

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE July 18, 2023	AGENDA ITEM NUMBER 4.e
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TO: Mayor Benetti, Council President DiNovo and City Councilors

FROM: Nichole Rutherford, Assistant City Manager

THROUGH: Rodger Craddock, City Manager

ISSUE: Consideration of Approval to Amend the City Fee Schedule - Approval Would Require Adoption of Resolution 23-16

SUMMARY:

The City's fee schedule is reviewed regularly for potential increases to fees either based upon a cost analysis of providing services relative to the fee charged or upon annual market factors (Consumer Price Index or Municipal Cost Index, as examples).

ACTION REQUESTED:

If it pleases Council, approve the changes to the city's fee schedule by adoption of Resolution 23-16.

BACKGROUND:

Generally, the City's fee schedule is updated annually, due to adjustments to the moorage fee being tied to the Municipal Cost Index (MCI). When updating the fee schedule for the moorage rate, each city department takes the opportunity to review department fees to ensure fees align with the cost of service. The proposed resolution includes an update to the moorage fee section of the fee schedule and some changes to both clean-up and add clarity around some planning fees. The following summary addresses the changes in the planning fee section:

Planning fees are not, generally, being increased. Type I Reviews continue to assume approximately 1 to 2 hours of time spent. Type II Reviews continue to assume approximately 4 to 8 hours of time spent. Type III Reviews continue to assume approximately 6 to 10 hours of time spent. Type IV Reviews continue to assume the applicant covers the full costs for time spent. Per hour charges, with the exception of times when research is required, are removed and replaced with a base fee equal to the existing amount required for deposit for those permit types, and is in line with other related permit type base fees. We have not been charging applicants by the hour, so this is in line with our current operating procedures.

Apart from any changes made to actual fees, the majority of changes to the text have been to clarify permit types and to better align those with our current Code. For example, under Type I and Type II Reviews, there are three different project types for residential and commercial development that can be conflicting as-is currently written in the fee schedule. This text has been clarified such to provide for three distinct scenarios: 1) expansion of existing development up to a certain percent, 2) new nonresidential development up to a certain size, and 3) new residential development up to a certain size. Additionally, there are some listed permits that fall within the wrong permit type and those permits have been moved to fall under the appropriate permit types.

BUDGET IMPLICATIONS:

These revision will minimally impact the budget with potential for an additional \$3,000 in moorage revenue annually and little to no change in the planning fee revenue.

ATTACHMENT(S):

- Resolution 23-16 Amending City Fee Schedule.pdf
- City Fee Schedule 23-16 Legislative Format.pdf