



# ***Brazos River Authority User Fee Adjustment***

***Presented by  
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Chief Financial Officer***



# ***User Fees***

- **BRA charges User Fees for certain user specific services**
- **Staff has conducted a cost analysis and efficiency review for a segment of those fees for Fiscal Year 2026**
- **Staff plans to review the remainder of those fees and provide recommendations as part of the Fiscal Year 2027 budget process**
- **All User Fees will be re-evaluated at least once every five years**



# ***Cost Analysis***

- **Each User Fee was evaluated for the average amount of staff time required to provide the service and any other expenses incurred, such as postage and invoice stock**
- **The average cost to provide each service was calculated using fully-burdened wage rates for BRA staff and actual cost of other expenses such as postage and invoice stock**
- **The recommended adjustments to User Fees are based on a combination of the cost analysis and efficiencies that will be gained by streamlining certain processes.**



# ***Efficiency Review***

- **BRA's Special Projects and Strategic Initiatives department conducted a Process Efficiency Review of the Lakeside Water Permits**
- **They conducted multiple meetings with F&A Staff to document and map the process as it currently exists, to identify changes that can be made to make the process more efficient, and to help implement the changes and adjust as necessary**
- **Recommended changes include shortening the process timeline, providing an online application form, charging a fee for mailing certified letters on past due accounts, and increasing the application fees.**



**“BE IT RESOLVED by the Board of Directors of the Brazos River Authority that it has reviewed and hereby approves the following User Fee adjustments beginning in Fiscal Year 2026.**

**Water Permit Application Fee – Residential from \$25 to \$50**

**Water Permit Application Fee – Commercial from \$25 to \$100**

**Water Permit Late Fees – Residential from \$25/permit holder to \$50/permit**

**Water Permit Late Fees – Commercial from \$25/permit holder to \$50/permit**

**BE IT FURTHER RESOLVED that a new Certified Mail Fee be created to recover the costs associated with preparing and mailing certified notices for past due accounts in the amount of \$30 per notice.”**



Brazos River Authority



**Brazos**

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**RIVER AUTHORITY**