

# City Council Agenda Memo

**From:** Erick Rangel, Chief Financial Officer

**Council Meeting:** January 24, 2023

**Subject:** Resolution 23-008: amending the Consolidated Fee Schedule

**Presenter:** Ashley Rentsch, Senior Finance Manager

## **Summary:**

Upon review of the Consolidated Fee Schedule, several necessary updates were identified, including an increase in late fees at the airport, addition of commercial building permit fees for valuations less than \$100,000, and various formula and language corrections in the fines schedule to ensure clarity and accuracy.

## **Background:**

The Brookings Regional Airport leases private and commercial hangar space and also charges fuel flowage fees per gallon. To ensure timely collection and administrative cost recovery in dealing with late payments, an increase in late fees is proposed. Fees for commercial building permits for valuations under \$100,000 were not clearly defined in the previous fee schedule, and several sections of the fines schedule were identified to need formula corrections and updated language.

## **Item Details:**

- **Airport:**
  - Late fees for hangar lease and fuel flowage payments increased from 3% to 10% to ensure timely collection and administrative cost recovery.
  - Gate Card updated in fee schedule to \$20.
- **Commercial Building Permits**
  - Fees for valuations less than \$100,000 are as follows:

<b>Total Valuation</b>	<b>Fees</b>
\$1.00 to 2,000.00	\$45.00
\$2,000.01 to 25,000.00	\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,000.01 to 50,000.00	\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,000.01 to 100,000.00	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.

- **Fines Schedule:**

- No fee changes. Various formula and language updates were made to ensure accuracy and clarity of fines and violations. See marked fee schedule for details.

**Legal Consideration:**

None.

**Strategic Plan Consideration:**

This action supports fiscal responsibility by ensuring that fees support cost recovery and the fee schedule is accurate, clear, and enforceable.

**Financial Consideration:**

This resolution promotes timely collection of amounts owed to the City, as well as recovery of administrative and other costs associated with providing services.

**Options and Recommendation:**

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval of the resolution as presented.

**Supporting Documentation:**

Memo

Resolution

Fee Schedule – clean

Fee Schedule – marked