

CITY OF BROOKINGS
State of Oregon

RESOLUTION 16-R-1075

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE, AND REPEALING RESOLUTION 14-R-1026, EFFECTIVE MARCH 1, 2014 AND 14-R-1029, AMENDING 14-R-1026, EFFECTIVE MARCH 24, 2014.

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 2014;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brookings, Oregon that the 2016 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 14-R-1029 is repealed.

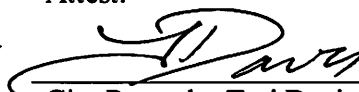
BE IT FURTHER RESOLVED, that the 2016 Brookings Master Fee Schedule will become effective on June 1, 2016.

Passed by the City Council May 23, 2016.



Mayor Ron Hedenskog

Attest:



City Recorder Teri Davis

BROOKINGS MASTER FEE SCHEDULE - 2016

<u>ADMINISTRATIVE - GENERAL</u>	<u>FEE</u>
Building Code Violation Appeal Fee (16)	\$154.00
Business Licenses	
Annual fee based on total number of employees reported on Form 132	
0-10	\$63.00
11-25	\$104.00
26-50	\$156.00
51-75	\$311.00
76-100	\$616.00
101-200	\$1,025.00
>200	\$1,562.00
Annual fee for businesses located outside City limits	\$78.00
Carnival and circus/per day	\$37.00
Temporary 90-Day	\$25.00 or 1/4 annual fee, whichever is greater
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) (1)	B&W \$0.25 /Color \$0.35
Copying City Records using off-site services (when necessary)	Actual costs + staff time
Certified copies of City records (for notarized copies – see Notary fee)	
First page + copy costs	B&W \$1.00/Color \$1.10
Each additional page (per side) + copy costs	B&W \$0.50/Color \$0.60
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 (18)	\$38 base/\$10 per recurrence
Barricade and Cone Delivery (19)	Determined by permit
Refundable Barricade/Cone Use	\$312.00
Fax - per page (single sided – 8-1/2 x 14 max)	\$1.00
GIS	
8-1/2 x 11 Curry County Print (per single sided page)	B&W \$0.25; Color \$0.35
11 x 17 Curry County Print (per single sided page)	B&W \$2.40; Color \$2.50
Large Format Print (> 11x17; based on square footage)	B&W \$0.50; Color \$1.00
Large Format Scanning (> 11 x 17, per single side sheet)	\$20.00/sheet
Digital Lidar Map	\$35.00/hour
Research/Analysis/Development	\$35.00/hour
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
Meeting Room Rental – Council Chambers	\$20.00/hour
Meeting Room Rental – Fire Hall	\$10.00/hour

BROOKINGS MASTER FEE SCHEDULE - 2016

ADMINISTRATIVE - GENERAL (Continued)

	<u>FEE</u>
Monitoring of public review of City files	\$36.00/hour
Notary Services – each signature	\$10.00
Payment Agreement- Set-up	
Set-Up Fee	\$104.00
Late Fee	\$35/month
Loan Rate	9%
Records Search	\$37.00/hour
Returned (NSF) Check	\$37.00
Taxicab Driver's Permit/ Bi-Annual	\$30.00
Taxicab License/ Per Vehicle/Annual	\$68.00
Taxicab Photo Update	\$10.00
Vacation – General (12)	\$1,253.00

COURT

	<u>FEE</u>
Community Service Sign Up Fee	\$50.00
Court Fee (Generally)	\$50.00
Driver's License Sanctions	\$15.00
Failure to Appear	\$25.00
Payment Plan Fee	\$25.00

FIRE

	<u>FEE</u>
Burn Permits	\$10.00
Burn to Learn	\$1,521.00
Insurance Company Report	\$25.00
Copies of County Road Directory	\$15.00
Roadway Wash Down	\$104.00

PARK FACILITY / DAILY USE FEES (3)(4)

	<u>FEE</u>
Capella Use Fees	
Basic Use Fee	\$103.00 /hour w/2 hour min
Musical Event Fee (non-profit only - minimum 3 event series)	\$20.00/hour w/2 hour min
Security Deposit	\$208.00/event
Other Park Facilities	
Bandshell/Stage Use: <i>non-resident add 50%, non-profit subtract 50%</i>	42
Concession Stand w/restrooms	\$78.00
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	\$42.00
>Each additional 100	\$42.00
Non-City Resident	
1-5	\$104.00
6-30	\$156.00
31-60	\$312.00
61-100	\$417.00

