

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE February 7, 2017	AGENDA ITEM NUMBER
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TO: Mayor Benetti and City Councilors
FROM: Susanne Baker, Finance Director
THROUGH: Rodger Craddock, City Manager
ISSUE: City Fee Resolution

SUMMARY:

The City fee resolution provides transparency to the public on the business fees to provide city services. This resolution is updated on an ongoing basis to reflect changes in costs and requirements. The attached fee resolution notes in yellow the proposed updates:

Page 2 Moorage: The moorage fees are indexed annually based upon current text in the resolution. This housekeeping increase will be effective with the February billing, in an amount equal to the preceding December's Municipal Cost Index (MCI). The percentage was not available at the time of the memo. Last fiscal year there was not an increase.

Page 3 Planning Fees: As discussed at the recent work session, consensus was that some of these fees would be increased 20% while other fees would be reduced to reflect actual time expended by staff.

Page 4 Building Fees: Clerical error correction in the valuation table of projects over \$100,001.

Page 7 Corrects state building surcharge component for certified factory built and modular homes.
Solar Structural – clarification added for fee determination.

Page 8 Copies of Public Records; Certified Copies: Clarifies print on both sides of a page equals two pages. This fee has been charged but not listed in the resolution.

Page 9 Copies of Maps and Other Nonstandard Documents: Clarifies outside vendor charges will be passed along. This fee has been charged but not listed in the resolution.

Page 10 Card Table: This fee has been charged but not listed in the resolution.

Copy – Non Standard Paper Large Printer: A fee has been charged but not listed in the resolution.

Dishonored Check: This is a change in terminology to a more general term to reflect the

various ways payment is stopped.

Equipment and Vehicle costs: This adds the word “city” to the category of the type of equipment fees. This fee has been charged but not listed in the resolution.

Impound Fee: Increase from \$75 to \$100. This fee was implemented in the 1990’s and has not been increased since inception. Previously this fee has been charged but not listed in the resolution.

Land Developments: This is the in lieu of system development charges (SDC) as discussed at a previous work session. This allows fees to be collected for the proportional impact of land development.

Liquor License – Special: This fee has been charged but not listed in the resolution.

Online Payments: To meet the needs of customers, the City has been pursuing the use of online payment vendors to allow various fees to be paid online at the customer’s discretion. Through the use of a vendor portal, customers may make payments to the City. This provides transparency in collecting fees, reduces dishonored checks, allows after hours payments, and reduces fees related to the use of credit and debit cards to the City.

Reimbursement or billings: This adds the use of technology to this category. This fee has been charged but not listed in the resolution.

Page 11 Technology Fee: The maintenance and upgrading of technology has been subject to the availability of timber sale revenue every other year. This fee is proposed to provide a consistent source of funding to help support the technology demands of the City and the citizenry. This would allow some of the timber sale revenue used for technology to be reallocated capital needs such as buildings, police vehicles, and fire engines.

This fee would be added to transactions which require the use of information technology infrastructure for administration. This fee is meant to offset the cost of items necessary to delivery service to support the software and hardware required to provide city services. The use of technology fees are common in governmental services and are often listed separately for transparency to the public.

The State Building Codes has a 12% Surcharge Fee on the building permits of which 4% is dedicated to defray the cost of developing and administering the electronic ePermitting building codes information system.

Technology fees are also a part of the state university system online distance courses and ecampus which are funded through technology fees based upon credit hours taken. OSU has an undergraduate credit fee of \$200 per credit and \$80 per credit distance education fee for technology services needed to deliver education via the internet.

The City of Newberg has a technology fee of 5% to support the maintenance, upgrade, and implementation of hardware and software.

Resolution 17-03 City Fee Resolution
February 7, 2017
Page 2

ACTION REQUESTED:

If the Council desires, adopt Resolution 17-03 adjusting fees.

**CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION
Agenda Staff Report**

MEETING DATE January 31, 2017	AGENDA ITEM NUMBER
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TO: Mayor Benetti and City Councilors
FROM: Susanne Baker, Finance Director
THROUGH: Rodger Craddock, City Manager
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The State Building Codes has a 12% Surcharge Fee on the building permits of which 4% is dedicated to defray the cost of developing and administering the electronic ePermitting building codes information system.

Technology fees are also a part of the state university system online distance courses and ecampus which are funded through technology fees based upon credit hours taken. OSU has an undergraduate credit fee of \$200 per credit and \$80 per credit distance education fee for technology services needed to deliver education via the internet.

