

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

) **RESOLUTION NO. 26**  
) **for 2009**

**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 August 1, 2010*.

**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 and signed by the Mayor this 14<sup>th</sup> day of July 2010 by a vote of   9   in favor and   0   against.

CITY COUNCIL OF LEBANON, OREGON

  
\_\_\_\_\_  
Kenneth I. Toomb, Mayor   
Bob Elliott, Council President

ATTESTED:

  
\_\_\_\_\_  
Linda Kaser, City Clerk/Recorder

## CITY OF LEBANON FEES AND CHARGES

Effective August 1, 2010 - Supercedes All Previous Schedules

| TYPES OF FEES   | CURRENT FEES                                   |
|---|--|
| <b>ADMINISTRATIVE FEES:</b>   |  |
| 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  |
| Collection Fee (accounts turned over to Linn Co. or Collection's Agency)  | \$100.00                                       |
| Fax Service (for public)  | \$2.00 first page/<br>.75 each additional page |
| Foreclosures notice   | \$25.00  |
| Housing Rehab Payoff and Reconveyance   | \$15.00  |
| Lien Search (online)  | \$25.00  |
| Non Sufficient Funds (NSF) and Charge Back Fee<br><i>For debit/credit card charge backs and returned checks</i>   | \$25.00  |
| <b>Notary Services:</b>   |  |
| 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   |
| Payment Extension Fee   | \$5.00   |
| 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)  | \$100.00                                       |
| Temporary Use Permit  | \$250.00                                       |
| <b>Public Records Request: (All requests must be made on a City Public Records Request Form)</b>  |  |
| 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/hr                                    |
| <b>Reproductions:</b>   |  |
| 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   |
| <b>BUSINESS LICENSE FEES (Miscellaneous)</b>  |  |
| <b>Annual Business License Fees (after July 1 issued @ 1/2 annual fee):</b>   |  |
| Auctions  | \$150/year, \$25/each                          |
| Drug Paraphernalia Sales  | \$250.00                                       |
| <b>Gambling License:</b>  |  |
| Ongoing Annual License  | \$200.00                                       |
| License for one day special event   | \$50.00  |
| License for one day special event/ non-profit organization  | \$20.00  |
| Itinerent Merchant (30-days)  | \$35.00  |
| Liquor License (original application)   | *\$100.00                                      |
| Annual renewal of a liquor license  | *\$35.00                                       |
| Change Application (in ownership, location, or privilege)   | *\$75.00                                       |
| Temporary Application   | *\$35.00                                       |

\*Not to exceed per ORS.

| TYPES OF FEES   | CURRENT FEES                        |
|---|-------------------------------------|
| <b>BUSINESS LICENSE FEES (Miscellaneous) (continued...)</b>                       |                                     |
| Non Profit Organizations  | N/A                                 |
| 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                             |
| Public Event Applications:  |                                     |
| 1 Day Event   | \$100.00                            |
| 2-3 Day Event   | \$150.00                            |
| Master Permit   | \$250.00                            |
| Public Event Applications (event with dances, carnivals, fairs etc):              |                                     |
| 1 Day Event   | \$250.00                            |
| Over 1 Day  | \$500.00                            |
| Secondhand Buyers and Sellers Annual Fee (July 1 to June 30)                      | \$75.00                             |
| Taxi Licenses:  |                                     |
| Annual Taxi Operator License (July 1 to June 30)                                  | \$200.00                            |
| Annual additional vehicle (July 1 to June 30)                                     | \$150.00                            |
| Annual Taxi Driver Permit (July 1 to June 30)                                     | \$15.00                             |
| Transfer of ownership/change of location or name                                  | \$10.00                             |
| <b>BUSINESS REGISTRATION FEE:</b>   |                                     |
| 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                             |
| <b>CITY FACILITIES (Use of):</b>  |                                     |
| City Park Facilities  | <i>(Please See "Park Shelters")</i> |
| Santiam Travel Station Rental:  |                                     |
| Passenger Lobby   | \$5.00/hour                         |
| Freight Room (plus refundable deposit)  | \$25.00/hour                        |
| <b>GIS DIVISION FEES:</b>   |                                     |
| City Street Map with UGB  | \$12.00                             |
| Zoning Map  | \$25.00                             |
| Custom Data   | \$75.00/hour                        |
| City wide GIS on CD   | \$75.00                             |
| <b>LIBRARY FEES:</b>  |                                     |
| Community Meeting Room Rental Fees:   |                                     |
| Rental per hour (depending on time and entity)                                    | \$10.00 - \$25.00                   |
| Refundable deposit (depending on time and entity)                                 | \$100.00 or \$250.00                |
| Refundable key deposit, after hours use   | \$200.00                            |
| Non-refundable after hours use  | \$35.00                             |
| Non-Refundable weekend use  | \$50.00                             |
| PA System   | \$10.00                             |
| AV System   | \$20.00                             |
| Interlibrary loan (per item)  | \$3.00                              |
| Lost item processing fee (plus replacement cost of item)                          | \$3.00                              |
| Lost Library Card Fee   | \$1.00                              |

| TYPES OF FEES  | CURRENT FEES   |
|--|----------------|
| <b>LIBRARY FEES (continued...):</b>                                    |                |
| 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        |
| 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         |
| <b>MUNICIPAL COURT FEES:</b>   |                |
| Appeal to Linn County Circuit Court (+ certified copy charge)          | \$25.00        |
| Certified copy (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 Filing Fee (State mandated)                                | \$250.00       |
| 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) |
| Suspension Packet Administration Fee                                   | \$12.00        |
| <b>PARK FEES - GILLS LANDING:</b>                                      |                |
| <b>PER DAY:</b>  |                |
| camping fees per day   | \$24.00        |
| camping fees per day (senior/military discount)                        | \$22.00        |
| camping fees per day (group discount for three reserved sites or more) | \$22.00        |
| <b>PER WEEK:</b>   |                |
| camping fees per week  | \$144.00       |
| camping fees per week (senior/military discount)                       | \$134.00       |
| <b>PER MONTH (October 1 - April 30):</b>                               |                |
| camping fees per month (Oct 1 - April 30)                              | \$526.00       |
| camping fees per month (Oct 1 - April 30) (senior/military discount)   | \$506.00       |
| <b>PER MONTH (May 1 - September 30):</b>                               |                |
| camping fees per week (May 1 - Sept 30)                                | \$576.00       |

| TYPES OF FEES   | CURRENT FEES             |
|---|--------------------------|
| <b>PARK FEES - GILLS LANDING (continued...):</b>  |                          |
| camping fees per month (May 1 - Sept 30) (senior/military discount)   | \$556.00                 |
| <b>PER MONTH (Year Round):</b>  |                          |
| camping fees per month (construction workers in the City of Lebanon)  | \$500.00                 |
| Extra vehicle (per night)   | \$5.00                   |
| Sewage Dump Station fee   | \$4.00                   |
| Cancellation Fee  | \$12.00                  |
| <b>PARK SHELTER RENTAL FEES:</b>  |                          |
| Security and Cleaning deposit for groups over 50 (refundable) in the form of check or credit card number  | Equal to base rental fee |
| River Park Alcoholic Beverage Permit (non-refundable) <i>In addition must provide proof of liability insurance</i>  | \$25.00                  |
| Booth Park Shelter  | \$15.00                  |
| Century Park Shelter  | \$30.00                  |
| Christopher Columbus Park Shelter   | \$15.00                  |
| Ralston Park Gazebo   | \$55.00                  |
| River Park Main Shelter   | \$50.00                  |
| River Park Horseshoe Area Picnic Table Shelter  | \$20.00                  |
| Wynn Mill   | \$25.00                  |
| <b>PLANNING DEPARTMENT FEES:</b>  |                          |
| <b>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.</b> |                          |
| Administrative Review:  | \$450.00                 |
| Annexation  | \$1,500.00               |
| Appeal of Planning Commission Decision  | \$500.00                 |
| Appeal of Staff Decision  | \$250.00                 |
| Code Interpretation   | \$150.00                 |
| Comprehensive Plan Map Amendment  | \$2,000.00               |
| Comprehensive Plan Documents  | \$25.00                  |
| Conditional Use Permit:   |                          |
| Residential   | \$1,500.00               |
| Commercial / Industrial   | \$1,500.00               |
| 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                 |
| Lot Line Adjustment   | \$250.00                 |
| Measure 56 Mailing  | Actual Cost              |
| Ministerial Review  | \$150.00                 |
| Modification to Approved Application  | 25% of application       |
| Non-Conforming Uses and Developments  | \$450.00                 |
| Partition   | \$450.00                 |
| Planned Development:  |                          |
| Preliminary   | \$2,500.00               |
| Final Plan - Ministerial  | \$200.00                 |
| Final Plan - Administrative   | \$450.00                 |
| Final Plan - Qausi-Judicial   | \$750.00                 |
| Residential Plot Plan Review  | \$25.00                  |

