



RESOLUTION NO. 1066

A RESOLUTION ADOPTING FEES, CHARGES AND RATES FOR THE 2023-24 FISCAL YEAR AND REPEALING RESOLUTION 1038 AND 1039

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

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;

WHEREAS, Stayton Municipal Code (SMC) Titles 13.16.440; 13.32; and 13.24.1190 require rates be established to pay for the costs of operating the City's water, stormwater, and sanitary sewer utilities;

WHEREAS, the City has been working with a consulting firm to evaluate the water, wastewater, stormwater and street fees to ensure that that the revenues received are on target to be sufficient for the anticipated costs of providing services;

WHEREAS, while not complete, the Utility Rate Study has made it clear that the current rates are insufficient in all categories and increases are necessary; and

WHEREAS, City staff and Council have carefully considered and discussed the proposed rate increases during no less than three Council work sessions and are committed to exploring options and ideas that will result the least fiscal impacts to residents while also ensuring that sufficient revenues are achieved to complete necessary and desired utility maintenance and improvements.

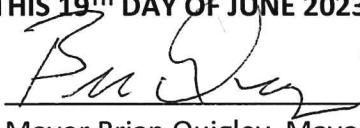
NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The fees, charges and rates for Fiscal Year 2023-24 appended hereto, designated Exhibit A are hereby adopted.

SECTION 2. Resolution No. 1038 and 1039, adopting fees and charges for various City services is hereby repealed in its entirety.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 19TH DAY OF JUNE 2023.

Signed: 6-21, 2023 By: 
Mayor Brian Quigley, Mayor

Signed: 6-21, 2023 Attest: 
Julia Hajduk, City Manager



Fiscal Year 2023/24 Fees and Charges

Exhibit A

ADMINISTRATIVE

	2023-24 Fee	Unit	Notes
Lien Search	\$10.00	Per search	
Returned Payments	\$35.00	Per item	
Invoice Late Fee	10%		
All other services not Identified	Actual Cost		
Notary	\$5.00	Per signature	Subject to Notary availability. Appointments strongly recommended
Mobile Food Unit License Fee	\$40.00	Annually	
Sidewalk Vendor License	\$2.50	Per Square Foot	

PUBLIC RECORDS

	2023-24 Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	Per page	
Printing / Copies – Larger than 11x17	\$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 CD	
Audio CD, DVD, or other media	\$15.00	Each Item	
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	\$33.00+ \$.25 per page	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-minute increment. \$10 non-refundable search fee included. No charge for victim for first copy.
Public Records Requests			15 minutes or less at no charge. Requests requiring more than 15 minutes staff time will be charged at actual staff cost for all staff involved in fulfilling the request.
Visa Letter	\$40.00	Per letter	
Record Check Letter	\$15.00	Per letter	

Permits issued by Police			
	2023-24 Fee	Unit	
Carnival, Amusement Park & Concession	\$300.00	Per year	
Promotional/Processional Event (SMC 5.44; SMC 10.36)	\$50.00	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	
OLCC / OHA License			
New OLCC/OHA License Fee	\$100.00	Per application	
Change of Ownership	\$75.00	Per application	
License Privilege Change	\$75.00	Per application	
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	
Fines for Ordinance Violations			
Business Regulations	\$1,000.00		SMC 5.08
Medical Marijuana Facilities	\$1,000.00		SMC 5.12
Pharmaceutical Disposal	\$500.00	Per month	SMC 5.50
Garage Sales	\$500.00		SMC 5.16
Solicitors	\$1,000.00		SMC 5.20
Private Security Enterprises	\$1,000.00		SMC 5.28
Secondhand Dealers and Pawnbrokers	\$1,000.00		SMC 5.32
Animal Control	\$500.00	Not to exceed	SMC 6.04
Nuisances	\$500.00 minimum to \$1,000.00 maximum	Minimum Maximum	SMC 8.04
Alarm Permit	\$20.00	Each/annually	SMC 8.08
Late Permit Fee	\$25.00	Each/annually	SMC 8.08

