



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 20 for 2022 – Fee Schedule

Preferred Agenda: July 12, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

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. 20 for 2022 – 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 only a few updates to the Fee Schedule as outlined below:

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

Naming of Facilities: Fees associated with Resolution No. 32 for 2016 – Naming of Facilities, have been added.

Library Fees: Fees have been removed for Overdue Library Materials as per Council vote.

System Development Fees: System Development Fees are included and updated in the fee schedule.

Park Facility Fees: Fees for park reservations have increased from \$15 per hour to \$25 per hour to help cover cost for staff cleaning and wear and tear on facilities.

The Challenge/Problem:

Will the City Council adopt Resolution No. 20 for 2022 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:

There are no financial impacts from this resolution as the fees currently exist.

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. 20 for 2022, 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. 20 for 2022, A Resolution establishing certain Public Information, Records, Research, Service and Miscellaneous City fees in accordance with City of Sweet Home's Financial Policies.*