



**RESOLUTION NO. 1098
ADOPTING FEES, CHARGES, AND RATES FOR THE 2024-25 FISCAL YEAR
AND REPEALING RESOLUTION 1066**

WHEREAS the City of Stayton receives requests from citizens for administrative, police, municipal court, library, pool, public works, parks, utilities, planning and code enforcement, which require the expenditure of personnel time and resources;

WHEREAS use of the City’s resources requires that the City charge fees sufficient to recover the cost in time and materials to render the services requested;

WHEREAS Stayton Municipal Codes 13.16.440, 13.24.1190, and 13.32.060 require rates to be established to pay for the costs of operating the City’s water, wastewater, and stormwater utilities;

WHEREAS such rates are to be set in Resolution form by the Stayton City Council.

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The fees, charges, and rates for Fiscal Year 2024-25 appended hereto, designated Exhibit A, are hereby adopted and will go into effect on July 1, 2024.

SECTION 2. Resolution 1066, adopting fees, charges, and rates for various City services for the 2023-24 fiscal year will be repealed in its entirety as of June 30, 2024.

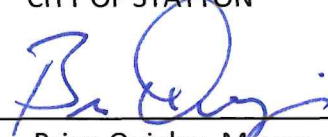
This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 1ST DAY OF APRIL 2024.

CITY OF STAYTON

Signed: 4/1, 2024

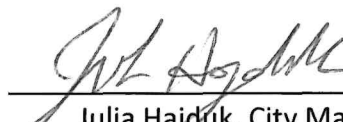
BY:



Brian Quigley, Mayor

Signed: 4/2, 2024

ATTEST:



Julia Hajduk, City Manager



Fiscal Year 2024-25 Fees and Charges

Exhibit A

ADMINISTRATIVE

	2024-25 Fee	Unit	Notes (and Stayton Municipal Code references)
Lien Search	\$10	per search	
Returned Payments	\$35	per item	
Notary Public	\$5	per action	Subject to Notary availability, appointments recommended
Mobile Food Unit License Fee	\$40	per year	
Sidewalk Vendor License	\$2.50	per square foot	
Residential Rental Fee	\$10	per year	
Promotional/Processional Event	\$50	per event	SMC 5.44; SMC 10.36
Event Street Marking	\$200	per event	deposit
Solicitors License	\$150	per year	
Each Additional Employee	\$25	per year	
Renewal of Solicitor License	\$25	per year	
All Other Services not Identified	actual cost		

PUBLIC RECORDS

	2024-25 Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	per page	
Printing / Copies – larger than 11x17	\$10	per page	
Digital Copies (PDF)	\$0.10	per page	
Certified Copies	\$5	each	
Copies of Digital Photos	\$1	per photo	
CD of Digital Photos	\$10	each CD	
Audio CD, DVD, or other media	\$15	each item	
Postage		per transaction	Actual cost of postage
Public Records Requests	varies	time	Free for 15 minutes or less. Longer requests will be charged at actual staff cost for all staff involved in fulfilling the request.
Open Records Check	\$20	each	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged for additional staff time. \$10 non-refundable search fee included.
Police Reports	\$33 + \$.25	per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged an additional \$33.00 per 30-

