

AGENDA

Finance Committee Meeting

February 23rd, @ 6:30 PM Finance Room

Call to Order

- ° Attendance

General Business

- ° Approve minutes from February 9th
- B. Resolution 1867 - Fee schedule amendment
- C. Consent agenda item - surplus of safe
- D. Consent agenda item - Soft Resources
Project Management agreement
- E. Technology update

3. Other Business

- A. Next Meeting March 9th, 2026 at
6:30pm
- B. Adjournment

February 9, 2026

Members: Corrie Koopman-Frazier (Chair), Brodie Smith and Amber Stanley. Staff liaisons: Chris Searcy (City Administrator), Joe Nanavich(IT Director), Brian Spindor (Public Works Director) and Sharmini Thamboo (Accountant). Others: Mike Reynolds (City Attorney)

The meeting began at 6:29 p.m. in the Finance Room.

The Committee approved the minutes from January 26, 2026.

Reviewed and approved accounts payable payments for February 10, 2026.

Reviewed and approved purchasing cards payments for December 2025.

Reviewed and approved the appointment of consultant firm Herrera for the sediment analysis work.

Approved Lake Tapps Construction to construct a building for the Tacoma Intertie Restoration project.

Sharon Rice discontinuing her role as Hearing Examiner. Approved the City will appoint Brian McGinn to replace her.

Approved the Climate Commitment Act (CCA) fee be increased through a resolution.

Briefing on the request by NFC Northwest, LLC for a franchise agreement with the City following their merger with Zply Fiber Pacific.

Technology update: briefing on the progress and experiences with Tyler Technology's EERP system which has been installed for financial systems except Utility Billing. Work is still ongoing for the Human Resources and payroll segment.

Conversion of the Billing system to EERP is more complex compared to the other systems and as such Soft Resources is being considered as project manager.

Meeting adjourned at 6:53 p.m.



City Council
AGENDA BILL

Meeting Date: 02/23/2026

Subject: Fee Schedule Amendment, amending Public Records Fees

Category: RESOLUTION

BUDGET IMPACT:

Expenditure Budget: \$

Revenue Budget: \$

Proposed Budget Amendment: \$

Related Ordinance or Resolution No. 1866

Attachments: Staff Report, Resolution, and Proposed Fee Schedule

Staff Contact: Jessica Rose, City Clerk

Summary/Background:

The City of Enumclaw would like to modify the Fee Schedule to outline its current public records fees and to adopt additional fees pursuant to RCW 42.56.120 and WAC 44-14-07001.

Recommendations:

Date Sent to Committee: 02/23/2026 **Date Returned:** 02/23/2026

Council Committee: To be provided at the February 23rd meeting.

Staff: Approve

(BELOW TO BE COMPLETED BY CITY CLERKS OFFICE)

COUNCIL ACTION:

- APPROVED
- DENIED
- TABLED / DEFERRED / NO ACTION
- MOVED TO SECOND READING (Ordinances only)

1ST reading 2/23/26

Enactment reading _____

ORDINANCE # _____

RESOLUTION # 1867



Staff Report

Department of Administration

TO: Mayor / City Council
FROM: Jessica Rose, City Clerk
DATE: February 23, 2026
SUBJECT: Fee Schedule Amendment, Amending Public Records Fees

Background:

The City of Enumclaw currently has copying fees outlined for use when processing public records requests. Most of these are located under miscellaneous fees in the Fee Schedule. The City would like to modify the fee schedule to clearly identify these as Public Records Fees.

The City has previously adopted statutory default charges pursuant to RCW 42.56.120 and WAC 44-14-07001. Since that time, both statutes have been updated to include fees related to uploading and transmitting electronic records, both of which are not included in the current fee schedule.

Analysis:

Besides the fees already established in the Fee Schedule, the City of Enumclaw has determined that it would be unduly burdensome to calculate “actual costs” for the newly added copying charges and therefore adopted statutory default charges per RCW 42.56.120 and WAC 44-14-07001. The statutes have been updated to include fees associated with electronic records, which are not currently reflected in the City’s fee schedule. Updating the fee schedule to include these charges will help offset costs associated with the JustFOIA system that is used to efficiently manage and process public records requests.

Recommendation:

Staff recommends approving Resolution No. 1867

RESOLUTION NO. 1867

**A RESOLUTION OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON
AMENDING RESOLUTION NO. 1866 TO AMEND FEES.**

Whereas, Resolution No. B384 initially established fees which were revised by subsequent resolutions, and

Whereas, an amendment of Resolution No. 1866, the current fee resolution, is appropriate to amend fees to Community Development, Parks and Public Works.

Now, therefore, the City Council of the City of Enumclaw, King County, Washington does hereby resolve as follows:

Section 1: Resolution No. 1866 as authorized by Ordinance No. 1366 – Publication of Fees and Charges, hereby repeals and replaces Exhibit A.

Section 2: Severability. If any provision of this resolution and/or the resolutions listed in the findings of fact above and/or Ordinance No. 1366 is determined to be invalid or unenforceable for any reason, the remaining provisions of this resolution and/or the resolutions listed in the findings of fact above and/or Ordinance No. 1366 shall remain in force and affect.

Section 3: Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and the Code Reviser are authorized to make the necessary corrections to this resolution, including correction of clerical errors; resolution, section, or subsection numbers; or reference to other local, state, or federal laws, codes, rules, or regulations.

PASSED IN REGULAR AND OPEN SESSION this ____ day of _____ 2026.

Anthony Wright
Mayor

INTRODUCED _____
PASSED _____
APPROVED _____

Attested:

Approved as to Form:

Jessica Rose
City Clerk

Michael J. Reynolds
Assistant City Attorney

FEE SCHEDULE

(Updated January 12, 2026 per Resolution No. 1865)

Fees that are applicable to sales tax will be included in amount listed below

ADMINISTRATION

PUBLIC RECORDS FEE

<u>Inspection of agency records on agency public internet website or scheduled at agency office</u>	<u>No Fee</u>
<u>Accessing or downloading records the agency routinely posts on its public internet website, unless the requestor asks the agency for records to be provided through other means (the following copy charges below then apply)</u>	<u>No Fee</u>
<u>Photocopies, printed copies of electronic records when requested by the requestor, or for the use of agency equipment to photocopy public records</u>	<u>\$0.15 per black and white page</u> <u>\$0.25 per color page</u>
<u>Records scanned into an electronic format or for the use of agency equipment to scan the records</u>	<u>\$0.10 per page</u>
<u>Records uploaded to email, cloud-based data storage service, or other means of electronic delivery</u>	<u>\$0.05 cents for each four (4) electronic files or attachments</u>
<u>Records transmitted in electronic format or for use of agency equipment to send records electronically</u>	<u>\$0.10 per gigabyte</u>
<u>Digital storage media or devices: CD, DVD, Thumb Drive, Other</u>	<u>Actual Cost</u>
<u>Postage or delivery charges - Specific amount based upon postage/delivery charges for specific mailings or deliveries</u>	<u>Actual Cost</u>
<u>Bodyworn camera video/audio redaction and copying</u>	<u>\$1.00 per minute of staff time</u>

Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.

Duplication costs will be paid prior to duplication process.

BUSINESS LICENSES

GENERAL BUSINESS LICENSES

New License Fee	\$50.00
Renewal Fee	\$25.00
Renewal Fee for Multiple Businesses owned by one person at one location	\$25.00 for the first business, no fee for each additional business
Penalty for Late Renewal	\$5.00 per month/max \$15.00
Replacement License	\$10.00

SPECIAL LICENSES (50% discount after January 1st, only for yearly licenses)

Adult Oriented Business	\$500.00 per year
Amusement Devices	\$12.00 per machine
Cabaret – with dancing	\$350.00 per year
Cabaret – without dancing	\$50.00 per year
Cabaret – one time event (valid 24 hours)	\$150.00 per event
Carnivals, Circuses & Shows	\$50.00 per event
Dances	\$60.00 per event
Fireworks Stand	\$100.00 plus \$100.00 refundable deposit
Gambling	General Business License (if applicable)
Home Occupations	Same fee as General Business License and renewal
Pawnbrokers	\$150.00 per year
Private Detectives & Security Guards	General Business License (if applicable)
Short Term Rental	\$150.00 per year
Solicitors & Mobile Vendors	\$35.00 per day/\$170.00 per year
Tow Truck Operators	General Business License (if applicable)

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING PERMITS

Building permit fees are based on the valuation of the project. The Building Official calculates the valuation of work for all permits. The valuation listed on the application shall be an estimate of the fair market value of construction including all labor and materials and may not be the same valuation calculated by the Building Official during review.

