



City Council Agenda

Mayor
Christine Lundberg

City Council
Sean VanGordon, Ward 1
Hillary Wylie, Ward 2
Sheri Moore, Ward 3
Dave Ralston, Ward 4
Marilee Woodrow, Ward 5
Joe Pishioneri, Ward 6

City Manager:
Gino Grimaldi
City Recorder:
Amy Sowa 541.726.3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3700
Online at www.springfield-or.gov

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours notice prior to the meeting. For meetings in the Council Meeting Room, a “Personal PA Receiver” for the hearing impaired is available. To arrange for these services, call 541.726.3700.

Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

March 14, 2016

5:30 p.m. Work Session
Jesse Maine Room

(Council work sessions are reserved for discussion between Council, staff and consultants; therefore, Council will not receive public input during work sessions. Opportunities for public input are given during all regular Council meetings)

CALL TO ORDER

ROLL CALL - Mayor Lundberg ____, Councilors VanGordon ____, Wylie ____, Moore ____, Ralston ____, Woodrow ____, and Pishioneri ____.

1. Historic Commission Interview.
[Mark McAfferey] (15 Minutes)
2. Budget Committee Interviews.
[Bob Duey] (40 Minutes)
3. Master Fees and Charges Schedule – Spring 2016 Update.
[Bob Duey] (30 Minutes)
4. Strategizing for Long-Term Fiscal Health.
[Michelle Lewis/Bob Duey] (60 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY

Meeting Date: 3/14/2016
Meeting Type: Work Session
Staff Contact/Dept.: Mark McCaffery/DPW
Staff Phone No: 541-736-1003
Estimated Time: 15 Minutes
Council Goals: Encourage Economic Development and Revitalization through Community Partnerships

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: HISTORIC COMMISSION INTERVIEW

ACTION REQUESTED: Conduct interview to fill four vacancies on the Historic Commission.

ISSUE STATEMENT: There are four vacancies on the seven-member Historic Commission as a result of two term expirations and two resignations. After a 3-month recruitment period that closed on February 8, 2016, the Department received applications from Kristina Koenig, Mackenzie Karp and Jonathan Siegle. Ms. Koenig and Ms. Karp were interviewed at the Council Work Session held on February 22, 2016. Mr. Siegle will be interviewed at the March 14, 2016 Council Work Session.

ATTACHMENTS: Attachment 1 – Interview Schedule and Questions
Attachment 2 – Candidate Application
Attachment 3 – Profiles of Current Historic Commissioners
Attachment 4 – State Historic Preservation Office Comment Letter

**DISCUSSION/
FINANCIAL
IMPACT:** The vacancies on the Historic Commission are a result of term expirations for Commissioners Dannie Helm and Kuri Gill, and the resignation of Commissioners Vincent Martorello and Kerry Barbero.

Qualifications for membership on the Historic Commission include expertise in the fields of architecture, history, architectural history, planning, or archeology; residency within the Metro Plan boundaries; or as residents, electors, or property owners within Springfield. In addition, the Council shall solicit recommendations for appointment from Willamalane and School District #19 (Municipal Code Section 2.502). The School District declined to recommend appointees to fill these vacancies; Willamalane recommended applicant Kristina Koenig to fill the vacancy created by Commissioner Martorello's resignation.

State and Federal funding of the City's historic preservation activities stipulate that a majority of the Commissioners have professional qualifications in a field related to historic preservation. Two current members and two applicants possess these qualifications and also meet or partially meet the qualifications and standards set forth by the National Park Service regarding commissions (See Attachments 3 and 4). Mr. Siegle's education experience is in Architectural History and Cultural Anthropology, he resides in the Washburne District and has previously served on Springfield's Planning Commission and Historic Commission.

Springfield Municipal Code Section 2.506 states that any vacancy shall be filled for the unexpired portion of the term of the member creating the vacancy, and Section 2.504 states that appointed members shall hold office for four years with the terms staggered to provide overlapping and continuity. The candidates appointed for a first term are eligible to serve for four years beginning on the date of appointment by City Council. The candidate appointed to fill Commissioner Martorello's vacancy is eligible to serve the remaining portion of this term, which expires on February 2, 2018. Appointment of Historic Commission applicants is currently scheduled for March 21, 2016.

Historic Commission Interview Schedule & Questions

Schedule

5:30pm Council preparation of interview questions

5:35pm Interview of **Jonathan Siegle**

5:45pm Council Deliberation & Direction

Questions for Interviewee

1. Why are you interested in serving on the Historic Commission?
2. Describe your professional and personal experience as it relates to your desire to become a Historic Commissioner.
3. What initiatives are you interested in working on if you are appointed as a Commissioner?
4. Describe your familiarity with the City's historic resources.
5. What is it about Springfield's history that interests you most?
6. Have you attended a Historic Commission meeting? If so, what were your impressions?



Application for a City of Springfield
Citizen Advisory Board/Commission/Committee

FEB 8 REC'D @ 11:17am
A02

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.
- When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.
- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Board / Commission / Committee applying for:

Historic Commission

(A separate application must be completed for each board / commission / committee)

Name: Jonathan L. Siegle
First Middle Initial Last

Home address: 540 E Strat Springfield 97477
Street City Zip

Mailing address: — Same —
Street City Zip

Day Phone: 541.285.0819 (cell) Evening phone: 541.747.0827 (home)

Email Address: jlsiegle@g.com

Preferred Form of Contact: cell phone or text

Do you live within the Springfield city limits? Yes No \Rightarrow If yes, how long? 35 years
If no, do you live inside Springfield's Urban Growth Boundary? Yes No

Ward number (City residents only): 2

Are you a Springfield property owner? Yes No
Are you a Springfield business owner? Yes No
Are you a registered voter? Yes No

Occupation: Retired Teacher Place of employment/School: —

Business address: —

Education: BA, MA, post-grad work toward doctorate - Boston U., U of Oregon

Are you currently serving on any other board, committee, or commission? If so, please list them here:
No

How did you hear about the above vacancy?

- Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477



Application for a City of Springfield
Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
I was one of the original founders of the Springfield Historic District, making the original zone change request. Then I served on the Springfield Planning Commission (1987-95, three terms as chair) where we created the historic overlay district. I have always been interested in historic preservation.
2. What specific contribution do you hope to make?
A voice to speak for the integrity of the historic district fully understanding that places evolve.
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
Besides the Planning Commission, I've served on numerous education and arts committees - including the Wildish Theater committee - and the Springfield Centennial. I also edited the Springfield Charter.
4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?
A healthy neighborhood requires owner occupancy. The number of homes becoming rentals is a concern to the integrity of the district.
5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?
 Yes No
Comments: *The next meeting is not until March. The Historic Commission meets bi-monthly.*

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: *[Signature]* Date: *2/4/16*

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

Historic Commission

Supplemental Questions

Jonathan Siegle

2. As a young teacher I directed first a regional then a statewide oral history project in New York. I have always been interested in architecture, folklore and history. As a journalist I have written a variety of features including articles about unusual or unique people and places. Finally, I have lived in the historic district for 35 years. In the mid-'80 I filed the zone change request that helped created the Washburne District, then served two terms on the planning commission where we finalized the rules for the historic overlay district.

3. When we created the Washburne Historic District it was unique among West Coast districts. While cities like Albany and Eureka preserved the homes of the rich, Springfield preserved a working class district in a mill town. While there are a few fine examples of bungalows and four squares, most of the architecture is American vernacular. Many of the houses were built with mill scrap. My own house, built in the 1930s, was either homemade or framed in and finished by the owner. There are many odd and unusual features to this house. The second floor, for example, is walled in mismatched tongue and groove pieces of varying widths and lengths. All the floors are fir except the living room, which is red oak. Such unique and unusual qualities represent the history of ordinary people. My house began as a 900+ square foot one-bedroom house with an unfinished cellar and attic. Today it's a much bigger five-bedroom house with two baths. The evolution of this house mirrors the growth of Springfield, from the Depression to the booming industrial '50s. Historic preservation is an economic advantage, showing the world our city cares about where we've been and where we're going.

4. The role of the historic commission is to assist city planners and property owners in how to best manage the resource we have both in the district and in buildings outside the district.

5. This question raises the common conundrum of land use planning. We must remember that we don't own property; we rent it from our children. Owning an historic building is a public trust, a privilege owners must respect. In parts of the world with much more history than ours one can't sink a shovel without hitting an archeological site. Those sites represent a treasure that improves the quality of life and brings others to experience. While our history is modest, without preservation it is lost. As a planning commissioner I presided over a number of hearings where people wanted to use their property for businesses that greatly impacted their neighbors. One homeowner, for example, worked on large motor homes in his driveway! Recognizing a civic responsibility to one's neighbors is a fact of property ownership, a fundamental principle of Oregon land use law.

6. For many years the Washburne district held an annual walking tour, complete with carriage rides featuring docents pointing out interesting features. Homeowners with an historic tax freeze opened their houses on the same day. Music and refreshments were offered. That celebration has ended; it should be resurrected. Information on local history should be readily available in the schools, and area businesses should be encouraged to promote the city's historical resources. Mostly, though, the community itself needs to be engaged. Many of the homes have turned over in recent years and the new owners know little about the district. The library can promote oral history. The senior center is also a valuable resource.

7. I have attended meetings of the historic commission in the past. They seemed friendly and helpful.

Archaeologist

(a) Prehistoric Archaeology - Graduate degree in Anthropology or Prehistoric Archaeology, plus 2.5 years full-time professional experience; or (b) Historic Archaeology - Graduate degree in Anthropology or Historic Archaeology, plus 2.5 years full-time professional experience.

Architect, Historic

(a) State Government-recognized license to practice Architecture plus 2 years full-time professional experience; or (b) a Masters of Architecture degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Architecture with one year of graduate study in Historic Preservation or a closely related field plus 2 years full-time professional experience.

Architectural Historian

(a) Graduate degree in Architectural History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Architectural History or a closely related field, plus 4 years full-time professional experience.

Conservationist

(a) Graduate degree in Conservation or a closely related field, plus 3 years full-time professional experience; or (b) an undergraduate degree in Conservation or a closely related field, plus 3 years full-time apprenticeship in the field.

Cultural Anthropologist

(a) Graduate degree in Anthropology with specialization in Applied Cultural Anthropology, plus 2 years full-time professional experience; or (b) an undergraduate degree in anthropology with specialization in applied cultural anthropology, plus 4 years full-time professional experience.

Curator

(a) Graduate degree in Museum Studies or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Museum Studies or a closely related field, plus 4 years full-time professional experience.

Engineer

(a) State Government-recognized license to practice Civil or Structural Engineering plus 2 years full-time professional experience; or (b) a Masters of Civil Engineering degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Civil Engineering degree with one year of graduate study in Historic Preservation or a closely related field, plus 2 years full-time professional experience.

Folklorist

(a) Graduate degree in Folklore or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Folklore or a closely related field, plus 4 years full-time professional experience.

Historic Preservation Planner

(a) State Government-recognized certification or license in Land-Use Planning, plus 2 years full-time professional experience; or (b) a graduate degree in Planning with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) an undergraduate degree in Planning with course work in Historic Preservation or a closely related field, plus 4 years full-time professional experience.

Historic Preservationist

(a) Graduate degree in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Historic Preservation or a closely related field, plus 4 years full-time professional experience.

Historian

(a) Graduate degree in History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in History or a closely related field, plus 4 years full-time professional experience.

Landscape Architect, Historic

(a) State Government-recognized license to practice Landscape Architecture plus 2 years full-time professional experience; or (b) a Masters degree in Landscape Architecture with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a four or five year Bachelor's degree in Landscape Architecture plus 3 years full-time professional experience.

Profiles of Current Historic Commissioners

Bruce Berg

Bruce is a Springfield resident and business owner in the Washburne Historic District. He previously served on the Springfield Planning Commission and Springfield City Council. Bruce is currently serving his first full term on the Historic Commission, which expires on June 14, 2019.

Tim Hilton – Chair

Tim is a Springfield resident who lives just outside the Washburne Historic District. He has a Bachelor's and a Master's degree in Architecture. Tim has worked as a professional architect since the 1980s and served as an adjunct professor at the University of Oregon in 2005. Tim is currently serving his second term on the Commission, which expires on June 14, 2019.

Terra Wheeler

Terra is a Eugene resident. She has a Bachelor's degree in Environmental Studies and is in the process of pursuing her Master's degree in Historic Preservation. She volunteered with the Architectural Heritage Center in Portland for six years and is currently co-editor of the Associated Students of Historic Preservation Journal at the University of Oregon. Terra is currently filling the unexpired term of a previous commissioner, which expires on October 19, 2018.



Oregon

John A. Kitzhaber, MD, Governor

Parks and Recreation Department

State Historic Preservation Office

725 Summer St NE, Ste C

Salem, OR 97301-1266

(503) 986-0671

Fax (503) 986-0793

www.oregonheritage.org



March 7, 2016

Mark McCaffery
City of Springfield
Development & Public Works
225 5th Street
Springfield, OR 97477

Re: Applications for vacancy on the Springfield Historic Commission

Dear Mr. McCaffery:

The Oregon State Historic Preservation Office (SHPO) has reviewed Springfield's application for the vacancy on the Springfield Historic Commission. I have reviewed Mr. Siegle's application to the commission. Mr. Siegle does not meet the qualifications and standards set forth by the National Park Service (NPS) regarding commissions, which can be found in 36 CFR 61.6. Since the City attempted to recruit someone who does meet the qualifications and the commission has qualified members, it is acceptable to appoint Mr. Siegle. He does show a positive interest in historic preservation in Springfield and his previous experience serving on city commissions and his educational background will be an asset to the commission.

Thank you for allowing SHPO to review the applications. If you have additional questions or comments please feel free to contact me at 503-986-0685 or Kuri.Gill@oregon.gov.

Sincerely,

Kuri Gill
CLG Coordinator
State Historic Preservation Office, OPRD



AGENDA ITEM SUMMARY**SPRINGFIELD
CITY COUNCIL****Meeting Date:** 3/14/2016
Meeting Type: Work Session
Staff Contact/Dept.: Bob Duey/Finance
Staff Phone No: 541-726-3640
Estimated Time: 40 Minutes
Council Goals: Provide Financially Responsible and Innovative Government Services

ITEM TITLE:

BUDGET COMMITTEE INTERVIEWS

ACTION**REQUESTED:** Conduct interviews for three vacancies on the Budget Committee.

ISSUE**STATEMENT:** Applicants are being sought to represent Wards 3, 5 and 6 where former committee members' terms expired. The recruitment for these vacancies opened on January 5, 2016 and closed on March 4, 2016. No candidates applied for Ward 3 however an interim candidate has been identified for a one year term ending on December 31, 2016. The appointee for both Ward 5 and Ward 6 will serve a three year term that will expire on December 31, 2018.

ATTACHMENTS:Attachment 1 – Interview Questions
Attachment 2 – Ward 3 Nathan Mischel Application
Attachment 3 – Ward 5 Victoria Doyle Application
Attachment 4 – Ward 6 Diana Alldredge Application

**DISCUSSION/
FINANCIAL
IMPACT:**

The Council is requested to interview three applicants. Staff has provided a sample of 13 suggested questions for the interview while there is usually only enough scheduled time for 5 to 7 questions. Councilors may use any of the questions off the sample list or provide one of their own but should be consistent with their questions for all candidates-

Budget Committee appointments are scheduled to be ratified at the Regular Session Meeting on March 21, 2016.

Budget Committee Interviews

Schedule

5:45pm Council preparation of interview questions

5:50pm Interview of Victoria Doyle, Ward 5

6:00pm Interview of Diana Alldredge, Ward 6

6:10pm Interview of Nathan Mischel, Ward 3

6:20pm Council deliberation

Questions

1. Why are you interested in serving on/continuing to serve on the Budget Committee?
2. Describe your professional and personal experience as it relates to your desire to become a committee member.
3. Describe your familiarity with the City's budget.
4. While all of Springfield services seem to have strong support from different areas of the community, it is often necessary to prioritize services for budgetary reasons. How would you go about the task of establishing priorities among services?
5. Often times the members of the Budget Committee have different opinions on how the citizens' money should be spent. What is your experience with working as a member of a diverse group and helping to ensure that all opinions are heard and considered?
6. If you were on the Budget Committee and were looking at one of the City's services to decide how much should be funded through general taxes and how much through specific fees on customers, what questions would you want to have answered in order to make your decision?
7. The Budget Committee meets on Tuesdays in April and May, generally for a total of four or five meetings. The meetings start at 5:30 or 6:00 and usually last three hours. There is occasionally a mid-year meeting in December or January. Will you be able to meet the time requirements of the Committee?



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

FEB 09 REC'D

CAS

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

Board / Commission / Committee applying for:

Budget Committee

(A separate application must be completed for each board / commission / committee)

Name: Nathan C Mischel
First Middle Initial Last

Home address: 317 30th St Apt 503A Springfield 97478
Street City Zip

Mailing address: 317 30th St Apt 503A Springfield 97478
Street City Zip

Day Phone: 541-687-1099 Evening phone: 541-915-7745

Email Address: nmischel@wmlcpa.net

Preferred Form of Contact: Email

Do you live within the Springfield city limits? Yes No ➔ If yes, how long? 22 years
If no, do you live inside Springfield's Urban Growth Boundary?

Ward number (City residents only): 4 Yes No

Are you a Springfield property owner? Yes No

Are you a Springfield business owner? Yes No

Are you a registered voter? Yes No

Occupation: Accountant Place of employment/School: Wooten Mischel & Lewis, LLP

Wooten Mischel & Lewis, LLP

Business address: 72A Centennial Loop Suite 130, Eugene, OR 97401

Education: Masters of Business Administration, Bachelor of Science in Business/Accounting

How did you hear about the above vacancy?

- Newspaper ad
- Newspaper article
- Radio/TV
- Mail notice
- Word of mouth
- Board/Commission/Committee member
- Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

Printed on Recycled Paper



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

I served on the budget committee for Coos Bay, Oregon from 2010 to 2012

My education background is in accounting

I managed hotels for 15 years in Springfield, Eugene, Central Point, and Coos Bay. The jobs required full cycle accounting

2. What specific contribution do you hope to make?

I hope to ensure that the citizens tax dollars are spent in a manner that enhances the lives of the citizens and what they approved through the voting process. I know Coos Bay had some wise spending and revenue policies that allowed them to keep the police, fire, water, and other departments modernized and up to date. The areas that were the biggest challenges were parks and roads.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

I am an Eagle Scout and was actively involved in Boy Scouts for many years. I have held many leadership and treasurer positions in groups such as Rotary, Boy Scouts, and Order of the Arrow. I am currently actively involved in the Eugene Active 20-30 Club. I recently had the pleasure of traveling to an international convention where we assisted with an issue of maintaining sports parks and how to get the community involved and take pride and ownership.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

One issue many towns in Oregon are facing is the maintenance of existing roads. There is a lack of good funding for roads which makes it difficult to properly maintain them. I just moved back to town a year ago so I am getting familiar with the overall health and direction Springfield is headed today. I want to become a member of the committee to get involved in my community more. I also enjoyed my experience on Coos Bay's budget committee.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

Yes No Comments: _____

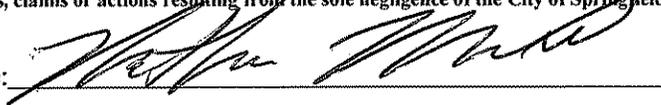
Please note:

When possible, council will not appoint someone currently serving on another governing body.

When possible, council will appoint someone to serve on one city board, commission, or committee.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature:  Date: 2/7/15

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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Questions for the Budget Committee Applicant

1. Please discuss why you are interested in serving on the City's Budget Committee.

I enjoyed my time serving on Coos Bay's Budget Committee. I feel this experience would help me be valuable to the citizens of Springfield on making decisions for Springfield's budget. I also want to get involved in the community I live in. Budgets and accounting are a natural fit for me so it is a way I can give back to the community I live in.

2. Do you have any experience related to municipal finance or other public sector budgeting? Please discuss

Yes, I was on the Coos Bay Budget Committee for 3 years. My education background is in accounting both private and public sector. I was also Springfield High School's Student Store Bookkeeper/Accountant

3. The Budget Committee meets on Tuesdays in April and May, generally for a total of four or five meetings. The meetings start at 5:30 or 6:00 and usually last three hours. There is occasionally a mid-year meeting in December or January. What are your time constraints and availability, which may affect service on the Budget Committee?

I have no time constraints or availability issues. Yes I do realize that the meetings will begin during tax season but Tuesday evenings will not be an issue. There are plenty of hours in the day/week to get tax returns done.

4. Please list current and past community groups you have been a member of.

Boy Scouts

Order of the Arrow

Rotary International

Eugene Active 20-30

Business Network International

Bay Area Chamber of Commerce

Eugene Chamber of Commerce

Young Professionals Network

Connect for Lunch

Coos Bay-North Bend Visitor and Convention Bureau (Oregon's Adventure Coast)

DECA



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

RECEIVED FEB 12 2016
AKC

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.
- When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.
- When possible, the Council will appoint people to serve on one City board, commission or committee only.

Board / Commission / Committee applying for:

Budget Committee

(A separate application must be completed for each board / commission / committee)

Name: Victoria M Doyle

First Middle Initial Last

Home address: 787 S 48th St Springfield 97478
Street City Zip

Mailing address: Same
Street City Zip

Day Phone: 541-682-4805 Evening phone: 541-968-4930

Email Address: vmdoyle@msn.com

Preferred Form of Contact: Email

Do you live within the Springfield city limits? Yes No \Rightarrow If yes, how long? 8/2015
If no, do you live inside Springfield's Urban Growth Boundary?
 Yes No

Ward number (City residents only): 5

Are you a Springfield property owner? Yes No
Are you a Springfield business owner? Yes No
Are you a registered voter? Yes No

Occupation: Senior Admin Specialist Place of employment/School: City of Eugene Public Works Maintenance

City of Eugene Public Works Maintenance/Parks and Open Space

Business address: 1820 Roosevelt Blvd Eugene 97402

Education: AS Computer Science/ BS Studies Accounting

Are you currently serving on any other board, committee, or commission? If so, please list them here:

No

How did you hear about the above vacancy?

- Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

My family owned a business for 18 years in Lane County and I was actively involved in the budget process for that. I was on the Budget committee for the City of Cottage Grove 2010-2014 and ~ spent 4 years on the city council (stark differences between public and private sector budgets!) In my current position with the city I am involved with budget line items and budget journal entries as well as providing updated reporting to managers regarding their orgs, departments and funds.

2. What specific contribution do you hope to make?

I was born at McKenzie Willamette and attended Thurston High School. We moved to Cottage Grove for over 10 years and I spent 5 of those in local government. I believe as a community member we have an obligation to serve and be involved and I hope to understand the process Spfd uses to make the money spending decisions. I am invested in Springfield and choose to be a part of its future and growth any way I can!

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

I served on the LCOG budget committee with Mayor Lundberg and numerous committees throughout Lane County- allowing me to cross paths with several sitting councilors. I am a volunteer for Northwest Boxer Rescue and Oregon Saint Bernard Rescue. I am currently on a study group working with city management and union AFSCME reps to gain a clear understanding of the budgeting process as it relates to the bargaining table.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

I do not have concerns; rather I am impressed with the good work the city of Springfield has done to revitalize the downtown and draw business to the area. When we were moving from CG, I specifically chose Springfield because as a Eugene City employee, I knew I could not participate in the political process or serve in the way I like to. This is my first step in learning about the community I love- Springfield.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: Thank you so much for the opportunity to serve. I look forward to meeting with you in person to discuss.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: Victoria M Doyle Digitally signed by Victoria M Doyle
DN: cn=Victoria M Doyle, o, ou,
email=vmdoyle@man.com, c=US
Date: 2016.02.10 06:46:54 -08'00' Date: 2/10/16

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

Questions for the Budget Committee Applicant

(If you need more space please attach additional pages)

1. Please discuss why you are interested in serving on the City's Budget Committee.

I have been interested and involved in local politics for many years. I learned and understand that I cannot make a lot of changes on the federal level. Likewise, even on the state level it is challenging to see affects of involvement while also raising a family, working full time, etc. As a citizen, I believe we have an obligation to be involved in local government because we CAN make a difference. Since it is tax dollars that are used to run the government, it is important to understand and have a voice in how those dollars are spent. By being on the budget committee, an average person in the community can understand the reasons why money is spent a certain way; realizing the constraints and requirements of a local governing body. I also feel strongly in being informed and having a relationship with councilors and the mayor so I can feel confident the representatives we elect are doing what is best for the people they serve.

2. Do you have any experience related to municipal finance or other public sector budgeting? Please discuss

City of Cottage Grove Budget Committee- 2010-2014

LCOG Budget Committee Board member 2013-2014

City of Cottage Grove Councilor At Large 2011-2014

City of Eugene FY15 and FY16 Contract Administrator- working to obtain contracts for Capital and Operating budget dollars as well as Federal Grants (ODOT as an example)

3. The Budget Committee meets on Tuesdays in April and May, generally for a total of four or five meetings. The meetings start at 5:30 or 6:00 and usually last three hours. There is occasionally a mid-year meeting in December or January. What are your time constraints and availability, which may affect service on the Budget Committee?

I work 7:30-4pm Monday through Friday. I have no children so I have no time issues.

4. Please list current and past community groups you have been a member of.

Treasurer- Emerald Valley Investment Club 1998-2001

Team Oregon Motorcycle Safety Instructor 2001-2015

Secretary, board member - Saving Grace Pet Adoption Center, Roseburg, Oregon 2006-2009

Oregon Saint Bernard Rescue Foundation 2005-Present

Secretary, Lane County Republicans 2009-2011

Secretary and member, Republican Women of Central Lane 2010-2012 Northwest Boxer Rescue 2011-Present



APPLICATION

for a
City of Springfield

Citizen Advisory Board / Commission / Committee

City Manager's Office
225 Fifth Street
Springfield, OR 97477

Please print or type:

Board / Commission / Committee applying for:

Budget Committee

(A separate application must be completed for each board / commission / committee)

Name: Diana Y. Allredge
First Middle Initial Last

Home address: 822 N. 57th Springfield 97478
Street City Zip

Day Phone: (541) 682-3798 Evening phone: (541) 731-1964

Email Address: djallredge@gmail.com

Do you live within the Springfield city limits? Yes No
If yes, how long? 50+ years
If no, do you live inside Springfield's Urban growth boundary? Yes No

Ward number (City residents only): 6

Are you a Springfield property owner? Yes No

Are you a Springfield business owner? Yes No

Are you a registered voter? Yes No

Occupation: Office Clerk Place of employment: Lane County
Human Services Division

Business address: 125 E. 8th Avenue, Eugene 97401

Education: 1974 Graduate of Springfield High School, Merritt Davis Business College graduate



Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

2. What specific contribution do you hope to make?

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings Generally last one and one-half hours. It is highly recommended you attend a meeting before submitting the application. Check the times when you could attend meetings.

Early morning (6:30-8:30 am) Noontime (noon-1:30 pm) Late afternoon (4-6 pm) Evenings

optional given notice

6. How did you hear about the above vacancy?

Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth

Board / commission / committee member Internet

Diana Allred

Applicants signature

2-13-13

Date

Return this application to the City Manager's Office, 225 Fifth Street, Springfield, OR 97477

For more information please call the City Manager's Office at 541.726.3700



see attached

Application Questions

1. *What experiences/training/qualifications do you have for this particular board/commission/committee?*

I understand what makes a committee more successful: my work with the LCOG Metropolitan Transportation Citizen Advisory Committee (MTCAC) has taught me how necessary it is to read the materials before the meeting to better understand the presentation and be able to ask informed questions. I also am active in my community in labor organizations and feel strongly that Springfield supports social equity through jobs and affordable housing. I believe I can bring a committed team focus and contribution to the Planning Committee.

2. *What specific contribution do you hope to make?*

I bring a broad range of knowledge on many local issues having participated on committees that support community growth and conservation of resources. I have been actively involved in my community for over 20 years: I am a current member of Springfield Rotary, LCOG Metropolitan Transportation Citizen Advisory Committee (MTCAC), and Springfield Police Planning Task force. As part of my current position with Lane County, I provide administrative support to the Community Action Advisory Committee which consists of elected officials and representatives from our three local jurisdictions of Lane County, Eugene and Springfield. I bring a willingness to learn, listen and discuss all views of an issue. I have a strong commitment to working together as a team towards stated goals and outcomes.

3. *Briefly describe your involvement in relevant community groups and activities.*

As stated previously, I am a member of Springfield Rotary, the LCOG Metropolitan Transportation Citizen Advisory Committee (MTCAC), and the Springfield Police Planning Taskforce. I serve as recording secretary in AFSCME Local 2831 and the Lane County Central Labor Council. In my job at Lane County Human Services Division (HSD), I am the minute taker for the Human Services Commission (HSC) and the Community Action Advisory Committee (CAAC). The HSC is comprised of elected officials and appointed representatives from the three jurisdictions: Lane County, Eugene and Springfield. The CAAC is an advisory committee to the HSC comprised of community members representing various interests and groups in the community.

4. *What community topics concern you that relate to this committee?*

I am concerned with maintenance of the support to the community and services the city currently provides with a constrained budget including basic human needs and public safety. I am also interested in housing density, business recruitment and advocacy, city boundaries and the urban growth boundary, and how these issues relate to roads and transportation, and affordable housing.

Supplemental Questions – Springfield Budget Committee
Diana Alldredge

1. Please discuss why you are interested in serving on the City's Budget Committee.

The City of Springfield has a reputation of making pragmatic and compassionate choices based on consideration of the citizens' input, and the city budget and goals. I would be proud to be included in the process.

2. Do you have any experience related to municipal finance or other public sector budgeting? Please discuss.

My experience would be related to my time on the City of Springfield Police Planning Task Force, and transportation and road project recommendations made to the MPC as a member of the LCOG Metropolitan Transportation Citizen Advisory Committee (MTCAC).

Also as an employee of Lane County, I pay close attention to budget discussions which affect the funding of my department, and the funding that is distributed to nonprofits through my department.

3. The Budget Committee meets on Tuesdays in April and May, generally for a total of four or five meetings. The meetings start at 5:30 or 6:00 and usually last three hours. There is occasionally a mid-year meeting in December or January. What are your time constraints and availability, which may affect service on the Budget Committee?

At this time I have only one Tuesday per month committed to another board. I have already spoken to this group and have received support in applying for this position knowing that the successful application would likely impede on some meetings in which they will soldier on without me.

My home responsibilities are limited – there are no children waiting for me at home, and my husband works swing shift and is supportive of late night meetings.

4. Please list current and past community groups you have been a member of

Some of the groups I am currently involved in are the City of Springfield Police Planning Task Force, Springfield Rotary, LCOG Metropolitan Transportation Advisory Committee (advisory to the MPC), and I am a member of the United Way Board. I am also a member of two labor organizations - my AFSCME local, and the Lane County Central Labor Council.

