

COBURG CITY COUNCIL ACTION/ISSUE ITEM



TOPIC: Resolution 2021-19, A Resolution Adopting Changes to the City of Coburg Fee Schedule

Meeting Date: August 10, 2021
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, tim.gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Consider the request to adopt Resolution 2021-19.

***Recommended Council motion:** I move to Adopt Resolution 2021-19, a resolution adopting administrative surcharges, administrative fees, planning and development charges included in the 2021 fee schedule.*

POLICIES OR CITY COUNCIL GOALS(S) ADDRESSED

Fiscal management and administration

BACKGROUND

The fees are all compiled into the attached fee schedule to include the Municipal Court, Police, Land Use, Administration and others. The City Administrator has reviewed them along with supervisors and made the recommended updates to the fee schedule.

There is negligible change to actual fees in the schedule. Staff in various departments spent several hours reviewing the fees and related administrative procedures

RECOMMENDATION AND ALTERNATIVES

It is recommended that City Council adopt Resolution 2021-19 approving the proposed changes to the fee schedule. The alternative is to not adopt the changes and leave the fee schedule as it is.

BUDGET / FINANCIAL IMPACT

There will be a slight increase in revenues received due to small increases in some fees.

PUBLIC INVOLVEMENT

None

NEXT STEPS

Implement fee schedule changes for upcoming applications

ATTACHMENTS

- A. Draft Resolution 2021-19
 - B. Proposed City of Coburg Fee Schedule
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REVIEWED:

Sammy Egbert, City Recorder
Anne Heath, City Administrator

ATTACHMENT A

RESOLUTION 2021-19

A RESOLUTION ADOPTING ADMINISTRATIVE SURCHARGES, ADMINISTRATIVE FEES, PLANNING AND DEVELOPMENT CHARGES INCLUDED IN 2021 FEE SCHEDULE.

WHEREAS, Ordinance A-204 creates an administrative surcharge for every fee or charge established by Ordinance or Resolution, specific fees listed in previous Ordinances and Resolutions are set at \$0.00. The City Administrator is to consider the charge to be zero and set an administrative surcharge consistent to Ordinance A-204.

WHEREAS, per Ordinance A-204 at least once a year the City Administrator shall direct a review of the Administrative Surcharges in the fee schedule and report to Council. Administrative surcharges take effect the day after Council consideration; and

WHEREAS, Ordinance A-208 as amended by Ordinance A-208-A and A-208-B establishes fees and charges for planning and development applications; and

WHEREAS, Ordinance A-208-B requires an annual review by Council and that changes be made by resolution.

WHEREAS, Oregon Revised Statue 294.160 requires the City to provide an opportunity for interested persons to comment on the enactment of any Resolutions prescribing a new fee or a fee or rate increase. A Public Hearing was held on August 10, 2021.

NOW THEREFORE, THE COBURG CITY COUNCIL RESOLVES AS FOLLOWS:

1. The City of Coburg adopts administrative surcharges, administrative fees, planning and development charges and all other fees included in the 2021 City of Coburg Fee Schedule.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ for and ____ against, this 10th day of August 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder