



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4212
brandon.neish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

June 12, 2024

From: Brandon Neish, Finance Director

Subject: Proposed Amendment to City Fee Schedule

I. INTRODUCTION

ORS 294.160 states “the governing body of a city, county or other unit of local government shall provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated.”

II. CURRENT REPORT

The last fee schedule was adopted August 10, 2022 after a public hearing. The attached fee report includes updates in Engineering, Finance, Municipal Court, and Police fees. All changes are included in the report with red text to highlight.

Engineering - the following fees were updated in engineering:

- New residential site plan review - \$50 to \$75
- Private street inspection – new for fiscal year 2025 at \$85
- Reinspect fee – new for fiscal year 2025 at \$85
- Street moratorium surcharge fee – new for fiscal year 2025 at \$250/sq ft
- Utility boring fee – new for fiscal year 2025 at \$1.00/linear ft

Finance – the following fees were updated for finance:

- Audit & budget reports – revised printed cost of reports to equal the copy charges at the library. These documents are available online and at the Library for review at no cost.
- Non-Sufficient funds (NSF) – increased the fee from \$30 to \$40. This includes the cost of the NSF from the bank and the staff time associated with reconciling and updating accounts.
- Stop payment & reissue check fee – increased from \$15 to \$30. This includes the cost of the stop order with the bank (\$16 per order) and the staff time associated with reissuing a check.

Municipal Court – the only revision for Court was the removal of the expungement filing fee. This was a former state charge that is no longer valid.

Police – the fees updated for the Police Department were updated due to increased staff time and costs. Two fees were eliminated, the dog permit and additional pages for ordinances. Fees related to potentially dangerous dogs are now handled through a Municipal Court process. For ordinances, the former fee schedule had a flat fee of \$5 which included research and copies up to five pages with each additional page costing \$1.00. With the code being available online, research time is significantly reduced and copies no longer come from a book of printed ordinances. The new per page fee for ordinances covers the cost of printing them for a customer in the office.

III. RECOMMENDATION

Move to adopt Resolution No. 2024-19 to amend the City Fee Schedule. If adopted, the new schedule would be effective July 1, 2024 to coincide with the fiscal year.

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 FEES	UPDATED FEES
ADMINISTRATIVE FEES (CITY RECORDER'S OFFICE)		
Copies:		
Black/White - Letter 8-1/2" x 11", Legal 8-1/2" x 14" (per side)	\$0.25	\$0.25
Black/White - Executive 11" x 17" (per side)	\$0.50	\$0.50
Color copies (each side)	\$0.50	\$0.50
Records on a Flash Drive	\$6.50 plus staff time	\$6.50 plus staff time
Liquor License (original application)	*\$100.00	*\$100.00
Annual Renewal of a Liquor License	*\$35.00	*\$35.00
Change Application (in ownership, location, or privilege)	*\$75.00	*\$75.00
OLCC Temporary Sales Application per Event	\$15.00	\$15.00
	*not to exceed per ORS 471.166	*not to exceed per ORS 471.166
Notary Services (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	(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	(not to exceed) \$1.00
Public Records Request: (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	May require 50% deposit
Archived Electronic Information Retrieval (first 30 minutes no charge)	\$100.00/hr	\$100.00/hr
City Candidate Filing Fee	\$25.00	\$25.00
BUSINESS LICENSES & MISC. PERMITS		
Animal Keeping Permit	\$35.00	\$35.00
Banner Permit (\$50 permit + \$100 installation)	\$150.00	\$150.00
Business License Fees* (after July 1 prorated):		
Auctions	\$150.00/year, \$25.00/each	\$150.00/year, \$25.00/each
Drug Paraphernalia Sales Annual Fee	\$75.00	\$75.00
Marijuana Dispensary Licenses - Annual Operator License	\$250.00	\$250.00
Secondhand Buyers and Sellers Annual Fee	\$75.00	\$75.00
Gambling License - Annual License	\$200.00	\$200.00
License for One-day Special Event (City property only)	\$50.00	\$50.00
License for One-day Special Event / Non-profit Organization	\$20.00	\$20.00
Non-Profit Organizations	N/A	N/A

