



AGENDA BILL 2014-06-16-07

Subject: To revise fees and charges as shown and updating the Master Fees and Charges document

For Council: June 16, 2014

Land Use Case Number: N/A

Public Hearing

Optional: X

City Manager's Initials: *CJ*

Attachments:

1. Memo from Richard Seals, Chief Financial Officer
2. Resolution 2014-06
3. Master Fees and Charges Document

Initiated by:

- Finance Department

Budget Impact:

- Varied by department depending upon fee update

Sustainability Considerations:

- None

Policy Question(s) for Council Consideration:

- To consider annual updates and revisions to city fees and charges

Summary:

Below are highlights of proposed updates to this year's Master Fees and Charges:

- SDC fees indexed for inflation using ENR CCI (20-city average) effective July 1st
- Utility fees reflect 5% increases as approved in the Adopted Budget except for commercial SMF fees which we are not changing pending further committee review
- Muni Court Fines – updated State fine schedule and other program fees
- Business Licenses – no fee changes, but continues to be under review
- Building, Planning, Park and PW Fees – no changes proposed at this time
- Miscellaneous language edits throughout (all changes marked in “red” font)

Staff Recommendation:

Staff recommends that the City Council moves to approve Resolution 2014-06 revising fees and charges as shown in Attachment A and updating the Master Fees and Charges document.

Memorandum

Date: May 6, 2014

To: Chris Jordan, City Manager

From: Richard Seals, Chief Financial Officer

Subject: 2nd Year Master Fees and Charges Mid-biennium Update

Purpose

To update the City's Master Fees and Charges for the second year of the biennium (fiscal year 2014-15), effective July 1, 2014.

Background

Below are highlights of proposed updates to this year's Master Fees and Charges:

[Note: see Appendix A for all changes marked in "red" font]

- SDC fees indexed for inflation using ENR CCI (20-city average) effective July 1st
- Utility fees reflect 5% increases as approved in the Adopted Budget except for commercial SMF fees which we are not changing pending further committee review
- Muni Court Fines – updated State fine schedule and other program fees
- Business Licenses – no fee changes, but continues to be under review
- Building, Planning, Park and PW Fees – no changes proposed at this time
- Miscellaneous language edits throughout (all changes marked in "red" font)

Options

1. Approve the resolution as proposed updating fees effective July 1, 2014;
2. Approve the resolution, but with certain changes; or
3. Do not approve the resolution leaving fees and charges as is.

Recommendation

Staff recommends that the City Council makes the following motion:

Proposed Motion – move to approve Resolution 2014-06 revising fees and charges as shown in Attachment A and updating the Master Fees and Charges document.

RESOLUTION NO. 2014-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST LINN REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN

WHEREAS, it is the policy of the City of West Linn to require the discernment and recovery of certain City costs from fees and charges levied in providing City services, products and regulations; and

WHEREAS, the City Manager shall periodically cause a review of City fees and charges to recover the percentage of City costs in providing City services, products and regulations and recommend adjustments to the City Council; and

WHEREAS, West Linn advisory boards, commission, and committees periodically provide recommended adjustments to the fees and charges levied in providing City services, products and regulations; and

WHEREAS, the City Manager has caused a review of all City fees and charges, has received guidance from advisory boards, commissions, and committees, and has determined the cost for such fees and charges.

NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS: The City of West Linn "Master Fees and Charges" document, included as Attachment A to this resolution, is hereby adopted.

This resolution was PASSED and ADOPTED this 16th day of June, 2014, and takes effect upon passage.

JOHN KOVASH, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

CITY ATTORNEY



Master Fees and Charges Document

Adopted: June __, 2014

Effective: July 1, 2014

(Unless otherwise noted)

Attachment A

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1. General Information

1.1. Overview

The City of West Linn provides a full range of municipal services to the community, which includes police protection, traffic control and improvement, street maintenance and improvement, water, sewer, and surface water management services, planning and zoning regulation, building inspection and regulation, parks and recreational activities, and community library services. This Master Fees Schedule consolidates all City fees and charges, adopted by City Council resolution, for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year. For easy reference, the current Master Fees Schedule booklet is available online at: <http://westlinnoregon.gov/finance>.

1.2. Fee Variance & Waiver Statement

Based upon an unusual circumstance or event, past practices, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When a new fee is established by the City Manager it shall be incorporated into this resolution, and it shall be included and specified during the next update to this document. It shall be communicated to Council in writing to allow opportunity for comment. The request for a waiver or reduction may be in writing. If the City Manager or his designee agrees to said waiver or reduction, he/she may inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at \$500 or less).

1.3. Statement of Hourly Rates

Unless otherwise specified, the City employee hourly rate shall be calculated as three times the employee's hourly pay rate, to the nearest \$5 increment. This calculation shall be used to recover costs for those services billed on an hourly basis, including but not limited to professional services such as planning, engineering, public works, utility, financial, legal, parks, and police services. The use of a multiplier of three is intended to recover all overhead, training, benefits, and other costs associated with a City employee's time. Any work performed during overtime hours shall be billed the calculated three times hourly rate multiplied by 125 percent. A schedule of hourly billing rates will be maintained. The City Manager or Department Directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

2. Utility Fees

	Effective January 1, 2013		Effective January 1, 2014		Effective January 1, 2015	
	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet
2.1. Water Rates						
5/8" x 3/4" meter	\$ 17.67	\$ 2.03	\$ 18.55	\$ 2.13	\$ 19.48	\$ 2.24
3/4" meter	17.67	2.03	18.55	2.13	19.48	2.24
1" meter	20.96	2.03	22.01	2.13	23.11	2.24
Multi-family rate per dwelling	17.67	2.03	18.55	2.13	19.48	2.24
1-1/4" to 1-1/2" meter	23.97	2.03	25.17	2.13	26.43	2.24
2" meter	30.70	2.03	32.24	2.13	33.85	2.24
3" meter	38.55	2.03	40.48	2.13	42.50	2.24
6" meter	77.13	2.03	80.99	2.13	85.04	2.24

Note: for water users outside of City limits, a factor of 1.5 is applied to applicable utility rates.

2.2. Water Service Shut Off

	Fee	
Shut off fee for non-payment	\$ 30	Pursuant to Code 4.235 (2)
Shut off fees pursuant to request from customer:		
Shut off fee for a period of less than 15 days	\$ 20	Pursuant to Code 4.185 (2)
Shut off fee for a period of not less than 15 days	\$ -	Pursuant to Code 4.185 (1)

Note: a onetime fee of \$30 will be charged for shut off due to non-payment. Water shall not be returned to service until the customer pays their account balance in full and the \$30 fee. A onetime fee of \$20 will be charged to a water customer that wishes to have their service discontinued for a period of less than 15 days. Water shall not be returned to service until the customer pays their account balance in full and the \$20 fee. No shut off fee will be charged for having service discontinued for a period of not less than 15 days. Please also refer to the section below as "turn on" fees may or may not apply as well.

2.3. Water Service Turn On

	Fee
Turn on fee when service is performed after regular working hours	\$ 100
Turn on fee when service is performed during regular working hours:	
Turn on for a period of less than 15 days	\$ 20
Turn on for a period of not less than 15 days	\$ -

Note: a onetime fee of \$100, in addition to shut off fees, will be charged to turn on water service after hours. A onetime fee of \$20 dollars will be charged to turn on water and set up an active billing account for less than 15 days. No fee will be charged for turn on of water service for a period of not less than 15 days.

2.4. Delinquent Utility Bill Accounts

	Fee
Interest: monthly interest rate on delinquent balances due	1.00%
Ten-day Notice fee (sent out for 3 months past due and over \$200)	\$ 7.50
Door Hanger Shut-off fee (received at least 2 days prior to shut-off)	\$ 10.00
Door Hanger Shut-off fee- repeat occurrence (i.e. each additional door hanger after one is received for the year)	\$ 20.00

2.5. Bulk Water Rates (per 1,000 gallons)

	eff. 1/1/13	eff. 1/1/14	eff. 1/1/15
5/8" x 3/4" meter	\$ 3.36	\$ 3.53	3.71

A special bulk water charge shall be charged to bulk users, such as commercial cleaning services, commercial spraying businesses, contractors and other commercial bulk users of water recognized by the city. Each bulk user shall obtain a permit from the public works department, which shall be free of charge, and the user may be required to pay a refundable cash deposit of one hundred dollars or more before the permit is granted.

