

**CITY OF BROOKINGS**  
**STATE OF OREGON**

**RESOLUTION 19-R-1160**

**A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2019, AND REPEALING RESOLUTION 18-R-1129.**

**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 June 2018;

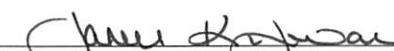
**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Brookings, Curry County, Oregon, that the 2019 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 18-R-1129 is repealed.

**BE IT FURTHER RESOLVED**, that the 2019 Brookings Master Fee Schedule will become effective on July 1, 2019.

Passed by the City Council June 10<sup>th</sup>, 2019 ; effective July 1, 2019.

  
\_\_\_\_\_  
Mayor Jake Pieper

Attest:

  
\_\_\_\_\_  
City Recorder Janell K Howard

Master Fee Schedule 2018

	<u>2018 FEE</u>	<u>2019 FEE</u>
<b>ADMINISTRATIVE - GENERAL</b>		
Building Code Violation Appeal Fee (16)	\$162.00	\$164.00
<b>Business Licenses</b>		
Annual fee based on total number of employees reported on Form 132		
0-10	\$67.00	\$68.00
11-25	\$109.00	\$111.00
26-50	\$164.00	\$166.00
51-75	\$326.00	\$331.00
76-100	\$648.00	\$658.00
101-200	\$1,077.00	\$1,093.00
>200	\$1,641.00	\$1,666.00
Annual fee for businesses located outside City limits	\$82.00	\$83.00
Carnival and circus/per day	\$37.00	\$38.00
Temporary 90-Day	\$25.00 or 1/4 annual fee, whichever is greater	\$30.00 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	B&W \$0.25 /Color \$0.35
Copying City Records using off-site services (when necessary)	Actual costs + staff time	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	B&W \$1.00/Color \$1.10
Each additional page (per side) + copy costs	B&W \$0.50/Color \$0.60	B&W \$0.50/Color \$0.60
Duplication of City audio/video recordings to CD or DVD		
Personal Copy	\$15.00	\$15.00
Certified Copy	\$20.00	\$20.00
Electronic document preparation (10)		
Electronic documents or files copied to CD or DVD	\$14.00	\$14.00
Electronic documents, <10MB and 10 files, sent electronically	No additional cost	No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically	\$12.00	\$12.00
Paper to electronic conversion (per side) to PDF format, ≤ 11” x 17”	\$0.15 per side	\$0.15 per side
Event Permit Request		
Event Permit (18)	\$39.00	\$40.00
Barricade and Cone Delivery (19)		
Refundable Barricade/Cone Use	\$327.00	\$332.00
Fax - per page (single sided – 8-1/2 x 14 max)	\$1.00	\$1.00

<u>ADMINISTRATIVE - GENERAL (Continued)</u>	<u>FEE</u>	<u>FEE</u>
GIS		
8-1/2 x 11 Curry County Print (per single sided page)	B&W \$0.25; Color \$0.35	B&W \$0.25; Color \$0.35
11 x 17 Curry County Print (per single sided page)	B&W \$2.40; Color \$2.50	B&W \$2.40; Color \$2.50
Large Format Print (> 11x17)	BW \$3/sq ft Color \$9/sq ft	BW \$3/sq ft Color \$9/sq ft
Large Format Scanning ( > 11 x 17, per single side sheet )	\$20.00/sheet	\$20.00/sheet
Custom Map	\$46.00/hour	<b>\$47.00/hour</b>
Legal review of public records for exempt determination (2)	Actual legal costs	Actual legal costs
Lien Search	\$30.00	\$30.00
Liquor License Application – New/Annual Renewal	\$25.00	\$25.00
Liquor License Application – Temporary/Annual	\$25.00	\$25.00
Meeting Room Rental – Council Chambers	\$20.00/hour	\$20.00/hour
Meeting Room Rental – Fire Hall	\$10.00/hour	\$10.00/hour
Monitoring of public review of City files	\$36.00	<b>\$37.00</b>
Payment Agreement- Set-up		
Set-Up Fee	\$109.00	<b>\$111.00</b>
Late Fee	\$35.00	<b>\$36.00</b>
Loan Rate	9%	<b>9%</b>
Records Search	\$43/per hour	<b>\$44/per hour</b>
Returned (NSF) Check	\$38.00	<b>\$39.00</b>
Taxicab Driver's Permit/ Bi-Annual	\$30.00	\$30.00
Taxicab License/ Per Vehicle/Annual	\$72.00	<b>\$73.00</b>
Taxicab Photo Update	\$10.00	<b>\$10.00</b>
Transportation Network Company	\$72.00	<b>\$73.00</b>
Transportation Network Company Driver's Permit/Bi-Annual	\$30.00	<b>\$30.00</b>
Vacation – General (12)	\$1,317.00	<b>\$1,337.00</b>
<u>COURT</u>	<u>FEE</u>	<u>FEE</u>
Community Service Sign Up Fee	\$52.00	<b>\$53.00</b>
Court Fee (Generally)	\$52.00	<b>\$53.00</b>
Driver's License Sanctions	\$25.00	\$25.00
Failure to Appear	\$51.00	<b>\$52.00</b>
Collections Fee	\$25.00	<b>\$25.00</b>

