RESOLUTION NO. 6 FOR 2010

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 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.

This Resolution replaces and supersedes Resolution No. 3 for 2009 and shall be effective immediately upon its passage, except Attachment "A - Building Inspection Program Fees", which shall remain if full force and effet.

PASSED by the Council and approved by the Mayor, this 9th day of March 2010.

Mayo

ATTEST:

City Manager – Ex Officio City Recorder

City of Sweet Home Public Information, Records, Research and Miscellaneous Fees - 2010

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.

General Fees		
Photocopies Black and white 8.5 X 11	.25 per side	
Color 8.5 X 11	.35 per side	
Fax - local only	.25 per page	
Public Meeting Records		
Audio Cassette Tapes	5.00 each	
Audio CD	5.00 each	
Packaging, Mailing and Postage	Actual costs	
Returned Check Fee	25.00	
Community Development Department		
Photocopies Black and white 8.5 X 11	.25 per side	
Color 8.5 X 11	.35 per page	
Public Meeting Records		
Audio Cassette Tapes	5.00 each	
Audio CD	5.00 each	
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 Individual City Resident	50.00/year	
Racquetball Court City Family (same househol	d) 75.00/year	
Racquetball Court Individual Non-City Residen		
Racquetball Court Non City Family (same household)100.00/year		
Racquetball Court Lost Card Lock Key	6.00/each	
Racquetball Employee	0.00	
Racquetball Employee Family	25.00	
Weddle Bridge Reservation	50.00/event	
The Hut at Sankey Park		
\$100 cleaning deposit, refundable 15.	00 per hour up to 100.00 per day	
Tables and Chairs for outside events \$100.00 damage deposit, refundable		
Building Permit Fees	See Attachment "A"	
Land Use Processing Fees		
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Annexation	938.00
Appeal	569.00
Comprehensive Plan Amendment	1,429.00 (plus notice costs)
Conditional Use	589.00
Development Plan Review	74.00
Home Occupation Permit	549.00
Measure 57 Mailing	Actual Notice Costs
Ordinance Legal Interpretation	` 155.00
Partition	283.00

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Land Use Processing Fees (cont)	
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
Finance Department	
Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.35 per page
Fax - local only, per page	.25
Public Meeting Records	
Audio Cassette Tapes	5.00 each
Audio CD	5.00 each
Miscellaneous Service and Research Fees	
Budget Document (bound copy)	15.00
Audit/CAFR Document (bound copy)	15.00
Municipal Lien Search Fee per Tax Lot	25.00
Municipal Lien Recording Fee per Tax Lot	40.00
Reconveyance Fee	150.00
Packaging, Mailing and Postage	Actual costs
Passport Processing Fees each	25.00
Passport Photographs – 1 set of two	10.00
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Library Services Fees	
Photocopies Black and White	.25 per side
Fax – local only	.25 per page
Overdue Library Materials	
Hardbacks and Books on Tape per item per 10 days	.50
Magazines, Paperbacks, Puzzles per item per 10 days	.25
Videos - per day	1.00
Out of City Library Card	
Per Family and/or single card per year issued	35.00
Lost/Destroyed Library Materials	
Actual Cost of Replacement including staff time	
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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 Ortho Photographs	3			
8.5 X 11	1.50			
11 X 17	2.00			

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Police Department Fees	
Photocopies each side	.25
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	
Actual staff costs	1 hour minimum
Applicable reproduction cost	
Incident Reports (up to 4 pages)	5.00
Additional pages	.50
Report postage minimum up to 10 pages	2.00
Additional pages each	.10
Evidence Recordings (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	
Standard Film minimum up 10 3" X 5"	20.00
Digital Photos per case on CD	25.00
Digital 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 page after 10	.10
Records Checks	
Letters of clearance per individual	15.00
Location/Person Overview per	10.00
Postage for records checks min to 10 pages	2.00
Per page after 10	.10
License Investigations	
Liquor License, new or Change of Ownership	100.00
Liquor License, Temporary Sales	20.00
Liquor License, Renewal Processing	15.00
Second Hand Dealer License Processing	20.00
Texas Hold-Em License (annual)	200.00