

NOTICE OF CITY COUNCIL MEETING

The City Council of the City of King City will hold a **Regular Session at 5:30 PM**, Wednesday, September 16, 2020, by teleconference at City Hall 15300 SW 116th Ave, King City, Oregon 97224 – Please see instructions below.

Posted Date: Wednesday, September 9th, 2020 at 3:00 PM

Location: (teleconference – Email comments to rsmith@ci.king-city.or.us)

The King City Council will hold a meeting on Wednesday, September 16, at 5:30 PM.

Councilors will be calling into the meeting via conference call. Members of the public will be able to listen to the meeting on the teleconference line or watch the meeting via video link. Minimal staff will be in the City Hall Conference Room, 15300 SW 116th Ave, King City, Oregon 97224. To avoid the potential spread of the COVID-19 virus, members of the public will not be allowed in the room. The packet can be found online at: http://www.ci.king-city.or.us/government/mayor_and_council/agendas_and_minutes.php#

The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. The public can participate by emailing public comments to City Recorder at rsmith@ci.king-city.or.us or leaving a voicemail that can be played during the meeting. The audio/Video recording of the meeting will be posted to the City website within two to three days of the meeting.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86335547229?pwd=OXhJY0h5V1h5ZWl3SU45bmhtcFRjUT09>

Meeting ID: 863 3554 7229

Password: 923757

One tap mobile

+12532158782,,86335547229# US (Tacoma)

+13462487799,,86335547229# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

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Meeting ID: 863 3554 7229

Find your local number: <https://us02web.zoom.us/j/86335547229?pwd=OXhJY0h5V1h5ZWl3SU45bmhtcFRjUT09>

Live broadcast coverage of the King City Council Meetings can now be seen on TVCTV cable channel 30 and live-streaming on [MACC TVCTV's](#) YouTube page.

{Next Page for Agenda}

AGENDA		Action Item
REGULAR SESSION		
<i>Moment of Silence</i>		
5:30 PM	<ol style="list-style-type: none"> CALL TO ORDER ROLL CALL APPROVAL OF MINUTES: 3.1 April 1, 2020 	Time: M S A
5:40 PM	4 SPECIAL PRESENTATION: None	
5:40 PM	5 OPEN FORUM: We welcome public comment. At this time, the Council will be happy to receive your comment pertaining to items on the agenda (including, questions, suggestions, complaints, and items for the future.). Each person's time will be limited to three minutes.	
5:50 PM	6. UNFINISHED BUSINESS: NONE	
5:50 PM	7. NEW BUSINESS: 7.1 Public Hearing – King City Building Inspection Program Fee modification.	M S A
	7.2 Discuss and consider Resolution R-2020-18 A RESOLUTION REVISING FEES, CHARGES, FINES, AND ASSESSMENTS OF THE CITY OF KING CITY, OREGON, AND RESCINDING RESOLUTION R-2020-03.	M S A
	7.3 Discuss and Consider Implementation of Caselle Hosted Software and Service Proposal	M S A
	7.4 Discuss and consider Pride Disposal & Recycling Company Proposed Rates for January 1, 2021	M S A
6:30 PM	8. POLICE CHIEF'S REPORT	
6:35 PM	9. CITY MANAGER'S REPORT	
6:40 PM	10. MAYOR'S AND COUNCILOR'S REPORTS	
7:30 PM	11. ADJOURN	M S A
NEXT MEETING		Time:
OCTOBER 21ST, 2020, REGULAR MEETING		
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 in advance of the meeting to Ronnie Smith, City Recorder, 503-639-4082.		
M=Motion S=Second A=Action		

3. APPROVAL OF MINUTES:

3.1 April 1, 2020

**CITY OF KING CITY
CITY COUNCIL MEETING MINUTES**

Call to Order: A regular meeting of the King City – City Council was held on ZOOM and at the City Hall in the Council Chamber with limited staff due to COVID-19: located at 15300 SW 116th Ave, King City, Oregon, beginning at 2:00 P.M. on Wednesday, April 1, 2020. Mayor Gibson requested a moment of silence then proceeded to call the meeting to order at 2:01 P.M., followed by roll call and the Pledge of Allegiance

Roll Call:

[Video time 1:11](#)

The following City Council members were present:

Mayor Ken Gibson
Councilor Smart Ocholi
Councilor David Platt
Councilor Jaimie Fender
Councilor Micah Paulsen
Councilor Gretchen Buchner
One Seat Vacant

Absent:

Staff present included:

City Manager (CM) Mike Weston
City Recorder (CR) Ronnie Smith
Chief of Police (CP) Ernie Happala,
Peter Watts (LC) Legal Council
Keith Liden (CCP) City Contract Planner
LT Brian Sigler Police Officer

Staff added the following to the agenda

8.4 Ponderosa Pines update;

8.5 MOU Clearwater services, Tigard, Metro, and King City

Agenda Item 4: Approval of Minute: None at this time

Agenda Item 5: Special presentation: None

Agenda Item 6: Open Forum:

[Video time 3:46](#)

Mayor Gibson opened public comment on any item on the agenda (including questions, suggestions, complaints, and items for future agenda) and stated each person's time would be limited to three minutes.

None

Agenda Item 7: Unfinished Business: None

[Video time 4:16](#)

Agenda Item 8: New Business:

[Video time 4:18](#)

**8.1 Resolution 2020-04: A RESOLUTION DECLARING THAT A
STATE OF EMERGENCY WITHIN THE CITY OF KING CITY**

Staff and Council discussed the current state of COVID-19.

[Video time 10:41](#)

**MOTION MADE BY COUNCILOR FENDER TO APPROVE
RESOLUTION NO. 2020-04, SECONDED COUNCILOR PAULSEN**

ROLL CALL VOTE:

Mayor Ken Gibson – Yes
Councilor Jaimie Fender - Yes
Councilor Micah Paulsen - Yes
Councilor Smart Ochoi - Yes
Councilor Gretchen Buehner – Yes
Councilor David Platt - Yes

**6-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED
THE MOTION CARRIED 6 -0.**

[Video time 12:48](#)

**8.2 Resolution 2020-05 A RESOLUTION SUPPORTING OREGON
GOVERNOR KATE BROWN EXECUTIVE ORDER 20-11 A
TEMPORARY MORATORIUM ON RESIDENTIAL EVICTIONS FOR
NONPAYMENT, IN RESPONSE TO CORONAVIRUS OUTBREAK.**

City staff and council members briefly discussed Gov. Brown's Temporary moratorium on residential evictions on nonpayment.

[Video time 18:31](#)

**MOTION MADE BY COUNCILOR BUEHNER TO APPROVE
RESOLUTION NO. 2020-05, SECONDED COUNCILOR FENDER.**

ROLL CALL VOTE:

Councilor Smart Ochoi - Yes
Councilor Gretchen Buehner – Yes
Councilor Micah Paulsen - Yes
Councilor David Platt - Yes
Councilor Jaimie Fender - Yes
Mayor Ken Gibson – Yes

**6-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED
THE MOTION CARRIED 6 -0.**

[Video time 21:04](#)

8.3 Discuss and consider on Local Business Resource

CM Weston mentioned that other cities are working on providing resources for local businesses to help out during the COVI-19 pandemic.

Staff presented the CARES act handout.

Staff will investigate other economic resources.

[Video time 56:57](#)

8.3 OR99W Tualatin River NB Bridge

Keith Linden gave a short presentation on the noise variance from the Tualatin River Northbound bridgework that ODOT will be doing in late summer. The Council and staff approved the noise variance for the bridgework.

[Video time 1:08:00](#)

8.4 Ponderosa Pines update

Keith Liden gave a brief update on the current Ponderosa Pines Development.

[Video time 1:18:44](#)

8.5 MOU Clearwater services, Tigard, Metro, and King City

CM Weston presented an MOU for the coordination of Planning efforts for River Terrace South and King City West Areas. This MOU is between Washington County, Metro, Clean Water Services, City of Tigard, and City of King City.

[Video time 1:23:52](#)

MOTION MADE BY COUNCILOR BUEHNER TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN WASHINGTON COUNTY, METRO, CLEAN WATER SERVICES, CITY OF TIGARD AND CITY OF KING CITY FOR COORDINATION OF PLANNING EFFORTS FOR RIVER TERRACE SOUTH AND KING CITY WEST AREAS, SECONDED COUNCILOR OCHOLI.

ROLL CALL VOTE:

Councilor Smart Ocholi - Yes
Councilor Gretchen Buehner – Yes
Councilor Micah Paulsen - Yes
Councilor David Platt - Yes
Councilor Jaimie Fender - Yes
Mayor Ken Gibson – Yes

**6-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED
THE MOTION CARRIED 6 -0.**

Agenda Item 9:

Police Chief's Report

[Video time 1:25:09](#)

The DEA Drug Take-back is canceled.

National Night out was rescheduled for October 6.

The Shred event is canceled.

Several temporary policies have been placed due to COVID-19.

Agenda Item 10:

City Manager's Report

[Video time 1:25:09](#)

No Report at this time.

Agenda Item 11:

Mayor and Councilor's Reports

[Video time 1:27:47](#)

- Councilor Fender – The KCCA is canceling the July 4 event, attended meetings with the Mayor and State officials.
- Councilor Buehner – CPO4K is canceled, most of the meetings in the metro area have been canceled.

- Councilor Platt – The highlands HOA held a virtual meeting and has canceled all events.
- Councilor Paulsen – attended a CDBG meeting a few weeks ago. He also mentioned that CDBG would be having a virtual meeting on April 9.
- Councilor Ocholi – No Report
- Mayor Gibson – mentioned that he has been on conference calls all week long (LOC on Fridays, Washington County on Mondays, Wednesdays, and Friday.)

Staff and Council briefly discussed the annexation process is on hold due to COVID-19 health concerns.

Staff and Council also talked about the upcoming election and what candidates are going to do to get signatures.

Agenda Item 12: Adjournment

COUNCILOR PAULSEN MOVED TO ADJOURN THE MEETING, COUNCILOR BUEHNER SECONDED, THE MEETING ADJOURNED AT 4:01 P.M.

Respectfully Submitted by:

Attested by:

Ronnie Smith
City Recorder

Mike Weston
City Manager

7.1 Public Hearing – King City Building Inspection Program Fee modification.

MEMORANDUM

To: City Council

From: Ronnie Smith, City Recorder,
David Flemings, C.B.O. Code Services Manager at Clair Company, Inc.

Subject: Proposing to make modifications to the Building Inspection Program Building

Date: September 16th, 2020

GENERAL INFORMATION

The City of King City has one of the lowest permanent tax rates of other municipalities at \$1.56 p/1000. Additionally, most of our tax base comes from homes that were built before the 1980s. The resulting effect is a revenue generation of approximately 100-400 dollar s' per household. This scenario creates very tight budget constraints and does not allow the City to operate as effectively as we would desire.

The City of King City provides a full range of municipal services to the community, including police protection, traffic control, street maintenance and improvement, planning and zoning regulation, building inspection, and regulation. It is the policy and practice of the City to require the discernment and recovery of certain city costs from fees and charges levied in providing various services, products, and regulations.

Since 2006 the City of King City has not revised or reviewed the Building Inspection Program fees.

King City is proposing a 20% increase to all building and electrical permit-related fees, including structural, plumbing, electrical, mechanical, and related fees. The proposed fee changes are necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and to maintain our current levels of permit, plan review, and inspection services. Additionally, to maintain program funding, permit-related fees are proposed to automatically be adjusted biennia on July 01 by a rate equivalent to CPI-work the next three biennia. For example, Rates will automatically increase on July 1, 2022, July 1, 2024, and July 1, 2026.

CRITERIA

OAR 918-020-0220

ORS 455.210

AGENCY COMMENTS

No Agency has commented.

FINDINGS AND CONCLUSIONS

As the City is allowed by law to establish fees, charges and fines that may be assessed for services and materials supplied by the City Staff, or for costs that may be incurred by the City on behalf of any member of the public, or that may be assessed as a fine and prudent use of the City's financial resource requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested

The increase is broken into two items base fee and City surcharge

Base Fee:

Staff used a mean average formula to calculate the 20%. The annual CPI index for the Portland area runs at an average of about 2.2% per year. The City's last overall fee increase for building permits was in 2006. At a mean average of 2.2% per year over the last 14 years, the City would need to increase fees by $\approx 31\%$ to keep up with the cost of living. An increase of that magnitude is not as practical as to the impact that it would have on projects in the planning stages. The City thereby subtracts the potential increase from 2008 – 2012 due to the depression during that time. With the subtracted rate increasing for those five (5) years, we arrived at approximately 20% increase at this time to help catch up with the lack of fee increases over the last 14 years and help cover program service costs.

Surcharge:

The City surcharge is designed to help recoup all the costs incurred to do normal business with the City.

The City's Formula is broken into detail below.

1. **Staff time:** For each permit application, it is estimated to be twenty (20) minutes to process. The hourly cost to the City is \$44.02 dollars per Hour for Permit Tech time. Formula: (44.02×0.33)
2. **Xpress Bill Pay E-payment, Equipment, services:** We are using a third party called Xpress Bill Pay via Caselle; the fees are broken down accordingly. The costs are \$19.00 for Monthly service fee from Xpress + \$75.00 for Support, Maintenance, and Hosting by Xpress + the purchase of two CC Swiping terminals \$75.00 + \$75.00 plus one (1) hour IT time \$125.00 divided 50 applications than divided by eight Departments.
Formula: $= (((19+75) \times 12 + 275) / 50) / 8$
3. **Equipment (computers):** the fees are based on the following two computers at the price of \$1500 plus 2 hours of IT time $(125 \times 2) = \$3250$. We divided 50 applications than divided by the eight Departments.
Formula: $= (3250 / 3 / 50)$
4. **Implementation of the Caselle:** Is calculated by taking the per month hosted maintenance & support for four workstations \$,2690.00/month, multiplied by 12 months; then, we added the \$34,550 for the total implementation of Caselle. We divided that charge by ten years. We awe than divided that by 8eight departments, then divided by 50 applications. Formula: $= ((2690 \times 12 + (34550 / 10)) / 8) / 50$

We Rounded up to the nearest dollar for the city surcharge fee. For example, the above city surcharges equal \$56.61; we rounded down to \$56.00 per permit.

RECOMMENDATION

Based on the facts, findings, and conclusions above, the staff is recommending that the City Council hear public testimony, discuss and consider approving the fees as stated in the attached documents.

ATTACHMENTS

Notice to the State of Oregon – Proposed modifications to the Building Inspection Program Building
Permit Fee Schedule

July 27, 2020

Shannon Flowers, Senior Policy Analyst
Oregon Department of Consumer & Business Services
Building Codes Division
P.O. Box 14470
Salem, OR 97309-0404

Re: King City Fee Update Notification

Per OAR 918-020-0220 and ORS 455.210, the purpose of this letter is to notify the State Building Codes Division that the City of King City is proposing to make modifications to the Building Inspection Program Fee Schedule effective October 1, 2020. King City last raised permit fees in 2005.

King City is proposing a 20% increase to all building and electrical permit-related fees, including structural, plumbing, electrical, mechanical, and related fees. The proposed fee changes are necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and to maintain our current levels of permit, plan review, and inspection services. Additionally, to maintain program funding, permit-related fees are proposed to automatically be adjusted biennia on July 01 by 2.5% for the next three biennia. *For example, July 1, 2022, July 1, 2024, and July 1, 2026.*

Attached is our proposed fee schedule to be presented to the King City Council on Tuesday, September 16, 2020, at 5:30 PM, Councilors will be calling into the meeting via conference call. Members of the public will be able to listen to the meeting on the teleconference line or watch the meeting via video link. Minimal staff will be in the City Hall Conference Room, 15300 SW 116th Ave, King City, Oregon 97224. To avoid the potential spread of the COVID-19 virus, members of the public will not be allowed in the room.

The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. The public can participate by emailing public comments to City Recorder at rsmith@ci.king-city.or.us or leaving a voicemail that can be played during the meeting. The audio/Video recording of the meeting will be posted to the City website within two to three days of the meeting. Meeting details can be found at http://www.ci.king-city.or.us/government/public_notices/hearings.php

Join Zoom Meeting:

Meeting ID: 863 3554 7229

Password: 923757

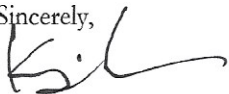
Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

If you have any questions or need additional information, please call Ronnie Smith, City Recorder at 503-639-4082.

Sincerely,



Kenneth Gibson

Mayor

503-639-4082

KG/rls

Encl: Proposed Fee Schedule



City of King City
 15300 SW 116th Avenue
 King City, OR 97224-2693
 Phone: 503-639-4082
 Fax: 503-639-3771

Structural Permit Fee Schedule

1. Building Permit Fees shall be as follows	
Total Valuation	Fee
\$1.00 - \$2,000	\$62.50 77.50
\$2,001 - \$25,000	\$62.50 77.50 for the first \$2,000 in value plus \$9.60 11.52 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$283.30 342.46 for the first \$25,000 in value plus \$7.50 9.00 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$470.80 567.46 for the first \$50,000 in value plus \$5.47 6.56 for each additional \$1,000 or fraction thereof
\$100,001 - \$250,000	\$744.30 895.46 for the first \$100,000 in value plus \$3.90 4.68 for each additional \$1,000 or fraction thereof
\$250,001 - \$600,000	\$1,329.30 1,597.46 for the first \$250,000 in value plus \$3.85 4.62 for each additional \$1,000 or fraction thereof
\$600,001 - \$1,200,000	\$2,676.80 3,214.46 for the first \$600,000 in value plus \$3.51 4.21 for each additional \$1,000 or fraction thereof
\$1,200,001 - \$2,000,000	\$4,782.80 5,740.46 for the first \$1,200,000 in value plus \$2.73 3.28 for each additional \$1,000 or fraction thereof
\$2,000,001 and up	\$6,966.60 8,364.46 for the first \$2,000,000 in value plus \$2.72 3.26 for each additional \$1,000 or fraction thereof.
2. State Surcharge	12% of the building permit fee
3. City Surcharge Fee	\$56.00 per permit
4. Building Plan Review Fee	65% of the building permit fee
5. Fire and Life Safety Plan Review Fee	When required, Fire and Life Safety plan review shall be 40% of the building permit fee
6. Solar Installation Permit Fee	a) Prescriptive system installation permit fee - \$150 180 b) Non-prescriptive systems shall have permit fees and plan review calculated in accordance with the above fee schedule
7. Phased Projects	\$200.00 240.00 plus 10% of the total project building permit fee not to exceed \$1,500 for each phase.
8. Deferred Submittals	65% of the building permit fee calculated according to OAR 918-050-0110 (2) and (3) using the value of the particular deferred portion or portions of the project, with minimum fee of \$200.00 240.00 . This is in addition to the project plan review fee based on the total project valuation.
9. Residential Fire Suppression Permits (Stand Alone System) <i>See plumbing permit for multipurpose or continuous loop system</i>	0 to 2,000 square feet - \$115.00 138.00 2,001 to 3,600 square feet - \$160.00 192.00 3,601 to 7,200 square feet - \$220.00 264.00 7,201 square feet and greater - \$309.00 370.80
10. Other Inspections and Fees	<ul style="list-style-type: none"> Re-inspection fee - \$85/inspection Each additional inspection over the allowable - \$85/inspection Inspections for which no fee is specifically indicated - \$85/inspection Investigation fee - \$85/hour Additional plan review - \$89 85/hour Inspections outside normal business hours - \$127.50/hour (minimum charge of 2 hours)



Manufactured Dwelling Permit Fees

Manufactured Home Placement Permit (includes plan review) ~~\$257.80~~ 309.36

State Manufactured Home Fee - \$30

State Surcharge – 12 %



Mechanical Permit Fee Schedule (page 1)

Commercial Fee Schedule	
Total Valuation	Fee
\$1.00 - \$5,000	\$72.50 87.00
\$5,001 to \$10,000	\$72.50 87.00 for first \$5,000 and \$1.52 1.58 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 to \$25,000	\$148.50 166.00 for first \$10,000 and \$1.54 1.60 for each additional \$100 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$379.50 406.00 for first \$25,000 and \$1.45 1.51 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 and up	\$742 783.50 for first \$50,000 and \$1.20 1.25 for each additional \$100 or fraction thereof
Residential Fee Schedule	
Heating/Cooling	
Furnace up to 100,000 BTU (including ducts and vents)	\$14 16.80
Furnace 100,000 BTU and over (including ducts and vents)	\$17.40 20.88
Floor furnace (including vent)	\$14 16.80
Air conditioner	\$14 16.80
Heat pump	\$14 16.80
Mini-split system	\$14 16.80
Ductwork	\$14 16.80
Hydronic hot water system	\$14 16.80
Residential boiler (radiator or hydronic)	\$14 16.80
Unit heaters (fuel-type, not electric), in-wall, in-duct, suspended	\$14 16.80
Suspended heater, wall heater, or floor mounted heater	\$14 16.80
Flue / vent for any of above	\$10 12.00
Repair units	\$12.15 14.58
Vent not included in appliance permit	\$6.80 8.16
Other heating / cooling	\$14 16.80
Other Fuel Appliances	
Water heater	\$10 12.00
Gas fireplace	\$10 12.00
Flue vent for water heater or gas fireplace	\$10 12.00
Log lighter (gas)	\$10 12.00
Wood / pellet stove	\$10 12.00
Wood fireplace / insert	\$10 12.00
Chimney / liner / flue / vent	\$10 12.00
Other fuel appliances	\$10 12.00
Environmental Exhaust & Ventilation	
Range hood / other kitchen equipment	\$10 12.00
Clothes dryer exhaust	\$10 12.00
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)	\$6.80 8.16
Attic / crawlspace fans	\$10 12.00
Other environmental exhaust & ventilation	\$10 12.00
Fuel Piping	
For first four (4)	\$5.40 6.48
Each additional over four (4)	\$1 1.20



Mechanical Permit Fee Schedule (page 2)

Boiler / Compressor / Absorption System	
<3HP: absorb unit to 100K BTU	\$14 16.80
3-15 HP: absorb unit 100K to 500K BTU	\$25.60 30.72
15-30 HP: absorb unit .5-1 mil BTU	\$35 42.00
30-50 HP: absorb unit 1-1.75 mil BTU	\$52.20 62.64
>50 HP: absorb unit >1.75 mil BTU	\$87.20 104.64
Other	
Air handling unit to 10,000 CFM	\$10 12.00
Air handling unit 10,000 CFM+	\$17.20 20.64
Non-portable evaporate cooler	\$10 12.00
Vent fan connected to a single duct	\$6.80 8.16
Ventilation system not included in appliance permit	\$10 12.00
Hood served by mechanical exhaust	\$10 12.00
Domestic incinerators	\$17.40 20.88
Commercial or industrial type incinerator	\$69.95 83.94
Other units, including wood stoves	\$10 12.00
Minimum Permit Fee	\$72.50 87.00
State Surcharge	12% of the mechanical permit fee
City Surcharge Fee	\$56.00 per permit
Mechanical Plan Review Fee	25% of the mechanical permit fee
Other Inspections and Fees	<ul style="list-style-type: none"> Re-inspection fee - \$62.50 85.00 /inspection Each additional inspection over the allowable - \$62.50 85.00 /inspection Inspections for which no fee is specifically indicated - \$62.50 85.00 /inspection Investigation fee - \$62.50 85.00 /hour Additional plan review - \$62.50 85.00 /hour Inspections outside normal business hours - \$62.50 127.50 /hour (minimum charge of 2 hours)



Plumbing Permit Fee Schedule (page 1)

