

RESOLUTION NO. 11-2016

A RESOLUTION TO ESTABLISH A FEE RATE AND SCHEDULE FOR CITY SERVICES, PERMITS, APPLICATIONS, LICENSES AND OTHER MISCELLANEOUS CHARGES. (SUPERSEDES RESOLUTION NO. 17-2015).

WHEREAS, the City of Madras has incurred increasing expenses for various services provided to residents of the City of Madras; and

WHEREAS, it is necessary to review on a regular basis and to bring current, fees and assessments charged by the City of Madras.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Madras that the following attached fee rate and schedule shall be the current fees to be charged by the City Administrator for City services such as permits, applications, licenses and other miscellaneous charges by the City of Madras.

ADMINISTRATIVE FEES	AMOUNTS
Building Permit	Uniform Building Code
City Review	\$100.00
Consent to Annex.	\$46.00 plus \$5.00 each additional page
County Recording Fee	Actual Cost
Demolition Permit	County Building Dept.
Mechanical Permit	County Building Dept.
Mobile Home/Manufactured Home Placement Permit	County Building Dept.
Non Remonstrance (recording fee)	\$46.00 plus \$5.00 each additional page
Right-of-Way Permit includes Sidewalk (Excludes Franchises)	\$100.00
Sanitary Sewer Connection/Inspection Permit	\$175.00
Vacation (Streets, Alley Ways)	\$750.00
Water Connection/Inspection Permit	\$125.00
Notary Fee (Non-City Business)	\$5.00

CITY TAX AND BUSINESS APPLICATIONS	AMOUNTS
Auction License	\$125.00/Day
Year-Round Business License (Annual Fee for year-round operations, pro-rated 50% after January 1)	
For profit - Inside City Limits (new applicant)	\$60.00
For profit - Inside City Limits (renewal)	\$50.00
For profit - Outside City Limits	\$65.00
Non-profit/exempt – Inside/Outside City Limits	\$0.00

Seasonal Business License (i.e. street vendor, fruit stands, etc.) **\$85.00 each quarter**
Seasonal Business must meet the following: a) operate no longer than 90 days, b) business occurs wholly or primarily during one of the four seasons (e.g. spring, summer, fall, or winter) and c) occurs solely on private property, unless otherwise authorized to operate on public right-of-way.

Temporary Business License **\$125.00**
Temporary Business operates within the city for 30 days or less, and occurs on private property

Administrative Fee for Replacement and/or changes on business license **\$25.00**

Business License Late Penalty **10% per month of license balance**
(Per section 12.2 of Business Ordinance, not to exceed balance of license)

Business License List **\$20.00 + Postage**

Liquor License Applications

New Applications	\$100.00
Change-in-Ownership	\$75.00
Renewals or Temporary Applications	\$35.00

Medical Marijuana Dispensary Permit Application and Investigation Fees

Initial Permit Application and Investigation Fee	\$200.00
Permit Renewal Application and Investigation Fee	\$70.00

GOLF COURSE RATES**AMOUNTS****Annual Memberships (available any date)**

Single	\$450.00/Year
Couple	\$550.00/Year
Senior Single (65 and older)	\$400.00/Year
Senior Couple (65 and older)	\$500.00/Year
Child (with annual parental membership)	\$50.00/Year
Youth 17 and under (without annual parental membership)	\$100.00/Year
Single, 6 month duration	\$275.00/6 mo
Couple, 6 month duration	\$325.00/6 mo
Corporate Membership (applies to both annual and 6 month memberships)	
• Purchase 5 to 9 memberships and receive 5% off the total purchase price	
• Purchase 10 or more memberships and receive 10% off the total purchase price	

Corporate memberships are for businesses that are organized legal entities actively engaged in a trade or business (whether for profit or non-profit), which determination will be made by the City Administrator or designee. The company must appoint a person that will have the authority over the company's membership, along with determining the users of the membership. Membership benefits are on a daily basis for any current employee of the company. One payment in full shall be received for each annual corporate membership.

