

**A RESOLUTION AMENDING FEES AND CHARGES FOR CITY SERVICES ) RESOLUTION NO. 2013-18**  
**)**

**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 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 unclear 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 September 1, 2013*.

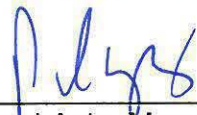
**Section 2:** The City Council hereby determines that the fees, rates and charges hereby adopted are not subject to the limits of Section 11 or 11b, Article XI of the Oregon Constitution.

**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 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 12<sup>th</sup> day of June, 2013.

CITY COUNCIL OF LEBANON OREGON

  
\_\_\_\_\_  
Paul Aziz, Mayor   
Bob Elliott, Council President

ATTESTED:

  
\_\_\_\_\_  
Linda Kaser, City Clerk



# EXHIBIT "A" CITY OF LEBANON FEES AND CHARGES

Effective September 1, 2013 - Supercedes All Previous Schedules

TYPES OF FEES	CURRENT FEES
<b>ADMINISTRATIVE FEES (CITY CLERK'S OFFICE)</b>	
<b>Copies</b>	
Audio/Video Copies	\$15.00 1st / \$5.00 add'l
Black/White - Letter 8-1/2" x 11", Legal 8-1/2" x 14" (per side)	\$0.25
Black/White - Executive 11" x 17" (per side)	\$0.50
Color copies (each side)	\$0.50
<b>Non Sufficient Funds (NSF) and Charge Back Fee for debit/credit card charge backs and returned checks</b>	<b>\$25.00</b>
<b>Liquor License (original application)</b>	<b>*\$100.00</b>
Annual renewal of a liquor license	*\$35.00
Change Application (in ownership, location, or privilege)	*\$75.00
Temporary Application (valid for one year -- covers multiple events)	*\$35.00
	<b>*Not to exceed per ORS</b>
<b>Notary Services (Municipal Court Personnel)</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 insolvent financial institution in which case the fee is \$0.	<b>(Not to exceed) \$5.00</b>
Administering an oath or affirmation without a signature; taking a deposition, each page; and all other notarial acts not specified.	<b>(Not to exceed) \$1.00</b>
<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	<b>May require 50% deposit</b>
Archived Electronic Information Retrieval	<b>\$100.00/hr</b>
<b>Voters' Pamphlets</b>	
Candidate Filing Fee (with or without photo)	<b>\$35.00</b>
<b>BUSINESS / CITIZEN SERVICES &amp; DEVELOPMENT CENTER FEES</b>	
<b>Animal Keeping Permit</b>	<b>\$35.00</b>
<b>Banner Permit (\$30 permit + \$65 installation)</b>	<b>\$95.00</b>
<b>Business License Fees * (after July 1 prorated)</b>	
Auctions	<b>\$150/year, \$25/each</b>
Drug Paraphernalia Sales	<b>\$250.00</b>
Secondhand Buyers and Sellers Annual Fee	<b>\$75.00</b>
Taxi Licenses - Annual Operator License	<b>\$200.00</b>
Annual additional vehicle	<b>\$150.00</b>
Annual Taxi Driver Permit Valid for one year	<b>\$30.00</b>
<b>Business Registration Fees - Initial Application</b>	<b>\$25.00</b>
Annual Renewal - submitted late	<b>\$20.00</b>
Annual Renewal - timely submitted (no changes)	<b>\$0.00</b>
Annual Renewal - with changes (ownership, responsible person, location or contact information)	<b>\$7.50</b>
<b>Gambling License - Annual License</b>	<b>\$200.00</b>
License for one day special event (city property only)	<b>\$50.00</b>
License for one day special event / non-profit organization	<b>\$20.00</b>
<b>Liquor License</b>	<b>See Administration Fees</b>
<b>Parade Permit</b>	<b>\$20.00</b>
<b>Non Profit Organizations</b>	<b>N/A</b>