TYPES OF FEES	CURRENT FEES	UPDATED FEES
BUSINESS LICENSES & MISC. PERMITS (continued)		
Parking Permit (per ORS 10.24.142):		
Daily / Annual Residential	\$15.00 / \$75.00	\$15.00 / \$75.00
Peddler and Solicitors One-Year Permit	\$50.00	\$50.00
Public Event Applications:		
1-Day Event	\$100.00	\$100.00
2-3 Day Event	\$150.00	\$150.00
Master Permit	\$250.00	\$250.00
Transfer of Ownership/Change of Location or Name	\$10.00	\$10.00
Non-Profit Organizations	N/A	N/A
RV Permit (1 - 15 days)	\$35.00	\$35.00
Renewal Periods - 15 Days (no more than two renewals)	\$25.00/each	\$25.00/each
Temporary Occupancy Permit, 30-day permit	\$150.00	\$150.00
ENGINEERING FEES		
Bid Document	\$60.00	\$60.00
Contractor Pre-qualification (valid for three years)	\$50.00	\$50.00
Deferral of Improvements	\$200.00	\$200.00
Easement/ROW Dedication Process Fee	\$165.00/each	\$165.00/each
Engineering Fees:		
Developer Assurance Agreement	\$100.00	\$100.00
Engineered Site Plan Review (Engineering)	\$500.00 + \$350.00/acre	\$500.00 + \$350.00/acre
Reapplication Fee (for up to "2" resubmittals)	33% of original fee	33% of original fee
New Residential Site Plan Review (Engineering)	\$50.00	\$75.00
Street/Alley Vacation (Engineering)	\$1,200.00	\$1,200.00
Easement Vacation (Engineering)	\$750.00	\$750.00
Public Improvement Drawing Review (for up to "2" resubmittals)	\$250 + 2% of cost up to \$1 million \$250 + 1% of cost \$1 million-\$4 million \$250 + 0.5% of cost \$4 million+	\$260 + 2% of cost up to \$1 million \$260 + 1% of cost \$1 million-\$4 million \$260 + 0.5% of cost \$4 million+
Public Improvement Permit:		
First \$50,000 of Construction Cost	\$250 + 4% of cost up to \$50,000	\$260 + 4% of cost up to \$50,000
Amount above \$50,000	\$250 + 3% of cost above \$50,000	\$260 + 3% of cost above \$50,000
Water Retest Fee	\$200-\$300/linear foot	\$200-\$300/linear foot
Right-of-Way Encroachment Surcharges:		
Basic Right-of-Way Encroachment Fee (includes two inspections)	\$85.00	\$85.00
Private Street Inspection (includes two inspections)		\$85.00
Reinspect Fee (after two inspections)		\$85.00
Curb Cut	\$20.00	\$20.00
Street Pavement Cut	\$30.00	\$30.00
Street Moratorium Surcharge Fee (First 5 Years)		\$250.00 per sq. ft.

TYPES OF FEES	CURRENT FEES	UPDATED FEES
ENGINEERING FEES (continued)		
4" Sanitary or Storm Connection	\$75.00	\$75.00
6" or greater Sanitary or Storm Connection	Public Imp. Fee Schedule min. \$110.00	Public Imp. Fee Schedule min. \$110.00
Utility Boring Fee		\$1.00 per linear foot
Standard Drawings	\$20.00	\$20.00
FINANCE FEES		
Audit Report (available at no charge online or at the Library)	\$25.00	see copies below
Budget Document (available at no charge online or at the Library)	\$50.00	see copies below
Collection Fee (accounts turned over to Linn Co. or collection agency)	\$100.00	\$100.00
Fax Service (for public)	\$2.00 first page / .75 each add'l	\$2.00 first page / .75 each add'l
Foreclosures Notice	\$100.00	\$100.00
Housing Rehab Payoff and Reconveyance	\$50.00	\$50.00
Lien Search (online)	\$32.00	\$32.00
Non Sufficient Funds (NSF) (charge back fees for debit/credit card & returned checks)	\$30.00	\$40.00
Stop Payment & Reissue Check Fee	\$15.00	\$30.00
Tall Weeds & Grass or Nuisance Abatement	Actual cost + \$200 admin. fee	Actual cost + \$200 admin. fee
Tall Weeds & Grass or Nuisance Abatement (abatement over \$1000)	Actual cost varies + 20% admin. fee	Actual cost varies + 20% admin. fee
LIBRARY FEES		
Collection Fee (accounts turned over to collection agency)	\$15.00	\$15.00
Community Meeting Room Rental Fees:		
Rental per Hour - (2-hour minimum) (depending on time and entity)	\$10.00 - \$25.00	\$10.00 - \$25.00
Refundable Deposit (depending on time and entity)	\$100.00 or \$250.00	\$100.00 or \$250.00
Refundable key deposit, after hours use	\$200.00	\$200.00
Non-refundable After Hours Use	\$35.00	\$35.00
Non-Refundable Weekend use	\$50.00	\$50.00
PA System	\$10.00	\$10.00
AV System	\$20.00	\$20.00
Copies (self-serve, per page):		
B/W Letter 8-1/2" x 11", Legal 8-1/2" x 14"	\$0.10	\$0.10
B/W Executive 11x17	\$0.20	\$0.20
Color Letter 8-1/2" x 11", Legal 8-1/2" x 14"	\$0.50	\$0.50
Color Executive 11x17	\$1.00	\$1.00
Interlibrary Loan (per item)	\$5.00	\$5.00
Lost Library Card Replacement Fee	\$1.00	\$1.00
Non-resident Cards:		
Household (12-month)	\$50.00	\$50.00
Household (6-month)	\$30.00	\$30.00
Senior Citizen (60+ years) Household (12-month)	\$40.00	\$40.00
Overdue Items per Day per Item (up to a maximum of \$5.00)	\$0.20	\$0.20

