RESOLUTION NO. 1598
CITY OF PRINEVILLE, OREGON

A RESOLUTION ESTABLISHING FEES AND CHARGES FOR THE CITY OF PRINEVILLE FOR FISCAL YEAR 2024-2025

The Prineville City Council specifically finds that:

Whereas, various City Ordinances and state statutes allow the City of Prineville ("City") to establish certain fees by Resolution; and

Whereas, the City 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, the City of Prineville Resolves as follows:

1. That the fee and charge schedule attached as Exhibit A, which is incorporated herein, is hereby adopted with said fees and charges to be effective July 1, 2024 and continue in effect until modified by the Prineville City Council.

Approved by the City Council this 25th day of June, 2024.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder

Rate Schedule FY 24-25			
Exhibit A			
		Base 24-25	
		Charge	**Additional Charges / Comments**
1.0	**Police**		
1.1	**Police Personnel Outside Services**		
1.1.1	Sergeant	**83.00**	**Per hour**
1.1.2	Officer	**71.62**	**Per hour**
1.1.3	Reserve Officer	**43.20**	**Per hour**
1.1.4	Vehicle	**60.50**	**Per hour**
1.2	**Copies of Documents / Reports**		
1.2.1	Copies of Documents / Reports (Minimum Charge)	**15.00**	**Additional fees may apply**
1.2.2	Per Page (After 10 Pages)	**0.25**	
1.3	**Copies of CDs/DVDs/Thumb Drives**	**40.00**	**Per media type**
1.4	**Tow Fees**	**126.00**	**Per vehicle, per incident**
1.5	**Burn Barrel Permits**	**34.00**	**Annual permit**
1.6	**Transient Vendor's License**		
1.6.1	Three Day License	**35.00**	
1.6.2	Thirty Day License	**50.00**	**per 30 consecutive days. Maximum 4 consecutive months**
1.7	**Social Gaming License**	**205.00**	**Annual**
1.8	**Liquor License**		
1.8.1	New Application for Permanent License	**100.00**	
1.8.2	Change of Ownership	**75.00**	
1.8.3	Annual Renewal of Permanent License	**35.00**	
1.8.4	Temporary (Event)	**100.00**	
1.8.5	Renewal of Temporary License		**May be reduced to 35.00 per event under authority and discretion of**
	(Within 18 months after paying initial temporary license fee)		**the Chief of Police or their designee.**
1.9	**Taxicab License**		
1.9.1	Annual License	**50.00**	
1.9.2	Additional Vehicle	**25.00**	
1.10	**Administrative Research**	**66.15**	**Per hour (one hour minimum)**
		Base 24-25	
		Charge	**Additional Charges / Comments**
2.0	**Community Development**		
2.1	**Sign Permits**	**3.00**	**Per sq. ft.**
2.2	**Site Plan Review - New Residential Buildings**		
2.2.1	1 - 2 Dwellings / Accessory Dwelling Units (ADU)	**165.00**	
2.2.2	Multi-family (3 - 4 Dwellings)	**484.00**	
2.2.3	Manufactured Home in Park	**56.00**	
2.2.4	Accessory structures & additions	**56.00**	
2.3	**Site Plan Review - New Commercial and Industrial Buildings**		
2.3.1	1 - 10,000 sq. ft.	**1,172.00**	
2.3.2	10,001 - 20,000 sq. ft.	**1,673.00**	
2.3.3	20,001 - 100,000 sq. ft.	**2,844.00**	
2.3.4	100,001 sqft. and Over	**3,861.00**	
2.4	**Site Plan Review - Commercial and Industrial**		
2.4.1	Minor or No Structural Development	**585.00**	
2.4.2	Expansion of Existing Use or Building < 25.00%	**50.00% of fee listed above**	
2.4.3	Change of Use (Existing Building)	**170.00**	
2.5	**Conditional Use Permits - Residential**		
2.5.1	1 - 2 Dwellings	**293.00**	**Plus 250.00 if hearing required**
2.5.2	Multi-family (5+ Dwellings)	**2,010.00**	
2.5.3	Manufactured Home Park	**4,328.00**	
2.5.4	RV Park	**2,233.00**	
2.5.5	Use Change	**572.00**	
2.6	**Conditional Use Permits - Commercial and Industrial**		