The City of Newberg has a technology fee of 5% to support the maintenance, upgrade,

and implementation of hardware and software.

ADVANTAGES:

Associating fees to a specific purpose more allows those requiring the service to support the efforts needed to provide the service. A fee resolution maintains transparency in government.

DISADVANTAGES:

There is currently a gap in the cost associated with a task and the revenue received.

BUDGET IMPLICATIONS:

Fees associated with reimbursement allow the budgetary funds to be expended for a specific purpose. When fees are not balanced with the costs other funds are needed to offset the expense.

ACTION REQUESTED:

If the Council desires, adopt the fee resolution at a Council meeting.

Request info



2016-17 academic year tuition rates

Undergraduate programs	OSU tuition	Distance education fee	TOTAL
All Undergraduate regular programs unless listed below	\$200/credit	\$80/credit	\$280/credit
Developmental math: MTH 065 & MTH 095 (on site - effective fall term 2016)	\$200/credit	\$0	\$200/credit
College of Business*	\$220/credit	\$80/credit	\$300/credit
College of Engineering: Pre-Engineering*	\$234/credit	\$80/credit	\$314/credit
College of Engineering: Pro-Engineering*	\$251/credit	\$80/credit	\$331/credit
Computer science	See program's tuition and fees page		

Graduate programs	OSU tuition	Distance education fee	TOTAL
All Graduate (regular) programs unless listed below	\$441/credit	\$80/credit	\$521/credit
Ed.D.: Community College Leadership	\$470/credit	\$80/credit	\$550/credit
Ph.D.: Counseling	\$470/credit	\$80/credit	\$550/credit
Graduate Certificate: Public Health	\$504/credit	\$80/credit	\$584/credit
MBA & business courses	\$690/credit	\$80/credit	\$770/credit
College of Engineering*	\$496/credit	\$80/credit	\$576/credit

*College of Business and College of Engineering students are charged a differential in addition to the regular tuition. The above lists current tuition and fees for business and engineering students who take Ecampus courses (in any subject).

On-campus students: Ecampus tuition and fees are charged in addition to your on-campus tuition and fees, and it is based on the fixed, per-credit rate stated above.

Examples of regular tuition:

3-credit undergraduate course: $3 \times \$280 = \840

3-credit graduate course: $3 \times \$521 = \$1,563$

GTA/GRA can be applied to Ecampus courses

Ecampus credits are viewed as no different than on-campus courses and count toward reaching full-time enrollment (12 credits) for graduate students. Similarly, Ecampus courses will count toward full-time enrollment status for graduate scholarships, fellowships and scholarship/fellowship tuition relief programs.

Ecampus courses are totally supported by tuition and fee revenue.

Tuition and fees for Ecampus courses are set at levels necessary to cover the direct costs of providing the courses.

What are the services associated with the distance education fee?

This fee covers items necessary to the delivery of distance courses such as: the development and production of online and video courses delivered via the Internet, learning management system technology licensing fee (Canvas), financial and registration services and online/telephone student services.



Local Government Surcharge Fee Report

Department of Consumer and Business Services
Building Codes Division • Fiscal Services
1535 Edgewater St. NW, Salem, Oregon
Phone: 503-378-4133 • Fax: 503-378-2322
Web: bcd.oregon.gov

Mail report with payment to:
DCBS Fiscal Services
P.O. Box 14610
Salem, OR 97309-0445

SURCHARGE INFORMATION

See reverse side for instructions.

	Plan review fee	Permit fees collected	Total fees	15% of plan review and permit fees	Dept. use only
1. Park and camp fee: 15 percent					
Manufactured dwelling/park construction	_____ + _____ = _____		X 0.15 = \$ _____		70411/1195
Recreational park and picnic park.....	_____ + _____ = _____		X 0.15 = \$ _____		70411/1195
2. Manufactured dwelling and cabana fees: \$30					
		No. of installation permits issued			
Mfd. dwelling and cabana installation administrative fee		_____	X 30 = \$ _____		70411/1195
3. General surcharges:					
	No. of permits or hours	Inspection and permit fees collected (without surcharge)		General surcharge fees	
Total plumbing permit fees	_____	_____	X 0.12 = \$ _____		70611/1291
Total plumbing inspection hours.....	_____	_____	X 0.12 = \$ _____		70611/1291
Total electrical permit fees.....	_____	_____	X 0.12 = \$ _____		70111/1291
Total electrical inspection hours	_____	_____	X 0.12 = \$ _____		70111/1291
Total structural permit fees	_____	_____	X 0.12 = \$ _____		70711/1291
Total structural inspection hours.....	_____	_____	X 0.12 = \$ _____		70711/1291
Total mechanical permit fees	_____	_____	X 0.12 = \$ _____		70711/1291
Total mechanical inspection hours.....	_____	_____	X 0.12 = \$ _____		70711/1291
Total manufactured dwelling, park trailer, and cabana installation permit fees	_____	_____	X 0.12 = \$ _____		70411/1291
Manufactured dwelling park construction	_____	_____	X 0.12 = \$ _____		70411/1291
Recreational park, picnic park, and organizational camp construction	_____	_____	X 0.12 = \$ _____		70411/1291
4. Remittance (total of fees in sections 1, 2, & 3)				\$ _____	

Reports are required even if no fees were collected.

Fax reports with no collected fees to 503-378-2322.

**Secure fax credit card payments:
503-947-2333**

Make check or money order payable to Department of Consumer & Business Services. Do not send cash.

If paying by credit card, applicant must sign credit card information box.

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	Phone: _____
Credit card number		Expiration date	
Name of cardholder as shown on credit card			
Cardholder signature		Amount	

Jurisdiction: _____
Date: _____ Month of report: _____
Local government submitting report: _____
Address or P.O. Box: _____
City: _____ State: _____ ZIP: _____
Phone: _____
Print name of contact: _____

DCBS Fiscal use only:



INSTRUCTIONS

1. Park and camp fee: 15 percent

ORS 455.170(2) and ORS 446.430(2) require all local governments providing plan review, construction permits, or inspections for manufactured dwelling parks, mobile home parks, picnic parks, recreation parks, or organization camps to remit 15 percent of all related fees to the Department of Consumer and Business Services. This fee is used to provide informational material necessary to maintain a uniform state program.

This fee is applied only to park and camp area development plan reviews and construction permits; it should not be applied to park and camp building, electrical, plumbing, mechanical, structural, or manufactured dwelling installation permits.

2. Manufactured dwelling and cabana fee: \$30

ORS 446.176(1) and OAR 918-500-0105 require all local governments providing construction permits or inspections for manufactured dwelling and cabana installations to collect and remit to the Department of Consumer and Business Services a \$30 fee for each installation permit issued. This fee helps defray expenses incurred in code development, monitoring, and administration of Oregon's manufactured dwelling and cabana installation program.

This fee is to be added to manufactured dwelling and cabana installation permits only and should not be added to accessory structure or building, electrical, plumbing, mechanical permits, or plan reviews.

3. General surcharge: 12 percent

The 12 percent surcharge includes:

- 4 percent to defray state administrative costs. ORS 455.210(4)(a)
- 2 percent to defray state inspection costs. ORS 455.210(4)(b)
- 1 percent to defray state administrative costs for administering and enforcing the state code. ORS 455.210(4)(c)
- 1 percent to defray the costs of training and other educational programs administered by the division. ORS 455.220(1)
- 4 percent to defray the cost of developing and administering the electronic building codes information system. ORS 455.210(4)(d)

4. Remittance

(Please attach a permit log or supporting documentation.)

• Population 40,000 or more - ORS 455.220(2)

Submit local government surcharge reports and remittance monthly — due 15 days after the end of each month.

• Population less than 40,000

Submit local government surcharge reports and remittance quarterly — due no later than April 15, July 15, Oct. 15, and Jan. 15. Please include a separate monthly report for each of the three months within the quarter.

Example: City of Coos Bay submits three reports on July 10: one for April, one for May, and one for June.

***Reports are required even if no fees were collected.
Fax reports with no collected fees to 503-378-2322.***



RESOLUTION No. 2016-3268

A RESOLUTION ESTABLISHING A MASTER FEE SCHEDULE FOR THE CITY OF NEWBERG

RECITALS:

1. The City performs and offers certain services, the cost of which are most reasonably borne by the resident, as opposed to paying for said services from general City funds
2. Over the years, a multitude of fee schedules have been created by separate mechanisms within the City.
3. Establishing a Master Fee Schedule creates transparency and increases efficiency in managing city services.
4. The City Manager's office has developed a set of administrative fees and charges for the Council and City to use when recovering general costs of performing actions requiring oversight and administration by City staff.
5. The City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. To establish a master fee schedule for all city departments that will be updated annually,
2. Establishing a new fee for the reservation of public properties including Butler Property, Francis Square and Memorial Park Gazebo,
3. Establishing a new technology fee in the Permit Center of 5 % of Planning, Building and Engineering Fees that will support the maintenance, upgrade, and implementation of hardware and software to support permitting operations.
4. Update the fee schedule for public records requests, as allowed under Resolution 2008-2771,
5. Increase fees for Fire & EMS services by 2.2 % as allowed under Resolution 2014-3136,
6. Increase fees for Engineering Permit Center services to reflect changes in the Consumer Price Index as allowed under Resolution 2014-3115,
7. Increase fees for Planning Permit Center services to reflect changes in the Consumer Price Index as allowed under Resolution 1999-2210,


8. Have the fee schedule attached to this resolution as Exhibit A take effect July 1, 2016 with the exception of fees established prior to the resolution separately.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 19, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 18th day of April, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 21st day of April, 2016.



Bob Andrews, Mayor

City of Coos Bay

Resolution 17-03

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 align with the day to day business needs of the City while providing services to its citizens.

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):

Pre-Application Conference\$500

Type 1 Reviews (Ministerial)

Sign Permit\$66
 Home Occupation\$18
 Lot Line Adjustment\$210
 Street Name or Address Change\$66
 Variance.....\$280
 Other Type 1 Reviews.....\$70

Type II Reviews (Administrative)

Site Plan \$630 + 0.00357 per sq. ft.
 Variance.....\$280
 Partition\$560
 Other Type II Reviews.....\$350

Type III Reviews (Quasi-Judicial)

PUD \$1,956 + \$27 per lot
 Subdivision \$1,956 + \$27 per lot
 Site Plan \$630 + 0.00357 per sq. ft.
 Vacation.....\$954
 Conditional Use.....\$450
 Other Type III Reviews.....\$70 per hour

Type IV Review (Legislative)

Appeal to PC or CC	\$450
Zone Change	\$810
Annexation	\$70 per hour
Text/Plan Amendment.....	\$990
Urban Growth Boundary Amendment	\$70 per hour
Other Type IV (Legislative Reviews)	\$70 per hour

Notice - Type II land use reviews fees include a \$50 fee for the mailed notice requirement. Type III land use reviews include a \$100 fee for the mailed notice and site posting requirement. Type IV land use reviews include a \$300 fee for the mailed notice and published notice requirement.

Hearings Official - Applicant to pay the actual costs of hearing, recording fees, filing fees and publishing fees plus 10% Administrative fee

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 1st \$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 Review65% 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 fee2% of loan amount or \$250.00 whichever is greater

Certified Factory Built & Modular Homes.....\$344.39

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 - nonprescriptive follows building permit fee valuation table

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 units	40.00
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 side for a 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. **This includes the cost of outside vendors and internal City costs.**
 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

Card Table \$25.00

City RV sewer dump station fee per use \$7.00

Copy – Non Standard Paper Large Printer (per square inch) \$0.03

Dishonored Check NSF (Non-Sufficient Funds) Fee ... maximum as allowed under ORS 30.701

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

Impound Fee \$100.00

Interest shall be charged, pursuant to the rate allowed by ORS, on accounts greater than three months past due.

Intrusion Alarm Permit – per permit..... \$35.00

Land Developments: The City may collect fees related to improvements required as a condition of approval for development which shall be roughly proportional to the impact of the development. The review body must make findings in the approval document(s) that indicate the need for the required improvements. Development may not occur until required mitigation is in place or guaranteed, in conformance with the provisions of the applicable code.

Lien search fee (per property) \$45.00

Liquor License – initial application, **special**, and annual renewal \$25.00

Online Payments: The City may utilize the services of online payment vendors to allow customers to make payments which will involve a service fee.

Police Officer Training Reimbursement as allowed in 2009 Senate Bill 971 at actual cost.

Reimbursement or billings (typically for damage to city property) will be comprised of actual costs (estimates where applicable), personnel, vehicle, equipment, tools, technology, and other

costs related to reflect the value of the city assets required for the task.

Scout Cabin	
Non-profit organizations or governmental agencies.....	\$10.00
Private groups, individuals, or other organizations	\$50.00
Damage deposit.....	\$100.00
Technology Fee to support technology services and equipment	5%

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.

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 7th day of February 2017.

Joe Benetti, Mayor

ATTEST: _____
Susanne Baker, City Recorder