

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

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**RESOLUTION NO. 2015-31**

**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 10, 2015*.

**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.

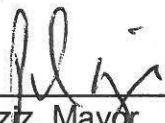
**Section 3:** The City Council hereby finds that the fees proposed in EXHIBIT A are reasonably calculated and represents the City of Lebanon's true, reasonable and actual cost of making public records available including costs for summarizing or compiling public records in

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 9<sup>th</sup> day of September, 2015.

CITY COUNCIL OF LEBANON OREGON

  
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Paul Aziz, Mayor   
Bob Elliott, Council President

ATTESTED:

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

# EXHIBIT "A" CITY OF LEBANON FEES AND CHARGES

Effective September 10, 2015 - Supercedes All Previous Schedules

TYPES OF FEES	CURRENT FEES
<b>ADMINISTRATIVE FEES (CITY CLERK'S OFFICE)</b>	
<b>Copies:</b>	
Audio/Video Copies	<b>\$15.00 1st / \$5.00 add'l</b>
Black/White - Letter 8-1/2" x 11", Legal 8-1/2" x 14" (per side)	<b>\$0.25</b>
Black/White - Executive 11" x 17" (per side)	<b>\$0.50</b>
Color copies (each side)	<b>\$0.50</b>
<b>Non Sufficient Funds (NSF)</b> (charge back fees for debit/credit card & returned checks)	<b>\$30.00</b>
<b>Liquor License (original application)</b>	<b>*\$100.00</b>
Annual Renewal of a Liquor License	<b>*\$35.00</b>
Change Application (in ownership, location, or privilege)	<b>*\$75.00</b>
Temporary Application (valid for one calendar year -- covers multiple events)	<b>*\$35.00</b>
	<b>*Not to exceed per ORS</b>
<b>Notary Services</b> ( <i>Municipal Court Personnel</i> ):	
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:</b> (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.	<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</b> (\$30 permit + \$65 installation)	<b>\$95.00</b>
<b>Business License Fees*</b> (after July 1 prorated):	
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>	<i>See Administration/City Clerk's Office Fees</i>
<b>Parade Permit</b>	<b>\$20.00</b>
<b>Non-Profit Organizations</b>	<b>N/A</b>
<b>Parking Permit (per ORS 10.24.142):</b>	
Annual Residential	<b>\$75.00</b>

TYPES OF FEES	CURRENT FEES
<b>BUSINESS / CITIZEN SERVICES &amp; DEVELOPMENT CENTER FEES (continued)</b>	
Daily	\$15.00
<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 1 Year	\$40.00
<b>Public Event Applications:</b>	
1-Day Event	\$100.00
2-3 Day Event	\$150.00
Master Permit	\$250.00
Transfer of Ownership/Change of Location or Name	\$10.00
Non-Profit Organizations	N/A
<b>RV Permit (1 - 15 days)</b>	\$35.00
Renewal Periods - 15 Days (no more than two renewals)	\$25.00 each
<b>Santiam Travel Station (North End Only):</b>	
Passenger Lobby (North End)	\$5.00/hour
<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>Easement/ROW Dedication Process Fee</b>	\$125.00 each
<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</b> (for up to "2" resubmittals)	\$250.00 + 3% of const.
<b>Public Improvement Permit:</b>	
First \$50,000 of 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>Standard Drawings</b>	\$20.00
<b>FINANCE FEES</b>	
<b>Audit Report</b> (available at no charge online or at the Library)	\$25.00
<b>Budget Document</b> (available at no charge online or at the Library)	\$50.00
<b>Collection Fee</b> (accounts turned over to Linn Co. or collection agency)	\$100.00
<b>Fax Service</b> (for public)	\$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</b> (online)	\$25.00

