

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: September 10, 2024

Subject: Resolution 24-085: amending the Consolidated Fee Schedule

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of this resolution amending the Consolidated Fee Schedule for the Parks, Recreation, and Forestry Department. This resolution includes several new fees and fee updates to reflect the actual cost of providing services or facility use, as well as clarifications regarding hourly labor and equipment rates.

Item Details:

As the Parks, Recreation, and Forestry Department begins Emerald Ash Borer response, it is important to ensure the Consolidated Fee Schedule clearly indicates labor and equipment rates listed are hourly and labor charges recover the City's fully burdened costs. Other fees within the department were added or updated for event preparation, equipment rentals, reservations and picnic shelters. Annual membership fees for the Activity Center are also being added to the Consolidated fee Schedule. See the attachments for the detail of all proposed changes.

Legal Consideration:

None.

Strategic Plan Consideration:

- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.

Financial Consideration:

This resolution promotes cost recovery for providing services, equipment, and facilities in the Parks, Recreation, and Forestry Department.

Supporting Documentation:

Resolution
Fee Schedule Updates – clean
Fee Schedule Updates – marked