



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 16 for 2025 – Amending the City’s Fee Schedule

Preferred Agenda: July 8, 2025

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Blair Larsen, City Attorney
Jason Ogden, City Manager / Police Chief

Type of Action: Motion ☐ Resolution ☒ Reading ☐ Roll Call ☐

Relevant Code/Policy: N/A

Towards Council Goal: Effective Government, Desirable Community

Attachments: Resolution No. 16 for 2025

Purpose of this RCA:

The purpose of this RCA is to request City Council approval of an updated fee schedule.

Background/Context:

The City’s fee schedule was last updated in 2023 to include facility, community development, park/facility use, police, and utility billing fees.

The Challenge/Problem:

Since 2023, the configuration of City Hall has changed which has resulted in a reduction of available rented space so staff proposes the elimination of fees related to those spaces since they are no longer available to the public. Additionally, workload has increased on Public Works for events in public parks and there has been an increase in demand regarding Transient Merchant Permits for temporary food trucks.

In 2024, City Council expressed concern regarding the placement of food trucks along the Highway 20 corridor, particularly during the Oregon Jamboree. This fee schedule proposes to increase costs for Transient Merchant Permits to ensure staff costs for inspection are adequately covered. Additionally, this fee schedule proposes to eliminate the maximum rental cost for spaces due to wear and tear, the addition of fees for Public Works assistance to set up events, and an increase in Transient Merchant Fees to cover the costs of staff inspections to ensure compliance and safety.

Issues and Financial Impacts:

The City is currently operating at a loss for assistance at events located in Parks and also does not have fees in place to cover inspections for temporary food trucks. Acceptance of these fee additions and increases would offset some of these costs.

Elements of a Stable Solution:

A fiscally responsible approach that balances the interests of the residents enjoying public facilities, food trucks, the surrounding neighborhoods affected by operations, and the City.

Options:

1. Do nothing: The City will continue to operate with the current fee schedule.
2. Move to approve the fee schedule as proposed: The City will update its fee schedule and collect additional funds to support regulation.
3. Move to approve the fee schedule with modifications: The City Council may choose to modify the proposed fees.

Recommendation:

Staff recommends option #2: Move to adopt the fee schedule as proposed.