



City of Broken Arrow

Request for Action

File #: 17-2492, Version: 1

**Broken Arrow City Council
Meeting of: 08-01-2017**

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

Title: Presentation, consideration, discussion and possible action on the Manual of Fees and proposed revisions

Background:

Since July 2014, the Staff has developed and presented to the City Council for approval a Manual of Fees. The Manual establishes the fees that may be charged to businesses, residents and other users for certain services, licenses, permits and facilities that are required or provided by the City. The subjects covered in the Manual include:

1. Development Fees
2. Cemetery Fees
3. Contractor Registrations
4. License/Registration Fees
5. Utility Charges
6. Parks and Recreation Fees
7. Fire Department Fees
8. Copy and Search Fees

The fees are updated annually and are proposed based upon a variety of factors that include the cost of providing the service, the consumer price index for the specific service referenced and/or the fee or charge assessed within a market.

The attached Manual is in the format of a red-line strikeout version that compares the existing fees and the proposed fees. Any Department Directors who has a fee identified in the Manual will attend the work session and make a brief presentation on the proposed changes. Final approval of the Manual of Fees will be submitted to the City Council by proposed Resolution at the regularly scheduled meeting of August 15, 2017

Cost: \$0

Prepared By: Russell Gale, Assistant City Manager - Administration

Reviewed By: Assistant City Manager - Operations

Approved By: Michael L. Spurgeon, City Manager

Attachments: **City of Broken Manual of Fees as Presented**
on July 28, 2017 - DRAFT

Recommendation:

To direct Staff to place the Manual of Fees on the August 15, 2017 City Council Agenda.