

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE May 3, 2016	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors
FROM: Susanne Baker, Finance Director
Through: Rodger Craddock, City Manager
ISSUE: Resolution 16-08 City Fee Schedule

BACKGROUND:

As a housekeeping measure, the City's fee schedule is proposed to be updated to include authority to collect three types of fees for service. Specifically, the resolution includes a provision to collect the amount allowed by Oregon Revised Statute (ORS) for dishonored or non-sufficient funds checks (page 10). Currently, the City collects \$25 and the ORS allows for \$35.

Secondly, the City utilizes ODOT and FEMA vehicle and equipment rates as a best practice and current value for reimbursement purposes when City vehicles and equipment are used for grants or billing purposes (page 11). Throughout the course of the year there are many motor vehicle accidents which damage City property and the updated City fee schedule will provide official authorization to use the ODOT and FEMA rates.

The last housekeeping change proposed in the resolution provides authorization for the Library to collect miscellaneous fees such as copies, lost items, and room rental (page 11).

ADVANTAGES:

The City fee schedule will accurately reflect the fees for service.

DISADVANTAGES:

None.

BUDGET:

There will be a slight revenue increase with the dishonored check fee, which does not overall offset the cost of processing a dishonored check.

RECOMMENDATION:

It is staff's recommendation the City Council adopt Resolution 16-08 Amending the City Fees Schedule for General Government Operations.

City of Coos Bay

Resolution 16-08

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON AMENDING FEES FOR GENERAL GOVERNMENT OPERATIONS, BUSINESS LICENSES.

WHEREAS, the City of Coos Bay adopted Resolution 14-02 on January 21, 2014, which established fees for business licenses, moorage rates, building code fees, public records research and copying fees, planning fees, and other general governmental and facility use charges; and

WHEREAS, amendments to the language of the fee schedule are necessary to modify building department fees as the current fees do not support the department administration as required by the City Charter.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF COOS BAY that fees for the building department shall be revised as follows:

BUSINESS LICENSES (Ordinance 103 / Codified Title 5, Chapter 5.05):

General Retail and Service Businesses

1 to 5 Employees	\$25 per year
6 to 10 Employees	\$50 per year
11 to 20 Employees	\$100.00 per year
21 to 30 Employees	\$125.00 per year
Over 30 Employees	\$150.00 per year

Residential, Commercial and Industrial Leaseholds and Tenancies

1 to 5 units	\$15.00 per year
6 to 12 units	\$15.00 per year plus \$2.50 per year per each unit in excess of five
Over 12 units	\$35.00 per year plus \$1.50 per year per each unit in excess of twelve

Auctions \$50.00 per auction with an annual limit of \$250.00

Auto Wreckers \$75.00 per year

Carnivals and Circuses \$100 per performance plus a \$500.00 refundable clean-up deposit

Exhibitions..... \$10 each day

Flea Markets \$25 per day plus \$1 per table per day

General Contractors \$125.00 per year

<u>License Transfers</u>	\$5 each
<u>Limited Contractors</u>	\$25.00 per year
<u>Mobile Home Parks</u>	\$75 per year for first space, \$2 per year for spaces 2 to 15, \$1 per year for each space in excess of 15, \$500.00 per year maximum
<u>Non-profit Organizations</u>	No Fee
<u>Seasonal</u>	\$25 per season
<u>Special Contractors</u>	\$75 per year
<u>Transient Business</u>	\$50 per year; a Right of Way Use Approval may also be required
<u>Transient Merchants</u>	\$125 per day or \$500.00 per year whichever is less, plus posting of a \$2500 bond for one year
<u>Vehicles for Passenger Hire</u>	\$125 per year plus \$25 per vehicle
<u>Entertainment Clubs</u>	\$175.00 per year

MOORAGE (Ordinance 217 / Codified Title 11, Chapter 11.05): Effective March 1, 2014

Moorage fees will be as stated below as of March 1, 2014 with subsequent increases effective with each February moorage billing period of each subsequent year, in an amount equal to the preceding December's Municipal Cost Index (MCI) but not less than zero. Each owner or operator shall pay a fee as follows:

Long-Term Moorage Agreements: 30 day minimum, a fee equal to \$4.08 per foot/per each month of long-term moorage, \$81.66 minimum.

