

RESOLUTION NO. 2018-53

**RESOLUTION SETTING FEES & CHARGES,
EFFECTIVE JULY 1, 2018, AND REPEALING RESOLUTION NO. 2017-35**

WHEREAS, the City Code Section 34.01 requires fees and charges be adjusted annually in July of each year in accordance with City Code Section 34.03; and

WHEREAS, certain fees and charges have been previously set by Resolutions No. 2017-35; and

WHEREAS, staff is proposing some fee adjustments and some new fees in accordance with City Code Section 34.03; and

WHEREAS, staff has prepared the resolution with the proposed fees and charges attached as Exhibits 1 and 2; and

WHEREAS, a duly-noticed Public Hearing was held on June 11, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE FOREST GROVE CITY COUNCIL AS FOLLOWS:

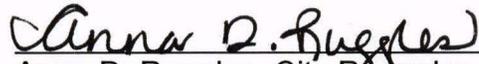
Section 1. The planning fees listed on Exhibit 1 of this resolution are hereby adopted as of July 1, 2018.

Section 2. Other fees listed on Exhibit 2 of this resolution are hereby adopted as of July 1, 2018.

Section 3. Resolution No. 2017-35 is hereby repealed upon the effective implementation date of the foregoing fees.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of June, 2018.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of June, 2018.



Peter B. Truax, Mayor

Exhibit 1 - Planning Fees

	ADOPTED FEES AS OF JULY 1, 2017	ADOPTED FEES AS OF JULY 1, 2018
Amendment to Map	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Amendment to Text	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Annexation	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Appeal of Administrative Decision	\$250.00 (limit per ORS 227.175(10))	\$250.00 (limit per ORS 227.175(10))
Appeal of Planning Commission Decision	\$417.00	\$430.00
Multi-Family & Commercial Design Review	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Conditional Use	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Preliminary Expedited Land Division	\$1,343.00	\$1,384.00
Final Expedited Land Division	\$411.00	\$424.00
Historic Designation	\$42.00	\$43.50
Lot Line Adjustment	\$82.00	\$84.50
Preliminary Partition	\$1,343.00	\$1,384.00
Final Partition	\$411.00	\$424.00
Plat and Street Vacation	\$2,038.00	\$2,100.00
Preliminary Planned Development	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Final Planned Development	\$2,199.00	\$2,265.00
Development Agreements	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Master Plan (Adoption or Amendment)	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Renovation Grant	\$0.00	\$0.00
Other Type II Actions	\$82.00	\$84.50
Other Type III Actions	\$164.00	\$169.00
Sign Permit	\$82.00+ \$3.73/sq. ft. (maximum fee of \$2,084)	\$84.50+ \$3.84/sq. ft. (maximum fee of \$2,084)
Site Plan Review		
Non-Residential		
Non-Residential	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Non-Residential Additions	\$1,201.00	\$1,237.00
Residential		
New Residential - Five or less units	\$365.00 + \$128.25/unit over 1	\$376.00 + \$132.10/unit over 1
New Residential - Six or more units	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Residential Additions & Accessory Structures	\$79.50	\$82.00
Preliminary Subdivision	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*
Final Subdivision	\$964.00	\$993.00
Street Tree Fee	\$389.00	\$401.00
Tree Permit Fee	\$0.00	\$0.00
Erosion Control Review	fee schedule set by CWS	fee schedule set by CWS
Variance from Regulations	\$82.00/hour with a \$3,000 deposit*	\$84.50/hour with a \$3,000 deposit*

*Plus all incidental costs associated with processing a permit including but not limited to legal notice publication, copying and postage.

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/17

Adopted Fees - 7/1/18

PARKS AND RECREATION

Facility Reservation (not including Light Charge)

Lincoln Park Stadium & Turf Field (in-City)	\$54.55 per hour; \$436.40 max	\$56.20 per hour; \$449.50 max
Lincoln Park Stadium & Turf Field (Out of City)	\$109.10 per hour; \$873.00 max	\$112.40 per hour; \$899.00 max
Bond Field (every 2 hour rental)	\$40.80 (in-city); \$81.55 (out)	\$42.00 (in-city); \$84.00 (out)
Sherman Field (every 2 hour rental)	\$33.80 (in-city); \$67.60 (out)	\$34.80 (in-city); \$69.60 (out)
Thatcher Park Soccer Field (every 2 hour rental)	\$27.25 (in-city); \$54.50 (out)	\$28.10 (in-city); \$56.20 (out)
Lincoln Park Practice Soccer Field (every 2 hour rental)	\$27.25 (in-city); \$54.50 (out)	\$28.10 (in-city); \$56.20 (out)
Thatcher Park Softball Field (every 2 hour rental)	\$13.85 (in-city); \$27.70 (out)	\$14.30 (in-city); \$28.60 (out)
Shelter (4 Hour Period)	\$51.00 (in-city); \$102.00 (out)	\$52.50 (in-city); \$105.00 (out)

