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<b>Meeting Date:</b>	November 25, 2024
<b>Subject:</b>	Update Fee Schedule
<b>Attachments:</b>	Fee Schedule A and B, Resolution 2024-49, Fee Schedule Presentation, 2024 ICC Fees
<b>Presented by:</b>	Adam Vaughn, Finance Director
<b>Approved for Agenda by:</b>	Dan Ford, City Manager

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**Discussion:**

Each budget cycle the City Council updates the fee schedule for the following year. The two categories that have been modified by staff this year are Cemetery fees and Planning/Building Fees. An item was also added under "Miscellaneous Fees and Charges" which is \$10 per CD or Tape requested through a public records request.

Over the last couple of years, the City has been required to fund the Cemetery through the General Fund. The last few fee schedules have increased the Cemetery rates by 2% and the Perpetual Care rates by 10%. To lessen the load of the General Fund, staff recommends increasing Cemetery rates by 5% and perpetual care rates by 15%. In addition to these rate increases, staff recommends usage of the perpetual care funds to start funding the portion of the cemetery covered by these funds. About 77% of the plots in the cemetery have been sold or are not to be sold.

The last time that the planning and building fees have been updated was in 2019. Since that time, the City has been substantially outpaced by its peer communities. The City of Yakima's planning fees are about 8 times more than the City of Toppenish. When compared to some of the smaller surrounding communities the City's fees are about 2.3 times less. As such, staff recommends increasing its fees by about 75%. Additionally, staff recommends adopting the 2024 International Code Council (ICC) fee building valuation. The City's current building code fees are based off of the 2022 ICC valuation rates, bringing the valuation rates up to 2024 is about a 17% increase.

**Fiscal Impact:**

The City generates about \$100,000 from licenses and permits each year, but the revenue is dependent on activity within the City. These increases will generate more revenue than if they were not in place. With these fees in place staff expects about a \$10,000 - \$20,000 increase in revenue.

A 5% increase in Cemetery fees would potentially increase revenue by about \$7,500 - \$10,000.

**Recommendation:**

Approve Resolution 2024-49 adopting updated fee schedule.

**Alternatives:**

Forward to Study Session.