Short-Term Moorage Agreements: Exceeding seven consecutive calendar days but less than thirty consecutive calendar days.

Transient Moorage Agreements: Exceeding 12 hours but less than one week.

Length	Transient	Short Term	Long Term \$4.08 p/ft
00' - 15'	\$7.14	\$27.56	\$81.66
> 15'	\$13.27	\$45.93	\$81.66
16'-19'	\$13.27	\$45.93	\$81.66
20'-29'	\$13.27	\$45.93	\$81.66 - \$118.40
30'-39'	\$13.27	\$45.93	\$122.48 - \$159.23
40' - 49'	\$20.41 - \$25.01	\$81.66- \$100.03	\$163.31 - \$200.06
50' - 59'	\$25.52 - \$30.11	\$102.07 - \$120.44	\$204.14 - \$240.89
60' -69'	\$30.62 - \$35.21	\$122.48 - \$140.86	\$244.97 - \$281.71
70' +	\$35.72 and up	\$142.90 and up	\$285.80 and up

Due Date and Late Fees: Moorage payments shall be payable by the first of the month for long-term moorage and within twelve (12) hours of mooring for short-term and transient. A late fee of \$25.00 shall be assessed for late payments for each month or part of a month that payments are late.

Live-Aboard Permits: Each owner and operator desiring to live aboard his/her vessel shall apply for a live-aboard permit with the Public Works Department. Issuance of a permit is contingent upon inspection of the vessel and may be renewed annually. There will not be a fee for the permit. A charge of \$100.00 for non-compliance shall be assessed if an owner or operator proceeds to live-aboard and does not apply for a live-aboard permit.

Finger Docks: All vessels 20' in length and under shall moor at a finger dock.

Reserved Docks: Day-to-day Transient Moorage from May through October; available for short-term and long-term moorage from November through April.

Service Docks: Restricted to temporary docking only.

Docks: All dock space other than finger docks, reserved docks and service docks shall be used to dock vessels greater than 20' feet in length.

Vessels assigned to the dock spaces that are metered for electricity shall pay for their electrical usage based upon the electrical rates used to calculate the total bill for the main electrical meter for the downtown city dock.

PLANNING (Ordinance 93 / Codified Title 17):

Additional plan review or planning assistance required or requested for which no fee is specifically indicated..... \$70.00 per hour
Annexation \$1,690.00 +
Plus: Publishing and election.
Appeal to the Planning Commission or City Council..... \$375.00

Architectural Design Review: Waterfront Heritage Zoning District (WH) as defined by Coos Bay Municipal Code 17.240, Empire Waterfront Settlement Design Review and Hollering Place (HP) Zoning District

1. Color selection; painting exterior of building.....0.00
2. Signage only \$50.00
3. 30% or less change to the exterior of the structure, with no change in the square footage of the structure (e.g., replace windows with a different style of window).... 50.00
4. Greater than 30% change to the exterior of the structure, with no change in the square footage of the structure (e.g., replace more than 30% of the siding)..... 100.00
5. New structures or change in the square footage of the existing structure.....200.00

Administrative Conditional Use \$200.00
Conditional Use; Cultural Resource \$375.00

Engineering and other professional service recovery fees: All applications requiring additional professional services will pay a minimum retainage of \$500.00 to be applied against the actual

cost of said services. Retainage to be increased as the cost of the professional services billed against the retainage. Balance of retainage will be returned to the applicant at final acceptance of the action by the City.

Estuarine & Coastal Shore Land Uses	\$400.00
Extension to land use applications.....	\$55.00
Flood Plain Elevation Certificate	\$115.00
May include Pre-elevation, Building Under Construction and Final Construction Elevation Certificates for a single project for one fee	
Flood Plain Map Revision Review.....	\$70+, 1 st hour \$70.00, additional review time \$70/hr
Hearings Official - Applicant to pay the actual costs of hearing, recording fees, filing fees and publishing fees plus 10% Administrative fee Varies by case	
Home Occupation	\$15.00
If public hearing is required.....	
Lot Line Adjustment	\$190.00+
Plus: \$25.00 for each additional line adjusted after the first	
Ordinance Amendment (text)	\$825.00+
Plus: Publishing and if BM56 notice is required add \$2,000 for mailed notice	
Partition	\$575.00
Plan Amendment (text or map)	\$960.00+
Plus: Publishing	
PUD (Requires Conditional Use and Site Plan & Architectural Review applications).....	Varies by case
Site Plan & Architectural Review	minimum \$525.00+
\$0.00357 per sf. of the building square footage and all impervious surfaces	
Street Names or Address Change	\$55.00
Subdivision (Plus \$27.00 per lot and the cost of publishing)	\$1,630.00+
Vacation (Plus: Publishing)	\$795.00+
Variance.....	\$375.00
Waterway.....	\$55.00
Zone Change	\$675.00

