

City Council Agenda Memo

From: Erick Rangel, Chief Financial Officer

Council Meeting: November 22, 2022

Subject: Resolution 22-089: amending the Consolidated Fee Schedule

Presenter: Ashley Rentsch, Senior Finance Manager

Summary:

The City of Brookings Parks, Recreation, and Forestry Department has recently analyzed costs associated facility rentals. This resolution includes an increase for the Larson Nature Center Atrium rental and adds new fees for deluxe and special event packages at this facility. The fee schedule will also reflect rental fees for the Activity Center, as the City will assume management responsibilities beginning January 1, 2023.

Background:

The City of Brookings Parks, Recreation, and Forestry Department manages several facilities which are available for the public to rent for special events. This includes the Larson Nature Center at Dakota Nature Park, and the Activity Center, located at 320 5th Avenue. The Park Board has recommended updates to the rental fees to accommodate for cost recovery associated with maintaining these facilities and providing services.

Item Details:

Changes to the Fee Schedule:

<u>Description</u>	<u>Fee</u>	<u>Previous Fee</u>	<u>Percent Change</u>
Larson Nature Center			
Atrium (per hour)	\$75.00	\$50.00	+50%
Deluxe Event Package	\$800.00	NEW Fee	NEW Fee
Special Event Package	\$500.00	NEW Fee	NEW Fee
Activity Center			
Community Room (per hour)	\$30.00	CITY TAKING OVER ACTIVITY CENTER MANAGEMENT AS OF JANUARY 1, 2023	
Set Up Fee (night before)	\$50.00		
Kitchen Fee	\$50.00		

- **Larson Nature Center:** The atrium rental per hour will increase by \$25 per hour to more adequately cover costs, and deluxe and special event packages will be added to accommodate larger events and provide expanded services in the facility.

- **Activity Center:** This facility was previously managed by a board that collected all revenues and incurred expenses associated with rentals and events. Beginning January 1, 2023, the City of Brookings will assume full management responsibilities. The fees will be converted to an hourly rate for compatibility with online reservation software.

Legal Consideration:

None.

Strategic Plan Consideration:

This action supports fiscal responsibility by increasing fees to adequately cover the cost of providing services to the community.

Financial Consideration:

This resolution promotes cost neutrality and passes costs to facility users rather than being subsidized by the City's General Fund.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval of the resolution as presented.

Supporting Documentation:

Memo

Resolution