2.6.1	1 - 10,000 sq. ft.	1,563.00	
2.6.2	10,001 - 20,000 sq. ft.	2,233.00	
2.6.3	20,001 - 100,000 sq. ft.	3,299.00	
2.6.4	100,001 sq. ft. and Over	4,628.00	
2.6.5	Expansion of Existing Conditional Use < 25.00%	50.00% of fee listed above	
2.6.6	Change of Use (No New Structures)	758.00	
2.6.7	Hearings Fee for Type I, II, III and IV in Addition to CUP Fee	800.00	
2.7	**Other Applications**		
2.7.1	Home Occupations	285.00	Plus 250.00 if hearing required
2.7.2	Telecommunications Tower / Co-locate	4,234.00	
2.7.3	Revision / Amendment	Up to 75.00% of new application fee	
2.7.4	Reconsideration	994.00	
2.7.5	Declaratory Ruling	1,242.00	Plus hearings fee if required
2.7.6	Street Renaming	414.00	Plus cost of sign(s)
2.7.7	Measure 49 Claim	2,777.00	Refundable if approved
2.7.8	Miscellaneous Requests	294.00	Plus 250.00 if hearing required
2.7.9	Other Miscellaneous Requests	Charged at actual cost per hour	
2.8	**Nonconforming Use Determination**		
2.8.1	Administrative	200.00	
2.8.2	Planning Commission	500.00	
2.9	**Variance Application**		
2.9.1	Major	891.00	
2.9.2	Minor	303.00	Plus 250.00 if hearing required
2.9.3	Riparian Adjustment - Single Family and Duplex Residential	528.00	
2.9.4	Riparian Adjustment - Multi-family and Commercial	758.00	
2.10	**Land Partitioning Applications**		
2.10.1	Major Partition	3,917.00	
2.10.2	Minor Partition	2,010.00	
2.10.3	Boundary Line Adjustment	700.00	
2.10.4	Lot Consolidation	300.00	
2.10.5	Final BLA Plat	100.00	60.00 per lot GIS fee (see fee 2.19)
2.10.6	Final Partition Plat	300.00	60.00 per lot GIS fee (see fee 2.19)
2.10.7	Final Lot Consolidation Plat	100.00	60.00 per lot GIS fee (see fee 2.19)
2.11	**Subdivisions**		
2.11.1	Outline Development Plan (ODP)	3,138.00	Does not include Tentative Plan Review
2.11.2	Planned Unit Development (PUD) 5 Acres or Less	6,105.00	Includes Tentative Plan Review *Requires final plat fee prior to signature
2.11.3	Planned Unit Development (PUD) Over 5 Acres	10,590.00	Includes Tentative Plan Review *Requires final plat fee prior to signature
2.11.4	Tentative Plans (Includes ODP & Cluster Developments)	3,143.00	Plus 30.00 per additional lot *Requires final plat fee prior to signature
2.11.5	Final Plat	914.00	Plus 15.00 per lot & 60.00 per lot GIS fee (see fee 2.19)
2.11.6	Final Plat Extensions	681.00	
2.11.7	Revision / Amendment	40.00% of new application fee	
2.12	**Comprehensive Plan Amendment**		
2.12.1	Map Amendment and / or UGB Expansion 20 Acres or Less	5,230.00	
2.12.2	Map Amendment and / or UGB Expansion 20 - 80 Acres	7,845.00	
2.12.3	Map Amendment and / or UGB Expansion Over 80 Acres	13,598.00	
2.12.4	Text Amendment (Consistent with Intent of Comprehensive Plan)	6,276.00	
2.13	**Zoning Ordinance Amendment**		
2.13.1	Ordinance Text Amendment (Major)	5,978.00	
2.13.2	Ordinance Text Amendment (Minor)	2,907.00	
2.13.3	Zoning / Overlay Map Amendment	3,331.00	
2.13.4	Street or Alley Vacation	1,618.00	
2.13.5	Regulating Master Plan (Mixed Use Zone)	7,158.00	
2.14	**Appeals**		
2.14.1	To Planning Commission	377.00	
2.14.2	To City Council	2,645.00	
2.15	**Document Purchase**		
2.15.1	Photocopies / Printed Reports / Documents (8.5" x 11" & 11" x 17")	0.53	Per page after first five pages
2.15.2	Large Format Copies (Over 11" x 17")	2.54	Per page
2.15.3	Maps	7.33	Minimum (actual costs)

