

RESOLUTION NO. 20-21

A RESOLUTION ESTABLISHING UPDATED CITY SERVICE FEES AND PUBLIC RECORDS/ INFORMATION REQUEST POLICY

WHEREAS, service fees are necessary for the purpose of defraying administrative costs of the city associated with services to ensure that these costs are being paid by the service user; and

WHEREAS, the actual personnel costs and costs associated with materials used in providing services were analyzed and cost comparisons completed as documented on the attached Exhibit A.

NOW, THEREFORE BE IT RESOLVED that the following service fees and public records/information request policy is established:

SECTION 1. Fee Schedule.

Copy Page Supplied by customer	\$.80 each copy, one-sided, regardless of size.
Copy Page Retrieved -Non-Archived Record	\$ 1.20 each copy, one-sided, regardless of size.
Email/Scan Non-Archived Record	\$15.00 flat rate.
Public Record Request Retrieval	\$45.00 hour in quarter hour increments plus \$.80 per copy page. The Oregon Public Records Law allows public bodies to recover their actual costs in fulfilling a public records request. If the estimated fee is greater than \$25, the City of Aumsville will provide the requestor with written notice of the estimated amount of the fee. In such instances, the City of Aumsville will not fulfill the public records request until the requestor makes a deposit in an amount of the estimated fee.
Appeals Transcript Fees	The fee shall be determined based on \$.80 per page rate for the copying, and personnel costs as an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in the preparation of the transcript. The total cost of the transcript shall not exceed \$500.00
Research Requests Requiring Attorney /City Planner/Engineer Assistance	Actual Staff & Contract Staff Costs
Photographs/ Audio Tapes / Non-Paper or Oversize Materials	Actual Cost
Police Report Charge	\$15.00 Minimum (up to 10 pages)
Each Additional Report Page	\$ 1.20
Archive Retrieval/Research (Up To 50 Pages)	\$ 63.32 Minimum – See Above: Public Record Request Retrieval Fees
The Development Ordinance	\$25.00 (plus the cost of printing or a flash drive)

The Comprehensive Plan \$25.00 (plus the cost of printing or a flash drive)
The Public Works Standards \$25.00 (plus the cost of printing or a flash drive)

Administration/Finance

Faxing - Outgoing \$3.00 for the first page/ 1.00 for additional pages
Faxing – Receiving \$.40 each page
Non-Sufficient Funds \$30.00

Community Center Rental: Resident/ City Staff/Aumsville Business/Property Owners: \$20.00 per hour, in half-hour increments after the first hour. Non-Resident; except for city staff and owners of businesses and other property within the city limits: \$40 per hour, in half-hour increments after the first hour. Kitchen use is an additional \$50.00 per rental. Public agencies, non-profit organizations or others may submit requests to the city administrator to obtain fee reductions or waivers. The city administrator will review all such requests and may approve or deny the request based on the ability to pay, the number of Aumsville residents served, whether the facility is available, and/or the value of the service to the community. The Aumsville City Council may also grant other fee reductions and waivers.

Security requirements/criteria: All social activities, when the numbers of guests are expected to be 50 or more or any other event where the Police Chief or City Administrator deems that security is in the best interest of all parties concerned shall require a charge for police officers at an hourly rate of \$65 per officer.

Deposits: \$200.00 deposit when beverages/food is served, \$50.00 deposit when they are not served. \$50.00 of deposit is non-refundable upon cancellation/no show. An additional deposit may be charged if the hours scheduled will equal more than \$200.00

Newsletter Advertisements Black and white: full page \$75, half page \$40, and quarter page \$30.
Full color: full page \$250, half page \$125, and quarter page \$75.

Park Facility Rental: Fees & Deposit Porter-Boone Park Recreational Facility can be reserved. . Applicants will be charged a non-

refundable per use fee and a refundable \$50.00 deposit. In addition, a security fee shall also be required when deemed applicable. Rental fees: Resident/ City Staff/Aumsville Business & Property Owners: \$60.00 and . Non-Resident: \$120.00. Reservations for groups of more than 50 attendees will also require a certificate of insurance naming the City of Aumsville as an additional insured..

Mill Creek Park and Wildwood Park Shelters can be reserved. Resident/City Staff/Aumsville Business & Property Owners: \$25.00. Non-Resident: \$50.00.

Porter-Boone Stage can be reserved. Resident/City Staff/Aumsville Business & Property Owners: \$25.00. Non-Resident: \$50.00.

Porter-Boone Village Spaces can be reserved for \$50 per day each, except for during City events such as Saturday Market and would be priced accordingly.

Public agencies, non-profit organizations or others may submit requests to the city administrator to obtain fee reductions or waivers. The city administrator will review all such requests and may approve or deny the request based on the ability to pay, the number of Aumsville residents served, whether the park is available, and/or the value of the service to the community. The Aumsville City Council may also grant other fee reductions and waivers.

Mill Creek Ball Field Reservation

\$50.00 reservation fee. Teams can reserve the ball field for team practices during a season. Must provide proof of liability insurance and the list of requested dates and times for practices.

Building Permits

20% of county permit fee for zoning review (No longer accepting plumbing, mechanical or electrical permit applications).

Business Licenses

\$25 fee – Licenses are effective July 1st – June 30th and \$10 annual renewal. Licenses are required to do business within the Aumsville City Limits.

