

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: November 18, 2025

Subject: Resolution 25-087: Consolidated Fee Schedule Adoption

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of the proposed Resolution to adopt the 2026 Consolidated Fee Schedule. Staff periodically reviews and updates the Consolidated Fee Schedule to ensure 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:

- Three percent increases across the board for most Solid Waste Fees.
- Setting refrigerator and air conditioner disposal fees to \$20 plus tax.
- Increasing Mobile Home disposal from \$265.25 to \$500 plus tax and tonnage fees, in line with actual processing costs.
- Three percent increase to the Storm Drainage Unit Financial Charge.
- \$25 - \$50 increases in planning and zoning fees, with \$5 increases for signs.
- Removing the application fee for the Street Flag and Banner Program, with flag removal fees increasing to \$160 and banner removal fees increasing to \$60.
- \$5 - \$10 increases in residential building permit fees.

Legal Consideration:

None.

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 Only