

RESOLUTION NO. 3 FOR 2018

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 shown in Exhibit 1 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.

It has been determined that these rates and fees are classified as not being subject to Oregon Constitution, Article XI, Section 11b limitations.

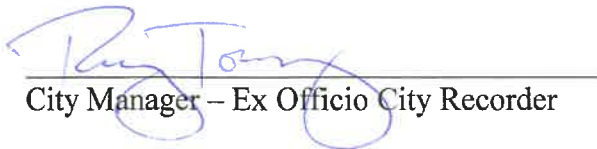
This Resolution replaces and supersedes Resolution No. 3 for 2017 and shall be effective January 23, 2018.

PASSED by the Council and approved by the Mayor, this 23rd day of January 2018.



Mayor

ATTEST:



City Manager – Ex Officio City Recorder



CITY OF SWEET HOME

PUBLIC INFORMATION, RECORDS, RESEARCH AND MISCELLANEOUS FEES – Effective January 2018

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

TYPES OF FEES	CURRENT FEES
GENERAL FEES	
Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.50 per side
Black and white 11 x 17	.50 per side
Color 11 x 17	1.00 per side
Fax – local only	.25 per page
Public Meeting Records	
Audio CD	5.00 each
Packaging, Mailing and Postage	Actual Costs
Returned Check Fee	35.00
COMMUNITY DEVELOPMENT DEPARTMENT	
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
Land Use Processing Fees	
Annexation & Rezone	1500.00
Appeal	610.00
Comprehensive Plan Amendment	1,429.00 <i>(plus notice costs)</i>
Conditional Use (Public Hearing)	600.00
Development Plan Review	74.00
Fence Permit	20.00
Land Use Compatibility Statement Sign-Off	35.00
Measure 56 Mailing	Actual Notice Costs
Open Storage Permit	-
Ordinance Legal Interpretation	155.00
Other Land Use Decisions	Cost of Service (\$150 deposit)
Partition	305.00
Planned Development	980.00
Planning Research and Letters	60.00/hr (1 hour Minimum)
Property Line Adjustment	150.00
Property Line Adjustment Replat	175.00
Secondary applications file concurrently	50% of regular fee
Subdivision – Tentative and Final	900.00 + 20.00 per lot
Vacation of Right of Way	1000.00
Variance (Public Hearing)	570.00
Zone Map Amendment	1000.00
Zone Text Amendment	1000.00
Temporary Recreation Vehicle Occupancy Permit	See Resolution No. 3 for 2014

Park/Facility Use Fees		
Racquetball Court City Resident Individual		50.00/year
Racquetball Court City Resident Household		75.00/year
Racquetball Court Non-City Resident Individual		75.00/year
Racquetball Court Non-City Resident Household		100.00/year
Racquetball Court Employee Only Racquetball Court Employee Household		No Fee 25.00/year
Weddle Bridge Reservation		50.00/event
The Hut at Sankey Park		15.00/hour, up to 100.00/day
100.00 cleaning deposit, refundable		
Tables and Chairs for outside events		
100.00 damage deposit, refundable		
Building Permit Fees	See Resolution 27 for 2015	
FINANCE DEPARTMENT		
Miscellaneous Service and Research Fees		
Budget Document (bound copy) <i>Available online</i>		15.00
Audit/CAFR Document (bound copy) <i>Available online</i>		15.00
Municipal Lien Search Fee per Tax Lot		25.00
Municipal Lien Recording Fee per Tax Lot		70.00
Reconveyance Fee		160.00
Packaging, Mailing and Postage		Actual Costs
Passport Processing Fees/each		25.00
Passport Photographs – 1 set of two		15.00
LIBRARY SERVICES FEES		
Photocopies Black and white 8.5 X 11 (self service)		.15 per side
Overdue Library Materials		
Books, Magazines, Books on CDs per item per day		.10 (maximum 3.00/item)
Videos, DVD's, per item/per day		1.00 (maximum 5.00/item)
Out of City Library Card		
Per household and/or single card per year issued		35.00
Lost/Destroyed Library Materials	Actual replacement cost plus 5.00 processing fee	
PUBLIC WORKS FEES		
Engineering Document Plan Copies		
Size	Paper Photo Paper Velum/Mylar	
12 X 18	1.50 3.00 4.00	
18 X 24	2.50 5.00 7.00	
24 X 36	4.00 8.00 13.00	
36 X 48	8.00 16.00 26.00	
GIS Electronic Data Files.		
Aerial Photographs, .SID or .TIF		20.00 / per Image (1/4 Section)
Attributed Vector Data		20.00 / per layer
AutoCAD Electronic Data Files, DWG or DWF		20.00 / per requested area
Custom Work		
In increments of ¼ hour, subject to staff availability		60.00 / hour + printing fees
POLICE DEPARTMENT FEES		
Photo Copies		.25 per side
Public Fingerprinting Services (Two Cards)		
Residents		20.00

Non- Residents	30.00
Bicycle License per bicycle – current owner	2.00
Peddler License Applications	25.00
False Alarm Fees	
1 st and 2 nd Alarm	No Charge
3 rd and 4 th Alarm	25.00
5 th and 6 th Alarm	50.00
7 th + Alarm	100.00
Reports and Recordings	
Research Fee per unknown case number	10.00
Archived Reports prior to 2001 or reports requiring redaction of confidential information:	Actual Staff Costs-1 hour minimum Applicable reproduction cost
Incident Reports (up to 25 pages)	10.00
Additional pages	.50
Report postage minimum up to 10 pages	3.00
Additional pages	.10/each
Evidence Recording (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	
Film converted to digital	50.00
Photos per case CD/DVD or sent electronically	25.00
Digital printed 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 pages after 10	.10
Record Checks	
Letters of Clearance (per individual)	15.00
Location/Person overview per individual	10.00
Postage for records checks minimum to 10 pages	2.00
Per page after 10	.10
License Investigations	
Liquor License, New	100.00
Liquor License, Temporary Sales	35.00
Liquor License, Change of Ownership, Additional Privileges	75.00
Liquor License, Renewal	35.00
Second Hand Dealer License Processing	20.00
Texas Hold-Em License (annual)	200.00

Approved by Council January 23, 2018