

CITY OF KELSO
MASTER FEE SCHEDULE

<u>Fee Schedule</u>	<u>Page No.</u>
Schedule A: Administrative	2
Schedule B: Other Fees	4
Schedule C: Police	5
Schedule D: Building	6
Schedule E: Water and Sewer	7
Schedule F: Planning	8
Schedule G: Park Facilities	9
Schedule H: Library	11

Schedule A – Administrative

Reproduction of Public Records:

Public Records Inspection Request	There is no fee for inspecting public records	
Public Records Request	There is no fee for a requestor to obtain up to ten (10) pages of standard 8.5 x 11 inch black and white photocopies	
Standard 8.5 x 11 inch black and white photocopies exceeding ten (10) pages	\$.15 per page	
Legal 8.5 x 14 inch or 11 x 17 inch black and white photocopies or color photocopies	\$.25 per page	
Copies of audio tapes, video tapes, DVD, CD's or other storage devices	\$1.00 plus the hourly wage of the staff person for the time spent duplicating the storage device	
Scan hard copy records into electronic format	\$.10 per page	
E-mailing electronic records	No charge, except where another cost applies.	
Envelopes and/or packaging	At Cost	
Standard business envelopes	At Cost	
Postage	At Cost	
Maps of any size or other odd sized copies*	36" x 24"	\$5.50 per page
	25" x 18"	\$5.00 per page
Public Records Request Deposit	10% of the estimated cost if request is estimated to exceed \$50.00	

Non-Public Records Request reproduction

<u>Copies/Printing:</u>	<u>Charge</u>
8 ½ x 11" B & W	\$0.40 each
8 ½ x 11" Color	0.65 each
8 ½ x 14" B & W	0.45 each
8 ½ x 14" Color	0.75 each
11 x 17" B&W	0.65 each
11 x 17" Color	\$1.25 each

Construction/Engineering Plans See "Maps" item under Pub. Rec. fees

CD Copies	See "Storage Device" item under Pub. Rec. fees
Business License list	\$0.40 per page
Certified Copies	\$6.13 for first five (5) pages; \$0.40 each add'l page
Microfiche copies	\$0.40 each
Tapes (Public furnishes tapes)	See "Storage Device" item under Pub. Rec. fees
Municipal Code Books	\$269.00 (includes tax)

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requestor will be charged the actual amount invoiced to the City by the copying vendor.

Payment may be made by cash, check, or money order payable to the City of Kelso.

Non-Sufficient Funds Check Return Fee \$35.00

Assessed for all drafts and checks tendered to the City which are returned or dishonored by the drawee bank or other depository.

NSF charge shall be collected from the drawer together with proceeds of any returned or dishonored instrument, and shall be considered a part of the debt or deposit due the City for which it was tendered.

Schedule B – Other Fees

City Hall Meeting Rooms

City Council Chambers	\$100.00/Use
Executive Session Room	\$50.00/Use
Large Conference Room Ste. #203	\$50.00/Use
Small Conference Room Ste. #219	\$25.00/Use
Small Conference Room Ste. #210	\$25.00/Use

Kelso Train Depot Meeting Rooms

Lower Level Conference Room	\$50.00/Use
-----------------------------	-------------

Special Event Permit

Events held on City Property (Non-Park)	\$100.00
Events held in City Parks	\$25.00 (not including applicable park rental fees)

Schedule C – Police

Concealed Pistol License	
New Application	\$52.50
Renewal	\$32.00
Late Renewal	\$42.00
Replacement	\$10.00

Other Fees	
Photo Copies	\$0.40 each
Fingerprints	\$10.00 for up to two cards; \$10.00 for each add'l card thereafter

Schedule D – Building

(RESERVED)

Schedule E – Water and Sewer

(RESERVED)

Schedule F – Planning

(RESERVED)

