

**COLVILLE CITY COUNCIL AGENDA ITEM  
BRIEFING SHEET**

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**Meeting Date:** July 10, 2018

**Contact:** Mayor Lou Janke  
All Department Heads

**Topic or Problem Statement:**

Review of the 2018 Fee Charts including proposed fee changes.

**Type of Briefing:**

Information Only     Discussion Only     Decision Needed

**Background of Situation:**

It was decided that the City-wide fee charts would be reviewed and updated every two (2) years. The charts were updated in 2017, they will now be done on a bi-annual basis to coincide with the Biennial Budget process. These fees will not take effect until 2019. Department Heads will be responsible to figure out what needs to be done to implement the new fees for their department. There will likely be Resolutions and Ordinances for the new fees that will need to be brought back for Council adoption prior to 2019.

**Goals and Objectives: i.e., CFP, Comprehensive Plan, Safety, etc.**

Council Goal #1 – Colville is a community where people want to live and work.  
Council Goal #2 – Colville manages its finances through a combination of active investments and sustainable revenue with realistic projections and expenditures.  
Council Goal #4 – Colville effectively delivers services.  
Council Goal #5 – Colville City encourages transparency and communication with its residents.

**Evaluate Alternatives or Options/Consequences of Inaction:**

Do nothing – Possible loss of revenue due to increased costs without increasing fees.

**Funding Needed and Recommended Source (BARS #):**

N/A

**Attachments:**

Proposed Fee Charts for Police, Animal Control and Parking Enforcement.

**Recommended Actions with Justification:**

To be determined.

**CITY OF COLVILLE FEES**

**POLICE**

| A.<br>FEE TITLE                                         | B.<br>CURRENT<br>FEE | C.<br>DATE<br>CURRENT<br>FEE<br>ADOPTED<br>(If by<br>Resolution/<br>Ordinance<br>please list<br>number.) | D.<br>EXPLANATION FOR HOW CURRENT<br>FEE WAS DETERMINED? | E.<br>HOW MANY<br>OF EACH<br>ITEM IN<br>COLUMN A<br>WERE<br>PROVIDED IN<br>2017? | F.<br>HOW MUCH<br>TOTAL<br>REVENUE<br>WAS<br>COLLECTED<br>FOR EACH<br>ITEM IN 2017? | G.<br>PROJECTED<br>COST TO<br>PROVIDE<br>SERVICE IN<br>2018* | H.<br>PROPOSED<br>FEE FOR 2019 | I.<br>COMMENTS                                                                                                                  |
|---------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Insurance Company Request for<br>Records                | \$5                  | Unknown                                                                                                  | Unknown                                                  | 125                                                                              | \$625                                                                               | \$5                                                          | \$5                            | Usually involves Printing copies of police<br>report from our RMS . Takes a couple of<br>minutes. Postage is generally provided |
| Fingerprinting (outside of Concealed<br>Pistol License) | \$10                 | RCW 9.41.070                                                                                             | State Department of Lic. R.C.W. 9.41.070                 | 14                                                                               | \$140                                                                               | \$10                                                         | \$10                           | They provide their own cards. CPD provides<br>the fingerprints                                                                  |

**CITY OF COLVILLE FEES  
PARKING ENFORCEMENT**

| A.<br>FEE TITLE              | B.<br>CURRENT<br>FEE | C.<br>DATE<br>CURRENT<br>FEE<br>ADOPTED<br>(If by<br>Resolution/<br>Ordinance<br>please list<br>number.) | D.<br>EXPLANATION FOR HOW CURRENT<br>FEE WAS DETERMINED? | E.<br>HOW MANY<br>OF EACH<br>ITEM IN<br>COLUMN A<br>WERE<br>PROVIDED IN<br>2017?                                               | F.<br>HOW MUCH<br>TOTAL<br>REVENUE<br>WAS<br>COLLECTED<br>FOR EACH<br>ITEM IN 2017? | G.<br>PROJECTED<br>COST TO<br>PROVIDE<br>SERVICE IN<br>2018* | H.<br>PROPOSED<br>FEE FOR 2019 | I.<br>COMMENTS                                                                                                                                                                                                                                                              |
|------------------------------|----------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parking Ticket               | \$10                 | 2002<br>CMC 10.12.020                                                                                    | CMC 10.12.020                                            | 10 to 12, most<br>vehicles are<br>moved prior to<br>72 limit,<br>otherwise they<br>are towed<br>because they<br>were abandoned | 0                                                                                   | \$10                                                         | \$10                           | downtown time limit parking enforcement is<br>not occurring at this time due to past budget<br>cuts, they require more time than other<br>parking enforcement issues. At the point the<br>City reinstates this program then we would<br>need to adjust this fee accordingly |
| Parking Ticket After 10 Days | \$20                 | 2002                                                                                                     | CMC 10.12.020                                            | 0                                                                                                                              | 0                                                                                   | \$20                                                         | \$20                           | parking enforcement of 72 hour parking is<br>enforced upon request                                                                                                                                                                                                          |
|                              |                      |                                                                                                          |                                                          |                                                                                                                                |                                                                                     |                                                              |                                | parking tickets for abandoned vehicles, no<br>parking zones and 72 hour violations are<br>simple and are quickly filled out compared to<br>downtown time limit enforcement                                                                                                  |