Transient/Peddler License

\$25 fee –Licenses are effective July 1st – June

30th. A License is required to do business within the Aumsville City limits. \$10 annual renewal fee if paid by June 30th.

Liquor License Application or Renewal \$25.00 Annually

DMV Auto Sales License \$25.00 Annually

Communications Franchise Fee Except as provided below, Communications Providers using the rights of way that provide communications service to customers within the city shall pay an annual fee of: ILECS -7% and CLECS - 4% of gross revenue from the provision of communications services to customers in the City. "Gross Revenues" means any and all revenue, of any kind, nature or form, without deduction for expense, less net uncollectables, subject to all applicable limitations imposed by federal or state law.

Communications Providers whose only facilities in the right of way are facilities mounted on structures within the right of way, which structures are owned by another person, and with no facilities strung between such structures or otherwise within, under or above the right of way, shall pay an annual attachment fee of \$1,000 per attachment in lieu of the percent of revenue provided in the previous paragraph.

Communications Providers that do not provide communications service to customers within the City shall pay an annual fee of \$2.50 per lineal foot of communications facilities in the City right of way.

Communications Providers shall pay a minimum annual franchise fee of \$500 per year if this amount is greater than the applicable fee calculated pursuant to the previous three paragraphs.

Communications Right of Way Use Fee Communications Providers that own communications facilities in the rights of way within the city without a franchise shall pay an annual fee of: The greater of (i) the applicable percentage of revenue set forth in the Communications Franchise

Fee; (ii) \$2.50 per lineal foot of communications facilities in the City right of way; or (iii) the minimum annual Communications Franchise Fee.

Communications Providers using the rights of way to provide communications service to customers within the city but not subject to the franchise requirement shall pay an annual fee of: The applicable percentage of revenue set forth in the Communications Franchise Fee.

Communications Franchise
Application Fee

\$500 deposit, provided that expenses exceeding the deposit will be billed to the applicant or the unused portion of the deposit will be returned to the applicant following the determination granting or denying the franchise.

Communications Registration
Application Fee

\$50

Court/ Police

Police Report/Copies	See Public Records Above
Administrative Court Fee (After 30 Days)	\$45.00
No-show Court Fee	\$25.00
DMV Suspension Submittal	\$15.00
Tow Release	\$125.00
DMV Reinstatement Fee	\$15.00
Fix-It Fee	\$45.00

Public Works

Business Hours Customer Request	
Shutoff & Turn On	\$40.00
After Hours Non-Emergency Call Out	\$85.50 minimum for 1 hour, with an additional \$85.50 per hour charged in half hour increments.
Delinquent Account Reconnect	\$30.00
Utility Billing Late Charge	\$ 3.00
Water Meter Metering Equipment	Actual cost plus 20% administrative fee
Meter Error Test Deposit	\$25.00
Type A Construction Permit	Actual Cost
Information Records Request/Other Special Services	\$40 per hour, in quarter hour increments after the first half-hour, and materials or cost billed to the city.

Mapping Duplication
Engineering Review

Actual Cost Plus 20%
Actual Cost Plus 20%

Administrative fee
Administrative fee

SECTION 2. Written Requests. Unless otherwise provided by these rules, request for inspection and/or copies of public records shall be in writing on a form prescribed by the city.

SECTION 3. Procedure.

- 3.1 Requests for public records shall include the following:
 - a) The name, address and signature of the person making the request or their authorized representative;
 - b) A statement of sufficient specificity to determine the nature, content and probable department within which such record may be located;
 - c) The date of such request.
- 3.2 Except as otherwise provided by these rules, public records shall not be released for inspection or as copies to members of the public or city staff or officials unless the city has received payment of the established fee from the requesting party. The person making the request should be advised that the requested materials will not be released without the city's receipt of the fee for providing such service as described in this resolution. Failure to so advise the requesting party of such obligation shall not relieve the requesting party of the obligation to pay the prescribed fee.
- 3.3 Upon receipt, the request shall be date stamped.
- 3.4 Written requests for inspection or copies of city records shall be submitted to the city hall or the police department where a list of fees prescribed by this resolution are on file, for processing public records/information requests and staff shall respond to all such requests.
- 3.5 If the request is not complied with, a written response explaining why the city is unable to process the request shall be prepared and mailed to the requesting party.

SECTION 4. City Administrator Authority. The city administrator or designee shall have the authority to:

- a) Waive the requirement that the records request must be in writing or on a form provided by the city;
- b) Waive or reduce fees and waive required compliance with this resolution when it is determined all right.

SECTION 5. Exemption from Fees and Fee Reductions. The following individuals, groups or organizations shall be exempt from the fees prescribed for providing public records, and other service fees may be reduced as outlined in Section 1 - Fee Schedule:

- a) Any member of the city council, city staff, or a board or commission of the city, other government agencies, or the media, unless it is for a personal reason; and

- b) The city shall not charge fees for costs incurred by the city when an employee of the city, in the employee's role as custodian of the records, is a witness in a trial or other court proceeding; and
- c) Any crime victim requesting a copy of a police report pertaining to the crime in which they have been made a victim (applies to first copy only).

CONSIDERED AND PASSED BY THE AUMSVILLE CITY COUNCIL ON THE 8th DAY OF November, 2021.