Light Charge

Soccer Field - Lincoln Park or Thatcher	\$48.40 per hour	\$50.00 per hour
Bond Field	\$48.40 per hour	\$50.00 per hour
Sherman Field & Thatcher Park Softball (per field)	\$24.25 per hour	\$25.00 per hour
Lincoln Park Practice Field	\$24.25 per hour	\$25.00 per hour

ENGINEERING

Permit to Construct Public Improvements	\$143.00 per hour	\$143.00 per hour
Excavation Permit	\$35.00	\$36.00
Permit to Deposit on Streets (per permit)	\$52.00	\$53.50
Tourist-Oriented Signs	\$118.00	\$121.50
Recording Fees		County Fee plus \$15.00 New Fee
Engineering Plans & Specifications (Copies)		
Standard	\$68.00	\$70.00
Mail	\$68.00	\$70.00
Disk	\$37.00	\$38.00
Copies per Sheet (Copy Machine)		
8.5x11	\$0.20	\$0.20
Larger than 8.5x11	\$0.25	\$0.25
Auditron Copies	\$7.50	\$7.50

Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/17	Adopted Fees - 7/1/18	
WATER			
Water Shut-Off/On During Public Works Business Hours (Customer Request)	0.00	0.00	
Water Shut-Off/On After Public Works Business Hours (Customer Request)	\$184.00	\$190.00	If determined by Public Works Director to be circumstances beyond control of property owner, fee may be waived.
Non Payment Disconnect Fee	\$37.00	Moved to Admin Services	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	\$37.00	Moved to Admin Services	Charged at the time of reconnect.
After City Hall Business Hours-Mon-Fri 5:01pm-8:00pm			
After City Hall Business Hours Additional Surcharge (After hours reconnection service not available on weekends or holidays)	\$122.75	Moved to Admin Services	
Water Meter Tamper/Damage Fee	\$214.25	Moved to Admin Services	Plus cost to repair/replace meter
Water Stand-By Service (Annual)	\$61.50	\$63.50	Meter out of service for 7+ months
Water Stand-By Service- outside City limits (Annual)	\$123.00	\$127.00	Meter out of service for 7+ months
Water Connections - Drop In			
3/4-inch Meter	\$326.60	\$336.50	
1-inch Meter	\$326.60	\$336.50	
1 1/2-inch Meter	Actual cost	Actual cost	\$500 deposit
2-inch Meter	Actual cost	Actual cost	\$500 deposit
3-inch Meter	Actual cost	Actual cost	\$1,000 deposit
4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
Water Connections - Full Service			
3/4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1 1/2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
3-inch Meter	Actual cost	Actual cost	\$2,000 deposit
4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$2,000 deposit

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/17

Adopted Fees - 7/1/18

SEWER

Sewer Connection Inspection	\$69.00	\$71.00	
Residential Sewer Lateral	Actual cost	Actual cost	\$2,000 deposit
Sewer Dye Test	\$91.50	\$94.25	

LIGHT AND POWER

Main Street Auditorium Rental			
Non-Profit Group (per hour)	\$43.00 min; \$122.25 max	\$44.30 min; \$126.00 max	
For-Profit Group(per hour)	\$60.00 min; \$171.00 max	\$61.80 min; \$176.00 max	

Electric Shut-Off/On After Public Works Business Hours (Customer Request)	New Fee - 2018-19	Costs of Labor, Vehicles, and Materials	If determined by Light & Power Director to be circumstances beyond control of property owner, fee may be waived.
Non Payment Disconnect Fee	\$37.00	Moved to Admin Services	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	\$37.00	Moved to Admin Services	Charged at the time of reconnect.
After City Hall Business Hours			
After City Hall Business Hours Additional Surcharge	\$122.75	Moved to Admin Services	
Electric Meter Tamper/Damage Fee	\$214.25	Moved to Admin Services	Plus cost to repair/replace meter

