

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 18-R-1129

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE EFFECTIVE JUNE 1, 2018, AND REPEALING RESOLUTION 17-R-1101.

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 April 2017;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the 2018 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 17-R-1101 is repealed.

BE IT FURTHER RESOLVED, that the 2018 Brookings Master Fee Schedule will become effective on June 1, 2018.

Passed by the City Council April 23, 2018 ; effective June 1, 2018.



Mayor Jake Pieper

Attest:



City Recorder Teri Davis

2018 Master Fees
(Effective June 1, 2018)

<u>ADMINISTRATIVE - GENERAL</u>	<u>2018 FEE</u>
Building Code Violation Appeal Fee (16)	\$162
Business Licenses	
Annual fee based on total number of employees reported on Form 132	
0-10	\$67
11-25	\$109
26-50	\$164
51-75	\$326
76-100	\$648
101-200	\$1,077
>200	\$1,641
Annual fee for businesses located outside City limits	\$82
Carnival and circus/per day	\$37
Temporary 90-day	\$25 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 - includes \$10 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
Certified Copy	\$20
Electronic document preparation (10)	
Electronic documents or files copied to CD or DVD	\$14
Electronic documents , <10MB and 10 files, sent electronically	No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically	\$12
Paper to electronic conversion (per side) to PDF format, ≤ 11" x 17"	\$0.15 per side
Event Permit Request	
Event Permit (18)	\$39
Barricade and Cone Delivery (19)	Determined by permit
Refundable Barricade/Cone Use	\$327
FAX - per page (single sided - 8 1/2 x 14 max)	\$1
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)	B&W \$3/sq ft; Color \$9/sq ft.
Large Format Scanning (>11x17, per single side sheet)	\$20/sheet
Custom Map	\$46/hour
Legal review of public records for exempt determination (2)	Actual legal costs
Lien Search	\$30
Liquor License Application - New/Annual Renewal	\$25

2018 Master Fees
(Effective June 1, 2018)

<u>ADMINISTRATIVE - GENERAL (continued)</u>	<u>2018 FEE</u>
Liquor License Application - Temporary/Annual	\$25
Meeting Room Rental - Council Chambers	\$20/hour
Meeting Room Rental - Fire Hall	\$10/hour
Monitoring of public review of City files	\$36/hour
Payment Agreement - Set-up	
Set-up Fee	\$109
Late Fee	\$35/month
Loan Rate	9%
Records Search	\$43/per hour
Returned (NSF) Check	\$38
Taxicab Driver's Permit/Bi-Annual	\$30
Taxicab License/Per Vehicle/Annual	\$72
Taxicab Photo Update	\$10
Transportation Network Company	\$72
Transportation Network Company Driver's Permit/Bi-Annual	\$30
Vacation - General (12)	\$1,317

<u>COURT FEES</u>	<u>2018 FEE</u>
Community Service Sign Up Fee	\$52
Court Fee (Generally)	\$52
Driver's License Sanctions	\$25
Failure to Appear	\$51
Collections Fee	\$25
Payment Plan Fee (balance < \$250)	\$25
Payment Plan Fee (balance >\$250)	\$50
Appeal Filing Motion	\$91

<u>FIRE</u>	<u>2018 FEE</u>
Burn Permits	\$10
Burn to Learn	\$1,598
Insurance Company Report	\$25
Copies of County Road Directory	\$15
Roadway Wash Down	\$109

<u>PARK FACILITY / DAILY USE FEES (3)(4)</u>	<u>2018 FEE</u>
Capella Use Fees	
Basic Use Fee	\$109/hour w/2 hour min
Musical Event Fee (minimum 3 event series)	\$20/hour w/2 hour min
Security Deposit	\$219/event
Other Park Facilities	
Bandshell/Stage Use: non-resident add 50%, non-profit subtract 50%	\$44
Concession Stand w/restrooms	\$82
Concession Restrooms Only	\$25
Folding Picnic Table/ each, per event (8)	\$20

