

RESOLUTION NO. 1297
A RESOLUTION ESTABLISHING FEES AND CHARGES FOR THE
CITY OF PRINEVILLE FOR FISCAL YEAR 2016-2017

The Prineville City Council specifically finds that:

WHEREAS, various City Ordinances and state statutes allow the City to establish certain fees by Resolution; and

WHEREAS, the City of Prineville desires to establish and recover certain City costs from fees and charges levied in providing City services, products, and regulations; and

WHEREAS, the City Manager has caused review of all City fees and charges and determined the costs of such fees and charges; and

NOW, THEREFORE, it is hereby resolved that the fee and charge schedule attached to this Resolution as Exhibit A is hereby adopted with said fees and charges to be effective July 1, 2016, and continue in effect until modified by the Prineville City Council.

APPROVED BY THE CITY COUNCIL ON THE 28th DAY OF JUNE, 2016

Betty Roppe, Mayor

ATTEST:

Lisa Morgan, City Recorder

Rate Schedule FY 16-17							
Exhibit A							
			Base 16-17 Charge	Additional Charges / Comments			
1.0	Police						
1.1	Police Personnel Outside Services						
1.1.1	Sergeant		76.75	Per hour			
1.1.2	Officer		64.00	Per hour			
1.1.3	Reserve Officer		32.75	Per hour			
1.1.4	Vehicle		31.75	Per hour			
1.2	Diversion Class for Failure to Yield for Pedestrians		45.50	Per person			
1.3	Copies of Documents / Reports		10.00	Additional fees may apply			
1.3.1	Copies of Documents / Reports (Minimum Charge)		0.25				
1.3.2	Per Page (After 10 Pages)		33.00	Per hour (one hour minimum)			
1.4	Copies of Tapes		126.00	Per vehicle, per incident			
1.5	Tow Fees		5.00	Per bicycle			
1.6	Bicycle License		32.75	Annual permit			
1.7	Burn Barrel Permits						
1.8	Transient Vendor's License		157.50				
1.8.1	Annual License						
1.8.2	Daily License		32.75				
1.8.3	Three Day License		96.50				
1.8.4	Thirty Day License		205.00	Annual			
1.9	Social Gaming License						
1.10	Liquor License						
1.10.1	New Application for Permanent License		100.00				
1.10.2	Change of Ownership		75.00				
1.10.3	Annual Renewal of Permanent License		35.00				
1.10.4	Temporary (Event)						
1.10.5	Renewal of Temporary License		100.00				
	(Within 18 months after paying initial temporary license fee)				May be reduced to \$35.00 per event under authority and discretion of the Chief of Police or his designee.		
1.11	Taxicab License						
1.11.1	Annual License		50.00				
1.11.2	Additional Vehicle		25.00				
1.12	Administrative Research		63.00	Per hour (one hour minimum)			
1.13	Alarm Monitoring						
1.13.1	Direct Alarm Monitoring		56.75				
1.13.2	Auto-dial Monitoring		56.75				
1.13.3	Alarm Response Calls		-				
1.13.3.1	First & Second Response Call				Charges for police response to alarms.		
1.13.3.2	Third Response Call		28.50		Charges are assessed after the second call within the same month.		
1.13.3.3	Fourth Response Call		56.75				
1.13.3.4	Fifth Response Call		85.00				
1.14	Conference Room Rental						
1.14.1	Conference Room Rental Fee		15.00	Per four hour block	Conference Room fees are waived for non-profit uses.		
1.14.2	Multimedia / Projector Fees for Conference Room		15.00	Per four hour block			
1.14.3	Network Access (Internet) for Conference Room		25.00	Per day			
1.15	Second Hand Pawn Review Fee						
1.15.1	1 - 25 Items		28.50				
1.15.2	Anything Over Initial 25 Items		28.50				