2.6. Reduced Utility Bill Rates for Qualifying Low-income Households

	Effective January 1, 2013		Effective January 1, 2014		Effective January 1, 2015	
	Over 700 Cubic Feet; First 700 Cubic Feet		Over 700 Cubic Feet; First 700 Cubic Feet		Over 700 Cubic Feet; First 700 Cubic Feet	
	Per 100 Cubic Feet	Per 100 Cubic Feet	Per 100 Cubic Feet	Per 100 Cubic Feet	Per 100 Cubic Feet	Per 100 Cubic Feet
5/8" x 3/4" meter	\$ 8.84	\$ 2.03	\$ 9.28	\$ 2.13	\$ 9.74	\$ 2.24
3/4" meter	8.84	2.03	9.28	2.13	9.74	2.24

Monthly water service charges to the principal residence of low income citizens as defined in this section shall be as follows: for 5/8-inch or 3/4-inch water meter; the first 700 cubic feet of water use shall be charged at one-half the regular consumption rate; water used in excess of the first seven hundred cubic feet of water used shall be charged at the regular consumption rate. There shall be no reduced water service charge for meters in excess of those described above.

Only principal residences occupied by a person(s) having an annual income(s) that does not exceed 185% of the federal poverty low income guidelines (as established for both single and multiple person households, by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced utility bill rates renewable July 1st of every fiscal year.

2.7. Water Meter Installation Services

	Effective January 1, 2013		Effective January 1, 2014		Effective January 1, 2015	
	Dig-In Service	Drop-In Service	Dig-In Service	Drop-In Service	Dig-In Service	Drop-In Service
5/8" x 3/4" meter	\$ 2,153	\$ 289	\$ 2,260	\$ 303	\$ 2,373	\$ 318
3/4" meter	2,205	341	2,315	358	2,431	376
1" meter	2,258	394	2,370	413	2,489	434
1" to 1-1/2" meter	3,780	604	3,969	634	4,167	666
2" meter	3,990	998	4,190	1,047	4,399	1,100

All other connection and installation charges for water meters in excess of two-inches shall be determined after the City has performed the work and the actual cost has been determined. Such cost shall include labor, materials and services, equipment and indirect overhead costs. An advance cash deposit shall be required at the time that a building permit is issued for water meters in excess of 2-inches: for each three-inch meter, \$10,000; four-inch meter, \$10,000; six-inch meter, \$15,000; and eight-inch meter \$15,000.

When the amount of the cash deposit exceeds the City's actual cost, the difference shall be refunded. When the City's actual cost exceeds the cash deposit, the difference shall be due immediately; if the difference is not paid within 30 days of the billing date, interest and finance charges shall accrue at the rates stated in Section 2.4. The price structure has been calculated to recover costs associated with dig-in service piping installations up to and including 40 linear feet.

Any service installation requiring piping extensions ranging from 40 linear feet up to 125 linear feet will be charged an additional \$50 per linear foot, in addition to the charge listed above. Service installations requiring piping extensions longer than 125 linear feet shall be negotiated. The West Linn Public Works Department will provide a written estimate detailing the work to be performed, and the applicant shall agree and make a cash deposit prior to the commencement of work. Final billings for this work shall be consistent with this fee schedule.

Service Definitions:

Dig-in Service: Condition where the City or its agent must physically tap into a main water line to extend water service to the property.

Drop-in Service: An existing condition where a developer of a residential subdivision or commercial complex has installed water services to each serviceable and buildable lot in accordance with City specifications.

2.8. Sanitary Sewer Collection Rates	Effective January 1, 2013		Effective January 1, 2014		Effective January 1, 2015	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
City of West Linn	\$ 15.49	\$ 15.49 plus \$1.49 per CCF over 10 per month	\$ 16.27	\$ 16.27 plus \$1.56 per CCF over 10 per month	\$ 17.08	\$ 17.08 plus \$1.64 per CCF over 10 per month
	Effective July 1, 2012		Effective July 1, 2013		Effective July 1, 2014	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
Tri-City Service District	\$ 15.35	\$ 15.35 plus \$1.54 per CCF over 10 per month	\$ 17.35	\$ 17.35 plus \$1.74 per CCF over 10 per month	<i>tbd</i>	<i>tbd</i> plus \$ <i>tbd</i> per CCF over 10 per month

Tri-City Service District is the separate entity that treats City of West Linn sewage and accordingly, the City passes through their charges to West Linn citizens. These pass-through charges are not determined by the City, but rather by the Tri-City Service District and historically have changed every July 1st, as opposed to January 1st when the City's charges have historically changed.

The above sewer rates for Tri-City Service District are actually stated on a per "Equivalent Dwelling Unit (EDU) basis, which should be based on water consumption". So in converting their EDU rates over to CCFs which are used for billing commercial properties in West Linn, if for residential units, every residence is deemed to have 1 EDU and therefore 1 base fee charge applies, then for commercial property, West Linn has historically (since at least 1999) determined that since 1 EDU = 1 residence = which is also about 10 CCFs. Therefore, for commercial billing purposes in West Linn, bill one of Tri-City's base fee which would include 10 CCFs, as a minimum charge for all commercial properties, and then one-tenth of the same base rate per CCF for water consumption used over 10 CCFs per month.

2.9. Surface Water Management Rates	Effective January 1, 2013		Effective January 1, 2014		Effective January 1, 2015	
	Equivalent Service Units (ESUs)		Equivalent Service Units (ESUs)		Equivalent Service Units (ESUs)	
Monthly charge per ESU	\$ 5.31		\$ 5.58		\$ 5.86	
Single family residential	1 ESU		1 ESU		1 ESU	
Duplex	2 ESU		2 ESU		2 ESU	
Triplex	3 ESU		3 ESU		3 ESU	

Total equivalent service units are based on measured impervious area. The rate for "All Other Improved Premises" shall be computed by dividing the total measured impervious area by 2,914 square feet. The quotient is rounded to the nearest whole number and multiplied by the base equivalent service unit rate.

The City Council determines that the fees imposed upon by this resolution are not taxes subject to the property tax limitations of Article XI, section 11 of the Constitution.

2.10. Street Permit Fee

Permit Fee

Permit per project or contract \$ 50

Street permit fees are charged on a per project or per contract basis.

2.11. Roadway Maintenance Fee

(or commonly referred to as Street Maintenance Fee)

	Effective July 1, 2013		Effective Sept 1, 2013		Effective July 1, 2014	
	Charge per Month		Charge per Month		Charge per Month	
Residential:						
Single family residence	\$ 5.89	per month	\$ 10.31	per month	\$ 10.83	per month
Multi-family residence	5.59	per month	9.78	per month	10.27	per month
Commercial, Public Properties:						
Home-based businesses	\$ 5.89	per month	\$ 5.89	per month	\$ 5.89	per month
0 to 50 trips	5.89	per month	5.89	per month	5.89	per month
51 to 250 trips	0.66	per trip	0.66	per trip	0.66	per trip
251 to 500 trips	0.79	per trip	0.79	per trip	0.79	per trip
501+ trips	0.90	per trip	0.90	per trip	0.90	per trip
Maximums and Caps:						
Commercial maximum	\$510		\$510		\$510	
Commercial yearly increase max	3%		3%		3%	
Public institution maximum	\$300		\$300		\$300	

Note: The Commercial Street Maintenance Fees are unchanged and are being reviewed by the Economic Development Committee.

A residence is defined by the presence of any size water meter, for the roadway maintenance fee. The system and structure of fees for roadway maintenance can be controlled through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the roadway maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

A multi-family housing unit is defined as a residential structure with multiple dwelling units in the same building that share one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the city-wide vacancy rate as determined by the City of West Linn Planning Department in effect for a one-year period as of July 1 of each fiscal year.

