

BOARD OF COUNTY COMMISSIONERS  
GRANT COUNTY, WASHINGTON

**RESOLUTION TO ADOPT THE PUBLIC WORKS  
SERVICES FEES – OPERATIONAL POLICY**

**RESOLUTION NO. 22- 069 -CC**

**WHEREAS**, the Grant County Department of Public Works does not have a formal fee policy; and

**WHEREAS**, Public Works desires to provide clear direction, public posting and annual updates to their fees; and

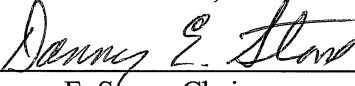
**WHEREAS**, the department has requested the Board of Commissioners consider setting the fees collected by their office and adopting a formal Fee Policy.

**NOW THEREFORE BE IT RESOLVED** the Board of Commissioners approves the attached Grant County Public Works Operational Policy (PW#22-02) Public Works Services Fee Policy.

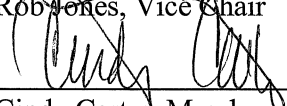
**BE IT FURTHER RESOLVED** that this resolution shall be effective upon adoption.

Dated this 28th day of June, 2022.

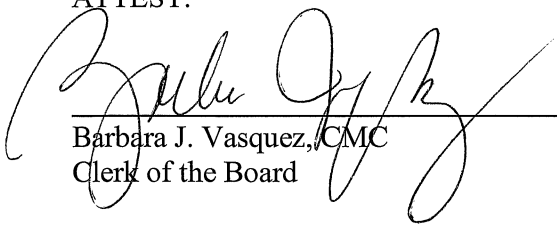
BOARD OF COUNTY COMMISSIONERS  
GRANT COUNTY, WASHINGTON

  
\_\_\_\_\_  
Danny E. Stone, Chair

  
\_\_\_\_\_  
Rob Jones, Vice Chair

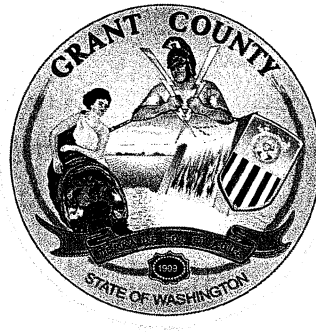
  
\_\_\_\_\_  
Cindy Carter, Member

ATTEST:

  
\_\_\_\_\_  
Barbara J. Vasquez, CMC  
Clerk of the Board

# Grant County Public Works Operational Policy

PW #22-02



## Public Works Services Fees Policy

### PUBLIC WORKS DIRECTOR AUTHORIZATION

The preparation of this policy was authorized by me.  
I recommend that this policy be approved.

Public Works Director

### COUNTY ENGINEER STATEMENT

This policy has been prepared by me or was prepared  
under my direct supervision. I have examined this policy  
and I recommend that it be approved.

County Road Engineer

### BOARD OF GRANT COUNTY COMMISSIONERS

Danny E. Stone, Chair

Rob Jones, Vice-Chair

Cindy Carter, Member

6-28-22

## TABLE OF CONTENTS

<b>PURPOSE AND SCOPE</b>	<b>3</b>
<b>2022 FEE SCHEDULE</b>	<b>3</b>
<b>BARS NUMBERS AND COST TRACKING</b>	<b>4</b>
<b>PAYMENTS</b>	<b>4</b>
<b>ANNUAL FEES UPDATES</b>	<b>4</b>

# GRANT COUNTY PUBLIC WORKS POLICY

## PUBLIC WORKS SERVICES FEES

PW #22-02

---

Grant County Public Works is dedicated to ensuring Road Standards for both public and private work within rights-of-way, easements, and properties owned by Grant County. The following policy ensures that the costs for review, approval, and inspection of private projects be borne by the private developer. In addition, this policy provides for revenue and cost tracking of public works services and an annual fee update.

### **1. PURPOSE AND SCOPE:**

The purpose of the Public Works Services Fees is to support payroll, equipment, and materials needed to provide quality service in a timely and cost-efficient manner. Tracking of costs and revenue will provide the necessary data to annually adjust the fees to provide a level-of-service as set by the County Engineer.

### **2. 2022 INTERIM FEE SCHEDULE:**

The starting year fee schedule for 2022 is considered interim and has been initially set by the County Engineer as follows:

<b>Public Works Service</b>	<b>2022 Fee Schedule</b>
Approach Permit	\$50
Right-of-Way Permit	\$100
Franchise Agreement	\$500
Short Plat Design Review	\$250 Deposit with Actual Costs Recovery above (5) Hours of Review
Major Developments Review	\$500 Deposit with Actual Costs Recovery above (10) Hours of Review
Engineering Plans Review by Consultant (Typically for Highly Specialized Work)	\$1,000 Deposit with Actual Costs Recovery
Right-of-Way Vacation with Consultant Appraisal	\$1,500 Deposit with Actual Costs Recovery
Misc. Engineering Reimbursable Work	\$500 Deposit with Actual Costs Recovery
Engineering Inspection Services	1.5% of Construction Costs or \$50, whichever is greater.
Address Markers	\$25 Each
Private Road Signs	\$250 Each

Annual updates to this fee schedule will be performed as part of the budgeting cycle, using data collected from the previous year.