BUILDING AND CONSTRUCTION (Ordinance 405/ Title 15):

Plumbing:

Sewer cap and minimum fee.....	\$50.00
Plan check	65% of fee
Sewer connection.	\$145.00

Building: (Based on Valuation)

<u>Total Valuation</u>	<u>Fee</u>
\$1 to \$2000	\$70.00 Minimum fee
\$2001 to \$25,000	\$70.00 for the 1st \$2,000 plus \$13.45 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$379.35 for the 1st \$25,000 plus \$9.95 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$628.10 for the 1st \$50,000 plus \$6.65 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and up	\$960.60 for the 2st \$100,000 plus \$5.55 for each additional \$1,000 or fraction thereof

Valuation Table: A structural permit fee for new residential construction and additions shall be calculated using the International Code Council (ICC) Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation.

Valuation Table: A structural permit fee for new commercial construction and additions shall be calculated using the International Code Council (ICC) Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the building to determine the valuation and the contracted value for the actual work with the applicant supplying a copy of said contract to the city. The permit fee shall be based on the highest value of the two methods of calculation.

Demolition (Requires a performance bond equal to the contract amount or requires a signed Demolition Bond Waiver). The demolition fee includes sewer cap fee.

Residential home or garage.....	\$100
Commercial Building.....	\$250

(Complex commercial building demolition, as determined by the building official or city engineer, which may include multi-story buildings or a contract cost of \$100,000 or more will, in addition to the permit fee, pay a minimum retainage of \$500.00 to be applied against the actual cost of professional services used by the city to review the demolition permit. Retainage is to be increased as the cost of the professional services billed against the retainage exceeds \$500.00. Balance of the retainage will be returned to the applicant at final approval of the demolition work.)

Demolition Bond Waiver, failure to complete work.....	\$500 per day
Deferred Submittal Plan Review 65% of the permit fee using the value of the deferred portion with minimum fee of \$200.00 for each deferred submittal item	
Fire and Life Safety Plan Review	40% of fee
Phased Projects Plan Review.....	\$250.00+
10% of total permit fee phase, not to exceed \$1500 per phase	
Plan Review.....	65% of fee

Residential Fire Sprinkler - Flat fee based on square footage of residence. (Per OAR 918-050-0140 schedule)

0-2000 square feet.....	\$150.00
2001-3600 square feet.....	\$200.00
3601-7200 square feet.....	\$300.00
7201 square feet and up	\$400.00

Grade/Fill/Excavation: (Based on Quantity)

<u>Total Valuation</u>	<u>Fee</u>
50 cubic yards or less	\$25.58
51 to 100 cubic yards	\$64.11
101 to 1,000 cubic yards	\$77.07 for the 1st 100 cubic yards plus \$18.07 for each additional 100 cubic yards or fraction, thereof to and including 1,000 cubic yards
1,001 to 10,000 cubic yards	\$239.70 for the 1st 1,000 cubic yards, plus \$15.35 for each additional 1,000 cubic yards or fraction thereof, to and including 10,000 cubic yards
10,001 to 100,000 cubic yards	\$377.85 for the 1st 10,000 cubic yards, plus \$49.79 for each additional 10,000 cubic yards or fraction thereof, to and including 100,000 cubic yards
100,001 and up	\$825.96 for the 1st 100,000 plus \$4.27 for each additional 1,000 cubic yards or fraction thereof

Fill for landscape work of less than 20 cubic yards is exempt from permit fee
 Plan Review 65% of fee

Mechanical:

Residential (Based on per item)