TYPES OF FEES	CURRENT FEES	UPDATED FEES
LIBRARY FEES (continued)		
Overdue (cumulative fines up to a maximum of \$25.00)	\$25.00	\$25.00
Hold Reshelving Fee (per item - if not cancelled or checked out)	\$0.50	\$0.50
MUNICIPAL COURT FEES		
Appeal to Linn County Circuit Court	\$25.00 plus certified copy cost	\$25.00 plus certified copy cost
Certified Copy (\$6.00 for certification/\$.25 per sheet)	\$6.25 minimum	\$6.25 minimum
Court Costs:		
Cite or Arrest Warrant	\$50.00	\$50.00
Notice of Court Action of Driving Privileges to DMV	\$15.00	\$15.00
Court Costs (per Trial):		
Criminal (non-jury - if convicted)	\$20.00	\$20.00
Jury trial (if convicted)	\$50.00	\$50.00
Traffic (if convicted)	\$15.00	\$15.00
DUII Diversion Extension Fee	\$25.00	\$25.00
Expungement Filing Fee (State mandated)(waived for charges not filed or dismissed)	\$281.00	\$281.00
Expungement Packet Fee	\$5.00	\$5.00
Fee for Turning to Collection (customer pays directly to collection agency)	40% of the principal balance	40% of the principal balance
Jury Fee (if canceled after arrival of jurors)	\$10.00/juror	\$10.00/juror
Late Payments	\$20.00	\$20.00
Non Sufficient Funds (NSF) (charge back fees for debit/credit card & returned checks)	\$30.00	\$30.00
Payment Extension Fee	\$30.00	\$30.00
Payment Extension Interest	(9% per annum)	(9% per annum)
Suspension Packet Administration Fee (if convicted)	\$12.00	\$12.00
PARK FEES - SHELTER & CAMPING FEES		
Electrical Fee for Shelter Rental	\$20.00	\$20.00
Shelters:		
Academy Square Gazebo	\$75.00	\$75.00
Booth Park Shelter	\$15.00	\$15.00
Century Park Shelter (Small)	\$30.00	\$30.00
Century Park Shelter (Large)	\$50.00	\$50.00
Cheadle Lake Park South		
Daily Fee	\$600.00	\$600.00
Electrical Daily Fee	\$500.00	\$500.00
Water Daily Fee	\$50.00	\$50.00
Christopher Columbus Park Shelter	\$30.00	\$30.00
Porter Park Community Gardent Plot (per calendar year)	\$25.00	\$25.00
Ralston Park Gazebo	\$55.00	\$55.00
River Park Main Shelter	\$50.00	\$50.00
River Park Horseshoe Area Picnic Table Shelter	\$20.00	\$20.00

