



CITY OF LA PINE CITY COUNCIL AGENDA

Wednesday, April 24, 2019

5:30 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Added Agenda Items
Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the City Council
5. Public Comments
6. Consent Agenda
Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.
 - a. Approval of Council Minutes
 - i. April 10, 2019 Meeting Minutes
 - ii. Staff and Council Reimbursements
7. Resolution 2019-09 – A Resolution of the City of La Pine Adopting a Public Records Request Policy and Procedures; and Replacing and Superseding Resolution No. 2010-04 – Action Item
8. Presentation to Outgoing Student Councilor Trentyn Tennant and Swearing in of Student Councilor Max Miller
9. Other Matters: Only those matters properly added to this Agenda under line item No. 4

10. Public Comments

11. Staff Comments

12. Mayor and Council Comments

13. Adjourn Meeting

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend. The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.



CITY OF LA PINE CITY COUNCIL – MEETING MINUTES

Wednesday, April 10, 2019

5:30 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order

Mayor Richer called the Council meeting to order at 5:28 p.m.

2. Establish Quorum

Members Present: Mayor Richer, Councilor Briese, Councilor Greiner, Councilor Harper, Councilor Shields.

Absent without Prior Arrangement: Student Councilor Trentyn Tennant

Staff Present: City Manager Melissa Bethel, Accounting Clerk Tracy Read

3. Pledge of Allegiance

Led by Council

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the City Council

5. Public Comments

6. Consent Agenda

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

a. Approval of Council Minutes

1. March 27, 2019 Meeting Minutes

b. Liquor License Application – Coach’s

Councilor Greiner moved to accept the Consent Agenda, Councilor Briese seconded. No objections, unanimously approved.

7. Resolution 2019-06 – A Resolution Declaring the Municipal Services Provided by the City of La Pine in Order to Receive State Shared Revenues – Action Item

a. Staff Report

Councilor Briese moved to approve Resolution 2019-06, A Resolution Declaring the Municipal Services Provided by the City of La Pine in Order to Receive State Shared Revenues. Seconded by Councilor Harper. No objections. Unanimously approved.

8. Public Hearing

a. Proposed Text Amendment to the City of La Pine Development Code (LPDC).

File No. 01TA-18: Regarding Article 4 – Overlay Zones, Chapter 15.32 Newberry Neighborhood

Planning Area Zoning Standards (Applicant Pahlisch Homes)

Don Greiner removed himself from the discussion as he is a resident of the area.

1. Staff Report

- a. Tammy Wisco stated the applicant has withdrawn the side yard setback request. She gave a presentation outlining the remaining proposed amendments.
- b. Joey Shearer, AKS Engineering & Forestry Planner, presented on behalf of AKS. He elaborated that after community input and involvement, it was determined the side setback request would be withdrawn. Included in the presentation were illustrations of homes previously built, some without variances, which were not in compliance with the current development code.
- c. There was Council discussion regarding driveway space and how addressing is determined when the residence is on a named alleyway. Melissa stated that per Deschutes County if the residence is on a named alleyway, that alleyway name is used for address assignment.

3. Open Public Testimony

4. Public Comment

- a. Bert Lundmark, Crescent Creek resident: Stated as a previous builder he feels the best solution to setback challenges would be to make the lots larger. He also stated the closeness of the homes presents an increased fire danger. Bert also remarked that sidewalk snow removal is a problem in the area.
- b. John Schommer, Crescent Creek resident: Stated the HOA does not allow resident to park on the street. He felt that the code not previously enforced presented density problems, and the liability falls ultimately to the City to ensure building is taking place in compliance with the code.
- c. Jane Gillette, Crescent Creek resident: Jane is a homeowner and real estate broker who has been selling Pahlisch homes in Crescent Creek for the past 12 ½ years. She stated density is not impacted by the number of homes but rather the size of the homes, and that Pahlisch is working to meet the demands of buyers while staying within code, as most buyers want single-

story homes with multiple-car garage space. She feels fire mitigation is a bigger issue than the density of the development, and is a challenge throughout the area. Crescent Creek is a fire safe community which also retains much of the natural vegetation in the area. She supports the Applicant's proposal. There was discussion that many of the concerns expressed have to do with the HOA rather than the code.

