3. Administrative Fees

3.1. City Facility Deposits

Deposits for the use of City facilities may be made via check/credit card to be cashed/charged immediately with any potential refund returned later at the applicable time.

If the City facility is left clean with no work required on behalf of City staff or contractor, the total amount of the deposit shall be refunded. If work is required by City staff or contractor, the actual costs as provided in the section above will be ascertained and subtracted from the deposit. If the deposit exceeds the costs, then any monies remaining shall be refunded; should costs exceed the deposit, the event organizer shall be billed for the difference. All refunds will be in compliance with Ordinance No. 1493, Section 7.870 and shall be made in no more than 30 days.

3.2. Special Events (permit)

	Fee
Filing fee	$ 50
Deposit	[see Section 3.1. above for deposit policy]

All special events must file for a special event permit. Barricade rental will be a pass through from the Public Works Department. City personnel costs will be charged based on services required using the methodology described in Section 1.3.

3.3. Overstreet Banner (permit)

	Fee
Filing fee	$ 50

Note: all applicants must file for an Overstreet Banner permit and only City sponsored events may be advertised on a overstreet banner.

3.4. Business License Fee

Business License Fees		
	Annual fee [inside City]	Annual fee [outside City]
1 to 2 employees	$ 36	$ 54
3 to 5 employees	54	81
6 to 10 employees	72	115
over 10 employees	86	138

Plus Home Occupation Fees	
Initial annual fee	$ 100
Annual renewal fee	10

Persons having a fixed place of business within the City of West Linn and who are subject to being licensed under the provisions of Sections 7.00 to 7.08 shall pay a business license fee.
Note: Non-profit organizations are required to obtain a license, but are exempt from the fees.

For an apartment house as defined in sections 7.000 to 7.080, with ten dwelling units or less, a business license fee of $72 per year shall be assessed, and an additional amount of $1.50 per dwelling unit shall be assessed for every dwelling unit in an apartment house in excess of ten (10).

Metro Business License versus City Business License or Both?:
Instead of getting separate business licenses within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter and repair structures in 20 cities that have licensing requirements in the metropolitan area. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. The Metro license allows contractors or landscapers to operate in 20 cities surrounding Portland having licensing requirements in the metropolitan area, excluding Portland. Exception: if your principal place of business is inside the City of West Linn, the business is required to apply for a City of West Linn Business License in addition to the Metro License. For Metro applications, contact Metro at 503-797-1710 or visit their website at: *http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216* .

The City Council finds that certain trades, shops, businesses or callings are carried on in the City by persons from regular places of business and by persons from vehicles who have not regular places of business within the City; that persons with regular places of business in the City pay City ad valorem property taxes upon real and personal

property which is used in and belongs to their business and that persons who do not have regular places of business in the City escape such ad valorem taxation.

Both receive the benefit of police and fire protection, public utilities and sidewalks, streetlights, health services and other public facilities and services of the City. Therefore, in order that each shall pay as nearly as may be not a discriminatory share, but a share in proportion to benefits received of the burden supporting such facilities and services of the City, such businesses not operating from regular places of business in the City shall pay one and one-half times the license fee previously designated herein for businesses operating from a fixed place of business within the City.

Maximum annual business license fee

Based on the criteria set forth in Section 6(d) of Resolution No. 94-42, no business shall be charged an annual business license fee greater that two hundred dollars ($200).

Adult Businesses

The application fee for a permit to own, maintain, operate or conduct an adult business (Section 7.115(1) of the West Linn Municipal Code), shall be five hundred dollars ($500) and non-refundable.

The application fee for a permit to entertain in, or be employed by any adult business (Section 7.115 (2) of the West Linn Municipal Code), shall be fifty dollars ($50) and non-refundable.

3.5. Liquor License

	Application Fee
Original application	$ 100
Change in ownership or management	75
Renewal or temporary application	35

[These fee apply for applications of a liquor license per Section 7.715 of the WL Municipal Code.]

3.6. Dog License

Ordinance 1595 transfers dog licensing and fee collection over to Clackamas County effective 7/14/2010.

3.7. Public Record Requests

Every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192. Please understand that the documents or records requested may not be immediately available for review and that an appointment to review the documents or records may be necessary. There may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, the requestor will be notified of the estimated cost prior to retrieving the documents or records. Prepayment for research time and copies may be required. Any documents or records made available for review must not be disassembled and copies may not be made by the requestor directly.

1. Requests must be in writing using the form provided (please note, the City will not create a new document in response to a records request).

2. Requests must be submitted to the City Recorder at 22500 Salamo Rd., West Linn, Oregon, 97068, by fax at 503-650-9041, or by e-mail at cwl_records@westlinnoregon.gov. For Police record requests, please contact the Police Department directly at http://westlinnoregon.gov/police/police-report-request.

3. The City shall respond to all requests as soon as practical and without unreasonable delay. Generally, responses will be made within five (5) business days or, if more time is needed for a full response, within seven (7) business days.

4. The inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.

5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.

6. If the estimated cost is $25 or more, the City shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.

Public Record Request services:	**Fee**
~~Photocopying records service - first page up to 10 pages~~	~~$ 15~~
Photocopying records service	See per page photocopying fees below
Records research fee:	Staff hourly wage, plus benefits
CD Duplication (per event/meeting, and or documents)	$20 and $15 for each additional
City Budget, City Audit, or City CIP document	$ 35 for multiple copies

3.8. Photocopying, Printing, Scanning and Faxing Fees	**Per page fee**
8.5" x 11" (per page charge)	$ 0.25
8.5" x 14" (per page charge)	0.30
11" x 17" (per page charge)	0.35

3.9. Non-sufficient Funds (NSF) Charge	**Fee**
Relating to returned payments for NSF (pursuant to West Linn Code Section 4.015 and 4.235)	$ 25

3.10. Finance Charges

[refer interest rates and applicable fees under Section 2.4. Delinquent Utility Bill Accounts]

3.11. Municipal Court Fees and Charges	**Fee**
Fee for Setting Aside Records of Conviction / Arrest	$ 252
Civil Compromise Fee	200
Bench Probation / Probation Violation Fee	100
Local DUII Conviction Fee	45
Parking fees	See Section 7.6.
Fee for Fix-it Citation issued by Police	35
File Review Fee	25
Fee for fine payment agreements	20
Suspension Fee	15
Deferral Fees:	
Criminal Deferred Sentence	$ 200
Seat-Belt / Cell Phone Deferral Fee	Range $50 to $110
Safe Driving Deferral Fee (Students)	Range $50 to $435
Safe Driving Deferral Fee (Adults)	Range $75 to $435
Fine schedule relating to infractions	See separate conviction schedule of fines maintained by the Municipal Court Judge as summarized below pursuant to ORS 153:

Penalty class	Presumptive Fine	Special Zone Fine	Minimum Fine	Maximum Fine
Class A	$ 435	$ 870	$ 220	$ 2,000
Class B	260	520	130	1,000
Class C	160	320	80	500
Class D	110	220	60	250

Note: Special Zones include highway work, school, and safety corridors