AGENDA

CITY OF SISTERS
SISTERS CITY COUNCIL

SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

APRIL 07, 2016

8:00 A.M. CITY COUNCIL WORKSHOP

1. Building Code Administration Program – *P. Davenport*
2. Council Goals Finalized – *Council*
3. Speak your Peace Draft Resolution and Defining Values for Council Rules– *Council*
4. Preview April 14, 2016 Workshop and Regular Meeting Agenda – *K. Nelson*
5. Other Business – *Staff/Council*

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520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213

AGENDA ITEM SUMMARY

CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: April 7, 2016 **Staff:** Patrick Davenport

Type: Workshop **Dept:** CDD

Subject: Future program for Building Official Services

Action Requested: Review proposed Building Official program alternatives; give direction for program future

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Report in brief: The current intergovernmental agreement (IGA) with Deschutes County for Building Official Services expires on June 30, 2016. Other options for providing building official services are by private sector, the Department of Consumer Services Building Codes Division and by hiring an in-house staff member. The State Building Codes Division staff has advised City staff that it is not a viable option to provide services at this time and previous experience in Sisters with using a private sector company for services was not entirely successful. After two attempts to solicit applications for an in-house building official with no success, staff has determined renewing the IGA is in the best interest of the City. The IGA will need to be renewed with conditions that are acceptable to both the City and County while still providing the most efficient customer service program possible. Deschutes County has indicated willingness to provide Building Official Services for the city if the City adopts the same fee schedule as the county.

Discussion: The current IGA with the County requires a 68% - 32% permit fee receipts sharing between the County and City, respectively. County staff have advised that this current fee sharing ratio is inadequate to cover their operating costs for Building Official services to the City. Additionally, the current system of building permit administration by the City is leading to some inconsistencies and is causing additional, unnecessary work by all staff involved. In order to provide the most efficient level of service and consistent building permit intake and building code administration, staff is requesting City Council approve a change in the responsibility for administering the Building Official services program from current City-responsibility to Deschutes County's responsibility. If the program is turned over to the County, their staff would perform complete building permit administration for City projects. County staff have indicated that a County permit technician staff would locate at City Hall one day each week. Below are select cities that have IGAs with their respective County to provide Building Officials services:

City	Pop.	County
Madras	6,533	Jefferson
Culver	1,392	Jefferson
Prineville	9,258	Crook
La Pine	1,742	Deschutes
Cave Junction	1,886	Josephine
Shady Cove	2,910	Jackson
Boardman	3,220	Morrow
Roseburg	21,903	Douglas
Klamath Falls	21,119	Klamath

Fiscal Impact: The City's building permit fees differ from Deschutes County with some fee categories lower and some higher. Staff performed a building permit fee study which compared three generic projects across six local governments in Central Oregon. Results of the fee study are attached. Deschutes County staff are proposing a 3-3.5% increase in the building fees, to be effective July 1, 2016. The results of the exercise reveal that if the City matched the County's building permit fees, the differences between the localities studied are relatively minimal and the City of Sisters fees would be identical to the City of La Pine.

If the program is turned over to the County, the City would continue to collect the fees associated with reviews for zoning compliance and Public Works standards as well as System Development Charges. Additionally, the County is proposing to give fees to the City that are collected for any other County administrative purposes that would normally support their own program. The City staff member currently assigned as Permit Technician would still be needed to coordinate City reviews for building permits but additional time that would have been spent on processing building permits could be spent on other Community Development Department support functions such as grant searches, grant application preparation as well as enhanced internal and external customer service.

Recommendation: Staff recommends that the City Council approve a new IGA structure that converts responsibility for Building Official services to Deschutes County and match the County's Building Division fees. Staff would return with a formal IGA approval request for Council consideration in sufficient time to prepare for a transition prior to July 1, 2016.

Attachments:
Exhibit A: Results of cost estimates among local jurisdiction for generic projects
Exhibit B: Copy of proposed County Building Division fee schedule effective date July 1, 2016

Concurrence: _____ CM _____ F&A PTO CDD _____ PW

Deschutes County Fee Schedule
Proposed FY 2016 - 2015

ITEM NO.		DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
		Community Development				
CDD	1	Refund request processing	35			
		(No refunds if refund amount is less than $35.00. Other amounts may be deducted from refund for work already performed.)	-			
CDD	2	Address issuance (without permit)	35	per dwelling		
CDD	3	New use with separate address (charged at time of building permit or plot plan review, except revised plot plan review)	35			
CDD	4	Copy fee	0.25	per page		
CDD	5	Color Copy Fee	1	per page		
CDD	6	Coin-copy machine	0.1	per page		
CDD	7	Microfilm/microfiche copy fee	1	per page		
CDD	8	Plot plan review	89			
CDD	9	Pre-application Meeting (may be required at CDD's discretion for major or complex development projects involving several county employees)	100	per each		
CDD	10	Advanced planning fee (supports long-range planning and regular code updates and review)	0.23%	of bldg valuation		
CDD	11	Free public information fee (supports free public information and assistance in Bend, Redmond and La Pine and allows for consolidated permit processing at one location)	0.23%	of bldg valuation	Public information fee (supports free public information and assistance in Bend, Redmond and La Pine and allows for consolidated permit processing at one location)	
CDD	12	Code compliance fee (supports code enforcement program)	0.14%	of bldg valuation		
CDD	13	City of La Pine Permit Review	45			
CDD	14	Research/file review supervision	30	per hour ($15.00 min)		
CDD	15	Road Access Permit	74			
CDD	16	Second Road Access Permit	37			
CDD	17	Three or more Road Access Permits	18.5	each		
CDD	18	Consultation by CDD professional staff	ACS			
CDD	19	Collection/administration fee for system development charges	25	per fee collected		
		Restricted Firearms District Formation				
CDD	20	Petition Preparation Fee	350			
CDD	21	Petition Filing Fee	350			
CDD	22	**Policy Regarding Refunds:**				

A 75% refund may be made after an application has been received. The 25% withheld covers work associated with the application, including zoning, septic and plot plan review, file creation and staff assignment. An additional percentage will be withheld as each additional phase of the permitting process is completed (i.e. plan review, inspections, staff report preparation). Refunds must be requested within 180 days of application. In every case, the $35 refund request processing fee will be charged to cover the cost of refund check processing and issuance.