TYPES OF FEES	CURRENT FEES
<b>BUSINESS / CITIZEN SERVICES &amp; DEVELOPMENT CENTER FEES (continued)</b>	
<b>Peddler and Solicitors</b>	
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
<b>Public Event Applications</b>	
1 Day Event	\$100.00
2-3 Day Event	\$150.00
Master Permit	\$250.00
<b>Transfer of ownership/change of location or name</b>	\$10.00
<b>Non Profit Organizations</b>	N/A
<b>ENGINEERING FEES</b>	
<b>Basic Right-of-Way Encroachment Fee</b>	\$65.00
<b>Bid Document</b>	\$50.00
<b>Contractor Pre-qualification</b>	\$50.00
<b>Deferral of improvements</b>	\$200.00
<b>Engineering Fees</b>	
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
<b>Public Improvement Drawing Review (for up to "2" resubmittals)</b>	\$250.00 + 3% of const.
<b>Public Improvement Permit</b>	
First \$50,000 of the construction cost	\$250.00 +4% of cost up to \$50,000
Amount above \$50,000	\$250.00 +3% of cost above \$50,000
<b>Right-of Way Encroachment Surcharges</b>	
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
<b>Easement/ROW Dedication Process Fee</b>	\$125.00 each
<b>Standard Drawings</b>	\$20.00
<b>FINANCE FEES</b>	
<b>Audit Report (available at no charge online or at the Library)</b>	\$25.00
<b>Budget Document (available at no charge online or at the Library)</b>	\$50.00
<b>Collection Fee (accounts turned over to Linn Co. or Collection's Agency)</b>	\$100.00
<b>Fax Service (for public)</b>	\$2.00 first page/.75 each add'l pg
<b>Foreclosures notice</b>	\$100.00
<b>Housing Rehab Payoff and Reconveyance</b>	\$50.00
<b>Lien Search (online)</b>	\$25.00
<b>Non Sufficient Funds (NSF) and Charge Back Fee for debit/credit card charge backs and returned checks</b>	\$25.00
<b>Payment Extension Fee</b>	\$5.00
<b>Tall Weeds &amp; Grass Abatement (if not abated within 7 days)</b>	\$100.00



TYPES OF FEES	CURRENT FEES
<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>	
<b>Community Meeting Room Rental Fees</b>	
Rental per hour - (2-hour minimum) (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
<b>Copies (self-serve, per page)</b>	
B/W Letter 8-1/2" x 11", Legal 8-1/2" x 14"	\$0.10
B/W Executive 11x17	\$0.20
Color Letter 8-1/2" x 11", Legal 8-1/2" x 14"	\$0.50
Color Executive 11x17	\$1.00
Interlibrary loan (per item)	\$3.00
Lost item processing fee (plus replacement cost of item)	\$3.00
Lost Library Card Fee	\$1.00
<b>Non-resident Cards</b>	
Household (12 month)	\$50.00
Household (6 months)	\$30.00
Senior Citizen (60 years +) Household (12 month)	\$40.00
Overdue items per day per item (up to a maximum of \$5.00)	\$0.20
Overdue (cumulative fines up to a maximum of \$25.00)	\$25.00
Reservation fee (per item)	\$0.50
<b>MUNICIPAL COURT FEES</b>	
Certified Copy (\$5.00 for certification/\$.25 per sheet)	\$5.25 minimum
<b>Court Costs</b>	
Cite or Arrest Warrant	\$50.00
Notice of court action of driving privileges to DMV	\$15.00
<b>Court Costs (per Trial)</b>	
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)(waived for charges not filed or dismissed)	\$240.00
Expungement Packet Fee	\$5.00
Fee for turning to collection (customer pays directly to collections agency)	40% of the principal balance
Jury Fee (if canceled after arrival of Jurors)	\$10.00/juror
Late Payments	\$20.00
Payment Extension Fee	\$30.00
Payment Extension Interest	(9% per annum)
Suspension Packet Administration Fee (if convicted)	\$12.00



TYPES OF FEES	CURRENT FEES
<b>PARK FEES - SHELTER &amp; CAMPING FEES</b>	
Booth Park Shelter	\$15.00
Century Park Shelter	\$30.00
Ralston Park Gazebo	\$55.00
River Park Main Shelter	\$50.00
River Park Horseshoe Area Picnic Table Shelter	\$20.00
River Park Alcoholic Beverage Permit (must provide proof of liability insurance)	Non-refundable \$25.00
Wynn Mill	\$25.00
<b>Camping</b>	
Daily Rate	\$24.00
Senior/military discount	\$22.00
Group Discount (3 or more sites)	\$20.00
Weekly Rate	\$130.00
Senior/military discount	\$125.00
Monthly Rate	\$450.00
Construction workers in the City of Lebanon	\$350.00
Extra vehicle (per night)	\$5.00
Sewage Dump Station fee	\$5.00
Cancellation Fee	\$12.00
<b>PLANNING / LAND USE FEES</b>	
<b>Note:</b> 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	\$450.00
Annexation	\$1,500.00
Appeal of Planning Commission Decision	\$500.00
Appeal of Staff Decision	\$250.00
Code Interpretation	\$100.00
Comprehensive Plan Map Amendment	\$2,000.00
Comprehensive Plan Documents	\$25.00
Conditional Use Permit: Residential/Commercial / Industrial	\$1,500.00
Development Code	\$40.00
Extension of Time Request	25% of original fee
<b>Historic Reviews and Register Updates</b>	
Administrative	\$300.00
Quasi-Judicial	\$600.00
Legislative	\$1,000.00
Home Occupation	\$50.00
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 - Quasi-Judicial	\$750.00
Residential Plot Plan Review	\$25.00
Residential Remodels (fee incurred if outside of original footprint)	\$25.00
Sidewalk Café Permit	\$65.00/annually
Sign Review	\$75.00



TYPES OF FEES	CURRENT FEES
<b>PLANNING / LAND USE FEES (continued)</b>	
<b>Subdivision</b>	
Tentative Plat	\$2,000.00 + \$15/lot
Final Plat	\$800.00 + \$15/lot
<b>Tree Felling (Steep Slopes)</b>	**\$150.00 + \$5.00/tree
<b>Temporary Use</b>	\$35.00
<b>UGB Amendment</b>	Actual Costs
<b>Variance</b>	
Class 1 - Minor Adjustment	\$150.00
Class 2 - Adjustment	\$450.00
Class 3 - Variance	\$1,000.00
<b>Zone Change</b>	\$1,000.00
<b>POLICE DEPARTMENT FEES</b>	
<b>Abandoned Vehicle Abatement</b> (if not abated within 10 days)	\$50.00
<b>Alarm permits</b>	\$10.00
<b>Archived Reports</b> (up to 10 pages)	\$10.00
Additional pages	\$1.00/page
<b>Audio Disc - 911</b>	\$20.00
<b>Audio Disc - Radio Traffic</b>	\$15.00
<b>Crash Report</b>	\$5.00
Information exchange only	No Charge
<b>Dog Permit</b> (for Potentially Dangerous Dogs per ORS)	\$50.00
<b>Deferral Classes, Other</b> (\$35 to \$50 maximum) (seatbelt/cell phone)	\$50.00
<b>False alarm billing - 1st alarm</b>	\$0.00
2nd alarm and each subsequent alarm	\$25.00
<b>In-car video recording</b>	\$15.00
<b>Incident</b>	\$1.00 each
<b>Letter of Clearance</b> (includes the required local records check)	\$15.00
<b>Local Records Check</b> (waive fee for Armed Forces)	\$10.00
<b>Ordinance Research/Copy</b> (up to 5 pages)	\$5.00
Additional pages	\$1.00 page
<b>Police Case Reports: Current Report</b>	\$10.00
<b>Photographs</b> (copied on paper or disc)	\$5.00/sheet or \$10.00/disc
<b>Public Fingerprinting</b>	\$15.00
<b>Vehicles</b>	
Boot Removal Fee	\$50.00
Impounded Vehicle Release (Admin. Fee)	\$100.00
<b>SENIOR CENTER FEES</b>	
<b>Bus Transportation</b>	
Seniors and Disabled Persons (one way)	\$1.00
Public (one way)	\$2.00
5 years of age and under	Free
<b>Facility Rental: Depending on space, time &amp; entity renting</b>	\$10.00-\$35.00/hr/room
Refundable Deposit - Non-Profit, Government and Public Group	\$100.00
Refundable Deposit - Private Groups	\$250.00
Non refundable after hours use for kitchen or auditorium rental	\$35.00
Non-Refundable fee for weekend cleanup (functions over 100 ppl)	\$50.00
Open/Close partitions in auditorium or between Classrooms 1 & 2	\$35.00
PA System, Slide Projector or TV/VCR	\$10.00
Audio/Visual System (including projector)	\$20.00



TYPES OF FEES	CURRENT FEES
<b>WATER / WASTEWATER SPECIAL SERVICE FEES</b>	
<b>3/4" Water Meter Service Connection Fee</b>	<b>\$850.00</b>
<b>1", 1 1/2", 2" Water Meters</b> (cost of materials & labor - deposit required)	Cost
<b>Contaminated Waste Dump Permit</b>	<b>\$250.00</b>
<b>Credit Check</b>	<b>\$20.00</b>
<b>Fire Hydrant Meter - Install</b>	<b>\$25.00</b>
<b>Industrial Pretreatment Program Fees</b>	
Initial Issue for 1 to 5 years	\$500.00
Annual Monitoring & Compliance Review	\$250.00
<b>IPP Hauled Waste Dump Fee - per gallon</b>	<b>.085/per gallon</b>
<b>IPP Wastewater Discharge Permit Application</b>	<b>\$250.00</b>
<b>IPP Contaminated Waste Discharge Permit: Issued for &lt; or less</b>	<b>\$250.00</b>
returned checks	\$25.00
<b>Service Charges</b>	
After Hours Meter Turn On	\$100.00
Deposit-Owner (refundable) - currently reflected in the Water Resolution	\$200.00
Deposit-Owner (if customer has a Bad payment History)	\$300.00
Deposit (Renter/Non-owner) (non-refundable until account reconciled/closed)	\$200.00
Deposit (Renter/Non-owner with bad payment history) (non-refundable until account reconciled and closed)	\$300.00
Door Hanger	\$15.00
Lock-Off (Meter)	\$50.00
Installing a 5/8" X 3/4" Meter to an Existing Service	\$130.00
Installing a 3/4" Meter to an Existing Service	\$165.00
Installing a 1" Meter to an Existing Service	\$200.00
Installing a 1 1/2 " Meter to an Existing Service	\$1215.00
Installing a 2" Meter to an Existing Service	\$1400.00
Provide a 3/4" Hand Valve	\$35.00
Provide a Water Meter Box	\$70.00
Re-inspection fee for backflow prevention devices	\$50.00
Remove an Existing and Replace a Water Meter Box	Actual Cost
Remove Meter due to tampering	\$100.00
Replace a Damaged Meter Lock	\$50.00
Replace a Damaged Meter Locking Cap	\$50.00
Replace a Damaged Meter Resetter	\$60.00
<b>Tampering with City Property</b>	
First violation within a 24 mth period	\$25.00
2nd Violation	\$50.00
3rd Violation and each subsequent violation	\$250.00
Test Water Meter (Refund when Test Indicates Meter Runs Fast)	\$25.00
Test Water Meter - if an independent agency is requested	\$50.00
Utility bill late payment fee (added to late payment notice)	\$5.00 +4% delinqt amount
Water retest fee	\$200.00/ 300 linear foot
<b>Lower or Raise Water Meter</b>	<b>Actual Cost (\$50 Minimum)</b>
<b>Meter Damage</b> (by customer tampering)	<b>\$500.00</b>
<b>Move Water Meter Location</b>	<b>Actual Cost (\$50 Minimum)</b>

