



MEMORANDUM

To: Mayor and City Council

From: Vanessa Tarver, Assistant Director of Strategic Financial Engagement

VIA: Kim Tiehen, Director of Strategic Financial Engagement

Date: May 13, 2025

Reference: Consider approval of a Resolution amending Resolution No. 0.10996.3, amending the Master Fee Schedule for the Rolling Oaks Memorial Cemetery fee details, Donation Receptacles, and the Village Collective fees; and authorizing the Mayor to sign.

2040: Sustainable Government

Introduction:

The purpose of this agenda item is to seek approval to amend the master fee schedule for Rolling Oaks Memorial Cemetery fee details, Donation Receptables, and the Village Collective fees, which align the master fee schedule to an ordinance approved and council direction.

Background:

Rollings Oaks Memorial Cemetery:

On the April 8, 2025 Council Meeting, direction was given to adjust resident rates and residency requirements.

- Rather than residents receiving a 20% discount, there will now be a designated resident rate.
- Rather than being optional, proof of residency is now required.

Donation Receptacles:

At the March 25, 2025 Council Meeting, council approved Ordinance 2025-1624 that amended Chapter 6 of the Code of Ordinances, which added Article 6-19 “Donation Receptacles”. The master fee schedule is being updated to reflect the fees included in the ordinance which are:

- Violation of ordinance fee (up to \$500/daily),
- Permit application fee (\$250),
- Impound hauling fee (\$200), and
- Daily impound storage fee (\$50).

These fees will help administer the Donation Receptacle Permit process and help recoup the cost associated with rectifying all illegally placed donation receptacles around the city.

The Village Collective:

This concept originated with the FOARD Taskforce and has since been requested by council to move forward with the Village Collective. The platform in which this program will operate is called “GlueUp” and requires all payments to be processed through their online payment platform. The fees are as follows:

- Annual membership dues: the annual membership rate is determined by the Community Development team and is reassessed annually.
- Programming and Events: Fees for each event and program are to be based on actual cost to provide the event/program.
- GlueUp credit card processing fee: 3.40%
- GlueUp transaction and processing charges: \$.30 and \$.50 per transaction

Benefit to the Community:

The proposed fees are necessary to align the master fee schedule with council direction for all items above.

Legal Review:

The City Attorney reviewed the item.

Fiscal Impact:

Minimal fiscal impact resulting from these changes.

Recommendation:

The Strategic Financial Engagement, Community Development, and Community Experiences Departments recommend approval of this item.