

RESOLUTION NO. 11-2024

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON,
AMENDING RATES AND FEES.**

BE IT RESOLVED by the Mayor and the City Council of the City of Leavenworth, as follows:

Section 1. The rates, fees, and charges as set forth on the attached Exhibit “A”, which is incorporated herein, are hereby adopted by this reference and new charges, fees, and rates will be effective June 1, 2024 unless otherwise noted within a specific item/section.

Section 2. Resolution 19-2024 is hereby amended to be consistent with this resolution.

Section 3. This resolution and any amendment thereto shall be published in summary form in the official newspaper of the City of Leavenworth.

Passed by the City Council of the City of Leavenworth and approved by the Mayor in an open public meeting on the 14th day of May, 2024.

APPROVED:

Carl J. Florea, Mayor

ATTEST:

Andrea Fischer, City Clerk

Effective 6/1/2024

**CITY OF LEAVENWORTH
FEE SCHEDULE**

Exhibit A

Each Department Head shall be granted the authority of interpretation of the portions of this resolution, which fall under the authority of their Department.

COMMUNITY DEVELOPMENT DEPARTMENT RATES, FEES, AND CHARGES

GENERAL INFORMATION ON FEES

- A. Payment of the base fee for applications is required at the time of application submission. Payment of base fees for annexations, vacations, and other related activities, which do not require submittal of permit applications, are due prior to commencement of any staff work on the activity. Typically, this would be following submission of an initial letter of interest and/or petition. Payment of all fees will also be required regardless of approval/non-approval of the activity.
- i. Hourly fees are in addition to the underlying permit/action base fees.
 - ii. Hourly fees are typically billed on a monthly basis.
 - iii. Any billing more than 30 days overdue shall result in progress on the application ceasing and/or withholding of final approval/permit issuance.

B. Outsourcing:

The City may outsource work to agencies, firms, and individuals at its discretion for any type of permit related activities. The types of activities include, but are not limited to, the work of attorneys, planners, engineers, geotechnical experts, biologists, etc. Outsourcing *typically* occurs when a project has a component which requires review by persons with special expertise, the city must outsource based on staffing, and/or workloads, or an applicant has requested and has been granted expedited review.

Outsourcing based on City Determination of Need:

If the City determines that work must be outsourced based on the need for specialized study, input from persons with expertise, or for other reasons; the City retains the authority to determine that this action is required, but will provide notification in either email or written format to the applicant of the action prior to authorizing the expenditure. The City is not required to receive an authorization from the applicant prior to authorizing to proceed, but simply to notify. The following shall apply:

The applicant shall be responsible for all consultant costs, any related staff time and a ten percent administrative fee for other City expenses involved in administering the work of the consultant.

If the City determines that work must be outsourced based on staffing levels, workload, or for other reasons (not including permit expedition requests), the consultant's work will be billed to the applicant at the same rate as City staff time. If the fee schedule indicates there is no hourly fee charged for a specific type of application, even if outsourced, hourly fees will not be charged.

Please note that all other requirements of the City's fee schedule apply.

Outsourcing by Request of the Applicant:

An applicant may submit a written request to outsource a permit application (or portions thereof) for purposes of permit expedition or for other reasons. The City reserves the right to approve, approve with conditions, or deny outsourcing requests. If approved, the following shall apply:

The applicant shall be responsible for all consultant costs, any related staff time and a ten percent administrative fee for other City expenses involved in working with the consultant and the applicant.

Please note that all other requirements of the City's fee schedule apply.

- C. Any direct cost beyond \$750 for the Hearing Examiner's work on a case shall be billed to and paid by the applicant. This shall be in addition to any other fees.
- D. Applications that require both City and County approval are still subject to the City's fees.
- E. All project types may not be listed here. If they are not, fees will be applied as determined by the Community Development Director.

BUILDING AND FIRE PERMITS FEES

The following fees are required with the submittal of application or at issuance, at the city's discretion. Additional fees, outsourcing (passthrough) and hourly staff time may apply.

1. Building fees shall be based on the Total Valuation of the construction. The building valuation data from the International Code Council and other valuation criteria will be used to determine the value of construction. The permit fee shall then be calculated utilizing the following table:
2. Plan review fees shall be calculated at 65 percent of the building permit fee. Plan review fees are separate from and in addition to permit fees and are required to be paid at the time of permit submittal. The plan review fee for pre-approved Accessory Dwelling Unit is addressed in Residential Miscellaneous Fees.

Total Valuation	Fee
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof

3. Mechanical permit fees shall be calculated based on the following fees with a minimum fee of \$75 for mechanical permits:

Item	Fee
Permit issuance fee (required for all mechanical permits)	\$ 25
Installation/relocation of each forced air or gravity type furnace or burner, including ducts/vents	\$ 25
Installation of each outdoor A/C or Heat Pump	\$ 25
Installation of mini-split	\$ 50
Installation of each vent fan with one duct or appliance	\$ 10
Installation of residential hood with exhaust fan and duct	\$ 25
Commercial kitchen hood with fan and ducts and fire suppression system	\$150
Ventilation systems not part of any heating or cooling system	\$ 50
Roof Top Unit or Packaged HVAC unit, less than 2000 CFM	\$ 50
Roof Top Unit or Packaged HVAC unit, 2000 CFM or more	\$150
Installation of wood or gas fireplace	\$50
Installation/relocation of domestic-type incinerator	\$ 18
Installation/relocation of commercial or industrial-type incinerator	\$ 50

Miscellaneous equipment or alteration regulated by the Mechanical Code, for which no other fee is listed (per unit)	\$ 25
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4. Plumbing permit fees shall be calculated based on the following fees with a minimum fee of \$75 for plumbing permits:

Item	Fee
Permit issuance fee (required for all plumbing permits)	\$ 25
Each plumbing fixture on one trap or a set of fixtures on one trap	\$ 10
Water heater and/or vent	\$ 10
Floor drains/Interior roof drains	\$ 10
Grease traps / grease interceptors	\$ 10
Each installation, alteration or repair of water piping and/or water treating equipment	\$ 10
Repair or alteration of drainage or vent piping (each fixture)	\$ 10
Backflow Protection Devices	\$25
Graywater system, each	\$ 40
Initial installation and testing for a reclaimed water system	\$ 30
Each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$ 30
Gas piping (pen outlet)	\$ 10
Each additional outlet (over 5)	\$ 5

5. Manufactured or modular single-family structure permit fee shall be.....\$525
6. Footing and Foundation Permit (allowed only at the discretion of the City):
- a. Residential.....\$125
 - b. Commercial and Multifamily.....\$275
7. Residential Retaining Wall.....\$125
8. Residential Pool.....\$225
9. Commercial poolbased on valuation
10. Work without a permit.....\$500 or Double the basic permit fee (excludes taxes, plan review, and other fees) whichever is greater.
11. Residential Stormwater Plan Review \$outsorce - passthrough
12. Demolition Permit\$225
13. Excavation, Grading, and Fill Permit (IBC Appendix J)\$225
14. Inspections for which no fee is specifically indicated..... \$50/hr (min ½ hr)
15. Reinspection (when corrections are not completed/approved)\$100
16. Fence Permit.....\$50

Fire Code:

17. Decommissioning Tank.....\$150
18. Liquid Petroleum Gas (LPG) and Fuel Tank installation (per tank).
- a. 500 gallons or less.....\$150
 - b. 501 to 5000 gallons.....\$300

