



AGENDA
CANBY CITY COUNCIL
SPECIAL CALLED MEETING – 5:00 PM

June 29, 2023

****Virtual Meeting Only**

Council Chambers - 222 NE 2nd Avenue, 1st Floor

Register here to attend the meetings virtually:

https://us06web.zoom.us/webinar/register/WN_cUZvyDtgS8SDZifpbElrFw

Mayor Brian Hodson

Councilor Christopher Bangs

Councilor Herman Maldonado

Councilor James Davis

Councilor Jason Padden

Council President Traci Hensley

Councilor Shawn Varwig

SPECIAL CALLED MEETING – 5:00 PM

1. CALL TO ORDER

2. PUBLIC HEARINGS

*****If you would like to speak virtually, please email or call the City Recorder by 4:00 pm on June 29, 2023 with your name, and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.**

- a. Public Hearing regarding Declaring the City’s election to receive State Revenue for Fiscal Year 2023-2024.
- b. Public Hearing regarding Setting Fees for Services and Repealing Res. 1370 and all Previous Resolutions, Adopting a Master Fee Schedule.

3. RESOLUTIONS

- a. Consider **Resolution No. 1386**: A Resolution Declaring the City’s election to receive State Revenue for Fiscal Year 2023-2024. Pg. 1
- b. Consider **Resolution No. 1389**: A Resolution of the City Council of the City of Canby, Oregon, Setting Fees for Services and Repealing Res. 1370 and all Previous Resolutions, Adopting a Master Fee Schedule. Pg. 5
- c. Consider **Resolution No. 1391**: A Resolution Amending the Personal Services Agreement with Beery, Elsner and Hammond LLP for Interim Legal Services for the City of Canby. Pg. 50
- d. Consider **Resolution No. 1392**: A Resolution Certifying the City of Canby is eligible in Fiscal Year 2024 to receive State Shared Revenues (Cigarettes, Liquor, 911, and Highway Gas Taxes) because it provides four or more municipal services. Pg. 57

4. OLD BUSINESS

- a. City Administrator & City Attorney Recruitment

Pg. 60

5. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



CITY COUNCIL STAFF REPORT

Meeting Date: 6/29/2023

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, Interim City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Consider Resolution 1386 Declaring the City's Election to Receive State Revenues for FY2024

Goal: Promote Financial Stability

Objective: N/A

Summary

Adoption of Resolution 1386 Declaring the City's Election to Receive State Revenues for FY 2024.

Background

State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money. The law mandates public hearings be held by the city, both before the budget committee to discuss possible uses of the funds and before the city council on the proposed uses of the funds in relation to the entire budget. Certification of these hearings are required. This has to be done and filed with the Oregon Department of Administrative Services prior to July 31.

Discussion

Every year the City must hold a public hearing before the Budget Committee and the City Council, giving citizens an opportunity to comment on the use of state revenue sharing funds. A public hearing before the Budget Committee was held on May 18, 2023, May 25, 2023 and again on June 1, 2023, and before the City Council on June 29, 2023.

The City is required to certify that the public hearings were held and that the City does elect to receive state revenue sharing funds.

Attachments

Resolution 1386

Fiscal Impact

Staff estimates that the City will receive \$240,000 in state revenue sharing funds.

Options

1. Approve the resolution and receive state revenue sharing funds.
2. Do not approve the resolution resulting in necessary reductions to the General Fund budget to maintain a balanced budget per the City of Canby Financial Policies.

Recommendation

Staff recommends that Council adopt Resolution 1386.

Proposed Motion

“I move to adopt Resolution 1386, A Resolution Declaring the City’s Election to Receive State Revenue Funds for FY2024.”

RESOLUTION NO. 1386

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2024.

WHEREAS, public hearings, giving citizens an opportunity to comment on the use of state revenue sharing funds were held before the Budget Committee on May 18, 2023, May 25, 2023 and again on June 1, 2023 and before City Council on June 29, 2023;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby as follows:

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2024.

This Resolution 1386 shall be effective on June 29, 2023.

ADOPTED this 29th day of June 2023 by the Canby City Council.

ATTEST:

Brian Hodson
Mayor

Maya Benham
City Recorder

**NOTICE OF PUBLIC HEARING
CITY OF CANBY FOR FY 2023-24 BUDGET YEAR**

A public meeting of the City Council of the City of Canby will be held on Thursday, June 29, 2023, at 5:00 p.m. via zoom. The zoom link will be posted under Meetings on the Agenda at <https://www.canbyoregon.gov/>. The purpose of this meeting is to declare the City's election to receive \$240,000 in state revenue sharing funds for the FY 2023-2024 budget year.

A copy of the budget document may be reviewed online at <https://www.canbyoregon.gov/> or is available at the Canby Civic Offices – 222 NE 2nd Avenue, Canby, Oregon, 97013 between the hours of 9:00 am and 4:00 p.m.



CITY COUNCIL STAFF REPORT

Meeting Date: 6/29/2023

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, Interim City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Consider Resolution 1389, A Resolution of the City Council of the City of Canby, Oregon, Setting Fees for Services; and Repealing Resolution 1370

Goal: Promote Financial Stability

Objective: N/A

Summary

Adoption of Resolution 1389 Setting Fees for Services for FY 2024.

Background

The annual review of the Master Fee Schedule has been completed by each City department. Staff is proposing the following changes effective July 1, 2023. Attached is "Exhibit A" summarizing the proposed fee changes, "Exhibit B" showing a comparison of current fees versus proposed fees and "Exhibit C" reflects the new schedule effective as noted herein if all changes are adopted.

Discussion

- Library Fees
 - Overdue Print & Non-Print items – reduce fee to .10 cents per day (\$1.00 maximum per item for all materials, except Library of Things and in-house only).

- Utility Fees
 - Park Maintenance Fee - Monthly
 - Residential and Multi-family, per dwelling unit – Increase to \$6.05
 - Reduced rate – Increase to \$3.03
 - Commercial and Industrial, per utility account – Increase to \$6.05

- Parks
 - (new) A fee for Wait Park Banner Installation & Removal introduced. The fee for In City & Out of City is \$176.

- Main Street
 - (new) Removing the Early Bird & Regular registration fee for the Independence Day Car Show and setting a standard \$20.00 registration fee for all car show participants.

- Public Works
 - (new) A fee for the Grant Street Arch banner installation & removal fee is \$220.

- System Development Charges

- SDC fees have increased due to inflation.
- Please review “Exhibit A” for actual changes
- Planning
 - Correction of Site and Design Review (Type II and Type III) fees
 - Last year percentage incorrectly shown as “0.002%”
 - Correct amount is “0.2%”

Attachments

Resolution 1389

Fiscal Impact

Please see change summary “Exhibit A” for list of fees that have been increased, added, or removed.

Options

Approve the resolution and set the fees for services as of July 1, 2023.

Do not approve the resolution and maintain the fees set July 1, 2022.

Recommendation

Staff recommends that Council adopt Resolution No. 1389.

Proposed Motion

“I move to adopt Resolution 1389, A Resolution of the City Council of the City of Canby, Oregon, Setting Fees for Services; and Repealing Resolution 1370 and all Previous Resolutions, Adopting a Master Fee Schedule.”

RESOLUTION NO. 1389

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON,
SETTING FEES FOR SERVICES; AND REPEALING RESOLUTION NO. 1370**

WHEREAS, City staff has reviewed the City of Canby's master fee schedule and recommends changes in certain fees to be charged for various services provided by City staff; and

WHEREAS, the proposed fee schedule changes are meant to cover the costs of providing services to the public for which fees are charged and are not meant to generate excess income for the City above the cost of providing the requested service; and

WHEREAS, the Canby City Council held a public hearing on June 29, 2023 to receive public testimony regarding the proposed fee increases; and

WHEREAS, the Canby City Council determined that the proposed changes in certain fees to be charged are reasonable and based upon labor costs and industry standards; and

WHEREAS, any changes to fees approved in this Resolution override any original resolutions that imposed the fee only as they pertain to the specific fee or fees being amended.

NOW, THEREFORE, BE IT RESOLVED by the City of Canby City Council as follows:

Section 1: City of Canby fees and charges are revised as shown in "Exhibit A" summarizing the proposed fee changes, "Exhibit B" showing a comparison of current fees versus proposed fees and "Exhibit C" reflects the new schedule effective as noted herein if all changes are adopted.

Section 2: The fees imposed by this resolution are not taxes subject to the property limitation of Article XI, Section 11(b) of the Oregon Constitution.

Section 3: All fees and charges not revised as shown in Exhibit "A" shall remain at their present amounts.

This resolution shall take effect on June 29, 2023.

ADOPTED this 29th day of June 2023 by the Canby City Council.

ATTEST:

Brian Hodson
Mayor

Maya Benham
City Recorder

EXHIBIT "A"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Proposed change
	Car Show			\$20		FY2024 NEW - just one fee
Main Street	Early Bird (Before June 1)	\$8				FY2024 NEW - remove fee
Main Street	Regular (After June 1)	\$10				FY2024 NEW - remove fee
	Print & Non-Print items	25¢ per day (\$3 maximum per children's item; \$5 maximum for all other materials)		10¢ per day (\$1.00 maximum per item for all materials, except Library of Things and in-house only items)		NEW - fee amount change
Library	Wait Park Banner Installation & Removal			\$176	\$176	NEW - all new fee
Parks	Banner Installation	\$100 (waived for non-profits)		\$100		Revised to remove waiver for non-profits
Public Works	Grant Street Arch Banner Installation & Removal			\$220		NEW - fee amount
Public Works	Residential and Multi-family	\$5.61 per dwelling unit per month		\$6.05 per dwelling unit per month		Revised fee per CPI
Utility Fees	Reduced rate	\$2.81 per dwelling unit per month		\$3.03 per dwelling unit per month		Revised fee per CPI
Utility Fees	Commercial and Industrial	\$5.61 per utility account per month		\$6.05 per utility account per month		Revised fee per CPI
System Development Charges	Single-Family Residential SDC Per Dwelling Unit	\$3,215		\$3,320		Revised fee per Planning
System Development Charges	Multi-Family Residential SDC Per Dwelling Unit	\$2,571		\$2,655		Revised fee per Planning
System Development Charges	Commercial/Industrial SDC Based on Wastewater Flow (Formula = Average Daily Volume of Wastewater Discharge / 155 Gallons Per Day x SDC Amount)	\$3,215		\$3,320		Revised fee per Planning
System Development Charges	210 Single Family Dwelling / ELNDD 9.52	\$280	Dwelling unit	\$289	Dwelling unit	Revised fee per Planning
System Development Charges	220 Multifamily / ELNDD 6.7	\$197	Dwelling unit	\$203	Dwelling unit	Revised fee per Planning
System Development Charges	230 Condo/Townhouse / ELDDT 4.93	\$145	Dwelling unit	\$149	Dwelling unit	Revised fee per Planning
System Development Charges	240 Mobile Home Park / ELDDT 3.54	\$104	Dwelling unit	\$107	Dwelling unit	Revised fee per Planning
System Development Charges	254 Assisted Living / ELDDT 3.87	\$79	Dwelling unit	\$81	Dwelling unit	Revised fee per Planning
System Development Charges	110 General Light Industrial / ELNDD 7.0	\$206	TSGFA	\$213	TSGFA	Revised fee per Planning
System Development Charges	120 General Heavy Industrial / ELNDD 1.5	\$44	TSGFA	\$45	TSGFA	Revised fee per Planning
System Development Charges	130 Industrial Park / ELNDD 6.83	\$200	TSGFA	\$207	TSGFA	Revised fee per Planning
System Development Charges	140 Manufacturing / ELNDD 3.82	\$113	TSGFA	\$117	TSGFA	Revised fee per Planning
System Development Charges	150 Warehouse / ELNDD 5.0	\$147	TSGFA	\$152	TSGFA	Revised fee per Planning
System Development Charges	151 Mini-Warehouse / ELNDD 2.5	\$74	TSGFA	\$76	TSGFA	Revised fee per Planning
System Development Charges	160 Data Center / ELNDD .99	\$30	TSGFA	\$31	TSGFA	Revised fee per Planning
System Development Charges	310 Hotel / ELNDD 7.67	\$225	Room	\$233	Room	Revised fee per Planning
System Development Charges	320 Motel / ELNDD 7.83	\$230	Room	\$238	Room	Revised fee per Planning
System Development Charges	430 Golf Course / ELNDD 4.58	\$140	Acre	\$144	Acre	Revised fee per Planning
System Development Charges	444 Movie Theater w/ Matinee / ELNDD 16.37	\$481	Screen	\$497	Screen	Revised fee per Planning
System Development Charges	492 Health/Fitness Club / ELNDD 2.85	\$84	TSGFA	\$87	TSGFA	Revised fee per Planning
System Development Charges	520 Elementary School (Public) / ELNDD 0.5					
System Development Charges		\$14	Student	\$14	Student	Revised fee per Planning
System Development Charges	522 Middle/Jr High School / ELNDD 8.68	\$256	Student	\$264	Student	Revised fee per Planning
System Development Charges	530 High School / ELNDD 8.12	\$238	Student	\$246	Student	Revised fee per Planning
System Development Charges	560 Church / ELNDD 6.8	\$199	TSGFA	\$205	TSGFA	Revised fee per Planning
System Development Charges	565 Day Care Center/Preschool / ELNDD 1.8	\$53	Student	\$55	Student	Revised fee per Planning
System Development Charges	620 Nursing Home / ELNDD 3.87	\$114	Bed	\$118	Bed	Revised fee per Planning
System Development Charges	630 Clinic / ELNDD 33.4	\$982	TSGFA	\$1,014	TSGFA	Revised fee per Planning
System Development Charges	710 General Office Building / ELNDD 11.0	\$323	TSGFA	\$333	TSGFA	Revised fee per Planning
System Development Charges	720 Medical-Dental Office Building / ELNDD 36.1	\$1,060	TSGFA	\$1,095	TSGFA	Revised fee per Planning
System Development Charges	750 Office Park / ELNDD 9.70	\$284	TSGFA	\$294	TSGFA	Revised fee per Planning
System Development Charges	770 Business Park / ELNDD 10.57	\$311	TSGFA	\$321	TSGFA	Revised fee per Planning
System Development Charges	812 Building Materials/Lumber Store / ELNDD 32.17	\$945	TSGFA	\$975	TSGFA	Revised fee per Planning
System Development Charges	814 Specialty Retail Center / ELNDD 16.4	\$482	TSGFA	\$498	TSGFA	Revised fee per Planning
System Development Charges	815 Free Standing Discount Store / ELNDD 17.10	\$502	TSGFA	\$518	TSGFA	Revised fee per Planning
System Development Charges	820 Shopping Center / ELNDD 15.9	\$467	TSGFA	\$482	TSGFA	Revised fee per Planning
System Development Charges	841 Auto Sales / ELNDD 35.75	\$1,050	TSGFA	\$1,084	TSGFA	Revised fee per Planning

EXHIBIT "A"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Proposed change
Main Street	Car Show			\$20		FY2024 NEW - just one fee
System Development Charges	848 Tire Store / ELNDT 10.74	\$316	TSGFGA	\$326	TSGFGA	Revised fee per Planning
System Development Charges	850 Supermarket / ELNDT 54.9	\$1,613	TSGFGA	\$1,666	TSGFGA	Revised fee per Planning
System Development Charges	853 Convenience Market / ELNDT 120.9	\$3,551	TSGFGA	\$3,667	TSGFGA	Revised fee per Planning
System Development Charges	862 Home Improvement Super Store / ELNDT 7.51	\$221	TSGFGA	\$228	TSGFGA	Revised fee per Planning
System Development Charges	880 Pharmacy/Drugstore / ELNDT 38.6	\$1,133	TSGFGA	\$1,170	TSGFGA	Revised fee per Planning
System Development Charges	881 Pharm/Drug w/ Drive Through / ELNDT 17.29	\$508	TSGFGA	\$524	TSGFGA	Revised fee per Planning
System Development Charges	890 Furniture Store / ELNDT 2.40	\$71	TSGFGA	\$73	TSGFGA	Revised fee per Planning
System Development Charges	911 Bank/Savings: Walk-in / ELNDT 69.7	\$2,048	TSGFGA	\$2,114	TSGFGA	Revised fee per Planning
System Development Charges	912 Drive in Bank / ELNDT 31.40	\$923	TSGFGA	\$953	TSGFGA	Revised fee per Planning
System Development Charges	925 Drinking Place / ELNDT 4.42	\$129	TSGFGA	\$134	TSGFGA	Revised fee per Planning
System Development Charges	931 Quality Restaurant / ELNDT 25.7	\$755	TSGFGA	\$780	TSGFGA	Revised fee per Planning
System Development Charges	932 High Turnover Sit Down Restaurant / ELNDT 36.23	\$1,065	TSGFGA	\$1,100	TSGFGA	Revised fee per Planning
System Development Charges	934 Fast Food Restaurant / ELNDT 106.7	\$3,134	TSGFGA	\$3,237	TSGFGA	Revised fee per Planning
System Development Charges	938 Coffee/Donut Drive Through / ELNDT 243.0	\$7,137	TSGFGA	\$7,370	TSGFGA	Revised fee per Planning
System Development Charges	942 Automobile Care Center / ELNDT 14.8	\$435	TSGFLA	\$449	TSGFLA	Revised fee per Planning
System Development Charges	943 Auto Parts (i.e. Autozone) / ELNDT 1.52	\$45	TSGFLA	\$47	TSGFLA	Revised fee per Planning
System Development Charges	944 Gasoline/Service Station / ELNDT 30.4	\$835	VFP	\$862	VFP	Revised fee per Planning
System Development Charges	945 Gas/Service Station w/ Market / ELNDT 17.9	\$526	VFP	\$543	VFP	Revised fee per Planning
System Development Charges	946 Gas/Service Station w/ Car Wash / ELNDT 17.9	\$526	VFP	\$543	VFP	Revised fee per Planning
System Development Charges	Single-Family per unit	\$3,886	Dwelling unit	\$4,013	Dwelling unit	Revised fee per Planning
System Development Charges	Multi-Family per unit	\$2,721	Dwelling unit	\$2,810	Dwelling unit	Revised fee per Planning
System Development Charges	230 Condo/Townhouse	\$2,139	Dwelling unit	\$2,209	Dwelling unit	Revised fee per Planning
System Development Charges	240 Mobile Home Park	\$2,052	Dwelling unit	\$2,119	Dwelling unit	Revised fee per Planning
System Development Charges	254 Assisted Living	\$1,076	Dwelling unit	\$1,112	Dwelling unit	Revised fee per Planning
System Development Charges	110 General Light Industrial	\$2,835	TSGFGA	\$2,928	TSGFGA	Revised fee per Planning
System Development Charges	120 General Heavy Industrial	\$609	TSGFGA	\$629	TSGFGA	Revised fee per Planning
System Development Charges	130 Industrial Park	\$2,252	TSGFGA	\$2,326	TSGFGA	Revised fee per Planning
System Development Charges	140 Manufacturing	\$1,274	TSGFGA	\$1,316	TSGFGA	Revised fee per Planning
System Development Charges	150 Warehouse	\$2,019	TSGFGA	\$2,085	TSGFGA	Revised fee per Planning
System Development Charges	151 Mini-Warehouse	\$1,015	TSGFGA	\$1,048	TSGFGA	Revised fee per Planning
System Development Charges	160 Data Center	\$425	TSGFGA	\$439	TSGFGA	Revised fee per Planning
System Development Charges	310 Hotel	\$3,303	Room	\$3,411	Room	Revised fee per Planning
System Development Charges	320 Motel	\$2,377	Room	\$2,455	Room	Revised fee per Planning
System Development Charges	430 Golf Course	\$3,434	Acre	\$3,546	Acre	Revised fee per Planning
System Development Charges	444 Movie Theater w/ Matinee	\$94,361	Screen	\$97,441	Screen	Revised fee per Planning
System Development Charges	492 Health/Fitness Clum	\$9,433	TSGFGA	\$9,741	TSGFGA	Revised fee per Planning
System Development Charges	520 Elementary School (Public)	\$209	Student	\$216	Student	Revised fee per Planning
System Development Charges	522 Middle/Jr High School	\$630	Student	\$651	Student	Revised fee per Planning
System Development Charges	530 High School	\$591	Student	\$610	Student	Revised fee per Planning
System Development Charges	560 Church	\$2,775	TSGFGA	\$2,865	TSGFGA	Revised fee per Planning
System Development Charges	565 Day Care Center/Preschool	\$727	Student	\$751	Student	Revised fee per Planning
System Development Charges	620 Nursing Home	\$2,119	Bed	\$2,188	Bed	Revised fee per Planning
System Development Charges	630 Clinic	\$13,537	TSGFGA	\$13,979	TSGFGA	Revised fee per Planning
System Development Charges	710 General Office Building	\$4,471	TSGFGA	\$4,617	TSGFGA	Revised fee per Planning
System Development Charges	720 Medical-Dental Office Building	\$14,671	TSGFGA	\$15,150	TSGFGA	Revised fee per Planning
System Development Charges	750 Office Park	\$3,578	TSGFGA	\$3,695	TSGFGA	Revised fee per Planning
System Development Charges	770 Business Park	\$3,978	TSGFGA	\$4,108	TSGFGA	Revised fee per Planning
System Development Charges	812 Building Materials/Lumber Store	\$13,607	TSGFGA	\$14,051	TSGFGA	Revised fee per Planning
System Development Charges	814 Specialty Retail Center	\$6,652	TSGFLA	\$6,869	TSGFLA	Revised fee per Planning
System Development Charges	815 Free Standing Discount Store	\$3,000	TSGFLA	\$3,098	TSGFLA	Revised fee per Planning
System Development Charges	820 Shopping Center	\$6,444	TSGFGA	\$6,654	TSGFGA	Revised fee per Planning
System Development Charges	841 Auto Sales	\$14,158	TSGFGA	\$14,620	TSGFGA	Revised fee per Planning
System Development Charges	848 Tire Store	\$3,944	TSGFGA	\$4,073	TSGFGA	Revised fee per Planning
System Development Charges	850 Supermarket	\$22,319	TSGFGA	\$23,048	TSGFGA	Revised fee per Planning
System Development Charges	853 Convenience Market	\$49,083	TSGFGA	\$50,685	TSGFGA	Revised fee per Planning
System Development Charges	862 Home Improvement Super Store	\$2,607	TSGFGA	\$2,692	TSGFGA	Revised fee per Planning
System Development Charges	880 Pharmacy/Drugstore	\$15,667	TSGFGA	\$16,178	TSGFGA	Revised fee per Planning
System Development Charges	881 Pharm/Drug w/ Drive Through	\$4,939	TSGFGA	\$5,101	TSGFGA	Revised fee per Planning
System Development Charges	890 Furniture Store	\$215	TSGFGA	\$222	TSGFGA	Revised fee per Planning
System Development Charges	911 Bank/Savings: Walk-in	\$28,288	TSGFGA	\$29,211	TSGFGA	Revised fee per Planning