- d. Joey Shearer (AKS): Provided rebuttal and reiterated the previous interpretations of the code resulting in inconsistencies. Many of the previous homes were built with variance approval. He addressed the HOA restrictions on street parking and stated that parking is intended for visitors. The Applicant and developers are working to remain within the code while building to homeowners' needs.

5. Close Public Testimony

6. Deliberation and Council Decision

- a. A standardized code will create more uniformity in development throughout the City. There was discussion regarding the need to work with the County to revise some of their restrictions.

Councilor Briese moved to approve Ordinance 2019-01, An Ordinance Amending the La Pine Development Code to Adjust Certain Standards in the Newberry Neighborhood Planning Area.

Councilor Harper seconded. No objections.

Roll Call Vote: All in favor. Unanimously approved.

9. Other Matters: Only those matters properly added to this Agenda under line item No. 4

None.

10. Public Comments

None.

11. Staff Comments

Melissa stated council has been invited to do ride-alongs with the Sheriff's Department. She met yesterday with the BOCC regarding the Newberry Neighborhood. Melissa, Mike Harper and Connie Briese are attending LOC tomorrow and Friday.

12. Mayor and Council Comments

Councilor Briese: She attended the COIC board meeting on April 4. They are working on budgets and staff items and are trying to obtain steady funding in order to better assist smaller cities. They are endeavoring to work with the Ford Family Foundation on community projects as well.

Councilor Shields: Nothing

Councilor Greiner: Stated he and other Crescent Creek residents have contacted Mr. Pahlisch via letter twice requesting to meet with him. They feel Mr. Pahlisch should make time to meet with the residents on a regular basis.

Michael Harper: Attending LOC Conference.

Mayor Richer: Thanked everyone for their work on the text amendment project. He attended SLED and they are working on collecting member dues, economic development, opening discussion on a new building.

Councilor Briese: Requested a status update on the EDCO new staff person. Mayor Richer responded they are waiting for monetary commitments from businesses. No options have yet been presented by EDCO. Melissa stated the SLED board is behind in its payments to the City, and have not yet begun recruiting. They still owe \$8,000 to the City for this year.

13. Adjourn Meeting

Mayor Richer adjourned the meeting at 6:54 p.m.

Attest

Tracy Read

CITY OF LA PINE

NAME: Connie Bruse DATE 4-16-19

While conducting authorized City business, I the undersigned, properly incurred the following expenses. I now request reimbursement:

1. TRANSPORTATION EXPENSES (explain purpose, City, State, date of mtg)

LOC Ashland, OR

AUTOMOBILE

MILEAGE: 317 MILES @ 0.58 = \$ 183.86

2. LODGING/MEALS (explain purpose/meeting/dates)

A. Lodging for _____ nights (attach receipts)

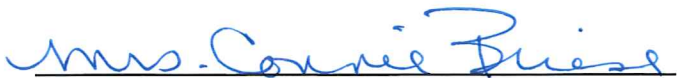
B. Meals for _____ (whom)

Location (attach receipts) Date

3. PURCHASES (food, supplies and materials) (attach receipts)

TOTAL REIMBURSEMENT \$ 183.86

Approved by City Staff 


Signature of Submitter of Form

CITY OF LA PINE

NAME: Connie Briese DATE 4-10-19

While conducting authorized City business, I the undersigned, properly incurred the following expenses. I now request reimbursement:

1. TRANSPORTATION EXPENSES (explain purpose, City, State, date of mtg)

COIC Board mtg. 4-4-19 Redmond, OR

AUTOMOBILE

MILEAGE: 92 ~~46~~ MILES @ 0.58 = \$ ~~26.68~~ 53.36

2. LODGING/MEALS (explain purpose/meeting/dates)

A. Lodging for _____ nights (attach receipts)

B. Meals for _____ (whom)


Location (attach receipts) Date

3. PURCHASES (food, supplies and materials) (attach receipts)

TOTAL REIMBURSEMENT \$ ~~26.68~~ 53.36

Approved by City Staff _____

Mrs. Connie Briese
Signature of Submitter of Form

See attached for corrections.