*ACS=Acutal Cost of Services

ITEM NO.		DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
		CDD - Building Safety Division				
CDBS	1	Reproduction printing of electronically submitted plans at customer request	4.25	per page/sheet		$4.50
CDBS	2	Phased or Deferred Projects	550.00	plus 10% of the total project building permit fee not to exceed $1,500.00 for each phase or portion of the project		$570.00
		Expedited Review (optional program):				
CDBS	3	Structures require engineer/architect stamped plans	420.00	in addition to bldg permit fee		$435.00
CDBS	4	All others	177.00	in addition to bldg permit fee		$185.00
CDBS	5	Special Inspection - inspections that do not fit into the specific type of permits under the building code	94.00	ACS		$97.00
CDBS	6	Agricultural building exemption fee	61.50			$64.00
CDBS	7	Building inspections outside of normal business hours (min charge - two hours)	101.50	per hour		$105.00
CDBS	8	Re-inspection fee	88.00	each		$91.00
CDBS	9	Inspections for which no fee is specifically indicated (min charge - ½ hour)	101.50	per hour		$105.00
CDBS	10	Additional plan review required by changes, addition or revisions to approved plans (min charge - ½ hour)	101.50	per hour		$105.00
CDBS	11	Demolition permits	177.00			$183.00
CDBS	12	Consultation fee (min 1 hour)	88.00	per hour		$91.00
CDBS	13	Temporary certificate of occupancy (commercial)	522.00	plus $100 per day over 30 days		$540.00
CDBS	14	Temporary certificate of occupancy (residential)	147.00			$152.00
CDBS	15	Solar Building Permit - Prescriptive	100.00		ORS 455.020	$103.50
		New construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1st of each year.				
		CDD may charge twice the established fee for a building permit or approval for work commenced prior to permit issuance.				
CDBS	16	Residential Sprinklers 0-2000 sq ft	1.80	sq. Ft. Value		$1.85
CDBS	17	Residential Sprinklers 2001-3600 sq ft	2.40	sq. Ft. Value		$2.50
CDBS	18	Residential Sprinklers 3601-7200 sq ft	3.00	sq. Ft. Value		$3.10
CDBS	19	Residential Sprinklers 7201 sq ft and greater	3.50	sq. Ft. Value		$3.60

Deschutes County Fee Schedule
Proposed FY 2016 - 2015

ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
	PLAN REVIEW:				
CDBS 20	Re-inspection fee: A $88.00 to $91.00 re-inspection fee shall be charged for inspections of violations found by the division on or after the second inspection and for inspections requested but which cannot be performed due to inability to get access to work to be inspected.	88.00			$91.00
CDBS 21	Approval of additional set of plans	23.00			$24.00
CDBS 22	Plan check fee	65%	bldg permit fee		
CDBS 23	Plan check fee for electrical and mechanical systems of commercial buildings	25%	bldg permit fee		
CDBS 24	Plan check fee for plumbing of commercial bldgs	30%	bldg permit fee		
CDBS 25	Plan check fee for fire/life safety/over 4,000 sq ft	40%	bldg permit fee		
CDBS 26	Plan check for manufactured dwelling/rec park plan review	65%	permit fee		
	The current state surcharge is added to all fees in the Building Safety Division with the exception of manufactured home and recreation park construction. to The current State of Oregon surcharge is added to all fees in the Building Safety Division. Additional State fees may apply.				
	Total valuation:				
CDBS 27	$1.00 to $500.00	10.00			
CDBS 28	$501.00 to $2,000.00	10.00	first $500 + $1.70 for each additional $100 or fraction thereof, to and including $2,000		
CDBS 29	$2,001.00 to $25,000.00	35.50	first $2,000 +$6.45 for each additional $1,000 or fraction thereof, to and including $25,000		
CDBS 30	$25,001.00 to $50,000.00	183.85	first $25,000 +$4.90 for each additional $1,000 or fraction thereof, to and including $50,000		
CDBS 31	$50,001.00 to $100,000.00	306.35	first $50,000 +$4.35 for each additional $1,000 or fraction thereof, to and including $100,000		
CDBS 32	$100,001.00 and up	523.85	first $100,000 +$5.40 for each additional $1,000 or fraction thereof		

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ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
	Plumbing:				
CDBSPL 1	One and Two Family / 1 bath	274.00			$350.00
CDBSPL 2	One and Two Family / 2 bath	450.00			$450.00
CDBSPL 3	One and Two Family / 3 bath	562.00			$500.00
CDBSPL 4	One and Two Family / 4 bath	632.00			$550.00
CDBSPL 5	Baths greater than 4	81.00			$50.00
CDBSPL 6	One and two family/solar (when connected with potable water)	131.00			$135.50
	Residential and U1 plumbing:				
CDBSPL 7	Remodel Minimum Fee	56.50	plus $27.00/fixture		$58.50
	R-3 Fixtures:				
CDBSPL 8	Kitchen sink	27.00			$28.00
CDBSPL 9	Water heater	27.00			$28.00
CDBSPL 10	Disposal	27.00			$28.00
CDBSPL 11	Water closet	27.00			$28.00
CDBSPL 12	Basin	27.00			$28.00
CDBSPL 13	Tub (bathing)	27.00			$28.00
CDBSPL 14	Shower	27.00			$28.00
CDBSPL 15	Clothes washer	27.00			$28.00
CDBSPL 16	Laundry tub	27.00			$28.00
CDBSPL 17	Other Plumbing	27.00			$28.00
CDBSPL 18	Floor drain	27.00			$28.00
CDBSPL 19	Backflow Preventer	27.00			$28.00
CDBSPL 20	Urinal	27.00			$28.00
CDBSPL 21	Hose bibs	27.00			$28.00
	Water service/sanitary/storm sewer:				
CDBSPL 22	Water service (first 100 feet or fraction thereof)	92.50			$95.75
CDBSPL 23	Water service (second 100 ft. or fraction thereof)	52.50			$54.50
CDBSPL 24	Building sewer (first 100 feet or fraction thereof)	92.50			$95.75
CDBSPL 25	Building sewer (each additional 100 ft. or fraction thereof)	52.50			$54.50
CDBSPL 26	Building storm sewer or rain drain (each 100 feet or fraction thereof)	92.50			$95.75
CDBSPL 27	Storm or rain drain (each additional 100 feet or fraction thereof)	52.50			$54.50
CDBSPL 28	Alternate potable water heating system (coil, heat pumps, extractor, water treatment equipment, etc.)	92.50			$95.75
	Manufactured Homes:				
CDBSPL 29	M/H park sewer connection & water distribution system	92.50	per space		$95.75

