

City Council Agenda Memo

From: Erick Rangel, CFO

Council Meeting: January 26, 2021

Subject: Amending the Consolidated Fee Schedule

Person(s) Responsible: Erick Rangel, CFO
Dusty Rodiek, Parks Director
Mike Struck, Community Development Director

Summary:

This resolution will update Edgebrook Golf Course fees and Building Permit fees.

Background:

The City of Brookings charges fees to offset operational expenses and ensure the financial sustainability of programs and services.

Staff aggregated all City fees into the Consolidated Fee Schedule which was adopted by City Council as part of the 2021 Budget process. From time to time, the Consolidated Fee Schedule will be revisited and updated to ensure that City fees are up-to-date and align with current markets.

Discussion:

The City of Brookings charges fees for a variety of activities within the Parks and Recreation Department to offset operational expenses. Departmental fees are evaluated annually with proposed changes being reviewed by the Parks, Recreation & Forestry Advisory Board.

During the annual fee review, Department staff identified Edgebrook Golf Course rates for a proposed user fee adjustment in order to more effectively support operations and reduce the level of subsidy required to provide golf services. The Edgebrook Golf Course was established as an Enterprise Fund and as such the minimum goal should be that the revenue it generates covers its operational expenses. Operational expenses have been addressed in the past two budget cycles, but user fees at the course have lagged in the market area.

Comparable rates for similar communities in the region were researched and reviewed. The proposed fee adjustments maintain consistency with “like” services in the market area while continuing to offer a good value to the citizens of Brookings

The proposed changes to the golf course rates are detailed as follows:

- Most Unlimited Golf regular memberships remain similar to 2020
- Creation of a flat rate golf cart package option instead of the current ½ cart membership structure.
- Youth membership fee reduced but priced to encourage inclusion of young players into family memberships
- Reduced the Early Bird discount from 15% to 10%
- Combined Student/Young Adult membership with specific age range

The streamlined pricing model simplifies membership options creating less confusion for customers and staff while providing all the current services.

The proposed fee changes were reviewed and approved by the Parks, Recreation & Forestry Advisory Board at the January 4, 2021 meeting.

The building permit fee adjustments serve to clarify existing valuation fees. These adjustments are as follows:

- Added a line item for decks per square foot
- Added a line item for finished basements per square foot – existing construction – to distinguish from new construction.
- Added swimming pools to accessory structure fee description for clarification purposes.

Legal Consideration:

None.

Financial Consideration:

Certain Edgebrook Golf Course fees will increase. The additional line items for building permits serve to clarify existing fees, resulting in no financial impact.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Refer to a study session
4. Deny
5. Do nothing

Staff recommends approval of the resolution as presented.

Supporting Documentation:

Resolution

Consolidated Fee Schedule – Marked

Consolidated Fee Schedule – Clean