EXHIBIT "A"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Proposed change
Main Street	Car Show			\$20		FY2024 NEW - just one fee
System Development Charges	912 Drive in Bank	\$2,119	TSGFGA	\$2,188	TSGFGA	Revised fee per Planning
System Development Charges	925 Drinking Place	\$43,621	TSGFGA	\$45,045	TSGFGA	Revised fee per Planning
System Development Charges	931 Quality Restaurant	\$10,409	TSGFGA	\$10,749	TSGFGA	Revised fee per Planning
System Development Charges	932 High Turnover Sit Down Restaurant	\$4,391	TSGFGA	\$4,535	TSGFGA	Revised fee per Planning
	934 Fast Food Restaurant					
System Development Charges		\$43,313	TSGFGA	\$44,726	TSGFGA	Revised fee per Planning
System Development Charges	938 Coffee/Donut Drive Through	\$11,590	TSGFGA	\$11,968	TSGFGA	Revised fee per Planning
System Development Charges	942 Automobile Care Center	\$5,810	TSGFGLA	\$6,000	TSGFGLA	Revised fee per Planning
System Development Charges	943 Auto Parts (ie. Autozone)	\$4,499	TSGFGLA	\$4,646	TSGFGLA	Revised fee per Planning
System Development Charges	944 Gasoline/Service Station	\$12,638	VFP	\$13,051	VFP	Revised fee per Planning
System Development Charges	945 Gas/Service Station w/ Market	\$518	VFP	\$535	VFP	Revised fee per Planning
System Development Charges	946 Gas/Service Station w/Car Wash	\$1,470.00	VFP	\$1,517	VFP	Revised fee per Planning
System Development Charges	Single Family	\$6,559		\$6,773		Revised fee per Planning
System Development Charges	Multi-Family	\$6,828		\$7,051		Revised fee per Planning
System Development Charges	Manufactured Housing	\$5,478		\$5,657		Revised fee per Planning
System Development Charges	Non-Residential	\$526 per employee		\$543		Revised fee per Planning
Planning	Site and Design Review (Type II)	\$1,000 plus 0.002% of estimated total project cost, max \$15,000		\$1,000 plus 0.2% of estimated total project cost, max \$15,000		NEW - correct percentage error
Planning	Site and Design Review (Type III)	\$2,500 plus 0.0002% of estimated total project cost, max \$20,000		\$2,500 plus 0.2% of estimated total project cost, max \$20,000		NEW - correct percentage error

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
General	Staff Rate for all Departments	Twice the hourly rate for Step 1 of the position/per hour		Twice the hourly rate for Step 1 of the position/per hour		Res 1370	7/1/2022	7/1/2018
General	Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet		25¢ per sheet		Res 1370	7/1/2022	6/1/2010
General	Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet		75¢ per sheet		Res 1370	7/1/2022	6/1/2010
General	Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet		\$1.00 per sheet		Res 1370	7/1/2022	6/1/2010
General	Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet		\$1.25 per sheet		Res 1370	7/1/2022	6/1/2010
General	Plotter prints (8 1/2 x 11)	\$2		\$2		Res 1370	7/1/2022	6/1/2010
General	Plotter prints (11 x 17)	\$4		\$4		Res 1370	7/1/2022	6/1/2010
General	Plotter prints (17 x 22)	\$6		\$6		Res 1370	7/1/2022	6/1/2010
General	Plotter prints (24 x 36)	\$8		\$8		Res 1370	7/1/2022	6/1/2010
General	Plotter prints (36 x 48)	\$10		\$10		Res 1370	7/1/2022	6/1/2010
General	Records on CD/DVD/USB	\$10 plus staff time costs		\$10 plus staff time costs		Res 1370	7/1/2022	6/1/2010
General	Public Records	Staff rate plus materials costs (first 30 minutes no charge)		Staff rate plus materials costs (first 30 minutes no charge)		Res 1370	7/1/2022	7/1/2018
General	Public Records-Faxing	50¢ per page sent		50¢ per page sent		Res 1370	7/1/2022	6/1/2010
General	Public Records-Mailing costs	Actual costs + \$1.00 handling fee		Actual costs + \$1.00 handling fee		Res 1370	7/1/2022	6/1/2010
General	Returned check fee	\$25		\$25		Res 1370	7/1/2022	6/1/2010
General	Returned electronic payment fee	\$15		\$15		Res 1370	7/1/2022	7/1/2021
General	Lien Search fee	\$30		\$30		Res 1370	7/1/2022	7/1/2018
General	License/Permit/Certificate replacement fee	\$10		\$10		Res 1370	7/1/2022	7/1/2012
Administration	Business License-In Canby Annual	\$50		\$50		Res 1370	7/1/2022	7/1/1994
Administration	Business License-Past Due Fee	\$10/mo up to \$50		\$10/mo up to \$50		Res 1370	7/1/2022	9/1/1991
Administration	Business License-Transfer or Assign	\$50		\$50		Res 1370	7/1/2022	6/1/2010
Administration	Operating a Business without a License Penalty	\$100		\$100		Res 1370	7/1/2022	7/1/2014
Administration	Liquor License Application New	\$100		\$100		Res 1370	7/1/2022	2/2/1994
Administration	Liquor License Change of Ownership, Location, or Privilege	\$75		\$75		Res 1370	7/1/2022	2/2/1994
Administration	Small Animal Permit	\$10		\$10		Res 1370	7/1/2022	6/1/2010
Administration	Sidewalk Vending Permit	\$25		\$25		Res 1370	7/1/2022	7/1/2019
Administration	Noise Variance fee	\$75		\$75		Res 1370	7/1/2022	7/1/2013
Administration	Human Resources Application Fee (Police)	\$20		\$20		Res 1370	7/1/2022	7/1/2013
Administration	Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2000 deposit)		Actual expenses (requires \$2000 deposit)		Res 1370	7/1/2022	7/1/2013
Administration	Registration Application Fee-Telecommunications Providers	\$100		\$100		Res 1370	7/1/2022	11/20/2013
Administration	Annual Registration Fee-Telecommunications Providers	4% of gross revenues		4% of gross revenues		Res 1370	7/1/2022	11/20/2013
Administration	Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)		\$2 per linear foot occupied (if no revenues earned in City)		Res 1370	7/1/2022	11/20/2013
Administration	Franchise Fees-Telecommunications	7% gross revenue		7% gross revenue		Res 1370	7/1/2022	7/1/2021
Administration	Franchise Fees-Cable	5% gross revenue		5% gross revenue		Res 1370	7/1/2022	2/2/2005
Administration	Franchise Fees-Natural Gas	5% gross revenue		5% gross revenue		Res 1370	7/1/2022	6/7/2006
Administration	Franchise Fees-Telephone	7% gross revenue		7% gross revenue		Res 1370	7/1/2022	6/7/2000
Administration	Franchise Fees-Solid Waste	5% gross revenue		5% gross revenue		Res 1370	7/1/2022	7/1/2011
Administration	In-lieu of Franchise Fees-Water/ Electric	5% of commodity sales		5% of commodity sales		Res 1370	7/1/2022	1973
Administration	In-lieu of Franchise Fees-Wastewater/ Stormwater	7% of service charge collected		7% of service charge collected		Res 1370	7/1/2022	7/1/2012
Administration	Transient Room Tax	6%		6%		Res 1370	7/1/2022	7/1/2018
Administration	Vertical Housing Tax Credit Application Fee	\$550		\$550		Res 1370	7/1/2022	7/1/2018
Administration	Vertical Housing Tax Credit Annual Monitoring Fee	\$150		\$150		Res 1370	7/1/2022	7/1/2018
Main Street								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Main Street	Canby Independence Day Celebration Vendor Fees							
Main Street	Food Vendor Application							
Main Street	Early Bird (Before April 1)	\$125		\$125		Res 1370	7/1/2022	1/20/2016
Main Street	Regular Rate (April 1 - May 1)	\$175		\$175		Res 1370	7/1/2022	1/20/2016
Main Street	Advanced Rate (May 2 - May 31)	\$250		\$250		Res 1370	7/1/2022	1/20/2016
Main Street	Final Rate (June 1 - July 1)	\$500		\$500		Res 1370	7/1/2022	1/20/2016
Main Street	Specific Location	\$50 (extra)		\$50 (extra)		Res 1370	7/1/2022	1/20/2016
Main Street	Electricity	\$25 (per outlet)		\$25 (per outlet)		Res 1370	7/1/2022	1/20/2016
Main Street	Beer/Wine Garden Vendor Application	10% of total sales		10% of total sales		Res 1370	7/1/2022	1/20/2016
Main Street	Local Arts/Crafts Vendor Application							
Main Street	Regular Rate	\$45		\$45		Res 1370	7/1/2022	1/20/2016
Main Street	Advanced Rate (May 2 - May 31)	\$65		\$65		Res 1370	7/1/2022	1/20/2016
Main Street	Specific Location	\$50 (extra)		\$50 (extra)		Res 1370	7/1/2022	1/20/2016
Main Street	Outside City Limits Arts/Crafts							
Main Street	Regular Rate	\$65		\$65		Res 1370	7/1/2022	1/20/2016
Main Street	Advanced Rate (May 2 - May 31)	\$85		\$85		Res 1370	7/1/2022	1/20/2016
Main Street	Specific Location	\$50 (extra)		\$50 (extra)		Res 1370	7/1/2022	1/20/2016
Main Street	Parade Fee (Campaigns/Businesses)							
Main Street	Tie-dyed Shirts	\$25		\$25		Res 1370	7/1/2022	1/20/2016
Main Street	Car Show	\$5		\$5		Res 1370	7/1/2022	1/20/2016
Main Street	Early Bird (Before June 1)	\$8		\$20		Res 1390	7/1/2023	
Main Street	Regular (After June 1)	\$10				Res 1354	7/1/2021	7/1/2017
Main Street	Regular (After June 1)	\$10				Res 1354	7/1/2021	7/1/2017
Main Street	Canby's Big Weekend Street Dance Vendor Fees							
Main Street	Food Vendor Application	\$50		\$50		Res 1370	7/1/2022	1/20/2016
Main Street	Beer/Wine Garden Vendor Application	\$250 or 15% of total sales (whichever is greater)		\$250 or 15% of total sales (whichever is greater)		Res 1370	7/1/2022	1/20/2016
Main Street								
Police								
Police								
Police	Alarm User Fees							
Police	Alarm Permit Registration and Annual Renewal	\$25 annually		\$25 annually		Res 1370	7/1/2022	7/1/2018
Police	Registration & Renewal - Senior 65+ and governmental entities	\$10 annually		\$10 annually		Res 1370	7/1/2022	7/1/2018
Police	Appeal Fee	\$25 per request		\$25 per request		Res 1370	7/1/2022	7/1/2018
Police	Late Payment Fee	\$25		\$25		Res 1370	7/1/2022	7/1/2018
Police	Reinstatement Fee for a suspended alarm	\$25		\$25		Res 1370	7/1/2022	7/1/2018
Police	False Alarm					Res 1370	7/1/2022	
Police	First False Alarm	Alarm School or \$50		Alarm School or \$50		Res 1370	7/1/2022	7/1/2018
Police	Second False Alarm	\$75		\$75		Res 1370	7/1/2022	7/1/2018
Police	Third False Alarm	\$100		\$100		Res 1370	7/1/2022	7/1/2018
Police	Fourth or more False Alarms	\$150 each		\$150 each		Res 1370	7/1/2022	7/1/2018
Police	Operating an alarm system that is suspended							
Police	First time	\$200		\$200		Res 1370	7/1/2022	7/1/2018
Police	Second and Subsequent Times	\$300		\$300		Res 1370	7/1/2022	7/1/2018
Police								
Police	Alarm Company Fees							
Police	Failure to report new install	\$50		\$50		Res 1370	7/1/2022	7/1/2018
Police	False Alarm caused by Alarm Company	\$100		\$100		Res 1370	7/1/2022	7/1/2018
Police	Calling on Suspended Alarm Site					Res 1370	7/1/2022	
Police	First time	\$100		\$100		Res 1370	7/1/2022	7/1/2018
Police	Second and Subsequent Times	\$200		\$200		Res 1370	7/1/2022	7/1/2018
Police	Failure to use Enhanced Call Confirmation Procedures	\$100		\$100		Res 1370	7/1/2022	7/1/2018
Police	All late charges	\$25		\$25		Res 1370	7/1/2022	7/1/2018
Police	Suspension Reinstatement Fee and Mailing Costs	\$200 + \$10 per customer if contacted		\$200 + \$10 per customer if contacted		Res 1370	7/1/2022	7/1/2018
Police	Appeal fee per request	\$25 per request		\$25 per request		Res 1370	7/1/2022	7/1/2018
Police	Citation - Copy	\$10		\$10		Res 1370	7/1/2022	7/1/2021
Police	Fingerprinting	\$20 plus \$10 each add'l card		\$20 plus \$10 each add'l card		Res 1370	7/1/2022	6/16/2010
Police	Name Check Response Letter	\$10 for a no record form letter or a list of reports		\$10 for a no record form letter or a list of reports		Res 1370	7/1/2022	7/1/2021
Police	Photos/Videos on CD	\$25		\$25		Res 1370	7/1/2022	7/1/2021
Police	Police Report - Copy	\$10 DMV accident Report \$15 Police Reports (plus 25¢ per pg. after 10 pages)		\$10 DMV accident Report \$15 Police Reports (plus 25¢ per pg. after 10 pages)		Res 1370	7/1/2022	7/1/2015
Police	Public Records - Admin Research					Res 1370	7/1/2022	7/1/2018
Police	Staff rate + materials cost			Staff rate + materials cost		Res 1370	7/1/2022	7/1/2018

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Police	Radar Certification	\$10		\$10		Res 1370	7/1/2022	7/1/2021
Police	Secondhand Dealer Application Fee	\$50		\$50		Res 1370	7/1/2022	11/6/2013
Police	Secondhand Dealer Annual Permit Fee	\$100		\$100		Res 1370	7/1/2022	11/6/2013
Police	Special Event Security	Staff rate		Staff rate		Res 1370	7/1/2022	7/1/2018
Police	Temporary/Special Event Liquor License	\$35		\$35		Res 1370	7/1/2022	7/1/2013
Police	Vehicle Release	\$150		\$150		Res 1370	7/1/2022	7/1/2021
Police	Impounded Animal Redemption Fee	\$50 plus cost of boarding		\$50 plus cost of boarding		Res 1370	7/1/2022	7/1/2019
Court								
Court	Appeal Transcript Fee	\$35		\$35		Res 1370	7/1/2022	10/30/2003
Court	Civil Compromise Fee	\$150		\$150		Res 1370	7/1/2022	3/29/2012
Court	Court Appointed Attorney Fee	\$200 per Appointment		\$200 per Appointment		Res 1370	7/1/2022	7/1/2021
Court	Collections Referral Fee	25% of outstanding balance (by statute), not to exceed \$250		25% of outstanding balance (by statute), not to exceed \$250		Res 1370	7/1/2022	3/29/2012
Court	Discovery Request Fee					Res 1370		
Court		\$15 (reports, documents); \$25 CD/DVD; \$10 citations		\$15 (reports, documents); \$25 CD/DVD; \$10 citations			7/1/2022	7/1/2021
Court	DUII Diversion Filing Fee	\$200		\$200		Res 1370	7/1/2022	4/1/2017
Court	Expungement Filing Fee	\$100		\$100		Res 1370	7/1/2022	7/1/2018
Court	Failure to Appear at Trial Fee	\$100		\$100		Res 1370	7/1/2022	4/1/2017
Court	Failure to Comply Suspension Fee	\$100		\$100		Res 1370	7/1/2022	7/1/2015
Court	Fix It Dismissal Fee	\$50		\$50		Res 1370	7/1/2022	7/1/2018
Court	Good Driver Class Deferred Sentence Fee					Res 1370		
Court		\$50 less than presumptive fine schedule of offense		\$50 less than presumptive fine schedule of offense			7/1/2022	3/29/2012
Court	Guilty by Default Letter Fee	\$50		\$50		Res 1370	7/1/2022	7/1/2018
Court	Juvenile Good Driver Deferred Sentence Fee	\$396, \$235, \$145, \$105 based on offense class		\$396, \$235, \$145, \$105 based on offense class		Res 1370	7/1/2022	7/1/2021
Court	Late Payment Letter Fee	\$25		\$25		Res 1370	7/1/2022	7/1/2018
Court	Minor in Possession Deferred Sentence Fee	\$150		\$150		Res 1370	7/1/2022	3/29/2012
Court	Misdemeanor Deferred Sentence Fee	\$300		\$300		Res 1370	7/1/2022	7/1/2021
Court	Motion to Reopen Case Fee	\$35		\$35		Res 1370	7/1/2022	7/1/2018
Court	Parking Ticket Late Fee	City fine doubles after 14 days (fine ranges \$15 to \$25)		City fine doubles after 14 days (fine ranges \$15 to \$25)		Res 1370	7/1/2022	4/1/2017
Court	Payment Plan Fee	\$25, new or refinanced plan		\$25, new or refinanced plan		Res 1370	7/1/2022	7/1/2014
Court	Public Records Request Fee					Res 1370		
Court		\$5 plus .25 each additional page + postage		\$5 plus .25 each additional page + postage			7/1/2022	7/1/2021
Court	Returned Check Fee	\$50 (includes demand letter certified)		\$50 (includes demand letter certified)		Res 1370	7/1/2022	7/1/2018
Court	Show Cause/Order to Appear Fee	\$50		\$50		Res 1370	7/1/2022	7/1/2018
Court	Warrant Issued Fee	\$50		\$50		Res 1370	7/1/2022	7/1/2015
Library								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Library	Library Cards							
Library	Clackamas County residents	Free		Free		Res 1370	7/1/2022	3/1/2016
Library	Out-of-County Fee*	\$95		\$95		Res 1370	7/1/2022	3/1/2016
Library	<i>*Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.</i>							
Library	Overdue Items							
Library	Print & Non-Print items	25¢ per day (\$3 maximum per children's item; \$5 maximum for all other materials)		10¢ per day (\$1.00 maximum per item for all materials, except Library of Things and in-house only items)		Res 1390	7/1/2023	3/1/2016
Library	Oregon State Parks Pass	\$5 per day up to replacement cost		\$5 per day up to replacement cost		Res 1370	7/1/2022	3/1/2016
Library	Laptops and accessories	\$5 per hour up to replacement cost		\$5 per hour up to replacement cost		Res 1370	7/1/2022	7/1/2019
Library	Library of Things Items	\$5 per day up to replacement cost		\$5 per day up to replacement cost		Res 1370	7/1/2022	7/1/2019
Library	Overdue Fee "Food for Fines" Exchange rate is \$1 waived per food item donated. Only overdue fines are eligible to be waived.	\$1 per food item donated		\$1 per food item donated		Res 1370	7/1/2022	
Library	Lost Items or Damaged Items	Cost of material as indicated in the library's database		Cost of material as indicated in the library's database		Res 1370	7/1/2022	3/1/2016
Library	Books							
Library	Missing book jacket	\$3		\$3		Res 1370	7/1/2022	3/1/2016
Library	CD Audiobooks							
Library	Disc	\$10 per disc		\$10 per disc		Res 1370	7/1/2022	3/1/2016
Library	CD case	\$5		\$5		Res 1370	7/1/2022	3/1/2016
Library	DVDs							
Library	Bonus disc	\$5		\$5		Res 1370	7/1/2022	3/1/2016
Library	DVD case	\$3		\$3		Res 1370	7/1/2022	3/1/2016
Library	Jacket or paper insert	\$3		\$3		Res 1370	7/1/2022	3/1/2016
Library	Booklet	\$5		\$5		Res 1370	7/1/2022	3/1/2016
Library	Music CDs							
Library	Case	\$4		\$4		Res 1370	7/1/2022	3/1/2016
Library	Part of case (top or bottom)	\$2		\$2		Res 1370	7/1/2022	3/1/2016
Library	Insert	\$5		\$5		Res 1370	7/1/2022	3/1/2016
Library	Oregon State Parks Pass	\$30		\$30		Res 1370	7/1/2022	7/1/2019
Library	Puppets	\$10		\$10		Res 1370	7/1/2022	3/1/2016
Library	Children's Kits	Cost of each component as listed in the item record		Cost of each component as listed in the item record		Res 1370	7/1/2022	3/1/2016
Library	RFID Labels							
Library	Stingray Label	\$1		\$1		Res 1370	7/1/2022	7/1/2017
Library	Missing Barcodes	\$1		\$1		Res 1370	7/1/2022	3/1/2016
Library	Laptops	\$350		\$350		Res 1370	7/1/2022	7/1/2019
Library	Headphones	\$20		\$20		Res 1370	7/1/2022	7/1/2019
Library	USB Hub	\$30		\$30		Res 1370	7/1/2022	7/1/2019
Library	Mouse	\$10		\$10		Res 1370	7/1/2022	7/1/2019
Library	Library of Things items	Replacement cost of the item		Replacement cost of the item		Res 1370	7/1/2022	7/1/2019
Library	Copying and Printing							
Library	Black and White (Self Serve)	15¢/page		15¢/page		Res 1370	7/1/2022	3/1/2016
Library	Color (Self Serve)	50¢/page		50¢/page		Res 1370	7/1/2022	3/1/2016
Library								
Canby Area Transit	General Public Dial-A-Ride	\$1.00 per boarding		\$1.00 per boarding		Res 1370	7/1/2022	1/2/2012
Canby Area Transit	Complimentary Paratransit Dial-A-Ride	\$1.00 per boarding		\$1.00 per boarding		Res 1370	7/1/2022	1/2/2012
Canby Area Transit	Oregon City Dial-A-Ride	\$1.00 per boarding		\$1.00 per boarding		Res 1370	7/1/2022	1/2/2012
Canby Area Transit	Shopping Shuttle Services	no charge		no charge		Res 1370	7/1/2022	1/2/2012
Canby Area Transit	Commuter and Fixed-Route Bus Service	\$1.00 per boarding		\$1.00 per boarding		Res 1370	7/1/2022	1/2/2012
Canby Area Transit	Monthly Pass	\$20/calendar month		\$20/calendar month		Res 1370	7/1/2022	4/1/2014
Canby Area Transit	Punch Pass (24 rides)	\$20 (no expiration)		\$20 (no expiration)		Res 1370	7/1/2022	7/1/2013
Canby Area Transit	Payroll and self-employment tax	0.6%		0.6%		Res 1370	7/1/2022	1/1/2002

