



City of Broken Arrow

Request for Action

File #: 18-1058, **Version:** 1

Broken Arrow City Council
Meeting of: 09/04/2018

Title:

Presentation, consideration 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 established the fees that may be charged to businesses, residents and other users for certain services, licenses, permit and facilities that are required or provided by the City. The subjects covered in the Manual include:

- Development Fees
- Cemetery Fees
- Contractor Registrations
- License/Registration Fees
- Utility Fee/Charges
- Parks and Recreation Fees
- Fire Department Fees
- 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 reference and /or the fee or charge assessed within the 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 September 18, 2018.

Cost: \$0

Funding Source: N/A

Requested By: Cynthia S. Arnold, Finance Director

Approved By: Michael L. Spurgeon, City Manager

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Attachments: City of Broken Arrow Manual of Fees

Recommendation:

To direct staff to place the Manual of Fees on the September 18, 2018 City Council Agenda