In the past I have been involved in groups such as Eugene/Springfield Solidarity Network (ESSN), AFSCME Council 75 (my union at the State level), Neighborhood Watch, and in Springfield Education 2000.

This list is not all-encompassing, but is a good representation of my interests and experience.

AGENDA ITEM SUMMARY**SPRINGFIELD
CITY COUNCIL****Meeting Date:** 3/14/2016
Meeting Type: Work Session
Staff Contact/Dept.: Bob Duey
Staff Phone No: 726-3740
Estimated Time: 30 Minutes
Council Goals: Provide Financially
Responsible and
Innovative Government
Services

ITEM TITLE:

MASTER FEES AND CHARGES SCHEDULE –SPRING 2016 UPDATE

ACTION**REQUESTED:** None. Discuss and provide input to staff. Item is subsequently scheduled for March 21st regular meeting action.

ISSUE**STATEMENT:** Each year, Council and staff review existing fees and charges for appropriateness of rates for meeting cost recovery targets as well as reviewing for areas where new or additional fees should be considered. This spring of 2016 review will focus on updates for annual impacts of inflation, new fees and omissions as directed by Council.

ATTACHMENTS: 1. Council Briefing Memorandum
2. Master Fees and Charges Schedule

DISCUSSION/**FINANCIAL** See Council Briefing Memorandum

IMPACT:

MEMORANDUM**City of Springfield**

Date: 3/7/2016
To: Gino Grimaldi **COUNCIL**
From: Bob Duey, Finance Director **BRIEFING**
Subject: Master Fees and Charges Update **MEMORANDUM**

ISSUE:

Each year, Council and staff review existing fees and charges for appropriateness of rates for meeting cost recovery targets as well as reviewing for areas where new or additional fees should be considered. This spring of 2016 review will focus on updates for annual impacts of inflation, new fees and omissions as directed by Council.

COUNCIL GOALS/**MANDATE:**

Provide Financially Responsible and Innovative Government Services

Adopted City policies recognize that the funding sources for different services vary greatly from full cost recovery to full tax subsidy, from outside grants to a combination of many different sources. Review of rates, sources, and cost recovery models on a regular basis is important to ensure that citizens are able to receive maximum service for the resources available.

BACKGROUND:

The City's schedule of fees and charges is established by Council action. The work in the spring of 2013 by the Council and staff consolidated past documents describing the City's various fees and the method for making changes into a single document titled Master Fees and Charges schedule. This document provides an easy reference for citizens, Councilors, and staff to identify the current fees authorized to be levied and collected by the City.

Changes to the City of Springfield's fees and charges can be modified through action by the Council or staff. The most common of actions by the Council is by simple resolution. The authorization to levy the fee may be contained in the municipal, building, development, or fire codes, but the actual amount of the fee itself is established by resolution. These most commonly are brought to the Council with a public hearing and are adopted at that time.

Other fees may be authorized by the municipal, building, development, or fire codes and the specific amount of the fee is also contained within that same code. In those cases, the respective code itself must be amended by ordinance and most commonly requires a public hearing, a first reading and a second reading prior to adoption.

In this review, the following changes in the Master Fees and Charges Schedule are being considered:

All fees and charges are examined by City staff to evaluate if a yearly adjustment should be considered. In Attachment 2, all changes are reflected with Track Changes. Most changes being identified are increases for a 2% Cost-of-Living-Adjustment (COLA) and/or minor changes in descriptions. However, for the proceeding fees and charges, either changes are being recommended above a 2% COLA, there are new fees, or there are significant changes in descriptions. Please note, the City Attorney's Office is working on the Recreational Marijuana and Growers/Processors fee, which will be effective this year. An Emergency Ordinance will be

applied for to establish the municipal code and corresponding fees, so those fees are not reflected in this update. The City Manager's Office is reviewing the Downtown Parking Program and if there are recommendations to change the current fees, they will come to the Council in a separate action.

Section 1: General

Page 3, Manufactured Dwelling Park License

(SMC 7.312, 7.314) No person shall establish, maintain or operate a manufactured dwelling park within the City unless a license for that use is obtained from the City. Every place or building where a manufactured dwelling park is offered, whether for hire or not, shall be considered a manufactured dwelling park subject to the provisions of sections 7.310 to 7.314.

Up to 25 spaces	per year	\$2928.00
26-50 spaces	per year	\$5655.00
51-75 spaces	per year	\$8179.00
76-100 spaces	per year	\$104409.00
Over 100 spaces	per year	\$1.20 per space 109 + .57

Explanation: Over years of COLA adjustments and rounding, the effective "per unit" rate was inconsistent among the different levels. The new flat-rate model reflects an effective "per unit" rate, applied to the maximum spaces per level (which will be easier to apply a COLA adjustment to in future years). The reflected levels are: (1) Up to 25 - \$1.16/unit; (2) 50 spaces - \$1.12; (3) 75 spaces - \$1.08; (4) 100 spaces - \$1.04; (5) over 100 - \$1.20. The per unit rates were calculated to closely reflect prior years' flat rates.

Page 5, Sound Truck/Car License

~~Per day~~ ~~\$7.00~~

A 5% Technology Fee (surcharge) will be applied when imposed or collected.

Explanation: Currently, this license has a per year charge. The per day option was inadvertently left out in the past.

Page 6, GIS Rates

Planimetrics	Hourly rate (1 hour minimum)	\$68.00
Planimetrics	Hourly rate (1 hour minimum)	\$7273.00

Explanation: A duplicate charge was inadvertently left in prior versions and did not reflect COLA adjustments, while the other charge did reflect adjustments. The out-of-date duplicate charge is being removed.

Section 2: Fire and Life Safety

Fire and Life Safety use a Commercial Plan Check Fee in City of Eugene to help cover the costs of reviewing commercial development plans for Fire Code compliance. They are introducing that fee to City of Springfield to further coordinate Fire and Life Safety processes in the jointly-managed department.

Page 10, Commercial Plan Check Fee

~~Fire Code plan review associated with Building and Mechanical permits fee.~~

_____	15% of Building permit fees
_____	15% of Mechanical permit fees

Explanation: This is a new fee that matches the exact fee we charge in Eugene for Fire Code plan check related to new construction. In Springfield, this plan check has been done at no charge to commercial developers (it has been fully subsidized by taxpayers). The fee will

support the efforts to comply with ORS 455.148(8) and to shift part of the costs away from taxpayers and to the developers.

Page 12, Photocopy Charges

Thereafter \$0.~~10~~15 per page

Explanation: The charge was changed to reflect other City departments' charge for photocopies. It is a larger than 2% increase.

Section 3: Library Services

Substantial changes were made to the layout of the Library Services section to make more logical order and group like fees.

Page 13, Replacement Library Card

\$2.00

Explanation: Charge was inadvertently left off of the previous version.

Page 13, Processing Fee

Processing Fee May be charged \$5 processing fee for lost or damaged items

Explanation: New fee suggested to cover the cost of processing lost or damaged items.

Section 4: Municipal Court

Page 15, Probation Court Supervision

~~Per month fee for probation supervision and monitoring of probation cases~~ Fee per case \$5100.00

Explanation: This fee was changed in order to comply with ORS 137.540(7) which states that the "defendant shall pay a fee of \$100 to the court" for probation supervised by the Court.

Section 5: Police

Page 17, CAD Reports

Each Report \$5.00

Explanation: CAD Reports is a new category. Although they are akin to a police report in retrieval and processing, CAD reports have been billed as miscellaneous photocopies because they did not fall under a more appropriate category. Since most CAD reports are fewer than five pages, they have been free of charge under the miscellaneous photocopy rule. CAD reports require more processing than miscellaneous photocopying and should be charged at a different rate. Police reviewed fees from Lane County (\$10 per CAD report) and Eugene Police Department (\$5 per CAD report) to determine a reasonable rate for processing these requests.

Page 17, Misc. Photocopies

6 pages and more, plus research time \$0.~~10~~15 per page

Explanation: The charge was changed to reflect other City departments' charge for photocopies. It is larger than 2% increase.

Section 6: Building and Safety Fees

Explanation: Upon providing a draft of the revised Building and Safety Fees to the State of Oregon Building Code Division, we were found non-compliant. A number of additional charges were added to bring us into compliance. Fees were established based on local market rates.

Page 21, Solar Permits

Solar Permits

<u>Installations in compliance with section 305.4 of the Oregon Solar Installation Specialty Code</u>	<u>\$160.00</u>
<u>All other installations based on valuation of the structural elements for the solar panels, including racking, mounting elements, rails, and the cost of labor to install use Table 3-A</u>	

Page 21, Renewable Energy SystemsRenewable Energy Systems

<u>5 KVA or Less</u>	<u>\$115.00</u>
<u>5.01 to 15 KVA</u>	<u>\$150.00</u>
<u>15.01 to 25 KVA</u>	<u>\$190.00</u>
<u>Over 25 KVA:</u>	
<u>Solar Generation Systems</u>	<u>\$190.00 + \$10 for each additional KVA</u>
	<u>Not to exceed \$940.00</u>
<u>Wind Generation Systems:</u>	
<u>25.01 to 50 KVA</u>	<u>\$240.00</u>
<u>50.01 to 100 KVA</u>	<u>\$480.00</u>
<u>Over 100 KVA</u>	<u>Calculated based on Service or Feeder sizes and Branch Circuits</u>

Page 23, Medical GasMedical Gas

<u>Permit fee based on the valuation of installation costs and the system equipment:</u>	<u>Use Table 3-A</u>
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Page 25, Phased Permits

<u>Phased Permits</u>	<u>\$290.00 + 10% of the total building permit fee for each phase of work not to exceed \$1,500 for each phase.</u>
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Page 25, Deferred Permits

<u>Deferred Permits</u>	<u>65% of Bldg Permit Fee calculated using the valuation of the deferred portion of the project, with a minimum fee of \$95.00</u>
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Section 7: Engineering

Only COLA adjustments.

Section 8: Planning Services

Only COLA adjustments.

Section 9: Utilities**Page 50, OAR 340-045-0075 Permit Fee Schedule**

Table 70E Annual Pretreatment Fee

Significant Industrial User\$ 637569 per industry

Explanation: Fee from the State of Oregon, changed every January.

RECOMMENDED ACTION:

No action is being requested this evening, though staff's intent is to have Council direction to prepare for a public hearing on March 21st. Adoption of any fees and charges would be effective April 1, 2016.

City of Springfield, Oregon

Springfield is a family-friendly community where a healthy economy and numerous historical aspects of Oregon's past have blended into a vibrant place to call home. Springfield is adjacent to I-5 and nestled between two rivers. The McKenzie River is world-famous for fly fishing and summer steelhead. The Willamette River also boasts excellent fishing and is popular for whitewater rafting.

This Master Fees and Charges Schedule consolidates all City of Springfield ("City") fees and charges, adopted by City Council resolutions, for the various services that the City provides. It is scheduled to be updated semi-annually and reflects all fee resolutions passed by Council during the year.

Fee Variance and 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 fees or charges in a particular matter, or establish a fee not yet authorized in this resolution. When a new fee is established by the City Manager, it may be incorporated into this resolution. 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 of the request and his/her decision in writing, except in minor matters.

The City of Springfield has three types of fees and charges, with different methodologies for changing them:

- Master Schedule of Fees and Charges Established by the Municipal Code

The Municipal Code provides the right for the City to establish a fee or charge against the cost of providing a particular service. If the specific amount of the fee itself is contained in the municipal code, it takes the passage of an **ordinance** by the Council to change the actual fee. Examples of fees that are included in this category are business license, sanitary and stormwater rates, technology fees, and SaniPac franchise fees.

- Master Schedule of Miscellaneous Fees and Charges Authorized within the Municipal Code, Development Code, or Fire Code

The Municipal, Development, and Fire Codes provide the right for the City to establish a fee or charge against the cost of providing a particular service. In these cases, the respective codes do not contain the specific amount of the fee, only the authorization to levy the fee. It then takes the passage of a **resolution** by the Council to change the actual fee. Examples of major fees included in this category are the City's planning fees, ambulance transport fees, system development charges, and hazardous material inspection and storage fees.

- Master Schedule of Fees and Charges Established by the Building Code

The Building Code provides the right for the City to establish a fee or charge against the cost of providing a particular service. In the Building Code, the specific amount of the fee is contained within the Code. In these cases, it takes the passage of an **ordinance** by the Council to change the actual fee. Prior to the passage by Council, any building fees that are regulated by the State Building Code must first be presented to the State and follow a specific public hearing notice schedule. Examples of major fees that are included in this category are the City's building permits, plumbing inspection fees, and electrical inspection fees.

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Definitions & Acronyms

ORS: Oregon Revised Statutes, effective as of 2013

SMC: Springfield Municipal Code, current through Ordinance 6340 and the September 2015 code supplement

Section 1: General

The following fees shall be charged for the general activities of the City:

(ORS 192.440 (4))

The Oregon Revised Statutes authorize the public body to establish fees reasonably calculated to reimburse it for its actual costs in making public records available, including costs for summarizing, compiling, or tailoring such records, either in organization or media, to meet the person's request.

Business License

(SMC 7.000) Only specific businesses are required to obtain a business license (see below). All business license applications shall be made to the City manager. If a proposed business requires a business license, the application and approval of the license shall occur prior to operation of any business requiring a business license. Each licensee shall meet the standards as described in sections 7.000 to 7.006. See SMC 7.000 for conditions of a license

Applicable to Licenses

(SMC 7.005) *Delinquent License Fees.* A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license.

Late Fee/Penalty Fee	10% or \$10.00 per month whichever is greater
Duplicate License (per duplicate copy)	\$5.00

A 5% Technology Fee (surcharge) will be applied when imposed or collected.

Alarm System (Business) License

(SMC 7.012, 7.024) No person shall establish, maintain or operate an alarm system, alarm business or alarm agent within the City unless a license for that use is obtained from the City. Every alarm system, alarm business or alarm agent, whether for hire or not, shall be subject to the provisions of this chapter. Fire alarms are exempt from licensing requirements.

Alarm System	Initial fee	\$56.00
Alarm System	Renewal fee, per year	\$20.00
Alarm Agent	Per two-year cycle	\$38.00
Alarm Business	Per year	\$89.00

A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Antique/Secondhand Dealer License

(SMC 7.100, 7.102) No person shall establish, maintain or operate a used merchandise dealer business within the City unless a license for that use is obtained from the City. Every place or building where a used merchandise dealer carries on, shall be deemed a used merchandise dealer subject to the provisions of sections 7.100 to 7.112.

Per year	\$146.00
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A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Auctioneer License

(SMC 7.122, 7.126) No person shall establish, maintain or operate as an auctioneer within the City unless a license for that use is obtained from the City. Every place or building where an auctioneer is engaged in auctioneering, whether for hire or not, shall be deemed an auctioneer subject to sections 7.120 to 7.126.

Per year	\$167.00
Per day	\$66.00

A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Section 1: General Fees

Auto-Wrecker License

(SMC 7.132, 7.134) No person shall establish, maintain or operate an auto wrecking business within the City unless a license for that use is obtained from the City. Every place or building where auto wrecking is carried on, whether for hire or not, shall be deemed an auto wrecker subject to the provisions of sections 7.130 to 7.134.

Per year

~~\$66.00~~

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A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Carnival/Circus License

(SMC 7.140, 7.146) No person shall establish, maintain or operate a carnival or circus within the City unless a license for that use is obtained from the City. Every place or building where a carnival or circus is offered, whether for hire or not, shall be deemed a carnival or circus subject to the provisions of sections 7.140 to 7.146.

Per day

~~\$347.00~~

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A 5% Technology Fee (surcharge) will be applied when imposed or collected.

Christmas Tree Sales Lot/Firework Sales Lot

(SMC 7.152, 7.156) No person shall establish, maintain or operate a fireworks sales lot or a Christmas tree sales lot within the City unless a license for that use is obtained from the City. Every fireworks sales lot and Christmas tree sales lot, whether for hire or not, shall be deemed a fireworks sales lot or Christmas tree sales lot subject to the provisions of sections 7.150 to 7.156.

Per year

~~\$46.00~~

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A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Dance Hall License

(SMC 7.162, 7.168) No person shall establish, maintain or operate a dance hall within the City unless a license for that use is obtained from the City. Every place or building where a dance hall is carried on, whether for hire or not, shall be deemed a dance hall subject to the provisions of sections 7.160 to 7.168.

Initial

~~\$167.00~~

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Renewal

~~\$85.00~~

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A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Detective Agency License

(SMC 7.172, 7.180) No person shall establish, maintain or operate as a detective within the City unless a license for that use is obtained from the City. Every private detective, whether for hire or not, is considered a private detective subject to the provisions of sections 7.170 to 7.180.

3 or more employees per year

~~\$335.00~~

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Less than 3 employees per year

~~\$236.00~~

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A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Door-to-Door Solicitor License

(SMC 7.202, 7.216) No person shall establish, maintain or operate as a door-to-door solicitor within the City unless a license for that use is obtained from the City. Every door-to-door solicitor, whether for hire or not, shall be deemed a door-to-door solicitor subject to the provisions of sections 7.200 to 7.216.

Per year

~~\$48.00~~

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A 5% Technology Fee (surcharge) will be applied when imposed or collected.

Section 1: General Fees

Electrical Products License

(SMC 7.222, 7.226) No person shall offer for sale electrical products within the City unless a license for that use is obtained from the City. Every place or building where electrical products are for sale shall be subject to the provisions of sections 7.220 to 7.226.

Per year ~~\$35.50~~

A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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First-Aid Operator License

(SMC 7.242, 7.258) No person shall establish, maintain or operate as a first-aid vehicle business within the City unless a license for that use is obtained from the City. Every first-aid vehicle business, whether for hire or not, is considered a first-aid vehicle business subject to the provisions of sections 7.240 to 7.258.

Per year ~~\$223.00~~

And per vehicle ~~\$56.00~~

A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Garage Sales License

(SMC 7.262, 7.268) No person shall establish, maintain or operate a garage sale within the City unless a license for that use is obtained from the City. Every place or building where a garage sale is held shall be considered a garage sale subject to the provisions of sections 7.260 to 7.268.

No charge

Liquor License

(SMC 7.300, 7.304) The Oregon Liquor Control Commission requires every applicant for a license to sell spirits, wines, beers, and other alcoholic liquors to obtain a recommendation in writing from the City Council.

Initial ~~\$102.00~~

Change ~~\$77.00~~

Renewal ~~\$35.50~~

Special Liquor ~~\$25.50/daily~~

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Sale and Distribution of Tobacco and Tobacco Products to Minors-License Fees

(SMC 5.300(2)) No tobacco retailer's license shall be issued or continue to be valid unless the holder has paid the fees as required by this section.

First License and/or change of ownership ~~\$86.00~~

Annual Renewal ~~\$56.00~~

A 5% Technology Fee (surcharge) will be applied when imposed or collected.

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Manufactured Dwelling Park License

(SMC 7.312, 7.314) No person shall establish, maintain or operate a manufactured dwelling park within the City unless a license for that use is obtained from the City. Every place or building where a manufactured dwelling park is offered, whether for hire or not, shall be considered a manufactured dwelling park subject to the provisions of sections 7.310 to 7.314.

Up to 25 spaces per year ~~\$29.00~~

26-50 spaces per year ~~\$56.00~~

51-75 spaces per year ~~\$81.00~~

76-100 spaces per year ~~\$104.00~~

Over 100 spaces per year ~~\$1.20 per space~~

5% Technology Fee (surcharge) will be applied when imposed or collected.

Comment [LMR1]: Flat rate fees. Apply COLA increase to "effective per unit cost" of maximum units per level. Present levels are (1) Up to 25 - \$1.16/unit; (2) 50 spaces - \$1.12; (3) 75 spaces - \$1.08; (4) 100 spaces - \$1.04; (5) over 100 - \$1.20

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Section 1: General Fees

Medical Marijuana Dispensaries

(SMC 7.602) No person shall establish, maintain or operate a dispensary within the City unless a license for that use is obtained from the City. Every place or building where a dispensary is carried on, whether for profit or not, shall be deemed a dispensary subject to the provisions of sections 7.600 to 7.603.

Initial	\$1,040.00
Renewal	\$1,040.00
Change of Ownership	\$1,040.00

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5% Technology Fee (surcharge) will be applied when imposed or collected.

Pool/Billiard Room License

(SMC 7.322, 7.326) No person shall establish, maintain or operate pool rooms and billiard rooms within the City unless a license for that use obtained from the City. Every place or building where pool rooms and billiard rooms are offered, whether for hire or not, shall be deemed a pool room or billiard room subject to the provisions of sections 7.320 to 7.326.

<u>Base fee</u>	<u>per year</u>	<u>\$56.00</u>
<u>Plus:</u> First table	per year	\$25.50
Second table	per year	\$22.50
Third table	per year	\$17.50
Fourth table	per year	\$12.20
Each table thereafter	per year	\$6.10

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5% Technology Fee (surcharge) will be applied when imposed or collected.

Public Passenger License (Issued by City of Eugene)

(SMC 7.332) No person or business may operate a public passenger vehicle company without a public passenger vehicle company license; however, an unlicensed public passenger vehicle operating outside the jurisdictional limits of Eugene and Springfield may deliver a fare from outside those limits to a location within the limits, if the vehicle waits for the person and retrieves the person for the return trip back outside the jurisdictional limits. No unlicensed public passenger vehicle company may solicit or accept any passenger within the City limits except as provided in this subsection.

Rentals License

(SMC 7.342, 7.344) No person shall establish, maintain or operate a rental property within the City unless a license for that use is obtained. Every place or building where rentals are offered, whether for hire or not, shall be deemed a rental property subject to the provisions of sections 7.340 to 7.346.

Starts at four-plex and above	per unit	\$17.50
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Shooting Area License

(SMC 7.352, 7.358) An applicant for a shooting area business license shall apply to the Development and Public Works Department prior to opening a shooting area facility. See sections 7.350 to 7.358 for conditions of operation.

Per year	\$135.00
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Sidewalk Café Permit

(Resolution 05-13, SMC 7.900-7.908) In the downtown district only, the City Manager, or the City Manager's designee, may issue a revocable permit for an outdoor café allowing for the service of food and beverages at facilities placed on sidewalks within the public right-of-way abutting an existing eating establishment. See sections 7.900 to 7.908 for conditions of operation.

Per Permit	\$27.50
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Section 1: General Fees

Social Games

(SMC 5.254) (1) Social Games Prohibited/Exception. "Social games," as defined in ORS 167.117 are prohibited within the corporate limits of the City of Springfield, except:

(a) Social games between players in private homes or social games conducted by charitable, fraternal, religious or non-profit organizations where no house player, house bank or house odds exist and there is no house income; and

(b) Pursuant to SMC section 5.258, The Springfield Social Gaming Code/Texas Holdem Poker Card Tournament.

(2) "Non-Profit Organization" Defined. For the purpose of this section, "non-profit organization" means any person organized and existing for charitable, benevolent, eleemosynary, humane, philanthropic, educational, civic or other non-profit purposes. The fact that an organization does qualify for charitable deduction for tax purposes or that organization is otherwise exempted from payment of federal income taxes pursuant to the Internal Revenue Code of 1954, as amended, constitutes prima facie evidence that the organization is a non-profit organization.

(3) "House" Defined. Includes owner of business, private club, or place of public accommodation, and owner's spouse, children of owner or spouse, owner's brothers, sisters, or parents, or a business in which one of the foregoing named individual is associated. A license for the house is required by section 5.258(3) of this code.

(4) "Tournament Organizer" Defined. A person other than the house who organizes the tournament, including but not limited to provision of poker chips and playing cards. A license for the tournament organizer is required by section 5.258(3) of this code.

(5) The offenses specified in subsections (1), (2), (3) and (4) are punishable as violations and may include a fine not exceeding \$720.00 pursuant to SMC section 1.205.

Per year	\$111.00
Renewal	\$111.00

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5% Technology Fee (surcharge) will be applied when imposed or collected.

Sound Truck/Car License

(SMC 7.362, 7.364) No person shall establish, maintain or operate a sound truck or car within the City unless a license for that use is obtained from the City. Every vehicle used as a sound truck or car, whether for hire or not, is considered a sound truck or car subject to the provisions of sections 7.360 to 7.364.

Per year	\$56.00
Per day	\$7.00

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5% Technology Fee (surcharge) will be applied when imposed or collected.

Special Event License

(SMC 7.402, 7.404) (1) No person shall establish, maintain or operate a special event within the City unless a license for that use is obtained from the City. Every place or building where a special event is held, whether for hire or not, is considered a special event subject to the provisions of sections 7.400 to 7.422.

(2) If the special event is to include a parade, as that term is defined in section 6.505, then a parade permit shall also be obtained from the Springfield Police Department. The City may require other licenses or permits if the special event will include other activities requiring permits or licenses under the applicable sections of the Springfield code. The need for other permits shall be determined by the City during the departmental review process under section 7.406.

(3) The granting of a special event license shall not relieve any person of the responsibility to satisfy all code requirements respecting the manner in which the special event is conducted.

Per application	\$143.00
Event with liquor	\$143.00 (plus tech fee) + \$25.00 (no tech fee)

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5% Technology Fee (surcharge) will be applied when imposed or collected, but does not apply to the liquor fee.

Section 1: General Fees

Tobacco Vending License

(SMC 7.452, 7.454) No person shall establish, maintain or operate a tobacco vending machine within the City unless a license for that use is obtained from the City. Every place or building where a tobacco vending machine is offered, whether for hire or not, is considered a tobacco vending machine subject to the provisions of sections 7.450 to 7.454.

Per year \$34.50 Deleted: 00
 5% Technology Fee (surcharge) will be applied when imposed or collected.

Transient Merchant License

(SMC 7.472, 7.476) No person shall establish, maintain or operate as a transient merchant within the City unless a license for that use is obtained from the City. Every transient merchant, whether for hire or not, is considered a transient merchant subject to the provisions of sections 7.470 to 7.476.

Per day \$17.50 Deleted: 00
 5% Technology Fee (surcharge) will be applied when imposed or collected.

Transient Merchant Food Cart License

(SMC 7.474, 7.810) Transient merchants operating food carts, also known as "mobile units" as defined by ORS 624.310(8), may be allowed only on property that is zoned CC – Community Commercial, MRC – Major Retail Commercial, MUC – Mixed Used Commercial, MUE - Mixed Use Employment, HI - Heavy Industrial, LMI - Light/Medium Industrial, CI – Campus Industrial and PLO – Public Land and Open Space.

Per year \$36.50 Deleted: 00
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 *Fees for the Downtown Food Court Program shall be as set by the City Manager or his/her designee in accordance with SMC 7.810. [Section 7.810 amended by Ordinance No. 6298, enacted July 22, 2013.]

Vending on City Streets

(SMC 7.802, 7.808) No person shall establish, maintain or operate as a vendor within the City unless a license for that use is obtained from the City. Every person operating as a vendor shall be deemed a vendor on City streets subject to the provisions of sections 7.800 to 7.808.

No charge.

Other General Fees

GIS Rates (Standard)

(Intergovernmental Agreement with Lane Council of Governments per ORS 190.050 providing authorization to impose and collect reasonable fees based on market prices or competitive bids for geographic data that have commercial value and are an entire formula, pattern, compilation, program, device, method, technique, process, database or system developed with a significant expenditure of public funds.)

Planimetrics	Hourly rate (1 hour minimum)	\$73.00	Deleted: Planimetrics - Hourly rate (1 hour minimum) . \$68.00¶
	Up to 50 acres	\$101.00	Deleted: 72
	Charge per additional acre above 50	\$2.04	Deleted: 99
	Charge per map sheet (approx. 138 acres)	\$307.00	Deleted: 0
	Charge per square mile (640 acres)	\$1,424.00	Deleted: 301
Half foot Orthophotography	Plus time in excess of 1 hour	\$66.00/per hour	Deleted: 1396
	Hourly rate	\$73.00	Deleted: 65
	One image	\$45.00	Deleted: 72
	Charge per additional image	\$45.00	Deleted: 44
Plot Requests	Plus hourly rate	\$66.00	Deleted: 44
	Standard City Maps (without Orthos)	\$55.00	Deleted: 65
	Standard City Maps (with Orthos)	\$61.00	Deleted: 65

Section 1: General Fees

Custom Plot Request: Plot Compilation and Plotting Charge/per hour	\$73.00
Custom Plot Request: Copy of a Completed Plot/per linear foot	\$7.10

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A 5% Technology Fee (surcharge) will be applied when imposed or collected.

Technology Fee

(Resolution 11-24) The Technology Fee is applied to the specific charges and fees identified in the above-named fee schedules when collected or imposed.

Five percent of specific development-related charges and fees in the Building Safety Code Fee Schedule, the Master Schedule of Rates, Permits, Licenses and Other Fees and Charges in the Municipal Code, and the Master Schedule of Miscellaneous Fees and Charges, Rates and Licenses.

City Hall Meeting Room Rates (Standard)

The City of Springfield City Hall public meeting rooms (City Hall Lobby, Library Meeting Room, Jesse Maine Room and Meeting Room 3) are available for the community to use. However, to ensure availability of the rooms for City business, room usage shall be prioritized as follows:

1. City Council meeting or functions
2. Other City departments, including City Council advisory committees
3. Other public agencies
4. Other community organizations and groups
5. Special events

All meetings conducted in the meeting rooms must be open to the public. Priority categories 1, 2 and 3 may be subject to the requirements of the Oregon Public Meeting Law, ORS 192.610 - 192.690 and may bump lower category events. All priority categories are available without regard to any distinction, discrimination, or restriction on account of race, color, religion, sex, sexual orientation, age, marital status, disability, or national origin. No fees, dues or donations may be charged or solicited for any program or meeting held at City Hall. Rooms may be scheduled by the public if not in use for one of these other priority functions.

Springfield's Administrative Regulation #2 - City Hall Building Policy requires: "A fee for City Hall security shall be charged for the time a meeting or event extends beyond normally scheduled business hours (prior approval is required)." This fee covers staffing expenses related to keeping the building open and secure outside of normal operating hours.