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Parks								
Parks	Rentals	In City	Out of City	In City	Out of City			
Parks	Rental of Gazebo in Wait Park (waived for non-profits)	\$132	\$264	\$132	\$264	Res 1370	7/1/2022	7/1/2019
Parks	Rental of Wait Park (waived for non-profits)	\$450	\$900	\$450	\$900	Res 1370	7/1/2022	7/1/2019
Parks	Wait Park Banner Installation & Removal			\$176	\$176	Res 1390	7/1/2023	
Parks								
Public Works								
Public Works	Public Works Labor Rate	Staff Rate		Staff Rate		Res 1370	7/1/2022	7/1/2018
Public Works	Fleet Services Labor Rate	Staff Rate		Staff Rate		Res 1370	7/1/2022	7/1/2021
Public Works	Equipment Rates (Does not include operator (See staff rate for operator							
Public Works	Vactor Truck	\$85/hr		\$85/hr		Res 1370	7/1/2022	7/1/2019
Public Works	Street Sweeper	\$80/hr		\$80/hr		Res 1370	7/1/2022	7/1/2019
Public Works	TV Van	\$75/hr		\$75/hr		Res 1370	7/1/2022	7/1/2019
Public Works	High Ranger	\$40/hr		\$40/hr		Res 1370	7/1/2022	7/1/2019
Public Works	Dump Truck	\$65/hr		\$65/hr		Res 1370	7/1/2022	7/1/2019
Public Works	Backhoe	\$35/hr		\$35/hr		Res 1370	7/1/2022	7/1/2019
Public Works	Pickup truck	\$15/hr		\$15/hr		Res 1370	7/1/2022	7/1/2019
Public Works	Street Closure Request	\$50 (waived for non-profits)		\$50 (waived for non-profits)		Res 1370	7/1/2022	4/1/2002
Public Works	Railroad Parking Lot Event Fee	\$50 (waived for non-profits)		\$50 (waived for non-profits)		Res 1370	7/1/2022	7/1/2011
Public Works	Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit		\$25 + \$250 refundable deposit with approved street closure permit		Res 1370	7/1/2022	6/1/2010
Public Works	Map Copying and Research on Easements	Staff rate + printing change		Staff rate + printing change		Res 1370	7/1/2022	7/1/2018
Public Works	Banner Installation	\$100 (waived for non-profits)		\$100		Res 1371	7/2/2022	4/1/2002
Public Works	Grant Street Arch Banner Installation & Removal			\$220		Res 1390	7/1/2023	
Public Works	Inspections for Construction Projects (Development/Capital)	2.5% of final construction estimate or \$560, whichever is greater		2.5% of final construction estimate or \$560, whichever is greater		Res 1370	7/1/2022	7/1/2018
Public Works	Work-in-Right of Way Permit/Street Excavation (Construction) Permit Fee	\$125		\$125		Res 1370	7/1/2022	7/1/2018
Public Works	Work in Right-of-Way Permit Fee (without street excavation)	\$75		\$75		Res 1370	7/1/2022	7/1/2018
Public Works	Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	\$100		\$100		Res 1370	7/1/2022	7/1/2015
Public Works	Driveway Return, Street Curb or Public Sidewalk Re-Inspection Fee	\$75		\$75		Res 1370	7/1/2022	7/1/2018
Public Works	Street Tree Fees for New Development	\$250 per tree, incl. planting & 1-year maintenance		\$250 per tree, incl. planting & 1-year maintenance		Res 1370	7/1/2022	10/17/2018
Public Works	Street Signs: New and Replacements	Charge shall be determined based on state contract for similar commodity, quoted at time of request		Charge shall be determined based on state contract for similar commodity, quoted at time of request		Res 1370	7/1/2022	7/1/2015
Public Works	Design Exception	\$100		\$100		Res 1370	7/1/2022	7/1/2019
Public Works	Encroachment Application Permit Fee	\$50		\$50		Res 1370	7/1/2022	9/6/2000
Public Works	Building Number Installation Charge	\$50		\$50		Res 1370	7/1/2022	6/1/2010
Public Works	Advance Finance Public Improvement Application Fee	\$150		\$150		Res 1370	7/1/2022	6/1/2010
Public Works	Street Tree Removal Permit	\$25		\$25		Res 1370	7/1/2022	6/1/2010
Public Works	Sewer Tap Fee (on-site connection)	\$100		\$100		Res 1370	7/1/2022	6/1/2010
Public Works	House Move Permit	\$50		\$50		Res 1370	7/1/2022	6/1/2010
Public Works								
Public Works								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Public Works	Erosion Control							
Public Works		Base Rate, to 4 inspections		Base Rate, to 4 inspections				
Public Works	Single Family	\$240		\$240		Res 1370	7/1/2022	7/1/2018
Public Works	Duplex	\$300		\$300		Res 1370	7/1/2022	7/1/2018
Public Works	Triplex	\$360		\$360		Res 1370	7/1/2022	7/1/2018
Public Works	Single Family Additions (disturbing less than 500 sq. ft.)	\$240		\$240		Res 1370	7/1/2022	7/1/2018
Public Works		Base Rate, to 8 inspections		Base Rate, to 8 inspections				
Public Works	All Other Lots (Up to 1 acre)	\$500		\$500		Res 1370	7/1/2022	7/1/2018
Public Works	Each additional acre	\$85		\$85		Res 1370	7/1/2022	7/1/2018
Public Works	Each additional inspection	\$60		\$60		Res 1370	7/1/2022	7/1/2018
Public Works	Violations	\$1,000 per occurrence and \$250 per day if not corrected		\$1,000 per occurrence and \$250 per day if not corrected		Res 1370	7/1/2022	7/1/2018
Public Works								
Public Works								
Public Works								
Utility Fees	Sewer/Stormwater							
Utility Fees	Combined Sewer/Stormwater Rates (monthly):							
Utility Fees	Residential Single Family	\$46.20		\$46.20		Res 1370	7/1/2022	7/1/2015
Utility Fees	Residential , apartment, per unit	\$46.20		\$46.20		Res 1370	7/1/2022	7/1/2015
Utility Fees	Mobile home	\$46.20		\$46.20		Res 1370	7/1/2022	7/1/2015
Utility Fees	Reduced Sewer Rate	\$32.92		\$32.92		Res 1370	7/1/2022	7/1/2015
Utility Fees	Elementary school, per student	\$1.82		\$1.82		Res 1370	7/1/2022	7/1/2015
Utility Fees	Middle & High school, per student	\$2.41		\$2.41		Res 1370	7/1/2022	7/1/2015
Utility Fees	Transient housing (1st unit)	\$46.20		\$46.20		Res 1370	7/1/2022	7/1/2015
Utility Fees	Each additional bed	\$24.26		\$24.26		Res 1370	7/1/2022	7/1/2015
Utility Fees	Nursing home (1st two beds)	\$46.20		\$46.20		Res 1370	7/1/2022	7/1/2015
Utility Fees	Each additional bed	\$24.26		\$24.26		Res 1370	7/1/2022	7/1/2015
Utility Fees	Commercial retail, minimum	\$46.20		\$46.20		Res 1370	7/1/2022	7/1/2015
Utility Fees	per 100 cf of water use Nov-Mar	\$5.78		\$5.78		Res 1370	7/1/2022	7/1/2015
Utility Fees	Commercial government, minimum	\$46.20		\$46.20		Res 1370	7/1/2022	7/1/2015
Utility Fees	per 100 cf of water use Dec & Jan	\$5.78		\$5.78		Res 1370	7/1/2022	7/1/2015
Utility Fees	Industrial, minimum	\$46.20		\$46.20		Res 1370	7/1/2022	7/1/2015
Utility Fees	per 100 cf of water use	\$5.78		\$5.78		Res 1370	7/1/2022	7/1/2015
Utility Fees	Late fee	\$10 per month after 45 days delinquent		\$10 per month after 45 days delinquent		Res 1370	7/1/2022	7/1/2014
Utility Fees	Delinquent Account Certification Fee	\$50		\$50		Res 1370	7/1/2022	7/1/2014
Utility Fees	Landlord Tenant Agreement Setup Fee	\$25		\$25		Res 1370	7/1/2022	7/1/2021
Utility Fees	Sanitary Sewer Extra Strength Charges							
Utility Fees	BOD							
Utility Fees	Concentration 0 to 300 mg/L	Included in Base		Included in Base		Res 1370	7/1/2022	7/1/2015
Utility Fees	Concentration 300 to 600 mg/L	\$1.18 per pound		\$1.18 per pound		Res 1370	7/1/2022	7/1/2015
Utility Fees	Concentration 600 to 1200 mg/L	\$2.36 per pound		\$2.36 per pound		Res 1370	7/1/2022	7/1/2015
Utility Fees	TSS							
Utility Fees	Concentration 0 to 300 mg/L	Included in Base		Included in Base		Res 1370	7/1/2022	7/1/2015
Utility Fees	Concentration 300 to 600 mg/L	\$1.18 per pound		\$1.18 per pound		Res 1370	7/1/2022	7/1/2015
Utility Fees	Concentration 600 to 1200 mg/L	\$2.36 per pound		\$2.36 per pound		Res 1370	7/1/2022	7/1/2015
Utility Fees	Industrial Wastewater Discharge Permit	\$5,000		\$5,000		Res 1370	7/1/2022	4/17/2013
Utility Fees	Industrial Wastewater Discharge Permit application review fee	Staff rate		Staff rate		Res 1370	7/1/2022	7/1/2018
Utility Fees	Sampling and analysis fee	Actual Cost		Actual Cost		Res 1370	7/1/2022	7/1/2018
Utility Fees	Street Maintenance Fee, Monthly							
Utility Fees	Residential Single Family	\$5 per month		\$5 per month		Res 1370	7/1/2022	7/1/2008
Utility Fees	Multi-Family Residences	\$3.34/unit per month		\$3.34/unit per month		Res 1370	7/1/2022	7/1/2008
Utility Fees	Detached Senior Housing and Mobile Home Parks	\$2.09/unit per month		\$2.09/unit per month		Res 1370	7/1/2022	7/1/2008
Utility Fees	Attached Senior Housing and Congregate Care Facilities	\$1.04/unit per month		\$1.04/unit per month		Res 1370	7/1/2022	7/1/2008
Utility Fees	Non-residential	Varies: \$0.522 x trip value x units (\$5 min) per month		Varies: \$0.522 x trip value x units (\$5 min) per month		Res 1370	7/1/2022	7/1/2008
Utility Fees								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Utility Fees	Park Maintenance Fee, Monthly							
Utility Fees	Residential and Multi-family	\$5.61 per dwelling unit per month		\$6.05 per dwelling unit per month		Res 1390	7/1/2023	7/1/2021
Utility Fees	Reduced rate	\$2.81 per dwelling unit per month		\$3.03 per dwelling unit per month		Res 1390	7/1/2023	7/1/2021
Utility Fees	Commercial and Industrial	\$5.61 per utility account per month		\$6.05 per utility account per month		Res 1390	7/1/2023	7/1/2021
Utility Fees								
Construction Excise Tax								
Construction Excise Tax	Residential, per dwelling unit	\$1.00/sq ft		\$1.00/sq ft		Res 1370	7/1/2022	7/1/2019
Construction Excise Tax								
System Development Charges								
System Development Charges	Sanitary Sewer							
System Development Charges	Single-Family Residential SDC Per Dwelling Unit	\$3,215		\$3,320		Res 1390	7/1/2023	7/1/2021
System Development Charges	Multi-Family Residential SDC Per Dwelling Unit	\$2,571		\$2,655		Res 1390	7/2/2023	7/1/2021
System Development Charges	Commercial/Industrial SDC Based on Wastewater Flow (Formula = Average Daily Volume of Wastewater Discharge / 155 Gallons Per Day x SDC Amount)	\$3,215		\$3,320		Res 1390	7/3/2023	7/1/2021

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
System Development Charges								
System Development Charges								
System Development Charges	Stormwater SDC based on Cost Per Trip times the Number of Trips estimated by the ITE Trip Generation Manual and the linked trip factor (ELNDT) adopted by the City in the most recent Transportation SDC update. The SDC varies by average weekday Equivalent Length New Daily Trips (ELNDT) as published by ITE Trip Manual for most land use categories.							
System Development Charges								
System Development Charges	Stormwater							
System Development Charges	RESIDENTIAL	Amount	Per	Amount	Per			
System Development Charges	210 Single Family Dwelling / ELNDT 9.52	\$280	Dwelling unit	\$289	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	220 Multifamily / ELNDT 6.7	\$197	Dwelling unit	\$203	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	230 Condo/Townhouse / ELNDT 4.93	\$145	Dwelling unit	\$149	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	240 Mobile Home Park / ELNDT 3.54	\$104	Dwelling unit	\$107	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	254 Assisted Living / ELNDT 3.87	\$79	Dwelling unit	\$81	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	SELECTED LAND USES	Amount	Per*	Amount	Per*			
System Development Charges	110 General Light Industrial / ELNDT 7.0	\$206	TSFGFA	\$213	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	120 General Heavy Industrial / ELNDT 1.5	\$44	TSFGFA	\$45	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	130 Industrial Park / ELNDT 6.83	\$200	TSFGFA	\$207	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	140 Manufacturing / ELNDT 3.82	\$113	TSFGFA	\$117	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	150 Warehouse / ELNDT 5.0	\$147	TSFGFA	\$152	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	151 Mini-Warehouse / ELNDT 2.5	\$74	TSFGFA	\$76	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	160 Data Center / ELNDT .99	\$30	TSFGFA	\$31	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	310 Hotel / ELNDT 7.67	\$225	Room	\$233	Room	Res 1390	7/1/2023	7/1/2021
System Development Charges	320 Motel / ELNDT 7.83	\$230	Room	\$238	Room	Res 1390	7/1/2023	7/1/2021
System Development Charges	430 Golf Course / ELNDT 4.58	\$140	Acre	\$144	Acre	Res 1390	7/1/2023	7/1/2021
System Development Charges	444 Movie Theater w/ Matinee / ELNDT 16.37	\$481	Screen	\$497	Screen	Res 1390	7/1/2023	7/1/2021
System Development Charges	492 Health/Fitness Club / ELNDT 2.85	\$84	TSFGFA	\$87	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	520 Elementary School (Public) / ELNDT 0.5	\$14	Student	\$14	Student	Res 1390	7/1/2023	7/1/2021
System Development Charges	522 Middle/Jr High School / ELNDT 8.68	\$256	Student	\$264	Student	Res 1390	7/1/2023	7/1/2021
System Development Charges	530 High School / ELNDT 8.12	\$238	Student	\$246	Student	Res 1390	7/1/2023	7/1/2021
System Development Charges	560 Church / ELNDT 6.8	\$199	TSFGFA	\$205	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	565 Day Care Center/Preschool / ELNDT 1.8	\$53	Student	\$55	Student	Res 1390	7/1/2023	7/1/2021
System Development Charges	620 Nursing Home / ELNDT 3.87	\$114	Bed	\$118	Bed	Res 1390	7/1/2023	7/1/2021
System Development Charges	630 Clinic / ELNDT 33.4	\$982	TSFGFA	\$1,014	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	710 General Office Building / ELNDT 11.0	\$323	TSFGFA	\$333	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	720 Medical-Dental Office Building / ELNDT 36.1	\$1,060	TSFGFA	\$1,095	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	750 Office Park / ELNDT 9.70	\$284	TSFGFA	\$294	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	770 Business Park / ELNDT 10.57	\$311	TSFGFA	\$321	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	812 Building Materials/Lumber Store / ELNDT 32.17	\$945	TSFGFA	\$975	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	814 Specialty Retail Center / ELNDT 16.4	\$482	TSFGLA	\$498	TSFGLA	Res 1390	7/1/2023	7/1/2021
System Development Charges	815 Free Standing Discount Store / ELNDT 17.10	\$502	TSFGLA	\$518	TSFGLA	Res 1390	7/1/2023	7/1/2021
System Development Charges	820 Shopping Center / ELNDT 15.9	\$467	TSFGFA	\$482	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	841 Auto Sales / ELNDT 35.75	\$1,050	TSFGFA	\$1,084	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	848 Tire Store / ELNDT 10.74	\$316	TSFGFA	\$326	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	850 Supermarket / ELNDT 54.9	\$1,613	TSFGFA	\$1,666	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	853 Convenience Market / ELNDT 120.9	\$3,551	TSFGFA	\$3,667	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	862 Home Improvement Super Store / ELNDT 7.51	\$221	TSFGFA	\$228	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	880 Pharmacy/Drugstore / ELNDT 38.6	\$1,133	TSFGFA	\$1,170	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	881 Pharm/Drug w/ Drive Through / ELNDT 17.29	\$508	TSFGFA	\$524	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	890 Furniture Store / ELNDT 2.40	\$71	TSFGFA	\$73	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	911 Bank/Savings: Walk-in / ELNDT 69.7	\$2,048	TSFGFA	\$2,114	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	912 Drive in Bank / ELNDT 31.40	\$923	TSFGFA	\$953	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	925 Drinking Place / ELNDT 4.42	\$129	TSFGFA	\$134	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	931 Quality Restaurant / ELNDT 25.7	\$755	TSFGFA	\$780	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	932 High Turnover Sit Down Restaurant / ELNDT 36.23	\$1,065	TSFGFA	\$1,100	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	934 Fast Food Restaurant / ELNDT 106.7	\$3,134	TSFGFA	\$3,237	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	938 Coffee/Donut Drive Through / ELNDT 243.0	\$7,137	TSFGFA	\$7,370	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	942 Automobile Care Center / ELNDT 14.8	\$435	TSFGLA	\$449	TSFGLA	Res 1390	7/1/2023	7/1/2021
System Development Charges	943 Auto Parts (i.e. Autozone) / ELNDT 1.52	\$45	TSFGLA	\$47	TSFGLA	Res 1390	7/1/2023	7/1/2021
System Development Charges	944 Gasoline/Service Station / ELNDT 30.4	\$835	VFP	\$862	VFP	Res 1390	7/1/2023	7/1/2021
System Development Charges	945 Gas/Service Station w/ Market / ELNDT 17.9	\$526	VFP	\$543	VFP	Res 1390	7/1/2023	7/1/2021
System Development Charges	946 Gas/Service Station w/ Car Wash / ELNDT 17.9	\$526	VFP	\$543	VFP	Res 1390	7/1/2023	7/1/2021
System Development Charges								
System Development Charges	Abbreviations							
System Development Charges	* T.S.F.G.F.A. - Thousand Square Feet Gross Floor Area							
System Development Charges	* T.S.F.G.L.A. - Thousand Square Feet Gross Leasable Area							
System Development Charges	* V.F.P. - Vehicle Fueling Position							

