

# City Council Agenda Memo

**From:** Jacob Meshke, Assistant City Manager

**Council Meeting:** January 28, 2020

**Subject:** Resolution 20-012, a Resolution Amending the Consolidated Fee Schedule.

**Person(s) Responsible:** Jacob Meshke, Assistant City Manager

**Summary:**

This resolution will update certain Community Development Department, EdgeBrook Golf Course, and Parks, Recreation & Forestry Department 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, Resolution 19-075, which was adopted by City Council on September 24, 2019 as part of the 2020 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:**

With the adoption of Ordinance 19-020, major and minor amendments were respectively changed to initial development plan and final development plan amendments as they relate to Planned Development Districts (PDD). This resolution would update Community Development fee language to reflect that change while keeping the fees at the same level.

Parks, Recreation & Forestry Department staff identified two areas for proposed fee/rate adjustments in order to more effectively support operations at the Hillcrest Aquatic Center and the EdgeBrook Golf Course. 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 still providing value to Brookings residents.

Daily fees at the Hillcrest Aquatic Center have remained static since 2014. EdgeBrook Golf Course rates are largely aligned with the fees adopted within the Consolidated Fee Schedule as part of the 2020 Budget process. The proposed changes would be implemented primarily to combine two separate “early bird” pricing periods into a single

discount term. The streamlined pricing model will create a more efficient registration process and less confusion for customers and staff.

The proposed fee changes were reviewed and approved by the Parks, Recreation & Forestry Advisory Board at their January 6, 2020 meeting.

**Legal Consideration:**

None.

**Financial Consideration:**

Certain Edgebrook Golf Course and Parks, Recreation & Forestry Department fees will increase.

**Options:**

The City Council has the following options:

1. Approve as presented
2. Amend
3. Refer to a work session
4. Deny

**Recommendation:**

Staff recommends approval of the resolution as presented.

**Supporting Documentation:**

1. Resolution – Marked
2. Resolution – Clean
3. Consolidated Fee Schedule – Marked
4. Consolidated Fee Schedule – Clean
5. Ordinance 19-020
6. Resolution 19-075