

MEMORANDUM

TO: Mayor and City Council

FROM: Faye Stewart, Public Works & Development Director

SUBJECT: RESOLUTION AMENDING THE COMPREHENSIVE FEE SCHEDULE

DATE: June 21, 2023

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 six sections in the Comprehensive Fee Schedule.

Section I Government. Was amended to increase fingerprinting, Police reports per printed document, and Computer Aided Dispatch Report Log fees in the Police Department. Thumb Drive replaced compact disk as the device to transfer information. The Evidence Photos fee was increased from \$10.00 to \$40.00. Finally fees were established for the request for the City's new Body Worn Camera videos. The minimum fee is \$25.00 and increases as the amount of Mega Bits requested. Twenty minutes of video equals 584 Mega Bits. The fee helps cover the costs incurred by PD to review the video ensuring legal information is released. Removed computer CDs, audio tapes, VHS, and DVD. Those devices are no longer in use and have been replaced with USB thumb drives.

Section III Utilities was amended to reflect the 6% increase in Water fees and 12% increase in the Wastewater fees for the 2023-24 fiscal year budget as approved by the Budget Committee and adopted by the City Council.

Section VI. Planning. The Type I Land Use Review, Sign Permit, and Home Occupation fees were increased to \$50.00 to reflect a minimum charge for services in the Planning Department. The Type II Code Interpretation fee was changed to a non-refundable fee and included actual costs. The Historic Alteration and Historic Sign Permit fees were increased to \$100.00 to reflect similar fees paid for similar permits in the Type I and II categories. In Type III Master Plan Development a use review fee of \$800 was added and correction of the Land Use District Map Change fee for \$80.00 to \$800.00. Finally in Other fees increasing the Appeal to City Council from \$200.00 to \$400.00 including actual costs.

Section IX. Middlefield Golf Course. Course fees and cart rental fees were increased to assist in generating revenue to cover increasing golf course operating costs. Staff reviewed fees from local golf courses and found Middlefield's fees were substantially lower. In general the fees are recommended at increasing approximately 20% and are will remain at or lower than the courses reviewed.

Section X. Miscellaneous. The Impound Fee was increased from \$20.00 to \$25.00 and Daily Care Fee increased from \$5.00 to \$15.00 per day. This reflects increases in food and supplies.

Section XI Community Center, Armory, Special Event and Park Fees and Policies was amended to create uniformity in the language in the Groups for the Community Center and Armory and to clarify the deposits description. The fees were restructured to an hourly basis to reflect users' rentals and to increase rental revenue to cover the improvements made to the Armory and cleaning and maintenance costs.

For your information the System Development Charges were adjusted January 1, 2023 pursuant to Section 5.16.040 of the Municipal Code. The changes in the SDCs are noted for your information and codification purposes. The fee increases are based on the construction cost index figures published in the Engineering News Record magazine for twenty cities. The ENR Construction Cost Index rose 5.6% from December 2021 to December 2022. The Resolution increases the SDC fees by 5.6% to reflect the increase in construction costs.


Recommendation

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

Cost

No cost.


Richard Meyers, City Manager


Faye Stewart, Public Works &
Development 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
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Library

Library cards for patrons of the library who reside outside the city limits: 2032
1/25/21

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** 2032

Research--current hourly billing rate (min. 1/2 hour) 1/25/21

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 ARH** \$35.00

927 Parking Permits-- \$7.00/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 \$1.00 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 \$50 - \$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

2032

Fingerprinting	\$20.00	1/25/21
Police Reports--per printed document	\$15.00	
Computer Aided Dispatch (CAD) Report or Log Note	\$15.00	
Arrest Sheet/Citations Prior to Adjudication	\$10.00	
Address Contacts	\$10.00	
Evidence Photos on USB Drive/Flash drive	\$40.00	
9-1-1 Calls-Copies USB Drive/Flash drive	\$40.00	
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

\$25.00 minimum up to 200 MB
\$50.00 201-500 MB
\$75.00 501-750 MB
\$100.00 751-1,000 MB
\$150.00 1,001-1,500 MB
\$200.00 1,501-2,000 MB
\$250.00 2,001 MB and up
20 minutes equals 584 MB

