

# CITY OF LYNDEN

## FINANCE DEPARTMENT

Anthony Burrows, Finance Director

(360) 354-2829



### Finance Committee Meeting Agenda

City Hall - 300 Fourth Street

3:00 PM January 16, 2024

#### **Roll Call**

1. Roll Call

#### **Review Items**

- [2.](#) Approval of the November 27, 2023 Minutes
- [3.](#) Approval of Payroll - November and December 2023
- [4.](#) Review of the December 2023 Overtime
- [5.](#) Review of the Sales Tax - YTD 2023

#### **Council Items**

- [6.](#) Approval of Payroll and Claims
- [7.](#) Contract Renewal for City Attorney Services
- [8.](#) Ordinance No. ORD-24-1682 Setting the Final Property Tax for 2024
- [9.](#) RES-24-1089 Adoption of the Unified Fee Schedule (UFS)
- [10.](#) ORD-24-1683 Appointed Position Titles

#### **Informational**

11. None

#### **Items Added**

12. None

**Next Meeting:** February 20, 2024

# CITY OF LYNDEN

FINANCE DEPARTMENT  
360-354-2829



## FINANCE COMMITTEE MINUTES

3:00 PM November 27, 2023  
City Hall – 300 4th Street

### Present:

Mayor Scott Korthuis  
City Administrator John Williams  
Finance Director Anthony Burrows  
Accounting Manager Christy Fowler

### Councilmembers:

Kyle Strengholt (Chair)  
Gerald Kuiken  
Nick Laninga

1. **The Finance Committee reviewed the minutes from both the September and October 2023 committee meetings. No further action required both sets of minutes were approved.**
2. **The Committee reviewed and approved the Payroll for the month of October 2023.**
3. **The October 2023 Overtime numbers were reviewed.**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 152 hours, which was down from last month's 213 hours. Shift coverage accounted for the majority of the overtime. For the Fire Department, there was a total of 232 hours of overtime, which was no real variance from last month's 233 hours. Shift coverage accounted for the bulk of the overtime.

### 4. **Sales Tax - YTD Review and Source Breakdown.**

Sales Tax revenues year to date through October shows budget to actuals indicated that sales tax receipts were 12.2% or \$348,800 over the projected budget. When year to date 2023 is compared with year-to-date 2022 collections, sales tax revenue reflects a 5.1% overall increase of \$156,788.

## 5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for review by the full Council.
- B. Consent: The date for the final public hearing on the 2024 Preliminary Budget was set for December 4, 2023, and approved for review by the full Council.
- C. Consent: RES-23-1087 Real Estate Property Tax Levy Increase for 2024 was reviewed. The Resolution stated that the City was requesting its full 1% Levy increase in 2024. No further action required. The Resolution was approved for review by the full Council.
- D. Public Hearing: ORD-23-1679 Real Estate Property Tax for 2024. Approved for full Council to hold the public hearing and consider any commentary by the public on the 2024 Property Tax Levy.
- E. New Business: ORD-23-1679 Real Estate Property Tax for 2024. The Ordinance was to adopt the 2024 property tax was reviewed and approved for review and adoption by the full Council. No further action required.

## 6. Finance Department Informational or Added Items

- A. The Monthly Financial Reports were reviewed in committee. Some basic General Government expenses were questioned by the Mayor. No other issues and no further action at this time.
- B. Given that the Dec 18<sup>th</sup> Council meeting was cancelled and there are no pressing items for the committee, the December 18<sup>th</sup> Finance Committee meeting was also cancelled.
- C. The Committee stated they did not require an entrance meeting with the State Auditors to kick off the current SAO Audit.
- D. Councilman Gerald Kuiken volunteered to be the Council representative to meet with the State Auditors.
- E. None.

**The meeting was adjourned at 3:47 pm. The next Finance Committee meeting is on January 16th, 2024.**

CITY OF LYNDEN



FINANCE DEPARTMENT  
(360) 354 - 2829

City of Lynden Payroll Liability for November 5 thru November 18, 2023

Document No	Current Pay Period Nov 5-18 2023	Adjustments	Monthly Total
<b>Vendor payments generated by the City of Lynden</b>			
<b>Checks</b>			
Check No			
	General Teamster	\$ 1,102.00	\$ 1,102.00
	Forge Fitness	114.23	114.23
	NFOP-Labor Serice	765.75	765.75
28908	DSHS	50.00	50.00
	<b>Total Checks</b>	<b>\$ 2,031.98</b>	<b>\$ 2,031.98</b>
<b>EFT Payments</b>			
Reference No			
231122114	Dept of Retirement (DRS) LEOFF	\$ 22,351.02	\$ 22,351.02
231122114	Dept of Retirement (DRS) PERS	31,234.54	31,234.54
231122112	TASC FSA	1,330.05	1,302.63
231122114	Dept of Retirement (DCP)	8,957.37	8,957.37
231122111	Nationwide - ACH by City of Lynden	7,168.99	7,168.99
	LEAF (EE Activity Contr)	268.50	268.50
231122113	Garnishment - ACH & Ready Chex	643.56	643.56
231122109	IRS- ACH	76,517.99	76,517.99
231122110	Mission Square	1,480.00	1,480.00
	Homestead Fitness	467.84	467.84
	WA Teamster Welfare Trust		
	AFLAC	1,307.67	1,307.67
	IAFF Local 106	991.77	991.77
	LPO Association	232.50	232.50
	AWC Employee Benefits Trust	7,500.25	7,500.25
	<b>Total EFT Payments</b>	<b>\$ 160,452.05</b>	<b>\$ 160,424.63</b>
	<b>Total Vendor payments generated by the City of Lynden</b>	<b>\$ 162,484.03</b>	<b>\$ 162,456.61</b>
<b>Other vendor payments</b>			
Reference No			
	<b>Quarterly</b>		
	#N/A	\$ 719.56	\$ 719.56
	#N/A	2,884.41	2,884.41
	#N/A	9,662.85	9,662.85
	<b>Total Quarterly</b>	<b>\$ 13,266.82</b>	<b>\$ 13,266.82</b>
	<b>Total Other vendor payments</b>	<b>\$ 13,266.82</b>	<b>\$ 13,266.82</b>
<b>TOTAL Vendor Payments</b>		<b>\$ 175,750.85</b>	<b>\$ 175,723.43</b>

Employee payroll		EFT & Other Liabilities	
Net Pay Direct Deposit	231122000-231122108	\$ 254,487.80	
Checks			\$ 416,944.41
Net Pay Direct Deposit - Settlement		-	
City of Lynden Manual Checks			\$ 416,944.41
<b>Total Employee payroll</b>		<b>\$ 254,487.80</b>	
<b>Council Approval</b>		<b>Quarterly Liabilities</b>	
Payroll Liability November 22, 2023	\$ 430,238.65		\$ 13,266.82
Vendor check adjustments			
EFT Vendor Adjustment	(27.42)		
Employment Security Adjustments	-		
Employment Security PML/PFL Adjustments	-		
Labor & Industries Adjustments	-		
<b>Total Council Approval</b>	<b>\$ 430,211.23</b>		<b>\$ 430,211.23</b>
		<b>BALANCE FORWARD</b>	<b>\$ 11,199,768.06</b>
		<b>Y. T. D.</b>	<b>\$ 11,629,979.29</b>

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Lynden, and that I am authorized to authenticate and certify said claim.

Approved for payment  
\_\_\_\_\_, 2023

*Anthony Burrows*  
Anthony Burrows, Finance Director

*Christy Fowler*  
Christy Fowler, Accounting Manager

*Gina Impero*  
Gina Impero, Accounting Lead, Payroll



City of Lynden Payroll Liability for November 19 thru December 2, 2023

Document No	Current Pay Period Nov 19-Dec 2 2023	Adjustments	Monthly Total
<b>Vendor payments generated by the City of Lynden</b>			
<b>Checks</b>			
Check No 28971	General Teamster \$ 1,040.00	\$	1,040.00
28969	Forge Fitness 114.25		114.25
28970	NFOP-Labor Serice 765.75		765.75
28968	DSHS 50.00		50.00
	<b>Total Checks \$ 1,970.00</b>	<b>\$ -</b>	<b>\$ 1,970.00</b>
<b>EFT Payments</b>			
Reference No 231208117	Dept of Retirement (DRS) LEOFF \$ 22,502.26	\$	22,502.26
231208117	Dept of Retirement (DRS) PERS 31,436.07		31,436.07
231208115	TASC FSA 1,330.05	(27.42)	1,302.63
231208117	Dept of Retirement (DCP) 8,934.35		8,934.35
231208114	Nationwide - ACH by City of Lynden 5,635.74		5,635.74
231208112	LEAF (EE Activity Contr) 271.50		271.50
231208116	Garnishment - ACH & Ready Chex 643.56		643.56
231208111	IRS- ACH 76,849.35		76,849.35
231208118	Mission Square 1,680.00		1,680.00
231208109	Homestead Fitness 391.68	65.28	456.96
231208107	WA Teamster Welfare Trust		
	AFLAC 1,307.67		1,307.67
231208110	IAFF Local 106 991.90		991.90
231208113	LPO Association 232.50		232.50
231208107	AWC Employee Benefits Trust 162,329.34		162,329.34
	<b>Total EFT Payments \$ 314,535.97</b>	<b>\$ -</b>	<b>\$ 314,573.83</b>
	<b>Total Vendor payments generated by the City of Lynden \$ 316,505.97</b>	<b>\$ -</b>	<b>\$ 316,543.83</b>
<b>Other vendor payments</b>			
Reference No	Quarterly		
	#N/A \$ 719.45	\$ -	719.45
	#N/A 2,878.30		2,878.30
	#N/A 8,989.60		8,989.60
	<b>Total Quarterly \$ 12,587.35</b>	<b>\$ -</b>	<b>\$ 12,587.35</b>
	<b>Total Other vendor payments \$ 12,587.35</b>	<b>\$ -</b>	<b>\$ 12,587.35</b>
<b>TOTAL Vendor Payments</b>		<b>\$ 329,093.32</b>	<b>\$ 329,131.18</b>

Employee payroll	EFT & Other Liabilities
Net Pay Direct Deposit 231122000-231122108 \$ 257,411.97	Non-L&I Liabilities
Checks -	Monthly EFT \$ 573,955.80
Net Pay Direct Deposit - Settlement -	Check Liability -
City of Lynden Manual Checks -	<b>Total Non-L&amp;I Liabilities \$ 573,955.80</b>
<b>Total Employee payroll \$ 257,411.97</b>	Quarterly Liabilities \$ 12,587.35
<b>Council Approval</b>	<b>Total EFT &amp; Other Liabilities \$ 586,543.15</b>
Payroll Liability December 08, 2023 \$ 586,505.29	
Vendor check adjustments -	
EFT Vendor Adjustment 37.86	
Employment Security Adjustments -	
Employment Security PML/PFL Adjustments -	
Labor & Industries Adjustments -	
<b>Total Council Approval \$ 586,543.15</b>	<b>BALANCE FORWARD \$ 11,629,979.29</b>
	<b>Y. T. D. \$ 12,216,522.44</b>

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Lynden, and that I am authorized to authenticate and certify said claim.