Tracy Read

From: Connie Briese
Sent: Thursday, April 11, 2019 8:26 AM
To: Tracy Read
Subject: RE: Reimbursement Form

Perfect, thanks!
~Connie

On Apr 11, 2019 8:21 AM, Tracy Read <tread@lapineoregon.gov> wrote:
I can correct it for you and attach this as confirmation, if you like.



Tracy Read
Accounting Clerk
16345 Sixth St. La Pine, OR 97739
City Hall: (541) 536-1432
www.lapineoregon.gov

From: Connie Briese <cbriese@lapineoregon.gov>
Sent: Wednesday, April 10, 2019 7:59 PM
To: Tracy Read <tread@lapineoregon.gov>
Subject: Reimbursement Form

Tracy,

I just realized I only put one direction of travel on the form I turned in tonight. I will have to double it.
Thanks,
~Connie

CITY OF LA PINE

NAME: Donald Greiner DATE 4-17-19

While conducting authorized City business, I the undersigned, properly incurred the following expenses. I now request reimbursement:

1. TRANSPORTATION EXPENSES (explain purpose, City, State, date of mtg)

Oregon State Wide Housing Plan
Redmond City Hall 4-11-2019

AUTOMOBILE

MILEAGE: 96 MILES @ 0.58 = \$ 55⁶⁸

2. LODGING/MEALS (explain purpose/meeting/dates)

NA

A. Lodging for _____ nights (attach receipts)

B. Meals for _____ (whom)

Location (attach receipts) _____ Date _____

3. PURCHASES (food, supplies and materials) (attach receipts)

NA

TOTAL REIMBURSEMENT \$ 55⁶⁸

Approved by City Staff [Signature]

[Signature]
Signature of Submitter of Form



CITY OF LA PINE

STAFF REPORT

Meeting Date: April 24, 2019
 TO: La Pine City Council
 FROM: Staff
 SUBJECT: Approval of Public Records Request Policy

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: Discussion |

Councilors:

The Resolution before you is an update of our Public Records Request policy and procedure. The City recently had a records request and the attorney found our policy was outdated and not in line with State Code. Staff is requesting approval of the attached updated policy which conforms with state code. Staff has also included the new Public Records Request Form (for information only) which also complies with code.

Suggested Motion:

I move the City Council approve Resolution 2019-09.

RESOLUTION NO. 2019-09

A RESOLUTION OF THE CITY OF LA PINE ADOPTING A PUBLIC RECORDS REQUEST POLICY AND PROCEDURES; AND REPLACING AND SUPERSEDING RESOLUTION NO. 2010-04.

WHEREAS, City of La Pine (“City”) adopted Resolution No. 2010-04 on February 10, 2010, which resolution established City’s public records request policy; and

WHEREAS, City desires to ensure that all requests for public records are handled in a manner that complies with the Oregon Public Records Law, ORS 192.311 - 192.431, as amended from time to time; and

WHEREAS, City finds it necessary to update City’s public records request policy to address changes in Oregon law; and

WHEREAS, City desires to provide reasonable measures to (a) protect and preserve the integrity of City’s public records, and (b) maintain office efficiency and order.

NOW, THEREFORE, BE IT RESOLVED, City of La Pine resolves as follows:

1. Findings; Adoption. The above-stated findings contained in this Resolution No. 2019-09 (this “Resolution”) are hereby adopted. The La Pine City Council (the “Council”) hereby approves and adopts the City of La Pine Public Records Request Policy attached hereto as Exhibit A (the “Policy”).