**CITY OF COLVILLE FEES  
ANIMAL CONTROL**

| A.<br>FEE TITLE                                             | B.<br>COST TO PROVIDE SERVICE IN 2016 | C.<br>CURRENT FEE | D.<br>DATE CURRENT FEE ADOPTED (If by Resolution / Ordinance please list number.) | E.<br>EXPLANATION FOR HOW CURRENT FEE WAS DETERMINED                                                                         | F.<br>HOW MANY OF EACH ITEM IN COLUMN A WERE PROVIDED IN 2017?                                | G.<br>REVENUE COLLECTED FOR EACH ITEM IN 2017                                               | H.<br>PROJECTED COST TO PROVIDE SERVICE IN 2018* | I.<br>PROPOSED FEE FOR 2019 | J.<br>COMMENTS:                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------|---------------------------------------|-------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Register <u>Potentially</u> Dangerous Dog Including Hybrids | \$34.86                               | \$50              | 1/2013<br>Ord. 1483 N.S.                                                          | CMC 6.10.040                                                                                                                 | about 7                                                                                       | \$50                                                                                        | \$30 +                                           | \$50                        | depends on unrestrained, impounded, investigation, statements, depends on if dog goes to the county or just registration of hybrid                                                                                                                                                                                                                  |
| Register <u>Dangerous</u> Dog                               | \$46.48+                              | \$70              | 2002                                                                              | CMC 6.10.010, 6.10.040, 6.10.045. No dogs registered at this time                                                            | 0                                                                                             | \$0                                                                                         | \$30 +                                           | \$70                        | usually euthanized after the investigation, quarantine etc.                                                                                                                                                                                                                                                                                         |
| Spay/Neuter Agreement                                       | \$23.24                               | \$75              | 1/2013                                                                            | \$75 adoption fee with \$50 refundable - owner pays for s/n                                                                  | about 46                                                                                      | \$25-\$75 depends on spay/neuter and or refund, some donate back, all goes to general fund? | \$30 +                                           | \$75                        | depends on how many people come to look before adoption and if already S/N then \$25                                                                                                                                                                                                                                                                |
| Owner Surrender One Dog                                     | \$23.24                               | \$25              | 2002                                                                              | City keeps 0 - 3 days this is not the case per Mayor Nichols. No current place for dogs to go on a regular basis             | about 23                                                                                      | \$25                                                                                        | \$15 +                                           | \$25                        | impound, pictures, weigh, worm, vacc, email, evaluate. If it costs too much people will dump the dogs                                                                                                                                                                                                                                               |
| Owner Surrender a Litter                                    | \$34.86                               | \$40              | 2002                                                                              | A litter of animals takes longer to care for & feed - city worms & shots - currently provided by private fund                | 0                                                                                             | \$40                                                                                        | \$30 +                                           | \$40                        | depends on how many pups, pictures, vacc, worm, weigh, email                                                                                                                                                                                                                                                                                        |
| Shelter Fees-City                                           | depends                               | \$10 per day      | 1/1/2013<br>Ord. 1485 N.S.                                                        | Plus dog food @ \$18.59 per bag. Shelter time to feed, clean and release dogs, clean outside runs too, adopt, show, evaluate | about 21 city dogs claimed, hand search per impounded dog how long the dog was at the shelter | \$10 per day                                                                                | \$15 +                                           | \$10                        | variables-depends on if outside run too, clean 2 x per day, depends on care needed, evaluate, food cost. Usually more care for the dogs that are not claimed-strays, if you charge too much people won't claim their dog. People also have to get current city tags and sign a rabies slip when claiming. This is all hand search per impounded dog |
| Shelter Fees-County                                         | depends                               | \$15 per day      | 1/2013                                                                            | Shelter time to feed, clean and release dogs, adopt, show                                                                    | about 14 county dogs impounded- about \$1000.00                                               | \$15 per day                                                                                | \$15                                             | \$15                        | contract-per day, per dog, 3 business days plus holidays and weekends. Variables-Can be longer if a court case, medical, jail, etc. Then the county pays additional days. This is all hand search per impounded dog.                                                                                                                                |
| Euthanasia-County                                           | \$ 23.24                              | \$26              | 1/2013                                                                            | vet fee went up to \$27, but need to change contract to charge \$30                                                          | 1                                                                                             | \$35.60                                                                                     | \$30 +                                           | \$70 plus                   | contract-current charge is \$35.60 plus sedation-current vet charges by weight for big dogs are now; euth \$29.50, disposal \$35, sedation \$25.50 charges change often, plus time and transport to vet                                                                                                                                             |

