




AGENDA ITEM SUMMARY

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Agenda Date	September 12, 2023		
Requested Action	APPROVE ON FIRST READING ORDINANCE NO. 2023-27; REPEALING AND REPLACING ORDINANCE NO. 2022-29 AND ESTABLISHING AND REESTABLISHING FEES AND CHARGES FOR ACTIVITIES, GOODS AND SERVICES PROVIDED BY THE CITY.		
Contact Person	Sarah Buckelew, Finance Director		
Background Information	<p>The Fee Ordinance is reviewed annually to ensure the smooth functioning and sustainability of the City’s services. The City’s well-considered and transparent process for updating its fee schedule is crucial to maintain the financial health of the city while ensuring that services meet the evolving needs of its residents and businesses.</p> <p>Department heads asked to review the Fee Ordinance and provide recommended updates to existing fees for services in their respective departments. Cost recovery and clarification of the fee application were the most common concerns with regards to maintaining service quality and availability. Recommendations made by directors are notated in the “Revised” column of the redlined fee schedule draft. New fees recommended are indicated in the “New” column. Fees were then analyzed by the finance team in comparison to the consumer price index (“CPI”) increase between July 2022 and July 2023 for non-utility services. A CPI of 6.1% as defined by the bureau of labor statistics was applied, with fees being rounded down to the nearest dollar. Price index changes are indicated in the “CPI increase” column in the redlined version of the fee schedule.</p> <p>If approved and adopted by Council, the fee ordinance schedule will be effective October 1, 2023 with the new fiscal year.</p>		
Item Justification	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input checked="" type="checkbox"/> Increase Revenue <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Master Plan Recommendation </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Customer Pull <input type="checkbox"/> Service Enhancement <input checked="" type="checkbox"/> Process Efficiency <input type="checkbox"/> Other: </td> </tr> </table>	<input type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input checked="" type="checkbox"/> Increase Revenue <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Master Plan Recommendation	<input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Customer Pull <input type="checkbox"/> Service Enhancement <input checked="" type="checkbox"/> Process Efficiency <input type="checkbox"/> Other:
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<p>Strategic Alignment <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i></p>	<p>C1 – Customer Experiences, F1 – Strategic, responsible, and conservative financial management, B1 – Utilizing data to drive smart decision making</p>
<p>Financial Considerations</p>	<p>The fee schedule serves as a recovery mechanism for specific services that are typically optional, or used only by a subset of the population. Charging specific fees for these service allows the City to recover the direct costs associated with providing them. Impacts to revenue based on fee schedule updates are typically minimal, as increases or decreases to service fee revenue is tied more directly to projected volume of services provided rather than the dollar amount of the fee provided. Departments expecting a service volume demand increase or decrease have been factored into the FY 23-24 budget.</p>
<p>Citizen Input/Board Review</p>	<p>N/A</p>
<p>Legal Review</p>	<p>N/A</p>
<p>Alternative Options</p>	<p>N/A</p>
<p>Supporting Documents</p>	<p>Red-lined draft of Fee Schedule showing proposed changes Proposed Fee Schedule</p>