AIRPORT**AMOUNTS****Fuel Sales**

Jet A	Based on Market Rate set by Airport Manager
100LL Aviation Gasoline	Based on Market Rate set by Airport Manager

Hangar Rent

Based on Market Rate set by Airport Manager

Fuel Flowage Fee (per ordinance no. 859)

\$0.10 per Gallon

Other fees such as hangar rent, tie down fees, fuel sales, and similar airport use related fees are to be coordinated with airport management.

Airport Billing Late Fees

\$25.00

LAND USE APPLICATIONS/ORDINANCES**AMOUNTS****Annexation**

\$3,000.00

Appeals

Planning Commission	\$500.00
City Council	\$1,500.00

Community Development Structural Building Permit Fee*(Valuation provided by Building Department)*

\$225.00 + .006 X Valuation \$ 0 to \$300,000
\$2,025.00 + .005 X Valuation \$300,001 to \$1,000,000
\$5,525.00 + .004 X Valuation \$1,000,001 to \$5,000,000
\$21,525.00 + .002 X Valuation Over \$5,000,000

For Example: A structure valued at \$450,000.00 would be figured as follows:

$$\$2,025.00 + (\$450,000.00 \times .005 = \$2,250) = \$4,275.00$$

Comprehensive Plan Amendment	\$9,000.00
Comprehensive Plan w/Rezone	\$4,000.00
Conditional Use (Includes Site Plan Review)	
Project value less than \$12,500	\$800.00
Project value between \$12,500 - \$25,000	\$1,100.00
Project value between \$25,000 - \$50,000	\$1,300.00
Project value between \$50,000 – \$100,000	\$1,500.00
Project value greater than \$100,000	\$1,700.00+
Plus \$52 per each additional \$50,000 value	\$52.00/\$50,000
Copies	
Complete Ordinance Book	\$250.00
Comprehensive Plan	\$50.00
Land Development Ordinance	\$25.00
Public Improvement & Design Standards Plan	\$50.00
Storm Drainage Master Plan	\$25.00
Subdivision Ordinance	\$15.00
Urban Forestry Management Plan	\$25.00
Transportation System Plan	\$50.00
Wastewater Master Plan	\$50.00
City of Madras Zoning Map	\$25.00
Development Plans & Maps	
Full Size – Color	\$30.00
Full Size – Black and White	\$20.00
Declaratory Ruling	
Administrative	\$250.00
Hearing	\$500.00
Extension Request	\$200.00
Final Plat Review Application	\$500.00
Administrative Flood Review	
Floodway Review	\$ 5,000.00
Floodplain Review	\$500.00
Hearings	\$500.00
Home Occupation	\$200.00
Land Partition	\$1,500.00
Land Use Application Notification Postage	\$30.00
Land Use Hearing Public Notice (Newspaper)	\$60.00
Lot Line Adjustment	\$500.00
Lot of Record Verification	\$250.00
Medical Marijuana Land Use Review	\$1,250.00
<i>(New Construction will require site plan review and applicable fees will apply)</i>	
Modification of Application	50% of original application fee
Planning Commission	\$250.00
City Council	\$250.00
Non-Conforming Use/Structure	\$400.00
Planned Unit Development	\$2,000.00 + \$80/Lot
Pre-Application Conference	\$50.00
Reimbursement District (plus costs incurred by Public Works)	\$750.00
Revocation	\$400.00
Rezone or Ordinance Amendment	\$4,000.00
Sign	
New	\$250.00
Face Change	\$100.00
Temporary Special Permit	\$150.00

Site Plan Review

Pre-Site Plan Approval	\$500.00
Project value less than \$12,500	\$800.00
Project value between \$12,500 – 25,000	\$1,100.00
Project value between \$25,000 – 50,000	\$1,300.00
Project value between \$50,000 – 100,000	\$1,500.00
Project value greater than \$100,000	\$1,700.00 +
Plus \$62 per each additional \$50,000 value	\$ 62.00/50,000