1.16	Overnight Camping Permit		50.00					
			Base 16-17 Charge					
			Additional Charges / Comments					
2.0	Community Development							
2.1	Sign Permits							
2.2	Site Plan Review - New Residential Buildings		4.00	Per sqft.				
2.2.1	1 - 2 units		135.00					
2.2.2	Multi-family (3 - 4 units)		390.00					
2.2.3	Mobile Home in Park		90.00					
2.2.4	Non-dwelling Addition		50.00					
2.2.5	Dwelling Addition		100.00					
2.3	Site Plan Review - New Commercial and Industrial Buildings							
2.3.1	1 - 20,000 sqft.		1,345.00					
2.3.2	20,001 - 100,000 sqft.		2,285.00					
2.3.3	100,001 sqft. and Over		3,100.00					
2.4	Site Plan Review - Commercial and Industrial Buildings							
2.4.1	Expansion of Existing Approved Outright Use < 25%		50% of fee listed above					
2.4.2	Change of Use		150.00					
2.5	Conditional Use Permits - Residential Zones							
2.5.1	1 - 2 Family		245.00	Plus 200.00 if hearing required				
2.5.2	Multi-family		1,615.00					
2.5.3	Mobile Park		3,475.00					
2.5.4	Use Change		460.00					
2.6	Conditional Use Permits - New Commercial and Industrial Zones							
2.6.1	1 - 20,000 sqft.		1,795.00					
2.6.2	20,001 - 100,000 sqft.		2,650.00					
2.6.3	100,001 sqft. and Over		3,715.00					
2.7	Conditional Use Permits - Commercial and Industrial Zones							
2.7.1	Expansion of Existing Approved Conditional Use < 25%		50% of fee listed above					
2.7.2	Change of Use		610.00					
2.7.3	Hearings Fee for Type I, II, III and IV in addition to CUP fee		730.00					
2.8	Other Applications							
2.8.1	Home Occupations		545.00	Plus 200.00 if hearing required				
2.8.2	Telecommunications Tower / Co-locate		3,400.00					
2.8.3	Revision / Amendment		75% of new application fee					
2.8.4	Reconsideration		800.00					
2.8.5	Declaratory Ruling by Planning Director		1,000.00	Plus 600.00 if hearing required				
2.8.6	Street Renaming		335.00	Plus cost of sign(s)				
2.8.7	Measure 49 Claim		2,230.00	Refundable if approved				
2.8.8	Miscellaneous Requests		240.00	Plus 200.00 if hearing required				
2.8.9	Other Miscellaneous Requests		Charged at actual cost per hour					
2.9	Nonconforming Use Determination							
2.9.1	Administrative		280.00					
2.9.2	Planning Commission		565.00					
2.10	Variance Application							
2.10.1	Major		1,500.00					
2.10.2	Minor		245.00	Plus 200.00 if hearing required				
2.10.3	Riparian Adjustment - Single Family and Duplex Residential		425.00					
2.10.4	Riparian Adjustment - Multi-family and Commercial		610.00					
2.11	Land Partitioning Applications							

