

## Council Workshop Meeting Agenda

**Monday, May 2, 2016, 7:00 PM**

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

1. Call To Order

2. Roll Call

3. Topics

a. Master Fee Schedule

Documents: [MASTER FEE SCHEDULE.CAR.PDF](#), [MASTER FEE.ATT.A 2016 DRAFT UPDATE.PDF](#), [MASTER FEE.ATT.B.PARK USE FEE WAIVER RECAP.PDF](#)

4. Council Member Request For Workshop Items

5. Adjournment

The City Council will meet in **Executive Session immediately following** the workshop, in the City Manager's office, under the authority of ORS 192.660(2)(h), "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed," under ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and under ORS 192.660(2)(f), "to consider information or records that are exempt by law."

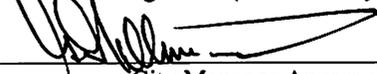
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least ten days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

# CITY OF BROOKINGS

## COUNCIL WORKSHOP REPORT

Meeting Date: May 2, 2016

Originating Dept: City Manager

  
Signature (submitted by)  
  
City Manager Approval

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**Subject:** Review of proposed Master Fee Schedule Update

**Background/Discussion:**

The City Council last updated the Master Fee Schedule under Resolution 14-R-1026, in February, 2014.

Following is a summary of proposed changes to the existing fee schedule by category.

*Administrative/General*

- Adds Note (18): Non-contiguous recurring events will be charged the base fee of \$37 for the first event and \$10 for each recurrence during a calendar year to Event Permit Fees.
- Adds Note (19): Barricade/cone fee for non-contiguous recurring events will be applied only once to Event Permit Fees.

*Parks Use*

- Revises Note (4) to read: 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.

*Planning*

- Revises Note (6) to read: 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.
- Adds a Street Naming Fee of \$100.

*Public Works*

- Increases TV Inspection Fee from \$50 per hour to \$175 per hour with a two-hour minimum

*Sewer & Water (new heading)*

- Modifies 4" Sewer Tap-in from actual time & materials with estimated deposit to a base fee of \$3,756 plus time and materials
- Modifies 6" Sewer Tap-in from actual time & materials with estimated deposit to a base fee of \$5,043 plus time and materials

*CPI-U Adjustment*

- The Master Fee resolution provides that Council may adjust fees based on the latest available Consumer Price Index (CPI) for the Brookings area. The updated schedule provides a separate column applying a combined 1.4% CPI-U, based on the February 2015 & 2016 to existing fees, rounded to the nearest dollar. The last CPI update was applied in February, 2014.

Staff is seeking direction from City Council regarding a CPI adjustment and the proposed changes.

**Attachment(s):**

- a. 2016 Master Fee Schedule with proposed updates.
- b. Memo from City Manager, dated April 7, 2016, regarding Park Use fee waivers

BROOKINGS MASTER FEE SCHEDULE - 2016

<u>ADMINISTRATIVE - GENERAL</u>	<u>FEE</u>	<u>W/CPI-U</u>
Building Code Violation Appeal Fee (16)	\$152.00	154.00
<b>Business Licenses</b>		
Annual fee based on total number of employees reported on Form 132		
0-10	\$62.00	63.00
11-25	\$103.00	104.00
26-50	\$154.00	156.00
51-75	\$307.00	311.00
76-100	\$607.00	616.00
101-200	\$1,011.00	1,025.00
>200	\$1,540.00	1,562.00
Annual fee for businesses located outside City limits	\$77.00	78.00
Carnival and circus/per day	\$36.00	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	
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 (18)	\$37 base/\$10 per recurrence	38.00
Barricade and Cone Delivery (19)	Determined by permit	
Refundable Barricade/Cone Use	\$308.00	312.00
Fax - per page (single sided – 8-1/2 x 14 max)	\$1.00	

