

Council Business Meeting

August 3, 2021

Agenda Item	Resolution No. 2021-20 Adoption of Revisions to Miscellaneous Fees & Charges for FY 2022 and Repealing Resolution 2021-17	
From	Melanie Purcell	Finance Director
Contact	melanie.purcell@ashland.or.us	

SUMMARY

This resolution is to consider revisions to previously adopted updates contained in the City’s Miscellaneous Fees and Charges document. The majority of the Fees remain unchanged, with only fees increasing by an inflationary adjustment. The fee being corrected is for plan review in the Public Works Department and reduces the subsidy provided by taxpayers for private development.

POLICIES, PLANS & GOALS SUPPORTED

N/A

PREVIOUS COUNCIL ACTION

Adoption of the last Miscellaneous Fees & Charges was on June 15, 2021, per Resolution 2021-17

BACKGROUND AND ADDITIONAL INFORMATION

The City charges for a variety of services provided to the public. The miscellaneous fees and charges are updated and reviewed on an annual basis with the intent of providing an efficient way for Council to review and approve fees and charges as a whole. Due to the last years pandemic, fees for Fiscal Year (FY) 2021 were not increased. Increased fees thus reflect two years of changes. The attached document reflects one change that had been incorrectly updated in the previous revision. More complicated and specific rates, fees and charges such as Utility rates and Systems Development Charges are not included in the miscellaneous fees and charges and are handled in separate Council actions. The adoption of the current fees and charges does not limit the Council’s ability to create, or adjust, fees during the next year.

In addition to efficiency for Council in review and approval of fees and charges, the proposed fee booklet provides the public with one document that includes all miscellaneous fees and charges of the different Departments of the City. Attached is the draft booklet and draft resolution to establish or update the included fees effective August 3, 2021. In some cases, there are references to prior resolutions that are not being repealed and the associated charges are presented for information purposes. All modifications or additions to the prior approved fees booklet are presented in red. If an entry is not bolded in red the existing amount or methodology used for calculation remains unchanged.

FISCAL IMPACTS

Regular review and updating of fees and charges provides Departments with the ability to maintain the intended ratio of cost recovery for the services each Department provides to their customers and the public. This also ensures that the revenues projected in the biennial budget are achieved to appropriately offset the approved and appropriated expenditures of each Department. The fee being corrected is for plan review in the Public Works Department and reduces the subsidy provided by taxpayers for private development.

STAFF RECOMMENDATION

Staff recommends approval of the updated Miscellaneous Fee and Charges.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move approval of the resolution titled, “A Resolution Adopting a Miscellaneous Fees & Charges Document and Repealing Prior Fee Resolution 2021-17.”

REFERENCES & ATTACHMENTS

Attachment 1: Resolution No. 2021-20 Adopting a Miscellaneous Fees and Charges Document and Repealing Prior Fee Resolution 2021-17

Attachment 2: Miscellaneous Fees & Charges Document – Proposed Fiscal Year 2022

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RESOLUTION NO. 2021-21

A RESOLUTION ADOPTING A MISCELLANEOUS FEES AND CHARGES SCHEDULE
AND REPEALING RESOLUTION NO. 2021-17

RECITALS:

- A. The City of Ashland sets its fees and charges by resolution; and
- B. Miscellaneous fees and charges for the City are set forth in Resolution No. 2021-17; and
- C. It is necessary to make adjustments to the City’s fees and charges to cover the full costs of providing the services involved.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,

RESOLVES AS FOLLOWS:

SECTION 1. There are hereby established, and there shall be collected, fees and charges as set forth in “Exhibit A,” which is attached hereto and incorporated herein by this reference.

SECTION 2. This resolution repeals Resolution No. 2021-17, and supersedes any other resolution to the extent such resolution enacts fees and charges of the type set forth herein.

SECTION 3. This resolution is effective upon adoption.

ADOPTED by the City Council this _____ day of _____, 2021.

ATTEST:

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2021.

Julie Akins, Mayor

Reviewed as to form:

Katrina L. Brown, Interim City Attorney

Memo

DATE: June 1, 2021

TO: Melanie Purcell, Finance Director

FROM: Bill Molnar, Community Development Director

RE: 2021 Miscellaneous Fees & Charges

The Community Development Department is requesting the following updates to the Miscellaneous Fees & Charges document:

- Update the Planning Pre-Application Conference fee to \$200.
The purpose of a pre-application conference is to allow applicants and City staff to meet and discuss a proposed project early in the development process. This early review and meeting helps to identify opportunities and key issues prior to preparation and submission of the Planning application. The proposed increase is requested to cover the staff time spent conducting site specific research, coordinating and consolidating input from other city departments, preparing a comprehensive report, and holding the conferences.
- Update the Street Tree and Type I Tree Removal permit fees to \$100.
Type I Tree Removal applications require public notice to the surrounding area. Street Tree and Type I Tree Removal Permits require a public hearing before the Ashland Tree Commission. Two separate notices (notice of complete application and notice of decision) are mailed to all property owners within a 200 ft. radius, as well as signage posted on the site. The proposed increase is requested to cover the material costs, postage fees, and staff time preparing and processing these applications, including preparation for and attendance at the public hearing at the Ashland Tree Commission.
- Adopt a \$200 fee for processing Marijuana and Hemp Land Use Compatibility Statements.
Businesses requesting approval from the State of Oregon to operate a Marijuana or Hemp facility are required to submit with their application a Land Use Compatibility Statement prepared by the City of Ashland. The proposed fee is requested to cover the staff time involved in processing and preparing these statements.

- Adopt a \$50 fee for preparing Zoning Verification Letters.
A formal written letter is often requested by lenders, mortgage insurance companies, commercial brokers, and appraisers to verify the zoning of a property, as well as location in any zoning overlays and natural hazard areas (e.g., residential overlay, flood plain, etc.) and potential nonconforming status (e.g., residential structure in a commercial zone). The proposed increase is requested to cover the staff time spent conducting site specific research and preparing the formal written letter.
- Update the remaining Planning fees by 2.6% in accordance with the March 2021 CPI.
An incremental adjustment to the Planning fees takes place each year during the adoption of the Miscellaneous Fees & Charges document. The adjustment is based on the Consumer Price Index figure for the 12-month period ending in March.

Memo

DATE: 05-24-21
 TO: Melanie Purcell, Finance Director
 FROM: Stefanie Hawkins- Municipal Court
 RE: Miscellaneous Fees- Municipal Court

We are changing Row 11 (the Diversion by Municipal Court line) to read: "Traffic School Program: Classes A-D, including special zones."

The Traffic School Program fees range from \$480.00 to \$115.00 depending on the class of violation (A-D, including special zones). See the below chart:

Presumptive Fine	Traffic School Program Fee
\$115.00	\$115.00
\$165.00	\$120.00
*\$225.00	\$180.00
\$265.00	\$220.00
*\$325.00	\$280.00
*\$525.00	\$480.00

*special zone enhanced penalty

Memo

DATE: May 25, 2021
TO: Melanie Purcell, Director of Administrative Services
FROM: Tami De Mille-Campos, Administrative Analyst
RE: Miscellaneous Fees and Charges effective July 1, 2021

Please make the adjustments in the FY 2022/23 Miscellaneous Fees and Charges document as shown in the attached documents per CPI/ENR figures.

The Public Works department has no fees to update besides those calculated with CPI/ENR.

The Airport Commission has recommended the fees change per CPI.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

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parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Recreation Superintendent
Isleen Glatt; Senior Services Superintendent

DATE: May 5, 2021

SUBJECT: Misc. Fees Adoption (Action)

Situation:

Towards the end of each fiscal year the City of Ashland submits updates and adjustments of fees and charges to the City Council for approval per Resolution. Because the Commission is an elected body and before the City Council reviews the fees in June, staff is requesting review and action from the Parks Commission to the Miscellaneous Fees and Charges for APRC.

Background:

Most of these suggested fee updates were submitted in April 2020 to the Finance Department, but due to the pandemic, the Council chose to not move forward with any changes. Staff is submitting the same changes again to ensure they make it in the 21/22 rate book.

This is also a chance to solidify a formal process that allows for Commission input and approval, prior to City Council approval of APRC fees.

The only changes of fees since 2019-20 are:

Senior Services Division

- “Gentle Yoga for 60+” classes, previously offered for \$5/class drop-in or \$15/four classes, was be raised \$20/four classes or \$6/class drop-in, to be able to attract new instructors.
 - “Senior Archery” is a new class, with fee set at \$10/hour including equipment.
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- “Art Class Series for Seniors” is a new class, set \$10/class hour plus materials.

Recreation Division

- Allowance for up to an 80/20 split with instructors to keep affordable for the community for some low-cost programs.
- Other minor edits to the document that were incorrect based on past fee approvals.

All other fees listed in the attachment have been approved previously by the Ashland Parks and Recreation Commission.

APRC staff will also be bringing other fee and charges adjustments to the Commission later, as the Cost Recovery Process for APRC unfolds.

Assessment:

These minor changes to fees do not represent a significant change to the community. Rather, most of these updates are to more accurately reflect current practices.

Recommendation

Review the attached information and approve it during the official business meeting of May 12, 2021

Possible Motion

I move to recommend approval of the APRC fees to City Council for inclusion in the City of Ashland Misc Fees and Charges Booklet for FY 21/22.

Attachments:

- [Spreadsheet of adjustments to APRC Fees](#)
- [City of Ashland 19/20 Misc Fees and Charges Booklet](#)