

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: May 12, 2026

Subject: Resolution 26-027: Consolidated Fee Schedule Amendment

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of the proposed Resolution to amend the Consolidated Fee Schedule for Parks, Recreation, and Forestry labor and equipment rates to better align with actual costs and industry standards.

Item Details:

The current Consolidated Fee Schedule establishes flat hourly rates for Parks, Recreation, and Forestry services including:

- Labor: \$60 per hour
- Small Equipment: \$25 per hour
- Large Equipment: \$75 per hour

While these rates have provided a simplified structure, they do not fully reflect the variation in actual labor costs across different positions or the evolving cost of equipment usage.

This amendment updates the fee structure to better align with actual costs and promote consistency with industry practices by:

- Labor rates: Transitioning from a flat hourly rate to a structure based on the average burdened salary rate by position title. This approach incorporates wages, benefits, and associated employment costs, ensuring a more accurate representation of the City's cost to provide services.
- Equipment Rates: Replacing the flat small and large equipment rates with hourly rates based on the current FEMA Schedule of Equipment Rates. This nationally recognized standard reflects real-world operating costs, including fuel, maintenance, depreciation, and usage.

These updates will improve cost recovery for Parks, Recreation, and Forestry services and provide a more equitable and transparent fee structure. This amendment ensures that the fees associated with providing services accurately reflect the costs of service delivery.

Legal Consideration:

The City Council has the authority to establish and amend fees through resolution. This update ensures the Consolidated Fee Schedule remains current and consistent with operational practices.

Strategic Plan Consideration:

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

Financial Consideration:

The updated fee structure is expected to improve cost recovery for Parks, Recreation, and Forestry services. Actual revenues will vary based on service usage and demand.

Supporting Documentation:

Resolution