

**A RESOLUTION AMENDING FEES
AND CHARGES FOR CITY SERVICES**

) **RESOLUTION NO. 15**
) **for 2007**

WHEREAS, Oregon Revised Statutes (ORS) 192.440(3) authorizes the City to charge fees associated with public records requests.

WHEREAS, it remains the policy of the City of Lebanon to require that city fees charged fully reimburse the City for the actual costs associated with the requested city services, products or information; and

WHEREAS, the City Manager has caused a review of city fees and charges in order to fully recover all reasonable fees calculated to reimburse the City for the actual cost of providing city services, products and public information requests and recommends such adjustments to the City Council.

WHEREAS, said review of all city fees and charges, as well as necessary and appropriate revisions are as provided in Attachment "1".

WHEREAS, the City Council has reviewed the basis for establishing such fees as described in Attachment "1".

WHEREAS, it is the City's policy to conserve city resources so that city staff time, copying expenses and other related expenses are not exhausted on unspecified or vague public information requests or with performing information requests that are not retrieved by the requester.

THEREFORE, THE LEBANON CITY COUNCIL RESOLVES AS FOLLOWS:

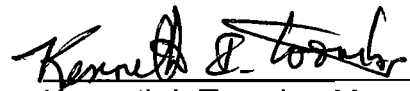
Section 1: The following fees amendment attached hereto as Attachment "1" and incorporated herein by this reference are adopted by the City and shall become *effective July 1, 2007*.

Section 2: The City Council hereby determines that the fees, rates and charges hereby adopted are not subject to the limits of Section 11 or 11b, Article XI of the Oregon Constitution.

Section 3: The City Council hereby finds that the fees proposed in Attachment "1" is reasonably calculated and represents the City of Lebanon's true, reasonable and actual cost of making public records available including costs for summarizing or compiling public records in response to public information requests.

Section 4: The City Council hereby finds that in order not to exhaust city resources on unspecified public information requests, the city's document custodian of *each* department shall use and/or develop city forms to receive all public information requests in writing on forms approved by the City Clerk. The City shall make a good faith estimate of the City's required fee to provide the information requested and shall require of the person(s) making the information request a deposit of not less than 80% of the said estimated city costs. Said deposit shall be paid prior to the document custodian commencing work to obtain the requested information. The document custodian shall carefully document the City's actual expenses in obtaining the requested information and alert the City Manager and/or City Clerk of any document requests estimated to be over \$250.00, prior to commencing with the request. The City shall refund any funds due upon delivery of the requested information, or shall require payment for any money still owing, prior to the release of requested information.

Passed by the Lebanon City Council by a vote of 10 for and 0 against on this _____ day of May 30, 2007.



Kenneth I. Toombs, Mayor
Ron Miller, Council President

ATTESTED:



Linda Kaser, City Clerk/Recorder

CITY OF LEBANON FEES AND CHARGES

Effective July 1, 2006-2007 - Supercedes All Previous Schedules

TYPES OF FEES	CURRENT FEES
ADMINISTRATIVE FEES:	
Administrative Requests - Miscellaneous	\$25.00/hour
Appeals (Non Land Use)	\$25.00
Audit Report	\$15.00
Budget Document (Otherwise available at no charge online or at the Library)	\$15 \$50.00
Foreclosures notice	\$25.00
Housing Rehab Payoff and Reconveyance	\$15.00
Lien Search (online)	\$25.00
Non Sufficient Funds (NSF) Charge	\$25.00
Notary Fee	\$1.00
Residential RV Permit (1 - 15 days)	\$35.00
Renewal periods 15 days (no more than 3 renewals)	\$25.00 each
Tall Weeds & Grass Abatement (if not abated within 7 days)	\$30.00
Temporary Use Permit	\$250.00
Public Information Request Form and Guidelines:	
A simple request (definition on back of request form)	cost to be determined
A complex request (definition on back of request form)	cost to be determined
Audio Tape Copies (\$15.00 for first tape, \$5.00 for each additional)	\$15.00 / \$5.00
Video Tape Copies	\$25.00
Photocopies (per side)	\$0.25
Archived Electronic Information Retrieval	\$100.00/hour
BUSINESS LICENSE FEES (Miscellaneous):	
Annual Business License Fees (after July 1 issued @ 1/2 annual fee):	
Auctions	\$150/year, \$25/each
Boxing & Wrestling (per event)	\$50.00
Business License Listing (per event)	\$5.00
Carnivals	larger of \$100/day or 1% of gross
Circuses and Exhibitions (per event)	larger of \$100/day or 1% of gross
Dances (Public) - Annual Permit	\$150.00
Dances - Per Dance	\$25.00
Drug Paraphernalia Sales	\$250.00
Fairs, festivals per each vendor participating (per event)	\$150.00
Gambling License:	
Ongoing Annual License	\$200.00
License for one day special event	\$50.00
License for one day special event/ non-profit organization	\$20.00
Liquor License (first license requested)	\$100.00
Annual renewal of a liquor license	\$35.00
Change of location or ownership of liquor license	\$75.00
Merchant Police, Security Service (annual)	\$75.00
Non Profit Organizations	\$0.00