		per printed page		minute increment. \$10 non-refundable search fee included. No charge for the victim's first copy.
Visa Letter		\$40	per letter	
Record Check Letter		\$15	per letter	
Permits Issued by Police				
2024-25 Fee Unit				
Carnival, Amusement Park & Concession		\$300	per year	SMC 5.08.150
Recurring Events		\$25	per event	
Alarm Permit (residential / commercial)		\$20	one-time registration	SMC 8.08 (late fee is \$25 per year)
Secondhand Business License		\$50	per year	SMC 5.32
Junk Dealers License		\$50	per year	SMC 5.36
OLCC / OHA License				
New OLCC/OHA License Fee		\$100	per application	
Change of Ownership		\$75	per application	
License Privilege Change		\$75	per application	
OLCC/OHA License Renewal		\$35	per year	
Temporary for non-OLCC Licensed Business		\$35	per application	
Temporary for OLCC Licensed Business		\$15	per application	
Fines for Ordinance Violations				
Business Regulations		\$1,000		SMC 5.08
Medical Marijuana Facilities		\$1,000		SMC 5.12
Pharmaceutical Disposal		\$500		SMC 5.50
Garage Sales		\$500		SMC 5.16.020
Solicitors		\$1,000		SMC 5.20
Private Security Enterprises		\$1,000		SMC 5.28
Secondhand Dealers and Pawnbrokers		\$1,000		SMC 5.32.100
Animal Control		\$500	not to exceed	SMC 6.04.290
Nuisances		\$500 - \$1,000		SMC 8.04
2024-25 Fee Unit				
False Alarm				SMS 8.08
• First 5 Alarms		\$0	each	
• Alarms 6-15		\$25	each	

● Alarms 16+		\$50	each	
Any other Violation of SMC 8.08 Not listed previously		\$500		SMC 8.08
Use of Public Parks, Public Property and Waterways		\$500		SMC 8.12
Violation of Public Peace and Welfare		\$1,000		SMC 9
Violation of Prohibited Parking Parking in Alley No Parking Zone		\$50		SMC 10.12.040 ORS 811.550
Violation of Loading Zone		\$50		SMC 10.12.070
Violation of Promotional / Processional / Event Permit		\$1,000		SMC 10.36
Parking on a Sidewalk Damaging Sidewalks and Curbs		\$50 plus actual cost of repairs		SMC 10.12.040 SMC 10.40.1040 ORS 811.570(1)
Crossing Private Property		\$110		SMC 10.40.1010
Violation of Truck Routes		\$110		SMC 10.40.1060
Parking for Certain Purposes Prohibited Displaying a Vehicle for Sale Repairing a Vehicle Displaying Temporary Advertising Selling from a Vehicle		\$50		SMC 10.12.050
Unlawful Storage on the Street		\$110		SMC 10.12.060
Violation of Bus and Taxi SMC		\$50		SMC 10.12.080/ 10.12.090
Skateboards, Skis, Toboggans, and Sleds		\$25		SMC 10.40.1030
Violation of Bicycle SMC		\$25		SMC 10.28
Violation of Pedestrian SMC		\$25		SMC 10.32
Overtime Parking		\$50		SMC 10.12.040 SMC 10.12.100
Parking Permit Violation		\$50		SMC 10.12.150
Parking Spaces – Correct Use Required/Wrong Direction		\$50		SMC 10.12.020
2024-25 Fee Unit				
Violation of Prohibited Parking contrary to a parking control device		\$50		SMC 10.12.040(g)
Other Violations of Title 10 Not		\$50		SMC 10

Specifically Listed			
Impound Charge per Day for City Owned Storage	\$50 + tow fees		SMC 10.16.430
Impound Tow Fee	\$125		

PLANNING			
Pre-Application Meeting	\$500	each	
Application that requires only Staff review	\$900	deposit	
Application requiring Planning Commission Hearing	\$1,700	deposit	
Applications Requiring Two Public Hearings			
Comprehensive Plan Map and Zone Map Amendment	\$2,000	deposit	
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	\$2,000	deposit	
Major Annexation	\$4,500	deposit	
Other Planning Department Applications			
Sign Permits	\$40	per application	
Temporary Sign	no charge	per application	
Change of Use Permits	\$25	per application	
Zone Verification Letter	\$75	per property	
Appeals			
Of decisions made by Staff without a public hearing	\$250	per application	
Of decisions made by the Planning Commission	\$400	per application	
Vacation of Streets and Alleys	\$700	deposit per application	