Master Fee Schedule 2018

<u>COURT FEES (Continued)</u>	<u>FEE</u>	<u>FEE</u>
Payment Plan Fee (balance less than \$250)	\$25.00	\$25.00
Payment Plan Fee (balance greater than \$250)	\$50.00	\$51.00
Appeal Filing Motion	\$91.00	\$92.00
<u>FIRE</u>	<u>FEE</u>	<u>FEE</u>
Burn Permits	\$10.00	\$10.00
Burn to Learn	\$1,598.00	\$1,622.00
Insurance Company Report	\$25.00	\$25.00
Copies of County Road Directory	\$15.00	\$15.00
Roadway Wash Down	\$109.00	\$111.00
<u>PARK FACILITY / DAILY USE FEES (3)(4)</u>	<u>FEE</u>	<u>FEE</u>
Capella Use Fees		
Basic Use Fee	\$109.00 /hour w/2 hour min	\$109.00 /hour w/2 hour min
Musical Event Fee ( minimum 3 event series)	\$20.00/hour w/2 hour min	\$20.00/hour w/2 hour min
Security Deposit	\$219.00/event	\$219.00/event
Other Park Facilities		
Soft Ball Field Lights		\$60/per hour
Recreational Sports (Soft Ball, Kick Ball, Soccer)		\$25/per game/per team
Bandshell/Stage Use: <i>non-resident add 50%, non-profit subtract 50%</i>	\$44.00	\$45.00
Concession Stand w/restrooms	\$82.00	\$83.00
Concession Restrooms Only	\$25.00	\$25.00
Folding Picnic Table / each, per event (8)	\$20.00	\$20.00
Key replacement	\$25.00	\$25.00
Park Use/Commercial		
City Resident		
1-100	\$44.00	\$45.00
>Each additional 100	\$44.00	\$45.00
Non-City Resident		
1-5	\$109.00	\$111.00

Master Fee Schedule 2018

	6-30	\$164.00	\$166.00
	31-60	\$327.00	\$332.00
	61-100	\$438.00	\$445.00
	>Each additional 1	\$55.00	\$56.00
<u>PARK FACILITY / DAILY USE FEES (Continued)</u>		<u>FEE</u>	<u>FEE</u>
Expedited Plan Review for Special Events (20)		\$512.00	\$520.00
Park Use/Standard			
City Residents; non-resident add 50%, non-profit subtract 50%			
	0-200	\$44.00	\$45.00
	201-400	\$81.00	\$82.00
	401-600	\$162.00	\$164.00
	601-1000	\$270.00	\$274.00
	> Each additional	\$44.00	\$45.00
Park Use Cancellation Fee		\$25.00	\$25.00
<u>PLANNING</u>		<u>FEE</u>	<u>FEE</u>
Annexation (5)		\$5,435.00	\$5,517.00
Appeal to City Council (9)		Equal to Application Fee	Equal to Application Fee
Appeal to Planning Commission		\$164.00	\$166.00
Combined Preliminary/Final Plat Approval		\$874.00	\$887.00
Comprehensive Plan Amendment (5)		\$3,926.00	\$3,985.00
Conditional Use Permit (Generally)		\$2,784.00	\$2,826.00
Detailed Development Plan (5)		\$7,794.00	\$7,911.00
Extension of Time SUB/CUP		\$55.00	\$56.00
Home Occupation		\$42.00	\$43.00
Home Occupation Permit for Non-profit		No Fee	No Fee
Lot Line Adjustment/Lot Line Vacation		\$153.00	\$155.00
LU Compatibility Statements		\$44.00	\$45.00
Master Plan Development (5)		\$9,187.00	\$9,325.00
Minor Change		\$1,072.00	\$1,088.00
Partition		\$2,143.00	\$2,175.00
Mural Application		\$82.00	\$83.00
Permit Clearance Review		\$181.00	\$184.00