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
	Transportation							
System Development Charges	RESIDENTIAL	Amount	Per	Amount	Per			
System Development Charges	Single-Family per unit	\$3,886	Dwelling unit	\$4,013	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	Multi-Family per unit	\$2,721	Dwelling unit	\$2,810	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	230 Condo/Townhouse	\$2,139	Dwelling unit	\$2,209	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	240 Mobile Home Park	\$2,052	Dwelling unit	\$2,119	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	254 Assisted Living	\$1,076	Dwelling unit	\$1,112	Dwelling unit	Res 1390	7/1/2023	7/1/2021
System Development Charges	SELECTED LAND USES	Amount	Per*	Amount	Per*			
System Development Charges	110 General Light Industrial	\$2,835	TSFGFA	\$2,928	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	120 General Heavy Industrial	\$609	TSFGFA	\$629	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	130 Industrial Park	\$2,252	TSFGFA	\$2,326	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	140 Manufacturing	\$1,274	TSFGFA	\$1,316	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	150 Warehouse	\$2,019	TSFGFA	\$2,085	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	151 Mini-Warehouse	\$1,015	TSFGFA	\$1,048	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	160 Data Center	\$425	TSFGFA	\$439	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	310 Hotel	\$3,303	Room	\$3,411	Room	Res 1390	7/1/2023	7/1/2021
System Development Charges	320 Motel	\$2,377	Room	\$2,455	Room	Res 1390	7/1/2023	7/1/2021
System Development Charges	430 Golf Course	\$3,434	Acre	\$3,546	Acre	Res 1390	7/1/2023	7/1/2021
System Development Charges	444 Movie Theater w/ Matinee	\$94,361	Screen	\$97,441	Screen	Res 1390	7/1/2023	7/1/2021
System Development Charges	492 Health/Fitness Clum	\$9,433	TSFGFA	\$9,741	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	520 Elementary School (Public)	\$209	Student	\$216	Student	Res 1390	7/1/2023	7/1/2021
System Development Charges	522 Middle/Jr High School	\$630	Student	\$651	Student	Res 1390	7/1/2023	7/1/2021
System Development Charges	530 High School	\$591	Student	\$610	Student	Res 1390	7/1/2023	7/1/2021
System Development Charges	560 Church	\$2,775	TSFGFA	\$2,865	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	565 Day Care Center/Preschool	\$727	Student	\$751	Student	Res 1390	7/1/2023	7/1/2021
System Development Charges	620 Nursing Home	\$2,119	Bed	\$2,188	Bed	Res 1390	7/1/2023	7/1/2021
System Development Charges	630 Clinic	\$13,537	TSFGFA	\$13,979	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	710 General Office Building	\$4,471	TSFGFA	\$4,617	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	720 Medical-Dental Office Building	\$14,671	TSFGFA	\$15,150	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	750 Office Park	\$3,578	TSFGFA	\$3,695	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	770 Business Park	\$3,978	TSFGFA	\$4,108	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	812 Building Materials/Lumber Store	\$13,607	TSFGFA	\$14,051	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	814 Specialty Retail Center	\$6,652	TSFGLA	\$6,869	TSFGLA	Res 1390	7/1/2023	7/1/2021
System Development Charges	815 Free Standing Discount Store	\$3,000	TSFGLA	\$3,098	TSFGLA	Res 1390	7/1/2023	7/1/2021
System Development Charges	820 Shopping Center	\$6,444	TSFGFA	\$6,654	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	841 Auto Sales	\$14,158	TSFGFA	\$14,620	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	848 Tire Store	\$3,944	TSFGFA	\$4,073	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	850 Supermarket	\$22,319	TSFGFA	\$23,048	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	853 Convenience Market	\$49,083	TSFGFA	\$50,685	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	862 Home Improvement Super Store	\$2,607	TSFGFA	\$2,692	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	880 Pharmacy/Drugstore	\$15,667	TSFGFA	\$16,178	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	881 Pharm/Drug w/ Drive Through	\$4,939	TSFGFA	\$5,101	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	890 Furniture Store	\$215	TSFGFA	\$222	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	911 Bank/Savings: Walk-in	\$28,288	TSFGFA	\$29,211	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	912 Drive in Bank	\$2,119	TSFGFA	\$2,188	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	925 Drinking Place	\$43,621	TSFGFA	\$45,045	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	931 Quality Restaurant	\$10,409	TSFGFA	\$10,749	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	932 High Turnover Sit Down Restaurant	\$4,391	TSFGFA	\$4,535	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	934 Fast Food Restaurant	\$43,313	TSFGFA	\$44,726	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	938 Coffee/Donut Drive Through	\$11,590	TSFGFA	\$11,968	TSFGFA	Res 1390	7/1/2023	7/1/2021
System Development Charges	942 Automobile Care Center	\$5,810	TSFGLA	\$6,000	TSFGLA	Res 1390	7/1/2023	7/1/2021
System Development Charges	943 Auto Parts (ie. Autozone)	\$4,499	TSFGLA	\$4,646	TSFGLA	Res 1390	7/1/2023	7/1/2021
System Development Charges	944 Gasoline/Service Station	\$12,638	VFP	\$13,051	VFP	Res 1390	7/1/2023	7/1/2021
System Development Charges	945 Gas/Service Station w/ Market	\$518	VFP	\$535	VFP	Res 1390	7/1/2023	7/1/2021
System Development Charges	946 Gas/Service Station w/Car Wash	\$1,470.00	VFP	\$1,517	VFP	Res 1390	7/1/2023	7/1/2021
System Development Charges	Abbreviations: 1 T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area 2 T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area 3 V.F.P. = Vehicle Fueling Position							

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
System Development Charges								
System Development Charges								
System Development Charges								
System Development Charges								
System Development Charges	Parks							
System Development Charges	Residential - per dwelling unit							
System Development Charges	Single Family	\$6,559		\$6,773		Res 1390	7/1/2023	7/1/2019
System Development Charges	Multi-Family	\$6,828		\$7,051		Res 1390	7/1/2023	7/1/2019
System Development Charges	Manufactured Housing	\$5,478		\$5,657		Res 1390	7/1/2023	7/1/2019
System Development Charges	Non-Residential	\$526 per employee						
System Development Charges				\$543		Res 1390	7/1/2023	7/1/2019
System Development Charges	<i>Note: If the total number of employees cannot be ascertained the following calculation can be used instead. Divide the total sq. ft. of building space by the number of sq. ft. per employee from below, then multiply by the current Parks SDC fee of \$526 (Example:25,000 SF/700 (Manufacturing-General) = 35.7 x \$526 = \$18,778.SDC)</i>							
System Development Charges								
System Development Charges		Square feet per employee		Square feet per employee				
System Development Charges	Manufacturing							
System Development Charges	General (700)	\$700		\$700		Res 1370	7/1/2022	7/1/2016
System Development Charges	Food Related (775)	\$775		\$775		Res 1370	7/1/2022	7/1/2016
System Development Charges	Textile, Apparel (575)	\$575		\$575		Res 1370	7/1/2022	7/1/2016
System Development Charges	Lumber, Wood Products (560)	\$560		\$560		Res 1370	7/1/2022	7/1/2016
System Development Charges	Paper & Related (1,400)	\$1,400		\$1,400		Res 1370	7/1/2022	7/1/2016
System Development Charges	Printing & Publishing (600)	\$600		\$600		Res 1370	7/1/2022	7/1/2016
System Development Charges	Chemicals, Petrol, Rubber, Plastics (850)	\$850		\$850		Res 1370	7/1/2022	7/1/2016
System Development Charges	Cement, Stone, Clay, Glass (800)	\$800		\$800		Res 1370	7/1/2022	7/1/2016
System Development Charges	Furniture & Furnishings (600)	\$600		\$600		Res 1370	7/1/2022	7/1/2016
System Development Charges	Primary Metals (1,000)	\$1,000		\$1,000		Res 1370	7/1/2022	7/1/2016
System Development Charges	Secondary Metals (800)	\$800		\$800		Res 1370	7/1/2022	7/1/2016
System Development Charges	Non-Electrical Machinery (600)	\$600		\$600		Res 1370	7/1/2022	7/1/2016
System Development Charges	Electrical Machinery (375)	\$375		\$375		Res 1370	7/1/2022	7/1/2016
System Development Charges	Electrical Design (325)	\$325		\$325		Res 1370	7/1/2022	7/1/2016
System Development Charges	Transportation Equipment (500)	\$500		\$500		Res 1370	7/1/2022	7/1/2016
System Development Charges	Other (400)	\$400		\$400		Res 1370	7/1/2022	7/1/2016
System Development Charges	Wholesale Trade							
System Development Charges	Durable Goods (1,000)	\$1,000		\$1,000		Res 1370	7/1/2022	7/1/2016
System Development Charges	Non-Durable Goods (1,100)	\$1,150		\$1,150		Res 1370	7/1/2022	7/1/2016
System Development Charges	Warehousing							
System Development Charges	Storage (20,000)	\$20,000		\$20,000		Res 1370	7/1/2022	7/1/2016
System Development Charges	Distribution (2,500)	\$2,500		\$2,500		Res 1370	7/1/2022	7/1/2016
System Development Charges	Trucking (1,500)	\$1,500		\$1,500		Res 1370	7/1/2022	7/1/2016
System Development Charges	Communications (250)	\$250		\$250		Res 1370	7/1/2022	7/1/2016
System Development Charges	Utilities (225)	\$225		\$225		Res 1370	7/1/2022	7/1/2016
System Development Charges	Retail							
System Development Charges	General (700)	\$700		\$700		Res 1370	7/1/2022	7/1/2016
System Development Charges	Hardware (1,000)	\$1,000		\$1,000		Res 1370	7/1/2022	7/1/2016
System Development Charges	Food Stores (675)	\$675		\$675		Res 1370	7/1/2022	7/1/2016
System Development Charges	Restaurant/Bar (225)	\$225		\$225		Res 1370	7/1/2022	7/1/2016
System Development Charges	Appliance/Furniture (1,000)	\$1,000		\$1,000		Res 1370	7/1/2022	7/1/2016
System Development Charges	Auto Dealership (650)	\$650		\$650		Res 1370	7/1/2022	7/1/2016
System Development Charges	Gas/Station - Gas Only (300)	\$300		\$300		Res 1370	7/1/2022	7/1/2016
System Development Charges	Gas/Station - Gas & Service (400)	\$400		\$400		Res 1370	7/1/2022	7/1/2016
System Development Charges	Regional Shopping Center (600)	\$600		\$600		Res 1370	7/1/2022	7/1/2016
System Development Charges	Services							
System Development Charges	Hotel/Motel (1,500)	\$1,500		\$1,500		Res 1370	7/1/2022	7/1/2016
System Development Charges	Health Services - Hospital (500)	\$500		\$500		Res 1370	7/1/2022	7/1/2016
System Development Charges	Health Services - Clinic (350)	\$350		\$350		Res 1370	7/1/2022	7/1/2016
System Development Charges	Educational (1,300)	\$1,300		\$1,300		Res 1370	7/1/2022	7/1/2016
System Development Charges	Cinema (1,100)	\$1,100		\$1,100		Res 1370	7/1/2022	7/1/2016
System Development Charges	Personal Services - Office (600)	\$600		\$600		Res 1370	7/1/2022	7/1/2016
System Development Charges	Finance, Insurance, Real Estate, Business Services- Office (350)	\$350		\$350		Res 1370	7/1/2022	7/1/2016
System Development Charges	Government Administration (300)	\$300		\$300		Res 1370	7/1/2022	7/1/2016
System Development Charges								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Planning	Staff Rate for Projects, Research and Miscellaneous Work not Captured by Normal	\$125 per hour		\$125 per hour		Res 1370	7/1/2022	
Planning	Addressing Fees (new or change of)	\$125 Base Fee Plus \$10 per parcel or lot		\$125 Base Fee Plus \$10 per parcel or lot		Res 1370	7/1/2022	7/1/2021
Planning	Addressing (Prior to Recorded Plat)	\$250 Base Fee Plus \$10 per parcel or lot		\$250 Base Fee Plus \$10 per parcel or lot		Res 1370	7/1/2022	
Planning	Annexation – Less than 1 acre	\$3,000 - (Base Fee)		\$3,000 - (Base Fee)		Res 1370	7/1/2022	7/1/2021
Planning	Annexation – 1 – 10 Acres	Plus \$150 per Acre		Plus \$150 per Acre		Res 1370	7/1/2022	7/1/2019
Planning	Annexation – 11 – 50 Acres	Plus \$100 per Acre		Plus \$100 per Acre		Res 1370	7/1/2022	7/1/2019
Planning	Annexation – 51+ Acres	\$5,000 Base Fee 1 -10 Acres Plus \$150 Per Acre 11+ Acres Plus \$100 Per Acre		\$5,000 Base Fee 1 -10 Acres Plus \$150 Per Acre 11+ Acres Plus \$100 Per Acre		Res 1370	7/1/2022	7/1/2019
Planning	Annexation with Development Concept Plan (DCP) or Modification to (DCP) [New]							
Planning	1 - 10 Acres Plus \$150 Per Acre							
Planning	11+ Acres Plus \$100 Per Acre							
Planning	Appeal of Type I & Type II Decisions	\$250		\$250		Res 1370	7/1/2022	7/1/2019
Planning	Appeal of Type III Decisions	\$1,980		\$1,980		Res 1370	7/1/2022	7/1/2019
Planning								
Planning	Building Permit Site Plan Review							
Planning	Single Family House	\$275 per application		\$275 per application		Res 1370	7/1/2022	7/1/2021
Planning	Duplex (including conversions of single family to duplex)	\$275 per application		\$275 per application		Res 1370	7/1/2022	7/1/2019
Planning	Non-Living Space addition (garage, carport, porch, etc)	\$150 per application		\$150 per application		Res 1370	7/1/2022	7/1/2021
Planning	Living Space addition (expansion and/or creation of accessory dwelling)	\$175 Plus SDC's, if applicable		\$175 Plus SDC's, if applicable		Res 1370	7/1/2022	7/1/2021
Planning	Accessory Dwelling Unit (ADU) \$200 Plus SDC,s if applicable	\$200 Plus SDC's, if applicable		\$200 Plus SDC's, if applicable		Res 1370	7/1/2022	
Planning	Multifamily	\$60 per unit (first 20 units)/\$12 per each additional unit)		\$60 per unit (first 20 units)/\$12 per each additional unit)		Res 1370	7/1/2022	7/1/2017
Planning	Demolitions (Residential)	\$100		\$100		Res 1370	7/1/2022	7/1/2021
Planning	Demolitions (Commercial or Industrial)	\$100		\$100		Res 1370	7/1/2022	7/1/2021
Planning	Commercial tenant improvements and remodels not involving additional square	\$100		\$100		Res 1370	7/1/2022	7/1/2021
Planning	Residential remodel / interior alteration requiring building permit review. No expansion of footprint or alteration to the exterior of the structure.	\$100		\$100		Res 1370	7/1/2022	
Planning	Signs	\$150 (\$25 for each additional sign)		\$150 (\$25 for each additional sign)		Res 1370	7/1/2022	7/1/2021
Planning	Existing Wireless System Modification / Collocation	\$500		\$500		Res 1370	7/1/2022	7/1/2021
Planning	Small Cell Wireless Deployment in the Right-of-Way	\$100 per location plus any additional actual cost required for outside consult or technical review by consulting engineer		\$100 per location plus any additional actual cost required for outside consult or technical review by consulting engineer		Res 1370	7/1/2022	7/1/2021

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Planning	All other commercial and industrial based on building square footage							
Planning	0 to 2,000 square feet	\$300		\$300		Res 1370	7/1/2022	7/1/2021
Planning	2,001 to 5,000 square feet	\$350		\$350		Res 1370	7/1/2022	7/1/2021
Planning	5,001 to 10,000 square feet	\$500		\$500		Res 1370	7/1/2022	7/1/2021
Planning	10,001 to 50,000 square feet	\$650		\$650		Res 1370	7/1/2022	7/1/2021
Planning	50,001 to 100,000 square feet	\$900		\$900		Res 1370	7/1/2022	7/1/2021
Planning	100,001 square feet and up	\$1,050		\$1,050		Res 1370	7/1/2022	7/1/2021
Planning	Comprehensive Plan Amendment	\$3290 (plus \$720 if Measure 56 notice is required)		\$3290 (plus \$720 if Measure 56 notice is required)		Res 1370	7/1/2022	7/1/2019
Planning	Legislative Text	\$6,000		\$6,000		Res 1370	7/1/2022	7/1/2019
Planning	Legislative Map or Quasi-Judicial Map	\$4,000		\$4,000		Res 1370	7/1/2022	7/1/2021
Planning	Conditional Use Permit	\$3,000		\$3,000		Res 1370	7/1/2022	7/1/2017
Planning	Condominium Construction, less than six units	\$285		\$285		Res 1370	7/1/2022	7/1/2017
Planning	Exception Application for Access Management Plan (16.46.B)	\$100		\$100		Res 1370	7/1/2022	7/1/2019
Planning	Food Cart Pods	\$2,000		\$2,000		Res 1370	7/1/2022	
Planning	Interpretation	\$550		\$550		Res 1370	7/1/2022	7/1/2019
Planning	Interpretation of Development Code by Planning Director	\$1,500		\$1,500		Res 1370	7/1/2022	
Planning	Interpretation of Development Code by Planning Commission	\$2,500		\$2,500		Res 1370	7/1/2022	
Planning	Modifications to approved applications							7/1/2019
Planning	Minor	\$400		\$400		Res 1370	7/1/2022	
Planning	Intermediate	\$2,500		\$2,500		Res 1370	7/1/2022	
Planning	Major	Cost of new application of that type		Cost of new application of that type		Res 1370	7/1/2022	
Planning	Property Line Adjustment	\$750		\$750		Res 1370	7/1/2022	7/1/2017
Planning	Non-conforming Structure/Use							
Planning	Verification of a Non-Conforming Use	\$750		\$750				
Planning	Alteration / Expansion of a Non-Conforming Use	\$2,500		\$2,500				
Planning	Parking Lot/Paving Projects	\$310		\$310		Res 1370	7/1/2022	7/1/2017
Planning	Partition	\$1,400		\$1,400		Res 1370	7/1/2022	7/1/2021
Planning	Planned Unit Development	\$3,250		\$3,250		Res 1370	7/1/2022	7/1/2021
Planning	Plat (Final) Review - Partition	\$750		\$750		Res 1370	7/1/2022	7/1/2021
Planning	Plat (Final) Review - Subdivision	\$1,500		\$1,500		Res 1370	7/1/2022	7/1/2021
Planning	Pre-Application Conference							
Planning	Pre-Application Conference	\$720		\$720		Res 1370	7/1/2022	7/1/2017
Planning	Types III or IV (Quasi-Judicial Review)	\$1,500		\$1,500		Res 1370	7/1/2022	7/1/2017
Planning	If detailed written meeting notes requested, otherwise a recording will be provided	\$250		\$250		Res 1370	7/1/2022	
Planning	Preconstruction Conference	\$1,000 (+Staff rate over 2 hrs)		\$1,000 (+Staff rate over 2 hrs)		Res 1370	7/1/2022	7/1/2021
Planning	Minor Modification	\$110		\$110		Res 1370	7/1/2022	7/1/2019
Planning	Right of Way Vacation Fee	\$2,500		\$2,500		Res 1370	7/1/2022	7/1/2021
Planning	Sidewalk Café Annual Permit Fee	\$50		\$50		Res 1370	7/1/2022	7/1/2019
Planning	Sidewalk Café Annual Right of Way Rental Fee	\$2		\$2		Res 1370	7/1/2022	7/1/2019
Planning	Site and Design Review (Type II)	\$1,000 plus 0.002% of estimated total project cost, max \$15,000		\$1,000 plus 0.2% of estimated total project cost, max \$15,000		Res 1390		
Planning	Site and Design Review (Type III)	\$2,500 plus 0.0002% of estimated total project cost, max \$20,000		\$2,500 plus 0.2% of estimated total project cost, max \$20,000		Res 1390		