TYPES OF FEES	CURRENT FEES
BUSINESS LICENSE FEES (Miscellaneous) (Continued...)	
Parade Permit	\$20.00
Peddler and Solicitors:	
1-30 days	\$15.00
31- 60 days	\$25.00
61 days to 6 months	\$30.00
More than 6 months, up to one year	\$40.00
Recording Fees (Linn County)	\$10.00
Secondhand Buyers and Sellers Annual Fee	\$75.00
Taxi Licenses:	
Annual Taxi Operator License	\$100 \$200
Annual additional vehicle	\$25 \$150
Annual Taxi Driver Permit	\$15.00
Transient Merchants/ 30 days	\$35.00
Transfer of ownership/change of location or name	\$10.00
CITY FACILITIES (Use of):	
City Park Facilities	(Please See "Park Shelters")
Santiam Travel Station Rental:	
Passenger Lobby	\$5.00/hour
Freight Room (plus refundable deposit)	\$25.00/hour
GIS DIVISION:	
City Street Map with UGB	\$12.00
Zoning Map	\$25.00
Custom Data	\$75.00/hour
City wide GIS on CD	\$75.00
LIBRARY FEES:	
Interlibrary loan (per item)	\$2.00
Internet copies (each copy)	\$0.10
Lost item processing fee (plus replacement cost of item)	\$3.00
Lost Library Card Fee	\$1.00
Nonresident Cards:	
Family Household	\$40.00
Junior-Materials-Only Card	\$5 \$10
Senior Citizen (60 years +) Family/Household	\$30.00
Youth (18 years or younger)	\$20.00
Overdue items per day per item (up to a maximum of \$4.00 \$5.00)	\$0.10
Overdue (cumulative fines up to a maximum of \$25.00)	\$25.00
Photocopies by coin operated machine (per copy)	\$0.10
Photocopies made by staff	\$0.25
Reservation fee (per item)	\$0.50

TYPES OF FEES	CURRENT FEES
MUNICIPAL COURT FEES:	
Appeal to Linn County Circuit Court (+ certified copy charge)	\$25.00
Certified copies (per sheet)	\$5.00
Copies (per sheet)	\$1.00
Court Costs:	
Cite or Arrest Warrant	\$50.00
Notice of court action of driving privileges to DMV	\$20.00
Court Costs (per Trial):	
Confinement Fee/day	\$20.00
Criminal (non Jury - if convicted)	\$20.00
Jury trial (if convicted)	\$50.00
Traffic (if convicted)	\$15.00
DUII Diversion extension fee	\$25.00
Expungement Packet Fee	\$5.00
Failure to Appear Fees:	
Arraignment	\$20.00
Trial (jury) (and jury fee)	\$150.00
Trial (no jury)	\$100.00
Fee for turning to collection	40%
Insufficient funds service charge	\$25.00
Jury fee (if canceled after arrival of Jurors)	\$15/juror
Late Payments	\$20.00
Miscellaneous petitions and warrants	\$20.00
Payment extension fee	\$30.00
Payment extension interest	(9% per annum)
PARK FEES:	
Gill's Landing	
camping fees per day including 6% transient tax	\$26.50
camping fees per week including 6% transient tax	\$159.00
camping fees per month including 6% transient tax (Oct 1 - April 30)	\$424.00
camping fees per month including 6% transient tax (May 1 - Sept 30)	\$650.00
Transaction Fee (Reservation and reservation changes)	\$6.00
Extra vehicle (per night)	\$5.00
Group tent camping fee (max 20 people/10 tents), including 6% trans. tax	\$51.00
Sewage Dump Station fee	\$3.00
Sewage Dump Station Permit, Commercial Accounts by Permit Only	\$15.00
Special Event Application fee	\$10.00
Security and Cleaning deposit for groups over 50 (refundable) in the form of check or credit card number	Equal to base rental fee
PARK SHELTER RENTAL FEES:	
Shelter application processing fee (non-refundable) transaction fee	\$6.00
Booth Park Shelter	\$20.00
Century Park Shelter	\$30.00
Century Park Community Center:	
Century Park Main Building Area, Full day	\$55.00
Century Park Main Building Area, 1/2 day rate (4 hours a.m. OR p.m.)	\$30.00

