

City of Brookings

SPECIAL MEETING AGENDA

CITY COUNCIL

Wednesday, Aug 13, 2020, 5:30 pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Consent Calendar

1. Approve Council minutes for July 27, 2020, 2020 [Pg. 2]
2. Approve Redwood Theater Liquor License Application [Pg. 4]

E. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders

1. Volunteer Workers' Compensation Coverage [F & A Pg. 6]
 - a. Resolution 20-R-1193 [Pg. 7]
2. Master Fee Schedule Update [Pg. 9]
 - a. Resolution 20-R-1194 [Pg. 11]
 - b. 2019 Master Fee Schedule with proposed 2020 revisions [Pg. 12]

F. Remarks from Mayor and Councilors

G. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:

- Television – Charter Channel 181
- Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

On computers, it is possible to stream the meetings LIVE by copying and pasting the following link inside your web browser: <mms://68.185.2.46:8080>

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, July 27, 2020

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, Brent Hodges, John McKinney, and Ron Hedenskog; a quorum present

Staff present: City Manager Janell Howard, and Deputy Recorder Amber Nalls

Media Present: None

Others Present: Approximately 15 audience members

Scheduled Public Appearances

Dave Howell – Brookings resident

Dave Howell presented the Council with a signed petition regarding the Health and Safety of the residents on Moore street due to a burned down house and property.

City Manager Janell Howard gave code violation update on the property of the burned down house.

Councilor Alcon commented that he drove by the property and saw first hand how this is an issue.

Machell Carroll & Diane Cooper – Homeless Task Force

Machell Carroll presented the Council with the description and goals of the Homeless Task Force. Diane Cooper addressed the Council with an update on the homeless and asked the Council for help and support with the homeless in the City of Brookings.

Rose Mantle & Candice Michel – KCIW

Rose Mantle addressed the Council concerning the KCIW antenna on the City Tower for emergency broadcasting. Candice Michel also addressed the Council regarding extending the lease with the KCIW antenna on the City Tower with upgrades.

Oral Requests and Communications from the Audience

Dr. Ron Reel – 519 Chetco Ave Suite 1, Brookings, OR addressed Council giving an update on positive outcomes on COVID issues with regards to the Board of Realtors. Dr. Ron Reel personally thanked the Mayor, City Council, and City employees for a successful Azalea festival.

Steve Pomerleau – 760 Old County Rd, Brookings, OR addressed Council his concerns of the unsafe open ditch on Old County Road.

David Barnes – 95208 Jerrys Flat Rd Gold Beach, OR addressed Council of the unsightly “No Overnight Parking” signage along Hwy 101.

Consent Calendar

Approve Council minutes for July 13, 2020

Receive monthly financial report for June 2020

Councilor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

Azalea Park Ball Field MOU

City Manager, Janell Howard presented the staff report.

Councilor Hodges moved, Councilor Alcorn seconded and Council voted unanimously to authorize the Mayor to execute Memorandum of Understandings with USA South Coast Fastpitch.

Curry County Public Transit Service District Support Letter

City Manager, Janell Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to authorize the Mayor to sign a letter in support for Curry County Public Transit Service District grant application to the Transportation and Growth Management Program for assistance in developing a Transportation Development Plan.

Remarks from Mayor and Councilors

Councilor Hedenskog complimented and thanked City Staff for a successful Azalea Festival.

Mayor Pieper commented that ORCA is looking for a City Official to serve on their board.

Adjournment

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 8:08 PM.

Respectfully submitted:

ATTESTED:
this day of , 2020:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police



To: Brookings City Council through City Manager Janell Howard
From: Lieutenant Donny Dotson
Date: 08/06/2020
Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Jess Beaman and Tim Patterson** with their attached **Limited On-Premises** liquor license application. The business "**Redwood Theater**" is located at 621 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donny Dotson".

Lieutenant Donny Dotson
Brookings Police Department





LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2nd Location	
<input type="checkbox"/> Brewery 3rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1st Location	
<input type="checkbox"/> Brewery-Public House 2nd Location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3rd Location	
<input type="checkbox"/> Distillery	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Commercial	By: _____
<input type="checkbox"/> Full On-Premises, Caterer	Date: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	Date application received:
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	_____ <i>6/30/2020</i> _____
<input type="checkbox"/> Grower Sales Privilege 1st Location	By: _____ <i>[Signature]</i> _____
<input type="checkbox"/> Grower Sales Privilege 2nd Location	License Action(s):
<input type="checkbox"/> Grower Sales Privilege 3rd Location	_____ <i>N/O</i> _____
<input checked="" type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1st Location	
<input type="checkbox"/> Winery 2nd Location	
<input type="checkbox"/> Winery 3rd Location	
<input type="checkbox"/> Winery 4th Location	
<input type="checkbox"/> Winery 5th Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Dos Mil, LLC _____
 (Applicant #1) (Applicant #2)

_____ (Applicant #3) _____ (Applicant #4)

3. Trade Name of the Business (Name Customers Will See)
 Redwood Theater

4. Business Address (Number and Street Address of the Location that will have the liquor license)
 621 Chetco Avenue

City Brookings	County Curry	Zip Code 97415
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CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: August 13, 2020



Signature (submitted by)

Originating Dept: Finance & Admin



City Manager Approval

Subject:

Volunteer workers' compensation coverage.