TYPES OF FEES	CURRENT FEES
<b>FINANCE FEES (continued)</b>	
<b>Non Sufficient Funds (NSF)</b> (charge back fees for debit/credit card & returned checks)	<b>\$30.00</b>
<b>Payment Extension Fee</b>	<b>\$5.00</b>
<b>Tall Weeds &amp; Grass Abatement</b> (if not abated within 7 days)	<b>\$100.00</b>
<b>GIS DIVISION FEES</b>	
<b>City Street Map with UGB</b>	<b>\$12.00</b>
<b>Zoning Map</b>	<b>\$25.00</b>
<b>Custom Data</b>	<b>\$75.00/hour</b>
<b>City wide GIS on CD</b>	<b>\$75.00</b>
<b>LIBRARY FEES</b>	
<b>Collection Fee</b> (accounts turned over to collection agency)	<b>\$10.00</b>
<b>Community Meeting Room Rental Fees:</b>	
Rental per Hour - (2-hour minimum) (depending on time and entity)	<b>\$10.00 - \$25.00</b>
Refundable Deposit (depending on time and entity)	<b>\$100.00 or \$250.00</b>
Refundable key deposit, after hours use	<b>\$200.00</b>
Non-refundable After Hours Use	<b>\$35.00</b>
Non-Refundable Weekend use	<b>\$50.00</b>
PA System	<b>\$10.00</b>
AV System	<b>\$20.00</b>
<b>Copies</b> (self-serve, per page):	
B/W Letter 8-1/2" x 11", Legal 8-1/2" x 14"	<b>\$0.10</b>
B/W Executive 11x17	<b>\$0.20</b>
Color Letter 8-1/2" x 11", Legal 8-1/2" x 14"	<b>\$0.50</b>
Color Executive 11x17	<b>\$1.00</b>
<b>Interlibrary Loan</b> (per item)	<b>\$3.00</b>
<b>Lost Item Processing Fee</b> (plus replacement cost of item)	<b>\$3.00</b>
<b>Lost Library Card Fee</b>	<b>\$1.00</b>
<b>Non-resident Cards:</b>	
Household (12-month)	<b>\$50.00</b>
Household (6-month)	<b>\$30.00</b>
Senior Citizen (60+ years) Household (12-month)	<b>\$40.00</b>
<b>Overdue Items per Day per Item</b> (up to a maximum of \$5.00)	<b>\$0.20</b>
<b>Overdue</b> (cumulative fines up to a maximum of \$25.00)	<b>\$25.00</b>
<b>Reservation Fee</b> (per item)	<b>\$0.50</b>
<b>MUNICIPAL COURT FEES</b>	
<b>Appeal to Linn County Circuit Court - <i>inadvertently left off of 2013 Fees Schedule</i></b>	<b>\$25.00 (plus certified copy cost)</b>
<b>Certified Copy</b> (\$6.00 for certification/\$.25 per sheet)	<b>\$6.25 minimum</b>
<b>Court Costs:</b>	
Cite or Arrest Warrant	<b>\$50.00</b>
Notice of Court Action of Driving Privileges to DMV	<b>\$15.00</b>
<b>Court Costs (per Trial):</b>	
Confinement Fee/Day	<b>\$20.00</b>
Criminal (non-jury - if convicted)	<b>\$20.00</b>
Jury trial (if convicted)	<b>\$50.00</b>
Traffic (if convicted)	<b>\$15.00</b>
<b>DUII Diversion Extension Fee</b>	<b>\$25.00</b>
<b>Expungement Filing Fee</b> (State mandated)(waived for charges not filed or dismissed)	<b>\$252.00</b>
<b>Expungement Packet Fee</b>	<b>\$5.00</b>
<b>Fee for Turning to Collection</b> (customer pays directly to collection agency)	<b>40% of the principal balance</b>
<b>Jury Fee</b> (if canceled after arrival of jurors)	<b>\$10.00/juror</b>

TYPES OF FEES	CURRENT FEES
<b>MUNICIPAL COURT FEES (continued)</b>	
Late Payments	\$20.00
Non Sufficient Funds (NSF) (charge back fees for debit/credit card & returned checks)	\$30.00
Payment Extension Fee	\$30.00
Payment Extension Interest	(9% per annum)
Suspension Packet Administration Fee (if convicted)	\$12.00
<b>PARK FEES - SHELTER &amp; CAMPING FEES</b>	
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
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	
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

