

Master Fee Schedule

Overview

- ▶ Land Use and Development
- ▶ Short Term Rental
- ▶ Water Utility
- ▶ SDCs
- ▶ Right of Way (ROW) / Other Public Works
- ▶ Court /Police /Admin
- ▶ Building

Outcome

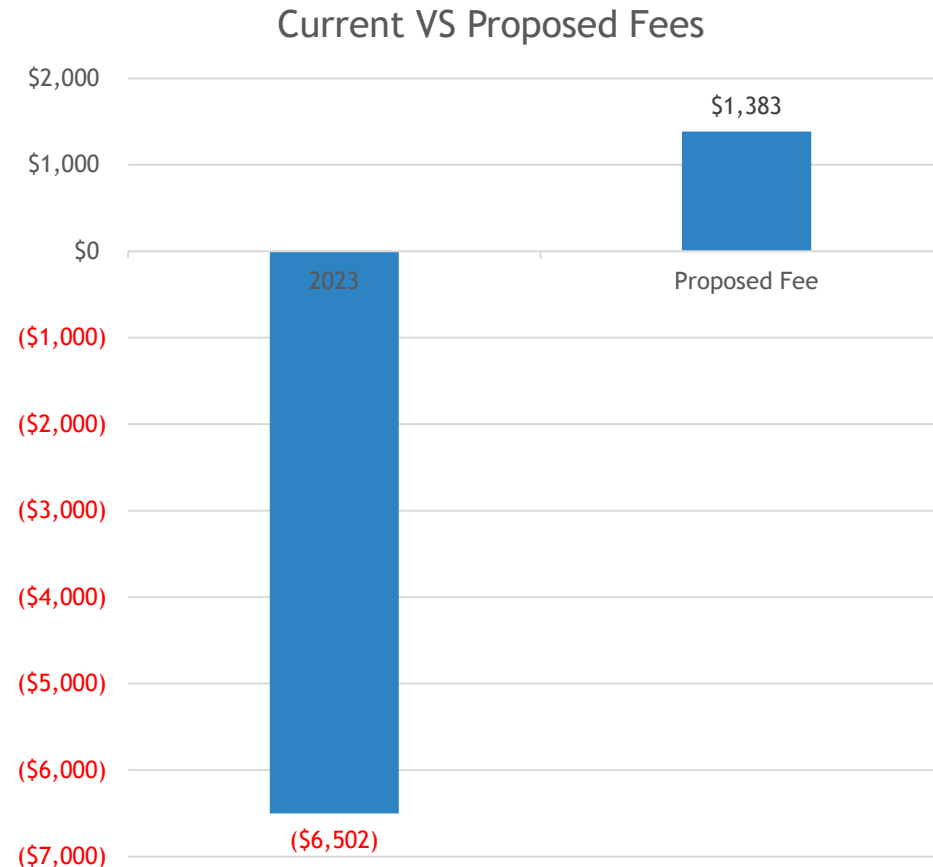
- ▶ Understanding of what we charge for and what we don't
- ▶ Understanding of who pays and what are they paying for
- ▶ Initial thoughts / direction to staff on proposed changes and fee increases

Methodology

- ▶ Actual costs of service
 - ▶ Contract Planner
 - ▶ City Attorney
 - ▶ Engineer
- ▶ Adjusted cost recovery for staff time