Recommended Motion:

Adopt Resolution 20-R-1193, electing volunteer workers' compensation coverage.

Financial Impact:

Included in 2020-21 budget. No additional financial impact.

Background/Discussion:

The Council last adopted a resolution to cover City volunteers with workers' compensation coverage in 2016. The attached resolution continues that coverage and updates that election.

Attachment(s):

Resolution 20-R-1193, Volunteer workers' compensation coverage.

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 20-R-1193

A resolution extending workers' compensation coverage to volunteers of the City of Brookings, in which the City of Brookings elects the following:

WHEREAS, Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

1. Public Safety Volunteers

An assumed monthly wage of \$800 will be used for public safety volunteers in the following volunteer positions:

- a. Police Reserve
- b. Firefighter
- d. Community Emergency Response Team
- e. Volunteer Evidence Technicians

2. Volunteer boards, commissions, and councils for the performance of administrative duties.

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are:

- a. City Council
- b. Budget Committee
- c. Planning Commission

4. Non-public safety volunteers

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.

- a. Parks and recreation

5. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Brookings:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

City of Brookings agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.

NOW THEREFORE BE IT RESOLVED, by the City of Brookings to provide workers' compensation coverage as indicated above.

BE IT FURTHER RESOLVED that

Adopted by the City of Brookings and Brookings City Council this 13th day of August, 2020.

Attest:

Mayor Jake Pieper

City Recorder Janell K. Howard

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 13, 2020

Originating Dept: Finance & Admin

Signature (submitted by)


City Manager Approval

Subject:

Master Fee Schedule Update

Recommended Motion:

Adopt Resolution 20-R-1194, updating the Master Fee Schedule and repealing Resolution 19-R-1160.

Financial Impact:

Increase of 2.3% in revenues of specific fee categories per occurrence

Background/Discussion:

To determine where changes are appropriate, staff has reviewed the 2019 Master Fee Schedule which Council adopted on June 10, 2019 pursuant to Resolution 19-R-1160.

The attached fee schedule for 2020 uses Consumer Price Index (CPI-U) of February 2020 to increase fees by 2.3%. Increases that resulted in less than a \$1.00 change are not proposed and those fees will remain the same as in 2019. Recommended changes to the 2019 proposed Master Fee Schedule, attached here as 'Exhibit A,' are indicated in red.

Following is a summary of proposed changes to the Master Fee Schedule:

- Any fee in the column entitled "New Fee" which is presented in red ink is a 2.3% increase to the existing 2019 fee pursuant to CPI-U February 2020 and is rounded to the nearest whole dollar.

Administrative – General

- Add Public Safety Fee, Resolution 20-R-1189 adopted by Council, June 22, 2020,

Park Facility/Daily Use Fees/Other Park Facilities

- Add fee for tournament use of fields at \$85/field/day.
- Add fee for Soft Ball Field Lights at \$15/per hour/field.
- Add fee for Recreational Sports/Courts/Field Reservation at \$25/hour.
- Add fee for Recreational Sports (Soft Ball, Kick Ball, Soccer) at \$25/per game/per team

- Add deposit for Scoreboard use/remote at \$200.
- Add Tournament cancellation fee at \$25 if more than 45 days before event, and 50% of deposit if 45 days or less.

Police

- Add Digital Media Redaction at actual costs plus staff time.

Attachment(s):

- a. Resolution 20-R-1194
- b. 2019 Master Fee Schedule with proposed 2020 revisions

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 20-R-1194

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE EFFECTIVE AUGUST 14, 2020, AND REPEALING 19-R-1160.

WHEREAS, the City Council adopted the Brookings Master Fee Schedule under Resolution 09-R-610; 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 2019;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the 2020 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and resolution 19-R-1160 is repealed.

BE IT FURTHER RESOLVED that the 2020 Brookings Master Fee Schedule will become effective on August 14, 2020.

Passed by the City Council on August 13, 2020; effective August 14, 2020.

Passed by the City Council _____, 2020; effective _____.