- c. 5001 gallons or more.....\$450
- 19. Automatic Sprinkler Plan Review & Testing (NFPA 13 or 13R) \$300 plus \$2 per sprinkler head
- 20. Automatic Sprinkler Plan Review & Testing (NFPA 13D) \$150 plus \$2 per sprinkler head
- 21. Fire alarm & smoke detection system Plan Review & Testing for more than 10 devices.....\$200 + \$2 / device
- 22. Commercial kitchen hood fire suppression system.....\$100
- 23. Fire hydrants and mains plan review.....\$150
- 24. Fire hydrants and mains inspection.....\$75 per each hydrant or main
- 25. Commercial IFC application plan review \$150 per building application or \$75 if single component.
- 26. Commercial IFC component inspections, fee covers two inspections:
 - High piled storage.....\$75
 - Tents and temporary membrane structures.....\$50
 - Tents and temporary membrane structures used for cooking \$100
 - Fireworks Public Display Permit Fee.....\$100
 - Fireworks Public Display Deposit.....\$500
 - Exhibitions (Miscellaneous).....\$75

Residential Misc.:

- 27. Factory built wood/gas heating appliances, log lighters and inserts.....\$45
- 28. Factory built gas kitchen range.....\$45
- 29. Masonry fire place including chimney.....\$45
- 30. LPG tanks and gas lines for heating and cooking appliances.....\$30
- 31. Roofing replacement permit including sheathing if necessary.....\$100 per building
- 32. Pre-Approved Accessory Dwelling Unit.....\$200 per plan review

Commercial Misc.:

- 33. Commercial kitchen hood Type 1 or 2.....\$150
- 34. Roofing replacement permit including sheathing if necessary.....\$250 per building
- 35. Factory built fireplace/heating appliances, log lighters wood or gas (per unit).....\$45
- 36. LPG gas lines for heating and cooking appliances.....\$45

Refunds:

The building official may authorize the refund of:

- 37. Up to 100 percent of any fee erroneously paid or collected;
- 38. Up to 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code;
- 39. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done;
- 40. The building official shall not authorize refunding of any fee paid except in response to a written application filed by the original permittee no later than 180 days after the date of fee payment.

LAND USE AND LEGISLATIVE PERMIT FEES

Calculation of fees begins following the release of the pre-application meeting notes. If the pre-application meeting requirement has been waived by the Community Development Director, fees will be calculated immediately upon receipt of the application/request. In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time for reviewing the project; however, 50% of the base fee will be credited toward the total dollar amount of the staff hours billed to the applicant. For example, if the base fee is \$800, \$400 worth of staff hours (8 hours) will be credited toward the total dollar amount of staff hours billed. Revisions to any permit will be billed at half the original submission fee and charged at the hourly rate.

<u>State Environmental Policy Act Review</u>	<u>Base Fee</u>
1. Environmental Impact Statement	\$1,500
2. SEPA compliance for non-exempt activities.....	\$375
3. Co-lead or assumption of lead status (for projects outside of the City’s jurisdiction) following assumption of lead or co-lead status.....	\$50/hr
• Recovery of all consultant costs, plus a ten percent administration fee for clerical work related to contract administration	
4. Revisions to approved permits within this category	50% of the Original Fee

Miscellaneous land use actions/permits

1. Parking Lot Permit (with SEPA).....	\$400
2. Parking Lot Permit	\$50
3. Conditional Use Permits.....	\$1,675
4. Home Occupations, Group A	No Charge
5. Home Occupations, Group B	\$125
6. Variances	\$1,675
7. Site Development.....	\$225
8. Development Agreement	\$1,800 (includes SEPA)
9. Floodplain Elevation Certificate	\$225
10. Critical Areas Checklist	No Charge
11. Lighting Permit	\$50
12. Administrative Deviation.....	\$50
13. Administrative Interpretation which requires written policy.....	\$825
14. Administrative Interpretations of decisions/permits.....	\$125
15. Bed & Breakfast Annual Permit	\$125
16. Revisions to approved permits within this category (as necessary) 50% of the Original Fee	

Subdivision permits

1. Short Subdivisions.....\$825, plus \$50 per lot
2. Major Subdivisions.....\$1,675, plus \$50 per lot
3. Final Plat (Short or Major Subdivision)\$375
4. Planned Development.....\$1,675, plus \$50 per lot
5. Binding Site Plans (plats)\$1,625, plus \$50 per lot
6. Binding Site Plans (condominiums)..... \$825, plus \$50 per lot
7. Plat Alteration.....\$675
8. Boundary Line Adjustments\$325
9. Boundary Line Adjustments - Lot line elimination / consolidation\$150
10. Revisions to approved permits within this category 50% of the Original Fee

Shoreline permits

1. Substantial Development Permit.....\$875
2. Shoreline Conditional Use Permit.....\$300 (requires SDP)
3. Shoreline Variance \$1,375 (standalone) or \$500 (with SDP)
4. Shoreline Exemption.....\$125
5. Shoreline Revisions.....\$125

Legislative Action

1. Right-of-way vacation investigation\$125
 - Appraisal costs, legal fees, and cost of property will be due if approved for vacation
 - If multiple property owners initiate vacation activity the activity will be treated as a joint application with the cost split among property owners.
2. Annexation\$325
 - Costs for annexation studies shall be fully reimbursed by the applicant
3. Developer reimbursement and collection agreements.....\$1,100
 - Costs for consultant work shall be fully reimbursed by the applicant
4. Comprehensive Plan amendment/rezone
 - a. Phase 1 – Initial Application for Docket.....\$325
 - b. Phase 2 – If approved for docket, fee for review process.....\$1,125

(Note: Payment does not constitute approval of a proposed amendment)
5. LMC text amendment (Titles 12, 13, 14, 15, 16, 17, 18).....\$1,125
6. LMC text amendments (Titles 1, 2, 3, 5, 6, 8, 9, 10, 21).....\$625
7. Shoreline Master Program text amendment\$1,125

- 8. Shoreline Master Program environment designation amendment\$1,825
- 9. Revisions to approved permits within this category50% of the Original Fee

Appeals to the Hearing Examiner:

- 1. Appeal\$1,525*
- 2. Motion for Reconsideration.....\$100

* Appeal fees do not apply for a first hearing on the record in a city-initiated enforcement case.

Hearing Examiner and related Legal, Specialized Study and Staff Services (For proceedings and appeals not covered in the Community Development Section of the Fee Schedule):

The appellant, applicant, and/or involved party shall reimburse the City for all costs billed to the City by the Hearing Examiner, staff time, and if utilized, for City legal counsel and/or specialized study services reasonably required by the appeal. Staff time involved shall be billed at \$50/hr.*

* Appeal fees do not apply for a first hearing on the record in a city-initiated enforcement case.

PRE-APPLICATION MEETING FEES

The purpose of the preapplication meeting is to provide the applicant with the best available information regarding the development proposal and application processing requirements, and to assure the availability of complete and accurate development information necessary for review prior to the applicant's expenditure of application fees and the scheduling of the application review process. Answers to any questions requiring engineering calculations for the availability of water and sewer are not included in these meetings. Charges incurred to provide this information will be passed on to the applicant.

The City will perform a Courtesy Consultation Meeting prior to the required pre-application meeting at the request of the applicant. Items discussed at this meeting will be for information gathering purposes only. Attendance at a Courtesy Consultation Meeting does not eliminate the requirement to attend a pre-application meeting. Please note: The City will not provide notes from this meeting, but will provide a copy of the City's Fee Schedule to the applicant.