2.16	**Annexation**		
2.16.1	Petition to Annex	**343.00**	
2.17	**Pre-Application Conference**	**50.00 per hour (after first hour), applicable to application fee**	
2.18	**Crook County Parks & Recreation SDC Fee**		
2.18.1	Single-family	**4,433.77**	
2.18.2	Multi-family	**4,125.87**	
	******Note: Parks & Recreation fees are regulated by Crook County and are subject to change.******		
2.19	**GIS Fee**	**60.00**	
	******Note: GIS fees are per parcel and are subject to change by Crook County.******		
		Base 24-25	
		Charge	**Additional Charges / Comments**
3.0	**Public Works Review Fees**		
3.1	**Water System Analysis (Fire Flow)**	**1,250.00**	
3.2	**Sewer System Analysis (Capacity)**	**1,500.00**	
3.3	**Sidewalk Permit**	**165.00**	
3.4	**Right of Way Permit (Base)**	**250.00**	**Includes 20 sq. ft.**
3.4.1	Per sq. ft. For Cuts Over 20 sq. ft.	**4.00**	
3.5	**Special Permits and Agreements**	**Charges will be on a per hour basis**	
3.6	**Outside Consultant Review**	**Actual cost of consultant**	
		Base 24-25	
		Charge	**Additional Charges / Comments**
4.0	**System Development Charges (SDC)**		
4.1	**Transportation SDC Fees**		**May meet 10.00% rule**
4.1.1	Single Family Dwelling (One Peak Hour Trip)	**5,849.32**	**No Transportation SDC charged to accessory dwellings**
4.1.2	Per Weekday Peak Hour Trip of Adjacent Street Traffic*	**5,849.32**	
	* Based on ITE Trip Generation Manual 11th Edition		
4.2	**Water SDC Fees**		
4.2.1	3/4" Meter (1 EDU) - Maximum 810 gpd	**6,202.83**	**No Water SDC charged to accessory dwellings unless**
			meter added or size increased
4.2.1.1	Water SDC Breakdown - 3/4" Meter		
4.2.1.2	Improvement Fee	**5,129.74**	**82.70%**
4.2.1.3	Reimbursement Fee	**777.84**	**12.54%**
4.2.1.4	Administration Fee	**295.25**	**4.76%**
	Total Water SDC	**6,202.83**	
4.2.2	1" Meter (1.67 EDU) - Maximum 1,353 gpd	**10,358.66**	
4.2.3	1.5" Meter (3.33 EDU) - Maximum 2,697 gpd	**20,655.30**	
4.2.4	2" Meter (5.33 EDU) - Maximum 4,317 gpd	**33,060.90**	
4.2.5	3" Meter (10 EDU) - Maximum 8,100 gpd	**62,027.96**	
4.2.6	4" Meter (16.67 EDU) - Maximum 13,503 gpd	**103,400.61**	
4.2.7	6" Meter (33.33 EDU) - Maximum 26,997 gpd	**206,739.16**	
4.2.8	8" Meter (53.33 EDU) - Maximum 43,197 gpd	**330,795.08**	
4.2.9	Per Additional 810 Gallons per Day (gpd) Over Maximum	**6,202.83**	
4.3	**Wastewater SDC Fees**		
4.3.1	3/4" Meter (1 EDU) - Maximum 260 gpd	**3,172.19**	**No Wastewater SDC charged to accessory dwellings unless**
			water meter added or size increased
4.3.1.1	Wastewater SDC Breakdown - 3/4" Meter		
4.3.1.2	Improvement Fee	**974.81**	**30.73%**
4.3.1.3	Reimbursement Fee	**2,046.38**	**64.51%**
4.3.1.4	Administration Fee	**151.00**	**4.76%**
	Total Wastewater SDC	**3,172.19**	
4.3.2	1" Meter (1.67 EDU) - Maximum 434 gpd	**5,297.53**	
4.3.3	1.5" Meter (3.33 EDU) - Maximum 866 gpd	**10,563.35**	
4.3.4	2" Meter (5.33 EDU) - Maximum 1,386 gpd	**16,907.70**	
4.3.5	3" Meter (10 EDU) - Maximum 2,600 gpd	**31,721.75**	
4.3.6	4" Meter (16.67 EDU) - Maximum 4,334 gpd	**52,880.17**	
4.3.7	6" Meter (33.33 EDU) - Maximum 8,666 gpd	**105,728.59**	

