

RESOLUTION NO. 1009

A RESOLUTION ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES  
FOR THE 2020-21 FISCAL YEAR

**WHEREAS**, the City of Stayton receives requests from citizens for administrative, police, municipal court, library, public works, planning, parks and facilities and services requiring the expenditure of personnel time and materials; and

**WHEREAS**, prudent use of the City's financial resources requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

**SECTION 1.** The fees and charges for Fiscal Year 2020-21 appended hereto, designated Exhibit A are hereby adopted.

**SECTION 2.** This resolution shall remain in effect until the Stayton City Council adopts a new resolution for the following fiscal year.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 15<sup>TH</sup> DAY OF JUNE, 2020.

CITY OF STAYTON

Signed: 6/19, 2020

By: Henry A. Porter  
Mayor Henry A. Porter, Mayor

Signed: 6/19, 2020

ATTEST: Keith D. Campbell  
Keith D. Campbell, City Manager



# Fiscal Year 2020/21 Fees and Charges

## ADMINISTRATIVE

	2020-21 Fee	Unit
Lien Search	\$10.00	Per search
Returned Payments	\$35.00	Per item
Invoice Late Fee	10%	
All other services not Identified	Actual Cost	

## PUBLIC RECORDS

	2020-21 Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	Per page	
Printing / Copies – Large Format	\$10.00	Per page	
Digital Copies (PDF)	\$0.10	Per page	
Certified Copies	\$5.00	Each	
Copies of Digital Photos	\$1.00	Per photo	
CD of Digital Photos	\$10.00	Each	
Audio CD, DVD, or other media	\$15.00	Each	
Postage		Per transaction	Actual cost of postage
Open Records Check	\$20.00	Each	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included.
Police Reports (fewer than 25 pages)	\$20.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.
Police Reports (between 25 and 50 pages)	\$30.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.
Police Reports (over 50 pages)	\$50.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.
Staff Research		Per transaction	Charge based on salary and fringe benefits of employee(s) charged with task, converted to an hourly rate. Charged in 15-minute increments with a 15-minute minimum.

## POLICE

		2020-21 Fees & Fines	Unit
Visa Letter		\$40.00	Per letter
Record Check Letter		\$15.00	Per letter
Carnival, Amusement Park & Concession		\$300.00	Per year
Promotional/Processional Event (SMC 5.44; SMC 10.36)		\$50.00	Per event Per event
Recurring Events		\$25.00	Per event
Event Street Marking Deposit		\$200.00	Per event
Camping Permit		\$0.00	Each
Solicitor		\$150.00	Per year
Each Additional Employee		\$25.00	Per year
Renewal of Solicitor License		\$25.00	Per year
<b>OLCC / OHA License</b>			
Processing Fee		\$100.00	Per application
Change of Ownership		\$75.00	Per application
License Privilege Change		\$75.00	Per application
OLCC / OHA Employee Background		\$10.00	Per employee
OLCC / OHA License Renewal		\$35.00	Per year
Temporary		\$35.00	Per application
Temp. for OLCC Licensed Business		\$15.00	Per application
Junk Dealers / Second Hand		\$50.00	Per year
<b>Police Ordinance Bail for Violations</b>			
Business Regulations	SMC 5.08	\$1,000.00	
Medical Marijuana Facilities	SMC 5.12	\$1,000.00	
Pharmaceutical Disposal	SMC 5.50	\$500.00	Per month
Garage Sales	SMC 5.16	\$500.00	
Solicitors	SMC 5.20	\$1,000.00	
Private Security Enterprises	SMC 5.28	\$1,000.00	
Secondhand Dealers and Pawnbrokers	SMC 5.32	\$1,000.00	
Animal Control	SMC 6.04	\$500.00	Not to exceed
Nuisances	SMC 8.04	\$500.00 minimum to \$1,000.00 maximum	Minimum Maximum

<b>Alarms</b>			
Alarm Permit	SMC 8.08	\$20.00	Each
Late Permit Fee	SMC 8.08	\$25.00	Each
False Alarm			
• First 5 Alarms		\$0.00	Each
• Alarms 6-15		\$25.00	Each
• Alarms 16+		\$50.00	Each
Any other Violation of SMC 8.08 Not listed previously	SMC 8.08	\$500.00	
Use of Public Parks, Public Property and Waterways	SMC 8.12	\$500.00	
Violation of Public Peace and Welfare	SMC 9	\$1,000.00	
Violation of Prohibited Parking Parking in Alley No Parking Zone	SMC 10.12.040 ORS 811.550	\$110.00	
Violation of Loading Zone	SMC 10.12.070	\$110.00	
Violation of Promotional / Processional / Event Permit	SMC 10.36	\$1,000.00	
Parking on a Sidewalk Damaging Sidewalks and Curbs	SMC 10.12.040 SMC 10.40.1040 ORS 811.570(1)	\$110.00 or actual cost of repairs	
Crossing Private Property	SMC 10.40.1010	\$110.00	
Violation of Truck Routes	SMC 10.40.1060	\$110.00	
Parking for Certain Purposes Prohibited Displaying a Vehicle for Sale Repairing a Vehicle Displaying Temporary Advertising Selling from a Vehicle	SMC 10.12.050	\$110.00	
Unlawful Storage on the Street	SMC 10.12.060	\$110.00	
Violation of Bus and Taxi SMC	SMC 10.12.080/ 10.12.090	\$110.00	
Skateboards, Skis, Toboggans, and Sleds	SMC 10.40.1030	\$25.00	
Violation of Bicycle SMC	SMC 10.28	\$25.00	
Violation of Pedestrian SMC	SMC 10.32	\$25.00	
Overtime Parking	SMC 10.12.040 SMC 10.12.100	\$25.00	
Parking Permit Violation	SMC 10.12.150	\$25.00	