Medical Gas - Plumbing permit fees for medical gas shall be determined, based on the value of installation costs and the system equipment, including, but not limited to, inlets, outlets, fixtures, and appliances, and applied to the City's fee schedule with a set minimum fee. The plan review fee shall be equal to 25% of this permit fee	
Total Valuation	Fee
\$1.00 to \$5,000	\$72.50 87.00
\$5,001 to \$10,000	\$72.50 87.00 for first \$5,000 and \$1.52 1.58 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 to \$25,000	\$148.50 166.00 for first \$10,000 and \$1.54 1.60 for each additional \$100 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$379.50 406.00 for first \$25,000 and \$1.45 1.51 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 and up	\$742 783.50 for first \$50,000 and \$1.20 1.25 for each additional \$100 or fraction thereof
New 1-2 family dwellings (includes 100 feet for each utility connection)	
SFR (1) bath	\$249.20 299.04
SFR (2) bath	\$350.00 420.00
SFR (3) bath	\$399.00 478.80
Each additional bath/kitchen	\$45.00 54.00
Rain drain, single family dwelling	\$65.25 78.30
Site Utilities	
Catch basin or area drain	\$16.60 19.92
Drywell, leach line, or trench drain	\$16.60 19.92
Manufactured home utilities	\$110.00 132.00
Manholes	\$16.60 19.92
Rain drain connector	\$16.60 19.92
Footing drain – 1 st 100'	\$55.00 66.00
Footing drain – each additional 100'	\$46.40 55.68
Sewer – 1 st 100'	\$55.00 66.00
Sewer – each additional 100'	\$46.40 55.68
Water service – 1 st 100'	\$55.00 66.00
Water service – each additional 100'	\$46.40 55.68
Storm & rain drain – 1 st 100'	\$55.00 66.00
Storm & rain drain – each additional 100'	\$46.40 55.68
Interior mainline (sewer or water piping) – 1 st 100'	\$55.00 66.00
Interior mainline (sewer or water piping) – each add'l 100'	\$46.40 55.68
Fixture or item	
Absorption valve	\$16.60 19.92
Commercial backflow prevention device	\$46.40 55.68
Residential backflow prevention device	\$27.55 33.06
Backwater valve	\$16.60 19.92
Clothes washer	\$16.60 19.92
Dishwasher	\$16.60 19.92
Drinking fountain	\$16.60 19.92
Ejectors/sump	\$16.60 19.92
Expansion tank	\$16.60 19.92
Fixture/sewer cap	\$16.60 19.92
Floor drain / floor sink / hub	\$16.60 19.92



Plumbing Permit Fee Schedule (page 2)

Fixture or item	
Garbage disposal	\$16.60 19.92
Hose bib	\$16.60 19.92
Ice maker	\$16.60 19.92
Interceptor / grease trap	\$16.60 19.92
Primer	\$16.60 19.92
Roof drain (commercial)	\$16.60 19.92
Sink / basin / lavatory	\$16.60 19.92
Tub / shower / shower pan	\$16.60 19.92
Urinal	\$16.60 19.92
Water closet	\$16.60 19.92
Water heater	\$16.60 19.92
Minimum Permit Fee	\$72.50 87.00
State Surcharge	12% of the plumbing permit fee
City Surcharge Fee	\$56.00 per permit
Plumbing Plan Review Fee	25% of the plumbing permit fee when applicable (OAR 918-780-0040)
Residential Fire Suppression Permits (<i>multipurpose or continuous loop system</i>)	0 to 2,000 square feet - \$115.00 138.00 2,001 to 3,600 square feet - \$160.00 192.00 3,601 to 7,200 square feet - \$220.00 264.00 7,201 square feet and greater - \$309.00 370.80
Other Inspections and Fees	<ul style="list-style-type: none"> Re-inspection fee - \$72.50 85.00 /inspection Each additional inspection over the allowable - \$72.50 85.00 /inspection Inspections for which no fee is specifically indicated - \$72.50 85.00 /inspection Investigation fee - \$72.50 85.00 /hour Additional plan review - \$89 85.00 /hour Inspections outside normal business hours - \$108.75 127.50 /hour (minimum charge of 2 hours)



Electrical Permit Fees

New 1-2 family dwellings (includes attached garage)	
1,000 square feet or less	\$145.15 174.18
Each additional 500 square feet or portion	\$33.40 40.08
Limited energy, residential	\$75.00 90.00
Limited energy, non-residential	\$75.00 90.00
Each manufactured or modular dwelling, service and/or feeder	\$90.90 109.08
Services or feeders installation, alteration, and/or relocation	
200 amps or less	\$80.30 96.36
201 amps to 400 amps	\$106.85 128.22
401 amps to 600 amps	\$160.60 192.72
601 amps to 1,000 amps	\$240.60 288.75
Over 1,000 amps or volts	\$454.65 545.58
Reconnect only	\$66.85 80.22
Temporary services or feeders installation, alteration, and/or relocation	
200 amps or less	\$66.85 80.22
201 amps to 400 amps	\$100.30 120.36
401 amps to 600 amps	\$133.75 160.50
Branch circuits – new, alteration, or extension, per panel	
Fee for branch circuits <i>with</i> service or feeder fee, each branch circuit	\$6.65 7.98
Fee for branch circuits <i>without</i> service or feeder fee, each branch circuit	\$46.85 56.22
Each additional branch circuit	\$6.65 7.98
Miscellaneous (service or feeder not included)	
Pump or irrigation circle	\$53.40 64.08
Sign or outline lighting	\$53.40 64.08
Signal circuit(s) or limited-energy panel, alteration, or extension	\$75.00 90.00
Renewable Energy	5KVA - \$80.30 96.36 5.01-15KVA - \$106.85 128.22 15.01-25KVA - \$160.60 192.72 Wind generation 25-50KVA - \$240.60 288.72 Wind generation 50-100KVA - \$454.65 545.58 Solar generation excess of 25KVA, charge an additional \$8 9.60 /KVA, no increase beyond the calculation for 100KVA.
Minimum Permit Fee	\$87.00
State Surcharge	12% of the electrical permit fee
City Surcharge Fee	\$56.00 per permit
Electrical Plan Review Fee	25% of the electrical permit fee when applicable (OAR 918-780-0040)
Other Inspections and Fees	<ul style="list-style-type: none"> Re-inspection fee - \$62.50 85.00 /inspection Each additional inspection over the allowable - \$62.50 85.00 /inspection Inspections for which no fee is specifically indicated - \$62.50 85.00 /inspection Investigation fee - \$62.50 85.00 /hour Additional plan review - \$89 85.00 /hour Inspections outside normal business hours - \$93.75 127.50 /hour (minimum charge of 2 hours)



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7.2 Discuss and consider Resolution R-2020-18 A RESOLUTION REVISING FEES, CHARGES, FINES, AND ASSESSMENTS OF THE CITY OF KING CITY, OREGON, AND RESCINDING RESOLUTION R-2020-03.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: September 16th, 2020

Order ____ No.	Ordinance ____ No.	Resolution <u>X</u> No. R-2020-18	Motion ____	Information ____
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SUBJECT: RESOLUTION NO. R-2020-18

A RESOLUTION REVISING FEES, CHARGES, FINES, AND ASSESSMENTS OF THE CITY OF KING CITY, OREGON, AND RESCINDING RESOLUTION R-2020-03.

SUBMITTED BY: RONNIE SMITH

Contact Person (Preparer) for this
Motion: Ronnie Smith, City Recorder
Dept.: City Manager & Legal

RECOMMENDATION:

Staff recommends approval of Resolution R-2020-18

EXECUTIVE SUMMARY:

This resolution will supersede previous resolutions on all other fees, charges, fines, and assessments.

This resolution also proposes modifications to the building inspection program fees. This resolution will supersede previous resolutions on prior building inspection program fees.

FISCAL IMPACT:

Unknown at this time.

STRATEGIC ASSESSMENT:

None

File Location: s:\resolutions\1b resolutions\2020\r-2020-19 a resolution revising fees, charges, fines, and assessments of the city of king city, oregon, and rescinding.docx



RESOLUTION NO. R-2020-18

A RESOLUTION REVISING FEES, CHARGES, FINES, AND ASSESSMENTS OF THE CITY OF KING CITY, OREGON, AND RESCINDING RESOLUTION R-2020-03.

RECITALS:

WHEREAS, the City adopted Resolution R-2020-03, which outlined a City policy revising fees, charges, fines, and assessments of the City of King City and rescinding Resolution R-2019-11; and

WHEREAS, the City is allowed by law to establish fees, charges and fines that may be assessed individuals requesting services and materials to be supplied by the City staff, or for costs that may be incurred by the City on behalf of any member of the public, or that may be assessed as a fine; and

WHEREAS, the City of King City provides a full range of municipal services to the community, including police protection, traffic control, and improvement, street maintenance and improvement, planning and zoning regulation, and building inspection and regulation. This Master Fee Schedule consolidates all City fees and charges adopted by City Council resolution for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year; and

WHEREAS, prudent use of the City's financial resource requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested; and

WHEREAS, based upon an unusual circumstance or event, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When a new fee is established by the City Manager it shall be incorporated into the Master Fee Schedule, and it shall be included and specified during the next update to the Master Fee Schedule; and

WHEREAS, the City Manager is authorized to make non-substantive changes to Master Fee Schedule (e.g., typographical errors) following passage by City Council; and

WHEREAS, the City Council desires to update its prior master fee schedule to include new fees, charges and fines established by the City Manager and Council; and

WHEREAS, the City is also proposing modifications to its Building Inspection Program Fee Schedule, the City has not raised these fees since 2006, and

WHEREAS, the proposed fee changes are necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and to maintain current levels of permit, plan review and inspection services; and

WHEREAS, the City Council has been presented with the proposed Building Inspection Program Fee Schedule at its September 16, 2020 meeting, at which the City has taken the necessary steps to utilize current technology to allow public participation without increasing the risk of exposure to the COVID-19 virus.

THE CITY OF KING CITY RESOLVES AS FOLLOWS:

1. Rescind Resolution R-2020-03
2. Adopt the Master Fees, charges, and assessments schedule as authorized in the King City Municipal Code, as stated in Exhibit A, which is incorporated in full by this reference.
3. Adopt the Building Inspection Program Fee Schedule, as stated in Exhibit B, which is incorporated in full by this reference.
4. This resolution will take effect on October 1st, 2020.

**PRESENTED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF KING CITY
THIS 16 DAY OF SEPTEMBER, 2020.**

Kenneth Gibson, Mayor

Mike Weston, City Manager

ATTEST:

Ronnie L. Smith, City Recorder

APPROVED AS TO FORM:

Ed Trompke, City Attorney

MASTER FEES & CHARGES

.....

FISCAL YEAR 2020 - 2021

EFFECTIVE OCTOBER 1ST, 2020



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Preface

City of King City, Oregon

The City of King City provides a full range of municipal services to the community, including police protection, traffic control, and improvement, street maintenance and improvement, Planning and zoning regulation, building inspection, and regulation. This Master Fee Schedule consolidates all City charges adopted by City Council resolution for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year.

Fee Variance and Waiver Statement

Based upon an unusual circumstance or event, past practices demonstrated hardship or public benefit; the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When the City Manager establishes a new fee, it shall be incorporated into this document, and it shall be included and specified during the next update to this document.

A waiver or reduction request must be in writing and communicated to the Council to allow an opportunity for comment. If the City Manager or his designee agrees to said waiver or reduction, he/she shall inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at \$1,000 or less).

Effective Dates and Resolutions

The FY 2020-2021 Master Fees Schedule fees are effective as of October 1, 2020, with the adoption of Resolution #R-2020-19, adopted by City Council on September 16, 2020, which is incorporated in full by this reference.

General Methodology Used for Fee Increases

Unless otherwise noted the fee's through-out the Master Fee Schedule for Fiscal Year (FY) 2021-2022 have been increased from Consumer Price Index - All items in West urban, all urban consumers, not seasonally adjusted, Series Id: CUUR0400SA0, Area: WEST, Base Period: 1982-84=100 Years: 2017 Second half to – May 2020. Formula:

Current Rate for Photo Copy Color:		0.5
Current CPI Adjustment Value 2020 May:		273.062
Last CPI Adjustment Value Second Half 2017:		256.365
Multiplier		1.07
Rounded Multiplier		1.10
Increase:		0.05
New Amount for Photo Copy Color:		0.55

Building Program Methodology Used for Increases

Per OAR 918-020-0220 and ORS 455.210, the city notified the State Building Codes Division on July 27, 2020, that the City of King City was proposing to make modifications to the Building Inspection Program Fee Schedule effective October 1, 2020.

On September 16, 2020, the City Council held a public hearing. Members of the public were able to comment via phone, Zoom, or email.

King City has proposed to the State a 20% increase to all building and electrical permit-related fees, including structural, plumbing, electrical, mechanical, and related fees. The proposed fee changes were necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and to maintain our current levels of permit, plan review, and inspection services. Additionally, to maintain program funding, permit-related fees were also proposed to automatically be adjusted biennia on July 01 by 2.5% for the next three biennia. *For example, July 1, 2022, July 1, 2024, and July 1, 2026.*

The City's Formula is broken into detail below.

The Building Program Fees are estimated to take effect on October 1, 2020

1. The base permit fees is increased by 20%.

The below items will be added as a line item called City Surcharge fee.

2. **Staff time:** For each Application is estimated to be twenty (20) minutes to process. The base fee as 42.00 dollars per Hour for Permit Tech time. Formula: (42.00×0.33)
3. Xpress Bill Pay E-payment, Equipment, services: We are using a third party called Xpress Bill Pay via Caselle; the fees are broken down accordingly. The costs are \$19.00 for Monthly service fee from Xpress + \$75.00 for Support, Maintenance, and Hosting by Xpress + the purchase of two CC Swiping terminals \$75.00 + \$75.00 plus one (1) hour IT time \$125.00 divided 50 applications than divided by eight Departments. Formula:
$$=(((19+75) \times 12 + 275) / 50) / 8$$
4. Equipment (computers): the fees are base on the following two computers at the price of \$1500 plus 2 hours of IT time $(125 \times 2) = \$3250$. We divided 50 applications than divided by the eight Departments. Formula: $=(3250 / 8 / 50)$
5. Implementation of the Caselle: Is calculated by taking the per month hosted maintenance & support for four workstations \$,2690.00/month, multiplied by 12 months; then, we added the \$34,550 for the total implementation of Caselle. We divided that charge by ten years. We awe than divided that by 8eight departments, then divided by 50 applications. Formula: $=(2690 \times 12 + (34550 / 10)) / 8 / 50$
6. We Rounded up to the nearest dollar for the city surcharge fee. For example, the above city surcharges equal \$55.94; we rounded to \$56.00 per permit.

Section One

Administration

Billable Hourly Rates

Any work performed during overtime hours shall be billed as the calculated hourly rate multiplied by 125 percent. The City Manager and/or department directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

Department	Assistant/Paralegal	Admin Supervisors rates	Senior/Executive Staff Rates
City Manager	\$95.00	\$130.00	\$150.00
Community Development	\$95.00	\$130.00	\$150.00
GIS	\$95.00	\$130.00	\$150.00
City Records	\$95.00	\$130.00	\$150.00
Court	\$95.00	\$130.00	\$150.00
Public Works	\$95.00	\$130.00	\$150.00
Parks & Rec	\$95.00	\$130.00	\$150.00
Engineering	See Engineering Rates on page 25		See Engineering Rates on page 25
Planner	\$95.00	\$130.00	\$150.00
Legal ⁱ	\$186	\$421	540
Operations	\$95.00	\$130.00	\$150.00
Code Compliance	\$95.00	\$130.00	\$150.00
Police	\$95.00	\$130.00	\$150.00

Public Recordsⁱ

Item	Charge		
Black & white single or double-sided Photocopy	1.76	Per page	
Color single or double-sided Photocopy	\$1.76	Per page	
Municipal code Book	\$132	Per book	Available online
Community Development Code (Chapter 16)	\$71.50	Per copy	Available online
Comprehensive Plan	\$60.50	Per copy	Available online
Concept Plans	\$60.50	Per copy	Available online
Annual Budget/Audit Reports	\$27.50	Per report	Available online
Business License Listing	\$25.00	Per report	Available online
Postage	Actual Cost	Per item	
Other City-created documents	See billable hours, plus materials		
File transfer Protocol (FTP) or SharePoint	\$5.00	Per 10 pages	
Zoning Letters	\$52.00	Per Hour, minimum one Hour	Zoning Map is online
Zoning Maps	See Billable Hourly Rates above	See Billable Hourly Rates above	Available online
Lien Searches	30.00	Per Search	
Police/Admin Policy Manual	\$38.30	Per Binder	Some online
Records Research	\$20	Per 15 min/per request (minimum \$20.00)	

Commented [RS1]: The Fee's through-out the Master Fee Schedule for Fiscal Year (FY) 2021-2022 have been increased from Consumer Price Index - All items in West urban, all urban consumers, not seasonally adjusted, Series Id: CUUR0400SA0, Area: WEST, Base Period: 1982-84=100 Years: 2017 Second half to – May 2020.

Formula:

Current Rate for Photocopy Color: .025
Current CPI Adjustment Value 2020 May: .273.062
Last CPI Adjustment Value Second Half 2017: .256.365
Multiplier .107
Rounded Multiplier 1.10
Increase: .003
New Amount for Photocopy Color: .028

Commented [RS2]: Cost:

Per Paper Sheet 0.134
Paper Delivery fee .003
Printer Contract Meter per use 0.1003
Printer Purchase 1.5
Total 1.7643

Business Registration

Business Registration is required annually for all businesses doing business in the City. There will be no prorating of tax for any business. Delinquent Registration will be charged a 10% of the original business tax plus interest at 9% per annum from the due date until full payment is received.

Business Registrations are considered delinquent thirty (30) day after July 01 every year.

Item	Fee
Standard first-year base fee (original business tax)	\$167
Renewal after the first year	\$105
3 months of any year	\$75
Temporary business (up to 30 days)	\$60
Appeal City Council (denial, suspension or revocation of license)	\$650
Appeal to City Manager (denial, suspension or revocation of license)	\$250

Failure to register business see section 12 Violations of the Municipal Code.

Metro Business License versus City Business Registration or Both:

Instead of obtaining separate business licenses/registrations within each Portland-area City that you conduct business in, you can purchase a single license from Metro to construct, alter, and repair structures in 20 cities that have licensing/registration requirements in the metropolitan area, excluding Portland. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. Exception: if your principal place of business is inside the City of King City, the business is required to apply for a City of King City Business Registration in addition to the Metro license.

For Metro applications, contact Metro at 503-797-1620 or visit their website at: <https://www.oregonmetro.gov/tools-working/regional-contractors-business-license>

Notary Public Administration Fees

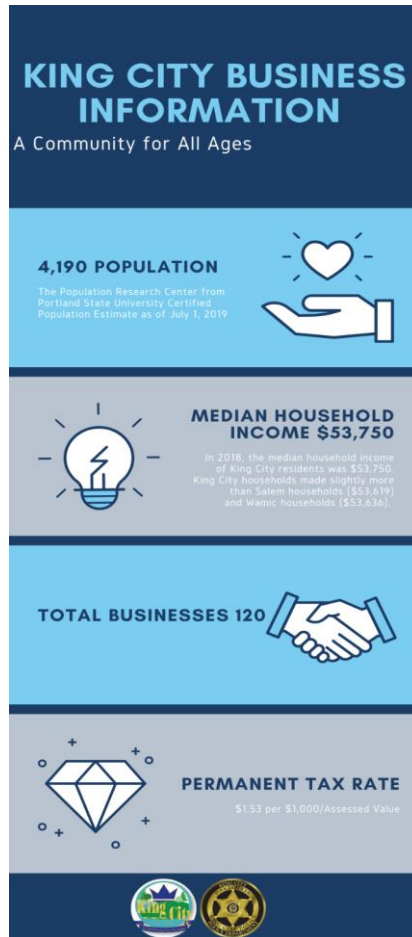
Notary Public Fee Schedule According to OAR 160-100-410

Item	Fee
For taking an acknowledgment	\$10
For taking a verification upon an oath or affirmation.	\$10
Municipal code Book	\$10
For certifying a copy of a document.	\$10
For witnessing or attesting a signature.	\$10
For administering an oath or affirmation without a signature.	\$10

General Record Retention and Archiving Fees

This fee applies to all documents received by customers, residents, and contractors.

Item	Fee
To archive all records per State mandate. Up to 5 pages	\$35.00
Additional Charges per page of the submitted document.	
8 ½" x 11" or 8 ½" x 14"	\$1.76 per page
8 ½" x 17"	\$ 2.00 per page
18" x 24" (outsourced)	\$ 45.00 per page
24" x 36" (outsourced)	\$ 55.00per page
36" x 42" (outsourced)	\$ 100.00 per page
Other (larger than 36" x 42")	\$ 150.00 per page



Commented [RS3]: The Fee's through-out the Master Fee Schedule for Fiscal Year (FY) 2021-2022 have been increased from Consumer Price Index - All items in West urban, all urban consumers, not seasonally adjusted, Series Id: CUUR0400SA0, Area: WEST, Base Period: 1982-84=100 Years: 2017 Second half to - May 2020.

Formula:

Current Rate for Standard First Year Registration: 150
Current CPI Adjustment Value 2020 May: .273.062
Last CPI Adjustment Value Second Half 2017: .256.365
Multiplier 1.07 (current CPI/last CPI)
Rounded Multiplier 1.10 (rounded)
Increase: .15.00 (New Amount - Current Rate)
New Amount for Standard First Year Registration: 165.00
(Current Rate * Rounded Multiplier)

Animal License

Washington County Animal Services charges the following fees: Please note the City of King City does not charge or license animals at this time.

Please go to <https://www.co.washington.or.us/HHS/AnimalServices/Licensing/index.cfm> to find more information on the county's licensing.

Item	Fee		
Sterilized (spayed/neutered)	\$27.00	\$43.00	\$60.00
Fertile (intact)	\$45.00	\$83.00	\$118.00
Senior Citizen*	\$20.00	\$33.00	\$48.00

*Owner must be at least 65 years of age and dog must be sterilized (spayed/neutered).

Other Animal License Fees

Item	Fee
Replacement Metal Tag (see details below)	\$5.00
Other County Valid License Transfer (valid licenses from other Oregon counties can be transferred for \$5 without paying the license fee)	\$5.00
Late fee (any license that is 30 days overdue must pay a late fee)	\$12.00

Miscellaneous Administration Fees

Notary Public Fee Schedule According to OAR 160-100-410

Item	Fee
Administration Fee of 20% for insurance claims related to damage to City property.	20%
NSF check charges	\$35.00
Fax	Local \$2.00 Long Distance \$5.00

Passport Fees

Passport fees are set by the U.S. Department of State.

Payable to "U.S. Department of State"	Fee
To be attached to "adult" applications (16 years or older)	\$110.00
To be attached to "minor" applications (under 16 years old)	\$80.00
To EXPEDITE any passport application ... add	\$60.00
For "minor" Passport Card only (under 16 years old)	\$15.00
For "adult" Passport Card only (16 years or older)	\$30.00
Passport Fees made payable to "City of King City"	
For regular passport applications	\$35.00
For Passport Card applications	\$35.00
Passport Photo Fee	No photo services available at this time.

Franchise Fees

Franchise agreements approved by the city council set franchise fees.

Electricity and Natural Gas

Portland General Electric

Franchise fee: 3.5% of defined gross revenue
Expires January 6, 2022 (Ordinance O-2011-01)

Northwest Natural

Franchise fee: 5% of gross revenue collected
Expires July 5, 2026 (Ordinance O-06-04)

Garbage/Solid Waste

Pride Disposal

Franchise fee: 3% of gross receipts
Expires None (Ordinance O-2018-06)
Municipal Code Chapter 8.16 SOLID WASTE DISPOSAL

Cable

Comcast (MACC)

Franchise fee: 5% of gross revenue
Expires June 30, 2025 (Ordinance O-2015-03)

Northwest Fiber (MACC)

Franchise fee: 5% of gross revenue
Expires May 24, 2022 (Ordinance 07-02)
Transferred from Frontier

Telecommunications Services

Astound Broadband

Franchise Fee: 5% of gross revenue
Expires October 1, 2024 (Ordinance O-2014-05)

Fatbeam, LLC

Franchise Fee: 3.5% of gross revenue
Expires November 1, 2019 (Resolution R-2019-15)

Section Two

City Attorney's Office

Commented [RS4]: New section.