4.3.8	8" Meter (53.33 EDU) - Maximum 13,866 gpd	169,172.10	
4.3.9	Per Additional 810 Gallons per Day (gpd) Over Maximum	3,172.19	
		Base 24-25	
		Charge	Additional Charges / Comments
5.0	**Water Rates & Fees**		
5.1	**Residential Rates**		
5.1.1	Senior Citizen / Disabled Persons Discount	(5.12)	Per month (income must qualify), 24.00% of base fee
5.1.2	Monthly Water Rates (Minimum Charges)		
5.1.2.1	3/4" Meter	21.34	
5.1.2.2	1" Meter	33.63	
5.1.2.3	1.5" Meter	64.11	
5.1.2.4	2" Meter	100.82	
5.1.2.5	3" Meter	186.56	
5.1.2.6	4" Meter	308.99	
5.1.2.7	6" Meter	614.83	
5.1.3	Commodity Charge		
5.1.3.1	3/4" to 6" Meter		
5.1.3.1.1	Tier I	2.39	Per unit (100 cubic feet) of water used from 1 - 25 units
5.1.3.1.2	Tier II	2.62	Per unit (100 cubic feet) of water used from 26 - 37 units
5.1.3.1.3	Tier III	2.98	Per unit (100 cubic feet) of water used 38 units and over
		Base 24-25	
		Charge	Additional Charges / Comments
5.1.4	Suspension Fee		
5.1.4.1	During Business Hours	75.00	
5.1.4.2	Suspension Reconnect After Business Hours	25.00	Charged Monday - Friday 3:00pm to 8:00am. All hours on weekends/holidays.
	(Charged in addition to business hours suspension fee)		
5.1.5	Service Charge		
5.1.5.1	After Business Hours	50.00	
5.1.5.2	After Unauthorized Use	50.00	
		Base 24-25	
		Charge	Additional Charges / Comments
5.2	**Commercial & Industrial Rates**		
5.2.1	Monthly Water Rates (Minimum Charges)		
5.2.1.1	3/4" Meter	21.34	0 units included
5.2.1.2	1" Meter	33.63	0 units included
5.2.1.3	1.5" Meter	64.11	0 units included
5.2.1.4	2" Meter	100.82	0 units included
5.2.1.5	3" Meter	186.56	0 units included
5.2.1.6	4" Meter	308.99	0 units included
5.2.1.7	6" Meter	614.83	0 units included
5.2.2	Commodity Charge		
5.2.2.1	3/4" to 6" Meter		
5.2.2.1.1	Tier I	2.39	Per unit (100 cubic feet) of water used from 1 - 25 units
5.2.2.1.2	Tier II	2.62	Per unit (100 cubic feet) of water used from 26 - 37 units
5.2.2.1.3	Tier III	2.98	Per unit (100 cubic feet) of water used 38 units and over
		Base 24-25	
		Charge	
5.2.3	Suspension Fee		
5.2.3.1	During Business Hours	75.00	
5.2.3.2	Suspension Reconnect After Business Hours	25.00	Charged Monday - Friday 3:00pm to 8:00am. All hours on weekends/holidays.
	(Charged in addition to business hours suspension fee)		
5.2.4	Service Charge		
5.2.4.1	After Business Hours	50.00	