2018 Master Fees
(Effective June 1, 2018)

<u>PARK FACILITY / DAILY USE FEES (3)(4) (continued)</u>	<u>2018 FEE</u>
Key replacement	\$25
Park Use/Commercial	
City Resident	
1-100	\$44
>Each additional 100	\$44
Non-City Resident	
1-5	\$109
6-30	\$164
31-60	\$327
61-100	\$438
>Each additional 100	\$55
Expedited Plan Review for Special Events (\$500 fee stipulated in the Special Event Policy) (20)	\$500
Park Use/Standard	
City Residents; non-resident add 50%, non-profit subtract 50%	
0-200	\$44
201-400	\$81
401-600	\$162
601-1000	\$270
>Each additional 100	\$44
Park Use Cancellation Fee	\$25

<u>PLANNING</u>	<u>2018 FEE</u>
Annexation (5)	\$5,435
Appeal to City Council (9)	Equal to Application Fee
Appeal to Planning Commission	\$164
Combined Preliminary/Final Plat Approval	\$874
Comprehensive Plan Amendment (5)	\$3,926
Conditional Use Permit (Generally)	\$2,784
Detailed Development Plan (5)	\$7,794
Extension of Time SUB/CUP	\$55
Home Occupation	\$42
Home Occupation Permit for Non-profit	No Fee
Lot Line Adjustment/Lot Line Vacation	\$153
LU Compatibility Statements	\$44
Master Plan Development (5)	\$9,187
Minor Change	\$1,072
Partition	\$2,143
Mural Application	\$82
Permit Clearance Review	\$181
Minor Additions & Repairs	\$60
Planned Unit Development (5)	\$4,788
Pre-Application Services (6)	\$563
Re-Notification	\$148

2018 Master Fees
(Effective June 1, 2018)

<u>PLANNING (continued)</u>	<u>2018 FEE</u>
Sign Approval	\$142
Street Naming	\$105
Subdivision (5)	\$2,216
Subdivision Final Approval	\$164
Subdivision Replat (5)	\$2,187
Variance	\$2,608
Vacation - Land Use (12)	\$2,636
Workforce Housing Accessory Dwelling Registration Fee	\$55
Zone Change (without Comp Plan Amendment)	\$2,942
<u>POLICE</u>	<u>2018 FEE</u>
Fingerprinting - per card	\$10
Intoxilizer	\$5
Police Reports/per report	\$10
Urinalysis	\$5

<u>PUBLIC WORKS</u>	<u>2018 FEE</u>
Building Inspection Fees	Pursuant to the State of Oregon Building Codes Division established fee guidelines
Public Works / Right-of-Way Plan Review (5) (13)	\$80/plan sheet
Public Works / Right-of-Way Permit and Inspection (7)(17)	\$86 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)	\$44
Hydrology report review (5)	\$213
TV Inspection Fee	\$184/hour w/2 hour min
<u>SEWER & WATER</u>	<u>2018 FEE</u>
<i>Sewer</i>	
4" Sewer Tap-in (14)	Actual time & materials with minimum of \$3,946
6" Sewer Tap-in (w/o exiting lateral to property line) (14)	Actual time & materials with minimum of \$5,298
BOD/SS Compiler (15)	\$160/week
Flow Meter Data Logger (15)	\$160/week
Oil & Grease Trap Inspection	\$51 stand alone/\$25 if done w/Backflow inspection
<i>Water</i>	
Annual Backflow Inspection	\$106
Meter Drop-in Connection Fee	
5/8 x 3/4"	\$261
3/4"	\$294
1"	\$427
1-1/2"	\$1,682

2018 Master Fees
(Effective June 1, 2018)

<u>SEWER & WATER (continued)</u>	<u>2018 FEE</u>
2"	\$2,001
4" (14)	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstal)	\$105
Service Extension inside City limits	
1 inch single service	\$3,979
2 inch single service	\$5,397
2 inch dual service	\$6,312
4" Service and larger	Contractor only
Service Extension outside City limits	Add 20% to inside City limit fees
4" Service and larger	Contractor only
<u>SWIMMING POOL USE</u> (Established by the City Manager or his/her 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.

2018 Master Fees
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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.
20. For event application forms submitted less than 14 days from date of event