Subdivision

\$2,000.00 + \$80/Lot

Temporary Use

\$250.00

Urban Reserve Area Development Review

Subdivision \$500.00 + \$25.00/lot

Partition \$500.00

Wireless Communication Tower Review (Administrative Review):

Project Value less than \$12,500	\$800.00
Project value between \$12,500 - \$25,000	\$1,100.00
Project value between \$25,000 - \$50,000	\$1,300.00
Project value between \$50,000 - \$100,000	\$1,500.00
Project value greater than \$100,000	\$1,700.00
Plus \$52 per each additional \$50,000 in value	\$52.00/50,000

Wireless Communication Tower Review (Quasi-Judicial Review):

Project Value less than \$12,500	\$800.00
Project value between \$12,500 - \$25,000	\$1,100.00
Project value between \$25,000 - \$50,000	\$1,300.00
Project value between \$50,000 - \$100,000	\$1,500.00
Project value greater than \$100,000	\$1,700.00
Plus \$52 per each additional \$50,000 in value	\$52.00/50,000

Variance

Major* \$1,500.00

Minor* \$750.00

*The base fee for a Variance remains \$1,500.00 until such time as the City Council amends the Zoning Ordinance to allow for a Minor Variance.

Zone or Text Amendment

\$4,000.00

Zoning Verification

\$200.00 per request

MISCELLANEOUS AMOUNTS

Equipment Rental/Operator–Equipment rental is operated (1 hour minimum).

Aqua Tech	\$150.00/Hour
Backhoe	\$125.00/Hour
Boom Truck	\$100.00/Hour
Grader	\$150.00/Hour
Loader	\$125.00/Hour
Roller	\$100.00/Hour
Sander	\$150.00/Hour
Street Sweeper	\$150.00/Hour
Tractor	\$100.00/Hour
Water Truck	\$125.00/Hour
Dump Truck	\$150.00/Hour

*A standard operator fee of \$50.00 per hour is included in the rental price stated above (time based on 15 minute increments)

Traffic Control Device Rental

No rental fee; Refundable deposit required.

A \$200.00 security deposit is required for each order of traffic control devices. The deposit will be refunded if returned in good condition within two weeks of drop-off. If items are lost or damaged, and exceed the collected security deposit, applicant is responsible to reimburse the City for actual cost of damages or loss.

Conference/Meeting Room Rentals (requires meeting room rental permit)

Available Facilities (When not in use by the City):

- 1) General Aviation Building- Conference Room (Airport)
- 2) City Hall Council Chambers
- 3) City Hall Council Work Room
- 4) Conference Room

Typical availability: Monday through Friday (excluding holidays)

Hours Available (if not reserved): 8 a.m. to 5 p.m.;

For Profit Organizations

Week Day Room Rental	\$50.00/Day
Week Day Room Rental (incl. any food/drink or catering brought into the room)	\$100.00/Day
Refundable Deposit (required on all room rentals)	\$100.00/Day

Non-Profit Organizations

Week Day Room Rental	\$25.00 /Day
Week Day Room Rental (incl. any food/drink or catering brought into the room)	\$50.00 /Day
Refundable Deposit (required on all room rentals)	\$100.00 /Day

Non-Standard – Outside office hours, weekends, holidays	Additional \$50.00/Hour for staff
Non-Sufficient Funds Check Charge	\$35.00
Nuisance Enforcement Fee	10% of required Com. Dev. Structural Bldg Permit Fee
Stop Payment Fee	\$35.00
Weed Abatement	Cost + 10% (not less than \$30 and not to exceed \$100.00)
Weed Abatement (Filing and Collection fee for unpaid bills)	\$100.00
Lien Search Fee (both electronic and manual searches)	\$25.00 per account search
Administrative Theft of Services Fee (damage to water meters or sewer services)	\$100.00+
(Plus actual costs to replace the damaged property will also be billed to the account)	

SPECIAL EVENT FEES

Events involving public right a ways (i.e. streets, trails, bike paths):

- Non Profit and Private Events: No charge for non-profit community events that are sponsored by legally established non-profit organizations or by a group of individuals that are sponsoring the event for community benefit and without profit making intent.
- For Profit Events: Private “for profit” organizations will be assessed a \$50 charge for a one day event. Additional event days will be charged at a rate of \$25 per day. Events over 100 persons may be charged additional fees as determined appropriate by the City Administrator.