Approved for payment  
\_\_\_\_\_, 2023

*Anthony Burrows*  
Anthony Burrows, Finance Director

*Christy Fowler*  
Christy Fowler, Accounting Manager

*Gina Impero*  
Gina Impero, Accounting Lead, Payroll



FINANCE DEPARTMENT  
(360) 354 - 2829

City of Lynden Payroll Liability for December 3 thru December 16, 2023

Document No	Current Pay Period Dec 3-16 2023	Adjustments	Monthly Total
<b>Vendor payments generated by the City of Lynden</b>			
<b>Checks</b>			
Check No	General Teamster	\$ 1,063.00	\$ 1,063.00
	Forge Fitness	114.23	114.23
	NFOP-Labor Serice	841.25	841.25
29092	DSHS	50.00	50.00
	<b>Total Checks</b>	<b>\$ 2,068.48</b>	<b>\$ 2,068.48</b>
<b>EFT Payments</b>			
Reference No	Dept of Retirement (DRS) LEOFF	\$ 21,535.62	\$ 21,535.62
231222117	Dept of Retirement (DRS) PERS	30,999.73	30,999.73
231222115	TASC FSA	1,304.25	1,304.25
231222117	Dept of Retirement (DCP)	9,177.69	9,177.69
231222114	Nationwide - ACH by City of Lynden	5,749.83	5,749.83
	LEAF (EE Activity Contr)	271.50	271.50
231222116	Garnishment - ACH & Ready Chex	643.56	643.56
231222112	IRS- ACH	79,799.88	79,799.88
231222113	Mission Square	3,014.00	3,014.00
	Homestead Fitness	495.04	495.04
	WA Teamster Welfare Trust		
	AFLAC	1,235.33	1,235.33
	IAFF Local 106	991.77	991.77
	LPO Association	232.50	232.50
	AWC Employee Benefits Trust	8,105.53	8,105.53
	<b>Total EFT Payments</b>	<b>\$ 163,556.23</b>	<b>\$ 163,556.23</b>
	<b>Total Vendor payments generated by the City of Lynden</b>	<b>\$ 165,624.71</b>	<b>\$ 165,624.71</b>
<b>Other vendor payments</b>			
Reference No	Quarterly		
	#N/A	\$ 731.86	\$ 731.86
	#N/A	2,953.26	2,953.26
	#N/A	9,618.79	9,618.79
	<b>Total Quarterly</b>	<b>\$ 13,303.91</b>	<b>\$ 13,303.91</b>
	<b>Total Other vendor payments</b>	<b>\$ 13,303.91</b>	<b>\$ 13,303.91</b>
<b>TOTAL Vendor Payments</b>		<b>\$ 178,928.62</b>	<b>\$ 178,928.62</b>

Employee payroll		EFT & Other Liabilities	
Net Pay Direct Deposit	231222000-231222111	\$ 266,018.64	Non-L&I Liabilities
Checks		-	Monthly EFT
Net Pay Direct Deposit - Settlement		-	Check Liability
City of Lynden Manual Checks		-	<b>Total Non-L&amp;I Liabilities</b>
<b>Total Employee payroll</b>		<b>\$ 266,018.64</b>	<b>\$ 431,643.35</b>
<b>Council Approval</b>		<b>Quarterly Liabilities</b>	
Payroll Liability December 22, 2023		\$ 444,947.26	\$ 13,303.91
Vendor check adjustments		-	<b>Total EFT &amp; Other Liabilities</b>
EFT Vendor Adjustment		-	<b>\$ 444,947.26</b>
Employment Security Adjustments		-	
Employment Security PML/PFL Adjustments		-	
Labor & Industries Adjustments		-	
<b>Total Council Approval</b>		<b>\$ 444,947.26</b>	
		<b>BALANCE FORWARD</b>	<b>\$ 12,216,522.44</b>
		<b>Y. T. D.</b>	<b>\$ 12,661,469.70</b>

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Approved for payment  
\_\_\_\_\_, 2023

*Anthony Burrows*  
Anthony Burrows, Finance Director

*Christy Fowler*  
Christy Fowler, Accounting Manager

*Gina Impero*  
Gina Impero, Accounting Lead, Payroll

CITY OF LYNDEN



FINANCE DEPARTMENT  
(360) 354 - 2829

City of Lynden Payroll Liability for December 17 thru December 30,2023

Document No	Current Pay Period Dec 17-30 2023	Adjustments	Monthly Total
<b>Vendor payments generated by the City of Lynden</b>			
<b>Checks</b>			
29097	General Teamster \$ 1,108.00	\$	1,108.00
29094	Forge Fitness 218.70		218.70
29096	NFOP-Labor Serice 842.25		842.25
29093	DSHS 50.00		50.00
	<b>Total Checks \$ 2,218.95</b>	\$ -	<b>\$ 2,218.95</b>
<b>EFT Payments</b>			
240105120	Dept of Retirement (DRS) LEOFF \$ 21,384.59	\$	21,384.59
240105120	Dept of Retirement (DRS) PERS 31,154.72		31,154.72
240105118	TASC FSA 1,813.75		1,813.75
240105120	Dept of Retirement (DCP) 8,767.29		8,767.29
240105117	Nationwide - ACH by City of Lynden 6,747.53		6,747.53
240105114	LEAF (EE Activity Contr) 271.50		271.50
240105119	Garnishment - ACH & Ready Chex 643.56		643.56
240105113	IRS- ACH 81,689.10		81,689.10
240105116	Mission Square 2,924.29		2,924.29
29095	Homestead Fitness 505.92		505.92
240105110	WA Teamster Welfare Trust		
	AFLAC 1,235.32		1,235.32
240105112	IAFF Local 106 1,150.11		1,150.11
240105115	LPO Association 397.00		397.00
240105111	AWC Employee Benefits Trust 174,552.59		174,552.59
	<b>Total EFT Payments \$ 333,237.27</b>	\$ -	<b>\$ 333,237.27</b>
	<b>Total Vendor payments generated by the City of Lynden \$ 335,456.22</b>	\$ -	<b>\$ 335,456.22</b>
<b>Other vendor payments</b>			
<b>Quarterly</b>			
Reference No	Employment Security \$ 700.91	\$ -	700.91
	PFML Wa Disability 2,730.31		2,730.31
	WA L&I 9,587.09		9,587.09
	<b>Total Quarterly \$ 13,018.31</b>	\$ -	<b>\$ 13,018.31</b>
	<b>Total Other vendor payments \$ 13,018.31</b>	\$ -	<b>\$ 13,018.31</b>
<b>TOTAL Vendor Payments</b>		<b>\$ 348,474.53</b>	<b>\$ 348,474.53</b>

**Employee payroll**

Net Pay Direct Deposit	240105000-240105109	\$ 269,063.25
Checks		-
Net Pay Direct Deposit - Settlement		-
City of Lynden Manual Checks		-
<b>Total Employee payroll</b>		<b>\$ 269,063.25</b>

**EFT & Other Liabilities**

<b>Non-L&amp;I Liabilities</b>		
Monthly EFT	\$ 604,519.47	
Check Liability		
<b>Total Non-L&amp;I Liabilities</b>	<b>\$ 604,519.47</b>	
<b>Quarterly Liabilities</b>		<b>\$ 13,018.31</b>
<b>Total EFT &amp; Other Liabilities</b>	<b>\$ 617,537.78</b>	

**Council Approval**

Payroll Liability January 05, 2024	\$ 617,537.78
Vendor check adjustments	-
EFT Vendor Adjustment	-
Employment Security Adjustments	-
Employment Security PML/PFL Adjustments	-
Labor & Industries Adjustments	-
<b>Total Council Approval</b>	<b>\$ 617,537.78</b>

<b>BALANCE FORWARD</b>	<b>\$ -</b>
<b>Y. T. D.</b>	<b>\$ 617,537.78</b>

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Approved for payment  
\_\_\_\_\_, 2023

*Anthony Burrows*  
Anthony Burrows, Finance Director

*Christy Fowler*  
Christy Fowler, Accounting Manager

*Gina Impero*  
Gina Impero, Accounting Lead, Payroll

# CITY OF LYNDEN

FINANCE DEPARTMENT  
(360) 354 - 2829



Start Date	12/1/2023	Dec-23
End Date	12/31/2023	

Department	Overtime Pay \$	Doubletime Pay \$	OT- LFD Training \$	OT - Out of Class \$	Holiday Wrkd 1.5x \$	Holiday Wrkd 2x \$	Retro- OT 1.5 \$	Retro- OT 2.0 \$	OPSG/DNR \$	Employee Total Amount
Fire	\$ 25,826.19			\$ 2,251.13						\$ 28,077.32
Planning	58.70									58.70
Police	16,539.89				6,692.30	14,739.90			3,439.90	41,411.99
PW Administration	1,148.12									1,148.12
PW Operations	1,142.58	479.46			465.60	1,260.16				3,347.80
PW Systems	972.86									972.86
PW Roadways										
Finance										
Information Technology Service	183.35									183.35
Parks										
<b>Total</b>	<b>\$ 45,871.69</b>	<b>\$ 479.46</b>		<b>\$ 2,251.13</b>	<b>\$ 7,157.90</b>	<b>\$ 16,000.06</b>			<b>\$ 3,439.90</b>	<b>\$ 75,200.14</b>

Department	Overtime Pay Hours	Doubletime Pay Hours	OT- LFD Training Hours	OT - Out of Class Hours	Holiday Wrkd 1.5x Hours	Holiday Wrkd 2x Hours	Retro- OT 1.5 Hours	Retro- OT 2.0 Hours	OPSG/DNR Hours	Employee Hours Total
Fire	473.40			37.50						510.90
Planning	1.00									1.00
Police	222.75				87.00	145.00			47.00	501.75
PW Administration	18.50									18.50
PW Operations	24.75				8.00	16.00				48.75
PW Systems	19.00									19.00
PW Roadways										
Finance										
Information Technology Service	2.50									2.50
Parks										
<b>Total</b>	<b>761.90</b>			<b>37.50</b>	<b>95.00</b>	<b>161.00</b>			<b>47.00</b>	<b>1,102.40</b>



# CITY OF LYNDEN



FINANCE DEPARTMENT  
(360) 354 - 2829

Start Date	1/1/2023	YTD
End Date	12/31/2023	2023

Department	Overtime Pay \$	Doubletime Pay \$	OT- LFD Training \$	OT - Out of Class \$	Holiday Wrkd 1.5x \$	Holiday Wrkd 2x \$	Retro- OT 1.5 \$	Retro- OT 2.0 \$	OPSG/DNR \$	Employee Total Amount
Fire	\$ 188,118.72			\$ 24,375.39						\$ 212,494.11
Planning	436.93									436.93
Police	150,915.74	743.05			23,020.83	41,915.04			6,908.71	223,503.37
PW Administration	1,194.04									1,194.04
PW Operations	6,987.91	479.46			1,406.32	3,144.48				12,018.17
PW Systems	12,614.56			77.48						12,692.04
PW Roadways										
Finance	209.48									209.48
Information Technology Service	2,776.49									2,776.49
Parks	781.55									781.55
<b>Total</b>	<b>\$ 364,035.42</b>	<b>\$ 1,222.51</b>		<b>\$ 24,452.87</b>	<b>\$ 24,427.15</b>	<b>\$ 45,059.52</b>			<b>\$ 6,908.71</b>	<b>\$ 466,106.18</b>

