

ORDINANCE NO. 796

AN ORDINANCE FOR THE CITY OF TOLEDO, WASHINGTON ADOPTING A BUDGET FOR THE CITY OF TOLEDO FOR THE YEAR 2024 AS REQUIRED BY LAW; ADOPTING THE 2024 FEE SCHEDULE (ATTACHMENT A); AND ADOPTING ALL CITY OF TOLEDO POLICIES AND PROCEDURES LIST (ATTACHMENT B).

THE CITY COUNCIL OF THE CITY OF TOLEDO, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1

Public hearings having been held on the final budget, with attachments, of the City of Toledo, on the 27st day of November, 2023 and the 4th day of December, 2023, as required by law, and the City Council having found that said budget, with attachments, in its final form is proper and should be adopted, it is therefore, hereby PROVIDED AND ORDAINED that the total estimated appropriation for each separate fund of the City of Toledo for the year 2024 is as follows:

001	Current Expense Fund		Revenue	Expense
	General Government Expense		\$ 403,500.00	\$ 96,410.00
	Parks Department Expense		\$ 22,100.00	\$ 18,926.00
	Planning Department Expense		\$ 30,200.00	\$ 38,630.00
	Court Services Expense		\$ 1,660.00	\$ 29,000.00
001	Police Department Expense		\$ 20,000.00	\$ 275,650.00
	Current Expense Budget		\$ 477,460.00	\$ 458,616.00
	Public Works Expense Funds		Revenue	Expense
101	City Street Expense		\$ 52,830.00	\$ 52,760.00
401	Water Sewer Expense		\$ 475,970.00	\$ 475,330.00
	Public Works Budget		\$ 528,800.00	\$ 528,090.00
	Total Operating Budget		\$ 1,006,260.00	\$ 986,706.00

	Reserve Funds		BOY Reserves	EOY Reserves
001	General Fund Reserves		\$ 397,219.60	\$ 416,063.60
101	City Street Reserve Fund		\$ 142,726.78	\$ 132,796.78
102	Arterial Street Fund		\$ -	\$ -
105	Criminal Justice Fund		\$ 91,094.17	\$ 87,764.17
106	Substance Abuse Fund		\$ -	\$ -
301	City Hall Building Fund		\$ 100,665.63	\$ 100,665.63
302	Municipal Capital Improvement Fund		\$ 58,328.52	\$ 68,328.52
304	Police Car Reserve Fund		\$ 27,187.90	\$ 36,787.90
340	City Street Construction Fund		\$ 2,094.75	\$ 2,094.75
401	Water Sewer Operations Reserves		\$ 96,885.08	\$ 37,525.08
402	Water Sewer Bond Fund		\$ -	\$ -
403	Water Sewer Bond Redemption Fund		\$ -	\$ -
408	Water Sewer Truck & Equipment Fund		\$ 24,875.28	\$ 34,875.28
410	Water Sewer Capital Improvement Fund		\$ 664,760.28	\$ 699,140.28
440	Water Sewer Construction Fund		\$ -	\$ -
621	Trust Fund		\$ 3,503.68	\$ 3,503.68
		Reserves Total	\$ 1,609,341.68	\$ 1,619,545.68

PASSED BY THE CITY COUNCIL, of the City of Toledo and **APPROVED** by its Mayor at a regularly scheduled meeting this 18th day of December, 2023.

Cherie DeVore, Mayor

Attest

CITY CLERK

Approved as to legal form:

Buzzard O'Rourke
City Attorney

Passed First Reading: 12-11-2023
 Passed Second Reading: 12-18-2023
 Date of Publication of Summary: 12-19-2023
 Effective Date: 12-26-2023

Attachments A & B Following Pages

City of Toledo - 2024 Fee Schedule - Adopted with Ordinance 796 (Attachment A)

