

RESOLUTION NO. 2022-30

**RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2022,
AND REPEALING RESOLUTION NOS. 2019-24, 2021-27 AND 2022-09**

WHEREAS, the City Code Section 34.02 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 Resolution 2019-24; and

WHEREAS, the City Council adopted Resolution No. 2021-27 setting fee and charges effective July 1, 2021, and Resolution No. 2022-09 which put all of the Parks and Recreation fees and charges onto one exhibit; and

WHEREAS, staff is proposing a three percent increase in fees in accordance with City Code Section 34.03; and

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

WHEREAS, a duly-noticed Public Hearing was held on June 13, 2022.

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

Section 1. The fees listed on Exhibit 1 of this resolution are hereby adopted as of July 1, 2022.

Section 2. Resolution Nos. 2019-24, 2021-27, and 2022-09 are hereby repealed upon the effective implementation date of the fees in Section 1.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of June, 2022.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of June, 2022.



Peter B. Truax, Mayor

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

	ADOPTED FEES JULY 2021	PROPOSED FEES JULY 2022
ALL DEPARTMENTS		
Research Fee - City Staff (Per Hour. No Charge 1st 1/2 hour)	\$67.00	\$69.00
Research Fee - City Attorney's Office	attorney's hourly billing rate + costs	attorney's hourly billing rate + costs
Document Copy	\$18.75 + \$.10/per page over 10 (1 free copy to victim up to 20 pages)	\$19.50 + \$.10/per page over 10 (1 free copy to victim up to 20 pages)
Event / Noise Permit	\$20.25	\$21.00
Copies		
Burn CD/DVD	\$26.25	\$27.50
Photographs Burned to CD/DVD	\$26.75 (up to 30 photographs per disc)	\$27.50 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.70 per duplicate photograph copy	\$0.75 per duplicate photograph copy
ADMINISTRATIVE SERVICES		
Business Licenses		
First Time Application Fee	\$30.25	\$31.25
Annual Renewal		
Businesses with 0 to 2.5 full-time equivalents	\$42.50	\$43.75
Businesses with 3 to 4.5 full-time equivalents	\$60.50	\$62.50
Businesses with 5 to 10.5 full-time equivalents	\$90.00	\$93.00
Businesses with 11 to 50.5 full-time equivalents	\$120.50	\$124.25
Businesses with 51 or more employees	\$120.50 plus \$1.20 / employee over 50 (capped at \$300.00 annually)	
Businesses with 51 to 149.5 full-time equivalents		\$165.00
Businesses with more than 149.50 full-time equivalents		\$310.00
Temporary/Transient Businesses		
First Time Application Fee	\$30.25	\$31.25
Up to 30 Days of Operation	\$18.00	\$18.50
Between 31 and 60 Days of Operation	\$36.00	\$37.00
Over 61 Days of Operation	treated as a business	treated as a business
Lien Search	\$31.00	\$32.00
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	\$20.00	\$20.00
Reserve Parking (monthly)	\$26.75	\$27.50
Passport Processing Fee	fee set by State Department	fee set by State Department
Returned Item Processing Fee	\$32.00	\$33.00