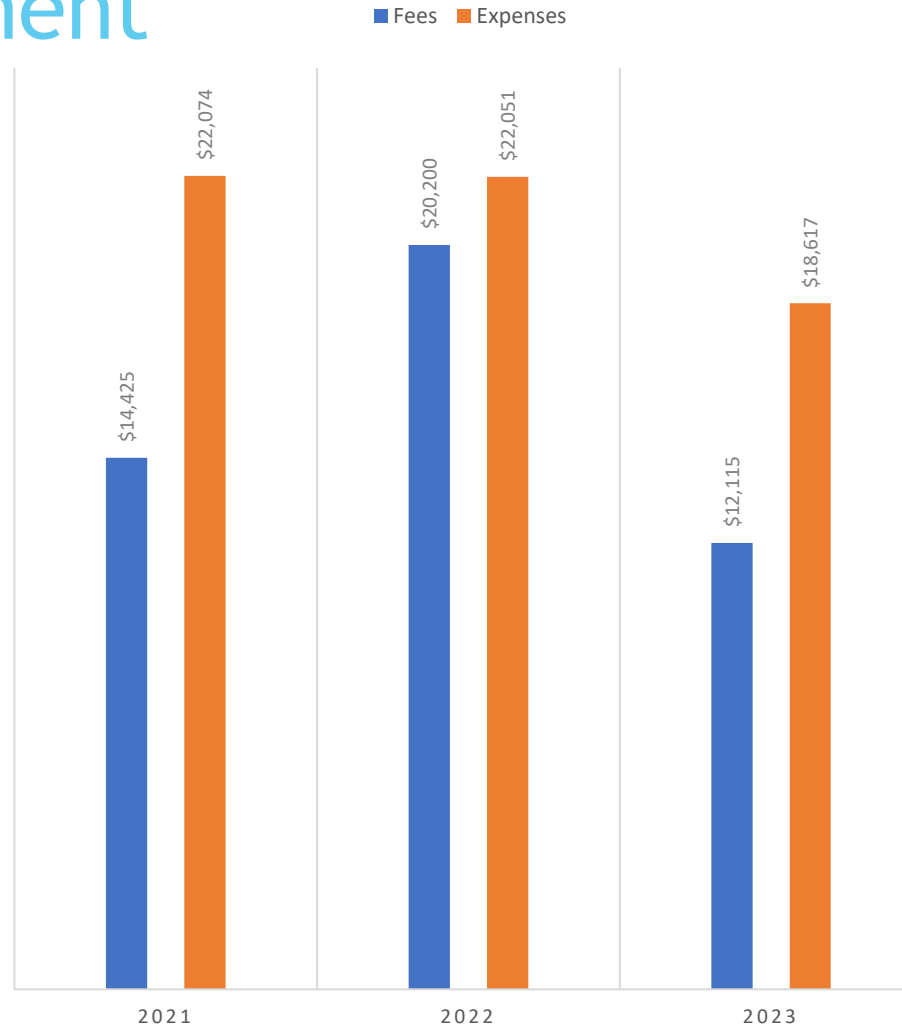
Land Use & Development Fees

- ▶ Why Increase the Fees?
 - ▶ To cover the cost of the city Contract Planner, Attorney, Engineer, and Staff to guide applicants through a wide variety of land use applications.
- ▶ How do proposed fees compare to our current fees?
 - ▶ Not including staff time, in 2023 the city paid more than the fees received to cover the cost to provide these services.



Land Use & Development Fees

- ▶ January 1, 2021, Last Fee Increase.
- ▶ Fees are used to process all land use applications.
- ▶ Expenses include Contract Planner, City Attorney, Engineer.
- ▶ Does not include staff time
- ▶ Cost Recovery
 - ▶ Average 74% of contracted services over the past 3 years.



Who pays?

- ▶ Those using Planning and Development Services
 - ▶ Developers
 - ▶ Contractors
 - ▶ Builders
 - ▶ Homeowners

- ▶ Why increase the fees?
 - ▶ Recover costs associated with providing these development services.

Proposed Land Use and Development Fee Increases

- ▶ Fee increases for existing services
 - ▶ Pre-Application Conference \$225 - \$500
 - ▶ Commercial Land Use \$650 - \$1500
 - ▶ Subdivisions, Planned unit Developments \$1400 - \$2250
 - ▶ Variance \$450 - \$1200
- ▶ All current and proposed fees are outlined in the Master Fee Schedule included in the packet available on the city website.

