RESOLUTION NO. 26 FOR 2015

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. 1 for 2012 and shall be effective October 13, 2015.

PASSED by the Council and approved by the Mayor, this 13th day of October 2015.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

CITY OF SWEET HOME

PUBLIC INFORMATION, RECORDS, RESEARCH AND MISCELLANEOUS FEES – Effective October 2015

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
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	No Fee
	Employee Household	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**
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
	Measure 57 Mailing	Actual Notice Costs
	Ordinance Legal Interpretation	155.00
	Partition	283.00
	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
Fence Permit	20.00
Temporary Recreation Vehicle Occupancy Permit	See Resolution No. 3 for 2014
FINANCE DEPARTMENT	
Miscellaneous Service and Research Fees	
Budget Document (bound copy) *Available online*	15.00
Audit/CAFR Document (bound copy) *Available online*	15.00
Municipal Lien Search Fee per Tax Lot	25.00
Municipal Lien Recording Fee per Tax Lot	60.00
Reconveyance Fee	160.00
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 8.5 X 11 (self service)	.15 per side
Overdue Library Materials	
Books, Magazines, Books on CDs per item per day	.05 (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 / 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 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	
First card	10.00
Each additional card	1.00
Bicycle License per bicycle – current owner	2.00
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 or	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 October 13, 2015