

**A RESOLUTION AMENDING FEES AND CHARGES ) RESOLUTION NO. 2024-19  
FOR CITY SERVICES AND REPEALING EXHIBIT A )  
“FEE SCHEDULE” OF RESOLUTION NO. 2022-18 )**

**WHEREAS**, Oregon Revised Statutes (ORS) 192.440(3) authorizes the City to charge fees associated with public records requests; and

**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; and

**WHEREAS**, said review of all city fees and charges, as well as necessary and appropriate revisions are as provided in EXHIBIT A; and

**WHEREAS**, the City Council has reviewed the basis for establishing such fees as described in EXHIBIT A; and

**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 immediately.

**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.

This resolution shall be effective July 1, 2024.

Passed by the Lebanon City Council and executed by the Mayor on this 12<sup>th</sup> day of June, 2024 by a vote of \_\_\_\_\_ yeas and \_\_\_\_\_ nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
Kenneth E. Jackola, Mayor ☐  
Michelle Steinhebel, Council President ☐

ATTESTED:

\_\_\_\_\_  
Julie Fisher, CMC, City Recorder

# EXHIBIT "A" CITY OF LEBANON FEES AND CHARGES

Effective July 1, 2024 - Supercedes All Previous Schedules

All card transactions are subject to a third party transaction fee

TYPES OF FEES	CURRENT FEE
<b>ADMINISTRATIVE FEES (CITY RECORDER'S OFFICE)</b>	
<b>Copies:</b>	
Black/White - Letter 8-1/2" x 11", Legal 8-1/2" x 14" (per side)	\$0.25
Black/White - Executive 11" x 17" (per side)	\$0.50
Color copies (each side)	\$0.50
Records on a Flash Drive	\$6.50 plus staff time
<b>Liquor License (original application)</b>	*\$100.00
Annual Renewal of a Liquor License	*\$35.00
Change Application (in ownership, location, or privilege)	*\$75.00
OLCC Temporary Sales Application per Event	\$15.00
	*not to exceed per ORS 471.166
<b>Notary Services</b> (Municipal Court Personnel):	
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.	(not to exceed) \$5.00
Administering an oath or affirmation without a signature; taking a deposition, each page; and all other notarial acts not specified.	(not to exceed) \$1.00
<b>Public Records Request:</b> (all requests must be made on a City Public Records Request Form)	
<i>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.</i>	May require 50% deposit
Archived Electronic Information Retrieval (first 30 minutes no charge)	\$100.00/hr
<b>City Candidate Filing Fee</b>	\$25.00
<b>BUSINESS LICENSES &amp; MISC. PERMITS</b>	
<b>Animal Keeping Permit</b>	\$35.00
<b>Banner Permit</b> (\$50 permit + \$100 installation)	\$150.00
<b>Business License Fees*</b> (after July 1 prorated):	
Auctions	\$150.00/year, \$25.00/each
Drug Paraphernalia Sales Annual Fee	\$75.00
Marijuana Dispensary Licenses - Annual Operator License	\$250.00

TYPES OF FEES	CURRENT FEE
<b>BUSINESS LICENSES &amp; MISC. PERMITS (continued)</b>	
<b>Business License Fees*</b> (after July 1 prorated):	
Secondhand Buyers and Sellers Annual Fee	\$75.00
<b>Gambling License - Annual License</b>	\$200.00
License for One-day Special Event (City property only)	\$50.00
License for One-day Special Event / Non-profit Organization	\$20.00
<b>Non-Profit Organizations</b>	N/A
<b>Parking Permit (per ORS 10.24.142):</b>	
Daily / Annual Residential	\$15.00 / \$75.00
<b>Peddler and Solicitors One-Year Permit</b>	\$50.00
<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>Temporary Occupancy Permit, 30-day permit</b>	\$150.00
<b>ENGINEERING FEES</b>	
<b>Bid Document</b>	\$60.00
<b>Contractor Pre-qualification (valid for three years)</b>	\$50.00
<b>Deferral of Improvements</b>	\$200.00
<b>Easement/ROW Dedication Process Fee</b>	\$165.00/each
<b>Engineering Fees:</b>	
Developer Assurance Agreement	\$100.00
Engineered Site Plan Review (Engineering)	\$500.00 + \$350.00/acre
Reapplication Fee (for up to "2" resubmittals)	33% of original fee
New Residential Site Plan Review (Engineering)	\$75.00
Street/Alley Vacation (Engineering)	\$1,200.00
Easement Vacation (Engineering)	\$750.00