Deschutes County Fee Schedule
Proposed FY 2016 - 2015

ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
	Miscellaneous (when applicable):				Delete
CDBSPL 30	Minimum permit fee	88.00			Delete
CDBSPL 31	Prefabricated structures site inspections (includes site development & connection of the prefabricated structure)	92.50			$95.75
CDBSPL 32	Special inspections	101.50	per hour		$105.00
CDBSPL 33	Fixture fee	27.00			Delete
	Commercial Plumbing				
	(all buildings other than R-3 & U-1):				
CDBSPL 34	Minimum Fee	136.00			$140.75
CDBSPL 35	Fixture fee - commercial	27.00			$28.00
CDBSPL 36	Backflow prevention device	27.00			$28.00
CDBSPL 37	Sink-kitchen, bar, laundry	27.00			$28.00
CDBSPL 38	Lavatory - bathrooms only	27.00			$28.00
CDBSPL 39	Tub/shower combinations	27.00			$28.00
CDBSPL 40	Separate shower and tub	27.00			$28.00
CDBSPL 41	Water closets	27.00			$28.00
CDBSPL 42	Dishwashers	27.00			$28.00
CDBSPL 43	Disposal	27.00			$28.00
CDBSPL 44	Washing machine	27.00			$28.00
CDBSPL 45	Water heater	27.00			$28.00
CDBSPL 46	Urinal	27.00			$28.00
CDBSPL 47	Hose bibs	27.00			$28.00
CDBSPL 48	Bidet	27.00			$28.00
CDBSPL 49	Catch Basins	27.00			$28.00
CDBSPL 50	Drinking fountain	27.00			$28.00
CDBSPL 51	Receptors	27.00			$28.00
CDBSPL 52	Interceptors	27.00			$28.00
CDBSPL 53	Floor drains	27.00			$28.00
CDBSPL 54	Sewage and sump pump	27.00			$28.00
CDBSPL 55	Special water connection	27.00			$28.00
CDBSPL 56	Storm drain - first 100 feet	57.50			$59.50
CDBSPL 57	Storm drain - each additional 100 feet	27.00			$28.00
CDBSPL 58	Swimming pool piping	88.00			$91.00
CDBSPL 59	Solar	27.00			$28.00
CDBSPL 60	Plumbing alteration not specified	27.00			$28.00
CDBSPL 61	Water service - first 100 feet	92.50			$95.75
CDBSPL 62	Water service (each additional 100 ft)	52.50			$54.50

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ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
CDBSPL 63	Sewer - first 100 feet	92.50			$95.75
CDBSPL 64	Sewer - each additional 100 feet	52.50			$54.50
CDBSPL 65	Medical Gas Connection 0 - 25,000 valuation	130.00			$134.50
CDBSPL 66	Medical Gas Connection 25,001 - 50,000 valuation	204.00			$211.00
CDBSPL 67	Medical Gas Connection 50,001 - 100,000 valuation	241.00			$249.00
CDBSPL 68	Medical Gas Connection over 100,000 valuation	310.00			$320.00
CDBSPL 69	M/H park sewer collection/water distribution system	88.00	per space		$91.00
CDBSPL 70	Special inspection	77.00	per hour		$80.00
CDBSPL 71	Alternative potable water heating systems (coils, extractors, heat pumps, etc.)	56.50			$58.50
	Prefabricated structural inspections (includes site development and connection of the prefabricated structure)				
CDBSPL 72	M/H Park Installation Connecttion	71.00			Delete
	Recreational Vehicle and Manufactured Dwelling Parks				$73.50
	Inspection Fees				
	Fees are a combination of				
	Minimum Plumbing Fee:				
CDBSPL 73	Five or fewer spaces	281.00			$291.00
CDBSPL 74	Six to 19 spaces	281.00	plus $50.00 per space		$291.00
CDBSPL 75	Twenty or more spaces	281.00	plus $36.00 per space		$291.00
	MECHANICAL:				
CDBSM 1	Minimum Fee	80.00	each		$83.00
CDBSM 2	Installation or relocation of forced-air or gravity-type furnace or burner, including ducts & vents attached to such appliance up to/including 100,000 Btu/h, up to 100,000 cfm air handler	19.75	each		$20.50
CDBSM 3	Installation or relocation of forced-air or gravity-type furnace or burner, including ducts and vents attached to each appliance over 100,000 Btu/h, over 100,000 cfm air handler	23.00	each		$23.75
CDBSM 4	Installation or relocation of floor furnace, including vent	15.00	each		$15.50
CDBSM 5	Installation or relocation of suspended heater, recessed wall heater or floor-mounted heater	15.00	each		$15.50

Deschutes County Fee Schedule
Proposed FY 2016 - 2015

ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
CDBSM 6	Installation, relocation or replacement of appliance vent installed and not included in an appliance permit	8.75	each		$9.00
CDBSM 7	Repair, alteration or addition to heating appliance, refrigeration, cooling, absorption, or heating/cooling/absorption unit or evaporative cooling system, including installation of controls (Heat Pump)	19.75	each		$20.50
CDBSM 8	Installation or relocation of boiler or compressor to and including three horsepower, or absorption system to and including 100,000 Btu/h	18.25	each		$19.00
CDBSM 9	Installation or relocation of boiler or compressor over three horse-power to and including 15 horsepower, or absorption system over 100,000 Btu/h and including 500,000 Btu/h	28.00	each		$29.00
CDBSM 10	Installation or relocation of boiler or compressor over 15 horse-power to and including 30 horsepower, or absorption system over 500,000 Btu/h and including 1,000,000 Btu/h	28.00	each		$29.00
CDBSM 11	Installation/relocation of boiler or compressor over 30 horsepower to/including 50 horse-power or for absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	39.00	each		$40.25
CDBSM 12	Installation or relocation of boiler or refrigeration compressor over 50 horsepower or absorption system over 1,750,000 Btu/h	70.00	each		$72.50
CDBSM 13	Air-handling unit to and including 10,000 cubic feet per minute (cfm), including attached ducts	11.00	each		$11.40
CDBSM 14	Air-handling unit of 10,000 cfm	19.75	each		$20.50
CDBSM 15	Evaporative cooler other than portable	11.00	each		$11.40
CDBSM 16	Ventilation fan connected to single duct	9.00	each		$9.25
CDBSM 17	Ventilation system that is not a portion of any heating or air-conditioning system authorized by a permit	11.50	each		$11.75
CDBSM 18	Installation of hood which is served by mechanical exhaust, including ducts for hood	11.50	each		$11.75
CDBSM 19	Installation/relocation of domestic-type incinerator/woodstove, includes vent	29.25	each		$30.25
CDBSM 20	Installation/relocation of propane or natural gas vented room heaters, gas fired appliance, includes vent	29.25	each		$30.25
CDBSM 21	Installation or relocation of commercial or industrial-type incinerator	51.25	each		$53.00
CDBSM 22	Appliance or piece of equipment regulated by code but not classified in other appliance categories	11.50	each		$11.75