TYPES OF FEES	CURRENT FEES	UPDATED FEES
PARK FEES - SHELTER & CAMPING FEES (continued)		
Strawberry Plaza		
Dawn to 3:00 p.m.	\$30.00	\$30.00
3:00 p.m. to Dusk	\$30.00	\$30.00
All Day	\$60.00	\$60.00
Wynn Mill	\$25.00	\$25.00
City Park Liquor Permit per Event - must provide proof of liability insurance (min. \$1 million)	\$35.00	\$35.00
Camping:		
Daily Rate:	\$40.00	\$40.00
Senior/Military Discount	\$35.00	\$35.00
Group Discount (3 or more sites)	\$35.00	\$35.00
Weekly Rate:	\$230.00	\$230.00
Senior/Military Discount	\$200.00	\$200.00
Monthly Rate:	\$800.00	\$800.00
Construction Workers in the City of Lebanon	\$700.00	\$700.00
Extra Vehicle (per night)	\$5.00	\$5.00
Cancellation Fee	\$15.00	\$15.00
Sewage Dump Station Fee	\$5.00	\$5.00
PLANNING / LAND USE FEES		
Note: 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.		
Administrative Review	\$750.00	\$750.00
Administrative Review (Planning Commission)	\$1,500.00	\$1,500.00
Annexation	\$2,500.00	\$2,500.00
Appeal	Minimum \$250 or 50% of Original fee (whichever is greater)	Minimum \$250 or 50% of Original fee (whichever is greater)
Code Interpretation	\$250.00	\$250.00
Comprehensive Plan Map Amendment	\$2,500.00	\$2,500.00
Conditional Use Permit	\$1,500.00	\$1,500.00
Extension of Time Request	25% of original fee	25% of original fee
Fire District Plan Review Fee	\$100.00	\$100.00
Historic Reviews and Register Updates:	\$750.00 / \$1,500.00 / \$2,500.00	\$750.00 / \$1,500.00 / \$2,500.00
Home Occupation	\$75.00	\$75.00
Lot Line Adjustment	\$250.00	\$250.00
Measure 56 Mailing	Actual Cost	Actual Cost
Ministerial Review	\$250.00	\$250.00
Non-Conforming Uses and Developments	\$750.00	\$750.00
Partition	\$750.00	\$750.00
Planned Development - Preliminary	\$2,500.00	\$2,500.00

TYPES OF FEES	CURRENT FEES	UPDATED FEES
PLANNING / LAND USE FEES (continued)		
Planned Development Final Plan - Ministerial / Administrative / Quasi-Judicial	\$250.00 / \$750.00 / \$1,500.00	\$250.00 / \$750.00 / \$1,500.00
Residential Plot Plan Review	\$75.00	\$75.00
Sign Review	\$75.00	\$75.00
Subdivision: Tentative Plat / Final Plat	\$1,500.00 / \$750.00	\$1,500.00 / \$750.00
Tree Felling (steep slopes)	\$150.00 + \$5.00/tree	\$150.00 + \$5.00/tree
Zoning Confirmation Letter	\$35.00	\$35.00
Temporary Use	\$75.00	\$75.00
UGB Amendment	Actual Cost	Actual Cost
Variance: Minor Adjustment / Adjustment / Variance	\$250.00 / \$750.00 / \$1,500.00	\$250.00 / \$750.00 / \$1,500.00
Zone Change	\$2,500.00	\$2,500.00
POLICE DEPARTMENT FEES		
Abandoned Vehicle Abatement (if not abated within 10 days)	\$50.00	\$50.00
Crash Report	\$5.00	\$2.00/page
Information Exchange Only	No Charge	No Charge
Dog Permit (for potentially dangerous dogs per ORS)	\$50.00	\$50.00
Deferral Classes, Other (\$35 to \$50 maximum) (seatbelt/cell phone)	\$50.00	\$50.00
False Alarm Billing - 1st Alarm	\$0.00	\$0.00
2nd Alarm and Each Subsequent Alarm	\$25.00	\$25.00
Incident	\$1.00/each	\$2.00/page
Letter of Clearance (includes the required local records check)	\$15.00	\$20.00
Local Records Check (waive fee for Armed Forces, includes address or person checks)	\$10.00	\$15.00
Ordinance Copy	\$5.00	\$2.00/page
Additional Pages	\$1.00/page	\$1.00/page
Photographs (per sheet or email)	\$5.00/sheet or \$10.00/disc	\$5.00
via disc		\$10.00/disc
Public Fingerprinting	\$20.00	\$20.00
Non-Lebanon resident		\$35.00
Additional cards	\$5.00	\$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)	\$10.00	\$20.00
Current case reports (2013-current)	\$10.00	\$15.00
Additional pages	\$2.00/page	\$2.00/page
Vehicles:		
Impounded Vehicle Release (Admin. Fee)	\$100.00	\$50.00