Fee Comparison

▶ City of Manzanita

▶ Staff

- ▶ Planning Coordinator
- ▶ Development Services Manager
- ▶ Contract Planner

▶ Cannon Beach

- ▶ Last updated fees in 2020

▶ Staff

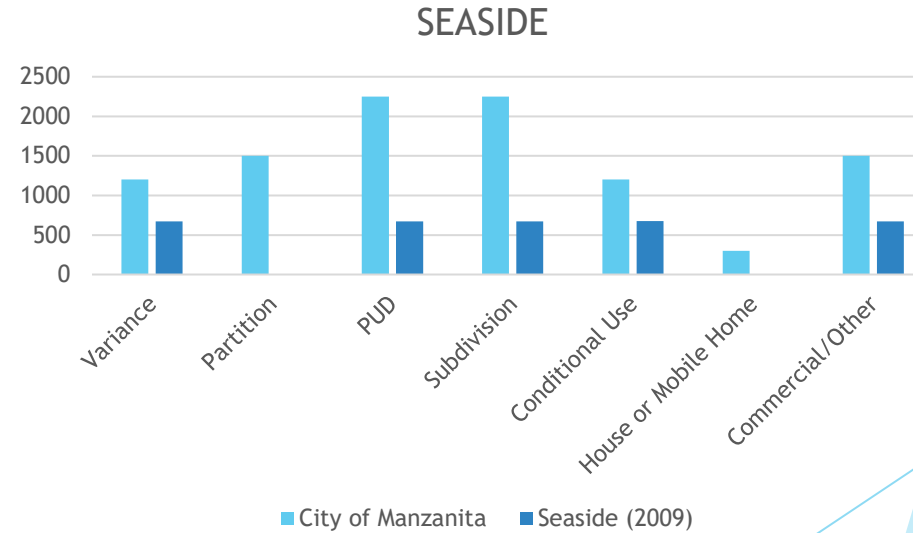
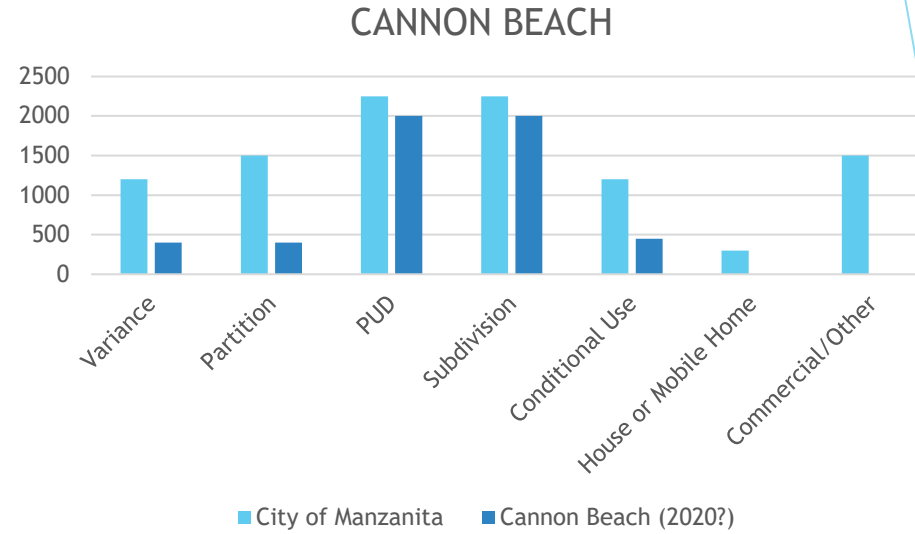
- ▶ Community Development Director
- ▶ Planner
- ▶ Administrative Assistant

▶ Seaside

- ▶ Last updated fees in 2009

▶ Staff

- ▶ Community Development Director
- ▶ Community Development Admin Assistant



Proposed New Fees

- ▶ New fees for services we provide for which there are currently no fees
 - ▶ Tree Removal \$150
 - ▶ Dune Grading - Remedial/Construction \$400
 - ▶ Remedial or New Construction only, not view grading.
 - ▶ Address Request \$100
 - ▶ Not associated with new construction.

Short Term Rental Fees

- ▶ November 9, 2022, Fee Increase
 - ▶ New Application
 - ▶ Periodic Re-Inspection
 - ▶ Follow-Up Inspection
 - ▶ Random Inspection (Pre-Purchase)
 - ▶ Annual Renewal
- ▶ No fee increase proposed at this time.

Water Utility- Rates

▶ Water Rates

- ▶ 2021 Water Master Plan completed that outline projects needed in the water system.
- ▶ 2023 Water Rate Study complete.
 - ▶ New rates adopted by Resolution No. 23-19 on July 5th, 2023
 - ▶ New rates were not implemented until October when the city switched to monthly water billing to correct billing software technical problems.
 - ▶ Annual increase to follow the Consumer Price Index. For 2023 4.71%

Proposed Water Rates

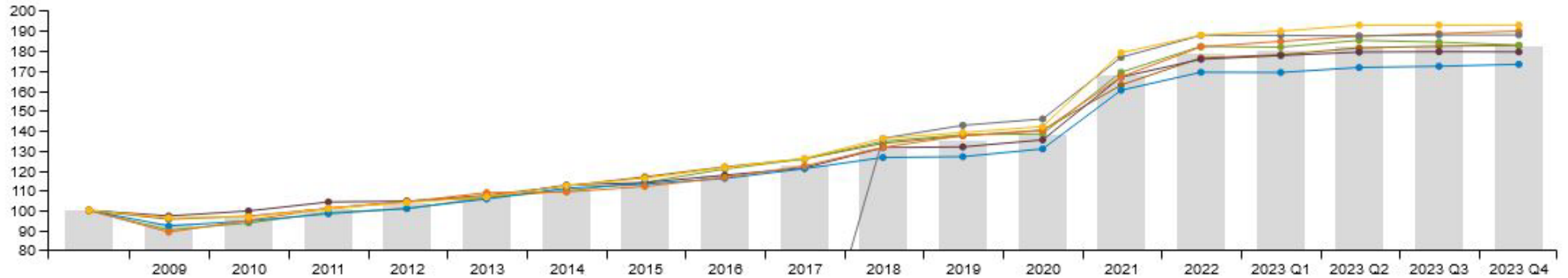
	5/8" x 3/4" Residential		5/8" x 3/4" Commercial		Tier 1		Tier 2		Tier 3	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Inside City Limits	\$47.56	\$49.80	\$68.48	\$74.84	\$9.50	\$9.95	\$11.00	\$11.52	\$12.25	\$12.83
Outside City Limits	\$68.48	\$74.84	\$68.48	\$74.84	\$11.40	\$11.94	\$13.20	\$13.82	\$14.70	\$15.39

