



**FINANCE DEPARTMENT
MUNICIPAL COLLECTOR'S DIVISION
M E M O R A N D U M**

TO: Mayor Laurel Lunt Prussing

FROM: Ronald Eldridge, Comptroller
Delora Siebrecht, Finance Office Manager

DATE: March 9, 2009

RE: Limited Amendments to the Fee Schedule

Brief Description of the item:

Under Section 14-7 (b) of the Urbana City Code, limited amendments to the Schedule of Fees are allowed when new fees are established and when revisions are made to food handling licenses that involve the C-U Public Health District. Limited amendments do not require publishing of the Fee Schedule prior to Council approval.

At this time new fees to add to the Fee Schedule are a Fireworks Permit and an application fee for a review by the Design Review Board.

- The establishment of a Fireworks Permit is provided for in the 2003 International Fire Code, Section 105.6, Required operational permits and Section 105.6.15, Explosives. This code was previously adopted by City Council. The proposed permit fee is \$100.00.
- Council recently established a Design Review Board to review applications for exterior work in certain districts. The proposed fee to review applications brought before the Board is \$150.00.

The C-U Public Health District issues City Food Handler Licenses in conjunction with their Health Permits. The Health District operates on an April to March fiscal year. Since our fiscal years are different, adjustments to food handler licenses are made prior to the annual adjustments made to the Fee Schedule later this year. Proposed revisions to food handler licenses include increases of fees and additional license classes:

- Establishment license (from \$70.00 to \$80.00)
- Mobile Dispensing license (from \$50.00 to \$55.00)
- Sidewalk Café license (\$20.00 to \$22.50)
- Add new classes Seasonal license \$50.00 and Temporary license \$50.00

Recommendation:

Staff recommends approval of the fee changes as shown in the attached ordinance amending the Schedule of Fees.

ORDINANCE NO. 2009-03-017

AN ORDINANCE AMENDING CHAPTER FOURTEEN OF THE CODE OF ORDINANCES,
CITY OF URBANA, ILLINOIS, REGARDING THE SCHEDULE OF FEES

(Adding Design Review Board Application Fee;
Adding Fireworks Permit Fee;
Revising Food Handler License Fees)

WHEREAS, the City of Urbana has a Schedule of Fees on file, properly published and approved on May 5, 2008; and

WHEREAS, the City Council desires to make limited amendments to that Schedule of Fees pursuant to Code of Ordinances Section 14-7 (b), such amendments relating to the addition of a Design Review Board application fee and a Fireworks Permit fee and revising Food Handler License fees.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, that the Schedule of Fees published on May 5, 2008 be hereby amended to reflect the following addition and corrections:

Section 1.

(B) GENERAL

2. Fire Department Fees:

(c) Fireworks Permit \$100.00

3. Food Handling Licenses:

(a) Food Handling Establishment \$80.00
(b) Food Handling Mobile Dispenser \$55.00
(c) Food Handling Seasonal \$50.00
(d) Food Handling Temporary \$50.00
(e) Sidewalk Café, adjacent premises \$22.50

(D) ZONING FEES AND BUILDING CONSTRUCTION APPEALS

4. Appeals boards and commissions:

(e) Design Review Board - Review \$150.00

Section 2.

This Ordinance shall be effective upon its passage by the City Council and approval by the Mayor of the City of Urbana, Illinois.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a regular meeting of said Council.

PASSED by the City Council this _____ day of _____,
_____.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,
_____.

Laurel Lunt Prussing, Mayor