



Cooper City Commission Meeting Agenda Item Request Form

Commission Meeting/Workshop Date: May 25, 2021

Requesting Department: Administrative Services/City Clerk

Subject: Resolution No. 21-24, increasing the Administrative Fee and establishing the Lien Reduction Fee for Special Magistrate Hearings

Section:

Presentation

Consent

Regular

Discussion

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Background and Recommendation (attach backup material to Item Request Form):

The recent adoption of Ordinance No. 21-9 allows the City Commission to set the Administrative Fee and the Lien Reduction Fee for Special Magistrate Hearings by resolution.

The current Administrative Fee for Special Magistrate Hearings is set at \$80. This fee is placed upon most cases that come before the Special Magistrate (rarely is it waived). To capture more accurately the recovery costs for administering each case, staff is recommending that the fee be increased to \$150. Please see backup for analysis.

Currently, there is no fee associated for lien reduction requests, except for the above-mentioned Administrative fee. These cases take a considerable amount of staff time and research and an application process is necessary. A fee of \$250 will recover these costs, per the analysis attached. Lien reduction requests will not additionally incur an Administrative Fee.

Staff recommends the approval of Resolution No. 21-27, which increases the Administrative Fee and establishes a fee for lien reduction requests.

Attachments:

1. [Resolution No. 21-27](#)
2. [Analysis](#)
3. [Ordinance No. 21-9](#)
4. [Request for Reduction Application](#)

Approvals:

Finance Director _____ City Manager _____ City Clerk _____

Joseph
Napoli

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