Municipal Court

Credit Card Usage Fees

1/25/21

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
Payment Agreement Fee	\$10.00 each time established and/or reestablished
Extended Payment Fee	\$20.00 (ORS 137.118 (2) Suspended unless failure to pay violations)
Extended Diversion Fee	\$50.00
Extended Probation Fee	\$50.00
Probation Violation Fee	\$25.00 each show cause judgment
Expungement Fee	\$265.00
Docket/Citation Re-Open Fee	\$20.00
Appeal Fee	\$20.00 plus copy fee per page

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

III. UTILITIES

3004 A. Water System

(13.04.020) Residential Monthly Rates--Inside City Limits:

2076
6/27/22

Water Meter Size	Fixed Rate*	Volume Rate 1--5,999 Gallons**	Volume Rate 6,000-15,000 Gallons**	Volume Rate Over 15,000 Gallons**
5/8" x 3/4"	\$19.06	\$1.51	\$1.86	\$2.17
1"	39.10	1.51	1.86	2.17
1-1/2"	72.56	1.51	1.86	2.17
2"	112.67	1.51	1.86	2.17
3"	219.63	1.51	1.86	2.17
4"	340.00	1.51	1.86	2.17
6"	674.33	1.51	1.86	2.17
8"	1,075.51	1.51	1.86	2.17

Residential Monthly Rates--Outside City Limits:

Water Meter Size	Fixed Rate*	Volume Rate 1--5,999 Gallons**	Volume Rate 6,000-15,000 Gallons**	Volume Rate Over 15,000 Gallons**
5/8" x 3/4"	\$28.59	\$2.26	\$2.79	\$3.26
1"	58.66	2.26	2.79	3.26
1-1/2"	108.84	2.26	2.79	3.26
2"	169.01	2.26	2.79	3.26
3"	329.45	2.26	2.79	3.26
4"	510.00	2.26	2.79	3.26
6"	1,011.49	2.26	2.79	3.26
8"	1,613.27	2.26	2.79	3.26

Commercial Monthly Rates--Inside City Limits:

Water Meter Size	<u>Fixed Rate</u> *	<u>Commodity</u> **
5/8" x 3/4"	\$32.15	\$1.88
1"	67.87	1.88
1-1/2"	127.51	1.88
2"	199.00	1.88
3"	389.71	1.88
4"	604.25	1.88
6"	1,200.22	1.88
8"	1,915.34	1.88

Commercial Monthly Rates--Outside City Limits:

Water Meter Size	<u>Fixed Rate</u> *	<u>Commodity</u> **
5/8" x 3/4"	\$48.23	\$2.81
1"	101.81	2.81
1-1/2"	191.27	2.81
2"	298.51	2.81
3"	584.57	2.81
4"	906.38	2.81
6"	1,800.33	2.81
8"	2,873.00	2.81

Industrial Monthly Rates--Inside City Limits:

Water Meter Size	<u>Fixed Rate</u> *	<u>Commodity</u> **
5/8" x 3/4"	\$25.07	\$1.88
1"	46.62	1.88
1-1/2"	82.56	1.88
2"	125.66	1.88
3"	240.60	1.88
4"	369.93	1.88

6"	729.16	1.88
8"	1,160.23	1.88

Industrial Monthly Rates--Outside City Limits:

Water		
Meter Size	<u>Fixed Rate</u> *	<u>Commodity**</u>
5/8" x 3/4"	\$37.60	\$2.81
1"	69.93	2.81
1-1/2"	123.85	2.81
2"	188.50	2.81
3"	360.90	2.81
4"	554.90	2.81
6"	1,093.75	2.81
8"	1,740.35	2.81

Irrigation Monthly Rates--Inside City Limits:

Water		
Meter Size	<u>Fixed Rate</u> *	<u>Commodity**</u>
5/8" x 3/4"	\$28.08	\$3.17
1"	64.32	3.17
1-1/2"	124.70	3.17
2"	197.19	3.17
3"	390.45	3.17
4"	607.92	3.17
6"	1,211.90	3.17
8"	1,936.67	3.17

Irrigation Monthly Rates--Outside City Limits:

Water		
Meter Size	<u>Fixed Rate</u> *	<u>Commodity**</u>
5/8" x 3/4"	\$42.12	\$4.76
1"	96.48	4.76
1-1/2"	187.05	4.76

2"	295.79	4.76
3"	585.68	4.76
4"	911.89	4.76
6"	1,817.85	4.76
8"	2,905.01	4.76

* Fixed rate shall be prorated to the number of days of service in that particular month.

** For each 1,000 gallons or fraction thereof.

(13.04.020)	<u>Special Monthly Rates:</u>				2076 6/27/22
Assisted Rates	Water Meter Size	Fixed Rate*	Volume Rate 1-5,999 Gallons**	Volume Rate 6,000-15,000 Gallons**	Volume Rate Over 15,000 Gallons**
Inside City Limits	5/8" x 3/4"	\$7.83	\$1.51	\$1.86	\$2.17
Outside City Limits	5/8" x 3/4"	\$11.76	\$2.26	\$2.79	\$3.26

* Fixed rate shall be prorated to the number of days of service in that particular month.

** For each 1,000 gallons or fraction thereof.

(13.04.020)	<u>Miscellaneous Water Fees:</u>	2076 6/27/22
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Water meter sizing: \$27.00

Meter Downsizing Fees:

1" to 3/4" \$115.63

1-1/2" to 3/4" \$260.24

2" to 3/4" \$263.66

1-1/2" to 1" \$308.48

2" to 1" \$311.90

2" to 1-1/2" \$554.52

Downsizing not listed above will be performed on a time and materials basis.

(13.04.070)	Disconnection Fee: \$35.00	2076
(13.04.040)	Turn on fee: \$35.00 (Nonrefundable) (Water Meter and Backflow Valve)	6/27/22

(13.04.070)	Tampering with locks: \$100.00 plus costs, if any	2076 6/27/22
(13.04.080)	After-hour turn on fee: \$75.00	2076 6/27/22
(13.04.110)	Testing meters: \$50.00 minimum	2076 6/27/22
(13.04.030)	Connection fees--domestic:	2076 6/27/22

- (1) a. Water main tapped and service line has been extended with proper fitting to the meter box:

Meter Size	Fee
3/4"	\$375.00
1"	\$475.00
Over 1"	Actual Costs

- (2) b. Main needs to be tapped and service line extended to private property:

Meter Size	Fee
3/4"	\$1,300.00
1"	\$1,550.00
Over 1"	Actual Costs

- c. Connection Fees--Outside City Limits:
1.5 x fees in subsections (a) and (b) above.

(13.04.230)	Fire Protection--Connection Fee:	2076 6/27/22
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All actual costs + 10% restocking fee for all parts used.

(13.04.220)	Fees for Temporary Water Service from Fire Hydrants:	2076 6/27/22
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Bulk water sale (nonrefundable)
per fill up \$30.00 plus current water quantity fee

Nonrefundable service
 installation fee \$81.00
 Refundable deposit \$150.00
 Base rate for 3"
 water meter (per week) \$91.91
 Base rate for 3"
 water meter (per month) \$367.65
 Consumption fee (inside
 city limits) \$1.77/1,000 gallons
 Consumption fee (outside
 city limits) \$2.65/1,000 gallons

(13.04.040) Cash Deposit for Water and Water/Wastewater Service: 2076
 \$150.00 6/27/22
 All actual costs + 10% restocking fee for all parts used.

2548 B. Wastewater System
 Sec. 6 Monthly Rates 2076
 (13.08.060) 6/27/22

Residential

1. Inside City Limits: 2076
 6/27/22

- a. For the billing cycles during mid-November through mid-April, actual usage will determine the amount of the bill based on monthly base charge and current metered water consumption at the rates listed below:

Monthly Base Charges per Account*	<u>Volume Rate per 1,000 Gallons**</u>
\$12.75	\$6.55

* Fixed rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

- b. For the billing cycles during mid-May through mid-October, the sewer billing shall be the lesser of the following:
 - (1) The average of the customer's monthly water consumption during the billing period of mid-November to mid-April of the previous winter, except when the customer had less than two months of sewer service during that same period; or
 - (2) Based on the current metered water consumption using rates in (a) above.
- c. If a customer notifies the city in writing that he will be spending some part of the winter months, mid-November to mid-April, in a different locale, the customer's account will be labeled as a "snowbird account." This customer's sewer shall be the lesser of the following:
 - (1) The average of the customer's monthly water usage, where the average shall be defined as the actual water consumption divided by the number of months of consumption, during the billing period of mid-November to mid-April of the previous winter, except when the customer had less than two months of sewer service during that same period; or
 - (2) Based on the current metered water consumption using rates in (a) above.

2. Outside City Limits:

2076
6/27/22

- a. For the billing cycles during mid-November through mid-April, actual usage will determine the amount of the bill based on monthly base charge and current metered water consumption at the rates listed below:

Monthly Base
Charges per
Account*

\$19.12

Volume Rate per 1,000 Gallons**

\$9.82

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

- b. For the billing cycles during mid-May through mid-October, the sewer billing shall be the lesser of the following:
 - (1) The average of the customer's monthly sewer bill, during the billing period of mid-November to mid-April of the previous winter, except when the customer had less than two months of sewer service during that same period; or
 - (2) Based on the current metered water consumption using rates in (a) above.

- c. If a customer notifies the city in writing that he will be spending some part of the winter months, mid-November to mid-April, in a different locale, the customer's account will be labeled as a "snowbird account." This customer's sewer shall be the lesser of the following:
- (1) The average of the customer's monthly water usage, where the average shall be defined as the actual water consumption divided by the number of months of consumption, during the billing period of mid-November to mid-April of the previous winter, except when the customer had less than two months of sewer service during that same period; or
 - (2) Based on the current metered water consumption using rates in (a) above.

Commercial

1. Inside City Limits: 2076
6/27/22

- a. The billing cycle is based on established current metered water consumption.

Monthly Base Charges per Account*	<u>Volume Rate per 1,000 Gallons**</u>
\$12.75	\$6.55

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

2. Outside City Limits: 2076
6/27/22

- a. The billing cycle is based on established current metered water consumption.

Monthly Base Charges per Account*	<u>Volume Rate per 1,000 Gallons**</u>
\$19.12	\$9.82

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

Industrial

1. Inside City Limits:

2076

6/27/22

- a. The billing cycle is based on established current metered water consumption.

Monthly Base

Charges per

Account*

Volume Rate per 1,000 Gallons**

\$12.75

\$6.55

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

2. Outside City Limits:

2076

6/27/22

- a. The billing cycle is based on established current metered water consumption.

Monthly Base

Charges per

Account*

Volume Rate per 1,000 Gallons**

\$19.12

\$9.82

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

Schools

1. Inside City Limits:

2076

6/27/22

- a. For the billing cycles during mid-November through mid-April, actual usage will determine the amount of the bill based on monthly base charge and current metered water consumption at the rates listed below:

Monthly Base

Charges per

Account*

Volume Rate per 1,000 Gallons**

\$12.75

\$6.55

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

b. For the billing cycles during mid-May through mid-October, the sewer billing shall be the lesser of the following:

- (1) The average of the customer's monthly sewer bill, during the billing period of mid-November to mid-April of the previous winter, except when the customer had less than two months of sewer service during that same period; or
- (2) Based on the current metered water consumption using rates in (a) above.

2. Outside City Limits:

2076

6/27/22

a. For the billing cycles during mid-November through mid-April, actual usage will determine the amount of the bill based on monthly base charge and current metered water consumption at the rates listed below:

Monthly Base
Charges per
Account*

Volume Rate per 1,000 Gallons**

\$19.12

\$9.82

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

b. For the billing cycles during mid-May to mid-October, the sewer billing shall be the lesser of the following:

- (1) The average of the customer's monthly sewer bill, during the billing period of mid-November to mid-April of the previous winter, except when the customer had less than two months of sewer service during that same period; or
- (2) Based on the current metered water consumption using rates in (a) above.

Sewer Only Accounts

2076
6/27/22

Inside City Limits residential sewer only

- a. Flat rate of \$52.02/month*.

Outside City Limits residential sewer only

- a. Flat rate of \$78.05/month*.