2. Miscellaneous. This Resolution (which includes the Policy) replaces and supersedes Resolution No. 2010-04 and any existing and/or previously adopted City public records request policies and/or procedures in their entirety. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

[the remainder of this page intentionally left blank]

APPROVED, ADOPTED, AND MADE EFFECTIVE by the City Council on this ____ day of April, 2019.

Daniel Richer, Mayor

ATTEST:

Melissa Bethel, City Manager

Exhibit A
City of La Pine
Public Records Request Policy

(attached)

City of La Pine
Public Records Request Policy

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1. Purpose and Compliance. The purpose of this policy is as follows: (a) ensure that all requests for public records are handled in a manner that complies with the Oregon Public Records Law, ORS 192.311 - 192.431, as amended; (b) provide reasonable measures to protect and preserve the integrity of the public records; and (c) maintain office efficiency and order. To the extent this policy conflicts with any federal, state, and/or local laws, regulations, and/or ordinances, City of La Pine ("City") will comply with the applicable federal, state, and/or local laws, regulations, and/or ordinances.

2. Public Records Requests - Procedure.

2.1 Method of Records Requests. A request for public records that are in the custody of City must be made by submitting a written request, on the form prescribed by City, to the following:

City of La Pine
Attn: City Recorder
16345 Sixth Street
La Pine, Oregon 97739
Telephone: (541) 536-1432; Facsimile: (541) 536-1462
Email: recorder@lapineoregon.gov

A public records request may be submitted in person or via mail, facsimile, or electronic mail.

2.2 Specificity of Records Request. All requests for public records must be dated and signed by the person (the "Requester") requesting to inspect the public records or receive a copy of the public records. In addition, in order to facilitate the public's access to public records in City's possession, and to avoid unnecessary expenditure of City's personnel time, a request to inspect public records or receive copies of public records must contain the following minimum information: (a) the Requester's name and address; (b) the Requester's telephone number or other contact information; and (c) a sufficiently detailed description of the public records requested, including the dates, subject matter, and such other information concerning the requested public records as may be necessary to enable City personnel to search for and readily locate the desired public records.

2.3 City Response.

2.3.1 Subject to and except as otherwise provided under this policy or applicable law, if the city recorder receives a written request to inspect or receive a copy of a public record in accordance with this policy and applicable law, City will, within five business days after receiving the public records request, acknowledge receipt of the request or complete City's response to the request. City's acknowledgment will (a) confirm that City is the custodian of the requested record, (b) inform the Requester that City is not the custodian of the requested record, or (c) notify the Requester that City is uncertain whether City is the custodian of the requested record. For purposes of this policy, the term "business day" means a day other than Saturday, Sunday, and/or a legal holiday and on which at least one paid City employee that received the public records request is scheduled to and does report to work.

2.3.2 City may request additional information or clarification from the Requester to expedite City's response to the request. If City requests additional information or clarification, City's obligation to further complete its response to the request is suspended until the Requester provides the requested information or clarification or affirmatively declines to provide that information or

clarification. City will close the subject request if the Requester fails to respond within 60 days to City's request for additional information or clarification.

2.3.3 City will provide the Requester an estimate of the fees applicable to making the public records available for inspection or providing copies. City will also advise the Requester that the requested public records will not be released (i.e., City's obligation to provide the requested records is suspended) unless and until City receives payment of the estimated fees for providing the service. City will close the subject request if the Requester fails to pay the fees within 60 days after the date on which City informed the Requester of the fees, or fails to pay the fee within 60 days after the date on which City informed the Requester of the denial of the fee waiver (if applicable). City's failure to advise the Requester of the prepayment obligation will not relieve the Requester of the obligation to pay applicable fees.