Department	Overtime Pay Hours	Doubletime Pay Hours	OT- LFD Training Hours	OT - Out of Class Hours	Holiday Wrkd 1.5x Hours	Holiday Wrkd 2x Hours	Retro- OT 1.5 Hours	Retro- OT 2.0 Hours	OPSG/DNR Hours	Employee Hours Total
Fire	3,522.10			407.75						3,929.85
Planning	7.50									7.50
Police	2,020.40	9.00			306.00	416.75			92.00	2,844.15
PW Administration	19.50									19.50
PW Operations	118.25				24.00	40.00				182.25
PW Systems	234.50			1.25						235.75
PW Roadways										
Finance	4.50									4.50
Information Technology Service	36.00									36.00
Parks	19.00									19.00
<b>Total</b>	<b>5,981.75</b>	<b>9.00</b>		<b>409.00</b>	<b>330.00</b>	<b>456.75</b>			<b>92.00</b>	<b>7,278.50</b>

# CITY OF LYNDEN

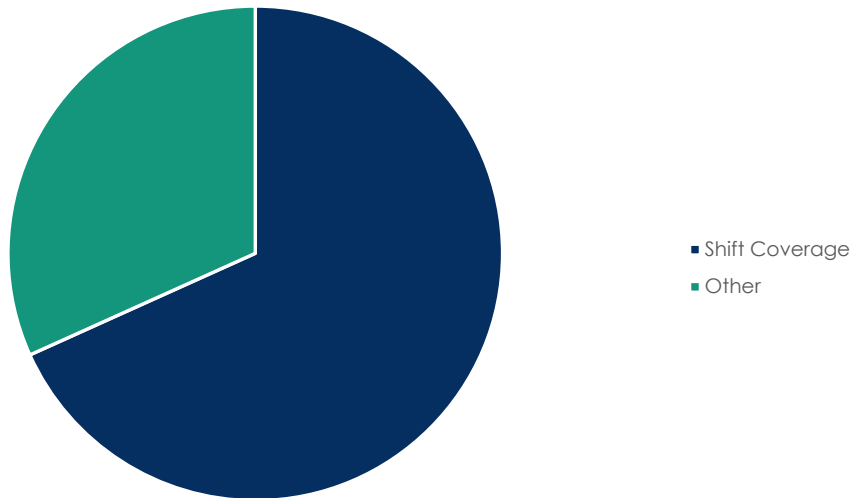
FINANCE DEPARTMENT  
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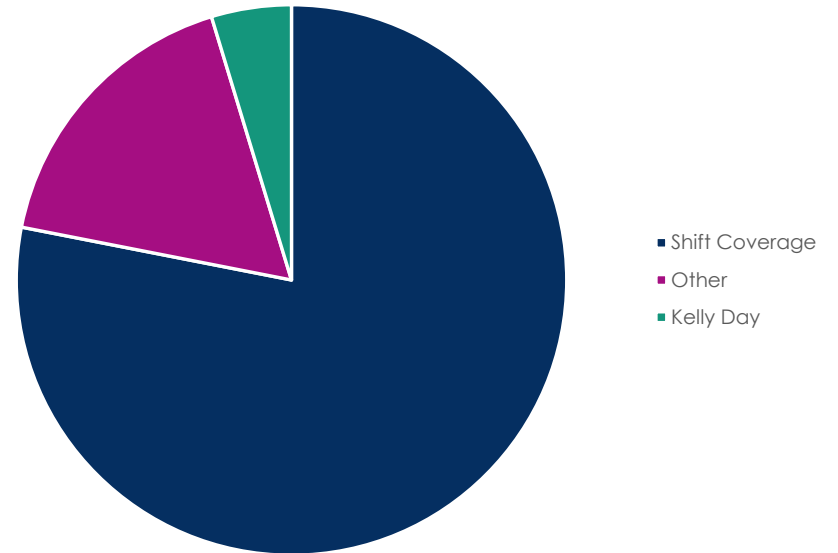
Reason	Overtime Hours	%
Shift Coverage	343	68.26%
Other	159	31.74%
<b>Grand Total</b>	<b>502</b>	<b>100.00%</b>

Reason	Overtime Hours	%
Shift Coverage	399	78.08%
Other	88	17.22%
Kelly Day	24	4.70%
<b>Grand Total</b>	<b>511</b>	<b>100.00%</b>

Police Department Overtime



Fire Department Overtime



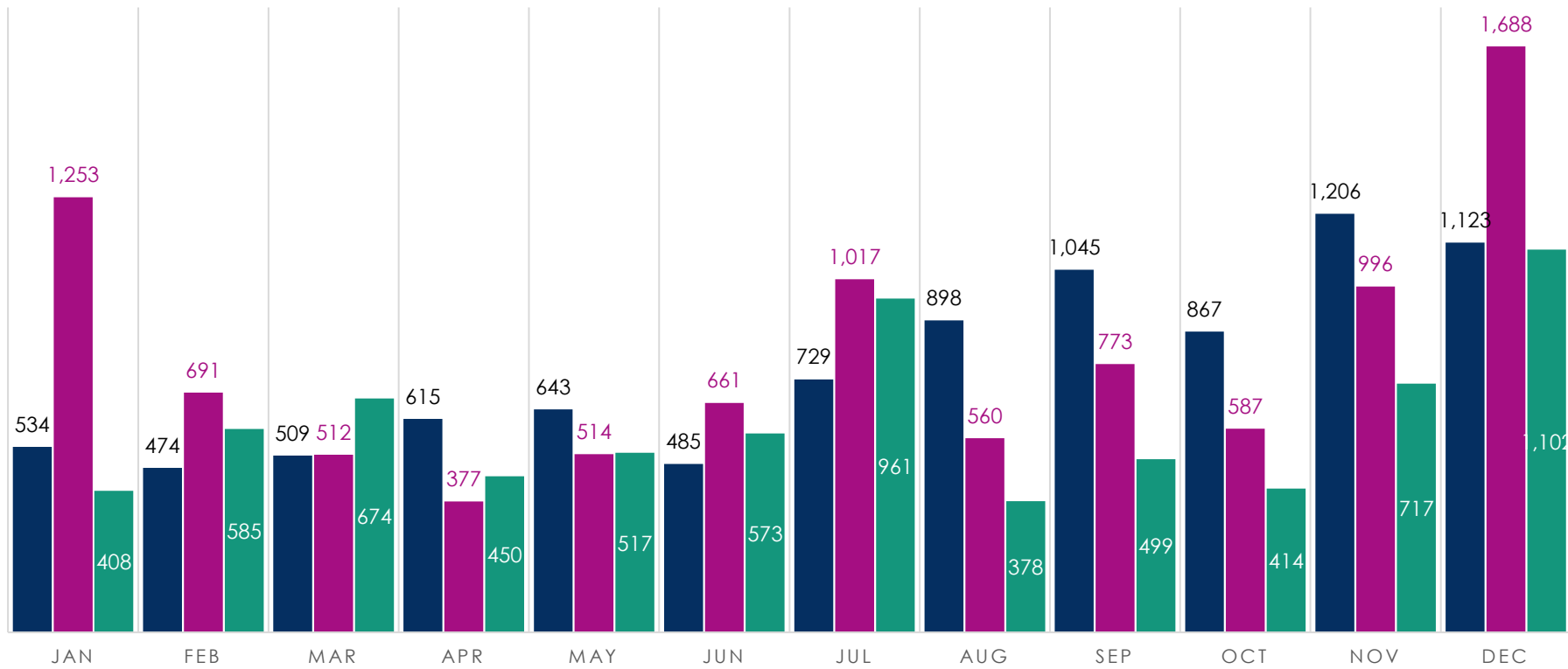
# CITY OF LYNDEN

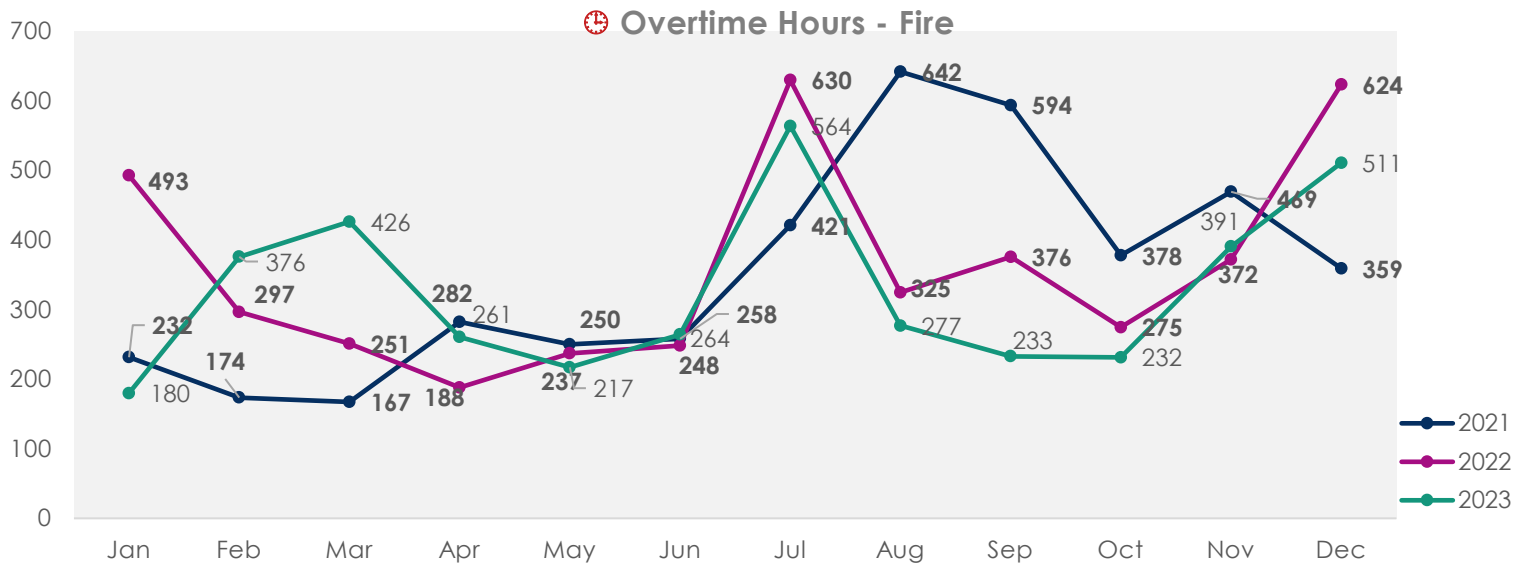
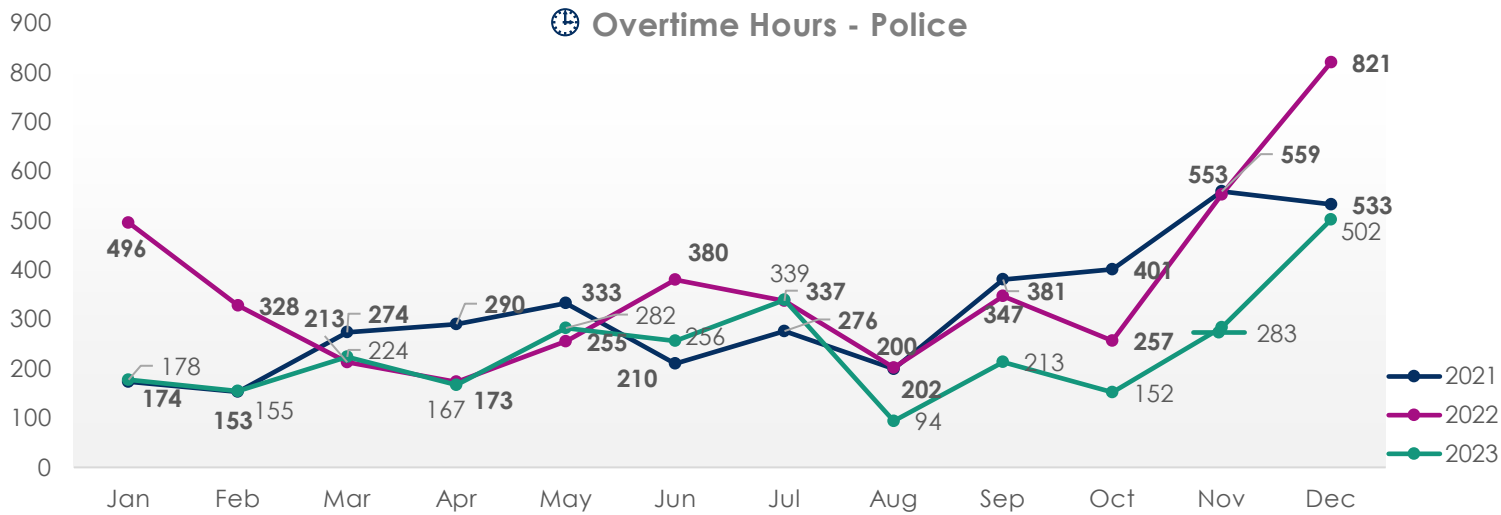
FINANCE DEPARTMENT  
(360) 354 - 2829