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ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
CDBSM 23	Gas-piping system - one to four outlets	7.50	per outlet		$7.75
CDBSM 24	Inspection outside of normal business hours (minimum charge - two hours)	115.00	per hour		$119.00
CDBSM 25	Re-inspection fee	88.00	each		$91.00
CDBSM 26	Inspections for which no fee is specifically indicated (minimum charge - ½ hour)	43.00	per hour		$44.50
CDBSM 27	Additional plan review required by changes, additions or revisions to approved plans (min charge ½ hour)	43.00	per hour		$44.50
CDBSM 28	Installation or relocation of hydronic in-floor heating	73.00			$75.50
CDBSM 29	Installation or relocation of fuel fired or electrical heat exchanger (to be used in a hydronic heating system)	28.00			$29.00
CDBSM 30	Mini split system	38.00			$39.25
CDBSM 31	Heat recovery ventilator system (HRV)	150.00			$11.75
	Commercial Mechanical Permit Fee Table			OAR 918-050-100	
	Commercial and Multifamily New, Alterations, Additions, Repairs & Accessory Structures				
	Total Valuation				
CDBSM 33	$1 to $2,000	75.00			
CDBSM 34	$2001 to $25,000	75.00	first $2,000 plus 11.25 for each additional $1,000 or fraction thereof, to and including $25,000		$135.00
CDBSM 35	$25,001 to $50,000	333.75	first $25,000 plus 9.25 for each additional $1,000 or fraction thereof, to and including $50,000		$393.75
CDBSM 36	$50,001 to $100,000	565.00	first $50,000 plus 6.20 for each additional $1,000 or fraction thereof up to and including $100,000		$625.00
CDBSM 37	$100,001 and up	875.00	first $100,000 plus 4.15 for each additional $1,000 or fraction thereof		$935.00

Deschutes County Fee Schedule
Proposed FY 2016 - 2015

ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
	ELECTRICAL:				
	Residential - single or multi-family per dwelling unit. Service included.		# of inspections per permit allowed		
CDBSE 1	1,000 square feet or less	247.00	4		$255.50
CDBSE 2	Each additional 500 square feet, or portion thereof	42.00			$43.50
CDBSE 3	Each manufactured home or modular dwelling service or feeder	115.00	2		$119.00
	Service/feeders: installation, alteration or relocation:				
CDBSE 4	200 amps or less	140.50	2		$145.25
CDBSE 5	201 amps to 400 amps	171.00	2		$177.00
CDBSE 6	401 amps to 600 amps	279.00	2		$289.00
CDBSE 7	601 amps to 1000 amps	349.00	2		$361.00
CDBSE 8	Over 1000 amps or volts	846.75	2		$876.00
CDBSE 9	Reconnect only	115.00	2		$119.00
	Temporary service or feeders - installation, alterations or relocation				
CDBSE 10	200 amps or less	115.00	2		$119.00
CDBSE 11	201 amps to 400 amps	157.00	2		$162.50
CDBSE 12	Over 400 amps to 600 amps	209.00	2		$216.00
	Over 600 amps to 1000 volts - see "service/feeders" (10 branch circuits included) above				$280.00
	Branch circuits - new, alteration or extension per panel				
	Fee for branch circuits with purchase of service or feeder fee				
CDBSE 13	Each branch circuit	11.00	2		$11.25
	Fee for branch circuits without purchase of service or feeder fee				
CDBSE 14	First branch circuit	107.75	2		$111.50
CDBSE 15	Each additional branch circuit	11.00	2		$11.25

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ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
	Miscellaneous (service or feeder not included)		# of inspections per permit allowed		
CDBSE 16	Each water or sewage pump or irrigation circle	115.00	2		$119.00
CDBSE 17	Each sign or outline lighting	115.00	2		$119.00
CDBSE 18	Signal circuit(s) or a limited energy panel, alteration or extension - commercial use	115.00	2		$119.00
CDBSE 19	Renewable Electric Energy - 25kw or less to Renewable Energy Systems	135.50	2		
CDBSE 20	26-30kw to 5KVA or less to 5 KVA or less	141.50	2		$140.25
CDBSE 21	31-50kw (plan review required) to 5.01 KVA to 15KVA	148.75	2		$146.50
CDBSE 22	51-75kw (plan review required) to 15.01 KVA to 25 KVA	157.00	2		$154.00
CDBSE 23	76-100kw (plan review required) to Over 25 KVA	164.00	2 per KVA		$6.25
	Wind Generation Systems				
	25.01 KVA to 50 KVA		2		$175.00
	50.01 KVA to 100 kVA		2		$185.00
	Over 100 kVA		2 per KVA		$8.00
	Solar Farms				
	25.01 KVA to 50 KVA		2		$175.00
	50.01 KVA to 100 kVA		2		$185.00
	Over 100 kVA		2 per KVA		$8.00
CDBSE 24	Renewable Electric Energy Plan Review				$0.25
	Limited energy - residential use				
CDBSE 25	One and two family	56.50			$58.50
CDBSE 26	Multi-family	105.00			$108.50
CDBSE 27	Each additional inspection over the allowable in any of the above	70.75	per inspection		$73.00
CDBSE 28	Other inspections not listed above (portal to portal - one hour minimum)	115.00	per hour		$119.00
CDBSE 29	Bulk labels	37.00			$38.25
CDBSE 30	Master permit	171.00			$250.00
CDBSE 31	Inspections outside or normal business hours (min charge - two hours)	115.00	per hour		$119.00
CDBSE 32	Re-inspection fee	88.00	each		$91.00
CDBSE 33	Inspections for which no fee is specifically indicated (min charge - ½ hour)	115.00	per hour		$119.00
CDBSE 34	Additional plan review required by changes, additions or revisions to approved plans	115.00	per hour		$119.00
CDBSE 35	Inspection for code items requiring inspection, but no specific fees are given	87.00	each item		$90.00
	MANUFACTURED DWELLINGS:				
CDBSMF 1	Manufactured dwelling and cabana installation permit	658.00	per installation + applicable state fee(s)		$681.00
CDBSMF 2	Manufactured dwelling and cabana re-inspection fee	152.00	per re-inspection		$157.00

Deschutes County Fee Schedule
Proposed FY 2016 - 2015

ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
	New Manufactured Home Park Fee Schedule:				
	Table 1				
	Total valuation:				
CDBSMP 1	$1.00 to $500.00	15.00			
CDBSMP 2	$501.00 to $2,000.00	15.00	first $500 + $1.50 for each additional $100 or fraction thereof to and including $2000		
CDBSMP 3	$2,001.00 to $25,000.00	45.00	first $2,000 +$9 for each additional $1,000 or fraction thereof to and including $25,000		
CDBSMP 4	$25,001.00 to $50,000.00	252.00	first $25,000 + $6.50 for each additional $1,000 or fraction thereof to and including $50,000		
CDBSMP 5	$50,001.00 to $100,000.00	414.50	first $50,000 + $4.50 for each additional $1,000 or fraction thereof to and including $100,000		
CDBSMP 6	$100,001.00 to $500,000.00	639.50	first $100,000 + $3.50 for each additional $1,000 or fraction thereof to and including $500,000		
CDBSMP 7	$500,001.00 to $1,000,000.00	2,039.50	first $500,000 + $2 for each additional $1,000 or fraction thereof to and including $1,000,000		
CDBSMP 8	$1,000,001.00 and up	3,539.50	first $1,000,000 + $2 for each additional $1,000 or fraction thereof		

*ACS=Acutal Cost of Services

ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
CDBSMP 9	**Evaluation: Table 2 - spaces per acre**				

Park Class	A	B	C
4 or less	5,901	5,504	5,312
5	5,517	5,120	5,028
6	5,197	4,800	4,608
7	4,941	4,544	4,352
8	4,685	4,288	4,269
9	4,493	4,096	3,904
10	4,365	3,968	3,776
11	4,301	3,904	3,712
12	4,237	3,804	3,648

Note:
1. Table 2 is based on the 1990 evaluation of Mobile Home Parks published by the Oregon Department of Revenue.
2. Deduct ten percent from the valuation of parks constructed east of the Cascade Summit.
3. "Class A" parks contains paved streets, curbs and sidewalks.
4. "Class B" parks contains paved streets, no curbs and no sidewalks.
5. "Class C" parks contain no paved streets, no curbs, but have sidewalks on one side of each street.
6. When a park contains spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.

