



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 3 for 2021 – Fee Schedule

Preferred Agenda: February 9, 2021

Submitted By: Julie Fisher, Administrative Assistant

Reviewed By: Ray Towry, 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.3 for 2021 – 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:

- Transient Merchant Permit Fee: \$25 – This fee is new to the schedule but necessary as it takes staff a couple hours to review applications.
- Equipment Delivery/Pickup: \$50 during business hours, \$100 after hours – Also new to the Fee Schedule. This is for various equipment that we offer for rent for special events at parks and in the right of way. People can pick up equipment at no charge, but having it delivered to the site requires staff time and is especially an issue when after hours.
- Lost Library Card Replacement Fee: \$3 – New fee to cover cost of replacement cards
- Water on & off after hours: \$100 -This fee was \$40 but due to after hour staff time should be increased to cover cost.
- GIS Attributed Vector Data, SHP: - This fee has been removed from the schedule
- Bulk Water Permit Base Fee: \$60 – This fee was \$40 inside and \$60 outside. Staff has suggested a flat \$60 fee.
- Utility Notices/Doorhangers: \$25 – This fee is necessary to cover cost of staff contacting residents and business thru the use of doorhangers when other methods of contact are not available. For example, if a multi-family unit or commercial building with more than one tenant and the billing is mailed to a different address, the City is required to post the property, prior to turn off. This involves Utility Billing staff preparing a posting and printing the needed number and public works staff time to post at the property.

The Challenge/Problem:

Will the City Council adopt Resolution No. 3 for 2021 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. 3 for 2021, 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.3 for 2021, A Resolution establishing certain Public Information, Records, Research, Service and Miscellaneous City fees in accordance with City of Sweet Home’s Financial Policies.**