

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director; John Thompson, Public Works Director

Council Meeting: January 27, 2026

Subject: Resolution 26-004: Consolidated Fee Schedule Amendment

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of the proposed Resolution to amend the 2026 Consolidated Fee Schedule. These updates reflect the addition of fees and related right-of-way permitting compliance, the creation of a new licensing category and the removal of fees in response to ordinance changes.

Item Details:

This amendment to the Consolidated Fee Schedule includes the following changes:

Public Works

1. Right-of-Way Work Permit and Compliance Fees

To ensure accountability and proper oversight for work conducted in the public right-of-way, the City is implementing a formal Right-of-Way Work Permit process. The proposed fees are:

- Work Permit Fee: \$35.00
- No Permit Obtained – 1st Offense: \$250.00
- No Permit Obtained – 2nd Offense: \$500.00
- No Permit Obtained – 3rd and Subsequent Offenses: \$1,000.00

2. Excavator License

A new license classification is being added for excavators working within the city Right-of-Way. Although a license is required, no fee is being assessed at this time. Excavator licenses will not be required for work on private properties.

Community Development

1. Removal of Plumbing Contractor License Fees

In alignment with a forthcoming ordinance that removes plumbing licensing requirements from the Municipal Code, the fee schedule is being updated to eliminate both the initial and renewal fees for plumbing contractor licenses.

Legal Consideration:

This fee schedule update accompanies updates to the Municipal Code and reflects the City's authority to assess or waive fees as allowed by ordinance and policy.

Strategic Plan Consideration:

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

Financial Consideration:

The implementation of right-of-way fees will support administrative and inspection costs related to public infrastructure work. While no revenue is projected for the new excavator license at this time, this category is being established for future use. The removal of plumbing contractor fees aligns with a pending repeal of the related code provisions.

Supporting Documentation:

Resolution