Category	Sub Category	Description	Fee/Charge	Referenc	Notes
Fees					
Administrative					
Fees	Administrative	NSF Check Fee	\$45.00		
Fees	Administrative	Notary - inside City Limits	\$6.00		
Fees	Administrative	Notary - outside City Limits	\$10.00		
Events					
Fees	Events	Special Event – 1st Day	\$500.00		This is for events that are on City property.
Fees	Events	Special Event – 2nd Day	\$250.00		This is for events that are on City property.
Miscellaneous					
Fees	Miscellaneous	Boundary Review Board Fee	\$150.00		
Other Inspections and Fees					
Fees	Other Inspections and Fees	Use of Outside Consultants (Pass-through agreement required)	Actual Costs + 15%	ORD 780	
Fees	Other Inspections and Fees	Inspections outside of normal business hours. Per Hour	\$300.00	ORD 780	
Fees	Other Inspections and Fees	Reinspections	\$150.00	ORD 780	
Fees	Other Inspections and Fees	Life Safety Inspections. Per Hour	\$250.00	ORD 780	
Fees	Other Inspections and Fees	Special Inspections. Per Hour	\$100.00	ORD 780	
Fees	Other Inspections and Fees	Additional Plan Review for Changes, Additions, or Revisions Per Hour	\$100.00	ORD 780	
Fees	Other Inspections and Fees	Investigation Fee	Double Permit Fee		
Fees	Other Inspections and Fees	Plan Review Fee - Standard	65% of base fee		
Fees	Other Inspections and Fees	Plan Review Fee – Agricultural Building over 10,000 SF	40% of base fee		
Fees	Other Inspections and Fees	Plan Review Fee – Pole Buildings w/ Structure 40' Clear Span or Greater, U Occupancy Only	40% of base fee		
Fees	Other Inspections and Fees	Propane Storage Tank - Above ground	\$135.00		
Fees	Other Inspections and Fees	Propane Storage Tank – Below Ground	Bldg Permit Fee / Valuation		
Fees	Other Inspections and Fees	Permit Change	\$50.00		
Fees	Other Inspections and Fees	Right-of-Way Inspection. Per Hour	\$50.00		
Parks					
Fees	Parks	Boat Launch Day Pass	\$5.00		
Fees	Parks	Boat Launch Annual Pass	\$40.00		
Fees	Parks	Kitchen Rental – inside city limits resident (per day)	\$55.00		
Fees	Parks	Kitchen Rental – outside city limits resident (per day)	\$88.00		
Fees	Parks				
Fees	Parks	Event/Company Picnic – 1 to 99 people (per day)	\$100.00		
Fees	Parks	Event/Company Picnic – 100 + (per day)	\$150.00		
Fees	Parks	RV Dump Station – per use for non-camper	\$5.00		
Fees	Parks	Tent Camping - per night	\$20.00		Booked via Firefly
Fees	Parks	RV Camping (under 40 feet) - includes water/electricity - May-October	\$40.00		
Fees	Parks	RV Camping (40 feet) - includes water/electricity - May-October	\$55.00		This is for spots - 2, 4, 9
Fees	Parks	RV Camping - includes water/electricity - November - April	\$75.00		All RV spots are the same price in the Winter months.
Fees	Parks	Camping - Extra Vehicle - per night	\$5.00		There currently is no way to capture this fee
Sewer					
Fees	Sewer	Residential Rate - 5/8 inch meter (inside city limits)	\$89.68	ORD 782	