TYPES OF FEES	CURRENT FEES
PARK SHELTER RENTAL FEES:	
Century Park Community Center (continued...):	
Century Park Main Building Area, Evening after 5:00 p.m.	\$30.00
Century Park Office Space, Monthly rental fee	\$30.00
Christopher Columbus Park Shelter	\$20.00
Ralston Park Gazebo	\$50.00
River Park Main Shelter	\$45.00
River Park Horseshoe Area Picnic Table Shelter	\$20.00
River Park Small Picnic Table Shelters (2)	\$15.00
PLANNING DEPARTMENT FEES:	
Administrative Review:	\$600.00
— Residential	\$500.00
— Commercial Re-Use	\$650.00
— Commercial New	\$750.00
Annexation	\$3,000 \$1,700
— 5 acres and less	\$1,700.00
— Greater than 5 acres	\$2,200.00
Appeal of Planning Commission Decision	\$500.00
Appeal of Staff Decision	\$250.00
Compile Planning Action Record File	\$25/hour + 25¢ per page
Comprehensive Plan Map Amendment	\$2000 \$4,200.00
Comprehensive Plan - Text / Map	\$25 for plan/ \$25 for map
Conditional Use Permit	\$950.00
Conditional Use Permit (Residential)	\$2,000.00
Conditional Use Permit (Commercial/Industrial)	\$3,000.00
Engineering Fees:	
Developer Assurance Agreement	\$100.00
Engineered Site Plan Review (Engineering)	\$650 + \$200 \$500 + \$350/acre
Reapplication Fee (for up to "2" resubmittals)	33% of original fee
New Residential Site Plan Review (Engineering)	\$50.00
Street/Alley Vacation (Engineering)	\$1,200.00
Easement Vacation (Engineering)	\$750.00
Land Partition (Planning \$700 \$450 /Engineering \$150)	\$850 600
Lot Line Adjustment (Planning \$250 \$400 /Engineering \$150)	\$500 550
Measure 56 Mailing	\$2,500.00
Modification to Approved Application	\$100 - \$800
Nuisance Abatement (if not abated within 10 days)	\$100.00
Planned Development Preliminary	\$3,150.00
Planned Development General:	\$1,850
Residential	\$1200 + \$10 / Unit
Non-Residential	\$1200 + \$5/100 sq ft
Residential Plot Plan Review	\$25.00

TYPES OF FEES	CURRENT FEES
PLANNING DEPARTMENT FEES (continued...)	
Residential Remodels (fee incurred if outside of original footprint)	\$25.00
Sidewalk Café Permit	\$50/annually
Sign Review	75.00 + \$1.00/sq ft
Subdivision:	
Tentative Plat (Planning \$3,000 1750(\$2500) + \$15/lot / Engineering \$500)	\$2,500 \$3,500 +\$15/lot
Final Plat (Planning \$1200 (\$1750) \$1,875 + \$25/lot / Engineering \$250 \$500)	\$1750 \$2,375.00 + \$25/lot
Subdivision Amendment	\$1,600.00
Subdivision/Code (each set)	\$5.00
Temporary Occupancy Permit/day	\$10.00 /Day
Traffic Study Deposit	\$3,000.00
Variance	\$2,000.00
Zone Change (map or text)	\$2,500 \$4,200.00
Zoning Ordinance - Text	\$25.00
Zoning Map	\$25.00
POLICE DEPARTMENT FEES:	
Abandoned Vehicle Abatement (if not abated within 10 days)	\$50.00
Alarm permits (Phase in over 5 year period)	\$10.00
Audio Cassettes/DVD's (\$15.00 for first tape, \$5.00 for each additional)	\$15.00 / \$5.00
Bike Licensing (<i>free</i> during bike rodeo)	\$2.00
Diversion Classes, Other (\$35 to \$50 maximum)	\$50.00
False alarm billing:	
1st alarm	\$0.00
2nd alarm or more at \$25 ea	\$25.00
Finger Printing	\$15.00
Incident Page(s) (first 5)	No Charge
Incident Pages (after 5)	\$0.25 each
Inspection fee for "fix-it" tickets (each)	\$5.00
Local Records Check (waive fee for Armed Forces) - up to 5 pages	\$7.50
Additional pages	\$0.25
Oregon Crash Reports	No Charge
Parking Permit - Annual Residential	\$75.00
Parking Permit - Daily	\$15.00
Police Reports:	
Current Report (up to 5 pages)	\$5.00
Archived Reports (up to 5 pages)	\$10.00
Additional pages	\$0.25
Photographs (copied on photo paper or disc)	\$1.00/photo
Postage (regular delivery)	Included in fee
Postage (2-day or overnight)	Cost over regular
Research Charge (for requests over 30 minutes)	\$12.50/15 minutes
Rush Request (less than 5 business days)	\$10.00
Seat Belt Class	\$50.00
Vehicles:	
Boot Removal Fee	\$50.00
Impounded Vehicle Release (Admin. Fee)	\$100.00
Video Tapes	\$25.00