Types of Fees	Current Fees	Updated Fees
LINX TRANSIT FEES		
Bus Transportation:		
Seniors (60 and older) and Disabled Persons (one-way)	\$1.00	\$1.00
Public (one-way)	\$2.00	\$2.00
12 years of Age and Under (adult must accompany)	No Charge	No Charge
Students: Grades 9-12 and in College	No Charge	No Charge
SENIOR CENTER FEES		
Copies:		
Letter 8-1/2" x 11" or Legal 8-1/2" x 14"	\$0.25	\$0.25
Color Copies (Letter or Legal)	\$0.50	\$0.50
Facility Rental (dependent on space, time and entity renting)	\$10.00-\$35.00/hr/room	\$10.00-\$35.00/hr/room
Refundable Deposit - Non-Profit, Government or Public Group	\$100.00	\$100.00
Refundable Deposit - Private Groups	\$250.00	\$250.00
Building Usage for Senior Services	20% of fees charged	20% of fees charged
Non-refundable After Hours Use	\$35.00	\$35.00
Non-refundable Fee for Weekend Cleanup (Functions over 100 People)	\$50.00	\$50.00
Open/Close Partitions in Auditorium or Between Classrooms 1 & 2	\$35.00	\$35.00
PA System, Slide Projector or TV/VCR	\$10.00	\$10.00
Audio/Visual System (including Projector)	\$20.00	\$20.00
WATER / WASTEWATER SPECIAL SERVICE FEES		
Backflow Prevention Devices Inspection Fee		
Backflow Prevention - Residential Contract 2022	\$23.50	\$24.50
Backflow Prevention - Residential Contract 2023	\$25.00	\$25.00
Backflow Prevention - City Issued Non-Compliance Testing	\$50.00	\$50.00
Fire Hydrant Charges:		
Deposit	\$500.00	\$500.00
Deposit - Santiam Canal Industrial Park	\$50.00	\$50.00
Meter Installation	\$25.00	\$25.00
Industrial Pretreatment Program Fees	\$500.00	\$500.00
Initial Issue for 1 to 5 Years	\$250.00	\$250.00
Annual Monitoring & Compliance Review	.085/gallon	.085/gallon
IPP Hauled Waste Dump Fee - per gallon	\$250.00	\$250.00
IPP Wastewater Discharge Permit Application	\$250.00	\$250.00
IPP Contaminated Waste Discharge Permit: Issued for < or less	\$25.00	\$25.00
Meter Charges:		
5/8" x 3/4" Water Meter Service Connection Fee	\$1,500.00	\$1,500.00
1", 1/2", 2" Water Meters (cost of materials & labor - deposit required)	Actual Cost	Actual Cost
Installing a 5/8" x 3/4" Meter to an Existing Service	\$325.00	\$325.00
Installing a 3/4" Meter to an Existing Service	\$375.00	\$375.00

TYPES OF FEES	CURRENT FEES	UPDATED FEES
WATER / WASTEWATER SPECIAL SERVICE FEES (continued)		
Meter Charges:		
Installing a 1" Meter to an Existing Service	\$425.00	\$425.00
Installing a 1 1/2 " Meter to an Existing Service	\$1,550.00	\$1,550.00
Installing a 2" Meter to an Existing Service	\$1,775.00	\$1,775.00
WATER / WASTEWATER SPECIAL SERVICE FEES Finance/Utility Billing Department Functions		
Customer Service Charges:		
After Hours Meter Turn On	\$100.00	\$100.00
Deposit (Renter/Non-owner) (non-refundable until account reconciled/closed)	\$200.00	\$200.00
Deposit (Renter/Non-owner with bad payment history) (non-refundable until account reconciled and closed)	\$300.00	\$300.00
Late Payment Fee/Utility Bill (added to late payment notice)	\$5.00 + 2% delinquent amount	\$5.00 + 2% delinquent amount
Non Sufficient Funds (Charge Back Fees for debit/credit card & returned checks)	\$30.00	\$40.00
Meter Equipment/Service Charges:		
Hand Valve - 3/4"	\$35.00	\$35.00
Lock-Off (Meter)	\$50.00	\$50.00
Lower or Raise Water Meter	Actual Cost Varies (\$50 minimum)	Actual Cost Varies (\$50 minimum)
Move Water Meter Location	Actual Cost Varies (\$50 minimum)	Actual Cost Varies (\$50 minimum)
Remove an Existing and Replace a Water Meter Box	Actual Cost Varies	Actual Cost Varies
Remove Meter due to Tampering	\$100.00	\$100.00
Replace a Damaged Meter Box Lid	\$45.00	\$45.00
Replace a Damaged Meter Lock	\$50.00	\$50.00
Replace a Damaged Meter Locking Cap	\$50.00	\$50.00
Replace a Damaged Meter (by customer tampering)	\$500.00	\$500.00
Replace a Damaged Meter Resetter	\$60.00	\$60.00
Repair a Broken Angle Stop	\$200.00	\$200.00
Test Water Meter (refund when test indicates meter runs fast)	\$25.00	\$25.00
Test Water Meter - if an independent agency is requested	\$100.00	\$100.00
Water Meter Box	\$70.00	\$70.00
Tampering with City Property:		
First Violation within a 24-month Period	\$25.00	\$25.00
2nd Violation	\$50.00	\$50.00
3rd Violation and each Subsequent Violation	\$250.00	\$250.00