Discovery Fees

The following fees shall be charged for the services of the City Attorney's Office in addition to the fees below, the City will also charge for Records Research stated in section one (1) page two (2) , and attorneys billable hours as stated in Section one (1) page two (2.)

Item	Fee
Attorneys time	See Billable Hourly Rates on page 6
Copies up to 5 pages	\$35.00
Each additional page	\$1.76
Audio and video copies	\$20 first tape/DVD/CD \$16 each additional copy of tape/DVD/CD
Copies of Photographs	\$1.00 per print
Copies of Photographs on DVD/CD	\$20.00
Flash Drives	\$7.00 8GB \$13.00 16 GB \$20.00 32 GB

Commented [RS5]: This part overs staff time up to 30 minutes.

Section Three

Municipal Court

King City Municipal Court collects fines for traffic citations, parking violations, and miscellaneous programs approved by the Judge and City Council. Traffic fine amounts are set by state legislature based on the offense classification. The following fees shall be charged for the Municipal Court activities of the City:

General Fees

Item	Fee
Payment Plan Installment Fee (no more than a year)	\$30.00
Late Fee	1.5% added to the agreed amount
Failure to Appear	\$75.00
DMV Reinstatement City fee	\$15.00
Returned Check Fee	\$30.00
Vacate Fee (this fee is a charge when someone requests the Judge to review a file, change the status, and/or vacate a charge from the DMV record.)	\$20.00
Fix-it-ticket Administrative Fee	\$35.00
Traffic School	50% to the relevant fine provided for the violation in the Violations Bureau Fine Schedule
Certified Copies of Court Documents	See below

Commented [RS6]: Was increased from 25 to 35.

Request for Certified Copies of Court Documents

This fee applies to all documents requested by customers, residents, and contractors.

Item	Fee
Certified Court Documents. Up to 5 pages.	\$35.00
Additional Charges per page of the requested document.	
8 1/2" x 11" or 8 1/2" x 14"	\$1.76 per page
8 1/2" x 17"	\$ 2.00 per page
18" x 24" (outsourced)	\$ 45.00 per page
24" x 36" (outsourced)	\$ 55.00per page
36" x 42" (outsourced)	\$ 100.00 per page
Other (larger than 36" x 42")	\$ 150.00 per page

Commented [RS7]: To keep the Court and Police reports fee reasonable for applicants. The city's formula is broken down above and goes into detail below. Please Note the Victim DO NOT PAY for the first report.

1. Staff time for each application is estimated to be 10 minutes (0.17 in decimal) per report.
Formula: (\$40.00 * 0.17)
2.Xpress Bill Pay E-payment, Equipment, services: We are using a third party called Xpress Bill Pay via Caselle; the fees are broken down accordingly. The costs are \$19.00 for Monthly service fee from Xpress + \$75.00 for Support, Maintenance, and Hosting by Xpress + the purchase of two CC Swiping terminals \$75.00 + \$75.00 plus one (1) hour IT time \$125.00 divided 250 applications than divided by eight Departments.

Formula: = (((19+75) *12+275)/250)/8

3. Equipment (computers): the fees are based on the following two computers at the price of \$1500 plus 2 hours of IT time (125*2) =\$3250. We divided 250 applications than divided by the eight Departments.
Formula: =(3250/8/250)

4. Implementation of the Caselle: Is calculated by taking the per month hosted maintenance & support for four workstations \$2690.00/month, multiplied by 12 months; then, we added the \$34,550 for the total implementation of Caselle. We divided that charge by ten years. We awe than divided that by 8eight departments, then divided by 250 application
Formula: =((2690*12+(34550/10))/8)/50

5. Total is =35.79

6. we rounded to 35.00 per ROW permit.

Traffic Fines

This fee applies to the presumptive fines for the charged offense. Please note the issuing officer may fine the maximum fine. For failure to appear to court, the Judge may adjust the fine to the maximum fine defined by the State of Oregon.

The City surcharge is used for police training.

Penalties	Presumptive Fine ORS 153.019	Police Surcharge	Presumptive Fine ORS 153.019 w/surcharge	Special Zone Fine ORS 153.020
Class A	\$440.00	\$20.00	\$460.00	\$875.00
Class B	\$265.00	\$20.00	\$285.00	\$525.00
Class C	\$165.00	\$20.00	\$185.00	\$325.00
Class D	\$115.00	\$20.00	\$135.00	\$225.00

Per ORS 153.650 Disposition of fines for traffic offenses The above traffic fines are broken up as followed:

State of Oregon	\$50.00
Washington County	\$16.00
City of King City	Remaining amount

Commented [RS8]: We added a \$20.00 police surcharge that will be used for police training.

Parking Fines

In accordance with Chapter 10.08 and other State of Oregon ORS, the fines below will be the minimum for the Police department. Please note the Police Department may charge the maximum that the State allows per ORS.

Item	Fee
Abandoned Vehicle	\$80.00
Angle Parking	\$40.00
Bicycle Lane	\$80.00
Blocking Driveway	\$65.00
Blocking Mail Box	30
Blocking Disabled Parking Space	300
Blocking Emergency Vehicles	80
Bank Zone/Bus Zone/Taxi Zone	50
Construction Zone	65
Hotel/Motel Zone	30
Double Parking	50
During Prohibited Times	50
Emergency/Safety Zone	80
10 ft. from Fire Hydrant	30
Head in Only Parking	50
Leaving Motor Running	30
Leaving Keys in Vehicle	30
Loading Zone	30
No Parking Zone/Tow Away Zone	65
On Crosswalk/Sidewalk (ROW)	30
Over 1 Ft. from Curb	30
Over Space Line	30
Overtime Parking	30
Permit Only Parking	50
Traffic Hazard	80
Disabled Parking Space	300
Residential Parking Zone	50 ¹
Reserved/Restricted Area	30
School Zone	65
Wrong Side of Street	30
Where Prohibited	50
Parking not listed	30

Commented [RS9]: Parking Fines are the same as last years.

¹ Per O-2015-4 the fine for violation is set to \$50.00 per day.

Section Four:

Building Division

Building fees include structural, mechanical, plumbing, and electrical charges. Fees apply to residential, commercial, and industrial properties unless otherwise specified.

To maintain program funding, permit-related fees will be automatically adjusted biennia on July 01 by 2.5% for the next three biennia. *For example; For example, July 1, 2022, July 1, 2024, and July 1, 2026.*

Commented [RS10]: Add for clarification.

Research and Consultation Fees

Item	Fee
Records Research	\$ 85 per hr per request, minimum one Hour
Fee Estimates - new commercial projects	\$ 85 per hr per request, minimum one Hour
Consultation for code review, hypothetical projects	\$ 150 per Hour, minimum one Hour

Commented [RS11]: New

Refund Policy:

1. Permit Refunds
 - a. Where a permit has been issued and no inspections have been completed, 80% of the permit fee will be refunded.
 - b. There are no refunds when a permit has been issued and inspections performed.
2. Plan Review Refund
 - a. Where a plan review has not begun, 80% of the plan review fee will be refunded.
 - b. There are no refunds when plan review efforts have been expended for a permit.

Commented [RS12]: Amy please review.

Structural Permits

The valuation shall be calculated in accordance with OAR 918-050-0100 (Residential/Commercial/Industrial):

Total Valuation	Fee	Plus, each additional \$1,000 or fraction thereof
\$1.00 to \$2,000	\$77.50	
\$2,001 to \$25,000	\$77.50	for the first \$2,000 in value plus \$11.52 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$342.46	for the first \$25,000 in value plus \$9.00 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$567.46	for the first \$50,000 in value plus \$6.56 for each additional \$1,000 or fraction thereof
\$100,001 - \$250,000	\$895.46	for the first \$100,000 in value plus \$4.68 for each additional \$1,000 or fraction thereof
\$250,001 - \$600,000	\$1,597.46	for the first \$250,000 in value plus \$4.62 for each additional \$1,000 or fraction thereof
\$600,001 - \$1,200,000	\$3,214.46	for the first \$600,000 in value plus \$4.21 for each additional \$1,000 or fraction thereof
\$1,200,001 - \$2,000,000	\$5,740.46	for the first \$1,200,000 in value plus \$3.28 for each additional \$1,000 or fraction thereof
\$2,000,001 and up	\$8,364.46	for the first \$2,000,000 in value plus \$3.26 for each additional \$1,000 or fraction thereof.
State Surcharge	12%	of the building permit fee
City Surcharge	\$56.00	Per permit
Building Plan Review	65%	of the building permit fee
Fire and Life Safety Plan Review	40%	of the building permit fee

Commented [RS13]: The following statement will be added to the preface pages.

King City is proposing a 20% increase to all building and electrical permit related fees, including structural, plumbing, electrical, mechanical, and related fees. The proposed fee changes are necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and to maintain our current levels of permit, plan review, and inspection services.

Additionally, to maintain program funding, permit related fees are proposed to automatically be adjusted biennia on July 01 by 2.5% for the next three biennia. *For example; July 1, 2022, July 1, 2024*

Commented [RS14]: King City is adding the city surcharge line item to help recoup the cost of staff time, equipment, and Implementation of the new system.

Solar Installation Permits

Type	Fee
Prescriptive system	\$180
Non-Prescriptive system	\$77.50 Min shall have permit fees and plan review calculated in accordance with the above fee schedule

Phased Projects

Type	Fee
Permit	\$240 plus 10% of the total project building permit fee not to exceed \$1,500 for each phase.

Deferred Submittals

Type	Fee
Permit	65% of the building permit fee calculated according to OAR 918-050-0110 (2) and (3) using the value of the particular deferred portion or portions of the project, with minimum fee of \$240.00. This is in addition to the project plan review fee based on the total project valuation.

Residential Fire Suppression Permits (Stand Alone System)

See Plumbing permit for multipurpose or continuous loop system.

Total Square Foot	Fee
0 sq. ft. to 2,000 sq. ft.	\$138.00
2,001 sq. ft. to 3,600 sq. ft.	\$192.00
3,600 sq. ft. to 7,200 sq. ft.	\$264.00
7,201 sq. ft. and greater	\$370.80

Other Inspections and Fees

Item	Fee
Re-inspection Fee	\$85.00 per inspection
Each additional inspection over the allowable	\$85.00 per inspection
Inspections for which no fee is specifically indicated	\$85.00 per inspection
Investigation fee	\$85 per Hour
Additional plan review	\$85 per hour
Inspections outside normal business hours	\$127.50 per Hour (minimum charge of 2 hours)

Manufactured Dwelling Permit Fees

Item	Fee
Manufactured Home Placement Permit (includes plan review)	\$309.36 per permit
State Manufactured Home Fee	\$30 per permit
State Surcharge	12%



Mechanical Permit Fee Schedule (Commercial)

Total Valuation	Fee	
\$1.00 - \$5,000	\$87.00	
\$5,001 to \$10,000	\$87.00	\$87.00 for first \$5,000 and \$1.58 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 to \$25,000	\$166.00	\$166.00 for first \$10,000 and \$1.60 for each additional \$100 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$406.00	\$406.00 for first \$25,000 and \$1.51 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 and up	\$783.50	\$783.50 for first \$50,000 and \$1.25 for each additional \$100 or fraction thereof

Mechanical Permit Fee Schedule (Residential)

Total Valuation	Fee
Heating/Cooling	
Furnace up to 100,000 BTU (including ducts and vents)	\$16.80
Furnace 100,000 BTU and over (including ducts and vents)	\$20.88
Floor furnace (including vent)	\$16.80
Air conditioner	\$16.80
Heat pump	\$16.80
Mini-split system	\$16.80
Ductwork	\$16.80
Hydronic hot water system	\$16.80
Residential boiler (radiator or hydronic)	\$16.80
Unit heaters (fuel-type, not electric), in-wall, in-duct, suspended	\$16.80
Suspended heater, wall heater, or floor mounted heater	\$16.80
Flue / vent for any of above	\$12.00
Repair units	\$14.58
Vent not included in appliance permit	\$8.16
Other heating / cooling	\$16.80
Other Fuel Appliances	
Water heater	\$12.00
Gas fireplace	\$12.00
Flue vent for water heater or gas fireplace	\$12.00
Log lighter (gas)	\$12.00
Wood / pellet stove	\$12.00
Wood fireplace / insert	\$12.00
Chimney / liner / flue / vent	\$12.00
Other fuel appliances	\$12.00
Environmental Exhaust & Ventilation	
Range hood / other kitchen equipment	\$12.00
Clothes dryer exhaust	\$12.00
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)	\$8.16
Attic / crawlspace fans	\$12.00
Other environmental exhaust & ventilation	\$12.00
Fuel Piping	
For first four (4)	\$6.48
Each additional over four (4)	\$1.20
Boiler / Compressor / Absorption System	
<3HP: absorb unit to 100K BTU	\$16.80

3-15 HP: absorb unit 100K to 500K BTU	\$30.72
15-30 HP: absorb unit .5-1 mil BTU	\$42.00
30-50 HP: absorb unit 1-1.75 mil BTU	\$62.64
>50 HP: absorb unit >1.75 mil BTU	\$104.64
Other	
Air handling unit to 10,000 CFM	\$12.00
Air handling unit 10,000 CFM+	\$20.64
Non-portable evaporate cooler	\$12.00
Vent fan connected to a single duct	\$8.16
Ventilation system not included in appliance permit	\$12.00
Hood served by mechanical exhaust	\$12.00
Domestic incinerators	\$20.88
Commercial or industrial type incinerator	\$83.94
Other units, including wood stoves	\$12.00
Minimum Permit Fee	\$87.00 per permit
City Surcharge Fee	\$56.00 per permit
Mechanical Plan Review Fee	25% of the mechanical permit fee

Other Inspections and Fees

Item	Fee
Re-inspection Fee	\$85.00 per inspection
Each additional inspection over the allowable	\$85.00 per inspection
Inspections for which no fee is specifically indicated	\$85.00 per inspection
Investigation fee	\$85 per Hour
Additional plan review	\$85 per hour
Inspections outside normal business hours	\$127.50 per Hour (minimum charge of 2 hours)



Plumbing Permit Fee Schedule

Medical Gas - Plumbing permit fees for medical gas shall be determined, based on the value of installation costs and the system equipment, including, but not limited to, inlets, outlets, fixtures, and appliances, and applied to the City's fee schedule with a set minimum fee. The plan review fee shall be equal to 25% of this permit fee.

Total Valuation	Fee	
\$1.00 to \$5,000	\$87.00	
\$5,001 to \$10,000	\$87.00	\$87.00 for first \$5,000 and \$1.58 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 to \$25,000	\$166.00	\$166.00 for first \$10,000 and \$1.60 for each additional \$100 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$406.00	\$406.00 for first \$25,000 and \$1.51 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 and up	\$783.50	\$783.50 for first \$50,000 and \$1.25 for each additional \$100 or fraction thereof

New 1-2 family dwellings (includes 100 feet for each utility connection)

Item	Fee
SFR (1) bath	\$299.04
SFR (2) bath	\$420.00
SFR (3) bath	\$478.80
Each additional bath/kitchen	\$54.00
Rain drain, single-family Dwelling	\$78.30

Site Utilities

Item	Fee
Catch basin or area drain	\$19.92
Drywell, leach line, or trench drain	\$19.92
Manufactured home utilities	\$132.00
Manholes	\$19.92
Rain drain connector	\$19.92
Footing drain – 1st 100'	\$66.00
Footing drain – each additional 100'	\$55.68
Sewer – 1st 100'	\$66.00
Sewer – each additional 100'	\$55.68
Water service – 1st 100'	\$66.00
Water service – each additional 100'	\$55.68
Storm & rain drain – 1st 100'	\$66.00
Storm & rain drain – each additional 100'	\$55.68
Interior mainline (sewer or water piping) – 1st 100'	\$66.00
Interior mainline (sewer or water piping) – each addtl 100'	\$55.68
Fixture or item	
Absorption valve	\$19.92
Commercial backflow prevention device	\$55.68
Residential backflow prevention device	\$33.06
Backwater valve	\$19.92
Clothes washer	\$19.92
Dishwasher	\$19.92
Drinking fountain	\$19.92
Ejectors/sump	\$19.92
Expansion tank	\$19.92
Fixture/sewer cap	\$19.92
Floor drain / floor sink / hub	\$19.92
Garbage disposal	\$19.92
Hose bib	\$19.92

Ice maker	\$19.92
Interceptor / grease trap	\$19.92
Primer	\$19.92
Roof drain (commercial)	\$19.92
Sink / basin / lavatory	\$19.92
Tub / shower / shower pan	\$19.92
Urinal	\$19.92
Water closet	\$19.92
Water heater	\$19.92
Minimum Permit Fee	\$87.00
State Surcharge	12% of the plumbing permit fee
City Surcharge Fee	\$56.00 per permit
Plumbing Plan Review Fee	25% of the plumbing permit fee when applicable

Residential Fire Suppression Permits

(multipurpose or continuous loop system)

Total Square Foot	Fee
0 sq. ft. to 2,000 sq. ft.	\$138.00
2,001 sq. ft. to 3,600 sq. ft.	\$192.00
3,600 sq. ft. to 7,200 sq. ft.	\$264.00
7,201 sq. ft. and greater	\$370.80

Other Inspections and Fees

Item	Fee
Re-inspection Fee	\$85.00 per inspection
Each additional inspection over the allowable	\$85.00 per inspection
Inspections for which no fee is specifically indicated	\$85.00 per inspection
Investigation fee	\$85 per Hour
Additional plan review	\$85 per hour
Inspections outside normal business hours	\$127.50 per Hour (minimum charge of 2 hours)

Electrical Permit Fees

	Fee
New 1-2 family dwellings (includes attached garage)	
1,000 square feet or less	\$174.18
Each additional 500 square feet or portion	\$40.08
Limited energy, residential	\$90.00
Limited energy, non-residential	\$90.00
Each manufactured or modular Dwelling, service and/or feeder	\$109.08
Services or feeders installation, alteration, and/or relocation	Fee
200 amps or less	\$96.36
201 amps to 400 amps	\$128.22
401 amps to 600 amps	\$192.72
601 amps to 1,000 amps	\$288.75
Over 1,000 amps or volts	\$545.58
Reconnect only	\$80.22
Temporary services or feeders installation, alteration, and/or relocation	Fee
200 amps or less	\$80.22
201 amps to 400 amps	\$120.36
401 amps to 600 amps	\$160.50

Branch circuits – new, alteration, or extension, per panel		Fee
Fee for branch circuits with service or feeder fee, each branch circuit		\$7.98
Fee for branch circuits without service or feeder fee, each branch circuit		\$56.22
Each additional branch circuit		\$ 7.98
Miscellaneous (service or feeder not included)		Fee
Pump or irrigation circle		\$64.08
Sign or outline lighting		\$64.08
Signal circuit(s) or limited-energy panel, alteration, or extension		\$90.00
Renewable Energy		5KVA - \$96.36 5.01-15KVA - \$128.22 15.01-25KVA - \$192.72 Wind generation 25-50KVA - \$288.72 Wind generation 50-100KVA - \$545.58 Solar generation excess of 25KVA, charge an additional \$9.60 /KVA, no increase beyond the calculation for 100KVA.
Minimum Permit Fee		\$87.00
State Surcharge		12% of the electrical permit fee
City Surcharge Fee		\$56.00 per permit
Electrical Plan Review Fee	25% of the electrical permit fee when applicable (OAR 918-780-0040)	

Other Inspections and Fees

Item	Fee
Re-inspection Fee	\$85.00 per inspection
Each additional inspection over the allowable	\$85.00 per inspection
Inspections for which no fee is specifically indicated	\$85.00 per inspection
Investigation fee	\$85 per Hour
Additional plan review	\$85 per hour
Inspections outside normal business hours	\$127.50 per Hour (minimum charge of 2 hours)

Section Five

Parks & Recreation

Parks & Recreation Fee

Service Contracts for classes and activities:

Fees for each class and activity shall be set at 15% of the fee charged for the classes and activities. See below for insurance requirements.

Reservations charges:

All fields and court reservations will be charged at two-hour (2) blocks. No refunds will be issued. There will be open play/field* for residents; please check the schedule online. See below for insurance requirements.



Commented [RS15]: The Parks & Rec fees are staying the same except for the typo mentioned below.

Item	Fee
Tennis Court	\$10.00
basketball Court	\$10.00
Baseball / Softball Fields*	\$55.00
Soccer East Field*	\$55.00
Soccer West Field*	\$55.00
Soccer Full Field (east and West) *	\$65.00
Gazebo*	\$35.00

Commented [RS16]: There was a typo in this fee. In the last fee schedule it was \$55 and it should have been \$65.

* Gold Star Sponsor > than \$10,000 subject to terms of use.

* Open Play/field – Open to everyone (no reservations needed or there is currently no reservations)

Refund Policy: No refund will be issued by the City.

Admission/Event Fees:

Organizations which charge admission or event fees at any City athletic field must notify the Parks and Recreation Department ten days before the scheduled event and will be charged 15% of the gross income received. The group will be required to provide Parks and Recreation with financial records of their event within five working days after the completion of the event. See below for insurance requirements.

Room Rental Fee:

All rooms rentals are charged a per hour rate. Exceptions to the rental policy may be made at the staff's discretion, depending upon extenuating circumstances.

Room	Fee
Council Chambers	\$35.00 Hourly Usage Fee
Non-Refundable Cleaning Fee	\$25.00
Non-Refundable Cleaning Fee (with food)	\$50.00
Refundable Deposit	\$100.00
Microphone	\$10.00 per use
TV	\$10.00 per use

The city reserves the right to reuse or reject access for violations of city ordinances, rules, and policies.

Insurance Requirements:

For Room, Gazebo, Services contracts, and admission/events Applicant agrees to provide comprehensive general liability insurance a minimum of one (1) week prior to services, naming The City of King City as an additional insured in the following amount: \$2 million single occurrence / \$3 million general aggregate. Services shall not be granted until the required certificate has been received and approved by the City.

Section Six

Commercial Filming and Photography

Filming and Photography

Permits are required for all film, video, and photography productions in the public right-way and city-owned property. See below for insurance requirements.

All one-day permits are considered 24 hours long.

Film/Video rate for ROW		Fee
Permit Processing Fee (Street Closure)		\$1,000 plus billable hour rate for police.
Permit Processing Fee (No Street Closure)		\$650.00
Film/Video rate for KC Park		Fee
Park One Day Permit (Park Closure)		\$1,000 plus billable hour rate for police.
Park One Day Permit (No Park Closure)		\$250.00
Still Photography rate per Venue		Fee
Park One Day Permit		\$35.00
Annual Photo Park Permit		\$175.00

Filming and Photography companies will need to provide comprehensive general liability insurance a minimum of one (1) week prior to services, naming The City of King City as an additional insured in the following amount: \$2 million single occurrence / \$3 million general aggregate. Services shall not be granted until the required certificate has been received and approved by the City.

Section Seven

Police Department

The following fees shall be charged for the Police Department activities of the City:

Alarm Permit

Per the [KCMC 5.16.030, Alarm user permits are required](#). The King City Police Department issues and maintains permits for alarm systems for residential and commercial properties that are located within the city's boundary. This includes all robbery or burglary alarm systems, both monitored and unmonitored. The annual permit fee for operating an alarm system will be as followed.

Item	Fee
Commercial Permit	\$20.00 per year
Residential Permit	\$10.00 per year
Updating information	\$5.00 per update

Alarm Code Violations Fines

Per the [KCMC 5.16.140 Violation – Penalty](#). The King City Police Department will assess a fine. Fines for excessive false alarms in a permit year shall be as followed.

Violation	Fee
Second false alarm in a year	\$100.00
Third false alarm in a year	\$125.00
Fourth false alarm in a year	\$175.00
Fifth false alarm in a year	\$275.00
Sixth and any additional false alarms	\$425.00
Renewal Late Fee	\$5.00

Request for Police Reports

This fee applies to all documents requested by requesting parties.

