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MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

August 12, 2026

From: Brandon Neish, Finance Director

Subject: Proposed Amendment to City Fee Schedule

I. INTRODUCTION

ORS 294.160 states “the governing body of a city, county or other unit of local government shall provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated.”

II. CURRENT REPORT

The last fee schedule was adopted May 14, 2025 after a public hearing. The attached fee report includes updates in Engineering and Planning fees. All changes are included in the report with red text to highlight.

Public records – fees under Administrative Fees and Police Fees were updated to comply with Public Records requirements and promote transparency.

III. RECOMMENDATION

Move to adopt Resolution No. 2026-18 to amend the City Fee Schedule. If adopted, the new schedule would be effective August 13th.