TYPES OF FEES	CURRENT FEE
<b>ENGINEERING FEES (continued)</b>	
<b>Public Improvement Drawing Review</b> (for up to "2" resubmittals)	\$260 + 2% of cost up to \$1 million \$260 + 1% of cost \$1 million-\$4 million \$260 + 0.5% of cost \$4 million+
<b>Public Improvement Permit:</b>	
First \$50,000 of Construction Cost	\$260 + 4% of cost up to \$50,000
Amount above \$50,000	\$260 + 3% of cost above \$50,000
Water Retest Fee	\$200-\$300/linear foot
<b>Right-of-Way Encroachment Surcharges:</b>	
Basic Right-of-Way Encroachment Fee (includes two inspections)	\$85.00
Private Street Inspection (includes two inspections)	\$85.00
Reinspect Fee (after two inspections)	\$85.00
Curb Cut	\$20.00
Street Pavement Cut	\$30.00
Street Moratorium Surcharge Fee (First 5 Years)	\$250.00 per sq. ft.
4" Sanitary or Storm Connection	\$75.00
6" or greater Sanitary or Storm Connection	Public Imp. Fee Schedule min. \$110.00
Utility Boring Fee	\$1.00 per linear foot
Standard Drawings	\$20.00
<b>FINANCE FEES</b>	
<b>Audit Report</b> (available at no charge online or at the Library)	see copies below
<b>Budget Document</b> (available at no charge online or at the Library)	see copies below
<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
<b>Foreclosures Notice</b>	\$100.00
<b>Housing Rehab Payoff and Reconveyance</b>	\$50.00
<b>Lien Search</b> (online)	\$32.00
<b>Non Sufficient Funds (NSF)</b> (charge back fees for debit/credit card & returned checks)	\$40.00
<b>Stop Payment &amp; Reissue Check Fee</b>	\$30.00
<b>Tall Weeds &amp; Grass or Nuisance Abatement</b>	Actual cost + \$200 admin. fee
<b>Tall Weeds &amp; Grass or Nuisance Abatement</b> (abatement over \$1000)	Actual cost varies + 20% admin. fee

TYPES OF FEES	CURRENT FEE
<b>LIBRARY FEES</b>	
<b>Collection Fee</b> (accounts turned over to collection agency)	<b>\$15.00</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>\$5.00</b>
<b>Lost Library Card Replacement 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>Hold Reshelving Fee</b> (per item - if not cancelled or checked out)	<b>\$0.50</b>
<b>MUNICIPAL COURT FEES</b>	
<b>Appeal to Linn County Circuit Court</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</b> (per Trial):	
Criminal (non-jury - if convicted)	<b>\$20.00</b>
Jury trial (if convicted)	<b>\$50.00</b>

TYPES OF FEES	CURRENT FEE
<b>MUNICIPAL COURT FEES</b>	
<b>Court Costs</b> (per Trial):	
Traffic (if convicted)	\$15.00
<b>DUII Diversion Extension Fee</b>	\$25.00
<b>Expungement Packet Fee</b>	\$5.00
<b>Fee for Turning to Collection</b> (customer pays directly to collection agency)	40% of the principal balance
<b>Jury Fee</b> (if canceled after arrival of jurors)	\$10.00/juror
<b>Late Payments</b>	\$20.00
<b>Non Sufficient Funds (NSF)</b> (charge back fees for debit/credit card & returned checks)	\$30.00
<b>Payment Extension Fee</b>	\$30.00
<b>Payment Extension Interest</b>	(9% per annum)
<b>Suspension Packet Administration Fee</b> (if convicted)	\$12.00
<b>PARK FEES - SHELTER &amp; CAMPING FEES</b>	
<b>Electrical Fee for Shelter Rental</b>	\$20.00
<b>Shelters:</b>	
<b>Academy Square Gazebo</b>	\$75.00
<b>Booth Park Shelter</b>	\$15.00
<b>Century Park Shelter (Small)</b>	\$30.00
<b>Century Park Shelter (Large)</b>	\$50.00
<b>Cheadle Lake Park South</b>	
Daily Fee	\$600.00
Electrical Daily Fee	\$500.00
Water Daily Fee	\$50.00
<b>Christopher Columbus Park Shelter</b>	\$30.00
<b>Porter Park Community Gardent Plot (per calendar year)</b>	\$25.00
<b>Ralston Park Gazebo</b>	\$55.00
<b>River Park Main Shelter</b>	\$50.00
<b>River Park Horseshoe Area Picnic Table Shelter</b>	\$20.00
<b>Strawberry Plaza</b>	
Dawn to 3:00 p.m.	\$30.00
3:00 p.m. to Dusk	\$30.00
All Day	\$60.00
<b>Wynn Mill</b>	\$25.00

TYPES OF FEES	CURRENT FEE
<b>PARK FEES - SHELTER &amp; CAMPING FEES (continued)</b>	
<b>City Park Liquor Permit per Event</b> - <i>must provide proof of liability insurance (min. \$1 million)</i>	<b>\$35.00</b>
<b>Camping:</b>	
Daily Rate:	<b>\$40.00</b>
Senior/Military Discount	<b>\$35.00</b>
Group Discount (3 or more sites)	<b>\$35.00</b>
Weekly Rate:	<b>\$230.00</b>
Senior/Military Discount	<b>\$200.00</b>
Monthly Rate:	<b>\$800.00</b>
Construction Workers in the City of Lebanon	<b>\$700.00</b>
Extra Vehicle (per night)	<b>\$5.00</b>
Cancellation Fee	<b>\$15.00</b>
<b>Sewage Dump Station Fee</b>	<b>\$5.00</b>
<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 individual application fee with all subsequent applications charged at half-price.	
<b>Administrative Review</b>	<b>\$750.00</b>
<b>Administrative Review (Planning Commission)</b>	<b>\$1,500.00</b>
<b>Annexation</b>	<b>\$2,500.00</b>
<b>Appeal</b>	<b>Minimum \$250 or 50% of Original fee (whichever is greater)</b>
<b>Code Interpretation</b>	<b>\$250.00</b>
<b>Comprehensive Plan Map Amendment</b>	<b>\$2,500.00</b>
<b>Conditional Use Permit</b>	<b>\$1,500.00</b>
<b>Extension of Time Request</b>	<b>25% of original fee</b>
<b>Fire District Plan Review Fee</b>	<b>\$100.00</b>
<b>Historic Reviews and Register Updates:</b>	<b>\$750.00 / \$1,500.00 / \$2,500.00</b>
<b>Home Occupation</b>	<b>\$75.00</b>
<b>Lot Line Adjustment</b>	<b>\$250.00</b>
<b>Measure 56 Mailing</b>	<b>Actual Cost</b>
<b>Ministerial Review</b>	<b>\$250.00</b>
<b>Non-Conforming Uses and Developments</b>	<b>\$750.00</b>
<b>Partition</b>	<b>\$750.00</b>



TYPES OF FEES	CURRENT FEE
<b>PLANNING / LAND USE FEES (continued)</b>	
Planned Development - Preliminary	\$2,500.00
Planned Development Final Plan - Ministerial / Administrative / Quasi-Judicial	\$250.00 / \$750.00 / \$1,500.00
Residential Plot Plan Review	\$75.00
Sign Review	\$75.00
Subdivision: Tentative Plat / Final Plat	\$1,500.00 / \$750.00
Tree Felling (steep slopes)	\$150.00 + \$5.00/tree
Zoning Confirmation Letter	\$35.00
Temporary Use	\$75.00
UGB Amendment	Actual Cost
Variance: Minor Adjustment / Adjustment / Variance	\$250.00 / \$750.00 / \$1,500.00
Zone Change	\$2,500.00
<b>POLICE DEPARTMENT FEES</b>	
Abandoned Vehicle Abatement (if not abated within 10 days)	\$50.00
Crash Report	\$2.00/page
Information Exchange Only	No Charge
Deferral Classes, Other (\$35 to \$50 maximum) (seatbelt/cell phone)	\$50.00
False Alarm Billing - 1st Alarm	\$0.00
2nd Alarm and Each Subsequent Alarm	\$25.00
Incident	\$2.00/page
Letter of Clearance (includes the required local records check)	\$20.00
Local Records Check (waive fee for Armed Forces, includes address or person checks)	\$15.00
Ordinance Copy	\$2.00/page
Photographs (per sheet or email)	\$5.00
via disc	\$10.00/disc
Public Fingerprinting	\$20.00
Non-Lebanon resident	\$35.00
Additional cards	\$5.00
Redacted Video	at City cost + staff time
Reports:	
Research fee (non-refundable, to be applied to actual report charge below if located)	\$10.00
Archived reports (1956-2012)	\$20.00

TYPES OF FEES	CURRENT FEE
<b>POLICE DEPARTMENT FEES (continued)</b>	
<b>Reports:</b>	
Current case reports (2013-current)	\$15.00
Additional pages	\$2.00/page
<b>Vehicles:</b>	
Impounded Vehicle Release (Admin. Fee)	\$50.00
<b>LINX TRANSIT FEES</b>	
<b>Bus Transportation:</b>	
Seniors (60 and older) and Disabled Persons (one-way)	\$1.00
Public (one-way)	\$2.00
12 years of Age and Under (adult must accompany)	No Charge
Students: Grades 9-12 and in College	No Charge
<b>SENIOR CENTER FEES</b>	
<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
Refundable Deposit - Private Groups	\$250.00
Building Usage for Senior Services	20% of fees charged
Non-refundable After Hours Use	\$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</b>	
<b>Backflow Prevention Devices Inspection Fee</b>	
Backflow Prevention - Residential Contract	\$24.50
Backflow Prevention - City Issued Non-Compliance Testing	\$50.00
<b>Fire Hydrant Charges:</b>	
Deposit	\$500.00
Deposit - Santiam Canal Industrial Park	\$50.00

TYPES OF FEES	CURRENT FEE
<b>WATER / WASTEWATER SPECIAL SERVICE FEES (continued)</b>	
<b>Fire Hydrant Charges:</b>	
Meter Installation	\$25.00
<b>Industrial Pretreatment Program Fees</b>	\$500.00
Initial Issue for 1 to 5 Years	\$250.00
Annual Monitoring & Compliance Review	.085/gallon
<b>IPP Hauled Waste Dump Fee - per gallon</b>	\$250.00
<b>IPP Wastewater Discharge Permit Application</b>	\$250.00
<b>IPP Contaminated Waste Discharge Permit: Issued for &lt; or less</b>	\$25.00
<b>Meter Charges:</b>	
5/8" x 3/4" Water Meter Service Connection Fee	\$1,500.00
1", 1 1/2", 2" Water Meters (cost of materials & labor - deposit required)	Actual Cost
Installing a 5/8" x 3/4" Meter to an Existing Service	\$325.00
Installing a 3/4" Meter to an Existing Service	\$375.00
<b>Meter Charges:</b>	
Installing a 1" Meter to an Existing Service	\$425.00
Installing a 1 1/2 " Meter to an Existing Service	\$1,550.00
Installing a 2" Meter to an Existing Service	\$1,775.00
<b>WATER / WASTEWATER SPECIAL SERVICE FEES Finance/Utility Billing Department Functions</b>	
<b>Customer Service Charges:</b>	
After Hours Meter Turn On	\$100.00
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
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)	\$40.00
<b>Meter Equipment/Service Charges:</b>	
Hand Valve - 3/4"	\$35.00
Lock-Off (Meter)	\$50.00
Lower or Raise Water Meter	Actual Cost Varies (\$50 minimum)
Move Water Meter Location	Actual Cost Varies (\$50 minimum)
Remove an Existing and Replace a Water Meter Box	Actual Cost Varies

TYPES OF FEES	CURRENT FEE
<b>WATER / WASTEWATER SPECIAL SERVICE FEES (continued)</b> <b>Finance/Utility Billing Department Functions</b>	
Remove Meter due to Tampering	\$100.00
Replace a Damaged Meter Box Lid	\$45.00
Replace a Damaged Meter Lock	\$50.00
Replace a Damaged Meter Locking Cap	\$50.00
Replace a Damaged Meter (by customer tampering)	\$500.00
Replace a Damaged Meter Resetter	\$60.00
Repair a Broken Angle Stop	\$200.00
Test Water Meter (refund when test indicates meter runs fast)	\$25.00
Test Water Meter - if an independent agency is requested	\$100.00
Water Meter Box	\$70.00
<b>Tampering with City Property:</b>	
First Violation within a 24-month Period	\$25.00
2nd Violation	\$50.00
3rd Violation and each Subsequent Violation	\$250.00