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|--------------------------------------------------------------------|------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Impound-First Yearly Incident                                      | \$23.24 +                                      | \$15                    | 2002                                                                                                      | CMC 6.04.100 to catch, transport and impound, weigh, photos, emails, vacc           | 84 dogs at shelter                                                               | \$15 if claimed                                        | \$15 +                                                       | \$15                           | variables- if the dog is claimed, depends on if the owner is on time, sometimes come to ID dog then city hall to pay and back to get dog                                                                                                                                                                                                                      |
| Impound-Second Yearly Incident                                     |                                                | \$20                    | 2002                                                                                                      | CMC 6.04.100                                                                        | 0                                                                                | 0                                                      | 0                                                            | \$0                            | too hard to track, all by hand, proposed                                                                                                                                                                                                                                                                                                                      |
| Impound-Third Yearly Incident                                      |                                                | \$50                    | 2002                                                                                                      | CMC 6.04.100                                                                        | 0                                                                                | 0                                                      | 0                                                            | \$0                            | too hard to track, all by hand, proposed                                                                                                                                                                                                                                                                                                                      |
| Impound Other Animals                                              | never done this                                | \$25                    | 2002                                                                                                      | Usually farm animals - emu, pigs                                                    | 0                                                                                | 0                                                      | 0                                                            | \$25                           |                                                                                                                                                                                                                                                                                                                                                               |
| Shelter Other Animals                                              |                                                | \$25 per day            | 2002                                                                                                      |                                                                                     | 0                                                                                | 0                                                      | 0                                                            | \$25 per day                   |                                                                                                                                                                                                                                                                                                                                                               |
| Violation-Barking Dogs                                             | \$23.24 +                                      | \$40 plus               | 2002                                                                                                      | 6.04.165                                                                            | about 1 plus several calls for service                                           | \$100 depends on court                                 | \$15 +                                                       | \$same                         | new ord in 2014, 6.04.160, 6.04.165- variables, have to sit and then evaluate, 1/2 hr plus, progressive                                                                                                                                                                                                                                                       |
| Violation-No License                                               | \$ 23.24                                       | \$40                    | 2010                                                                                                      | CMC 6.04.100: Infraction                                                            | about 11 infractions                                                             | \$40 depends on court                                  | \$15 +                                                       | \$40 plus?                     | co mingles with other infractions and charges; infraction then hope to get tag purchase. When I go on a call for varies reasons then people have to comply with current tags and rabies. Owners are given a time frame to do so, better than an infraction because city doesn't get much money from infraction and do from tags. Depends on case, report, etc |
| Violation-No Restraint- 1st Incident                               | \$23.24 +                                      | \$50                    | 2010                                                                                                      | To catch and or transport and impound or write infraction. CMC 6.04.100: Infraction | about 10                                                                         | \$50 depends on court                                  | \$30 +                                                       | \$100                          | co mingles with other infractions, depends on incident                                                                                                                                                                                                                                                                                                        |
| Violation-No Restraint-2nd Incident                                | \$23.24 +                                      | \$60                    | 2010                                                                                                      | To catch and or transport and impound or write infraction. CMC 6.04.100: Infraction | about 2                                                                          | \$60 depends on court                                  | \$30 +                                                       | \$150                          | one or two not 3 progressive-too hard to track, all by hand, all officers can write these, other charges as well                                                                                                                                                                                                                                              |
| Violation-No Restraint-3rd Incident                                | \$23.24 +                                      | \$70                    | 2010                                                                                                      | To catch and or transport and impound or write infraction. CMC 6.04.100: Infraction | 0?                                                                               | \$70 depends on court                                  | 0                                                            | \$n/a                          | proposed removal, too hard to track, hand search                                                                                                                                                                                                                                                                                                              |
| Violation - no rabies vaccination                                  | \$23.24 +                                      | \$100 currently         |                                                                                                           | 6.04.020 plus per state of WA                                                       | about 9                                                                          | \$100 depends on court                                 | \$15 +                                                       | \$100                          | infraction-usually co mingles with other charges                                                                                                                                                                                                                                                                                                              |
| Exotic pet registration                                            | \$46.48 +                                      | \$70 per year currently | 2002                                                                                                      | 6.15.050                                                                            | 1                                                                                | \$70                                                   | \$30 +                                                       | \$70                           | new reg takes longer then renewal                                                                                                                                                                                                                                                                                                                             |
| *Do the projected costs include salary/fringe plus parts/supplies? | salary/benefits per hour for A/C               |                         |                                                                                                           |                                                                                     |                                                                                  |                                                        |                                                              |                                |                                                                                                                                                                                                                                                                                                                                                               |
| violation-no restraint potentially dangerous dog                   |                                                | \$250                   | 2014                                                                                                      | 6.04.080                                                                            | about 2-3                                                                        | \$250 depends on court                                 | \$30 +                                                       | \$250                          | depends on impounded, loose, the incident, can also co mingle other charges                                                                                                                                                                                                                                                                                   |