MUNICIPAL COURT

2024-25 Fee Unit Notes

Payment Agreement Fee	\$30	each	
License Reinstatement Fee	\$30	each	
Failure To Appear for Arraignment	\$25	each	
Failure to Appear Trial	\$100	each	
Trial Fee	\$40	each	
Warrant Fee	\$55	each	
Appeal Filing	\$55	each	
Collection Fee	25% of assessed fine		

LIBRARY

Printing - Black & White	\$0.10	per page	
Printing - Color	\$0.25	per page	
Fees			
Interlibrary loan; mailing & loan cost	actual cost		
Damage or lost materials	actual cost + \$5 processing fee		
Lost or damaged DVD cases	\$ 1	per item	
Replace Damaged AV Cover	\$ 1	per cover	
Replace Audiobook	actual cost + \$5 processing fee		
Replace Audiobook Case	\$3	per case	
Replace Cultural Pass	price of membership		
Outside city of Stayton Library Card			
Non-Resident Full-Service Card			
• Annual Household	\$60		
• 6 mo. household	\$30		
Outside of CCRLS District Card			
• Annual Household	\$70		
• 6 mo. family	\$35		
Outside of CCRLS Child Card			
• One Card	\$12		
• Two Cards	\$20		
• Three Cards	\$28		

PUBLIC WORKS

Site Development Permit: Engineering and Plan Review (for on-site and off-site public improvements) and ROW permit. Prior to Permit issuance, actual plan review costs will be paid by the Applicant. Inspection services will be paid for by Applicant after project completion and prior to Notice of Final Completion and Acceptance from the City. Permit reviews include water, wastewater, storm drainage, and street improvements where excavation or utility cuts of pavement are required.

2024-25 Notes

New Infrastructure		2024-25	Notes
Site Development Permit Review – Residential		\$750	deposit
Site Development Permit Review – Commercial, Industrial, Multi-family		1,500	deposit
Site Development Permit Review – Minor Partition (1 – 3 lots)		\$750	deposit
Site Development Permit Review – Subdivision (4 – 10 lots)		\$2,500	deposit
Site Development Permit Review – Subdivision (11+ lots) or Master Planned Development		\$4,500	deposit
Water Quality and Detention Plan and Calculation Review (infill lots only)		\$150	
Inspection fees – Payable at time of permit issuance to cover inspection costs during project construction.		4%	of public improvement construction costs including onsite grading
Right of Way (ROW) Permits			
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).		\$100	per permit
Type 3: Sidewalk, driveway approach and/or existing utility repair where street cut is needed (includes 4 inspections).		\$165	per permit
Type 4: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)		\$40	unless specified in franchise agreement
Type 5: Encroachment Permit to use Public ROW (for a long-term use: awning, billboard, structure, etc.)		\$65	per permit
Additional Inspections over the permit type allotment.		\$35	per inspection
Vehicles, per hour			FEMA rate
3/4" Water Meter			actual costs (\$350.00 minimum)
1" Water Meter or larger			actual costs
Water Meter Installation			actual cost

Permits	
Building permits	per Marion County fee schedule
Building Structural Permit Driveway/Sidewalk Inspections	\$150
System Development Charges	
Parks – per dwelling unit	to be determined
Water – per 3/4" meter equivalent	to be determined
Wastewater – per 3/4" meter equivalent	to be determined
Transportation – per peak hour trip in downtown area	to be determined
per peak hour trip elsewhere	to be determined
Stormwater	to be determined

UTILITY RATES

Utility Fees	
Water Service Deposit (refundable)	\$100
Wastewater Service Deposit (refundable)	\$100
Late Payment Fee	\$35
Processing Delinquent Shut-off Fee for Non-Payment of Bill	\$50
Penalty for tampering with water meter once City turns water off	\$350
Initial hook up for new service	\$40
Requested Water Off and On Service Fee During Business hours	\$40
Requested Water Off or On or leak repairs after hours (any single service call out)	\$200