Room usage during operating hours	Per hour \$0.00
Room usage outside of operating hours	Per hour \$45.00

Downtown Parking Program

(Resolution 2015-13)

Lot Name	ASSET TYPE	MONTHLY PER UNIT RATE/FEE
City Hall North	Premium Permit Parking Lot	\$30.00
City Hall South	Premium Permit Parking Lot	\$30.00
Main Street	Premium Permit Parking Lot	\$30.00
7 th Street Pocket	Non-Premium Permit Parking Lot	\$15.00
Justice	Non-Premium Permit Parking Lot	\$15.00
Pioneer East	Non-Premium Permit Parking Lot	\$15.00
Zone B On-Street	On-Street Permit Zone	\$10.00

Section 1: General Fees

Lot Name	ASSET TYPE	ANNUALLY PER UNIT RATE/FEE
Residential Permit	Residential Permit Zone, Zone A & B	\$20.00
Violation of Posted Parking Restrictions		
Per Citation		\$ 16.00

Public Records Fees

(ORS 192.440(4))

Oregon Revised Statutes authorizes the public body to establish fees reasonably calculated to reimburse it for its actual costs in making public records available, including costs for summarizing, compiling or tailoring such records, either in organization or media, to meet the person's request.

Photocopy Charge Citywide

(noted exceptions are Development and Public Works, Fire and Life Safety, Library, Police reports.)

No charge for first 5 pages or first half-hour of research time.

Thereafter \$0.15/page

Plus actual cost of City staff time and materials required to complete the request.

Section 2: Fire and Life Safety

The following fees shall be charged for the Fire & Life Safety activities of the City:

Ambulance & Emergency Services User Fees

(Fire Code and City of Springfield resolutions)

Emergency and Non-Emergency Transport Rates

Base Rate	\$1,770.00	Deleted: 735
Base Rate (non-resident)*	\$1,980.00	Deleted: 940
*Live outside the Springfield Fire & Life Safety first-in response area		
Mileage Rate (per patient mile)**	\$22.03	Deleted: 21.60
**Pro-rated for multiple patients transported in same medic unit		Deleted: .

Sit-Up Patients

Base Rate	\$885.00	Deleted: 868
Base Rate (non-resident)	\$990.00	
Mileage Rate (per patient mile)	\$22.03	Deleted: 21.60

Aid Call

Base Rate	\$885.00	Deleted: 868
Base Rate (non-resident)	\$990.00	

Helicopter Calls

Helicopter Transport Actual Vendor Charge
 In addition to helicopter and pilot direct vendor charges, base rate and mileage charges will apply if transported by paramedic ambulance to helicopter location for further transport.

Other EMS Fees

Waiting Time (first ½ hour)	No Charge	
Waiting Time (per ½ hour, after first ½ hour)	\$65.00	Deleted: 62
Extra Attendant	\$80.00	Deleted: 77
Ambulance Stand-by (per hour; 2 hour minimum)	\$160.00	Deleted: 155
Stand-by On Scene Coordinator (per hour)	\$65.00	Deleted: 62

FireMed Memberships

Regular membership, per household, per year	\$65.00
Job Care membership, per household, per year	\$60.00

Section 2: Fire and Life Safety

Fire Marshal's Office Fees

(Springfield Fire Code)

Commercial Plan Check Fee

Fire Code plan review associated with Building and Mechanical permits fee.

	15% of Building permit fees
If no building permit	15% of Mechanical permit fees

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Comment [GA2]: This is a new fee that matches the exact fee we charge in Eugene for fire code plan check related to new construction. This plan check was previously done for free. The fee will support the efforts to comply with ORS 455.148(8)

Fire Protection and Life Safety System Construction Permits

Permit Fee \$125.00 minimum

Permit cost is 3% of valuation of work to be performed for the system, up to a system's contract value of \$50,000; then \$3.00 for each additional valuation of \$1,000 or portion thereof.

This formula will be applied to calculate fees for permits adopted in the City of Springfield Fire Code:

- 105.7.1 Automatic fire extinguishing systems and appurtenances
- 105.7.1.1 Fire Suppression Sprinkler systems
- 105.7.1.2 Commercial kitchen hood suppression systems
- 105.7.2 Battery Systems
- 105.7.3 Compressed gases
- 105.7.3.1 Detection systems, liquid and gas leak systems.
- 105.7.4 Fire alarm and detection systems and related equipment.
- 105.7.5 Fire pumps and related equipment.
- 105.7.6 Flammable and combustible liquids.
- 105.7.7 Hazardous materials.
- 105.7.9 Private water mains and hydrant systems.
- 105.7.10 Private fire hydrants
- 105.7.11 Spraying or dipping.
- 105.7.12.1 Standpipe systems.

Additional Staff Time (in excess of 2 hours) \$16.50 per 15 minutes

Fees will be collected by the Development and Public Works Department at issuance of the building permit as an additional fee.

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Fire Department New Construction Square Footage Fees

Residential Square Footage \$0.06/per sq. ft.

Commercial Square Footage \$0.11/per sq. ft.

Applies to each square foot created requiring a building permit. Example: 1,550 sq. ft. house x \$0.06 = \$93.00.

Fees will be collected by the Development and Public Works department at issuance of the building permit as an additional fee.

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Section 2: Fire and Life Safety

Fire Safety Inspections (non-construction)

Initial inspection	No Charge
1 st re-inspection	No Charge
2 nd re-inspection	<u>\$27.50</u>

Operational Permit Fees

Fee for occupancies requiring:

Operational Permits (annual)	<u>\$419.00</u> per permit
Operational Permits (other than annual)	<u>\$419.00</u> per permit

The following exceptions shall apply:

105.6.9	Covered and Open Mall Buildings	<u>\$187.00</u> per permit
105.6.26	Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	<u>\$187.00</u> per permit
105.6.3	Places of Temporary Assembly	<u>\$187.00</u> per permit
105.6.43	Temporary Membrane Structures and Tents	<u>\$187.00</u> per permit
105.6.48	Performances with Fire	<u>\$187.00</u> per permit

Operational permits may require additional processing and inspection time. An hourly rate of \$99.00 per hour will be assessed if additional time is necessary to achieve compliance with permit requirements.

Licensed Facility Inspection Fees

Fire Code compliance inspections are required as a condition of State licensing for various types of licensed facilities. Fees will be charged based on occupancy type as follows:

Occupancy Type	Flat Rate				
	Inspection	Per hour after 2 hrs	1 st Re-inspection	2 nd Re-inspection	OT Rate per hour
B, E	<u>\$187</u>	<u>\$99</u>	Included	<u>\$99</u>	<u>\$115</u>
I	<u>\$398</u>	<u>\$99</u>	Included	<u>\$99</u>	<u>\$115</u>
SR	<u>\$398</u>	<u>\$99</u>	Included	<u>\$99</u>	<u>\$115</u>

General Fees

First Response Fees

Fee applies when a fire engine company responds to a motor vehicle accident involving medical or rescue response. Only applies to residents outside the Springfield Fire & Life Safety First-In Response Area. FireMed eligible.

Fire engine company response to motor-vehicle accident	<u>\$479.00</u>
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Classes

CPR Training (non-FireMed member)	<u>\$28.00</u>
CPR Training (FireMed member)	<u>\$12.00</u>

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Section 2: Fire and Life Safety

Photocopy Charges

(ORS 192.563) Oregon Revised Statutes authorize a healthcare provider that receives authorization to disclose protected health information (PHI) to be reimbursed according to the statute's fee schedule. Therefore, the following photocopy charges apply:

Up to 10 pages	\$12.25
Pages 11-50	\$0.50 per page
Each page over 50 pages	\$0.25 per page
Postage costs to mail PHI	Actual cost
Preparation of summary of PHI (requested by individual)	Actual cost

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(ORS 192.440(4)) Oregon Revised Statutes authorize the public body to establish fees reasonably calculated to reimburse it for its actual costs in making such records available, including costs for summarizing, compiling or tailoring such records, either in organization or media, to meet the person's request. The following charges apply:

Fire Reports	\$10.00 per report
Other Reports or Documents	No Charge for first 5 pages
Thereafter	\$0.15 per page

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Plus actual cost of City staff time and materials required to complete the request.

Section 4: Municipal Court

The following fees shall be charged for the Municipal Court activities of the City.

General Fees

Copy Fee

Case File (current)	\$5.00
Case File (archived)	\$10.00
Miscellaneous:	\$0.15/page

Certified Copies

ORS 192.440(4) authorizes the public body to establish fees reasonably calculated to reimburse it for its actual costs in making public records available, including costs for summarizing, compiling, or tailoring such records, either in organization or media, to meet the person's request. ORS 194.400 establishes the authority to charge notary fees.

Case file	\$16.00
Miscellaneous - first 4 pages	\$16.00
Each page thereafter	\$1.00

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Collection Fees

ORS 137.118 provides the authority to charge and stipulates the maximum fee allowed to be 25% but not to exceed \$250.00. A municipal, justice, district, circuit court may recoup the cost of collection action made necessary by the failure of judgment debtors in criminal actions to pay timely deferred payment agreements. Fee is to be assessed when payment is delinquent. Fee assessment is not dependent upon assignment to a collection agency.

25% but not to exceed	\$250.00
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Conviction Fee

City Council Resolution. Whenever the court forfeits money or imposes a sentence of a fine, including a sentence imposed and thereafter suspended, excluding parking violations, a fee in addition to such sentence shall be collected. The fee is not part of the penalty or in lieu of any part thereof but is included in the monetary judgment. The court is not required to impose the fee if it finds that the defendant is indigent or that imposition of the assessment would constitute an undue hardship. Payment to the court shall not be credited to the fee pursuant to ORS 137.295 until after crediting payments to statutorily mandated fees.

Fee per case	\$26.00
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Court Appointed Attorney Fee

ORS 151.505 and ORS 161.665 provide the authority to collect fees covering the cost of appointing, financial processing, and actual attorney cost.

Fee per case	\$95.00
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Deferred Prosecution Diversion Fee (non-DUII)

ORS 135.881 and ORS 161.665. Determined by the Judge and/or City Prosecutor on a case by case basis, but generally:

Fee per misdemeanor case	\$256.00
Fee per violation case	\$61.00

Section 4: Municipal Court

DUII Diversion Agreement Administrative Fee

ORS 813.240 (b) provides the authority to collect and pay.

Fee per Case: \$200.00

Deleted: Distribution Fee
 ORS 137.309 (7) (b) ¶
 .15% administrative fee for collection of county assessment ¶

Inmate Housing Fee

(Determined by sentencing judge, Resolution 09-15, ORS 169.151, ORS 137 540(1))

Per Case, Per Day Up to \$60.00

Non-Sufficient Funds Fee

Fee per case/check \$26.00

Payment Agreement Fee

(ORS 1.202) Authorizes fee for establishing and administering account for judgment that includes monetary obligation; fee for judgment.

For revision to existing violation or misdemeanor payment agreement

\$26.00

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Each payment agreement re-issued as a result of delinquent action of any kind

\$55.00

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Phone Notification Fee

Cost recovery fee for automated phone notification; generally on case(s) to warn of pending formal non-compliance court action.

Fee per automated call launched \$3.00

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Probation Court Supervision

(ORS 137.540) The court may sentence the defendant to probation, which shall be subject to the following general conditions unless specifically deleted by the court. The probationer shall pay supervision fees, fines, restitution or other fees ordered by the court. Does not apply to DUII or Deferred Prosecution Diversion cases.

Fee per case \$100.00

Deleted: Per month fee for probation supervision and monitoring of probation cases

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Probation Violation Fee

(ORS 137.540) The court may sentence the defendant to probation, which shall be subject to the following general conditions unless specifically deleted by the court. The probationer shall: (a) pay supervision fees, fines, restitution or other fees ordered by the court. Fee will apply on any DUII Diversion or Deferred Prosecution Diversion cases. Fee may be waived at the discretion of the Judge.

Show Cause: one issue only or first proceedings \$25.00

Show Cause; multiple issues or prior probation violation proceeding Per Order \$50.00

Re-Open Fee

Fee to reopen a case; to include costs to retrieve case, process documents for DMV to recall abstracts or retrieve disposition sheets.

Fee per case \$32.00

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Section 4: Municipal Court

Security Releases

(ORS 135.265) Oregon Revised Statute sets the fee at 15% of security release amount.

Of fee	15%
But not less than	\$5.00
Or more than	\$200.00

Special Computer Reports

(ORS 192.440) Oregon Revised Statute authorizes the public body to establish fees reasonably calculated to reimburse it for its actual costs in making public records available including costs for summarizing, compiling, or tailoring such records, either in organization or media, to meet the person's request.

Fee per hour general reports (with minimum of \$30.00)	\$31.00
Special programming or customized reports	\$31.00

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Suspension Fee

(ORS 809.267) Fee for any case where the Court gives notice to DOT of the suspension or restriction of a defendant's driving privileges.

Fee per case	\$15.00
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Warrant Fee

(ORS 161.665) Fee for costs specially incurred in prosecuting a defendant for whom the Court enters a judgment of conviction.

Fee per case	\$57.00
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Section 5: Police

The following fees shall be charged for the Police activities of the City:

**Police Reports
Photocopies**

First 4 pages	\$10.00
Each page thereafter	\$1.00

CAD Reports

Each report	\$5.00
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Certified Copies

First 4 pages	\$15.00
Each page thereafter	\$1.00

Criminal History Requests

One original	\$10.00
For first 4	\$5.00
Plus each additional	\$0.75
Notarized original	\$15.00
Each additional original	\$1.00

False Alarm Fee

(SMC 7.026) Three or more false alarms, within a 365-day period, whether the result of equipment malfunction or user error, shall constitute an infraction in the municipal court. If convicted by a preponderance of the evidence, the court may impose a fine not to exceed \$500.

Per third false alarm	\$500.00
Per alarm after within 365 days	\$500.00

Military Police Record Checks

No charge

Microfilm Reports

First 4 pages	\$15.00
Each page thereafter	\$1.00

Non-Sufficient Funds Fee

\$26.00

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Photographs

Actual cost with \$5.00 minimum

Special Computer Reports

Per hour	\$30.00, with \$20.00 minimum
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Video/Telephone/Radio Tapes

\$25.00 per hour with \$25.00 minimum

Misc. Photocopies

First 5 pages	No charge
6 pages and more, plus research time	\$0.15 per page

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Section 5: Police

Vehicle Impound Recovery

~~\$127.00~~

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Warrant Fee

(Criminal Code 161.665)

\$50.00

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Dog Licenses

(SMC 5.426 (3)) Fees. Dog license fees are due and payable upon the issuance of licenses. Fees shall be determined by Council resolution. The types of licenses/fees required to be paid under the provisions of this code shall be as follows:

- (a) Dog License Fee—General.
- (b) Dog License Fee—Neutered. Dog keepers applying for this reduced fee must present a certificate from a licensed veterinarian stating that the dog to be licensed has been neutered.
- (c) Dog License Fee—Keepers, 60 Years of Age or Older. Dog owners applying for this reduced fee must present proper proof of age as well as proof of rabies vaccination for the dog to be licensed.
- (d) Duplicate License.
- (e) Commercial Kennel.
- (f) Impoundment.
- (g) Daily Care.
- (h) Watchdog.
- (i) Permits.

	1 yr	2yr	3yr
Unaltered Dog	\$35	\$55	\$70
Neutered Dog	\$15	\$25	\$35
Sr. Citizen(60+) Unaltered Dog	\$35	\$55	\$70
Sr. Citizen Neutered Dog	\$10	\$17	\$25
Non-Commercial Kennel	\$250		
Watchdog	\$25 + above license fee		

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License Vietnamese Pig

(SMC 5.426 (6))

- (a) Every keeper of a Vietnamese Pig as set forth in section 5.416 shall obtain a license for the pig. In order to obtain the license, the owner or keeper shall submit to the City the veterinarian's certificate specified in section 5.416(2)(b). The license fee shall be the same as a license fee for a dog as specified in subsection (3).
- (b) Licenses shall be valid for one year from the date of issuance or until the sale or gift of the pig, whichever first occurs.
- (c) Pig keepers shall renew the pig license before it becomes delinquent for as long as they keep or harbor the pig.
- (d) A license tag issued to a pig keeper shall be attached securely to a collar or harness of the pig for which it was issued. In addition to a collar or license, a microchip identification shall be utilized. If a license tag is lost, the keeper may obtain a duplicate license tag upon satisfactory proof of loss and payment of the required fee.
- (e) Failure to comply with any term or requirement of section 5.416 or this section by a pig keeper is punishable as a violation and may include a fine not exceeding \$720.00 pursuant to SMC section 1.205.
- (f) In the event that the keeper or the individual designated in section 5.416(2)(e) is unavailable and short term housing for the pig is required, the keeper shall be responsible for such short term housing and food costs and shall reimburse the City or City's designee for all costs expended. [Section 5.426 amended by Ordinance No. 5902, enacted December 7, 1998; further amended by Ordinance No. 6169, enacted May 15, 2006; further amended by Ordinance No. 6271, enacted July 18, 2011.]

	1 yr	2yr	3yr
Unaltered	\$35	\$55	\$70
Neutered	\$15	\$25	\$35
Sr. Citizen(62+) Unaltered	\$35	\$55	\$70
Sr. Citizen Neutered	\$10	\$17	\$25

Section 6: Building and Safety Fees

The following fees shall be charged for the Building and Safety activities of the City:

Technology Fee: All applications/permits/fees will be assessed a 5% technology fee.

Site Plan Review

Reduction in fee, Resolution 10-51

To the following fees, please add a \$2.50 Continuing Education Fee.

Building Permits

(ORS 455.447)

Structural, Commercial, Mechanical and Plumbing Permit Fees (where applicable)

Table No. 3-A

TOTAL VALUE		Fee	
\$1.00 - \$2,000		\$89.00	Deleted: 87
\$2,001 - \$25,000	for the first \$2,000 in value plus for each additional \$1000 or fraction thereof.	\$89.00	Deleted: 87
\$25,001 - \$50,000	for the first \$25,000 in value plus for each additional \$1,000 or fraction thereof	\$11.30	Deleted: 13
\$50,001 - \$100,000	for the first \$50,000 in value plus for each additional \$1,000 or fraction thereof	\$350.00	Deleted: 343
\$100,001 and Up	for the first \$100,000 in value plus for each additional \$1,000 or portion thereof	\$8.60	Deleted: 48
		\$566.00	Deleted: 555
		\$5.50	Deleted: 42
		\$843.00	Deleted: 826
		\$5.00	Deleted: 4.64

In addition to the Building Permit Fee, the Plan Check Fee shall be 65% of the Building Permit fee.

For the purpose of defraying the cost of applying regulations as provided in ORS 455.447, a surcharge of 1% to the total fees collected for essential, hazardous, major and special occupancy structures shall be collected.

To the above fees, please add 12% State Surcharge and a \$2.50 Continuing Education Fee.

Electrical Permits

Table No. 3-B

Description	Fee	
Residence wiring less than 1,000 square feet	\$163.00	Deleted: 160
Each additional 500 sq.ft. or portion thereof	\$31.00	Deleted: 30
Manufactured Home or Modular Dwelling (Service or Feeder)	\$77.00	Deleted: 75
Temporary Power – 200 amps or less	\$77.00	Deleted: 75
Temporary Power – 201 to 400 amps	\$106.00	Deleted: 104
Temporary Power – 401 to 600 amps	\$154.00	Deleted: 151
Permanent Service or Feeder – 200 amps or less	\$98.00	Deleted: 96
Permanent Service or Feeder – 201 to 400 amps	\$114.00	Deleted: 112

Section 6: Building and Safety Fees

Permanent Service or Feeder – 401 to 600 amps	\$193.00	Deleted: 189
Permanent Service or Feeder – 601 to 999 amps	\$249.00	Deleted: 244
Permanent Service or Feeder – 1000 amps or volts	\$570.00	Deleted: 559
Electrical Service Reconnection with no changes to existing service size	\$77.00	Deleted: 75
One new/alteration/extension of circuit	\$77.00	Deleted: 66
Each Additional Circuit	\$7.00	Deleted: 75
Each Irrigation Pump	\$77.00	Deleted: 75
Each Electrical Sign or Outline Lighting	\$77.00	Deleted: 75
Each Signal Panel	\$77.00	Deleted: 75
Limited Energy – Residential	\$39.00	Deleted: 38
Limited Energy – Commercial/Multi-Family	\$89.00	Deleted: 87
Inspections not covered by this schedule minimum 1 hour	\$89.00	Deleted: 87
Re-inspection Fee	\$89.00	Deleted: 87
Partial Inspection	\$89.00	Deleted: 87
Inspections Outside Normal Business Hours	\$105.00	Deleted: 103
Minimum Permit Fee	\$89.00	Deleted: 87
Investigation Fee	\$89.00	Deleted: 87
Inspections For Which No Fee is Specifically Indicated	\$89.00	Deleted: 87
Electrical Quick Permits (sold in 10 only) No longer in Use	\$-0	Deleted: 87
Building Without Permit Penalty	\$ Permit Fee	Deleted: 87
Electrical Plan Review	25% of Permit Fee	
Solar Permits		
<u>Installations in compliance with section 305.4 of the Oregon Solar Installation Specialty Code</u>		
	\$160.00	
<u>All other installations based on valuation of the structural elements for the solar panels, including racking, mounting elements, rails, and the cost of labor to install use Table 3-A</u>		
Renewable Energy Systems		
5 KVA or Less	\$115.00	
5.01 to 15 KVA	\$150.00	
15.01 to 25 KVA	\$190.00	
Over 25 KVA:		
Solar Generation Systems	\$190.00 + \$10 for each additional KVA	
	Not to exceed \$940.00	
Wind Generation Systems:		
25.01 to 50 KVA	\$240.00	
50.01 to 100 KVA	\$480.00	
Over 100 KVA	Calculated based on Service or Feeder sizes and Branch Circuits	

To the above fees, please add 12% State Surcharge and a \$2.50 Continuing Education Fee.

Section 6: Building and Safety Fees

Mechanical Permits (Residential)

Mechanical Permit Fees

Table No. 3-D

Description	Fee	
First Appliance	\$89.00	Deleted: 87
HVAC		
Up to 100,000 BTU	\$20.00	
More than 100,000 BTU	\$23.00	
Unit Heater	\$20.00	
Boiler/Compressor		
Up to 100,000 BTU	\$20.00	
3-15 Horsepower or 100,001 – 500,000 BTU	\$36.00	Deleted: 35
Over 15 to 30 Horsepower or 500,001 – 999,000 BTU	\$53.00	Deleted: 52
Over 30 to 50 Horsepower or 1,000,000 – 1,750,000 BTU	\$69.00	Deleted: 68
Over 50 Horsepower or over 1,750,001 BTU	\$115.00	Deleted: 113
Air Handling Unit		
Up to 10,000 CFM	\$13.00	
10,001 CFM and over	\$23.00	
Evaporative Cooler/Fan	\$16.00	
Vents		
Hood and Exhaust	\$16.00	
Vent Fan to One Duct	\$11.00	
Appliance Vent	\$11.00	
Gas Piping		
Each Piping System 1-4 Outlets	\$8.00	
Each Outlet over 4	\$5.00	
LP Gas Tank and Piping	\$20.00	
Miscellaneous		
Domestic Incinerator	\$23.00	
Commercial Incinerator	\$91.00	Deleted: 89
Wood/Pellet Stove	\$47.00	Deleted: 46
Heat Pump	\$20.00	
Preliminary Inspection	\$89.00	Deleted: 87
Each Appliance Not Listed on this Schedule	\$16.00	
Inspections Not Covered by this Schedule	\$89.00	Deleted: 87
Re-inspection Fee	\$89.00	Deleted: 87
Supplemental Mechanical Fee *Not In Use*	\$-0-	
Minimum Permit Fee	\$89.00	Deleted: 87
Partial Inspection	\$89.00	Deleted: 87
Inspections Outside Normal Business Hours	\$105.00	Deleted: 103
Investigation Fee	\$89.00	Deleted: 87
Building Without Permit Penalty	\$ Permit Fee	
Hourly Inspection Fee for Requests Not In Permit Tables	\$89.00	Deleted: 87
Mechanical Plan Review Fee	25% of Permit Fee	
Commercial/Industrial/Public Mechanical System including installation costs	Value <u>based</u>	

To the above fees, please add 12% State Surcharge and a \$2.50 Continuing Education Fee.

Section 6: Building and Safety Fees

For the purpose of defraying the cost of applying regulations as provided in ORS 455.447, a surcharge of 1% to the total fees collected for essential, hazardous, major and special occupancy structures shall be collected.

Plumbing Permits
Plumbing Permit Fees
 Table No. 3-C

Fees for the construction, alteration, or repair of plumbing on one- and two-family dwellings shall be calculated as described below. Fees include drain, waste and vent installation, water distribution piping, and the first 100 feet of water service.

One- or two-family with one bath	\$290.00	Deleted: 284
One- or two-family with two bath	\$454.00	Deleted: 445
One- or two-family with three bath	\$534.00	Deleted: 524
Each Additional Bath	\$115.00	Deleted: 113
Each Additional Kitchen	\$115.00	Deleted: 113
Single Plumbing Fixture	\$22.00	
Sanitary Sewer:		
For the first 100 feet of line	\$92.00	Deleted: 90
Each additional 100 feet of line or portion	\$22.00	
Water Service:		
First 100 feet of line	\$92.00	Deleted: 90
Each additional 100 feet of line or portion	\$22.00	
Storm and Rain Drain:		
First 100 feet of line	\$92.00	Deleted: 90
Each additional 100 feet of line or portion	\$22.00	
Sewage Ejector Pump	\$22.00	
Special Waste Connection	\$22.00	
Manufactured Home hook up on improved lot	\$89.00	Deleted: 87
Backflow Prevention Device	\$22.00	
Relocated Structure	\$89.00	Deleted: 87
Sanitary or Storm Sewer Cap	\$89.00	Deleted: 87
Any trap or waste not connected to a fixture	\$22.00	
Any plumbing installation not listed in this schedule with sanitary waste or portable water supply	\$22.00	
Minimum Plumbing Permit Fee	\$89.00	Deleted: 87
Partial Inspection fee	\$89.00	Deleted: 87
Re-inspection Fee	\$89.00	Deleted: 87
Inspections Not Covered By Schedule	\$89.00	Deleted: 87
Inspections Outside Normal Business Hours	\$105.00	Deleted: 87
Investigation Fee	\$89.00	Deleted: 103
Building without Permit Penalty	\$ Permit Fee	Deleted: 87
Hourly Inspection Fee for Requests Not In Permit Table	\$89.00	Deleted: 87
<u>Medical Gas</u>		
<u>Permit fee based on the valuation of installation costs and the system equipment:</u>	Use Table 3-A	Formatted: Indent: Left: 0.5", First line: 0", Right: 2", Tab stops: 6", Right

Section 6: Building and Safety Fees

Plan Review Fee for Med Gas 30% of Permit Fee
 When plans are incomplete or substantially changed so as to require additional plan review, additional hourly plan review fees may be charged based on the additional time required.

Plumbing Plan Review Fee 30% of Permit Fee
 Residential Fire Sprinklers

1 – 2,000 sq. ft.	\$89.00
2,001 – 3,600 sq. ft.	\$142.00
3,601 – 7,200 sq. ft.	\$212.00
7,201 sq. ft. and greater	\$283.00

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To the above fees, please add 12% State Surcharge and a \$2.50 Continuing Education Fee.

Additional Miscellaneous Fees

Miscellaneous Building Fees

Table No. 3-F

Please add 12% State Surcharge (Where Applicable)

Description	Fee
Master Permit Program	\$100.00
Investigative Fee	\$89.00
Inspection for Which No Fee is Specifically Indicated	\$89.00
Moving a Building or Structure	\$354.00
Demolition of a Building or Structure	\$89.00
Mobile Home Accessory Structure	Value
Prefabricated Structures	Value
Hourly Inspection Fee for Requests Not In Permit Table	\$89.00
Address Assignment, each new or change unless requested by city staff	\$47.00
Temporary Occupancy Permit Approval Shall Not Exceed 30 Days Without Renewal.	
Renewal Fee is the Same Fee As Original Temporary Occupancy Permit Fee:	
1 & 2 Family Dwellings	\$154.00
Triplex & 4-Plex	\$302.00
Apartment Buildings	\$302.00 + \$37/unit
Remodels Commercial/Industrial Buildings & Tenant Infill	\$154.00
Commercial/Industrial Buildings	\$454.00+10% of Bldg Permit Fee
Same As Plan Review Submittal	\$304.00
Building Without Permit Penalty Fee	Cost of Bldg Permit
Manufactured Home Placement	\$483.00
Fire & Life Safety Plan Review When Required	40% of Building Permit Fee
Additional Plan Review Due To Changes In Plans	\$89.00/hr
Hazardous Technical Report with No Plan Review	\$89.00/hr
Site Investigation and Posting of NSF Check	\$89.00
Administrative Fee for Non-Sufficient Funds Check	\$154.00
Administrative Fee – Non Specialty Code Permits	10%
Administrative Fee for Cash Deposits	10%
Inspections Outside Normal Business Hours – 1 hour minimum	\$105.00
Re-inspection Fee	\$89.00

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Deleted: 474
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Deleted: 87
Deleted: 151
Deleted: 103
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Section 6: Building and Safety Fees

Quick Start	\$231.00	Deleted: 226
<u>Phased Permits</u>	<u>\$290.00 + 10% of the total building permit fee for each phase of work not to exceed \$1,500 for each phase.</u>	
<u>Deferred Permits</u>	<u>65% of Bldg Permit Fee calculated using the valuation of the deferred portion of the project, with a minimum fee of \$95.00</u>	
Research Requests		
Technical (15-30 minutes)	\$31.00	Deleted: 30
Technical (31-60 minutes)	\$61.00	Deleted: 60
Non-Technical (15-30 minutes)	\$20.00	
Non-Technical (31-60 minutes)	\$38.00	Deleted: 37
Any copy fee is in addition to research fees.	30 Minutes is minimum fee	
Posting Substandard Structures	\$89.00	Deleted: 87
Monthly Reports – Yearly “Mailing” List	\$78.00/mailed	Deleted: 76
	\$46.00/faxed	Deleted: 45
Weekly Issued Reports – Yearly “Mailing” List	\$336.00/mailed	Deleted: 329
	\$186.00/faxed	Deleted: 182
Addressing Information –Non-Agency-Government Yearly “Mailing” List	\$78.00/mailed	Deleted: 76
	\$46.00/faxed	Deleted: 45
Fire Department Process/Application Fee	10% of Fire fee	

Copying Costs

First 5 copies up to 11” x 17” size are free.
 All additional copies \$.50 each
 Large print copies - \$4.00 each

All special ordered maps are charged from the GIS price sheet.

Copying Fee: Staff charge rate	½ hr. minimum	
Technical Research Fee:	\$87.00/hr.	Deleted: 85

Signs

Sign Code Plan Review

(SMC 8.218(1))

Permit Applications. Two complete sets of plans, engineering calculations, diagrams and other data shall be submitted with each application for a permit. The building official may require plans, computations and specifications to be prepared and designed by an engineer or architect.