**4. BARS NUMBERS AND COST TRACKING:**

BARS numbers for each of the above Public Works Services will be setup for cost tracking. In addition, all Public Works Services Staff will be trained to allocate their services time to the appropriate BARS number.

**5. PAYMENTS:**

Public Works Services Fees will be taken at time of initial Public Works application intake. If the fees are not paid, the application shall be considered incomplete and rejected without processing. Services fee will be processed by Public Works through accounts receivable. Service fees payments can be made by check or cash. Credit cards cannot currently be processed by Public Works.

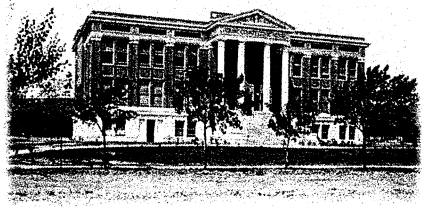
**6. ANNUAL FEES UPDATE:**

Public Works Services Fees will be reviewed and updated annually. There are two types of adjustments that occur with the annual updates as follows:

**Annual CPI Inflation Adjustment:** The fees will be adjusted annually with the West Coast CPI. The fee numbers will be rounded up to the nearest dollar, so as not to charge cents.

**Annual Cost of Services Budgeting Adjustment:** The fees will be adjusted annually to balance the cost of providing the service. The annual July budget review process will include an analysis of the previous year's engineering services costs and revenues. The September budgeting process will include a proposed Public Works Services Fee schedule update for the following year. The fee numbers will be rounded up to the nearest dollar, so as not to charge cents.

It is understood that the initial 2022 fees have been set by the County Engineer with staff input to get the policy started. The actual costs of services data will be used to adjust these initial fee amounts each year thereafter.



**Grant County**  
**Department of Public Works**  
124 Enterprise St. S.E.  
Ephrata, WA 98823



Serial No. 22.060

**Memo**

**To:** Honorable Grant County Board of County Commissioners  
**From:** Dave Bren, PE, MSCE  
County Road Engineer  
**Date:** May 25, 2022  
**Re:** **Public Works Policy Adoption**  
**Services Fees Policy (PW #22-02)**

*Set Hearing*

**APPROVED**  
MAY 31 2022 *JES*

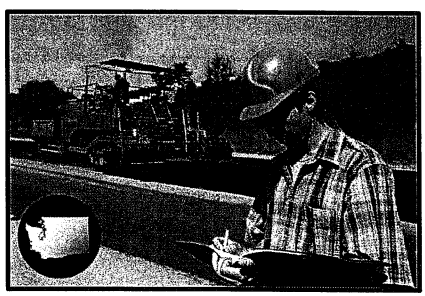
*for Public Hearing*

Legislative History:		Financial Impact:	
• First Presentation:	May 24, 2022	• Initial Cost:	\$ NA
• Second Presentation:	May 31, 2022	• Estimated Annual Cost:	\$ 100,000
• Action Requested:	Motion to Approve	• Estimated Annual Revenue:	\$ 100,000

**Overview**

The Public Works Department does not have a formal fee policy currently, nor does it publish an annual fees schedule. The proposed Fees Policy provides clear direction, public posting, and annual updates.

Engineering fees for various private development services have been inconsistent, low, or not charged at all for Engineering Services. A formal published fees policy, which is annually updated, is greatly needed.



**Fiscal and Policy Implications**

Given the annual permit numbers (500+), engineering services fees revenue should fund (1+) full-time Engineering Services position during strong economic growth periods. This policy tracks cost and revenue data for engineering services so that the fees can be adjusted in the future. **The Commission wishes to keep the fees for Approach Permits below actual department cost as these are more often residential family level services. The Commission wishes to set all other service fees to actual department cost, as much as practicable, as these are more often commercial level services.**

**Commission Packet Attachment**

A.	Public Works Services Fees Policy (PW #22-02)	<i>6/28/22 e 315pm</i>
----	---	------------------------

**Action Requested**

Public Works Staff requests that the Commission approve the Public Works Services Fees Policy as presented.

"To meet current and future needs, serving together with public and private entities, while fostering a respectful and successful work environment."

Information.....(509) 754-6082  
FAX.....(509) 754-6087  
E-mail..... publicworks@grantcountywa.gov  
Sam Castro, Public Works Director.....Ext. 3504  
Samuel Dart, Assistant Director.....Ext. 3519

Dave Bren, PE, County Road Engineer.....Ext. 3502  
Bob Bersanti, Construction Engineer.....Ext. 3503  
Loc Ohl, Accountant Lead.....Ext. 3555  
Rod Follett, Foreman-Sign Shop.....Ext. 3579  
Jason Collings, Solid Waste.....(509) 754-4319

Ed Lowry, Supervisor-Dist. No. 1.....Ext. 3540  
Mike DeTrollio, Supervisor-Dist. No. 2.....Ext. 3591  
John Brissey, Supervisor-Dist. No. 3.....Ext. 3541  
John Spiess, Supervisor-Central Shop.....(509) 754-6086  
Andy Booth, Bridge Supervisor.....Ext. 3535