Item	Fee
Police Report. Up to 5 pages.	\$35.00 (except for victims named in reports)
Additional Charges per page of the requested document.	
8 ½" x 11" or 8 ½" x 14"	\$1.76 per page
8 ½" x 17"	\$ 2.00 per page
18" x 24" (outsourced)	\$ 45.00 per page
24" x 36" (outsourced)	\$ 55.00per page
36" x 42" (outsourced)	\$ 100.00 per page
Other (larger than 36" x 42")	\$ 150.00 per page

Miscellaneous Police Fee

Item	Fee
Records research	\$20.00 per 15 minutes (\$20 minimum)
Police/Admin Policy Manual	38.30 per binder
File Transfer Protocol (FTP) or SharePoint	\$5.00 (per 10 pages)
Video (tape,CD,FTP,DVD,SharePoint)	\$35.00
Photographs (hard copies, FTP, CD, SharePoint)	\$15.00
Traffic Citation Discovery	\$10.00
Storage Fee (Equipment, bikes, personal items)	\$35.00 (per day)
Vehicle Impound	\$100.00 (per vehicle)
Good Conduct Background Letters	\$35.00
Flash Drives	\$7.00 8GB
	\$13.00 16 GB
	\$20.00 32 GB

Commented [RS17]: Currently, we charge a one-time fee of \$45.00. In this proposal we are suggesting the following:

Fees be broken down to two sections:
1. Commercial, and
2. Residential

The fees are proposed at \$20.00 for commercial and \$10.00 for residential. These fees will be assessed yearly after a 30 day notification.

Liquor License

Item	Fee
Liquor License (Original Application)	\$100.00
Liquor License (Name or Other Change)	\$75.00
Liquor License (Renewal Application)	\$35.00
Liquor License (Temporary License)	\$35.00

See Section Three for Traffic Fines on page 11.

Section Eight

Public Works Support Services

Any work performed during overtime hours shall be billed as the calculated hourly rate multiplied by 125 percent. The following fees shall be charged for the Public Works Support maintenance activities of the City:

General Fees:

Item	Fee
Public facilities damage (street signs, fences, etc.)	Billed at cost plus 20% for overhead plus lost revenue
Sign installation for new subdivisions	Billed at cost plus 20% for overhead
Citizen-requested items (street tree relocation, etc.)	Billed at cost plus 20% for overhead
Not specified in this section	See billable hours

Sign Request:

Public Notice is required to be sent out to residents that are within 250 feet of the affected area.

For Deposits that are required:

If the cost to review, inspect, and account for the improvements or requests exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

Item	Fee and Deposits
Citizen Requested Sign Removal	\$150.00 Deposit
Citizen Requested Sign Placement	\$200.00 Deposit
Traffic Studies	See Engineering Division on page 25

Section Nine

Engineering Division

Engineering fees consist of inspections, permits, printed and electronic maps, as well as erosion control charges.

Labor will be invoiced by Murrysmith staff classification plus 20% City admin cost at the following hourly rates, which are valid from January 1, 2020, to December 31, 2020. After this period, the rates are subject to adjustment.

Murrysmith Classification and Hourly Rate

Classification	Hourly Rate
Principal Engineer VI	\$308.00
Principal Engineer V	\$297.00
Principal Engineer IV	\$285.00
Principal Engineer III	\$273.00
Principal Engineer II	\$263.00
Principal Engineer I	\$241.00
Professional Engineer IX	\$230.00
Engineering Designer IX	\$222.00
Professional Engineer VIII	\$219.00
Engineering Designer VIII	\$210.00
Professional Engineer VII	\$207.00
Engineering Designer VII	\$200.00
Professional Engineer VI	\$198.00
Engineering Designer VI	\$190.00
Professional Engineer V	\$186.00
Engineering Designer V	\$178.00
Professional Engineer IV	\$175.00
Engineering Designer IV	\$175.00
Professional Engineer III	\$170.00
Engineering Designer III	\$170.00
Engineering Designer II	\$156.00
Engineering Designer I	\$144.00
Technician IV	\$172.00
Technician III	\$151.00
Technician II	\$130.00
Technician I	\$110.00
Administrative III	\$120.00
Administrative II	\$110.00
Administrative I	\$102.00

Plan Review and Construction Observation Cost²

When a developer constructs public improvements including but not limited to streets, water and sewer lines, with the development of land using private funds and the developer elects to utilize the services of the City Engineer in connection with the design, installation, and inspection of such improvements; the developer shall deposit with the City Recorder for payment of such services a sum equal to 12 percent of the estimated cost of construction of said improvements or, if the City Engineer does not prepare bid documents for the construction or improvements, then the Deposit shall be in an amount equal to 10 percent of the actual cost of construction as determined by the award of a successful bid.

² Engineering Services Pursuant to ORS 92.097

Plan Review and Construction Observation Cost (cont.)

In the event a developer elects to utilize the services of a licensed engineer to design or supervise the installation of the improvements of streets, water and sewer lines or other public improvements that are to be installed in the City of King City in conjunction with the development of land using private funds, then such plans and construction of improvements shall be reviewed and inspected by the City Engineer for determination that the same complies with the applicable standards of the City for such improvements.

The developer shall deposit with the City Recorder an amount equal to five (5) percent of the estimate of the "actual cost" of the total project, all public and private improvements, excluding buildings, to cover the actual cost of the City Engineer, Planning Consult and city staff services (review, inspection, and accounting) but in no event less than the sum of \$150.00 for such services. The appropriate cost estimate and fee must accompany all engineering plans before the review is undertaken.

For all projects \$50,000.00 or greater city staff will document and keep an accounting of the actual time and costs spent to process the review and inspection of all public improvements, including staff and consultant time at final inspection. Any portion of the Deposit not used will be refunded.

If the cost to review, inspect, and account for the improvements exceeds the Deposit, then the Applicant shall pay the difference.

All deposits received by the City Recorder under the provisions of Section 1 and 2 above shall be deposited in the appropriate Capital Improvement Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

Moratorium Surcharge³

Using [KCMC 12.08.095](#), the 5-Year Moratorium Surcharge for early excavation is as followed.

Years	Fee
One (1)	Not Allowed
Two (2)	\$250.00 per square foot
Three (3)	\$200.00 per square foot
Four (4)	\$150.00 Per Square foot
Five (5)	\$100.00 per square foot

Right-of-Way Permit Fees

Minor Utility Facilities, Installed or Constructed by Public⁴ or Private Entities.

Performance Bonds: A public improvements performance bond is to be provided to the City prior to construction in an amount equal to 125 percent of the final accepted engineer's estimate. 2) A maintenance bond in the amount of 20 percent of the final accepted engineer's estimate is required prior to final City acceptance of constructed public improvements. The maintenance bond shall remain in effect for a period of not less than one year after all public improvements are accepted by the City.

Item	Improved Surfaces Fee	Unimproved surfaces Fee
Construction Permit	\$350.00	\$300.00
Sidewalk Permit	\$350.00	\$300.00
Street Opening Permit	\$350.00	\$300.00
Any other right of way use permit ⁵	\$135.00	N/A

Encroachment Permit Fees

Item	Fee
Type 1 – Major Encroachment Permit ⁶	\$1,500
Type 2 – Minor Encroachment Permit ⁷	\$600.00
Encroachment appeal	\$600.00

³ (Ord. No. O-2019-02, § 1, 10-16-2019)

⁴ Quasi-public agencies other than the City and Franchise Utilities.

⁵ Large truck where prohibited or anything that isn't defined in the Right-of-Way permit section.

⁶ Such as driveway decking, reinforced concrete structures, boathouses, decks and hatches, manholes, or other structures that are not typically found in rights-of-way or public easements.

⁷ Easily removable structures, such as fences, driveway, entrances, monument walls, or timbers, less than 3' tall, or other non-loadbearing structures.

Commented [RS18]:

To keep the ROW permit fee reasonable for applicants. The city's formula is broken down above and goes into detail below.

1. Staff time for each application is estimated to be one hour to process—the base fee as 230 dollars per hour for the engineer's time.
Formula: (230×1)

2.Xpress Bill Pay E-payment, Equipment, services: We are using a third party called Xpress Bill Pay via Caselle; the fees are broken down accordingly. The costs is \$19.00 for Monthly service fee from Xpress + \$75.00 for Support, Maintenance, and Hosting by Xpress + the purchase of two CC Swiping terminals \$75.00 + \$75.00 plus one (1) hour IT time \$125.00 divided 50 applications than divided by eight Departments.
Formula: $=(((19+75) \times 12 + 275) / 50) / 8$

3. Equipment (computers): the fees are base on the following two computers at the price of \$1500 plus 2 hours of IT time $(125 \times 2) = \$3250$. We divided 50 applications than divided by the eight Departments.
Formula: $=((3250 \times 12 + (34550 / 10)) / 8) / 50$

4. Implementation of the Caselle: Is calculated by taking the per month hosted maintenance & support for four workstations \$2690.00/month, multiplied by 12 months; then, we added the \$34,550 for the total implementation of Caselle. We divided that charge by ten years. We are then divided that by 8 eight departments, then divided by 50 application
Formula: $=((2690 \times 12 + (34550 / 10)) / 8) / 50$

5. Total is =339.77

6. we rounded to 350.00 per ROW permit.

Commented [RS19]: Added,

I believe being transparent is the best way to avoid conflicts and confusion later.

Does this work?

Commented [RS20]: Staff reviewed time spent, legal notice mailing, planning commission, and equipment that is required for this type of permit. Staff recommends that a deposit of no less than \$1,500 be required for this type of permit.

1. Staff time is broken down in three segments as followed:
a. Planning Staff time formula : $(\$130 \times 3 \text{ hours})$
b. Engineering Staff time $(6.5 \text{ Hours per Application})$ Formula: $(\$230 \times 3 \text{ hours})$
c. Admin Staff time $(1.5 \text{ hours per application})$ Formula: $(\$120 \times 1.5 \text{ hours})$
3. Legal Notification Published in a Newspaper \$100.00
4. Mailing Notice to residents 250 feet \$75.00
5. Planning Commission Meeting \$50.00
6. Xpress Bill Pay E-payment, Equipment, services: We are using a third party called Xpress Bill Pay via ...

Commented [RS21]: 40% of the type one Major Encroachment permit.

Grading/Earthwork Permit Fees

Is broken down in the following manner.

Item	Fee
Minor (0 to 100cy)	\$150.00
Major (100 + cy)	\$250.00

General Engineering Fees

For Deposits that are required:

If the cost to review, inspect, and account for the improvements or request exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

Item	Fee
Street Vacation	\$2,500.00 Deposit
Street Name Change	\$500 Deposit
Franchise Application	\$2,000.00
Parking Permit Review Study	\$500.00 Deposit
Transportation Review Study ⁸	\$2,500.00 Deposit
Flood Plain Review	\$500.00 Deposit

Erosion Control Permit Fees

Areas 1 acre and greater will require a 1200-C permit per the Oregon Department of Environmental Quality (ODEQ).

Dwelling Type	Size	Fee
Single Family Residential	0 sf – 750 sf	\$175.00
	750 sf – 1 acre	\$300.00
	Greater than 1 acre	\$670.00
Multi-Family and Commercial	N/A	\$ 300 plus labor and material for time spent administering the permit in excess of 8 hours.
Single Family Residential landscaping erosion control Permit, plan review and inspection	N/A	\$75.00

Record Retention and Archiving Fees for Engineering

This fee applies to all documents received by customers, residents, and contractors.

Item	Fee
To archive all records per State mandate. Up to 10 pages	\$20.00
Additional Charges per page of the submitted document.	
8 ½" x 11" or 8 ½" x 14"	\$0.28 per page
8 ½" x 17"	\$ 0.50 per page
18" x 24"	\$ 2.00 per page
24" x 36"	\$ 3.00 per page
36" x 42"	\$ 4.00 per page
Other (larger than 36" x 42")	\$ 5.00 per page

Research and Consultation Fees for Engineering

Item	Fee
Records Research	\$ 150 per hr per request, minimum one Hour
Fee Estimates - new commercial projects	\$ 150 per hr per request, minimum one Hour
Consultation for code review, hypothetical projects	\$ 150 per Hour, minimum one Hour

Commented [RS22]: New item.

⁸ This would include street widening, and traffic studies that are not defined in this section.

Other Inspections and Fees for Engineering

Item	Fee
Re-inspection Fee	\$85.00 per inspection
Each additional inspection over the allowable	\$85.00 per inspection
Inspections for which no fee is specifically indicated	\$85.00 per inspection
Investigation fee (with permit)	\$85 per Hour
Additional plan review	85/hour
Inspections outside normal business hours	\$127.50 per Hour (minimum charge of 2 hours)

Investigation fees, Work without a permit:

Investigation - Whenever any work for which an erosion control permit is required has commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for the work.

Fee - An investigation fee equal in amount and in addition to the permit fee shall be collected whether or not a permit is issued.

Erosion control enforcement fees:

For violations of KCMC Chapter 16 and in addition to penalties prescribed under the municipal code enforcement fees may also be assessed on a time and materials basis plus overhead billed at 2.4 times direct costs.

Street Parking Permits (annually)

Per Ordinance number O-2015-04 chapter 10.08 of KCMC the city can establish a residential parking zone and permit procedures.

Place/Item	Fee
SW Queen Anne Avenue:	No Fee per Resolution R-2015-10
SW Royalty Parkway:	No Fee per Resolution R-2015-10
SW King Charles Avenue:	No Fee per Resolution R-2015-10
SW King Charles Avenue:	No Fee per Resolution R-2015-10
SW 124th Avenue:	No Fee per Resolution R-2015-10
SW King Richard Drive:	No Fee per Resolution R-2015-10
SW Queen Mary Avenue:	No Fee per Resolution R-2015-10
Other Street Parking Permits	\$66.00
Parking Violations	\$50.00 per day (also see Municipal Court on page 11)

Commented [RS23]: New Item

POD Permits

POD permits are good for up to two (2) weeks. If the pod is needed long, it will fall into a Temporary Use Permit, see Planning Division on page 29 for more information (public notification is required for Temporary Use permits.)

Authority	Fee
POD Permit	\$56.00

Commented [RS24]: New item: We write POD permits for blocking the ROW but currently don't charge for this.

Appeal for Engineering

The appeal of staff decision or hearing body to the next higher authority

Authority	Fee
City Manager	\$150.00
Planning Commission	\$600.00
City Council	\$900.00

Section Ten

Planning Division Development Actions

Per [KCMC Chapter 16.44](#) the fees will be the following.

Definitions:

Fee: a sum paid or charged for a city service

Deposit: an act of placing an amount of money with the city to use for development expenditure.

For Deposits that are required:

If the cost to review, inspect, and account for the improvements or requests exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

Most land use application types are usually not standalone applications. For example, a Conditional Use usually includes site plan review and Goal 5 Safe Harbor. If this is the case, the city will ask for the highest deposit amount.

Pre-application conference (KCMC Chapter 16.44.022)	Fee
First Meeting (conference)	\$450.00
Second Meeting (follow up Meeting with Staff to discuss issues addressed at the pre-application conference)	No Fee for second Meeting
Third Meeting and subsequent meetings	\$370.00

Other Consultation	Fee
A private meeting to discuss a project outside the context of a pre-application conference or at-the-counter services by a planner.	\$150.00 per Hour

Action	Fees or Deposit
Application for Conditional Uses. (KCMC Chapter 16.156)	\$2,000.00 Deposit
Goal 5 Safe Harbor (KCMC Chapter 16.142)	\$1,300.00 Deposit
Lot Line Adjustment (KCMC Chapter 16.200)	\$1,000. 00 Deposit
Minor Partition > than 3 lots (KCMC Chapter 16.200)	\$2,000.00 Deposit
Major Partition < than 3 lots (includes the creation of a street (KCMC Chapter 16.200)	\$3,000.00 Deposit
Request for formal Code interpretation under KCMC Chapter 16	\$600.00 (fee)
Subdivision (with or without Planning Department) (KCMC Chapter 16.196)	\$6,000 Deposit plus (+) \$250.00 per lot
Final Plat Review (KCMC Chapter 16.196.070)	\$1,000.00 Deposit
For major revisions that don't comply with the Planning Commission Decision will have to reapply	\$6,000 Deposit
Variances (KCMC Chapter 16.148.160)	\$2,500.00 fee
Accessory Building which requires a building permit and > than 120 square feet (e.g., garage carport).	\$1,000.00 fee
Temporary structure, Use permit (KCMC Chapter 16.168)	\$300.00 (fee)
Fence Permit (KCMC Chapter 16.180)	\$30.00 (fee)
Flood Plain and Drainage Hazed Review (KCMC Chapter 16.140)	\$2,500 Deposit
City and Planner Review (KCMC Chapter 16.140.030)	\$3,000.00 Deposit
Planning Commission Review (items need to go to the Planning Commission)	\$6,000.00 Deposit



Commented [RS25]: Need to work on this.

Commented [RS26]: The fee is for City manager, Planner and Engineer.

Commented [RS27]: Kieth's time plus 20% admin cost.

Commented [RS28]: Formula used was \$130x8hours plus 20%

Commented [RS29]: Staff reviewed time spent, legal notice mailing, planning commission, and equipment that is required for this type of action. Staff recommends that a deposit of no less than \$6,000.00 be required for this type of action. Plus a \$250.00 per lot.

1. Staff time is broken down in three segments as followed:
a. Planning Staff time formula : (\$130*12 hours)
b. Engineering Staff time(6.5 Hours per Application) Formula: (\$230*6.5 hours)
c. Admin Staff time (1.5 hours per application) Formula: (\$120*1.5 hours)
3. Legal Notification Published in a Newspaper \$1,119.63
4. Mailing Notice to residents 250 feet \$75.00
5. Planning Commission Meeting \$1,400.00 (Staff time =(150+130+120)*(3.5))
6. Xpress Bill Pay E-payment, Equipment, services: We are using a third party called Xpress Bill Pay via Caselle; the fees are broken down accordingly. The costs are \$19.00 for Monthly service fee from Xpress + \$75.00 for Support, Maintenance, and Hosting by Xpress + the purchase of two CC Swiping terminals \$75.00 + \$75.00 plus one (1) hour IT time \$125.00 divided 50 applications than divided by eight Departments.
Formula: =(((19+75)*12+275)/50)/8
7. Equipment (computers): the fees are base on the following two computers at the price of \$1500 plus 2 hours of IT time (125*2) = \$3250. We divided 50 applications than divided by the eight Departments.
Formula: =(3250/8/50)
8. Implementation of the Caselle: Is calculated by taking the per month hosted maintenance & support for four workstations \$,2690.00/month, multiplied by 12 months; then, we added the \$34,550 for the total implementation of Caselle. We divided that charge by ten years. We awe than divided that by 8eight departments, then divided by 50 application
Formula: =((2690*12+(34550/10))/8)/50

Commented [RS30]: CPI increase used above then rounded to the nearest whole \$5.00.

Sign Review, Permit, and Inspections

Per the King City Municipal Code chapter 16.148, the fees will be the following.

For Deposits that are required:

If the cost to review, inspect, and account for the improvements or requests exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

Item	Fee or Deposit
Administration Sign Review (KCMC Chapter 16.148.140)	\$305.00 per sign area (fee)
Planning Commission Review (sign variance KCMC Chapter 16.148.160)	\$1,500 Deposit
Temporary Sign Permit (30 days or less)	\$50.00
Sign Retrieval Fee	\$45.00
Inspections (KCMC Chapter 16.148.170)	
Planning Staff	\$130.00 per inspection
Structural inspection	See Building Division on page 13

Commented [RS31]: Staff reviewed time spent, legal notice mailing, planning commission, and equipment that is required for this type of action. Staff recommends that a deposit of no less than \$6,000.00 be required for this type of action.

1. Staff time is broken down in three segments as followed:
a. Planning Staff time formula : (\$130*1 hours)
c. Admin Staff time (20 minutes hours per application) Formula: (\$120*0.33 hours)

2.Xpress Bill Pay E-payment, Equipment, services: We are using a third party called Xpress Bill Pay via Caselle; the fees are broken down accordingly. The costs are \$19.00 for Monthly service fee from Xpress + \$75.00 for Support, Maintenance, and Hosting by Xpress + the purchase of two CC Swiping terminals \$75.00 + \$75.00 plus one (1) hour IT time \$125.00 divided 50 applications than divided by eight Departments.

Formula: =(((19+75)*12+275)/50)

3. Equipment (computers): the fees are base on the following two computers at the price of \$1500 plus 2 hours of IT time (125*2) = \$3250. We divided 50 applications than divided by the eight Departments.

Formula: =(3250/8/50)

4. Implementation of the Caselle: Is calculated by taking the per month hosted maintenance & support for four workstations \$,2690.00/month, multiplied by 12 months; then, we added the \$34,550 for the total implementation of Caselle. We divided that charge by ten years. We awe than divided that by 8eight departments, then divided by 50 application

Formula: =((2690*12+(34550/10))/8)/50

Comprehensive Plan and Community Development Code Amendments

Per [KCMC Chapter 16.44](#) the fees will be the following.

For Deposits that are required:

If the cost to review, inspect, and account for the improvements or requests exceeds the Deposit, then the Applicant shall pay the difference. All deposits received by the City Recorder under this provision shall be deposited in the appropriate Fund for appropriation to the proper expenditure (consultant, staff time, or reimbursement).

Legislative amendments to a map	Fee
Comprehensive Plan Map Amendments	\$6,000.00 Deposit
Zoning Map Amendment	\$6,000.00 Deposit

Quasi-judicial amendments to a map	Fee
Comprehensive Plan Map Amendment	\$6,000.00 Deposit
Community Development Code Map Amendment	\$6,000.00 Deposit
Zoning Map Amendment	\$6,000.00 Deposit

Research Fees for Planning

Item	Fee
Records Research	\$ 150.00 per hr per request, minimum one Hour
Letter of Zoning Verification	\$52.00 per hour, minimum one Hour
Letter of verification of compliance with the Community Development Code of an existing Development.	\$ 150.00 per hour, minimum one Hour
Deed research to determine the legality of a lot.	\$ 150.00 per hour, minimum one Hour
Research/Interpretation of old planning files and informal code interpretation.	\$ 150.00 per hour, minimum one Hour

Reconsideration and Appeal For Planning

The appeal of staff decision or hearing body to the next higher authority

Authority	Fee
Reconsideration of Planning Commission Decision (KCMC Chapter 16.72)	\$350.00
Appeal of Administrative or City Manager decisions to the Planning Commission. This also includes formal code interpretation.	\$600.00
Appeal of a Hearing Body decision to City Council	½ of the original application fee Minimum \$900.00 and not to exceed \$5,000.00

Site Review and Inspections Fees

Per the King City Municipal Code Chapter 16.152.

Items	Fee
Single-family Dwelling on infill lots (i.e., lots or parcels not approved as part of a land partition/subdivision)	\$217.00
Single-family Dwelling or townhomes approved as a part of a land partition/subdivision/planned development application	\$550.00
Non-single family residential development, including apartments, commercial, industrial, and institutional uses	\$1,100
Re-inspection Fees	\$150.00
Residential remodels	
Interior remodels and accessory structures	\$150.00
Exterior addition of no more than 500 sq ft	\$150.00
Exterior addition exceeding 500 sq ft (same fee as if new construction) - Building permit apply to.	See a – c. above and Structural Permits on page 13

Annexation

See King City Municipal Code [Chapter 16.192](#) and [Metro Fee schedule](#). The Metro fee can not be waived by the City Manager or the City Council.

Annexation Application	Fee
Annexation of any size lot	\$2,000 plus (+) application Metro Mees
Expenses related to additional noticing caused by delays brought on by the Applicant (s).	\$350.00
Copies of Planning Documents	See Public Records on page 6

Planning Record Retention and Archiving Fees

These fees are in addition to the application fees. These apply to all documents received by customers, residents, and contractors.

The following fees will be applied to the customer's account and will be deducted from the deposit or posted payment received

Documents that are not submitted electronically will need to be scanned into the system. Anything larger than 8 ½" x 17" will need to be outsourced for scanning by a third party.