CDBSMP 10	Additional plan review required by changes, additions or revisions to approved plans (min charge - ½ hour)	102.00	per hour		$105.00
CDBSMP 11	Consultation fee (min charge - one hour)	86.00	per hour		$89.00
	State surcharge on manufactured home park permit fee is 12% of total				
	Plan check fee for manufactured home park is 65% of building permit fee				
	Prefabricated Structural Inspections (includes site development and connection of the prefabricated structure)				
CDBSMP 12	MH Park Installation connection	64.00			$66.00

Deschutes County Fee Schedule
Proposed FY 2016 - 2015

ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
	New Recreation Park Fee Schedule: Table 1			Table No. 3-A of the 1988 Uniform Building Code.	
	Total valuation:				
CDBSRP 1	$1.00 to $500.00	15.00			
CDBSRP 2	$501.00 to $2,000.00	15.00	first $500 + $2 for each additional $100 or fraction thereof to and including $2,000		
CDBSRP 3	$2,001.00 to $25,000.00	45.00	first $2,000 + $9 for each additional $1,000 or fraction thereof to and including $25,000		
CDBSRP 4	$25,001.00 to $50,000.00	252.00	first $25,000 + $6.50 for each additional $1,000 or fraction thereof to and including $50,000		
CDBSRP 5	$50,001.00 to $100,000.00	414.50	first $50,000 + $4.50 for each additional $1,000 or fraction thereof to and including $100,000		
CDBSRP 6	$100,001.00 to $500,000.00	639.50	first $100,000 +$3.50 for each additional $1,000 or fraction thereof to and including $500,000		
CDBSRP 7	$500,001.00 to $1,000,000.00	2,039.50	first $500,000 + $2 for each additional $1,000 or fraction thereof to and including $1,000,000		
CDBSRP 8	$1,000,001.00 and up	3,539.50	first $1,000,000 + $2 for each additional $1,000 or fraction thereof		

*ACS=Acutal Cost of Services

ITEM NO.	DESCRIPTION	FY 2016 Fee ($)	UNIT	ENACTMENT AUTHORITY	FY 2017 Fee (ONLY if different from FY 2016)
	CDD - Building Safety Division (continued)				
	Recreation Park Valuation Table - Table 2				
CDBSRP 9	**Evaluation: Table 2 - spaces per acre**				
	Park Class	A	B	C	
	6	2,637	2,483	1,792	
	8	2,470	2,317	1,626	
	10	2,320	2,176	1,485	
	12	2,189	2,035	1,344	
	14	2,074	1,920	1,229	
	16	1,978	1,824	1,133	
	18	1,907	1,754	1,062	
	20	1,849	1,696	1,005	
	22	1,798	1,645	954	
	Note:				
	1. Table 2 is based on the 1990 evaluations for Recreation Vehicle Parks published by the Oregon Department of Revenue				
	2. Deduct ten percent from the valuation of parks and camps constructed east of the Cascade Summit.				
	3. "Class A" parks and camps contain paved streets and electric, water and sewer service to each RV or camping space.				
	4. "Class B" parks and camps contain electric, water and sewer service to each RV or camping space, but do not have paved				
	5. "Class C" parks and camps contain a combination of no more than two services involving electric, water or sewer and do not				
	6. When a park or camp contains spaces in more than one class, figure the spaces in each class, then add them together to				
	7. The Area Development Permit does not include permits or related fees for buildings, manufactured dwelling installations,				
	State surcharge on recreational park permit fee is 12% of total.				
	Plan check for recreational dwelling 65% of building permit fee.				

Fee Comparison Model on Hypothetical Projects

New Single-family Home	
Valuation:	$246,965
House sq. ft.:	2,000
Garage sq. ft.:	500

New Single-family Home: Calculations Charges	Unit	Sisters	La Pine (Deschutes)	Bend	Redmond	Madras (Jefferson)	Prineville (Crook)	Average
Plumbing: 3 - Bath		$320.00	$500.00	$628.88	$214.00	$425.00	$300.00	$397.98
Water Closets	3	$51.00	$84.00	$87.00	$49.50	$57.00	$75.00	$67.25
Lavatories	3	$51.00	$84.00	$87.00	$49.50	$57.00	$75.00	$67.25
Tub/Showers	2	$34.00	$56.00	$58.00	$33.00	$38.00	$50.00	$44.83
Hose Bibs	2	$34.00	$56.00	$58.00	$33.00	$38.00	$50.00	$44.83
Ft Water	100	$75.00	$95.75	$99.07	$47.60	$64.00	$66.96	$74.73
Total Plumbing Fee:		**$565.00**	**$875.75**	**$1,017.95**	**$426.60**	**$679.00**	**$616.96**	**$696.88**
Electrical:								
AMP Service	200	$75.00	$119.00	$151.03	$86.00	$96.50	$96.50	$104.01
Circuits (with purchase of service or feeder fee)	20	$100.00	$225.00	$217.60	$115.00	$144.00	$144.00	$157.60
Total Electrical Fees		**$175.00**	**$344.00**	**$368.63**	**$201.00**	**$240.50**	**$240.50**	**$261.61**
Mechanical:								
BTU Furnace	80,000	$14.00	$20.50	$15.11	$14.00	$16.63	$12.00	$15.37
Bath Fans (Ventilation fan connected to single duct?)	3	$42.00	$27.75	$25.38	$27.00	$49.89	$21.00	$32.17
Total		$56.00	$48.25	$40.49	$41.00	$66.52	$33.00	$47.54
Minimum fee (Flat Fee)		$55.00	$83.00	$55.58	$40.00	$86.40	$66.96	$64.49
Total Mechanical Fee:		**$111.00**	**$131.25**	**$96.07**	**$81.00**	**$152.92**	**$99.96**	**$112.03**
Building Permit Calcuations								
House Value		$246,965	$246,965	$246,965	$246,965	$246,965	$246,965	$246,965
Up to		$100,000.00	$100,000.00	$100,000.00	$200,000.00	$150,000.00	$100,000.00	$125,000.00
Difference		$146,965.00	$146,965.00	$146,965.00	$46,965.00	$96,965.00	$146,965.00	$121,965.00
additional $1,000 or fraction thereof		$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
Difference		$146.97	$146.97	$146.97	$46.97	$96.97	$146.97	$121.97
Fee for each additional $1,000		**$3.50**	**$5.40**	**$4.23**	**$2.50**	**$3.75**	**$3.67**	**$3.84**
Charge for each additional $1,000		$514.38	$793.61	$621.66	$117.41	$363.62	$539.36	$491.67
Starting Fee		**$594.00**	**$523.85**	**$733.39**	**$747.20**	**$859.90**	**$0.00**	**$576.39**
Total Building Permit		**$1,108.38**	**$1,317.46**	**$1,355.05**	**$864.61**	**$1,223.52**	**$539.36**	**$1,068.06**

