

City Council Agenda Memo

From: Ashley Rentsch, Finance Director

Council Meeting: November 14, 2023

Subject: Resolution 23-102: Consolidated Fee Schedule

Presenter: Ashley Rentsch, Finance Director

Summary:

City 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. This resolution adopts the 2024 Consolidated Fee Schedule in conjunction with the 2024 budget process. Staff recommends approval.

Background:

The Consolidated Fee Schedule was originally created and adopted during the FY 2020 budget process. The City adopts the fee schedule annually, and amendments are made throughout the year as needed.

Item Details:

The Following updates to the Consolidated Fee schedule serve to more adequately recover cost of service and staff time. Reference the attachments for additional detail.

- Airport
 - Increase fuel flowage per gallon, callout/after hour fee, labor rates during working hours, and security/safety violation fees.
- City Clerk
 - Increase various license fees to be in line with peer communities, including commercial garbage haulers, pawnbrokers, vehicles for hire, drivers for hire, transient merchants, and food trucks.
- Public Works Department
 - Update labor and equipment rates to reflect the average burdened salary rate by title and the current FEMA schedule of equipment fees.
- Street Division
 - Update street and sign repair fees to include taxes and administrative fees.
- Solid Waste Collections
 - Increase rates for residential collections and additional carts.
 - Add a fee for additional cart drop off/pick up.
- Solid Waste Landfill
 - Increase various fees to achieve goals of Solid Waste Master Plan.
 - Add specific fees for air conditioners, hard to handle items, certified clean soil, rubber tracks, and camping trailers.

- Parks, Rec and Forestry
 - Add labor and equipment fees, reservation fees for certain Parks facilities, update certain program fees.
- Community Development, Planning & Zoning
 - Increase fees for certain building permits and permanent signs
- Comprehensive update to Edgebrook Golf Course fees
- Increase Storm Drainage unit financial charge in line with Solid Waste Master Plan.

Legal Consideration:

None.

Strategic Plan Consideration:

This action supports fiscal responsibility by updating fees to promote cost recovery and meet budget objectives.

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.

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.

Supporting Documentation:

Memo

Resolution

Fee Schedule – clean

Fee Schedule – marked