

CITY OF BROOKINGS
State of Oregon

RESOLUTION 12-R-993

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE, AND REPEALING RESOLUTION 11-R-954, EFFECTIVE SEPTEMBER 1, 2012.

WHEREAS, the City Council adopted the Brookings Master Fee Schedule under Resolution 09-R-910; and

WHEREAS, Resolution 09-R-910 established the method of updating the Brookings Master Fee Schedule (Fee Schedule) by Resolution, recognizing that the establishment of certain fees from time to time is necessary to recover the true cost of providing services; and

WHEREAS, Resolution 09-R-910 also provides that the City Council may apply an annual CPI adjustment to the Fee Schedule; and

WHEREAS, the last update to the Fee Schedule was in March, 2011;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brookings, Oregon, that the 2012 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 11-R-954 is repealed.

BE IT FURTHER RESOLVED, that the 2012 Brookings Master Fee Schedule will become effective on September 1, 2012.

Passed by the City Council August 27, 2012.

Ron Hedenskog
Mayor Ron Hedenskog

Attest:

Joyce Heffington
City Recorder Joyce Heffington

ADMINISTRATIVE - GENERALFEE

Business Licenses

Annual fee based on total number of employees reported on Form 132

0-10	\$61.00
11-25	\$101.00
26-50	\$152.00
51-75	\$303.00
76-100	\$607.00
101-200	\$1011.00
> 200	\$1517.00

Annual fee for businesses located outside City limits

\$76.00

Carnival and circus/per day

\$35.00

Temporary 90-Day

\$25.00 or ¼ annual fee

(whichever is greater)

Copying of City Records < 200 pages (per side) (1)

\$0.25 B&W/\$0.35 Color

Copying City Records using off-site services (when necessary)

Actual costs + staff time

Certified copies of City records

First page – (per side) (See note under Copying of City Records)

B&W \$1.00/Color \$1.10

Each additional page (per side)

B&W \$0.50/Color \$0.60

Driver's License Sanctions

\$15.00

Duplication of City audio/video recordings to CD or DVD

Personal Copy

\$15.00

Certified Copy

\$20.00

Electronic document preparation (10)

Electronic documents or files copied to CD or DVD

\$14.00

Electronic documents, <10MB and 10 files, sent electronically

No additional cost

Electronic documents, ≥10MB and/or 10 files, sent electronically

\$12.00

Paper to electronic conversion (per side) to PDF format, ≤ 11" x 17"

\$0.15/per side

Event Permit Request

Event Permit

\$36.00

Barricade and Cone Delivery (11)

TBD

Refundable Barricade/Cone Use

\$303.00

Fax - per page (single sided)

\$1.00

GIS Maps – Regular

\$12.00

GIS Maps – Ortho Background

\$25.00

GIS Mapping Research/Reports

\$480.00

Legal review of public records for exempt determination (2)

Actual legal costs

Lien Search

\$25.00

Liquor License Application – New/Annual Renewal

\$25.00

Liquor License Application – Temporary/Annual

\$25.00

Monitoring of public review of City files

\$35.00/hour

Meeting Room Rental – Council Chambers

\$20.00/hour

Meeting Room Rental – Fire Hall

\$10.00/hour

Notary Services – each signature

\$10.00

Payment Agreement- Set-up

Set-Up Fee

\$101.00

Late Fee

\$35/mth

Loan Rate

9%

Records Search

Actual Labor

Returned (NSF) Check

\$35.00

Taxicab Driver's Permit/ Bi-Annual	\$30.00
Taxicab License/ Per Vehicle/Annual	\$66.00
Taxicab Photo Update	\$10.00

CAPELLA USE FEES

Basic Use Fee	\$101.00 /hr w/2 hr min
Security Deposit	\$202.00 /event

FIRE

Burn Permits	\$10.00
Burn to Learn	\$4046.00
Insurance Company Report	\$25.00
Copies of County Road Directory	\$15.00
Roadway Wash Down	\$101.00

PARKS/DAILY USE FEE (3)(4)