Water Rates																																		
Residential, Commercial and Industrial	The monthly water rate is the addition of the base, meter size, fire standby, fire standby, and the usage.																																	
Base + \$18.50	<table border="1"> <tr> <td>Meter size +</td> <td>Fire Standby Fee +</td> <td>Usage per 1,000 gallons</td> </tr> <tr> <td>.75" \$9.33</td> <td>Class 1: 0-3,086 ft²</td> <td>Single Family \$1.66</td> </tr> <tr> <td>1" \$23.39</td> <td>Class 2: 3,087-12,345 ft²</td> <td>Multi Family \$1.65</td> </tr> <tr> <td>1.25" \$34.93</td> <td>Class 3: 12,346-27,777 ft²</td> <td>City \$1.95</td> </tr> <tr> <td>1.5" \$46.64</td> <td>Class 4: 27,778-49,392 ft²</td> <td>Non-residential \$1.65</td> </tr> <tr> <td>2" \$74.51</td> <td>Class 5: 49,393 + ft²</td> <td>Irrigation \$2.14</td> </tr> <tr> <td>3" \$139.78</td> <td></td> <td></td> </tr> <tr> <td>4" \$232.98</td> <td></td> <td></td> </tr> <tr> <td>6" \$465.80</td> <td></td> <td></td> </tr> <tr> <td>8" \$768.65</td> <td></td> <td></td> </tr> <tr> <td>10" \$1,071.49</td> <td></td> <td></td> </tr> </table>	Meter size +	Fire Standby Fee +	Usage per 1,000 gallons	.75" \$9.33	Class 1: 0-3,086 ft ²	Single Family \$1.66	1" \$23.39	Class 2: 3,087-12,345 ft ²	Multi Family \$1.65	1.25" \$34.93	Class 3: 12,346-27,777 ft ²	City \$1.95	1.5" \$46.64	Class 4: 27,778-49,392 ft ²	Non-residential \$1.65	2" \$74.51	Class 5: 49,393 + ft ²	Irrigation \$2.14	3" \$139.78			4" \$232.98			6" \$465.80			8" \$768.65			10" \$1,071.49		
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Stormwater Rates

Residential

Storm Drainage Maintenance Fees by Type of Residence:

Type of Residential Use	Monthly Fee
Single Family Dwelling	\$12.64
Duplex	\$12.64
Mobile Home Park (per unit)	\$12.64
Apartment (per unit)	\$7.59
Assisted Living Care Facility (per unit)	\$7.59

Commercial and Industrial

Impervious Surface size	Monthly Fee
up to 2,500 sq ft impervious surface	\$12.64
2,501 to 5,000 sq ft impervious surface	\$18.96
5,001 to 10,000 sq ft impervious surface	\$37.93
10,001 to 15,000 sq ft impervious surface	\$63.22
15,001 to 20,000 sq ft impervious surface	\$88.49
20,001 to 30,000 sq ft impervious surface	\$126.42
30,001 to 40,000 sq ft impervious surface	\$177.03
40,001 or more sq ft impervious surface	\$227.56

Street Maintenance Fee

Residential

Transportation Maintenance Fees by Type of Residence

	Type of Residential Use	Monthly Fee
1	Single Family Dwelling	\$4.00
2	Mobile Home in a MH Park	\$2.08
3	Apartment (per unit)	\$2.24
4	Assisted Living Center (per unit)	\$1.00

Commercial and Industrial See Municipal Code (SMC) 3.30060 for a listing of each category for non-residential developed property.

Category	Monthly Fee
1- 5 trips/1000 sq ft of building space	\$10.00
2- 15 trips/1000 sq ft of building space	\$10.00
3- 30 trips/1000 sq ft of building space	\$20.00
4 - 50 trips/1000 sq ft of building space	\$20.00
5 - 80 trips/1000 sq ft of building space	\$20.00
6 - 140 trips/1000 sq ft of building space	\$20.00
7 - 800 trips/1000 sq ft of building space	\$40.00
8 - 4 trips per acre of land used for the state purpose	\$40.00
9 - 160 trips per fueling station	\$40.00
10 - 10 trips per rental room	\$40.00
11 - 1.5 trips per student	\$40.00

Wastewater Rates

Residential All residential wastewater customers pay a monthly flat rate of \$73.16 per residential unit.

