

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

) **RESOLUTION NO. 35**
) **for 2008**

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 EXHIBIT A.

WHEREAS, the City Council has reviewed the basis for establishing such fees as described in EXHIBIT A.

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 EXHIBIT A and incorporated herein by this reference are adopted by the City and shall become *effective January 1, 2009*.


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 EXHIBIT A are 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 to not exhaust city resources on unspecified public information requests, the City shall only receive public information requests in writing on a form approved by the City Clerk. Staff shall make a good faith estimate of the City's required fees and notify the requester in writing (on approved response forms) if the fees estimated exceeds \$25 prior to fulfilling the request. If the fee estimate exceeds \$100, a 50% deposit may be required before staff begins the work. Payment must be received in full before the public records are inspected or released. The City shall carefully document the City's actual expenses in obtaining the requested information and alert the 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 6 for and 0 against on this 12th day of November, 2008.



Kenneth I. Toombs, Mayor
Bob Elliott, Council President

ATTESTED:



Linda Kaser, City Clerk/Recorder

CITY OF LEBANON FEES AND CHARGES

Effective January 1, 2009 - 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)	\$50.00
Fax Service (for public)	\$2.00 first page/ .75 each additional page
Foreclosures notice	\$25.00
Housing Rehab Payoff and Reconveyance	\$15.00
Lien Search (online)	\$25.00
Non Sufficient Funds (NSF) Charge	\$25.00
Notary Services:	
An acknowledgement; verification upon an oath or affirmation; certifying a copy of a document, witnessing or attesting a signature; and protesting commercial paper, except a check drawn on an insolvent financial institution in which case the fee is \$0.	\$5.00
Administering an oath or affirmation without a signature; taking a deposition, each page; and all other notarial acts not specified.	\$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 Records Request: (All requests must be made on a City Public Records Request Form)	
If request exceeds \$25.00, the requester's authorization is required to proceed with request. If request exceeds \$100.00, a deposit may be required before commencing work	May require 50% deposit
Archived Electronic Information Retrieval	\$100.00/hour
Reproductions:	
Audio/Video Tape Copies (\$15.00 for first tape, \$5.00 for each additional)	\$15.00 / \$5.00
Photocopies - Letter 8-1/2" x 11", Legal 8-1/2" x 14" (per side)	\$0.25
Photocopies - Executive 11" x 17" (per side)	\$0.50
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

TYPES OF FEES	CURRENT FEES
BUSINESS LICENSE FEES (Miscellaneous) (Continued...)	
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
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	\$200.00
Annual additional vehicle	\$150.00
Annual Taxi Driver Permit	\$15.00
Transient Merchants/ 30 days	\$35.00
Transfer of ownership/change of location or name	\$10.00
BUSINESS REGISTRATION FEE (will not take effect until January 2010):	
Annual Renewal - submitted late	\$20.00
Annual Renewal - timely submitted (no changes)	\$0.00
Annual Renewal - with changes	\$7.50
Change in Business Ownership, responsible person, location or contact information	\$5.00
Initial Business Registration Fee	\$25.00
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
Non-resident Cards:	
Household (12 month)	\$50.00
Household (6 months)	\$25.00
Children-Materials-Only Card	\$15.00
Senior Citizen (60 years +) Household (12 month)	\$40.00
Senior Citizen (60 years +) Household (6 month)	\$20.00

TYPES OF FEES	CURRENT FEES
LIBRARY FEES (continued...):	
Youth (18 years or younger)	\$20.00
Overdue items per day per item (up to a maximum of \$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
Reservation fee (per item)	\$0.50
MUNICIPAL COURT FEES:	
Appeal to Linn County Circuit Court (+ certified copy charge)	\$25.00
Certified copes (per sheet)	\$5.00
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:	
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)	\$10.00/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	\$30.00
camping fees per week including 6% transient tax	\$180.00
camping fees per month including 6% transient tax (Oct 1 - April 30)	\$480.00
camping fees per month including 6% transient tax (May 1 - Sept 30)	\$736.00
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
PARK SHELTER RENTAL FEES:	
Security and Cleaning deposit for groups over 50 (refundable) in the form of check or credic card number	Equal to base rental fee
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
Century Park Main Building Area, Evening after 5:00 p.m.	\$30.00