	Fees	Sewer	Commerical/Church Rate - 5/8 meter	\$89.68	ORD 782	
	Fees	Sewer	Capital Improvement fee (inside/outside)	\$68.00	ORD 775	
	Fees	Sewer	Late Fee (inside/outside)	\$10.00		
	Fees	Sewer	New Hookup Privilege (Residential inside City Limits)	\$7,550.00	ORD 796	
	Fees	Sewer	Residential Rate - 5/8 inch meter (outside city limits)	\$133.41	ORD 782	
	Fees	Sewer	New Hookup Privilege (Residential Outside City Limits)	\$8,950.00	ORD 796	
	Fees	Sewer	Commerical/Church Overage - per 1,000 gallons (inside/outside)	\$4.50	ORD 782	
Water						
	Fees	Water	Residential Overage (inside city limits) - per 1,000 gallons	\$3.00	ORD 782	
	Fees	Water	Residential Rate - 5/8 inch meter (inside city limits)	\$74.04	ORD 782	
	Fees	Water	Residential Rate - 1 inch meter (inside city limits)	\$89.91	ORD 782	
	Fees	Water	Residential Rate - 2 inch meter (inside city limits)	\$163.73	ORD 782	
	Fees	Water	Toledo Youth Baseball - Mar-Aug allowed 4,000/month - overage rate - annual	\$150.00		
	Fees	Water	Lewis County Cemetery District #7 - annual	\$50.00		
	Fees	Water	Late Fee (inside/outside)	\$10.00		
	Fees	Water	New Hookup Privilege (Residential inside City Limits)	\$4,800.00	ORD 796	
	Fees	Water	New Hookup Privilege (Residential outside City Limits)	\$6,200.00	ORD 796	
	Fees	Water	Capital Improvement fee (inside/outside)	\$10.00		
	Fees	Water	Residential Rate - 5/8 inch meter (outside city limits)	\$110.32	ORD 782	
	Fees	Water	Residential Rate - 1 inch meter (outside city limits)	\$133.96	ORD 782	
	Fees	Water	Residential Rate - 1 1/2 inch meter (outside city limits)	\$175.06	ORD 782	
	Fees	Water	Residential Rate - 2 inch meter (outside city limits)	\$243.96	ORD 782	
	Fees	Water	Residential Overage (outside city limits) - per 1,000 gallons	\$4.50		
	Fees	Water	Unauthorized Water Meter Lock Removal Fee – when customer cuts or removes lock from meter without authorization	\$250.00		
	Fees	Water	Damage to Water Meter – meter damaged by customer (materials, equipment & labor repair). Base fee plus any additional costs	\$250.00		
	Fees	Water	Clear Obstructed Water Meter – request to customer to remove is refused	\$75.00		
	Fees	Water	Hydrant Meter Use Application Fee			
	Fees	Water	Hydrant Meter Double check valve w/meter deposit (refundable)	\$500.00		
	Fees	Water	Hydrant Meter Water Rate - per 1,000 gallons	\$4.50		
Water / Sewer						
	Fees	Water / Sewer	Delinquent Account Door Hanger Fee	\$15.00		
	Fees	Water / Sewer	Delinquent Disconnect Fee	\$15.00		
	Fees	Water / Sewer	Delinquent Reconnect Fee	\$15.00		
	Fees	Water / Sewer	Emergency Call-Outs - 2 hour minimum	\$100.00		
	Fees	Water / Sewer	Locating Water/Sewer Lines and/or stand for contractor - during business hours - 2 hour minimum per person	\$75.00		
	Fees	Water / Sewer	Locating Water/Sewer Lines and/or stand for contractor - outside business hours - 2 hour minimum per person	\$100.00		
Licenses						
Business						
	Licenses	Business	Business License (over \$3,000 in services/goods income)	\$40.00		This is done on the Department of Commerce site. The City no longer takes license fees.
	Licenses	Business	Business License (Under \$3,000 in services/goods income)	no charge		

Residents						
	Licenses	Residents	Dog License - unaltered	\$25.00	ORD 558	Service Dogs are exempt from license fee, but they need to be up to date on rabies.
	Licenses	Residents	Dog License - unaltered (additional dog)	\$15.00	ORD 558	
	Licenses	Residents	Dog License - altered	\$20.00	ORD 558	
	Licenses	Residents	Dog License - altered (additional dog)	\$10.00	ORD 558	
	Licenses	Residents	Kennel Fee (5 or more dogs)	\$100.00	ORD 558	
	Licenses	Residents	Amusement Device License - per device	\$25.00		See Event Application for more details on amusement devices.
Permits						
Building Fees						
	Permits	Building Fees	Total Building Valuation \$1 to \$500	\$37.00	ORD 786	
	Permits	Building Fees	Total Building Valuation \$501 to \$2,000 - base fee for first \$500. \$5.00 for each additional \$100 in valuation	\$37.00	ORD 786	
	Permits	Building Fees	Total Building Valuation \$2,001 to \$25,000 - base fee for first \$2,000. \$18.50 for each additional \$1,000 in valuation	\$112.00	ORD 786	
	Permits	Building Fees	Total Building Valuation \$25,001 to \$50,000 - base fee for first \$25,000. \$13.25 for each additional \$1,000 in valuation	\$537.50	ORD 786	
	Permits	Building Fees	Total Building Valuation \$50,001 to \$100,000 - base fee for first \$50,000. \$10.50 for each additional \$1,000 in valuation	\$862.50	ORD 786	
	Permits	Building Fees	Total Building Valuation \$100,001 to \$500,000 - base fee for first \$100,000. \$8.10 for each additional \$1,000 in valuation	\$1,387.50	ORD 786	
	Permits	Building Fees	Total Building Valuation \$500,001 to \$1,000,000 - base fee for first \$500,000. \$7.00 for each additional \$1,000 in valuation	\$4,627.50	ORD 786	
	Permits	Building Fees	Total Building Valuation \$1,000,000 and up - base fee for first \$1,000,000. \$5.50 for each additional \$1,000 in valuation	\$8,127.50	ORD 786	
	Permits	Building Fees	Manufactured Home Placement	\$700.00		
Commercial/Industrial						
	Permits	Commercial/Industrial	Total Building Valuation \$1 to \$500	\$40.50	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Commercial/Industrial	Total Building Valuation \$501 to \$1,000 - base fee for first \$500. \$47.00 + 3.5% of value	\$47.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Commercial/Industrial	Total Building Valuation \$1,001 to \$5,000 - base fee for first \$1,000. \$82.00 + 3.05% of value	\$82.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Commercial/Industrial	Total Building Valuation \$5,001 to \$50,000 - base fee for first \$5,000. \$234.00 + 1.8% of value	\$234.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Commercial/Industrial	Total Building Valuation \$50,001 to \$250,000 - base fee for first \$50,000. \$1,127.00 + 1.05% of value	\$1,127.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Commercial/Industrial	Total Building Valuation \$250,001 to \$1,000,000 - base fee for first \$250,000. \$3,752.00 + .85% of value	\$3,752.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Commercial/Industrial	Total Building Valuation \$1,000,001 and up - base fee for first \$1,000,000. \$12,152.00 + .47% of value	\$12,152.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Environmental Review						
	Permits	Environmental Review	SEPA Review	\$1,000.00	ORD 786	
	Permits	Environmental Review	Critical Area Determination	\$100.00	ORD 786	
	Permits	Environmental Review	Critical Area Permit	\$1,000.00	ORD 786	
	Permits	Environmental Review	CAPO – Reasonable Use Exception	\$3,000.00	ORD 786	
Excavation & Grading						
	Permits	Excavation & Grading	50 cubic yards or less	\$50.00	ORD 786	Based on Value
	Permits	Excavation & Grading	51 to 100 cubic yards - base fee + Plan Review if needed	\$75.00	ORD 786	Based on Value
	Permits	Excavation & Grading	101 to 500 cubic yards - base fee + Plan Review if needed	\$100.00	ORD 786	Based on Value
	Permits	Excavation & Grading	501 to 1,000 cubic yards - base fee for first 500 CY + \$50 for each additional 100 CY	\$50.00	ORD 786	Based on Value