The Building Official calculates valuation using the most recent edition of the Building Valuation Data (BVD) Square Foot Construction Costs Table published by the International Code Council. The BVD table is based on new construction. The Following percentages apply to the valuation of different work types, as described in the permit application scope of work:

- New construction, additions, etc.: 100% of BVD
- Structural alteration to existing building, equipment, commercial re-roof, commercial coach, similar construction not falling into another category: The valuation listed on the application shall be used concurrent with the approval of the Building Official.
- Non-refundable technology Fee will be assessed at 10% of the building permit fees and all application fees for planning, fire and public works permit applications.

Total Valuation	Fee
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$30.00 for the first \$500.00, plus \$3.93 for each additional \$100.00 or fraction thereof up to and including
\$2001.00 to \$25,000.00	\$88.95 for the first \$2,000.00, plus \$16.50 for each additional \$1,000.00 or fraction thereof up to and
\$25,001.00 to \$50,000.00	\$468.45 for the first \$25,000.00, plus \$13.00 for each additional \$1,000.00 or fraction thereof up to and
\$50,001.00 to \$100,000.00	\$793.45 for the first \$50,000.00, plus \$10.00 for each additional \$1,000.00 or fraction thereof up to and
\$100,001.00 to \$500,000.00	\$1293.45 for the first \$100,000.00, plus \$7.00 for each additional \$1,000.00 or fraction thereof up to and
\$500,001.00 to \$1,000,000.00	\$4093.45 for the first \$500,000.00, plus \$6.00 for each additional \$1,000.00 or fraction thereof up to and
\$1,000,001.00 and up	\$7043.45 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof.
OTHER RELATED BUILDING PERMITS	
Plan Review	65% of the permit fee when required
Master Plan Review	25% of the plan review fee as specified in the Master Plan Policy
Additional plan review required by changes, additions, revisions to plans or related Fire Code requirements	\$146.07 per hour (1 hour minimum charge)
Re-inspection Fee	\$146.07 per hour (1 hour minimum charge)
Inspections for which no fee is specifically indicated (such as windows)	\$146.07 per hour (1 hour minimum charge)
For use of outside consultants for plan review and inspection, or both	Cost to the City plus \$25.00 per invoice. Deposit of estimated building permit fee based on valuation required at the time of application. Balance will be adjusted or invoiced upon completion.
Washington State Energy Code Plan Review	\$146.07 per hour
Mobile Home/Modular Office Setting	\$230.00 each plus \$146.07 per hour for plan review, when applicable
For Work Commenced Without First Obtaining Authorization or Permit or Both	Fee equal to the permit amount shall be paid along with the permit cost prior to a permit being issued.
Sign Permit/Permanent	\$100.00 each up to the first three signs, plus \$40.00 for each additional sign
Sign Permit/Temporary	\$45.00
Plan Review for Sign Permit (if required)	\$146.07 per hour for plan review, when applicable
Demolition Permit	\$150.00 each
Re-roof (Commercial Building)	Based on permit valuations (total value of labor, materials, and labor) for which the permit being used.
Re-roof (Residential)	\$146.07 each
Fuel Oil Tank Removal (Residential) – (for Commercial, see Fire Dept.)	\$146.07 each
Paint Spray Booth	\$146.07 each plus \$146.07 per hour for plan review, when applicable
For work commenced without first obtaining authorization or permit or both	Fee equal to the permit amount shall be paid along with the permit cost prior to a permit being issued.
Swimming Pool any new residential	\$146.07 each plus \$146.07 per hour for plan review, when applicable
Swimming Pool and new commercial	Based on permit valuations (total value of labor, materials, and labor) for which the permits being issued.
House Moving Fees:	
Pre-move inspection and notification	\$146.07 per hour

PLUMBING PERMIT	
Plumbing Permit - New Single-Family Dwelling	\$165.00
Plumbing Permit	\$35.00 each plus plumbing fixture unit fees
Supplemental Plumbing Permit for which the original permit has not expired, been canceled or finalized	\$15.00 each plus plumbing fixture unit fees
Back-Flow Permit	\$40.00 each plus unit fee for each device
PLUMBING FIXTURE UNIT FEE SCHEDULE (in addition to Plumbing Permits)	
PLUMBING FIXTURE	Commercial/Residential
Vats or other waste diluting tanks	\$22.00 each
Acid waste line and/or tank	\$22.00 each
Back-flow Protective Device	\$30.00 each
Bathtubs and/or combination bath and shower	\$10.00 each
Beverage dispenser and/or pop machine	\$22.00 each
Clinic, kitchen, laundry and/or mop sink	\$10.00 each
Dental chair and/or unit	\$10.00 each
Dishwasher and/or washing machine	\$10.00 each
Drinking fountain, water cooler and/or ice machine	\$10.00 each
Floor sinks, floor drains and/or indirect waste receptors	\$10.00 each
Floor gutter, condensate drains and/or shower stall	\$10.00 each
Garbage disposal	\$10.00 each
Gas piping: (serving 1 to 4 outlet(s))	\$10.00 each
Gas piping for each additional hook-up	\$4.00 each
Grease trap	\$40.00 each
Grease Interceptor	\$80.00 each
Hose bib and/or outside water faucets	\$10.00 each
Lavatory, water closet, toilet, privy, urinal and/or bidet	\$10.00 each
Medical gas piping system: (serving 1 to 5 outlet(s) and/or inlet(s))	\$70.00 each
Medical gas for each additional inlet(s) and/or outlet(s)	\$7.00 each
Pool, spa and/or hot tub	\$80.00 each
Pumps	\$10.00 each
Rain leaders, overflows and/or roof drains	\$10.00 each
Sump, sewage and/or ejector pump	\$10.00 each
Surgical vacuum system: (per NFPA-96)	\$100.00 each
Water heater and/or vent	\$10.00 each
Water hammer arrestors	\$10.00 each
For each repair or alteration of a drainage or vent piping	\$10.00 each
Unclassified fixture or equipment	\$10.00 each
OTHER RELATED PLUMBING PERMITS	
Plan review	65% of the total permit fee
Inspections outside of normal business hours	\$192.46 per hour (2 hr minimum charge)
Re-inspection fee	\$146.07 per hour (1 hr minimum charge)
Inspections for which no fee is specifically indicated	\$146.07 per hour (1 hr minimum charge)
Additional plan review required by changes, additions or revisions to approved plans	\$146.07 per hour (1 hr minimum charge)
For the use of outside consultants for both review and inspection or both	Actual Cost (Actual costs include administrative and overhead costs)
MECHANICAL PERMITS	
Mechanical Permit – New Single-Family Dwelling	\$165.00 each
Mechanical Permit	\$35.00 each plus unit fees

Supplemental Mechanical Permit for which the original permit has not expired, been canceled or finalized	\$10.00 each
UNIT FEE SCHEDULE (in addition to Mechanical Permits)	
Mechanical Unit Fee	Commercial/Residential
Residential installation or relocation of each furnace or burner, including ducts and vents attached to such appliance, up to and Including 40,000 BTU/H	\$15.00 each
Residential installation or relocation of each furnace or burner, including ducts and vents attached to such appliance, up to and Including 70,000 BTU/H	\$20.00 each
Installation or relocation of each furnace or burner, including ducts and vents attached to such appliance, up to and Including 100,000 BTU/H	\$35.00 each
Installation or relocation of each furnace or burner, including ducts and vents attached to such appliance over 100,00 BTU/H	\$58.00 each
Installation or relocation of each suspended unit heater, infrared heater, recessed wall heater and/or floor-mounted heater	\$20.00 each
Installation, relocation or replacement of wood and or gas stove, fireplace, gas insert, gas fireplace	\$15.00 each
Appliance Vents:	
Installation, relocation or replacement of each appliance vent installed and not included in a permit	\$10.00 each
Installation, relocation or replacement of each appliance not listed	\$10.00 each
Installation, relocation or replacement of water heater and vent	\$10.00 each
Installation, relocation or replacement of clothes dryer and vent	\$10.00
Repair of, the alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$17.00
Compressors and Absorption Systems: (including heating units and roof units)	
Installation or relocation of each heating unit or compressor to and including 3 horsepower or each absorption system (heat pump) to and including 100,00 Btu/h	\$22.00 each
Installation or relocation of each heating unit or compressor over 3 horsepower, to and including 15 horsepower or each absorption system (heat pump) over 100,00 BTU/H to and including 500,000 Btu/h	\$36.00 each
Installation or relocation of each heating unit or compressor over 15 horsepower to and including 30 horsepower or each absorption system (heat pump) over 500,000 BTU/H to and including 1,000,000 Btu/h	\$50.00 each