## OVERTIME HOURS - PRIOR YEAR COMPARISON

■ 2021 ■ 2022 ■ 2023





**TOTAL REGULAR SALES TAX RECEIVED BY MONTH/YEAR**

<b>MONTH:</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
JANUARY	319,797	268,576	227,553	204,860	210,631	205,464
FEBRUARY	329,282	309,300	291,564	269,241	227,810	256,546
MARCH	271,867	253,781	232,882	192,915	190,702	173,007
APRIL	278,022	252,498	215,073	150,524	187,590	171,923
MAY	334,057	317,171	277,240	192,446	234,783	221,093
JUNE	307,299	313,194	282,943	216,846	240,742	195,839
JULY	337,737	326,511	292,786	264,727	242,413	235,017
AUGUST	362,741	341,517	321,888	273,156	257,189	264,632
SEPTEMBER	324,303	323,226	297,552	263,456	239,020	232,697
OCTOBER	348,728	351,271	307,999	265,363	240,514	254,484
NOVEMBER	342,449	334,162	314,316	273,702	239,868	240,973
DECEMBER	328,207	338,482	272,605	259,576	223,604	225,324
Mitigation						41,277
<b>TOTALS</b>	<b>3,884,489</b>	<b>3,729,689</b>	<b>3,334,401</b>	<b>2,826,812</b>	<b>2,734,866</b>	<b>2,718,275</b>
<b>% OF CHANGE</b>		<b>11.9%</b>	<b>18.0%</b>	<b>3.4%</b>	<b>0.6%</b>	<b>6.7%</b>

YTD 2023	3,884,489
YTD 2022	3,729,689
YOY Variance	154,800
Variance %	4.2%

Current Mo. Actuals	328,207
Current Mo. Budget	307,467
Variance	20,740
Variance %	6.7%

Actual	YTD 2023	3,884,489
Budget	YTD 2023	3,493,943
Variance		390,546
Variance %		11.2%

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	January 16, 2024	
<b>Name of Agenda Item:</b>	Approval of Payroll and Claims	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Finance	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>	None	
<b>Summary Statement:</b>	Approval of Payroll and Claims	
<b>Recommended Action:</b>	Approval of Payroll and Claims	

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	January 16, 2024	
<b>Name of Agenda Item:</b>	Contract Renewal for City Attorney Services	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks <input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____	<b>Legal Review:</b> <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
<b>Attachments:</b>	2024-2025 Service Agreement	
<b>Summary Statement:</b>	<p>The contract with Carmichael Clark PS is typically reviewed and renewed on a two-year cycle. The current agreement is expiring, and the proposed agreement is included in this packet. The only changes in this agreement are an adjustment to the rates and the list responsible attorneys servicing the agreement.</p>	
<b>Recommended Action:</b>	<p>Make a motion to the approve the new service agreement with Carmichael Clark PS and authorize the mayor to sign and execute the agreement.</p>	

**AGREEMENT FOR LEGAL SERVICES**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Lynden (“City”), a municipal corporation incorporated under the laws of the State of Washington, and Carmichael Clark, P.S. (“CC”), a professional service corporation incorporated under the laws of the State of Washington.

**WHEREAS**, the City has a regular and ongoing need for a variety of legal services as described herein; and

**WHEREAS**, CC provides the kind and nature of legal services as the City needs on a regular basis; and

**WHEREAS**, the parties believe that a contractual relationship for said legal services will be mutually beneficial;

**NOW, THEREFORE, BE IT AGREED** as followed:

1. **Scope of Work.** CC shall provide legal services to the City as described in Exhibit A to this Agreement.
2. **Designation of City Attorney.** Robert Carmichael, a shareholder of CC, is hereby designated as the City Attorney. As City Attorney, Mr. Carmichael shall be responsible for providing and/or overseeing the provision of legal services described in Exhibit A. Mr. Carmichael shall be consulted prior to any decision by the City to retain or use legal counsel other than CC; provided that, the City shall retain full and final authority to retain and select additional legal services from attorneys or law firms other than CC when the City determines it is in its best interest to do so.
3. **Payment.** Upon entry of this Agreement, CC shall provide legal services to the City based on the date ranges and hourly rates set forth in Exhibit B.
4. **Duration.** Unless otherwise terminated as set forth in Section 5, this Agreement shall remain in effect for a term of two (2) years. If the City continues to utilize CC for legal services after the term of this Agreement expires, the provision of said services shall be governed by the terms of this Agreement until such time as the relationship is terminated or until a new Agreement is entered.

**Termination. (A) With cause.** This Agreement may be terminated at any time for “just cause,” by either party by providing written notice of said termination to the other party at least ten (10) days prior to the effective date of termination. **(B) Without cause.** This Agreement may be terminated at any time by either party without cause by providing written notice of said termination to the other party at least ninety (90) days prior to the effective date of termination.



5. **Billing.** CC shall submit monthly invoices to the City for actual time spent in furtherance of providing the services described in Exhibit A since the date of the last billing. Time spent will be accounted for in increments of 1/10th of an hour. If the City objects to any portion of the invoice, it shall so notify CC within fifteen (15) days from the date of receipt of the invoice, give reasons for the objection, and pay that portion of the invoice not in dispute. The City shall pay an additional charge of one percent (1%) of the amount of the invoice per month for any payment received by CC more than sixty (60) days from receipt of the invoice; except that, the City shall not be obligated to pay any such additional charge on billings or portions of billings that are being disputed or that are not agreed upon by both parties.
6. **Out-of-pocket expenses.** Costs and expenses associated with in-house photocopies, faxes, local telephone charges, or in-county mileage charges, will be absorbed within the hourly rate and will not be billed to the City. However, other out-of-pocket expenses reasonably incurred in the course of providing legal services hereunder shall be charged to the City and will be itemized on monthly invoices, including without limitation: messenger services, overnight delivery charges, outside photocopying and printing costs, filing fees, deposition and transcript costs, witness fees, charges made by experts and consultants, long distance telephone charges, out-of-county mileage charges, and other like expenses. In all instances, CC shall notify the City prior to incurring any expected significant out-of-pocket expenses.
7. **Relationship of the parties.** The parties intend that an independent contractual relationship will be created by this Agreement. No shareholder, agent, employee, servant or representative of CC shall be deemed to be an employee or servant of the City.
8. **Assignment/subcontracting.** CC shall not assign or subcontract any portion of the work described in Exhibit A without the prior written consent of the City. A change in the firm name only shall not be considered an assignment or affect this Agreement.
9. **Malpractice Insurance.** CC shall furnish to the City and file with the City Clerk and at all times during the existence of this Agreement, maintain in full force and effect, at its own cost and expense, a professional malpractice insurance policy, with a minimum liability of \$1,000,000 per occurrence/ \$2,000,000 aggregate. Failure to maintain coverage with the limits provided herein shall be a material breach of this Agreement and cause for termination at any time. A policy naming the individual CC members, among others named in the policy, shall be considered in compliance with this provision. A Certificate of Insurance containing the aforementioned minimum limits shall be provided to the City prior to the signing of this Agreement. Written notice of cancellation or reduction in coverage shall be delivered to the City thirty (30) days in advance of the effective date thereof. Any company from which said professional malpractice insurance policy is obtained shall be approved by the state insurance commissioner pursuant to Title 48

RCW, and shall have at least an A or an A+ Best Rating.

- 10. **Professional Responsibility.** CC represents that the services provided hereunder shall be performed in a manner consistent with that level of care and skill ordinarily exercised by attorneys in similar endeavors under similar circumstances. No other representations to the City, express or implied, and no warranty or guarantee is included or intended in this Agreement.
- 11. **Governing Law.** This Agreement shall be governed by the laws of the State of Washington.
- 12. **Complete Agreement.** This Agreement constitutes the entire agreement between the City and CC. This Agreement may be modified in writing only, upon mutual agreement of the parties.

**CITY OF LYNDEN**

**CARMICHAEL CLARK, PS**

\_\_\_\_\_  
Scott Korthius, Mayor

\_\_\_\_\_  
Robert Carmichael, President

State of Washington )  
  ) §  
County of Whatcom )

I certify that I know or have satisfactory evidence that SCOTT KORTHIUS is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Mayor of the City of Lynden to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public in and for the state of Washington.  
My appointment expires: \_\_\_\_\_

State of Washington )  
  ) §  
County of Whatcom )

I certify that I know or have satisfactory evidence that ROBERT CARMICHAEL is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as President of Carmichael Clark, P.S. to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public in and for the state of Washington.  
My appointment expires: \_\_\_\_\_

**EXHIBIT A**

**SCOPE OF LEGAL SERVICES**

Subject to the proviso in Section 2 of the Agreement, CC shall provide the City with all services necessary to meet its needs for legal counsel and representation. Said services shall include without limitation, providing legal advice to the City Council, Mayor, City Administrator, Planning Commission, and other City officers and employees, representing the City in civil and administrative litigation, representing the City in negotiations with outside entities, reviewing and drafting contracts and ordinances as requested, and prosecution of criminal and traffic offenses.

Robert Carmichael shall act as City Attorney and shall perform the functions and duties generally associated with the position of City Attorney for the City. It is understood that Mr. Carmichael's designation as City Attorney is a material part of this Agreement and that this designation includes ultimate responsibility for carrying out the functions of the City Attorney. Mr. Carmichael will also have primary responsibility for personal attendance at all regular City Council meetings and those special City Council meetings, and other meetings of City officers and employees as requested, but may delegate responsibility for specific tasks, or attendance at specific meetings as appropriate, to other attorneys at CC.