2.11.1	Major Partition	3,100.00			
2.11.2	Minor Partition	1,615.00			
2.11.3	Boundary Line Adjustment	610.00			
2.11.4	Lot Consolidation	365.00			
2.11.5	Final BLA Plat	185.00	60.00 per lot GIS fee (see fee 2.21)		
2.11.6	Final Partition Plat	365.00	60.00 per lot GIS fee (see fee 2.21)		
2.11.7	Final Lot Consolidation Plat	125.00	60.00 per lot GIS fee (see fee 2.21)		
2.12	Subdivisions				
2.12.1	Outline Development Plan 5 Acres or Less	4,900.00			
2.12.2	Outline Development Plan Over 5 Acres	8,500.00			
2.12.3	Tentative Plans	2,525.00	Plus 22.00 per additional lot		
2.12.4	Final Plat	735.00	Plus 12.00 per lot & 60.00 per lot GIS fee (see fee 2.21)		
2.12.5	Final Plat Extensions	550.00	Plus engineering fees for construction drawings		
2.12.6	Final Plat Revision / Amendment		40% of new application fee		
2.13	Comprehensive Plan Amendment				
2.13.1	Plan Amendment and / or UGB Expansion 20 Acres or Less	6,825.00			
2.13.2	Plan Amendment and / or UGB Expansion Over 20 Acres	11,550.00			
2.13.3	Text Amendment (Consistent with Intent of Comprehensive Plan)	5,460.00			
2.14	Zoning Ordinance Amendment				
2.14.1	Ordinance Text Amendment	4,800.00			
2.14.2	Minor Ordinance Text Amendment	2,335.00			
2.14.3	Zoning / Overlay Map Amendment	2,675.00			
2.14.4	Street or Alley Vacation	1,300.00			
2.14.5	Regulating Master Plan (Mixed Use Zone)	5,745.00			
2.15	Appeals				
2.15.1	To Planning Commission	305.00			
2.15.2	To City Council	2,125.00			
2.16	Administrative Determination				
2.16.1	Written (i.e. Zoning Verifications)	20.00			
2.16.2	Bonding Forms and Review	100.00			
2.16.3	Flood Zone Determination	20.00			
2.17	Document Purchase				
2.17.1	Photocopies / Printed Reports / Documents (8.5" x 11" & 11" x 17")	0.45	Per page after first 5 pages		
2.17.2	Large Format Copies (Over 11" x 17")	2.10	Per page		
2.17.3	Maps	6.30	Minimum (actual costs)		
2.17.4	Fax	2.65	First page plus	1.30 Each additional page	
2.17.5	Planning Commission Agenda (One Year)	32.00	Base plus	0.65 Per page	
2.17.6	Planning Commission Agenda Packets (One Year)	315.00			
2.18	Annexation				
2.18.1	Petition to Annex 1 Acre or Less	300.00			
2.18.2	Petition to Annex Over 1 Acre	600.00	Plus \$10.00 per acre		
2.19	Pre-Application Conference				
2.19	Crook County Parks & Recreation SDC Fee	\$50 per hour (after first hour), applicable to application fee			
2.20	GIS Fee	1,887.00			
2.21	***Note: Parks & Recreation fees are regulated by Crook County and are subject to change. ***	60.00			
2.21	***Note: GIS fees are per parcel and are subject to change by Crook County. ***				
3.0	Public Works Review Fees				
3.1	Water System Analysis (Fire Flow)	1,250.00			
		Base 16-17 Charge	Additional Charges / Comments		

3.2	Sewer System Analysis (Capacity)		1,500.00			
3.3	Engineering Review Fee		1,000.00	First two sheets		
3.3.1	Additional Sheets		750.00			
	Minimum Scale 1" = 30' (1 inch = 30 feet)					
3.4	Construction Inspection Fee		1,000.00	First two sheets		
3.4.1	Additional Sheets		750.00			
	Minimum Scale 1" = 30' (1 inch = 30 feet)					
3.5	Sidewalk Permit		165.00			
3.6	Utility Street Cut Permit (Base)		200.00			
3.6.1	Per sqft.		3.25			
3.7	Special Permits and Agreements					
3.8	Outside Consultant Review					
3.9	Additional Plan Review (Drawing Review)		125.00			
3.10	Additional Inspection Time		81.00			
			Base 16-17			
			Charge	Additional Charges / Comments		
4.0	System Development Charges					
4.1	Transportation SDC Fees		3,997.09	May meet 10.00% rule		
4.1.1	Single Family Dwelling (One Peak Hour Trip)			No Transportation SDC charged to accessory dwellings		
4.1.2	Per Peak Hour Trip* (See Transportation SDC Help Sheet)		3,997.09			
	* Based on Institute of Transportation Engineers Trip Generation Manual					
4.2	Water SDC Fees					
4.2.1	3/4" Meter (1 EDU) - Maximum 810 gpd		3,150.31	No Water SDC charged to accessory dwellings unless		
4.2.2	1" Meter (2.5 EDU) - Maximum 2,025 gpd		7,875.78	meter added or size increased		
4.2.3	1.5" Meter (5 EDU) - Maximum 4,050 gpd		15,751.55			
4.2.4	2" Meter (8 EDU) - Maximum 6,480 gpd		25,202.48			
4.2.5	3" Meter (16 EDU) - Maximum 12,960 gpd		50,404.96			
4.2.6	4" Meter (25 EDU) - Maximum 20,250 gpd		78,757.75			
4.2.7	6" Meter (50 EDU) - Maximum 40,500 gpd		157,515.50			
4.2.8	Per Additional 810 Gallons per Day (gpd) Over Maximum		3,150.31			
4.3	Wastewater SDC Fees		4,709.39	No Wastewater SDC charged to accessory dwellings unless		
4.3.1	3/4" Meter (1 EDU) - Maximum 260 gpd			water meter added or size increased		
4.3.1.1	Improvement Fee Breakdown					
4.3.1.2	Treatment Expansion		1,202.78	25.54%		
4.3.1.3	Collection Improvements		1,683.61	35.75%		
4.3.1.4	I & I Reduction Improvements		282.09	5.99%		
4.3.1.5	Reimbursement Fee					
4.3.1.6	Treatment		1,305.44	27.72%		
4.3.1.7	Administration Fee		235.47	5.00%		
	Total Wastewater SDC		4,709.39			
4.3.2	3/4" Meter (1 EDU) - Maximum 260 gpd		4,709.39	Percentage breakdown above applies to all meter sizes		
4.3.3	1" Meter (2.5 EDU) - Maximum 650 gpd		11,773.48	Percentage breakdown above applies to all meter sizes		
4.3.4	1.5" Meter (5 EDU) - Maximum 1,300 gpd		23,546.95	Percentage breakdown above applies to all meter sizes		
4.3.5	2" Meter (8 EDU) - Maximum 2,080 gpd		37,675.12	Percentage breakdown above applies to all meter sizes		
4.3.6	3" Meter (16 EDU) - Maximum 4,160 gpd		75,350.24	Percentage breakdown above applies to all meter sizes		
4.3.7	4" Meter (25 EDU) - Maximum 6,500 gpd		117,734.75	Percentage breakdown above applies to all meter sizes		
4.3.8	6" Meter (50 EDU) - Maximum 13,000 gpd		235,469.50	Percentage breakdown above applies to all meter sizes		
4.3.9	Per Additional 260 Gallons per Day (gpd) Over Maximum		4,709.39	Percentage breakdown above applies to all meter sizes		