Installation or relocation of each heating unit or compressor over 30 horsepower to and including 50 horsepower or each absorption system (heat pump) over 1,000,000 BTU/H to and including 1,750,000 Btu/h	\$70.00 each
Installation or relocation of each heating unit or compressor over 50 horsepower, or each absorption system (heat pump) over 1,750,000 Btu/h	\$120.00 each
Air Handlers	
Air-Handling unit to and including 10,000 cubic feet per minute (cfm), including ducts NOTE: This fee does not apply to an air-handling unit for which a permit is required elsewhere in the Mechanical Code	\$13.00 each
Air-Handling unit over 10,000 cfm	\$24.00 each
Evaporative Coolers	
Evaporative cooler other than portable type	\$20.00 each
Ventilation and Exhaust:	
Ventilation fan connected to a single duct, stationary fan, ventilation system spot, and kitchen ranges	\$10.00
Ventilation system which is not a portion of any heating or air-conditioning system authorized by permit	\$13.00
Ventilation system of the ducts, and diffusers only	\$14.00
Installation of each hood which is served by mechanical exhaust, including the ducts for each hood	\$10.00
For automatic fire extinguishing system for class 1 hoods	\$60.00
For class-1 hood and vent fan	\$100.00
For class-2 hood and vent fan	\$80.00
Cooling Tower:	
Installation or relocation of each cooling tower	\$44.00 each
Gas Piping:	
Installation or relocation of up to and including four (4) outlets	\$10.00 each
Installation or relocation of each outlet over four (4)	\$4.00 each
Miscellaneous:	
Appliance or Piece of equipment regulated by the mechanical code but not classed in other appliance categories, or for which no other fee is listed above	\$10.00 each
OTHER RELATED MECHANICAL FEES	
Plan Review	65% of the total permit fee
Re-inspection Fees	\$146.07 per hour (1 hr minimum charge)
Inspections outside of normal business hours	\$192.46 per hour (2 hr minimum charge)
Inspections for which no fee is specifically indicated	\$146.07 per hour (1 hr minimum charge)
For the use of outside consultants for review and inspection or both	Actual Cost (Actual costs include administrative and overhead costs)
For the use of outside consultants for review and inspection or both	Actual Cost (Actual costs include administrative and overhead costs)

Additional review Required by changes, additions or Revisions to Approved Plans, Including Review for Sizing Gas Piping	146.07 per hour (1 hour minimum charge)
Generator	\$67.00 each
PLANNING AND LAND USE	
Accessory Dwelling Unit	\$350.00
Comprehensive Plan Text and/or Map Amendment Request (including concurrent rezone)	\$3,500.00 plus public notification costs
Technical map amendment to comprehensive plan or zoning map (minor reconfiguration of a line between zones/designations where acreage in each zone remains the same)	\$500.00 plus public notification costs
Conditional Use Permit to establish residential use of an existing non-conforming single-family dwelling in the CB-1,	\$750.00
Conditional Use Permit, all others	\$3,500.00 plus public notification costs
Final Plat	3,200.00 plus \$20.00 per lot
Final Short Plat	\$750.00
Lot Line Adjustment/Elimination	\$700.00
Mobile Home Park, RV Park or Trailer Court	\$3,700.00 plus \$50 per lot, plus public notification costs
Planned Unit Development	\$3,800.00 plus \$50 per lot, plus public notification costs
Zoning Verification	\$69.57 per hour
Plat Alteration Fees (or revision to approved Development Agreement) and Modification of Approved Preliminary Plat prior to Final Plat Approval	Plat alteration and preliminary plat modification fees determined after review whether the changes requested are minor or major. A minor change is done administratively and the fee is 1/4 of the cost of the preliminary plat fee. A major change requires a public hearing, or City Council meeting, and the fee is 1/2 of the cost of the preliminary plat fee. A public notice board and deposit are required for a major alteration. For major alterations the deposit amount shall be one-half of the cost of the preliminary plat fee.
Preliminary Subdivision Plat	\$4,500.00 plus \$50.00 per lot, plus public notification costs
Quarrying and Mining Permit	\$1,000.00
Rezone (not processed concurrent with Comprehensive Plan Map Amendment)	\$3,500.00 plus public notification costs
Pre-Application – Single Family and Home Occupations	No Fee
Pre-Application – All Other Development	\$200.00
Formal Code Interpretation	\$50.00
Short Plat	\$2,500.00 plus public notification costs
Temporary Permits	\$300.00
RV Occupancy Permits and RV Temporary Permit	\$100.00
Temporary Permit – Outdoor Christmas Tree and Wreath Sales between November 20 and December 26 and Fireworks Stands	No fee for temporary use, general business license and special license fees apply
Variance	\$500.00 each single-family units
Appeals	\$800.00
Multifamily Tax Exemption Applications	\$3,000.00
Environmental:	
Environmental Checklist Review – SEPA	\$550.00 plus public notification costs
Environmental Impact Statement – EIS	\$100.00 per hour plus consulting fees
Critical Area Permit	\$320.00 plus public notification costs
Critical Area Permit Review (if warranted)	\$ hourly rate of consultant per city contract
Shoreline Exemption	\$25.00 plus SEPA (if applicable)
Shoreline Substantial Development Permit	\$500.00 plus SEPA (if applicable)
Shoreline Conditional Use Permit	\$3,000.00 plus SEPA (if applicable)
Shoreline Variance – Single Family Residence or Accessory Dwelling Unit	\$500.00 plus SEPA (if applicable)
Shoreline Variance – All Other Development	\$3,000.00 plus SEPA (if applicable)
Design Review Board:	

Signs	\$100.00	
Modifications or additions to existing multi-family, commercial, industrial, office, and public properties	\$130.00	
Project Review < 500 square feet	\$250.00	
Project Review ≥ 500 square feet	\$500.00	
Site Plan approvals in public & hospital	\$2,000.00	
Temporary Mobile Office & Night Watchman's Quarters:		
First Year	\$100.00	
Second Year	\$200.00	
Third Year	\$400.00 doubling in like amounts each consecutive year (maximum of 3 years)	
Annexation:		
60% Petition Method (collected at time of 60% petition submittal)	\$850.00 plus public notification costs	
Custom Maps and More:		
Maps, creation of custom map products. A custom map product includes any new map or custom, non-xerographic enlargements, reduction, etc. of a standard map product	Minimum charge is one-half hour of the hourly rate determined by Resolution. Hourly Charges plus \$2.50 per square foot of map area.	
Computer Aided Design and Drafting (CADD), Geographic Information System (GIS), and/or Mapping Information	CADD, GIS, or Mapping data is billed on an hourly basis plus actual costs of any required storage media. Minimum charge is one-half hour of hourly rate determined by Resolution.	
Planning and Land Use Prints:		
	Black & White	
	Color	
11 X 17	\$1.00	\$2.00
18 X 24	\$2.00	\$3.00
24 X 36	\$4.00	\$6.00
30 X 42	\$6.00	\$8.00
School District Impact Fees*:		
Single Family Residential	\$6,376.46 per dwelling unit	
Multi-family Dwelling	\$1,850.19 per dwelling unit	
*As outlined in EMC Section 19.24.070. Increase each year by Consumer Price Index for the Seattle Area on April 1 as published by the U.S. Bureau of Labor Statistics.		
Fire Facility Impact Fees*:		
Residential Dwelling Units	\$2,383.13 per dwelling unit	
Commercial Development	\$0.35 per square foot of commercial building development	
*As outlined in EMC Section 19.24.090		
Park Impact Fees*:		
Single Family Residential	\$2200.00 per dwelling unit	
Multi-family Dwelling	\$1474.00 per dwelling unit	
*As outlined in EMC Section 19.24.080		
Transportation Impact Fee*:		
Single Family Residential	\$4491.00 per dwelling unit	
Multi-family Dwelling	\$2437.00 per dwelling unit	
** Commercial and other uses as outlined in Table 4 of the City of Enumclaw Transportation Impact Fee Update dated March 1, 2025, as outlined in EMC Section 19.24.070		
Administrative Fees		
Single Family	\$35.00 per permit	
ADU	\$35.00 per permit	
Multi-Family	\$70.00 per permit	
Non-Residential	\$35.00 or 1% of the impact fee charged whichever is greater	
Independent Fee Calculation	\$500 plus any additional costs expended by the city during review	
FIRE FEES		
Fire Plan Review Fee for Building Permit Review	40% of Building Plan Review Fee	
Re-inspection Fees for New Construction and Tenant Improvements	\$146.07 per hour	
Fire Alarm Permit	\$315.00 plus \$1.55 for each device plan review cost of \$146.07 per hour (2 hr minimum charge)	
Fire Sprinkler Permit (also needs fire alarm permit)	\$315.00 for first 10 heads plus \$1.07 for each additional head plan review cost of \$146.07 per hour (2 hr minimum charge)	