Item	Fee
Land use applications without a public hearing	\$35.00
Land use applications with a public hearing	\$35.00
Sign permits	\$5.00
Demolition (Notice of Demolition Approval)	10.00
Additional Charges per page of the submitted document.	
8 ½" x 11" or 8 ½" x 14"	\$1.76 per page
8 ½" x 17"	\$ 2.00 per page
18" x 24" (outsourced)	\$ 45.00 per page
24" x 36" (outsourced)	\$ 55.00per page
36" x 42" (outsourced)	\$ 100.00 per page
Other (larger than 36" x 42")	\$ 150.00 per page

Tree Removal Permit

Within the boundary of King City, there are three (3) different types of trees are recognized by the King City Development Code:

- **Naturally occurring or planted trees** – that are not related to any development approval. These could either be on private property, public property, or public ROW. These are generally the ones referred to in CDC 16.128 that are ≥6" dbh.
- **Landscape trees** – these were required as a condition of development approval. These would be on private property. The requirements would be based on CDC 16.124 and the relevant conditions for development approval.
- **Street trees** – within the public ROW. These are the property of the city and can't be removed or pruned without city approval. It is still the abutting home owner's responsibility to repair and maintain the street tree per King City Municipal Code 12.08. Note: this might include "yard trees" in the original portion of King City, which was developed in the 1960 through 1980.

Application Category	Application Type	Base Fee
Tree Removal Permit	Permit	\$50.00 per tree
Street Tree Removal Permit	Permit	\$100.00 per tree
Appeal of Administrative or City Manager decisions to the Planning Commission.	Appeal Application	\$600.00



In any case, the City manager may ask the Applicant to consult with an [ISA certified arborist](#) about preserving the tree and file the report with the permit application to the City.

For all street trees and complex tree removal permits, the Applicant must consult with an [ISA certified arborist](#) about preserving the tree and file the report with the permit application to the City.

Please note all Street trees require a tree removal permit. In accordance with King City CDC 16.128.040§B – The City Manager may require additional information from the Applicant to properly evaluate the Application. If an independent review is deemed necessary, the City may require a deposit from the Applicant sufficient to cover an independent evaluation by an ISA Certified Arborist of the City's choosing.

A Public Right-of-Way permit application is required for the repair of the sidewalk.

Systems Development Charges

Please note that fees associated with Water, Sanitary, and Stormwater are estimated based on the information provided by the respective organization and may be subject to additional fees and terms. Based on Oregon State Statute (ORS 223.304), the charges are broken down into three components; (1) reimbursement (to recover existing facility capacity available for growth), (2) improvement (to recover planned capacity improvements for growth), and (3) administration (to recover direct costs).

Stormwater System Development Charge

Clean Water Services set this charge. Rates herein are updated as their governing board adopts changes. Please note this charge can not be waived by the City Manager or the City Council.

Items	Reimbursement	Improvements	Administration	Total
All Developments	\$3,480.00	\$2,320.00	-	\$5,800.00

Sanitary System Development Charge

Clean Water Services set this charge. Rates herein are updated as their governing board adopts changes. Please note this charge can not be waived by the City Manager or the City Council.

Items	Total
All Developments	\$560.00

Reserved space for King City Transportation System Development Charge

Parks and Recreation System Development Charges

This SDC only applies to West King City Park Master Plan adopted by R-04-02 on March 17, 2004

For the purposes of periodically adjusting the park SDC, the City will determine annually the increase in the Construction Cost Index (CCI) published in the weekly periodical *ENR* published by McGraw Hill, Inc. This publisher's construction (and building) cost index is widely accepted in the engineering and construction industry. *ENR* updates the CCI monthly and provides annual summaries in the July edition. For more information, please see Exhibit C

Item	Fee
per housing unit regardless of the type or size of the housing unit.	\$3,467.38 per ERU
ERU = Equivalent Residential Unit	

Metro Construction Excise Tax

This is a non-city fee that is assessed as part of a building permit. Please note this charge can not be waived by the City Manager or the City Council.

This charge is set by Metro. Rates herein are updated as their governing board adopts changes.

Metro Construction Excise Tax **.12% of Valuation (Value * .0012 = Tax)**

Permits for construction projects valued at \$100,000 or less will be exempted from this tax as well as permits for the development of affordable housing units and permits issued to 501(c)(3) nonprofit organizations for other projects aimed at serving low-income populations. Permits for construction valued at more than \$10 million will be assessed a flat \$12,000 fee (0.12 percent of \$10 million). To learn more about the construction excise tax, go to the [Metro construction excise tax webpage](#).

School Construction Excise Tax

This is a non-city fee that is assessed as part of a building permit. Please note this charge can not be waived by the City Manager or the City Council.

Tigard-Tualatin School District sets this charge. Rates herein are updated as their governing board adopts changes.

Item	Fee
Residential	\$ 1.39 per square foot
Non-Residential	\$ 0.69 per square foot
Non-Residential Maximum	\$34,600

Commented [RS32]: We removed:
Engineering Development Charge
Planning Development Charge

These items don't make sense to charge.

Commented [RS33]: The CCI was calculated by:
 $SDC_{current\ year} = SDC_{last\ year} \times (CCI_{current\ year} / CCI_{last\ year})$
For example:
 $\$3467.38 = \$3195.00 \times (12140.48 / 11186.78)$

CCI Current year July 2020
CCI Last year October 2018

Transportation Development Tax (TDT)

This is a non-city fee that is assessed as part of a building permit. Please note this charge can not be waived by the City Manager or the City Council.

Washington County sets this charge. Rates herein are updated as their governing board adopts changes.

Item	Fee
Single-Family Detached	\$9,269 per Dwelling Unit
Apartments	\$6,064 per Dwelling Unit
Residential Condominium/Townhouse	\$5,544 per Dwelling Unit
Manufactured Housing (in Park)	\$4,638 per Dwelling Unit
Assisted Living	\$2,865 per Bed
Continuing Care Retirement	\$2,897 per Unit
Commercial/Services	See TDT Tax Rate Schedule
Motel &Hotel	\$2,631 per room

ⁱ Work will be invoiced by legal firm classification plus 20% City admin cost at the following hourly rates, which are valid from September 1, 2020 to June 30, 2021. After this period, the rates are subject to adjustment.

ⁱⁱ The Fee's through-out the Master Fee Schedule for Fiscal Year (FY) 2021-2022 have been increased from Consumer Price Index - All items in West urban, all urban consumers, not seasonally adjusted, Series Id: CUUR0400SA0, Area: WEST, Base Period: 1982-84=100 Years: 2017 Second half to – May 2020.

Resolution R-2020-19

Exhibit A



RESOLUTION NO. R-2020-18

A RESOLUTION REVISING FEES, CHARGES, FINES, AND ASSESSMENTS OF THE CITY OF KING CITY, OREGON, AND RESCINDING RESOLUTION R-2020-03.

RECITALS:

WHEREAS, the City adopted Resolution R-2020-03, which outlined a City policy revising fees, charges, fines, and assessments of the City of King City and rescinding Resolution R-2019-11; and

WHEREAS, the City is allowed by law to establish fees, charges and fines that may be assessed individuals requesting services and materials to be supplied by the City staff, or for costs that may be incurred by the City on behalf of any member of the public, or that may be assessed as a fine; and

WHEREAS, the City of King City provides a full range of municipal services to the community, including police protection, traffic control, and improvement, street maintenance and improvement, planning and zoning regulation, and building inspection and regulation. This Master Fee Schedule consolidates all City fees and charges adopted by City Council resolution for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year; and

WHEREAS, prudent use of the City's financial resource requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested; and

WHEREAS, based upon an unusual circumstance or event, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When a new fee is established by the City Manager it shall be incorporated into the Master Fee Schedule, and it shall be included and specified during the next update to the Master Fee Schedule; and

WHEREAS, the City Manager is authorized to make non-substantive changes to Master Fee Schedule (e.g., typographical errors) following passage by City Council; and

WHEREAS, the City Council desires to update its prior master fee schedule to include new fees, charges and fines established by the City Manager and Council; and

WHEREAS, the City is also proposing modifications to its Building Inspection Program Fee Schedule, the City has not raised these fees since 2006, and

WHEREAS, the proposed fee changes are necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and to maintain current levels of permit, plan review and inspection services; and

WHEREAS, the City Council has been presented with the proposed Building Inspection Program Fee Schedule at its September 16, 2020 meeting, at which the City has taken the necessary steps to utilize current technology to allow public participation without increasing the risk of exposure to the COVID-19 virus.

THE CITY OF KING CITY RESOLVES AS FOLLOWS:

1. Rescind Resolution R-2020-03
2. Adopt the Master Fees, charges, and assessments schedule as authorized in the King City Municipal Code, as stated in Exhibit A, which is incorporated in full by this reference.
3. Adopt the Building Inspection Program Fee Schedule, as stated in Exhibit B, which is incorporated in full by this reference.
4. This resolution will take effect on October 1st, 2020.

**PRESENTED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF KING CITY
THIS 16 DAY OF SEPTEMBER, 2020.**

See Original Resolution for Signatures
Kenneth Gibson, Mayor

See Original Resolution for Signatures
Mike Weston, City Manager

ATTEST See Original Resolution for Signatures
Ronnie L. Smith, City Recorder

APPROVED AS TO FORM:

See Original Resolution for Signatures
Ed Trompke, City Attorney

Exhibit B

Building Program Methodology Used for Increases

July 27, 2020

Shannon Flowers, Senior Policy Analyst
Oregon Department of Consumer & Business Services
Building Codes Division
P.O. Box 14470
Salem, OR 97309-0404

Re: King City Fee Update Notification

Per OAR 918-020-0220 and ORS 455.210, the purpose of this letter is to notify the State Building Codes Division that the City of King City is proposing to make modifications to the Building Inspection Program Fee Schedule effective October 1, 2020. King City last raised permit fees in 2005.

King City is proposing a 20% increase to all building and electrical permit-related fees, including structural, plumbing, electrical, mechanical, and related fees. The proposed fee changes are necessary to offset the inflationary increase in program costs, to maintain a fund balance reserve, and to maintain our current levels of permit, plan review, and inspection services. Additionally, to maintain program funding, permit-related fees are proposed to automatically be adjusted biennially on July 01 by 2.5% for the next three biennia. *For example, July 1, 2022, July 1, 2024, and July 1, 2026.*

Attached is our proposed fee schedule to be presented to the King City Council on Tuesday, September 16, 2020, at 5:30 PM. Councilors will be calling into the meeting via conference call. Members of the public will be able to listen to the meeting on the teleconference line or watch the meeting via video link. Minimal staff will be in the City Hall Conference Room, 15300 SW 116th Ave, King City, Oregon 97224. To avoid the potential spread of the COVID-19 virus, members of the public will not be allowed in the room.

The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. The public can participate by emailing public comments to City Recorder at rsmith@ci.king-city.or.us or leaving a voicemail that can be played during the meeting. The audio/Video recording of the meeting will be posted to the City website within two to three days of the meeting. Meeting details can be found at http://www.ci.king-city.or.us/government/public_notices/hearings.php

Join Zoom Meeting:

Meeting ID: 863 3554 7229

Password: 923757

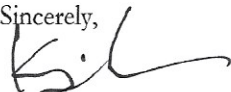
Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

If you have any questions or need additional information, please call Ronnie Smith, City Recorder at 503-639-4082.

Sincerely,



Kenneth Gibson

Mayor

503-639-4082

KG/rls

Encl: Proposed Fee Schedule



City of King City
15300 SW 116th Avenue
King City, OR 97224-2693
Phone: 503-639-4082
Fax: 503-639-3771

Structural Permit Fee Schedule

1. Building Permit Fees shall be as follows	
Total Valuation	Fee
\$1.00 - \$2,000	\$62.50 77.50
\$2,001 - \$25,000	\$62.50 77.50 for the first \$2,000 in value plus \$9.60 11.52 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$283.30 342.46 for the first \$25,000 in value plus \$7.50 9.00 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$470.80 567.46 for the first \$50,000 in value plus \$5.47 6.56 for each additional \$1,000 or fraction thereof
\$100,001 - \$250,000	\$744.30 895.46 for the first \$100,000 in value plus \$3.90 4.68 for each additional \$1,000 or fraction thereof
\$250,001 - \$600,000	\$1,329.30 1,597.46 for the first \$250,000 in value plus \$3.85 4.62 for each additional \$1,000 or fraction thereof
\$600,001 - \$1,200,000	\$2,676.80 3,214.46 for the first \$600,000 in value plus \$3.54 4.21 for each additional \$1,000 or fraction thereof
\$1,200,001 - \$2,000,000	\$4,782.80 5,740.46 for the first \$1,200,000 in value plus \$2.73 3.28 for each additional \$1,000 or fraction thereof
\$2,000,001 and up	\$6,966.60 8,364.46 for the first \$2,000,000 in value plus \$2.72 3.26 for each additional \$1,000 or fraction thereof.
2. State Surcharge	12% of the building permit fee
3. City Surcharge Fee	\$56.00 per permit
4. Building Plan Review Fee	65% of the building permit fee
5. Fire and Life Safety Plan Review Fee	When required, Fire and Life Safety plan review shall be 40% of the building permit fee
6. Solar Installation Permit Fee	a) Prescriptive system installation permit fee - \$150 180 b) Non-prescriptive systems shall have permit fees and plan review calculated in accordance with the above fee schedule
7. Phased Projects	\$200.00 240.00 plus 10% of the total project building permit fee not to exceed \$1,500 for each phase.
8. Deferred Submittals	65% of the building permit fee calculated according to OAR 918-050-0110 (2) and (3) using the value of the particular deferred portion or portions of the project, with minimum fee of \$200.00 240.00 . This is in addition to the project plan review fee based on the total project valuation.
9. Residential Fire Suppression Permits (Stand Alone System) <i>See plumbing permit for multipurpose or continuous loop system</i>	0 to 2,000 square feet - \$115.00 138.00 2,001 to 3,600 square feet - \$160.00 192.00 3,601 to 7,200 square feet - \$220.00 264.00 7,201 square feet and greater - \$309.00 370.80
10. Other Inspections and Fees	<ul style="list-style-type: none"> Re-inspection fee - \$85/inspection Each additional inspection over the allowable - \$85/inspection Inspections for which no fee is specifically indicated - \$85/inspection Investigation fee - \$85/hour Additional plan review - \$89 85/hour Inspections outside normal business hours - \$127.50/hour (minimum charge of 2 hours)



Manufactured Dwelling Permit Fees

Manufactured Home Placement Permit (includes plan review) ~~\$257.80~~ 309.36

State Manufactured Home Fee - \$30

State Surcharge – 12 %



Mechanical Permit Fee Schedule (page 1)

Commercial Fee Schedule	
Total Valuation	Fee
\$1.00 - \$5,000	\$72.50 87.00
\$5,001 to \$10,000	\$72.50 87.00 for first \$5,000 and \$1.52 1.58 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 to \$25,000	\$148.50 166.00 for first \$10,000 and \$1.54 1.60 for each additional \$100 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$379.50 406.00 for first \$25,000 and \$1.45 1.51 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 and up	\$742 783.50 for first \$50,000 and \$1.20 1.25 for each additional \$100 or fraction thereof
Residential Fee Schedule	
Heating/Cooling	
Furnace up to 100,000 BTU (including ducts and vents)	\$14 16.80
Furnace 100,000 BTU and over (including ducts and vents)	\$17.40 20.88
Floor furnace (including vent)	\$14 16.80
Air conditioner	\$14 16.80
Heat pump	\$14 16.80
Mini-split system	\$14 16.80
Ductwork	\$14 16.80
Hydronic hot water system	\$14 16.80
Residential boiler (radiator or hydronic)	\$14 16.80
Unit heaters (fuel-type, not electric), in-wall, in-duct, suspended	\$14 16.80
Suspended heater, wall heater, or floor mounted heater	\$14 16.80
Flue / vent for any of above	\$10 12.00
Repair units	\$12.15 14.58
Vent not included in appliance permit	\$6.80 8.16
Other heating / cooling	\$14 16.80
Other Fuel Appliances	
Water heater	\$10 12.00
Gas fireplace	\$10 12.00
Flue vent for water heater or gas fireplace	\$10 12.00
Log lighter (gas)	\$10 12.00
Wood / pellet stove	\$10 12.00
Wood fireplace / insert	\$10 12.00
Chimney / liner / flue / vent	\$10 12.00
Other fuel appliances	\$10 12.00
Environmental Exhaust & Ventilation	
Range hood / other kitchen equipment	\$10 12.00
Clothes dryer exhaust	\$10 12.00
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)	\$6.80 8.16
Attic / crawlspace fans	\$10 12.00
Other environmental exhaust & ventilation	\$10 12.00
Fuel Piping	
For first four (4)	\$5.40 6.48
Each additional over four (4)	\$1 1.20



Mechanical Permit Fee Schedule (page 2)

Boiler / Compressor / Absorption System	
<3HP: absorb unit to 100K BTU	\$14 16.80
3-15 HP: absorb unit 100K to 500K BTU	\$25.60 30.72
15-30 HP: absorb unit .5-1 mil BTU	\$35 42.00
30-50 HP: absorb unit 1-1.75 mil BTU	\$52.20 62.64
>50 HP: absorb unit >1.75 mil BTU	\$87.20 104.64
Other	
Air handling unit to 10,000 CFM	\$10 12.00
Air handling unit 10,000 CFM+	\$17.20 20.64
Non-portable evaporate cooler	\$10 12.00
Vent fan connected to a single duct	\$6.80 8.16
Ventilation system not included in appliance permit	\$10 12.00
Hood served by mechanical exhaust	\$10 12.00
Domestic incinerators	\$17.40 20.88
Commercial or industrial type incinerator	\$69.95 83.94
Other units, including wood stoves	\$10 12.00
Minimum Permit Fee	\$72.50 87.00
State Surcharge	12% of the mechanical permit fee
City Surcharge Fee	\$56.00 per permit
Mechanical Plan Review Fee	25% of the mechanical permit fee
Other Inspections and Fees	<ul style="list-style-type: none"> Re-inspection fee - \$62.50 85.00 /inspection Each additional inspection over the allowable - \$62.50 85.00 /inspection Inspections for which no fee is specifically indicated - \$62.50 85.00 /inspection Investigation fee - \$62.50 85.00 /hour Additional plan review - \$62.50 85.00 /hour Inspections outside normal business hours - \$62.50 127.50 /hour (minimum charge of 2 hours)



Plumbing Permit Fee Schedule (page 1)

Medical Gas - Plumbing permit fees for medical gas shall be determined, based on the value of installation costs and the system equipment, including, but not limited to, inlets, outlets, fixtures, and appliances, and applied to the City's fee schedule with a set minimum fee. The plan review fee shall be equal to 25% of this permit fee	
Total Valuation	Fee
\$1.00 to \$5,000	\$72.50 87.00
\$5,001 to \$10,000	\$72.50 87.00 for first \$5,000 and \$1.52 1.58 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 to \$25,000	\$148.50 166.00 for first \$10,000 and \$1.54 1.60 for each additional \$100 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$379.50 406.00 for first \$25,000 and \$1.45 1.51 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 and up	\$742 783.50 for first \$50,000 and \$1.20 1.25 for each additional \$100 or fraction thereof
New 1-2 family dwellings (includes 100 feet for each utility connection)	
SFR (1) bath	\$249.20 299.04
SFR (2) bath	\$350.00 420.00
SFR (3) bath	\$399.00 478.80
Each additional bath/kitchen	\$45.00 54.00
Rain drain, single family dwelling	\$65.25 78.30
Site Utilities	
Catch basin or area drain	\$16.60 19.92
Drywell, leach line, or trench drain	\$16.60 19.92
Manufactured home utilities	\$110.00 132.00
Manholes	\$16.60 19.92
Rain drain connector	\$16.60 19.92
Footing drain – 1 st 100'	\$55.00 66.00
Footing drain – each additional 100'	\$46.40 55.68
Sewer – 1 st 100'	\$55.00 66.00
Sewer – each additional 100'	\$46.40 55.68
Water service – 1 st 100'	\$55.00 66.00
Water service – each additional 100'	\$46.40 55.68
Storm & rain drain – 1 st 100'	\$55.00 66.00
Storm & rain drain – each additional 100'	\$46.40 55.68
Interior mainline (sewer or water piping) – 1 st 100'	\$55.00 66.00
Interior mainline (sewer or water piping) – each add'l 100'	\$46.40 55.68
Fixture or item	
Absorption valve	\$16.60 19.92
Commercial backflow prevention device	\$46.40 55.68
Residential backflow prevention device	\$27.55 33.06
Backwater valve	\$16.60 19.92
Clothes washer	\$16.60 19.92
Dishwasher	\$16.60 19.92
Drinking fountain	\$16.60 19.92
Ejectors/sump	\$16.60 19.92
Expansion tank	\$16.60 19.92
Fixture/sewer cap	\$16.60 19.92
Floor drain / floor sink / hub	\$16.60 19.92



Plumbing Permit Fee Schedule (page 2)

Fixture or item	
Garbage disposal	\$16.60 19.92
Hose bib	\$16.60 19.92
Ice maker	\$16.60 19.92
Interceptor / grease trap	\$16.60 19.92
Primer	\$16.60 19.92
Roof drain (commercial)	\$16.60 19.92
Sink / basin / lavatory	\$16.60 19.92
Tub / shower / shower pan	\$16.60 19.92
Urinal	\$16.60 19.92
Water closet	\$16.60 19.92
Water heater	\$16.60 19.92
Minimum Permit Fee	\$72.50 87.00
State Surcharge	12% of the plumbing permit fee
City Surcharge Fee	\$56.00 per permit
Plumbing Plan Review Fee	25% of the plumbing permit fee when applicable (OAR 918-780-0040)
Residential Fire Suppression Permits (<i>multipurpose or continuous loop system</i>)	0 to 2,000 square feet - \$115.00 138.00 2,001 to 3,600 square feet - \$160.00 192.00 3,601 to 7,200 square feet - \$220.00 264.00 7,201 square feet and greater - \$309.00 370.80
Other Inspections and Fees	<ul style="list-style-type: none"> Re-inspection fee - \$72.50 85.00 /inspection Each additional inspection over the allowable - \$72.50 85.00 /inspection Inspections for which no fee is specifically indicated - \$72.50 85.00 /inspection Investigation fee - \$72.50 85.00 /hour Additional plan review - \$89 85.00 /hour Inspections outside normal business hours - \$108.75 127.50 /hour (minimum charge of 2 hours)



Electrical Permit Fees

New 1-2 family dwellings (includes attached garage)	
1,000 square feet or less	\$145.15 174.18
Each additional 500 square feet or portion	\$33.40 40.08
Limited energy, residential	\$75.00 90.00
Limited energy, non-residential	\$75.00 90.00
Each manufactured or modular dwelling, service and/or feeder	\$90.90 109.08
Services or feeders installation, alteration, and/or relocation	
200 amps or less	\$80.30 96.36
201 amps to 400 amps	\$106.85 128.22
401 amps to 600 amps	\$160.60 192.72
601 amps to 1,000 amps	\$240.60 288.75
Over 1,000 amps or volts	\$454.65 545.58
Reconnect only	\$66.85 80.22
Temporary services or feeders installation, alteration, and/or relocation	
200 amps or less	\$66.85 80.22
201 amps to 400 amps	\$100.30 120.36
401 amps to 600 amps	\$133.75 160.50
Branch circuits – new, alteration, or extension, per panel	
Fee for branch circuits <i>with</i> service or feeder fee, each branch circuit	\$6.65 7.98
Fee for branch circuits <i>without</i> service or feeder fee, each branch circuit	\$46.85 56.22
Each additional branch circuit	\$6.65 7.98
Miscellaneous (service or feeder not included)	
Pump or irrigation circle	\$53.40 64.08
Sign or outline lighting	\$53.40 64.08
Signal circuit(s) or limited-energy panel, alteration, or extension	\$75.00 90.00
Renewable Energy	5KVA - \$80.30 96.36 5.01-15KVA - \$106.85 128.22 15.01-25KVA - \$160.60 192.72 Wind generation 25-50KVA - \$240.60 288.72 Wind generation 50-100KVA - \$454.65 545.58 Solar generation excess of 25KVA, charge an additional \$8 9.60 /KVA, no increase beyond the calculation for 100KVA.
Minimum Permit Fee	\$87.00
State Surcharge	12% of the electrical permit fee
City Surcharge Fee	\$56.00 per permit
Electrical Plan Review Fee	25% of the electrical permit fee when applicable (OAR 918-780-0040)
Other Inspections and Fees	<ul style="list-style-type: none"> Re-inspection fee - \$62.50 85.00 /inspection Each additional inspection over the allowable - \$62.50 85.00 /inspection Inspections for which no fee is specifically indicated - \$62.50 85.00 /inspection Investigation fee - \$62.50 85.00 /hour Additional plan review - \$89 85.00 /hour Inspections outside normal business hours - \$93.75 127.50 /hour (minimum charge of 2 hours)



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Exhibit C

Park and Recreation System Development Charge fee methodology

City of King City, Oregon

Park System Development Charge

City of King City, Oregon

**Park
System Development Charge
For the
West King City Planning Area**

November 2003

Prepared by:

Economic & Financial Analysis
1331 SW Broadway
Portland, Oregon 97201
(503) 228-3225

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SUMMARY

The City of King City contracted with Parsons Brinckerhoff Quade & Douglas Inc. (PB) and Economic & Financial Analysis (EFA) to develop a park master plan and a park system development charge. PB developed a park master plan for a single neighborhood park that will serve the western portions of King City, but not all of King City. Based on PB's comprehensive plan and community development code amendments as adopted by the City¹, EFA developed the following park system development charge.