	2023-24 Fee	Unit	
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	\$500.00		SMC 8.08
Use of Public Parks, Public Property and Waterways	\$500.00		SMC 8.12
Violation of Public Peace and Welfare	\$1,000.00		SMC 9
Violation of Prohibited Parking Parking in Alley No Parking Zone	\$50.00		SMC 10.12.040 ORS 811.550
Violation of Loading Zone	\$50.00		SMC 10.12.070
Violation of Promotional / Processional / Event Permit	\$1,000.00		SMC 10.36
Parking on a Sidewalk Damaging Sidewalks and Curbs	\$50.00 Plus actual cost of repairs		SMC 10.12.040 SMC 10.40.1040 ORS 811.570(1)
Crossing Private Property	\$110.00		SMC 10.40.1010
Violation of Truck Routes	\$110.00		SMC 10.40.1060
Parking for Certain Purposes Prohibited Displaying a Vehicle for Sale Repairing a Vehicle Displaying Temporary Advertising Selling from a Vehicle	\$50.00		SMC 10.12.050
Unlawful Storage on the Street	\$110.00		SMC 10.12.060
Violation of Bus and Taxi SMC	\$50.00		SMC 10.12.080/ 10.12.090
Skateboards, Skis, Toboggans, and Sleds	\$25.00		SMC 10.40.1030
Violation of Bicycle SMC	\$25.00		SMC 10.28
Violation of Pedestrian SMC	\$25.00		SMC 10.32
Overtime Parking	\$50.00		SMC 10.12.040 SMC 10.12.100
Parking Permit Violation	\$50.00		SMC 10.12.150
Parking Spaces – Correct Use Required/Wrong Direction	\$50.00		SMC 10.12.020

	2023-24 Fee	Unit	
Violation of Prohibited Parking contrary to a parking control device	\$50.00		SMC 10.12.040(g)
Other Violations of Title 10 Not Specifically Listed	\$50.00		SMC 10
Impound Charge Per Day for City Owned Storage	\$50.00 + Tow Fees		SMC 10.16.430
Impound Tow Fee	\$125.00		

PLANNING			
Pre-Application Meeting	\$400.00	Each	
Application that requires only Staff review	\$900.00	Deposit	
Application requiring Planning Commission Hearing	\$1,700.00	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	\$2,000.00	Deposit	
Major Annexation	\$4,500.00	Deposit	
Other Planning Department Applications			
Sign Permits	\$25.00	Per Application	
Temporary Sign	No Charge	Per Application	
Change of Use Permits	\$25.00	Per Application	
Appeals			
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	\$700.00	Per Application	

MUNICIPAL COURT

	2023-24 Fee	Unit	Notes
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	
Collection Fee	25%	Of Fine Assessed	

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 + \$5.00 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		
Outside city of Stayton Library Card			
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		
E.G. Sigmund Room Rentals			
Room Rental Fee	\$25.00	Per hour	
Cleaning fee (non-refundable)	\$35.00	Each event	

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.			Notes
	2023-24 Fee	Unit	
New Infrastructure			
Permit Review - Water, sewer, storm drainage, and street improvements where excavation or utility cuts of pavement are required.	\$750.00	Deposit	
Site Development Permit Review – Commercial, Industrial, Multi-family	1,500.00	Deposit	
Site Development Permit Review – Minor Partition (1 – 3 lots)	\$750.00	Deposit	
Site Development Permit Review – Subdivision (4 – 10 lots)	\$2,500.00	Deposit	
Site Development Permit Review – Subdivision (11+ lots) or Master Planned Development	\$4,500.00	Deposit	
Water Quality and Detention Plan and Calculation Review (infill lots only)	\$150.00	Actual	
Inspection fees – Payable at time of permit issuance to cover inspection costs during project construction	4% of project value	Per permit	
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).	\$100.00	Per Permit	
Type 3: Sidewalk, driveway approach and/or existing utility repair where street cut is needed (includes 4 inspections).	\$165.00	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.	\$35.00	Per Inspection	
Vehicles, per hour			
¾" Meter	FEMA rate		
1" Meter or larger	Actual Costs (\$350.00 Minimum)		
Water Meter Installation	Actual Cost		
Permits			
Building permits	Per Marion County fee schedule		
Building Structural Permit Driveway/Sidewalk Inspections	\$150.00		

