

# City Council Agenda Memo

**From:** Jacob Meshke, Assistant City Manager

**Council Meeting:** August 11, 2020

**Subject:** Consolidated Fee Schedule

**Person(s) Responsible:** Jacob Meshke, Assistant City Manager

**Summary:**

This resolution will update the Consolidated Fee Schedule based on departmental analysis of comparative communities, market trends, and cost recovery, as well as changing requirements in state law.

**Background:**

The City of Brookings charges fees to offset operational expenses and ensure the financial sustainability of programs and services.

Staff aggregated all City fees into the Consolidated Fee Schedule, which was adopted by the City Council as part of the 2020 Budget process. From time to time, the Consolidated Fee Schedule will be revisited and updated to ensure City fees are up-to-date and align with current markets.

Beyond quarterly reviews of the Consolidated Fee Schedule, a comprehensive update of the Consolidated Fee Schedule is brought to the City Council as part of the annual budget process.

**Item Details:**

The proposed resolution would adopt the updated Consolidated Fee Schedule as presented during the 2021 budget process. Notable updates to the Consolidated Fee Schedule include:

- Restructure of airport fees
- Increase in building permit fees
- Removal of yard waste bag fee due to going to a cart system
- Increase of court cost fees per state law
- Increase in parking fines

Staff reviews all City fees in the context of comparative/peer communities, market trends, and cost recovery. Departmental staff will be present to answer any questions from the City Council regarding fee changes.

Staff is bringing forward the full Consolidated Fee Schedule for adoption ahead of schedule due to the more time sensitive nature of adopting the updated court costs per state law.

**Legal Consideration:**

None.

**Strategic Plan Consideration:**

An updated Consolidated Fee Schedule allows the City of Brookings to fulfill its mission of providing a high quality of life for its citizens by fostering a proactive, fiscally-responsible municipal government.

**Financial Consideration:**

Adjusting fees while remaining competitive will provide the City with an opportunity to financially supplement operations.

**Options and Recommendation:**

The City Council has the following options:

1. Approve as presented
2. Amend
3. Refer to a work session
4. Deny
5. Do nothing

Staff recommends approval of the resolution as presented.

**Supporting Documentation:**

1. Resolution
2. Consolidated Fee Schedule – Clean
3. Consolidated Fee Schedule – Marked