2.4 Completion of Records Request. City will complete its response to a properly completed written records request as soon as practicable and without unreasonable delay. To this end, as soon as reasonably possible, but no later than 10 business days after the date by which City is required to acknowledge receipt of the request under Section 2.3.1, City will (a) complete its response to the public records request, or (b) provide a written statement that City is still processing the request and a reasonable estimated date by which City expects to complete its response based on information then-available. Notwithstanding anything contained in this policy to the contrary, the time periods established under Section 2.3.1 and/or this Section 2.4 do not apply if compliance is impracticable because (x) staff or volunteers necessary to complete the response are unavailable, (y) compliance will demonstrably impede City's ability to perform other necessary services, and/or (z) the volume of public records requests being simultaneously processed by City. If City is unable to comply with the time periods established under Section 2.3.1 and/or this Section 2.4 for a reason identified under this Section 2.4, City will, as soon as practicable and without unreasonable delay, acknowledge the public records request and complete the response to the request.

2.5 City Attorney. Routine public records requests will be handled by the city recorder or his or her designee. More complex public records requests and/or public records requests that may implicate the application of one or more statutory exemptions from disclosure will be submitted to the city attorney for review and evaluation. After reviewing and evaluating the public records request, the city attorney will (a) make a determination as to whether the public records request may be processed, and (b) inform City whether to process the public records request. If the city attorney determines that City is unable to process the requested public records, the city attorney will provide the Requester a written response identifying the basis for the denial.

2.6 Access to Public Records. City will permit inspection and examination of its non-exempt public records during regular business hours in City's offices, or such other locations as City may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form will be furnished, if available, in the form requested. If not available in the form requested, such public records will be made available in the form in which they are maintained. City is not required to engage in any of the following activities: (a) create any new public records and/or customize any existing public records in response to a public records request; (b) produce "lists" of public records that are not already available in the form of a "list"; (c) create a public record to disclose the reasoning behind City's actions or other knowledge City personnel may have; and/or (d) explain or answer questions or provide legal research and analysis on or about any public records.

2.7 Public Records Request Form. A request for public records must be made by submitting a written request to City on the form prescribed by City. The public records request form will be made available to the public. City may make modifications to the public records request form at any time and from time to time as City deems necessary or appropriate.

2.8 Certified Copies. Certified copies of non-exempt public records will be furnished upon request and receipt of payment therefor.

3. Fee Schedule.

3.1 Fees for Public Records. To recover City's actual cost for responding to public records requests, City adopts the fee schedule attached hereto as Schedule 3.1.

3.2 Fees Exceeding \$25.00. City will not charge a Requester a fee for making the public records requested available for inspection, or for providing copies of the same, in excess of \$25.00 unless City first provides the Requester written notification of the estimated amount of the fees and the Requester confirms that the Requester wants the public body to proceed with making the public records available.

3.3 Advance Payment of Fees. All estimated fees for making the public records requested available for inspection, or for providing copies of the same, must be paid before the public records will be made available. If City's estimated fees exceeds the actual cost, the overpayment will be refunded by City to the Requester. If City's estimated fees is less than the actual expense incurred by City to process the records request, the Requester will pay such additional fees before the public records will be made available. Public records will not be released for inspection or copying unless and until City has received payment from the Requester for providing the requested public records.

3.4 Reduced Fee or Free Copies. City may furnish copies of any public record without charge or at a substantially reduced fee if City determines that the waiver or reduction of fees is in the public interest because making the public record available primarily benefits the general public.

3.5 Modifications to Fee Schedule. Schedule 3.1 may be modified at any time by resolution. Any change to Schedule 3.1 will apply as of the effective date of the resolution modifying Schedule 3.1 and will not apply retroactively to any public records request that has been submitted and processed prior to the effective date of such resolution.

4. Original Records.

4.1 Authorization Required for Removal of Original Records. At no time will an original public record be removed from City's files or the place at which the public record is regularly maintained except upon authorization of the city recorder.