The parties anticipate that CC will continue to utilize a team approach in providing legal services to the City and that other attorneys, in lieu of or in addition to Mr. Carmichael, will also provide such services. In particular, it is expected that Catherine Moore and/or Luke Phifer will be frequently relied upon. Colin Morrow, Bridget Bryck, and others may also assist. CC will seek to provide the City with timely access to CC attorneys with expertise suited to the particular legal matter at hand. The parties anticipate that CC will assign responsibility for the City's municipal criminal and traffic prosecution to Greg Greenan or similarly qualified attorney. In the event that the necessary legal expertise is not available at CC for a particular matter, CC shall so advise the City and shall assist the City in locating outside legal counsel. Under all circumstances, the City shall retain full and final decision-making authority in selecting and retaining outside legal counsel.

**EXHIBIT B**

**HOURLY RATE SCHEDULE - LYNDEN**

**COMMENCING FEBRUARY 16, 2024**

	<u>Time Frame / Rate</u>		
	Current	Feb. 16, 2024 – Feb. 15, 2025	Feb. 16, 2025 - Contract End Date
<b>For partner attorneys work on civil matters:</b>			
Bob Carmichael			
Bryan Page	\$210.00	\$225.00	\$235.00
Greg Greenan			
Others			
Bob Carmichael (or other attorney) <i>(For regular City Council meetings only)</i>	\$175.00	\$185.00	\$195.00
<b>For municipal court prosecution:</b>			
Greg Greenan	\$165.00	\$175.00	\$185.00
Others			
<b>For senior associate attorney work on civil matters:</b>			
Catherine Moore	\$200.00		
Luke Phifer	\$190.00	\$215.00	\$225.00
Colin Morrow	\$190.00		
<b>Other associate attorney work:</b>			
Bridget Bryck, Bryce Vanderyacht and other associates	\$190.00	\$205.00	\$215.00
<b>For paralegal work:</b>	\$90.00	\$100.00	\$100.00

# CITY OF LYNDEN



## EXECUTIVE SUMMARY

<b>Meeting Date:</b>	January 16, 2024	
<b>Name of Agenda Item:</b>	Ordinance No. ORD-24-1682 Setting the Final Property Tax for 2024	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Finance	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
ORD-24-1682 Real Estate Property Tax Levy 2024		
<b>Summary Statement:</b>		
<p>The City of Lynden is required by State regulations to adopt a 2024 property tax levy. On November 20, 2023 the City Council approved Ordinance No. 1679 which was passed relying on the preliminary figures for the assessed valuation of the City's tax base, as provided by the Whatcom County Assessor's Office at that time.</p> <p>The original executive summary presented to Council on November 20, 2023 indicated that an ordinance setting the exact final levy would be forwarded to the Finance Committee City Council for consideration when the County Assessor's Office provided the final assessed valuation for 2023. The County Assessor's office has provided the final numbers.</p> <p>For Council information, the final calculations result in a total dollar levy amount of \$3,925,068. Per Council's direction this amount incorporated a 1.0% increase in the regular property tax, as allowed per the Revised Code of Washington. This total dollar levy reflects a mil rate of \$1.05772 per \$1,000 of assessed valuation. This is a decrease of approximately 15 cents from the 2023 rate.</p>		
<b>Recommended Action:</b>		
Approve Ordinance No. ORD-24-1682 and authorize the Mayor's signature.		

**ORDINANCE NO. ORD-24-1682**

**AN ORDINANCE FOR THE CITY OF LYNDEN, WASHINGTON  
LEVYING TAXES FOR GENERAL MUNICIPAL PURPOSES FOR  
TAXES COLLECTIBLE AND PAYABLE IN 2024  
IN THE CITY OF LYNDEN, WASHINGTON**

The City Council of the City of Lynden does ordain as follows:

Section A. The City of Lynden hereby levies, for 2024 taxes, for the purpose of meeting the expenditures of the City of Lynden, Washington, for the year 2024, the following specific sums:

CURRENT EXPENSE FUND	\$3,319,318
BERTHUSEN PARK	\$65,000
2012 LTGO REFUNDING BOND DEBT	<u>\$540,750</u>
TOTAL	\$3,925,068

Section B. In order to raise said specific sums, there is needed a levy of \$1.05772 per thousand dollars of assessed valuation of the property in the City of Lynden as shown by the assessment roll for the year 2023.

Section C. Any ordinance or parts of ordinances in conflict herewith are hereby amended.

Section D. This ordinance amends Ordinance No. 1663 and shall take effect and be in force from and after its passage by the City Council and after its approval by the Mayor if approved, otherwise, as provided by law and five (5) days after the date of its publication.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, \_\_\_\_\_ IN FAVOR,  
\_\_\_\_\_ AGAINST AND SIGNED BY THE MAYOR THIS \_\_\_\_\_ DAY OF JANUARY 2024.

\_\_\_\_\_  
Scott Korthuis  
Mayor

ATTEST:

\_\_\_\_\_  
Pamela Brown  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert Carmichael  
City Attorney

# CITY OF LYNDEN



## EXECUTIVE SUMMARY

<b>Meeting Date:</b>	January 16, 2024	
<b>Name of Agenda Item:</b>	RES-24-1089 Adoption of the Unified Fee Schedule (UFS)	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Finance	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>		
RES-24-1089 Adoption of the Unified Fee Schedule and a copy of the UFS.		
<b>Summary Statement:</b>		
<p>To provide transparency of City fees, ease of use in finding the fees, and consistency in the fee structure, the Finance Department has developed a Unified Fee Schedule (UFS).          The proposed schedule was presented in committee for review, and on January 2, 2024 at City Council a public hearing was held to allow for public commentary.          Revisions proposed by Council since then have been implemented and are in the current schedule.</p>		
<b>Recommended Action:</b>		
Approve RES-24-1089 as written and authorize the Mayor's signature.		



**RESOLUTION NO. RES-24-1089**

**A RESOLUTION OF THE CITY COUNCIL  
FOR THE CITY OF LYNDEN, WASHINGTON  
ADOPTING A UNIFIED FEE SCHEDULE**

WHEREAS, the City Council of the City of Lynden has determined that it is in the best interests of the City to provide a single, efficient, and convenient listing of all fees for permits, licenses, services, applications and filing fees; and

WHEREAS, such a listing better facilitates the updating and uniform review of all such fees, and charges on a periodic basis; and

WHEREAS, previous resolutions established fees that require review from time to time; and

WHEREAS, the City's approved Budget establishes various rates, but does not establish Permits and Fee's; and

WHEREAS, the City needs to adjust fees to better reflect the current cost environment; and

NOW THEREFORE, BE IT RESOLVED, the Lynden City Council authorizes the adoption of a Unified Fee Schedule:

Section A: After passage by the City Council and upon approval by the Mayor the Unified Fee Schedule be made accessible to the public.

Section B: That the Unified Fee Schedule be reviewed annually during the annual budget process, and that any proposed revisions be made at the time of the adoption of the budget.

Section C: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section D: If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact than any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this resolution should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

Section E: This resolution shall take effect and be in force on February 1, 2024 after its passage by the Council and after its approval by the Mayor, if approved, otherwise, as provided by law and five (5) days after the date of its publication.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, \_\_\_\_\_ IN FAVOR, \_\_\_\_\_ AGAINST AND SIGNED BY THE MAYOR THIS \_\_\_\_\_ DAY OF JANUARY 2024.

\_\_\_\_\_  
Scott Korthuis  
Mayor

ATTEST:

\_\_\_\_\_  
Pam Brown  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert Carmichael  
City Attorney

	<i>Department</i>	<i>Fee Name</i>	<i>Fee Description</i>	<i>Current Fee</i>	<i>Proposed Fee 2024</i>	<i>Notes:</i>
1	Community Dev - Building	Building permit	New residential construction.	Contact Comm Dev Department	Contact Comm Dev Department	To be revised by separate resolution.
2	Community Dev - Building	Building permit	New commercial or industrial construction.	Contact Comm Dev Department	Contact Comm Dev Department	To be revised by separate resolution.
3	Community Dev - Building	Building permit	Plan Check Fee/Building plan review	65% of permit fee	65% of permit fee	
4	Community Dev - Building	Building permit	State building code fee (BCF) on residential permits.	\$6.50 + \$2.00/additional unit	\$6.50 + \$2.00/additional unit	Set by RCW 19.27.085
5	Community Dev - Building	Building permit	State building code fee (BCF) on commercial permits.	\$25.00 + \$2.00/additional unit if mixed occupancy	\$25.00 + \$2.00/additional unit if mixed occupancy	Set by RCW 19.27.086
6	Community Dev - Building	Building permit	Mobile home -single wide placement fee. Permit fees would also include those associated with any addition exterior structural construction.	\$150.00	\$ 188.00	25% fee increase of 2018 rates
7	Community Dev - Building	Building permit	Mobile home -double wide placement fee. Permit fees would also include those associated with any addition exterior structural construction.	\$200.00	\$ 250.00	25% fee increase of 2018 rates
8	Community Dev - Building	Building permit	Mobile home - triple wide placement fee. Permit fees would also include those associated with any addition exterior structural construction.	\$250.00	\$ 313.00	25% fee increase of 2018 rates
9	Community Dev - Building	Building permit	Solar Panel	\$120.00 + BCF	\$150.00 + BCF	25% fee increase of 2018 rates
10	Community Dev - Building	Building permit	Demolition	\$50.00	\$ 63.00	25% fee increase of 2018 rates
11	Community Dev - Building	Building permit	Residential Re-roof	\$114.00	deleted	City has not been requiring permits for re-roofs.
12	Community Dev - Building	Building permit	Commercial Re-roof	Fee based on valuation	deleted	City has not been requiring permits for re-roofs. Mechanical permit may be
13	Community Dev - Building	Building permit	Fence Permit	\$25.00	\$ 31.00	25% fee increase of 2018 rates
14	Community Dev - Building	Building permit	Temporary Structures	Fee based on valuation of set up costs	Fee based on valuation of set up costs	
15	Community Dev - Building	Building permit	Signs	Based on Construction Cost	Based on Construction Cost	
16	Community Dev - Building	Building permit	Short Term Rental Inspection or Community Residential Facility Inspection	\$25.00	\$50 per bed/occupant	
17	Community Dev - Building	Inspection and Fees	Building plan review and Inspection Services - Pass thru option	Consultant cost +10%	Consultant cost +10%	
18	Community Dev - Building	Inspection and Fees	Outside consultants and/or inspections	Admin+Overhead costs	Admin+Overhead costs	
19	Community Dev - Building	Inspection and Fees (Hourly Charge)	Outside of normal business hours (minum one-hour charge)	\$75.00	\$ 94.00	25% fee increase of 2018 rates
20	Community Dev - Building	Inspection and Fees (Hourly Charge)	Re-Inspection fees	\$60.00	\$ 75.00	25% fee increase of 2018 rates
21	Community Dev - Building	Inspection and Fees (Hourly Charge)	Inspections for which no fee is specifically indicated	\$60.00	\$ 75.00	25% fee increase of 2018 rates
22	Community Dev - Building	Inspection and Fees (Hourly Charge)	Additional plan reviw required by changes, additions or revisions to plans	\$60.00	\$ 75.00	25% fee increase of 2018 rates
23	Community Dev - Building	Building Permit	Improvements to existing structures	Fee based on owners construction cost	Fee based on owner construction cost	
24	Community Dev - Building	Inspection and Fees (Hourly Charge)	Improvements to existing structures	Owners Construction Cost	Owners Construction Cost	
25	Community Dev - Building	Mechanical Inspection/Permit Fees	A/C Air/Handling Units HP	\$11.00	\$ 13.75	25% fee increase of 2018 rates
26	Community Dev - Building	Mechanical Inspection/Permit Fees	Water Heater-Gas (Electric water heaters - see Plumbing	\$15.00	\$ 18.75	25% fee increase of 2018 rates
27	Community Dev - Building	Mechanical Inspection/Permit Fees	Gas Fireplace, Clothes Dryer, Heat Pump, Unit Heater	\$15.00	\$ 18.75	25% fee increase of 2018 rates
28	Community Dev - Building	Mechanical Inspection/Permit Fees	Range Hood/Exhaust Fans	\$11.00	\$ 13.75	25% fee increase of 2018 rates
29	Community Dev - Building	Mechanical Inspection/Permit Fees	Furance <100,000 BTU (Including Ducts and Vents)	\$15.00	\$ 18.75	25% fee increase of 2018 rates
30	Community Dev - Building	Mechanical Inspection/Permit Fees	Furance >100,000 BTU	\$19.00	\$ 23.75	25% fee increase of 2018 rates
31	Community Dev - Building	Mechanical Inspection/Permit Fees	Ventilation Fan	\$8.00	\$ 10.00	25% fee increase of 2018 rates
32	Community Dev - Building	Mechanical Inspection/Permit Fees	Incinerator - Commercial/Industrial	\$15.00	\$ 18.75	25% fee increase of 2018 rates
33	Community Dev - Building	Mechanical Inspection/Permit Fees	Boiler or Compressor	\$15.00	\$ 18.75	25% fee increase of 2018 rates
34	Community Dev - Building	Mechanical Inspection/Permit Fees	For each gas-piping system of one to four outlets	\$10.00	\$ 12.50	25% fee increase of 2018 rates
35	Community Dev - Building	Mechanical Inspection/Permit Fees	For each gas-piping system of one to four outlets - per outlet	\$2.00	\$ 2.50	25% fee increase of 2018 rates
36	Community Dev - Building	Mechanical Inspection/Permit Fees	Miscellaneous Fixtures (regulated by the IMC but not listed above)	\$15.00	\$ 18.75	25% fee increase of 2018 rates
37	Community Dev - Building	Mechanical Inspection/Permit Fees	Base permit fee (+ fixture fee)	\$30.00	\$ 37.50	25% fee increase of 2018 rates
38	Community Dev - Building	Mechanical Inspection/Permit Fees	Gas water heater	\$15.00	\$ 18.75	25% fee increase of 2018 rates
39	Community Dev - Building	Mechanical Inspection/Permit Fees	Evaporate Coolers			
40	Community Dev - Building	Mechanical Inspection/Permit Fees	Gas fireplace, heat pump, dryer, heater	\$15.00	\$ 18.75	25% fee increase of 2018 rates