For installation, relocation, or alteration of each appliance, including vents, ducts, and metal Chimneys.....	\$35.00
For each vent, duct, or metal chimney not included in an appliance permit.....	\$10.00
Fuel gas, hazardous or non-hazardous piping system.....	\$25.00
Other inspections, per hour (1 hour minimum).....	\$70.00
Minimum permit fee.....	\$60.00

12% State surcharge is applicable for all fees

Commercial (Based on Valuation of the job)

Total Valuation Fee

\$1 to \$2000	\$80 minimum
\$2001 to \$20,000.....	\$80 for the first \$2000 plus \$13.95 for each additional \$1000 or fraction thereof
\$20,001 to \$50,000	\$331.11 for the first \$20,000 plus \$11.85 for each additional \$1000 or fraction thereof
\$50,001 to \$100,000	\$686.61 for the first \$50,000 plus \$9.95 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$1,184.11 for the first \$100,000 plus 7.85 for each additional \$1,000 or fraction thereof
Plan Review	65% of fee

The fees related to the Building Codes Program will be reviewed and indexed at least once every three years.

OTHER:

Advanced Financing of Public Improvement Fee	\$431.00
Access Driveway/Curb Cut; Fireworks Retail Permit	\$75.00
Additional fees and bonding may apply based on the proposed project.	
Agreement to pay origination fee	2% of loan amount or \$250.00 whichever is greater
Certified Factory Built & Modular Homes.....	\$333.66

Engineering and other professional service recovery fees:

All applications requiring additional professional services will pay a minimum retainage of \$500.00 to be applied against the actual cost of said services. Retainage to be increased as the cost of the professional services billed against the retainage. Balance of retainage will be returned to the applicant at final acceptance of the action by the City.

Investigation Fee equal to permit fee with a minimum of two hours of "Other Inspections" listed below:

Inspection Fee (minimum one hour charge).....	\$70.00 per hour
Land Use Review Fee for building permits is 10% of the building permit fee-minimum fee.....	\$55.00
Plan Review fee for all other.....	65% of fee
Parking Lot Permits.....	\$190.00
Right of Way Use (e.g. sidewalks, utility work, landscaping, fences, etc.).....	\$75.00

Sign Permits: Based upon the cost of the contract to perform the work, labor & materials, building permit fee, building plan check fee, land use review fee, fire/life safety as applicable and the state

surcharge.

Additional Plan Reviews (after 1st review).....\$70.00/hr.

Additional plan review required or requested for which no fee is specifically indicated - \$70.00/hr.

Solar Structural Installations that comply with the prescriptive path in OSISC 305.4 \$100.00
(includes review and one inspection)\$100.00

Temporary Certificate of Occupancy (Residential).....\$100.00

Temporary Certificate of Occupancy (Commercial)\$250.00

Temporary Use (Regulates placement of RV on site during construction per Resolution
No 83-17 and includes inspection fees, and sewer connection fee) \$301.80

FIRE:

Flammable or Combustible Liquid Storage installation, construction or removal from service:

Less than 130 gallons..... \$68.20

Greater than 130 gallons 109.12

Exception: Storage of less than 25 gallons inside, less than 60 gallons outside; Fuel oil used in connection with oil burning equipment

Investigation fee.....\$70.00/hr.

Aerial ladder..... 150.00

Burn Permit..... No charge

Rescue units40.00

Suppression Costs (minimum one hour): Career firefighters: Actual cost

Volunteer:.....\$12.00/hr.

If in excess of 40 hours:\$18.00/hr.

Varies by case

Squad vehicles, personnel transportation..... 20.00

Support vehicles 15.00

Type 1 pumper.....100.00

Water tender 70.00

PUBLIC RECORDS:

A. Compliance. The public records policy shall follow the Oregon Public Records Law as stated in Oregon Revised Statutes 192.410 - 192.505.

1. Specificity of Request. In order to facilitate the public's access to records in the City's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable City personnel to readily locate the records sought.