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/17

Adopted Fees - 7/1/18

POLICE

Copies

Reports	\$17.20 + \$.20/p over 10	\$17.75 + \$.20/p over 10
Audio Cassette /VHS Tape	\$35.75	\$36.80
Burn CD/DVD	\$24.40	\$25.25
Photographs Burned to CD/DVD	\$24.40 (up to 30 photographs per disc)	\$25.25 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.65 per duplicate photograph copy	\$0.65 per duplicate photograph copy
Color Photograph Print	\$6.35 per sheet	\$6.55 per sheet
Citation Copy	\$6.35	\$6.55
Radar Certification Copy	\$6.35	\$6.55
Record Check Letter	\$43.75	\$45.00
Body Camera Footage Public Records Request	\$90.00 first ten minutes of footage \$75.00 each additional 10 minutes of footage	\$92.70 first ten minutes of footage \$77.25 each additional 10 minutes of footage
Release Impounded/Immobilized Vehicle	\$126.00	\$130.00
After-Hours Release Impounded/Immobilized Vehicle	\$166.75	\$171.75
Damage to Boot Immobilizer Fee	\$114.40 plus cost to repair/replace	\$117.85 plus cost to repair/replace
Event Security - Officer Reimbursement	\$75 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)	\$77.25 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)
Miscellaneous Permits		
Event Permit	no fee	no fee
Temporary Street Closure	\$19.10	\$19.70
Dance	no fee	no fee

FIRE

Report Copies (after 1 free copy to customer)	\$17.20 + \$.20/p over 10	\$17.75 + \$.20/p over 10
Emergency Response Cost Recovery Fees & Charges (billed only to Non-Residents of City, Rural Fire District, and mutual aid IGAs)		
Motor Vehicle Incidents: \$250 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
Fire/Public Safety Incidents: \$400 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
After first half-hour, fees set by State Fire Marshal Standardized Costs Schedule		

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/17

Adopted Fees - 7/1/18

LIBRARY

Processing Fee - Lost & Damage	\$5.00 per WCCLS	\$5.00 per WCCLS
Collection Agency	\$10.00 per WCCLS	\$10.00 per WCCLS
Rogers Room Rental Fee		
Whole Room (per hour)	\$15.20	\$15.70
One Half (Divider Closed - per hour)	\$7.60	\$7.85
Inter-Library Loan	\$0 per WCCLS	\$0 per WCCLS
Library Late Fine	per WCCLS schedule	per WCCLS schedule
Public Online Printing	\$.10/page	\$.10/page
Public Copy Service	\$.10/page	\$.10/page

CITY RECORDER

City Council Packet Subscription (per 6 mos.)	\$220.50	\$227.00
City Council Agenda Annual Subscription	\$38.50	\$39.70
Liquor License		
Original Application	\$100.00	\$100.00
Change: Ownership, Location, Privilege Application	\$75.00	\$75.00
Renewal or Temporary Application	\$35.00	\$35.00
Special Liquor License Permit	\$24.40	\$20.00
Noise Variance Permit	\$19.10	\$19.70
Copies		
Audio Cassette /VHS Tape	\$35.75	\$36.80
Burn CD/DVD	\$24.40	\$25.25
Photographs Burned to CD/DVD	\$24.40 (up to 30 photographs per disc)	\$25.25 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.65 per duplicate photograph copy	\$0.65 per duplicate photograph copy
Document Copy	\$17.20 + \$.20/p over 10	\$17.75 + \$.20/p over 10

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/17

Adopted Fees - 7/1/18

ADMINISTRATIVE SERVICES

Hydrant Permit	\$53.00	\$55.00	
Lien Search	\$28.25	\$29.25	
Reserve Parking (monthly)	\$25.25	\$25.25	
Passport Processing Fee	Fee set by State Department	Fee set by State Department	
Returned Item Processing Fee	\$30.00	\$30.00	
Utility Bill Inserts	\$212.20	\$218.50	
Utility Billing Account Set-Up Fee - In-City	\$21.50	\$22.25	
Utility Billing Account Set-Up Fee - Out-of-City	\$43.00	\$44.50	
Utility Billing Account Transfer Fee - In-City	\$11.50	\$12.00	
Utility Billing Account Transfer Fee - Out-of-City	\$23.00	\$24.00	
Door Hanger Fee - In-City	\$15.25	\$15.75	
Door Hanger Fee - Out-of-City	\$30.50	\$31.50	
Failure to Keep Payment Arrangements	\$11.50	\$12.00	
Convenience Fee for Telephone Payment Execution	\$8.00	\$8.25	
Non Payment Disconnect Fee	\$37.00	\$38.00	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	\$37.00	\$38.00	Charged at the time of reconnect.
After City Hall Business Hours			
After City Hall Business Hours Additional Surcharge	\$122.75	\$126.50	
Meter Tamper/Damage Fee (per meter)	\$214.25	\$221.00	Plus cost to repair/replace each meter

