

REQUEST FOR COUNCIL ACTION



Date Action Requested: March 18, 2024

Order Ordinance Resolution Motion Information

No. 2024-3920

Subject: A Resolution to update the Master Fee Schedule including the addition of a new notarization fee, updated System Development Charges, and the establishment of a Building Fee Refund Schedule

Staff: **Dan Keuler, Senior Accountant**
Department: **Finance**
File No.

Business Session

Order On Agenda:

Hearing Type: Administrative

Recommendation:

Adopt Resolution No. 2024-3920, a resolution updating the Master Fee Schedule for the City of Newberg.

Executive Summary:

The Master Fee Schedule (MFS) was established in April 2016 with Resolution 2016-3268 and last updated in March of 2023 via Resolution 2023-3887. The MFS does not include any franchise fees, city taxes, or pass-through fees collected for other entities. Various fees are tied to consumer price index (CPI) measurements. The fee-in-lieu of parking program fee is tied to the Engineering News Record Construction Cost Index for Seattle for December of each year, which for 2023 is 0.4%. All other rates subject to annual CPI increase use the CPI-U, which for December 2023 is 3.3%. These fees subject to the approval of the Master Fee Schedule will be effective on April 1, 2024.

Highlight of Fee Changes:

- **City Recorder:** The City Recorder is a licensed Notary with the State of Oregon and is now available for certain notarizations. The fee for this service will be set at \$10 per action and will be by appointment only.
- **Finance:** The Municipal Services Statement Fees were updated as presented on the MFS to appropriately reflect the increases that took place on January 1, 2024.
- **Library:** There is no change to Library fees.
- **Permit Center:** The Construction Excise Tax was removed from the Master Fee Schedule per Council Ordinance 2023-2917 adopted in May 2023 whereby the Council voted to accelerate the sunset of the tax.

The demolition fee is being discontinued and removed from the schedule, per state requirements. Pursuant to the 2021 Oregon Residential Specialty Code R101.2.3.1 and the 2022 Oregon Structural Specialty Code 101.2.2.1, demolition fees may not be charged and permitted by municipalities.

Per the 2021 Oregon Residential Specialty Code R108.5 and the 2022 Oregon Structural Specialty Code 109.6, the City Building Official is authorized to establish a refund Policy for the Building Permit fees. This update establishes such a Building Fee Refund Schedule, located in the glossary to properly lay out refund amounts within the Building Department.

The Water System Development Charges, the Wastewater System Development Charges, Stormwater System Development Charges, and the Transportation System Development Charges all are updated in this master fee schedule to reflect the updated models passed in February 2024 through Ordinance 2024-2922. That ordinance updated the models for system development charges by amending the Newberg Municipal Code section 13.05. These changes also remove the indexing provisions of the old model and allows for more frequent manual reviews of the models. Additionally, the City built into this code section various incentive programs to encourage business Development in Newberg.

- **Police:** The police section was updated primarily to reflect the removal of references to tapes or CDs as those mediums are no longer used. The police now deliver files by USB or digitally with secure links. No rates were changed.
- **Public Works:** There is no change to Public Works fees.

Fiscal Impact:

Fees are necessary to help the City provide municipal services and recover resources used.

Strategic Assessment:

Resolution 2024-3920 helps the City to manage and operate the City government in an efficient and effective manner.

RESOLUTION No. 2024-3920



A Resolution to update the Master Fee Schedule including the addition of a new notarization fee, updated System Development Charges, and the establishment of a Building Fee Refund Schedule.

Recitals:

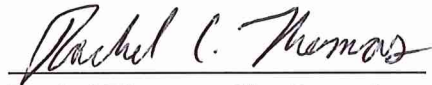
1. The City performs and offers certain services, the cost of which are most reasonably borne by the resident, as opposed to paying for said services from general City funds.
2. In April, 2016, the City established a Master Fee Schedule via Resolution 2016-3268 to create transparency and increase efficiency in managing city services and was last updated via Resolution 2023-3887 in March of 2023.
3. On May 1, 2023 the City Council passed Ordinance 2023-2917, an ordinance to accelerate the sunset of the construction excise tax (CET) and provide grounds for refund to taxpayers who were assessed and paid CET on or after April 1, 2023.
4. There are several Notaries within the staff of the City of Newberg, available for notarizing as needed for city business, but not available to serve the public. Beginning April 1, 2024 the City will offer notarization services to citizens by appointment only through the City Recorder office and will charge \$10 per action.
5. On February 20, 2024 the City Council Ordinance 2024-2922, an ordinance to modify the system development charge model and to adopt code amendments to the system development charges chapter of the Newberg Municipal Code.
6. Per the 2021 Oregon Residential Specialty Code R108.5 and the 2022 Oregon Structural Specialty Code 109.6, the City Building Official is authorized to establish a refund Policy for the Building Permit fees.
7. Pursuant to the 2021 Oregon Residential Specialty Code R101.2.3.1 and the 2022 Oregon Structural Specialty Code 101.2.2.1, demolition fees may not be charged and permitted by municipalities.
8. The City submitted Building fees on January 25, 2024 to the Oregon Building Codes Division and posted notice in the Newberg Graphic on January 31, 2024, per Oregon Administrative Rule 918-020-0220.

The City of Newberg Resolves as Follows:

1. To approve the notary fee set at \$10.00 per action.
2. To update the MFS by removing the construction excise tax pursuant to Council action taken this past year.
3. To update the MFS by removing the demolition permit and fee pursuant to State Building Code.
4. To update the MFS system development charge rates to reflect model adjustments.
5. To update the Master Fee Schedule approved via Resolution No. 2024-3920 for all city departments.
6. Have the fee schedule attached to this resolution as Exhibit A take effect April 1, 2024 with the exception of fees not subject to this approval process, as they are established separately via code or resolution.

Effective Date of this resolution is April 1, 2024.

Adopted by the City Council of Newberg, Oregon, this 19th day of March, 2024



Rachel Thomas, City Recorder

Attest by the Mayor this 18 day of March, 2024.



Bill Rosacker, Mayor