TYPES OF FEES	CURRENT FEES
SENIOR CENTER FEES:	
Building Rental Fees:	
Basic Rental Deposit	\$100.00
Alcohol Deposit	\$500.00
Rental Fees: Depending on space, time & entity renting	\$10 - \$70/hour
Custodial Services (optional at request of S.C.) with kitchen or auditorium rental	50 \$35
PA System	\$10.00
Slide Projector or TV/VCR	\$10.00
Easel & Flip Chart	\$10.00
Durable Medical Equipment Loan Fee (per contract)	\$10.00
Photocopies - Letter 8 1/2 x 11, Legal 8 1/2 x 14 (per side)	\$0.25
Photocopies - Jumbo Executive 11 x 17 (per side)	\$0.50
Faxes - First Page (each additional page \$.75)	\$2.00
Bus Transportation:	
Seniors and Disabled Persons (one way)	\$1.00
Public (one way)	\$2.00
5 years of age and under (one way)	Free
STREETS AND RIGHTS OF WAY:	
Banner Permit	\$30.00
Banner Installation	\$50.00
Basic Right-of-Way Encroachment Fee:	\$65.00
Contractor Pre-qualification	\$50.00
Deferral of improvements	\$200.00
Public Improvement Drawing Review (for up to "2" resubmittals)	\$250.00 + 3% of const.
Public Improvement Permit:	
\$250.00 + 4% of cost up to \$50,000	
\$250.00 + 3% of cost above \$50,000	
Right-of-Way Encroachment Surcharges:	
Curb Cut	\$1.50/sf; \$20.00 min
Hard Surface Street Cuts	\$1.00/sf; \$30.00 min
4" Sanitary Connection	\$55.00
6" Sanitary Connection	\$110.00
4" Storm Connection	\$30.00
6"-8" Storm Connection	\$90.00
Over 8" Storm Connection	\$125.00
Easement/ROW Dedication Process Fee	\$125.00 each
WATER/SEWER SPECIAL SERVICE FEES:	
3/4" Water Meter Service Connection Fee	\$850.00
1", 1 1/2", 2" Water Meters (cost of materials & labor - deposit required)	Cost
Contaminated Waste Dump Permit	\$250.00
Industrial Pretreatment Program Fees:	
Initial Issue for 1 to 5 years	\$500.00
Annual Monitoring & Compliance Review	\$250.00
IPP Hauled Waste Dump Fee - per gallon	.0080 .085/per gallon
IPP Wastewater Discharge Permit Application	\$250.00
IPP Contaminated Waste Discharge Permit:	

Issued for \leq or less	\$250.00
TYPES OF FEES	CURRENT FEES
WATER/SEWER SPECIAL SERVICE FEES (continued...)	
Service Charges:	
After Hours Meter Turn On	\$80-\$85
Deposit (refundable) - currently reflected in the Water Resolution	\$75 \$100
Deposit (if customer previously sent to collections)	\$200.00
Door Hanger	7.50 \$10.00
Lock-Off (Meter)	\$35.00
Installing a 3/4" Meter to an Existing Service	\$80.00
Install a 3/4" Hand Valve	\$25.00
Provide a Water Meter Box	\$40 \$50
Re-inspection fee for backflow prevention devices	\$25.00
Remove an Existing and Replace a Water Meter Box	\$50 \$70
Remove Meter due to tampering	\$65 \$80
Replace a Damaged Meter Lock	\$40.00
Replace a Damaged Meter Locking Cap	\$40.00
Replace a Damaged Meter Resetter	\$60.00
Test Water Meter, <i>Refund when Test Indicates Meter Runs Fast</i>	\$25.00
Utility bill late payment fee (added to late payment notice)	\$7.50 \$8
Water retest fee	\$200.00/300 linear foot
Lower or Raise Water Meter	Greater of \$50.00 or Actual Cost
Move Water Meter Location	Greater of \$50.00 or Actual Cost
Install a Fire Hydrant Meter	\$25.00
RV Dump Station Commercial Permit	\$15.00