

# City Council Agenda Memo

**From:** Ashley Rentsch, Deputy Finance Manager

**Council Meeting:** September 22, 2020

**Subject:** Resolution 20-077, Resolution Adopting Amendments to the Consolidated Fee Schedule

**Person(s) Responsible:** Erick Rangel, Chief Financial Officer,  
Ashley Rentsch, Deputy finance Manager

## **Summary:**

This resolution will update the Consolidated Fine and Fee Schedule to include fines for Coronavirus COVID-19 Ordinance Violations, as well as various parking offenses. Several fire protection system fees and a technology equipment usage fee will also be added to the schedule.

## **Background:**

The City of Brookings charges fees to offset operational expenses and ensure the financial sustainability of programs and services. The City also assesses fines for ordinance violations.

Several fire protection fees and parking ordinance violation fines were deemed necessary in the most recent review of this schedule, as well as ordinance violation fines associated with COVID-19.

A technology equipment usage fee was also added. This fee would be assessed in addition to IT employees' time to non-City entities utilizing audio/visual equipment for televised or recorded events in City facilities.

## **Item Details:**

The proposed resolution would adopt several fines and fees not previously included the Consolidated Fee Schedule as presented during the 2021 budget process. Notable updates to the Consolidated Fee Schedule include:

- Coronavirus COVID-19 Violations
- Parking Offenses
  - Size of Vehicles
  - Prohibited Activities
  - Removal of Vehicles
  - Permit Parking

- Technology Equipment Usage
  - Fee charged for audio/visual equipment in addition to IT employees' time for televised or recorded events hosted in City facilities sponsored or requested by other entities.
- Fire Protection System Fees

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.

**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:**

Memo

Resolution

Consolidated Fee Schedule – Clean

Consolidated Fee Schedule – Marked