System Development Charges		
Parks – per dwelling unit		\$3830.73
Water – per 3/4" meter equivalent		\$3987.50
Wastewater – per ¾" meter equivalent		\$2970.52
Transportation – per peak hour trip in downtown area		\$442.83
per peak hour trip elsewhere		\$3224.00
Stormwater		\$3542.64

UTILITY RATES

Utility Fees		
Water Service Deposit (refundable)		\$100.00
Sewer Service Deposit (refundable)		\$100.00
Late Fee		\$35.00
Processing Delinquent Shut-off Fee for Non-Payment of Bill		\$50.00
Penalty for tampering with water meter once City turns it off		\$350.00
Requested Water On/Off Service Fee During Business hours		\$40.00
Requested Water On/Off or leak repairs after hours		\$200.00

Water Rates		
	Base rate	Flow/consumption rate
Residential	\$33.64	\$1.65 per 1000 gallons
Commercial and Industrial	Meter size	\$1.65 per 1000 gallons
	3/4 "	\$33.64
	1"	\$70.53
	1½"	\$94.78
	2"	\$123.87
	3"	\$353.49
	6"	\$693.69
	10"	\$2018.50

Storm Water Rates		
Residential	Storm Drainage Maintenance Fees by Type of Residence:	
	Type of Residential Use	Monthly Fee
	1 Single Family Dwelling	\$9.03
	2 Duplex	\$9.03
	3 Mobile Home Park (per unit)	\$9.03
	4 Apartment (per unit)	\$5.41
	5 Assisted Living Center (per unit)	\$5.41

Commercial and Industrial	<table border="1"> <thead> <tr> <th></th> <th><i>Impervious Surface</i></th> <th><i>Monthly Fee</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Up to 2,500 square feet (sf) impervious surface</td> <td>\$9.03</td> </tr> <tr> <td>2</td> <td>2,501 to 5,000 sf impervious surface</td> <td>\$13.54</td> </tr> <tr> <td>3</td> <td>5,001 to 10,000 sf impervious surface</td> <td>\$27.09</td> </tr> <tr> <td>4</td> <td>10,001 to 15,000 sf impervious surface</td> <td>\$45.16</td> </tr> <tr> <td>5</td> <td>15,001 to 20,000 sf impervious surface</td> <td>\$63.21</td> </tr> <tr> <td>6</td> <td>20,001 to 30,000 sf impervious surface</td> <td>\$90.30</td> </tr> <tr> <td>7</td> <td>30,001 to 40,000 sf impervious surface</td> <td>\$126.45</td> </tr> <tr> <td>8</td> <td>40,001 or more sf impervious surface</td> <td>\$162.54</td> </tr> </tbody> </table>		<i>Impervious Surface</i>	<i>Monthly Fee</i>	1	Up to 2,500 square feet (sf) impervious surface	\$9.03	2	2,501 to 5,000 sf impervious surface	\$13.54	3	5,001 to 10,000 sf impervious surface	\$27.09	4	10,001 to 15,000 sf impervious surface	\$45.16	5	15,001 to 20,000 sf impervious surface	\$63.21	6	20,001 to 30,000 sf impervious surface	\$90.30	7	30,001 to 40,000 sf impervious surface	\$126.45	8	40,001 or more sf impervious surface	\$162.54									
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Sewer Rates											
Residential	All residential sewer customers pay a flat rate of \$71.02 per residential unit.										
Commercial and Industrial	Commercial and Industrial rates are based on the average monthly water usage from October through March. These months are chosen because less water usage going into the City's sewer facilities, is registered. The following rate schedule is used:										
	<table border="1"> <thead> <tr> <th><i>Average Monthly Use</i></th> <th><i>Charge</i></th> </tr> </thead> <tbody> <tr> <td>Up to 3,999 gallons</td> <td>\$53.07</td> </tr> <tr> <td>4,001 to 6,000 gallons</td> <td>\$71.02</td> </tr> <tr> <td>6,001 to 10,000 gallons</td> <td>\$132.57</td> </tr> <tr> <td>Above 10,001 gallons</td> <td>\$13.26 / 1,000 gallons</td> </tr> </tbody> </table>	<i>Average Monthly Use</i>	<i>Charge</i>	Up to 3,999 gallons	\$53.07	4,001 to 6,000 gallons	\$71.02	6,001 to 10,000 gallons	\$132.57	Above 10,001 gallons	\$13.26 / 1,000 gallons
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FACILITY RENTALS