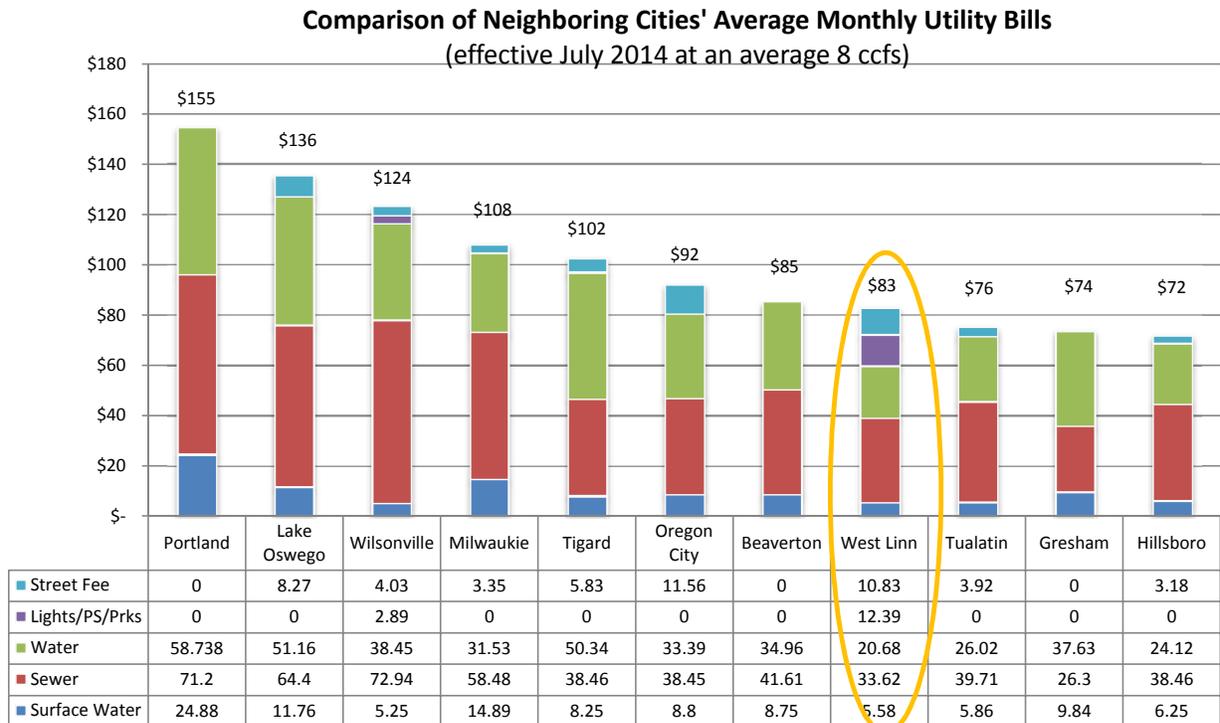
Per trip calculation for business establishments shall be calculated using trip generation rates for various types of development as provided in the Trip Generation Manual of the Institute of Traffic Engineers. Business establishments shall have the opportunity to review and modify data used in the trip calculation formula.

Monthly roadway maintenance fees to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance fee. Principal residences occupied by a person(s) having an annual income(s) that does not exceed one hundred eighty-five percent (185%) of the most recently published federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced roadway maintenance fees.

2.12. Park Maintenance Fee

[refer to Section 6.9 of the Parks Fee and Charges]

2.13. Comparison Graph of Average Utility Bills of Neighboring Cities (monthly, using 8ccfs)



This graph compares the average utility bills for the neighboring cities surrounding West Linn. As some cities bill monthly, some bill every two months, and some bill every three months, these amounts are converted to average monthly amounts so they are comparable to West Linn. Also, cities increase different rates at different times during they year; therefore, this graph is simply a picture in time reflecting the rates at the time that the survey was conducted. And finally, cities have different average water consumption amounts per household; so for the sake of this comparison, these rates are computed using an average 8ccfs of water used per month so as to be most comparable to West Linn's overall average. Below are West Linn's calculations:

Average Utility Bill (residential)	eff. January 1, 2014		eff. July 1, 2014		eff. January 1, 2015	
	increased	avg bill	increased	avg bill	increased	avg bill
Water Service Fee						
Base (includes up to 7ccf)	5%	\$ 0.88 \$ 18.55		\$ 18.55	5%	\$ 0.93 \$ 19.48
Sewer Service Fee						
Base fee to West Linn	5%	0.78 16.27		16.27	5%	0.81 17.08
Tri-City portion of sewer fee		17.35		17.35		17.35
<i>Avg sewer per house</i>		33.62		33.62		34.43
Surface Water Management Fee	5%	0.27 5.58		5.58	5%	0.28 5.86
Street Maintenance Fee		10.31	5%	0.52 10.83		10.83
Parks Maintenance Fee		11.80	5%	0.59 12.39		12.39
Average bill to homeowner		\$ 1.93 \$ 79.86		\$ 1.11 \$ 80.97		\$ 2.02 \$ 82.99
Usage rate per 1ccf over 7ccf	5%	0.10 2.13		2.13	5%	0.11 2.24

3. Administrative Fees

3.1. City Facility Deposits

Deposits for the use of City facilities may be made via check/credit card to be cashed/charged immediately with any potential refund returned later at the applicable time.

If the City facility is left clean with no work required on behalf of City staff or contractor, the total amount of the deposit shall be refunded. If work is required by City staff or contractor, the actual costs as provided in the section above will be ascertained and subtracted from the deposit. If the deposit exceeds the costs, then any monies remaining shall be refunded; should costs exceed the deposit, the event organizer shall be billed for the difference. All refunds will be in compliance with Ordinance No. 1493, Section 7.870 and shall be made in no more than 30 days.

3.2. Special Events (permit)

	Fee
Filing fee	\$ 50
Deposit	[see Section 3.1. above for deposit policy]

All special events must file for a special event permit. Barricade rental will be a pass through from the Public Works Department. City personnel costs will be charged based on services required using the methodology described in Section 1.3.

3.3. Overstreet Banner (permit)

	Fee
Filing fee	\$ 50

Note: all applicants must file for an Overstreet Banner permit and only City sponsored events may be advertised on a overstreet banner.

3.4. Business License Fee

1 to 2 employees
3 to 5 employees
6 to 10 employees
over 10 employees

Business License Fees	
Annual fee [inside City]	Annual fee [outside City]
\$ 36	\$ 54
54	81
72	115
86	138

Plus Home Occupation Fees	
Initial annual fee	\$ 100
Annual renewal fee	10

Persons having a fixed place of business within the City of West Linn and who are subject to being licensed under the provisions of Sections 7.00 to 7.08 shall pay a business license fee.

Note: Non-profit organizations are required to obtain a license, but are exempt from the fees.

For an apartment house as defined in sections 7.000 to 7.080, with ten dwelling units or less, a business license fee of \$72 per year shall be assessed, and an additional amount of \$1.50 per dwelling unit shall be assessed for every dwelling unit in an apartment house in excess of ten (10).

Metro Business License versus City Business License or Both?:

Instead of getting separate business licenses within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter and repair structures in 20 cities that have licensing requirements in the metropolitan area. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. The Metro license allows contractors or landscapers to operate in 20 cities surrounding Portland having licensing requirements in the metropolitan area, excluding Portland. Exception: if your principal place of business is inside the City of West Linn, the business is required to apply for a City of West Linn Business License in addition to the Metro License. For Metro applications, contact Metro at 503-797-1710 or visit their website at: <http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>.

The City Council finds that certain trades, shops, businesses or callings are carried on in the City by persons from regular places of business and by persons from vehicles who have not regular places of business within the City; that persons with regular places of business in the City pay City ad valorem property taxes upon real and personal

property which is used in and belongs to their business and that persons who do not have regular places of business in the City escape such ad valorem taxation.

Both receive the benefit of police and fire protection, public utilities and sidewalks, streetlights, health services and other public facilities and services of the City. Therefore, in order that each shall pay as nearly as may be not a discriminatory share, but a share in proportion to benefits received of the burden supporting such facilities and services of the City, such businesses not operating from regular places of business in the City shall pay one and one-half times the license fee previously designated herein for businesses operating from a fixed place of business within the City.

Maximum annual business license fee

Based on the criteria set forth in Section 6(d) of Resolution No. 94-42, no business shall be charged an annual business license fee greater than two hundred dollars (\$200).

Adult Businesses

The application fee for a permit to own, maintain, operate or conduct an adult business (Section 7.115(1) of the West Linn Municipal Code), shall be five hundred dollars (\$500) and non-refundable.

The application fee for a permit to entertain in, or be employed by any adult business (Section 7.115 (2) of the West Linn Municipal Code), shall be fifty dollars (\$50) and non-refundable.

	Application Fee
3.5. Liquor License	
Original application	\$ 100
Change in ownership or management	75
Renewal or temporary application	35

[These fees apply for applications of a liquor license per Section 7.715 of the WL Municipal Code.]

3.6. Dog License

Ordinance 1595 transfers dog licensing and fee collection over to Clackamas County effective 7/14/2010.

3.7. Public Record Requests

Every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192.496 to 192.505. Please understand that the documents or records requested may not be immediately available for review and that an appointment to review the documents or records may be necessary. There may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, the requestor will be notified of the estimated cost prior to retrieving the documents or records. Prepayment for research time and copies may be required. Any documents or records made available for review must not be disassembled and copies may not be made by the requestor directly.

1. Requests must be in writing using the form provided (please note, the City will not create a new document in response to a records request).
2. Requests must be submitted to the City Recorder at 22500 Salamo Rd., West Linn, Oregon, 97068, by fax at 503-650-9041, or by e-mail at cwl_records@westlinnoregon.gov. For Police record requests, please contact the Police Department directly at <http://westlinnoregon.gov/police/police-report-request>.
3. The City shall respond to all requests as soon as practical and without unreasonable delay. Generally, responses will be made within five (5) business days or, if more time is needed for a full response, within seven (7) business days.