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
	Site Plan Development Engineering Plan Review Fee							
Planning	Up to 0.25 acres	\$500		\$500		Res 1370	7/1/2022	7/1/2019
Planning	Over 0.25 up to 2 acres	\$1,000		\$1,000		Res 1370	7/1/2022	7/1/2019
Planning	Over 2 acres up to 5.0 acres	\$1,500		\$1,500		Res 1370	7/1/2022	7/1/2019
Planning	Over 5.0 acres up to 8 acres	\$2,000		\$2,000		Res 1370	7/1/2022	7/1/2019
Planning	Over 8 acres	\$2,500 maximum		\$2,500 maximum		Res 1370	7/1/2022	7/1/2019
Planning	Special Permit (hardship)	\$105		\$105		Res 1370	7/1/2022	7/1/2017
Planning	Subdivision – 4 or more lots	\$3,500 (Base Fee) Base Fee Plus \$115 per lot		\$3,500 (Base Fee) Base Fee Plus \$115 per lot		Res 1370	7/1/2022	7/1/2021
Planning	Public Improvement Engineering Plan Review Fee (Includes the following ROW Infrastructure: Street Pavement, Curbs, Driveway Returns, Sewer, Storm Drainage, Sidewalks, and Street Trees)	3% of public improvement installation costs (\$30,000 maximum)		3% of public improvement installation costs (\$30,000 maximum)		Res 1370	7/1/2022	7/1/2021
Planning	Temporary Vendor Permit	\$100 (\$50 non-profit)		\$100 (\$50 non-profit)		Res 1370	7/1/2022	10/16/2009
Planning	Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)		\$50 (\$25 non-profit)		Res 1370	7/1/2022	7/1/2012
Planning	Traffic Engineering Scope	\$800 min. \$1,000 max. deposit		\$800 min. \$1,000 max. deposit		Res 1370	7/1/2022	7/1/2011
Planning	Traffic Study Review	Applicant pays actual costs		Applicant pays actual costs		Res 1370	7/1/2022	
Planning	Traffic Impact Study	Applicant pays actual costs		Applicant pays actual costs		Res 1370	7/1/2022	6/1/2010
Planning	Variance - Major	\$3,000		\$3,000		Res 1370	7/1/2022	7/1/2017
Planning	Variance - Minor Setback	\$700		\$700		Res 1370	7/1/2022	7/1/2021
Planning	Variance - Minor Sign	\$250		\$250		Res 1370	7/1/2022	7/1/2021
Planning	Withdrawal of Territory < 1 acre	\$3,000 (base fee)		\$3,000 (base fee)		Res 1370	7/1/2022	7/1/2021
Planning	Withdrawal of Territory - 1-10 acres	Plus \$79 per acre		Plus \$79 per acre		Res 1370	7/1/2022	2/2/2011
Planning	Withdrawal of Territory 11-50 acres	Plus \$41 per acre		Plus \$41 per acre		Res 1370	7/1/2022	2/2/2011
Planning	Withdrawal of Territory 51+ acres	Plus \$8 per acre		Plus \$8 per acre		Res 1370	7/1/2022	2/2/2011
Planning	Zoning Letter							
Planning	LUCs (Land Use Compatibility Statement)	\$125		\$125		Res 1370	7/1/2022	7/1/2021
Planning	Basic (zone and use verification)	\$200		\$200		Res 1370	7/1/2022	7/1/2021
Planning	Expansive (conformance research)	\$1,000		\$1,000		Res 1370	7/1/2022	7/1/2021
Planning	Zoning Map Amendment	\$4,000		\$4,000		Res 1370	7/1/2022	7/1/2021
Planning	Zoning Text Amendment	\$4,000		\$4,000		Res 1370	7/1/2022	7/1/2021
Planning								
Building								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
	Building Permit Fee							
Building	\$0 to \$3,000 valuation	\$80		\$80		Res 1370	7/1/2022	11/1/2008
Building	\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof		\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof		\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof		\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof		\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	Plan Review Fee	100% of Building Permit fee		100% of Building Permit fee		Res 1370	7/1/2022	11/1/2008
Building	Temporary Certificate of Occupancy	\$250		\$250		Res 1370	7/1/2022	11/1/2008
Building	Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300		Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300		Res 1370	7/1/2022	11/1/2008
Building	Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees		\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees		Res 1370	7/1/2022	11/1/2008
Building	Inspections outside of normal business hours	\$160/hr (minimum charge – two hours)		\$160/hr (minimum charge – two hours)		Res 1370	7/1/2022	11/1/2008
Building	Re-inspection Fees	\$80		\$80		Res 1370	7/1/2022	11/1/2008
Building	Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2 hour)		\$160/hr (minimum charge – 1/2 hour)		Res 1370	7/1/2022	11/1/2008
Building	Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)		\$160/hr (minimum charge – 1/2 hour)		Res 1370	7/1/2022	11/1/2008
Building								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Building	Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees							
Building	0 sq. ft to 2,000 sq. ft.	\$160		\$160		Res 1370	7/1/2022	11/1/2008
Building	2001 sq. ft. to 3600 sq. ft.	\$210		\$210		Res 1370	7/1/2022	11/1/2008
Building	3601 sq. ft. to 7200 sq. ft.	\$269		\$269		Res 1370	7/1/2022	11/1/2008
Building	7201 sq. ft. and greater	\$377		\$377		Res 1370	7/1/2022	11/1/2008
Building	Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings							
Building	Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance		\$24.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance		\$31.50 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance		\$24.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Appliance Vent	\$12.50 per appliance		\$12.50 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Alteration Of Existing HVAC System	\$24.75		\$24.75		Res 1370	7/1/2022	11/1/2008
Building	Air Handling Units	\$18.75 per appliance		\$18.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Air Conditioning under 100,000btu	\$24.75 per appliance		\$24.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Air Conditioning over 100,000btu	\$46.50 per appliance		\$46.50 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Dryer Exhaust	\$18.75 per appliance		\$18.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Hood	\$18.75 per appliance		\$18.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Exhaust Fan Connected To A Single Duct	\$12.50 per appliance		\$12.50 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Gas Piping: 1 To 4 Outlets	\$8.25		\$8.25		Res 1370	7/1/2022	11/1/2008
Building	Gas Piping: Each Additional Outlet	\$2.25 per outlet		\$2.25 per outlet		Res 1370	7/1/2022	11/1/2008
Building	Fireplace	\$18.75 per appliance		\$18.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Wood Stove	\$18.75 per appliance		\$18.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Other	\$18.75 per appliance		\$18.75 per appliance		Res 1370	7/1/2022	11/1/2008
Building	Minimum Permit Fee	\$80		\$80		Res 1370	7/1/2022	11/1/2008
Building	Plan Review Fee (Mechanical)	100% of Mechanical Permit fee		100% of Mechanical Permit fee		Res 1370	7/1/2022	11/1/2008
Building	Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects							
Building	\$0.00 to \$5000.00 valuation	\$80		\$80		Res 1370	7/1/2022	11/1/2008
Building	\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof		\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof		\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof		\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	Plan Review Fee (Mechanical)	37% of Mechanical Permit fee		37% of Mechanical Permit fee		Res 1370	7/1/2022	11/1/2008

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Building	Grading Permit Fee Schedule							
Building	50 cubic yards or less	\$80		\$80		Res 1370	7/1/2022	11/1/2008
Building	51 to 100 cubic yards	\$117		\$117		Res 1370	7/1/2022	11/1/2008
Building	101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof		\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof		\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof		\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof		\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof		Res 1370	7/1/2022	11/1/2008
Building	Plan Review Fee (Grading)	65% of Grading Permit fee		65% of Grading Permit fee		Res 1370	7/1/2022	11/1/2008
Building	Manufactured Dwelling Installation							
Building	Installation and set up	\$350		\$350		Res 1370	7/1/2022	11/1/2008
Building	Earthquake bracing when not part of original installation	\$280		\$280		Res 1370	7/1/2022	11/1/2008
Building	Prescriptive Flat Fee Solar Installation	\$240		\$240		Res 1370	7/1/2022	7/1/2011
Building								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
		In City	Out of City	In City	Out of City			
Swim Center								
Swim Center	Daily Admission - Youth	\$2.50	\$3.75	\$2.50	\$3.75	Res 1370	7/1/2022	6/1/2010
Swim Center	Daily Admission - Senior	\$2.50	\$3.75	\$2.50	\$3.75	Res 1370	7/1/2022	6/1/2010
Swim Center	Daily Admission - Adult	\$3.25	\$4.50	\$3.25	\$4.50	Res 1370	7/1/2022	6/1/2010
Swim Center	Daily Admission - Family	\$8.25	\$12.00	\$8.25	\$12.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50	\$25.00	\$37.50	Res 1370	7/1/2022	6/1/2010
Swim Center	Tickets - 10 Swims Adult	\$32.50	\$45.00	\$32.50	\$45.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 3 month - Youth	\$50.00	\$75.00	\$50.00	\$75.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 3 month - Senior	\$50.00	\$75.00	\$50.00	\$75.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 3 month - Adult	\$65.00	\$90.00	\$65.00	\$90.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 3 month - 1 + 1	\$97.50	\$135.00	\$97.50	\$135.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 3 month - Family	\$130.00	\$180.00	\$130.00	\$180.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 12 month - Youth	\$137.50	\$206.25	\$137.50	\$206.25	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 12 month - Senior	\$137.50	\$206.25	\$137.50	\$206.25	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 12 month - Adult	\$178.75	\$247.50	\$178.75	\$247.50	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 12 month - 1 + 1	\$268.00	\$371.25	\$268.00	\$371.25	Res 1370	7/1/2022	6/1/2010
Swim Center	Pass 12 month - Family	\$357.50	\$495.00	\$357.50	\$495.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Water Exercise - Youth	\$2.50	\$3.75	\$2.50	\$3.75	Res 1370	7/1/2022	6/1/2010
Swim Center	Water Exercise - Senior	\$2.50	\$3.75	\$2.50	\$3.75	Res 1370	7/1/2022	6/1/2010
Swim Center	Water Exercise - Adult	\$3.25	\$4.50	\$3.25	\$4.50	Res 1370	7/1/2022	6/1/2010
Swim Center	Lessons - Public Lessons	\$4.00	\$6.00	\$4.00	\$6.00	Res 1370	7/1/2022	7/1/2017
Swim Center	Lessons - Spring Penguin	\$50.00	\$70.00	\$50.00	\$70.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Lessons - Summer Penguin	\$80.00	\$100.00	\$80.00	\$100.00	Res 1370	7/1/2022	6/1/2010
Swim Center	Lessons - School Programs	by contract	\$100/hr	by contract	\$100/hr	Res 1370	7/1/2022	7/1/2017
Swim Center	Rentals - Public - 2 hours, up to 30 persons	\$55.00 per hr	\$75.00 per hr	\$55.00 per hr	\$75.00 per hr	Res 1370	7/1/2022	7/1/2019
Swim Center	Rentals - Public - additional charge for 31-60 persons, then additional \$50 per	\$50.00	\$50.00	\$50.00	\$50.00	Res 1370	7/1/2022	7/1/2019
Swim Center	Rentals - Canby Gators	by contract	by contract	by contract	by contract	Res 1370	7/1/2022	6/1/2010
Swim Center								

EXHIBIT "B"

Department	Fee Description	Current Amount FY2023 (A)	Current Amount FY2023 (B)	Proposed Amount FY2024 (A)	Proposed Amount FY2024 (B)	Authority	Effective Date	Last amount change
Cemetery								
Cemetery	Grave Lots	Property	Perpetual Care Fee	Property	Perpetual Care Fee			
Cemetery	Standard Grave Lot	\$600	\$900	\$600	\$900	Res 1370	7/1/2022	7/1/2019
Cemetery	Child Grave Lot (1/2 sp)	\$240	\$360	\$240	\$360	Res 1370	7/1/2022	7/1/2019
Cemetery	Baby Grave Lot (1/4 sp)	\$200	\$300	\$200	\$300	Res 1370	7/1/2022	7/1/2019
Cemetery	Cremains Lot	\$200	\$300	\$200	\$300	Res 1370	7/1/2022	7/1/2019
Cemetery								
Cemetery	Grave Marking & Recording Fee	\$100		\$100		Res 1370	7/1/2022	7/1/2018
Cemetery	Cremains Opening & Closing (includes marking and recording)	\$300		\$300		Res 1370	7/1/2022	6/1/2010
Cemetery	Headstone Marking Fee	\$50		\$50		Res 1370	7/1/2022	7/1/2018
Cemetery	Set up and take down of tent and chairs	\$150		\$150		Res 1370	7/1/2022	7/1/2018
Cemetery								
Cemetery	Mausoleum Phase I	Property	Perpetual Care Fee	Property	Perpetual Care Fee			
Cemetery	Single Crypts (1 space)	\$2,375	\$125	\$2,375	\$125	Res 1370	7/1/2022	7/1/2019
Cemetery	Tandem Crypts (2 spaces)	\$6,650	\$350	\$6,650	\$350	Res 1370	7/1/2022	7/1/2019
Cemetery	Side by Side Crypts (4 space)	\$7,600	\$400	\$7,600	\$400	Res 1370	7/1/2022	7/1/2019
Cemetery	Niche Spaces	\$630	\$70	\$630	\$70	Res 1370	7/1/2022	7/1/2019
Cemetery								
Cemetery	Mausoleum Phase II	Property	Perpetual Care Fee	Property	Perpetual Care Fee			
Cemetery	Single Crypts (1 space)							
Cemetery	Sixth Level F	\$2,375	\$125	\$2,375	\$125	Res 1370	7/1/2022	7/1/2019
Cemetery	Fifth Level E	\$2,850	\$150	\$2,850	\$150	Res 1370	7/1/2022	7/1/2019
Cemetery	Fourth Level D	\$3,420	\$180	\$3,420	\$180	Res 1370	7/1/2022	7/1/2019
Cemetery	Third Level C	\$4,085	\$215	\$4,085	\$215	Res 1370	7/1/2022	7/1/2019
Cemetery	Second Level B	\$4,085	\$215	\$4,085	\$215	Res 1370	7/1/2022	7/1/2019
Cemetery	First and Westminster Level A (2 spaces)	\$5,700	\$300	\$5,700	\$300	Res 1370	7/1/2022	7/1/2019
Cemetery								
Cemetery	Tandem Crypts (2 spaces)							
Cemetery	Sixth Level F	\$3,800	\$200	\$3,800	\$200	Res 1370	7/1/2022	7/1/2019
Cemetery	Fifth Level E	\$4,560	\$240	\$4,560	\$240	Res 1370	7/1/2022	7/1/2019
Cemetery	Fourth Level D	\$5,415	\$285	\$5,415	\$285	Res 1370	7/1/2022	7/1/2019
Cemetery	Third Level C	\$6,460	\$340	\$6,460	\$340	Res 1370	7/1/2022	7/1/2019
Cemetery	Second Level B	\$6,460	\$340	\$6,460	\$340	Res 1370	7/1/2022	7/1/2019
Cemetery	First and Westminster Level A (4 spaces)	\$7,695	\$405	\$7,695	\$405	Res 1370	7/1/2022	7/1/2019
Cemetery								
Cemetery	Side by Side Crypts (2 Sp)							
Cemetery	Sixth Level F	\$3,895	\$205	\$3,895	\$205	Res 1370	7/1/2022	7/1/2019
Cemetery	Fifth Level E	\$4,655	\$245	\$4,655	\$245	Res 1370	7/1/2022	7/1/2019
Cemetery	Fourth Level D	\$5,605	\$295	\$5,605	\$295	Res 1370	7/1/2022	7/1/2019
Cemetery	Third Level C	\$6,650	\$350	\$6,650	\$350	Res 1370	7/1/2022	7/1/2019
Cemetery	Second Level B	\$6,650	\$350	\$6,650	\$350	Res 1370	7/1/2022	7/1/2019
Cemetery	First and Westminster Level A (4 spaces)	\$7,980	\$420	\$7,980	\$420	Res 1370	7/1/2022	7/1/2019
Cemetery								
Cemetery	Opening & Closing for Crypts							
Cemetery	Single Entombment	\$600		\$600		Res 1370	7/1/2022	7/1/2018
Cemetery	Tandem or Side by Side Entombment	\$650		\$650		Res 1370	7/1/2022	7/1/2018
Cemetery	Westminster Single Entombment	\$750		\$750		Res 1370	7/1/2022	7/1/2018
Cemetery	Westminster Tandem or Side by Side Entombment	\$800		\$800		Res 1370	7/1/2022	7/1/2018
Cemetery	Disentombment	\$1,000		\$1,000		Res 1370	7/1/2022	7/1/2018
Cemetery								
Cemetery	Opening & Closing for Niches	\$350		\$350		Res 1370	7/1/2022	7/1/2018
Cemetery								
Cemetery	Crypt Name Bar Installation	\$500		\$500		Res 1370	7/1/2022	7/1/2018
Cemetery	Niche Name Bar Installation	\$400		\$400		Res 1370	7/1/2022	7/1/2018
Cemetery	Emblems (Elks, Rotary, Cross, etc)	\$100		\$100		Res 1370	7/1/2022	7/1/2018
Cemetery	Extra Plastic Vase & Holder	\$90		\$90		Res 1370	7/1/2022	9/1/2005
Cemetery	Replace Plastic Vase	\$45		\$45		Res 1370	7/1/2022	9/1/2005
Cemetery	Weekend or Holiday Service, or Emergency Call Out for Funeral Services (additional)	\$300		\$300		Res 1370	7/1/2022	9/1/2005
Cemetery	Cemetery Title Transfer	\$100		\$100		Res 1370	7/1/2022	7/1/2018



CITY OF CANBY
MASTER FEE SCHEDULE

Effective 7/1/2023
Resolution No. 1389

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General Fees

• Staff Rates for all Departments	Twice the hourly rate for Step 1 of the position
• Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet
• Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet
• Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet
• Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet
• Plotter prints (8 1/2 x 11)	\$2
• Plotter prints (11 x 17)	\$4
• Plotter prints (17 x 22)	\$6
• Plotter prints (24 x 36)	\$8
• Plotter prints (36 x 48)	\$10
• Records on CD/DVD/USB	\$10 plus staff time
• Public Records	Staff rate + materials costs (first 30 minutes no charge)
• Public Records-Faxing	50¢ per page sent
• Public Records-Mailing costs	Actual costs + \$1.00 handling fee
• Returned check fee	\$25
• Returned Electronic Payment Fee	\$15
• Lien Search fee	\$30
• License/Permit/Certificate replacement fee	\$10

Administration Fees

• Business License-Annual	\$50
• Business License-Past Due	\$10 per month up to \$50
• Business License-Transfer or Assign	\$50
• Operating a Business without a License Penalty	\$100
• Liquor License Application New	\$100
• Liquor License Change of Ownership, Location, or Privilege	\$75
• Small Animal Permit	\$10
• Sidewalk Vending Permit	\$25
• Noise Variance fee	\$75
• Human Resources Application Fee (Police)	\$20
• Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2,000 deposit)
• Registration Application Fee-Telecommunications Providers	\$100
• Annual Registration Fee-Telecommunications Providers	4% of gross revenues
• Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)
• Franchise Fees-Telecommunications	7% gross revenue
• Franchise Fees-Cable	5% gross revenue
• Franchise Fees-Natural Gas	5% gross revenue
• Franchise Fees-Telephone	7% gross revenue
• Franchise Fees-Solid Waste	5% gross revenue
• In-lieu of Franchise Fees-Water/ Electric	5% of commodity sales
• In-lieu of Franchise Fees-Wastewater/ Stormwater	7% of service charge collected
• Transient Room Tax	6%
• Vertical Housing Tax Credit Application Fee	\$550
• Vertical Housing Tax Credit Annual Monitoring Fee	\$150

Main Street Fees

Canby Independence Day Celebration Vendor Fees

- Food Vendor Application
 - Early Bird (Before April 1) \$125
 - Regular Rate (April 1 - May 1) \$175
 - Advanced Rate (May 2 - May 31) \$250
 - Final Rate (June 1 - July 1) \$500
 - Specific Location \$50 (extra)
 - Electricity \$25 (per outlet)
- Beer/Wine Garden Vendor Application 10% of total sales
- Local Arts/Crafts Vendor Application
 - Regular Rate \$45
 - Advanced Rate (May 2 - May 31) \$65
 - Specific Location \$50 (extra)
- Outside City Limits Arts/Crafts
 - Regular Rate \$65
 - Advanced Rate (May 2 - May 31) \$85
 - Specific Location \$50 (extra)
- Parade Fee (Campaigns/Businesses) \$25
- Tie-dyed Shirts \$5
- Car Show \$20

Canby's Big Weekend Street Dance Vendor Fee

- Food Vendor Application \$50
- Beer/Wine Garden Vendor Application \$250 or 15% of total sales (whichever is greater)

Canby Area Transit Fees

- General Public Dial-A-Ride \$1.00 per boarding
- Complimentary Paratransit Dial-A-Ride \$1.00 per boarding
- Oregon City Dial-A-Ride \$1.00 per boarding
- Shopping Shuttle Services no charge
- Commuter and Fixed-Route Bus Service \$1.00 per boarding
- Monthly Pass \$20/calendar month
- Punch Pass (24 rides) \$20 (no expiration)
- Payroll and self-employment tax 0.6%

Police Fees

- Alarm User Fees
 - Permit Registration and Annual Renewal
 - Seniors 65+ and Government entities
 - \$25 annually
 - \$10 annually
 - Appeal Fee
 - \$25 per request
 - Late Payment Fee
 - \$25
 - Reinstatement Fee for a suspended alarm
 - \$25
 - False Alarm
 - First False Alarm
 - Alarm School or \$50
 - Second False Alarm
 - \$75
 - Third False Alarm
 - \$100
 - Fourth or more False Alarms
 - \$150 each
 - Operating an Alarm System that is Suspended
 - First Time
 - \$200
 - Second and Subsequent Times
 - \$300
- Alarm Companies
 - Failure to report new install
 - \$50
 - False Alarm caused by Alarm Company
 - \$100
 - Calling on Suspended Alarm Site
 - First Time
 - \$100
 - Second and Subsequent Times
 - \$200
 - Failure to use Enhanced Call Confirmation Procedures
 - \$100
 - All Late Charges
 - \$25
 - Suspension Reinstatement Fee and Mailing Costs
 - \$200 + \$10 per customer if contacted
 - Appeal Fee
 - \$25 per request
- Citation - Copy
 - \$10
- Fingerprinting
 - \$20 plus \$10 each additional card
- Name Check Response Letter
 - \$10 for a no record form letter or a list of reports
- Photos/Videos on CD
 - \$25
- Police Report - Copy
 - \$10 DMV accident Report, \$15 Police Reports (plus 25¢ per pg. after 10 pages)
- Public Records - Admin Research
 - Staff rate + materials costs
- Radar Certification
 - \$10
- Impounded Animal Redemption Fee
 - \$50 plus cost of boarding
- Secondhand Dealer Application Fee
 - \$50
- Secondhand Dealer Annual Permit Fee
 - \$100
- Special Event Security
 - Staff rate
- Temporary/Special Event Liquor License
 - \$35
- Vehicle Release
 - \$150

Court Fees

• Appeal Transcript Fee	\$35
• Civil Compromise Fee	\$150
• Court Appointed Attorney Fee	\$200 per Appointment
• Collections Referral Fee	25% of outstanding balance (by statute), not to exceed \$250
• Discovery Fee	\$15 reports; \$25 CD/DVD; \$10 citations
• DUII Diversion Filing Fee	\$200
• Failure to Appear at Trial Fee	\$100
• Failure to Comply Suspension Fee	\$100
• Fix It Dismissal Fee	\$50
• Good Driver Class Deferred Sentence Fee	\$50 less than presumptive fine schedule of offense
• Guilty by Default Letter Fee	\$50
• Juvenile Good Driver Deferred Sentence Fee	\$396, \$235, \$145 or \$105 based on offense class
• Late Payment Letter Fee	\$25
• Minor in Possession Deferred Sentence Fee	\$150
• Misdemeanor Deferred Sentence Fee	\$300
• Motion to Reopen Case Fee	\$35
• Parking Ticket Late Fee	City fine doubles after 14 days (fine ranges \$15 to \$25)
• Payment Plan Fee	\$25, new or refinanced plan
• Public Records Request Fee	\$5 plus .25 each additional page + postage
• Returned Check Fee	\$50 (includes demand letter certified)
• Show Cause Fee/Order to Appear Fee	\$50
• Warrant Issued Fee	\$50

Library Fees

- Library Cards

- o Clackamas County residents Free
- o Out-of-County Fee* \$95

**Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.*

- Overdue Items

- o Adult and Children's print & non-print items 10¢ per day (\$1.00 maximum per item for all materials, except Library of Things and in-house only items)
- o Oregon State Park passes \$5 per day up to replacement cost
- o Laptops and accessories \$5 per hour up to replacement cost
- o Library of Things items \$5 per day up to replacement cost
- o Overdue Fee "Food for Fines" \$1 per food item donated

