

City Council Agenda Memo

From: Ashley Rentsch, Deputy Finance Manager

Council Meeting: July 27, 2021

Subject: Resolution 21-062, a Resolution Amending the Consolidated Fee Schedule

Person(s) Responsible: Erick Rangel, CFO
Dusty Rodiek, Parks, Recreation & Forestry Director
Dave Erickson, Police Chief

Summary:

This resolution will update Bob Shelden Field Rental Fees, Contract Police Reserve Officer Security Fees, and False Security Alarm 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. The Consolidated Fee Schedule is revised two times a year and updated to ensure City fees are up-to-date and align with current markets.

Item Details:

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 biannually, with proposed changes being reviewed by the Parks, Recreation & Forestry Advisory Board.

Following the completion of the Bob Shelden Athletic Complex upgrades, Parks Department staff has determined rental rates per game for college baseball (SDSU and outside teams), adult baseball, practice and special events, and a security deposit. All of these fees are new, and they will allow for the exclusive use of the playing field, press box, concession area, and offset the costs of preparation and cleaning.

These fees are consistent with the Park Master Plan findings which indicated residents support fees for adult sports and recreational programming. Comparable rates for similar communities were researched and reviewed. The proposed fees maintain consistency with “like” services in the market area and will more effectively support

operations and reduce the level of subsidy required to provide services. The proposed fees were approved by the Park Advisory Board at their April 6, 2021 meeting. The Police Department added a Contract Police Officer Security Fee per hour for reserve officers to distinguish from the cost for contracting full-time officers for these services.

The Police Department has also added False Security Alarm Fees to offset the costs of responding to these calls. The False Security Alarm Fees will be effective upon passage of a corresponding ordinance.

Legal Consideration:

None.

Strategic Plan Consideration:

These fee schedule updates support Fiscal Responsibility by offsetting the cost of providing services and maintaining facilities with adequate user fees. Those who benefit from the services or utilize the facilities will incur the costs, rather than subsidizing them with other General Fund revenues.

Financial Consideration:

Fees have been established for Bob Shelden Athletic Complex rentals, which will offset field maintenance costs. Rates have been established for contracting reserve officers for security and responding to false alarms, which will offset the costs of providing services and responding to calls.

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