

# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 7, 2014

|                  |                      |                                       |            |                 |
|------------------|----------------------|---------------------------------------|------------|-----------------|
| Order ___<br>No. | Ordinance ___<br>No. | Resolution <u>XX</u><br>No. 2014-3115 | Motion ___ | Information ___ |
|------------------|----------------------|---------------------------------------|------------|-----------------|

**SUBJECT: A resolution to adopt the revised Engineering Fee Schedule.**

Contact Person (Preparer) for this Motion: Jay Harris, City Engineer  
Dept.: Engineering Services Department  
File No.:

## RECOMMENDATION:

Adopt Resolution No. 2014-3115

## EXECUTIVE SUMMARY:

With the review and revision of the Engineering Standard Design Manual and the creation of the City Erosion and Sedimentation Control Manual, it is necessary to update the Engineering Fee Schedule.

The revised Fee Schedule includes fees for private development related efforts which have previously not been accounted for. Currently, the time and costs incurred for these additional efforts have been funded by city rate payers instead of private development.

## FISCAL IMPACT:

The revised Engineering Fee Schedule will enable the Engineering Services Department to recover the cost of staff time required to review and inspect public and private development projects. The update to the fee schedule minimizes the impact to city rate payers by providing additional compensation to the Engineering Department for resources allocated to private development projects.

## STRATEGIC ASSESSMENT:

The fees collected for private development projects do not currently cover the costs incurred by the Engineering Services Department, including staff time. City rate payers have subsidized the Engineering Department review and inspection tasks for private development projects. This revised fee schedule more accurately accounts for various services the Engineering Services Department services provided for private development projects. The fee schedule also includes the additional fees that are needed for the additional review and inspection tasks added in the adoption of Storm Water Ordinance, No. 2012-2274.



## RESOLUTION No. 2014-3115

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### A RESOLUTION ADOPTING THE REVISED ENGINEERING FEE SCHEDULE

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#### RECITALS:

1. The Oregon Department of Environmental Quality (DEQ) required the City of Newberg on October 17, 2006, to create a Willamette River Total Maximum Daily Load (TMDL) Implementation Plan, which was subsequently approved by the Oregon DEQ on October 17, 2008, and adopted by the city council on December 1, 2008, through Resolution No. 2008-2820.
2. On June 18, 2012 the Newberg city council adopted Ordinance No. 2012-2754, which included measures to control construction site runoff, illicit discharges into the stormwater system, and post-construction stormwater runoff. This ordinance was a requirement of the city's TMDL Implementation Plan.
3. As a result of the adopted stormwater ordinance, additional services are required to be provided by the engineering department for private development projects. This updated fee schedule accounts for those additional tasks, as well as updates and adds fees for engineering services currently being provided to private development projects.
4. Minor changes to the fee schedule may occur when deemed necessary by the city engineer, and will be approved using the city's executive order process. Major changes, as identified by the city manager, or designee, will be adopted by the city council.
5. Permit fees should be adjusted annually to reflect changes in the costs of services. Staff will return to the city council in March of 2015 to discuss the revenue generated from the proposed fee schedule and potential adjustments to the fee schedule, if needed.

#### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The city council adopts the Engineering Fee Schedule as attached in Exhibit A, which by this reference incorporated, and replaces all previous adopted versions of this schedule.
2. The city manager is authorized to amend the Engineering Fee Schedule by executive order annually to reflect changes in the consumer price index.

➤ **EFFECTIVE DATE** of this resolution is the first day of FY 14/15, which is: July 1st, 2014.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 7<sup>th</sup> day of April, 2014.

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Norma I. Alley, MMC, City Recorder