Fire Suppression System (other than sprinklers)	\$315.00 each plus plan review cost of \$146.07 per hour (2 hr minimum charge)
Fuel Oil Tank Removal (Commercial)	\$220.00 each plus \$146.07 per hour for plan review, when applicable (2 hr minimum charge)
Fire Alarm Violations:	
First False Alarm	No fine, warning
Second False Alarm	No fine, warning
Third False Alarm	\$135.00
Fourth and Subsequent False Alarms	\$270.00
Miscellaneous:	
Plan Review/Inspection Fee, or for which no other is listed above	\$146.07 per hour
Inspections outside of normal business hours	\$192.46 per hour (2hr minimum charge)
ENGINE COMPANY LEVEL RE-INSPECTION FEES	
1st Re-Inspection Fee Conducted 30 days after initial inspection	\$0.00
2 nd Re-Inspection Fee Conducted 44 days after initial inspection	\$60.00
3 rd Re-Inspection Fee Conducted 58 days after initial inspection	\$85.00
4 th Re-Inspection Fee and all other subsequent re-inspections Conducted 65 days after initial inspection	\$120.00
Miscellaneous:	
Duplication costs will be paid prior to duplication process. Applicable postage will be added if copies are mailed.	
Photocopying	\$0.15 per page – black and white \$0.25 per page – color
Creation or Duplication of Video/Audio/DVD/CD or Recordings	\$5.00 DVD or CD \$10.00 Memory Stick No fee for discovery file copy
Duplication of Photographs	\$10.00 per request plus actual cost of duplication charged by third party
Labels run on business register/other files	\$35.00
Listing run on business register/other files	\$15.00
City fee for processing passports	\$35.00 (as authorized by the US Department of Commerce and Bureau of Consumer Affairs, and any future amendments)
Community banner fee	\$75.00
Returned check penalty	\$25.00 (thereafter only certified check or cash will be accepted for payment for a period of 12 months)
Interest rate on delinquent accounts/debts not otherwise established on fee resolution	1% per month with \$5.00 monthly minimum
Scanning of documents	\$0.10 per page
Cemetery/Community Center/Golf Course City Parks/Ball Field Use/Miscellaneous/Aquatic Center Cemetery/Community Center/Golf Course	
Activenet Administrative Processing Fee	\$10.00 per applicable transaction
CITY PARKS/BALLFIELD USE	
Baseball/Softball Game/Tournament Use:	
Boise Creek Park ball fields	\$34.00 per adult game/ \$29.00 per youth game
4 Fields- One-day tournament	\$900.00
6 Fields- Two-day tournament	\$1,200.00
4 fields– two-day tournament	\$1,400.00
6 fields– two-day tournament	\$1,550.00
Deposit per Tournament	\$250.00
General Use (non-baseball/softball game use) of Boise Creek Park:	
General Use	\$12.00 per hour
City Parks Miscellaneous:	
Schedule Change	\$11.00 per notification
Schedule Conflict	\$22.00 per occurrence
Resale Items Sold	Park Board Review/Approval
Use of Lights at Boise Creek Park	\$23.00 per hour
Maintenance Fee Program for Ball Fields:	

Field Prep	\$26.00	
Deluxe Prep (includes batter's box, \$28.00 on-deck circle, base coach boxes, and/or portable mounds)	\$33.00	
Facility Rental - VFW Hall	General Rate	Non-Profit
Monday-Thursday	\$50.00/hr (2 hr minimum)	\$25.00/hr (2 hr minimum)
Friday	\$100.00/hr (2 hr minimum)	\$50.00/hr (2 hr minimum)
Saturday/Sunday	Full Day (8am-8pm) \$750.00 or \$100/hr (2 hr minimum)	Full Day (8am-8pm) \$400.00 or \$50/hr (2 hr minimum)
Kitchen Use	\$50.00 per use	\$50.00 per use
Cancellation Fee	\$25.00	\$25.00
Federal/Observed Holidays	\$100.00 Additional Fee	\$50.00 Additional Fee
Refundable Deposit	\$150.00	\$0.00
Cultural Programs:	Indoor	Outdoor
Vendor - 6' x 10' space	\$35.00	\$25.00 - \$40.00
Vendor - 10' x 10' space	\$45.00	\$25.00 - \$45.00
"Roving" Vendor	\$15.00 - \$35.00	\$15.00 - \$35.00
Power (if available)	\$5.00/day	\$5.00/day
No Show Fee	\$20.00	\$20.00
Special Events:		
Application Fee	\$25.00	
Special Event Fee (after event approval)	\$100.00	
Special Event Additional Services:		
Public Work Staff	\$50.00 per hour	
Police Officer (Police Scope Servies Agreement)	Separate agreement (\$125.00 per hour with a 4-hour minimum)	
Dumpsters (required for events over 200)	\$150.00 per dumpster	
Sani Cans (required for events over 200)	Applicant will have the opportunity to utilize our downtown Sani cans on a seasonal basis May - September. The usage of these units will be charged at \$100 per event. If the event is over the capacity that our units can candle an outside contract must be obtained and applicant must provide proof of reservation.	
Barricades (4 hours of labor for barricades, cones, etc)	\$50.00 per hour x 4 hours = \$200.00	
Street Sweeper (required for parades and street fairs)	\$200.00 per hour	
Parks - Other:	Non-Profit (501c3) Organization Use:	Commercial Use:
20' x 30' Canopy	Cost for delivery, set-up and take down: \$25 per hour on weekdays; \$50 per hour on weekends and holidays	\$200.00 rental fee plus the cost of delivery, set-up, and take down: \$25 per hour on weekdays; \$50 per hour on weekends and holidays
10' x 20' Canopy		\$150.00 rental fee plus the cost of delivery, set-up, and take down: \$25 per hour on weekdays; \$50 per hour on weekends and holidays
15' - 4' x 8' Stage Sections		\$250.00 rental fee plus the cost of delivery, set-up, and take down: \$25 per hour on weekdays; \$50 per hour on weekends and holidays
Damage Deposit	\$100.00	\$100.00
AQUATIC CENTER		
Facility Fee/Aquatics:	Fee	
Pool Rental - 25 or less	\$155.00	
Pool Rental - 26-50 people	\$192.00	
Pool Rental - 51-75 people	\$230.00	
Pool Rental - 76-100 people	\$268.00	
Pool Rental - 101-125 people	\$305.00	
Party Room/Community Room Rental	\$52.00/50 minutes	
Wibit toy rental per hour (entire toy)	\$116.00	

1 hour Wubit Party Package (up to 25 people)	\$283.00
2 hour Wubit Party Package (up to 25 people)	\$515.00
School District pool rental per hour	\$90.00
ESD 2nd Graders per session	\$482.00
Special Olympics per hour	\$120.00
ESD inclusive Classes per hour	\$84.00
Swim Team rental per hour– entire pool	\$95.00
Discount Swim/Shower	\$4.75
Public Swim/Lap Swim/Water Walking – adult	\$8.75 per hour 10 visits/\$79.00
Public Swim /Family Swim/Lap Swim/Water Walking - senior/youth/disabled/military	\$7.25 per hour 10 visit/\$65.00
Family drop-in (public/family swim)	\$23.25 per hour
1 hour Drop-in senior/youth/disabled/ military water exercise	\$8.75 10 visits/\$79.00
1 hour Drop-in adult water exercise	\$10.25 10 visits/\$93.00
Locker Rental - coin operated	\$0.25
Splash Passes:	
1 Month Splash senior/youth/disabled/ military pass	\$70.00
1 Month Splash adult pass	\$87.00
1 Month Splash family pass	\$167.00
1 year Splash senior/youth/disabled/military pass	\$301.00
1 year Splash adult pass	\$379.00
1 year Splash Family Pass	\$758.00
Exercise Passes:	
Exercise 1 month senior/youth/disabled/ military pass	\$87.00
Exercise 1 month adult pass	\$102.00
Exercise 1 year senior/youth/disabled/ military pass	\$368.00
Exercise 1 year adult pass	\$435.00
Swim Lessons:	
Swim Lesson per 1/2 hour preschool/youth	8 Lessons/\$89.00
Swim Lessons per 1/2 hour parent/tot	8 lessons/\$70.25
Private Lesson per 1/2 hour	\$42.25
Semi-private Lesson 1/2 hour 2 students	\$35.50
Eels Swim Team	\$276
CEMETERY	
Extended Land use - one-half of current lot price.	
Lot Charges:	
Infant	\$300.00
Cremation Lots	\$725.00
Sections 1 – 6	\$1,650.00
Specific Blocked View Lots In Section 5 and 6	\$1,000.00
Section 7 and 8 Lots, Excluding Upright Sections	\$2,750.00
Specific Upright Monument Area Lots In Section 7 and 8	\$4,000.00
Mausoleum Crypts:	
First Level + Westminster (2 spaces)	\$7,600.00
Second Level	\$6,350.00
Third Level	\$6,350.00
Fourth Level	\$5,395.00
Mausoleum Niche - North Facing: Wall "A"	
First Level – Single	\$1,375.00
First Level – Double	\$2,075.00
Second Level – Single	\$1,450.00

Second Level – Double	\$2,175.00
Third Level – Single	\$1,995.00
Third Level – Double	\$2,992.00
Fourth Level – Double	\$3,292.00
Fifth Level – Double	\$3,292.00
Sixth Level – Double	\$2,000.00
Seventh Level – Single	\$1,250.00
Seventh Level – Double	\$1,900.00
Eighth Level – Single	\$1,200.00
Eighth Level – Double	\$1,800.00
Mausoleum Niche - South Facing: Wall "B"	
First Level - Single	\$2,065.00
First Level – Double	\$3,120.00
Second Level – Single	\$2,175.00
Second Level – Double	\$3,265.00
Third Level – Single	\$2,995.00
Third Level – Double	\$4,492.00
Fourth Level – Single	\$2,995.00
Fourth Level – Double	\$4,492.00
Fifth Level – Single	\$2,795.00
Fifth Level – Double	\$4,192.00
Sixth Level – Single	\$2,100.00
Sixth Level – Double	\$3,150.00
Seventh Level – Single	\$1,875.00
Seventh Level – Double	\$2,850.00
Eighth Level – Single	\$1,800.00
Eighth Level – Double	\$2,700.00
SENIOR ACTIVITY CENTER	
General Use: No admission charged for attendance	
All day (eight hours)	\$300.00 per day
Hourly	\$40.00 per hour
Commercial Use: Admission is charged for attendance	
All day (eight hours)	\$300.00 per day
Non-Profit (501C) Organization Use:	
Usage limited to one weekend per month	\$20.00 per hour
Kitchen Use (includes plate ware)	\$50.00 additional
Cleaning/damage deposit	\$200.00
Cancellation Fee	\$25.00
Key Deposit	\$50.00
POLICE DEPARTMENT	
Animal License (issued at City Hall)	As per King County Ordinance
Fingerprinting	\$10.00 per card
Dealer Employee Fingerprints:	
Electronic Transmittal	\$21.00
Paper Mail-In	\$58.00
Commitment Fees:	
Contract	\$120.00 per day payable in advance
Non-Contract	\$140.00 per day payable in advance
Self-Commit	\$150.00 per day payable in advance
Administrative Booking Fee	\$50.00
Concealed Pistol License:	
Original	\$48.00*
Renewal	\$32.00*
Charge for late renewal	\$42.00*
Replacement	\$10.00*
Process Service	\$20.00
Miscellaneous Fees:	
Photocopying	See: Miscellaneous Fees
Duplication of Photographs	See: Miscellaneous Fees

Audio and Video Tape Reproduction	See: Miscellaneous Fees	
Scanned Documents	See: Miscellaneous Fees	
Body Worn Camera Video/Audio Redaction and Copying	\$1.00 per minute	
Miscellaneous Review (Immigration checks, VISA letter, etc)	\$10.00	
Police Impound Storage	\$40.00 per day	
*As authorized under RCW 9.41.070 and future amendemnts		
PUBLIC WORKS DEPARTMENT		
REVIEW AND INSPECTIONS		
The costs of City review and inspection of infrastructure improvements including but not limited to sanitary sewer, water lines, pump station, street and storm water design		
City Staff review/inspection (engineer)	\$164.93 per hour (1 hr minimum charge)	
City Staff review/inspection (technician)	\$146.07 per hour (1 hr minimum charge)	
Consultant review/inspection/testing	Cost to the City plus \$25.00 per invoice	
Right-of-way vacation	\$300.00	
Inspections outside of normal business hours	\$192.46 per hour (2 hr minimum charge)	
GAS UTILITY		
Gas Monthly Fees		
Natural Gas is billed monthly. Charges include base charge of \$13.15 base charge for residential accounts. Commercial account base charge per month is based on meter class. The volume charge is \$1.3326 per therm for residential customers and \$1.2793 per therm for commercial customers. Rates include a 6% municipal utility tax. Low income rate base charge of \$9.21 and the volume charge is \$.9328 per therm for residential customers.		
Charge Type - Class	Residential	Commercial
Base Charge	\$13.15	**See below
250		\$19.70
425		\$25.48
880		\$37.07
1M-7M		\$92.66
7.1M+		\$150.58
Charge Type for Services Connected	On or Prior to 07/25/2021	After 07/25/2021
Climate Commitment Act Charge - per ccf	\$0.0669	\$0.3369
Gas Account Deposit for Rentals:		
Commercial	1/6 of annual amount billed for same or similar account	
Residential Utility Deposits	1/6 of annual amount billed for same or similar account (if property owner is unwilling to sign a guarantee of	
Customer requested temporary turn off and subsequent turn on	\$50.00	
Removal/Reset gas meter	\$200.00	
All work performed after hours	Minimum charge of two hours labor at time and one-half, double time on Sundays	
Meter Deposit Fee for New Services:		
250 size meter	\$591.91	
425 size meter	\$1,219.62	
630 size meter	\$2,197.97	
1000 size meter	\$2,478.40	
> 1000 size meter	\$ cost plus 10%	
Annual Adjustment:		
Each year there will be an automatic annual gas rate charge adjustment based on the Seattle indices identified in the EMC as well as the adjustments identified in the city utility rate studies.		
SEWER UTILITY		
Sewer Base Charge	Per Month	
Effective January 1, 2026, the sewer base charge per month for all customer classes shall be \$30.06, except multifamily and mobile home customers shall be charged \$5.70 per dwelling unit with a minimum of \$30.06.		
Volume charge:		
Shall be \$8.94 per hundred cubic feet		
Surcharge for outside City connections:		
Rate Surcharge	1.5 times the rate charged inside City Limits	

Capital Facilities Charge		
Per equivalent residential unit (ERU) shall be due and payable	\$10,242.00	
Side Sewer:		
Permit fee (includes review, one inspection & as-built plan)	\$400.00	
Re-inspection fee	\$175.00 each	
Annual Adjustment:		
Each year there will be an automatic annual sewer rate and capital facilities charge adjustment based on the Seattle indices identified in the EMC as well as the adjustments identified in the city utility rate studies.		
SOLID WASTE RESIDENTIAL GARBAGE, RECYCLE & YARDWASTE COLLECTION		
These rates apply to single-family dwellings and duplexes where a wheeled cart will adequately serve the customer based upon weekly pickup:		
Garbage	Monthly Fee	
Garbage 20-gallon Mini Cart	\$36.04	
Garbage 32-gallon Cart	\$39.93	
Garbage 64-gallon Cart	\$50.26	
Garbage 96-gallon Cart	\$60.61	
Extra Garbage	Per Pick up/each	
Extra Garbage - 20 Gallon Bag/Can/Cart	\$4.93	
Extra Garbage - 32 Gallon Bag/Can/Cart	\$5.83	
Extra Garbage - 64 Gallon Bag/Can/Cart	\$8.21	
Extra Garbage - 96 Gallon Bag/Can/Cart	\$10.60	
Recycle		
96-gallon cart 1x EOW	Included	
96-gallon cart 1x EOW Additional Cart	\$14.69	
Yardwaste		
96-gallon cart 1x EOW	\$17.17	
96-gallon cart 1x EOW Additional Cart	\$17.17	
Extra 45-gallon bag/can	\$7.37/per bag/can	
COMMERCIAL GARBAGE, RECYCLE & YARDWASTE COLLECTION RATES		
Rates apply to all customer classes & Types other than single-family dwellings & duplexes where a wheeled cart will adequately serve the customer based upon weekly pickup:		
Garbage Size of Container	Frequency of pick-up	Monthly Fee
20-Gal Mini Cart	1 x per week	\$21.36
32 Gallon Cart	1 x per week	\$25.24
64 Gallon Cart	1 x per week	\$35.59
96 Gallon Cart	1 x per week	\$45.92
1.5 cubic yd	1 x per week	\$197.33
	2 x per week	\$394.65
	3 x per week	\$591.98
	4 x per week	\$789.30
	5 x per week	\$986.63
3 cubic yd	1 x per week	\$386.73
	2 x per week	\$773.47
	3 x per week	\$1,160.20
	4 x per week	\$1,546.94
	5 x per week	\$1,933.67
4 cubic yd	1 x per week	\$505.13
	2 x per week	\$1,010.25
	3 x per week	\$1,515.37
	4 x per week	\$2,020.50
	5 x per week	\$2,525.62
6 cubic yd	1 x per week	\$741.90
	2 x per week	\$1,483.81
	3 x per week	\$2,225.70
	4 x per week	\$2,967.61
	5 x per week	\$3,709.51
8 cubic yd	1 x per week	\$967.53

