

## MEMORANDUM

TO: Mayor and City Council

FROM: Roberta Likens, Finance Director

SUBJECT: RESOLUTION AMENDING THE COMPREHENSIVE FEE SCHEDULE

DATE: April 3, 2024

### Background

The City Council has established a Comprehensive Fee Schedule which was created to include a listing of the fees for various items or services provided by the City. This resolution amends three sections in the Comprehensive Fee Schedule.

Section I Government. This section is proposed to be amended to increase the following fees: Fingerprinting, added a fee for fingerprinting-additional pages, as well as all of the other fees listed, except for False Alarm response in the Police Department category. This was done to reflect the increased cost of personnel time and the update/upkeep of equipment, specifically the digital fingerprinting unit. Most fees were increased by \$10 to \$15 dollars.

Section VI. Planning. The Type I Land Use Review (Building Permit) was increased from .0015% of value of work/\$25 minimum to .004% of value of work/\$50 minimum. Type II Property Line Adjustment/Lot Consolidation (Re-Plat) fee was increased from \$150 to \$400. In Type III the Application General, Conditional Use Permit, Site Design Review, and Master Planned Development (Use) Variance Class C, Modification to Approval (Major), are all proposed to increase to \$1,200 from \$800; In Type 4 all fees are proposed to increase from \$1,200 + actual cost to \$1,600 + actual cost. Finally, Other Fees increasing Annexation – Expedited fee from \$800 to \$1,200 and Annexation – CC Public Hearing fee from \$1,200 to \$1,600, and the Multi-Unit Property Tax Exemption from \$800 to \$1,200.


Section IX. Middlefield Golf Course. Cart rental fees are proposed to increase from a per cart cost to a per rider cost. It will be more efficient to charge the fee per individual instead of splitting the fee between golfers. The increase will help offset the increase in maintenance costs of the carts.


Recommendation

That the City Council adopt the Resolution amending the Comprehensive Fee Schedule.

Cost

No cost.

  
\_\_\_\_\_  
Faye Stewart, Acting City Manager

  
\_\_\_\_\_  
Roberta Likens, Finance Director

RESOLUTION \_\_\_\_\_

A RESOLUTION AMENDING THE FEE SCHEDULE  
ADOPTED BY ORDINANCE NO. 2361

WHEREAS, Ordinance No. 2361 establishes a Comprehensive Fee Schedule for various City-supplied services; and

WHEREAS, it is deemed reasonable to amend said Comprehensive Fee Schedule periodically to reflect the costs of providing services; and

WHEREAS, the City Council has provided an opportunity for public comment on the proposed increase, as required by ORS 294.160.

**NOW, THEREFORE, BE IT RESOLVED**, that the Comprehensive Fee Schedule established by Ordinance No. 2361, I. GOVERNMENT be amended in its entirety as follows.

**I. GOVERNMENT**

Ordinance	Title	Amending Resolution
	<b>Library</b>	
	Library cards for patrons of the library who reside outside the city limits:	2032 1/25/21
	Annual family library card	\$60
	Senior citizen card (age 62 and over)	\$40
	Computer use without library card (hourly)	\$1/hour
	Copying (per page)	
	Black	\$0.25 per page
	Color	\$1 per page
	Computer printing	
	Black	\$0.25 per page
	Color	\$1 per page
	Late fees (Maximum late fee--\$4.00)	
	Books and materials (except videos)	\$0.20/day
	Videos	\$0.50/day
	Inter-library loans	Actual cost of return postage

Lost or damaged materials

Replacement cost

Finance/Administration

2032

Research--current hourly billing rate (min. 1/2 hour)

1/25/21

Competitive Franchise Agreement Application

Rule (CFAR) Fee

\$1,000

Computer Aided Drafting (CAD)--current hourly billing rate (min. 1/2 hour)

907 Lien Search--

\$15

Returned check or ACH

\$35

927 Parking Permits--

\$7/month

10% discount on a purchase of three or more permits

Electric Vehicle Charging Fee

\$1.25 per hour

Document Copies

Up to 8 1/2" by 14"

Black

\$0.25 per page

Color

\$1 per page

11" by 17"

Black

\$0.50 per page

Color

\$2 per page

17" by 24"

Black

\$1.50 per page

Color

\$3.50 per page

Larger than 17" by 24"

Black

\$0.50 per sq. ft.