**ATTEST** by the Mayor this 8<sup>th</sup> day of April, 2014.

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Bob Andrews, Mayor

**Exhibit A to  
Resolution No. 2014-3115**

| <b>ENGINEERING SERVICES DEPARTMENT FEE SCHEDULE</b>                    |   |                          |                   |                                   |
|--|---|--------------------------|-------------------|-----------------------------------|
| <b>Keyword</b>   | <b>Description</b>  | <b>Base</b>              | <b>Additional</b> | <b>Per</b>                        |
| <b>Land Use Review Fees</b>  |   |                          |                   |                                   |
|  | Planning Review, Partition & Subdivision<br>(Type II/III applications)  | \$250.00<br>(2-19 lots)  | \$10.00           | lot<br>(after 20 lots)            |
|  | Final Plat Review, Partition & Subdivision  | \$250.00                 | \$5.00            | each lot or parcel                |
|  | Development Review for Public Improvements on Commercial, Industrial & Multifamily Developments   | \$350.00<br>(first acre) | 200.00            | additional developed acre         |
| <b>Construction/Site Development Plan Review &amp; Inspection Fees</b> |   |                          |                   |                                   |
| Erosion Control  | Erosion Control Plan Review and Inspection<br>(500 to 5000 sq. ft. disturbed)   | \$150.00                 |                   | each permit                       |
|  | Erosion Control Plan Review and Inspection (5001 sq. ft. to less than 1 acre disturbed)   | \$350.00                 |                   | each permit                       |
|  | Erosion Control Plan Review and Inspection for 1 acre and larger disturbed  | BY DEQ<br>(1200C Permit) |                   |                                   |
| Sidewalk/Driveway Approach<br>(not part of a Public Site Dev. Permit)  | <b>Sidewalk or Driveway Approach Permit and Inspection<br/>(corner lot s/w @ \$0.125/sf)<sup>1</sup></b>                                  | \$25.00                  | \$0.25            | square foot                       |
| ADA Ramp<br>(not part of a Public Site Dev. Permit)                    | Public Street ADA Ramp Review and Inspection  | \$30.00                  |                   | each ramp                         |
| Site Development   | <b>Public Improvement Site Development Permit<br/>(refer to application form)<sup>1</sup></b>   | 5%                       |                   | public construction cost estimate |
|  | Single Family Home Site Plan Review, Stormwater Review, and Engineering Building Permit Final   | \$150.00                 |                   | each permit                       |
| Stormwater   | Commercial/Industrial/Multifamily Private Facility Storm Drainage Plan Review and Final Inspection for Water Quality/ Quantity facilities | \$300.00<br>(first acre) | \$75.00           | additional developed acre         |

**Exhibit A to  
Resolution No. 2014-3115**

| <b>ENGINEERING SERVICES DEPARTMENT FEE SCHEDULE</b> |  |                         |                   |                         |
|---|--|-------------------------|-------------------|-------------------------|
| <b>Keyword</b>                                      | <b>Description</b>   | <b>Base</b>             | <b>Additional</b> | <b>Per</b>              |
| <b>Miscellaneous Fees</b>                           |  |                         |                   |                         |
| Re-Inspection                                       | Re-Inspection, After 2 Failed Inspections  | \$50                    |                   | each inspection         |
| Franchise   | <b>Franchise Utility Agreement<sup>1</sup></b>   | \$1200.00               |                   | each agreement          |
| GIS   | <b>As-Built Research, GIS Mapping, Data Transmission, Conversion to CAD, Custom Web Map Development and Printing<sup>1</sup></b> | \$60.00<br>(1 hr. min.) | \$60.00           | hour                    |
| Hardship  | Water or Sanitary Sewer Service Hardship Application Requests  | \$200.00                |                   | each request            |
| Outside Consultant                                  | Outside Consultant Review or Inspection Services as required for Structural, Traffic, Geotechnical, or Biological                | Actual Cost of Services |                   |                         |
| ROW/Easement  | Right of Way, Easement Dedication Review, or Encroachment Permit (not associated with a final plat)                              | \$250.00                |                   | each document or permit |
| ROW Permit  | <b>Right of Way/ Subsurface Permit, Franchise and Non Franchise Utility Providers<sup>1</sup></b>                                | \$150.00                |                   | each permit             |
| Stormwater Fee In-lieu (Private)                    | Stormwater Fee in Lieu of Construction for Private Net New Impervious Surfaces   | \$1.00                  |                   | square foot             |
| Stormwater Fee In-lieu (Public)                     | Stormwater Fee in Lieu of Construction for Public Street Net New Impervious Surfaces   | \$1.50                  |                   | square foot             |

<sup>1</sup>**Bold font represent that the described is an existing fee.**

**FOR PUBLIC RECORDS RESEARCH FEES CONTACT THE CITY RECORDER'S  
OFFICE AT (503) 537-1283 OR BY EMAIL AT  
[CITYRECORDER@NEWBERGOREGON.GOV](mailto:CITYRECORDER@NEWBERGOREGON.GOV).**