TYPES OF FEES	CURRENT FEES
<b>PLANNING / LAND USE FEES (continued)</b>	
Final Plan - Administrative	\$450.00
Final Plan - Qausi-Judicial	\$750.00
<b>Residential Plot Plan Review</b>	\$25.00
<b>Residential Remodels</b> (fee incurred if outside of original footprint)	\$25.00
<b>Sidewalk Café Permit</b>	\$65.00/annually
<b>Sign Review</b>	\$75.00
<b>Subdivision:</b>	
Tentative Plat	\$2,000.00 + \$15/lot
Final Plat	\$800.00 + \$15/lot
<b>Tree Felling</b> (steep slopes)	**\$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>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>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</b> - Current Report	\$10.00
<b>Photographs</b> (copied on paper or disc)	\$5.00/sheet or \$10.00/disc
<b>Public Fingerprinting</b>	\$20.00
Additional Cards	\$5.00
<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>Copies:</b>	
Letter 8-1/2" x 11" or Legal 8-1/2" x 14"	\$0.25
Color Copies (Letter or Legal)	\$0.50
<b>Facility Rental (dependent on space, time and entity renting)</b>	\$10.00-\$35.00/hr/room
Refundable Deposit - Non-Profit, Government or Public Group	\$100.00

TYPES OF FEES	CURRENT FEES
<b>SENIOR CENTER FEES (continued)</b>	
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 People)	\$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
<b>WATER / WASTEWATER SPECIAL SERVICE FEES Community Development Department Functions</b>	
<b>Backflow Prevention Devices Re-inspection Fee</b>	<b>\$50.00</b>
<b>Contaminated Waste Dump Permit</b>	<b>\$250.00</b>
<b>Fire Hydrant Charges:</b>	
Deposit	\$500.00
Deposit - Santiam Canal Industrial Park	\$50.00
Meter Installation	\$25.00
<b>Industrial Pretreatment Program Fees</b>	<b>\$500.00</b>
Initial Issue for 1 to 5 Years	\$250.00
Annual Monitoring & Compliance Review	.085/per gallon
<b>IPP Hauled Waste Dump Fee - per gallon</b>	<b>\$250.00</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>\$25.00</b>
<b>Meter Charges:</b>	
3/4" Water Meter Service Connection Fee	\$850.00
1", 1 1/2", 2" Water Meters (cost of materials & labor - deposit required)	Actual Cost
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	\$1,215.00
Installing a 2" Meter to an Existing Service	\$1,400.00
<b>Water Retest Fee</b>	<b>\$200.00/300 linear foot</b>
<b>WATER / WASTEWATER SPECIAL SERVICE FEES Finance/Utility Billing Department Functions</b>	
<b>Customer Service Charges:</b>	
After Hours Meter Turn On	\$100.00
Credit Check	\$20.00
Deposit-Owner (refundable) - currently reflected in the Water Resolution	\$200.00
Deposit-Owner with 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
Late Payment Fee/Utility Bill (added to late payment notice)	\$5.00 + 2% delinquent amount
Non Sufficient Funds (Charge Back Fees for debit/credit card & returned checks)	\$30.00
<b>Meter Equipment/Service Charges:</b>	
Hand Valve - 3/4"	\$35.00
Lock-Off (Meter)	\$50.00
Lower or Raise Water Meter	Actual Cost (\$50 Minimum)
Move Water Meter Location	Actual Cost (\$50 Minimum)
Remove an Existing and Replace a Water Meter Box	Actual Cost
Remove Meter due to Tampering	\$100.00
Replace a Damaged Meter Lid	\$35.00
Replace a Damaged Meter Lock	\$50.00



TYPES OF FEES	CURRENT FEES
<b>WATER / WASTEWATER SPECIAL SERVICE FEES</b> <b>Finance/Utility Billing Department Functions (continued)</b>	
Replace a Damaged Meter Locking Cap	<b>\$50.00</b>
Replace a Damaged Meter (by customer tampering)	<b>\$500.00</b>
Replace a Damaged Meter Resetter	<b>\$60.00</b>
Test Water Meter (refund when test indicates meter runs fast)	<b>\$25.00</b>
Test Water Meter - if an independent agency is requested	<b>\$100.00</b>
Water Meter Box	<b>\$70.00</b>
<b>Tampering with City Property:</b>	
First Violation within a 24-month Period	<b>\$25.00</b>
2nd Violation	<b>\$50.00</b>
3rd Violation and each Subsequent Violation	<b>\$250.00</b>