	2 x per week	\$1,936.32
	3 x per week	\$2,904.48
	4 x per week	\$3,872.65
	5 x per week	\$4,840.80
Extra Garbage	Frequency of pick-up	Per Pick up/each
20 Gallon Bag/Can/Cart	Per Pick up	\$4.93
32 Gallon Bag/Can/Cart	Per Pick up	\$5.83
64 Gallon Bag/Can/Cart	Per Pick up	\$8.21
96 Gallon Bag/Can/Cart	Per Pick up	\$10.61
1 yd	Additional P/U as requested	\$32.88/1 yard
1 yd	Lid not closed/extra unit	\$32.88/1 yard
Recycle		
96-gallon cart 1x EOW	Included	
96-gallon cart 1x EOW Additional Cart	\$14.69	
Yardwaste		
96-gallon cart 1x EOW	\$17.17	
96-gallon cart 1x EOW Additional Cart	\$17.17	
Extra 45-gallon bag/can	\$7.37 ea	
Temporary 30-day dumpster rental Size of Container	Frequency of pick-up	Monthly Fee
Garbage 1.5yd – 8yd	Cost includes Initial Delivery/Removal	\$99.94
Garbage 1.5yd – 8yd	As requested	\$32.88/1yd
OTHER SOLID WASTE UTILITY FEES		
32/64/96-gallon recycling cart, one-time mandatory fee for new accounts or a replacement fee if the damage to the cart is caused by misuse or negligence	\$97.52/cart (collected at the time of the building permit issuance on new single-family homes/mobile homes/ADA) or a replacement fee if the damage to the cart is caused by misuse or negligence and is beyond repair	
96-gallon yardwaste cart, one-time mandatory fee for new accounts or a replacement fee if the damage to the cart is caused by misuse or negligence	\$97.52/cart (collected at the time of the building permit issuance on new single-family homes/mobile homes/ADA) or a replacement fee if the damage to the cart is caused by misuse or negligence and is beyond repair	
20/32/64/96-gallon garbage cart, one-time mandatory fee for new accounts or change in service or a replacement fee if the damage to the cart is caused by misuse or negligence	\$97.52/cart (collected at the time of the building permit issuance on new single-family homes/mobile homes/ADA) or a replacement fee if the damage to the cart is caused by misuse or negligence and is beyond repair	
Tampering Fee - 20/32-gallon garbage cart (per EMC 8.12.180) The removal of 20 gallon liner from 32 gallon cart	\$60.64	
Redelivery Fee Garbage/Recycle/Yardwaste fee will apply if completed within a 12-month period of canceled service.	\$78.00	
Container/Cart Exchange Fee. One time change of container size for free. 2nd change and thereafter the fee will apply if completed within a 12-month period.	\$36.40	
Annual Adjustment:		
Each year there will be an automatic annual solid waste rate charge adjustment based on the Seattle indices identified in the EMC as well as the adjustments identified in the city utility rate studies.		
Stormwater		
Property Classification	Rate	Frequency
Single Family Detached Residential Property	\$12.32	Per Month
Other Developed Property	\$12.32	Per *ESU per Month 1.0 ESU Minimum
(1 ESU equals 3,200 square feet of impervious surface)		
Annual Adjustment:		
January 1st of each year there is an automatic annual stormwater rate charge adjustment for inflation by the Consumer Price Index (CPI-U) based on the Seattle indices.		
STREETS		

Right-of-Way Construction Permit:		
Permit fee (includes 1 hour review and one inspection) Minimum 1 hour non-refundable plan review fee once review has started	\$292.14	
Re-inspection fees	\$146.07 per hour	
Performance guarantee for restoration	Minimum \$300 cash deposit or as required per EMC 12.18.065	
Consultant review/inspection/testing	Cost to the City plus \$25.00 per invoice	
Right-of-Way Use Permit	\$120.00 \$60.00 Additonal Fee: \$75.00 0-100 sq ft \$150.00 101-200 sq ft \$225.00 201-300 sq ft \$100.00 for each 100 sq ft thereafter*	
Street sweeping and vactor cleaning fee	Actual time plus disposal costs, with 1-hour minimum	
WATER UTILITY		
The base charge for all customer classes per meter per month and the volume charges for each customer class per 100 cubic feet (CCF) are fixed as follows:		
Base Charge up to	Inside City Limits	Outside City Limits
3/4"	\$16.70	\$25.07
3/4" LI	\$11.71	\$17.56
1" & 1-1/4"	\$22.48	\$33.73
1-1/2"	\$32.08	\$48.14
2"	\$43.65	\$65.46
3"	\$74.76	\$112.14
4"	\$109.42	\$164.11
6"	\$205.57	\$308.39
8"	\$321.00	\$481.50
WATER USE/CCF	Inside City Limits	Outside City Limits
Residential - Block 1 (0-8)	\$2.33	\$3.51
Residential - Block 2 (8-20)	\$3.09	\$4.66
OVER 20 CCF Residential - Block 3 (20+)	\$3.87	\$5.77
Multi-family Residential	\$2.31	\$3.47
Commercial	\$2.89	\$4.35
Agricultural	\$1.76	\$2.61
Res LI - Block 1	\$1.63	\$2.46
Any building using city water for automatic sprinkler system for fire protection shall pay annually for the service by size of the supply line as follows:		
Supply Line Size	Inside City Limits	Outside City Limits
2-inch or less	\$31.01	\$70.33
3-inch	\$56.60	\$121.34
4-inch	\$85.50	\$178.84
6-inch	\$164.99	\$338.41
8-inch or more	\$261.33	\$529.90
Customer Demand	Inside City Limits	Outside City Limits
Equivalent Residential Unit - Per each ERU	\$6,793.00	\$16,305.00
Meter Size - Meter Capacity	Inside City Limits	Outside City Limits
5/8in x 3/4-in 1.0	\$6,793.00	\$16,305.00
1-inch 2.5	\$16,983.00	\$40,763.00
1-1/2 inch 5.0	\$33,965.00	\$81,525.00
2-inch 8.0	\$54,344.00	\$130,440.00
3-inch 16.0	\$108,688.00	\$260,880.00
4-inch 25.0	\$169,825.00	\$407,625.00
6-inch 50.0	\$339,650.00	\$815,250.00
8-inch 80.0	\$543,440.00	\$1,304,400.00
Meter Setting Charge Where Service Already Installed to City Standard:		
Revenue and deduct meters, all sizes	Cost of meter plus 10% and \$75 installation fee	
Other New Services:		