41	Community Dev - Building	Mechanical Inspection/Permit Fees	Suspended heater, recessed wall heater, floor mounted unit	\$15.00	\$	18.75	25% fee increase of 2018 rates
42	Community Dev - Building	Mechanical Inspection/Permit Fees	Incinerator - Residential				
43	Community Dev - Building	Mechanical Inspection/Permit Fees	Appliance Vents	\$8.00	\$	10.00	25% fee increase of 2018 rates
44	Community Dev - Building	Mechanical Inspection/Permit Fees	Gas-piping system (1-4 outlets)	\$10.00/outlet	\$12.50/outlet		25% fee increase of 2018 rates
45	Community Dev - Building	Mechanical Inspection/Permit Fees	Gas-piping system (4+ outlets)	\$2.00/outlet	\$2.50/outlet		25% fee increase of 2018 rates
46	Community Dev - Building	Mechanical Inspection/Permit Fees	Repairs and Additions				
47	Community Dev - Building	Mechanical Inspection/Permit Fees	Miscellaneous fixtures	\$15.00	\$	18.75	25% fee increase of 2018 rates
48	Community Dev - Building	Plan Check Fees	Plan Check Fees	65% of permit fee - in addt.to permit fees - all construction			
49	Community Dev - Building	Plan Check Fees	An estimated plan review fee paid at time of permit app. For construction valuations over \$5000, base on estimated valuation.				
50	Community Dev - Building	Plan Check Fees	Single Family Homes all pay an estimated plan review fee of \$400 at time off application.	\$400	\$	500.00	25% fee increase of 2018 rates
51	Community Dev - Building	Plan Check Fees	State Bulding Code Fee -BCF (RCW 19.27.085)	\$6.50 for each residential building permit plus \$2.00 for each additional residential unit, if mixed use occupancy	\$8.00 for each residential building permit plus \$2.50 for each additional residential unit, if mixed use occupancv.		
52	Community Dev - Building	Plan Check Fees	State Bulding Code Fee -BCF (RCW 19.27.085)	\$25.00 for each commercial building permit plus \$2.00 for each additional reidential until if mixed use occupancy.	\$31.00 for each commercial building permit plus \$2.50 for each additional residential unit, if mixed use occupancv.		
53	Community Dev - Building	Plumbing Inspection/Permit Fees	Base Fee	\$30	\$	37.50	25% fee increase of 2018 rates
54	Community Dev - Building	Plumbing Inspection/Permit Fees	Per Fixture: Bathtub, Bath sinks, Shower, Kitchen sink, Dishwasher, Clothes, Toliet, Urinal, Drinking Fountain, Drain or Floor Drain, Hot tub, Laundry Sink, Bar/Service sink, Electric Water Heater	\$7	\$	8.75	25% fee increase of 2018 rates
55	Community Dev - Building	Plumbing Inspection/Permit Fees	Backflow Protective Device	\$10	\$	12.50	25% fee increase of 2018 rates
56	Community Dev - Building	Plumbing Inspection/Permit Fees	Roof Drains - Commercial/Industrial	\$7	\$	8.75	25% fee increase of 2018 rates
57	Community Dev - Building	Plumbing Inspection/Permit Fees	Vacuum Breakers	\$5	\$	6.25	25% fee increase of 2018 rates
58	Community Dev - Building	Plumbing Inspection/Permit Fees	Grease Traps	\$15	\$	18.75	25% fee increase of 2018 rates
59	Community Dev - Building	Plumbing Inspection/Permit Fees	Medical Gas Piping	\$50	\$	62.50	25% fee increase of 2018 rates
60	Community Dev - Building	Plumbing Inspection/Permit Fees	Miscellaneous Fixtures (regulated by the IPC but not listed above)	\$7	\$	8.75	25% fee increase of 2018 rates
61	Community Dev - Building	Plumbing Inspection/Permit Fees	Electric Water Heater	\$7	\$	8.75	25% fee increase of 2018 rates
62	Community Dev - Building	Plumbing Inspection/Permit Fees	Sprinkler System	\$10.00	\$	12.50	25% fee increase of 2018 rates
63	Community Dev - Building	Plumbing Inspection/Permit Fees	Installation/alteration/repair	\$0.00			
64	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Backflow	\$10	\$	12.50	25% fee increase of 2018 rates
65	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Bath Sink	\$7	\$	8.75	25% fee increase of 2018 rates
66	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Bathtubs	\$7	\$	8.75	25% fee increase of 2018 rates
67	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Clothes Washer	\$7	\$	8.75	25% fee increase of 2018 rates
68	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Dishwasher	\$7	\$	8.75	25% fee increase of 2018 rates
69	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Drain	\$7	\$	8.75	25% fee increase of 2018 rates
70	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Drinking Fountain	\$7	\$	8.75	25% fee increase of 2018 rates
71	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Floor Drain	\$7	\$	8.75	25% fee increase of 2018 rates
72	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Grease Trap	\$15	\$	18.75	25% fee increase of 2018 rates
73	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Hot Tub	\$7	\$	8.75	25% fee increase of 2018 rates
74	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Kitchen Sink	\$7	\$	8.75	25% fee increase of 2018 rates
75	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Laundry Sink	\$7	\$	8.75	25% fee increase of 2018 rates
76	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Medical Gas Piping	\$50	\$	62.50	25% fee increase of 2018 rates
77	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing MISC Fixture	\$7	\$	8.75	25% fee increase of 2018 rates
78	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Repair/ALT	\$7	\$	8.75	25% fee increase of 2018 rates
79	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing REV/ADDTN	\$7	\$	8.75	25% fee increase of 2018 rates
80	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Roof Drains	\$7	\$	8.75	25% fee increase of 2018 rates
81	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Showers	\$7	\$	8.75	25% fee increase of 2018 rates
82	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Sink (Bar, Service)	\$7	\$	8.75	25% fee increase of 2018 rates
83	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Toilets	\$7	\$	8.75	25% fee increase of 2018 rates