Pre-Application Meeting (s):

Subdivision	No Charge
Commercial and Multifamily New Construction.....	No Charge
Other, as determined necessary by Community Development Director.....	No Charge

DESIGN REVIEW FEES

Architectural Design:

1. New design for, or changes to, a structure \$200
2. Changes to building color, roofing, or murals (includes mural additions), or other individual elements - when no other improvements are proposed.....\$50
3. Submittal of revisions to a design approved in the prior 12 months..... \$125
4. Re-submittal of projects after being cited for non-compliance with original design approval..... \$200
5. Fence design, tables, chairs, umbrellas, or other similar elements when no other improvements are proposed.....\$50
6. Administrative Approval, change of design or of individual elements such as landscaping structures, lighting, fences or fence-type walls, garbage enclosures, walkways, plazas, or similar structures when they are not proposed in conjunction with a larger project or that would require design review board review.....\$50

Sign:

7. Sign - first sign:\$100
8. Each additional sign (applied for at the same time)\$35
9. Sign permit revision.....\$25
10. Placement of sign without a permit \$500 (per occurrence)

Miscellaneous:

Any time an application requires a second meeting by the Design Review Board due to actions of the applicant, including withdrawal, requesting continuance, design changes, or non-attendance, payment shall be made prior to further review by the Design Review Board in the amount of ½ of original application fee

Any time an application requires more than two meetings by the Board in order to review changes, whether proposed by the applicant or requested by the Design Review Board, payment shall be made prior to further review by the Board in the amount of\$150

WATER RATES, FEES, AND CHARGES

The charges that each property owner shall pay to the City for access to the City main shall include a system buy-in charge, a charge to cover the cost of labor, equipment, and materials to install the meter, a Utility Reimbursement Agreement charge if applicable to the property location, and a surcharge for customers located outside City limits.

Monthly fees include a base rate and 7,500 gallons of water. Use above 7,500 gallons per month is subject to an overage charge.

In 2017 the City Council approved Resolution 20 – 2017 which identified and approved annual percentage rate increases for each utility 2018 through 2022. These utility rate increases are based on the Utility Rate Study that was completed by HDR, Inc. in 2017/2018. 2024 rates have been incorporated on a balanced budget perspective with a new Utility Rate Study anticipated to be completed in 2024 for new 2025 rates. The Utility Rate Study is a review of operating costs, debt service costs and future capital improvement costs; using those numbers annual rates are then calculated to ensure the revenues for each utility equal the expenditure for each utility.

Charges to be paid by new customers to receive service (applicable to all customer classes):

1. System Development Charge (SDC) for Residential and Commercial:

Meter Size based on ERU

5/8" or 3/4" (1.0 ERU).....	\$3,898.80
1" (1.7 ERU).....	\$6,510.75
1 ½" (3.3 ERU).....	\$12,983.30
2" (5.3 ERU).....	\$20,780.90
3" (11.7 ERU).....	\$45,498.80
4" (20 ERU).....	\$77,976.15
6" (41.7 ERU).....	\$162,424.80

2. Meter charge (not including installation)

Meter Size

¾"	\$ 550
1"	\$ 700
1 ½"	\$ 1,000
2"	\$ 1,500
3"	Provided by contractor per City Specifications
4"	Provided by contractor per City Specifications
6"	Provided by contractor per City Specifications

3. Water service connection charges

a. Installation Labor, Equipment, and Administrative charges	\$1,172.30
(Excavation and restoration are contractor/owner responsibility)	

b. Titus Road Connection Charge (No Expiration)\$225

Note: Titus Road: Beginning at north property line of lot 2, SS 3264 to north end of Aldea Village

4. Utility Reimbursement Agreements

- a) DNR, LLC Utility Reimbursement Agreement (URA) (see DNR, LLC agreement for flat fee as identified for various parcels, this flat fee includes the 10% administrative fee as defined in the URA. – Expires 9/30/2031)
- b) Cascade Medical Center (CMC) Utility Reimbursement Agreement (URA) (see CMC agreement for flat fee as identified for various parcels, this flat fee includes the 10% administrative fee as defined in the URA. – Expires 9/29/2031)

5. Local Facility Charges

- a) Chumstick Connection Charge (See Ordinance 1556 – No Expiration)\$1,333

6. Irrigation meter - An irrigation meter fee is the same as a meter charge. No additional buy-in fee will be charged if the property already has a meter, and the irrigation represents no increase in water use based on billing data.

7. Upon receipt of proof of payment (canceled check), a credit equal to the cost of construction of water main line extension dedicated to the City will be reduced from the “System Development Charge” not to exceed the value of one ERU. This credit shall be applied to subdivisions which create two to four lots.

Residential Water Rates

8. The monthly minimum residential charge includes an allowance of 7,500 gallons per month per meter. Qualifying low-income senior and disabled citizens receive a discount off the monthly minimum residential charge. To qualify for the discount, applicants must be 62 years of age or older or disabled, and must have a total household income of \$30,000 per year or less. To qualify for the additional hardship low-income senior or disabled discount, you must have an income of \$15,000 or less per year with no other assets, to apply for either discount, applicants must fill out and return an application for a utility discount, for review and approval by the City.

a. Inside city limits

- i. ¾” meter.....\$77.36
- ii. Qualified low-income seniors or disabled\$37.89
- iii. Additional hardship low income seniors or disabled.....\$19.73
- iv. 1” meter.....\$77.36
- v. 1 ½” meter.....\$251.94

b. Outside city limits (rates are 25% higher than inside city rates)

- i. ¾” meter.....\$96.70
- ii. Qualified low-income senior or disabled\$47.36
- iii. Additional hardship low-income seniors or disabled.....\$24.66
- iv. 1” meter.....\$96.70

- v. 1 ½” meter.....\$314.93
- c. Overage: For water use above the allotted 7,500 gallons per month. The following overage rates shall apply for the total amount of water used per month:
 - i. 0 - 7,500 \$0 per 1,000 gallons
 - ii. 7,501 – 15,000.....\$1.08 per 1,000 gallons
 - iii. 15,001 – 25000 \$2.38 per 1,000 gallons
 - iv. Above 25,000.....\$2.95 per 1,000 gallons

Multifamily (3 units or more) Water Rates

9. The monthly minimum multifamily charge includes an allowance of 7,500 gallons per month per meter. Base rates are based on a monthly unit charge, regardless of size of meter, multiplied by the number of units.

- a. Inside city limits – monthly unit charge.....\$17.87
- b. Outside city limits (rates are 25% higher than inside city rates) – monthly unit charge\$22.34
- c. Multifamily overage: For water use above the allotted 7,500 gallons per month. The following overage rates shall apply for the total amount of water used per month:
 - i. 0 – 7,500.....\$0 per 1,000 gallons
 - ii. Above 7,500.....\$1.28 per 1,000 gallons

Commercial Water Rates

10. The monthly minimum commercial charge includes an allowance of 7,500 gallons per month per meter.

- a. Inside city limits - monthly minimum charge per meter:
 - i. ¾” meter.....\$45.48
 - ii. 1" meter\$75.93
 - iii. 1 ½” meter\$151.41
 - iv. 2" meter\$242.34
 - v. 3” meter\$454.65
 - vi. 2" x 6" fire service meter\$482.30
- b. Outside city limits (rates are 25% higher than inside city rates):
 - i. ¾” meter\$56.85
 - ii. 1" meter.....\$94.91
 - iii. 1 ½” meter.....\$189.26
 - iv. 2" meter.....\$302.93
 - v. 3” meter\$568.31
 - vi. 2" x 6" fire service meter\$602.88

- c. Commercial overage: For water use in the commercial zone above the allotted 7,500 gallons per month, the following rates shall apply to commercial users:
 - i. Inside City Commercial.....\$1.28 per 1,000 gallons
 - ii. Outside City Commercial.....\$1.60 per 1,000 gallons