Proposed Fee Increases / Decreases

- ▶ Delinquent notice fee reduced after review.
- ▶ Meter install fee increase based on material cost and staff time
- ▶ Increase to Hydrant Bulk Water sale.
 - ▶ Non-potable water for construction only.
 - ▶ Cost recover is for equipment usage.
 - ▶ Water sold at Tier 1 cost

System Development Fee's

- ▶ Construction Cost Index - The index measures changes in cost for production factors in housing construction, that is, materials of various types, equipment, salaries, transport, etc.



- ▶ 1990 CCI was 84.6
- ▶ 2009 CCI raised to 96.3
- ▶ 2023 CCI ended the year at 192.8

Chart provided by (<https://www.mortenson.com/cost-index>)

System Development Fee's

- ▶ Ordinance No.23-02 (approved July 5th,2023) Section 8, D. 3)
 - ▶ In 2023 the Construction Cost Index (Seattle). Increased by 2.7%

	Current	Proposed
Water (1 EDU)	\$6900	\$7086
Storm Water	\$1669	\$1715
Parks	\$60	\$62

- ▶ Water was annually increased up to 2015 (Resolution No. 15-09)
 - ▶ If increased per the CCI from 2015 the SDC would be \$11,618
- ▶ Storm water increased in 2023 when it was established (Resolution No. 23-02)
- ▶ Park SDC established 1990 (Resolution No. 90-4) at \$50.00
 - ▶ Unable to locate when it was updated to \$60.00
 - ▶ If increased per the CCI from 1990 the SDC would be \$114.00

Public Works fee increases

- ▶ Roads
 - ▶ Permit fees restructured to help cover staff time.
 - ▶ Tier 1 Permits are simple permits (Driveway, temporary placement of items in ROW)
 - ▶ Tier 2 Permits are typically ones that require street cuts (Utility placement, small street extensions)
 - ▶ Tier 3 Permits are large complex permits. (subdivision, large street extensions)

Public Works fees - new

- ▶ Bonding of Public Improvements
 - ▶ Cover city Attorney fees and staff time

- ▶ Public use of certain equipment.
 - ▶ Cones
 - ▶ Barricades
 - ▶ Metal detector

Public Works fees - new

- ▶ Traffic Control Plan Review
 - ▶ Tier 1 traffic control plan review
 - ▶ Temporary lane closure or lane change on residential roads and minor collector roads.
 - ▶ Road shoulder work on minor or major collector.
 - ▶ Full street closure or lane change lasting greater than 10 hours on residential roads.
 - ▶ Tier 2 traffic control plan review
 - ▶ Full road closure of minor collector or lane change lasting greater than 10 hours.
 - ▶ Temporary lane closure or lane change on major collector roads.
 - ▶ Tier 3 traffic control plan review
 - ▶ Full street closure or lane change lasting greater than 10 hours on major collector roads.

Court, Police and Administrative Fees

- ▶ Updated to reflect current costs

Building Permit Fees

- ▶ November 20, 2020, Fee Increase
 - ▶ Went into effect with the implementation of ePermitting.
 - ▶ Current fees have been adequate to support the continuation of Building services.
 - ▶ Building fund now carries a reserve balance.
 - ▶ No fee increase proposed for FY 24/25.

Budget Impact

- ▶ The increased fees will help cover the costs to provide services associated with city utilities and services, land use, and development applications.

Discussion and Next Steps

- ▶ Staff is requesting feedback from council on proposed fees
- ▶ Return for a work session in March consensus on fee structure
- ▶ Goal is to adopt Resolution in April
- ▶ Need to take all necessary clean up steps to make this an annual process
- ▶ Goal is for all new fees go into effect on July 1, 2024.
- ▶ Builds a system and annual process