Attest:

Mayor Jake Pieper

City Recorder Janell K Howard

	<u>2019 FEE</u>	<u>2020 FEE</u>
<u>ADMINISTRATIVE - GENERAL</u>		
Building Code Violation Appeal Fee (16)	\$164.00	168.00
Business Licenses		
Annual fee based on total number of employees reported on Form 132		
0-10	\$68.00	70.00
11-25	\$111.00	114.00
26-50	\$166.00	170.00
51-75	\$331.00	339.00
76-100	\$658.00	673.00
101-200	\$1,093.00	1,118.00
>200	\$1,666.00	1,704.00
Annual fee for businesses located outside City limits	\$83.00	85.00
Carnival and circus/per day	\$38.00	0.00
Temporary 90-Day	\$30.00 or 1/4 annual fee, whichever is greater	\$35.00 or 1/4 annual fee, whichever is greater
Public Safety Fee per connection/unit/month		3.00
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
Fax - per page (single sided – 8-1/2 x 14 max)	\$1.00	1.00
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

		<u>2019 FEE</u>	<u>2020 FEE</u>
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)	Per Sheet	\$20.00	20.00
Custom Map	Per Hour	\$47.00	48.00
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	26.00
Liquor License Application – Temporary/Annual		\$25.00	26.00
Meeting Room Rental – Council Chambers	Per Hour	\$20.00	20.00
Meeting Room Rental – Fire Hall	Per Hour	\$10.00	10.00
Monitoring of public review of City files		\$37.00	38.00
Payment Agreement- Set-up			
Set-Up Fee		\$111.00	114.00
Late Fee		\$36.00	37.00
Loan Rate		9%	9%
Records Search	Per Hour	\$44.00	45.00
Returned (NSF) Check		\$39.00	40.00
Taxicab Driver's Permit/ Bi-Annual		\$30.00	35.00
Taxicab License/ Per Vehicle/Annual		\$73.00	75.00
Taxicab Photo Update		\$10.00	10.00
Transportation Network Company		\$73.00	75.00
Transportation Network Company Driver's Permit/Bi-Annual		\$30.00	31.00
Vacation – General (12)		\$1,337.00	1,368.00
<u>COURT</u>			
Community Service Sign Up Fee		\$53.00	54.00
Court Fee (Generally)		\$53.00	54.00
Driver's License Sanctions		\$25.00	26.00
Failure to Appear		\$52.00	53.00
Collections Fee		\$25.00	26.00
Payment Plan Fee (balance less than \$250)		\$25.00	26.00
Payment Plan Fee (balance greater than \$250)		\$51.00	52.00
Appeal Filing Motion		\$92.00	94.00
<u>FIRE</u>			
Burn Permits		\$10.00	10.00
Burn to Learn		\$1,622.00	1,659.00

	<u>2019 FEE</u>	<u>2020 FEE</u>
Insurance Company Report	\$25.00	26.00
Copies of County Road Directory	\$15.00	15.00
Roadway Wash Down	\$111.00	114.00
<u>PARK FACILITY / DAILY USE FEES</u> (3)(4)		
Capella Use Fees		
Basic Use Fee Per hour w/2 hour minimum	\$109.00	112.00
Musical Event Fee (minimum 3 event series) Per hour w/2 hour minimum	\$20.00	20.00
Security Deposit Per Event	\$219.00	224.00
Park Use/Standard		
<i>City Residents; non-resident add 50%, non-profit subtract 50%</i>		
0-200	\$45.00	46.00
201-400	\$82.00	84.00
401-600	\$164.00	168.00
601-1000	\$274.00	280.00
> Each additional 100	\$45.00	46.00
Park Use/Commercial		
City Resident 1-100	\$45.00	46.00
>Each additional 100	\$45.00	46.00
Non-City Resident 1-5	\$111.00	114.00
6-30	\$166.00	170.00
31-60	\$332.00	340.00
61-100	\$445.00	455.00
>Each additional 100	\$56.00	57.00
Other Park Facilities: non-resident add 50%, non-profit subtract 50%		
Bandshell/Stage Use	\$45.00	46.00
Concession Stand w/restrooms	\$83.00	85.00
Concession Restrooms Only	\$25.00	26.00
Folding Picnic Table / each, per event (8)	\$20.00	20.00
Tournaments per field per day		85.00
Soft Ball Field Lights per hour/per field	\$15.00	15.00
Recreational Sports (Soft Ball, Kick Ball, Soccer) per game/per team	\$25.00	25.00
Recreational Sports Courts/ Field Reservation per hour		\$25.00
Scoreboard Use/Remote Deposit		200.00
Tournament Cancellation fee	14 45 days or more \$25; 45 days or less 1/2 of deposit excluding light fees	