- (a) A scaled plot plan with building dimensions, setback and location of proposed signs shall be submitted with the sign permit application. A photograph of each facade of the building shall be submitted.
- (b) A scaled elevation drawing shall be submitted in addition to the above requirements if a wall mounted sign will be erected.
- (c) A description of materials, anchors, footings and attachment systems shall be provided.
- (d) For all freestanding, pole or projecting signs over 20 feet in height, plans shall be submitted, drawn by a registered engineer.
- (e) Each application shall include photographs of existing signage on the property associated with the business.

Section 6: Building and Safety Fees

(f) If the application is for a billboard, the application must include an approved permit from the state of Oregon under the Oregon Motorists Information Act of 1971 (ORS 377.700 et seq.) prior to the erection of the billboard.

Per Sign \$42.00

Sign Permit Fees

(SMC 8.218(2)) (2)

Permit-Fees. Sign permit fees for permanent and temporary signs, excluding electrical, shall be set by resolution of the Council. Only one face of a double-faced sign will be used for calculation purposes. Each sign shall be considered separately when calculating plan review and sign permit charges.

0-35 square feet	\$80.00
36-to 60 square feet	\$110.00
61 to 100 square feet	\$140.00
101 to 150 square feet	\$160.00
151 to 200 square feet	\$200.00
201 to 300 square feet	\$250.00
301 to 400 square feet	\$300.00

5% Technology Fee (surcharge) will be applied when imposed or collected.

10% Administrative Fee will be applied when imposed or collected.

Temporary Sign Permit Fee

(SMC 8.218 (4)(3))

Temporary Sign Permit Fees. Four permits for each approved development area shall be permitted per calendar year. The fee for each permit shall be set by resolution by the Council. No temporary sign(s) shall be larger than 60 square feet and be erected for a maximum of 30 consecutive days per each permit. The temporary sign(s) shall be located completely on private property and shall be in compliance with the required setbacks as identified in Springfield Municipal Code. A security deposit is required when this permit is issued. If the applicant fails to remove the temporary sign(s) by the date specified on the permit, the deposit shall be forfeited and the City may remove the temporary sign(s). If any temporary signs are erected without first obtaining a permit, the permit fee shall be doubled. Temporary signs erected by or for the City for City-sponsored events, authorized by the City, or for the park district, utility company, or hospital for community events are exempt.

Per permit	\$100.00
Plus security deposit	\$100.00

5% Technology Fee (surcharge) will be applied when imposed or collected.

10% Administrative Fee will be applied when imposed or collected.

Sign Code Modification Fee

(SMC 8.238(2))

A modification is defined as a request for a sign that complies with the provisions of this sign code in all respects except size or height and the proposed request is not more than 15 percent greater than otherwise allowed. If the applicant chooses to apply for a modification to the sign code, they may apply through the development services department for a cost set by resolution of the council. This modification request will be reviewed, and a decision reached by the Development and Public Works Director within 30 days of the application, providing the application is complete.

The following criteria must be met in order for a modification to be approved:

- (a) Locational and/or dimensional problems have been identified; and
- (b) The proposed adjustment will not cause any of the following adverse effects on neighboring properties:
 - (i) Creates a vision clearance hazard for pedestrians, motor vehicles or bicyclists; or
 - (ii) Creates a hazard for fire prevention or fire suppression; or

Section 6: Building and Safety Fees

- (iii) Public safety is compromised; and
- (c) The hardship is not self-imposed.

Per application \$200.00

5% Technology Fee (surcharge) will be applied when imposed or collected.

Sign Code Appeal Fee (Building Board of Appeals)

(SMC 8.238(5)) An applicant who is denied a modification request may appeal the decision of the Development and Public Works Department to the Building Board of Appeals for a cost set by resolution of the Council. The request will be reviewed by the Board and a decision reached within 30 days of the application date.

Per Application \$150.00

5% Technology Fee (surcharge) will be applied when imposed or collected.

Sign Code Appeal Fee (City Council Appeal)

(SMC 8.238(6)) An applicant may appeal the decision of the Board of Appeals regarding an appeal of a modification or a variance to the City Council for a cost set by resolution of the Council. The City Council's decision is final except that a writ of review to Circuit Court is available to appeal the City Council's decision pursuant to Oregon law. [Section 8.238 amended by Ordinance No. 6008, enacted March 18, 2002.]

Per application \$100.00

5% Technology Fee (surcharge) will be applied when imposed or collected.

Sign Code Variance Fee

(SMC 2.568(5)) Hear appeals from the sign code as provided in chapter 8, section 8.238 of the Springfield Municipal Code.

Per Application \$300.00

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Section 7: Engineering

The following fees shall be charged for the Engineering activities of the City:

Land Drainage Alteration Permit

(Resolution 11-23, SMC 8.332(1), 8.332(2))

Plan Checking Fee

For excavation and fill on the same site, the fee shall be based on the volume of the excavation or fill, whichever is greater. Before accepting a set of plans and specifications for checking, the Development and Public Works Director shall collect a plan-checking fee. Where not covered by the approved improvement plans for the development, separate permits and fees may apply to retaining walls or major drainage structures in accordance with the State Building Code. There shall be no separate charge for standard terrace drains and similar facilities. The amount of the plan checking fee for grading plans shall be based on the average actual costs as set forth by resolution of the City Council. The rates and charges herein provided are for incurred costs based upon the use or availability for use of the public right-of-way and/or the storm sewer system, as well as for meeting the routine obligations of ownership, which is necessary for the regulation of and provision for public health, safety, and welfare. The charge is controlled by the user's or potential user's request and choice of the kind, nature and quantity of use. The plan-checking fee, for a grading permit authorizing additional work to a valid permit, shall be the difference between such fee paid for the original permit and the fee shown for the entire project.

Grading Permit Fees

A fee for each grading permit shall be paid to the Development and Public Works Director based on the average actual costs as set forth by resolution of the City Council. The rates and charges herein provided are for incurred costs based upon the use or availability for use of the public right-of-way and/or the storm sewer system, as well as for meeting the routine obligations of ownership, which is necessary for the regulation of and provision for public health, safety, and welfare. The charge is controlled by the user's or potential user's request and choice of the kind, nature, and quantity of use. The fee for grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

Single Family/Duplex Residential

"Short Form" fee (non-sensitive areas: *i.e.* lot slope less than 15%; no work in or near a drainageway or swale; no wetlands on site; not in a flood plain)

Flat fee	\$485.00	Deleted: 475
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"LDAP" fee (work within sensitive areas: *i.e.* any of the following: lot slope equal to or greater than 15%; work in or near a drainageway or swale; wetlands on site; site in flood plain)

Flat fee	\$968.00	Deleted: 949
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Commercial/Industrial/Multifamily/Other

1) Plan Check Fee		\$485.00	Deleted: 475
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2) Plus: Volume Fee	Up to 100 cubic yards	\$242.00	Deleted: 237
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	101 to 1,000 cubic yards	\$242.00	Deleted: 237
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	Plus: Per 100 cubic yards over 100	\$47.00	
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	1,001 to 25,000 cubic yards	\$678.00	Deleted: 665
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	Plus: Per 1,000 cubic yards over 1,000	\$81.00	Deleted: 79
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Section 7: Engineering

Greater than 25,000 cubic yards:
Actual recorded staff costs, overhead
and project expenses
~~\$2,743~~ minimum
Plus: \$4,500 deposit and additional
deposits as required

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Plus Permit Administration/Inspection Fee

Up to 100 cubic yards ~~\$242,00~~
101 to 1,000 cubic yards ~~\$242,00~~
Plus: Per 100 cubic yards over 100 ~~\$81,00~~
1,001 to 25,000 cubic yards ~~\$968,00~~
Plus: Per 1,000 cubic yards over 1,000 ~~\$161,00~~

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Greater than 25,000 cubic yards
Actual recorded staff costs, overhead
and project expenses
~~\$4,841~~ minimum
Plus \$4,500 deposit and additional
deposits as required

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5% Technology Fee (surcharge) will be applied when imposed or collected.

Corrective LDAP

Any LDAP processed after work is conducted without required City approvals is considered a corrective LDAP. In addition to the normal LDAP fees, calculated based on an estimate of the work performed at the time of the corrective LDAP, the corrective LDAP shall also pay for actual recorded staff costs, overhead, and project expenses in the administration of the corrective LDAP. The initial deposits for the corrective LDAP, in addition to the standard LDAP fees, shall be \$3,000 for parcels less than one acre and \$3,000 + \$1,500 per acre for parcels more than one acre. If the deposit is insufficient to cover City expenses for the project, additional deposits will be required.

Re-Inspection Fee

~~\$98,00~~

Deleted: 96

5% Technology Fee (surcharge) will be applied when imposed or collected.

Asphalt Damage Deposit

(SMC 3.210(1)(a), 3.212(3)) Before the issuance of any permit under this article, the Development and Public Works Director shall require the applicant to deposit such reasonable security as the Director requires to comply with the provisions of this article and with the City's specifications pertaining to the conduct of work.

~~\$926,00~~

Deleted: 908

5% Technology Fee (surcharge) will be applied when imposed or collected.

Section 7: Engineering

Comprehensive Fee for Use of Public Ways (Non-Utility)

(SMC 3.224) No structure or device shall be placed in, upon, over or under the public way unless the owner of such structure or device shall have received a placement permit authorizing the placement of such structure or device. Any violation of this provision shall be an infraction within the meaning of Chapter 5 of this code.

Per foot-annual rental of City conduit	\$2.00
Per foot-annual placement fee for conduit four inches or less in diameter	\$5.00
And for each inch of diameter in excess of four inches.	\$1.00 per foot

5% Technology Fee (surcharge) will be applied when imposed or collected.

Encroachment Permit

(SMC 3.212(1)) Applications for the encroachment permit shall be on the form prescribed by the Development and Public Works Director, and accompanied by the fee therefore, in an amount fixed by the Council by resolution.

Re-inspection Fee	\$301.00 \$103.00
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Deleted: 295

Deleted: 101

5% Technology Fee (surcharge) will be applied when imposed or collected.

Sign Permit Fee: Signs in the Public Right-of-Way (Banners)

(SMC 3.223(1),(7)) Banner. Any non-rigid material such as canvas, vinyl or cloth, with no enclosing framework, which contains advertising copy.

Over the Street Banner

(SMC 3.223(1),(7)) Over the Street Banner. A banner that hangs between two poles that straddle the City street at locations designated by the City.

Per permit	\$150.00
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Open Banner

(SMC 3.223(1),(7)) Open Banner. A double sided, embroidered banner displayed in the Downtown or Mohawk area that is attached to a pole, purchased and installed by the City, and advertises a business or organization.

Downtown Business District	\$110-150
Mohawk Business District	\$110-150

Light Pole Banner

(SMC 3.223 (1),(7)) Pole Banner. A banner attached to City utility poles or traffic signal poles at designated areas throughout the City.

Per permit	\$100.00
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Comprehensive Telecommunication Placement Plan Review Fee

(SMC 3.226(6)) At the election of the applicant, the applicant may file a comprehensive telecommunications placement plan which describes all facilities it presently intends to install. Such plan is subject to approval of the Development and Public Works Director and may be modified from time to time by the applicant with the approval of the Development and Public Works Director. The fee for review of such plan shall be fixed by the Council by resolution.

~~\$757.00~~

Deleted: 742

5% Technology Fee (surcharge) will be applied when imposed or collected.

Curb Cut Fee

(SMC 3.254, 3.256) In case the permit shall be granted, it shall be the duty of the applicant to pay a fee based on the average actual costs as set forth by resolution of the Council. The same fee shall be charged for new construction or repair. The rates and charges herein provided are incurred costs based upon the use or availability for use of the public right-of-way, the availability of which is necessary for the regulation of, and provision for, the public health, safety and welfare. The charge is controlled by the user's (or potential user's) request and choice of the kind, nature and quantity of use.

	First curb cut	\$109.00	Deleted: 107
	Second curb cut	\$58.00	Deleted: 57
Re-inspection fee	Per re-inspection	\$103.00	Deleted: 101

5% Technology Fee (surcharge) will be applied when imposed or collected.

Curb Cut Fee and Sidewalk Construction Permit: Multiple Permit Discount

(SMC 3.250, 3.256, 3.300(1)) Before any sidewalk in a public right of way is started, a permit shall be obtained from the building official. At the time the permit is issued, the applicant shall pay a fee based on the average actual costs for permit administration and sidewalk inspection as set forth by resolution of the Council for the sidewalk, for either new construction or repair. These requirements do not apply, however, when such work is done under contract with the City or covered by a subdivision agreement with the City. The rates and charges herein provided are incurred costs based upon the use or availability for use of the public right-of-way, the availability of which is necessary for the regulation of, and provision for, the public health, safety and welfare. The charge is controlled by the user's (or potential user's) request and choice of the kind, nature and quantity of use.

Discount when applicant obtains up to three Curb Cut or Sidewalk Construction Permits in same location.	\$37.00	Deleted: 36
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Placement Permit for Standard Mailbox - No Sidewalk Construction

(SMC 3.226) No fee

Placement Permit

(SMC 3.226 (2)) Prior to placing a structure or device in the right-of-way, the owner of such structure or device shall secure a placement permit, which permit shall also serve as an encroachment permit.

	Per re-Inspection	\$301.00	Deleted: 295
	Plus an Asphalt Damage Deposit (SMC 3.214(2)(b))	\$107.00	Deleted: 101
		\$926.00	Deleted: 908

5% Technology Fee (surcharge) will be applied when imposed or collected.

Sidewalk Construction Permit

(SMC 3.300, 3.310(1)) Before any sidewalk in a public right-of-way is started, a permit shall be obtained from the building official. At the time the permit is issued, the applicant shall pay a fee based on the average actual costs for permit administration and sidewalk inspection as set forth by resolution of the Council for the sidewalk, for either new construction or repair.

	For the first 90 feet of sidewalk	\$109.00	Deleted: 107
	Per square foot after	\$0.09	
	Re-inspection fee	\$103.00	Deleted: 101
	Sidewalk Repair Permit	\$20.00	

5% Technology Fee (surcharge) will be applied when imposed or collected.

Section 7: Engineering

Sewer Connection Fee-Unassessed (Sewer In-Lieu-of-Assessment Fee)

(SMC 3.356(3)) Upon making an application as herein provided, such person shall pay to the City an amount based upon the City's established rate per square foot of benefited property. This rate is based on the average actual sewer construction costs per square foot of benefited property, as set by resolution of the Council. Any rate adjustment shall be determined by the previous year's sewer construction costs and projected inflation to the next construction season. The depth of the benefited property shall not exceed 150 feet from the street or 150 feet from the sanitary sewer line if the sewer line is not within the street right-of-way, except by special authorization by the Development and Public Works Director and based upon reasonable judgment, such as

- a. The location of the building in relation to the referenced 150 foot line;
- b. The possibility of future development for the building sites beyond the 150 foot depth.

Except as provided by (a) and (b) immediately preceding, a reduced charge will be charged for that area beyond the 150 foot line. The sum so paid may be deposited against any future sanitary sewer assessment which may be made against said property. In the event the sum paid exceeds the assessment any excess will be refunded to the property owner.

Per square foot for first 150 feet of depth	\$0.68
And per square foot thereafter	\$0.34

5% Technology Fee (surcharge) will be applied when imposed or collected

Unassessed Property along McVay Highway, Franklin Boulevard to Nugget Way

(SMC 3.356(3)(c)) The City Council has determined that a special rate is appropriate for properties directly benefitted by the Franklin/McVay Sanitary Sewer Extension, City Project #21080, to provide a reasonable and just fee based upon the size and configuration of the benefitted properties.

Per square foot	\$0.19
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Sewer Construction Permit

(SMC 3.358(4)) An application for a permit to construct a sanitary sewer shall be accompanied by a fee set by resolution of the Council. If more than 50 percent of an existing sewer line is to be reconstructed, then it shall be classed as new construction.

No charge

Sewer Reconstruction Permit

(SMC 3.358(5)) An application for a permit to reconstruct any sanitary sewer shall be accompanied by a fee set by resolution of the Council. If less than 50 percent of an existing sewer line is to be reconstructed, then it shall be classed as repairs.

No charge

Temporary Storage Fee

(SMC 3.214(2)(b)) Fee for the temporary storage of articles in the public right-of-way during construction as provided for in section 5.052(2)(a), if applicable:

Per square foot with a \$275.00 minimum charge	\$2.00
plus and Asphalt Damage Deposit (SMC 3.214(2)(b))	\$926.00

5% Technology Fee (surcharge) will be applied when imposed or collected.

Deleted: 908

General Engineering Fees

Public Improvement Permit (PIP): Plan Approval and Deposits

Schedule of deposits pertaining to PIP plan approval and permit

(SMC 3.018 (1)) From time to time the Council shall, on recommendation of the City Engineer, by resolution, adopt a schedule of deposit amounts that shall categorize projects and the required deposit. In determining the recommended amount of a deposit, the City Engineer shall consider the actual costs of performing review for approval and preliminary testing, and the costs of inspection, testing, and other services provided to projects of similar cost of construction in the immediately preceding fiscal year, adjusted by the change in the Construction Cost Index during the past twelve months.

(2) Such actual costs shall include the employee's base salary; other direct project expenses, such as copies, project documentation, the use of consultants, the cost of materials testing and an allowance for indirect costs based on percentages determined by the Finance Director. Deposits shall be in accordance with such schedule except where the City Engineer determines, in writing, that unusual circumstances associated with the project require a deposit of a greater or lesser amount.

5% Technology Fee (surcharge) will be applied when imposed or collected.

Post-Monumentation Deposit for Subdivision and Partition

(ORS 92.065(1))

Base deposit	\$2,800.00
Plus monument (each)	\$130.00

Deleted: \$127

5% Technology Fee (surcharge) will be applied when imposed or collected.

Project Bid Books and Project Draft Plans

(ORS 192.440(4)) Oregon Revised Statutes authorize the public body to establish fees reasonably calculated to reimburse it for its actual costs in making such records available including costs for summarizing, compiling, or tailoring such records, either in organization or media, to meet the person's request.

Minimum, varies by project	\$28.00
Bid books on Compact disc	\$28.00/per disc

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Deleted: 27

5% Technology Fee (surcharge) will be applied when imposed or collected.

Real Property Compensation Application Fee

(SMC 2.930(11)) A demand shall include payment of a fee in the amount established by separate resolution of the City Council to at least partially cover the City's cost of processing the demand. The City manager may waive the fee if the owner is unable to pay the fee or for other purpose necessary for the public health, safety and welfare;

(b) The City Manager shall maintain a record of the City's actual cost of processing the demand, including the cost of obtaining any information required by section 2.930 that the owner does not provide to the City;

(c) In the event the fee is not sufficient to cover all of the City's costs, or in the event the owner fails to pay any fees not waived, the owner shall pay the fee or balance owed, if any, upon receipt of an appropriate billing statement from the City;

(d) If the fee paid is more than the amount of the City's actual costs in processing the demand, then the excess shall be returned to the owner;

(e) In the event that the fee is not paid in full within 30 calendar days after receipt of billing, the City may take any enforcement actions provided by law to collect such fee, including but not limited to filing a lien on the property.

Section 7: Engineering

(f) If a demand is determined to be a valid demand the City shall reimburse the owner for any fee paid.

Per Application \$538.00
5% Technology Fee (surcharge) will be applied when imposed or collected.

Deleted: 527

Re-Appportionment Fee

(SMC 3.154) Apportionment or reapportionment shall only be made upon the written request of the record owner of the tract or parcel of property involved directed to the finance director. The request shall be accompanied by a survey map of the parcels to receive the assessment liens as reapportioned, together with a legal description thereof. Apportionment or reapportionment shall only be made upon the written request of the record owner of the tract or parcel of property involved directed to the finance director. The request shall be accompanied by a survey map of the parcels to receive the assessment liens as reapportioned, together with a legal description thereof.

First two lots \$28.00
Extra per lot \$10.00

5% Technology Fee (surcharge) will be applied when imposed or collected.

Deleted: 27

Standard Construction Specification or Engineering Design Standards and Procedures Books

(ORS 192.440(4)) Oregon Revised Statutes authorize the public body to establish fees reasonably calculated to reimburse it for its actual costs in making such records available including costs for summarizing, compiling, or tailoring such records, either in organization or media, to meet the person's request.

\$43.00/each
5% Technology Fee (surcharge) will be applied when imposed or collected.

Deleted: 42

Other Engineering Fees

Asphaltic Job Mix Testing Fee

Each Public Improvement Project using asphaltic paving \$414.00
5% Technology Fee (surcharge) will be applied when imposed or collected.

Deleted: 406

Local Improvement District Assessment Service Fee

(SMC 3.072) An assessment service fee of 6.2 percent of the cost of direct construction, advertising, testing and engineering of local public improvement projects shall be added and included in the assessment made to each benefiting property owner in order to cover the origination, billing and collection cost on assessment.

Per Assessment 6.2% of Assessment

Reimbursement District Application Fee

(SMC 3.610 (1)) A person who is required to or chooses to finance some or all of the cost of an infrastructure improvement that will be available to provide service to property, other than property owned by the person, may, by written application filed with the Development and Public Works Director, request that the City establish a reimbursement district. The infrastructure improvements must be in addition to or in a size greater than those that would otherwise ordinarily be required in connection with the application for permit approval and must be available to provide service to property other than property owned by the applicant. Examples include, but shall not be limited to, intersections, full-street rather than half-street improvements, traffic signals, off-site sidewalks, connection of street sections for continuity, extension of water lines, and extension of sewer lines. The City may also initiate formation of a reimbursement district. The application shall be accompanied by a fee, as established by resolution, sufficient to cover the cost of administrative review and notice pursuant to this section.

Per Benefitted Parcel \$500.00 Each

Reimbursement District Administration Fee

(SMC 316(2)) The City may charge a fee for administration of the agreement. The administration fee shall be fixed by the Council in the resolution approving and forming the reimbursement district. The administration fee is due and payable to the City at the time the agreement is signed (or, if specified as a percentage, shall be paid quarterly based upon the reimbursement fees paid during that quarter).

For Reimbursement Districts with 10 or fewer Benefitted Parcels

\$500.00 each

For Reimbursement Districts with more than 10 Benefitted Parcels

6.2% of the Reimbursement Fees
collected from a District each quarter

Section 8: Planning Services

The following fees shall be charged for the Planning activities of the City:

Development Code Application Fees

(Resolution 10-51, Springfield Development Code 5.4-100)

Any applications being processed before the Hearings Official (except an appeal) shall pay an additional deposit of \$5,000 for the cost of the Hearings Official. Any amount not expended by the Hearings Official shall be returned to the applicant. Charges in excess of this additional fee shall be assessed to the applicant.

Note: Low-Income Fee Reduction: any application fee related to the development of low-income housing or facilities may be reduced pursuant to the criteria of Section 1.070(4) of the Springfield Development Code.

General Notes

Expedited Processing Fee: Any request to prioritize and expedite the review of a particular application out of the order in which applications are received, shall be approved at the discretion of the Director and shall be charged a non-refundable fee of \$11,000 or 3 times the application fee, whichever is greater; where the development area is greater than 10 acres an additional \$550 per acre will be charged.

Technology Fee: All applications will be assessed a 5% technology fee with the exception of Pre-Submittal Meeting, Development Issues Meeting, Pre-Application Report, Appeal of Type II Director's Decision, Appeal of Expedited Land Division, and certain required fees (ex: Postage/ Notification Fees).

Copying Costs

Copying Fee:	Staff Charge out rate	½ hour minimum
Plus:	First 5 copies up to 11" x 17"	No charge
	All additional copies	\$0.50 each
	Large print copies	\$4.00 each

All special ordered maps are charged from the GIS price sheet.

General Applications

Accessory Dwelling Unit

(SDC 5.5-100)

Type I	City and Urban Growth Boundary:	\$772.00
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Deleted: 757

Amendment of Development Code Text

(SDC 5.6-100) Ballot Measure 56 permits charging staff time for mailing, plus materials and postage.

Mailing & Postage	Staff Time	\$75.00
	Plus: Materials and Postage	
Type IV	City	\$7,873.00
	UGB	\$11,878.00
	Plus: Postage	\$565.00

Deleted: 719

Deleted: 645

Deleted: 554

5% Technology Fee (surcharge) will be applied when imposed or collected.

Section 8: Planning Services

Annexation

(SDC 5.7-100)

Annexation to the City of Springfield, UGB Only

Type IV	Single family dwellings on LDR property of less than 10,000 square feet	\$1,022.00	
	<1 acre	\$2,278.00	Deleted: 233
	1 acre > 5 acres	\$2,913.00	Deleted: 856
	5 acres > 10 acres	\$3,888.00	Deleted: 812
	10 acres > 25 acres	\$4,906.00	Deleted: 810
	25 acres > 50 acres	\$6,089.00	Deleted: 5,970
	50 acres > 100 acres	\$7,009.00	Deleted: 6,872
	100 acres or more	\$9,660.00	Deleted: 471
	Postage Fee for all Type IV	\$565.00	Deleted: 554
	Annexation Special District Boundary Adjustments/Withdrawals 10% of the paid annexation fee (exclusive of postage).		

UGB Only	Comprehensive Planning Fee per acre	\$1,998.00/acre	Deleted: 959
	Concurrent Special District Boundary Adjustments and/or Withdrawals, including but not limited to: Park and Recreation Districts; Water Districts; Fire Districts; Library Districts, etc 10% of applicable annexation fee (regardless of the number of Districts)		

5% Technology Fee (surcharge) will be applied when imposed or collected.

Appeals

(SDC 5.3-100)

Type III*	Appeal of Expedited Land Division	\$334.00	Deleted: 327
	Appeal of Type II Director's Decision (ORS 227.175)	\$255.00	Deleted: 250
Type IV	Appeal of Type III Decision to City Council		
	City	\$2,468.00	Deleted: 420
	UGB	\$3,724.00	Deleted: 651

*This fee is established by ORS 227.175. Council acknowledges Neighborhood Associations shall be charged a fee for an appeal.

Note for all local appeals: If an appellant prevails at the hearing or subsequent hearing, the filing fee for the initial fee shall be refunded. This applies to local appeals only. The appellant prevails if the hearings body sustains one or more of the applicants allegations and amends, remands or reverses the land use decision.

Conceptual Development Plan

(SDC 3.4-315)

Type III	City	\$14,450.00	Deleted: 255
	UGB	\$21,933.00	Deleted: 503
	Plus: Postage	\$401.00	Deleted: 393

5% Technology Fee (surcharge) will be applied when imposed or collected.

Section 8: Planning Services

Conceptual Development Plan Amendments

(SDC 3.4-315)

Type III City
 UGB
 Plus: Postage

\$5,632.00
 \$8,497.00
 \$401.00

Deleted: 522
 Deleted: 330
 Deleted: 393

5% Technology Fee (surcharge) will be applied when imposed or collected.

Department of Motor Vehicle Licensing

(Permit)

New City
 UGB
 Renewal City
 UGB

\$748.00
 \$898.00
 \$299.00
 \$361.00

Deleted: 733
 Deleted: 880
 Deleted: 293
 Deleted: 354

5% Technology Fee (surcharge) will be applied when imposed or collected.

Determination of Non-Conforming Use Status

(SDC 5.8-100)

Type I City
 UGB

\$113.00
 \$170.00

Deleted: 111
 Deleted: 167

5% Technology Fee (surcharge) will be applied when imposed or collected.

Development Issues Meeting

(SDC 5.1-100(a))

City & UGB

\$554.00

Deleted: 543

Discretionary Use

(SDC 5.9-100)

Type III City
 UGB
 Plus: Postage

\$4,070.00
 \$6,139.00
 \$401.00

Deleted: 3,990
 Deleted: 019
 Deleted: 393

5% Technology Fee (surcharge) will be applied when imposed or collected.

Drinking Water Protection Overlay District

(SDC 3.3-200)

Type I City & UGB

\$1,084.00

Deleted: 063

5% Technology Fee (surcharge) will be applied when imposed or collected.

Expedited Land Division

(SDC 5.1-145)

Type II: The fee for an Expedited Land Division (ELD) shall be twice the fee calculated for a regular land division plus an appeal fee established in ORS 197.380 to defray costs in the event the decision is appealed. If the decision is not appealed, the appeal fee for ELD shall be refunded. A separate postage fee is required for an ELD.

Final Site Plan Inspection for Occupancy/LUC/Change of Use

(Permit)

City & UGB

\$299.00

Deleted: 293

5% Technology Fee (surcharge) will be applied when imposed or collected.

Section 8: Planning Services

Floodplain Development Base Fee

(SDC 3.3-400)*

Type I	Floodplain Base Fees			
	City		\$1,175.00	Deleted: 152
	UGB		\$1,773.00	Deleted: 738
	Plus:			
	Subdivision		\$212.00 per lot	Deleted: 208
	Partitions and site plans		\$425.00 per acre	Deleted: 417
	For all development areas >5 acres		\$14,514.00 deposit is required**	Deleted: 229

5% Technology Fee (surcharge) will be applied when imposed or collected.

*A Floodplain permit processed after land use activity is conducted without required City approvals shall be charged an additional fee of \$500 per acre in addition to the regular application fee. The City establishes these fees based on the average cost of providing programmatic service for activities conducted without permits.

**The >5 acre deposit shall be refunded upon completion, inspection and final approval of work under the flood plain permit and associated applications.

Formal Interpretation

(SDC 5.11-100)

Type II	City		\$1,881.00	Deleted: 844
	UGB		\$2,445.00	Deleted: 397
	Plus: Postage		\$166.00	Deleted: 163

Type IV * Ballot Measure 56 permits charging staff time for mailing and postage, plus materials and postage.

Mailing & Postage	Staff Time		\$75.00	
	Plus:	Materials and Postage		
Formal Interpretation Involving Policy				
	City		\$5,042.00	Deleted: 4,943
	UGB		\$7,606.00	Deleted: 457
	Plus: Postage		\$565.00	Deleted: 554

5% Technology Fee (surcharge) will be applied when imposed or collected.