Color

\$2 per page

FAX send and receive documents

\$0.75 per page

USB Drive/Portable Flash Drive

\$12 each

Municipal code book/Paper Copy

\$150

Municipal code book supplements

\$0.25 per page

Credit Card Usage Fees, except for utility

Payments between \$5 - \$50

\$2

Payment between \$50 - \$100	\$3
Payment between \$101 - \$200	\$4
Payment between \$201 - \$300	\$5
Payment between \$301 - \$400	\$8
Payment between \$401 - \$500	\$15
Payment \$501+	Actual charge @ 3%

2111

Fingerprinting – 1 <sup>st</sup> Card	\$30
Fingerprinting, each Additional Card	\$10

**Police Department**

Police Reports--per printed document \$25

Computer Aided Dispatch (CAD) Report or Log Note \$25 8/14/23

Arrest Sheet/Citations Prior to Adjudication \$20

Address Contacts \$20

Evidence Photos on USB Drive/Flash drive \$50

9-1-1 Calls--Copies on USB Drive/Flash drive \$50

False Alarm Response--

\$25.00 for the fourth in a 12-month period

\$50.00 for each one thereafter in the same period

**Body Worn Camera Video**

\$50 minimum up to 200 MB

\$75 201-500 MB

\$100 501-750 MB

\$125 751-1,000 MB

\$175 1,001-1,500 MB

\$225 1,501-2,000 MB

\$275 2,001 MB and up

20 minutes equals 584 MB

## Municipal Court

### Credit Card Usage Fees

Fine between \$5 ----\$50	\$2
Fine between \$51 -- \$100	\$3
Fine between \$101 - \$200	\$4
Fine between \$301 - \$400	\$3
Fine between \$401 - \$500	\$8
Fine \$501+	Actual Charge @ %
Insufficient Funds Fee	25% of each docket item, not to exceed a maximum of \$250
Suspension Fee	\$150 if trial is not canceled in accordance with court rules
Warrant Fee	\$10each time established and/or reestablished
Collections Fee	\$20 (ORS <u>137.118(2)</u> Suspended unless failure to pay violations)
Jury Fee	\$50
Payment Agreement Fee	\$50
Extended Payment Fee	\$25.00 each show cause judgment
Extended Diversion Fee	\$265
Extended Probation Fee	\$20
Probation Violation Fee	\$20 plus copy fee per page

**BE IT FURTHER RESOLVED**, that the Comprehensive Fee Schedule established by Ordinance No. 2361, VI. PLANNING be amended in its entirety as follows.

## VI. PLANNING

Planning fees--Title 14, Development Code--effective June 27, 2016

TYPE I		2060
Type I Application (General)	\$50	1/24/22
Land Use Review	\$25	
Land Use Review (Bldg. Permit)	.004% of value of work/\$50 minimum	
Sign Permit	\$25	

Variance Class A	\$100
Subdivision and Partition (Final Plat)	\$150
Home Occupation	\$0
Hillside Development Level 1	\$100
Floodplain Development	\$150
Temporary Use (Seasonal)	\$50 (\$0 for nonprofits)
Food Cart Annual Temporary Use	\$100
Floodplain Development - 1	\$150
Lot of Record	\$100

#### TYPE II

Type II Application General	\$400
Code Interpretation	\$100
Temporary Use	\$100
Variance Class B	\$200
Historic Alteration (Minor)	\$50
Historic Sign Permit	\$50
Modification to Approval (Minor)	\$400
Property Line Adjustment/Lot Consolidation	\$400
Partition (Tentative)	\$400
Hillside Development Level 2	\$200
Hillside Development Level 3	\$300
Temporary Use (Medical Hardship)	\$50
Floodplain Development - 2	\$200

#### TYPE III

Type III Application (General)	\$1,200
Conditional Use Permit	\$,1200
Site Design Review	\$1,200
Subdivision (Tentative)	\$2,000
Master Planned Development	\$2,000
Variance Class C	\$1,200

Historic Alteration (Major)	\$800
Modification to Approval (Major)	\$1,200
Land Use District Map Change (w/o Plan Amendment)	\$1,200
TYPE IV	
Type IV Application General	\$1,600 + actual cost
Comprehensive Plan Amendment	\$1,600 + actual cost
Development Code Text Amendment	\$1,600 + actual cost
Land Use District Map Change (with Plan Amendment)	\$1,600 + actual cost
OTHER	
Appeal to Planning Commission	\$200
Appeal to City Council	\$200
Vacation	\$500 + actual costs
Annexation	
– Expedited	\$1,200
– CC Public Hearing	\$1,600
Developer’s Agreement	\$490
Pre-Application Conference	\$250
State Land Use Compatibility Statement	\$50
Multi-Unit Property Tax Exemption (MUPTE)	\$1,200
Erosion Prevention Permit (up to four inspections)	\$55
Erosion Prevention Permit (inspection only)	\$27

(Fee Schedule VI--Planning, as amended by Exhibit "A" attached to Res. 984, dated June 23, 1986, and by Res. 1244, dated September 12, 1994; Res. 1260, dated June 12, 1995; Res. 1299, dated September 9, 1996; Res. 1458, dated January 18, 2003; Res. 1503, dated March 8, 2004; Res. 1575, dated July 27, 2005; Res. 1647, dated December 10, 2007; Res. 1861, dated October 13, 2014; Res. 1888, dated December 14, 2015; Res. 1910, dated June 27, 2016; Res. 1987, dated June 24, 2019; Res. 1996, dated October 28, 2019; Res. 2006, dated February 24, 2020; Res. 2013, dated June 8, 2020; Res. 2025, dated July 13, 2020; Res. 2060, dated January 24, 2022, Res. 2106, Dated June 26, 2023).



**BE IT FURTHER RESOLVED**, that the Comprehensive Fee Schedule established by Ordinance No. 2361, IX. MIDDLEFIELD GOLF COURSE be amended in its entirety as follows.

### IX. MIDDLEFIELD GOLF COURSE

#### Rate Schedule

The following are the regularly adopted rates for golf and services at Middlefield Golf Course. Special rates, discounts, or offers may be made to promote and encourage use of the facilities upon approval of the city manager.

Summer Rates (March--October)

2032  
1/25/21

#### Weekend Rates for Adults

9 holes \$22

18 holes \$34

#### Weekday Rates for Adults

9 holes \$18

18 holes \$30

#### Seniors (60 and over) and College Students (ID required)

9 holes \$17

18 holes \$24

#### Juniors (17 and under)

9 holes \$10

18 holes \$18

#### Twilight Rates--Weekday

##### Regular

9 holes \$15

18 holes \$24

#### Winter Rates (November--February)

##### Regular

9 holes \$12

18 holes \$18

Juniors (17 and under)		
9 or 18 holes		\$6
Year-Round Rates		
Any Player		
4 holes		\$6
Punch Card (11 rounds) (add \$2.00 per punch for weekend play)		
Regular (ages 18 to 59)		
9 holes		\$145
18 holes		\$240
Seniors (60 and over)		
9 holes		\$120
18 holes		\$195
Annual Rates		
Five-Day--Monday through Friday		
Single		\$930
Married Couple		\$1,380
Add a child 14 and under, \$100 each child		
Seven-Day		
Single		\$1,200
Married Couple		\$1,770
Juniors (17 and under)		\$475
Miscellaneous Fees		
Pull Cart		\$5
Rental Clubs		\$10
Golf Cart Rental		
9 holes		\$12 per Rider
18 holes		\$18 per Rider
Golf Cart Storage Fee (annual)		\$100
Trail Fee (annual)		\$330

Trail Fee (daily)	\$5
Golf Simulator	
15 minutes	\$3 per person
30 minutes	\$5 per person
1 hour (one person only)	\$15
2 to 4 people (maximum 4 per hour)	\$10 per person

**BE IT FURTHER RESOLVED**, that this resolution shall become effective upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 8<sup>th</sup> DAY OF APRIL, 2024.

\_\_\_\_\_  
Candace Solesbee, Mayor

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Mindy Roberts, City Recorder

Dated: \_\_\_\_\_