New Single-family Home: Summary of Charges	Sisters	La Pine (Deschutes)	Bend	Redmond	Madras (Jefferson)	Prineville (Crook)	Average
Fees and Charges							
Building Permit	**$1,108.38**	**$1,317.46**	**$1,355.05**	**$864.61**	**$1,223.52**	**$539.36**	**$1,068.06**
Plan Check (65% of Building Fee)	$720.45	$856.35	$880.78	$562.00	$795.29	$350.59	$694.24
State Surcharge (12%)	$86.45	$102.76	$105.69	$67.44	$95.43	$42.07	$83.31
Plumbing Permit	**$565.00**	**$875.75**	**$1,017.95**	**$426.60**	**$679.00**	**$616.96**	**$696.88**
State Surcharge (12%)	$67.80	$105.09	$122.15	$51.19	$81.48	$74.04	$83.63
Mechanical Permit	**$111.00**	**$131.25**	**$96.07**	**$81.00**	**$152.92**	**$99.96**	**$112.03**
State Surcharge (12%)	$13.32	$15.75	$11.53	$9.72	$18.35	$12.00	$13.44
Electrical Permit	**$175.00**	**$344.00**	**$368.63**	**$201.00**	**$240.50**	**$240.50**	**$261.61**
State Surcharge (12%)	$21.00	$41.28	$44.24	$24.12	$28.86	$28.86	$31.39
New Single-family Home Total	**$2,868.40**	**$3,789.69**	**$4,002.10**	**$2,287.68**	**$3,315.35**	**$2,004.33**	**$3,044.59**

New Multi-family Building

Valuation:	**$853,280**
Square Feet Building/ Impervious Area:	**8,000**
Units	**10**

New Multi-family Building: Calculations Charges

	Unit	Sisters	La Pine (Deschutes)	Bend	Redmond	Madras (Jefferson)	Prineville (Crook)	Average
Plumbing:								
Water Closets	**10**	$170.00	$280.00	$290.00	$165.00	$190.00	$250.00	$224.17
Lavatories	**10**	$170.00	$280.00	$290.00	$165.00	$190.00	$250.00	$224.17
Tub/Showers	**10**	$170.00	$280.00	$290.00	$165.00	$190.00	$250.00	$224.17
Kitchen sink	**10**	$170.00	$280.00	$290.00	$165.00	$190.00	$250.00	$224.17
Dishwasher	**10**	$170.00	$280.00	$290.00	$165.00	$190.00	$250.00	$224.17
Garbage Disposals	**10**	$170.00	$280.00	$290.00	$165.00	$190.00	$250.00	$224.17
Clothes Washer	**10**	$170.00	$280.00	$290.00	$165.00	$190.00	$250.00	$224.17
Hose Bibs	**2**	$34.00	$56.00	$58.00	$33.00	$38.00	$50.00	$44.83
Ft Water	**200**	$119.00	$145.00	$157.06	$73.85	$101.00	$121.96	$119.65
Sewer and Storm	**100**	$44.00	$54.50	$57.99	$26.25	$37.00	$55.00	$45.79
Water Heater	**1**	$17.00	$28.00	$29.00	$16.50	$19.00	$25.00	$22.42
Total Plumbing Fee:		**$1,404.00**	**$2,243.50**	**$2,332.05**	**$1,304.60**	**$1,525.00**	**$2,001.96**	**$1,801.85**
Electrical:								
AMP Service	**200**	$75.00	$119.00	$151.03	$86.00	$96.50	$96.50	$104.01
Circuits (with purchase of service or feeder fee)	**100**	$500.00	$1,125.00	$1,088.00	$575.00	$720.00	$720.00	$788.00
Total Electrical Fees		**$575.00**	**$1,244.00**	**$1,239.03**	**$661.00**	**$816.50**	**$816.50**	**$892.01**
Mechanical:	**$25,000.00**							
Dryer	**10**	$140.00	$205.00	$96.70	$130.00	$151.20	$120.00	$140.48
Kitchen Hood	**10**	$140.00	$90.00	$120.80	$120.00	$151.20	$70.00	$115.33
Bath Fans (Ventilation fan connected to single duct?)	**10**	$140.00	$92.50	$84.60	$90.00	$166.30	$70.00	$107.23
Minimum fee (Flat Fee)		$70.00	$83.00	$55.58	$40.00	$86.40	$66.96	$66.99
Total Mechanical Fee:		**$490.00**	**$470.50**	**$357.68**	**$380.00**	**$555.10**	**$326.96**	**$430.04**
Building Permit Calcuations								
House Value		$853,280	$853,280	$853,280	$853,280	$853,280	$853,280	$853,280
Up to		$100,000.00	$100,000.00	$100,000.00	$200,000.00	$150,000.00	$100,000.00	$125,000.00
Difference		$753,280.00	$753,280.00	$753,280.00	$653,280.00	$703,280.00	$753,280.00	$728,280.00
additional $1,000 or fraction thereof		$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
Difference		$753.28	$753.28	$753.28	$653.28	$703.28	$753.28	$728.28
Fee for each additional $1,000		**$3.50**	**$4.35**	**$4.23**	**$2.50**	**$3.75**	**$3.67**	**$3.67**
Charge for each additional $1,000		$2,636.48	$3,276.77	$3,186.37	$1,633.20	$2,637.30	$2,764.54	$2,689.11
Starting Fee		**$594.00**	**$523.85**	**$733.39**	**$1,497.20**	**$859.90**	**$0.00**	**$701.39**
Total Building Permit		**$3,230.48**	**$3,800.62**	**$3,919.76**	**$3,130.40**	**$3,497.20**	**$2,764.54**	**$3,390.50**