Miscellaneous fees

- 11. Fire hydrant use fee..... \$7.71 per 100 Cubic Feet / minimum charge of \$10 per day
- 12. Fire hydrant meter installation/removal charge.....\$57.33
- 13. Fire hydrant installation charge \$361.10 inspection and buy in
- 14. Fire flow installation charge\$350.90 (\$222.80 buy-in, \$128.10 inspection)
- 15. Turn on/off charge (during business hours only)
 - a. In City:\$63 each trip
 - b. Outside City:\$77.25 each trip
- 16. Late fee.....\$15
- 17. Late payment turn-on fee\$60 (\$120 for after-hours turn-on)
- 18. Charge to remove / reinstall meter..... \$75 removal or reinstallation
- 19. Installed, with a meter and no consumption (for construction or irrigation purposes only)
 - a. In City:\$23.85
 - b. Outside City:\$29.81
- 21. Customer Requested Meter Test Fee per LMC 13.04.210..... \$15
- 22. Customer Requested Meter Relocation.....Charge based on City standard materials, labor and equipment rates (see section on Fees and Charges for Equipment Rental, Traffic Control, Work in the Right of Way).
- 23. Non-Compliance Fee: Failure to complete required backflow assembly testing within 45 days following three written notices\$500 per Month

Final or closing utility bill: The City does not pro-rate utility bills. Accounts involving new owners, the pro-ration is between the previous owner and the new owner. In the event a previous balance is on the account, the City will make every effort to collect from the previous owner. However, the new owner is ultimately responsible for the bill, as the utility account stays with the property. The City suggests contacting the title company used in the real estate transaction for further remedy. In a landlord-tenant situation the landlord is ultimately responsible for the utility bill.

SANITARY SEWER RATES, FEES, AND CHARGES

The charges that each property owner shall pay to the City for access to the City main shall include a system buy-in charge, a Utility Reimbursement Agreement charge if applicable to the property location, and a charge to cover the cost of labor, equipment, and materials to hook-up.

In 2017 the City Council approved Resolution 20 – 2017 which identified and approved annual percentage rate increases for each utility 2018 through 2022. These utility rate increases are based on the Utility Rate Study that was completed by HDR, Inc. in 2017/2018. 2024 rates have been incorporated on a balanced budget perspective with a new Utility Rate Study anticipated to be completed in 2024 for new 2025 rates. The Utility Rate Study is a review of operating costs, debt service costs and future capital improvement costs; using those numbers annual rates are then calculated to ensure the revenues for each utility equal the expenditure for each utility.

Charges to be paid by new customers to receive service (applicable to all customer classes):

1. System Development Charge (SDC):
 - a. **Residential:** For the purposes of calculating the sewer SDC the definition of an ERU is one residential dwelling unit at 175 gallons per day.
 - b. **Multifamily:** Dwelling units in multifamily residential structures are assigned an ERU value of less than one to reflect the fewer number of occupants typically residing in each unit, and an assumed proportionate resulting reduction in wastewater production (1990 US Census Report and 1996 Comprehensive Plan).
 - c. **Motels, Restaurants, Bars:** ERU's are based on the number of motel rooms and the number of seats respectively as defined in the Washington State Department of Ecology *Criteria for Sewage Works Design*.
 - d. **Other Commercial:** For other types of non-residential sewer connections, each equivalent 3/4-inch water meter is considered one ERU using American Water Works Association defined meter capacity to determine the factor for the number of ERU's for each non-residential meter size above 3/4 inch. In no case shall less than 1 ERU be assigned to any proposed connection.
 - e. **Summary:** Based on the above figures, the following charges shall apply:

Restaurant Category 1 – Take Out / Ice Cream shop / Yogurt shop (no dishwasher, no fryer, no public restrooms less than 400 sq. ft.) (1.0 ERU)\$2,620.40

For Category 1 - Additional square foot areas beyond 400 sq. ft. are calculated at \$6.55/sq. ft.

Restaurant Category 2 – Average Size (If two of the three following criteria apply: dishwasher required, fryer, public restrooms required then restaurant is considered a Category 2) (Up to 1,000 sq. ft. including kitchen, dining area and restrooms) (4.0 ERU) \$10,481.70

Bakery (retail) - (Up to 1,000 sq. ft. including kitchen, dining area and restrooms) (4.0 ERU) \$10,481.70

For Restaurant Category 2 and Bakeries – For additional areas in excess of 1,000 sq. ft. which includes the kitchen and restrooms square footage; the additional square foot areas are calculated at \$6.55/ sq. ft.

Bars - (yes-dishwasher, no food /no fryer, yes-public restrooms) (Up to 1,000 sq. ft. including seating area and restrooms) (1.17 ERU) \$3,065.90

For Bars larger than 1,000 sq. ft as described above - Additional square foot areas are calculated at \$6.55/ sq. ft.

Motel (.5 ERU/Room)\$1,310.15/RM

Over 4 Units (.54 ERU/DU)\$1,414.20/DU

5/8” or ¾” (1.0 ERU, includes single, duplex, 3-plex, 4-plex)\$2,620.45

1” (1.7 ERU)\$4,376.20

1 ½’ (3.3 ERU)\$8,725.90

2” (5.3 ERU)\$13,966.75

3” (11.7 ERU)\$30,580.45

4” (20 ERU)\$52,408.45

6” (41.7 ERU)\$109,166.60

f. Special conditions: For special conditions the city will determine the SDC based on either the ERU table, on estimated wastewater flow, or on a combination of both methods at the city’s sole discretion. Flow will be based on either estimated peak day flow or maximum month average day flow at the sole discretion of the city. Special conditions include the following:

- i. Structures with more than one of the occupancy types listed above.
- ii. As determined by the city upon review of an applicant’s administrative appeal.
- iii. As determined by the city upon its sole judgment that the specifics of the proposed occupancy and/or its characteristics warrant special determination of the SDC.

g. Administrative Appeal: An applicant for sewer connection may appeal the SDC determination to the Mayor or City Administrator within thirty (30) working days of receiving the initial SDC determination from the City. The decision of the Mayor or City Administrator shall be provided within thirty (30) working days of the appeal and shall serve as the final SDC determination.

h. Change of Occupancy Type: If, in the sole judgment of the city, a proposed change in occupancy type for an existing structure already connected to the sewer system will substantially increase the amount or character of wastewater flow over that for the previous occupancy, and the SDC for the proposed occupancy would result in a greater SDC than for the previous occupancy, and the change of occupancy requires a building permit, then the use of the structure for the proposed occupancy type shall be contingent upon payment to the city of an SDC determined in accordance with this resolution. The additional SDC charge shall be added to any city permit fees or charges applicable to the proposed occupancy.

- i. Inspection, patching and administrative charge\$764.39
- j. Titus Road Connection Charge (No Expiration)\$225

Note: Beginning at north property line of lot 2, SS 3264 to north end of Aldea Village

- k. Chumstick Connection Charge (See Ordinance 1556 – No Expiration)\$2,000

Upon receipt of proof of payment (canceled check), a credit equal to the cost of construction of sanitary sewer main line extension dedicated to the City will be reduced from the “System Development Charge” not to exceed the value of one ERU. This credit shall be applied to subdivisions which create two to four lots.

Residential Monthly Rates

2. For monthly sewer rate purposes, each unit of a multi-family dwelling is considered a dwelling unit with a reduced rate per unit. Qualifying low-income senior and disabled citizens receive a discount off the monthly minimum residential charge. To qualify for the discount, applicants must be 62 years of age or older or disabled, and must have a total household income of \$30,000 per year or less. To qualify for the additional hardship low-income senior or disabled discount, you must have an income of \$15,000 or less per year with no other assets, to apply for either discount applicants must fill out and return an application for a utility discount, for review and approval by the City.

