Principal Engineer	\$ 208
Treasurer	\$ 61	Licensed Professional Engineer	\$ 188
Planner	\$ 56	Other Licensed Professional	\$ 185
Planning Tech	\$ 36	Licensed Professional Land Surveyor	\$ 167
Office Assistant	\$ 39	Project Engineer	\$ 155
<b>Public Works</b>		Contract Administrator	\$ 142
Public Works Director	\$ 77	Senior Planner	\$ 138
Field Supervisor	\$ 55	CAD Technician	\$ 133
Crew Member	\$ 50	Resident Engineer	\$ 126
<b>Library</b>		Senior Engineering Technician	\$ 126
Librarian	\$ 41	Surveyor	\$ 124
<b>Police</b>		Surveyor, Two-Man Crew	\$ 117
Police Chief	\$ 70	Surveyor, Three-Man Crew	\$ 104
Sergeant	\$ 61	Engineering Technician	\$ 90
Corporal	\$ 59	Word Processing Technician	\$ 90
Officer	\$ 58	Vehicle Mileage	FEDERAL RATE
Police Clerk	\$ 54	<b>Legal Fees - Kenyon Disend</b>	
Animal Control	\$ 42	Attorney	\$175.00 to \$350.00
Reserve Officer	\$ 30	Paralegal	\$130.00 to \$145.00
<p><sup>1</sup> A 10% administrative fee will be added to all City staff time</p> <p><sup>2</sup> Overtime or after hours staff time is billed at 1.5 times the regular rate</p> <p><sup>3</sup> Consultant fees may include other consultants or specialists, as deemed necessary by the City</p> <p><sup>4</sup> Equipment rate does not include staff time to operate equipment.</p> <p align="center">(CEMC 17.150)</p>		<b>Equipment<sup>4</sup></b>	
		<b>Rate</b>	
		Sewer Jetter/Vactor	\$ 89
		Sewer Camera	\$ 82
		Service Truck	\$ 40
		Street Sweeper	\$ 79
		Pickup/Vehicle	\$ 23
		Bucket Truck	\$ 27
		Loader	\$ 53
		Water Truck	\$ 60
		5 Yard Dump Truck	\$ 61
		10 Yard Dump Truck	\$ 76
Durapatcher (not including materials)	\$ 43		
Grader	\$ 89		