New Multi-family Building: Summary of Charges

Fees and Charges	Sisters	La Pine (Deschutes)	Bend	Redmond	Madras (Jefferson)	Prineville (Crook)	Average
Building Permit	**$3,230.48**	**$3,800.62**	**$3,919.76**	**$3,130.40**	**$3,497.20**	**$2,764.54**	**$3,390.50**
Plan Check Structural (65% of Building Fee)	$2,099.81	$2,470.40	$2,547.85	$2,034.76	$2,273.18	$1,796.95	$2,203.83
State Surcharge (12%)	$251.98	$296.45	$305.74	$244.17	$272.78	$215.63	$264.46
Plumbing Permit	**$1,404.00**	**$2,243.50**	**$2,332.05**	**$1,304.60**	**$1,525.00**	**$2,001.96**	**$1,801.85**
State Surcharge (12%)	$168.48	$269.22	$279.85	$156.55	$183.00	$240.24	$216.22
Mechanical Permit	**$490.00**	**$470.50**	**$357.68**	**$380.00**	**$555.10**	**$326.96**	**$430.04**
State Surcharge (12%)	$58.80	$56.46	$42.92	$45.60	$66.61	$39.24	$51.60
Electrical Permit	**$575.00**	**$1,244.00**	**$1,239.03**	**$661.00**	**$816.50**	**$816.50**	**$892.01**
State Surcharge (12%)	$69.00	$149.28	$148.68	$79.32	$97.98	$97.98	$107.04
New Single-family Home Total	**$8,347.55**	**$11,000.43**	**$11,173.56**	**$8,036.40**	**$9,287.35**	**$8,299.99**	**$9,357.55**

New General Office Building

Valuation:	**$3,712,800**
Square Feet Building/ Impervious Area:	**30,000**

New General Office Building: Calculations Charges

	Unit	Sisters	La Pine (Deschutes)	Bend	Redmond	Madras (Jefferson)	Prineville (Crook)	Average
Plumbing:								
Water Closets	**6**	$102.00	$168.00	$174.00	$99.00	$114.00	$150.00	$134.50
Lavatory - bathrooms only	**4**	$68.00	$112.00	$116.00	$66.00	$76.00	$100.00	$89.67
Drinking Fountains	**2**	$34.00	$56.00	$58.00	$33.00	$38.00	$50.00	$44.83
Hose bibs	**6**	$102.00	$168.00	$174.00	$99.00	$114.00	$150.00	$134.50
200 Water Ft	**200**	$119.00	$145.00	$157.06	$73.85	$101.00	$121.96	$119.65
Sewer and Storm		$75.00	$95.75	$29.00	$47.60	$64.00	$66.96	$63.05
Water Heater	**1**	$17.00	$28.00	$29.00	$16.50	$19.00	$25.00	$22.42
Total Plumbing Fee:		**$517.00**	**$772.75**	**$737.06**	**$434.95**	**$526.00**	**$663.92**	**$608.61**
Electrical:								
600 amp	**1**	$125.00	$289.00	$303.26	$172.00	$191.50	$191.50	$212.04
400 amp services	**1**	$95.00	$177.00	$183.05	$109.00	$114.75	$114.00	$132.13
400 amp temp service	**1**	$70.00	$162.50	$169.15	$80.00	$114.75	$105.00	$116.90
Circuits (with purchase of service or feeder fee)	**50**	$250.00	$562.50	$544.00	$287.50	$360.00	$360.00	$394.00
Signal/Limited Energy	**3**	$150.00	$357.00	$369.72	$171.00	$230.70	$200.88	$246.55
Total Electrical Fees		**$690.00**	**$1,548.00**	**$1,569.18**	**$819.50**	**$1,011.70**	**$971.38**	**$1,101.63**
Mechanical:								
3 ton RTU's	**4**	$56.00	$82.00	$87.00	$72.00	$138.60	$80.00	$85.93
Exhaust Fans	**2**	$28.00	$41.00	$43.50	$36.00	$69.30	$40.00	$42.97
Minimum fee (Flat Fee)		$70.00	$83.00	$55.58	$40.00	$86.40	$66.96	$66.99
Total Mechanical Fee:		**$154.00**	**$206.00**	**$186.08**	**$148.00**	**$294.30**	**$186.96**	**$195.89**
Building Permit Calcuations								
House Value		$3,712,800	$3,712,800	$3,712,800	$3,712,800	$3,712,800	$3,712,800	$3,712,800
Up to		$100,000.00	$100,000.00	$100,000.00	$200,000.00	$150,000.00	$100,000.00	$125,000.00
Difference		$3,612,800.00	$3,612,800.00	$3,612,800.00	$3,512,800.00	$3,562,800.00	$3,612,800.00	$3,587,800.00
additional $1,000 or fraction thereof		$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
Difference		$3,612.80	$3,612.80	$3,612.80	$3,512.80	$3,562.80	$3,612.80	$3,587.80
Fee for each additional $1,000		**$3.50**	**$4.35**	**$4.23**	**$2.50**	**$3.75**	**$3.67**	**$3.67**
Charge for each additional $1,000		$12,644.80	$15,715.68	$15,282.14	$8,782.00	$13,360.50	$13,258.98	$13,174.02
Starting Fee		**$75.00**	**$88.00**	**$29.00**	**$1,497.20**	**$64.00**	**$66.96**	**$303.36**
Total Building Permit		**$12,719.80**	**$15,803.68**	**$15,311.14**	**$10,279.20**	**$13,424.50**	**$13,325.94**	**$13,477.38**

New General Office Building: Summary of Charges

Fees and Charges	Sisters	La Pine (Deschutes)	Bend	Redmond	Madras (Jefferson)	Prineville (Crook)	Average
Building Permit	**$12,719.80**	**$15,803.68**	**$15,311.14**	**$10,279.20**	**$13,424.50**	**$13,325.94**	**$13,477.38**
Plan Check Structural (65% of Building Fee)	$8,267.87	$10,272.39	$9,952.24	$6,681.48	$8,725.93	$8,661.86	$8,760.29
State Surcharge (12%)	$992.14	$1,232.69	$1,194.27	$801.78	$1,047.11	$1,039.42	$1,051.24
Plumbing Permit	**$517.00**	**$772.75**	**$737.06**	**$434.95**	**$526.00**	**$663.92**	**$608.61**
State Surcharge (12%)	$62.04	$92.73	$88.45	$52.19	$63.12	$79.67	$73.03
Mechanical Permit	**$154.00**	**$206.00**	**$186.08**	**$148.00**	**$294.30**	**$186.96**	**$195.89**
State Surcharge (12%)	$18.48	$24.72	$22.33	$17.76	$35.32	$22.44	$23.51
Electrical Permit	**$690.00**	**$1,548.00**	**$1,569.18**	**$819.50**	**$1,011.70**	**$971.38**	**$1,101.63**
State Surcharge (12%)	$82.80	$185.76	$188.30	$98.34	$121.40	$116.57	$132.20
New Single-family Home Total	**$23,504.13**	**$30,138.72**	**$29,249.06**	**$19,333.20**	**$25,249.38**	**$25,068.15**	**$25,423.77**