BROOKINGS MASTER FEE SCHEDULE - 2016

<u>ADMINISTRATIVE - GENERAL (Continued)</u>		<u>FEE</u>
<b>GIS</b>		
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	
Monitoring of public review of City files	\$36.00/hour	36.00
Meeting Room Rental – Council Chambers	\$20.00/hour	
Meeting Room Rental – Fire Hall	\$10.00/hour	
Notary Services – each signature	\$10.00	
<b>Payment Agreement- Set-up</b>		
Set-Up Fee	\$103.00	104.00
Late Fee	\$36/month	35.00
Loan Rate	9%	
Records Search	\$36.00/hour	37.00
Returned (NSF) Check	\$36.00	37.00
Taxicab Driver’s Permit/ Bi-Annual	\$30.00	
Taxicab License/ Per Vehicle/Annual	\$67.00	68.00
Taxicab Photo Update	\$10.00	
Vacation – General (12)	\$1,236.00	1,253.00
<b><u>FIRE</u></b>		
Burn Permits	\$10.00	
Burn to Learn	\$1,500.00	1,521.00
Insurance Company Report	\$25.00	
Copies of County Road Directory	\$15.00	
Roadway Wash Down	\$103.00	104.00

BROOKINGS MASTER FEE SCHEDULE - 2016

<u>PARK FACILITY / DAILY USE FEES (3)(4)</u>		<u>FEE</u>	<u>W/CPI-U</u>
<u>Capella Use Fees</u>			
Basic Use Fee	\$102.00 /hour w/2 hour min		103.00
Musical Event Fee (non-profit only - minimum 3 event series)	\$20.00/hour w/2 hour min		
Security Deposit	\$205.00/event		208.00
<u>Other Park Facilities</u>			
Bandshell/Stage Use: <i>non-resident add 50%, non-profit subtract 50%</i>	\$40.00		42.00
Concession Stand w/restrooms	\$77.00		78.00
Concession Restrooms Only	\$25.00		
Folding Picnic Table / each, per event (8)	\$20.00		
Key replacement	\$25.00		
<u>Park Use/Commercial</u>			
<u>City Resident</u>			
1-100	\$41.00		42.00
>Each additional 100	\$41.00		42.00
<u>Non-City Resident</u>			
1-5	\$103.00		104.00
6-30	\$154.00		156.00
31-60	\$308.00		312.00
61-100	\$411.00		417.00
>Each additional 100	\$52.00		53.00
<u>Park Use/Standard</u>			
<u>City Residents; non-resident add 50%, non-profit subtract 50%</u>			
0-200	\$40.00		41.00
201-400	\$76.00		77.00
401-600	\$152.00		154.00
601-1000	\$253.00		257.00
> Each additional 100	\$40.00		41.00
 <u>PLANNING</u>			
Annexation (5)	\$5,102.00		5,173.00
Appeal to City Council (9)	Equal to Application Fee		
Appeal to Planning Commission	\$154.00		156.00
Combined Preliminary/Final Plat Approval	\$821.00		832.00
Comprehensive Plan Amendment (5)	\$3,685.00		3,737.00

BROOKINGS MASTER FEE SCHEDULE - 2016

<u>PLANNING (Continued)</u>	<u>FEE</u>	<u>W/CPI-U</u>
Conditional Use Permit	\$2,612.00	2,649.00
Detailed Development Plan (5)	\$7,317.00	7,419.00
Extension of Time SUB/CUP	\$52.00	53.00
Home Occupation	\$40.00	41.00
Lot Line Adjustment/Lot Line Vacation	\$144.00	146.00
LU Compatibility Statements	\$41.00	42.00
Master Plan Development (5)	\$8,623.00	8,744.00
Minor Change	\$1,006.00	1,020.00
Partition	\$2,012.00	2,040.00
Mural Application	\$77.00	78.00
Permit Clearance Review	\$170.00	172.00
Planned Unit Development (5)	\$4,494.00	4,557.00
Pre-Application Services (6)	\$529.00	536.00
Re-Notification	\$139.00	141.00
Sign Approval	\$133.00	135.00
<b>Street Naming</b>	<b>\$100.00</b>	
Subdivision (5)	\$2,080.00	2,109.00
Subdivision Final Approval	\$154.00	156.00
Subdivision Replat (5)	\$2,053.00	2,082.00
Variance	\$2,448.00	2,482.00
Vacation – Land Use (12)	\$2,474.00	2,509.00
Workforce Housing Accessory Dwelling Registration Fee	\$52.00	53.00
Zone Change (without Comp Plan Amendment)	\$2,761.00	2,800.00
<u>POLICE</u>	<u>FEE</u>	<u>W/CPI-U</u>
Fingerprinting – per card	\$10.00	
Intoxilizer	\$5.00	
Police Reports/per report	\$10.00	
Urinalysis	\$5.00	

BROOKINGS MASTER FEE SCHEDULE - 2016

<u>PUBLIC WORKS</u>	<u>FEE</u>	<u>W/CPI-U</u>
Public Works / Right-of-Way Plan Review (5) (13)	\$75.00/plan sheet	76.00
Public Works / Right-of-Way Permit and Inspection (7)(17)	\$81.00 or 5% of project value, whichever is greater	82.00
Right to Use/Encroachment Permit (17)	\$41.00	42.00
Hydrology report review (5)	\$200.00	203.00
TV Inspection Fee	<del>\$50.00</del> -\$175/hour w/2 hour min	177.00

<u>SEWER &amp; WATER</u>	<u>FEE</u>	<u>W/CPI-U</u>
<i>Sewer</i>		
4" Sewer Tap-in (14)	<del>Actual time &amp; materials with estimated deposit \$3,756 + time &amp; materials</del>	
6" Sewer Tap-in (w/o existing lateral to property line) (14)	<del>Actual time &amp; materials with estimated deposit \$5,043 + time and materials</del>	
BOD/SS Compiler (15)	\$150.00/week	152.00
Flow Meter Data Logger (15)	\$150.00/week	152.00
<i>Water</i>		
Annual Backflow Inspection	\$100.00	101.00
Meter Drop-in Connection Fee		
5/8 x 3/4"	\$245.00	248.00
3/4"	\$275.00	279.00
1"	\$400.00	406.00
1-1/2"	\$1,579.00	1,601.00
2"	\$1,879.00	1,905.00
4" (14)	Actual time & materials with estimated deposit	
Service Extension inside City limits		
1 inch single service	\$3,736.00	3,788.00
2 inch single service	\$5,066.00	5,137.00
2 inch dual service	\$5,925.00	6,008.00
4" Service and larger	Contractor only	

BROOKINGS MASTER FEE SCHEDULE - 2016

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) ~~Non-profit groups holding events in City Parks during~~ **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) ~~Fee for the first meeting is applied to the application fee.~~ **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.

BROOKINGS MASTER FEE SCHEDULE - 2016

- (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.



# MEMORANDUM

*Office of the City Manager*

**GARY MILLIMAN**  
*City Manager*

Credentialed City Manager  
International City Management Association

A handwritten signature in black ink, appearing to read "Gary Milliman", is written over the printed name and title.

**TO:** Mayor and City Council

**DATE:** April 7, 2016

**SUBJECT:** Park Use Fees

As a follow-up to the question concerning waiver of park use fees, staff has prepared the attached summary of events for calendar 2014 and 2015.

There are eight events/activities conducted at City parks where the City Council has approved an ongoing waiver of use fees. These include:

- Adult softball league at Azalea Park.
- Soccer league at Azalea Park.
- Little League baseball at Bud Cross Park.
- Slippery Banana Softball Tournament at Bud Cross Park.
- Azalea Festival Parade and Azalea Park event.
- American Music Festival Sunday concerts.
- Nature's Coastal Holiday.

In 2015, event fees were waived or reduced for seven additional events. However, there were 31 events that did not involve any fee waivers. Total fees collected were \$7,662.

## 2015 Park Use & Event Applications

Annual Events	Azalea Park	Other	Fees Waived
Adult Softball	X		Yes
Soccer	X		Yes
Little League	X	Bud Cross	Yes
Slippery Banana Softball Tourney	X	Bud Cross	Yes
Elks Easter Egg Hunt	X		Yes
Azalea Festival - Street Fair/Parade/Vets	X	Frontage/CH	Yes
AMF Concerts	X		Yes
Natures Coastal Holiday	X		Yes