BUSINESS LICENSES

First Time Application Fee	\$27.50	\$28.50	
Annual Renewal			
Businesses with 0 to 2.5 employees	\$38.50	\$39.75	
Businesses with 3 to 4.5 employees	\$55.00	\$56.75	
Businesses with 5 to 10.5 employees	\$82.50	\$85.00	
Businesses with 11 to 50.5 employees	\$110.00	\$113.50	
Businesses with 51 or more employees	\$110 plus \$1.10/employee over 50 (Capped at \$275.00 annually)	\$113.50 plus \$1.15/employee over 50 (Capped at \$284.00 annually)	
Temporary/Transient Businesses			
First Time Application Fee	\$27.50	\$28.50	
Up to 30 days of operation	\$16.50	\$17.00	
Between 31 and 60 days of operation	\$33.00	\$34.00	
Over 61 days of operation	Treated as a business	Treated as a business	

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/17

Adopted Fees - 7/1/18

ALL DEPARTMENTS

Research Fee - City Staff (per hour)	\$61.40	\$63.25
Research Fee - City Attorney's Office	Attorney's Hourly Billing Rate plus costs	Attorney's Hourly Billing Rate plus costs



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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	9
MEETING DATE:	6/11/18
FINAL ACTION:	Reso 2018-53 3% increase

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: June 11, 2018

PROJECT TEAM: Paul Downey, Director of Administrative Services

SUBJECT TITLE: Setting Fees & Charges Effective July 1, 2018

ACTION REQUESTED:

<input type="checkbox"/>	<input type="checkbox"/> Ordinance	<input type="checkbox"/>	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Resolution	<input type="checkbox"/>	<input type="checkbox"/> Motion	<input type="checkbox"/>	<input type="checkbox"/> Informational
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X all that apply

ISSUE STATEMENT: During FY 01-02, the City completed a cost-of-service study and the City Council approved fee increases based on that study. City Code Section 34.01 states the licenses, permits, and fees will be adjusted by Council Resolution in July each year. It further states that subsequent adjustments prior to completion of the next required cost-of-service study shall be made in accordance with Section 34.03. That section states that adjustments to fees and charges shall be based on the CPI or the percentage of the wage adjustment for City employees. Staff has prepared a resolution setting fees for Council consideration.

BACKGROUND: Staff has prepared the proposed fee schedules using a general cost increase of 3.0% based on the projected total wage and benefit increase.

Some fees have been rounded in some instances to eliminate creating change issues for some departments. Some fees have not been changed as they are set by the State (e.g. liquor licenses) or other agencies such as WCCLS. Water meter connections over 3/4" are charged at actual cost so a specific fee is not set. Connections can take different lengths of time to install depending on the site conditions so the actual cost based on time is charged.

Aquatic fees are not included in this resolution as the Council established those fees at its April 23, 2018, meeting. Building permits fees are not proposed to be changed as part of this resolution. Based on the FY 2018-19 Approved Budget, staff is not recommending any change in building permit fees.

Some new fees are being proposed. In the Engineering Department, a Recording Fee is being proposed to pay for the costs of recording documents at Washington County. The City has been paying to record items for individuals such as Sidewalk Waivers of Remonstrance. The City should be reimbursed by the property owner for the costs of recording those documents. The proposed fee is the cost of recording at the County plus \$15.00 for staff processing. In the Light and Power Department, an after-business hours connect/disconnect fee is being added similar to

the Water Department. The fee will be the cost of labor, vehicles, and materials and can be waived by the Light and Power Director if the reason for the connect/disconnect are circumstances beyond the control of the property owner.

FISCAL IMPACT: The proposed fee increases should increase fee revenue to the City but the projected revenue increase is dependent on the volume of transactions that occur.

STAFF RECOMMENDATION: Staff recommends City Council approve the attached resolution.

ATTACHMENT(s):

Resolution

Exhibit A: Fee Schedules



A place where families and businesses thrive.

NOTICE OF PUBLIC HEARING PROPOSED RESOLUTION SETTING FEES AND CHARGES FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing **Monday, June 11, 2018, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase existing fees and charges by approximately three (3%) percent, excluding building fees, for the City of Forest Grove. The proposed fees and charges would be effective upon approval by the City Council and shall become effective July 1, 2018.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed resolution are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

Published NewsTimes ~ Wednesday, June 6, 2018

Date: **JUNE 11, 2018**

Agenda Item: **9.**

Subject: **PUBLIC HEARING AND RESOLUTION NO. 2018-53 SETTING FEES AND CHARGES (3% INCREASE), EFFECTIVE JULY 1, 2018, AND REPEALING RESOLUTION NO. 2017-35**

CITY COUNCIL MEETING

Request to Testify at Public Hearing

Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign-in for the Public Hearing prior to the meeting. The Mayor or presiding officer will review the complete hearing instructions prior to testimony. The Mayor or presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Mayor and Council, please move to the witness table (center front of the room). Each person should speak clearly into the microphone and must state their first and last name and provided a mailing address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the Mayor or presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

Please sign-in below to testify.

PROPONENTS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

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OPPONENTS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

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OTHERS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

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