The proposed park system development charge will apply only to the west King City area as defined in the Park Master Plan (PB, November 2003). The park system development charge will be \$1,453 per housing unit and applicable only to residential development.

¹ City of King City, West King City Planning Area Comprehensive Plan and Community Development Code Amendments, Exhibits A and B (Adopted June 5, 2002), Parsons Brinckerhoff Quade & Douglas, Inc.

OVERVIEW OF SYSTEMS DEVELOPMENT CHARGES

In 1989 the Oregon Legislature amended Oregon Revised Statutes Chapter 223 (ORS 223) which authorizes cities to assess Systems Development Charges (SDC) on new real estate developments for wastewater, storm sewer, parks, and transportation. The Legislature has amended these ORS in nearly every Legislature since 1989.

The amended ORS defines the SDC as:

A(4)(a) . . . a reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit, building permit or connection to the capital improvement.

A(b) A System Development Charge does not include any fees assessed or collected as part of a local improvement district assessment or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed upon a land use decision or limited land use decision, expedited land division or limited land use decision. @

The SDC may consist of a reimbursement fee, an improvement fee, or both.

The reimbursement fee is a capital charge for *existing excess capacity*. A reimbursement fee A...means a fee for costs associated with capital improvements already constructed or under construction. @ [ORS 223.314 (3)]. In general terms, this fee equals the capital value of those components of the park system that have excess capacity divided by their planned capacities.

The improvement fee is a capital charge for needed *future capacity* that the City must build to meet future demands. The planned improvements must be on a list of capital improvements that the City Council adopts and which the City Council by resolution may modify in the future. In general terms, this fee equals the expected cost of capital improvements needed to meet forecast demands divided by the capacity of the planned improvements. Notice that this fee cannot include capital improvements that repair existing problems. And if a specific capital improvement both fixes an existing problem and adds capacity, then the cost and capacity of the project is prorated so that the improvement fee includes only the capacity increasing portion.

The SDC may be adjusted annually for inflation. The methodology spells out the timing and index to be used to adjust the SDC to keep pace with inflation. The City can make the adjustment automatically without having to amend the methodology and without public hearing.

Finally, the SDC statutes require the city to have a credit policy for the improvement fee (but not for the reimbursement fee). Usually, when a developer builds an improvement on the list of capital improvements used to create the improvement fee, then the city must credit the developer for the cost of excess capacity of the improvement. The credit reduces the amount of the systems development charges owing on the development.

To qualify for a credit, a capital improvement must meet three conditions:

First, the improvement must be on the list of capital improvements. If a project proposed for credit by a developer is not on the list then the project does NOT qualify for a credit. The City Council may amend the list of capital improvements by resolution.

Second, the city must require the public improvement to be built as a condition of development approval. That is, the city must specifically state to the developer that unless the developer builds the improvement, the city will deny the proposed development permits to build.

Third, the public improvement (or portions of it) must either be off-site of the proposed development or on-site and with more capacity than the development itself will utilize.

The City can use the SDC revenues only for capital improvements. The revenue from the reimbursement fee may be used on any park-related capital improvement, including replacing existing components. The statutes restrict the City's use of revenue from the improvement fee to those improvements that did not exist at the time the SDC was created or updated and that increase capacity. The City cannot use improvement-fee revenue to replace existing facilities.

In the following analysis we develop the methodology for the park improvement fee and present the list of capital improvements that becomes the basis of charging the improvement fee, spending improvement fee revenues, and crediting developers for completed qualified public improvements. Since no parks currently exist in west King City, a reimbursement fee is not appropriate.

PARK SYSTEM DEVELOPMENT CHARGE METHODOLOGY

Improvement Fee

The improvement fee is based on the list of capital improvements and their costs as shown in Table 1. Parsons Brinckerhoff developed the costs for this 6.5 acre park site. The land value is based on property costs incurred by Matrix Development Corporation who developed the adjoining subdivision, and plans to deed this park site with some improvements to the City. The land was sold to Matrix at a cost of \$25,000 per acre for this developmentally constrained (flood plain) area. Also, the cost of periodic updates to the SDC and annual administration is estimated to cost \$14,000, which is added to the total cost of capital improvements. The total cost per acre is \$116,113 (\$754,733 / 6.5 acres).

Table 1 List of Capital Improvements

Item	Cost
Land Acquisition	\$162,500
Site Improvement	413,159
Landscaping	98,551
Equipment	66,522
SDC Update & Admin.	14,000
	<u>\$754,733</u>
Cost/Acre	\$116,113

Source: City of King City, West King City Planning Area Park Master Plan, Parsons Brinckerhoff Quade & Douglas [November, 2003].

The City established a park standard of 5 acres per 1,000 population, or 200 residents per acre of park land. The cost per capita is \$581 (i.e., \$116,113 per acre ÷ 200 people per acre of park, rounded to the nearest \$1.00). The City's estimated household size is 2.5 persons per residence; so, the park SDC for a new residence is \$1,453 (\$581 per person x 2.5 persons per household, rounded to the nearest \$1.00).

King City has been settled primarily by retirees and other "empty-nesters." The west King City planning area is expected to be populated by a broader cross-section of the population with children. The park in fact is an outgrowth of the need to provide play areas for children and for parents.

Table 2 shows the population and various measures of household size for King City, Washington County as a whole, and for the adjoining cities of Tigard and Tualatin. The weighted average household for the total population and occupied housing stock is 2.60 persons per household. According to the 2000 US Census, the number of persons per household ranges from a low of 1.40 persons in King City to a high of 3.17 persons per family in Tualatin. For planning purposes, the west King City community plan uses an average of 2.50 persons per household, which we employ here to determine the park SDC per new housing unit.

Table 2 Average Household Size

Jurisdiction	Population	Average household size	Average family size	Average household size owner occupied	Average household size renter occupied
King City	1,949	1.40	2.09	1.44	1.31
Washington County	445,342	2.61	3.14	2.75	2.39
Tigard	41,223	2.48	3.03	2.66	2.24
Tualatin	22,791	2.62	3.17	2.81	2.38
Population weighted average		2.60	3.13	2.74	2.37

Source: US Census, 2000 Tables DP-1, Profiles of General Demographic Characteristics: 2000 for each jurisdiction.

Table 3 shows the calculation of the park SDC per housing unit.

Table 3 Park System Development Charge Calculations

Acres of West King City Park	Cost [^]	Cost/Acre	Standard Population per acre*	Cost / Capita	Persons / Household	SDC per Residence
6.5	\$754,733	\$116,113	200	\$581	2.5	\$1,453

[^] includes \$25,000 per acre of raw land plus development costs.

* 5 acres per 1,000 population, or 200 people per acre.

The proposed park system development charge is \$1,453 per housing unit regardless of type of size of housing unit.

Annual Updates For Inflation

ORS 223.304 (7) provides that,

“A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of an adopted specific cost index or on a modification to any of the factors related to rate that are incorporated in the established methodology.”

For the purposes of periodically adjusting the park SDC, the City will determine annually the increase in the Construction Cost Index (CCI) published in the weekly periodical *ENR* published by McGraw Hill, Inc. This publisher’s construction (and building) cost index is widely accepted in the engineering and construction industry. *ENR* updates the CCI monthly and provides annual summaries in the July edition.

The formula for updating the SDC each year is as follows:

$$SDC_{\text{current year}} = SDC_{\text{last year}} \times (CCI_{\text{current year}} / CCI_{\text{last year}})$$

where:

$CCI_{\text{current year}}$	= Construction Cost Index for the current year
$CCI_{\text{last year}}$	= Construction Cost Index for the last year the SDCs were updated
$SDC_{\text{current year}}$	= the SDC updated by the CCI
$SDC_{\text{last year}}$	= the SDC to be updated

EFA recommends the City update the SDC annually and make them effective January 1 of each year. Few new building starts occur in mid-winter, and it is a time when builders are planning project financing for spring construction.

CREDIT POLICY

The City will provide a credit against the park improvement fee according to ORS 223.304(4)(a). The City also will extend a credit whenever the cost of constructing a qualified public improvement exceeds the credit for the improvement fee to future phases of the same development as provided in ORS 223.304 (4)(b). The City will allow limited transfer of excess credits to other phases of the same development and to other developers. It will not provide credits for public improvements not on the capital improvements list. The City's list of capital improvements, unless amended in the future, includes the projects on Table 1 whose costs are included in the calculation of the SDC.

Whenever an applicant for a development or building permit offers to build a park system improvement on the capital improvements list (those qualified projects on Table 1), the City must provide a credit for the value of the improvement. The credit may not exceed the value of the SDC improvement fee.

ORS 223.304 (3) and (4) define credits. A developer earns a credit by building a qualified public improvement (QPI). A QPI is a project that is (a) a project on the list of capital improvements (Table 1), (b) required as a condition of development approval, and either (c) off-site of the proposed development, or (d) on-site but required to be built larger than would satisfy the park needs of just the proposed development (excess capacity).

The value of the credit is equal to (a) the cost of that portion of the improvement that exceeds the minimum standard facility size or capacity needed by the development (1 acre per 1,000 population), and (b) no more than the amount of the improvement fee. The portion of a park system improvement that would be excess to a development would equal the ratio of expected park use in the proposed development divided by capacity of the park improvement.

For example, let's assume a developer plans to build a 175-unit residential sub-division plus 120,000 square feet of commercial/retail space. Further let's assume the 175-units will be built in 2 phases of 75 units and 100 units, and that as a condition of development the developer contributes a 6.5 acre parcel of land worth \$25,000 per acre, \$162,500, and provides the basic grading and development of the site at a cost of \$413,159, for a total contribution of \$575,659.

The total SDCs owing will be \$254,275 (i.e., \$1,453/unit x 175 units). The 120,000 square feet of commercial space does not pay a park SDC; only residential development.

The land dedication and improvements meet all of QPI requirements. However, the developer does not get 100 percent credit for the park land dedication, because the park is in part being developed for the residences the developer builds. The developer gets credit for the *excess* capacity of the park. In total, the developer will build 33.7 percent of the 520 homes to be served by the 6.5 acre park. The credit owing the developer is therefore 66.3 percent of the \$575,659 cost, or \$381,928.

In Phase 1, 42.9 percent (75 of the 175 residential units) of the creditable amount (\$381,928), or \$163,683 can be credited against the \$108,975 owing in SDCs (\$1,453 x 75 units). At a park standard of 5 acres of park per 1,000 people and a dedication of 6.5 acres, the park will have a capacity to serve 520 residential units (6.5 acres ÷ 5 Acres/1,000 people per acres ÷ 2.5 persons per residence). The 75

residences in Phase account for about 43 percent of the proposed development ($75 \div 175$); therefore, the excess credit is valued at \$163,875 ($42.9\% \times \$381,928$).

The Phase 1 development owes \$108,975 in park SDCs to the City. The City will not collect any of these SDCs, because the credit owing exceeds the SDC owing by \$54,708, (\$108,975 in SDC less \$163,683 in credits). After Phase 1 is completed the remaining value of the excess credit is \$54,708, that the developer can use to off-set the park SDCs owing on Phase 2 of the development. In this circumstance, the statutes allow that “When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee...” then the City **may** (but it does not have to provide for any of these credits) apply the remaining **excess credit** against subsequent phases of the original development.

In this proposed policy, the City will allow this transfer of excess credits—from one phase of a development to the next phase of the same development. The transfer stays with the original developer (unless he or she sells it to another) and with the same parcel of land. Further, we recommend that the excess credit be valued in current dollars, which means that the excess credit’s value would escalate with the SDC. Each year, the City will adjust the SDC by the rate of inflation. And the City will increase the value of any outstanding excess credits by the same percentage adjustment. This policy will keep the developer’s excess credits growing with inflation.

After Phase 2 is completed, the credit owing again exceeds the SDC owing by \$72,945 (\$145,300 in SDCs and \$218,245 in credits). The sum of the excess credits is now \$127,653--\$54,708 from phase 1 and \$72,945 from phase 2)—and the developer has paid no SDCs to the City. The statutes give the City some latitude about what to do with the excess even after the final Phase 2 of the original development is completed.

Table 4 Example of Excess SDC Credits

	Number of housing units per phase	% Credit	SDC Owing	SDC Credit	SDC Owing (Excess Credit)
Phase 1	75	42.9%	108,975	163,683	(54,708)
Phase 2	100	57.1%	145,300	218,245	(72,945)
Total	175	100.0%	254,275	381,928	(127,653)

Normally, the developer could not use these excess credits, because the law does not **require** the City to extend credits beyond a development; however, the statute goes on to “...not prohibit a unit of government from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing credit for a capital improvement not identified in the plan adopted pursuant to ORS 223.309.” The City will not permit the first and third provisions “providing a greater credit” and “providing credits for a capital improvement not identified in the plan.” These provisions defeat the purpose of developing a sound park master plan.

The middle provision, a system of transferability of [excess] credits, has merit if the City wants to encourage new development to build projects on the capital improvements list as development occurs. This provision implies that the City may allow the excess credits to be transferred from the original developer and from the original parcel of land being developed to other developers of other parcels of land.

The only difference between transferability between phases and this broader transferability is that the transfer goes to another developer and to another parcel of land. Over time these transfers can create several administrative problems for the City, because the City must create a record-keeping system and some form of written credit report that one developer can sell to another. A few of the most significant potential problems are: forgery of the credit report, loss of the report, subdivision and resale of the original excess credit, valuation of the aged credits, and record keeping. Quite clearly, this administrative record keeping becomes more complicated (a) as time passes between issuing and using the excess credit, and (b) as the excess credit is divided and resold to other developers.

The state statute must have anticipated some of these difficulties because it states, “Credits shall be used in the time specified in the ordinance but not later than 10 years from the date the credit is given (ORS 223.304(4)(c)).” Because of the potential problems with transferring excess credits, and to simplify and eliminate potential problems, the City will transfer excess credits only in exceptional cases, so that the City Council explicitly considers each request for these transfers to create a written record in Council meeting minutes. EFA recommends two general methods of transferal to other developers and other developments.

First, if the number of credits to be transferred is 10 or fewer, then, the credits may be transferred as only as a single block of up to 10 credits to one other developer and not transferable again without specific written approval by the City. These credits will have a life of 7 years from the date of issue.

Second, if the number of credits to be transferred exceeds 10, then a specific written SDC credit agreement will be developed between the City and the original developer that lays out how these credits can be transferred. These credits will have a life of up to 10 years from the date of issue, and may be transferred individually or in blocks, and multiple times, as negotiated between the City and the developer in the proposed SDC credit agreement.

These conditions constitute the system of transferability referred to in the state statutes and limit their use to a few specific cases. The City will have to establish a record keeping system to assure the credits are transferred correctly

COMPARISON OF PARK SDCs IN OREGON

The League of Oregon Cities prepared a report in 2001 that compared all five possible system development charges. The survey was not comprehensive of all jurisdictions that charge a park SDC, for example none of the park districts were surveyed. Also, the survey did not include cities that chose not to respond to the survey. The results have to be viewed as anecdotal of the amount of the park SDC. The survey was not a scientifically valid sampling of all park SDCs. Though not statistically valid, the results accurately reflect the SDCs for those cities that did respond.

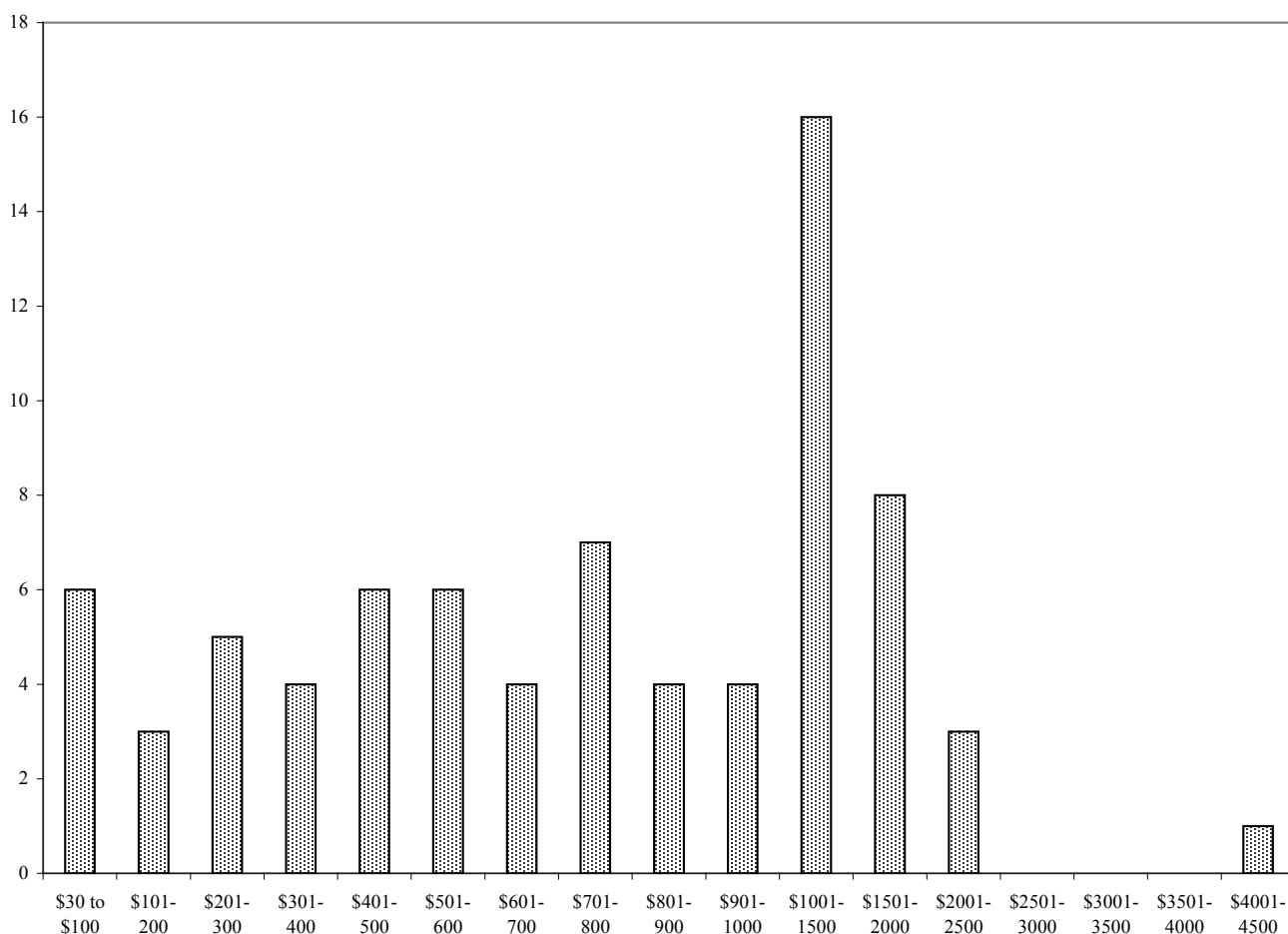


Figure 1 Frequency of Park SDC in Selected Oregon Cities

Table 5 Comparison of Oregon Park SDCs by City

Jurisdiction	2000 Population	Parks		
		Avg. Home	Rank	Avg. Office
West Linn	23,280	\$4,082	1	\$0
Salem	131,385	\$2,355	2	\$0
Lake Oswego	35,305	\$2,281	3	\$0
Wilsonville	13,615	\$2,088	4	\$5,280
McMinnville	22,250	\$2,000	5	\$0
North Plains	1,780	\$1,975	6	\$0
Beaverton	70,230	\$1,950	7	\$3,538
Aumsville	3,045	\$1,915	8	\$14,400
Sandy	5,655	\$1,789	9	\$0
Corvallis	52,215	\$1,754	10	\$0
Hillsboro	72,630	\$1,748	11	\$14,650
Albany	41,000	\$1,716	12	\$0
Scappoose	5,270	\$1,496	13	\$0
Monmouth	8,310	\$1,484	14	\$0
Tualatin	22,535	\$1,400	15	\$0
Durham	1,570	\$1,320	16	\$15,840
Forest Grove	17,150	\$1,295	17	\$0
Lincoln City	7,480	\$1,294	18	
Woodburn	17,840	\$1,267	19	\$2,208
Cornelius	8,715	\$1,202	20	\$0
Sublimity	2,580	\$1,200	21	\$0
Independence	6,375	\$1,177	22	\$0
Shady Cove	2,420	\$1,175	23	\$0
Medford	62,030	\$1,086	24	\$0
Stayton	6,870	\$1,062	25	\$0
Tigard	38,835	\$1,050	26	\$4,704
Ashland	20,085	\$1,041	27	\$487
Canby	13,170	\$1,041	27	\$0
Gresham	86,430	\$1,038	29	\$0
Happy Valley	4,345	\$1,000	30	\$0
Springfield	53,700	\$1,000	30	\$0
Fairview	6,885	\$991	32	\$0
Eugene	136,800	\$922	33	\$0
Keizer	31,220	\$880	34	\$0
Bend		\$878	35	
Estacada	2,200	\$826	36	\$0
Tangent	1,080	\$805	37	\$6,468
Phoenix	4,145	\$798	38	\$0
Troutdale	14,300	\$790	39	\$0
Klamath Falls	19,365	\$789	40	\$0
Woodburn		\$762	41	
Jacksonville	2,270	\$756	42	\$0
Vernonia	2,460	\$749	43	\$2,996
Sheridan	5,250	\$701	44	\$0

Jurisdiction	2000 Population	Parks		
		Avg. Home	Rank	Avg. Office
Newberg	18,275	\$662	45	\$0
Central Point	12,230	\$634	46	
Sisters	850	\$613	47	\$0
Lebanon	12,895	\$610	48	\$0
Silverton	6,800	\$590	49	\$0
St. Helens	9,450	\$564	50	\$0
Junction City	4,620	\$547	51	\$0
Philomath	3,995	\$544	52	\$0
La Grande	12,555	\$525	53	\$0
Rivergrove	310	\$500	54	\$0
Roseburg	20,955	\$500	54	\$0
Harrisburg	2,935	\$499	56	\$9,980
Eagle Point	5,130	\$470	57	\$0
Redmond	13,705	\$456	58	\$0
Prineville	8,205	\$446	59	\$0
Madras	5,230	\$400	60	\$0
Veneta	2,940	\$381	61	\$381
Grants Pass	21,775	\$350	62	\$2,500
Seaside	6,220	\$325	63	\$7,000
Clatskanie	1,900	\$300	64	\$0
Newport	10,715	\$300	64	\$0
Hubbard	2,285	\$254	66	\$2,419
Columbia City	1,735	\$250	67	\$0
Dallas	12,960	\$250	67	\$0
Rogue River	2,000	\$200	69	\$200
Cottage Grove	8,480	\$189	70	\$0
Milton-Freewater	6,690	\$160	71	\$0
Dayton	2,015	\$100	72	\$266
Lafayette	2,240	\$90	73	\$0
Manzanita	810	\$60	74	\$0
Brookings	5,625	\$57	75	\$0
Mt. Angel	3,030	\$55	76	\$0
Athena	1,300	\$30	77	\$30

Source: League of Oregon Cities, System development charges in Oregon Cities, Survey results as of June 1, 2001.