TYPES OF FEES	CURRENT FEES
PARK SHELTER RENTAL FEES (continued...):	
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:	
Note: For land use applications that require more than one approval, the applicant shall be charged the highest individual application fee with all subsequent applications charged at half-price.	
Administrative Review:	*\$600.00
Amend Subdivision Ordinance	\$1,600.00
Annexation	\$3,000.00
Appeal of Planning Commission Decision	\$500.00
Appeal of Staff Decision	\$250.00
Code Interpretation	\$300.00
Comprehensive Plan Map Amendment (Map or Text)	\$4,200.00
Comprehensive Plan Documents	\$25.00
Conditional Use Permit:	
Residential	\$2,000.00
Commercial / Industrial	\$3,000.00
Development Code	**\$40.00
Extension of Time Request	25% of original fee
Historic Reviews and Register Updates:	
Administrative	\$300.00
Quasi-Judicial	\$600.00
Legislative	\$1,000.00
Home Occupation	**\$100.00
Engineering Fees:	
Developer Assurance Agreement	\$100.00
Engineered Site Plan Review (Engineering)	\$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 (2-3 parcels) (Planning \$450/Engineering \$150)	\$600.00
Lot Line Adjustment (Planning \$125/Engineering \$150)	\$275.00
Measure 56 Mailing	Actual Cost
Modification to Approved Application	25% of application
Non-Conforming Uses and Developments	\$600.00
Nuisance Abatement (if not abated within 10 days)	\$100.00
Planned Development:	
Preliminary	*\$3150 **\$3,700.00
General - Residential	*1850 + \$10/unit
General - Non-Resident	*\$1850.00+\$5/100 sf
Final Plan - Ministerial	**\$300.00
Final Plan - Administrative	**\$600.00
Final Plan - Qausi-Judicial	**\$1,000.00
Residential Plot Plan Review	\$25.00
Residential Remodels (fee incurred if outside of original footprint)	\$25.00

TYPES OF FEES	CURRENT FEES
PLANNING DEPARTMENT FEES (continued...):	
Sidewalk Café Permit	\$50/annually
Sign Review	\$75.00
Subdivision:	
Tentative Plat (Planning \$3,000 + \$15/lot / Engineering \$500)	\$3,500+\$15/lot
Final Plat (Planning \$1,875+ \$25/lot / Engineering \$500)	\$2,375.00 + \$25/lot
Subdivision/Code (each set)	*\$5.00
Tree Felling (Steep Slopes)	**\$150.00 + \$5.00/tree
Temporary Occupancy Permit	\$10.00
Traffic Study Deposit	\$3,000.00
UGB Amendment	Actual Costs
Variance:	*\$2,000.00
Class 1 - Minor Adjustment	**\$300.00
Class 2 - Adjustment	**\$600.00
Class 3 - Variance	**\$2,000.00
Zone Change (map or text)	\$4,200.00
Zoning Ordinance - Text	*\$25.00
Zoning Map	\$25.00
* Obsolete upon adoption of Lebanon Development Code	
** Effective upon adoption of Lebanon Development Code	
POLICE DEPARTMENT FEES:	
Abandoned Vehicle Abatement (if not abated within 10 days)	\$50.00
Alarm permits (Phase in over 5 year period)	\$10.00
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
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 Case Reports:	
Current Report (up to 5 pages)	\$5.00
Additional pages	\$0.25
Photographs (copied on paper or disc)	\$1.00 per sheet/disc
Postage (overnight)	current postage rates
Seat Belt Class	\$50.00
Vehicles:	
Boot Removal Fee	\$50.00
Impounded Vehicle Release (Admin. Fee)	\$100.00
SENIOR CENTER FEES:	
Facility Rental: Depending on space, time & entity renting	\$10.00 - \$70.00/hr
Refundable Deposit - Non-Profit, Government and Public Group	\$100.00
Refundable Deposit - Private Groups/\$50 non-refundable for weekend custodial	\$500.00
Alcohol Deposit	\$200.00

TYPES OF FEES	CURRENT FEES
SENIOR CENTER FEES (continued...):	
Custodial Services with kitchen or auditorium rental	\$35.00
PA System	\$10.00
Slide Projector or TV/VCR	\$10.00
Easel & Flip Chart	\$10.00
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
	\$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", 1/2", 2" Water Meters (cost of materials & labor - deposit required)	Cost
Contaminated Waste Dump Permit	\$250.00
Credit Check	\$10.00
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	.085/per gallon
IPP Wastewater Discharge Permit Application	\$250.00
IPP Contaminated Waste Discharge Permit:	
Issued for ≤ or less	\$250.00
Service Charges:	
After Hours Meter Turn On	\$85.00
Deposit (refundable) - currently reflected in the Water Resolution	\$100.00
Deposit (if customer previously sent to collections)	\$200.00
Door Hanger	\$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	\$50.00
Re-inspection fee for backflow prevention devices	\$25.00

TYPES OF FEES	CURRENT FEES
WATER/SEWER SPECIAL SERVICE FEES (continued...):	
Remove an Existing and Replace a Water Meter Box	\$70.00
Remove Meter due to tampering	\$80.00
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)	\$8.00
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