- a. Residential Customers:.....\$64.45 per dwelling unit
- b. Multifamily Customers (3 units or more): \$35.52 per dwelling unit
- c. Low-income senior or disabled citizen.....\$36.20 per dwelling unit
- d. Additional hardship low-income senior or disabled.....\$13.44 per dwelling unit
- e. Outside of City limits:.....twenty-five percent (25%) surcharge on the above rates.

Commercial Monthly Rates

3. Base rate: Monthly charge of \$68.60 per Equivalent Residential Unit (ERU) of water used, with a minimum charge of one ERU per month. Water use shall be based on the average monthly water use between October 1 of the previous year and September 30 of the current year. One ERU is equivalent to 7,500 gallons of water use.

4. Food Service Surcharge: An additional surcharge will be assessed to food service establishments with grease fryers to account for the loading of the sewer plant associated with grease. The surcharge shall be seventy-five percent (75%) of the base rate as calculated above, which is equivalent to \$51.45. Food service establishments without an individual water meter (a shared meter) shall be based on a calculation of one ERU per 5 seats or seventy-five percent (75%) of the total water use associated with the shared meter, as decided by the building owner.

5. School District: Monthly charge of \$68.60 per Equivalent Residential Unit (ERU) of water used, excluding irrigation meters and water use in June, July, and August associated with watering ball fields.

6. City Pool: During the months of January through May and October through December when the pool is not in use there will be no sewer rate applied. For the months of June through September, the pool rate charged will be equivalent to 10% of the monthly charge of \$68.60 (Residential Customer Charge) per Equivalent Residential Unit (ERU) of water used will apply.

Water use shall be based on the average monthly water use between October 1 of the previous year and September 30 of the current year. One ERU is equivalent to 7,500 gallons of water use.

Miscellaneous fees

- 7. Late Fee.....\$15
- 8. Non-Compliance Fee: Food Service Establishments without grease traps per month.....\$500

Final or closing utility bill: The City does not pro-rate utility bills. Accounts involving new owners, the pro-ration is between the previous owner and the new owner. In the event a previous balance is on the account, the City will make every effort to collect from the previous owner. However, the new owner is ultimately responsible for the bill, as the utility account stays with the property. The City suggests contacting the title company used in the real estate transaction for further remedy. In a landlord-tenant situation the landlord is ultimately responsible for the utility bill.

STORM SEWER FEES, RATES, AND CHARGES

The charges that each property owner shall pay to the City for Storm Sewer access to the City main shall include a system buy-in charge, and a charge to cover the cost of labor, equipment, and materials to hook-up.

In 2017 the City Council approved Resolution 20 – 2017 which identified and approved annual percentage rate increases for each utility 2018 through 2022. These utility rate increases are based on the Utility Rate Study that was completed by HDR, Inc. in 2017/2018. 2024 rates have been incorporated on a balanced budget perspective with a new Utility Rate Study anticipated to be completed in 2024 for new 2025 rates. The Utility Rate Study is a review of operating costs, debt service costs and future capital improvement costs; using those numbers annual rates are then calculated to ensure the revenues for each utility equal the expenditure for each utility.

Charges to be paid by new customers to receive service (applicable to all customer classes):

1. System Development Charge for Residential & Commercial: (Per ERU) \$1,034.40
2. Street patching and Inspection\$525.14

For System Development Charges, one ERU equates to 4,000 square feet of impervious area. Residential lots developed will be charged as one ERU, unless determined otherwise by the City Engineer. Commercial properties developing an area larger than 4,000 square feet of impervious area will be charged based on the number of ERU's (calculated to one-tenth of an ERU) times the charge for one ERU. Example, if a property has 10,000 square feet of impervious area $10,000/4,000 = 2.5$ ERU's, times the rate per ERU.

Monthly Residential and Commercial Rates

3. For monthly Storm Sewer rate purposes, each unit of a multi-family dwelling is considered a dwelling unit.
 - a. Residential..... \$6.16
 - b. Commercial Low Impact \$6.16
 - c. Commercial Medium Impact \$25.88
 - d. Commercial High Impact.....\$40.67
 - e. Late Fee \$15.00

The rates and service charges shall be based on the service provided and relative contribution of surface and storm water runoff from a given parcel to the storm water control facilities. The average estimated percentage of impervious surfaces on the parcel, the land use classification, the total parcel acreage, and/or measured impervious surface area will be used to determine the relative contribution of surface and storm water runoff from the parcel. For detailed analysis and definitions required for residential and commercial low, medium and high impact rate structures see Leavenworth Municipal Code section 13.90.050.

50% Residential Rebate: For those single-family residential property owners that have addressed
Effective June 1, 2024 per Resolution 11-2024 20 | Page

and provided run off mitigation for the 25-year storm event onsite; a 50% reduction in the Storm Sewer monthly rate is available. Property owner must apply to the City for review and rebate approval. Renewal is required once every five years. Rebate is limited to fees paid after January 1, 2015.

Final or closing utility bill: The City does not pro-rate utility bills. Accounts involving new owners, the pro-ration is between the previous owner and the new owner. In the event a previous balance is on the account, the City will make every effort to collect from the previous owner. However, the new owner is ultimately responsible for the bill, as the utility account stays with the property. The City suggests contacting the title company used in the real estate transaction for further remedy. In a landlord-tenant situation the landlord is ultimately responsible for the utility bill.

GARBAGE RATES, FEES, AND CHARGES

In 2017 the City Council approved Resolution 20 – 2017 which identified and approved annual percentage rate increases for each utility 2018 through 2022. These utility rate increases are based on the Utility Rate Study that was completed by HDR, Inc. in 2017/2018. 2024 rates have been incorporated on a balanced budget perspective with a new Utility Rate Study anticipated to be completed in 2024 for new 2025 rates. The Utility Rate Study is a review of operating costs, debt service costs and future capital improvement costs; using those numbers, annual rates are then calculated to ensure the revenues for each utility equal the expenditure for each utility.

Commercial and Multifamily Residential (Weekday’s pickup)

1. Scheduled Collections - Entitles user to a collection of one container per month multiplied by the number of times per weekday that the garbage is collected.
 - a. 64-gallon tote container: \$44.42 per month multiplied by the number of times per week that the garbage is collected.
 - b. 96-gallon tote container: \$66.53 per month multiplied by the number of times per week that the garbage is collected.
 - c. 96-gallon Bear-resistant tote container when utilized as replacement of a 300-gallon container: \$46.00 per month multiplied by the number of times per week that the garbage is collected.
 - d. 300 Gallon Containers: \$100.86 per month for each 300-gal (1.5 cubic yard) container, multiplied by the number of times per week that the container is emptied.
 - e. Per bag per collection.....\$6.10
 - f. Overloaded 64-gallon tote container\$6.10 per occurrence
 - g. Overloaded 96-gallon tote container.....\$9.05 per occurrence
 - h. Overloaded 96-gallon Bear-resistant tote container.....\$9.05 per occurrence
 - i. Overloaded 300-gallon tote container.....\$16.10 per occurrence
2. Non-scheduled or additional collection of garbage in proper containers (this rate is ½ the monthly weekday rate to account for additional staff time to schedule, collect, and bill; customers can reduce this cost by adding additional days to their regular weekly collection.):

- a. Per 64-gal tote container per collection... ..\$22.21
 - b. Per 96-gal tote container per collection.....\$33.27
 - c. Per 96-gal Bear-resistant tote container per collection.....\$23.00
 - d. Per 300-gal container per collection... ..\$50.43
 - e. Per bag per collection.....\$3.05
3. 300-gallon Container Rental (for garbage) without caster wheels.... \$35.00 /container/ month
 300-gallon Container Rental (for garbage) with caster wheels.... ..\$50.00 /container/ month
 96-gallon Bear-resistant Rental.....\$7.00 /container/ month