Events involving city parks:

- Non Profit and Private Party Events: There is no fee for reserving city parks for non- profit community or private events. It is the responsibility of the permittee to secure the permitted location the day of your event. The City does not rope off or sign reserved areas. Community events that benefit the residents of Madras will take precedence over private party applications.
- For Profit Events: The City of Madras reserves the right to charge “For Profit” entities a fee for utilizing city parks for money making events. Private “for profit” organizations will be assessed a \$50 charge for a one day event. Additional event days will be charged at a rate of \$25 per day. Events over 100 persons may be charged additional fees as determined appropriate by the City Administrator.
- Use of city water and electricity for events: There is a \$25 fee per event for the use of city utilities for events. Does not apply to Non-Profit Organizations.

POLICE DEPARTMENT

AMOUNTS

Audio Tape Copies	\$30.00/Case File
Impound Fee (Each Offense)	\$75.00/Vehicle
Photographic Copies	\$30.00/Case File

Police Protection Service	\$50.00/Hr/Officer
Report Copies (Crime/Incident Reports)	\$10.00/Case File
Video Tape Copies	\$30.00/Case File
Digital Recordings	\$30.00/Case File

PUBLIC RECORDS REQUEST **AMOUNTS**

(Refer to Public Records Request Policy for Additional Information)

Attorney Fees	Actual Cost
Audio Tapes (each)	\$15.00
Disks, Compact (each)	\$15.00
Fax Machine	
Transmission	\$1.00/page
Receiving	\$0.25/page
Financial Statement/Audit or Budget Reports	\$35.00
Labor Costs (chargeable in quarter hour increments)	\$40.00/hour

Maps and Plans

Color	\$30.00
Black and White	\$20.00

Photo Copies

Letter (8 1/2" X 11")	\$0.25/page
Legal (8 1/2" X 14")	\$0.25/page
Non-Standard Size (11" X 17" or larger)	Actual Cost
Certified Copies	\$1.00/page

Postage or Delivery

(Postage or Courier Fees)	Actual Cost
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PUBLIC WORKS **AMOUNTS**

Plan Review, Quality Assurance Administration and Inspection Fee

Deposit required prior to review of plans and will be held by the City thru end of project. Actual costs will be taken from deposit and any remaining amount will be refunded. Eligible costs include but are not limited to City Engineer, City Engineer sub-consultants, geotechnical services, traffic engineering services, structural engineering services, environmental permitting services, legal fees, staff time, equipment costs, office supplies, copying fees, recording fees, postage, additional testing materials, additional testing services, inspection permits and inspection fees. If costs exceed the calculated minimum deposit, the developer/applicant is responsible to pay the additional services provided by the City. Deposit minimum amount determined by using following table:

Estimated Cost of

<u>Infrastructure Improvement(s):</u>		<u>Deposit:</u>
\$ 0	to \$ 10,000	\$ 1,500
\$ 10,001	to \$ 20,000	\$ 1,500 + 10% over \$ 10,000
\$ 20,001	to \$ 50,000	\$ 2,500 + 8% over \$ 20,000
\$ 50,001	to \$ 80,000	\$ 4,900 + 6% over \$ 50,000
\$ 80,001	to \$100,000	\$ 6,700 + 4% over \$ 80,000
\$100,001	to \$300,000	\$ 7,500 + 2% over \$100,000
\$300,001	to \$500,000	\$11,500 + 1% over \$300,000
\$500,001	to And Over	\$13,500 + 0.5% over \$500,000

Billing rate for plan review, quality assurance administration, inspection and testing

Public Works Director	\$80.00/Hour
Public Works Inspector (other than Public Works Director)	\$55.00/Hour
Administrative Assistant/Clerical	\$40.00/Hour

All hourly rates based on whole hour increments

All other cost, professional services and testing billed at actual cost plus 15%.

