

RESOLUTION NO. 2658

Introduced by All Commissioners

A RESOLUTION ADOPTING PUBLIC RECORDS REQUEST
FEES, AND REPEALING RESOLUTIUON NO. 2531

WHEREAS, the City desires to adopt the existing fee schedule for City of Warrenton Public Record Requests in a separate stand-alone resolution; and

WHEREAS, the City of Warrenton recognizes that Oregon Public Records Law (ORS 192.311)-192.478) gives the public the right to inspect and copy certain public records maintained by the City; and

WHEREAS, the City of Warrenton has adopted an updated Public Records Policy with the implementation of new software through Resolution 2657; and

WHEREAS, the City of Warrenton desires to adopt the public records fee schedule separate from the policy; and

WHEREAS, the City of Warrenton is not increasing any fees but rather is adopting the current public record fees, as set forth in Attachment A, in a resolution separate from the policy itself to the; and

WHEREAS, the previous fee schedule has been repealed through Resolution 2657.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Warrenton resolves as follows:

Section 1: The Warrenton City Commission hereby adopts the Public Records Fee Schedule, as attached in Attachment A.

Section : This resolution will take effect upon the effective date of Resolution 2657 .

Adopted by the City Commission of the City of Warrenton this 28th day of November 2023.

ATTEST



Dawne Shaw, CMC, City Recorder

APPROVED


Henry A. Balensifer III, Mayor

Attachment A
Resolution No. 2658

CITY OF WARRENTON
PUBLIC RECORDS FEE SCHEDULE

(Some of these records may be available on the city's website - www.ci.warrenton.or.us)

COPIES OF STANDARD PUBLIC RECORDS

8.5 x 11 per page	\$1.00 +	\$.25
8.5 x 14 per page	\$1.00 +	\$.25
11 x 17 per page	\$1.00 +	\$.50
Color Copies per page	\$1.00 +	\$ 1.50

Audio Recordings.....\$15.00 per CD/DVD/ USB Thumb Drive
Emailed Records (readily available)..... \$10.00
Emailed Records (requiring scanning).....\$15.00 up to first ½ hr time; Over ½ hr: Actual staff time (includes benefits and overhead)

Electronic Records (readily available)
CD/DVD.....\$10.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)
USB Thumb Drive.....\$15.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)

Digital Photographs.....\$ 5.00 per printed side **OR**
\$15.00 per CD/DVD/ USB Thumb Drive

COPIES OF POLICE /COURT RECORDS - See "Attachment D" for Police Department Body Cam Video Requests

Misc. Paperwork (see costs for standard public records above)

Police Reports.....\$10.00 (up to 30 pgs)
\$.25 per page (over 30)

Accident Reports.....\$10.00
Add Digital Photos.....\$5.00 per page **OR** \$10.00 per CD

Audio/Video.....\$15.00 per CD/DVD or USB Thumb Drive

SPECIAL PUBLICATIONS

Administration

City of Warrenton Code (General Ordinances)..... As charged for standard copying
City Charter.....\$15.00

Finance

City Budget	
Printed.....	\$30.00
CD/USB Thumb Drive.....	\$15.00
City Audit	
Printed.....	\$30.00
CD/USB Thumb Drive.....	\$15.00
Business License List.....	\$10.00

Planning/Building

Comprehensive Plan	
Printed.....	\$30.00
CD/USB Thumb Drive.....	\$15.00
Development Code	
Printed.....	\$30.00
CD/USB Thumb Drive.....	\$15.00
Wetland Conservation Plan	
Printed.....	\$30.00
CD/USB Thumb Drive.....	\$15.00

Maps and other large documents are taken to a commercial copy business for reproduction. For documents reproduced at a commercial copy business the fee will be actual cost plus staff time (includes benefits and overhead).

Public Works

Large Format Printing (17x22, 22x34, 34x44).....	B&W \$15.00/per each Color \$25.00/per each
Electronic Records (readily available)	
CD/DVD.....	\$ 10.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)
USB Thumb Drive.....	\$15.00 up to first ½ hr download time; Over ½ hr: Actual staff time (includes benefits and overhead)
Scanning Large Format Documents.....	\$15.00 up to first ½ hr; Over ½ hr: Actual staff time (includes benefits and overhead)
Printing Large Format Documents.....	\$5.00 + Standard Public Record Copying Fees

Maps and other large documents that are taken to a commercial copy business for reproduction; the fee will be actual cost plus staff time (includes benefits and overhead).

Other documents charged at Standard Public Record Copying Fees

Fire Department

All reports.....	\$10.00
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RESEARCH FEES; SUPPLEMENTAL LABOR FEES

If a request requires additional staff time to locate, retrieve, research, or attorney review, additional labor fees may be charged based on the actual cost of the employee performing the work. Actual cost includes hourly payroll rate, benefits, and overhead.

Level 1 Request: Inspection of Records Research Fee: Up to 30 minutes to locate files \$15.00
Over 30 minutes - Actual Employee Cost (including benefits and overhead)

Level 2 Request: Up to 30 minutes of copying/\$15.00 + Copy Cost

Level 3 Request: Over 30 minutes/Copy Cost + Actual Employee/Attorney Cost (including benefits and overhead)

POSTAGE.....Actual Cost