

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Comprehensive Fee Ordinance Amendment

| | |
|---|--|
| <p>Background:</p> <p>The proposed changes from Departments for the annual update to the Comprehensive Fee Ordinances are before the Board for approval. The First Reading was held May 23, 2023. There are additional fees that have been added since the First Reading for environmental health program. The Second Reading is set for June 21, 2023. It may then be considered for adoption.</p> | <p>Requested Action:</p> <ol style="list-style-type: none"> 1. Conduct Public Hearing 2. Adopt Ordinance No. 2023-05 |
|---|--|

ATTACHMENTS: Proposed Ordinance

*****For Internal Use Only*****

Checkoffs:

- () Dept. Heard (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: June 21, 2023

Action taken:

Follow-up:

THE BOARD OF COMMISSIONERS OF UMATILLA COUNTY

STATE OF OREGON

In the Matter of Amending)
Comprehensive Fee Ordinance)
No. 94-02, as amended,) ORDINANCE NO. 2023-05
codified at Chapter 39, for)
County Services Performed for)
the Public)

WHEREAS the Board of Commissioners has ordained Ordinance No. 94-20, adopting a comprehensive fee ordinance for county services performed for the public;

WHEREAS ORS 203.115 permits the county governing body to set fees charged for county services and to amend the fees enacted;

WHEREAS the Umatilla County Board of Commissioners desires to inform the public of all fees charged for County services.

NOW, THEREFORE the Board of Commissioners of Umatilla County ordains that the Comprehensive Fee Ordinance, No. 94-20, dated November 7, 1994, shall be further amended as follow (deleted words are ~~struck through~~ and added words are italicized and underlined):

ADMINISTRATIVE SERVICES DEPARTMENT

§ 39.010 OFFICE OF COUNTY RECORDS.

§ 39.011 FEES - GENERAL.

| <i>COUNTY RECORDS -- FEE SCHEDULE</i> | |
|---------------------------------------|---|
| Fax charge | \$2 for first page (\$1 each additional page) |
| Passport Photographs - 2 | \$13 <u>15</u> |

ASSESSMENT & TAXATION

§ 39.075 GEOGRAPHICAL INFORMATION SERVICES.

| GEOGRAPHICAL INFORMATION SERVICES FEES | | |
|---|---|--|
| Section No. | Description | Fees |
| § 39.075 | Plat map review | \$50 |
| § 39.081 | Aerial photo 8½"x11 color copy 24"x24" Digital aerial photo data | \$5 each \$10 <u>15</u> \$40/CD or \$350/set |
| § 39.084 | GIS Datasets (Does not include tax lot shapefile) Shape file, layer, coverage with associate attributes. Payment and signed GIS Use License Agreement must be provided prior to distribution. | \$15 <u>30</u> each, plus \$75/hour if data is customized |
| § 39.085 | Property Line Adjustment Deed Check Property Line Adjustment Deed Check - 3+ Parcels Legal Description Verification Type IV Partition Plan review Partition Plat & Subdivision review | \$25 \$25/tax lot \$25 \$50 \$50 <u>100</u> |

ADMINISTRATIVE SERVICES DEPARTMENT

**§ 39.130 ~~BOARD OF PROPERTY TAX APPEALS~~
PROPERTY VALUE APPEALS BOARD.**

| BOARD OF PROPERTY TAX APPEALS PROPERTY VALUE APPEALS BOARD FEES | | |
|---|--------------------|-----------------|
| Section No. | Description | Fees |
| § 39.131 | Copies | \$0.25 per page |

| | | |
|----------|-------------------------|--|
| § 39.132 | CD | \$5 per CD |
| § 39.134 | Fax | \$2 first page, \$1 each additional page |
| § 39.136 | Certification of copies | \$3.75 per document |

PUBLIC HEALTH DEPARTMENT

§ 39.426 ENVIRONMENTAL HEALTH PROGRAM.

| <i>FOOD SERVICE - Annual Fee - January 1 to December 31</i> | |
|--|--------------------|
| <i>Description</i> | <i>Fees</i> |
| Full service restaurant (based on seating criteria) | |
| 0-15 seats | \$568 <u>636</u> |
| 16-50 seats | \$638 <u>702</u> |
| 51-150 seats | \$730 <u>820</u> |
| 150+ seats | \$809 <u>900</u> |
| Not for Profit License | \$100 <u>110</u> |
| Limited service restaurant | \$323 <u>375</u> |
| Bed and breakfast | \$232 <u>255</u> |
| Commissary | \$406 <u>447</u> |
| Warehouse | \$163 <u>180</u> |
| Mobile food unit | |
| Class 1 to 3 | \$222 <u>280</u> |
| Class 4 | \$421 <u>463</u> |
| Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge | \$-0- |