Hillside Overlay District (HD)

(SDC 3.3-500)

Type II	City & UGB		\$973.00/acre	Deleted: 954
	Plus: Postage		\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Historic

(SDC 3.3-900)

Type III	Demolition of Historic Landmark			
	City		\$3,691.00	Deleted: 619
	UGB		\$5,570.00	Deleted: 461
	Establishment of Historic Landmark Inventory			
	City & UGB		\$2,043.00	Deleted: 003
	Plus: Postage		\$401.00	Deleted: 393

Section 8: Planning Services

<p>Type I Historic Commission Review under Type I</p> <p style="padding-left: 100px;">City</p> <p style="padding-left: 100px;">UGB</p> <p>Type II Historic Commission Review Under Type II</p> <p style="padding-left: 100px;">City</p> <p style="padding-left: 100px;">UGB</p> <p style="padding-left: 100px;">Plus: Postage</p> <p>5% Technology Fee (surcharge) will be applied when imposed or collected.</p>	<p>\$63.00 Deleted: 62</p> <p>\$166.00 Deleted: 163</p> <p>\$188.00 Deleted: 184</p> <p>\$497.00 Deleted: 487</p> <p>\$166.00 Deleted: 163</p>
<p>Hospital Support Overlay District (HS) (SDC 3.3-1100)</p>	
<p>Type II City Only</p> <p style="padding-left: 100px;">Plus</p> <p style="padding-left: 100px;">Plus: Postage</p> <p>5% Technology Fee (surcharge) will be applied when imposed or collected.</p>	<p>\$3,104.00 Deleted: 043</p> <p>\$622.00/acre Deleted: 610</p> <p>\$166.00 Deleted: 163</p>
<p>Land Use Compatibility Statement/Zoning Verification Letter (SDC 3.1-100)</p>	
<p>Permit City</p> <p style="padding-left: 100px;">UGB</p> <p>5% Technology Fee (surcharge) will be applied when imposed or collected.</p>	<p>\$299.00 Deleted: 293</p> <p>\$323.00 Deleted: 317</p>
<p>Manufactured Dwelling Park (SDC 3.2-235)</p>	
<p>Type II City</p> <p style="padding-left: 100px;">UGB</p> <p style="padding-left: 100px;">Plus: Postage</p> <p>5% Technology Fee (surcharge) will be applied when imposed or collected.</p>	<p>\$10,492.00 Deleted: 286</p> <p>\$15,826.00 Deleted: 516</p> <p>\$166.00 Deleted: 163</p>
<p>Manufactured Dwelling Park Space Line Adjustment (SDC 3.2-235)</p>	
<p>Type I City</p> <p style="padding-left: 100px;">UGB</p> <p>5% Technology Fee (surcharge) will be applied when imposed or collected.</p>	<p>\$399.00 Deleted: 391</p> <p>\$1,057.00 Deleted: 036</p>
<p>Master Plan (SDC 5.13-100)</p>	
<p>Master Plan Approval Preliminary</p>	
<p>Type II City</p> <p style="padding-left: 100px;">Plus</p> <p style="padding-left: 100px;">UGB</p> <p style="padding-left: 100px;">Plus</p> <p style="padding-left: 100px;">Plus: Postage</p>	<p>\$14,450.00 Deleted: 255</p> <p>\$674.00/acre Deleted: 661</p> <p>\$21,933.00 Deleted: 503</p> <p>\$674.00/acre Deleted: 661</p> <p>\$166.00 Deleted: 163</p>

Section 8: Planning Services

Type III	City		\$ 20,005.00	Deleted: 19,613
		Plus	\$ 674.00/acre	Deleted: 661
	UGB		\$ 30,115.00	Deleted: 29,525
		Plus	\$ 674.00/acre	Deleted: 661
	Plus: Postage		\$ 401.00	Deleted: 393

5% Technology Fee (surcharge) will be applied when imposed or collected.

Final Master Plan Approval

Final Master Plan Approval fee is 10% of the paid master plan approval fee (exclusive of postage).

5% Technology Fee (surcharge) will be applied when imposed or collected.

Master Plan Modification

Type I	City		\$ 2,798.00	Deleted: 743
	UGB		\$ 4,194.400	Deleted: 112.00
Type II	City		\$ 5,632.00	Deleted: 522
	UGB		\$ 8,497.00	Deleted: 330
	Plus: Postage		\$ 166.00	Deleted: 163
Type III	City		\$ 10,285.00	Deleted: 083
	UGB		\$ 15,036.00	Deleted: 14,741
	Plus: Postage		\$ 401.00	Deleted: 393

5% Technology Fee (surcharge) will be applied when imposed or collected.

Metro Plan Amendment

(SDC 5.14-100) Acre fee for diagram amendment

Type I, special instruction Type IV				
	City		\$ 23,131.00	Deleted: 22,677
		Plus	\$ 674.00/acre	Deleted: 661
	UGB		\$ 34,892.00	Deleted: 208
		Plus	\$ 674.00/acre	Deleted: 661
	Plus: Postage		\$ 565.00	Deleted: 554
Type II, special instruction Type IV				
	City		\$ 11,217.00	Deleted: 10,997
		Plus	\$ 674.00/acre	Deleted: 661
	UGB		\$ 14,388.00	Deleted: 106
		Plus	\$ 674.00/acre	Deleted: 661
	Plus: Postage		\$ 565.00	Deleted: 554

5% Technology Fee (surcharge) will be applied when imposed or collected.

Minimum Development Standards

Type I	Minor	City Only	\$ 772.00	Deleted: 757
	Major	City Only	\$ 1,063.00	Deleted: 042

5% Technology Fee (surcharge) will be applied when imposed or collected.

Section 8: Planning Services

Non-Conforming Use Expansion/Modification

	Type II	City	\$4,070.00	Deleted: 3,990
		UGB	\$6,139.00	Deleted: 019
		Plus: Postage	\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Partitions

(SDC 5.12-100)

Pre-Submittal Meeting-Tentative

Pre-Submittal Meeting-Plat

Required prior to submittal of Partition - Tentative Plan and Partition – Plat applications.

		City	\$368.00	Deleted: 361
		UGB	\$553.00	Deleted: 542

Partition Tentative Plan

	Type II*	City	\$5,180.00	Deleted: 078
		UGB	\$9,479.00	Deleted: 1
		Plus: Postage	\$166.00	Deleted: 293
				Deleted: 163

Partition Plat

A reconfiguration of lots or a decrease in the number of lots in a platted partition or subdivision shall be charged the tentative replat/replat plat fee for either subdivision or partition as appropriate. An increase in the number of lots in a platted partition or subdivision shall be charged either the partition tentative plan/partition plat or subdivision tentative/ subdivision plat.

	Type I*	City & UGB	\$2,847.00	Deleted: 791
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Plan Review

(SDC 2.1-115)

	Minor	City	\$123.00	Deleted: 121
		UGB	\$298.00	Deleted: 292
	Major	City	\$219.00	Deleted: 215
		UGB	\$298.00	Deleted: 292

Pre-Application Report

(SMC 5.1-100)

		City & UGB	\$3,778.00	Deleted: 704
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Pre-Submittal Meeting

(SMC 5.1-100)

		City	\$368.00	Deleted: 361
		UGB	\$553.00	Deleted: 542

Property Line Adjustment

(SMC 5.16-100)

	Type I	City	\$663.00	Deleted: 650
		UGB	\$999.00	Deleted: 979

5% Technology Fee (surcharge) will be applied when imposed or collected.

Section 8: Planning Services

Property Line Adjustment-Serial

Type II	City	\$1,323.96	Deleted: 298.00
	UGB	\$1,995.00	Deleted: 956
	Plus: Postage	\$166.00	Deleted: 163

Replat

(SDC 5.12-100)

Pre-Submittal Meeting-Tentative

Pre-Submittal Meeting-Plat

Required prior to submittal of Major Replat Tentative Plan and Major Replat Plat applications.

City	\$368.00	Deleted: 361
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Minor Replat Tentative Plan

Type II	City	\$3,315.00	Deleted: 250
	Plus: Postage	\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Minor Replat Plat

Type I	City	\$1,949.00	Deleted: 1,911
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Major Replat Tentative Plan

Type II	City	\$5,387.00	Deleted: 281
	Plus: Postage	\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Major Replat Plat

Type I	City	\$1,951.00	Deleted: 913
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Refinement Plan Amendment

(SDC 5.6-100) Acre fee for diagram amendment

Type IV	City	\$11,217.00	Deleted: 10,997
	Plus	\$674.00/acre	Deleted: 661
	UGB	\$17,259.00	Deleted: 16,921
	Plus	\$674.00/acre	Deleted: 661
	Plus: Postage	\$565.00	Deleted: 554

5% Technology Fee (surcharge) will be applied when imposed or collected.

Site Plan Review

(SDC 5.17-100)

Pre-Submittal Meeting

Required prior to submittal of Site Plan Review and Site Plan Review Modification – Major applications.

City	\$368.22	Deleted: 361.00
UGB	\$553.00	Deleted: 542

Section 8: Planning Services

Site Plan Review

Type II	<10,000 sq. ft. impervious surface			
	City & UGB	\$4,489.00	Deleted: 401	
	10,000 sq. ft. or greater impervious surface			
	City & UGB	\$4,489.00	Deleted: 401	
	Plus	\$53,000/1,000 sq. ft.	Deleted: 52	
	Plus: Postage	\$166.00	Deleted: 163	

5% Technology Fee (surcharge) will be applied when imposed or collected.

Site Plan Review Modification-Major

Type II	City & UGB	\$4,331.94	Deleted: 247.00
	Plus: Postage	\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Site Plan Review Modification-Minor

Type I	City	\$1,319.00	Deleted: 293
	UGB	\$1,991.00	Deleted: 952

5% Technology Fee (surcharge) will be applied when imposed or collected.

Final Site Plan Equivalent

Type I	City & UGB	\$3,999.00	Deleted: 921
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Final Site Plan Review/Development Agreement

(SMC 5.17-100)

Type I - Final site plan and development agreement fee is 10% of the paid site plan fee (exclusive of postage).

5% Technology Fee (surcharge) will be applied when imposed or collected.

Solar Access Guarantee

(SMC 5.18-100)

Type II	City	\$830.00	Deleted: 814
	UGB	\$1,005.00	Deleted: 985
	Plus: Postage	\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Street Name Change

City Only	\$5,042.00	Deleted: 4,943
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5% Technology Fee (surcharge) will be applied when imposed or collected.

Subdivisions

(SDC 5.12-100)

Pre-Submittal Meeting-Tentative

Pre-Submittal Meeting-Plat

Required prior to submittal of Subdivision – Tentative Plan and Subdivision – Plat Applications.

City Only	\$368.00	Deleted: 361
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Section 8: Planning Services

Subdivision-LDR-Tentative Plan

Type II	<2 acres	\$5,867.04	Deleted: 752.00
	Plus	\$252.00/lot	Deleted: 247
	2 acres to 5 acres	\$8,305.00	Deleted: 142
	Plus	\$415.00/lot	Deleted: 407
	5 acres to 10 acres	\$10,985.40	Deleted: 770.00
	Plus	\$660.00/lot	Deleted: 647
	10 acres to 20 acres	\$11,589.24	Deleted: 362.00
	Plus	\$672.00/lot	Deleted: 659
	Greater than 20 acres	\$12,192.00	Deleted: 11,953
	Plus	\$732.00/lot	Deleted: 718
	Plus: Postage	\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Subdivision-LDR-Plat

	Type I	\$811.00	Deleted: 795
	Plus	\$506.00/lot	Deleted: 496

5% Technology Fee (surcharge) will be applied when imposed or collected.

Subdivision-Non-LDR-Tentative Plan

	Type II	\$10,358.00	Deleted: 155
	Plus	\$622.00/acre	Deleted: 610
	Plus: Postage	\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Subdivision-Non-LDR-Plat

	Type I	\$4,151.00	Deleted: 070
	Plus	\$674.00/acre	Deleted: 661.00/acre

5% Technology Fee (surcharge) will be applied when imposed or collected.

Temporary Use

(SMC 5.10-100) Fee Waiver: The Director may reduce or waive the fee for Temporary Use-Emergency Medical Hardship upon verification of low-income status of the owner occupant.

	Type II-Emergency Medical Hardship		
	City & UGB	\$294.00	Deleted: 288
	Plus: Postage	\$166.00	Deleted: 163
	Type I-Manufactured Dwelling-After a Disaster		
	City & UGB	\$395.00	Deleted: 387

5% Technology Fee (surcharge) will be applied when imposed or collected.

Time Extension for Certain Improvements

	City	\$342.00	Deleted: 335
	UGB	\$1,110.00	Deleted: 088

Section 8: Planning Services

Tree Felling Permit

(SDC 5.19-100) Any Tree Felling processed after land use activity is conducted without required City approvals shall be charged an additional fee of \$200 per tree in addition to the regular application fee. The City establishes these fees based on the average cost of providing programmatic service for activities conducted without permits.

Type II – City & UGB

Base Fee		\$1,048	Deleted: 027.00
Less than five (5) trees		No charge	
6-10 Trees	Base Fee Plus	\$53.00/tree	Deleted: 52
>10 Trees	Base Fee Plus	\$531.00/acre	Deleted: 521
Filbert Orchards	Base Fee Only		
Plus: Postage		\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

Vacation

(SDC 5.20-100)

Public Easement-

Type II

City		\$1,318.86	Deleted: 293.00
UGB		\$1,991.00	Deleted: 952
Plus: Postage		\$166.00	Deleted: 163

5% Technology Fee (surcharge) will be applied when imposed or collected.

ROW, Subdivision Plat and other public property-

Type IV

City		\$5,042.00	Deleted: 4,943
UGB		\$7,606.00	Deleted: 457
Plus: Postage		\$565.00	Deleted: 554

5% Technology Fee (surcharge) will be applied when imposed or collected.

Variance

(SDC 5.21-100)

Type II-Minor Variance (up to 30%)

City & UGB		\$2,587.74	Deleted: 537.00
Plus: Postage		\$166.00	Deleted: 163

Type III-Major Variance

City		\$6,751.00	Deleted: 619
UGB		\$10,184.00	Deleted: 9,984
Plus: Postage		\$401.00	Deleted: 393

5% Technology Fee (surcharge) will be applied when imposed or collected.

Willamette Greenway

(SMC 3.3-300)

Type III Greenway Setback Line Establishment without Development

City/UGB		\$3,071.00	Deleted: 011
Plus: Postage		\$401.00	Deleted: 393

Type III-Greenway Setback Line already established

City		\$3,071.00	Deleted: 011
UGB		\$6,501.00	Deleted: 374
Plus: Postage		\$401.00	Deleted: 393

Section 8: Planning Services

Type III-Greenway Setback Line not already established

City		\$6,137.00
	Plus	\$622.00/acre
UGB		\$8,779.00
	Plus	\$622.00/acre
Plus: Postage		\$401.00

- Deleted: 017
- Deleted: 610
- Deleted: 607
- Deleted: 610
- Deleted: 393

5% Technology Fee (surcharge) will be applied when imposed or collected.

Zoning Map Amendment

(SDC 5.22-100) The Development will process citizens-initiated zoning map amendments, for properties where the zoning and plan designation are in conflict, three times a year beginning in January. There will be no application fee for applicants who choose to utilize this program, however a Type III notification fee will be required for each application.

Type III	City	\$5,506.00
	UGB	\$10,797.00
	Plus: Postage	\$401.00

- Deleted: 398
- Deleted: 585
- Deleted: 393

For a copy of the City Council Ordinances please contact the Current Development Division at (541)726-3753.

Section 9: Utilities

The following fees shall be charged for the Utilities activities of the City:

User Fees

Wastewater and Regional Wastewater (Sewer) Rates

Resolution 2015-12

Beginning with bills rendered on or after July 1, 2015 wastewater (sewer) charges shall be as follows:

- 2.5% Local Wastewater Rate Increase
- 2.0% Regional Wastewater Rate Increase

Wastewater Monthly Fee Schedule						
Wastewater Flow-Based Fee (per unit - 748 gallons)						
	Residential Customer	Commercial / Industrial Customers				
		Low Strength 400*	Medium Strength 800*	High Strength 1200*	Very High Strength 1600*	Super High Strength Over 1600*
MWMC	\$1.835	\$2.466	\$3.593	\$5.098	\$6.608	\$8.114
City of Springfield	\$3.257	\$3.257	\$3.257	\$3.257	\$3.257	\$3.257
Total	\$5.092	\$5.723	\$6.850	\$8.355	\$9.865	\$11.371
* Average total biological oxygen demand and suspended solids in milligrams per liter (mg/L)						
Base Charge: A regional (MWMC) monthly base charge of \$12.33 is applied to each account						



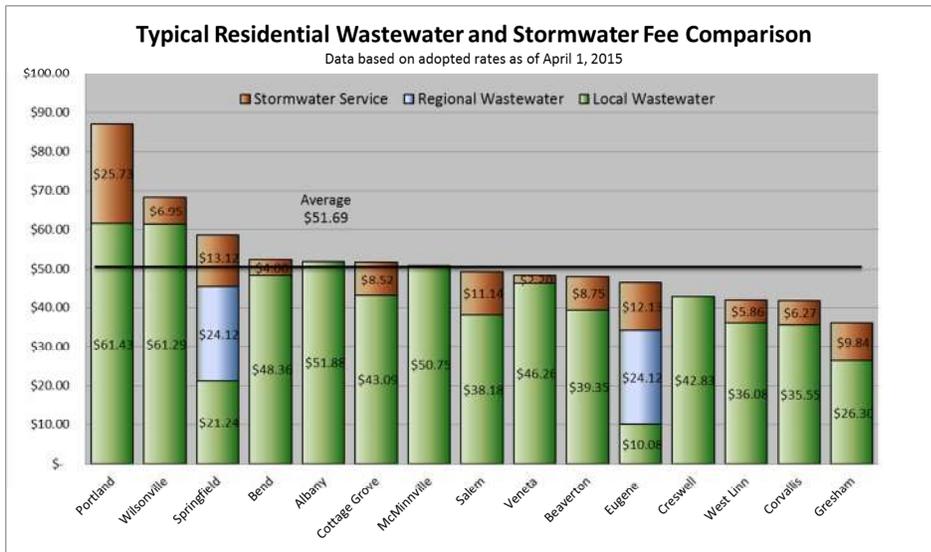
Stormwater (Drainage) Rates

Resolutions 2015-12

Beginning with bills rendered on or after July 1, 2015 stormwater (drainage) charges shall be as follows:

- 3.7% Local Stormwater Rate Increase

Stormwater Monthly Fee Schedule					
* Residential: \$13.61					
** Commercial	Very Heavy >70%	Heavy 41-70%	Moderate 20-40%	Light <20%	Undeveloped 0%
Base Fee per 1,000 sq ft	\$1.581	\$1.581	\$1.581	\$1.581	\$0.000
Impact Fee per 1,000 sq ft	\$2.373	\$1.384	\$0.397	\$0.000	\$0.000
Total Rate per 1,000 sq ft	\$3.954	\$2.965	\$1.978	\$1.581	\$0.000
*Residential includes single family residential and duplex households					
**Commercial is based on percentage of property development (impervious surface)					
**In addition to the Commercial rates above, an Administrative Fee of \$1.570 per account is applied monthly					



Section 9: Utilities

Industrial Pretreatment

(SMC 4.020)(1)

Purpose. It is the purpose of this section to reduce the City's cost of implementation of the pretreatment program through a system of equitable charges or fees to be paid by the industrial users of the City sewerage system who are subject to this section for certain service. The applicable charges or fees shall be set forth on a schedule of fees adopted by resolution of the Council.

- (2) Adoption.
 - (a) Setting up and operating the pretreatment program.
 - (b) Sampling, monitoring, inspections, and surveillance procedures.
 - (c) Reviewing accidental discharge procedures and construction.
 - (d) Reviewing and acting upon permit applications.
 - (e) Other services as the City manager may deem necessary to carry out the requirements contained herein.

(SMC 4.008, 4.070) No industrial user shall discharge wastewater containing restricted substances into the City sewerage system, in excess of limitations specified by conditions of its discharge permit or published by the City manager. The City manager shall publish and revise from time to time rules which designate and establish limits for restricted substances. At all times, these rules shall cover and be at least as strict as those for pollutants as defined in state or federal regulations. Discharge limits or rules in effect and incorporated into any discharge permit shall remain in effect for that permit until it expires, except as modified pursuant to section 4.024. The City manager is authorized and directed to promulgate such rules and regulations as may be deemed necessary or proper to carry out the purposes or provisions of sections 4.002 to 4.094. Nothing in these sections shall prevent the City manager from seeking judicial or governmental agency assistance to implement the purposes and provisions of this code.

Annual Permit Fee

Administrative Rule 4.0503 R4.0503-C (1) A nonrefundable annual permit fee in the amount listed in the most recent amendment of the Oregon Administrative Rule (OAR) 340-045-0075: Permit Fee Schedule Table 70E (Annual Pretreatment Fees-Significant Industrial User) shall be paid to the City by each permitted Significant Industrial User(SIU). The fee shall be due annually on August 1 and will be applied to each SIU specified in the City's annual DEQ Pretreatment Report for the previous calendar year.

OAR 340-045-0075 Permit Fee Schedule

Table 70E Annual Pretreatment Fee

Significant Industrial User \$ 637 per industry

Comment [LMR3]: Fee from the State of Oregon, changed every January (per TK).

Deleted: 569

Administrative Rule 4.0503, Appendix B

Resample and Analytical Cost

Barometer	Sample Type	Cost
	Metals ¹ (except Mercury) - Composite	\$118.00
	Metals ¹ (except Mercury) - Grab	\$152.00
	Mercury ² Composite	\$122.00
	Mercury ² Grab	\$182.00
	Silica Gel Treated Hexane Ext. Material - Grab	\$274.00
	Cyanide Composite	\$148.00

¹ The above cost for metals includes the cost of analysis for one metal; each additional metal analysis would cost \$14.

² Cost for mercury includes sampling. If mercury is included with sampling for other metals, additional cost for mercury is \$18.

Section 9: Utilities

Cyanide	Grab	\$182.00
pH	Grab	\$149.00
Phenols	Composite	\$146.00
Phenols	Grab	\$181.00
Volatile Organics (EPA 624) - Grab		\$283.00
Semi-volatile Organics (EPA 625) - Grab		\$433.00
BTEX	Grab	\$163.00

The costs in the above table will be reviewed annually, and adjusted when necessary

Administrative Rule 4.0503, Appendix A

Enforcement Response Guide - Effluent Limitations or General Discharge Prohibitions (See Notes 2, 3, 4, 5, 6, 7, 8, 11, 12)

Nature of Violation

First month with violation(s) in a 12-month period	
Response	Notice of Noncompliance
Penalty	None
Personnel	City Manager
Second month with violation(s) in a 12-month period	
Response	Notice of Violation
Penalty	\$100 per pollutant per day
Personnel	City Manager
Third month with a violation(s) in a 12-month period	
Response	Notice of Violation
Penalty	\$200 per pollutant per day
Personnel	City Manager
Fourth month with violation(s) in a 12-month period	
Response	Notice of Violation
Penalty	\$300 per pollutant per day
Personnel	City Manager
Fifth month with violation(s) in a 12-month period	
Response	Notice of Violation Administrative Compliance Order
Penalty	\$500 per pollutant per day
Personnel	City Manager
Sixth to twelfth month with violation(s) in a 12-month period	
Response	Notice of Violation (Administrative Compliance Order remains in effect)
Penalty	\$500 per pollutant per day
Personnel	City Manager
Any series of violations of effluent limitations which meet the definition of Significant Noncompliance	
Response	Administrative Compliance Order
Penalty	See Note 5
Personnel	City Manager
Any exceedance of effluent limitations which causes danger, interference, pass-through, or sludge contamination	
Response	Administrative Compliance Order or civil litigation or terminate service
Penalty	\$2,500 per pollutant per day
Personnel	City Manager

Section 9: Utilities

Failure to Report Noncompliance

(See Note 12)

Nature of Violation

Failure to immediately report any slug load, spill or discharge that could cause interference or pass-through, (no harm)

Response	Notice of Violation
Penalty	\$200
Personnel	City Manager

Failure to immediately report any spill, slug load, or discharge causing interference or pass-through, or other harm

Response	Administrative Compliance Order
Penalty	\$2,500
Personnel	City Manager

Failure to report a violation of a permit effluent limitation within 24 hours

Response	Notice of Noncompliance
Penalty	None
Personnel	City Manager

Failure to report a violation of a permit effluent limitation within 3 days

Response	Notice of Violation
Penalty	\$200
Personnel	City Manager

Failure to provide a certified laboratory report and written report within 5 days of a permit effluent limitation violation

Response	Notice of Violation
Penalty	\$200
Personnel	City Manager

Failure to provide a written report of an effluent limitation violation as required by a

Notice of Violation

Response	Notice of Violation
Penalty	\$300
Personnel	City Manager

Any noncompliance report late by more than 30 days (SNC)

Response	Administrative Compliance Order
Penalty	\$500
Personnel	City Manager

Failure to Submit Other Required Reports

Nature of Violation

Failure to notify the City of a substantial change in volume or character of pollutants in discharge

Response	Notice of Violation
Penalty	\$200
Personnel	City Manager

Failure to notify the City of a batch discharge

Response	Notice of Violation
Penalty	\$500
Personnel	City Manager

Section 9: Utilities

Failure to report a slug discharge within 24 hours		
Response		Notice of Violation
Penalty		\$200
Personnel		City Manager
Failure to notify the City of the disposal of over 500 gallons of wastewater to any other person in a period of 12 consecutive months		
Response		Notice of Violation
Penalty		\$200
Personnel		City Manager
Failure to obtain prior written permission for discharge of any hazardous waste, subject to exemptions in City Code		
Response		Notice of Violation
Penalty		\$1,000
Personnel		City Manager
Failure to report the discharge of any hazardous waste within 180 days, subject to exemptions in City Code		
Response		Notice of Violation
Penalty		\$200
Personnel		City Manager
Two or more failures to submit required reports or notifications in a 12-month period		
Response		Administrative Compliance Order (See Note 2)
Penalty		\$500
Personnel		City Manager
Failure to report all monitoring data		
Response		Notice of Violation
Penalty		\$200
Personnel		City Manager

General Reporting Requirements

Nature of Violation

Any report (other than a noncompliance report) late by more than 5 days but less than 15 days		
Response		Telephone Call
Penalty		None
Personnel		City Manager
Any report (other than a noncompliance report) late by 15 to 30 days		
Response		Notice of Noncompliance
Penalty		None
Personnel		City Manager
Any report (other than a noncompliance report) late by more than 30 days (SNC)		
Response		Administrative Compliance Order
Penalty		\$200
Personnel		City Manager
Any incomplete or inaccurate report, or any report improperly signed or certified		
Response		Telephone Call
Penalty		None
Personnel		City Manager

Section 9: Utilities

Any incomplete or inaccurate report, or any report improperly signed or certified after telephone notice by City

Response	Notice of Violation
Penalty	\$100
Personnel	City Manager

Pollution Management Practices

Nature of Violation

Failure to implement required pollution management practices (first notice)

Response	Notice of Noncompliance
Penalty	None
Personnel	City Manager

Failure to implement required pollution management practices (second notice)

Response	Notice of Violation
Penalty	\$200 per month
Personnel	City Manager

Record Keeping

Nature of Violation

Failure to maintain required records for three years

Response	Notice of Violation
Penalty	\$200
Personnel	City Manager

Monitoring

Nature of Violation

Failure to conduct self-monitoring as required in permit

Response	Notice of Violation
Penalty	\$200 per sample day and conduct monitoring
Personnel	City Manager

Improper sampling or analytical procedures used, no intent

Response	Notice of Noncompliance
Penalty	None
Personnel	City Manager

Improper sampling or analytical procedures used, intent

Response	Administrative Compliance Order (See Note 10, Page 12)
Penalty	\$2,500
Personnel	City Manager

Failure to install required monitoring equipment or facilities, delay less than 30 days

Response	Notice of Noncompliance
Penalty	None
Personnel	City Manager

Failure to install required monitoring equipment or facilities, delay more than 30 days

Response	Notice of Violation
Penalty	\$200
Personnel	City Manager

Failure to install required monitoring equipment or facilities, delay more than 90 days
 Response Administrative Compliance Order
 Penalty \$500
 Personnel City Manager

Falsification

Nature of Violation

Making any false statement, representation, or certification in any application, record, report, plan or other document; or falsifying, tampering with or rendering inaccurate any monitoring device
 Response Notice of Violation (See Note 9)
 Penalty \$2,500
 Personnel City Manager

Unpermitted Discharge

Nature of Violation

Industrial User unaware of requirement; no harm
 Response Telephone call. Permit application sent
 Penalty None
 Personnel City Manager

Industrial User unaware of requirement; results in harm
 Response Administrative Compliance Order
 Penalty \$500
 Personnel City Manager

Failure to apply for permit within 30 days after notice from City
 Response Notice of Violation
 Penalty \$200
 Personnel City Manager

Failure to apply for permit within 30 days after Notice of Violation
 Response Terminate Service
 Penalty None
 Personnel City Manager

Industrial User aware of requirement; no harm
 Response Notice of Violation
 Penalty \$300
 Personnel City Manager

Industrial User aware of requirement, results in harm
 Response Administrative Compliance Order
 Penalty \$2,500
 Personnel City Manager

Permit Reissuance

Nature of Violation

Application for permit reissuance late by more than 15 days (due 90 days prior to expiration date)
 Response Notice of Violation
 Penalty \$100
 Personnel City Manager

Section 9: Utilities

Dilution

Nature of Violation

Waste stream diluted in lieu of treatment; initial violation

Response	Notice of Violation
Penalty	\$300
Personnel	City Manager

Waste stream diluted in lieu of treatment; recurring

Response	Administrative Compliance Order
Penalty	\$2,500
Personnel	City Manager

Entry Denial

Nature of Violation

Entry to premises or access to sampling location denied

Response	Notice of Violation
Penalty	\$2,500
Personnel	City Manager

Compliance Schedules

Nature of Violation

Compliance date missed by less than 30 days

Response	Notice of Noncompliance
Penalty	None
Personnel	City Manager

Compliance date missed by more than 30 days

Response	Notice of Violation
Penalty	\$200
Personnel	City Manager

Compliance date missed by more than 90 days (SNC)

Response	Administrative Compliance Order
Penalty	\$500
Personnel	City Manager

Failure to meet a compliance date listed in an Administrative Compliance Order

Response	Administrative Compliance Order in effect
Penalty	\$500 per day
Personnel	City Manager

Mobile Waste Hauler

(See Note 10)

Nature of Violation

Discharge of wastes at unpermitted discharge point (first violation)

Response	Notice of Violation
Penalty	\$1,000
Personnel	City Manager

Section 9: Utilities

Discharge of wastes at unpermitted discharge point (second violation)		
Response	Notice of Violation, Permit revoked; unauthorized to discharge at WPCF; letter of notification to hauler; copy of letter to DEQ	
Penalty	\$2,500	
Personnel	City Manager	
Discharge of wastes at unpermitted time (first violation in 12 months)		
Response	Notice of Noncompliance	
Penalty	None	
Personnel	City Manager	
Discharge of wastes at unpermitted time (second and subsequent violations in 12 months)		
Response	Notice of Violation	
Penalty	None	
Personnel	City Manager	
Failure to submit or properly complete manifest at time of disposal		
Response	Notice of Noncompliance	
Penalty	None	
Personnel	City Manager	
Failure to submit or properly complete manifest within 10 days of Notice of Noncompliance		
Response	Notice of Violation	
Penalty	\$50 per manifest	
Personnel	City Manager	
Failure to submit or properly complete manifest at time of disposal two or more times in one calendar month		
Response	Notice of Violation	
Penalty	\$200	
Personnel	City Manager	
Discharge of other than domestic or septage wastes without prior approval		
Response	Notice of Violation	
Penalty	\$500	
Personnel	City Manager	
Failure to supply copies of required documents to City by due date		
Response	Notice of Violation	
Penalty	\$200	
Personnel	City Manager	
Failure to clean up spilled material at disposal site		
Response	Notice of Violation	
Penalty	Twice cost to City of labor and materials to clean up site	
Personnel	City Manager	
Mobile Waste Hauler discharging without a permit		
Response	Notice of Violation	
Penalty	\$1,000	
Personnel	City Manager	
Failure to pay waste disposal charges within 30 days of mailing date		
Response	Letter regarding delinquent account with copy of billing	
Penalty	\$5.00 or 5% of past due amount, whichever is greater	

Section 9: Utilities

Personnel		City Manager
Failure to pay waste disposal charges within 60 days of mailing date		
Response	Certified letter, demanding payment within 10 days; cash, money order, cashier's check only	
Penalty	\$5.00 or 5% of past due amount, whichever is greater	
Personnel		City Manager
Failure to pay waste disposal charges within 10 days of mailing date of above certified demand letter		
Response	Permit revoked, unauthorized to discharge at WPCF; letter of notification to hauler; copy of letter to DEQ	
Penalty	Unauthorized to discharge at WPCF (See Note 10)	
Personnel		City Manager

Other Violations

Nature of Violation

Failure to comply with any other condition or requirement of a Wastewater Discharge Permit or Mobile Waste Hauler Permit not included above (no intent)		
Response		Notice of Noncompliance
Penalty		None
Personnel		City Manager
Failure to comply with any other condition or requirement of a Wastewater Discharge Permit or Mobile Waste Hauler Permit (intent)		
Response		Notice of Violation
Penalty		\$200
Personnel		City Manager

NOTES: Definitions (for other definitions see Springfield City Code 4.004), City Manager: City of Springfield City Manager, SNC: Significant Noncompliance (Springfield City Code 4.068), WPCF: Eugene/Springfield Water Pollution Control Facility, DEQ: Oregon Department of Environmental Quality, POTW: Publicly Owned Treatment Works

Other Rates

Solid Waste

(SMC 4.408, Resolution 2014-)(1) Charges for the collection of garbage and refuse as established herein shall be payable monthly in advance. In the event that any person fails to pay the collector of garbage and refuse for the services rendered by the collector for a period of 45 days, then the collector may prepare a statement to that effect, and to the effect that he is terminating the service to such person and shall deliver a copy thereof to the City manager. The City shall thereupon have the burden of seeing to it that such person for whom the service is terminated disposes of his garbage in accordance with the terms of sections 4.400 to 4.430. The collector shall have no duty to commence serving such person again until the collector shall have been reimbursed for the delinquent payments.