	2023-24 fee	2023-24 fee	Notes
Community Center			
	Resident	Non-Resident	
Community Center Rental (Entire Building - Hourly)	\$40.00	\$60.00	
Community Center Rental Cleaning Fee (per event, up to three hours of cleaning)	\$150.00	\$150.00	
Additional Hourly Cleaning Charge (any required cleaning over three hours will be invoiced to rental)	\$35.00	\$35.00	
Jordan Bridge and Pioneer Park Concession Stand			
• First three hours	\$100.00	Each	Jordan Bridge and Concession Stand are separate rentals
• Each additional hour	\$20.00	Per hour	
• Cleaning fee deposit for Concession Stand	\$100		Deposit: reimbursed if costs are less
Other Facility Fees			
Community Center Key Deposit (cash or check only)	\$25.00	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 (non-refundable)	\$300.00	Each event	NOTE: If actual cleaning costs exceed \$300, applicant will be billed for remainder
Cancellation Fee	\$25.00	Each event	Fee applied if canceled more than 10 days prior to the event. No refund if canceled less than 10 days prior to event.

SWIMMING POOL

	2023-24 Resident Fees	2023-24 Non-Resident Fees	Unit	Notes
Drop-In				
Adult	\$6.00	\$8.00	Per Visit	
Youth (1-17 years old) / Seniors (59+)	\$4.00	\$5.50	Per Visit	
Family (2-5 individuals from the same household)	\$18.00	\$25.00	Per Visit	
Each additional family member above 5	\$2.00	\$3.00	Per Visit	
Punch Cards (10 Visits)				
Adult	\$54.00	\$73.00	Per card	
Youth (1-17 years old) / Seniors (59+)	\$36.00	\$49.00	Per card	
Children under age 1 (free)	\$0.00	\$0.00	Per card	
Monthly Memberships				
Adult	\$50.00	\$67.50	Per Month	
Youth (1-17 years old) / Seniors (59+)	\$30.00	\$40.50	Per Month	
Family (2+ individuals from the same household)	\$85.00	\$114.75	Per Month	
Private Pool Rentals				
Pool Rental 2 guards (0-25 people)	\$110.00	\$148.50	Per Hour	
Pool Rental 3 guards (0-50 people w/slide)	\$130.00	\$175.50	Per Hour	
Pool Rental 4 guards (51-75 people w/slide)	\$150.00	\$202.50	Per Hour	
Pool Rental 5 guards (up to 100 people w/slide)	\$170.00	\$229.50	Per Hour	
Locker Rates				
Monthly	\$18.00	\$24.00	Per Locker	
Yearly	\$184.00	\$248.00	Per Locker	
Swimming Lessons				
1 Swimmer (30 minutes per session/8 sessions class)	\$45.00	\$60.75		
Each Additional Swimmer (from the same household)	\$30.00	\$40.50		
Private lessons	\$45.00	\$60.75	Per lesson per swimmer	