

RESOLUTION NO. 3 FOR 2009

A RESOLUTION TO SET COPY, RESEARCH, AND MISCELLANEOUS SERVICE FEES.

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish charges which are reflective of actual staff and material costs for copying reports, documents and other items specifically requested by the general public; and

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish charges which are reflective of actual staff and material costs for City Staff performing research and other miscellaneous tasks specifically requested by the general public; and

WHEREAS, the application of these fees shall not apply to City sponsored public information meetings or City initiated information distribution.

NOW, THEREFORE, the City Council resolves that the following fees are hereby established and made effective immediately:

If items are not covered in this resolution, the City Manager is authorized to set a temporary fee until it can be approved by City Council.

This Resolution replaces and supersedes Resolution No. 8 for 2008 and shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor, this 24th day of February 2009.



Mayor

ATTEST:



City Manager – Ex Officio City Recorder

**City of Sweet Home
Public Information, Records, Research and Miscellaneous Fees - 2009**

General information regarding fees for Public Information and Records Requests:

The fees established in this policy are not intended to be all-inclusive in regards to requests for Public Records or other public information. When applicable additional fees for staff time (including legal review fees) necessary to research, retrieve, review and prepare information may apply in accordance with applicable State statutes.

General Fees

Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.35 per side
Fax - local only	.25 per page
Public Meeting Records	
Audio Cassette Tapes	5.00 each
Audio CD	5.00 each
Packaging, Mailing and Postage	Actual costs
Returned Check Fee	25.00

Community Development Department

Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.35 per page

Public Meeting Records

Audio Cassette Tapes	5.00 each
Audio CD	5.00 each
Comprehensive Plan (bound document)	10.00 each
Zoning Ordinance (bound document)	10.00 each
Subdivision Ordinance (bound document)	5.00 each
Packaging, Mailing and Postage	Actual costs

Park/Facility Use fees

Racquetball Court Individual City Resident	50.00/year
Racquetball Court City Family (same household)	75.00/year
Racquetball Court Individual Non-City Resident	75.00/year
Racquetball Court Non City Family (same household)	112.50/year
Racquetball Court Lost Card Lock Key	6.00/each
Racquetball Employee	0.00
Racquetball Employee Family	25.00
Weddle Bridge Reservation	50.00/event
The Hut at Sankey Park	
\$100 cleaning deposit, refundable -- 15.00 per hour up to 100.00 per day	
Tables and Chairs for outside events -- \$100.00 damage deposit, refundable	

Building Permit Fees

See Attachment "A"

Land Use Processing Fees

Annexation	938.00
Appeal	569.00
Comprehensive Plan Amendment	1,429.00 (plus notice costs)
Conditional Use	589.00
Development Plan Review	74.00
Home Occupation Permit	549.00
Measure 57 Mailing	Actual Notice Costs
Ordinance Legal Interpretation	155.00
Partition	283.00

City of Sweet Home – Resolution No. 3 for 2009
Public Information, Records, Research and Miscellaneous Fees - 2009
Page 2 of 3

Land Use Processing Fees (cont)

Property Line Adjustment	131.00
Planned Development	908.00
Secondary Applications file concurrently	50% of regular fee
Subdivision – Tentative and Final	882.00
Vacation of Right of Way	927.00
Variance	554.00
Zone Map or Text Change	925.00

Finance Department

Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.35 per page
Fax - local only, per page	.25
Public Meeting Records	
Audio Cassette Tapes	5.00 each
Audio CD	5.00 each

Miscellaneous Service and Research Fees

Budget Document (bound copy)	15.00
Audit/CAFR Document (bound copy)	15.00
Municipal Lien Search Fee per Tax Lot	25.00
Municipal Lien Recording Fee per Tax Lot	5.00
Packaging, Mailing and Postage	Actual costs
Passport Processing Fees each	25.00
Passport Photographs – 1 set of two	10.00

Library Services Fees

Photocopies Black and White	.25 per side
Fax – local only	.25 per page

Overdue Library Materials

Hardbacks and Books on Tape per item per 10 days	.50
Magazines, Paperbacks, Puzzles per item per 10 days	.25
Videos - per day	1.00

Out of City Library Card

Per Family and/or single card per year issued	35.00
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Lost/Destroyed Library Materials

Actual Cost of Replacement including staff time

Public Works Fees

Engineering Document Plan Copies

Size	Paper	Velum/Mylar
12 X 18	1.50	4.00
18 X 24	2.50	7.00
24 X 36	4.00	13.00
36 X 48	8.00	26.00

GIS Ortho Photographs

8.5 X 11	1.50
11 X 17	2.00

City of Sweet Home – Resolution No. 3 for 2009
Public Information, Records, Research and Miscellaneous Fees - 2009
Page 3 of 3

Police Department Fees

Photocopies each side	.25
Fingerprinting Services	
First Card	10.00
Each additional Card	1.00
Bicycle License per bicycle – current owner	2.00

Police Department Fees(Cont)

Reports and Recordings:

Research Fee per unknown case number	10.00
Archived Reports prior to 2001	
Actual staff costs	1 hour minimum
Applicable reproduction cost	
Incident Reports (up to 4 pages)	5.00
Additional pages	.50
Report postage minimum up to 10 pages	2.00
Additional pages each	.10
Evidence Recordings (digital audio)	
Digital Audio	30.00
Video (minimum up to 2 hours maximum)	50.00
Each additional 2 hours	50.00
Recording postage per CD/DVD	5.00

Evidence Photographs

Standard Film minimum up 10 3" X 5"	20.00
Digital Photos per case on CD	25.00
Digital Photos per sheet (max 4/sheet)	10.00
Photograph postage	
Postage per photo CD	5.00
Postage min to 10 printed pages	5.00
Per page after 10	.10

Records Checks

Letters of clearance per individual	15.00
Location/Person Overview per	10.00
Postage for records checks min to 10 pages	2.00
Per page after 10	.10

License Investigations

Liquor License, new or Change of Ownership	100.00
Liquor License, Temporary Sales	20.00
Liquor License, Renewal Processing	15.00