RESOLUTION NO. 2016-XX

A RESOLUTION OF THE CITY OF SISTERS ACCEPTING THE NINE TOOLS OF CIVILITY

WHEREAS, the residents, homeowners and visitors of Sisters place a high value on respect and civility in their lives and they understand that these characteristics are essential to any healthy community; and

WHEREAS, the City of Sisters City Council supports opportunities for civil discourse and discussion in the Sisters community and in Sisters Country; and

WHEREAS, the City of Sisters City Council recognizes that civility begins first with the individual and then transfers positively to others in the local community; and

WHEREAS, the City of Sisters City Council addresses sometimes controversial issues about which people feel passionately which can at times lead to uncivil behavior; and

WHEREAS, an atmosphere of incivility and disrespect can have a damaging effect on the proceedings, on the quality of debate and on the practice of democracy itself;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SISTERS AS FOLLOWS:

The City of Sisters City Council recognizes nine tools of civility that will provide increased opportunities for civil discourse in order to find positive resolutions to the challenges that face the Sisters community. These tools include:

1) Pay attention.
2) Listen.
3) Be Inclusive.
4) Don't Gossip.
5) Show Respect.
6) Be Agreeable.

7) Apologize.

8) Give Constructive Criticism.

9) Take Responsibility.

BE IT FURTHER RESOLVED, THE CITY COUNCIL OF THE CITY OF SISTERS shall promote the use and adherence of these tools in conducting the business of the City Council.

This resolution is hereby approved and adopted by the Sisters City Council and approved by the Mayor on this XX day of XXXX 2016.

_____

Chris Frye, Mayor

_____

Kathy Nelson, City Recorder

Attest:_____ Board Vice Chair

_____ Board Chair

RESOLUTION NO. 2016-XX

A RESOLUTION OF THE CITY OF SISTERS ACCEPTING THE NINE TOOLS OF CIVILITY

WHEREAS, the City of Sisters City Council places a high value on respect and civility and understands they are essential to a healthy and robust community discourse, and

WHEREAS, the City of Sisters City Council strongly supports opportunities to strengthen civil discourse and discussion in Sisters Country,

BE IT RESOLVED the City of Sisters City Council endorses the following nine principles of civil discourse to promote better communication and understanding in our work and communication with others in our community.

Listen.
Be Inclusive.
Don't Gossip.
Show Respect.
Be Agreeable.
Apologize.
Give Constructive Criticism. Take Responsibility.
Pay Attention.

BE IT FURTHER RESOLVED the City of Sisters City Council use of these principles when conducting all business of the City of Sisters.

This resolution is hereby approved and adopted by the Sisters City Council and approved by the Mayor on this XX day of XXXX 2016.

_____

Chris Frye, Mayor

ATTEST

_____

Kathy Nelson, City Recorder

Defining Values

1) Pay attention: _____

2) Listen: _____

3) Be Inclusive: _____

4) Don't Gossip: _____

5) Show Respect: _____

6) Be Agreeable: _____

7) Apologize: _____

8) Give Constructive Criticism: _____

9) Take Responsibility: _____

10) _____

8. A motion to call for the question ends debate on the item and is not debatable. Prior to a council member calling for the question, each council member wishing to speak on the item should have one opportunity to speak. The motion requires a second. When the question is called the mayor or presiding officer will inquire whether any council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.

How a Motion Should Progress:

1. The mayor or presiding officer announces each new item to the Council and either states he is looking for a motion or requests a staff report be presented. If a staff report is presented, there can be discussion by the Council members prior to stating the motion.

2. The councilor proposes a motion. A motion is always introduced in the form, "I move to…" followed by a statement of the proposal. Discussion must wait until after the presiding officer has stated the motion to the council and motion has received a second.

3. Another councilor seconds the motion. That councilor may second the motion without addressing the mayor or presiding officer and may say "I second the motion". Seconding the motion is merely an indication that the member seconding the motion wishes the matter to be discussed by the council for consideration. If a councilor begins discussion on a motion that has not been seconded, that councilor is the automatic second.

4. If no one seconds the motion, the mayor or presiding officer may say "Is there a second to the motion?" If there is none, the presiding officer may declare, "Since there is no second, the motion has died".

5. The mayor or presiding officer states the motion has been proposed and seconded and repeats the motion to the council.

6. The council discusses or debates the motion. After the motion has been formally stated, any member has a right to discuss the motion with the exception of a motion to table. When several council members wish to speak, certain guiding principles should determine the order of speakers:

a. Preference should be given to the proposer of the motion.
b. A member who has not spoken has prior claim over one who has already discussed the question, or who has proposed another motion.
c. A member who seldom speaks in preference to one who frequently claims the attention of the council. Discussions must be confined to the question that is before the assembly.

7. The mayor or presiding officer puts the motion to a vote. It is permissible, before taking the vote to inquire, "Is there any further discussion?" If no one responds, it is the vote announcing, "All in favor of the motion to (STATE THE MOTION), say "Aye". Following response from the council, is the statement, "Those opposed say 'No'". All council members are expected to vote on each motion unless they are disqualified for some reason. A council member who does not vote must state the basis for any conflict of interest or other disqualification.

DRAFT

AGENDA

CITY OF SISTERS
SISTERS CITY COUNCIL

SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

APRIL 14, 2016

6:00 P.M. CITY COUNCIL WORKSHOP

1. Oregon Department of Transportation (ODOT) Roundabout Update
2. Other Business – *Staff/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. PROCLAMATION – Week of the Young Child

III. VISITOR COMMUNICATION

IV. CONSENT AGENDA

A. Minutes
   1. March 17, 2015 – Workshop
   2. March 24, 2015 –Workshop
   3. March 24, 2016 - Regular Meeting

B. Bills to Approve
   1. April Accounts Payable

V. STAFF REPORTS

A. April Staff/Council Work Plan

B. New Business License Report for March 2016

VI. COUNCIL BUSINESS

A. Discussion and Consideration of Resolution No. 2016-08: A RESOLUTION ADOPTING THE CITY OF SISTERS' REPRESENTATION IN THE UPDATES TO THE DESCHUTES COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN – *K. Nelson*

DRAFT

This agenda is also available via the Internet at **www.ci.sisters.or.us**
The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213

B. **Discussion and Consideration of Resolution No. 2016-XX:** A RESOLUTION OF THE CITY OF SISTERS ADOPTING CHANGES TO THE MASTER FEE SCHEDULE – *J. O'Neill*

C. **Discussion and Consideration of Resolution No. 2016-XX:** A RESOLUTION OF THE CITY OF SISTERS AMENDING RESOLUTION NO. 2016-XX PERTAINING TO CITY COUNCIL RULES – *K. Nelson*

VII. OTHER BUSINESS

VIII. MAYOR/COUNCILOR BUSINESS

IX. ADJOURN

DRAFT