84	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Urinal	\$7	\$	8.75	25% fee increase of 2018 rates
85	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Vacuum Breakers	\$5	\$	6.25	25% fee increase of 2018 rates
86	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Water Electric Heater	\$7	\$	8.75	25% fee increase of 2018 rates
87	Community Dev - Building	Plumbing Inspection/Permit Fees	Plumbing Water Treatment Equip	\$7	\$	8.75	25% fee increase of 2018 rates
88	Community Dev - Planning	Land Use Fee - Type 1	Lot Line Adjustment	\$250	\$	313.00	25% fee increase of 2020 rates
89	Community Dev - Planning	Land Use Fee - Type 1	Clearing, Grading & Fill - Type B	\$100	\$	125.00	25% fee increase of 2020 rates
90	Community Dev - Planning	Land Use Fee - Type 1	Shoreline Written Exemption Determination	\$100	\$	125.00	25% fee increase of 2020 rates
91	Community Dev - Planning	Land Use Fee - Type 1	Design Review Variance	\$150	\$	188.00	25% fee increase of 2020 rates
92	Community Dev - Planning	Land Use Fee - Type 1	Historic Preservation	\$300	\$	375.00	25% fee increase of 2020 rates
93	Community Dev - Planning	Land Use Fee - Type 1	Critical Area Review	\$100.00 + cost of City's consultant review if required	\$	\$100.00 + cost of City's consultant review if required	No increase proposed to the fee.
94	Community Dev - Planning	Land Use Fee - Type 1	Pre-Application Meeting	0	\$	0.00	no fee for this service
95	Community Dev - Planning	Land Use Fee - Type 1	Clearing, Grading & Fill - Type A	\$100	\$	125.00	25% fee increase of 2020 rates
96	Community Dev - Planning	Land Use Fee - Type 1	SEPA Environment Checklist	\$350	\$	438.00	25% fee increase of 2020 rates
97	Community Dev - Planning	Land Use Fee - Type 1	Design Review (Buildings)	\$200	\$	250.00	25% fee increase of 2020 rates
98	Community Dev - Planning	Land Use Fee - Type 1	Design Review (Signage)	\$50	\$	63.00	25% fee increase of 2020 rates
99	Community Dev - Planning	Land Use Fee - Type 1	Site Plan Approval (excluding SF)	\$250	\$	313.00	25% fee increase of 2020 rates
100	Community Dev - Planning	Land Use Fee - Type 2	Subdivision Plat - Preliminary	\$350 + \$120 per lot	\$	\$438 + \$150 per lot	25% fee increase of 2020 rates
101	Community Dev - Planning	Land Use Fee - Type 2	Subdivision Plat - Final	\$70 per lot	\$	\$88 per lot	25% fee increase of 2020 rates
102	Community Dev - Planning	Land Use Fee - Type 2	General Binding Site Plan	\$350 + \$120 per lot	\$	\$438.00 + \$150.00 per lot	25% fee increase of 2020 rates
103	Community Dev - Planning	Land Use Fee - Type 2	Specific Binding Site Plan	\$300 + \$100 per lot	\$	\$375 + \$120 per lot	25% fee increase of 2020 rates
104	Community Dev - Planning	Land Use Fee - Type 2	Development Agreement	\$200 + cost of City's legal review fees	\$	\$250 + cost of City's legal review fees	25% fee increase of 2020 rates
105	Community Dev - Planning	Land Use Fee - Type 2	Shoreline Substantial Development	\$550.00	\$	687.50	25% fee increase of 2020 rates
106	Community Dev - Planning	Land Use Fee - Type 2	Shoreline Conditional Use	\$500.00	\$	625.00	25% fee increase of 2020 rates
107	Community Dev - Planning	Land Use Fee - Type 2	Shoreline Variance	\$1,000.00	\$	1,250.00	25% fee increase of 2020 rates
108	Community Dev - Planning	Land Use Fee - Type 2	Planned Residential Development	\$600 + \$100 per lot	\$	\$750 + \$125 per lot	25% fee increase of 2020 rates
109	Community Dev - Planning	Land Use Fee - Type 2	Short Plat	\$300 + \$120 per lot	\$	\$375 + \$150 per lot	25% fee increase of 2020 rates
110	Community Dev - Planning	Land Use Fee - Type 3	Conditional Use Permit	\$400.00	\$	500.00	25% fee increase of 2020 rates
111	Community Dev - Planning	Land Use Fee - Type 3	Variance - Hearing Examiner	\$400.00	\$	500.00	25% fee increase of 2020 rates
112	Community Dev - Planning	Land Use Fee - Type 3	Fence Variance	\$150.00	\$	188.00	25% fee increase of 2020 rates
113	Community Dev - Planning	Land Use Fee - Type 3	Development Standard Variance (per variance)	\$350.00	\$	438.00	25% fee increase of 2020 rates
114	Community Dev - Planning	Land Use Fee - Type 3	Rezone	\$450.00	\$	563.00	25% fee increase of 2020 rates
115	Community Dev - Planning	Land Use Fee - Type 3	Comprehensive Plan Amendment	\$600.00	\$	750.00	25% fee increase of 2020 rates
116	Community Dev - Planning	Land Use Fee - Type 3	Plat Amendment (Major)	\$400.00	\$	500.00	25% fee increase of 2020 rates
117	Community Dev - Planning	Land Use Fee - Type 3	Plat Amendment (Prior to final plat or plat expiration)	\$200.00	\$	250.00	25% fee increase of 2020 rates
118	Community Dev - Planning	Land Use Fee - Type 3	Amendment to a Planned Residential	\$400.00	\$	500.00	25% fee increase of 2020 rates
119	Community Dev - Planning	Land Use Fee - Type 3	Development (PRD) or Master PRD	\$400.00	\$	500.00	25% fee increase of 2020 rates
120	Community Dev - Planning	Land Use Fee - Type 3	CC&R modifications of PRD's	\$100 + legal fee	\$	\$125 + cost of legal review	25% fee increase of 2020 rates
121	Community Dev - Planning	Land Use Fee - Type 3	Zoning Text Amendment	\$400 + Base fee or FRC	\$	\$500 + cost of legal review	25% fee increase of 2020 rates
122	Community Dev - Planning	Land Use Fee - Type 3	Vacation of Right-of-Way or Easement	\$300	\$	375.00	25% fee increase of 2020 rates
123	Community Dev - Planning	Land Use Fee - Type 4	Home Occupation	\$100	\$	125.00	25% fee increase of 2020 rates
124	Community Dev - Planning	Land Use Fee - Type 4	Annexation	\$300 + legal review	\$	\$375 + cost of legal review	25% fee increase of 2020 rates
125	Community Dev - Planning	Land Use Fee - Type 4	Appeal of Administrative Decision (SEPA)	\$500	\$	625.00	25% fee increase of 2020 rates
126	Community Dev - Planning	Land Use Fee - Type 4	Cell Tower Revision or Addition	\$400 + building permit costs	\$	\$500 + building permit costs	25% fee increase of 2020 rates
127	Community Dev - Planning	Land Use Fee - Type 4	ADU Covenant	\$100	\$	125.00	Maintain this fee as is.
128	Community Dev - Planning	Land Use Fee - Type 4	Zoning Verification Letter	\$200	\$	250.00	25% fee increase of 2020 rates
129	Community Dev - Planning	Land Use Fee - Type 4	Request to Petition for Annexation	\$100	\$	125.00	25% fee increase of 2020 rates
130	Community Dev - Planning	Land Use Fee - Type 4	Appeal of Administrative Decision (non-SEPA)	\$200	\$	250.00	25% fee increase of 2020 rates
131	Community Dev - Planning	Land Use Fee - Type 4	Cell Towers Construction/Replacement	\$1000 + cost of outside review if needed	\$	\$1,250 + cost of 3rd party review if needed	25% fee increase of 2020 rates

132	Community Dev - Planning	Land Use Fee - Type 4	Small Cell Network Plan Review for installation of Equipment within City's ROW and Franchise Agreement	\$600 + cost of legal review	\$750 + cost of legal review	25% fee increase of 2020 rates
133	Community Dev - Planning	Land Use Fee - Type 4	Removal of ADU Covenant	\$100	\$	125.00 Maintain this fee as is.
134	Community Dev - Planning	Land Use Fee - Type 4	HBD Commercial Parking - Payment in lieu of on-site parking	\$2350.00 per required stall	\$11,000 per stall	market rate to construct w/ drainage
135	Fire Dept	Change to Sprinkler System	1 - 20 Heads	\$100.00	\$150.00	
136	Fire Dept	Change to Sprinkler System	21 - 40 Heads	\$175.00	\$200.00	
137	Fire Dept	Change to Sprinkler System	41 - 60 Heads	\$250.00	\$300.00	
138	Fire Dept	Change to Sprinkler System	61 - 80 Heads	\$325.00	\$400.00	
139	Fire Dept	Change to Sprinkler System	81 - 100 Heads	\$400.00	\$500.00	
140	Fire Dept	Change to Sprinkler System	Over 100 Heads	\$0.00	\$500 + \$1.00 per head	
141	Fire Dept	CPR	Community CPR Class	\$10.00	\$10.00	
142	Fire Dept	Fire Alarm System	1 - 50 Devices	\$200.00	\$300.00	
143	Fire Dept	Fire Alarm System	51 - 75 Devices	\$300.00	\$400.00	
144	Fire Dept	Fire Alarm System	76 - 100 Devices	\$400.00	\$500.00	
145	Fire Dept	Fire Alarm System	101 - 125 Devices	\$500.00	\$600.00	
146	Fire Dept	Fire Alarm System	126 - 150 Devices	\$600.00	\$700.00	
147	Fire Dept	Fire Alarm System	Over 150 Devices	\$600 + \$1.50 per defice	\$700 + \$2.00 per device	
148	Fire Dept	Fire Hood	Per System	\$175.00	\$250.00	
149	Fire Dept	Fire Line	Per Line	\$250.00	\$400.00	
150	Fire Dept	Fire Pump	Per Pump	\$100.00	\$250.00	
151	Fire Dept	Hazardous Materials	Fireworks Sales	\$25.00	\$150.00	
152	Fire Dept	Hazardous Materials	Fireworks Display	\$50.00	\$200.00	
153	Fire Dept	Hazardous Materials	Explosives	\$100.00	\$150.00	
154	Fire Dept	Hazardous Materials	Flammable Liquids	\$100.00	\$150.00	
155	Fire Dept	Hazardous Materials	Install Tank	\$250.00	\$350.00	
156	Fire Dept	Hazardous Materials	Remove Tank <1000 gal	\$75.00	\$100.00	
157	Fire Dept	Hazardous Materials	Remove Tank >1000 gal	\$250.00	\$300.00	
158	Fire Dept	Impact Fees	Residential Single Family/Duplex per unit	\$517.00	\$517.00	
159	Fire Dept	Impact Fees	Residential Multi-family per unit	\$389.00	\$389.00	
160	Fire Dept	Impact Fees	Non-Residential	\$.28 per square foot	\$.28 per square foot	
161	Fire Dept	Inspection Fee	Regular	\$84/hr	\$120/hr	
162	Fire Dept	Inspection Fee	After Hours	\$126/hr	\$180/hr	
163	Fire Dept	New Sprinkler System	1-100 Heads	\$375.00	\$400.00	
164	Fire Dept	New Sprinkler System	101 - 200 Heads	\$425.00	\$450.00	
165	Fire Dept	New Sprinkler System	201 - 300 Heads	\$475.00	\$500.00	
166	Fire Dept	New Sprinkler System	301 - 400 Heads	\$525.00	\$550.00	
167	Fire Dept	New Sprinkler System	401 - 500 Heads	\$575.00	\$600.00	
168	Fire Dept	New Sprinkler System	Over 500 Heds	\$575 + \$.30 per head	\$600 + \$1.00 per head	
169	Fire Dept	Plan Review Fee (Value Based)	\$0 - \$2,000	\$0.00	\$0.00	
170	Fire Dept	Plan Review Fee (Value Based)	\$2,001 - \$10,000	\$26.00	\$35.00	
171	Fire Dept	Plan Review Fee (Value Based)	\$10,001 - \$20,000	\$75.00	\$100.00	
172	Fire Dept	Plan Review Fee (Value Based)	\$20,001 - \$50,000	\$158.00	\$210.00	
173	Fire Dept	Plan Review Fee (Value Based)	\$50,001 - \$100,000	\$225.00	\$300.00	
174	Fire Dept	Plan Review Fee (Value Based)	\$100,001 - \$250,000	\$300.00	\$400.00	
175	Fire Dept	Plan Review Fee (Value Based)	\$250,001 - \$500,000	\$450.00	\$600.00	
176	Fire Dept	Plan Review Fee (Value Based)	\$500,001 - \$1,000,000	\$750.00	\$1,000.00	
177	Fire Dept	Plan Review Fee (Value Based)	Over \$1,000,001	\$750.00 + .075%	\$1,000 + .10%	
178	Fire Dept	Spray Booth	Per System	\$250.00	\$250.00	
179	Fire Dept	Standpipes	Per System	\$40.00	\$100.00	
180	Municipal Court	Administrative	Warrant cancellation fee - per warrant	\$0.00	\$0.00	
181	Parks Dept	Donation Item	Park/Trail Bench- Concrete	\$500.00	\$600.00	
182	Parks Dept	Donation Item	Street Bench- Slatted	\$400.00	\$475.00	
183	Parks Dept	Donation Item	Trees(vary according to size and variety)	\$250 to \$900	\$250 to \$900	