2. Access. The City shall permit inspection and examination of its non-exempt public records during regular business hours in the City's offices. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained.
 3. Certified Copies. Certified copies of non-exempt public records shall be furnished upon request and receipt of payment therefore.
- B. Fees for Public Records. In order to recover its costs for responding to public records requests, the following fees shall be established:
1. Copies of Public Records; Certified Copies. Copies of public records shall be \$.25 per copy for standard, letter-size copies. Copies may be certified for an additional charge of \$10.00.
 2. Copies of Sound Recordings. Copies of sound recordings of meetings shall be \$25.00 per copy.
 3. Copies of Video Recordings. Copies of video recordings of meetings shall be \$25.00 per copy.
 4. Copy of Police Investigative Report. \$10.00 up to 10 pages. .25 cents per page thereafter.
 5. Certified Copy of Police Report. \$5.00 per page.
 6. Copy of Audio Recording. Minimum charge of \$15.00 (to be billed at rate of \$25.00 per hour).
 7. Copy of Video Recording. Copies of video recordings related to police investigation shall be \$25.00 per copy.
 8. Copy of Photo CD. \$10.00 per disc.
 9. Card Room License Investigation - \$40.00 per applicant.
 10. Criminal History Record Check for Non-Profit/Charitable Organization and non-law enforcement governmental agencies - \$10.00 per applicant.
 11. Copies of Maps and Other Nonstandard Documents. Charges for copying maps or other non-standard size documents shall be charged in accordance with the actual costs incurred by the City.
 12. Research Fees. If a request for records requires City personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the fee shall be the actual cost to the City, with a minimum charge for one-quarter hour. The City shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

- 13. Additional Charges. If a request is of such magnitude and nature that compliance would disrupt the City's normal operation, the City may impose such additional charges as are necessary to reimburse the City for its actual costs of producing the records.
- 14. Reduced Fee or Free Copies. Whenever it is determined that furnishing copies of the City's public records at a reduced fee or without cost, would be in the public interest because making the record available primarily benefits the general public, the City may so authorize (ORS 192.440(4)).
- C. Authorization Required for Removal of Original Records. At no time shall an original record of the City be removed from the City's files or the place at which the record is regularly maintained, except upon authorization of the City Council of the City of Coos Bay.
- D. On-Site Review of Original Records. If a request to review original records is made, the City shall permit such a review provided that search fees are paid in advance in accordance with paragraph B6 above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.
- E. Unauthorized Alteration, Removal or Destruction of Originals. If any person attempts to alter, remove or destroy any City record, the City representative shall immediately terminate such person's review, and notify the attorney for the City.

PARKING (Ordinance 114 / Codified Title 10, Chapter 10.15):

1 st Offense within 60 days	\$7.00
2 nd Offense within 60 days	15.00
3 rd Offense within 60 days	25.00
4 th and subsequent offenses within 60 days	50.00
Late penalty will be added to any fine remaining Unpaid after 30 days from date of issue ...	20.00

MISCELLANEOUS:

Animal Permit – initial application and annual renewal	\$50.00
Card Room Work Permit	\$25.00
Intrusion Alarm Permit – per permit	\$35.00
Interest shall be charged, pursuant to the rate allowed by ORS, on accounts greater than three months past due.	
Lien search fee (per property)	\$45.00
Liquor License – initial application and annual renewal	\$25.00
NSF (Non-Sufficient Funds) Fee	maximum as allowed under ORS 30.701
Police Officer Training Reimbursement as allowed in 2009 Senate Bill 971 at actual cost.	
Scout Cabin	

Non-profit organizations or governmental agencies.....\$10.00
 Private groups, individuals, or other organizations\$50.00
 Damage deposit.....\$100.00

City RV sewer dump station fee per use.....\$7.00

Equipment and Vehicle costs for reimbursement purposes will utilize ODOT and/or FEMA rates as applicable.

LIBRARY

Replacement Library Card.....\$1.00
 Late Fees Per Day
 DVD's.....\$1.00
 All Other Materials15 cents
 Lost Items.....price of the item plus \$5.00 processing fee
 Copies
 Black and white......20 cents
 Color......25 cents
 Fax\$2.00 first page
 \$1.00 additional pages
 Room Rental
 Cedar Room..... No Charge
 Myrtlewood Room.....\$25 per hour (3 hour minimum)

NOW, THEREFORE, BE IT RESOLVED THAT, the Coos Bay City Council of the City of Coos Bay, Oregon hereby amends the fee schedule for building permits.

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 3rd day of May 2016.

 Crystal Shoji, Mayor

ATTEST: _____
 Susanne Baker, City Recorder