Commercial and Multifamily Residential (Weekend’s pickup – 30% increase over weekday)

1. Scheduled collections - Entitles user to a collection of one container per month multiplied by the number of times per weekend day that the garbage is collected.
- a. 64-gallon tote container:..... \$57.75 per month
 - b. 96-gallon tote container:..... \$86.49 per month
 - c. 96-gallon Bear-resistant tote container when utilized as replacement of a 300-gallon container.....\$59.80 per month
 - d. 300-gallon container..... \$131.12 per month
 - e. Per bag per collection.....\$7.93
 - f. Overloaded 64-gallon tote container \$7.93 per occurrence
 - g. Overloaded 96-gallon tote container.....\$11.77 per occurrence
 - h. Overloaded 96-gallon Bear-resistant tote container.....\$11.77 per occurrence
 - i. Overloaded 300-gallon tote container.....\$20.93 per occurrence
2. Non-scheduled collection or additional collection of garbage in proper containers (this rate is ½ the monthly weekend rate to account for additional staff time to schedule, collect, and bill; customers can reduce use of this by scheduling ongoing additional collections on a one-time monthly basis):
- a. Per 64-gal tote container per collection\$28.88
 - b. Per 96-gal tote container per collection.....\$43.25
 - c. Per 96-gal Bear-resistant tote container per collection.....\$29.90
 - d. Per 300-gal container per collection.....\$65.56
 - e. Per bag per collection\$7.93
3. 300-gallon Container Rental (for garbage) without caster wheels..... \$35 /container/ month

300-gallon Container Rental (for garbage) with caster wheels.....	\$50 /container/ month
96-gallon Bear-resistant Rental.....	\$7.00 /container/ month

Commercial Cardboard Service

1. Commercial Cardboard collection: As of July 1, 2018, all commercial accounts will be assessed a monthly fee for the service of cardboard collection depending on the location of the business (See sections a and b).
 - a. Front Street Alley Core – Any business bordering Front Street (South Side)/Commercial Street (North Side) alley from 10th Street traveling west to termination of the alley way (approximately 621 Front Street).
 - b. Stand-Alone Cardboard – Any business/Institution not in the Front Street Alley Core.
2. Front Street Alley Core will be assessed a \$23.46 per month surcharge per each business as defined above in sections a and b. This fee will cover unlimited use of one common 300-gallon cardboard container which will be placed in an approved, specified location within the alleyway. Servicing will take place two times per week, or as needed by the Public Works Department.
3. Stand-Alone Cardboard will be assessed a \$31.28 per month surcharge as defined above in sections a and b. Commercial Stand-Alone Customers will be provided with a 300-gallon container. Servicing will take place one time per week, unless scheduled otherwise by the business or institution.
 - i. Additional Scheduled Pickup.....\$22.70
 - ii. Additional Unscheduled Same Day Pickup.....\$83.49
 - iii. In the event any Commercial Stand-Alone customer within the City permits cardboard to accumulate thereon, or fails to place the same conveniently for loading, the City, at its discretion, may collect and remove such cardboard, and in such case the entire expense of the collection and removal thereof, as determined by the City, shall be charged against such premises, and against the owner or occupant, in addition to the regular charge for collection and disposal of such cardboard.

Containers will be serviced regularly to maintain sanitary and aesthetic conditions. Proper maintenance of the container is to ensure that discarded commercial cardboard pertaining to the business operation is placed securely inside the container. If materials other than recyclable cardboard are discarded in the containers, the City may not service the container until these items are removed. The City of Leavenworth is not responsible for removing refuse or discarded items around the container or enclosure, the commercial customer is responsible for removing the items for the City to continue regular service. In the event any Commercial Stand-Alone customer within the City permits cardboard to accumulate thereon, or fails to place the same conveniently for loading, the City, at its discretion, will remove such cardboard, and in such case the entire expense of the collection and removal thereof, shall be charged against the owner or occupant, in addition to the regular charge for collection and disposal of such cardboard per the current rate and fee schedule.

- a. If recycling containers are contaminated with trash, there is a \$25 fee to have the refuse truck return and re-service the recycle container as trash.
- b. In the event problems persist with the maintenance of the containers by the Commercial Stand-Alone Business, the City reserves the right to remove the recycle container, in which the business will lose the right to this service and must dispose of their materials at their own discretion.

Miscellaneous

The City of Leavenworth is not responsible for spilled trash caused by weather, animals, birds, overfilled containers, or containers with open lids. Any material outside of its container will be billed to the business at a rate of \$55 per hour/per employee (2-hour minimum) used to clean the area. Any equipment deemed necessary for the clean-up will be charged directly to the business at \$100 per hour.

Dirty refuse totes or containers: Customers are responsible for keeping their City issued refuse totes and containers clean and sanitary. If you wish to have the City clean your existing tote or container, there is an additional fee:

- a. 64/96-gallon Tote Container Cleaning Fee.....\$27.56
- b. 300-gallon Container Cleaning Fee\$55.17

Damaged or lost totes or containers replacement fees:

- a. 64/96-gallon Tote Container Replacement Fee\$146
- b. 300-gallon Container Replacement Fee.....\$588
- c. 96-gallon Bear-Resistant Tote Container Replacement Fee.....\$500

Commercial Account/300-Gal Dumpster Surcharge (Street Can Service – non-alley locations).....\$20.33

Late Fee\$15

Bigbelly Street Can per collection.....\$65

Final or closing utility bill: The City does not pro-rate utility bills. Accounts involving new owners, the pro-ration is between the previous owner and the new owner. In the event a previous balance is on the account, the City will make every effort to collect from the previous owner. However, the new owner is ultimately responsible for the bill, as the utility account stays with the property. The City suggests contacting the title company used in the real estate transaction for further remedy. In a landlord-tenant situation the landlord is ultimately responsible for the utility bill.

Additional Charge For Pickup For Noncompliance: In the event any owner or occupant of premises within the City permits garbage to accumulate thereon, and fails or refuses to deposit such garbage in suitable containers in accordance with the provisions of this resolution, or fails to place the same conveniently for loading, the City, at its discretion, may collect and remove such garbage, and in such case the entire expense of the collection and removal thereof, as determined by the City, shall be charged against such premises, and against the owner or occupant, in addition to the regular charge for collection and disposal of such garbage.

CEMETERY RATES, FEES AND CHARGES

Lot Prices

	<u>Inside City</u>	<u>Cascade School District</u>	<u>Outside Cascade S.D.</u>
1. Adult Lots.....	\$787.....	\$840.....	\$1234
2. Youth/Infant Lots.....	\$420.....	\$473.....	\$525
3. 18” x 24” Cremains Lots.....	\$500.....	\$551.....	\$725

***Endowment Care, Vase, Vase Setting fee, & Temporary Markers are all included in the total sale price of the above listed lots.**

4. Niches			
a. First Row (top).....	\$525.....	\$567.....	\$1208
b. Second Row.....	\$500.....	\$541.....	\$1005
c. Third Row.....	\$473.....	\$515.....	\$945
d. Fourth Row.....	\$446.....	\$488.....	\$893

***Endowment Care is included in the total sale price of the above listed lots.**

***The City will allow the burial of one (1) adult casket and one (1) cremain in each burial lot. The City will also allow the burial of two (2) urns per cremains lot.**

5. Companion or extended use, per Niche, Cremains, or burial lot.....	\$275
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Opening and Closing Fees

	<u>Weekday</u>	<u>Saturday</u>
6. Adult/Youth lots.....	\$400.....	\$600
7. Infant lots	\$200.....	\$350
8. Cremains lots	\$175.....	\$350
9. Niches	\$125.....	\$300
10. Disinterment.....	\$650.....	\$800
11. Disinurnment (Ground).....	\$250.....	\$350
12. Disinurnment (Niche).....	\$125.....	\$200

***Winter Burial Surcharge Fee is \$1,500 – This fee is applied to approved winter burials between November 15 and March 31. This fee is applied at the discretion of the Public Works Director when weather conditions allow for winter burials to take place.**

Stone Setting/Miscellaneous

13. Marker Survey Fee.....	\$100
14. Marker Setting Fee.....	\$200
15. Niche Delivery Fee.....	\$100
16. Veterans Bronze Marker Setting.....	No Charge
17. Transfer of Ownership.....	\$25

Payment of Lots

A cemetery lot must be paid for in full before interment. The City will hold a cemetery lot for a purchaser upon receipt of a twenty percent (20%) down payment, provided the balance is paid within one (1) year. A service fee of \$15 shall be charged for the delayed payment.