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

Special Monthly Rates:

Assisted Rates	Monthly Base Charges per Account*	Volume Rate per 1,000 <u>Gallons</u> **
Inside City Limits	\$5.24	\$6.55
Outside City Limits	\$7.86	\$9.82

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

** For each 1,000 gallons or fraction thereof.

Assisted Rate--Inside City Limits residential sewer only

- a. Flat rate of \$24.89/month*.

* Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

Miscellaneous Wastewater Fees:

2076
6/27/22

(13.08.090) Sewer only service connection: \$22.00

Grease/oil intercept: \$71.00

Clean-outs: \$27.00

(13.08.090) Inspection Fee: \$55.00

(13.08.140) Sewer Dump Charge:

Tank Capacity

100 gallons or less (RV type):
\$5.00/load

C. Storm Drainage System

2076
6/27/22

Monthly Rates--All Water and/or Sewer Customers will be charged on an equivalent service unit basis. One equivalent service unit (ESU) is equal to one single-family customer or 2,650 sq. ft. of impervious surface area for other customers.

Residential

Monthly rate per ESU: \$4.94/month*

Commercial & Industrial (All Nonresidential Users)

Monthly rate per ESU: \$4.94/month*

*Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

2076
6/27/22

D. System Improvement or Debt Service Fees

Water System:

System Improvement or Debt Retirement
Monthly Rates

(1) Monthly Rates--Inside City Limits:

Water Meter Size	<u>Monthly Rate</u> *
5/8" x 3/4"	\$27.24
1"	68.14

1-1/2"	136.23
2"	218.00
3"	435.98
4"	681.22
6"	1,362.46
8"	2,179.92

*Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

(2) Monthly Rates--Outside City Limits:

Water Meter Size	<u>Monthly Rate*</u>
5/8" x 3/4"	\$40.86
1"	102.21
1-1/2"	204.35
2"	327.00
3"	653.97
4"	1,021.83
6"	2,043.69
8"	3,269.89

*Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

2617

Sec. 7 Wastewater System: 2076
 (13.08.060) System Improvement or Debt Retirement Monthly Rates 6/27/22

(1) Monthly Rates--Inside City Limits:

Water Meter Size	Monthly Rate*
Sewer Only Accounts	\$29.96
5/8" x 3/4"	29.96
1"	74.92
1-1/2"	149.83

2"	239.76
3"	479.45
4"	749.16
6"	1,479.40
8"	2,395.87

(2) Monthly Rates--Outside City Limits:

Water Meter Size	Monthly Rate*
Sewer Only Accounts	\$44.93
5/8" x 3/4"	44.93
1"	112.37
1-1/2"	224.76
2"	359.63
3"	719.25
4"	1,123.73
6"	2,219.11
8"	3,593.81

*Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

(13.08.060) Storm Drainage System: 2076
6/27/22

System Improvement or Debt Retirement Monthly Rates

Residential

Monthly rate per ESU: \$7.53/month*

Commercial & Industrial (All Nonresidential Users)

Monthly rate per ESU: \$7.53/month*

*Fixed Rate shall be prorated to the number of days of service in that particular billing cycle.

(13.12.010)

6/27/22

Formation of zone of benefit: \$251.00

Zone of benefit assessment: \$196.00

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	\$50	
Land Use Review (Bldg. Permit)	.0015% of value of work/\$25 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	\$200	
Historic Alteration (Minor)	\$100	
Historic Sign Permit	\$100	

Modification to Approval (Minor)	\$400
Property Line Adjustment/Lot Consolidation	\$150
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)	\$800
Conditional Use Permit	\$800
Site Design Review	\$800
Master Plan Development (Use)	\$800
Subdivision (Tentative)	\$2,000
Master Planned Development/Subdivision	\$2,000
Variance Class C	\$800
Historic Alteration (Major)	\$250
Modification to Approval (Major)	\$800
Land Use District Map Change (w/o Plan Amendment)	\$800

TYPE IV

Type IV Application General	\$1,200 + actual cost
Comprehensive Plan Amendment	\$1,200 + actual cost
Development Code Text Amendment	\$1,200 + actual cost
Land Use District Map Change (with Plan Amendment)	\$1,200 + actual cost

OTHER

Appeal to Planning Commission	\$200
Appeal to City Council	\$400 + actual costs
Vacation	\$500 + actual costs

Annexation	
– Expedited	\$800
– CC Public Hearing	\$1,200
Developer's Agreement	\$490
Pre-Application Conference	\$250
State Land Use Compatibility Statement	\$50
Multi-Unit Property Tax Exemption (MUPTE)	\$800
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).