- Lost or Damaged Items

Cost of material as indicated in the library's database

- o Books (Missing book jacket) \$3
- o CD Audiobooks
 - Disc \$10 per disc
 - CD case \$5
- o DVDs
 - Bonus disc \$5
 - DVD case \$3
 - Jacket or paper insert \$3
 - Booklet \$5
- o Music CDs
 - Case \$4
 - Part of case (top or bottom) \$2
 - Insert \$5
- o Oregon State Park Pass \$30
- o Puppets \$10
- o Children's Kits Cost of each component as listed in the item record
- o RFID Labels
 - Stingray Label \$1
 - Missing Barcodes \$1
- o Laptops \$350
- o Headphones \$20
- o USB hub \$30
- o Mouse \$10
- o Library of Things items Replacement cost of the item

- Copying and Printing

- o Black and White (Self-Serve) 15¢/page
- o Color (Self-Serve) 50¢/page

Park Fees

	In City	Out of City
• Rental of Gazebo in Wait Park (waived for non-profits)	\$132	\$264
• Rental of Wait Park (waived for non-profits)	\$450	\$900
• Wait Park Banner Installation & Removal	\$176	\$176

Swim Center Fees

	In City	Out of City
• Daily Admission		
○ Youth	\$2.50	\$3.75
○ Senior	\$2.50	\$3.75
○ Adult	\$3.25	\$4.50
○ Family	\$8.25	\$12.00
• Tickets		
○ 10 Swims Youth/Senior	\$25.00	\$37.50
○ 10 Swims Adult	\$32.50	\$45.00
• Passes		
○ 3 month - Youth	\$50.00	\$75.00
○ 3 month - Senior	\$50.00	\$75.00
○ 3 month - Adult	\$65.00	\$90.00
○ 3 month - 1 + 1	\$97.50	\$135.00
○ 3 month - Family	\$130.00	\$180.00
○ 12 month - Youth	\$137.50	\$206.25
○ 12 month - Senior	\$137.50	\$206.25
○ 12 month - Adult	\$178.75	\$247.50
○ 12 month - 1 + 1	\$268.00	\$371.25
○ 12 month - Family	\$357.50	\$495.00
• Water Exercise		
○ Youth	\$2.50	\$3.75
○ Senior	\$2.50	\$3.75
○ Adult	\$3.25	\$4.50
• Lessons		
○ Public Lessons	\$4.00	\$6.00
○ Spring Penguin	\$50.00	\$70.00
○ Summer Penguin	\$80.00	\$100.00
○ School Programs	by contract	\$100.00 per hr
• Rentals		
○ Public - 2 hours, up to 30 persons	\$55 per hr	\$75 per hr
○ Public - additional charge for 31-60 persons, then additional \$30 per each additional group of up to 30.	\$50	\$50
○ Canby Gators		by contract

Cemetery Fees

• Grave Marking & Recording Fee		\$100
• Cremains Opening & Closing (includes marking and recording)		\$300
• Opening & Closing for Crypts		
○ Single Entombment		\$600
○ Tandem or Side by Side Entombment		\$650
○ Westminster Single Entombment		\$750
○ Westminster Tandem or Side by Side Entombment		\$800
○ Disentombment		\$1,000
• Opening & Closing for Niches		\$350
• Headstone Marking Fee		\$50
• Set up and take down of tent and chairs		\$150
• Crypt Name Bar Installation		\$500
• Niche Name Bar Installation		\$400
○ Emblems (Elks, Rotary, Cross, etc.)		\$100
• Extra Plastic Vase & Holder		\$90
• Replacement of Plastic Vase		\$45
• Weekend or Holiday Services or Emergency Call Out for Funeral Services (additional fee)		\$300
• Cemetery Title Transfer		\$100
• Grave Lots	Property	Perpetual Care Fee
○ Standard Grave Lot	\$600	\$900
○ Child Grave Lot (1/2 sp)	\$240	\$360
○ Baby Grave Lot (1/4 sp)	\$200	\$300
○ Cremains Lot	\$200	\$300
• Niche Spaces	\$630	\$70
• Mausoleum Phase I		
○ Single Crypts (1 space)	\$2,375	\$125
○ Tandem Crypts (2 spaces)	\$6,650	\$350
○ Side by Side Crypts (4 Spaces)	\$7,600	\$400
• Mausoleum Phase II		
○ Single Crypts (1 space)		
▪ Sixth Level F	\$2,375	\$125
▪ Fifth Level E	\$2,850	\$150
▪ Fourth Level D	\$3,420	\$180
▪ Third Level C or Second Level B	\$4,085	\$215
▪ First and Westminster Level A (2 spaces)	\$5,700	\$300
○ Tandem Crypts (2 spaces)		
▪ Sixth Level F	\$3,800	\$200
▪ Fifth Level E	\$4,560	\$240
▪ Fourth Level D	\$5,415	\$285
▪ Third Level C or Second Level B	\$6,460	\$340
▪ First and Westminster Level A (4 spaces)	\$7,695	\$405
○ Side by Side Crypts (2 Spaces)		
▪ Sixth Level F	\$3,895	\$205
▪ Fifth Level E	\$4,655	\$245
▪ Fourth Level D	\$5,605	\$295
▪ Third Level C or Second Level B	\$6,650	\$350
▪ First and Westminster Level A (4 spaces)	\$7,980	\$420

Utility Fees

Street Maintenance Fee

- Residential Single Family \$5 per month
- Multi-Family Residences \$3.34/unit per month
- Detached Senior Housing and Mobile Home Parks \$2.09/unit per month
- Attached Senior Housing and Congregate Care Facilities \$1.04/unit per month
- Non-residential Varies: \$0.522 x trip value x units (\$5 min) per month

Park Maintenance Fee

- Residential and Multi-family \$6.05 per dwelling unit per month
- Residential reduced rate (must meet criteria to qualify) \$3.03 per dwelling unit per month
- Commercial and Industrial \$6.05 per utility account per month

Sewer and Stormwater Fees

- Combined Sewer/Stormwater Rates (monthly):
 - Residential Single Family \$46.20
 - Residential , apartment, per unit \$46.20
 - Mobile home \$46.20
 - Reduced Sewer Rate (must meet criteria to qualify) \$32.92
 - Elementary school, per student \$1.82
 - Middle & High school, per student \$2.41
 - Transient housing (1st unit) \$46.20
 - Each additional bed \$24.26
 - Nursing home (1st two beds) \$46.20
 - Each additional bed \$24.26
 - Commercial retail, minimum \$46.20
 - per 100 cf of water use Nov-Mar \$5.78
 - Commercial government, minimum \$46.20
 - per 100 cf of water use Dec & Jan \$5.78
 - Industrial, minimum \$46.20
 - per 100 cf of water use \$5.78
- Late fee \$10 per month after 45 days delinquent
- Landlord Tenant Agreement Setup Fee \$25
- Delinquent Account Certification Fee \$50
- Sanitary Sewer Extra Strength Charges
 - BOD and TSS:
 - Concentration 0 to 300 mg/L Included in Base
 - Concentration 300 to 600 mg/L \$1.18 per pound
 - Concentration 600 to 1200 mg/L \$2.36 per pound
- Industrial Wastewater Discharge Permit \$5,000
- Industrial Wastewater Discharge Permit application review fee Staff Rate
- Sampling and Analysis Fee Actual Cost

Public Works Fees

• Public Works Labor Rate	Staff Rate
• Fleet Services Labor Rate	Staff Rate
• Equipment Rates (does not include operator, see staff rate):	
○ Vactor Truck	\$85 per hour
○ Street Sweeper	\$80 per hour
○ TV Van	\$75 per hour
○ High Ranger	\$40 per hour
○ Dump Truck	\$65 per hour
○ Backhoe	\$35 per hour
○ Pickup truck	\$15 per hour
• Street Closure Request	\$50 (waived for non-profits)
• Railroad Parking Lot Event Fee	\$50 (waived for non-profits)
• Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit
• Map Copying and Research on Easements	staff rate + printing charge
• Banner Installation	\$100
• Grant Street Arch Banner Installation & Removal	\$220
• Inspections for Construction Projects (Development/Capital)	Greater of: 2.5% of final construction estimate or \$560
• Work-in-Right of Way Permit/ Street Excavation (Construction)	\$125
• Work in Right-of-Way Permit Fee without street excavation	\$75
• Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	\$100
• Driveway Return, Street Curb or Public Sidewalk Re-Inspection Fee	\$75
• Street Tree Fees for New Development	\$250 per tree, incl. planting & 1-year maintenance
• Street Signs: New and Replacements	Charge shall be determined based on state contract for similar commodity, quoted at time of request
• Design Exception	\$100
• Encroachment Application Permit Fee	\$50
• Building Number Installation Charge	\$50
• Advance Finance Public Improvement Application Fee	\$150
• Street Tree Removal Permit	\$25
• Sewer Tap Fee (on-site connection)	\$100
• House Move Permit	\$50
• Erosion Control	Base Rate, to 4 inspections
○ Single Family	\$240
○ Duplex	\$300
○ Triplex	\$360
○ Single Family Additions (disturbing < 500 sq. ft.)	\$240
○ All Other Lots (Up to 1 acre)	Base Rate, to 8 inspections
▪ Each additional acre	\$500
▪ Each additional inspection	\$85
▪ Violations	\$60
	\$1,000 per occurrence and \$250 per day if not corrected

System Development Charges

Park SDC's

- Single Family \$6,773 per dwelling unit
- Multi-Family \$7,051 per dwelling unit
- Manufactured Housing \$5,657 per dwelling unit
- Non-Residential \$543 per employee

Note: If the total number of employees cannot be ascertained the following calculation can be used instead.

Divide the total sq. ft. of building space by the number of sq. ft. per employee from below, then multiply by the current Parks SDC fee of \$526 (Example: 25,000 SF/700 (Manufacturing-General) = 35.7 x \$526 = \$18,778 SDC)

- | | Square Feet per Employee |
|--------------------------------------------------------------|--------------------------|
| • Manufacturing: | |
| ○ General | 700 |
| ○ Food Related | 775 |
| ○ Textile, Apparel | 575 |
| ○ Lumber, Wood Products | 560 |
| ○ Paper & Related | 1,400 |
| ○ Printing & Publishing | 600 |
| ○ Chemicals, Petrol, Rubber, Plastics | 850 |
| ○ Cement, Stone, Clay, Glass | 800 |
| ○ Furniture & Furnishings | 600 |
| ○ Primary Metals | 1,000 |
| ○ Secondary Metals | 800 |
| ○ Non-Electrical Machinery | 600 |
| ○ Electrical Machinery | 375 |
| ○ Electrical Design | 325 |
| ○ Transportation Equipment | 500 |
| ○ Other | 400 |
| • Warehousing: | |
| ○ Storage | 20,000 |
| ○ Distribution | 2,500 |
| ○ Trucking | 1,500 |
| ○ Communications | 250 |
| ○ Utilities | 225 |
| • Wholesale Trade: | |
| ○ Durable Goods | 1,000 |
| ○ Non-Durable Goods | 1,150 |
| • Retail: | |
| ○ General | 700 |
| ○ Hardware | 1,000 |
| ○ Food Stores | 675 |
| ○ Restaurant/Bar | 225 |
| ○ Appliance/Furniture | 1,000 |
| ○ Auto Dealership | 650 |
| ○ Gas/Station - Gas Only | 300 |
| ○ Gas/Station - Gas & Service | 400 |
| ○ Regional Shopping Center | 600 |
| • Services: | |
| ○ Hotel/Motel | 1,500 |
| ○ Health Services - Hospital | 500 |
| ○ Health Services - Clinic | 350 |
| ○ Educational | 1,300 |
| ○ Cinema | 1,100 |
| ○ Personal Services - Office | 600 |
| ○ Government Administration | 300 |
| ○ Finance, Insurance, Real Estate, Business Services- Office | 350 |

Sanitary Sewer SDC's

- Single-Family Residential SDC \$3,320 per Dwelling Unit
- Multi-Family Residential SDC \$2,655 per Dwelling Unit
- Commercial/industrial SDC Based on Wastewater Flow \$3,320
(Formula = Average Daily Volume of Wastewater Discharge / 155 Gallons Per Day x SDC)

Stormwater and Transportation SDC's

Stormwater SDC based on Cost Per Trip times the Number of Trips estimated by the ITE Trip Generation Manual and the linked trip factor (ELNDT) adopted by the City in the most recent Transportation SDC update. The SDC varies by average weekday Equivalent Length New Daily Trips (ELNDT) as published by ITE Trip Manual for most land use categories.

Abbreviations

TSGFA - Thousand Square Feet Gross Floor Area

TSGLA - Thousand Square Feet Gross Leasable Area

VFP - Vehicle Fueling Position

	Stormwater	Transportation	Per
RESIDENTIAL			
○ 210 Single Family Dwelling / ELNDT 9.52	\$289	\$4,013	Dwelling Unit
○ 220 Multifamily / ELNDT 6.7	\$203	\$2,810	Dwelling Unit
○ 230 Condo/Townhouse / ELDNT 4.93	\$149	\$2,209	Dwelling Unit
○ 240 Mobile Home Park / ELDNT 3.54	\$107	\$2,119	Dwelling Unit
○ 254 Assisted Living / ELDNT 3.87	\$81	\$1,112	Dwelling Unit
SELECTED LAND USES			
○ 110 General Light Industrial / ELNDT 7.0	\$213	\$2,928	TSGFA
○ 120 General Heavy Industrial / ELNDT 1.5	\$45	\$629	TSGFA
○ 130 Industrial Park / ELNDT 6.83	\$207	\$2,326	TSGFA
○ 140 Manufacturing / ELDNT 3.82	\$117	\$1,316	TSGFA
○ 150 Warehouse / ELNDT 5.0	\$152	\$2,085	TSGFA
○ 151 Mini-Warehouse / ELNDT 2.5	\$76	\$1,048	TSGFA
○ 160 Data Center / ELDNT .99	\$31	\$439	TSGFA
○ 310 Hotel / ELDNT 7.67	\$233	\$3,411	Room
○ 320 Motel / ELDNT 7.83	\$238	\$2,455	Room
○ 430 Golf Course / ELDNT 4.78	\$144	\$3,546	Acre
○ 444 Movie Theater w/ Matinee / ELDNT 16.37	\$497	\$97,441	Screen
○ 492 Health/Fitness Club / ELDNT 2.85	\$87	\$9,741	TSGFA
○ 520 Elementary School (Public) / ELNDT 0.5	\$14	\$216	Student
○ 522 Middle/Jr High School / ELDNT 8.68	\$264	\$651	Student
○ 530 High School / ELDNT 8.12	\$246	\$610	Student
○ 560 Church / ELNDT 6.8	\$205	\$2,865	TSGFA
○ 565 Day Care Center/Preschool / ELNDT 1.8	\$55	\$751	Student
○ 620 Nursing Home / ELDNT 3.87	\$118	\$2,188	Bed
○ 630 Clinic / ELNDT 33.4	\$1,014	\$13,979	TSGFA
○ 710 General Office Building / ELNDT 11.0	\$333	\$4,617	TSGFA
○ 720 Medical-Dental Office Building / ELNDT 36.1	\$1,095	\$15,150	TSGFA
○ 750 Office Park / ELDNT 9.7	\$294	\$3,695	TSGFA
○ 770 Business Park / ELDNT 10.57	\$321	\$4,108	TSGFA
○ 812 Building Materials/Lumber Store / ELDNT 32.17	\$975	\$14,051	TSGFA

Stormwater and Transportation SDC's (Continued)

	Stormwater	Transportation	Per
○ 814 Specialty Retail Center / ELNDT 16.4	\$498	\$6,869	TSFGLA
○ 815 Free Standing Discount Store / ELDNT 17.1	\$518	\$3,098	TSFGLA
○ 820 Shopping Center / ELDNT 15.9	\$482	\$6,654	TSFGFA
○ 841 Auto Sales / ELDNT 35.75	\$1,084	\$14,620	TSFGFA
○ 848 Tire Store / ELDNT 10.74	\$326	\$4,073	TSFGFA
○ 850 Supermarket / ELDNT 54.9	\$1,666	\$23,048	TSFGFA
○ 853 Convenience Market / ELDNT 120.9	\$3,667	\$50,685	TSFGFA
○ 862 Home Improvement Super Store / ELDNT 7.51	\$228	\$2,692	TSFGFA
○ 880 Pharmacy/Drugstore / ELDNT 38.6	\$1,170	\$16,178	TSFGFA
○ 881 Pharm/Drug w/ Drive Through / ELDNT 17.29	\$524	\$5,101	TSFGFA
○ 890 Furniture Store / ELDNT 2.4	\$73	\$222	TSFGFA
○ 911 Bank/Savings: Walk-in / ELDNT 69.7	\$2,114	\$29,211	TSFGFA
○ 912 Drive in Bank / ELDNT 31.4	\$953	\$2,188	TSFGFA
○ 925 Drinking Place / ELDNT 4.42	\$134	\$45,045	TSFGFA
○ 931 Quality Restaurant / ELDNT 25.7	\$780	\$10,749	TSFGFA
○ 932 High Turnover Sit Down Restaurant / ELDNT36.23	\$1,100	\$4,535	TSFGFA
○ 934 Fast Food Restaurant / ELDNT 106.7	\$3,237	\$44,726	TSFGFA
○ 938 Coffee/Donut Drive Through / ELDNT 243	\$7,370	\$11,968	TSFGFA
○ 942 Automobile Care Center / ELDNT 14.8	\$449	\$6,000	TSFGLA
○ 943 Auto Parts / ELDNT 1.52	\$47	\$4,646	TSFGLA
○ 944 Gasoline/Service Station / ELDNT 30.4	\$862	\$13,051	VFP
○ 945 Gas/Service Station w/ Market / ELDNT 17.9	\$543	\$535	VFP
○ 946 Gas/Service Station w Car Wash / ELDNT 17.9	\$543	\$1,517	VFP

Planning Fees

• Staff Rate for Projects, Research and Miscellaneous Work not Captured by Normal Fees	\$125 per hour
• Addressing Fees	\$125 for new or change of address plus \$10 per lot of parcel for land division
• Addressing (Prior to Recorded Plat)	\$250 Base Fee Plus \$10 Per parcel or lot
• Annexations	
○ Less than 1 acre	\$3,000 - (Base Fee)
○ 1 – 10 Acres	Plus \$150 per Acre
○ 11 – 50 Acres	Plus \$100 per Acre
○ Legal Review – Annexation with Development Concept Plan (DCP) or Modification to (DCP)	\$5,000 Base Fee 1 -10 Acres Plus \$150 Per Acre 11+ Acres Plus \$100 Per Acre
• Appeals	
○ Type I or Type II Land Use Decision (refunded if appellant prevails at the hearing)	\$250
○ Type III Land Use Decision	\$1,980
• Building Permit Site Plan Review	
○ Single Family House	\$275 per application
○ Duplex (including conversions of single family to duplex)	\$275 per application
○ Non-Living Space addition (garage, carport, porch, etc)	\$150 per application
○ Living Space addition (expansion and/or creation of accessory dwelling)	\$175 Plus SDC's, if applicable
○ Accessory Dwelling Unit (ADU)	\$200 Plus SDC's, if applicable
○ Multifamily	\$60 per unit (first 20 units)/\$12 per each additional unit
○ Demolitions (Residential)	\$100
○ Demolitions (Commercial or Industrial)	\$100
○ Residential or Commercial tenant improvements and remodels not involving additional square footage	\$100
○ Residential remodel / interior alteration requiring building permit review. No expansion of footprint or alteration to the exterior of the structure.	\$100
○ Signs	\$150 (\$25 for each additional sign)
○ Existing Wireless Telecommunications System Facility/Tower Modification	\$500
○ Small Cell Wireless Deployment in the Right-of-Way	\$100 per location plus any additional actual cost required for outside consult or technical review by consulting engineer
○ All other commercial and industrial based on building square footage:	
▪ 0 to 2,000 square feet	\$300
▪ 2,001 to 5,000 square feet	\$350
▪ 5,001 to 10,000 square feet	\$500
▪ 10,001 to 50,000 square feet	\$650
▪ 50,001 to 100,000 square feet	\$900
▪ 100,001 square feet and up	\$1,050

Planning Fees (Continued)

• Comprehensive Plan Amendment	\$3,290 (plus \$720 if Measure 56 notice is required)
○ Legislative Text	\$6,000
○ Legislative or Quasi-Judicial Map	\$4,000
• Conditional Use Permit	\$3,000
• Condominium Construction, less than six units	\$285
• Construction Excise Tax	\$1 per sq. ft. per residential dwelling unit
• Exception Application for Access Management Plan (16.46.070B)	\$100
• Food Cart Pods	\$2,000
• Interpretation	\$550
• Interpretation of Development Code by Planning Director	\$1,500
• Interpretation of Development Code by Planning Commission	\$2,500
• Modification to approved applications – Minor	\$400
• Modification to approved applications – Intermediate	\$2,500
• Modification to approved applications – Major	Cost of new application of that type
• Property Line Adjustment	\$750
• Verification of a Non-Conforming Use	\$750
• Alteration / Expansion of a Non-Conforming Use	\$2,500
• Parking Lot/Paving Projects	\$310
• Partition	\$1,400
• Planned Unit Development	\$3,250
• Plat (Final) Review - Partition	\$750
• Plat (Final) Review - Subdivision	\$1,500
• Pre-Application Conference	
○ Pre-Application Conference	\$720
○ Types III or IV (Quasi-Judicial Review)	\$1,500
○ If detailed written meeting notes requested, otherwise a recording will be provided	\$250
• Preconstruction Conference	\$1,000 + staff rate over 2 hours
• Public Improvement Engineering Plan Review Fee (Includes the following ROW Infrastructure: Street Pavement, Curbs, Driveway Returns, Sewer, Storm Drainage, Sidewalks, and Street Trees.)	3% of public improvement installation costs (\$30,000 maximum)
• Minor Modification	\$110
• Right-of-Way Vacation Fee	\$2,500
• Sidewalk Café Annual Permit Fee	\$50
• Sidewalk Café Annual Right of Way Rental Fee	\$2
• Site and Design Review (Type II)	\$1,000 plus %0.2 of estimated total project cost, max \$15,000