Parking Spaces – Correct Use Required/Wrong Direction	SMC 10.12.020	\$25.00	
Violation of Prohibited Parking contrary to a parking control device	SMC 10.12.040(g)	\$25.00	
Other Violations of Title 10 Not Specifically Listed	SMC 10	\$25.00	
Impound Charge Per Day for City Owned Storage	SMC 10.16.430	\$50.00 + Tow Fees	
Impound Tow Fee		\$125.00	

## PLANNING

	2020-21 Fees	Unit
Pre-Application Meeting	\$300.00	Each
Application that requires only Staff review	\$700.00	Deposit
Application requiring Planning Commission Hearing	\$1,500.00	Deposit
<b>Applications Requiring Two Public Hearings</b>		
Comprehensive Plan Map and Zone Map Amendment	\$1,800.00	Deposit
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	\$2,000.00	Deposit
Major Annexation	\$4,500.00	Deposit
<b>Other Planning Department Applications</b>		
Sign Permits	\$25.00	Per Application
Temporary Sign	No Charge	Per Application
Change of Use Permits	\$25.00	Per Application
Mobile Food Unit License Fee	\$40.00	Annually
Sidewalk Vendor License (licenses issued before January 1, 2021)	\$0.00	Per Square Foot
Sidewalk Vendor License (licenses issued after January 1, 2021)	\$2.50	Per Square Foot
<b>Appeals</b>		
Of decisions made by Staff without a public hearing	\$250.00	Per Application
Of decisions made by the Planning Commission	\$400.00	Per Application
Vacation of Streets and Alleys	\$500.00	Per Application

## MUNICIPAL COURT

	2020-21 Fees	Unit
Payment Agreement Fee	\$30.00	Each
License Reinstatement Fee	\$30.00	Each
Failure To Appear for Arraignment	\$25.00	Each
Failure to Appear Trial	\$100.00	Each
Trial Fee	\$40.00	Each
Warrant Fee	\$55.00	Each
Appeal Filing	\$55.00	Each
Translator Service	\$70.00	Each
Collection Fee	25%	Of Fine Assessed

## LIBRARY

	2020-21 Fees	Unit
Printing - Black & White	\$0.10	Per page
Printing - Color	\$0.25	Per page
<b>Overdue items</b>		
Books - Adult	\$0.25	Per day
Books - Youth	\$0.10	Per day
DVD - Adult	\$0.25	Per day
DVD - Youth	\$0.10	Per day
Cultural Pass	\$5.00	Per day
<b>Fees</b>		
Interlibrary loan: mailing & loan cost	Actual cost	
Damage or lost materials	Actual cost + \$5.00 processing fee	
Lost or damaged DVD cases	\$ 1.00	Per item
Replaced Damaged AV Cover	\$ 1.00	Per cover
Replace Audiobook	Actual cost + \$5.00 processing fee	
Replace Audiobook Case	\$3.00	Per Case
Replace Cultural Pass	Price of membership	
<b>Outside city of Stayton Library Card</b>		
Non-Resident Full Service Card		
• Annual Household	\$60.00	
• 6 mo. household	\$30.00	
Outside of CCRLS District Card		
• Annual Household	\$70.00	
• 6 mo. family	\$35.00	
Outside of CCRLS Child Card		
• One Card	\$12.00	
• Two Cards	\$20.00	
• Three Cards	\$28.00	
<b>E.G. Siegmund Room Rentals</b>		
Cleaning fee (no food or beverage)	\$18.00	Each rental
Cleaning fee with food & beverage	\$29.00	Each rental



Fee for civic group, one side	\$18.00	Per hour
Fee for civic group, both sides	\$23.00	Per hour
Fee for Private group, one side	\$23.00	Per hour
Fee for Private group, both sides	\$29.00	Per hour
Fee for Commercial group, one side	\$29.00	Per hour
Fee for Commercial group, both sides	\$35.00	Per hour

## PUBLIC WORKS

**Site Development Permit: Engineering and Plan Review (for on-site and off-site public improvements) includes ROW permit. Prior to Permit issuance, actual plan review costs will be paid by Applicant. Inspection services will be paid for by Applicant after project completion and prior to Notice of Final Completion and Acceptance from the City.**

