

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: November 12, 2024

Subject: Resolution 24-097: Consolidated Fee Schedule Adoption

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of this resolution to adopt the 2025 Consolidated Fee Schedule. Staff periodically reviews and updates the Consolidated Fee Schedule to ensure that fees are comparable to peer municipalities and appropriate in terms of cost recovery and other strategic objectives.

Item Details:

The City adopts the fee schedule annually in conjunction with the budget process. Amendments are made throughout the year as needed. Notable changes include:

- Airport:
 - o Regular increases to fuel flowage, hangar application, and gate card fees.
- City Clerk:
 - o Simplified Transportation Network Company License fee to a flat \$500 and removed annual and new driver requirements.
 - o Increased daily carnival or exhibition fees and temporary merchant fees for comparability with peers.
- Community Development
 - o Regular increases to building permits, minor restructure of residential permit fees, and removal of certain moving fees.
- Library
 - o Regular increases to out of county library card fees, addition of meeting room reservation fee and printing and copy fees.
- Planning & Zoning
 - o Regular increases in sign permits and board of adjustment fees, increase TIF application fee to be consistent with TIF policy.
- Police Department
 - o Separate accident reports from general police reports for fee purposes, add body camera footage fees.
 - o General review and update of fines and violations
- Public Works
 - o Add site review fee for Storm Drainage
- Solid Waste Collections and Landfill
 - o Regular increases for all items, added unit column for clarity, and added fee for camp trailers per ton.

Legal Consideration:

City Attorney has reviewed the 2025 Consolidated Fee Schedule.

Strategic Plan Consideration:

Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.

Financial Consideration:

This resolution promotes cost neutrality and passes costs to individuals benefitting from City services rather than the costs being further subsidized by the City's General Fund.

Supporting Documentation:

Resolution

Consolidated Fee Schedule

Consolidated Fee Schedule – changes

Online Fee Schedule