Photo Copies

Letter (8 1/2" X 11")	\$0.25/page
Legal (8 1/2" X 14")	\$0.25/page
Non-Standard Size (11" X 17" or larger)	Actual Cost
Certified Copies	\$1.00/page

Postage or Delivery

(Postage or Courier Fees)	Actual Cost
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Reimbursement District Formation Fee

Deposit and actual costs to be paid in same methodology as the Plan Review/Quality Assurance fee, or as approved by the Public Works Director.

Sewer Rates

Camera Fee with Operator	\$100.00/Hour
Sewer Service Deposit (Non-Owner Occupied; 2 mo. minimum bill)	\$117.40

Sewer System Usage (RV Dump Station)

Individual RV dump station use	\$5.00/use
Commercial dump station use	based on terms of commercial use agreement

Sewer Monthly Fees

1 EDU = 195 Gallons per Day. New construction may be required to provide a separate meter for landscaping and one for domestic use. Sewer rates for developments with separate domestic use meters will be billed monthly according to the current meter readings. Existing development without a separate meter for domestic use, will be billed for sewer service based on the meter readings taken during three (3) winter months (December-February) and will be reviewed and adjusted on an annual basis. (Charges are based on a flow rate method.) For seasonal businesses the calculated rates will be established based on a twelve month average use to account for seasonal trends.

Inside City Limits	\$58.70/EDU
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Initial accounts will be based on the table below:

A. Residential

Hotels/Motels/Motor Court/ RV Park	1 0.5	EDU for management and EDU per room/space
Multiple Dwelling (Duplexes, Apartments and Trailer Courts)	0.7	EDU per unit
Senior Multi-Housing	1 0.8	EDU for management and EDU per additional unit
Single-Family Dwelling	1	EDU

B. Non-Residential

Churches	1 1	EDU per 200 seats and EDU for kitchen
Government Buildings	1	EDU per 10 Individuals operating the premises
Hospitals/Nursing Homes	1 1	EDU per 3 beds and EDU per 10 employees, administrators, and staff

Schools	1	EDU per 30 individuals including students, teachers, administration, and other staff
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C. Commercial/Industrial

Where more than one business occupies a building, each business will be considered separately.

Barber Shops	0.3	EDU per chair
Beauty Shops	0.5	EDU per chair
Bowling Alley	1	EDU per 10 lanes, plus
	1	EDU for 600 sq. ft. of gross floor space for serving food
Car Wash	1	EDU per two stalls
Civic Clubs, Lodges, Senior Centers Serving Food	1	EDU per 30 seats
Delicatessens	1	EDU per 600 sq. ft. plus building or other business EDU's
Dry Cleaners	1	EDU per 500 sq. ft.
Exercise Salon with no Pool or Gym	1	EDU per 1,500 sq. ft.
Grocery Stores	1	EDU for each 10 employees plus
	1	EDU for each food prep. room
Industrial	1	EDU Per 10 Employees

(Additional charges may be assessed for toxic discharges) Plus: Charges for process waters according to demand where 360.5 gallons @ BOD loading of 200 mg/l and TSS loading of 216 mg/l equals 1 EDU.

Laundry, Coin Operated	0.5	EDU per washing machine
Medical, Dental, and Veterinary Clinics/Offices	1	EDU per 1,000 sq. ft.
Recreational Vehicle Dump Facility	1	EDU per dump outlet
Restaurants	1	EDU per 17 person seating capacity and 1 EDU for each 10 employees
Restaurants, Drive-In	1	EDU per 17 person seating capacity and
	1	EDU for each 10 employees
Retail Stores, Service & Repair Shops, Banks, and General Offices (With the exception of Medical, Dental, and Veterinary)	1	EDU per 10 employees
Service Stations	2	EDUs
Spas and Recreational	1	EDU per 1,000 sq. ft.

Facilities with Pool or Gym

Taverns/Lounges

1

EDU per 17 seats

Charges for facilities not listed will be based upon similar listed facilities, expected flows, and concentration of effluent or actual metering of water or wastewater.