5/8"	\$500.00 Deposit Due at time of service order plus all charges for actual time and materials payable before turn on
1"	\$700.00 Deposit
1-1/2" & 2"	\$1,500.00 Deposit
All other meter sizes	Amount due for the estimated time and materials at time of service order. Balance will be adjusted or invoiced on completion
Annual Adjustment:	
Each year there will be an automatic annual water rate charge adjustment based on the Seattle indices identified in the EMC as well as the adjustments identified in the city utility rate studies.	
Other Fees:	
Certificate of Water Availability	\$75.00
Fire Flow Tests	\$100.00 Deposit plus time and materials
Unauthorized Turn-on Penalty/Tampering	\$100.00
Meter Testing Charge	Time and materials cost
Mailing reminder notices to customers that have not provided acceptable proof of the annual testing of backflow prevention assemblies	\$35.00 for each additional notice mailed
Mailing reminder notices to customers who did not install backflow prevention assemblies as required by the city	\$35.00 for each additional notice mailed
All work performed after hours	Minimum charge of two hours labor at time and one-half, double time on Sundays
Bulk water truck filling and hydrant meter rental permits	\$200.00 w/ measured volume billed at current inside City commercial rate
Deposit for rental of hydrant meter and/or H2O Neutralizer device	\$2,200.00 deposit for each device upon return of meter, the city will apply the deposit towards a \$200 permit fee. \$25 per week rental, plus the water consumption charges invoiced at current rate.
Remove/re-install water meters	\$100.00
MISCELLANEOUS UTILITY	
Transfer of account	\$5.00
Interest rate on delinquent accounts	1% per month
Unpaid account turn-off penalty	\$25.00
Unpaid connection charge turn-off penalty	\$25.00
Turn on after hours	\$85.00
Mailed turn-off notice	\$20.00
Door Hanger hand delivered turn-off notice (waived if payment is received prior to shut-off date)	\$20.00
GRADING PERMITS (reviewed by Engineering Department)	
Volume Range (Cubic yards)	Fee
99 or less	No fee
100 to 1,000	\$300.00 + \$50.00 per extra 100 cubic yards, plus plan review fee
1,001 to 10,000	\$750.00 + \$150.00 per extra 1,000 cubic yards, plus plan review fee
10,001 to 100,000	\$2100 + \$150.00 per extra 10,000 cubic yards, plus plan review fee
OTHER RELATED GRADING PERMITS	
Plan Review Fee	\$164.93 per hour (1 hr minimum charge)
Inspection outside of normal business hours	\$192.46 per hour (2 hr minimum charge)
Re-inspection Fee	\$146.07 per hour (1 hr minimum charge)
Inspections for which no fee is specifically indicated	\$146.07 per hour (1 hr minimum charge)
For the use of outside consultants for review and inspection or both	Actual cost - Actual cost includes administrative and overhead costs
Additional review required by changes, additions, or revisions to approved plans	\$164.93 per hour (1 hr minimum charge)
For work commenced without first obtaining authorization of permit or both	Fee equal to the permit amount shall be paid along with the permit cost prior to a permit being issued



City Council
AGENDA BILL

Meeting Date: 02/23/2026

Subject: Surplus of Safe

Category: CONSENT

<u>BUDGET IMPACT:</u>	
Expenditure Budget:	\$
Revenue Budget:	\$
Proposed Budget Amendment:	\$

Related Ordinance or Resolution No.

Attachments: Staff Report

Staff Contact: Jessica Rose, City Clerk

Summary/Background:
 Staff is recommending declaring the Herring-Hall-Marvin Safe as surplus. The safe has not been used since the late 1980's and will be moved to the Enumclaw Plateau Historical Society Museum.

Recommendations:
Date Sent to Committee: 02/23/2026 **Date Returned:** 02/23/2026
Council Committee: To be provided at the February 23rd meeting.
Staff: Approve

(BELOW TO BE COMPLETED BY CITY CLERKS OFFICE)

COUNCIL ACTION:

- APPROVED
- DENIED
- TABLED / DEFERRED / NO ACTION
- MOVED TO SECOND READING (Ordinances only)

1ST reading	<u>2/23/26</u>
Enactment reading	<u> </u>
ORDINANCE #	<u>N/A</u>
RESOLUTION #	<u>N/A</u>



Staff Report

Department of Administration

TO: Mayor / City Council
FROM: Jessica Rose, City Clerk
DATE: February 9, 2026
SUBJECT: Surplus Safe

Background:

The City has a safe that has not been used for some time and is no longer needed. The Enumclaw Plateau Historical Society Museum has expressed interest in displaying and using the safe at their facilities. It is City policy to declare this item as surplus so that it may be transferred to the museum.

Analysis:

The safe is surplus to the needs of the city and no longer required. Upon approval and declaration of the surplus, staff will have the safe relocated to the museum so that it will free needed space in the Administration office.

Recommendation:

Declare the safe as surplus.



City Council
AGENDA BILL

Meeting Date: 02/17/2026

Subject: Soft Resources Project Management Assistance - Tyler EERP Project

Category: CONSENT

BUDGET IMPACT:

Expenditure Budget: \$70,000.00

Revenue Budget: \$70,000.00

Proposed Budget Amendment: \$70,000.00

Related Ordinance or Resolution No.

Attachments: Staff Report, Vendor Proposal

Staff Contact: Joe Nanavich, Information Services Director

Summary/Background:

Background: In 2023, the City began discussions with Tyler Technologies for the purpose of replacing our Eden Financial System and Incode Utility Billing System with a more modern Tyler product called Enterprise ERP. The project commenced in early 2024 with the initial phase of moving Financials over to EERP. In 2025 we began the second phase of moving Payroll to the new system along with implementing a new HR management module with the intent of going live January 1, 2026. Implementing HR and Payroll has been problematic and the go live date has been extended twice. Much of the delay in implementation has been due to factors related to Tyler Technologies' inability to provide consistent trainers, lack of follow-up on issues and inconsistency in communication. We were initially advised by Tyler and other cities who made the same transition, that having a dedicated project manager to guide us through implementation was highly recommended.

Analysis: After considering several options for project management assistance, I polled my fellow IT Directors and found that nearly every city who has made the transition from Eden/Incode to EERP has experienced the same challenges with Tyler Technologies. Four cities (Renton, Monroe, University Place and Port Angeles) reported using Soft Resources out of Kirkland for project management assistance and all four highly recommended them. On February 11, we met with Soft Resources to discuss the potential for utilizing their services to accomplish the following:

- Conduct an initial assessment of the project, interview key players from both the city and Tyler and gain insight into the resources, project status and contract.
- Review the vendor's implementation project plan that defines tasks, assigns responsibilities, dates, milestones, and deliverables.
- Ensure all tasks required for the project for all parties are included in this Plan with start and end dates and resource assignments.
- Monitor the documents as the project progresses with a vision towards completed, current as well as upcoming or future tasks.
- Participate in the coordination and oversight of task management ensuring adherence to the project plan and timeline.
- Ensure staff are updated to current and upcoming tasks and understand the tasks as outlined in the project plan.
- Review project change orders initiated by the vendor to ensure they are in line with expectations.

- Ensure change orders include the proper documentation and justification for any additional services or software required beyond the original contract.
- Participate in implementation meetings (current state/future state, configuration, confirmation, conversion, demonstration, status, etc.) with City project team and vendor implementation team.
- Participate in the required communication to keep City executive sponsor apprised of project status.
- Work with City team and the vendor to optimize business processes and leverage EERP capabilities.
- Monitor data conversion to ensure tasks are completed as defined, data is validated, and signoff is achieved.
- Administer project closeout including review of the project plan to ensure all tasks are complete.

The cost of these services would be on an hourly basis at \$250/hour and used as necessary through the end of the project. We anticipate the need to be approximately 40 hours per month initially, decreasing to as little as 10 hours per month as the project gets back on track.

Recommendation: Staff recommends directing the Information Services Department to sign an agreement with Soft Resources at a rate of \$250/hour for project management assistance with our conversion to Tyler EERP with a Q126 budget amendment to follow.

Recommendations:

Date Sent to Committee: 02/23/2026 **Date Returned:**

Council Committee: Finance & Technology

Staff: Joe Nanavich, Kristan Reed

(BELOW TO BE COMPLETED BY CITY CLERKS OFFICE)

COUNCIL ACTION:

- APPROVED
- DENIED
- TABLED / DEFERRED / NO ACTION
- MOVED TO SECOND READING (Ordinances only)

1ST reading _____
 Enactment reading _____
 ORDINANCE # _____
 RESOLUTION # _____



Staff Report

Department of Information Services

TO: Mayor / City Council
FROM: Joe Nanavich, Information Services Director
DATE: February 17, 2026
SUBJECT: Soft Resources Project Management Assistance - Tyler EERP Project

Background: In 2023, the City began discussions with Tyler Technologies for the purpose of replacing our Eden Financial System and Incode Utility Billing System with a more modern Tyler product called Enterprise ERP. The project commenced in early 2024 with the initial phase of moving Financials over to EERP. In 2025 we began the second phase of moving Payroll to the new system along with implementing a new HR management module with the intent of going live January 1, 2026. Implementing HR and Payroll has been problematic and the go live date has been extended twice. Much of the delay in implementation has been due to factors related to Tyler Technologies' inability to provide consistent trainers, lack of follow-up on issues and inconsistency in communication. We were initially advised by Tyler and other cities who made the same transition, that having a dedicated project manager to guide us through implementation was highly recommended.