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
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Weekend Rates for Adults

9 holes	\$22.00
18 holes	\$34.00

Weekday Rates for Adults

9 holes	\$18.00
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18 holes	\$30.00
Seniors (60 and over) and College Students (ID required)	

9 holes	\$17.00
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18 holes	\$24.00
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Juniors (17 and under)	
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9 holes	\$10.00
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18 holes	\$18.00
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Twilight Rates--Weekday

Regular

9 holes	\$15.00
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18 holes	\$24.00
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Winter Rates (November--February)

Regular

9 holes	\$12.00
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18 holes	\$18.00
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Juniors (17 and under)	
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9 or 18 holes	\$6.00
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Year-Round Rates

Any Player

4 holes	\$6.00
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Punch Card (11 rounds) (add \$2.00 per punch for weekend play)

Regular (ages 18 to 59)

9 holes	\$145.00
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18 holes	\$240.00
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Seniors (60 and over)

9 holes	\$120.00
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18 holes	\$195.00
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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	\$15.00
18 holes	\$24.00
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 the Comprehensive Fee Schedule established by Ordinance No. 2361, X. MISCELLANEOUS be amended in its entirety as follows.

X. MISCELLANEOUS

		2198
		(6.04.050)
(1) Dog license fee--unneutered	\$20.00	1858

8/25/14

(2) Dog license fee--neutered	\$10.00
(3) Duplicate license	\$5.00
(4) Non-Commercial Kennel	\$50.00
(5) Commercial Kennel	\$50.00
(6) Impoundment Fee	\$25.00
(7) Daily Care fee in Addition to Impoundment Fee	\$15.00
(8) Watchdog permits	\$10.00

1169 *ENGINEERING FEES ON MUNICIPAL PROJECTS*

1858

8/25/14

CITY PROJECTS

Design Engineering	10% of actual project cost	1858
Construction Engineering	6% of actual project cost	8/25/14
LID Administration	2% of actual project cost	

DEVELOPER PROJECTS

City Staff Design Review of engineered plans submitted for construction approval--Fee shall be actual cost based on current hourly charge-out rates.*

City Staff Construction Compliance Inspection--Fee shall be actual cost based on current hourly charge-out rates.*

Materials Testing--Actual Cost

*Actual cost for design review and construction compliance inspection of public improvements is based on the current hourly charge-out rate for an Engineering Technician.

BE IT FURTHER RESOLVED, that the Comprehensive Fee Schedule established by Ordinance No. 2361, XI Community Center, Armory, Special Event and Park Fees and Policies be amended in its entirety as follows.

**XI. COMMUNITY CENTER, ARMORY,
SPECIAL EVENT AND PARK FEES AND POLICIES**

Groups

- A** Use of the facility by local non-profits, civic groups, support groups and clubs, youth and senior organizations. Proof of non-profit status as recognized by the state is required.
- B** City Residents holding Special Events. Examples: Weddings, birthday parties, religious organization gatherings (not regular services)
- C** Commercial and/or non-City resident usage.

Rental Fees may be waived for City government, official governmental public meetings and city sponsored/co-sponsored events.

Category A groups may apply for a partial or complete waiver of fees if payment would cause undue hardship on the sponsoring organization or make it impossible for the group to use the facility. Decisions on granting waivers will be made by the City Manager or the Community Coordinator. Groups receiving waivers may be asked to perform volunteer service to qualify for a waiver. Community Center rooms are scheduled for use with the Community Coordinator or designee and Armory rentals are scheduled with the City Recorder or designee. All rentals are subject to availability.