Master Fee Schedule 2018

Minor Additions & Repairs		\$60.00	\$61.00
Planned Unit Development (5)		\$4,788.00	\$4,860.00
Pre-Application Services (6)		\$563.00	\$571.00
Re-Notification		\$148.00	\$150.00
Sign Approval		\$142.00	\$144.00
Street Naming		\$105.00	\$107.00
Subdivision (5)		\$2,216.00	\$2,249.00
Subdivision Final Approval		\$164.00	\$166.00
Subdivision Replat (5)		\$2,187.00	\$2,220.00
Variance		\$2,608.00	\$2,647.00
Vacation – Land Use (12)		\$2,636.00	\$2,676.00
Workforce Housing Accessory Dwelling Registration Fee		\$55.00	\$56.00
Zone Change (without Comp Plan Amendment)		\$2,942.00	\$2,986.00
<b>POLICE</b>		<u>FEE</u>	<u>FEE</u>
Fingerprinting – per card		\$10.00	\$10.00
Intoxilizer		\$5.00	\$5.00
Police Reports/per report		\$10.00	\$10.00
<b>Incident Reports</b>			<b>\$5.00</b>
<b>Digital Media Duplication</b>			<b>\$30.00</b>
Urinalysis		\$5.00	\$5.00
<b>PUBLIC WORKS</b>		<u>FEE</u>	<u>FEE</u>
Building Inspection Fees		Pursuant to the State of Oregon Building Codes Division established fee	Pursuant to the State of Oregon Building Codes Division established fee
Public Works / Right-of-Way Plan Review (5) (13)		\$80.00/plan sheet	\$80.00/plan sheet
Public Works / Right-of-Way Permit and Inspection (7)(17)		\$86.00 or 5% of project value, whichever is greater	\$86.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)		\$44.00	<b>\$45.00</b>
Hydrology report review (5)		\$213.00	<b>\$216.00</b>
TV Inspection Fee		\$184/hour w/2 hour min	\$184/hour w/2 hour min

Master Fee Schedule 2018

<u>SEWER &amp; WATER</u>	<u>FEE</u>	<u>FEE</u>
<i>Sewer</i>		
4" Sewer Tap-in (14)	Actual time & materials with minimum of \$3,946	Actual time & materials with minimum of \$4,005
<u>SEWER &amp; WATER (continued)</u>	<u>FEE</u>	<u>FEE</u>
6" Sewer Tap-in (w/o existing lateral to property line) (14)	Actual time & materials with minimum of \$5,298	Actual time & materials with minimum of \$5,377
BOD/SS Compiler (15)	\$160.00	\$162.00
Flow Meter Data Logger (15)	\$160.00	\$162.00
Oil & Grease Trap Inspection	\$51 stand alone/\$25 if done w/Backflow Insp	\$51 stand alone/\$25 if done w/Backflow Insp
<i>Water</i>		
Annual Backflow Inspection	\$106.00	\$108.00
Meter Drop-in Connection Fee		
5/8 x 3/4"	\$261.00	\$265.00
3/4"	\$294.00	\$298.00
1"	\$427.00	\$433.00
1-1/2"	\$1,682.00	\$1,707.00
2"	\$2,001.00	\$2,031.00
4" (14)	Actual time & materials with estimated deposit	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstall)	\$105.00	\$107.00
Service Extension inside City limits		
1 inch single service	\$3,979.00	\$4,039.00
2 inch single service	\$5,397.00	\$5,478.00
2 inch dual service	\$6,312.00	\$6,407.00
4" Service and larger	Contractor only	Contractor only
Service Extension Outside City Limits	Add 20% to inside City limit fees	Add 20% to inside City limit fees
4" Service and larger	Contractor only	Contractor only
<u>SWIMMING POOL USE</u>		
	Established annually by City Manager or designee.	y City Manager or designee.

Master Fee Schedule 2018

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.

Master Fee Schedule 2018

- (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.