Section 9: Utilities

SPRINGFIELD CONTAINER RATES

(11/01/2014) Container Size	Pickups Per Week						
	1	2	3	4	5	6	7
1.0 Yard	\$ 69.53	\$ 135.71	\$ 201.64	\$ 265.27	\$ 331.55	\$ 394.53	\$ 461.26
County User Fee	\$ 22.42	\$ 44.84	\$ 67.26	\$ 89.68	\$ 112.10	\$ 134.52	\$ 156.94
Total	\$ 91.95	\$ 180.55	\$ 268.90	\$ 354.95	\$ 443.65	\$ 529.05	\$ 618.20
Each Additional	\$ 83.40	\$ 150.75	\$ 223.10	\$ 296.40	\$ 368.50	\$ 440.35	\$ 513.15
E.O.W.	\$ 26.75 +	\$ 20.40 =	\$ 47.15				
1.5 Yard	\$ 100.39	\$ 191.23	\$ 282.57	\$ 373.71	\$ 464.80	\$ 555.74	\$ 639.43
County User Fee	\$ 33.66	\$ 67.32	\$ 100.98	\$ 134.64	\$ 168.30	\$ 201.96	\$ 235.62
Total	\$ 134.05	\$ 258.55	\$ 383.55	\$ 508.35	\$ 633.10	\$ 757.70	\$ 875.05
Each Additional	\$ 121.45	\$ 235.45	\$ 361.95	\$ 461.15	\$ 577.40	\$ 690.55	\$ 844.95
E.O.W.	\$ 38.50 +	\$ 30.20 =	\$ 68.70				
2.0 Yard	\$ 129.00	\$ 246.45	\$ 363.60	\$ 480.95	\$ 598.20	\$ 715.50	\$ 823.20
County User Fee	\$ 44.90	\$ 89.75	\$ 134.65	\$ 179.50	\$ 224.40	\$ 269.30	\$ 314.15
Total	\$ 173.90	\$ 336.20	\$ 498.25	\$ 660.45	\$ 822.60	\$ 984.80	\$ 1,137.35
Each Additional	\$ 157.95	\$ 306.40	\$ 462.55	\$ 602.95	\$ 751.30	\$ 899.45	\$ 1,045.95
E.O.W.	\$ 43.55 +	\$ 40.00 =	\$ 83.55				
3.0 Yard	\$ 180.58	\$ 345.36	\$ 504.59	\$ 674.22	\$ 838.85	\$ 1,003.23	\$ 1,153.16
County User Fee	\$ 67.32	\$ 134.64	\$ 201.96	\$ 269.23	\$ 336.55	\$ 403.87	\$ 471.19
Total	\$ 247.90	\$ 480.00	\$ 706.55	\$ 943.45	\$ 1,175.40	\$ 1,407.10	\$ 1,624.35
Each Additional	\$ 226.10	\$ 435.15	\$ 645.65	\$ 859.00	\$ 1,077.95	\$ 1,290.75	\$ 1,500.05
E.O.W.	\$ 67.15 +	\$ 59.65 =	\$ 126.80				
4.0 Yard	\$ 224.80	\$ 431.20	\$ 636.95	\$ 842.80	\$ 1,048.55	\$ 1,254.40	\$ 1,445.10
County User Fee	\$ 89.75	\$ 179.50	\$ 269.30	\$ 359.05	\$ 448.80	\$ 538.55	\$ 628.30
Total	\$ 314.55	\$ 610.70	\$ 906.25	\$ 1,201.85	\$ 1,497.35	\$ 1,792.95	\$ 2,073.40
Each Additional	\$ 288.15	\$ 561.35	\$ 833.80	\$ 1,106.10	\$ 1,387.95	\$ 1,651.45	\$ 1,921.00
E.O.W.	\$ 81.90 +	\$ 79.00 =	\$ 160.90				
5.0 Yard	\$ 263.08	\$ 505.61	\$ 747.34	\$ 967.92	\$ 1,230.65	\$ 1,472.48	\$ 1,697.36
County User Fee	\$ 112.17	\$ 224.39	\$ 336.56	\$ 448.78	\$ 560.95	\$ 673.17	\$ 785.34
Total	\$ 375.25	\$ 730.00	\$ 1,083.90	\$ 1,416.70	\$ 1,791.60	\$ 2,145.65	\$ 2,482.70
Each Additional	\$ 241.50	\$ 666.45	\$ 990.80	\$ 1,315.25	\$ 1,639.50	\$ 1,963.90	\$ 2,287.25
E.O.W.	\$ 93.85 +	\$ 98.05 =	\$ 191.90				
6.0 Yard	\$ 296.35	\$ 570.15	\$ 843.35	\$ 1,116.45	\$ 1,389.80	\$ 1,662.95	\$ 1,917.90
County User Fee	\$ 134.65	\$ 269.30	\$ 403.90	\$ 538.55	\$ 673.20	\$ 807.85	\$ 942.55
Total	\$ 431.00	\$ 839.45	\$ 1,247.25	\$ 1,655.00	\$ 2,063.00	\$ 2,470.80	\$ 2,860.45
Each Additional	\$ 414.70	\$ 778.15	\$ 1,133.05	\$ 1,538.55	\$ 1,915.45	\$ 2,294.70	\$ 2,670.35
E.O.W.	\$ 103.45 +	\$ 116.90 =	\$ 220.35				

SPRINGFIELD COMPACTING CONTAINER RATES

(11/01/2014)		Pickups Per Week						
Compactor Size	1	2	3	4	5	6	7	
2.0 Yard	\$ 247.80	\$ 495.60	\$ 743.35	\$ 991.15	\$ 1,238.95	\$ 1,486.75	\$ 1,734.50	
County User Fee	\$ <u>103.05</u>	\$ <u>206.10</u>	\$ <u>309.15</u>	\$ <u>412.20</u>	\$ <u>515.25</u>	\$ <u>618.30</u>	\$ <u>721.35</u>	
Total	\$ 350.85	\$ 701.70	\$ 1,052.50	\$ 1,403.35	\$ 1,754.20	\$ 2,105.05	\$ 2,455.85	
E.O.W.	\$ 86.05 +	\$ 93.10 =	\$ 179.15					
On-Call	\$ 41.85 +	\$ 47.85 =	\$ 89.70					
3.0 Yard	\$ 387.76	\$ 775.52	\$ 1,080.06	\$ 1,439.41	\$ 1,800.07	\$ 2,160.12	\$ 2,520.12	
County User Fee	\$ <u>181.19</u>	\$ <u>362.38</u>	\$ <u>626.79</u>	\$ <u>836.39</u>	\$ <u>1,044.63</u>	\$ <u>1,253.58</u>	\$ <u>1,462.53</u>	
Total	\$ 568.95	\$ 1,137.90	\$ 1,706.85	\$ 2,275.80	\$ 2,844.70	\$ 3,413.70	\$ 3,982.65	
E.O.W.	\$ 118.44 +	\$ 151.66 =	\$ 270.10					
On-Call	\$ 62.84 +	\$ 71.91 =	\$ 134.75					
4.0 Yard	\$ 518.21	\$ 962.45	\$ 1,443.65	\$ 1,924.90	\$ 2,406.10	\$ 2,887.30	\$ 3,368.55	
County User Fee	\$ <u>241.59</u>	\$ <u>557.15</u>	\$ <u>835.75</u>	\$ <u>1,114.30</u>	\$ <u>1,392.90</u>	\$ <u>1,671.45</u>	\$ <u>1,950.05</u>	
Total	\$ 759.80	\$ 1,519.60	\$ 2,279.40	\$ 3,039.20	\$ 3,799.00	\$ 4,558.75	\$ 5,318.60	
E.O.W.	\$ 158.80 +	\$ 202.20 =	\$ 361.00					
On-Call	\$ 83.97 +	\$ 95.88 =	\$ 179.85					

SPRINGFIELD EXTRA CHARGE RATES

(11/01/2014)

<u>Container Size</u>	<u>Basic Charge</u>	<u>User Fee</u>	<u>Extra or Overflow Charge</u>	<u>On-Call Charge</u>
1.0 Yard	12.62	9.98	22.60	22.60
1.5 Yard	18.10	14.85	32.95	32.95
2.0 Yard	20.45	19.60	40.05	40.05
3.0 Yard	31.55	29.20	60.75	60.75
4.0 Yard	38.33	38.72	77.05	77.05
5.0 Yard	43.76	48.04	91.80	91.80
6.0 Yard	48.09	57.26	105.35	105.35

Can Charges

1 Can	2.77	1.08	3.85
2 Cans	5.48	2.22	7.70
3 Cans	8.24	3.31	11.55
4 Cans	11.01	4.39	15.40
5 Cans	13.72	5.53	19.25

Major Appliances

Stove - Refrigerator - Washer - Dryer - Hot Water Heater

Curbside	28.40	23.60	52.00
Backyard	38.40	23.60	62.00

Furniture

Sofas - Chairs

Curbside	15.40	10.60	26.00
Backyard	25.40	10.60	36.00

Mattress & Box Spring

(regardless of size)

Each piece	10.00	15.00	25.00
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Brush, Boxes, Demolition

Will be charged by volume and time. Volume equated to 32 gallon cans and time spent in loading.

SPRINGFIELD DROP BOX CHARGES

(11/01/2014)

<u>Drop Box Size & Description</u>	<u>Basic Charge</u>	<u>User Fee</u>
20 YD	124.00	75.55 per ton
30 YD	186.00	75.55 per ton
40 YD	248.00	75.55 per ton
Stationary Compactor Charge Per Cubic Yard	6.19	75.55 per ton
Box Delivery Fee (Any Size)	24.30	
Spotting Fee & Relocate Box	24.30	
Demurrage Charge (Box Rental) Beginning after the seventh day Excluding Sunday and Holidays	6.20	per day

Section 9: Utilities

Fuel Tax

Motor Vehicle Fuel Dealer’s Business License

(SMC 7.504(b)) No dealer shall sell, use or distribute any motor vehicle fuel until he/she has secured a dealer’s license as required herein. [Section 7.506 added by Ordinance 6042, enacted March 10, 2003.]

Per gallon of such motor vehicle sold, used or distributed \$0.03

Failure to Secure (Motor Fuel Dealer’s Business) License

(SMC 7.510(b)) If a dealer sells, distributes or uses any motor vehicle fuel without first filing the certificate and obtaining the license required by section 7.506

Amount of tax determined to be due plus a penalty of 100% of the tax.

Payment of (Motor Fuel Dealer’s) Tax and Delinquency

(SMC 7.518(2), 7.518 (3)) Except as provided in subsections (3) and (4) of this section, if payment of the license tax is not paid as required by subsection (1) of this section, a penalty of 1 percent of such license tax shall be assessed and be immediately due and payable. Except as provided in subsection (4) of this section, if the payment of the tax and penalty, if any, is not made on or before the 1st day of the next month following that month in which payment is due, a further penalty of 10 percent of the tax shall be assessed. Said penalty shall be in addition to the penalty provided for in subsection (2) of this section and shall be immediately due and payable.

Failure to File (Motor Fuel Dealer’s) Monthly Statement

(SMC 7.522) If a dealer fails to file any statement required by section 7.520, the tax administrator shall proceed forthwith to determine from as many available sources as the tax administrator determines reasonable the amount of motor vehicle fuel sold distributed or used by such dealer for the period unreported, and such determination shall in any proceeding be prima facie evidence of the amount of fuel sold, distributed or used. The tax administrator shall immediately assess the dealer for the license tax upon the amount determined, adding thereto a penalty of 10 percent of the tax. The penalty shall be cumulative to other penalties provided in this code

Telecommunication Business License Tax, Fees, and Utility License

Comprehensive Telecommunication Placement Plan Review Fees

(SMC 3.266 (5)) At the election of the applicant, the applicant may file a comprehensive telecommunications placement plan which describes all facilities it presently intends to install. Such plan is subject to approval of the Public Works director and may be modified from time to time by the applicant with the approval of the Public Works director.

\$704.00

Telecommunication Business License Tax

(SMC 4.707 (1) and (3) added by Ordinance No. 6323, enacted July 21, 2014 . See also SMC 4.602 Utility License Required.)

(1) All persons providing utility services in the City shall pay to the City of Springfield a utility tax in the amount of five percent of gross revenues, as herein defined, subject to limitations in other state or federal laws.

Gross revenue 5%

(3) All utilities owned and operated by the City of Springfield, except a municipal utility as defined in ORS 757.005(1), shall pay to the City of Springfield a utility tax fixed by resolution of the Council. (Fee set by Resolution 11-23, June 20, 2011, Resolution 1, Ordinance 4. April 1, 2013, Resolution 2013-15, November 1, 2013).

City of Springfield utilities Gross Revenue 3%

Compensation Fee for Use of Public Ways

(SMC 4.706 (1) added by Ordinance No. 6311, enacted March 3, 2014; amended by Ordinance No. 6323, enacted July 21, 2014. See also SMC 4.602 Utility License Required.) Fee set by Resolution 11-23, June 20, 2011.

All persons not parties to a franchise or public way use agreement, and occupying the public ways for placement of utility facilities but not providing utility service within the City shall pay a fee, in an amount fixed by resolution of the Council for each foot or portion thereof occupied, subject to limitations in other state or federal laws.

Per foot \$4.00

Telecommunication License Application Fee

(SMC 4.702, Ordinance No. 5891, enacted May 18, 1998; amended by Ordinance No. 6203, enacted July 16, 2007)

Any applicant for a license, including a renewal or amendment of an existing license. An applicant whose license or franchise application has been withdrawn, abandoned or denied within 60 days of its application and review fee written request, shall be refunded the balance of its deposit under this section, less:

New and including renewal of existing License(s) \$50.00

5% Technology Fee (surcharge) will be applied when imposed or collected.

Compensation for City Property

(SMC 4.710 Ordinance No. 5891, enacted May 18, 1998; amended by Ordinance No. 6203, enacted July 16, 2007) If the right is granted, by lease, license, franchise or other manner, to use and occupy City property other than the public ways for the installation of facilities.

Fee assessed per property

Section 10: System Development Charges

The System Development Charges are annually increased by an inflationary rate on July 1 of each year.

The following fees shall be charged for the development activities of the City:

Calculating the SDC

The SDC charges for each development is calculated using the worksheet shown as Exhibit 2.

The Storm Sewer SDC is based on square feet of impervious surface area. The Sanitary Sewer SDC is based on drainage fixture units as defined by the April 2000 Oregon Amendments to the 1997 Uniform Plumbing Code. The Transportation SDC is based on average weekday trip generation rates as published in the latest edition of the Transportation Engineers (ITE) Trip Generation Manual. More detailed information on calculating the fees for each system is shown below:

Storm Drainage

The storm drainage SDC is paid by all new residential, commercial, and industrial development. The charge is based on the square footage of the impervious surface area of the development. Impervious surfaces typically consist of concrete, asphalt, and roofing. The cost per square foot of impervious surface area is \$0.633. In applying the SDC, the cost per square foot is applied to the amount of impervious surface area measured at the time the building permit is issued.

Deleted: 15

FORMULA: STORM DRAINAGE SDC = IMPERVIOUS SQUARE FEET x \$0.633/SQUARE FOOT

A 50% credit will be given for the portion of impervious area served by a drywell sized and constructed to City of Springfield Standard Construction Specifications. A SDC credit will also be given for peak ten-year runoff reduction based on documentation provided by the developer and approved by the City.

Sanitary Sewer-City

The charge is paid by all new commercial, industrial, and residential development. To calculate the impact of new development on the sanitary sewer system, the City uses the number of drainage fixture units (DFU) as the basis of the charge.

Residential rate increases to \$218.05 per DFU.

FORMULA: Residential City sanitary sewer SDC = number of DFU x \$218.05

Commercial/Industrial is \$218.05 per DFU.

FORMULA: Commercial/Industrial City sanitary sewer SDC = number of DFU x \$218.05

Drainage fixture unit (DFU) calculation table

<u>Fixture type</u>	<u>Unit Equivalent</u>
Bathtub	3
Drinking Fountain	1
Floor Drain, Floor Sink	3
Interceptors for Grease/Oil/Solids/etc.	3
Interceptors for Sand/Auto Wash/etc.	6
Laundry Tub	2
Clothes washer/Mop Sink	3
Clothes washer- 3 or more (each)	6

Section 10: System Development Charges

Mobile Home Park trap (1 per trailer)	12
Receptor for Refrigerator	1
Receptor for Commercial sink/dishwasher/etc.	3
Shower, Single stall	2
Shower, Gang (number of heads)	2
Sink: Commercial, Residential Kitchen	3
Sink: Commercial bar	2
Sink: Wash basin/Double lavatory	2
Sink: Single lavatory/Residential bar	1
Urinal, Stall/Wall	5
Toilet, Public installation	6
Toilet, Private installation	3

Transportation

This SDC is charged on new commercial, industrial, professional, and residential development or change of use. It helps support expansion of arterial and collector roads, traffic signals, and street lighting. The SDC is based on the trip rate of the specific type of development and the cost per trip. The cost per trip is \$340.38 for all use types. A new trip factor is applied to omit short pass-by trips, diverted trips, and other linked trips. Trip rates for developments are based on the current Institute for Transportation Engineers' (ITE's) Trip Generation Manual, or the developer can submit a trip generation study outlined and approved by the City of Springfield. A partial list of trip rates is in the Transportation Fee Schedule, Exhibit 3.

FORMULA: Number of Trips X Unit X \$340.38 X New Trip Factor

Sanitary Sewer (MWMC)

The Metropolitan Wastewater Management Commission (MWMC) Facility Equalization Charge is a reimbursement fee for the reserve capacity that was constructed to serve new growth. This fee is designed to reimburse the community for its equity in the treatment plant's reserve capacity. Newly developed properties, change of use, or other properties that are connecting to the wastewater treatment system for the first time will pay the equalization charge. New development receives credit for past bond payments on existing debt and for contributions to qualified offsite public improvements. See Exhibit 4, Attachments C. The Flow Estimation Units (FEU) is used for the MWMC Facility Equalization Charge.

Formula: NUMBER OF FEU x COST PER FEU + \$10 ADMIN. FEE

Administrative Cost

The SDC legislation allows the City to recover its costs for complying with the required changes. A five percent (5%) administrative fee will be added to cover the cost of developing the SDC, establishing accounting mechanisms and administering the ongoing program.

Residential SDC Payment Deferral Program

(SMC 3.412)(4) The purchaser of a home or multifamily dwelling may elect to finance system development charges over a period of 10 years, billed in equal semiannual installments, plus interest and fees.

Interest Rate –Unbonded Average City Earnings Rate plus 2%	
Interest Rate – Bonded	Bond Rate plus 1.5%
Deferral Administrative Fee	\$50.00
Installment Late Payment Fee	10% of Overdue Installment

Section 10: System Development Charges

Short-Term SDC Payment Deferral Program

(City Policy) Whenever the total SDC due for a Building Permit exceeds \$10,000, the applicant may elect to enter into a short-term SDC Deferral Agreement. The Agreement is in the form of a potential lien and must be signed prior to Building Permit issuance. The SDC Deferral Agreement allows the applicant to pay a minimum of \$10,000 toward the total SDC due prior to the City issuing the Building Permit. The balance of the SDC due must be paid in full prior to the City issuing a Certificate of Occupancy for the building.

Initial SDC Payment	\$10,000.00 at Building Permit Issuance
Final SDC Payment	Balance of SDC Due prior to Certificate of Occupancy

SDC Credit Certificate Administration Fees

(SMC 3.417) (1) In the event a credit authorized under section 3.416(2) is greater than the amount of the charge due, the City shall upon request of the developer, issue to the developer a certificate, documenting the amount of the credit in excess of the charge.

(2) Such certificate may be redeemed by the developer and applied to future charges for that type of capital improvement, provided such redemption shall occur not later than 10 years after the date of issuance of the certificate.

(3) Any developer issued a certificate shall pay to the City, at the time of issuance, and annually thereafter until such certificate is redeemed, an administrative fee fixed by resolution of the Council. Failure to timely pay such annual fee shall not invalidate a certificate, but no certificate shall be transferred or redeemed until all annual fees shall have been paid.

(4) The certificate may be redeemed in whole or in parts. If the certificate is redeemed in part, the City shall, upon delivery of the certificate, issue a new certificate documenting the remaining credit available. Such reissued certificate shall expire 10 years after the date of the original certificate, and shall be considered a new certificate for purposes of the administrative fee.

(5) Such certificate may be transferred, in whole or in part, to another person, provided, however, that no such transfer shall be effective until the holder of the certificate shall surrender the same and a new certificate or certificates issued.

Initial SDC Credit Certificate Fee	\$250.00
Annual Certificate Maintenance Fee	\$250.00

Exhibits

Exhibit 1 page 1

CITY OF SPRINGFIELD SYSTEMS DEVELOPMENT CHARGE WORKSHEET											
JOURNAL OR JOB NUMBER											
NAME OR COMPANY:											
LOCATION:											
MAP & TAX LOT NUMBER:											
DEVELOPMENT TYPE:											
NEW DEVELOPED AREA (S.F.):	-		MWMC:	630	ITE:	630				Office Use Only Fee Entry	Register Codes
EXISTING DEVELOPED AREA (S.F.):	-		MWMC:	630	ITE:	630					
TOTAL IMPERVIOUS SURFACE (S.F.):	-				LOT SIZE (S.F.):						
1. STORM DRAINAGE											
NEW IMPERVIOUS SQ. FT.	-										
A. REIMBURSEMENT COST:											
IMPERVIOUS SQ. FT.	-	x	\$ 0.258	PER SF						\$0.00	
B. IMPROVEMENT COST:											
IMPERVIOUS SQ. FT.	-	x	\$ 0.375	PER SF						\$0.00	
			Cost per SF=	\$ 0.633							
										TOTAL STORM DRAINAGE SDC:	\$0.00
2. SANITARY SEWER-CITY (see reverse side)											
A. REIMBURSEMENT COST:											
NUMBER OF DFU's	0	x	\$ 146.53	PER DFU						\$0.00	1183
B. IMPROVEMENT COST:											
NUMBER OF DFU's	0	x	\$ 71.52	PER DFU						\$0.00	1184
			\$ 218.05								
										TOTAL LOCAL WASTEWATER SDC:	\$ - \$0.00
3. TRANSPORTATION											
BLDG AREA TGSF x TRIP RATE x COST PER ADT x NEW TRIP FACTOR											
NEW:											
A. REIMBURSEMENT COST:											
0.00	x	31.45	x	\$ 16.14	PER TRIP	x	0.95	NTF		\$0.00	
B. IMPROVEMENT COST:											
0.00	x	31.45	x	\$ 324.24	PER TRIP	x	0.95	NTF		\$0.00	
EXISTING:											
A. REIMBURSEMENT COST:											
0.00	x	31.45	x	\$ 16.14	PER TRIP	x	0.95	NTF		\$0.00	
B. IMPROVEMENT COST:											
0.00	x	31.45	x	\$ 324.24	PER TRIP	x	0.95	NTF		\$0.00	
										\$340.38	
										TOTAL TRANSPORTATION REIMBURSEMENT SDC:	\$0.00
										TOTAL TRANSPORTATION IMPROVEMENT SDC:	\$0.00
										TOTAL TRANSPORTATION SDC:	\$ - \$0.00
4. SANITARY SEWER - MWMC											
NEW:											
A. REIMBURSEMENT COST:											
NUMBER OF FEU's	0.00	x	\$100.49	PER FEU						\$0.00	
B. IMPROVEMENT COST:											
NUMBER OF FEU's	0.00	x	\$1,263.95	PER FEU						\$0.00	
C. COMPLIANCE COST:											
NUMBER OF FEU's	0.00	x	\$19.35	PER FEU						\$0.00	
EXISTING:											
A. REIMBURSEMENT COST:											
NUMBER OF FEU's	0.00	x	\$100.49	PER FEU						\$0.00	
B. IMPROVEMENT COST:											
NUMBER OF FEU's	0.00	x	\$1,263.95	PER FEU						\$0.00	
C. COMPLIANCE COST:											
NUMBER OF FEU's	0.00	x	\$19.35	PER FEU						\$0.00	
MWMC CREDIT IF APPLICABLE (SEE REVERSE)											
										\$0.00	1054
										TOTAL MWMC REIMBURSEMENT FEE:	\$0.00
										TOTAL MWMC IMPROVEMENT FEE:	\$0.00
										TOTAL MWMC COMPLIANCE FEE:	\$0.00
										MWMC ADMINISTRATIVE FEE:	\$0.00
										TOTAL MWMC SDC:	\$ - \$0.00
										SUBTOTAL (ADD ITEMS 1, 2, 3, & 4)	\$ -
5. ADMINISTRATIVE FEES:											
BASE CHARGE (SUBTOTAL ABOVE)	\$ -	x	5%	=						\$0.00	
										STORM DRAINAGE ADMINISTRATION FEE:	0.00
										SEWER ADMINISTRATION FEE:	0.00
										TRANSPORTATION ADMINISTRATION FEE:	0.00
										LOCAL MWMC ADMINISTRATION FEE:	0.00
										TOTAL SDC CHARGES	\$ -
		1/1/2015									

Exhibit 1 page 2

DRAINAGE FIXTURE UNIT (DFU) CALCULATION TABLE
 NUMBER OF NEW FIXTURES x UNIT EQUIVALENT = DRAINAGE FIXTURE UNITS
 (NOTE: FOR REMODELS, CALCULATE ONLY THE NET ADDITIONAL FIXTURES)

#REF!	FIXTURES		UNIT EQUIVALENT	DRAINAGE FIXTURE UNITS
	NEW	OLD		
BATHTUB			3	0
DRINKING FOUNTAIN			1	0
FLOOR DRAIN, FLOOR SINK			3	0
INTERCEPTORS FOR GREASE/OIL/SOLIDS/ETC.			3	0
INTERCEPTORS FOR SAND/AUTO WASH/ETC.			6	0
LAUNDRY TUB			2	0
CLOTHES WASHER/MOP SINK			3	0
CLOTHES WASHER - 3 OR MORE (EA)			6	0
MOBILE HOME PARK TRAP (1 PER TRAILER)			12	0
RECEPTOR FOR REFRIGERATOR/WATER STATION/ETC.			1	0
RECEPTOR FOR COMMERCIAL SINK/ DISHWASHER/ETC.			3	0
SHOWER, SINGLE STALL			2	0
SHOWER, GANG (NUMBER OF HEADS)			2	0
SINK: COMMERCIAL, RESIDENTIAL KITCHEN			3	0
SINK: COMMERCIAL BAR			2	0
SINK: WASH BASIN/DOUBLE LAVATORY			2	0
SINK: SINGLE LAVATORY/RESIDENTIAL BAR			1	0
URINAL, STALL/WALL			5	0
TOILET, PUBLIC INSTALLATION			6	0
TOILET, PRIVATE INSTALLATION			3	0
MISCELLANEOUS:				0
NUMBER OF EDU'S*				
TOTAL DRAINAGE FIXTURE UNITS =				0

*EDU (Equivalent Dwelling Unit) is a discharge equivalent to a single family dwelling (20 DFU) set at 167 gallons per day

CREDIT CALCULATION TABLE: BASED ON ASSESSED VALUE
 IF IMPROVEMENTS OCCURRED AFTER ANNEXATION DATE IN TABLE, CALCULATE CREDITS SEPARATELY

YEAR ANNEXED	RATE PER \$1,000 ASSESSED VALUE	YEAR ANNEXED	RATE PER \$1,000 ASSESSED VALUE
1979 or before	\$5.29	1992	
1980	\$5.19	1993	\$1.45
1981	\$5.12	1994	\$1.25
1982	\$4.98	1995	\$1.09
1983	\$4.80	1996	\$0.92
1984	\$4.63	1997	\$0.72
1985	\$4.40	1998	\$0.48
1986	\$4.07	1999	\$0.28
1987	\$3.67	2000	\$0.09
1988	\$3.22	2001	\$0.05
1989	\$2.73	2002	\$0.00
1990	\$2.25	2003	\$0.00
1991	\$1.80	2004	\$0.00

CREDIT FOR PARCEL OR LAND ONLY IF APPLICABLE	x		\$0.00
IMPROVEMENT (IF AFTER ANNEXATION DATE)	x		\$0.00
CREDIT TOTAL			\$0.00

Exhibit 2

CITY OF SPRINGFIELD - DEVELOPMENT AND PUBLIC WORKS
CONSTRUCTION PERMIT DEPOSIT FOR PUBLIC IMPROVEMENT PROJECTS

PROJECT NUMBER AND TITLE _____
 TYPE OF IMPROVEMENT _____
 DEVELOPER'S NAME _____
 DEVELOPER'S ADDRESS _____
 CONTRACTOR _____
 TOTAL COST OF PROJECT _____ * TOTAL STREET LENGTH _____

** A copy of the Engineer's project cost estimate must accompany project submission.*

Section 1: CITY PLAN EXAMINATION DEPOSIT

ESTIMATED COST		
\$0 TO \$100,000	\$3,000	_____
\$100,001 AND OVER	\$3,000 + 1% OF PROJECT OVER \$100,000	_____
	<i>Sub-total City Plan Examination Deposit</i>	_____
TECHNOLOGY FEE	5% of Sub-total City Plan Examination Deposit	_____
	<i>Total City Plan Examination Deposits</i>	_____

Section 2: CITY ENGINEERING AND INSPECTION DEPOSIT

ESTIMATED COST		
\$0 TO \$100,000	\$4,000	_____
\$100,001 AND OVER	\$4,000 + 3% OF PROJECT OVER \$100,000	_____

JOB CONTROL TESTING FEES AND DEPOSITS

	TESTS PER UNIT	NUMBER TESTS			
SOIL BEARING TESTS	1/500	L.F.	_____	AT	\$350
SOIL DENSITIES	1/250	L.F.	_____	AT	\$350
CURB ROCK DENSITIES	1/150	L.F.	_____	AT	\$350
BASE ROCK DENSITIES	1/150	L.F.	_____	AT	\$350
CONCRETE CLY. AND SLUMP	1/100	C.Y.	_____	AT	\$250
A.C. EXTRACTIONS PER CLASS	1/500	TON	_____	AT	\$300
ASPHALTIC CONCRETE DENSITIES**	1/150	L.F.	_____	AT	\$300

** EACH LIFT

<i>Sub-total City Engineering, Inspection and Job Control Testing Fee/Deposit</i>	_____
TECHNOLOGY FEE - 5% of Sub-total City Engineering, Inspection and Job Control Testing	_____
<i>Sub-total City Engineering, Inspection and Job Control Testing Fee/Deposit w/ Tech Fee</i>	_____
<i>Combined Total Both Sections 1 and 2 - Total Deposit Due</i>	_____

WHEN ASPHALTIC PAVING IS USED THE JOB MIX TESTING FEE AND TECH FEE ARE NON-REFUNDABLE

ASPHALTIC JOB MIX TESTING FEE - \$414 per project	AT	\$414	_____
TECHNOLOGY FEE - 5% of Asphaltic Job Mix Testing Fee			_____
TOTAL AMOUNT DUE			_____

This form must be signed and dated by both parties below.