Community Center Fees

	A**	B	C
Deposit	\$50	\$50	\$50
Meeting Rooms (Shepherd /Reception Hall)	\$30 per use	\$30/hr	\$45/hr
Kitchen	\$5 per use	\$20 per use	\$30 per use

**Annual fees are required for category A groups that use the facility more than 12 times per year. Annual fees are based on usage and are due before the initial use of the year. Annual fees will not be refunded.

Annual Fee Schedule for Frequent Category A Users:

13-26 uses	\$200
27-52 uses	\$300
53 or more uses	\$350

Fees for local groups holding classes at the community center will be based on the number of participants and space required.

One-Hour Classes
\$1.50/person/class

Multi-Hour Classes
\$5/person/class

A deposit is required of all users of the building for each use. The deposit must be paid before access will be issued. The deposit will be refunded if all conditions and requirements are met. Users are responsible for maintaining the rooms they have rented. Additional fees in excess of the deposit may be charged to users that lose/fail to return the access device, damage rooms or equipment, or do not cleanup after use.

Groups may pay a one-time/refundable deposit covering all events at the beginning of each year. However, any lost access device, custodial, or repair fee charged during the year must be paid prior to the next use. Outstanding fees must be paid before a group can schedule the building.

Groups serving alcohol must meet all OLCC regulations and are required to submit an additional \$200.00 refundable deposit. Refunds are determined under the same circumstances as cleaning deposits.

Armory Fees

	A	B	C
Deposit	\$150	\$150	\$150
Drill Hall (Hourly)	\$25	\$35	\$45
Meeting Rooms (Hourly)	\$20	\$25	\$35
Tables	\$3/Each	\$3/Each	\$3/Each
Linens	\$3/Each	\$3/Each	\$3/Each
Chair Covers	\$0.50/Each	\$0.50/Each	\$0.50/Each
Alcohol Surcharge	\$100	\$100	\$100
City Audio Equipment Use and Set up	\$100	\$100	\$100

A deposit is required of all users of the Armory for each use. The deposit must be paid before access will be issued. The deposit will be refunded if all conditions and requirements are met. Users are responsible for maintaining the rooms they have rented. Additional fees in excess of the deposit may be charged to users that lose/fail to return access device, damage rooms or equipment, or do not clean up after use. Outstanding fees must be paid before a group can schedule the building.

Groups serving alcohol must meet all OLCC regulations and are required to submit an additional \$200.00 refundable deposit. Refunds are determined under the same circumstances as cleaning deposits.

Room set up, take down and cleaning rates can be negotiated.

Reservations can be made up to one year in advance.

Special Event

For canopy rental a deposit is required of which a portion is refunded when the canopies are returned in good condition.

Canopies	A	B	C
10'x 10'	\$50 \$25 returned	\$50 \$25 returned	\$100 \$45 returned
10'x 20'	\$50 \$25 returned	\$50 \$25 returned	\$100 \$45 returned

Barricades are rented in groups of 12 for Type 1 and groups of two for the larger Type 3. Traffic cones/candlesticks are rented in groups of 10. The same deposit and refund formula for canopies is in force for barricades.

Barricades	A	B	C
Type 1	\$5 \$2 returned	\$5 \$2 returned	\$12 \$5 returned
Type 3	\$5 \$2 returned	\$5 \$2 returned	\$25 \$10 returned
Traffic Cones	\$5 \$2 returned	\$5 \$2 returned	\$10 \$5 returned

Signs	A	B	C
Full*	\$0	\$75 \$25 returned	\$175 \$100 returned
Partial**	\$0	\$10 \$5 returned	\$15 \$10 returned

Full*--Denotes a price for complete set of signs, including stands, needed for traffic control for a closure of Main Street near Highway 99.

Partial**--Denotes a price per individual sign, including stand, needed for traffic control at special event.

Canopies, barricades and signs are intended for use within the Urban Growth Boundary of the city.

Bohemia Park Equipment Fees

Spider Box (Electrical Distribution Box with 50' Cord). Spider box can only be used for events in Bohemia Park. Renter is responsible for replacement of spider box or cord if lost or damaged.

A	B	C
\$15/day	\$20/day	\$40/day

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

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 26th DAY OF JUNE, 2023.

Candace Solesbee, Mayor

Dated: _____

ATTEST:

Richard Meyers, City Manager

Dated: _____