BROOKINGS MASTER FEE SCHEDULE - 2016

PARK FACILITY / DAILY USE FEES *(Continued)*

	<u>FEE</u>
>Each additional 100	\$53.00
Park Use/Standard	
<i>City Residents; non-resident add 50%, non-profit subtract 50%</i>	
0-200	\$42.00
201-400	\$77.00
401-600	\$154.00
601-1000	\$257.00
> Each additional 100	\$41.00

PLANNING

	<u>FEE</u>
Annexation (5)	\$5,173.00
Appeal to City Council (9)	Equal to Application Fee
Appeal to Planning Commission	\$156.00
Combined Preliminary/Final Plat Approval	\$832.00
Comprehensive Plan Amendment (5)	\$3,737.00
Conditional Use Permit (Generally)	\$2,649.00
Detailed Development Plan (5)	\$7,419.00
Extension of Time SUB/CUP	\$53.00
Home Occupation	\$41.00
Lot Line Adjustment/Lot Line Vacation	\$146.00
LU Compatibility Statements	\$42.00
Master Plan Development (5)	\$8,744.00
Minor Change	\$1,020.00
Partition	\$2,040.00
Mural Application	\$78.00
Permit Clearance Review	\$172.00
Planned Unit Development (5)	\$4,557.00
Pre-Application Services (6)	\$536.00
Re-Notification	\$141.00
Sign Approval	\$135.00
Street Naming	\$100.00
Subdivision (5)	\$2,109.00
Subdivision Final Approval	\$156.00
Subdivision Replat (5)	\$2,082.00
Variance	\$2,482.00
Vacation – Land Use (12)	\$2,509.00
Workforce Housing Accessory Dwelling Registration Fee	\$53.00
Zone Change (without Comp Plan Amendment)	\$2,800.00

POLICE

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

BROOKINGS MASTER FEE SCHEDULE - 2016

PUBLIC WORKS

FEE

Public Works / Right-of-Way Plan Review (5) (13)	\$76.00/plan sheet
Public Works / Right-of-Way Permit and Inspection (7)(17)	\$82.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)	\$42.00
Hydrology report review (5)	\$203.00
TV Inspection Fee	\$175/hour w/2 hour min

SEWER & WATER

FEE

Sewer

4" Sewer Tap-in (14)	Actual time & materials with minimum of \$3,756
6" Sewer Tap-in (w/o existing lateral to property line) (14)	Actual time & materials with minimum of \$5,043
BOD/SS Compiler (15)	\$152.00/week
Flow Meter Data Logger (15)	\$152.00/week

Water

Annual Backflow Inspection	\$101.00
Meter Drop-in Connection Fee	
5/8 x 3/4"	\$248.00
3/4"	\$279.00
1"	\$406.00
1-1/2"	\$1,601.00
2"	\$1,905.00
4" (14)	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstall)	\$100
Service Extension inside City limits	
1 inch single service	\$3,788.00
2 inch single service	\$5,137.00
2 inch dual service	\$6,008.00
4" Service and larger	Contractor only
Service Extension Outside City Limits	Add 20% to inside City limit fees
4" Service and larger	Contractor only

SWIMMING POOL USE

Established annually by City Manager or designee.

Notes:

- (1) All copy charges are calculated based on a single-sided 8 ½ x 11 page. An 8-1/2 x 14 page will be charged at one and one-half (1-1/2) the cost of singled sided page, and 11 x 17 pages will be 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) Park Use Fees will be waived for-the Azalea Festival, American Music Festival, Natures Coastal Holiday and Festival of Art at Stout Park.-Event organizers seeking fee waivers and City financial assistance through the Tourism Promotion Advisory Committee shall make such waiver part of their event request. The City Manager may waive Parks Use Fees for non-profit events when the total is less than \$50.
- (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) Pre-application meeting fee will be applied to the application fee if the application is submitted within one (1) year of the pre-application meeting. Each pre-application meeting increases the application fee by \$529.00
- (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.
- (12) Vacations requiring an additional hearing before the Planning Commission will be charged at twice the standard fee. (Standard fee includes a hearing before the City Council).
- (13) One-time fee. Incomplete submittals will not be accepted.
- (14) Deposit based on estimate to be applied to actual cost of time and materials. Any deposit amount exceeding actual costs will be refunded upon project completion. Amounts in excess of the deposit will be billed at the earliest known stage in the project, or upon project completion.
- (15) Subject to availability.
- (16) If appellant prevails, appeal fee will be refunded.
- (17) Fee will be doubled for failure to obtain permit in advance of performing work.
- (18) Non-contiguous recurring events will be charged the base fee for the first event and \$10 for each recurrence during a calendar year.
- (19) Barricade/cone fee for non-contiguous recurring events will be applied only once.