Repurchase of Lots

In the event that the owner of a lot has been buried elsewhere and the lot is no longer needed, the City will repurchase the lot from the heir(s) at the original cost, minus a \$15 administrative fee. Certification of the owner's death is required prior to the repurchase by the heir(s).

Fees for Additional Services

Fees and costs in addition to those set forth above may be charged for special circumstances requiring additional City staff time, equipment or resources. These costs would be identified by staff when needed and would be presented to the purchaser prior to charging for any services; such additional charges shall be paid in full prior to any interment or disinterment. Fees will be billed at the current rate of \$55 per hour.

**FEES AND CHARGES
FOR EQUIPMENT RENTAL, TRAFFIC CONTROL, WORK IN THE
RIGHT OF WAY**

1. Traffic control signs Deposit Required Rates Listed Below
2. Barricades with flashers Deposit Required Rates Listed Below
3. Wooden barricades Deposit Required Rates Listed Below
4. Traffic cones Deposit Required Rates Listed Below
5. Crew labor cost..... \$55 per hour per employee
6. Overtime labor cost \$82 per hour per employee
7. Heavy equipment (excluding operator) \$100 per hour
8. Right-of-way permit* (temporary limited road/sidewalk closures)\$100
9. Right-of-way permit* (specific for construction work, underground utilities, etc)\$300
10. Utility Extension permit (Water/Sewer/Stormwater)\$300

The City may outsource work to agencies, firms, and individuals at its discretion for any type of the Utility Extension permit related activities i.e. engineers, inspectors. The applicant shall be responsible for all consultant costs.

Deposit Fees for Traffic Control Signs, Barricades (with or without flashers), and Traffic Cones:
 Request for 1-5 signs/barricades/cones\$50
 Request for 6 or more signs/barricades/cones\$150

All such chargeable use of City time and equipment is at the City’s discretion. There is a minimum 4-hour requirement for any requests of city owned and operated heavy equipment.

* If Right-of-way permit is issued for areas that restrict access to paid on-street parking stalls, the applicant will be assessed an additional fee of \$20 per day, per paid on-street parking stall for the duration of the restricted access. In addition, if an applicant or applicant’s contractor fails to obtain an approved Right-of-way permit prior to commencing work, the applicant or applicant’s contractor will be assessed a double permit fee after the fact.

POOL FEES

Day-Use Fees

	PRSA resident	Non-PRSA resident
Under two (2) years of Age	No Fee	No Fee
General Admission (Two (2) years and up	\$6	\$10
Senior Citizen (all swims) *	\$4	\$7
Lap Swim/Water Exercise (non-senior)	\$6	\$10

Season Passes

Family Pass	\$180	\$252
Individual Pass	\$110	\$156
Senior Pass	\$65	\$90

*A Season pass includes access to open swim, lap swim and water exercise classes. Lessons are billed separately.

Swim Lessons

Class lessons	\$ 45/per student	\$50/per student
Private Lessons	\$65 per hour, up to two students per hour fee	

Pool Rental (Must be outside regular pool hours)

Rental charge of \$125 plus \$25.00 per lifeguard, per hour. The number of lifeguards shall be determined by the pool manager or assistant pool manager.

*Senior Citizen: age sixty-five (65) or older, proof of age required.

Swim Teams

Swim Team Prep Fee.....	\$65/per person
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**LEAVENWORTH FESTHALLE & CIVIC CENTER RENTAL AND
DEPOSIT FEES
FOR CALENDAR YEARS 2024 - 2025**

2024 & 2025 Daily Rentals	For-Profit Event	Non-Profit Event
Fri – Sat	\$2,000	\$1,500
Sun – Thu	\$1,200	\$550
Refundable Deposit*	\$2,000	\$2,000
Table / Chair Rental		
Table / Chair Rental	\$300	\$300
Event Set Up (5 hrs)	\$175	\$175
Event Take Down (5 hrs)	\$175	\$175
Event Staffing	\$35 / hour	\$35 / hour
Bartending	\$40 / hour	\$40 / hour
Hired Security	\$35 / hour	\$35 / hour
Post Event Deep Clean*	\$350	\$350
On Site Janitorial	\$50 / hour	\$50 / hour
Audio Video Package	\$150 / per event	\$150 / per event

Private Event / Celebration Daily Rental	
Fri - Sat	\$4,980
Sun - Thu	\$3,380
Refundable Deposit*	\$2,000
<p>All private event / celebration rentals include room rental plus 10 hours for average event support including:</p> <ul style="list-style-type: none"> • 16 hours of use – check in at 8:00 AM; check out at 12:00 AM • Use of Festhalle tables and chairs • Setup and breakdown of Festhalle tables and chairs • Event Staffing (2 x 9 hours) • Facility deep clean and sanitize • Audio Video Package 	

Hourly Rentals:	Sun - Thu
Lobby	\$100 / hour
Main Hall	\$150 / hour
Refundable Deposit*	\$500

*Required for all events

*Failure to return keys will result in additional \$300 fee.

Other fees and charges for services related to the Festhalle rental of equipment, chairs, tables, security, kitchen amenities, and janitorial services may apply and are defined within the Festhalle Rental Agreement.

MISCELLANEOUS FEES AND CHARGES

Dog Licenses

- 1. Spayed/Neutered\$10
- 2. Unaltered\$15
- 3. If paid after March 1st (Spayed/Neutered) (Includes \$10 penalty).....\$20
- 4. If paid after March 1st (Unaltered) (Includes \$15 penalty)\$30

NSF / EFT Fee.....\$45

Credit Card Convenience Fee.....3% per transaction

Invoice Late Fee (except for utility billing and parking).....12% per Annum

Copy and Transcription Services

Printed Copies.....\$0.15/page

Scanned into Electronic Format.....\$0.10/page

Documents Provided Electronically \$0.05/4 files or attachments

Electronic Transmission Fee.....\$0.10/Gigabyte

Cassette Tape, USB or CD CopyCity Actual Cost

The City adheres to rules pertaining to RCW 42.56.120(2)(b), (c), and (e) The Public Records Act and as such finds that calculating actual costs would be unduly burdensome; therefore, utilizes the option to charge the above fees per said RCW sections. The City reserves the right to amend changes to this schedule as amended by RCW. The City reserves the right to outsource copying of materials and transcription of tapes. If materials are outsourced, the actual cost for copying and transcription billed to the City shall be the cost reimbursed to the City by the requestor.

Fax Services

First page.....\$2

Additional page..... \$.50/each

Consumer Price Index (CPI)

A general rule of the City’s various contracts and agreements may include language for a CPI adjustment on an annual basis. The City will incorporate the use of the Seattle CPI-U for all Urban Consumers when incorporating such language.