Street Improvement Fee

\$302.00/Linear ft.

(measured by the length of public right-of-way adjacent to the parcel)

This fee is to be applied to all existing or newly partitioned parcels being developed in all zones that do not enact site plan or subdivision ordinance land use requirements and that have an adjacent public primary access street in a condition below local street standards (i.e. non-paved, dirt or gravel road access). The fee is to provide street improvements for the additional impact to the adjacent public street system. The fee includes all construction costs associated with a one-half (1/2) street improvement (sidewalk through centerline of paved roadway) adjacent to the parcel. This fee is required for new development/construction only. The fee will be combined with City street improvement funds to provide a full city block improvement at which time necessary funds are available to perform the entire city block improvement at one time.

SYSTEMS DEVELOPMENT CHARGES

The City adopts the Annual Updates for Inflation for periodic application of a cost index for all System Development Charges administrated by the City.

Parks

Single-Family Residential (i.e. one EDU)	\$1,819.00
Duplex or Multi-Family Residential (per # units)	\$1,819.00
Commercial (i.e. one EDU)	\$1,819.00
Industrial (i.e. one EDU)	\$1,819.00

Wastewater SDC shall consist of both a reimbursement fee and an improvement fee.

Effective March 1, 2006, the City adopted the meter sized based methodology for determining the Wastewater SDC.

Wastewater inside city limits (3/4 x 5/8 meter)	\$5,135.00
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See chart for additional meter sizes, multiple family & lodging facility unit charges.

Wastewater outside city limits	2.5 times inside city limits rate*
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* = unless applicant has signed a Consent to Annex and One Year Waiver

<u>Transportation</u>	\$3,553.00
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Per peak hour trip per current ITE manual & SDC Final Report methodology.

<u>Storm Drainage</u>	\$214.00/RDE
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Residential Drainage Equivalent (RDE)
(3,000 Sq. Ft. Impervious Surface)
Residential/Commercial/Industrial
New Construction Only.

<u>Water</u>	\$1,584.00/EDU
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Equivalent Dwelling Unit (EDU)
(1 EDU = 20 gpm Rated Capacity)

Water Rates

Backflow Device Testing – all devices	\$80.00
Cross-Connection Variance	\$45.00

Meter Replacement/Test

¾-inch Service	\$50.00
Larger Service	Actual Cost

Meter Size Charges on Base (1st 500 cubic feet)	\$27.90
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Each 100 Cubic Feet (excess of 500 minimum)	\$1.42/100 cu ft
Portable Hydrant Meter Sales	\$1.42/100 cu ft
Repair Service - After 3:30 pm	\$75.00 minimum fee plus (\$25.00 for each additional half hour)
Repair Service - During Office Hours (billed in half hour increments)	\$25.00 per half hour
<i>(No Charge if Customer Installs Shut-Off Valve)</i>	

Utility Re-connect Fee	
Water Account	\$40.00
Sewer Account Only	
Sewer Line Sewer Plug	\$150.00
Sewer plugs cannot be utilized (must be dug up and plugged)	\$250.00

Water/Sewer Service Deposit (Non-Owner Occupied; 2 mo. minimum bill) \$173.20

Water Meter Installation Fee	
3/4-inch to 1.5 inch Service	\$80.00
Larger Service	Property Owner is responsible to provide

Delinquency Letter Notice Fee \$5.00

Door Hanger Notice Fee \$25.00

Stop Payment Request Fee (for refund checks that customer has lost) \$32.00

Other fees and charges may be charged to recover costs for city services as determined by the City Administrator.

BE IT FURTHER RESOLVED that these fees shall become effective on July 1, 2016.

ADOPTED by the City Council and signed by the Mayor this _____ day of _____, 2016.

Ayes: _____
 Nays: _____
 Abstentions: _____
 Absent: _____
 Vacancies: _____

 Royce Embanks, Mayor

ATTEST:

 Karen J. Coleman, City Recorder