_____	_____	TOTAL DUE	_____
Project Engineer Signature	Date	PREVIOUS RECEIVED	< _____ >
		BALANCE DUE	_____
		AMOUNT RECEIVED	< _____ >
		REMAINING BALANCE	_____
Plans Submitted by: Signature	Date		

FEES ARE A DEPOSIT AGAINST ACTUAL PROJECT COSTS AND ARE ONLY AN ESTIMATE. ALL DIRECT CHARGES WILL BE PAID BY THE DEVELOPER. EXCESS DEPOSITS WILL BE REFUNDED, WITH THE EXCEPTION OF THE ASPHALTIC JOB MIX TESTING FEE AND ITS ASSOCIATED TECH FEE WHICH ARE NON-REFUNDABLE. PAYMENT OF OVER RUNS ARE DUE IMMEDIATELY UPON REQUEST OF THE CITY AND PRIOR TO PIP APPROVAL.

Effective 04/01/16

Exhibit 3

Transportation Fee Schedule

Code	Land Use	Trip Rate	Unit	New Trip Factor (NTF)
0		0		0
30	TRUCK TERMINAL	81.90	ACRE	1
90	BUS PARK & RIDE	4.50	PARKING SPACE	1
110	GENERAL LIGHT INDUSTRIAL	6.97	TGSF	0.95
120	GENERAL HEAVY INDUSTRIAL	1.50	TGSF	1
130	INDUSTRIAL PARK	6.96	TGSF	1
140	MANUFACTURING	3.82	TGSF	0.95
150	WAREHOUSING	3.56	TGSF	0.95
151	MINI-WAREHOUSE	2.50	TGSF	0.95
170	UTILITIES BUILDING	2.50	TGSF	0.95
210	SINGLE FAMILY DWELLING / DUPLEX	9.57	DU	1
220	GROUND FLOOR APARTMENT	6.65	DU	1
221	LOW-RISE APARTMENT (2 FLOORS)	6.59	DU	1
222	HIGH-RISE APARTMENT (10 OR MORE FL)	4.20	DU	1
230	RES. CONDOMINIUM/TOWNHOUSE	5.81	DU	1
240	MOBILE HOME PARK	4.99	DU	1
251	ELDERLY HOUSING - DETACHED	3.71	DU	1
252	ELDERLY HOUSING - ATTACHED	3.48	DU	1
253	CONGREGATE ELDERLY CARE FACILITY	2.02	DU	1
254	ASSISTED LIVING	2.74	BEDS	1
310	HOTEL	8.17	ROOM	0.85
320	MOTEL	9.11	ROOM	1
411	CITY PARK	1.59	ACRE	1
412	COUNTY PARK	2.28	ACRE	1
430	GOLF COURSE	5.04	ACRE	1
435	MULTIPURPOSE RECREATION FACILITY	90.38	ACRE	1
437	BOWLING ALLEY	33.33	TGSF	1
440	ADULT CABARET	*	TGSF	1
441	LIVE THEATER	*	TGSF	1
443	MOVIE THEATER W/O MATINEE	*	SEAT	1
444	MOVIE THEATER W/MATINEE	*	MOVIE SCREEN	1
445	MULTIPLEX MOVIE THEATER	*	MOVIE SCREEN	1
488	SOCCER COMPLEX	71.33	FIELD	1
490	TENNIS COURT	31.04	COURT	0.85

Transportation Fee Schedule

Code	Land Use	Trip Rate	Unit	New Trip Factor (NTF)
491	RACQUET CLUB	38.70	COURT	0.85
492	HEALTH/FITNESS CLUB	32.93	TGSF	0.85
495	RECREATIONAL COMMUNITY CENTER	22.88	TGSF	0.85
520	ELEMENTARY SCHOOL	1.29	STUDENT	0.85
522	MIDDLE SCHOOL	1.62	STUDENT	0.85
530	HIGH SCHOOL	1.71	STUDENT	*
540	JUNIOR/COMM. COLLEGE	1.20	STUDENT	*
560	CHURCH/SYNAGOGUE/MOSQUE	9.11	TGSF	1
565	DAY CARE FACILITY	79.26	TGSF	0.7
590	LIBRARY	56.24	TGSF	0.5
591	LODGE/FRATERNAL ORGANIZATION	46.90	TGSF	0.85
610	HOSPITAL	16.50	TGSF	0.85
620	NURSING HOME	2.37	BED	0.95
630	MED/DENTAL CLINIC	31.45	TGSF	0.95
710	GENERAL OFFICE BUILDING	11.01	TGSF	0.9
714	CORPERATE HEADQUARTERS BLDG	7.98	TGSF	0.9
715	SINGLE TENANT OFFICE BLDG	11.57	TGSF	0.9
720	MEDICAL/DENTAL, VET. OFFICE	36.13	TGSF	0.85
730	GOVERNMENT OFFICE BUILDING	68.93	TGSF	0.9
732	US POST OFFICE	108.19	TGSF	0.75
733	GOVERNMENT OFFICE COMPLEX	27.92	TGSF	0.9
750	OFFICE PARK	11.42	TGSF	0.9
770	BUSINESS PARK	12.76	TGSF	0.9
812	BLDG. MATERIALS & LUMBER	45.16	TGSF	0.75
813	DISCOUNT SUPERSTORE	53.13	TGSF	0.72
814	SPECIALTY RETAIL CENTER	44.32	TSFGLA	0.75
815	FREE STANDING DISCOUNT STORE	57.24	TGSF	0.65
816	HARDWARE/PAINT STORE	51.29	TGSF	0.65
817	NURSERY (GARDEN CENTER)	36.08	TGSF	0.75
818	NURSERY (WHOLESALE)	39.00	TGSF	0.75
820	SHOPPING CENTER <10TGSF	152.00	TGFGLA	0.35
821	SHOP.CNTR.<50TGSF	86.51	TSFGLA	0.35
822	SHOP.CNTR.<100TGSF	67.91	TSFGLA	0.45
823	SHOP.CNTR.<200TGSF	53.28	TSFGLA	0.5
824	SHOP.CNTR.<300TGSF	46.23	TSFGLA	0.55
825	SHOP.CNTR.<400TGSF	41.80	TSFGLA	0.6
826	SHOP.CNTR.<500TGSF	38.66	TSFGLA	0.6
827	SHOP.CNTR.<600TGSF	36.27	TSFGLA	0.65
828	SHOP.CNTR.<800TGSF	32.80	TSFGLA	0.65
829	SHOP.CNTR.<1.0MTGSF	30.33	TSFGLA	0.65
841	NEW CAR SALES	33.34	TGSF	0.85
843	AUTO PARTS SALES	61.91	TGSF	0.9
848	TIRE STORE	24.87	TGSF	0.5
850	SUPERMARKET	102.24	TGSF	0.48

Transportation Fee Schedule

Code	Land Use	Trip Rate	Unit	New Trip Factor (NTF)
851	CONVENIENCE MARKET(Open 24 hours)	737.99	TGSF	0.3
852	CONVENIENCE MARKET(15-16 hours)	*	TGSF	0.38
853	CONVENIENCE MARKET with Gas pumps	542.60	VFP	0.38
870	APPAREL STORE	66.40	TGSF	0.55
880	PHARMACY W/O DRIVE-THRU	90.06	TGSF	0.75
881	PHARMACY W/ DRIVE-THRU	88.16	TGSF	0.75
890	FURNITURE STORE	5.06	TGSF	0.65
895	VIDEO ARCADE	106.40	TGSF	0.9
896	VIDEO RENTAL STORE	136.00	TGSF	0.85
897	ADULT VIDEO RENTAL	50.00	TGSF	0.85
911	WALK-IN BANK	156.48	TGSF	0.75
912	DRIVE-IN BANK	148.15	TGSF	0.55
931	QUALITY RESTAURANT	89.95	TGSF	0.8
932	HIGH TURNOVER (SITDOWN) REST	127.15	TGSF	0.8
933	FAST FOOD RESTAURANT- no drivethru	151.20	TGSF	0.5
934	FAST FOOD Rest. (or coffee cart)- with drivethru	496.12	TGSF	0.5
935	FAST FOOD with drivethru-no indoor seating	1400.00	TGSF	0.4
936	DRINKING PLACE	113.40	TGSF	0.5
941	QUICK LUBE SHOP	40.00	SVC POSIT	0.85
942	AUTO SERVICE	41.90	TGSF	0.9
944	SERVICE STATION	168.56	VFP	0.5
945	SERVICE STATION W/MARKET	162.78	VFP	0.5
946	SERV.STA W/MARKET & CAR WASH	152.84	VFP	0.5
947	SELF SERVICE CAR WASH	108.00	STALL	0.65

* Require Study from Applicant

ABBREVIATIONS

DU	Dwelling Unit	VFP	Vehicle Fueling Positions
TGSF	Thousand Gross Square Footage	SVC POSIT	Service Position
TSFGLA	Thousand Square Footage Gross Leasable Area		

Exhibit 4 page 1

Metropolitan Wastewater Management Commission Regional Wastewater SDC Charge Schedule - Effective July 1, 2015								
Code	Type of Establishment	Flow Estimation Unit (FEU)	Base Flow Impact (gal/FEU/day)	Strength	Reimbursement Cost per FEU	Improvement Cost per FEU	Compliance Cost per FEU	Total Cost per FEU
30	TRUCK TERMINAL	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
151	MINI WAREHOUSE	TGSF	30	Low	\$20.67	\$318.87	\$3.87	\$281.83
170	UTILITIES	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
200	OTHER RESIDENTIAL (SFD W/OTHER USES)	DU	175	Low	\$120.57	\$1,860.07	\$22.55	\$1,644.00
220	OTHER RESIDENTIAL - MULTI FAMILY	DU	150	Low	\$103.34	\$1,594.34	\$19.33	\$1,409.15
200	OTHER RESIDENTIAL - RESIDENTIAL HOTEL/MOTEL	TGSF	200	Low	\$137.79	\$2,125.79	\$25.78	\$1,878.86
240	OTHER RESIDENTIAL - MOBILE HOME PARK	DU	150	Low	\$103.34	\$1,594.34	\$19.33	\$1,409.15
210	SFD / DUPLEX	DU	175	Low	\$120.57	\$1,860.07	\$22.55	\$1,644.00
300	MOTEL / HOTEL	TGSF	200	Medium	\$228.67	\$2,982.13	\$36.56	\$2,727.01
400	PUBLIC PARK	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
435	MULTIPURPOSE RECREATION FACILITY (Indoor)	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
443	THEATER	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
488	OUTDOOR ATHLETIC COMPLEX	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
491	TENNIS COURT	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
492	RACQUET CLUB	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
493	HEALTH CLUB	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
494	BOWLING ALLEY	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
495	RECREATIONAL CENTER	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
500	INDUSTRIAL PROCESS LOW STRENGTH	TGALEF	1000	Low	\$688.95	\$10,628.97	\$128.88	\$9,394.31
500	INDUSTRIAL PROCESS MEDIUM STRENGTH	TGALEF	1000	Medium	\$1,143.36	\$14,910.64	\$182.82	\$13,635.06
500	INDUSTRIAL PROCESS HIGH STRENGTH	TGALEF	1000	High	\$1,749.23	\$20,619.54	\$254.73	\$19,289.39
500	INDUSTRIAL PROCESS VERY HIGH STRENGTH	TGALEF	1000	Very High	\$2,355.11	\$26,328.43	\$326.64	\$24,943.73
500	INDUSTRIAL PROCESS SUPER HIGH STRENGTH	TGALEF	1000	Super High	\$2,960.99	\$32,037.33	\$398.55	\$30,598.06
520	ELEMENTARY SCHOOL	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
522	MIDDLE SCHOOL	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
530	HIGH SCHOOL	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
540	COMMUNITY COLLEGE	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
550	UNIVERSITY	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
560	CHURCH	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
565	DAY CARE CENTER	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
590	LIBRARY	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
591	FRATERNAL ORGANIZATION	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
600	SERVICE STATION / MARKET	TGSF	180	Medium	\$205.80	\$2,683.91	\$32.91	\$2,454.31
610	HOSPITAL	TGSF	150	Medium	\$171.50	\$2,236.60	\$27.42	\$2,046.26
620	NURSING HOME	TGSF	150	Low	\$103.34	\$1,594.34	\$19.33	\$1,409.15
630	CLINIC, MEDICAL OFFICE	TGSF	150	Low	\$103.34	\$1,594.34	\$19.33	\$1,409.15
700	FAST FOOD RESTAURANT	TGSF	500	Very High	\$1,177.56	\$13,164.22	\$163.32	\$12,471.86
720	VETERINARIAN SERVICES	TGSF	200	Low	\$137.79	\$2,125.79	\$25.78	\$1,878.86
750	OFFICE PARK	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
770	BUSINESS PARK	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
730	GOVERNMENT BUILDING	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
732	US POST OFFICE	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
800	RETAIL	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
831	QUALITY RESTAURANT	TGSF	500	Very High	\$1,177.56	\$13,164.22	\$163.32	\$12,471.86
832	HIGH TURNOVER RESTAURANT	TGSF	500	Very High	\$1,177.56	\$13,164.22	\$163.32	\$12,471.86
	EATING PLACE WITH MINIMAL FOOD PREPARATION***	TGSF	300	Low	\$206.68	\$3,188.69	\$38.66	\$2,818.29
835	DRINKING PLACE WITH MINIMAL FOOD PREPARATION**	TGSF	340	Low	\$234.24	\$3,613.85	\$43.82	\$3,194.07
	DRINKING PLACE WITH RESTAURANT LIKE FOOD PREF	TGSF	500	Very High	\$1,177.56	\$13,164.22	\$163.32	\$12,471.86
835	DRINKING PLACE	TGSF	340	Low	\$234.24	\$3,613.85	\$43.82	\$3,194.07
840	AUTO CARE	TGSF	40	Medium	\$45.73	\$596.43	\$7.31	\$545.40
841	NEW CAR SALES	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
847	CAR WASH	TGSF	500	Low	\$344.47	\$5,314.48	\$64.44	\$4,697.16
848	TIRE STORE	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
850	SUPERMARKET	TGSF	180	High	\$314.86	\$3,711.52	\$45.85	\$3,472.09
851	CONVENIENCE MARKET	TGSF	180	Low	\$124.01	\$1,913.21	\$23.20	\$1,690.98
854	DISCOUNT MARKET	TGSF	30	Low	\$20.67	\$318.87	\$3.87	\$281.83
890	FURNITURE STORE	TGSF	30	Low	\$20.67	\$318.87	\$3.87	\$281.83
895	VIDEO ARCADE	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
900	FINANCIAL INSTITUTION	TGSF	110	Low	\$75.78	\$1,169.19	\$14.18	\$1,033.37
251	ELDERLY HOUSING - DETACHED	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
252	ELDERLY HOUSING - ATTACHED	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
253	CONGREGATE ELDERLY CARE FACILITY	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
120	HEAVY INDUSTRY/INDUSTRIAL**	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72

Exhibits

Exhibit 4 page 2

120	HEAVY INDUSTRY/INDUSTRIAL**	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
120	HEAVY INDUSTRY/INDUSTRIAL**	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
120	HEAVY INDUSTRY/INDUSTRIAL**	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
120	HEAVY INDUSTRY/INDUSTRIAL	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
710	GENERAL OFFICE BLDG	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
860	WHOLESALE TRADE	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
870	CLOTHING / DRY GOODS / HOUSEWARES	TGSF	30	Low	\$20.67	\$318.67	\$3.87	\$281.83
820	LAUNDRY	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
900	OTHER SERVICES	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
110	CONSTRUCTION TRADE	TGSF	100	Low	\$68.89	\$1,062.90	\$12.89	\$939.43
440	OTHER EDUCATIONAL/CULTURAL	TGSF	50	Low	\$34.45	\$531.45	\$6.44	\$469.72
450	OTHER ENTERTAINMENT	TGSF	160	Low	\$110.23	\$1,700.63	\$20.62	\$1,503.09
820	SHOPPING CENTER	TGSF	100	Low	\$89.05	\$1,064.54	\$12.91	\$940.99
ABBREVIATIONS		NOTES						
TGSF - THOUSAND GROSS SQUARE FEET		* Calculated as average flow X 8,340 X's length						
TSPGLA - THOUSAND SQUARE FEET GROSS LEASABLE AREA		** Process flow is in addition to other flow						
DU - DWELLING UNIT		*** Minimal food preparation - food is assembled from prepackaged food products and cooking, other than warming, is not required						
TGALEF - THOUSAND GALLONS ESTIMATED FLOW		**** Includes coffee houses and juice bars where appropriate						
VFP - VEHICLE FUELING POSITIONS								

AGENDA ITEM SUMMARY**SPRINGFIELD
CITY COUNCIL****Meeting Date:** 3/14/2016
Meeting Type: Work Session
Staff Contact/Dept.: Michelle Lewis, Finance
Bob Duey/Finance
Staff Phone No: 541.726.3713
Estimated Time: 60 Minutes
Council Goals: Provide Financially
Responsible and
Innovative Government
Services

ITEM TITLE: STRATEGIZING FOR LONG-TERM FISCAL HEALTH

**ACTION
REQUESTED:** Review three proposed financial policies for adoption at a regular session.**ISSUE
STATEMENT:** The City is beginning its third year using the methodology of priority-based budgeting as a tool to help focus the allocation of available resources to those services that help most to advance Community and Council goals. For this annual budget process to prove successful, it is important that the City has established long-term fiscal targets or performance measurements that support the long-term fiscal stability for both a consistent level of base services year after year and plan in advance for expanded or new and innovative services. This second work session reviews three proposed financial policies concerned with defining the elements that make up a fiscally healthy organization. Council is being asked to review and provide input on the proposed financial policies for adoption at a regular session.**ATTACHMENTS:** Attachment 1: Council Briefing Memorandum
Attachment 2: Financial Policies Update PowerPoint
Attachment 3: Preamble to the Financial Policies
Attachment 4: Proposed Reserve Policy
Attachment 5: Proposed Revenue Policy
Attachment 6: Proposed Accounting, Auditing, and Financial Reporting Policy**DISCUSSION/
FINANCIAL
IMPACTS**

Transitioning from traditional to priority-based budgeting involves learning curves for annual budgeting as well as strategic planning, performance measurement, and evaluating long-term fiscal health of the organization. The ultimate goal is to be able to provide consistent services to City of Springfield citizens, now and in the future. In order to realistically assess that possibility, the City needs to objectively identify and establish its long-term fiscal health goals for 5, 10 or 20 years into the future.

This discussion, the second in a series on Fiscal Health, is intended to review three proposed financial policies. Topics will include:

- Purpose of Updating Policies
- Rolling Schedule for Policy Updates
- Policy Impacts to Fiscal Health
 - Categorizing Reserves
 - Diversifying Revenues
 - Seeking Excellence in Financial Reporting

Staff's Goal: that Council review the proposed policies for adoption at a regular session.

MEMORANDUM

City of Springfield

Date: 3/7/2016

To: Gino Grimaldi, City Manager

COUNCIL

From: Bob Duey, Finance Director

BRIEFING

Subject: Strategizing For Long-Term Fiscal Health

MEMORANDUM

ISSUE:

The City is beginning its third year using the methodology of priority-based budgeting as a tool to help focus the allocation of available resources to those services that help most to advance Community and Council goals. For this annual budget process to prove successful, it is important that the City has established long-term fiscal targets or performance measurements that support the long-term fiscal stability for both a consistent level of base services year after year and plan in advance for expanded or new and innovative services. This second work session reviews three proposed financial policies concerned with defining the elements that make up a fiscally healthy organization. Council is being asked to review and provide input on the proposed financial policies for adoption at a regular session.

COUNCIL GOALS/MANDATE:

Financially Responsible and Stable Government Services

BACKGROUND:

Financial Health in a Nutshell

A government is financially healthy if it can deliver the services its citizens expect, with the resources its citizens provide, now and in the future. Part of attaining financial health is having consistent treatment of financial policies across the City departments.

A Lot Has Changed in 22 Years

Financial policies are central to a strategic, long-term approach to financial management.¹ Currently, City of Springfield has a three-page document representing the Financial Management Policies. This document has not been updated since before 1994. There have been major changes in Springfield’s economic and financial conditions in the last 22 years and it is time to update the City of Springfield policies to reflect best and current practices.

This is also an opportunity to review and revise outdated policies. The current City policies have three different update characteristics; there are: (1) policies that *conflict* with current practices; (2) policies that are simply *out-of-date*; and (3) policies that *require clarification*. Additionally, there are important policies that are not currently addressed, as well as policies that are better left to administrative process².

In keeping with best practices, the financial policies updates will introduce new policy sections: purpose statement, applicability and scope, authority, definitions and acronyms, detailed outline of the policy,

¹ Kavanagh, Shayne. *Financial Policies*. Chicago, IL: Government Finance Officers Association, 2012. 4. Print.

² “Whereas financial policies are guidelines for financial management decisions, administrative procedures cover the detailed steps needed to accomplish [day-to-day] processes.” (Kavanagh 11).

reference to related documents and references, quality control and quality assurance measures, and the policy version. This policy style makes the policies discernible to a broad audience: elaborating details that may not be common knowledge and identifying the long-term intent of the policy.

What Can Changing Policies Accomplish?

Our objective is to update the financial policies in order to develop a strategic, long-term approach to: (1) minimize the cost of government and reduce financial risk; (2) maintain appropriate financial capacity for present and future needs; and (3) ensure the legal use of financial resources through an effective system of internal controls.³

Which Policies Are We Updating?

The Finance Department has identified 9 policies for potential revision. In this Council session, we are presenting 3 new policies for Reserves, Revenues, and Accounting, Auditing, and Financial Reporting.

Next session, we will present the Expenditures, Long-Term Financial Planning, and Investment policies. Lastly, we will present the Operating Budget, Capital Asset Management, and Debt Management policies. These policies are identified as essential or highly advisable policies by the Government Finance Officers Association.

Policy Impacts to Fiscal Health

Reserve Policy Highlights - Categorization

Reserves are the cornerstone of financial flexibility.⁴ As stated in the Purpose of the Reserve Policy:

The City of Springfield desires to maintain a prudent level of financial resources to guard its citizens against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this Policy is intended to document the appropriate Reserve levels to protect the City's creditworthiness.

Reserve levels represent a tug-of-war situation for financial management: balancing the delicate line between holding money in reserve and freeing up money to spend on current services. This Reserve Policy update serves to provide more clarity for maintaining reserve balances in the City's Operating Funds.

“What's in a name?”⁵ Reserve categorization is paramount to fiscal health.

Reserve categorization accomplishes two things: (1) it helps the City (and bond rating agencies) identify different financial priorities and (2) it helps the City determine whether there is enough (or too much) allocated to those different priorities.

The Reserve Policy seeks to establish four primary reserves: reserve levels will be sufficient to cover cash-flow requirements (Working Capital), emergency situations (Contingency), unanticipated revenue or expenditure fluctuations (Revenue or Rate Stability), and future needs (Unrestricted Reserves). The appropriate reserve levels are unique to each operating fund. This Council Briefing Memorandum

³ “[Proposed] Preamble to the Financial Policies.” *City of Springfield Financial Policies*. 2016.

⁴ Kavanagh, 53.

⁵ “... That which we call a rose / By any other name would smell as sweet.” Shakespeare, William. *Romeo and Juliet*, 2.2.1-2.

discusses General Fund Reserve levels at length. If Council adopts the Reserve Policy, the Finance Department will work to establish categorized reserves in other funds as well.

Working Capital

Working capital is a top financial priority: it represents the cash-on-hand necessary to pay bills as they come due. The current policy provides that the City will maintain adequate reserves for working capital. The new policy seeks to quantify that amount: the General Fund would maintain a Working Capital Reserve to cover cash-flow requirements for at least five months. This level will ensure that the City can maintain services during revenue gaps, such as the delay from the start of the fiscal year in July until property tax payments arrive in November. It also signals to bond rating agencies that the City is solvent and has adequate reserve levels.

Contingency

Only the General Fund has a dedicated Contingency reserve, for \$600,000. For a real emergency, this reserve level would only support General Fund activities for 4 days.⁶

Under the new policy, Contingency reserves for the General Fund would be 3% of General Fund operating expenditures. These funds are restricted to use for emergency expenditures. This level of Contingency Reserve would support General Fund activities (like police and fire) for 7 days in the event of a serious emergency.⁷

Revenue Stabilization

The Revenue Stabilization Reserve is used to guard against unanticipated fluctuations in revenues or expenditures. This reserve stabilizes the peaks and valleys of unanticipated fluctuations, allowing the City time to make necessary adjustments and maintain service continuity. For the General Fund, the primary revenue source is property taxes, so the reserve amount will largely depend on a confidence interval for property tax projections.

Unrestricted Reserves

The remaining reserve level is Unrestricted Reserves, used to plan for program development and future needs to continue to deliver the community's highest priority services. This reserve has the most flexibility for use and size. As programs develop and unmet needs arise, policy makers can rest assured that sufficient funds are available.

By categorizing reserves, the City can ensure that its top financial priorities are adequately funded.

Revenue Policy Highlights - Diversification

The City's current revenue policy is "to decrease dependence on property taxes and to diversify the revenue base." This is still relevant today. Property tax revenue is the primary revenue source for the General Fund, accounting for 59% of revenues: this is an increase from 10 years ago. This increased dependence puts a strain on taxpayers to support City services, whether those services have a citywide benefit or not. A revised policy seeks equitable funding. "Services having a citywide benefit shall be

⁶ Contingency as a percentage of General Fund operating expenditures is roughly 1.7%, multiplied by 260 working days in a year is 4.5 days.

⁷ Calculation assumes continued *normal* operations. Three percent times 260 working days in a year is 7.8 days.

financed with revenue sources generated from a broad base Services where the customer determines the use shall be financed with user fees . . . related to the level of service provided.”⁸

Revenue diversification and equitable financing work in tandem. The goal is not simply to raise fees: the goal is to maintain a good balance of revenue sources, each source growing to maintain that balance. For example, if only property tax revenue increases and all other revenue sources have no growth, property taxes will be necessary to pay for more services. In other words, property owners will be subsidizing more services. Using the concepts of revenue diversification and equitable financing, property taxes will be allocated more to citywide services as other revenues support more individual-based services.

Equally important to consider is the extent to which costs to deliver services are outpacing current revenues. From Fiscal Year 2015 to Fiscal Year 2016, operating expenses in the General Fund grew by 6%. In that same time period, General Fund revenues only grew by 1.5%—property tax revenues for the General Fund only grew by 0.4%. In order to continue to deliver the services citizens expect, the City of Springfield will need to find and grow other revenue sources in order to fund services.

Accounting, Auditing, and Financial Reporting Policy Highlights – Excellence in Reporting

Updates to the Accounting policies were primarily for clarification. The revised policy cites to the appropriate regulations and standards boards for Accounting Records and Reporting. It sets a standard for producing financial reports for the City’s use. This is not outlined in the current policy.

For Auditing, the revised policy requires the excellence in reporting necessary to receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This will ensure the City continues to present current, quality audit reports. The City of Springfield consistently receives this award, but this standard is not addressed in the current policy.

Finally, the Fund Structure policy has been revised. The current policy conflicts with current practices and/or is ambiguous. The revised policy ensures that the City is only maintaining those funds that are necessary for sound financial administration. This will help to make reporting and accounting more transparent and efficient.