		Base 16-17 Charge	Additional Charges / Comments
5.0	Water Rates & Fees		
5.1	Residential Rates		
5.1.1	Senior Citizen / Disabled Persons Discount		
5.1.2	Monthly Water Rates (Minimum Charges)	(4.38)	Per month (income must qualify), 24.00% of base fee
5.1.2.1	3/4" Meter	18.26	
5.1.2.2	1" Meter	21.85	
5.1.2.3	1.5" Meter	38.12	
5.1.2.4	2" Meter	58.99	
5.1.2.5	3" Meter	81.01	
5.1.2.6	4" Meter	95.29	
5.1.2.7	6" Meter	182.67	
5.1.2.8	Commodity Charge		
5.1.3	Suspension Fee / Service Charge	1.90	Per unit (100 cubic feet) of water used
5.1.3.1	During Business Hours	25.00	
5.1.3.2	After Business Hours	50.00	
5.1.3.3	After Unauthorized Use	50.00	
5.2	Commercial & Industrial Rates		
5.2.1	Monthly Water Rates (Minimum Charges)		
5.2.1.1	3/4" Meter	27.81	14 units (1,400 cubic feet) included
5.2.1.2	1" Meter	34.15	17 units (1,700 cubic feet) included
5.2.1.3	1.5" Meter	80.22	42 units (4,200 cubic feet) included
5.2.1.4	2" Meter	119.14	62 units (6,200 cubic feet) included
5.2.1.5	3" Meter	222.37	116 units (11,600 cubic feet) included
5.2.1.6	4" Meter	373.27	196 units (19,600 cubic feet) included
5.2.1.7	6" Meter	698.84	367 units (36,700 cubic feet) included
5.2.1.8	Commodity Charge	1.90	Per unit (100 cubic feet) of water used
5.2.2	Suspension Fee / Service Charge		
5.2.2.1	During Business Hours	25.00	
5.2.2.2	After Business Hours	50.00	
5.2.2.3	After Unauthorized Use	50.00	
5.2.3	Bulk Water Rates		
5.2.3.1	First 24 units	11.93	Per unit (100 cubic feet) used up to 24 units
5.2.3.2	Additional	10.71	Per unit (100 cubic feet) used over 24 units
5.2.4	Monthly Standby Fire Protection		
5.2.4.1	2" or Less	17.45	
5.2.4.2	3"	22.26	
5.2.4.3	4"	27.00	
5.2.4.4	6"	36.53	
5.2.4.5	8"	42.09	
5.2.4.6	10" or Above	50.73	
5.3	Water Connection		
5.3.1	3/4"	619.57	Plus actual cost of meter
5.3.2	1"	706.56	Plus actual cost of meter
5.3.3	1.5"	1,613.63	Plus actual cost of meter
5.3.4	2"	1,944.63	Plus actual cost of meter
5.3.5	3"	3,198.61	Plus actual cost of meter
5.3.6	4"	3,269.69	Plus actual cost of meter
5.3.7	6"	4,609.61	Plus actual cost of meter
5.4	Water Meters		

5.4.1	3/4" Meter	218.75	
5.4.2	1" Meter	318.75	
5.4.3	1.5" Meter	535.00	
5.4.4	2" Meter	642.50	
5.4.5	Larger Sizes	Call for pricing	
5.5	Water Account Deposit	40.00	
5.6	Meter Test Fee	85.00	
5.7	Delinquent Fee (Late Fee)	1.50%	
5.8	Penalty Fee (For Items Sent to Lien)	10.00%	
	***Note: The base charge for water service shall apply at all times whether or not the property is occupied. ***		
		Base 16-17 Charge	Additional Charges / Comments
6.0	Sewer Fees and Charges		
6.1	Residential Rates		
6.1.1	Senior Citizen / Disabled Persons Discount	(6.45)	Per month (income must qualify), 12.00% of base fee
6.1.2	Monthly Flat Rate	53.73	Per dwelling unit
6.2	Commercial Rates		
6.2.1	General Service Uses		
6.2.1.1	Monthly Flat Rate	53.73	Per dwelling unit
6.2.2	Large General Service Uses		
6.2.2.1	Flat Rate	131.47	
6.2.2.2	Metered or Estimated Water Usage in Excess of 30 Units per Month	3.54	Per excess unit (100 cubic feet)
6.23	Industrial Use	To be determined on a case by case basis	
6.3	Connection Fee	766.48	
6.4	Sewer Deposit	100.00	
6.5	Delinquent Fee (Late Fee)	5.00	Plus 1.00%
6.6	Penalty Fee (For Items Sent to Lien)	10.00%	
	***Note: The base charge for sewer service shall apply at all times whether or not the property is occupied. ***		
		Base 16-17 Charge	Additional Charges / Comments
7.0	Franchise Fees and Other Taxes		
7.1	Transient Room Tax		
7.1.1	Transient Room Tax	8.50%	
7.2	Franchise Fees		
7.2.1	Cascades Natural Gas	5.00%	
7.2.2	Crestview Cable	5.00%	
7.2.3	Pacific Power	5.00%	
7.2.4	Prineville Disposal	5.00%	
7.2.5	CenturyLink	7.00%	
7.3	Privilege Tax		
7.3.1	Third-party Electricity / Natural Gas Suppliers	5.00%	
		Base 16-17 Charge	Additional Charges / Comments
8.0	Administrative Fees and Charges		
8.1	Photocopies / Printed Reports	0.40	Per page after first 5 pages
8.2	Fax Charges		
8.2.1	First Page	2.50	
8.2.2	Each Additional Page	1.30	Per page

Public Records Fees (Non-Police)		For records relating to the Police Department, refer to fees in section 1.0	
8.3.1	Transmitted by Email (per page to 10MB in Size)	5.00	
8.3.2	Transmitted by Fax (First Page)	2.42	
8.3.3	Transmitted by Fax (Each Additional Page - 10 Page Limit)	1.30	
8.3.4	Records Copied to CD (each CD)	5.00	
8.3.5	True Copy Certification	5.00	
8.4	NSF Charges	33.00	
8.5	Notary Fee	10.00	Per page notarized
8.6	Research / Accounting		
8.7	Lien Search Fee	25.00	
9.0	Citywide Standard Hourly Billing Rate		
9.1	Multiplier	2.75	x Employee Hourly Pay Rate