| <i>FOOD SERVICE - Annual Fee - January 1 to December 31</i> | |
|--|--|
| Temporary restaurant | |
| Single event, intermittent & seasonal | \$ 77 <u>85</u> |
| Not for profit license - intermittent & seasonal | \$ 50 <u>55</u> |
| Not for profit license - 90 day license | \$50 |
| Not for profit license - single event (per calendar year) | \$50 |
| Not for profit license - single event (per calendar year) if qualifies as benevolent organization | \$34 |
| Fee due in health department 5 days prior to event, and if not paid by that time, then the following fee charged: | \$ 132 <u>145</u> |
| Single event, intermittent & seasonal | \$ 55 <u>61</u> |
| Not for profit license - intermittent & seasonal/90 day | |
| Temporary at event (operating without a license) | \$ 264 <u>290</u> |
| Vending machines (by number of machines) | |
| 1-10 units | \$ 43 <u>90</u> |
| 11-20 units | \$ 85 <u>140</u> |
| 21-30 units | \$ 117 <u>200</u> |
| 31-40 units | \$ 160 <u>300</u> |
| 41-50 units | \$ 196 <u>320</u> |
| 51-75 units | \$ 238 <u>330</u> |
| 76-100 units | \$ 323 <u>390</u> |
| 101-250 units | \$ 562 <u>510</u> |
| 251-500 units | \$ 890 <u>800</u> |
| 501-750 units | \$ 1214 <u>1000</u> |
| 751-1000 units | \$ 1485 <u>1500</u> |
| 1001-1500 units | \$ 1940 <u>1600</u> |
| 1501+ units | \$ 2429 <u>1700</u> |
| Reinstatement fee - to reinstate a license after the December 31 expiration, the applicant must pay a reinstatement fee of \$100 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100 on the first day of each succeeding month until the license is reinstatement | \$100 per month |
| Inspection fee - Quarterly inspections resulting from 2 consecutive failures of 70 points or less | One-half of original license fee for each inspection |
| Reinspection fee - for any reinspections beyond 2 in one calendar year | \$ 141 <u>155</u> /hour with 1 hour minimum |

| POOL FACILITIES - Annual Fee - January 1 to December 31 | |
|---|---|
| <i>Description</i> | <i>Fees</i> |
| First pool/spa Seasonal Annual | \$152 <u>212</u> \$239 <u>308</u> |
| Additional pool/spa Seasonal Pool | \$89 <u>143</u> \$152 <u>212</u> |
| Reinspection fee - For any reinspections beyond 2 in one calendar year | \$141 <u>155</u> /hour, with 1 hour minimum |
| Non-renewal/late penalty fee - facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full. | 50% per month |

| PLAN REVIEW | |
|--|--------------------------------------|
| <i>Description</i> | <i>Fees</i> |
| Full service restaurant | \$379 <u>439</u> |
| Limited service restaurant | \$110 <u>220</u> |
| Seasonal temporary restaurant | \$110 <u>121</u> |
| Bed and breakfast | \$110 <u>190</u> |
| Commissary | \$186 <u>240</u> |
| Warehouse | \$76 <u>150</u> |
| Mobile food unit Class 1 to 3 Class 4 | \$110 <u>400</u> \$220 <u>400</u> |
| Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge | \$-0- |
| Not for Profit | \$190 <u>209</u> |
| School Plan Review | \$138 <u>152</u> |

| PLAN REVIEW | |
|---------------------------|------------------|
| Remodeling | |
| Full service restaurant | \$138 <u>225</u> |
| All other food facilities | \$76 <u>100</u> |

| INSPECTION FEE FOR FACILITIES LICENSED BY OTHER AGENCIES | |
|---|------------------------|
| <i>Description</i> | <i>Fees</i> |
| Child care facilities | \$192 <u>211</u> |
| Head-Start facilities | \$192 |
| Schools | |
| Central kitchen | \$229 <u>252</u> |
| On-site prep kitchen | \$192 <u>211</u> |
| Finishing kitchen | \$172 <u>189</u> |
| Satellite | \$76 <u>84</u> |
| Summer education programs | |
| — Serve site | \$117 |
| — Kitchen preparation | \$227 |
| — Waiver food service site | \$192 |
| — Wavier satellite site | \$76 |
| Correctional facilities - per hour (time includes travel and reporting) | \$141 <u>155</u> /hour |
| Non-licensed facilities - per hour (time includes travel and reporting) | \$141 <u>155</u> /hour |

SHERIFF'S OFFICE

§ 39.720 CIVIL DIVISION.

| | | |
|-----------------|------------|--------------|
| § 39.734 | ATV Permit | \$10 per ATV |
|-----------------|------------|--------------|

FURTHER by unanimous vote of those present, the Board of Commissioners deems this Ordinance necessary for the immediate preservation of public peace, health, and safety; therefore, it is adjudged and decreed that an emergency does exist in the case of this Ordinance and it shall be in full force on July 1, 2023.

FIRST READING: May 23, 2023

SECOND READING: June 21, 2023

DATED this day of June, 2023.

UMATILLA COUNTY BOARD OF COMMISSIONERS

Daniel N. Dorran, Chair

John M. Shafer, Commissioner

Celinda A. Timmons, Commissioner

ATTEST:
OFFICE OF COUNTY RECORDS

Records Officer