Analysis: After considering several options for project management assistance, I polled my fellow IT Directors and found that nearly every city who has made the transition from Eden/Incode to EERP has experienced the same challenges with Tyler Technologies. Four cities (Renton, Monroe, University Place and Port Angeles) reported using Soft Resources out of Kirkland for project management assistance and all four highly recommended them. On February 11, we met with Soft Resources to discuss the potential for utilizing their services to accomplish the following:

- Conduct an initial assessment of the project, interview key players from both the city and Tyler and gain insight into the resources, project status and contract.
- Review the vendor's implementation project plan that defines tasks, assigns responsibilities, dates, milestones, and deliverables.
- Ensure all tasks required for the project for all parties are included in this Plan with start and end dates and resource assignments.
- Monitor the documents as the project progresses with a vision towards completed, current as well as upcoming or future tasks.
- Participate in the coordination and oversight of task management ensuring adherence to the project plan and timeline.
- Ensure staff are updated to current and upcoming tasks and understand the tasks as outlined in the project plan.

- Review project change orders initiated by the vendor to ensure they are in line with expectations.
- Ensure change orders include the proper documentation and justification for any additional services or software required beyond the original contract.
- Participate in implementation meetings (current state/future state, configuration, confirmation, conversion, demonstration, status, etc.) with City project team and vendor implementation team.
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- Work with City team and the vendor to optimize business processes and leverage EERP capabilities.
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The cost of these services would be on an hourly basis at \$250/hour and used as necessary through the end of the project. We anticipate the need to be approximately 40 hours per month initially, decreasing to as little as 10 hours per month as the project gets back on track.

Recommendation: Staff recommends directing the Information Services Department to sign an agreement with Soft Resources at a rate of \$250/hour for project management assistance with our conversion to Tyler EERP with a Q126 budget amendment to follow.



City of Enumclaw

Implementation Management Services for Tyler Enterprise ERP Implementation Project

Engagement Letter

February 17, 2026



SoftResources
Spencer Arnesen, Principal
425-216-4030 | SArnesen@softresources.com

February 17, 2026

Chris Searcy, City Administrator
City of Enumclaw
1339 Griffin Avenue
Enumclaw, WA 98022

Chris and Team:

SoftResources is pleased to present this Engagement Letter to the City of Enumclaw (City) for Implementation Management Services for the Tyler Enterprise ERP (EERP) Project currently in process.

Scope of Work

SoftResources understands that the City has experienced challenges with the implementation of Tyler EERP (Financials and Human Resources/Payroll) and is seeking additional support to assess the current state of the project and restore momentum. The City may also require ongoing project management services to help ensure successful implementation through go-live of Tyler Utility Billing. While implementation outcomes depend on multiple factors, SoftResources will proactively mitigate risk by engaging with Tyler executive and project management, providing City with advisory support, monitoring project progress, supplementing City resources, and further collaborating with Tyler to resolve issues as they arise.

Project Onboarding	
Project Startup	<ul style="list-style-type: none"> Conduct team introductions, set expectations for the implementation assessment, discuss resource roles responsibilities, request access to and review existing project portal, and schedule status updates.
Tyler Contract Review	<ul style="list-style-type: none"> Review and become familiar with the City’s current signed Tyler EERP contract.
Discovery	<ul style="list-style-type: none"> Work with the City to schedule interviews with key staff, utilize existing supporting documentation to prepare for interviews, conduct interviews and assess the current state of the EERP implementation.
Tyler Discussions	<ul style="list-style-type: none"> Conduct discussions with Tyler (the EERP project team) to assess their understanding of the current environment, resource commitment, next steps, and other analysis.
Implementation Resource Analysis	<ul style="list-style-type: none"> Gain insight into the resources being provided by both the City and Tyler.
Implementation Project Management	
Project Plan and Timeline	<ul style="list-style-type: none"> Review the vendor’s implementation project plan that defines tasks, assigns responsibilities, dates, milestones, and deliverables. Ensure all tasks required for the project for all parties are included in this Plan with start and end dates and resource assignments.

	<ul style="list-style-type: none"> • Monitor the documents as the project progresses with a vision towards completed, current as well as upcoming or future tasks.
Task Management	<ul style="list-style-type: none"> • Participate in the coordination and oversight of task management ensuring adherence to the project plan and timeline. • Ensure staff are updated to current and upcoming tasks and understand the tasks as outlined in the project plan.
Change Orders	<ul style="list-style-type: none"> • Review project change orders initiated by the vendor to ensure they are in line with expectations. • Ensure change orders include the proper documentation and justification for any additional services or software required beyond the original contract.
Meetings	<ul style="list-style-type: none"> • Participate in implementation meetings (current state/future state, configuration, confirmation, conversion, demonstration, status, etc.) with City project team and vendor implementation team.
Executive Sponsor Liaison	<ul style="list-style-type: none"> • Participate in the required communication to keep City executive sponsor apprised of project status.
Communications Plan	<ul style="list-style-type: none"> • Review the vendor’s Communication Plan to ensure it meets the needs of the City.
Risk Management Plan	<ul style="list-style-type: none"> • Review or create risk management log, including ongoing issues, actions for both Tyler and the City, decisions to be made by the City, and other factors that will provide a path to go-live completion.
Implementation	
Business Process Improvements	<ul style="list-style-type: none"> • Work with City team and the vendor to optimize business processes and leverage EERP capabilities.
Data Conversion	<ul style="list-style-type: none"> • Monitor data conversion to ensure tasks are completed as defined, data is validated, and signoff is achieved.
Integrations	<ul style="list-style-type: none"> • Review integration schedule, systems identified for integration
Go-Live and Post	
Post-Go-Live Planning	<ul style="list-style-type: none"> • Participate in the review of tasks or activities that need to be completed after go-live or the move to production status. • Create a post-go-live document that defines the tasks, assigns responsibilities, and establishes a timeline for completion.
Go-Live and Cutover Plan	<ul style="list-style-type: none"> • Services can include development of a cutover strategy, go-live checklist, readiness assessment, quality review, definition of critical-success-factors, final data conversion, system cutover and future phase planning.
Closeout	<ul style="list-style-type: none"> • Administer project closeout including review of the project plan to ensure all tasks are complete • Review the cutover strategy to be used by City to ensure all steps have been properly executed • Participate in the vendor’s transition to support process for staff.

City Participation and Responsibilities

To successfully complete the engagement, it is expected that the City will:

1. Engage leadership for top-down buy-in of project resourcing requirements.
2. Provide project members with ability to participate, provide insight, and focus during scheduled meetings.
3. Ensure project team makes time for completion of assigned tasks.
4. Review, provide input, and approve project deliverables.
5. Be responsible for all tasks not assigned to Tyler or SoftResources.

Fees and Billing

Fees. This will be a time and materials project billed at the rate of \$250 per hour with a minimum charge of \$2,500/month. SoftResources will provide Implementation Project Management services remotely and onsite for the duration of the Tyler EERP software implementation. Services will be provided as requested by the City in order to allow the City flexibility in determining their needs. SoftResources anticipates an average of 40 hours a month which may fluctuate depending on what is discovered in the initial project analysis, cooperation of Tyler and City staff, the phase of the project, activities requested by the City, and other factors that may arise during the project.

Billing. Fees will be billed monthly for hours expended plus any travel expenses incurred within the month with terms of Net 30.

Travel: Travel expenses will be charged as incurred and will include mileage and per diem (GSA rates). SoftResources consultants are local to the City so travel expenses should be minimal.

Scope Control

If there are services performed at the City's request, which are outside of those listed in the Scope of Work section of this letter, an amendment to this engagement, or a new letter of understanding will be drafted for the City's approval before the services are performed.

Termination

Either party may terminate this Agreement by giving 30 days notice to the other party. Upon termination, SoftResources will cease work, do any reasonable project close activities and provide a final bill for the time and materials for the last month of the project.

Staffing

SoftResources will assign Cherish Cruz, Director, as the Project Manager for the City's project.

Confirmation

For your convenience in confirming this arrangement we have enclosed an acceptance page for your signature. If requested SoftResources can route this engagement via Adobe Sign.

Spencer Arnesen, Principal
SoftResources LLC

Proposal Acceptance Page

To: Spencer Arnesen, Principal
SoftResources LLC
Email: SArnesen@softresources.com

From: Chris Searcy, City Administrator
Email: CSearcy@ci.enumclaw.wa.us

The SoftResources Engagement Letter for Implementation Management Services for Tyler Enterprise ERP Implementation Project dated February 17, 2026, is accepted.

Organization	City of Enumclaw	SoftResources LLC
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Signature	_____	_____
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Printed Name	_____	Spencer Arnesen
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Title	_____	Principal
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Date	_____	_____
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