Planning Fees (Continued)

• Site and Design Review (Type III)	\$2,500 plus %0.2 of estimated total project cost, max \$20,000
• Site Plan Development Engineering Plan Review Fee	
○ Up to 0.25 Acres	\$500
○ Over 0.25 up to 2 Acres	\$1,000
○ Over 2 up to 5 Acres	\$1,500
○ Over 5 up to 8 Acres	\$2,000
○ Over 8 Acres	\$2,500 (Maximum)
• Special Permit (hardship)	\$105
• Subdivision – 4 or more Lots	3,500 (Base Fee) plus \$115 per lot
• Temporary Vendor Permit	\$100 (\$50 non-profit)
• Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)
• Traffic Engineering Scope	\$800 min. \$1,000 max. deposit
• Traffic Study Review	Applicant pays actual costs
• Traffic Impact Study	Applicant pays actual costs
• Variance	
○ Major	\$3,000
○ Minor Setback	\$700
○ Minor Sign	\$250
• Withdrawal of Territory	
○ < 1 acre	\$3,000 (base fee)
○ 1-10 acres	Plus \$79 per acre
○ 11-50 acres	Plus \$41 per acre
○ 51+ acres	Plus \$8 per acre
• Zoning Letter	
○ Basic (zone and use verification)	\$200
○ Expansive (conformance research)	\$1,000
○ LUCs (Land Use Compatibility Statement)	\$125
• Zoning Map Amendment	\$4,000
• Zoning Text Amendment	\$4,000

Building Fees

- Building Permit Fee
 - \$0 to \$3,000 valuation \$80
 - \$3,001 to \$25,000 valuation \$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof
 - \$25,001 to \$50,000 valuation \$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof
 - \$50,001 to \$100,000 valuation \$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof
 - \$100,001 and up \$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof
 - Plan Review Fee 100% of Building Permit fee
- Temporary Certificate of Occupancy \$250
- Deferred submittal processing and reviewing fee Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300
- Phased or Partial Building Permit plan review fee \$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees
- Inspections outside of normal business hours \$160/hr (minimum charge – two hours)
- Re-inspection Fees \$80
- Inspections for which no fee is specifically indicated \$160/hr (minimum charge – 1/2 hour)
- Additional plan review required by changes, additions or revisions to proposed or approved plans \$160/hr (minimum charge – 1/2 hour)
- Manufactured Dwelling Installation
 - Installation and set up \$350
 - Earthquake bracing when not a part of original installation \$280
- Prescriptive Flat Fee Solar Installation \$240
- Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:
 - 0 sq. ft to 2,000 sq. ft. \$160
 - 2001 sq. ft. to 3600 sq. ft. \$210
 - 3601 sq. ft. to 7200 sq. ft. \$269
 - 7201 sq. ft. and greater \$377
- Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:
 - Install/Replace Furnace: Up to 100,000btu \$24.75 per appliance
 - Install/Replace Furnace: Over 100,000btu \$31.50 per appliance
 - Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted. \$24.75 per appliance
 - Appliance Vent \$12.50 per appliance
 - Alteration Of Existing HVAC System \$24.75
 - Air Handling Units \$18.75 per appliance
 - Air Conditioning under 100,000btu \$24.75 per appliance
 - Air Conditioning over 100,000btu \$46.50 per appliance
 - Dryer Exhaust \$18.75 per appliance

Building Fees (Continued)

○ Hood	\$18.75 per appliance
○ Exhaust Fan Connected To A Single Duct	\$12.50 per appliance
○ Gas Piping: 1 To 4 Outlets	\$8.25
○ Gas Piping: Each Additional Outlet	\$2.25 per outlet
○ Fireplace	\$18.75 per appliance
○ Wood Stove	\$18.75 per appliance
○ Other	\$18.75 per appliance
○ Minimum Permit Fee	\$80
○ Plan Review Fee (Mechanical)	100% of Mechanical Permit fee
● Mechanical Fees for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects	
○ \$0.00 to \$5000.00 valuation	\$80
○ \$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof
○ \$10,001.00 to \$100,000 valuation	\$230.00 for first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof
○ \$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof
○ Plan Review Fee (Mechanical)	37% of Mechanical Permit fee
● Grading Permit Fee Schedule	
○ 50 cubic yards or less	\$80
○ 51 to 100 cubic yards	\$117
○ 101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof
○ 1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof
○ 10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof
○ 100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof
○ Plan Review Fee (Grading)	65% of Grading Permit fee



CITY COUNCIL STAFF REPORT

Meeting Date: 6/29/2023

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, Interim City Administrator

From: Maya Benham, City Recorder

Agenda Item: Consider Resolution No. 1391: A Resolution Amending the Personal Services Agreement with Beery Elsner and Hammond LLP for Interim Legal Services for the City of Canby.

Goal: N/A

Objective: N/A

Summary

Consider Resolution No. 1391: A Resolution Amending the Personal Services Agreement with Beery Elsner and Hammond LLP for Interim Legal Services for the City of Canby.

Background

On June 13, 2023, City Attorney/Assistant City Administrator Joe Lindsay informed the Council of his intent to resign his position effective July 17, 2023. This will leave the City without legal representation.

On April 3, 2023, the City engaged the law firm of Beery Elsner and Hammond to act as interim legal counsel to provide legal services from April 5, 2023, through May 31, 2023. Given the development with Mr. Lindsay, the City Council directed the Interim City Administrator to seek quotations for a scope of work that included all usual needed City Attorney advisement for City and Council business and attendance at City Council meetings.

Beery, Elsner and Hammond, LLP, expressed a desire to not leave the City without legal representation, but also encouraged the City look to other resources. The Interim City Administrator reached out to several firms or individuals including Local Government Law, based in Eugene; Alan Rappleyea, based in Portland; Bill Monahan, based in Lake Oswego; and Truman Stone, based in Dundee. All of these individuals or firms responded they could not provide services at this time.

Attached is a revision to the Personal Services Agreement with BEH which extends the agreement indefinitely, subject to the termination provisions in the contract. The agreement continues to contain a “not-to-exceed” amount of \$49,000, meaning if BEH’s billing exceeds that amount, the City would have to solicit proposals and adopt a firm by ordinance.

Attachments

1. Resolution No. 1391
2. Amended Personal Services Agreement, Exhibit A

Fiscal Impact

The PSA still includes a “not-to-exceed” amount of \$49,000.

Proposed Motion

“I move to approve Resolution No. 1391, a Resolution Amending a Personal Services Agreement with Beery, Elsner and Hammond LLP for Interim Legal Services for the City of Canby.”

RESOLUTION NO. 1391

A RESOLUTION AMENDING THE PERSONAL SERVICES AGREEMENT WITH BEERY, ELSNER AND HAMMOND LLP FOR INTERIM LEGAL SERVICES FOR THE CITY OF CANBY.

WHEREAS, the City of Canby is in need of interim legal counsel for the City Council and the City of Canby;

WHEREAS, the City received responses from at least three law firms regarding interim legal services;

WHEREAS, Beery, Elsner and Hammond LLP was selected as the preferred interim legal counsel for the City of Canby; and

WHEREAS, the City of Canby has continuing need for interim legal counsel services beyond July 17, 2023, due to the resignation of City Attorney/Assistant City Administrator Joe Lindsay, effective July 17, 2023.

NOW, THEREFORE, BE IT RESOLVED by the City of Canby City Council as follows:

Section 1. The City Council hereby amends the Personal Services Agreement with Beery, Elsner and Hammond LLP, attached hereto as Exhibit "A", to serve as interim legal counsel for the City of Canby.

This Resolution shall take effect on July 18, 2023.

ADOPTED this 29th day of June 2023 by the Canby City Council.

Brian Hodson, Mayor

ATTEST:

Maya Benham
City Recorder

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and **BEERY, ELSNER & HAMMOND, LLP** (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable.
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that \$49,000 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Council. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.
 - C. Contractor hereby represents that no employee of the City, or any

partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

5. Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.
6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. Term.
 - A. This Agreement may be terminated by:
 1. Mutual written consent of the parties.
 2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
 3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If Contractor fails to abide by the terms of this Agreement.
 - c. If services are no longer required.
8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, contractor represents and warranties that they have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Contractor promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate

termination of this agreement and/or other sought damages or other such relief under applicable law.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. (Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.). For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.

11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.

12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight

(48) hours after mailing unless sooner received.

- 13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
- 14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Brian Hodson, Mayor
 City of Canby
 PO Box 930
 Canby, OR 97013

CONTRACTOR: Chad Jacobs
 Beery, Elsner & Hammond, LLP
 1804 NE 45th Ave
 Portland, OR 97213-1416

**Please submit invoices to: Attn: Accounts Payable
 City of Canby
 PO Box 930
 Canby, OR 97013
 ap@canbyoregon.gov**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR: CITY OF CANBY - Mayor

By: By:
 Date: Date:



CITY COUNCIL STAFF REPORT

Meeting Date: 6/29/2023

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, Interim City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Consider Resolution 1392: A Resolution Certifying that the City of Canby is eligible in fiscal year 2024 to receive State Shared Revenues (Cigarette, Liquor, 911 and Highway Gas taxes) because the City of Canby provides four or more municipal services.

Goal: Promote Financial Stability

Objective: N/A

Summary

Adoption of Resolution 1392: A Resolution Certifying that the City of Canby is eligible in fiscal year 2024 to receive State Shared Revenues (Cigarette, Liquor, 911 and Highway Gas taxes) because the City of Canby provides four or more municipal services.

Background

State Revenue Sharing Law, ORS 221.770, requires cities to annually certify that they are eligible to receive State Shared Revenues. To be eligible the city must be “located within a county having more than 100,000 inhabitants according to the most recent federal decennial census” and “city provides four or more of the following services: police protection; fire protection; street construction, maintenance, and lighting; sanitary sewer; storm sewers; planning, zoning, and subdivision control; one or more utility services.”

Discussion

Every year the City of Canby must certify that it eligible to receive State Shared Revenues. The City of Canby does provide:

- Police Protection
- Street Construction, Street Maintenance, and Lighting
- Sanitary Sewer
- Storm Sewers
- Planning, Zoning, and Subdivision Control

Attachments

Resolution 1392

Fiscal Impact

The City is eligible to receive, and should certify the eligibility, in order to receive state revenue sharing funds.

Options

1. Approve the resolution and certify the City’s eligibility to receive state revenue sharing funds.
2. Do not approve the resolution and do not receive state revenue sharing funds.

Recommendation

Staff recommends that Council adopt Resolution 1392.

Proposed Motion

“I move to adopt Resolution 1392, A Resolution certifying that the City of Canby is eligible in fiscal year 2024 to receive State Shared Revenues (Cigarette, Liquor, 911 and Highway Gas taxes) because the City of Canby provides four or more municipal services.”

RESOLUTION NO. 1392

A RESOLUTION CERTIFYING THE CITY OF CANBY IS ELIGIBLE IN FISCAL YEAR 2024 TO RECEIVE STATE SHARED REVENUES (CIGARETTES, LIQUOR, 911, AND HIGHWAY GAS TAXES) BECAUSE IT PROVIDES FOUR OR MORE MUNICIPAL SERVICES.

WHEREAS, ORS 221.760 provides as follows:

Section 1: The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services: police protection; fire protection; street construction, maintenance, and lighting; sanitary sewer; storm sewers; planning, zoning, and subdivision control; one or more utility services.

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW, THEREFORE, THE CITY OF CANBY RESOLVES AS FOLLOWS: The City of Canby hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance, and lighting
3. Sanitary sewer
4. Storm sewer
5. Planning, zoning, and subdivision control

This Resolution shall take effect on June 29, 2023.

ADOPTED this 29th day of June 2023 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham
City Recorder



MAY 2023

City Administrator Recruitment Proposal

FOR THE CITY OF CANBY

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com



June 23, 2023

Mr. Joseph Lindsay
City Attorney/Assistant City Administrator
City of Canby
222 NE 2nd Street
Canby, OR 97013

Dear Mr. Lindsay,

Thank you for the opportunity to provide a proposal to assist the City of Canby with the recruitment of its next City Administrator and City Attorney. It would be a pleasure to work with the City again, as I had the privilege of assisting the City with the recruitment of your longtime city administrator Mr. Richard Robinson.

GMP is well positioned to partner with the City as we are currently conducting manager searches for the cities of John Day and Heppner, OR. Additionally, GMP is conducting recruitments for the City of Belgrade, MT – Assistant City Manager, Lewis County WA – County Manager, Grays Harbor County, WA – County Administrator and Oak Park Heights, MN – City Administrator. These and other recently completed searches provide us with an excellent knowledge of both Oregon and national city management candidates.

Having conducted 500 total recruitments including 37 Oregon city/county manager recruitments and 18 city attorney searches, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President,
GMP Consultants



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ABOUT GMP CONSULTANTS

GMP Consultants is a Pacific Northwest-based public sector executive search firm with a collective 180 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 500 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?





What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With nine former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

PROJECT TEAM MEMBERS

Greg M. Prothman – Project Manager

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Bob Larson – Lead Consultant

Bob is an accomplished municipal manager who has held senior management positions in local government since 1987. His service includes 17 years with two communities in Washington State and 17 years with three communities in Minnesota. Bob is a past-president of the Washington City-County Manager Association (WCCMA). He also served on the board of directors of the Association of Washington Cities (AWC), Sound Cities Association (SCA) and NORCOM. He is known and well respected within municipal government for his leadership and management qualities. Bob has a strong background in municipal finance, capital programs development, creating community partnerships, economic development, customer service improvements and organizational development. He has a Bachelor of Science degree and a Master of Arts degree, both in Urban & Regional Studies. He is an avid cross-country skier, cyclist and hiker. He and his partner, Jane, enjoy travelling and new adventures. Most importantly, he is the proud father of Ben and Emma.

Kate Hansen – Recruitment Coordinator

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings



a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

WORKPLAN & APPROACH

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll meet with the Mayor & City Council and staff to review project needs, process, schedule, and identify the scope of the recruiting market. Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment.

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media (if applicable)

STRATEGIC MARKETING

Targeted Recruitments - We develop advertising and place ads in websites, job boards, and periodicals. Targeted ad placement will include:

- Intl. City Managers Association (ICMA)
- Oregon City Managers Association
- Oregon League of Cities
- Association of Oregon Counties
- Washington Association of Cities
- Association of Idaho Cities
- Municipal Management Association of Northern California
- California City Management Foundation
- Colorado City Managers Association
- Government Jobs
- Careers in Government

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 700 to 900 letters of invitation to city managers/administrators in the 11 western United States.

CANDIDATE SCREENING AND SHORTLIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.



Selection & Interview of Semifinalists - We review all candidate application materials and identify 8 to 12 of the most promising semifinalists. We conduct a one-hour interview with each semifinalist and provide written observations.

Search Work Session – We will meet with you via Zoom to review semifinalists. Prior to the meeting we will send you the: each applicant’s cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The Mayor & City Council select the finalist candidates and design the final interviews.

FINAL INTERVIEWS & SELECTION

Design and Preparation of Final Interviews - We will help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The Mayor & City Council (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

Candidate Appointment - We will facilitate potential contract elements with the Mayor & City Council. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

PROFESSIONAL REFERENCES

City of St Helens, OR

John Walsh
City Administrator
jwalsh@sthelensoregon.gov
503 366 8211
Finance Director *(recently completed)*

City of Belgrade, MT

Neil Cardwell, City Manager
ncardwell@cityofbelgrade.net
406-388-3760
Human Resource Director
Assistant City Manager *(in process)*

Gunnison County, CO

Matthew Birnie, County Manager
MBirnie@gunnisoncounty.org
970-641-3061
Six department/assistant county manager recruitments

City of Gearhart, OR

Chad Sweet, City Administrator
chadsweet@cityofgearhart.com
503 738 5501
Police Chief



PROFESSIONAL FEE

The fee for conducting a City Administrator recruitment is \$17,500. If the City wishes to engage GMP for a City Attorney recruitment the professional fee for the second search is \$15,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City’s behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,400 - 1,800)
- Direct mail announcements (approx. \$1,300 - \$1,800)
- Consultant travel: Mileage at IRS rate and \$65 per hour
- Background checks (approx. \$170 per candidate)

The City has the right to cancel the search at any time. The City’s only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 12 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee’s departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

OREGON CAO SEARCHES BY GMP’S CONSULTANTS

City of Astoria, OR (2) City Manager	City of Hermiston, OR City Manager	City of Mt. Angel, OR City Manager	City of Woodburn, OR City Administrator
City of Bandon, OR City Manager	City of Hood River, OR City Manager	City of Ontario, OR City Manager	City of Yachats, OR City Manager
City of Burns, OR City Manager	City of John Day, OR City Manager	City of Scappoose, OR City Manager	Clackamas County, OR County Administrator
City of Canby, OR City Administrator	City of Heppner City Manager	City of Toledo, OR City Manager	Clatsop County, OR County Manager (2)
City of Coburg, OR City Administrator	City of Lake Oswego, OR City Manager	City of Troutdale, OR City Manager	Curry County, OR County Administrator
City of Coquille, OR City Manager	City of Lebanon, OR City Manager	City of Umatilla, OR City Manager	Deschutes County, OR County Administrator
City of Drain, OR City Administrator	City of Lincoln City, OR City Manager	City of Waldport, OR City Manager	Hood River County, OR County Administrator
City of Damascus, OR City Manager	City of McMinnville, OR City Manager	City of West Linn, OR City Manager	Lane County, OR County Administrator
City of Gladstone, OR City Administrator	City of Milwaukie, OR City Manager	City of Wood Village, OR City Manager	



CITY ATTORNEY SEARCHES BY GMP CONSULTANTS

Gunnison County, CO

Deputy County Attorney (2)

City and County of Broomfield, CO

City and County Attorney

City of Thornton, CO

City Attorney

Ouray County, CO

County Attorney

Inyo County, CA

County Counsel

City of Great Falls, MT

City Attorney

City of Salem, OR

Assistant City Attorney, II

Deputy City Attorney

City of South Lake Tahoe, CA

City Attorney

City of Bainbridge Island, WA

City Attorney

City of Bothell, WA

City Attorney

City of Federal Way, WA

City Attorney

City of Oak Harbor, WA

City Attorney

City of Shoreline, WA

City Attorney

City of Spokane Valley, WA

City Attorney

City of Vancouver, WA

City Attorney

Jefferson County, WA

Deputy Prosecuting Attorney

ADDITIONAL CAO SEARCHES BY GMP'S CONSULTANTS

Borough of Sitka, AK

Municipal Administrator

City & Borough of Wrangell, AK

Borough Manager

City & County of Broomfield, CO

Deputy City and County Manager

City of Arlington, WA

City Administrator

City of Bainbridge Island, WA

City Administrator

City of Battle Ground, WA

City Manager (2)

City of Belgrade, MT

City Manager (2)

City of Bingen, WA

City Administrator

City of Bothell, WA

Deputy City Manager

Assistant City Manager

City of Carnation, WA

City Manager (2)

City of Casper, WY

City Manager

City of Chehalis, WA

City Manager (2)

City of Chelan, WA

City Administrator (3)

City of Clyde Hill, WA

City Administrator

City of College Place, WA

City Administrator

City of Colorado Springs, CO

Assistant City Manager

City of Connell, WA

City Administrator (2)

City of Covington, WA

City Manager

City of DuPont, WA

City Administrator

City of Duvall, WA

City Administrator

City of Edgewood, WA

City Manager (2)

City of Ellensburg, WA

City Manager

City of Emeryville, CA

City Manager

City of Fife, WA

City Manager

City of Fircrest, WA

City Manager (2)

Town of Friday Harbor

City Administrator

City of Gig Harbor, WA

City Administrator

City of Gillette, WY

City Administrator

City of Hailey, ID

City Administrator

City of Issaquah, WA

City Administrator

Deputy City Administrator

City of Kelso, WA

City Manager

City of Kenmore, WA

City Manager (2)

City of Ketchum, ID

City Administrator

City of Lacey, WA

City Manager (2)

City of Lake Forest Park, WA

City Administrator (3)

City of Lake Stevens, WA

City Administrator

City of Lakewood, WA

City Manager



Assistant City Manager
City of Leavenworth, WA
 City Administrator (2)
City of Lewiston, ID
 City Manager
City of Livingston, MT
 City Manager
City of Longview, WA
 City Manager
City of Louisville, CO
 City Manager
City of Lynden, WA
 City Administrator
City of Mill Creek, WA
 City Manager
City of Newcastle, WA
 City Manager (2)
City of Minot, ND
 City Manager
City of Monroe, WA
 City Administrator
City of Moses Lake, WA
 City Manager (2)
City of Mountlake Terrace, WA
 City Manager (2)
City of Mukilteo, WA
 City Administrator
 Management Services Director
City of Newcastle, WA
 City Manager (2)
City of Normandy Park, WA
 City Manager
City of Othello, WA
 City Administrator
City of Pasco, WA
 City Manager (2)
 Deputy City Manager
City of Polson, MT
 City Manager
City of Port Angeles, WA
 City Manager
City of Post Falls, ID
 City Administrator
City of Prosser, WA
 City Administrator
City of Puyallup, WA
 City Manager

City of Rawlins, WY
 City Manager
City of Renton, WA
 Chief Administrative Officer
City of Ridgefield, WA
 City Manager
City of Riverton, WY
 City Administrator
City of Sammamish, WA
 City Manager (2)
City of Shelton, WA
 City Administrator
City of Sheridan, WY
 City Administrator
City of Shoreline, WA
 City Manager (2)
 Deputy City Manager
City of South Lake Tahoe, CA
 City Manager
City of Spearfish, SD
 City Administrator
City of Spokane Valley, WA
 City Manager
 Deputy City Manager
City of Stanwood, WA
 City Administrator
City of Stevenson, WA
 City Administrator
City of Sultan, WA
 City Administrator (2)
City of Sun Valley, ID
 City Administrator
City of Sunnyside, WA
 City Manager
City of Thorne Bay, AK
 City Administrator
City of Tumwater, WA
 City Administrator
City of Vancouver, WA
 Assistant City Manager
City of Walla Walla, WA
 City Manager
City of White Salmon, WA
 City Administrator
City of Whitefish, MT
 City Manager

City of Woodinville, WA
 City Manager
City of Woodland, WA
 City Administrator
City of Yakima, WA
 City Manager
 Assistant City Manager
City of Yelm, WA
 City Administrator
Blaine County, ID
 County Administrator
County of Los Alamos, NM
 County Administrator
Eagle County, CO
 County Manager
Franklin County, WA
 County Administrator
Gunnison County, CO
 County Manager
 Assistant County Manager
Island County, WA
 County Administrator
Inyo County, CA
 Assistant/Deputy County
 Administrator
 County Administrative Officer
Jefferson County, WA
 Central Services Director
Lewis County, WA
 County Manager
Mason County, WA
 County Administrator
Mono County, CA
 County Administrative Officer
 Assistant County Administrative
 Officer
San Juan County, WA
 County Manager
Snohomish County, WA
 Executive Director (2)
Summit County, UT
 County Manager
Thurston County, WA
 Assistant Chief Administrative Officer
Town of Friday Harbor, WA
 Town Administrator
Town of West Yellowstone, MT
 Town Manager (2)



EXAMPLES OF GMP'S POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached)

CITY ATTORNEY

CITY OF SPOKANE VALLEY, WA



Why Apply?