184	Parks Dept	Rental Facility Fees	Berthusen Kitchen Rental- 1/2 day--weekday	\$75.00	\$80.00	
185	Parks Dept	Rental Facility Fees	Berthusen Kitchen Rental- 1/2 day--weekend	\$95.00	\$100.00	
186	Parks Dept	Rental Facility Fees	Berthusen Kitchen Rental- Full Day-- weekday	\$115.00	\$120.00	
187	Parks Dept	Rental Facility Fees	Berthusen Kitchen Rental- Full Day-- weekend/holidays	\$140.00	\$150.00	
188	Parks Dept	Rental Facility Fees	Berthusen Playfield Reservation	\$20.00	\$25.00	
189	Parks Dept	Rental Facility Fees	Berthusen Open Shelter Rental- 1/2 Day-- weekday	\$50.00	\$55.00	
190	Parks Dept	Rental Facility Fees	Berthusen Open Shelter Rental- Full Day-- weekday	\$65.00	\$75.00	
191	Parks Dept	Rental Facility Fees	Berthusen Open Shelter Rental- 1/2 Day-- weekend	\$60.00	\$65.00	
192	Parks Dept	Rental Facility Fees	Berthusen Open Shelter Rental- Full Day-- weekend/holidays	\$85.00	\$90.00	
193	Parks Dept	Rental Facility Fees	Berthusen Additional Setup Fees- changes to tables, barricades, etc.	\$50.00	\$60.00	
194	Parks Dept	Rental Facility Fees	Berthusen Large Group Fees-over 100 people	\$10.00	\$20.00	
195	Parks Dept	Rental Facility Fees	Berthusen Overnight Camping(May-Sept.) Tents only- non-profit educational youth programs Ma.	\$3/person per night	\$5/person per night	
196	Parks Dept	Rental Facility Fees	City Park Kitchen Rental- 1/2 day-- weekday	\$75.00	\$80.00	
197	Parks Dept	Rental Facility Fees	City Park Kitchen Rental- 1/2 day-- weekends	\$95.00	\$100.00	
198	Parks Dept	Rental Facility Fees	City Park Kitchen Rental- Full Day-- weekday	\$115.00	\$120.00	
199	Parks Dept	Rental Facility Fees	City Park Kitchen Rental- Full Day-- weekends/holidays	\$140.00	\$150.00	
200	Parks Dept	Rental Facility Fees	City Park Open Shelter Rental- 1/2 Day--weekday	\$50.00	\$55.00	
201	Parks Dept	Rental Facility Fees	City Park Open Shelter Rental- 1/2 Day--weekends	\$60.00	\$65.00	
202	Parks Dept	Rental Facility Fees	City Park Open Shelter Rental- Full Day- weekday	\$65.00	\$75.00	
203	Parks Dept	Rental Facility Fees	City Park Open Shelter Rental- Full Day- weekend/holidays	\$85.00	\$90.00	
204	Parks Dept	Rental Facility Fees	City Park Large Group Fees- over 100 people	\$10.00	\$20.00	
205	Parks Dept	Rental Facility Fees	City Park Tennis Court Reservations--per court	\$5 per court/3 hour max.	10 per court/3 hour max	
206	Parks Dept	Rental Facility Fees	Bender Fields Kitchen Rental- 1/2 Day-- weekday	\$75.00	\$80.00	
207	Parks Dept	Rental Facility Fees	Bender Fields Kitchen Rental- 1/2 Day-- weekends	\$95.00	\$100.00	
208	Parks Dept	Rental Facility Fees	Bender Fields Kitchen Rental- Full Day-- weekday	\$115.00	\$120.00	
209	Parks Dept	Rental Facility Fees	Bender Fields Kitchen Rental- Full Day-- weekends/holidays	\$140.00	\$150.00	
210	Parks Dept	Rental Facility Fees	Bender Fields Open Shelter Rental- 1/2 day--weekday	\$60.00	\$60.00	
211	Parks Dept	Rental Facility Fees	Bender Fields Open Shelter Rental- 1/2 day--weekend	\$60.00	\$65.00	
212	Parks Dept	Rental Facility Fees	Bender Fields Open Shelter Rental- Full Day-- weekday	\$85.00	\$85.00	
213	Parks Dept	Rental Facility Fees	Bender Fields Open Shelter Rental- Full Day-- weekends/holidays	\$85.00	\$90.00	
214	Parks Dept	Rental Storage Fees	Storage Unit- per month	\$75.00	\$80.00	
215	Parks Dept	Rental Storage Fees	Storage Unit- per year	\$750.00	\$800.00	
216	Parks Dept	Vendor Fees	Additional Vendor/Concessionaire Fee	\$25/day	\$30/day	
217	Police Dept	Administrative	Fingerprinting - per card	\$0.00	\$0.00	
218	Police Dept	Administrative	CPL lost/replacement license	\$10.00	\$10.00	
219	Police Dept	Administrative	Dog License (spayed or neutered)	\$15.00	\$15.00	
220	Police Dept	Administrative	Dog license (non spayed/neutered)	\$30.00	\$30.00	
221	Police Dept	Administrative	Records/Reports (B&W copies)	.15/page	.15/ page	
222	Police Dept	Administrative	Records/Reports (scanned copies)	.10/page	.10/page	
223	Police Dept	Administrative	Records/Reports (Mailing fee)	Actual cost of postage and shipping material	Actual cost	
224	Police Dept	Administrative	BWC Footage	.48 per minute of footage	.48 per minute of footage	
225	Public Works	Use of Public Space	Downtown Residential Parking Permit	\$240.00 annually	\$300 annually	25% increase
	Public Works	Use of Public Space	Public Sidewalk/Outdoor Dining Application	\$10.00 + \$2.00 per square foot of sidewalk used	\$12.50 + \$2.50 per square foot of sidewalk used	25% increase
226						
227	PW - Airport	User Fee	Residential Access Adjacent Parcels : Month/Year	\$47.25/mo or \$472.50/year	\$50.56/mo or \$505.58/year	7% increase
228	PW - Airport	User Fee	Off Premises Access : Month/Year	\$308.70 (8 or more planes)/\$3,087.00	\$330.31 (8 or more planes)/\$3,303.1	7% increase
229	PW - Airport	User Fee	362 Piper Street (adjacent and in Airport Overlay Zone)	\$47.25/mo or \$472.50/year	\$50.56/mo or \$505.58/year	7% increase
230	PW - Airport	User Fee	366 Piper Street (adjacent and in Airport Overlay Zone)	\$101.85/mo or \$1,018.50/year	\$108.98/mo or \$1,089.80/year	7% increase
231	PW - Airport	User Fee	Vehicle Parking: Daily/Monthly/Yearly	\$7.00/\$35.18/\$347.29 (+ tax)	\$7.49/\$37.64/\$371.60 + tax	7% increase
232	PW - Airport	User Fee	Tie-Down Fees: First night/Each additional/Per Month	\$13.00/\$7.00/\$52.50 (+ tax)	\$13.91/\$7.49/\$56.18 + tax	7% increase
233	PW - Airport	User Fee	Late Payment per month on past due balance (less than \$200/\$200 or greater)	\$11.00/5% of outstanding balance	\$20.00/5% of outstanding balance	\$9 increase
234	PW - Development	Engineering Services	Residential Engineering Review Deposit	\$400/lot ; \$4,000 min.	\$400/lot ; \$4,000 min.	no change
235	PW - Development	Engineering Services	Non Residential Engineering Review Deposit	2% of Civil Const. cost est.; \$6,000 min.	2% of Civil Const. cost est.; \$6,000	no change

236	PW - Development	Engineering Services	Residential Engineering Inspection Deposit	\$500.00/lot; \$10,000 min.	\$500.00/lot; \$10,000 min.	no change
237	PW - Development	Engineering Services	Non Residential Engineering Inspection Deposit	2% of Civil Const cost est. ; \$10,000 min.	2% of Civil Const cost est. ; \$10,000 min.	no change
238	PW - Street	Permit	Fill & Grade Permit	\$100	\$100	no change
239	PW - Street	Permit	Obstruction Permit	\$35	\$35	no change
240	PW - Street	Permit	Vending Permit - fixed place	\$75	\$75	no change
241	PW - Street	Permit	Vending Permit - non fixed place	\$25	\$25	no change
242	PW - Street	Permit	Downtown Residential Parking Permit	\$240.00 annually	\$288 annually	20% fee increase of 2020 rates
	PW - Street	Permit	Public Sidewalk/Outdoor Dining Permit	\$10.00 + \$2.00 per square foot of sidewalk used	\$11.00 + \$2.50 per square foot of sidewalk used	20% fee increase of 2020 rates
243						
244	PW - Utility	Compost	Any Customer < 100 cubic yards per year	\$14/cubic yard	\$15.00/cubic yard	7% increase
245	PW - Utility	Compost	Any Customer 50 - 100 cubic yards per year	\$11/cubic yard		remove fee - capturing this in the next qt
246	PW - Utility	Compost	Any Customer 100+ cubic yards per year	\$8/cubic yard	\$8.50/cubic yard	7% increase
247	PW - Utility	Compost	Double Screened	additional 20% / yard	additional 20% / yard	no change
248	PW - Utility	Compost	Fall Clearance	20% discount / yard	20% discount / yard	no change
	PW - Utility	Utility Services	Sewer/Water Line Inspection	\$35	\$50	\$15 over 2011
249						
250	PW - Utility	Utility Services	Water Disconnect/Reconnect	\$35	\$50	\$15 over 2011
251	PW - Utility	Utility Services	Water Disconnect/Reconnect after hours	\$70	\$100	\$30 over 2011
252	PW - Utility	Utility Services	Water Meter Remove/Reinstall - permitted demo only	new in 2024	meter install fee + FCI differential*	at time of reinstall*
253	PW - Utility	Utility Services	BOD/TSS Field Sample Collection	new in 2024	\$150.00/hr	
254	PW - Utility	Utility Services	City Equipment Operator Labor	\$50/hour	Current Teamsters Contract Rate	Street/Systems Maint. Worker Step C +
255	PW - Utility	Utility Services	City Equipment Rates	Current FEMA Rates	Current FEMA Rates	no change
256	PW - Utility	Utility Services	Outside City Limits Multiplier	x1.5	x1.5	no change



# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	January 16, 2024	
<b>Name of Agenda Item:</b>	Ordinance 24-1683: Update LMC 2.05.010 Position Titles	
<b>Section of Agenda:</b>	New Business	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks <input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>	Ordinance 24-1683	
<b>Summary Statement:</b>	<p>This is an update to LMC 2.05.010 on Appointed Position titles to reflect title changes that have occurred. City Clerk has been updated to include the word “city” into the title, and “Planning Director” has been changed to “Community Development Director” to reflect organizational changes in the department and the more commonly used title.</p>	
<b>Recommended Action:</b>	To make a motion to adopt ordinance 24-1683 and authorize the mayors signature on the document.	

**Ordinance No. 24-1683**

**An Ordinance of the City of Lynden Amending Lynden Municipal Code Title  
2.05.010: City Officers**

WHEREAS, Chapter 2 on the Lynden Municipal Code contains the titles of appointed officers for the City of Lynden; and

WHEREAS, changes have occurred within the city organization, duties and responsibilities, and areas of oversight; and

WHEREAS, it has become necessary to modify the titles of departments and appointed directors to be more reflective of the area of responsibility.

NOW, THEREFORE, BE IT ORDAINED by the City of Lynden as follows:

**2.05.010 - City officers.**

A. The city of Lynden will have the following appointed officers:

1. City Clerk;
2. Finance Director;
3. Public Works Director;
4. City Administrator;
5. Chief of Police;
6. Fire Chief;
7. Parks Director;
8. Community Development Director.

B. Such officers shall be appointed by the mayor, subject to confirmation by the city council.

C. Any two of the first four positions may be combined, provided, however, that the compensation for the combined office shall not be the same as the total compensation fixed for each office individually.