

RESOLUTION NO. 2018-15

A RESOLUTION OF THE CITY OF LINCOLN CITY ADOPTING REVISIONS TO THE CITY-WIDE FEE SCHEDULE

WHEREAS, the City of Lincoln City offers a number of administrative services for which it is appropriate or necessary to charge a reasonable fee to recover costs of such services; and

WHEREAS, the City of Lincoln City has a municipal code and ordinances requiring the imposition of fees in an amount to be set by Council for a number of city services; and

WHEREAS, the code and ordinances provide that the City shall set administrative fees and revise those fees as necessary by resolution of the City Council; and

WHEREAS, it is the desire of City Council to no longer add convenience fees to payments made with credit cards for Utility Billing, Municipal Court, and Recreation Department fees and charges for services.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lincoln City that the City Council hereby adopts the revised Lincoln City Administrative Fee Schedule attached hereto as Exhibit "A".

This resolution shall take effect as of the day of its adoption.

PASSED AND APPROVED by the City Council of the City of Lincoln City this 23rd day of July 2018.


DON WILLIAMS, MAYOR

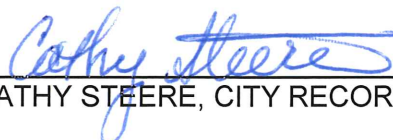

CATHY STEERE, CITY RECORDER

EXHIBIT "A"
ADMINISTRATIVE FEE SCHEDULE
Effective July 24, 2018

	A	C	D	E
			ADOPTED	ADOPTED
			BY ORD	BY RESO
	ITEM	FEE		
5	ADMINISTRATIVE FEES - Business Related			
6	Alarm Permits - Commercial	\$75.00		2001-20
7	Alarm Permits - Residential	\$50.00		2001-20
8	Liquor License - Original Application	\$100		2001-20
9	Liquor License - Change of Ownership/Location/or Privilege	\$75		2001-20
10	Liquor License - Renewal, Temporary Sales/Temporary Use of Annual License	\$35		2001-20
11				
12	Occupation Tax Permit (OTP):			
13	Application Fee	\$50		
14	Annual Fee	\$100.00		
15	Associate Fee	\$10.00 per person		
16	Display of Outdoor Merchandise - Seasonal	\$25.00		
17	Display of Outdoor Merchandise - Temporary	\$25.00		
18	Fireworks Display	\$25.00		
19	Home Occupation Permit	\$50.00		
20	More than Three (3) Employees	\$10.00 per each employee		
21	Space/Booth/Table Inside a Business	\$20.00 each		
22	Street Vendor	\$25.00		
23				
24	ADMINISTRATIVE FEES - Miscellaneous			
25	Audio Tapes (Per 90 minute cassette)	\$15.00		
26	CD's/DVD's	\$15		
27	Computer Generated Reports	\$.50 per screen page		
28	Credit Card Fees:			
29	Utility Billing, Municipal Court Payments, Parks and Recreation	No Convenience Fee		2018-15
30	E-mailing Documents	No charge		
31	Facsimile Transmission	\$5.00 first page/\$1.00 add'l page		
32	GIS Maps	\$100. per hour		
33	Lien Search (per each tax lot)	\$25		
34	GIS Maps (CD)	\$150.00		
35	Mailing	Actual Cost		
36	Map Copies (black and white sheets 24" x 36")	\$3.00 per sheet		
37	Map Copies (colored sheets 24" x 36")	\$5.00 per sheet		
38	Meeting Rooms:			
39	Meeting rooms rental policy: If the building is opened during non-operating hours, rental shall be subject to actual personnel co		2007-20	
40	City Council Chambers (fee per hour with 2 hour minimum)		2007-20	93-33
41	City Council Chambers (fee per day)		2007-20	93-33
42	Computer Lab (fee per hour)		2007-20	
43	Computer Lab (fee per day)		2007-20	
44	Driftwood Library Meeting Room		2007-20	
45	Commercial Groups (fee per hour)		2007-20	93-33
46	Commercial Groups (fee per day)		2007-20	93-33
47	Private Groups (fee per hour) - Meeting not open to public		2007-20	93-33
48	Private Groups (fee per day) - Meeting not open to public		2007-20	93-33
49	Northwest Conference Room (fee per hour)		2007-20	93-33
50	Northwest Conference Room (fee per day)		2007-20	93-33
51	Public Works Conference Room (fee per hour)		2007-20	
52	Public Works Conference Room (fee per day)		2007-20	
53				
54	Notarial Fees (Per OAR 160-100-0400 and ORS 1984.164):			
55	City Business	No charge		
56	Non-City Business (Administering an Oath or Affirmation without a Signature)	\$10.00		
57	Non-City Business (Acknowledgement)	\$10.00		
58	Non-City Business (Certifying a Copy of a Document)	\$10.00		
59	Non-City Business (Protesting Commercial Paper, Except \$0 for a check drawn on			
60	an insolvent financial institution)	\$10.00		
61	Non-City Business (Verification Upon an Oath or Affirmation)	\$10.00		
62	Non-City Business (Witnessing or Attesting a Signature)	\$10.00		
63	Photocopies (black and white)	\$.30 per side copied		
64	Photocopies (black and white 11"x17")	\$.40 per side copied		
65	Photocopies (color up to 11"x17")	\$1.00 per side copied		
66	Photocopies (color 11"x17")	\$1.50 per side copied		
67	Postage	Actual		
68	Recording Fees:			
69	Consents to Annex, Deeds, Easements, Deferred Improvement Agreements, etc.	\$53.00 plus \$5.00 each additional		
70	Satisfaction of Lien	\$36.00		
71	Returned or NSF Checks	\$25.00		
72	Staff Time (hourly wage for staff involved)	Actual Hourly Wage		
73				