This is a unique opportunity to lead the City Attorney's office in the 7th largest City in Washington and the second largest City in eastern Washington. Spokane Valley operates under the Council/Manager form of government and has a reputation for being a well-managed organization with an excellent team of department directors serving a vibrant and diverse population in sunny eastern Washington. If you are looking for a friendly community with a great quality of life, a stable Council-Manager form of government, and a City with solid financial reserves, this may be the right opportunity.



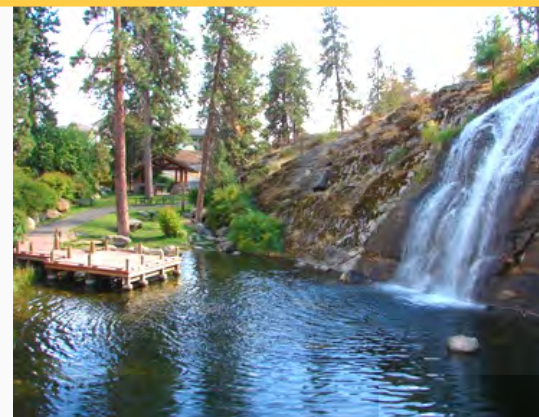
WELCOME TO SPOKANE VALLEY

Spokane Valley is a family-friendly urban city of 107,000 located near the eastern border of Washington. Residents and visitors appreciate the friendly people, natural beauty, business and retail amenities, and the beautiful weather that provides 260 days of sunshine a year. In 2020, Spokane Valley ranked in "Top 35" most livable mid-sized cities by SmartAsset.

The all-season climate and easy access to the great outdoors provides endless opportunities to bike, hike, golf, swim, paddle, or fish. The nearby Rockies offers five ski resorts within 75 miles of the city. Meandering through the valley is the Spokane River with opportunities for watersports or just relaxing along the shore.

The community gathers for annual events such as Valleyfest, Cycle Celebration, Crave Food & Drink Celebration, Winterfest, Summer Theater, and a seasonal farmers market. Spokane Valley is also home to the largest retail mall in the region and a minor league baseball team—the Spokane Indians—which plays in the 6,800 capacity Avista Stadium.

The city's central location in the Spokane-Coeur d'Alene corridor along Interstate 90 provides an easy commute throughout the region. Higher education is available at five nearby colleges and universities, and Spokane International Airport serves the region only 15 miles away.



City Council Packet - Page 71 of 85

THE CITY OF SPOKANE VALLEY



The City of Spokane Valley is a non-charter code city and operates under a Council-Manager form of government with total budget of \$111 million. The seven-member City Council is elected at large, and members serve staggered four-year terms. The City Council elects a Mayor from the Council to serve two-year terms. The City employs approximately 105.25 FTEs across nine departments and has adopted a “contract City” approach to providing many of the City’s services.

The City incorporated in 2003 and encompasses approximately 38.5 square miles of land area, with room for residential, commercial and industrial expansion. Spokane Valley has become a diverse and multifaceted modern City striving to balance both reverence for the natural landscape and view growth through the lens of sustainability.

Spokane Valley’s history is filled with people who shared a vision of the community unlike others and the City continues to welcome new residents and visitors alike. It also supports the businesses that serve and entertain people from across the region to enjoy sports, boating, camping, and year-round events. The City provides opportunities for a better life, along with the promise of something more.



THE CITY ATTORNEY

Under the general guidance and direction of the City Manager, the City Attorney performs a variety of complex, high level administrative, technical and professional work in managing and overseeing the City’s legal service agreements for courts, prosecutors, probation, and others, drafting and reviewing contracts, leases and agreements and defending the City in litigation and administrative hearings and the preparation of legal documents.

The City Attorney serves as senior legal advisor to city officials as to the legal rights and obligations of the City under applicable local, state and federal law. The City Attorney is a member of the leadership team. The Office of the City Attorney is staffed with three attorneys, one paralegal, one administrative assistant, and from one to two legal interns.

THE IDEAL CANDIDATE



- Understands the concept of the “city as a client” providing legal advice to both City Administration and the City Council.
- A hands-on working attorney in addition to being a manager.
- Brings a broad knowledge of municipal operations.
- Excellent understanding of Washington land use, employment, and environmental law.
- A solid understanding of contract law coupled with a specific knowledge of construction contracts.
- Excellent judgement in managing diverse political viewpoints and is pragmatic by nature.
- Creativity in addressing challenging issues and developing creative solutions to complex legal issues.
- Communicates effectively, both in person and in writing throughout all levels of the organization.
- Excellent intergovernmental relations skills.
- Excellent knowledge of the Revised Code of Washington and the Washington Administrative Code in addition to the principles of municipal law, including drafting ordinances and resolutions.
- Dedicated to providing excellent customer service as a trusted legal advisor.
- Willing to serve as a department director on the City’s leadership team.

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description
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QUALIFICATIONS

Graduation from an accredited law school with a Juris Doctorate degree followed by admission to the Washington State Bar; and a minimum of ten (10) years of progressively responsible related experience in civil and/or criminal litigation including two years supervisory experience. Experience in a municipal environment preferred. An equivalent combination of education and experience may be considered.

OPPORTUNITIES & CHALLENGES

Homelessness - Like many other communities in Washington, Spokane Valley is experiencing increased challenges in addressing issues directly and indirectly stemming from and related to those that are homeless. In the last three years, the City established an internal Housing and Homeless Coordinator position, created an active outreach team, adopted regulations related to camping on public property, and continues to work with law enforcement and outreach teams on effective enforcement and outreach strategies. The City Attorney will play a critical role in providing legal assistance and guidance to allow the City to develop and implement plans and programs to assist those that are homeless. The City Attorney should be familiar with recent legislative changes and recent caselaw, including *Boise v. Martin*.

Code Enforcement - The City has always had a proactive code enforcement program. Recently, the City has shifted its policy to take a more direct approach to seek appropriate legal remedies and City abatements more quickly. The City is also facing challenges with chronic nuisances requiring different types of remedies to permanently address Nuisances. The City Attorney plays a significant role in the code enforcement process, as they assist the City's Code Enforcement teams with advice, development of new means of addressing chronic homelessness, and actively prosecuting necessary code enforcement litigation.

Contract Services - From incorporation, the City has taken a very deliberate approach to identifying the most efficient and effective means of providing services to citizens using an extensive number of public and private contracts. The City also has an extensive and successful capital improvement program and received two federal "TIGER" and "RAISE" grants worth \$30 million in the last six years, in addition to other federal and state grants. The City's service and grant contracts are often complex and the City Attorney is often required to negotiate or assist with negotiations with Spokane County, Washington, DOT, and other regional entities. The Position also requires a working knowledge of general contract law, federal grant procedures, and require the City Attorney to be a skilled negotiator.

COMPENSATION & BENEFITS

The City of Spokane Valley is offering an annual salary range of \$132,732 to \$200,994 depending upon experience and qualifications. The City offers a comprehensive [benefits package](#).



RESOURCES

City Strategic Plan
spokanevalley.org/content/6834/6846/default.aspx

City Budget
spokanevalley.org/content/6836/6902/7156/default.aspx

Spokane Valley Chamber of Commerce
spokanevalleychamber.org

Spokane Valley Economic Development
spokanevalleyed.org

The Spokesman Review
spokesman.com

TO APPLY

Apply Online: gmphr.com

First Review: **April 2, 2023**

More Info: **Greg Prothman, GMP Consultants**
Greg@gmphr.com / (206) 714-9499



CITY ADMINISTRATOR

TUMWATER, WASHINGTON



Why Apply?

This is an exciting career opportunity for a next-generation leader to make things happen in a historic yet progressive community. The growth of the community and the organization has created an opportunity to move the City of Tumwater into the future.

The Mayor has provided stable and effective leadership and enjoys a positive relationship with the City Council. An outstanding Management Team has grown individually as leaders and together as a team. They are ready for the next chapter for the City. This is an opportunity to shape the community and continue to build a great organization. With a significant amount of State-employment, there is generally strong support for the City and local government.

The current City Administrator is retiring after 13 years of service to the City in this role, and is the third Administrator to serve in this role since 1984. He will be available to work with the new Administrator to help create a smooth transition.

Welcome to TUMWATER



Bring Brewing Back

Tumwater is the State-designated Innovation Partnership Zone for Brewing, Distilling & Cider Making. One of the City's economic development strategies centers around craft food and beverage.

Tumwater is home to seven craft beverage producers, with more on the way. The City has been working with partners to develop a center of excellence around craft brewing, distilling and cider-making on the fringes of the former Olympia brewery site. Public amenities include a river walk, trail connections, and museum. Preservation of the historic Old Brewhouse Tower and redevelopment of the iconic Olympia Brewery properties are City priorities.

Tumwater, Washington is a vibrant community located at the base of the Deschutes River, where the water cascades to its final destination at the southern tip of Puget Sound. The rugged Olympic Mountains rise in the distance and Mount Rainier seems close enough to touch on a clear day. The city is home to 26,360 residents and is known for its safe neighborhoods, quality schools, and a sense of community pride.

Incorporated in 1869, the City of Tumwater is one of the most historic cities in Washington. One of the early businesses was the Olympia Brewery, which found a home because of Tumwater's exceptional water quality. The expansion of State government in the 1980s brought many State agency headquarters offices to Tumwater, including the departments of Labor & Industries, Health, Financial Institutions, Corrections, and Revenue.

Tumwater's ideal location at the junction of Interstate 5 and Highway 101 puts residents within reach of Seattle, Portland, Joint Base Lewis-McChord, the waters of Puget Sound and the Pacific Ocean, and the Olympic and Cascade Mountain Ranges. Tumwater is a great home base for recreation enthusiasts of every level and interest, including hiking, biking, fishing, rock climbing, canoeing, and kayaking. Sea-Tac International Airport serves the region 50 miles to the north.



THE CITY OF TUMWATER



Tumwater operates as a noncharter optional code city. Optional code city status increases the city's operating authority by extending to it the powers of all four city classifications under Washington law. The City is structured with a strong-mayor/council form of government. The Council is comprised of seven members, elected at large by the citizens of Tumwater. They are part-time officials who exercise the city's legislative powers, determine matters of policy, and adopt a budget.

The Mayor is independently elected to a four-year term and serves as the Chief Executive Officer but relies on the City Administrator as the Chief Operating Officer for the daily operation of the City and leading policy development and implementation. The current Mayor was elected in 2022, having served on the City Council and Planning Commission. The prior mayor served for 12 years. The diverse city council ranges in experience from 1 to 15 years.



Operating on a biennial 2023-2024 budget of \$300 million with a team of 237 FTEs (funded), the City provides a full range of municipal services. The City contracts for wastewater treatment, animal services, and emergency dispatch. Library services are provided by a library district in a City-owned building. City departments include Administrative Services (IT, Clerk, Human Resources), City Attorney, Community Development, Executive (Communications), Finance, Fire & Emergency Medical, Parks & Recreation, Police, Transportation & Engineering, and Water Resources & Sustainability.

THE CITY ADMINISTRATOR

Full job
description
available at
gmphr.com

The City Administrator is appointed by the Mayor, subject to an employment contract approved by the City Council. The Administrator directs the day-to-day operations of the City, recommending and advising the Mayor and Council on a broad array of issues. The Administrator directly supervises nine staff members.

THE IDEAL CANDIDATE

The City is seeking an effective, experienced leader and excellent manager as the next City Administrator that can provide support and advice to the Mayor, guidance and options for City Council, and leadership and direction for staff. The next city administrator will be someone who can communicate effectively with people across the organization—from the City Council to employees, partners, and community. The ideal candidate can be able to successfully facilitate the City's growth physically and financially. The next city administrator will support diversity, equity, and inclusion in the operation and administration of the City. The person will be experienced in city management and demonstrate leadership, team development, and emotional intelligence.

The next city administrator will be experienced in collaborative relations with collective bargaining units. The ideal candidate has the ability to take complex issues and explain them in clear understandable terms. The person also has the ability to anticipate political and controversial issues and address them.

QUALIFICATIONS

Minimum Qualifications: Bachelor's degree in public administration, business administration, or closely related field and five years of progressively responsible and well-rounded experience at the management level of a public sector agency with broad working knowledge of local government, and municipal services.

Preferred Qualifications: Master's degree in public or business administration. Ten years of demonstrated successful management experience as a city department director, assistant city administrator/manager or city administrator/ manager. Designation as an ICMA Certified Manager.

Training/Licenses/Certifications: Possession of a valid Washington State Driver's License and an insurable driving record may be required.

Other Requirements: Must be able to pass background and credit check, and driver's abstract check.



OPPORTUNITIES & CHALLENGES

Organizational Culture - The City organization has seen a great deal of change in the last five years. About 40% of City employees, including Directors, have less than five years of tenure. There is an opportunity to define an organizational culture that better reflects a diversifying community and the changing expectations of how the City engages and provides services to residents and businesses.

Supportive Community - The vibrant mix of community-minded people and prosperous natural resources make Tumwater rich in history, community, and opportunity. There is generally strong voter support for public safety, transportation improvements, and approval of a Metropolitan Park District.

Regional Fire Authority - The City has worked with the City of Olympia to propose a Regional Fire Authority to consolidate fire and emergency services into an independent organization. Voters will consider Proposition #1 to form a Regional Fire Authority in an April 25, 2023 Special Election. If the measure passes, there will be a significant effort to form a new organization consistent with the adopted RFA Plan and State Law. If the Proposition is not approved, the two cities will determine the next steps to provide improved fire and emergency services.

Capital Projects - The City has numerous projects with funding and commitments to the community in transportation, facilities, parks, and utilities. Additional project staff have been hired, but significant resources are still needed going into these projects. The City has minimal external debt but will need to pursue General Obligation and Utility debt for some of the projects.

Brewery Redevelopment - Quality drinking water, the tradition of brewing, and a strong sense of community are celebrated here. Revitalizing the heart of Tumwater and retaining the high quality of life in this beautiful Northwest community is a City priority. Since the closure of the brewery in 2003, the City and greater community have made significant efforts to facilitate redevelopment, including a City application for a significant brownfields grant.

Growth - Residential demand has grown significantly in the past couple years. More than 2,000 residential units are in the pipeline. A new 1.1 million square-foot Costco distribution center is at the front end of about 5 million square feet of proposed light industrial development. While the development is helping the tax base, services are slower to catch up.

Budget - The City adopted a budget for the 2023-24 biennium, which has aggressive growth but also uses extensive savings to pay for one-time expenses and expanded services. The continued growth of the tax base will be critical to long-term fiscal stability. Depending on the outcome of the proposed Regional Fire Authority, the City will need to reevaluate the budget.

Police Staffing and Funding - The City is initiating a discussion of law enforcement staffing to determine the appropriate level of staffing given police reform laws and what the City can afford, and potential for additional resources.





COMPENSATION & BENEFITS

The City of Tumwater is offering a salary range of \$161,592 to \$196,920 annually, depending on background and experience. The salary is at the top of the City grade and step system.

- Cafeteria-Style Health Care Plan that provides a budget of \$1,908/month to medical, dental, and vision coverage with payment back to the employee of a portion of the unused amount
- Annual Leave and Sick Leave
- 12 Paid Holidays
- Life insurance with optional additional coverage
- 401(a) match up to 5% of salary
- HRA VEBA Employer Contribution of \$225/month
- PERS Retirement
- Tuition Reimbursement Program
- No State Income Tax



LEARN MORE

2023 Legislative Priorities
www.ci.tumwater.wa.us/LegislativePriorities

2021-2026 Strategic Priorities
www.ci.tumwater.wa.us/StrategicPriorities

2023-2024 City Budget
www.ci.tumwater.wa.us/CityBudget

City Communications
www.ci.tumwater.wa.us/StayConnected

2019 Economic Development Plan
www.ci.tumwater.wa.us/home/showpublisheddokument/20164/637142563503000000

Tumwater Area Chamber of Commerce
www.tumwaterchamber.com

Thurston Talk
www.thurstontalk.com



TO APPLY

Apply Online: gmphr.com

First Review: **March 12, 2023**

More Info: Ray Corpuz, GMP Consultants
Ray@gmphr.com / (831) 236-8961





CITY MANAGER

CITY OF NEWCASTLE, WA

Dear Colleague,

GMP Consultants is assisting the City of Newcastle in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to other chief administrative officers and deputies who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman

GMP Consultants
gmphr.com





THE IDEAL CANDIDATE

The City of Newcastle seeks an experienced city management professional to lead this contract city in the best interest of its citizens with high standards of integrity. The ideal candidate will have the insight to appreciate Newcastle’s rich history, quality of life, and role in the region. As a creative problem solver, they will help guide the City as it grows, ensuring that such growth is pragmatic while retaining Newcastle’s sense of community.

The successful candidate will be a positive influence and advocate for the City, building trust by nature. This person will bring a collaborative management style and have the ability to both attract, coach, and retain high quality staff. They should bring an exceptional understanding of public sector budgeting and finance as well as demonstrated success at obtaining grants and other funding opportunities.

The individual selected will be a strategic, forward thinker with highly-developed communication skills and the ability to navigate effective working relationships both inside and outside the organization. Patience, honesty, transparency, and diplomacy are key attributes.

EDUCATION & EXPERIENCE

- A bachelor’s degree from an accredited college or university in Business Administration, Public Administration or a closely related field. An advanced degree is preferred.
- A minimum of seven years professional experience, four of which shall be at the department director, assistant city manager, deputy city manager, or similar level of leadership responsibilities.
- All new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date.

THE CITY

Located 13 miles southeast of Seattle, Newcastle is a peaceful residential community tucked in the hills between the larger cities of Bellevue, Renton, and Issaquah. Newcastle is known for offering its 13,310 residents the convenience of metropolitan living with the comfort and community of a small town. The City is in close proximity to many corporate headquarters, including Microsoft, Amazon, Starbucks, and Costco. Money Magazine has repeatedly named Newcastle as "100 Best Places to Live" and Safewise named Newcastle the 10th safest city in Washington in 2022.



Incorporated in 1994, the City of Newcastle strives to be one of the best small towns in the country. City staff are an experienced, progressive group who work to provide a high level of service and foster a sense of community for the broad diversity of people who choose to call Newcastle home. The departing City Manager has served the City since 2010.

Operating with a 2022 budget of \$23,264,250 and a team of 28.6 FTEs, Newcastle's departments include: City Manager, Community Development, City Clerk, Human Resources, Finance, Fire & EMS, Police, and Public Works. Police, fire, and attorney services are provided by contract.

**LEARN
MORE**

Visit gmphr.com

Salary: \$175,000 - \$215,000 DOQ

First Review: June 5, 2022

Andrew Nieditz, GMP Consultants
Andrew@gmphr.com / 253-732-8081



FEE & EXPENSES

Professional Fee

The fee for conducting a City Administrator full recruitment with a one-year guarantee is \$18,500. The fee for a City Attorney full recruitment with a one-year guarantee is \$11,500.

The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Canby will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. **Expenses for each recruitment include:**

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$1,900)
- Direct mail announcements (\$1,800)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging if needed (approx. \$600 - \$800 per trip)
- Interview Packets and Shipping (approx. \$300 - \$500)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

Canby City Administrator Recruitment Firm Matrix 2023

Recruiting Firm	Prothman	GMP Consultants	Jensen Stratageds	SRG
Criteria				
Both Recrutments				
Location				
Years in business				
Used Before				
Application Coverage Area				
Proposed Meetings				
Community Participation				
Meeting Formats				
Search Duration				
Estimated Cost				
Expenses				

Recruiting Firm	Prothman	GMP Consultants	Jensen Stratageds	SRG
Criteria				
Warranty				
Retention Guarantee				
Duration of Guarantee				
Cancelation Terms				
Other Notes				