5.2.4.2	After Unauthorized Use	50.00	
		Base 24-25 Charge	
5.2.4	Bulk Water Rates		
5.2.4.1	First 24 units	15.11	Per unit (100 cubic feet) used up to 24 units with a half unit monthly minimum
5.2.4.2	Additional	13.55	Per unit (100 cubic feet) used over 24 units
5.2.5	Monthly Standby Fire Protection		
5.2.5.1	2" or Less	22.09	
5.2.5.2	3"	28.19	
5.2.5.3	4"	34.52	
5.2.5.4	6"	46.28	
5.2.5.5	8"	53.30	
5.2.5.6	10" or Above	64.25	
		Base 24-25 Charge	
5.3	**Water Connection**		
5.3.1	1"	987.96	Plus actual cost of meter
5.3.2	1.5"	2,256.28	Plus actual cost of meter
5.3.3	2"	2,719.10	Plus actual cost of meter
5.3.4	3"	4,472.50	Plus actual cost of meter
5.3.5	4"	4,571.88	Plus actual cost of meter
5.3.6	6"	6,445.45	Plus actual cost of meter
5.4	**Water Meters**		
5.4.1	3/4" Meter	305.87	
5.4.2	1" Meter	445.69	
5.4.3	1.5" Meter	748.07	
5.4.4	2" Meter	898.39	
5.4.5	Larger Sizes	Call for pricing	
5.5	**Water Account Deposit**	60.00	
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 24-25 Charge	Additional Charges / Comments
6.0	**Sewer Fees and Charges**		
6.1	**Residential Rates**		
6.1.1	Senior Citizen / Disabled Persons Discount	(7.08)	Per month (income must qualify), 12.00% of base fee
6.1.2	Monthly Flat Rate	59.00	Per dwelling unit
6.2	**Commercial Rates**		
6.2.1	General Service Uses		
6.2.1.1	Monthly Flat Rate	59.00	Per dwelling unit
6.2.2	Large General Service Uses		
6.2.2.1	Flat Rate	59.00	
6.2.2.2	Metered or Estimated Water Usage in Excess of 5 Units per Month	7.02	Per excess unit (100 cubic feet)
6.2.3	Industrial Use	To be determined on a case by case basis	
6.3	**Connection Fee**	1,019.37	
6.4	**Sewer Deposit**	120.00	
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 24-25 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 24-25	
		Charge	**Additional Charges / Comments**
8.0	**Administrative Fees and Charges**		
8.1	**Photocopies / Printed Reports**	**0.40**	**Per page after first five pages**
8.2	**Fax Charges**		
8.2.1	First Page	**2.50**	
8.2.2	Each Additional Page	**1.30**	**Per page**
8.3	**Public Records Fees (Non-Police)**		
8.3.1	Transmitted by Email (Per Page to 10MB in Size)	**5.00**	**For records relating to the Police Department, refer to fees in section 1.0**
8.3.2	Transmitted by Fax (First Page)	**2.50**	
8.3.3	Transmitted by Fax (Each Additional Page - 10 Page Limit)	**1.30**	
8.3.4	Records Copied to CD (Each CD) or Thumb Drive	**7.50**	
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**	**Actual cost incurred**	
8.7	**Lien Search Fee**	**25.00**	
		Base 24-25	
		Charge	**Additional Charges / Comments**
9.0	**Citywide Standard Hourly Billing Rate**		
9.1	**Multiplier**	**2.75 x employee hourly pay rate**	