



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 07 for 2023 – Fee Schedule

Preferred Agenda: June 27, 2023

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution X Motion ____ Roll Call ____ Other ____

Relevant Code/Policy: City of Sweet Home Financial Policy

Towards Council Goal: Vision Statement II. WE ASPIRE to have an effective and efficient local government.

Attachments: Resolution No. 7 for 2023 – A Resolution to Establish Public Information, Records, Research, Service and Miscellaneous City Fees.

Purpose of this RCA:

To update the city’s Public Information, Records, Research, Service and Miscellaneous City fee schedule.

Background/Context:

Staff is requesting updates to the Fee Schedule. The Fee Scheduled should be updated and any changes approved by City Council per City policy. Only the fees that have not yet been approved are noted below. All other fees in the fee schedule have already been approved by City Council and are being implemented by staff. The Resolution just adds any new or updated fees.

NEW PROPOSED FEES:

Additional Facility Fees: The Council Chambers, City Hall fenced parking lot, and the library parking lot have been added to the fee schedule.

Community Development Fees: With the new Zoning Code update, changes to the planning fees were necessary. All planning and zoning fees were reviewed and updated to cover actual cost and staff time related to the various application types. The new fees for this department include a fee for Adjustments \$350, Interpretations for \$75 and Nonconforming Uses for \$650. Also, to match language in SHMC, Home Occupations now has a proposed fee of \$200.

Park/Facility Use: Fees were added for the use of Community Garden Plots of \$35 per year and camp sites which are \$30 for tent and \$60 for RV sites per night.

Police: A \$5 per year fee was added for Alarm Permits (waived for anyone 65 years of age or older).

Utility Billing: A Utility Billing Set Up Fee of \$20 was added to the Fee Schedule. This fee helps cover the cost of staff processing new accounts and is in line with surrounding City's Utility Billing fees.

PROPOSED UPDATES TO EXISTING FEES:

Community Development Fees: Proposed fee changes include:

- Fence Permit \$20 proposed \$25
- Partitions \$315 proposed \$350
- Zone Map Amendment and Zone Text Amendment were each \$1030 and proposed \$1500 each
- Public Hearing for Variance \$590 proposed \$650
- Vacation Right of Way \$1030 proposed \$1500
- Annexation and Rezone is proposed to be less from \$1545 to \$1500
- Public Hearing for Conditional Use \$615 proposed \$650
- Comprehensive Plan Amendment increased from \$1450 (plus cost of notice) to \$1500
- The fee will not change for the Development Plan Review, but the proposed new title is Site Development Review

Utility Billing: The Municipal Lien Search Fee per tax lot was raised from \$25 to \$30.

Public Works Fees: The Meter Only in Subdivision Lots was raised from \$315 to \$350.

The Challenge/Problem:

Will the City Council adopt Resolution No. 7 for 2023 regarding the City's annually reviewed fee schedule?

Stakeholders:

- City of Sweet Home citizens – Adopting this resolution ensures residents have one place to go to see any and all fees within the city. As staff works to consolidate and simplify processes, citizens should find it easier to find basic information without having to bounce between code and resolutions that may not be easily accessible.
- City of Sweet Home City Council – Council is to review all fees annually.
- City of Sweet Home Staff – works diligently to keep fees updated annually to cover cost of city expenses.

Issues and Financial Impacts:

Newly established fees will allow additional resources for services the City is providing.

Elements of a Stable Solution:

A transparent and just fee schedule that is easy to understand and locate various city fees quickly.

Options:

1. Do Nothing
2. Make a motion to adopt Resolution No. 7 for 2023, A Resolution establishing certain Public Information, Records, Research, Service and Miscellaneous City fees in accordance with City of Sweet Home's Financial Policies.
3. Make additional revisions to the Fee Schedule – Staff will return with a revised resolution.

Recommendation:

Staff recommends *Option 2: Make a motion to adopt Resolution No. 7 for 2023, A Resolution establishing certain Public Information, Records, Research, Service and Miscellaneous City fees in accordance with City of Sweet Home's Financial Policies.*