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

	ADOPTED FEES JULY 2021	PROPOSED FEES JULY 2022
Utility Bill Inserts	actual cost	actual cost
Utility Billing Account Set-Up Fee In-City	\$23.70	\$24.50
Utility Billing Account Set-Up Fee Out-of-City	\$47.40	\$49.00
Utility Billing Account Transfer Fee In-City	\$12.60	\$13.00
Utility Billing Account Transfer Fee Out-of-City	\$25.20	\$26.00
Door Hanger Fee In-City	\$16.50	\$17.00
Door Hanger Fee Out-of-City	\$33.00	\$34.00
Failure to Keep Payment Arrangements	\$13.00	\$13.50
Convenience Fee for Telephone Payment Execution	\$8.75	\$9.00
Non-Payment Disconnect Fee (charged at time of disconnect)	\$40.00	\$41.25
Non-Payment Reconnection Service		
During City Hall Business Hours (charged at time of reconnect)	\$40.00	\$41.25
After City Hall Business Hours	\$134.50	\$138.50
Meter Tamper/Damage Fee (per meter)	\$235.00 + cost to repair / replace	\$242.00 + cost to repair / replace
Hydrant Permit Fee	\$58.50	\$60.25
ENGINEERING		
Public Improvements Review and Inspection Fee	\$143 / hour	\$143 / hour
Excavation Permit	\$50.00	\$51.50
Permit to Deposit on Streets (per permit)	\$40.00	\$41.25
Tourist-Oriented Signs	\$128.75	\$132.75
Recording Fees	Washington County fee + \$16.00	Washington County fee + \$16.50
Large Format Copies - Plotter		
24"X36"	\$7.50	\$7.75
36"X48"	\$15.00	\$15.50
FIRE		
Emergency Response Cost Recovery Fees and Charges		
Motor Vehicle Incidents	\$275.00 min. + 15% admin fee and actual costs of supplies and equipment used	\$275.00 min. + 15% admin fee and actual costs of supplies and equipment used
Safety Incidents	\$425.00 min. + 15% admin fee and actual costs of supplies and equipment used (after first half-hour, fees set by State Fire Marshal standardized costs schedule)	\$425.00 min. + 15% admin fee and actual costs of supplies and equipment used (after first half-hour, fees set by State Fire Marshal standardized costs schedule)
LIBRARY		
Rogers Room Rental Fee		
Whole Room (per hour)	\$16.70	\$17.25
One Half (Divider Closed) (per hour)	\$8.35	\$8.60
Public Online Printing	\$.10 / page	\$.10 / page
Public Copy Service	\$.10 / page	\$.10 / page
LIGHT AND POWER		
Main Street Auditorium Rental (per hour)		
Non-Profit / Government Group	\$47.00 / \$134.00 max	\$48.50 / \$138.00 max
For-Profit Group	\$65.75 / \$186.75 max	\$67.75 / \$192.50 max
Electric Shut-Off/On After Business Hours	actual cost	actual cost

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

		ADOPTED FEES JULY 2021		PROPOSED FEES JULY 2022	
PARKS AND RECREATION					
Public and Fitness Swim		<i>In-City</i>	<i>Out-of-City</i>	<i>In-City</i>	<i>Out-of-City</i>
Under 2 Years		\$0.00	\$0.00	\$0.00	\$0.00
2-17 Years		\$4.50	\$5.75	\$4.75	\$6.00
18-64 Years		\$6.25	\$8.00	\$6.50	\$8.25
Senior/Disabled/Veteran*		\$4.50	\$5.75	\$4.75	\$6.00
Family**		\$14.50	\$18.75	\$15.00	\$19.50
Drop-in Aerobic Fee		\$8.75	\$11.25	\$9.00	\$11.75
Pool Rental (per hour)					
1-60 People		\$154.00	\$200.25	\$159.00	\$206.25
61-100 People		\$180.25	\$234.25	\$186.00	\$241.50
101-200 People		\$212.25	\$276.00	\$222.00	\$284.25
ASPU - Pacific University (per month)			\$1,510.00		\$1,555.00
Classroom Rental (per hour)			\$28.25		\$29.00
Lifeguard (per hour)			\$28.25		\$29.00
Aquatic Center Membership					
	Family**	\$554.25	\$720.50	\$571.00	\$742.25
Annual	Individual	\$279.50	\$363.25	\$288.00	\$374.25
	Senior / Disabled / Veteran*	\$170.00	\$221.00	\$175.00	\$227.75
	Family**	\$440.00	\$572.00	\$453.00	\$589.25
9 Month	Individual	\$222.00	\$288.75	\$229.00	\$297.50
	Senior / Disabled / Veteran*	\$135.00	\$175.50	\$139.00	\$181.00
	Family**	\$309.75	\$402.75	\$319.00	\$415.00
6 Month	Individual	\$156.25	\$203.25	\$161.00	\$209.25
	Senior / Disabled / Veteran*	\$95.00	\$123.50	\$98.00	\$127.25
	Family**	\$163.00	\$212.00	\$168.00	\$218.50
3 Month	Individual	\$82.25	\$107.00	\$84.75	\$110.25
	Senior / Disabled / Veteran*	\$50.00	\$65.00	\$51.50	\$67.00

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

		ADOPTED FEES JULY 2021		PROPOSED FEES JULY 2022	
Parks Facility Rentals					
Park Shelter	Lights (per hour)	N/A	N/A	N/A	N/A
	Rental (per 2 hours)	\$55.50	\$72.25	\$57.25	\$74.50
Spray Park	Lights (per hour)	N/A	N/A	N/A	N/A
	Rental (per 2 hours)	\$152.00	\$197.50	\$156.75	\$203.50
Lincoln Park Stadium and Turf Field	Lights (per hour)	\$53.00	\$53.00	\$54.75	\$54.75
	Rental (per 2 hours)	\$119.50	\$155.00	\$123.25	\$160.00
Bond Field	Lights (per hour)	\$53.00	\$53.00	\$54.75	\$54.75
	Rental (per 2 hours)	\$44.50	\$58.00	\$46.00	\$59.75
Sherman Field	Lights (per hour)	\$26.50	\$26.50	\$27.50	\$27.50
	Rental (per 2 hours)	\$36.00	\$47.00	\$37.00	\$48.25
Lincoln Park Practice Soccer Field	Lights (per hour)	\$26.50	\$26.50	\$27.50	\$27.50
	Rental (per 2 hours)	\$30.00	\$39.00	\$31.00	\$40.25
Thatcher Park Soccer Field	Lights (per hour)	\$53.00	\$53.00	\$54.75	\$54.75
	Rental (per 2 hours)	\$30.00	\$39.00	\$31.00	\$40.25
Thatcher Park Softball Field #1	Lights (per hour)	\$26.50	\$26.50	\$27.50	\$27.50
	Rental (per 2 hours)	\$15.00	\$19.50	\$15.50	\$20.25
Thatcher Park Softball Field #2	Lights (per hour)	\$26.50	\$26.50	\$27.50	\$27.50
	Rental (per 2 hours)	\$15.00	\$19.50	\$15.50	\$20.25

Recreation Programs***

Prices initially set under the authority of Parks and Recreation Director and subject to final approval by City Manager

* Senior is defined as a person 65 years or older.

** Family is defined as the immediate "parent-child" family unit, including only the parents(s) or legal guardian(s) and their children by birth, marriage, adoption, or foster that live together in the same household. No more than two adults per household.

*** Recreation Programs is defined as recreation services such as activities, courses, classes and events.

All rates are rounded to the nearest quarter of a dollar.

30% difference between In-City and Out-of-City fees.

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

	ADOPTED FEES JULY 2021	PROPOSED FEES JULY 2022
PLANNING FEES		
Amendment to Map	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Amendment to Text	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Annexation	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Appeal of Administrative Decision	\$250.00 (limit over ORS 227.175(10))	\$250.00 (limit over ORS 227.175(10))
Appeal of Planning Commission Decision	\$456.00	\$456.00
Multi-Family and Commercial Design Review	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Conditional Use	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Preliminary Expedited Land Division	\$1,470.00	\$1,514.00
Final Expedited Land Division	\$450.00	\$463.50
Historic Designation	\$46.50	\$48.00
Lot Line Adjustment	\$90.00	\$93.00
Preliminary Partition	\$1,470.00	\$1,514.00
Final Partition	\$450.00	\$463.50
Plat and Street Vacation	\$2,230.00	\$2,297.00
Preliminary Planned Development	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Final Planned Development	\$2,405.00	\$2,477.00
Development Agreements	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Master Plan (Adoption or Amendment)	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Other Type II Actions	\$90.00	\$93.00
Other Type III Actions	\$180.00	\$185.50
Sign Permit	\$90.00 + \$4.08 / sq. ft. (maximum fee of \$2,210.00)	\$93.00 + \$4.20 / sq. ft. (maximum fee of \$2,210.00)
Site Plan Review		
Non-Residential		
Non-Residential	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Non-Residential Additions	\$1,312.00	\$1,351.50
Residential		
New Residential - Five or Less Units	\$399.00 + \$140.14 / unit over 1	\$411.00 + \$144.35 / unit over 1
New Residential - Six or More Units	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Residential Additions and Accessory Structures	\$87.00	\$89.75
Preliminary Subdivision	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / hour with a \$3,000 deposit*
Final Subdivision	\$1,054.00	\$1,086.00
Street Tree Fee	\$426.00	\$439.00
Erosion Control Review	fee schedule set by Clean Water Services	fee schedule set by Clean Water Services
Variance from Regulations	\$90.00 / hour with a \$3,000 deposit*	\$93.00 / 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.

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	ADOPTED FEES JULY 2021	PROPOSED FEES JULY 2022
POLICE		
Copies		
Color Photograph Print	\$7.00 per sheet	\$7.25 per sheet
Citation Copy	\$7.00	\$7.25
Radar Certification Copy	\$7.00	\$7.25
Record Check Letter	\$47.75	\$49.25
	\$98.50 first ten minutes of footage + \$82.00 each additional 10 minutes of footage	\$101.50 first ten minutes of footage + \$84.50 each additional 10 minutes of footage
Body Camera Footage Public Records Request		
Release Impounded / Immobilized Vehicle	\$138.00	\$142.25
After Hours Release Impounded / Immobilized Vehicle	\$182.50	\$188.00
Damage to Boot Immobilizer Fee	\$125.00 + cost to repair / replace	\$128.75 plus cost to repair / replace
Event Security - Officer Reimbursement	\$82.50 per hour + 10% overhead fee (minimum of 4 hours)	\$85.00 per hour + 10% overhead fee (minimum of 4 hours)
SEWER		
Sewer Connection Inspection	\$75.25	\$77.50
Residential Sewer Lateral	Actual Cost with \$2,000.00 deposit	Actual Cost with \$2,000.00 deposit
Sewer Dye Test	\$100.00	\$105.00
WATER		
Water Shut-Off/On After Business Hours	\$202.00 (if determined to by Public Works to be circumstances beyond control of property owner, fee may be waived)	\$208.00 (if determined to by Public Works to be circumstances beyond control of property owner, fee may be waived)
Water Connections - Drop In		
3/4" Meter	\$357.00	\$368.00
1" Meter	\$357.00	\$368.00
1 1/2" Meter	Actual Cost with \$500.00 deposit	Actual Cost with \$500.00 deposit
2" Meter	Actual Cost with \$500.00 deposit	Actual Cost with \$500.00 deposit
3" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
> 4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
Water Connections - Full Service		
3/4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
1" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
1 1/2" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
2" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1000.00 deposit
3" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2000.00 deposit
4" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2000.00 deposit
> 4" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2000.00 deposit



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>F. 3.</u>
MEETING DATE:	<u>06/13/2022</u>
FINAL ACTION:	<u>RESO 2022-30</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 13, 2022*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

SUBJECT TITLE: *Setting Fees & Charges Effective July 1, 2022*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT:

City Code Section 34.02 states the licenses, permits, and fees will be adjusted by Council Resolution in June to become effective July 1 of 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 which 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 average wage and benefit increase.

The proposed fee exhibit combines all of the previous fee exhibits into one exhibit. There were previously separate fee exhibits for aquatics, planning, and other fees. Now all those fees are on one exhibit. Utility rates, system development charges, building permit fees still have separate schedules and are not part of this increase.

Another format change is to have fewer categories for fees and to move fees previously listed in multiple sections into one section. Services listed with a \$0.00 fee have been removed. Fees for making copies of audio cassette or VHS tapes have been removed.

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 is based on time charged.

Business license fees for businesses with 51 or more full-time equivalents (FTE) employees are proposed to change for a base fee plus an additional fee per employee to two block fees: 1) one for 51 to 149.5 FTE; and a second block for more than 149.5 FTE. The goal is to simplify the fee calculation while retaining the overall revenue collected from business licenses.

During the coming fiscal year, funds have been budgeted for a study to update fees and charges to include developing a methodology to determine fees for recreation programs that will be developed.

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 that the City Council approve the attached resolution.

ATTACHMENTS:

- Resolution 2022-30 Setting Fees & Charges, Effective July 1, 2022, and Repealing Resolution Nos. 2019-24, 2021-27, and 2022-09
- Exhibit 1 – Forest Grove Fee Schedule

Date: 6-13-2022

Agenda Item: F.3.

Subject: REBO 2022-30 Set Fee's charges -
effective 7-1-2022 3% increase

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 presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Council, please move to the witness table (center front of the room). Each person should speak clearly into the microphone and must state name and an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the 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:

OPPONENTS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

OTHERS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:
