

MEMORANDUM

TO: Mayor and City Council

FROM: Eric Mongan, City Planner

SUBJECT: CONSENT AGENDA – A RESOLUTION AMENDING THE FEE SCHEDULE ADOPTED BY ORDINANCE NO. 2361

DATE: April 17, 2024

Background

Recently, the Council adopted Resolution No. 2132 amending the Comprehensive Fee Schedule. Specifically, Sections I. Government, II. Local Improvements, VI. Planning, and IX. Middlefield Golf Course. Unfortunately, when staff reviewed the adopted Resolution it was observed that there were several inadvertent errors, such as, copy/paste and reverting to previous fee amounts. The attached draft Resolution has been reviewed for accuracy by multiple staff members and reflects the intended fee amendments that were to be included in Resolution No. 2132.

Recommendation


That the City Council adopt the attached draft Resolution with the corrected updates to the Comprehensive Fee Schedule.

Cost

Staff time.



Mike Sauerwein, City Manager



Eric Mongan, City Planner

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
	Library	2111

Library cards for patrons of the library who reside outside the city limits:

Annual family library card	\$60.00
Senior citizen card (age 62 and over)	\$40.00
Computer use without library card (hourly)	\$1.00/hour
Copying (per page)	
Black	\$0.25 per page
Color	\$1.00 per page
Computer printing	
Black	\$0.25 per page
Color	\$1.00 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/Public Records Request 2111

	Research--current hourly billing rate (min. 1/2 hour)	
	Competitive Franchise Agreement Application Rule (CFAR) Fee	\$1,000.00
	Computer Aided Drafting (CAD)--current hourly billing rate (min. 1/2 hour)	
907	Lien Search--	\$15.00
	Returned check or ACH/EFT	\$35.00
927	Parking Permits-- 10% discount on a purchase of three or more permits	\$7.00/month
	Electric Vehicle Charging Fee	\$1.25 per hour
	Document Copies	
	Up to 8 1/2" by 14"	
	Black	\$0.25 per page
	Color	\$1.00 per page
	11" by 17"	
	Black	\$0.50 per page
	Color	\$2.00 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	\$2.00 per page
	FAX send and receive documents	\$0.75 per page
	USB Drive/Portable flash drive	\$12.00 each
	Municipal code book/Paper copy	\$150.00
	Municipal code book supplements	\$0.25 per page
	Credit Card Usage Fees, except for utility payments	
	Payment between \$5--\$50	\$2.00

Payment between \$51--\$100	\$3.00
Payment between \$101--\$200	\$4.00
Payment between \$201--\$300	\$5.00
Payment between \$301--\$400	\$8.00
Payment between \$401--\$500	\$15.00
Payment \$501+	Actual charge @ 3%

Police Department

2111

Fingerprinting	\$30.00
Fingerprinting, each Additional Card	\$10.00
Police Reports--per printed document	\$25.00
Computer Aided Dispatch (CAD) Report or Log Note	\$25.00
Arrest Sheet/Citations Prior to Adjudication	\$20.00
Address Contacts	\$20.00
Evidence Photos on USB Drive/Flash drive	\$50.00
9-1-1 Calls--Copies on USB Drive/Flash drive	\$50.00
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	
	\$50.00 minimum up to 200 MB
	\$75.00 201--500 MB
	\$100.00 501--750 MB
	\$125.00 751--1,000 MB
	\$175.00 1,001--1,500 MB

\$225.00 1,501--
2,000 MB
\$275.00 2,001 MB
and up
20 minutes equals
584 MB

Municipal Court
Credit Card Usage Fees

2111

	Fine between \$5-- \$50	\$2.00
	Fine between \$51-- \$100	\$3.00
	Fine between \$101--\$200	\$4.00
	Fine between \$201--\$300	\$5.00
	Fine between \$301--\$400	\$8.00
	Fine between \$401--\$500	\$15.00
	Fine \$501+	Actual charge @ 3%
Returned Check or ACH Fee		\$35.00
Suspension Fee		\$15.00
Warrant Fee		\$50.00
Collections Fee		25% of each docket item, not to exceed a maximum of \$250.00
Jury Fee		\$150.00 if trial is not canceled in accordance with court rules
Appeal Fee		\$20.00 plus copy fee per page

BE IT FURTHER RESOLVED, that the Comprehensive Fee Schedule established by Ordinance No. 2361, II. LOCAL IMPROVEMENTS be amended in its entirety as follows.