	Permits	Excavation & Grading	1,001 to 10,000 cubic yards - base fee for first 1,000 CY + \$20 for each additional 1,000 CY	\$300.00	ORD 786	
	Permits	Excavation & Grading	10,001 to 100,000 cubic yards - base fee for first 10,000 CY + \$15 for each additional 10,000 CY	\$480.00	ORD 786	
	Permits	Excavation & Grading	100,001 cubic yards or more - base fee for first 100,000 CY + \$40 for each additional 10,000 CY	\$1,830.00	ORD 786	
Miscellaneous						
	Permits	Miscellaneous	Right-of-Way Permit - under 500 Linear Feet	\$125.00		
	Permits	Miscellaneous	Right-of-Way Permit - over 500 Linear Feet	\$250.00		
	Permits	Miscellaneous	Shoreline Permit			
	Permits	Miscellaneous	Shoreline Exemption			
	Permits	Miscellaneous	Clearing Permit - base fee + all costs involved	\$150.00		
Plats & Subdivisions						
	Permits	Plats & Subdivisions	Boundary Line Adjustment	\$1,000.00	ORD 786	
	Permits	Plats & Subdivisions	Street/Alley Vacation Request	\$1,000.00	ORD 786	
	Permits	Plats & Subdivisions	Short Subdivision (Short Plat) - base fee + \$250 per lot	\$1,500.00	ORD 786	
	Permits	Plats & Subdivisions	Subdivision – Preliminary Plat - base fee \$250 per additional ERU	\$600.00	ORD 786	
	Permits	Plats & Subdivisions	Subdivision - Inspection Fees	Actual Costs	ORD 786	
	Permits	Plats & Subdivisions	Subdivision – Final Plat	\$7,500.00	ORD 786	
	Permits	Plats & Subdivisions	Subdivision – Plat Extension Requests	\$3,000.00	ORD 786	
	Permits	Plats & Subdivisions	Plat Revisions - base fee + \$250 per added lot	\$3,000.00	ORD 786	
Medical Marijuana						
	Permits	Medical Marijuana	Application	\$400.00		
	Permits	Medical Marijuana	Initial City Inspection	\$250.00		
	Permits	Medical Marijuana	Subsequent City Inspections (each)	\$250.00		
	Permits	Medical Marijuana	Initial Fire Inspection	\$250.00		
	Permits	Medical Marijuana	Subsequent Fire Inspections (each)	\$250.00		
	Permits	Medical Marijuana	Initial Police Inspection	\$250.00		
	Permits	Medical Marijuana	Subsequent Police Inspections (each)	\$250.00		
Recreational Marijuana						
	Permits	Recreational Marijuana	Application	\$400.00		
	Permits	Recreational Marijuana	Initial City Inspection	\$250.00		
	Permits	Recreational Marijuana	Subsequent City Inspections (each)	\$250.00		
	Permits	Recreational Marijuana	Initial Fire Inspection	\$250.00		
	Permits	Recreational Marijuana	Subsequent Fire Inspections (each)	\$250.00		
	Permits	Recreational Marijuana	Initial Police Inspection	\$250.00		
	Permits	Recreational Marijuana	Subsequent Police Inspections (each)	\$250.00		
Residents						
	Permits	Residents	Fence Permit	\$50.00	ORD 796	
	Permits	Residents	Decks under 18 inches	\$20.00	ORD 796	
	Permits	Residents	Wood Deck (per square foot)	\$20.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Residents	Wood Deck w/ Roof Cover (per square foot)	\$34.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Valuation						
	Permits	Valuation	Single Family – New House / Duplex (per square foot)	\$123.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Valuation	Triplex or Multi-family (per square foot)	\$120.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.

