

# TRN-3.450 - Transportation Fee Schedule

The Bureau of Transportation adheres to binding City policy BCP-FIN-2.06 – Revenue. Bureau cost of service analyses are completed on a minimum of every two years. Fees are updated annually effective July 1st of each new fiscal year. The attached Exhibits A, B, C, D, E, F, G, and H are the Bureau of Transportation's Fee Schedules.

As stipulated in FIN-2.06, all fee revenues listed in this schedule are dedicated to the Bureau of Transportation.

## **City-Owned Parking Garage Adjustments**

The Bureau of Transportation Director shall be authorized to set parking rates at City-owned Parking Garages without first returning to City Council, subject to the provisions outlined in City Code Title 16.20.920.

## **Minor Price Adjustments**

The Bureau of Transportation Director is authorized to modify fees, charges and product sales amounts, without returning to Council, for minor adjustments where the net change is less than 25%. These minor adjustments may be due to changes in costs, [inflation](#), changes in operations, changes in comparable regional fees, pricing errors, or other circumstances. Notification of pending fee or price adjustments will be posted to Portland Online – Transportation and directly communicated to effected service/product users 30 days in advance of any change.

Occasional reductions or elimination of fees, charges and product sales may be appropriate to optimize utilization and operations of existing facilities based on economic conditions, usage, pricing errors, or other variables. For example, the Bureau of Transportation may scale back and/or discontinue product sales operations due to a poor economy, which might then require a reduction or elimination of a product fee.

## Fee Waivers

The City Council has mandated that the bureau support its services with fees and charges. When fees are waived, the bureau still provides the service even though it is not reimbursed for cost of services delivered. The Commissioner-in-Charge has delegated authority to waive fees to the Bureau Director in accordance with the policy below.

The Commissioner-in-charge Bureau of Transportation Director and/or delegate shall have the discretion and authority to waive a portion or all of a bureau-related permit fee.

Fee waiver requests shall be made in writing to the Commissioner-in-charge Bureau of Transportation Director, through the Bureau's permitting authority, stating the reason for waiving the fee waiver request. Financial and other supporting documentation should be included with the request (i.e. current tax returns, bank statements, IRS 501c3, etc). Financial information provided by the applicant will remain confidential to the extent permitted under Oregon public records law. Once received, the request will be tracked and routed through the PBOT Group Director of Business Services and/or delegate for the creation of a Financial Impact Assessment. The request will then be routed to the PBOT Director along with the Financial Impact Assessment for final approval or denial.