Bandshell/Stage Use/City Resident: <i>non-resident add 50%, non-profit subtract 50%</i>	\$40.00
Concession Stand w/restrooms	\$76.00
Concession Restrooms Only	\$25.00
Folding Picnic Table / each, per event (8)	\$20.00
Key replacement	\$25.00
Park Use/Commercial	
City Resident	
1-100	\$40.00
>Each additional 100	\$40.00
Non-City Resident	
1-5	\$101.00
6-30	\$152.00
31-60	\$303.00
61-100	\$405.00
>Each additional 100	\$51.00
Park Use/Standard	
City Residents; <i>non-resident add 50%, non-profit subtract 50%</i>	
0-200	\$40.00
201-400	\$76.00
401-600	152.00
601-1000	\$253.00
> Each additional 100	\$40.00

PLANNING

Annexation (5)	\$5,027.00
Appeal to City Council (9)	Equal to Application Fee
Appeal to Planning Commission	\$152.00
Combined Preliminary/Final Plat Approval	\$809.00
Comprehensive Plan Amendment (5)	\$3,631.00
Conditional Use Permit	\$2,574.00
Detailed Development Plan (5)	\$7,209.00
Extension of Time SUB/CUP	\$51.00
Lot Line Adjustment/Lot Line Vacation	\$142.00
LU Compatibility Statements	\$40.00
Master Plan Development (5)	\$8,496.00

Minor Change	991.00
Partition	\$1,982.00
Mural Application	\$ 76.00 \$
Permit Clearance Review	\$167.00
Planned Unit Development (5)	\$4,428.00
Pre-Application Services (6)	\$521.00
Re-Notification	\$137.00
Sign Approval	\$131.00
Subdivision (5)	\$3,034.00
Subdivision Final Approval	\$152.00
Subdivision Replat (5)	\$2,023.00
Variance	\$2,412.00
Vacation	\$2,437.00
Workforce Housing Accessory Dwelling Registration Fee	\$51.00
Zone Change (without Comp Plan Amendment)	\$2,720.67

<u>POLICE</u>	<u>FEE</u>
Fingerprinting – per card	\$10.00
Intoxilizer	\$5.00
Police Reports/per report	\$10.00
Urinalysis	\$5.00

<u>PUBLIC WORKS</u>	<u>FEE</u>
Meter Drop-in Connection Fee	\$130.00
Public Works Permit Plan Review	\$100/plan sheet
Public Works Inspection (7)	\$80.00
	or 5% of project value,
	whichever is greater
Right to Use Permit	\$40.00
Service Pipe Extension and Meter Installation	
3 / 4 inch – inside City limits	\$2,790.00
3 / 4 inch – outside City limits	\$4,240.00
1 inch	\$3,236.00
1 – ½ inch	\$5,245.00
2 inch	\$7,253.00

SWIMMING POOL USE

Established annually by City Manager or designee.

- (1) All copy charges are calculated based on a single-sided 8 ½ x 11 page. Single-sided 11x17 copies are charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to, and acknowledgement of the requestor.
- (2) Determination of need for legal review must be made by the City Manager.
- (3) A refundable deposit will be charged equaling the total daily use fee, per application.
- (4) Non-profit groups holding events in City Parks during City wide events fully supported by Public Works staff and or considered a City sponsored event, such as the Azalea Festival, American Music Festival and Natures Coastal Holiday, will have the standard park use, concession stand, and bandshell fees waived.
- (5) Base fee. If the City cost for processing the application exceeds the base fee, the applicant will be liable for, and billed monthly, for staff and/or consultant's time and other associated costs incurred with

processing the application (including but not limited to planning, public works, engineering, City administration, legal and inspection services).

(6) Fee for the first meeting is applied to the application fee. Each pre-application meeting increases the application fee by \$515.00.

(7) Fee is collected at time of permit issuance.

(8) Tables may be rented at a reduced 50% rate with a minimum of 5 tables when both pick-up and delivery are handled by the applicant.

(9) Appeal fee will be equal to the applicable application fee and adjusted, up or down, based on final cost recovery.

(10) Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.

(11) Fee to be determined per event; based on staff requirements for pick-up, delivery and placement of barricades and cones.