4. The inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.

5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.

6. If the estimated cost is \$25 or more, the City shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.

<u>Public Record Request services:</u>	<u>Fee</u>
Photocopying records service - first page up to 10 pages	\$ 15
Photocopying records service - over 10 pages	See per page photocopying fees below
Records research fee:	Staff hourly wage, plus benefits
CD Duplication (per event/meeting, and or documents)	\$35 and \$15 for each additional
City Budget, City Audit, or City CIP document	\$ 35 for multiple copies

3.8. Photocopying Fees

	<u>Per page fee</u>
8.5" x 11" (per page charge)	\$ 0.25
8.5" x 14" (per page charge)	0.30
11" x 17" (per page charge)	0.35

Photocopy charges are applied City-wide. All City Departments charge the same fee for photocopy services.

3.9. Non-sufficient Funds (NSF) Charge

	<u>Fee</u>
Relating to returned payments for NSF (pursuant to West Linn Code Section 4.015 and 4.235)	\$ 25

3.10. Finance Charges

[refer interest rates and applicable fees under Section 2.4. Delinquent Utility Bill Accounts]

3.11. Municipal Court Fees and Charges

	<u>Fee</u>
Fee for Setting Aside Records of Conviction / Arrest	\$ 240
Civil Compromise Fee	200
Bench Probation / Probation Violation Fee	100
Fee for Fix-it Citation issued by Police	35
File Review Fee	25
Fee for fine payment agreements	20
Suspension Fee	15

Deferral Fees:

Criminal Deferred Sentence	\$ 200
Seat-Belt / Cell Phone Deferral Fee	Range \$50 to \$110
Safe Driving Deferral Fee (Students)	Range \$50 to \$435
Safe Driving Deferral Fee (Adults)	Range \$75 to \$435

Fine schedule relating to infractions See separate conviction schedule of fines maintained by the Municipal Court Judge as summarized below pursuant to ORS 153:

Penalty class	Special				
	Presumptive	Zone	Minimum	Maximum	
	Fine	Fine	Fine	Fine	Fine
Class A	\$ 435	\$ 870	\$ 220	\$ 2,000	
Class B	260	520	130	1,000	
Class C	260	320	80	500	
Class D	110	220	60	250	

Note: Special Zones include highway work, school, and safety corridors

4. GIS/Mapping Fees

4.1. Map Printouts	<u>Per Copy</u>
First five laser copies - 8.5" x 11", full color (A Size Letter)	\$ 0.25
Each laser copy thereafter - 8.5" x 11", full color (A Size Letter)	5.00
Up to 11"x17", full color or black and white (B Size Tabloid)	8.00
Over 11"x17", up to 24"x36", full color or black and white (C & D Sizes)	15.00
Over 24"x36" up to 36"x48", full color or black and white (E Size)	20.00
Over 36"x48" up to 50"x60" (two map sheets), full color or b&w (Oversized)	30.00

4.2. City Atlas	<u>Color</u>	
47 double-sided pages, 8.5"x11"	\$ 50.00	
<i>Road Maps:</i>	<u>First copy</u>	<u>Additional copies</u>
11x17 black & white	Free	\$ 0.25
11x17 color	\$ 8.00	\$ 8.00

4.3. Custom Request Maps
Approved hourly billing rate per Section 1.3. plus map printout fees, limited to staff availability

4.4. Large Format Copies	<u>Black & White</u>	<u>Color</u>
Wide Format Scan and print (36" maximum width)	\$ 15	\$ 25

4.5. Digital Data	<u>Per Section</u>	<u>Full City (15 sections)</u>
1999 Ortho-rectified Aerial Photography, Color or Black and White, 1-foot pixels	\$ 50	\$ 500

- Digital data may not be redistributed or resold.
- Other years of photography are not available for public distribution. Contact Metro DRC to purchase.
- Available in ESRI Shapefile format.
- DXF conversion or non-standard requests: data cost plus staff time.
- Some data layers are not available for public distribution due to licensing constraints and must be obtained through Metro's Data Resource Center or Clackamas County.
- All GIS digital data requests must go through the West Linn GIS Coordinator.
- A Release of Information Form must be filled out and signed prior to transfer of data.

4.6. GIS Digital Layers	<u>Per Layer</u>	<u>All City Layers</u>
GIS Digital Data Layers	\$ 25	\$ 250

5. Library Fees

5.1. Overdue items	<u>Per Day</u>	<u>Maximum</u>
Adult items	\$ 0.25	\$ 5.00
Children's items	\$ 0.15	\$ 3.00
Children's AV materials	\$ 0.25	\$ 3.00
Cultural Pass	\$ 5.00	Cost of pass
5.2. Media Storage	<u>Per Item</u>	
Blank Discs	\$1.00	
USB	\$10.00	
5.3. Community Room	<u>Per Hour</u>	
Fee	\$50.00	
Non-profit	\$20.00	
5.4. Replacement Library Card fee	<u>Per Card</u>	
Fee	\$ 1.00	
5.5. Lost & Damaged	<u>Per Item</u>	
Item	Retail cost of item	
Miscellaneous missing part	\$ 1.00	

6. Parks, Recreation, and Facility Fees

6.1. Picnic Facility Fees - Residents

Size of Group	Shelter/Stage	West Linn Non-Profit Service Group
1-49	\$ 30.00	\$ 15.00
50-99	60.00	30.00
100-199	120.00	60.00
200-300	240.00	120.00

Groups of 300+ must utilize a Special Event permit.

6.2. Picnic Facility Fees - Nonresidents

Size of Group	Shelter/Stage	Non-Profit Service Group
1-49	\$ 90.00	\$ 30.00
50-99	150.00	60.00
100-199	300.00	120.00
200-300	450.00	240.00

Groups of 300+ must utilize a Special Event permit.

Special Event fees for the use of infrastructure facilities, right of ways, streets, open space, trails, or groups areas necessary for event. Current fees for reservation of specific shelters and fields would still apply

Size of Event	Non Profit	Commercial/Private
Event Size 1-199	\$ 100.00	\$ 150.00
Event Size 200-499	150.00	250.00
Event Size 500-999	250.00	400.00
Event Size 1000 - 1999	400.00	700.00
Event Size 2000-4999	750.00	1,000.00
Event Size over 5000	900.00	1,500.00

* City personnel costs will be charged based on services required using the methodology described in Section 1.3.

6.3. Athletic Field Permits

	With Picnic Permit	Field Permit Only
Hourly fee	\$ 10.00	\$ 15.00
Daily fee	60.00	75.00
Field set-up	50.00	65.00

6.4. Tournament & Camp Fees

Adult & Youth Sports Camp Fee

West Linn Resident or Non-Profit	\$10 hour per field
Non-Resident or For Profit	\$15 hour per field
Field Set up	\$25 per hour

Adult & Youth Sports Tournament Fees

Fee to offset incurred costs for hosting tournaments (utilities, supplies and materials, and staff time)

1 - 5 teams in tournament	\$100.00
6 - 10 teams in tournament	\$250.00
11 - 20 teams in tournament	\$350.00
20+ teams in tournament	\$500.00

6.5. Adult Community Center Fees

	Non Profit Meeting Application fees	Charges per hour		
		Non-profits Events	Residents	Non-Residents
Required - Alcohol Fee (If served)	NA	\$ 75	\$ 75	\$ 75
Facility Rental (All rooms except kitchen)	\$ 75	64	95	114
Main Multi Purpose #1	38	26	45	57
Multi Purpose #2 (Back left)	32	19	26	32
Multi Purpose #3 (Back right)	32	19	26	32
Classroom	26	13	19	26
Kitchen (Only with Multi #1 rental)	19	32	13	32

See also Section 3.1 for facility deposit information.

6.6. McLean House Fees

	Weekend Rates		Week-day rates (Monday - Thursday)		
	Saturday	Friday & Sunday	Level A	Level B	Level C
Refundable security deposit	\$250		\$100		
Cleaning fee (cleaning service provided)	\$150		\$75		
Required - alcohol fee (if served)	\$60				
Use fee - high season (May - Sept.)	\$2,100 - 8 hours	\$1,800 - 8 hours/ \$900 minimum	\$20 per hr for small groups (20 or fewer)	\$40 per hr for mid-size groups (21 to 40)	\$100 per hr for large groups (41-100)
Use fee - low season (Oct – April)	\$950 - 8 hours	\$750 - 8 hours / \$375 minimum			

Pre-event visits: first half-hour, no charge; additional time \$10 per half-hour.

The Friends of McLean Park and House (or Parks and Recreation Director) reserve the right to reduce or waive fees in regards to service-to-service trade, civic groups and non-profit groups.

Available options: Premium quality chair rental, set up service, and tear-down service.

