



Yamhill County

Public Works Department

2060 NE Lafayette Avenue, McMinnville, OR 97128
Ph. 503.434.7515 Fax 503.472.4068 E-mail: pubwork@co.yamhill.or.us

YAMHILL COUNTY BOARD OF COMMISSIONERS COVERSHEET

DATE: March 4, 2021
TO: Board of Commissioners
FROM: Mark Lago, Public Works Director
RE: Approval to reduce the annual maintenance fee for blue signs

BACKGROUND:

The Public Works Department (PWD) has a program for establishing individual tourist and directional signs (hereinafter "blue signs") and collective blue sign kiosks to direct the public to businesses located throughout the County. This program was approved as policy by the Board of Commissioners via Board Order No. 14-451. A fee is charged to fabricate a blue sign or to add a sign to a kiosk. An annual fee is thereafter charged for maintenance of the signs, including cleaning, repair from vandalism, clearing brush for vision, and maintaining the inventory.

The policy established a self-funding program to cover the costs of creating signs, constructing kiosks, and annual maintenance. It is the opinion of PWD staff that an adequate number of kiosks have been constructed at key locations around the County (one is in progress). Construction of kiosks constituted the largest expense under the "blue sign" annual fee consideration. Currently therefore, it has been determined that program revenue should be reduced to align with actual anticipated costs going forward.

Members of the Road Improvement Advisory Committee (RIAC) discussed the need for more kiosks and concurred with staff that adequate kiosks are now placed around the County in key locations. Therefore, revenue accrued by the program should be reduced to reflect anticipated costs of the program.

The cost of establishing a sign is \$170 and is still appropriate because of all the work involved in coordination, creation, and installation of a sign. The most appropriate way to bring fees in line with actual costs is to reduce the \$50 annual fee for maintaining signs.

B.O. 21-85

At its February 11, 2021 meeting, RIAC discussed the current blue sign fee schedule and unanimously recommended that the annual maintenance fee for blue signs be reduced to \$25. This should be reevaluated each year prior to the March 15 billing to ensure that the charge is sufficient to cover County costs.

STAFF RECOMMENDATION:

Approval to reduce the annual maintenance fee for blue signs to \$25. This fee should be reevaluated each year in February to ensure the charge is sufficient to cover the Public Works Department costs.

FISCAL IMPACT:

A reduced revenue of approximately \$6,000

Accepted by Yamhill County
Board of Commissioners on
3/4/21 by Board Order
21-85