	Permits	Valuation	Addition (per square foot)	\$100.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Valuation	Garage (per square foot)	\$48.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Valuation	Pole Building (per square foot)	\$32.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Valuation	Carport/Patio Cover (per square foot)	\$26.00	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
	Permits	Valuation	Commerical - Industrial Construction	Bid Price	ORD 786	These valuations are used to calculate the value of the residential project being permitted.
Zoning						
	Permits	Zoning	Annexation	\$1,500.00	ORD 786	
	Permits	Zoning	Application for Map Change	\$3,000.00	ORD 786	
	Permits	Zoning	Cluster Residential Development - base fee + \$50 per lot	\$6,000.00	ORD 786	
	Permits	Zoning	Comprehensive Plan Amendment	\$3,000.00	ORD 786	
	Permits	Zoning	Conditional Use Permit - base fee put any additional costs	\$300.00	ORD 786	
	Permits	Zoning	Variance - base fee put any additional costs	\$1,000.00	ORD 786	
	Permits	Zoning	Structure Relocation Application	\$30.00	ORD 786	
	Permits	Zoning	Small Single Lot Floating Zone - per lot	\$100.00	ORD 786	
	Permits	Zoning	Planned Unit Development - base fee + \$25 per lot	\$5,000.00	ORD 786	
	Permits	Zoning	Preliminary Review Modification to Existing Development - base fee + \$250 per additional ERU	\$600.00	ORD 786	
	Permits	Zoning	Hillside Development Performance Standard - base fee + \$50.00 for each lot	\$600.00	ORD 786	

NOTES

(1) The City reserves the right to apply the actual reimbursable costs of processing applications plus 15%, including but not limited to copies, postage, recording fees, public notice costs, planner fees, engineering or professional consultant, legal or other outside professional services and hearing examiner fees associated with the application, in addition to noted application fees. The base fee noted in the table above is to be applied as a non-refundable application deposit.

(2) All recreational and medical marijuana operations require issuance of a Business License in addition to all applicable fees noted.

(3) For residential building permits, the City applies the Residential Valuation per Square Foot specified above to calculate the value of the residential project being permitted.

(4) Plan Review fees are required for any grading/excavation project over 100 cubic yards. Additionally, any grading/excavation project involving over 500 cubic yards requires SEPA review.

(5) If an applicant submits plans for identical buildings for one or two-family dwellings under the International Residential Code all at the same time, the plan review fee shall be 50% of the plan review fee for the first one submitted. These fees are in addition to the applicable permit fees noted in the table above.

Ordinance No. 796 - Attachment B

City of Toledo Policy List

- Employee Personnel Policy
- Disclosure of Public Records Policy and Procedures
- Green House Gas Reduction Emission Policy
- Credit Card Policy
- Employee Wellness Policy
- Petty Cash Policy
- Small and Attractive Assets Policy
- Water Sewer Late Fee Threshold Policy
- Police Department Standard Operating Procedures
- Cost Allocation Policies
- Policy Protecting Individuals Engaged in Non-Violent Civil Rights
- Demonstration
- Procedures For Implementing The State Environmental Policy Act
- Tenant Utility Policy
- Child Welfare Policy
- Deposit Policy
- Police Ride Along Policy
- Disposal of Surplus City Assets Policy
- Volunteer Policy

For full copies of the above Policies please see the City of Toledo Policy Handbook