7.3 Discuss and Consider Implementation of Caselle Hosted Software and Service Proposal

MEMORANDUM

To: City Council

From: Ronnie Smith, City Recorder & GIS Specialist
Mike Weston, City Manager

Subject: Caselle Hosted Software and Service Proposal

Date: September 9th, 2020

GENERAL INFORMATION

The City of King City provides a full range of municipal services to the community, including police protection, court, record management, street maintenance, improvements to public facilities, and other assets planning and zoning regulation, and building permits/inspection. For all services, the City currently accepts only cash, checks, and credit card payments only in person (walk-up) or phone transactions. The City of King City needs a government accounting software solution that would streamline the processes and provide the City with better customer support, options to pay for city services online, and solutions that will not become outdated and time-consuming.

The City of King City currently uses outdated, time-consuming practices. King City currently uses QuickBooks accounting software, which is not designed for government use. QuickBooks is not designed to segregate self-balancing funds and may allow users to delete transactions without any audit trail remaining. Pauly, Rogers, and CO., P.C. auditors recommended that the City evaluate the risk of using this program and consider purchasing an accounting software package specifically designed for governmental accounting.

Since January 2020, we have been looking for hosted software solutions. City Staff has had several meetings, phone calls, and demos with the following companies:

1. Caselle
2. MyGov
3. SpringBook
4. Accela
5. GovPilot

As stated above, several options were reviewed for hosted software solutions. In each case, data security, ease of use, prompt processing of submitted information, compatibility with cities long term goals. Also, experience with other government entities and related references were considered when comparing proposals and demos.

After careful consideration, the staff feels that Caselle is the best to handle the future growth and operations of King City.

FINDINGS AND CONCLUSIONS

Caselle proposal from September 4, 2020

Phase One:

Proposal Detail

<i>Caselle® Application Software</i>	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$1,500	\$700	\$1,000	\$3,200
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	1,000	1,000
miExcel GL	Hosted	Included	1,000	-	1,000
Accounts Payable	Hosted	375	500	1,400	2,275
Accounts Receivable	Hosted	750	500	200	1,450
Cash Receipting	Hosted	375	500	-	875
Online/Electronic Payments Bundle	Hosted	500	2,250	-	2,750
Cash Receipting Web Services	Hosted	-	-	-	-
Utility Management Web Services	Hosted	-	-	-	-
Asset Management	Hosted	375	500	500	1,375
Court Management	Hosted	2,250	1,500	-	3,750
Caselle Document Management	-	3,000	2,000	-	5,000
Four (4) Concurrent User Licenses	Hosted	-	-	-	Included
Grand Total	Hosted	\$9,125	\$9,450	\$4,100	\$22,675

Figure 1: Proposal from Caselle September 4, 2020

Based on the proposal above:

The timeline for implementation is:

- Contracts and a payment. For this staff has recommended doing three installments as followed:

When the contract has been signed, a deposit of \$7,559 is due;

7/1/2021 \$7,558

7/1/2022 \$7,558

- Currently, the Casella implementation team is working with 40+ sites all within different phases of their project. Caselle had to work around staffing issues and training due to COVID-19, which has slowed their process down. Their best estimation of how long the implementation process will take would be 15-18 months for all modules, depending on the staff's responsiveness and engagement to Caselle's request for data. It's important that when we have certain milestones set with the implementation team that we hit them so that we don't have to bump the project back.

- For the maintenance and support fees, which Caselle calls Software Assurance, we will only pay when a module comes online. We estimate that to be a year to 15 months for the first module after signing the contract.

For example, when our General Ledger is up and running, we will start paying for that module with monthly maintenance and support fees (what they call Software Assurance), which is \$206 per month. All of the modules will not come on at the same time and will be staggered. This helps with training and comprehension of the modules. We honestly don't foresee all our applications being live for about 15-18 months, meaning that the maintenance and support fees will not be in full swing until then. After all our modules are live, and if we would like to pay annually, we will receive a 5% discount.

- Software Assurance gives us unlimited calls to support and, more importantly, software for the life of all applications that the City has signed up for (this is part of the monthly maintenance and support fees). Updates are quarterly at no extra cost; upgrades are every 3-7 are included in the package. When Caselle has an upgrade, we'll automatically get it on the

applications we have without having to go back to the Council for additional funds to purchase it.

FISCAL IMPACT:

The Estimated Revenue and Cost of Implementation (6-year outlook):

The City Staff has proposed new fees, charges, and fines to help with the implementation cost of Caselle and other programs. The proposed fee increases for all permits, development fees, business registries, police reports (not the victim), and court documents are proposed to offset additional operational costs associated with the upgraded software programs.

On August 19, 2020, staff presented to City Council the revised 2020-2021 Master Fee Schedule for a discussion, and on September 16, 2020, staff and the City Council held a public hearing for the Building permits where Council had an opportunity to discuss and consider adopting the 2020-2021 Master fee Schedule. The fees that staff proposed were calculated using February 27, 2020, cost that Caselle provided. In this proposal, Caselle all modules that are in figure 1, plus the Community Development suite (permitting, online GIS, Planning, and code enforcement.) This proposal cost \$34,542.00 for implementation plus a \$32,256.00 in annual maintenance and support fees.

After careful consideration, the staff will be recommending a phased approach based on the September 4, 2020, proposal summary shown in figure 1 above (Phase 1.)

Phase one will be the following modules: General Ledger, Accounts Payable, Accounts Receivable, Online/Electronic Payments, Cash Receipting Web Services, Utility Management Web Services, Asset Management, Court Management, and Record Management.

The second phase will be the Community Development suite (permitting, online GIS, Planning, and code enforcement.)

The solutions in figure 1 will cost the City a total investment of \$22,675 in training, setup, and conversion, and Hosted Maintenance & Support will be \$1,743 per month (\$20,916 yearly.)

Currently, the City doesn't accept online payment, implementing the Caselle application software needed will improve staffing time and efficiency.

Often, municipalities who begin accepting electronic payments and payments via the Internet can see as much as a $\approx 20\%$ increase in certain types of fee collection. Any increased rate of collection or adoption of paperless billing would shorten the time for payback of tickets.

City staff looked at the 2020-2021 Master Fee Schedule and conservatively estimated that the increase from the City surcharge Building Permits (this includes \$56 surcharge only), plus developments, and archiving fees that are forecasted and would help offset the cost incurred for the implementation.

STAFF IMPACT:

We will have one individual forwarding data to caselle; we will take a train the trainer approach as to not shut down the office for a week. Caselle will train onsite and online before we go live and then some additional training online after we go live.

Finance, Court, and Records staff would need to be trained by the staff member that was trained by Caselle on all the modules and payment acceptance and processing procedures. This would be provided by the service provider. Finance and court staff could see a reduced volume of manual payment processing if customers switch from a cash or check payment to electronic payment as transactions would be programmatically entered into the accounting system. I.T. staff would be required to facilitate the implementation and integration between Caselle and the external service providers and install and configure the Caselle Electronic Payment Module.

LEGAL REVIEW:

Legal Counsel reviewed all the agreements and proposals and indicated that the contract terms are reasonable. The one thing that was flagged is that they "own" all of the data, so it could be challenging to switch to another provider if we needed to.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT:

Implementing a new governmental accounting software along with the court management, asset, and document management modules will help reduce the amount of paper generated by the City and residents needed to file with the City. Also, accepting electronic payments increases the level of service offered to customers and constituents at a minimal cost to the City and the consumer. Costs recovered by accepting electronic payment far outweigh the cost of implementing and maintaining this service.

RECOMMENDATIONS

Based on the staff's findings and conclusions contained in the proposal, agreements, and the estimated revenue that will be dedicated to Caselle. The staff recommends starting with phase one of the implementation, with the following modules: General Ledger, Accounts Payable, Accounts Receivable, Online/Electronic Payments, Cash Receipting Web Services, Utility Management Web Services, Asset Management, Court Management, and Record Management.

Staff is also recommending that Phase two should start approximately 15 months before we start the annexation process in the South Beef Bend Area.

REQUESTED ACTION

Based on the staff's findings and conclusions above, the staff is recommending that the City Council consider any public comments and approve the City Manager to sign the agreements and proposal.

ATTACHMENTS

King City OR – SaaS Agreement;
King City OR – Contract Proposal;
King City OR – Software Use Agreement.

CASELLE, INC.
Software as a Service Agreement

Caselle, Inc.
1656 S East Bay Blvd
Suite 100
Provo, UT 84606

King City
15300 SW 116th Ave
King City, OR 97224

TERMS OF SERVICE

These Terms of Service constitute an agreement (this “Agreement”) by and between Caselle, Inc., a Utah Corporation, (“Provider”) and King City, OR, (“Recipient”).

1. Definitions.

- (a) “Account” refers to the Service plans and features selected by Recipient at the time of this Agreement and accepted by Provider, as such plans and features may change by mutual consent of the parties, as recorded by Provider.
- (b) “AUP” refers to Provider’s acceptable use policy as described in Schedule B.
- (c) “Authorized Representative” refers to an individual who is authorized under applicable law to bind and/or consent on behalf of the Provider or Recipient.
- (d) “Data Policy” refers to Provider’s standard data deletion policy as described in Schedule A of this Agreement.
- (e) “Effective Date” refers to the date of this Agreement.
- (f) “Materials” refers to written and graphical content provided by or through the Service, including, without limitation, text, photographs, illustrations, and designs, whether provided by Provider, another customer of the Service, or any other third party.
- (g) “Recipient Data” refers to data in electronic form input or collected through the Service by or from Recipient.
- (h) “Service” refers to Provider’s hosted version of the Caselle Connect software. The Service includes such features as are set forth on Provider’s website (www.caselle.com), as Provider may change such features from time to time, in its sole discretion.
- (i) “Service Failure” refers to an event during which Recipient is unable to access or use the Service for more than four (4) hours.

2. Service & Payment.

- (a) *Service.* Provider will provide the Service to Recipient pursuant to its standard policies and procedures then in effect.

- (b) *Payment.* Upon completion of data conversion and training, Recipient will pay Provider a monthly Service fee of \$1,743.00. The Service fee will be considered due five (5) days before the start of the calendar month of Service.

3. Service Level Agreement.

In the event of any "Service Failure," as that term is defined above, Provider will issue Recipient a credit. Credit will be 10% of the Recipient's monthly Service fee. Credits issued will apply to outstanding or future payments only and are forfeited upon termination of this Agreement. Provider is not required to issue refunds or to make payments against such credits under any circumstances, including without limitation termination of this Agreement. Credits issued are the Recipient's sole remedy for the Service Failure in question. Provider shall not be liable for service failures caused by factors beyond the reasonable control of the Provider, such as, but not limited to, strikes, insurrection, war, fire, lack of energy, acts of God, mechanical or electrical breakdown, governmental acts or regulations, computer malfunction, quality of data from the customer's software or acts of third parties.

4. Materials, Software, & IP.

- (a) *Materials.* Recipient recognizes and agrees that: (i) the Materials are the property of Provider or its licensors and are protected by copyright, trademark, and other intellectual property laws; and (ii) Recipient does not acquire any right, title, or interest in or to the Materials except the limited and temporary right to use them as necessary for Recipient's use of the Service.
- (b) *Intellectual Property in General.* Provider retains all right, title, and interest in and to the Service, including without limitation all software used to provide the Service and all logos and trademarks reproduced through the Service, and this Agreement does not grant Recipient any intellectual property rights in or to the Service or any of its components.

5. Online Policies.

- (a) *AUP.* Recipient will comply with the AUP. In the event of Recipient's material breach of the AUP, including without limitation any copyright infringement, Provider may suspend or terminate Recipient's access to the Service, in addition to such other remedies as Provider may have at law or pursuant to this Agreement. Neither this Agreement nor the AUP requires that Provider take any action against Recipient or any other customer for violating the AUP, but Provider is free to take any such action it sees fit.
- (b) *Privacy Policy.* The Privacy Policy applies only to the Service and does not apply to any third party site or service linked to the Service or recommended or referred to through the Service or by Provider's employees.

6. Each Party's Warranties.

- (a) *Recipient's Identity.* Recipient warrants: (i) that it has accurately identified itself through its Account and will maintain the accuracy of such identification; and (ii) that it is a corporation or other business entity authorized to do business pursuant to applicable law.
- (b) *Right to Do Business.* Each party warrants that it has the full right and authority to enter into, execute, and perform its obligations under this Agreement and that no pending or threatened

claim or litigation known to it would have a material adverse impact on its ability to perform as required by this Agreement.

- (c) *Disclaimers.* Except for the express warranties specified in this section, THE SERVICE IS PROVIDED “AS IS” AND AS AVAILABLE, AND PROVIDER MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS. Without limiting the generality of the foregoing, (i) PROVIDER HAS NO OBLIGATION TO INDEMNIFY OR DEFEND RECIPIENT AGAINST CLAIMS RELATED TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS; and (ii) Provider does not warrant that the Service will perform without error or immaterial interruption.

7. Limitation of Liability.

IN NO EVENT: (a) WILL PROVIDER’S LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE AMOUNT PAID FOR 60 DAYS OF SERVICE; AND (b) WILL PROVIDER BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES. THE LIABILITIES LIMITED BY THIS SECTION 7 APPLY: (i) TO LIABILITY FOR NEGLIGENCE; (ii) REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, STRICT PRODUCT LIABILITY, OR OTHERWISE; (iii) EVEN IF PROVIDER IS ADVISED IN ADVANCE OF THE POSSIBILITY OF THE DAMAGES IN QUESTION AND EVEN IF SUCH DAMAGES WERE FORESEEABLE; AND (iv) EVEN IF RECIPIENT’S REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE. If applicable law limits the application of the provisions of this Section 7, Provider’s liability will be limited to the maximum extent permissible.

8. Data Management.

- (a) *Access, Use, & Legal Compulsion.* Unless it receives Recipient’s prior written consent, Provider: (i) will not access or use Recipient Data other than as necessary to facilitate the Service; and (ii) will not give any third party access to Recipient Data. Notwithstanding the foregoing, Provider may disclose Recipient Data as required by applicable law or by proper legal or governmental authority. Provider will give Recipient prompt notice of any such legal or governmental demand and reasonably cooperate with Recipient in any effort to seek a protective order or otherwise to contest such required disclosure, at Recipient’s expense.
- (b) *Recipient’s Rights.* Recipient possesses and retains all right, title, and interest in and to Recipient Data, and Provider’s use and possession thereof is solely as Recipient’s agent.
- (c) *Retention & Deletion.* Provider will retain all Recipient Data until erased pursuant to the Data Policy.
- (d) *Injunction.* Provider agrees that violation of the provisions of this Section 8 might cause Recipient irreparable injury, for which monetary damages would not provide adequate compensation, and that in addition to any other remedy, Recipient will be entitled to injunctive relief against such breach or threatened breach, without proving actual damage or posting a bond or other security.

9. Term & Termination.

- (a) *Term.* This Agreement will continue for one (1) year following the Effective Date (a “Term”). Thereafter, this Agreement will renew for subsequent terms (“Terms”) of thirty (30) days, unless

either party notifies the other of its intent not to renew thirty (30) or more days before the beginning of the next Term.

- (b) *Termination for Cause.* Either party may terminate this Agreement for material breach by written notice, effective in 30 days, unless the other party first cures such breach.
- (c) *Effects of Termination.* The following provisions will survive termination of this Agreement: (i) any obligation of Recipient to pay for Service rendered before termination; (ii) Sections 4, 5(b), 6(c), and 7 of this Agreement; and (iii) any other provision of this Agreement that must survive termination to fulfill its essential purpose.

10. Miscellaneous.

- (a) *Notices.* Provider may send notices pursuant to this Agreement to Recipient's address at King City, 15300 SW 116th Ave, King City, OR 97224, and such notices will be deemed received ten (10) days after they are sent. Recipient may send notices pursuant to this Agreement to Caselle, Inc, 1656 S East Bay Blvd, Suite 100, Provo, UT 84606, and such notices will be deemed received ten (10) days after they are sent.
- (b) *Amendment.* Provider may amend this Agreement (including the SLA and Data Policy) from time to time by posting an amended version at its website and sending Recipient written notice thereof. Such amendment will be deemed accepted and become effective 30 days after such notice (the "Proposed Amendment Date") unless Recipient first gives Provider written notice of rejection of the amendment. In the event of such rejection, this Agreement will continue under its original provisions, and the amendment will become effective at the start of Recipient's next Term following the Proposed Amendment Date (unless Recipient first terminates this Agreement pursuant to Section 9 above). Recipient's continued use of the Service following the effective date of an amendment will confirm Recipient's consent thereto. This Agreement may not be amended in any other way except through a written agreement executed by Authorized Representatives of each party. Notwithstanding the foregoing, Provider may amend the AUP or Privacy Policy at any time by posting a new version at its website and/or sending Recipient notice thereof, and such amended version will become effective 30 business days after such notice is sent.
- (c) *Independent Contractors.* The parties are independent contractors and will so represent themselves in all regards. Neither party is the agent of the other and neither may bind the other in any way.
- (d) *No Waiver.* Neither party will be deemed to have waived any of its rights under this Agreement by lapse of time or by any statement or representation other than (i) by an Authorized Representative and (ii) in an explicit written waiver. No waiver of a breach of this Agreement will constitute a waiver of any prior or subsequent breach of this Agreement.
- (e) *Force Majeure.* To the extent caused by force majeure, no delay, failure, or default will constitute a breach of this Agreement.
- (f) *Assignment & Successors.* Neither party may assign this Agreement or any of its rights or obligations hereunder without the other's express written consent, except that either party may assign this Agreement to the surviving party in a merger of that party into another entity. Except to the extent forbidden in the previous sentence, this Agreement will be binding upon and inure to the benefit of the respective successors and assigns of the parties.

- (g) *Choice of Law & Jurisdiction.* This Agreement will be governed and construed solely by the laws of the State of Utah, without reference to such State's principles of conflicts of law. The parties consent to the personal and exclusive jurisdiction of the state courts of Utah.
- (h) *Severability.* To the extent permitted by applicable law, the parties hereby waive any provision of law that would render any clause of this Agreement invalid or otherwise unenforceable in any respect. In the event that a provision of this Agreement is held to be invalid or otherwise unenforceable, such provision will be interpreted to fulfill its intended purpose to the maximum extent permitted by applicable law, and the remaining provisions of this Agreement will continue in full force and effect.
- (i) *Certain Notices.* Pursuant to 47 U.S.C. Section 230(d), Provider hereby notifies Recipient that parental control protections (such as computer hardware, software, or filtering services) are commercially available that may assist in limiting access to material that is harmful to minors. Information regarding providers of such protections may be found on the Internet by searching "parental control protection" or similar terms.
- (j) *Conflicts among Attachments.* In the event of any conflict between the terms of this main body of this Agreement and those of any accompanying schedule, the terms of this main body will govern. In the event of any conflict between this Agreement and any Provider policy posted online, including without limitation the AUP and Privacy Policy, the terms of this Agreement will govern.
- (k) *Entire Agreement.* This Agreement sets forth the entire agreement of the parties and supersedes all prior or contemporaneous writings, negotiations, and discussions with respect to the subject matter hereof. Neither party has relied upon any such prior or contemporaneous communications.

Note: The attached proposal is considered part of this Agreement.

The signatures below indicate each party's acceptance of the Agreement. Each party has caused this Agreement to be executed by its duly Authorized Representative.

CASELLE, INC.

KING CITY

By: 

By:

Name: Alan S. Hutchings

Name:

Title: President

Title:

Date: September 4, 2020

Date:

Schedule A – Data Policy

- (a) *Access, Use, & Legal Compulsion.* Unless it receives Recipient's prior written consent, Provider: (i) will not access or use data in electronic form collected through the Services from Recipient's customers or other third parties, or collected or accessible directly from Recipient, (collectively, "Data") other than as necessary to facilitate the Services; and (ii) will not give any third party access to Data. Notwithstanding the foregoing, Provider may disclose Data as required by applicable law or by proper legal or governmental authority. Provider will give Recipient prompt notice of any such legal or governmental demand and reasonably cooperate with Recipient in any effort to seek a protective order or otherwise to contest such required disclosure, at Recipient's expense.
- (b) *Recipient's Rights.* Recipient possesses and retains all right, title, and interest in and to Project Data, and Provider's use and possession thereof is solely as Recipient's agent.
- (c) *Retention & Deletion.* Provider will retain any Data in its possession until Erased. Provider will Erase: (i) all copies of Data promptly after Recipient's written request; and (ii) all copies of Data no sooner than 90 days after termination of this Agreement and no later than 120 days after such termination. Promptly after Erasure pursuant to this Subsection (c), Provider will certify such Erasure in writing to Recipient. ("Erase" and "Erasure" refer to the destruction of data so that no copy of the data remains or can be accessed or restored in any way.)
- (d) *Individuals' Access.* Provider will not allow any of its employees to access Data, except to the extent that an employee needs access in order to facilitate the Services and executes a written agreement with Provider agreeing to comply with Provider's obligations set forth in this Section.
- (e) *Compliance with Law & Policy.* Provider will comply with all applicable federal and state laws and regulations governing the handling of Data.
- (f) *Leaks.* Provider will promptly notify Recipient of any actual or potential exposure or misappropriation of Data (any "Leak") that comes to Provider's attention. Provider will cooperate with Recipient and with law enforcement authorities in investigating any such Leak, at Provider's expense. Provider will likewise cooperate with Recipient and with law enforcement agencies in any effort to notify injured or potentially injured parties, and such cooperation will be at Provider's expense, except to the extent that the Leak was caused by Recipient. The remedies and obligations set forth in this Subsection (f) are in addition to any others Recipient may have.

Schedule B – Acceptable Use Policy

A. Unacceptable Use

Provider requires that all customers and other users of Provider's service (the "Service") conduct themselves with respect for others. In particular, please observe the following rules in your use of the Service:

- 1) *Privacy*: Do not violate the privacy rights of any person. Do not collect or disclose any personal address, social security number, or other personally identifiable information without each holder's written permission. Do not cooperate in or facilitate identity theft.
- 2) *Intellectual Property*: Do not infringe upon the copyrights, trademark rights, trade secret rights, or other intellectual property rights of any person or entity. Do not reproduce, publish, or disseminate software, audio recordings, video recordings, photographs, articles, or other works of authorship without the written permission of the copyright holder.
- 3) *Hacking, Viruses, & Network Attacks*: Do not access any computer or communications system without authorization, including the computers used to provide the Service. Do not attempt to penetrate or disable any security system. Do not intentionally distribute a computer virus, launch a denial of service attack, or in any other way attempt to interfere with the functioning of any computer, communications system, or website. Do not attempt to access or otherwise interfere with the accounts of other users of the Service.
- 4) *Fraud*: Do not issue fraudulent offers to sell or buy products, services, or investments. Do not mislead anyone about the details or nature of a commercial transaction. Do not commit fraud in any other way.
- 5) *Violations of Law*: Do not violate any law.

B. Consequences of Violation

Violation of this Acceptable Use Policy (this "AUP") may lead to suspension or termination of the Recipient's use of the Service or legal action. In addition, the Recipient may be required to pay for the costs of investigation and remedial action related to AUP violations.