Schedule G – Park Facilities

Group Category	Tam O’Shanter Meeting Room	Rotary Covered Area	Tam O’Shanter Covered Area	Catlin Hall Outside Area	Other Park Reservation
I. Parks and recreation programs, park co-sponsored programs, other City sponsored events, park department and/or other city department benefit programs	Fee Waived	Fee Waived	Fee Waived	Fee Waived	Fee Waived
II. Non-profit organizations who charge membership fees, request donations and/or schedule fundraisers, including church organizations	\$10.00 per day	\$50.00* for (4) hours of use or part thereof.	\$75.00* for (4) hours of use or part thereof.	\$30.00 per day	Fee Waived
III. Non-profit organizations using other park facilities for 30 hours or more each month, which provides extension of recreational and cultural service.	Fee Waived	\$50.00* for (4) hours of use or part thereof.	\$75.00* for (4) hours of use or part thereof.	\$30.00 per day	Fee Waived
IV. Private parties and/or clubs	\$15.00 per day	\$60.00* for (4) hours of use or part thereof.	\$100.00* for (4) hours of use or part thereof.	\$50.00 per day	\$.005 per square foot of reserved area
V. Commercial and/or profit groups providing recreational and cultural service not	\$10.00 per day	\$75.00* for (4) hours of use or part thereof.	\$110.00* for (4) hours of use or part thereof.	\$40.00 per day	\$.005 per square foot of reserved area

otherwise offered by the park and recreation department and using facilities					
VI. Commercial and/or profit groups providing other than recreation services and/or other groups not covered by category I, II, III, IV, or V. Groups using large covered area will be charged a fee	1-50 people \$20.00 per day	\$75.00* for (4) hours of use or part thereof.	\$110.00* for (4) hours of use or part thereof.	\$100.00 per day	\$.005 per square foot of reserved area
VII. Groups using facility less than 4 hours per week. This applies to commercial profit groups only	\$12.50 per day	\$60.00* for (4) hours of use or part thereof.	\$100.00* for (4) hours of use or part thereof.	\$25.00 per day	\$.005 per square foot of reserved area

VIII. League Field Use	Ball Park(s)
Annual fees charged for Bambino	\$1,100.00 (4 fields)
Annual fees charged for girls softball	\$950.00 (3 fields)
Annual fees charged for Babe Ruth	\$1,100.00 (Rister)
Annual fees charged for Kelso Soccer Club	\$400.00 (2 fields)
Semi- Annual Boxing Club	\$300.00

* Non-city resident add \$10% fee

** If maintenance or security people are required, a charge for actual costs incurred will be paid by user, subject to a deposit as deemed appropriate by the Public Works Director.

Schedule H– Library

Nonresident Library Cards

Household Cards: Good for all members of a household living at the same address.	
Annual Fee - Issued for one year from date of purchase.	\$70.00
Semi Annual Fee: Issued for six (6) months from date of purchase.	\$40.00
Quarterly Fee: Issued for three (3) months from date of purchase.	\$20.00
Senior Card: Good for up to a two-member senior citizen household.	
Annual Fee - Issued for one year from date of purchase.	\$35.00
Semi Annual Fee: Issued for six (6) months from date of purchase.	\$20.00
Quarterly Fee: Issued for three (3) months from date of purchase.	\$10.00

Lost Cards will be replaced for a \$1.00 processing and handling fee.

Overdue Fines*

Books and all other items except for videos and audiovisual equipment	
Daily Fine	\$.10/day
Grace Period	14 Days
Maximum Fine	\$10.00/item
Videos and audiovisual equipment are due at closing time on the due date.	
Daily Fine	\$1.00/day
Maximum Fine	\$10.00/item

*Collection agency fees, legal fees, and other administrative costs incurred while attempting to secure the return of library materials will be passed on to the delinquent borrower.

Lost or Unreturned Items

Books, videos and other library materials (excluding equipment) will be charged at the original price of the item in addition to accumulated overdue charges for the item(s).
Audiovisual equipment will be charged the cost of replacement in addition to accumulated charges for the item(s)
The Library Director may authorize charging the cost of replacement or replacement fees on books or sets that are particularly valuable or difficult to replace.

Damaged Materials and Equipment*

Library materials such as books		Cost to repair or rebind the item with a minimum charge of \$1.00
Irreparable damage		Original cost of the item or replacement as specified above
Equipment		Cost to repair
Irreparable damage		Replacement cost of the item

* Once the cost of the item or replacement charge has been paid, the patron, upon request, may have the item.

Other Fees

Copies and Printouts	\$.10 each
----------------------	-------------