

STAFF REPORT

Date: June 14, 2023

To: Mayor and City Council

Thru: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Resolution to amend the Fiscal Year 2023-24 Fee Schedule as it relates to the City Wide Fee Schedule (Returned Check Fee omission) and Police Department (Police Department Background Investigation Fees omission).

From: Vicki Van Buren, Director of Finance

Summary: Each fiscal year the Finance Department compiles fee information from departments into the annual fee schedule that is adopted by Council during the budget process. As departments began to implement the fees adopted by Council in May, errors were identified that require correcting.

This Resolution amends the Fiscal Year (FY) 2023-24 City Wide and Police Department sections of the Fee Schedule as it relates to NSF check fees and Police Department Background Investigation Fees (Per Person/Licensee) assessed by Business Licenses. Staff recommends Council approve the changes to the adopted FY 2023-24 Fee Schedule.

Previous Council Action: May 24, 2023 - Council adopted the FY 2023-24 Fee Schedule

Discussion: Upon approval, the following changes will be made to the FY 2023-24 Fee Schedule:

City Wide Fees

Department staff reviewed the fee schedule in preparation for implementation and determined that their original submissions contained omissions. Modifications are summarized below.

Fee additions – omissions from the adopted fee schedule:

1. Return Check Fee – this fee is charged when a customer issues a check and is returned by the bank for nonsufficient funds. The fee amount relates to the pass-through changes the City of Reno receives from the bank and staff time to process the transaction.

FY 22/23	FY23/24	Difference
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Return Check Fee	\$36.00	\$38.00	\$2.00
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Police Department Fees

Department staff reviewed the fee schedule in preparation for implementation and determined that the approved fee schedule contained omissions that needed to be addressed. Modifications include:

1. Police Department Background Investigation Fees (Per Person/Licensee) – this fee is assessed for background checks performed by the City of Reno Police Department.

	FY 22/23	FY23/24	Difference
Police Department Background Investigation Fees (Per Person/Licensee)	\$150.00	\$159.00	\$9.00

Changes to the FY 2023-24 Fee Schedule, attached as Exhibit A, are highlighted in yellow and include associated notes.

Financial Implication: The changes to fees for both the City Wide and Police Departments are minor and should have minimal effect on the revenues.

Legal Implication: Legal review completed for compliance with City procedures and Nevada law.

Recommendation: Staff recommends Council adopt the Resolution approving the changes to the adopted FY 2023-24 Fee Schedule.

Proposed Motion: I move to adopt the Resolution.

Attachments:

- FY23.24 FEE SCHEDULE – 6.2.23 updated (PDF)
- Resolution
- Proof of Noticing (PDF)
- Staff Presentation