	2020-21 Fees	Unit
<b>New Infrastructure</b>		
Water, sewer, storm drainage, and street improvements where excavation or utility cuts of pavement are required.	\$500.00	Deposit
Minor Partition (1 – 3 lots)	\$750.00	Deposit
Subdivision (4 – 10 lots)	\$2,500.00	Deposit
Subdivision (11+ lots) or Master Planned Development	\$4,500.00	Deposit
Water Quality and Detention Plan and Calculation Review (infill lots only)	\$100.00	Actual
<b>Right of Way (ROW) Permits</b>		
Type 1: Street tree replacement or installation	No Charge	
Type 2: Repair/replace sidewalk and/or driveway approach with no street cut (includes 3 inspections).	\$89.00	Per Permit
Type 3: Sidewalk, driveway approach and/or existing utility repair where street cut is needed (includes 4 inspections).	\$112.00	Per Permit
Type 4: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)	Per Franchise Agreement or \$40.00	
Type 5: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$65.00	Per Permit
Additional Inspections over the permit type allotment.	\$23.00	Per Inspection
<b>Vehicles, per hour</b>		
	FEMA rate	
Water Service Deposit		\$100.00
Sewer Deposit		\$100.00
¾" Meter	Actual Costs (\$350.00 Minimum)	
1" Meter or larger	Actual Costs	
Late Fee		\$35.00
Processing Delinquent Shut-off Fee for Non Payment of Bill		\$50.00
Requested Water On/Off Service Fee During Business hours		\$40.00

After Hours Emergency Call Out Service for water leaks and/or repairs	\$200.00
Water Meter Installation	Actual Cost
Water	Resolution-858
Storm Water	Resolution-908
Street Maintenance Fee	Resolution-864
Sewer	Resolution-907
Building permits	Per Marion County fee schedule
Building Structural Permit Driveway/Sidewalk Inspections	\$100
<b>System Development Charges</b>	
Parks – per dwelling unit	\$3,284
Water – per 3/4" meter equivalent	\$3,418
Wastewater – per 3/4" meter equivalent	\$2,547
Transportation – per peak hour trip in downtown area	\$380
per peak hour trip elsewhere	\$2,764
Stormwater	\$3,037

## FACILITY RENTALS

	2020-21 Hourly Rate	2020-21 Cleaning Fee
<b>Community Center</b>		
Civic Organization		
• Entire Building	\$18.00	\$80.00
• South End	\$14.00	\$50.00
• North End	\$10.00	\$30.00
Private Individuals		
• Entire Building	\$23.00	\$100.00
• South End	\$18.00	\$75.00
• North End	\$13.00	\$35.00
Commercial		
• Entire Building	\$28.00	\$100.00
• South End	\$23.00	\$75.00
• North End	\$18.00	\$35.00
Meetings without food or drink	See above rates	\$25.00
Non-resident surcharge rent plus	+25%	Above rate
	<b>2020-21 Fees</b>	<b>Unit</b>
<b>Jordan Bridge and Pioneer Park Concession Stand</b>		
• First three hours	\$100.00	
• Each additional hour	\$20.00	Per hour
<b>Other Facility Fees</b>		
Community Center Key Deposit (cash or check only)	\$25.00	Per key
Jordan Bridge Electrical Panel Key/Bridge Closure Signs Deposit (cash or check only)	\$25.00	Per event
Concession Stand Key Deposit (cash or check only)	\$25.00	Per key
Alcohol Beverage Service Permit	\$50.00	Each event
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)	\$300.00	Each event
Cancellation Fee	\$25.00	Each event

## SWIMMING POOL

	2020-21 Resident Fees	2020-21 Non-Resident Fees	Unit
<b>Drop-In</b>			
Adult	\$5.00	\$6.00	Per Visit
Youth, under 18	\$3.00	\$4.00	Per Visit
Disabled & Seniors (over 59)	\$3.00	\$4.00	Per Visit
Disabled & Senior Couples	\$5.00	\$6.00	Per Visit
Family	\$14.00	\$18.00	Per Visit
<b>Monthly Memberships (auto-deduct)</b>			
Adult	\$45.00	\$60.00	Per Month
Youth, under 18	\$20.00	\$25.00	Per Month
Disabled & Seniors (over 59)	\$30.00	\$35.00	Per Month
Disabled & Senior Couples	\$45.00	\$60.00	Per Month
Family	\$55.00	\$75.00	Per Month
<b>Monthly Memberships (non-auto-deduct)</b>			
Adult	\$55.00	\$75.00	Per Month
Youth, under 18	\$30.00	\$35.00	Per Month
Disabled & Seniors (over 59)	\$40.00	\$50.00	Per Month
Disabled & Senior Couples	\$55.00	\$75.00	Per Month
Family	\$75.00	\$100.00	Per Month
<b>Annual Memberships</b>			
Adult	\$495.00	\$660.00	Per Year
Youth, under 18	\$220.00	\$275.00	Per Year
Disabled & Seniors (over 59)	\$330.00	\$385.00	Per Year
Disabled & Senior Couples	\$495.00	\$660.00	Per Year
Family	\$605.00	\$825.00	Per Year
<b>Punch Cards for 20 Visits</b>			
Adult	\$75.00	\$95.00	Per card
Youth, under 18	\$60.00	\$75.00	Per card
Disabled & Seniors (over 59)	\$60.00	\$75.00	Per card