

# City Council Agenda Memo

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

**Council Meeting:** September 28, 2021

**Subject:** Resolution Adopting the Consolidated Fee Schedule

**Person(s) Responsible:** Erick Rangel, CFO; Jacob Meshke, Assistant City Manager;  
Dave Erickson, Police Chief

## **Summary:**

This resolution will establish medical cannabis application and licensing fees, implement fees for street light flags and banners, and increase fees for police department assistance with moving structures.

## **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 City Council as part of the 2021 Budget process. the Consolidated Fee Schedule will be revisited twice per year and updated to ensure that City fees are up-to-date and align with current markets.

## **Discussion:**

The newly adopted City ordinances with regard to medical cannabis establish licensing requirements for dispensaries and growing facilities. This resolution sets fees for application and licensing of these businesses. The application fee will be \$5,000. The initial medical cannabis establishment license fee will be \$5,000, as will each subsequent license renewal. Late renewal fees will be an additional \$1,000.

The City has implemented a new flag and banner policy which requires an application to permit the display of these items and establish fees for removal of flags and banners by City employees. The application fee will be \$20. Removal of banners by City staff will be \$100 per hour, and removal of flags will be \$40 per hour. This policy will enable the City to have authority to approve all flags and banners before they are placed, as well as a mechanism to charge individuals and organizations for removal if these items are damaged or upon term expiration.

The Police Department is increasing its moving of structure fees from \$50 to \$60 per hour per unit (officer and patrol car) in order to more effectively recover the costs of providing this service.

**Legal Consideration:**

None.

**Strategic Plan Consideration:**

The fee schedule additions for medical cannabis application and licensing fees support economic growth area of the strategic plan by establishing a plan to allow these businesses to operate in our community while complying with applicable laws and regulations.

These fee schedule changes also support Fiscal Responsibility by offsetting the cost of providing services. This means that those who benefit from the services will incur the costs, rather than subsidizing the costs with other General Fund revenues.

**Financial Consideration:**

These fees will offset administrative and labor costs associated with medical cannabis establishments, placing and removing flags and banners, and police assistance with moving structures.

**Options:**

The City Council has the following options:

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

**Recommendation:**

Staff recommends approval of the resolution as presented.

**Supporting Documentation:**

Memo

Resolution

Consolidated Fee Schedule – Marked

Consolidated Fee Schedule – Clean

Presentation