

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: April 28, 2026

Subject: Resolution 26-025: Consolidated Fee Schedule Amendment

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of the proposed Resolution to amend the Consolidated Fee Schedule to reflect updated fines and fees associated with revisions to Chapter 14 of the City Code of Ordinances pertaining to animals.

Item Details:

Ordinance 26-011 includes a comprehensive update to Chapter 14 of the City Code of Ordinances related to animal control. The ordinance reflects current operational practices, aligns with South Dakota Codified Law, and enhances the City's ability to effectively respond to animal-related concerns and ensure public safety.

As part of these updates, additions to fines and fees are necessary to ensure consistency between City Code and Consolidated Fee Schedule. The proposed fee schedule amendment incorporates updated fines for violations such as:

- Abandonment of animals
- Hunting and trapping violations
- Deer feeding prohibitions
- Dog running at large with escalating penalties for repeat offenses
- Violations related to restricted or vicious animals
- Failure to report animal bites or provide required information
- Rabies vaccination and control requirements

Additionally, the resolution includes updated licensing-related fees and penalties tied to provisions within the revised ordinance.

These updates are intended to:

- Promote responsible pet ownership
- Encourage compliance with animal control regulations
- Provide clear and consistent enforcement tools for staff
- Enhance public health and safety outcomes.
- Promote administrative cost recovery

This resolution does not introduce new policy direction, but aligns the City's fee schedule with the ordinance changes approved by Council.

Legal Consideration:

Ordinance 26-011 amends Chapter 14 of the City Code of Ordinances to update animal control regulations, enforcement provisions, and associated penalties. Adoption of this resolution ensures that the Consolidated Fee Schedule reflects those updates and remains consistent with City code.

Strategic Plan Consideration:

- Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.
- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.

Financial Consideration:

The updated fines and fees are expected to improve cost recovery associated with animal control enforcement and compliance activities.

Supporting Documentation:

Resolution

Fines & Violations – clean

Fines & Violations – marked