	<u>2019 FEE</u>	<u>2020 FEE</u>
Key replacement	\$25.00	26.00
Expedited Plan Review for Special Events (20)	\$520.00	532.00
Capella/Park Use Cancellation Fee	\$25.00	25.00
Event Permit Request		
Event Permit (18)	\$40.00	41.00
Barricade and Cone Delivery (19)	\$89.00	91.00
Refundable Barricade/Cone Use	\$332.00	340.00
PLANNING		
Annexation (5)	\$5,517.00	5,644.00
Appeal to City Council (9)	Equal to Application Fee	Equal to Application Fee
Appeal to Planning Commission	\$166.00	170.00
Combined Preliminary/Final Plat Approval	\$887.00	907.00
Comprehensive Plan Amendment (5)	\$3,985.00	4,077.00
Conditional Use Permit (Generally)	\$2,826.00	2,891.00
Detailed Development Plan (5)	\$7,911.00	8,093.00
Extension of Time SUB/CUP	\$56.00	57.00
Home Occupation	\$43.00	44.00
Home Occupation Permit for Non-profit	No Fee	No Fee
Lot Line Adjustment/Lot Line Vacation	\$155.00	159.00
LU Compatibility Statements	\$45.00	46.00
Master Plan Development (5)	\$9,325.00	9,539.00
Minor Change	\$1,088.00	1,113.00
Partition	\$2,175.00	2,225.00
Mural Application	\$83.00	85.00
Permit Clearance Review	\$184.00	188.00
Minor Additions & Repairs	\$61.00	62.00
Planned Unit Development (5)	\$4,860.00	4,972.00
Pre-Application Services (6)	\$571.00	584.00
Re-Notification	\$150.00	153.00
Sign Approval	\$144.00	147.00
Street Naming	\$107.00	109.00
Subdivision (5)	\$2,249.00	2,301.00
Subdivision Final Approval	\$166.00	170.00

	<u>2019 FEE</u>	<u>2020 FEE</u>
Subdivision Replat (5)	\$2,220.00	2,271.00
Variance	\$2,647.00	2,708.00
Vacation – Land Use (12)	\$2,676.00	2,738.00
Workforce Housing Accessory Dwelling Registration Fee	\$56.00	57.00
Zone Change (without Comp Plan Amendment)	\$2,986.00	3,055.00
<u>POLICE</u>		
Fingerprinting – per card	\$10.00	10.00
Intoxilizer	\$5.00	5.00
Police Reports/per report	\$10.00	10.00
Incident Reports	\$5.00	5.00
Digital Media Redact		Actual costs + staff time
Digital Media Duplication	\$30.00	31.00
Urinalysis	\$5.00	5.00
<u>PUBLIC WORKS</u>		
Building Inspection Fees	Pursuant to OR State Building Codes Div	Pursuant to OR State Building Codes Div established fees
Public Works / Right-of-Way Plan Review (5) (13) Per plan sheet	\$80.00	82.00
Public Works / Right-of-Way Permit and Inspection (7)(17)	\$86.00 or 5% of project value, whichever is greater	\$88.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)	\$45.00	46.00
Hydrology report review (5)	\$216.00	221.00
TV Inspection Fee w 2 hour minimum	\$184.00	188.00
<u>SEWER & WATER</u>		
<i>Sewer</i>		
4” Sewer Tap-in (14)	Actual time & materials with minimum of \$4,005	Actual time & materials with minimum of \$4,097
6” Sewer Tap-in (w/o existing lateral to property line) (14)	Actual time & materials with minimum of \$5,377	Actual time & materials with minimum of \$5,538
BOD/SS Compiler (15)	\$162.00	166.00
Flow Meter Data Logger (15)	\$162.00	166.00
Oil & Grease Trap Inspection - stand alone	\$51.00	52.00
Oil & Grease Trap Inspection w backflow inspection	\$25.00	26.00

	<u>2019 FEE</u>	<u>2020 FEE</u>
<i>Water</i>		
Annual Backflow Inspection	\$108.00	110.00
Meter Drop-in Connection Fee		
5/8 x 3/4"	\$425.00	435.00
3/4"	\$458.00	469.00
1"	\$593.00	607.00
1-1/2"	\$1,867.00	1,910.00
2"	\$2,191.00	2,241.00
4" (14)	Actual time & materials with estimated deposit	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstal)	\$107.00	109.00
Service Extension inside City limits		
1 inch single service	\$4,039.00	4,132.00
2 inch single service	\$5,478.00	5,604.00
2 inch dual service	\$6,407.00	6,554.00
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	

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.
- (20) For event application forms submitted less than 14 days from date of event.