C. Reporting Unacceptable Use

Provider requests that anyone with information about a violation of this AUP report it to the following address: Caselle, Inc. 1656 S East Bay Blvd, Suite 100, Provo, Utah 84606. Please provide the date and time of the violation and any identifying information regarding the violator, including e-mail or IP (internet protocol) address if available, as well as details of the violation.

D. Revision of AUP

Provider may change this AUP at any time by posting a new version on its website (www.caselle.com) or by sending the Recipient written notice thereof. The new version will become effective on the date of such notice.



ca

Caselle® Hosted Software & Services Proposal

King City, OR

September 4, 2020

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle® Hosted Software & Services Proposal
King City, OR
September 4, 2020

Proposal Summary

License Type	Hosted
Total Training	\$9,125
Total Setup	9,450
Total Conversion	4,100
Total Investment	\$22,675

The total proposal price of \$22,675 will be due on the following schedule.
A deposit \$7,559 is due with order. A payment of \$7,558 is due on July 1, 2021
and the balance of \$7,558 due on July 1, 2022.

Hosted Maintenance & Support will be \$1,743 per month for four workstations.

I have read and agree to all terms & conditions proposed herein. I understand if King City is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Hosted Software & Services Proposal
King City, OR
September 4, 2020

Proposal Detail

<i>Caselle®</i> Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$1,500	\$700	\$1,000	\$3,200
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	1,000	1,000
miExcel GL	Hosted	Included	1,000	-	1,000
Accounts Payable	Hosted	375	500	1,400	2,275
Accounts Receivable	Hosted	750	500	200	1,450
Cash Receipting	Hosted	375	500	-	875
Online/Electronic Payments Bundle	Hosted	500	2,250	-	2,750
Cash Receipting Web Services	Hosted	-	-	-	-
Utility Management Web Services	Hosted	-	-	-	-
Asset Management	Hosted	375	500	500	1,375
Court Management	Hosted	2,250	1,500	-	3,750
Caselle Document Management	-	3,000	2,000	-	5,000
Four (4) Concurrent User Licenses	Hosted	-	-	-	Included
Grand Total	Hosted	\$9,125	\$9,450	\$4,100	\$22,675

Notes:

1. The training will take place at Caselle.
2. The monthly credit card and electronic payment transaction fees will be billed by Xpress Bill Pay.
3. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
4. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Caselle® Hosted Software & Services Proposal
King City, OR
September 4, 2020

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle® Hosted Software & Services Proposal

King City, OR
September 4, 2020

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

500 accounts are included

Bank Reconciliation Data Conversion

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

2 bank accounts are included

Caselle® Hosted Software & Services Proposal
King City, OR
September 4, 2020

**Accounts Payable
Setup**

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

700 vendors are included

**Accounts Receivable
Setup**

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

100 accounts are included

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

**Online/Electronic
Payments Setup**

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

**Asset Management
Setup**

- Establish the default depreciation frequency and method, with the asset number format.

Caselle® Hosted Software & Services Proposal
King City, OR
September 4, 2020

- Set up departments, classifications, and asset types.
- Create a Checklist to document procedures, including the asset creation and General Ledger updates.

Data Conversion

- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
- Accumulated depreciation can be converted to ensure an accurate beginning balance.

Court Management Setup

- Use the court information you provide to structure all codes. Codes will cross-reference surcharge, state assessment, and so on.
- Format up to six Follow-up letters. Docket information will accurately default into all correspondence.
- Set cross-reference flags for witness letters, jury letters, pre-trial hearings, failure to comply notices, change of trial dates and/or hearings, appeals, non-appearance, bench warrants, etc.
- Set up special codes to handle collections, community service, jail time, jail credits, DUI School, counseling, etc.
- Create a Checklist to document daily, monthly, and year-end procedures.
- Additional Follow-up letters will be billed at the rate of \$100 per letter. Letters that have multiple pages will be billed \$100 for each additional page included in the form.

SOFTWARE USE AGREEMENT

CASELLE, INC.
1656 S. East Bay Blvd.
Suite 100
Provo, UT 84606

("Caselle")

KING CITY
15300 SW 116TH Ave
King City, OR 97224

("You" or "Your")

You agree to Use the Software and Purchase the services detailed below ("Items"), and Caselle, Inc. agrees to provide them, subject to the terms and conditions on pages two and three of this Agreement.

Deposit: \$7,559.00
Payment July 1, 2021: \$7,558.00
Balance July 1, 2022: \$7,558.00

Items

License Type	Hosted
Total Training	\$9,125.00
Total Setup	9,450.00
Total Conversion	4,100.00
Total Price	<u>\$22,675.00</u>

The attached Proposal is considered part of this Agreement.

The signatures below indicate each party's acceptance of this Agreement. Each party has caused this Agreement to be executed by its duly authorized representative.

CASELLE, INC.

By:



Name & Title: Alan S. Hutchings, President

Date: September 4, 2020

KING CITY

By:

Name & Title:

Date:

CASELLE, INC.
SOFTWARE USE AGREEMENT

Grant of Right

Caselle, Inc. and its Licensors agrees to grant, and You agree to accept a limited, non-transferable, non-exclusive right ("Right") to use the computer programs, with the accompanying manuals, literature and other materials ("Software") as detailed under Items, subject to the terms and conditions of this Software Use Agreement and subject to termination as provided herein. The term Software shall also include all revisions, updates, enhancements and new modules or add-ons to the existing Software as detailed under Items.

Payment

The Balance shall be paid by You upon execution of this Software Use Agreement. Payment shall be in U.S. Dollars and shall not be deemed to have been received by Caselle until Your check clears the banking process. Any costs incurred in collecting Your check, due to insufficient funds or any other reason, shall be reimbursed by you. Late payments shall be subject to a FINANCE CHARGE OF 1.5% PER MONTH, OR 18% PER ANNUM.

Taxes

Prices and fees are exclusive of all federal, state, municipal, or other government excise, duties, sales, use, occupational, or like taxes now or hereafter in force, and are therefore subject to increase in an amount equal to any tax Caselle may be required to collect or pay upon licensing or delivery of any Items, other than federal, state and local taxes based on Caselle's income. You also agree to pay all personal property taxes which accrue to you by reason of this Agreement.

Title and Confidentiality

Title and full ownership rights to the Software licensed under this Agreement, including, without limitation, all intellectual property rights therein and thereto, and any copies You make, remain with Caselle. It is agreed the Software is the proprietary, confidential, trade secret property of Caselle, whether or not any portions thereof are or may be copyrighted and You shall take all reasonable steps necessary to protect the confidential nature of the Software as You would take to protect Your own confidential and trade secret information. You further agree that You shall not make any disclosure of any or all such Software (including methods or concepts utilized therein) to anyone, except to employees, agents, or contractors working for You to whom such disclosure is necessary to the use for which rights are granted hereunder. You shall appropriately notify all employees, agents, and contractors to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by them. Upon Caselle's request, such employees, agents, and contractors shall enter into an appropriate confidentiality agreement for secrecy and nonuse of such information which by its terms shall be enforceable by injunctive relief at the request of Caselle. If Caselle makes such a request, it shall provide You with the appropriate confidentiality agreements. The obligations imposed by this section upon You, Your employees, agents, and contractors, shall survive and continue after any termination of rights under this Agreement. It shall not be a breach of this Agreement if you are required to disclose or make the Software available to a third party or to a court if the Software is subpoenaed or otherwise ordered by an administrative agency or court of competent jurisdiction to be produced or disclosed.

Rights

You may not:

- a) Rent, lease, sublicense, assign, sell, loan or otherwise transfer this Right, in whole or in part, except as expressly permitted by this Agreement.
- b) Inspect, disassemble, decompile, reverse engineer or in any way attempt to determine the internal methods of the Software.
- c) Modify the Software or merge it into any other product without the express written consent of Caselle.
- d) Reproduce, prepare derivative works based upon, transmit or distribute the Software, or any part of it, in any form or by any means except as expressly permitted in this Agreement.
- e) Transfer or assign the Software and the rights under this agreement to another party without the express written consent of Caselle.

Any attempt to do any of the above (a to e) shall void and terminate this Agreement.

Term

This Software Use Agreement is and shall be effective from the date of full execution and shall remain in force until terminated. You may terminate this Agreement at any time by notifying Caselle in writing at least 30 days prior to the date of termination. Your Right terminates automatically if you materially fail to comply with any terms or conditions of this Agreement.

Warranty

Caselle warrants that it has sufficient right and title to the Software to grant You this Right. For one (1) year from the date of receipt of the Software ("Warranty Period"), Caselle also warrants the Software media to be free from defects in materials and workmanship under normal use, and Software operation will substantially conform to the specification published by Caselle. If an error or a defect in the Software or its media becomes apparent within the Warranty Period You must promptly notify Caselle, in writing, describing the defect. Upon confirming the error or defect Caselle will, at its exclusive option, repair or replace the item or refund the price paid for the defective item. Caselle does not warrant that the functions contained in the Software will meet Your requirements or that the operation of the Software will be uninterrupted or error free. The warranty does not cover Software modified by anyone other than Caselle and problems with, or caused by, computer hardware or non-Caselle software. This limited warranty is VOID if failure of the licensed Software has resulted from accident, abuse or misapplication.

Disclaimers and Limitations of Warranty and Remedies

EXCEPT AS SPECIFICALLY STATED IN THE WARRANTY SECTION OF THIS AGREEMENT, THE SOFTWARE IS LICENSED "AS IS" WITHOUT ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CASELLE BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF ANTICIPATED PROFITS, REVENUE OR SAVINGS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, ARISING FROM THE USE OF OR INABILITY TO USE THE SOFTWARE OR BREACH OF ANY EXPRESSED OR IMPLIED WARRANTY, EVEN IF CASELLE OR ITS AGENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. CASELLE'S AGGREGATE LIABILITY UNDER THIS AGREEMENT FOR DAMAGE WILL NOT, IN ANY EVENT, WHETHER BASED UPON CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT, WARRANTY, OR ANY OTHER BASIS, EXCEED THE LICENSE FEES PAID BY YOU FOR THE LICENSED SOFTWARE GIVING RISE TO SUCH LIABILITY.

Returns

- a) No returns will be accepted without a written request to Caselle. To receive full credit, less the cancellation fee (set forth below), such requests must be made in writing to and received by Caselle's corporate office within thirty (30) days of this agreement. No returns will be considered for credit until appropriate notice has occurred within the time limits specified and all related materials are returned to Caselle's corporate office within ten (10) days of notice.
- b) Pre-approved returns occurring after the thirty-day period has lapsed will be allowed 75% credit, if such requests are made in writing to and received by Caselle's corporate office within sixty (60) days of this agreement. Any returns attempted after the sixty-day period has lapsed will receive no credit.
- c) A minimum cancellation fee of 10% will be assessed to all pre-authorized returns.
- d) In addition, You agree that You will return all written materials received from Caselle, including program materials, instruction manuals, and any and all training materials to Caselle.

Additional Services

Support, Training and Data Conversion for the Software will be provided directly by Caselle, or its authorized support centers, and are subject to separate agreements.

General

- a) This Agreement shall be governed and construed in accordance with the laws of the State of Utah and You hereby consent to the jurisdiction of State and Federal courts in Utah. If any part of this Agreement violates applicable law, that part shall be deemed to be amended to the extent necessary to comply with the law.
- b) This Agreement constitutes the entire Agreement between Caselle and You and supersedes any prior Agreement or understanding, written or oral, relating to the subject matter of this Agreement. Except as provided herein, this Agreement may not be amended or supplemented except in writing and properly executed by both parties.
- c) If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.
- d) All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.
- e) In the event that either party successfully takes legal action to enforce any provision of this Agreement the unsuccessful party shall pay full costs and expenses of such action, including reasonable attorney's fees.
- f) Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail to the address set forth in this Agreement.
- g) The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default. Failure to act by either party in exercising any right, power, or remedy under this Agreement, except as specifically provided herein, shall not operate as a waiver of any such right, power or remedy, and will not affect the validity of the whole or any part of this Agreement, or prejudice such party's right to take subsequent action.
- h) Neither party shall be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.
- i) The relationship of the Parties shall be solely that of independent contractors. No partnership, joint venture, employment, agency or other relationship is formed, intended or to be inferred under this Agreement. Neither party to this Agreement shall attempt to bind the other, incur liabilities on behalf of the other, act as agent of the other, or authorize any representation contrary to the foregoing.
- j) This Agreement is binding upon and shall inure to the benefit of the parties, their successors and assigns. However, this Agreement is not assignable by you. This Agreement is personal to you and neither the Agreement, nor the rights or duties hereunder, may be voluntarily or involuntarily, directly or indirectly, assigned or otherwise transferred without the prior written consent of Caselle. Any unauthorized assignment or transfer shall constitute a breach hereof and shall be voidable by Caselle.

663884 18/04

7.4 Discuss and consider Pride Disposal & Recycling Company Proposed Rates for January 1, 2021



August 24, 2020

Michael Weston, City Manager
City of King City
15300 SW 116th Avenue
King City, OR 97224

Dear Mr. Weston:

In December 2018, the King City Council amended sections 8.16 and 8.20 of the King City Municipal Code relating to solid waste rates and implemented an annual cost of living index methodology.

Pride Disposal reported an annual rate of return of 6.81% for the 2019 calendar year. The Bureau of Labor and Statistics reported the West Region Consumer Price Index of 2.7% for that same time period. The methodology adopted by Council calculates the increase needed as follows:

West CPI-U 2.7% X 1.25 rate factor = 3.375% rate increase effective January 1, 2021

This will be a \$0.81 per month increase for 32 gallon residential customers, which make up the majority of the residents as well as a \$7.11 per month increase for a commercial customer with a 2 yd container.

The previous rates were effective January 1, 2020. Pride Disposal is requesting a rate increase of 3.375% across all lines of business, to take effect January 1, 2021, to continue providing quality services specified under our franchise agreement with the City of King City. We have increased medical waste disposal rates 15%, to follow the large increase we saw from the 3rd party for disposal of these materials.

The code states that if the reported rate of return drops below 8% that a rate study would be commissioned to determine the increase needed to achieve the desired rate of return. That rate study would involve projections and due to the uncertainty of 2020 due to COVID-19, we propose that a rate study is not needed at this time, and the implementation of the index methodology as outlined above is the more appropriate course of action.

Several factors impacted Pride as part of our 2019 annual report. Our company has very little ability to control the following types of operating cost increases:

- Comingle recycling value has remained poor and is expected to remain so for several more years
- Inflation increased nearly 3%

- Health insurance increased 4.3% for union employees, 7.5% for non-union employees
- Medical waste disposal rates have increased nearly 15%

Our company took the following actions to offset increases in other operating costs. These actions help us to maintain our high standard of service that King City has come to expect and deserve.

- Stringent maintenance programs that ensure the longevity of our trucks
- Continued investment in CNG equipment, fuel pricing is lower and more stable without relying on foreign oil markets
- Maximize commodity pricing with our recycle partners
- Continuous review and adjustments of routes and operations to maximize efficiency

COVID-19 has had an impact on our operations. The annual report that is being considered during this rate review is from 2019 so there is no COVID-19 impact in that report. But we would like to touch on some issues related to COVID-19:

- Commercial revenue decline: We have seen a noticeable decline in revenue from our commercial customers. As customers have had to close their businesses temporarily or permanently, those garbage services have also been stopped (temporarily or permanently).
- Delay in payments: Due to financial hardships, some customers have had difficulty paying their bills on time. We have temporarily halted service disconnections for residential customers (since March 2019) to accommodate this concern but we may soon need to resume collection on past due accounts.
- Residential garbage has increased significantly with more people staying home. This has not necessarily translated to many people getting larger garbage carts, but it has meant more weight in each household's garbage carts. This means higher disposal for this material, without a corresponding increase in revenue.

Pride Disposal Company is requesting a rate increase that is illustrated in the attached packet.

These changes will enable us to cover the increased costs of labor, insurance, and other operating costs and continue to provide the City of King City with the top rate service you deserve.

We have included a current rate schedule and the proposed new rate schedules for your review. In conclusion, we look forward to working with you and the Council on this proposal. It is a pleasure to be of service to the citizens of King City. Thank you for this opportunity.

Respectfully,

Kristin Leichner
President
Pride Disposal Company

King City - 06

Effective January 1, 2020

	Size	Monthly Rate	On-Call
No Yard Debris	20 gal	\$ 20.90	
	32gal	\$ 23.87	\$ 14.18
	60gal	\$ 33.09	
	90gal	\$ 41.70	

With Yard Debris	20 gal	\$ 24.13	
	32gal	\$ 27.10	\$ 14.18
	60gal	\$ 36.32	
	90gal	\$ 44.93	

Recycling Only	\$ 8.09
Yard debris Only	\$ 3.52
2nd YD cart	\$ 3.23
Distance chg per commodity	\$ 3.77

Hourly Rate:	Per Hour	Per Minute
	\$77.91	\$1.30

Extra Fees/Charges	Amount
Extra can/32g bag	\$ 6.06
Extra bag (small)	\$ 2.41
Extra yard debris (32gal)	\$ 2.08
Dispatch fee	\$ 16.54

SNP Restart Fee	\$ 25.00
NSF Fee	\$ 25.00

If Customer has yard debris (YD) cart pulled & redelivered in less than 12 months, there is a \$15 redelivery fee for the YD cart to be brought back to customer

King City - 06

Proposed Effective January 1, 2021

	Size	Monthly Rate	On-Call
No Yard Debris	20 gal	\$ 21.61	
	32gal	\$ 24.68	\$ 14.66
	60gal	\$ 34.20	
	90gal	\$ 43.10	

With Yard Debris	20 gal	\$ 24.95	
	32gal	\$ 28.02	\$ 14.66
	60gal	\$ 37.54	
	90gal	\$ 46.44	

Recycling Only	\$ 8.37
Yard debris Only	\$ 3.64
2nd YD cart	\$ 3.34
Distance chg per commodity	\$ 3.90

Hourly Rate:	Per Hour	Per Minute
	\$ 80.54	\$ 1.34

Extra Fees/Charges	Amount
Extra can/32g bag	\$ 6.26
Extra bag (small)	\$ 2.49
Extra yard debris (32gal)	\$ 2.15
Dispatch fee	\$ 17.10

SNP Restart Fee	\$ 25.00
NSF Fee	\$ 25.00

If Customer has yard debris (YD) cart pulled & redelivered in less than 12 months, there is a \$15 redelivery fee for the YD cart to be brought back to customer

King City - 06

Effective January 1, 2020

	<u>1x/week</u>	<u>2x/week</u>	<u>3x/week</u>	<u>4x/week</u>	<u>5x/week</u>
1 yard	\$116.41	\$219.28	\$318.67		
1.5 yard	\$159.20	\$310.27	\$449.87	\$578.28	\$707.77
Each additional	\$149.01	\$283.08	\$416.74	\$535.54	\$652.61
2 yard	\$210.81	\$405.38	\$586.81	\$755.06	\$920.79
Each additional	\$196.20	\$369.01	\$526.53	\$674.71	\$820.71
3 yard	\$283.70	\$542.87	\$781.56	\$1,001.70	\$1,203.19
Each additional	\$267.39	\$515.66	\$748.92	\$979.94	\$1,187.80
4 yard	\$356.59	\$681.56	\$1,003.56	\$1,300.32	\$1,583.00
Each additional	\$341.98	\$666.93	\$981.80	\$1,285.54	\$1,563.10
5 yard	\$424.27	\$856.50	\$1,219.81	\$1,598.40	\$1,946.51
Each additional	\$414.95	\$800.35	\$1,178.79	\$1,547.42	\$1,900.98
6 yard	\$482.55	\$940.77	\$1,388.36	\$1,817.38	\$2,239.61
Each additional	\$471.51	\$918.85	\$1,355.40	\$1,763.27	\$2,170.73
8 yard	\$591.71	\$1,177.39	\$1,731.41	\$2,270.93	\$2,790.22
Each additional	\$589.86	\$1,146.78	\$1,688.07	\$2,213.27	\$2,717.50
<u>Front Load Compactor Rates</u>					
1 yard	\$265.58	\$498.31	\$722.42	\$942.14	\$1,140.16
2 yard	\$433.35	\$834.15	\$1,208.43	\$1,557.16	\$1,900.29
3 yard	\$585.03	\$1,120.71	\$1,616.38	\$2,073.42	\$2,556.79

Extra yard of garbage: \$25.97/yard

King City - 06

Proposed Effective January 1, 2021

	<u>1x/week</u>	<u>2x/week</u>	<u>3x/week</u>	<u>4x/week</u>	<u>5x/week</u>
1 yard	\$120.34	\$226.68	\$329.43		
1.5 yard	\$164.57	\$320.74	\$465.06	\$597.80	\$731.65
Each additional	\$154.03	\$292.64	\$430.80	\$553.62	\$674.63
2 yard	\$217.93	\$419.06	\$606.61	\$780.55	\$951.87
Each additional	\$202.82	\$381.47	\$544.30	\$697.48	\$848.41
3 yard	\$293.27	\$561.19	\$807.94	\$1,035.51	\$1,243.80
Each additional	\$276.41	\$533.06	\$774.20	\$1,013.01	\$1,227.88
4 yard	\$368.62	\$704.56	\$1,037.43	\$1,344.20	\$1,636.42
Each additional	\$353.53	\$689.44	\$1,014.94	\$1,328.92	\$1,615.86
5 yard	\$438.59	\$885.41	\$1,260.98	\$1,652.35	\$2,012.21
Each additional	\$428.95	\$827.37	\$1,218.57	\$1,599.64	\$1,965.14
6 yard	\$498.84	\$972.52	\$1,435.21	\$1,878.72	\$2,315.20
Each additional	\$487.42	\$949.86	\$1,401.14	\$1,822.78	\$2,243.99
8 yard	\$611.68	\$1,217.12	\$1,789.84	\$2,347.57	\$2,884.39
Each additional	\$609.77	\$1,185.49	\$1,745.04	\$2,287.97	\$2,809.22
<u>Front Load Compactor Rates</u>					
1 yard	\$274.54	\$515.13	\$746.80	\$973.94	\$1,178.64
2 yard	\$447.97	\$862.30	\$1,249.21	\$1,609.72	\$1,964.42
3 yard	\$604.78	\$1,158.53	\$1,670.94	\$2,143.40	\$2,643.08

Extra yard of garbage: \$26.85/yard

King City - 06

Effective January 1, 2020

Delivery		\$82.17
Ex/Rt/Pull	All sizes	\$147.85
	Total	\$230.02

	Rent	
10 yard	\$	7.33
20 yard	\$	7.33
30 yard	\$	9.69
40 yard	\$	9.69
Lidded	\$	10.62

Box not ready/trip fee: \$25

King City - 06

Proposed Effective January 1, 2021

Delivery		\$84.94
Ex/Rt/Pull	All sizes	\$152.84
	Total	\$237.78

	Rent	
10 yard	\$	7.58
20 yard	\$	7.58
30 yard	\$	10.02
40 yard	\$	10.02
Lidded	\$	10.98

Box not ready/trip fee: \$25

King City - 06

Effective January 1, 2020

On-site pick up charge:	\$35.38
Disposal Cost per 17-31 gallon unit:	\$25.22 /unit
Disposal Cost per 43 gallon unit:	\$30.55 /unit

King City - 06

Proposed Effective January 1, 2021

On-site pick up charge:	\$36.57
Disposal Cost per 17 gallon unit:	\$26.83 per unit
Disposal Cost per 23 gallon unit:	\$29.21 per unit
Disposal Cost per 31 gallon unit:	\$31.83 per unit
Disposal Cost per 43 gallon unit:	\$37.00 per unit

Rate is the on-site collection charge plus the disposal cost per medical container unit

1/1/21 pick up rate reflects 3.375% CPI increase

Disposal changes reflect 15% increase due to disposal cost increases from our 3rd party vendor. And separating out charges based on size of container rather than having one cost for a range of sizes