City Hall Room Rental Fees

Hourly Fee.....\$25

Hourly Fee After Hours.....\$50

* The City Council and/or City Administrator may reduce certain Room Rental fees upon request.

Commercial River Access Permit Fees

Application Fee.....\$125
Refundable Deposit.....\$250

Rafting

Commercial Rafting Launch/Take Out Fee.....\$3 per passenger

Tubing, Kayaking, Paddle Boarding

Commercial Tubing Launch/Take Out Fee\$4.50 per passenger

Other Licenses / Permits

Business Licenses:

Number of Persons

1 to 12\$115

13 and Over\$300

Penalty within one month of city notification of delinquency..... 50 % of license fee

Penalty after one month of city notification of delinquency..... 100% of license fee

Temporary Business License (up to 4 months).....\$25 per month

Peddler License (non-profits exempt)\$50

Transient Business.....\$100

Temporary change of occupancy number.....\$100

Vehicle for Hire Licenses:

Motorized vehicle for hire license initial application:\$500

Any new business, part year after January 1 to June 30 ½ Rate

Penalty after July 31 but on or before August 31 50 % of license fee

Penalty after August 31 100% of license fee

Licenses are renewed on or before July 1 of each year at a rate of \$75 per year, per vehicle.

Non-motorized vehicle for hire license:

Non-Motorized vehicle for hire license initial application:\$500

Any new business, part year after January 1 to June 30 ½ Rate

Penalty after July 31 but on or before August 31 50 % of license fee

Penalty after August 31 100% of license fee

Licenses are renewed on or before July 1 of each year at a rate of \$75 per year, per vehicle.

Special Use Permits:

Special Use Permit fee (when not specified in the Leavenworth Municipal Code)	\$200
Special Use Film Permits	\$500 application review, plus \$50 per hour for staff time (review and support activities). Additionally, City may require bonding for cleaning/restoring any public space/right-of-way.
Special Use Permit Renewals (completed within 30-days of expiration)	\$50
Special Use Permit Renewals (completed after 30-days of expiration)	\$150
Park Facility (Front Street Gazebo) Private Use Fee.....	\$125
City Park Right-of-Way Square Footage Rate per Square Foot per month.....	\$0.50
Street Right-of-Way (Festival use) Square Footage Rate per Square Foot per month.....	\$0.50
Offering and/or selling of goods or services in public places and/or street license (year).....	\$50
Festival Fee per LMC 5.38.060.....	\$125
Sidewalk Right-of-Way Square Footage Rate per Square Foot per month.....	\$0.75 cents
Liquor Control Board Demarcation Marker	\$15.00 each
Demarcation Marker placement or repair.....	\$100.00 per occurrence
Street Right-of-Way (Outdoor seating) Square Footage Rate per Square Foot per month.....	\$1.50
Right-of Way Permit for Street Closure.....	\$125
Festival Food Booth (100 Square Feet) in the Right-of-Way (street or park) up to 30 days.....	\$100

Leasehold Excise Tax: Special Use Permits that exceed \$250, all necessary fees combined, are subject to the State Leasehold Excise Tax of 12.84% that will be added in addition to the fees of the Special Use Permit unless otherwise exempt under WAC 458-29A-400.

The City Council and/or City Administrator may reduce certain Special Use Permit fees upon request.

PARKING LOT, METER, AND PERMIT FEES

Parking lot, meter, and permit hours and fees are detailed in the tables below. Permit parking is permitted only in specified stalls in designated parking lots, and enforcement of permit parking shall apply to designated areas owned, leased, managed, or maintained by the City. The Chelan County Sheriff and Mayor’s Designee are authorized to issue infraction notices for parking infractions that are in violation of any parking regulations within the Leavenworth Municipal Code (LMC). All cars parked in violation of the parking regulations within the LMC are subject to towing and parking infraction fee(s) as identified below.

Paid Parking Permits

<u>Lot</u>	<u>Monthly Fee</u>
Blewett (P2)	\$139
Freund Lot (P5 / Pool)	\$100
Residential Zones	\$ 0

Parking Lot Fees

<u>Parking Lot</u>	<u>Hourly Fee</u>		<u>Daily Rate Fee</u>			
	<u>Min</u>	<u>Max</u>	<u>Min</u>	<u>Max</u>		
Aasgard (P1)	\$1	\$4	\$10	\$30		
Blewett (P2)	\$1	\$4	\$10	\$30		
Colchuck (P3)	\$1	\$4	\$10	\$30		
Dragontail (P4)	\$1	\$4	\$10	\$30		
Enchantments (P7 / City Hall)	-	-	-	-		
Freund (P5 / Pool)	-	-	-	-		
Glacier (P6 / DOT)	-	-	-	-		

Meter Parking Fees

<u>Meters</u>	<u>Hourly Fees</u>	
	<u>Min</u>	<u>Max</u>
Metered Parking	\$1	\$4.50

Parking Infraction Fees

<u>Fee</u>	<u>Amount</u>
Parking Infraction (paid w/in 48 hours of issuance)	\$39
Parking Infraction (paid between 48 hours and 15 days of issuance)	\$49
Parking Infraction Late Fee (if not paid within 15 days of issuance)	\$25
Parking Infraction Late Fee (if not paid within 45 days of issuance)	\$25

Parking Delinquent Special Collections Fees

If the penalty imposed for any Parking Infraction Fee is not paid within seventy-five (75) days of the date it was imposed, the total amount owed for all Parking Infraction Fees may be turned over to a collection agency for collection and may be subject to an additional surcharge imposed by the collection agency.

Other Parking Regulations

1. All parking lots have hours of 7:00 am – 3:00 am.
2. All parking lots are subject to lot-specific rules detailed below and posted on signs in each lot.
3. Overnight parking is not permitted in City-owned lots, with the exception of:
 - a. Glacier lot (see 8. below)
4. The City allows a grace period of fifteen (15) minutes prior to enforcing payment for any parking stall in lots or on-street, not including restricted loading zones, permit stalls, or marked no parking areas.
5. No camping or sleeping in vehicles (including RVs and vans) is permitted in City owned lots or on City Street right-of-way.
6. Freund Parking Lot
 - a. No fee is required for use of the parking stalls unless a vehicle is parked in a designated permit parking stall.
 - b. During Pool Season (Memorial Day to Labor Day), the Freund parking lot outside parking lanes may be designated for pool patrons only.
 - c. All time restrictions on parking are posted on signs in the lot.
 - d. Permit and staff stalls restricted and license plate enforced
7. Enchantments Parking Lot
 - a. No fee is required for use of the parking stall.
 - b. All time restrictions on parking are posted on signs in the lot.
 - c. Individual lot signs alert motorist to stall restrictions.
8. Glacier Parking Lot
 - a. No fee is required for parking in this lot unless a vehicle is parked in a designated permit parking stalls or area, or a vehicle is considered a “large vehicle.”
 - b. Large vehicle parking is permitted in designated areas and may be subject to a daily fee paid through the City’s Paid Parking Program system.
 - c. Large Vehicle parking is only for vehicles that occupy more than one standard parking stall of 8’6” in width and 17’6” in depth. (e.g. RVs, Trucks & Trailers, Busses, etc.).
 - d. RV Parking (without camping) is available in designated parking stalls or area for large vehicle parking for a maximum of 24 hours within a consecutive 7-day time period.
 - e. On an emergency basis, Glacier lot may be used for large vehicle or other parking needs when Stevens Pass is closed.
9. Metered and Lot parking rates to be determined within the rate min/max or lower than the rate minimum by City Administration without notice.
10. Holiday and Festival rates to be determined by City Administration without notice.