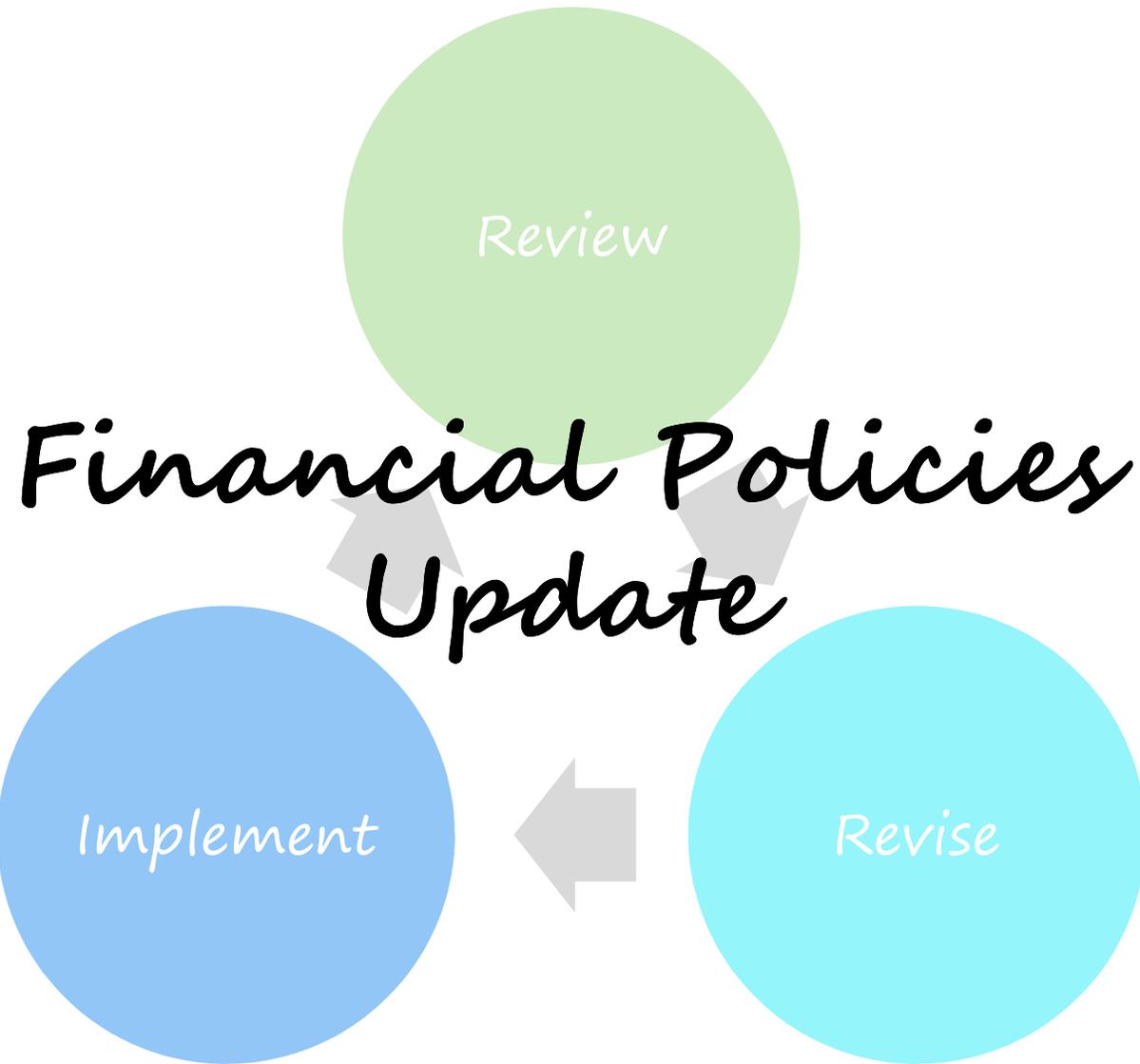
What Can We Expect Moving Forward?

The Finance Department will continue to review, revise, and seek to implement updated financial policies to bolster the City’s fiscal health.

RECOMMENDATION

The first step toward attaining fiscal health is to update the financial policies in order to develop a strategic, long-term approach to: (1) minimize the cost of government and reduce financial risk; (2) maintain appropriate financial capacity for present and future needs; and (3) ensure the legal use of financial resources through an effective system of internal controls. Attachments 4-6 are proposed financial policies. Staff would like to recommend that Council review the proposed Reserve, Revenue, and Accounting policies for adoption.

⁸ “[Proposed] Revenue Policy.” *City of Springfield Financial Policies*. 2016.



Financial Policies Update

Achieving fiscal health *by*
delivering the services *our citizens expect,*
with the **resources they provide,**
now and in the future.

Financial Policies Update

Years since Financial Policies were *last revised*

>22

Total amount General Fund has set aside for *emergency funds*

\$600,000

Proportion of General Fund revenues *funded by property tax*

59%

Financial Policies Update

Minimize the cost of government and
reduce financial risk

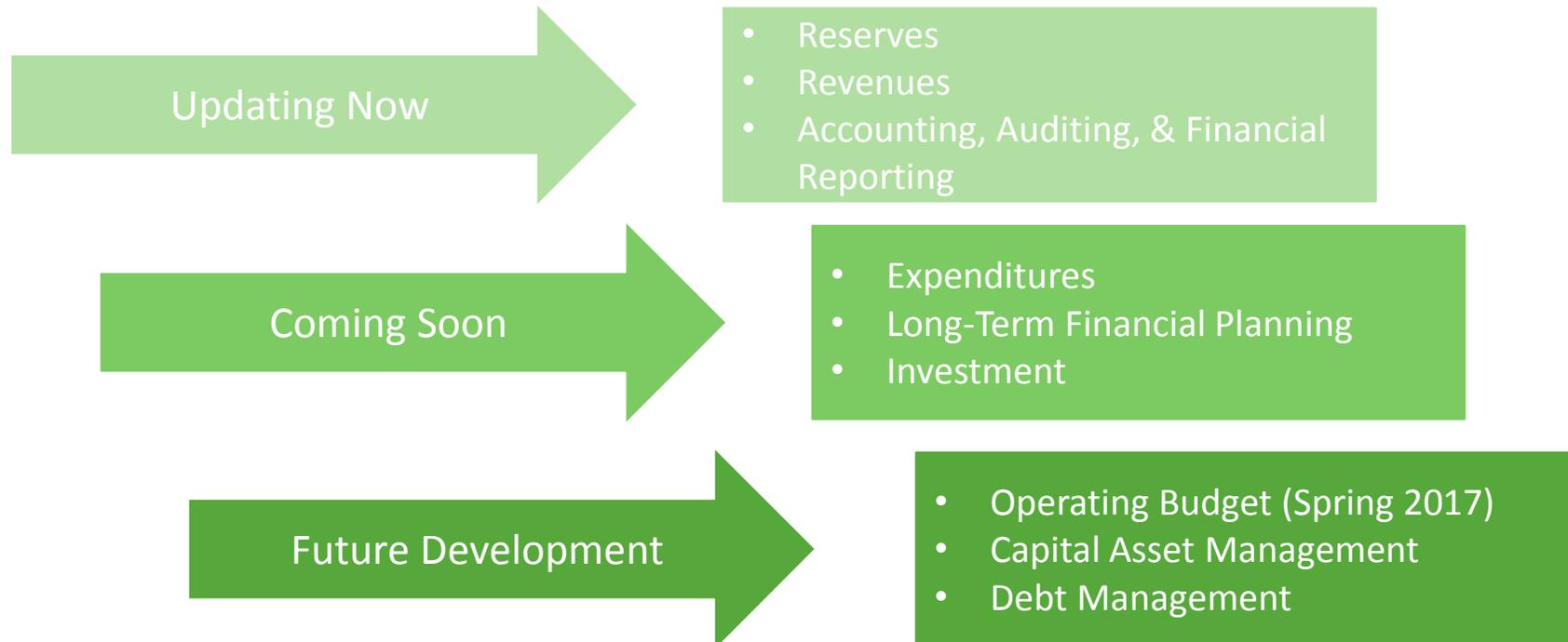
Maintain appropriate financial capacity
for present and future needs

Ensure the **legal use of financial resources**
through an effective system of internal
controls

Financial Policies Update

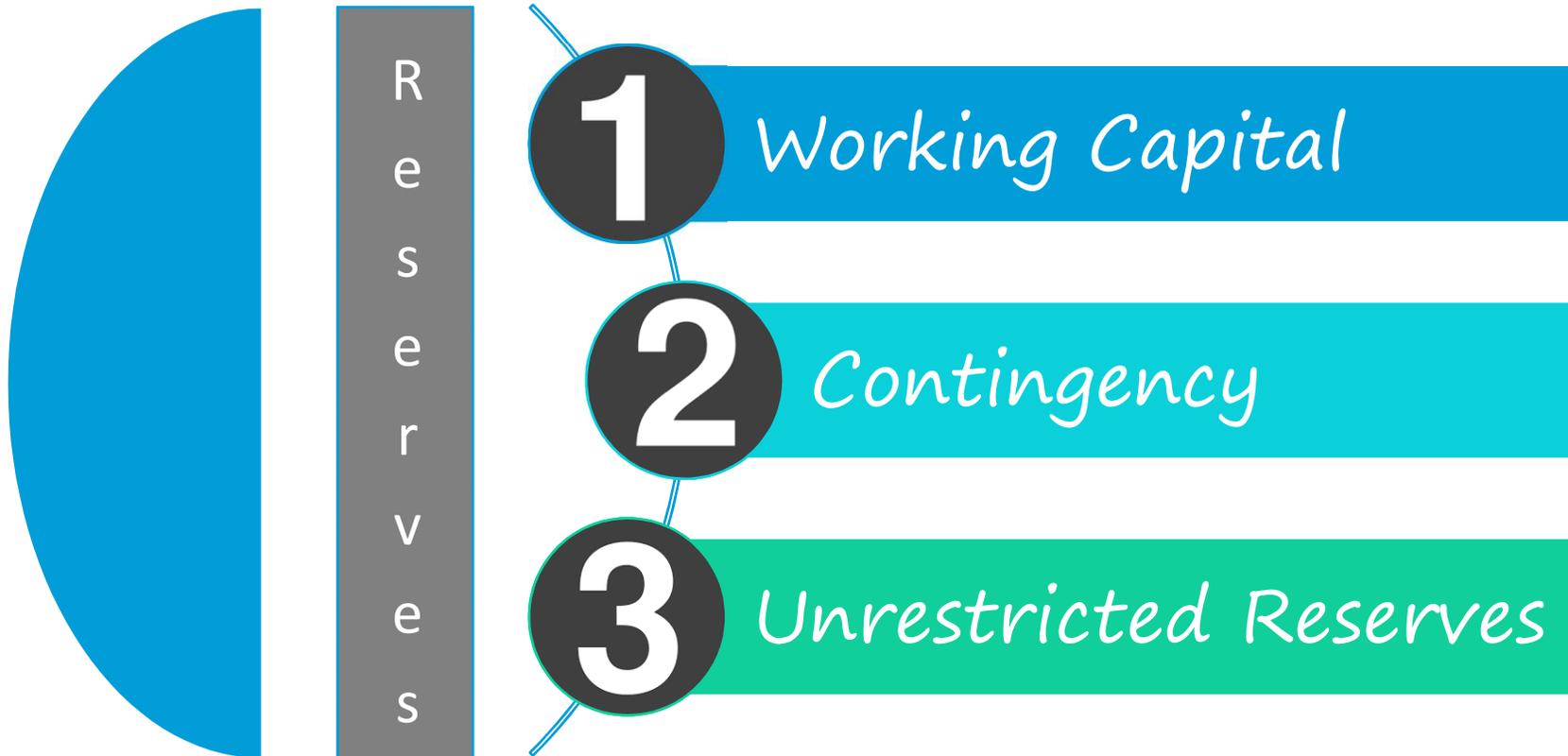
9 New Policies

Current policies will apply until they are replaced by updated policies.



Financial Policies Update

“What’s in a name?”



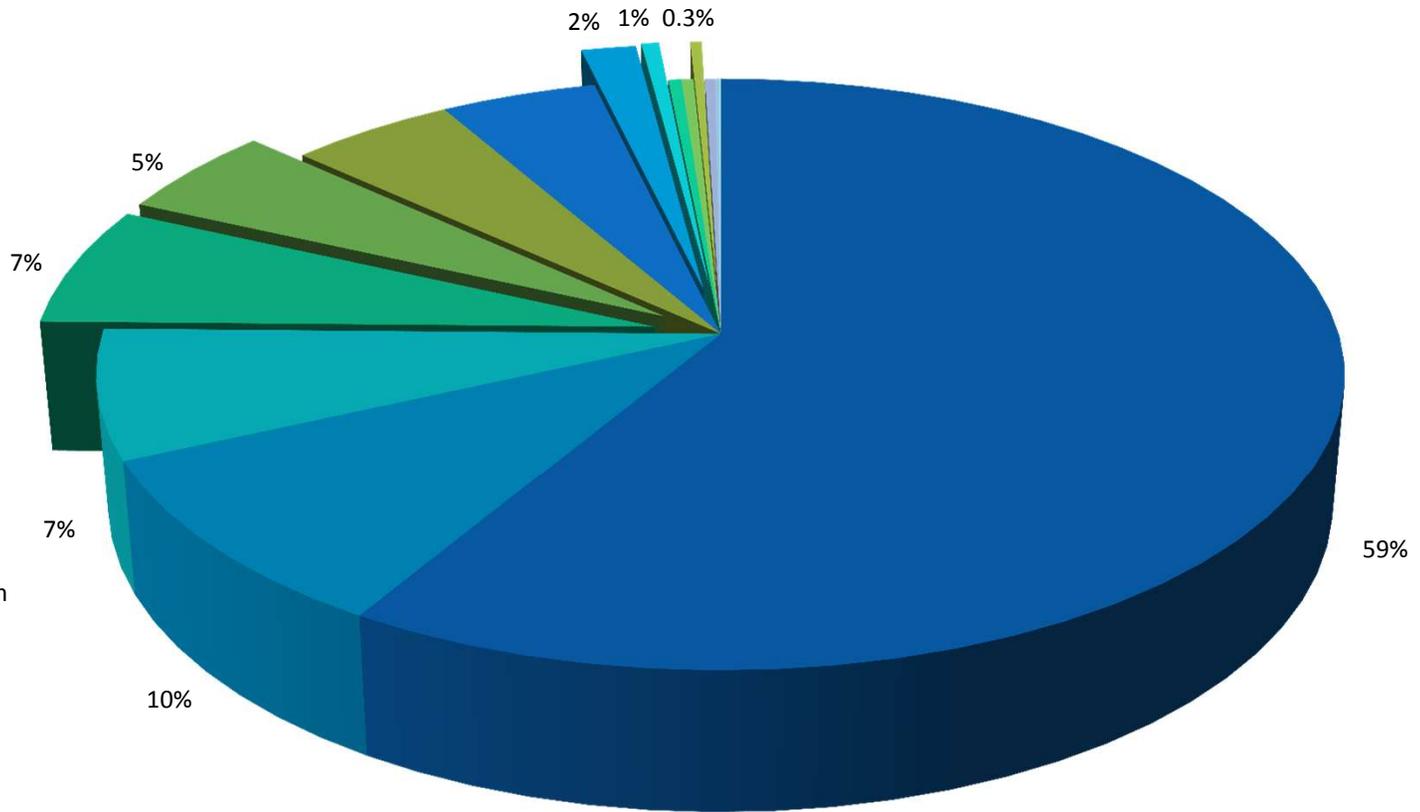
Financial Policies Update



Financial Policies Update

- Property Taxes
- Internal Charges
- In-Lieu-of-Tax Fees
- Fees for Services
- Franchise Fees
- Fire Protection
- State Revenue Sharing Taxes
- Building Code-Related Fees
- Fire Code-Related Fees
- Interest Income
- School Res. Program
- Business Licenses
- Miscellaneous Income
- IGAs
- ROW Fees
- Fire License Facility Inspection

General Fund: Percent Revenue by Type



Financial Policies Update

Seek excellence in
Financial Reporting

Manage fund
structure for sound
financial
administration



Financial Policies Update

Fiscal Health Initiatives

Categorize reserves to ensure adequate funding

Diversify revenues to reduce strain on property taxes

Seek excellence in financial reporting

Implement

Review

Revise



City of Springfield
Financial Policies

Preamble to the Financial Policies

I. Purpose

City of Springfield is accountable to its citizens for the use of public dollars. Its resources should be used wisely to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community’s present and future needs. These Financial Policies are intended to serve as a blueprint to achieve the fiscal stability required to accomplish the City of Springfield Council’s goals and objectives. The policies set forth principles that:

- Minimize the cost of government and reduce financial risk;
- Maintain appropriate financial capacity for present and future needs;
- Ensure the legal use of financial resources through an effective system of internal controls.

II. Applicability & Scope

These Financial Policies apply to all City departments and all City Funds.

III. Authority

The Mayor and City Council are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies that establish and direct the operations of the City of Springfield. The City Manager is responsible for carrying out the policy directives of the City Council and managing the day-to-day operations of the executive departments, including the Finance Department. These policies will be administered on behalf of the City Council by the City Manager and the Finance Director.

IV. Definitions & Acronyms

- A. Fund: a self-balancing set of accounts, segregated for specific purposes, including compliance with laws and regulations or for special restrictions and limitations.

V. Policies

Reserves

Revenues

Future Policy: Expenditures

Future Policy: Operating Budget

Future Policy: Capital Asset Management

Future Policy: Long-Term Financial Planning

Future Policy: Debt Management

Future Policy: Investment

Accounting, Auditing, and Financial Reporting

VI. Related Documents and References

A. Springfield Municipal Code

B. Administrative Regulations and Policies

VII. Quality Control & Quality Assurance

The City Manager is responsible to ensure the presence of procedures that provide sufficient guidance to affected City personnel to fulfill the intent of these policies.

These policies will be updated on an as-needed basis.

VIII. Version

Version 1 (adopted xxx. xx, 2016)



City of Springfield
Financial Policies

Reserve Policy

I. Purpose

The City of Springfield desires to maintain a prudent level of financial resources to guard its citizens against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this Policy is intended to document the appropriate Reserve levels to protect the City's creditworthiness. This Policy establishes the amounts the City will strive to maintain in its Operating Funds Reserves, how Reserves are funded, and the conditions under which Reserves may be used.

II. Applicability & Scope

This policy applies to Operating Funds.

III. Authority

The Budget Committee and City Council will amend or approve the recommended Reserve levels through adoption of the Adopted Budget. Unless otherwise noted, the City Manager must give prior approval before any actions are taken under this **Reserve Policy**.

IV. Definitions & Acronyms

- A. Adopted Budget: as referred to in this Reserve Policy means the budget approved by Council and all subsequent amendments.
- B. Operating Funds: includes the General Fund and certain other Special Revenue and Enterprise Funds, which specifically track operating revenues and expenditures. This definition does not include strictly accounting activities within the funds, which are used to track resource inflows and outflows (e.g. sinking fund), but do not recognize operating revenue or expenditures.
- C. Reserve: the segregation of a portion of a fund balance to provide for cash-flow requirements (Working Capital), emergency situations (Contingency), unanticipated revenue or expenditure fluctuations (Revenue or Rate Stability), and future needs (Unrestricted Reserves).
- D. Structural Balance: a structurally balanced budget meets recurring requirements with recurring resources. A structural imbalance occurs when non-recurring resources are necessary to meet recurring requirements.

V. Policy

A. Reserve Levels

i. Determining Reserve Levels

Through the City Manager, and in conjunction with other department directors, the Finance Director will recommend the appropriate Reserve levels for the City's Operating Funds. Reserve levels will be sufficient to cover cash-flow requirements (Working Capital), emergency situations (Contingency), unanticipated revenue or expenditure fluctuations (Revenue or Rate Stability), and future needs (Unrestricted Reserves). Appropriate Reserve levels will be determined by:

Cash-flow requirements to support expenditures;

Relative rate stability from year-to-year for enterprise funds;

Susceptibility of the fund to emergency or unanticipated expenditures;

Creditworthiness and capacity to support debt-service requirements;

Legal or regulatory requirements affecting revenues, expenditures, and fund balances; and

Reliability of outside revenues.

ii. General Fund Reserve Levels

The City will maintain, at a minimum, the following Reserve levels:

A restricted Working Capital Reserve covering cash-flow requirements for at least five months; and

A restricted Contingency Reserve of three percent (3%) of General Fund operating expenditures for emergency expenditures; and

A restricted Revenue Stability Reserve to guard against susceptibility of the General Fund to unanticipated fluctuations in revenues or expenditures; and

Additional Unrestricted Reserves to plan for program development and future needs to continue to deliver the community's highest priority services.

iii. Reserves in Other Funds

Other Operating Funds will maintain Reserve levels sufficient to cover Working Capital, Contingency, and Unrestricted Reserves. Appropriate Reserve levels for these funds will be determined in accordance with this Policy.

iv. Monitoring Reserves

During the course of the year, the Finance Department will closely monitor the City's revenues and expenditures to ensure Reserves are not used beyond any planned. If, based on the staff's analysis and forecasting, the target levels of Reserves are not being met, or are likely to not be met at some point within a five-year time horizon, then fund balance levels will be provided to the Mayor and City Council. Should the projected year-end fund balances fall below the minimum Reserve levels established by this Policy, a plan to replenish the Reserves will be established based on the requirements outlined in this Policy.

B. Funding the Reserves

Funding of Reserves will generally come from excess revenues over expenditures or one-time revenues.

C. Conditions for Use of Reserves

It is the intent of the City to limit use of Reserves to address unanticipated, non-recurring needs. Reserves will not normally be applied to recurring annual operating expenditures. Reserves may, however, be used to allow time for the City to restructure its operations in a deliberate manner (as might be required in an economic downturn), but such use will only take place in the context of an adopted long-term plan.

Use of Contingency Reserves should be infrequent: for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. The City Council must authorize expenditure of any Contingencies via a resolution.

D. Authority over Reserves

The City Council may authorize the use of Reserves. City staff will report both current and projected Reserve levels to the City Council.

E. Replenishment of Reserves

In the event that Reserves are used resulting in a balance below the appropriate Reserve levels established by this Policy, a plan for Reserve replenishment will be

submitted to the City Council. A replenishment plan will include: (1) the time period over which the components of the Reserve will be replenished, and (2) the means by which they will be replenished.

i. Time Horizon

Generally, Reserves should be replenished within one to three years. Factors influencing the time horizon for replenishment include:

The budgetary reasons behind the Reserve targets

Recovering from an extreme event

Political continuity

Financial planning time horizons

Long-term forecasts and economic conditions

External financing expectations

ii. General Fund Replenishment

In the event Reserves are used resulting in a balance below two months (roughly 16%) of General Fund operating expenditures, the General Fund will be replenished with nonrecurring revenues, budget surpluses, or resources from other funds, over a period of one to three years, with targets of 80% of target in year one, 90% of target in year two, and 100% of target in year three.

F. Excess of Reserves

Target Reserve balances will be measured against three-year projections for the Operating Fund. In the event Reserves exceed the target balance requirements, any excess Reserves may be used in the following ways:

1. Fund accrued liabilities, including but not limited to debt service, pension, and other post-employment benefits as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
2. Appropriated to lower the amount of bonds or contributions needed to fund capital projects in the City's Capital Improvement Plan;
3. One-time expenditures that do not increase recurring operating costs and that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or

4. Start-up expenditures for new programs, provided that such action is approved by City Council and is considered in the context of multi-year projections of revenues and expenditures as prepared by the Finance Department.

G. Periodic Review of the Targets

At a minimum, during the budget process, the Finance Department will review the current and projected Reserves to ensure that they are appropriate given the economic and financial risk factors the City is subject to.

VI. Related Documents & References

Accounting, Auditing, and Financial Reporting Policy

VII. Quality Control & Quality Assurance

The City Manager is responsible to ensure the presence of procedures that provide sufficient guidance to affected City personnel to fulfill the intent of this Policy.

This Policy will be updated on an as-needed basis.

VIII. Version

Version 1 (adopted xxx. xx, 2016)



City of Springfield
Financial Policies

Revenue Policy

I. Purpose

The City of Springfield will maintain a stable and diverse revenue system to shelter programs and services from short-term fluctuations in any single revenue source.

II. Applicability & Scope

This Policy applies to Operating Funds.

III. Authority

Unless otherwise noted, the City Manager must give prior approval before any actions are taken under this **Revenue Policy**.

IV. Definitions & Acronyms

A. Operating Funds: includes the General Fund and certain other Special Revenue and Enterprise Funds, which specifically track operating revenues and expenditures. This definition does not include strictly accounting activities within the fund, which are used to track resource inflows and outflows (e.g. sinking fund), but do not recognize operating revenue or expenditures.

V. Policy

A. Revenue Structure:

The City must be sensitive to the balance between the need for services and the City's ability to raise fees, charges, and taxes to support those services.

i. Diversification and Stabilization:

The City should strive to maintain a diversified mix of revenues in order to balance the source of revenue amongst the taxpayers and to provide ongoing stability and predictability.

ii. Equity

The City will strive to equitably, fairly, and adequately fund its programs. Services having a citywide benefit shall be financed with revenue sources generated from a broad base, such as property taxes and state aids. Services where the customer determines the use shall be financed with user fees, charges, and assessments related to the level of service provided.

iii. Relation to Economic Development

The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments. The City will strive to keep a total revenue mix that encourages growth and keeps Springfield economically competitive and a city of choice for people to live and do business.

iv. Collections

The City will enforce its authority to collect revenue due the City, including litigation if necessary. The City will strive to efficiently collect accounts receivable, ensuring the largest possible margin of revenue-obtained to cost-of-collections.

B. Non-Recurring and Volatile Revenue

The City will avoid using unpredictable revenue for ongoing expenditures.

i. Non-Recurring Revenues

By definition, non-recurring revenues cannot be relied on in future budget years. Non-recurring revenues should only be used for non-recurring expenditures and not for recurring expenditures. The best use of non-recurring revenues is to invest in projects that will result in long-term operating cost savings.

Departments will distinguish non-recurring from recurring revenues to assist Finance in fiscal health and budget analysis.

ii. Volatile Revenues

Volatile revenues (recurring but unpredictable revenues) are highly dependent on economic conditions outside of the City's control and are susceptible to large fluctuations (both positive and negative). Therefore, volatile revenues should be used for non-recurring expenditures or to increase reserves for the inevitable economic downturns. Refer to the **Reserve Policy** for further discussion.

C. Revenue Estimates

The City will conduct its operations from existing or foreseeable revenue sources.

The City will prepare revenue forecasts for all Operating Funds. The City will estimate its annual revenues by an objective, analytical process. Since most revenues are sensitive to conditions outside the City's control, estimates will be conservative.

Departments will monitor and provide analysis regarding their revenues to Finance for reporting and budgeting purposes.

D. Earmarking

i. Restricted Revenue

Restricted revenues will only be used for their legally permissible purposes.

ii. Property Taxes

The Oregon Constitution (*see* ORS § 310) imposes limitations on property tax increases and distribution. As such, property tax allocation will be prioritized for use to support essential City services that benefit and are available to everyone in the community.

E. User Fees

The Master Fees & Charges Schedule will be updated at least annually to reflect cost-of-living adjustments and other fee updates.

i. Goals of User Fees

(1) Tax dollars should support essential City services that benefit and are available to everyone in the community.

(2) For services that largely or solely benefit individuals, the City should recover full or partial costs of service delivery through user fees.

ii. Cost recovery

Charges for services that benefit specific users should recover full or partial costs of service delivery, including all direct costs and overhead. User fee pricing policies should take into consideration:

Whether the service benefits the community in general or only the individual or group receiving the service;

Whether the service is provided only by the public sector, or also by the private sector;

Whether imposing the full cost fee would impose a hardship on specific service users;

Whether imposing the full cost fee would place the City at an economic disadvantage;

Whether not imposing a full cost fee would cause an unrealistic demand on the service.

iii. Review of Fees

In addition to the annual update to the Master Fees & Charges Schedule, departments that impose fees or service charges will periodically prepare and update cost-of-service studies for such services to ensure ongoing equity and cost recovery ability. Departments will periodically examine new revenue possibilities.

VI. Related Documents & References

A. Reserve Policy

B. Accounting, Auditing, and Financial Reporting Policy

VII. Quality Control & Quality Assurance

The City Manager is responsible to ensure the presence of procedures that provide sufficient guidance to affected City personnel to fulfill the intent of this Policy.

This Policy will be updated on an as-needed basis.

VIII. Version

Version 1 (adopted xxx. xx, 2016)



City of Springfield
Financial Policies

Accounting, Auditing, and Financial Reporting Policy

I. Purpose

The City will maintain a system of financial monitoring, control, and reporting for all operations and Funds in order to provide effective means of ensuring reliability, accuracy, consistency, timeliness, and compliance with legal requirements.

II. Applicability & Scope

This Policy applies to all Funds.

III. Authority

Unless otherwise noted, any actions taken under these **Accounting, Auditing, and Financial Reporting Policy** must be approved by the City Manager.

IV. Definitions & Acronyms

- A. Accounting: is the process of assembling, analyzing, classifying, and recording data relevant to a government's finances.
- B. Adopted Budget: as referred to in this **Accounting, Auditing, and Financial Reporting Policy**, means the budget approved by Council and all subsequent amendments.
- C. Financial Reporting: process of taking accounting data and providing it in usable form to those who need it. It includes internal and external reporting (either special or general purpose).
- D. Fund: a self-balancing set of accounts, segregated for specific purposes, including compliance with laws and regulations or for special restrictions and limitations.

V. Policies

A. Accounting Records and Reporting

The City will maintain its accounting records in accordance with state and federal law and regulations. Budgetary reporting will be in accordance with the state's budget laws and regulations. The City will report its financial condition and results of operations in accordance with state regulations and generally accepted accounting principles ("GAAP") applicable to governments as promulgated by the Government Accounting Standards Board ("GASB").

The Finance Department is responsible for producing timely and accurate financial data reflecting the status of actual revenues and expenditures compared to the Adopted Budget.

B. Auditing

The Finance Department is responsible for compiling and producing the Comprehensive Annual Financial Report (“CAFR”) in conformity with state and federal law and regulations and GAAP.

The City will annually seek to obtain the Government Finance Officers Association (“GFOA”) Certificate of Achievement for Excellence in Financial Reporting. The CAFR will be presented in a way designed to communicate with citizens about the financial affairs of the City.

C. Fund Structure

The City will establish and maintain Funds that are necessary as a matter of law and Funds that are necessary for sound financial administration. The Finance Director will periodically review the Fund structure and recommend changes to the City Manager to improve compliance with this Policy.

VI. Related Documents & References

This Policy affects all financial policies.

VII. Quality Control & Quality Assurance

The City Manager is responsible to ensure the presence of procedures that provide sufficient guidance to affected City personnel to fulfill the intent of these policies.

These policies will be updated on an as-needed basis.

VIII. Version

Version 1 (Adopted xxx. xx, 2016)