II. LOCAL IMPROVEMENTS

1591 and 2514	Street Alteration		
Sec. 4 (12.04.040)	(1) Curb cut permit: \$55.00 Sidewalk permit: \$55.00		2089
2748 Sec. 3 (15.16.050 Exh. A)	Systems Development Charges		
	(1a) Wastewater: \$65.76/sewer fixture unit		1/1/24*
	(1b) Wastewater by meter size		
	Meter Size	Flow Factor	SDC Fee 1/1/24
	2"	8	\$13,317.30
	3"	16	\$26,634.61
	4"	25	\$41,616.14
	6"	50	\$83,232.27
	8"	80	\$133,171.87
	10"	125	\$208,080.68
	(2a) Water: \$334.36/water fixture unit		
	(2b) Water by meter size		
	Meter Size	Flow Factor	SDC Fee 1/1/24
	2"	8	\$81,422.67
	3"	16	\$162,844.19
	4"	25	\$254,444.10
	6"	50	\$508,888.21
	8"	80	\$814,222.07
	10"	125	\$1,272,220.54
	(3) Transportation: \$2,346.40/p.m. peak hour trip		
	See pages 5 and 6 of Appendix I-E of Chapter 15.16 for trip generation tables		

- (4) Parks:
 - \$2,682.96/single-family dwelling unit (SFDU)
 - \$1,938.72/multifamily dwelling unit (MFDU)
 - \$1,385.11/manufactured housing unit (MFHU)

- (5) Drainage:
 - Single-family--\$979.96/ESU
 - All other--\$979.96/ESU

ESU = equivalent service unit

1 ESU equals 1 single-family dwelling unit or 2,650 square feet of impervious area for all other development.

*Code reviser's note: Effective January 1, 2024, rates have been updated pursuant to annual adjustment established by Section 15.16.040.

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		2106
Type I Application (General)	\$50	
Land Use Review	\$50	
Land Use Review (Bldg. Permit)	.004 of value of work/\$50 minimum	
Sign Permit	\$50	
Variance Class A	\$100	
Subdivision and Partition (Final Plat)	\$150	
Home Occupation (review)	\$50	
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 (Non-Refundable)		\$100 + actual cost
Temporary Use	\$100	
Variance Class B	\$400	
Historic Alteration (Minor)	\$100	
Historic Sign Permit	\$100	
Modification to Approval (Minor)	\$400	
Property Line Adjustment/Lot Consolidation	\$400	
Partition (Tentative)	\$400	
Hillside Development Level 2	\$400	
Hillside Development Level 3	\$400	
Temporary Use (Medical Hardship)	\$50	
Floodplain Development - 2	\$200	

TYPE III

Type III Application (General)	\$1,200	
Conditional Use Permit	\$1,200	
Site Design Review	\$1,200	
Master Planned Development (Use)	\$1,200	
Subdivision (Tentative)	\$2,000	
Master Planned Development/Subdivision	\$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	\$400 + actual costs
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) 2106

Weekend Rates for Adults

9 holes	\$22.00
18 holes	\$34.00

Weekday Rates for Adults

	9 holes	\$18.00
	18 holes	\$30.00
Seniors (60 and over) and College Students (ID required)		
	9 holes	\$17.00
	18 holes	\$24.00
Juniors (17 and under)		
	9 holes	\$10.00
	18 holes	\$18.00
Twilight Rates--Weekday		
Regular		
	9 holes	\$15.00
	18 holes	\$24.00
Winter Rates (November--February)		
Regular		
	9 holes	\$12.00
	18 holes	\$18.00
Juniors (17 and under)		
	9 or 18 holes	\$6.00
Year-Round Rates		
Any Player		
	4 holes	\$6.00
Punch Card (11 rounds) (add \$2.00 per punch for weekend play)		
Regular (ages 18 to 59)		
	9 holes	\$145.00
	18 holes	\$240.00
Seniors (60 and over)		
	9 holes	\$130.00
	18 holes	\$200.00
Juniors (17 and under)		
	9 holes	\$70.00
	18 holes	\$150.00
Annual Rates		
Five-Day--Monday through Friday		
	Single	\$930.00

	Married Couple	\$1,380.00
	Add a child 14 and under, \$100 each child	
Seven-Day		
	Single	\$1,200.00
	Married Couple	\$1,770.00
	Juniors (17 and under)	\$475.00
Miscellaneous Fees		
	Pull Cart	\$5.00
	Rental Clubs	\$10.00
	Golf Cart Rental	
	9 holes	\$12.00 per rider
	18 holes	\$18.00 per rider
	Golf Cart Storage Fee (annual)	\$100.00
	Trail Fee (annual)	\$330.00
	Trail Fee (daily)	\$5.00
	Golf Simulator	
	15 minutes	\$3.00/per person
	30 minutes	\$5.00/per person
	1 hour (one person only)	\$15.00
	2 to 4 people (maximum 4 per hour)	\$10.00/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 22nd DAY OF APRIL, 2024.

Candace Solesbee, Mayor
Dated: _____

ATTEST:

Mindy Roberts, City Recorder
Dated: _____