| TYPES OF FEES  | CURRENT FEES             |
|--|--------------------------|
| <b>PLANNING DEPARTMENT FEES (continued):</b>                         |                          |
| Residential Remodels (fee incurred if outside of original footprint) | \$25.00                  |
| Sidewalk Café Permit   | \$50/annually            |
| Sign Review  | \$75.00                  |
| Subdivision:   |                          |
| Tentative Plat (Planning \$3,000 + \$15/lot / Engineering \$500)     | \$2,000.00 + \$15/lot    |
| Final Plat (Planning \$1,875+ \$25/lot / Engineering \$500)          | \$800.00 + \$15/lot      |
| Tree Felling (Steep Slopes)  | **\$150.00 + \$5.00/tree |
| Temporary Use  | \$35.00                  |
| UGB Amendment  | Actual Costs             |
| Variance:  |                          |
| Class 1 - Minor Adjustment   | \$150.00                 |
| Class 2 - Adjustment   | \$450.00                 |
| Class 3 - Variance   | \$1,000.00               |
| Zone Change  | \$2,000.00               |
| Zoning Map   | \$25.00                  |
| Abandoned Vehicle Abatement (if not abated within 10 days)           | \$50.00                  |
| <b>POLICE DEPARTMENT FEES:</b>                                       |                          |
| 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    |
| Public Finger Printing   | \$15.00                  |
| Seat Belt Class  | \$50.00                  |
| Vehicles:  |                          |
| Boot Removal Fee   | \$50.00                  |
| Impounded Vehicle Release (Admin. Fee)                               | \$100.00                 |
| <b>PUBLIC WORKS FEES:</b>  |                          |
| 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                 |
| 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                  |

| TYPES OF FEES  | CURRENT FEES                         |
|--|--------------------------------------|
| <b>PUBLIC WORKS FEES (continued...):</b>                                   |                                      |
| Street/Alley Vacation (Engineering)  | \$1,200.00                           |
| Easement Vacation (Engineering)  | \$750.00                             |
| 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               |
| Street Pavement Cut  | \$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                        |
| <b>SENIOR CENTER FEES:</b>   |                                      |
| Facility Rental: Depending on space, time & entity renting                 | \$10.00-\$35.00/hr/room              |
| Refundable Deposit - Non-Profit, Government and Public Group               | \$100.00                             |
| Refundable Deposit - Private Groups  | \$250.00                             |
| Custodial Services with kitchen or auditorium rental                       | \$35.00                              |
| Non-Refundable fee for weekend cleanup (functions over 100 ppl)            | \$50.00                              |
| Open/Close partitions in auditorium  | \$35.00                              |
| PA System  | \$10.00                              |
| Slide Projector or TV/VCR  | \$10.00                              |
| Audio/Visual System (including projector)                                  | \$20.00                              |
| 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                                 |
| <b>WATER/SEWER SPECIAL SERVICE FEES:</b>                                   |                                      |
| 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                             |
| 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                              |



| TYPES OF FEES   | CURRENT FEES                         |
|---|--------------------------------------|
| <b>WATER/SEWER SPECIAL SERVICE FEES (continued...):</b>             |                                      |
| Re-inspection fee for backflow prevention devices                   | \$25.00                              |
| 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<br>Actual Cost |
| Meter Damage (by customer tampering)                                | \$500.00                             |
| Move Water Meter Location   | Greater of \$50.00 or<br>Actual Cost |
| Install a Fire Hydrant Meter  | \$25.00                              |
| Renter Deposit (non-refundable until account reconciled and closed) | \$100.00                             |
| RV Dump Station Commercial Permit                                   | \$15.00                              |