4.2 On-Site Review of Original Records. If a request to review original public records is made, City will permit such review provided that search fees are paid in advance in accordance with Section 3. If City deems necessary or appropriate, City may require that City personnel be present during the review of any original records. The person reviewing the original records will be charged for City personnel's time for being present while the original records are being reviewed.

4.3 Unauthorized Alteration, Removal, or Destruction of Original Records. If any person attempts to alter, remove, and/or destroy any public record, City's representative will immediately terminate such person's review and will notify the city attorney.

Schedule 3.1
Fee Schedule for Public Records Requests

1. Copies of Public Records; Certified Copies. Copies of public records are \$0.25 cents per page for standard, letter size copies. Copies may be certified for an additional charge of \$3.75.
2. Copies of Sound Recordings. Copies of sound recordings of meetings are \$10.00 per copy.
3. Copies of Maps and Other Non-Standard Documents. The actual cost to City for copying maps or other non-standard size documents will be charged to the Requester.
4. Records on Compact Disk. Copies of public records may be provided on compact disk if the record(s) are stored in City's computer system. Disks will be provided at a cost of \$10.00 per disk and may contain as much information as the disk will hold. Due to threat of computer viruses, City will not permit a Requester to provide disks for electronic reproduction of computer records.
5. Records Transmitted via Facsimile and Electronic Mail. The cost of public records transmitted by facsimile is \$2.00 for the first page and \$0.50 cents for each additional page, limited to a 25-page maximum, not including the cover page. The cost of public records transmitted by electronic mail is \$2.00 per electronic mail, plus \$0.25 cents per page, and is limited to 10 MB in size per electronic mail.
6. Labor Costs. City's personnel time for researching, locating, compiling, editing, summarizing, tailoring, and/or otherwise processing information and records will be at the hourly rate (or its equivalent) of the personnel responsible for processing the information or public records request, which time will be charged in quarter-hour increments; provided, however, City may waive City's labor costs for a public records request requiring 10 or fewer minutes of total personnel time. City will estimate the total amount of time required to respond to the public records request and the Requester will make payment for the estimated cost in advance. If the actual time and costs are less than estimated, the excess amount paid will be refunded to the Requester. If the actual costs and time are more than estimated, the difference will be paid by the Requester at the time the public records are produced (but before the public records are made available).
7. Delivery and Postage. The Requester will pay the actual cost for delivery of the public records, including postage or courier fees.
8. Attorney Fees. As applicable, the Requester will pay the actual attorney fees charged to City for the cost of time spent by the city attorney reviewing the public records, redacting material from the public records, and/or segregating the public records into exempt and nonexempt records. The cost of the city attorney's time spent determining the application of the Oregon Public Records Law will not be included in the "actual attorney fees."
9. Additional Charges. If a request is of such magnitude and nature that compliance will disrupt City's normal operation, City may impose such additional charges as are reasonably necessary to reimburse City for its actual costs of producing the requested public records.

City of La Pine
Public Records Request Form

This Public Records Request Form must be completed and submitted to City of La Pine ("City") to inspect or obtain copies of City's public records (as defined under ORS 192.311 - 192.431). Persons interested in making a public records request are advised to review City's public records request policy (Resolution No. 2019-09). You may contact City's city manager if you have any questions or concerns regarding this form or the public records request process.

A. Requester Information

Name of Requesting Individual: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Facsimile No.: _____ Email: _____

B. Record(s) Requested

Describe the public record(s) you are requesting. Please provide a sufficiently detailed description of the public record(s) requested, including the dates, subject matter, and such other information concerning the requested public record(s) as may be necessary to enable City personnel to search for and locate the public record(s).

C. Purpose of Records Request

Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please provide a brief statement as to the purpose of your public records request.

D. Receiving Record(s)

Please specify the delivery/inspection date desired and preferred method of receiving the requested public record(s), if applicable. City does not guaranty that the requested public record(s) will be delivered or made available by your desired delivery/inspection date.

I would like to view/inspect the record(s) on _____.

I would like to receive copies of the requested public record(s) not later than _____ by:

