



# City of Broken Arrow

## Request for Action

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**File #: 16-997, Version: 1**

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**Broken Arrow City Council  
Meeting of: 08-16-2016**

**To: Mayor and City Council  
From: Office of the City Attorney**

**Title:**  
**Consideration, discussion, and possible approval of Resolution No. 935, a Resolution approving the Fiscal Year 2017 Manual of Fees, establishing fees and costs charged by the City of Broken Arrow; authorizing the periodic adjustment and waiver of fees by the City Manager; and providing an effective date of September 1, 2016**

**Background:**

The Manual of Fees compiles fees and costs for development, license and registration of various occupations and establishments, utilities, parks and recreation facilities, Fire Department fees, including charges for Emergency Medical Services, and various copying and search charges. Compilation of the Manual was designed to maximize transparency and provide a single reference source for citizens and those transacting business with the City. The fees are updated annually and are proposed based upon the cost of providing the service.

Various fees charged for City services are in need of adjustment to ensure the City will recover its expenses involved in providing certain services. Additional fees not previously included will be added.

The attached Manual of Fees has been reviewed by all Department Directors and includes all revisions. Staff recommends that the Council approve the Manual of Fees through Resolution No. 935.

**Cost: None**  
**Prepared By: Beth Anne Wilkening, City Attorney**  
**Reviewed By: Assistant City Manager - Administration**  
**Approved By: Michael L. Spurgeon, City Manager**

**Attachments: Resolution No. 935  
Fiscal Year 2016-2017 Manual of Fees - Final Version**

**Recommendation:**

Approve Resolution No. 935 and authorize its execution.