Commercial and Industrial Commercial and Industrial rates are based on the average monthly water usage from October through March. These months have been chosen because less water going into the City's wastewater facilities is registered. The following rate schedule is used:

Average Monthly Use	Monthly Fee
Up to 4,000 gallons	\$56.65
4,001 to 6,000 gallons	\$75.82
6,001 to 10,000 gallons	\$141.53
Above 10,000 gallons	\$14.16 / 1,000 gallons

FACILITY RENTALS

2024-25 2024-25 Notes

Community Center		
	Resident	Non-Resident
Community Center Rental (Entire Building - Hourly)	\$40	\$60
Tables and Chairs Rental Fee	\$100	\$100
		19 - 6 ft. tables, 2 - 8 ft. tables, and 135 chairs
Community Center Rental Cleaning Fee (per event, up to three hours of cleaning)	\$150	\$150
Additional Hourly Cleaning Charge (any required cleaning over three hours will be invoiced to rental)	\$35	\$35
Jordan Bridge and Pioneer Park Concession Stand		
<ul style="list-style-type: none"> • First three hours 	\$100	each
<ul style="list-style-type: none"> • Each additional hour 	\$20	per hour
<ul style="list-style-type: none"> • Cleaning fee deposit for Concession Stand 	\$100	deposit: reimbursed if costs are less
Other Facility Fees		
Community Center Key Deposit (cash or check only)	\$25	per key
Jordan Bridge Electrical Panel Key/Bridge Closure Signs Deposit (cash or check only)	\$25	per event
Concession Stand Key Deposit (cash or check only)	\$25	per key
Community Garden Plot Rental	\$25	per year
Alcohol Beverage Service Permit	\$50	each event
Alcohol Beverage Cleaning Fee (non-refundable)	\$300	each event
		NOTE: If actual cleaning costs exceed \$300, applicant will be billed for remainder
Cancellation Fee	\$25	each event
		Fee applied if canceled more than 10 days prior to the event. No refund if canceled less than 10 days prior to the event.

SWIMMING POOL

2024-25 2024-25

Resident Fees Non-Resident Fees Unit Notes

		Resident Fees	Non-Resident Fees	Unit	Notes
Drop-In					
Adult		\$6.25	\$8.50	per visit	
Youth (1-17 years old) / Seniors (59+)		\$4.25	\$5.75	per visit	
Family (2-5 individuals from the same household)		\$19.00	\$26.25	per visit	
Each additional family member above 5		\$2.00	\$3.00	per visit	
Punch Cards (10 Visits)					
Adult		\$56.75	\$76.75	per card	
Youth (1-17 years old) / Seniors (59+)		\$37.75	\$51.50	per card	
Children under age 1		free	free		
Monthly Memberships					
Adult		\$52.50	\$71.00	per month	
Youth (1-17 years old) / Seniors (59+)		\$31.50	\$42.50	per month	
Family (2+ individuals from the same household)		\$89.25	\$120.50	per month	
Private Pool Rentals					
Pool Rental 2 guards (0-25 people)		\$115.50	\$156.00	per hour	
Pool Rental 3 guards (0-50 people w/slide)		\$136.50	\$184.25	per hour	
Pool Rental 4 guards (51-75 people w/slide)		\$157.50	\$212.75	per hour	
Pool Rental 5 guards (up to 100 people w/slide)		\$178.50	\$241.00	per hour	
Locker Rates					
Monthly		\$19.00	\$25.25	per locker	
Yearly		\$193.25	\$260.50	per locker	
Swimming Lessons					
1 Swimmer (30 minutes per session/8 sessions class)		\$47.25	\$63.75		
Each Additional Swimmer (from same household)		\$31.50	\$42.50		
Private lesson		\$47.25	\$63.75	per swimmer	