Permit & Event Applications			
Central Bldg Car Show	\$ -	ROW	Yes
Wild Rogue Relay	\$ -	Azalea	Yes
Wild Rivers Music Festival	\$ -	Azalea	Yes + Picnic Tables fees
Vietnam Vet Concert	\$ -	Azalea	Yes
Coastal Christmas		Oasis	Yes
Farmers Market	\$ 325.00	Frontage Rd	Reduced Fees
OktoberFest Fun Run	\$ 36.00	ROW	No
Festival of Art	\$ 114.00	Stout	CC Waived Picnic Tables fees
Soccer Photos	\$ 40.00	Azalea	No
Event Permit- Blk Trumpet	\$ 36.00	Chetco ROW	No
Memorial		\$ 306.00	No
Wedding		\$ 204.00	No
Wedding		\$ 204.00	No
Wedding		\$ 204.00	No
Wedding	\$ 157.00		No
Music Event	\$ 157.00		No
Wedding		\$ 204.00	No
Wedding	\$ 437.00	\$ 204.00	No
Harbook Event	\$ 357.00		No
Wedding		\$ 204.00	No
Wedding		\$ 204.00	No
Memorial	\$ 160.00	\$ 204.00	No
Wedding	\$ 115.00	\$ 204.00	No
Soccer Camp	\$ 200.00		No
Wedding		\$ 204.00	No
Wedding	\$ 155.00	\$ 204.00	No
Wedding		\$ 204.00	No
Calvary Concert	\$ 154.00		No
Wedding		\$ 204.00	No
Wedding	\$ 105.00	\$ 204.00	No
Wedding	\$ 105.00		No
Wedding		\$ 204.00	No
Wedding	\$ 317.00	\$ 204.00	No
Wedding		\$ 204.00	No
Wedding		\$ 306.00	No
Wedding		\$ 204.00	No
Wedding		\$ 204.00	No
Wedding		\$ 204.00	No
<b>FEES COLLECTED</b>	<b>\$ 2,970.00</b>	<b>\$ 4,692.00</b>	
Capella			
<b>TOTAL FEES COLLECTED</b>	<b>\$7,662.00</b>		

### 2014 Park Use & Event Applications

Annual Events	Azalea Park	Other	Fees Waived
Adult Softball	X		Yes
Soccer	X		Yes
Little League	X	Bud Cross	Yes
Slippery Banana Softball Tourney	X	Bud Cross	Yes
Elks Easter Egg Hunt	X		Yes
Azalea Festival - Street Fair/Parade/Vets	X	Frontage/CH	Yes
AMF Concerts	X		Yes
Natures Coastal Holiday	X		Yes

Permit & Event Applications			
City Volunteer Fire Dept. Picnic	\$ -	Azalea	Yes & picnic tables
Relay for Life Movie	\$ -	Azalea	Yes
4-H Candy Trailer	\$ -	Bankus	Yes
Coastal Christmas	\$ -	Oasis	Yes
Event Permit - Cruisers Car Show	\$ -	Frontage Rd	Yes
Event Permit - 7/4 Library Parade	\$ -	Alder St	Yes
Event Permit - Black Trumpet	\$ 36.00	Chetco ROW	No
Farmers Market	\$ 468.00	Frontage Rd	No
Festival of Art	\$ 114.00	Stout	CC Waived Picnic Tables fees
CASA Softball Tourney	\$ 20.00		No
Arthritis Bike Classic	\$ 117.00		No
Soccer Photos	\$ 40.00		No
Wedding	\$ 117.00		No
Wedding		\$ 202.00	No
Wedding		\$ 204.00	No
Wedding		\$ 202.00	No
Wedding	\$ 156.00		No
Wedding		\$ 202.00	No
Wedding		\$ 204.00	No
Wedding		\$ 404.00	No
Wedding	\$ 40.00	\$ 202.00	No
Soccer Camp	\$ 200.00		No
Memorial		\$ 204.00	No
Family Event	\$ 65.00		No
Calvary Concert	\$ 154.00		No
Wedding		\$ 202.00	No
Wedding		\$ 204.00	No
Memorial	\$ 105.00		No
Family Event	\$ 40.00		No
Memorial	\$ 65.00		No
Wedding		\$ 204.00	No
Wedding		\$ 303.00	No
Wedding		\$ 204.00	No
<b>FEES COLLECTED</b>	<b>\$ 1,737.00</b>	<b>\$ 2,941.00</b>	No
<b>TOTAL FEES COLLECTED</b>		<b>\$4,678.00</b>	Capella