Active military discount on use fees 30%

6.7. Sunset Fire Hall Community Room Fees

Standardized fee structure in line with Adult Community Center

New Non Profit mtg fee

New Non Profit event fee

Allow Alcohol with fee

	Charges per hour			
	Non Profit Meeting fees	Non Profit Events	Residents	Non-Residents
Civic Groups				
Less than 25 people	\$ 7	\$ 10	\$ 30	\$ 40
25 to 49 people	7	15	40	50
50 to 99 people	7	20	50	60
Required - Alcohol Fee (If served)	NA	70	70	70

Maximum number of attendees must be kept under 100.

No amplified music allowed.

Non profit fees established to assist with offsetting operational costs of facility (janitorial services, supplies and materials and utilities)

[See also Section 3.1 for facility deposit information.]

6.8. Street Trees

New Subdivisions:

Option #1 - The developer shall pay the cost of street trees at the time public improvements are bonded, prior to final plat approval. The fee shall be based on the number of trees required multiplied by \$175 (the cost per tree) unless the developer chooses Option 2. This fee includes the purchase cost of the tree, labor and equipment for original placement, regular maintenance following the City's schedule for two years, and a two-year replacement warranty.

Option #2 - At the developer's option, the street tree plan may be executed privately. In this case, a fee of \$75 per tree shall be charged prior to issuance of a final plat approval. If this option is exercised, trees shall be planted prior to an occupancy permit. This fee shall include permit and inspection fees, two-year maintenance fee, and a two-year replacement warranty.

All trees planted by the developer shall conform to types, grade, size, and planting specifications as specified by the City's street tree plan.

In special cases, a developer may choose to plant a larger tree than standard, or plant outside the normal planting periods, in which instance an additional fee may be agreed upon with the City to cover the costs of special order trees.

Existing Subdivisions/Older established Areas:

Landowners in existing subdivisions or other established areas might choose to initiate a beautification project by planting street trees. In which case, fees will be based on all or any combination of: permit and inspection fees, the actual cost of the tree, the actual cost of original placement, the projected cost of maintenance, and replacement warranty.

These fees shall be set and agreed upon prior to a permit being issued.

6.9. Park Maintenance Fee

	Effective July 1, 2013		Effective July 1, 2014		Effective July 1, 2015	
	Charge per month		Charge per month		Charge per month	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
Single family residence	\$ 11.80	n/a	\$ 12.39	n/a	\$ 13.01	n/a
Multi-family residence	11.20	n/a	11.76	n/a	12.35	n/a

For the park maintenance fee, a residence is defined by the presence of any size water meter. The system and structure of fees for parks maintenance can be controlled through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the park maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

A multi-family housing unit is defined as a residential structure with multiple dwelling units in the same building with that share one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the City-wide vacancy rate as determined by the City of West Linn Planning Department in effect for a one-year period as of July 1 of each fiscal year.

Monthly park maintenance fees to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance fee. Principal residences occupied by a person(s) having an annual income(s) that does not exceed one hundred eighty-five percent (185%) of the most recently published federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced park maintenance fees.

6.10. Commercial Filming

Film/video one day fee - no park closure	\$50
Film/video one day fee - Park Closure	\$1,000
Still Photography per day	\$25

Tree Removal Permit Fee

Requires a change to Municipal Code prior to being enacted.

	<u>Fee</u>	
Tier 1	\$25	When Permit approval processed in office
Tier 2	\$65	When Permit approval requires site visit to address
Tier 3	\$185	When Permit approval requires site visit to address and mailing of notifications
Appeal Fee	\$100	Applies to appeals to City Council

Changed Special Event application and Banner application fees to \$100 under Admin Section

7. Police Fees

7.1. Release of Impounded Vehicles	<u>Per Vehicle</u>
Administrative Cost	\$ 200
Criminal Vehicle Impound	350 200

Whereas, state law and West Linn municipal codes authorize police officers to impound an abandoned vehicle or a vehicle that is disabled, abandoned, parked or left standing unattended on a road or highway right of way and creates a hazard or obstruction to traffic or is unlawfully parked; and whereas, ORS 809.716 and 809.720 were adopted by the state legislature in 1997 to promote public safety and financial responsibility by authorizing police officers to impound vehicles, without prior notice for the following offenses; Driving an uninsured vehicle in violation of ORS 806.010, Driving while suspended or revoked in violation of ORS 811.175 or 811.182, Driving while under the influence of intoxicants in violation of ORS 813.010; Operating without driving privileges or in violation of license restriction in violation of ORS 807.010; and whereas, such state statutes allow payment to a police agency of an administrative fee determined by the agency to be sufficient to recover its actual administrative cost for the impoundment.

Criminal vehicle impound fees apply to DUII, attempts to elude police, reckless driving, driving while felony suspended, hit and run felony.

7.2. Security Alarm Permits	<u>Fee</u>
Annual fee for users permit	\$ 20
Fee for first revoked users permit	40
Fee for second revoked users permit	100
Fee for third and additional revoked users permit(s)	180
Failure to obtain a permit or delinquent renewal	25

7.3. False Alarm System Fees	<u>Fee</u>
First false alarm	no charge
Second false alarm	no charge
Third false alarm	\$ 50
Fourth false alarm	75
Fifth false alarm	125
Sixth and additional false alarm(s)	150

Any alarm system, as defined in WLMC 7.230(3) and WLMC 7.230(5), that has false alarm(s) within any permit year are subject to fees or actions.

7.4. Violation Compliance Citation	<u>Per Citation</u>
Administrative Fee	\$ 35

This would apply to citations such as: minor registration/licensing violations; equipment violations. This does not apply to moving violations.

7.5. Fingerprinting Services	<u>Fee</u>
Per service fee amount	\$ 15

7.6. Parking Citation Fines	\$ 30	For each parking violation
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Fines for handicapped parking and parking in a firelane violations fall under the ORS related to speeding tickets and are much higher. Outstanding or unpaid parking citations will double if not paid within 30 days and, on the 45th day outstanding, unpaid parking citation fines may be turned over to a collection agency. Vehicles with four outstanding parking citations may be impounded at the owners expense and will be subject to the Release fee for Impounded Vehicles referenced above.

8. Public Works Fees

8.1. Public Works Construction Permit	<u>Fee/Deposit</u>	
Flat permit fee	\$ 50	
Construction services deposit	500	Pursuant to City Code Section 3.255
Required deposit if street is cut		\$500 plus \$50 per lineal foot of street cut
8.2. Public Improvement Permit	<u>Fee/Deposit</u>	
Flat permit fee	\$ 50	
Construction services deposit		6% of estimated construction costs
Pursuant to City Code Section 3.255 and West Linn Community Development Code 91.010(2)		
8.3. Blasting Permits	<u>Fee</u>	
Blasting permit fee	\$ 1,500	Pursuant to City Code Section 5.785
8.4. Erosion Control		<u>Fee</u>
Erosion Control Permit Application and Inspection Fees - under 1/2 Acre (\$150 - Application and \$300 - first year annual fee)		\$ 450
Erosion Control Application Fees - over 1/2 Acre but under 1 acre (\$375 - Application and \$500 - first year annual fee)		875
Erosion Control Application Fees - over 1 acre (Over 5 acres - DEQ 1200C also is required) (\$770 - Application and \$865 - first year annual fee. Every 1 acre over 5 acres inspection fees increase \$75)		1,635
One charge per plan review/inspection; additional charge for each inspection. Pursuant to Chapter 31 of the West Linn Community Development Code		
8.5. Building Site Cleanup Deposits	<u>Deposit</u>	
Building site cleanup deposit	\$ 350	Pursuant to City Code Section 8.110
8.6. Final Plats	<u>Fee</u>	
Final Plats Partition	\$ 1,500	
Final Plats Subdivision	2,000	
Pursuant to Section 89.080 of the West Linn Community Development Code		
8.7. Vacations	<u>Fee</u>	
Easement	\$ 1,500	
8.8. Building Relocation Through Public Right-Of-Way (ROW)	<u>Fee</u>	
Flat permit fee	\$ 1,500	
Pursuant to Section 8.255 of the West Linn Municipal Code		

