

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	\$ 100
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

1 to 2 employees
3 to 5 employees
6 to 10 employees
over 10 employees

Business License Fees		Plus Home Occupation Fees	
Annual fee [inside City]	Annual Fee (outside City)		
\$ 56	\$ 74	Initial annual fee	\$ 120
74	101	Annual renewal fee	25
92	135		
106	158		

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 \$87 per year shall be assessed, and an additional amount of \$2.00 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, water 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 than 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 fees 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 will be disassembled by city staff. Copies may be made by the requestor directly, through digital means, such as digital photography or a city supplied flash drive. **Please note, the City will not create a new document in response to a records request.**

1. **Please use the following form to submit your request to the City Recorder via e-mail at cwl_records@westlinnoregon.gov, by fax at 503-650-9041, mail, or bring to 22500 Salamo Rd., West Linn, Oregon, 97068: <https://westlinnoregon.gov/citymanager/public-records-request-online-form>**

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. If 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 up to two~~ persons 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~~ \$35 or more, the City shall require a deposit for 50% in the full amount of the estimate before fulfilling the request. ~~The balance will be due when documents are received.~~ 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:

Photocopying records service - first page up to 10 pages
 Photocopying records service - over 10 pages
 Records research fee:

CD Duplication (per event/meeting, and or documents)
 City Budget, City Audit, or City CIP document

Fee

Free
 See per page photocopying fees below
~~\$20/hr. (first 60 minutes free)~~
~~(first 30 minutes free)~~
 \$100/hr. for incurred only for substantive legal research costs
 \$20 and \$15 for each additional
 Available on City's Finance Page & Printed Copies available for review at ACC, Library, & City Hall
~~\$35~~ for multiple copies

Note: Please refer to Police 7.1 for the Police Department Public Records Request fees.

3.8. Photocopying, Printing, Scanning and Faxing Fees

8.5" x 11" (per page charge)
 8.5" x 14" (per page charge)
 11" x 17" (per page charge)

Per page fee

\$ 0.25
 0.30
 0.35

3.9. Non-sufficient Funds (NSF) Charge

Relating to returned payments for NSF (pursuant to West Linn Code Section 4.015 and 4.235)

Fee

\$ 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

	<u>Fee</u>
Fee for Setting Aside Records of Conviction / Arrest	\$ 265
Civil Compromise Fee	200
Bench Probation / Probation Violation Fee	100
Violation Compliance Citation ("Fix-It ticket")	35
Local DUII Conviction Fee	45
File Review Fee	25
Fee for fine payment agreements	20
Suspension Fee	15
Deferral Fees:	
Criminal Deferred Sentence	\$ 200
Seat-Belt Deferral Fee	Range \$75 to \$115
Safe Driving Deferral Fee (Students)	Range \$75 to \$440
Safe Driving Deferral Fee (Adults)	Range \$75 to \$440

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		Special		Minimum Fine	Maximum Fine
	Fine	Fine	Zone Fine	Fine		
Class A	\$ 440	\$ 875	\$ 225	\$ 2,000		
Class B	265	525	135	1,000		
Class C	165	325	85	500		
Class D	115	225	65	250		

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

3.12 Administrative Appeal Fee

	<u>Fee</u>
Appeal to Hearings Officer pursuant to WLMC 1.400 for all municipal code appeals without a designated appeal fee	\$ 400

3.13 Sidewalk Café Permit (Annual)

Annual permit for operation of outdoor café service within the City's ROW	\$ 100
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