



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM: AN ORDINANCE TO ESTABLISH A COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO GENERATE FUNDING FOR GENERAL AND SPECIFIC OPERATIONS REQUIRED TO SATISFY SERVICE NEEDS OF THE CITY; TO AMEND ORDINANCE 2013-12-03-30 AND SUBSEQUENT AMENDMENTS TO THAT ORDINANCE; ESTABLISH NEW CATEGORIES OF FEES AND CHARGES; REVISE EXISTING RATES; RECONFIRM EXISTING RATES; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN.**

**DEPARTMENT:** Finance

**PROPOSED ACTION:** Review and Adopt

**BACKGROUND:** The City Council has from time to time revised fees and charges based on need for additional funding to cover increased costs of services funded by said fees. Documentation for such fees are distributed among various Ordinances as they are passed as well as the Code of Ordinances that was adopted in December of 2013.

For ease of administration and analysis of the range of fees that have been established, it is recommended that the City Council adopt a comprehensive Fee Schedule that will become an Appendix to the Annual Operating Budget for the City. All fees and charges listed in EXHIBIT A shall be effective and valid beginning October 1, 2019 through September 30, 2020. During preparation of the following year's budget, a review of the current fees will be made to determine what adjustments if any need to be made to the Schedule. These will then be considered and adopted in the next year's Budget.

This Schedule will also serve as the reference in the Code of Ordinances where it states that fees are "on file in the city secretary's office".

**BUDGET/FINANCIAL IMPACT:** None for the current FY 2018-19 Budget

**RECOMMENDATION:** Review and adopt Ordinance as presented.

**ATTACHMENTS:** Ordinance to adopt a comprehensive fee schedule containing all the fees and charges collected by the City for specified services.

**{X} Staff will be making a detailed presentation on this agenda item at the meeting.**

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*