9. Planning Fees

9.1. Annexation (excludes election costs)	<u>Fee</u> \$15,000 + \$1,000 per acre up to a maximum of \$20,000
9.2. Appeal	<u>Fee</u>
Planning Director decision	\$ 400
Expedite partition/subdivision to Hearing Officer	400
Planning Commission decision	400
Appeal fee through Neighborhood Association	no charge
9.3. Code Interpretation	<u>Fee</u> \$ 850
9.4. Conditional Use Permit	<u>Deposit/Fee</u>
Deposit	\$ 4,500
Inspection Fee	200
9.5. Design Review	<u>Fee</u>
Class I	\$ 2,100
	<u>Deposit /Fee</u>
Class II Based on Construction Value (CV):	
Less than \$100,000 of CV	4% of CV (\$2,000 minimum deposit)
\$100,000 < \$500,000 of CV	4% of CV (\$8,000 maximum deposit)
\$500,000+ of CV	\$4,000 plus 4% of CV (\$20,000 maximum deposit)
Inspection Fee	\$ 300
9.6. Enlarge/Alter Non-conforming Use/ Structure	<u>Fee</u>
Single family residence	\$ 1,000
Other	\$ 3,000
9.7. Environmental Overlay Zones	<u>Fee</u>
Drainage /Wetland Protection Single Dwelling	\$ 2,600
Re-vegetation Plan/Inspection	\$ 250
Other Drainage/Wetland Protection determined by the Planning Director and Engineering to be:	<u>Deposit</u>
Less than \$5,000 in value	\$ 1,000
In excess of \$5,000 in value	1,850
Flood Plain	1,050
Tualatin River	1,700
Willamette River Greenway	1,700
9.8. Historic Review	<u>Fee</u>
Minor alterations and maintenance (subject to Section 25.100 or 26.060B)	no charge
Residential minor/major remodel or alteration (subject to Section 25.070 or 26.060C)	100
Residential new construction	1,500
Commercial minor alteration	250
Commercial major alteration	500

Commercial new construction	see design review fees
Demolition (less than 500 sq. ft.)	250
Demolition (greater than 500 sq. ft.)	600
Landmark or District Designation	no charge

9.9. Land Division	<u>Deposit /Fee</u>
Lot Line Adjustment	\$ 800
Final Plats Lot Line Adjustment	200 Fee
Partition (includes expedited review)	\$2,800 deposit
Subdivision	\$4,200 plus \$200 per lot
Inspection	500 Fee
Expedited Subdivision	\$4,000 plus \$300 per lot plus referee costs
Modification to approval	50% original deposit
Planned Unit Development (PUD)	\$4,200 plus \$400 AC deposit
Inspection	500 Fee
9.10. Pre-Application Conference	<u>Fee</u>
Level I (Planning review only)	\$ 350
Level II (City-wide departmental review)	1,000
Historic Review	no charge
9.11. Sidewalk Use Permit (Café)	<u>Fee</u>
Fee	\$ 100
9.12. Sign Review	<u>Fee</u>
Face change	\$ 50
Temporary	50
Permanent	250
9.13. Street Name Change	<u>Fee</u>
Deposit	\$ 940
9.14. Temporary Use Permit	<u>Fee</u>
Administrative	\$ 280
Commission/Council	3,500
9.15. Vacations	<u>Fee</u>
Street	\$ 6,000
Tree Easement	1,000
9.16. Variance	<u>Fee</u>
Class I	\$ 825
Class II	2,900
After the initial charge for the first variance, subsequent variances will be charged one-half the fee when processed as one application.	
9.17. Zone Change	<u>Deposit</u>
Plan Map Amendment	\$ 3,000
9.18. Land Use Declaration	<u>Fee</u>
Responding to land use information requests	\$ 100

10. Building Fees

10.1. Building and Solar Permit Fees

	<u>Minimum base fee</u>	<u>Plus each additional \$1K of BV</u>
Building Valuation (BV):		
\$0 up to \$2,000	\$ 100	-
\$2,001 up to \$25,000	78	\$ 14
\$25,001 up to \$50,000	406	11
\$50,001 up to \$100,000	672	7
Over \$100,000	1,029	5

These fees are based on building valuation (BV) and set by the State Building Codes Division.

10.2. Plan Reviews

	<u>Fee</u>
Structural	65% of permit fee
Fire, Life, and Safety	45% of permit fee (Commercial only/when applicable)

10.3. Deferred Submittals

\$250 for the first deferred item and \$125 for each additional item; or 10 percent of the of the permit fee for the value of the deferred work, whichever is greater.

The fee methodology is mandated by Oregon Administrative Rules.

10.4. Phased Permits

\$250 for the first phase and \$125 for each addition phase, plus 10 percent of the building fee. Maximum \$1,500 per phase added to the building permit fee.

10.5. Master Plans and Architect/Engineer Approved Plan Review

	<u>Fee</u>
Hourly rate - normal work hours	<i>[Refer to Section 1.3. for hourly rate information.]</i>
Evening and weekend hourly rate	<i>[Refer to Section 1.3. for hourly rate information.]</i>

10.6. Demolition

	<u>Fee</u>
Residential	\$ 60
Commercial	Based on valuation. Apply contract price to building permit table.

10.7. Dye Test

	<u>Fee</u>
Residential	\$ 46
Commercial	Charged an hourly rate (see Section 1.3. for hourly rate information).

10.8. Consultation

	<u>Fee</u>
Fee	Charged an hourly rate (see Section 1.3. for hourly rate information).

10.9. Grubbing

	<u>Fee</u>
Fee	\$ 100

10.10. Tree Review

	<u>Fee</u>
Fee	\$ 75
Associated with residential permit - \$75 flat fee	

10.11. Administrative Civil Penalties Appeal

	<u>Fee</u>
Appeal to the City Manager, the amount of the penalty the Building Official assessed for violating the Specialty Codes	\$ 400

10.12. Grading Plan Review Fee

Cubic Yards (CY):	<u>Fee for first 10,000 Cubic Yards</u>	<u>Plus fee for each additional CY over 10,000 Cubic Yards</u>
	0 to 50	No fee, no permit required
51 to 100	\$ 27	n/a
101 to 1,000	43 (for 1st 100 CY)	n/a
1,001 to 10,000	57 (for 1st 1,000 CY)	n/a
10,001 to 100,000	57 (for 1st 10,000 CY)	\$28 (each additional 10,000 CY)
100,001 to 200,000	309 (for 1st 100,000 CY)	15 (each additional 10,000 CY)
Over 200,000	462 (for 1st 200,000 CY)	8 (each additional 10,000 CY)

10.13. Grading Permit Fee

Cubic Yards (CY):	<u>Fee for first 1,000 of Cubic Yards</u>	<u>Plus fee for each additional CY over 1,000 (or fraction thereof)</u>
	0 to 50	No fee, no permit required
51 to 100	\$ 43	n/a
101 to 1,000	43 (for 1st 100 CY)	\$20 (each additional 100 CY)
1,001 to 10,000	224 (for 1st 1,000 CY)	17 (each additional 1,000 CY)
10,001 to 100,000	374 (for 1st 10,000 CY)	76 (each additional 10,000 CY)
Over 100,000	1,057 (for 1st 100,000 CY)	42 (each additional 10,000 CY)

10.14. Fire Sprinkler Permit Fee

	<u>Fee</u>
Residential House square footage:	
0 to 2,000	\$100 (one hour)
2,001 to 3,600	\$125 (1.25 hours)
3,601 to 7,200	\$150 (1.50 hours)
Over 7,200	\$200 (two hours)
All other sprinklers	Based on the valuation of the work, applied to the Building Permit Fee schedule

10.15. Fire Sprinkler Plan Review

	<u>Fee</u>
Fee	25% of permit fee

10.16. Medical Gas

Based on the valuation of the work, applied to the Building Permit Fee schedule.

10.17. Public Works Review and Inspection

	<u>Fee</u>
General review associated with residential permit	\$ 350
All others, see Public Works Department fee schedule.	
Stormwater Management Facility Review and Inspection	150

10.18. Partial Permit

	<u>Fee</u>
Residential	\$ 75
Commercial	250

10.19. Occupancy Certificate

	<u>Fee</u>
Commercial only	\$ 300 (Temporary certificate of occupancy)

10.20. Plumbing Permit Fees

New One- and Two-family dwellings only (includes 100 feet for each utility connection)

	Fee
SFR (1) Bath	\$ 392
SFR (2) Bath	519
SFR (3) Bath	633
Each additional ½ bath/kitchen	68

10.21. Site Utility Fees

	Fee
Catch basin/area drain	\$ 18
Drywells/leach line/trench drain	18
Footing drain (Per 100' or fraction)	76
Manufactured home utilities	76
Manholes	18
Rain drain connector	18
Sanitary sewer (Per 100' or fraction)	76
Storm sewer (Per 100' or fraction)	76
Water services (Per 100' or fraction)	76

10.22. Fixture or Item

	Fee
Absorption valve	\$ 18
Back flow preventer (irrigation)	18
Backwater valve	18
Basins/lavatory	18
Clothes washer	18
Dishwasher	18
Drinking fountain(s)	18
Ejectors/sump	18
Expansion tank	18
Fixture/sewer cap	18
Floor drains/floor sinks/hub	18
Garbage disposal	18
Hose bib	18
Ice maker	18
Interceptor/grease trap	18
Primer(s)	18
Roof drain (commercial)	18
Sink(s), basin(s), lav(s)	18
Sump	18
Tubs/shower/shower pan	18
Urinal	18
Water closet	18
Water heater	18
Minimum	100

10.23. Mechanical Permit Fees

	<u>Fee</u>
Duct Work	\$ 19
Air Conditioning	25
Alteration of Existing	19
Boiler	25
Heat Pumps	25
Furnace	31
Heaters-Wall Mounted	25
Appliance Vent	19
Dryer Vent	19
Kit. Hood	19
Exhaust Vent	13
Fuel Piping (4 outlets)	9
Fuel Piping (each above 4)	2
Decorative Fireplace (manufactured)	31
Insert	31
Wood Stove	31
Hydronic hot water system	31
Log lighter	19
Barbecue	19
Gas clothes dryer	19
Other	19
Minimum	100

11. Systems Development Charges (SDCs)

11.1. General SDC Information

West Linn SDC fees shall be indexed for inflation annually using the Engineering News – Record Construction Cost Index (20-city average) for the most recent 12-month period per Code Section 4.15 (3).

Below is a summary table of all SDC charges for a Single Family Dwelling (effective July 1, 2014):

Per Single Family Dwelling:	Reimbursement	Improvement	Administrative	Total
Street SDC	\$2,285	\$4,894	\$186	\$7,365
Bike/Ped SDC	\$0	\$1,599	\$42	\$1,641
Water SDC	\$601	\$7,161	\$201	\$7,963
Surface Water SDC	\$815	\$245	\$53	\$1,113
Parks SDC	\$0	\$9,485	\$260	\$9,745
Sewer SDC	\$629	\$2,451	\$114	\$3,194
Sub-total, SDCs to City	\$4,330	\$25,835	\$856	\$31,021
Plus Water SDC collected for South Fork Water Board (updated effective January 1, 2014)				\$1,579
Plus Sewer SDC collected for Tri-City Service District				\$2,020
Total SDCs due for Single Family Dwelling				\$34,620

Notes:

1. The fees in the above table are based upon the smallest water meter size of 5/8"
2. Metro also has a Construction Excise tax that may apply for valuations over \$100,000
3. School Districts also have a Construction Excise tax that may apply on any new construction or additions

11.2. Street SDC

Effective July 1, 2013 [ENR CCI increase 2.58%]

Type Of Use	Trips Per Use:	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$2,201	\$4,717	\$179	\$7,097
Single family	Per house	1.01	\$2,223	\$4,764	\$181	\$7,168
Multi-family	Per MF Unit	0.62	\$1,365	\$2,925	\$111	\$4,401
Retail	Per 1,000ft ²	2.536	\$5,582	\$11,962	\$454	\$17,998
Office	Per 1,000 ft ²	1.314	\$2,892	\$6,198	\$235	\$9,325
Public Park	Per Acre	0.223	\$491	\$1,052	\$40	\$1,583
Public School	Per Student	0.08	\$176	\$377	\$14	\$567

Effective July 1, 2014 [ENR CCI increase 2.75%]

Type Of Use	Trips Per Use:	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$2,262	\$4,846	\$184	\$7,292
Single family	Per house	1.01	\$2,285	\$4,894	\$186	\$7,365
Multi-family	Per MF Unit	0.62	\$1,402	\$3,005	\$114	\$4,521
Retail	Per 1,000ft ²	2.536	\$5,736	\$12,289	\$467	\$18,492
Office	Per 1,000 ft ²	1.314	\$2,972	\$6,368	\$242	\$9,582
Public Park	Per Acre	0.223	\$504	\$1,081	\$41	\$1,626
Public School	Per Student	0.08	\$181	\$388	\$15	\$584

11.3. Bike/Ped SDC

Effective July 1, 2013 [ENR CCI increase 2.58%]

Type Of Use	Trips Per Use:	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$0	\$1,542	\$40	\$1,582
Single family	Per house	1.01	\$0	\$1,557	\$40	\$1,597
Multi-family	Per MF Unit	0.62	\$0	\$956	\$25	\$981
Retail	Per 1,000ft2	2.536	\$0	\$3,911	\$101	\$4,012
Office	Per 1,000 ft2	1.314	\$0	\$2,026	\$53	\$2,079
Public Park	Per Acre	0.223	\$0	\$344	\$9	\$353
Public School	Per Student	0.08	\$0	\$123	\$3	\$126

Effective July 1, 2014 [ENR CCI increase 2.75%]

Type Of Use	Trips Per Use:	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$0	\$1,583	\$42	\$1,625
Single family	Per house	1.01	\$0	\$1,599	\$42	\$1,641
Multi-family	Per MF Unit	0.62	\$0	\$981	\$26	\$1,007
Retail	Per 1,000ft2	2.536	\$0	\$4,014	\$107	\$4,121
Office	Per 1,000 ft2	1.314	\$0	\$2,080	\$55	\$2,135
Public Park	Per Acre	0.223	\$0	\$353	\$9	\$362
Public School	Per Student	0.08	\$0	\$127	\$3	\$130

11.4. Water SDC

Note: see also the additional SDC collected on behalf of South Fork Water Board
 [SFWB Water SDC for 5/8" meter is currently = \$1,579 for 2014 and \$1,466 for 2013]

Effective July 1, 2013 [ENR CCI increase 2.58%]						
Size of Meter	Meter Equivalency	Reimbursement	Improvement	Administrative	Total	
<i>per factor of 1</i>		1.00	\$585	\$6,969	\$196	\$7,750
5/8"	1	\$585	\$6,969	\$196	\$7,750	
3/4"	1.5	\$878	\$10,454	\$294	\$11,626	
1"	2.5	\$1,463	\$17,423	\$490	\$19,376	
1.5"	5	\$2,925	\$34,845	\$980	\$38,750	
2"	8	\$4,680	\$55,752	\$1,568	\$62,000	
3"	16	\$9,360	\$111,504	\$3,136	\$124,000	
4"	25	\$14,625	\$174,225	\$4,900	\$193,750	
6"	50	\$29,250	\$348,450	\$9,800	\$387,500	
8"	80	\$46,800	\$557,520	\$15,680	\$620,000	
10"	125	\$73,125	\$871,125	\$24,500	\$968,750	

Effective July 1, 2014 [ENR CCI increase 2.75%]						
Size of Meter	Meter Equivalency	Reimbursement	Improvement	Administrative	Total	
<i>per factor of 1</i>		1.00	\$601	\$7,161	\$201	\$7,963
5/8"	1	\$601	\$7,161	\$201	\$7,963	
3/4"	1.5	\$902	\$10,742	\$302	\$11,946	
1"	2.5	\$1,503	\$17,903	\$503	\$19,909	
1.5"	5	\$3,005	\$35,805	\$1,005	\$39,815	
2"	8	\$4,808	\$57,288	\$1,608	\$63,704	
3"	16	\$9,616	\$114,576	\$3,216	\$127,408	
4"	25	\$15,025	\$179,025	\$5,025	\$199,075	
6"	50	\$30,050	\$358,050	\$10,050	\$398,150	
8"	80	\$48,080	\$572,880	\$16,080	\$637,040	
10"	125	\$75,125	\$895,125	\$25,125	\$995,375	

11.5. Surface Water SDC

Based on impervious area, City surface water per ESU (2,914ft²)

Effective July 1, 2013 [ENR CCI increase 2.58%]					
Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$793	\$238	\$52	\$1,083
Single family	1.00	\$793	\$238	\$52	\$1,083

Effective July 1, 2014 [ENR CCI increase 2.75%]					
Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$815	\$245	\$53	\$1,113
Single family	1.00	\$815	\$245	\$53	\$1,113

11.6. Park SDC

Effective July 1, 2013 [ENR CCI increase 2.58%]					
Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$0	\$3,483	\$95	\$3,578
Single family	2.65	\$0	\$9,231	\$253	\$9,484
Multi-family	1.874	\$0	\$6,526	\$180	\$6,706

Effective July 1, 2014 [ENR CCI increase 2.75%]					
Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$0	\$3,579	\$98	\$3,677
Single family	2.65	\$0	\$9,485	\$260	\$9,745
Multi-family	1.874	\$0	\$6,706	\$185	\$6,891

11.6. Sewer SDC

Note: see also the additional SDC collected on behalf of Tri-City Service District
 [Tri-City Service District Sewer SDC is currently 1 EDU = \$2,020]

Effective July 1, 2013 [ENR CCI increase 2.58%]						
Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$612	\$2,385	\$111	\$3,108
Single family	-	-	\$612	\$2,385	\$111	\$3,108
Multi-family	-	-	\$341	\$1,329	\$61	\$1,731
Commercial	5/8"	1	\$612	\$2,385	\$111	\$3,108
Commercial	3/4"	1.5	\$921	\$3,580	\$164	\$4,665
Commercial	1"	2.5	\$1,533	\$5,964	\$274	\$7,771
Commercial	1.5"	5	\$3,065	\$11,929	\$549	\$15,543
Commercial	2"	8	\$4,905	\$19,088	\$879	\$24,872
Commercial	3"	16	\$9,808	\$38,176	\$1,757	\$49,741
Commercial	4"	25	\$15,324	\$59,648	\$2,745	\$77,717
Commercial	6"	50	\$30,652	\$119,296	\$5,491	\$155,439
Commercial	8"	80	\$49,042	\$190,873	\$8,788	\$248,703
Commercial	10"	125	\$76,626	\$298,239	\$13,731	\$388,596

Effective July 1, 2014 [ENR CCI increase 2.75%]						
Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$629	\$2,451	\$114	\$3,194
Single family	-	-	\$629	\$2,451	\$114	\$3,194
Multi-family	-	-	\$350	\$1,366	\$63	\$1,779
Commercial	5/8"	1	\$629	\$2,451	\$114	\$3,194
Commercial	3/4"	1.5	\$946	\$3,679	\$169	\$4,794
Commercial	1"	2.5	\$1,575	\$6,128	\$282	\$7,985
Commercial	1.5"	5	\$3,149	\$12,257	\$564	\$15,970
Commercial	2"	8	\$5,040	\$19,613	\$903	\$25,556
Commercial	3"	16	\$10,078	\$39,227	\$1,805	\$51,110
Commercial	4"	25	\$15,746	\$61,290	\$2,821	\$79,857
Commercial	6"	50	\$31,496	\$122,580	\$5,642	\$159,718
Commercial	8"	80	\$50,392	\$196,128	\$9,030	\$255,550
Commercial	10"	125	\$78,736	\$306,450	\$14,109	\$399,295

Attachments

1. Fees of other entities that the City of West Linn is required to pass through
 - 1.1. METRO - Construction Excise Tax
 - 1.2. WLWSD - Construction Excise Tax
 - 1.3. LOSD - Construction Excise Tax
 - 1.4. Water SDC - South Fork Water Board water SDC charges
 - 1.5. Sewer SDC - Tri-City Service District sewer SDC charges
2. Copy of Resolution adopting Master Fees and Charges booklet
3. Copies of the three Construction Excise Tax agreements and provisions

Attachments

1. Construction Excise Tax agreement with other entities

1.1. METRO - Construction Excise Tax

	Fee	
Tax percentage to be assessed on value of construction	0.12%	of construction
City's administrative fee retained to cover collection costs	5%	of tax amount
Maximum amount of tax assessed	\$ 12,000	
Exempt construction projects that are under this value	\$ 100,000	
Expiration date (extended in June 2009)	2014	
Date the tax first went into effect	July 1, 2006	

<http://www.metro-region.org/index.cfm/go/by.web/id=18459>

1.2. WLWSD - Construction Excise Tax

Residential - tax amount on value of construction	\$ 1.00	per square foot
Nonresidential - tax amount on value of construction	\$ 0.50	per square foot
City's administrative fee retained to cover collection costs	4%	of tax amount
Date the tax first went into effect	October 24, 2007	

1.3. LOSD - Construction Excise Tax [increased for CCI eff. 10/01/2010]

Residential - tax amount on value of construction	\$ 1.05	per square foot
Nonresidential - tax amount on value of construction	\$ 0.53	per square foot
City's administrative fee retained to cover collection costs	4%	of tax amount
Date the tax first went into effect	April 1, 2010	

1.4. South Fork Water Board - Water SDC Fee

Meter Size	Equivalent Meter Factor (EMF)	Water SDC Fee (eff. 1/1/13)	Water SDC Fee (eff. 1/1/14)	Water SDC Fee (eff. 1/1/15)
5/8" x 3/4"	1	\$ 1,466	\$ 1,579	
3/4"	1.5	2,199	2,369	
1"	2.5	3,665	3,949	
1.5"	5	7,329	7,897	
2"	8	11,726	12,635	
3"	16	23,452	25,271	
4"	25	36,644	39,486	
6"	50	73,290	78,972	
8"	80	117,264	126,355	
10"	115	168,566	181,635	

1.5. Tri-City Service District - Sewer SDC Fee

[see next page for table, details, and information]

1.5. Tri-City Service District Sewer SDC Fee

1 EDU = \$2,020

Class of Service	System Development Charge	Sewer Use Charge
Residential		
01. Single Family Dwelling	1 EDU	1 EDU
02. Duplex	0.8 EDU per dwelling unit	1 EDU per dwelling unit
03. Triplex	0.8 EDU per dwelling unit	1 EDU per dwelling unit
04. Multi-Family (Four Plex and Up)	0.8 EDU per dwelling unit	1 EDU per dwelling unit
05. Trailer/Mobile Home Parks	0.8 EDU per dwelling unit	1 EDU per rental space provided sewer service
06. Adult Foster Care Homes ¹	1 EDU	1 EDU per five occupants

Institutional		
10. High Schools	1 EDU per 29 students (ADA) ²	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption
11. Junior High Schools	1 EDU per 29 students (ADA) ²	Same as 10. (above)
12. Elementary and Pre Schools	1 EDU per 65 students (ADA) ²	Same as 10. (above)
13. Community Colleges	1 EDU per 29 students (ADA) ²	Same as 10. (above)
14. Churches	1 EDU per 180 seats (ADA) ³	Same as 10. (above)
-if parsonage	1 EDU per 29 students (ADA) ²	Same as 10. (above)
-if weekday child care or church school	1 EDU per 65 additional students	Same as 10. (above)
-if full time business officer	1 EDU per 1,900 sq. ft. additional meeting area	Same as 10. (above)
-if evening programs conducted three night or more per week	1 EDU per 1,900 sq. ft. additional meeting area	Same as 10. (above)
15. Hospitals - General	1 EDU per bed	Same as 10. (above)
16. Convalescent/Rest Homes	1 EDU per two beds	Same as 10. (above)
17. Adult Foster Care Homes ⁴	1 EDU per two beds	Same as 10. (above)

Commercial		
20. Hotels, Motels	1 EDU per two rooms	1 EDU per two rooms ⁵
-if quality restaurant	1 EDU per 10 seats, 1 EDU per 10 additional seats	1 EDU per 10 seats ⁵
21. Restaurants	1 EDU per 11 seats	1 EDU per 11 seats ⁵
22. Fast Food	1 EDU per 18 seats	1 EDU per 18 seats ⁵
23. Tavern/Lounge	1 EDU per 18 seats	1 EDU per 18 seats ⁵
24. Service Stations (without car wash)	1.7 EDU	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption
25. Car Wash	UEDUs per stall	Same as 24. (above)
26. Rollover (with service station)	5.6 EDUs	Same as 24. (above)
27. Tunnel (with service station)	16 EDUs	Same as 24. (above)
28. Laundromats	1 EDU per machine	Same as 24. (above)
29. Other Commercial (shall include all classes not otherwise included in this table)	The lesser of 1 EDU per 1,900 sq. ft. or less of floor space or 1 EDU per quarter acre or fraction thereof of land acre but not less than 50 percent of maximum charge resulting from the two options.	Same as 24. (above)

Industrial		
30. Light Industrial Waste ⁶	Same as 29. (above)	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption and actual cost to District for removal of SS and BOD per pound for amount resulting from sewage strength in excess of domestic sewage strength. Based on District cost per pound for removal off BOD and SS and cost per gallon for processing sewage flow.
31. Heavy Industrial Waste ⁷	Based on actual cost to District but not less than 16. (above)	

Public Authorities		
40. Cities	See applicable agreements	See applicable agreements

Note: For the purpose of equivalent dwelling units for connection charge purposes, the quotient will be carried to two decimal places.

1 Adult foster care homes having an occupancy capacity of five or fewer persons for whom the owner/operator of the facility receives remuneration of any kind shall be charged for one EDU.

2 ADA = Average Daily Attendance

3 Where seating is on benches or pews, the number of seats shall be computer on the basis of one seat for each 18 inches of bench or pews length.

4 Adult foster care homes having an occupancy capacity in excess of five persons for whom the owner/operator of the facility receives remuneration of any kind.

5 First year of service is based on seating capacity as shown. Subsequent service based on one EDU per 1,000 cubic feet or fraction thereof of metered water consumption.

6 With 30 pounds to 200 pounds of SS per day; 30 pounds to 200 pounds of BOD per day; and less than 10,000 gallons per day

7 With more than 200 pounds of SS per day; 200 pounds of BOD per day; and 10,000 gallons or more per day