

City of Carson City
Agenda Report

Item # 18

Date Submitted: June 8, 2010

Agenda Date Requested: June 17, 2010
Time Requested: 15 Minutes

To: Mayor and Supervisors

From: Parks and Recreation Department

Subject Title: Action to adopt Resolution No. _____, A Resolution Changing Existing or Adding New Fees and Policies, revising existing fees and policies relating to Parks and Recreation Department fees and charges, adding new fees and policies relating to Parks and Recreation Department fees and charges and repealing Resolution No. 2009-R-6.

Staff Summary: The proposed resolution replaces an existing resolution that governs policies regarding Parks and Recreation Department fees and charges. This proposed resolution makes changes in the minimum cost recovery rate for services provided by the Parks & Recreation Department to non-profit organizations from 25% to 100% and increases the cost recovery rate applied to for-profit organizations to 150%. The proposed resolution also changes the non-resident user surcharge fees from 25% to 10%.

Type of Action Requested: (check one)

☒ Resolution ☐ Ordinance
☐ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to adopt Resolution No. _____, A Resolution Changing Existing or Adding New Fees and Policies, revising existing fees and policies relating to Parks and Recreation Department fees and charges, adding new fees and policies relating to Parks and Recreation Department fees and charges and repealing Resolution No. 2009-R-6.

Explanation for Recommended Board Action: Recent budget cuts and the resulting reduction of staff have made it necessary for the Parks and Recreation Department to make changes that streamline and simplify our processes. The administration of fees and reservation and rental policies are some of the processes under the Department's focus. To this end, staff has modified the existing resolution regarding fees which has resulted in the necessity for a new fee resolution. The substantive changes include:
Item 3: Which changes the minimum cost recovery rate for non-profit users from 25% to 100%.
Item 4: Which sets the minimum cost recovery rate applied to for-profit users at 150% of direct costs.
Item 10: Which changes the non-resident user fee charge from 25% to 10%.
Item 18: Which expands the waiver of fees because of a joint-use agreement with the School District to other entities which in the future may have similar agreements with the City.
Item 19: An addition which stipulates that the Department will not impose fees on the Foundation for the Betterment of Carson City Parks and Recreation for their use of parks and recreation facilities as part of their fund-raising efforts for the department.

This proposed resolution was approved as a recommendation to the Board of Supervisors by an 8-1 vote of the Parks and Recreation Commission during their June 1, 2010, meeting.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: Undetermined at this time.

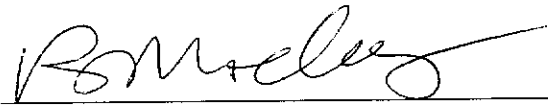
Explanation of Impact: N/A

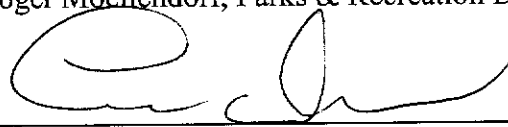
Funding Source: N/A

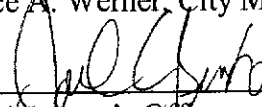
Alternatives: Deny the request, or approve with revisions.

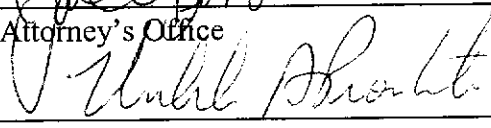
Supporting Material:

- Exhibit A, Resolution No. _____, A Resolution Changing Existing or Adding New Fees Policies.

Prepared By:  **Date:** 6/8/10
Roger Moellendorf, Parks & Recreation Director

Reviewed By:  **Date:** 6/8/10
Lawrence A. Werner, City Manager

 **Date:** 6/8/2010
District Attorney's Office

 **Date:** 6/8/2010
Finance Director Department

Board Action Taken:

Motion: _____ 1: _____ Aye/Nay

2: _____

(Vote Recorded By)

RESOLUTION NO. _____

A RESOLUTION CHANGING
EXISTING OR ADDING NEW FEE POLICIES.

WHEREAS, Carson City owns parks and recreation facilities and equipment throughout Carson City; and

WHEREAS, Carson City provides services to users of the city parks and recreation facilities and equipment; and

WHEREAS, the Carson City Board of Supervisors has adopted a resolution in the past establishing general fee policies and specific fee policies for the use of the city parks and recreation facilities, equipment, and services; and

WHEREAS, repealing the existing resolution establishing general fee policies and specific fee policies and adopting a new resolution establishing fee policies is desirable to ensure the uniform application of the policies; and

WHEREAS, the Carson City Board of Supervisors desires these changes to take effect as of July 1, 2010.

NOW THEREFORE, this Board hereby resolves to establish general fee policies for the use of parks facilities, equipment, and programs provided by the Parks and Recreation Department as follows:

1. The Parks & Recreation Director shall annually review all fees for the rental and services related to the rental of parks, facilities, and equipment and fees for programs provided by the Parks and Recreation Department to determine compliance with this resolution. Any exception to the resolution shall be presented to the Parks and Recreation Commission. The Commission will

then forward a recommendation to the Board of Supervisors. The effective date of any changes in fees for the rental of facilities or equipment and fees for services related to the rental of facilities or equipment provided by the Parks and Recreation Department shall be July 1 of each year, beginning in 2010. In the case of recreation programs, the effective date of fees will be upon program registration.

2. Rental rates for parks, facilities, or equipment and fees for services related to the rental of facilities or equipment provided by the Parks and Recreation Department for special events will be based on a daily rate.
3. Except as otherwise provided in paragraph 10, fees for the rental of parks, facilities, or equipment and fees for services related to the rental of facilities or equipment provided by the Parks and Recreation Department for a special event operated by a non-profit user shall be set at a rate that is a minimum of one hundred percent (100%) of the direct costs incurred by the Parks and Recreation Department for providing facilities, equipment, or services for the special event.
4. Except as otherwise provided in paragraph 10, fees for the rental of parks, facilities, or equipment and fees for services related to the rental of facilities or equipment provided by the Parks and Recreation Department for a special event operated by a commercial, for-profit user shall be set at a rate that is a minimum of one hundred and fifty percent (150%) of the direct costs incurred by the Parks and Recreation Department for providing facilities, equipment, or services for the special event.

5. Any rentals of parks and facilities for a special event that includes the closing of the facility to the general public will require approval by the Parks and Recreation Director. Each such request will be considered individually on its merit. The Parks and Recreation Director has the authority to approve or deny any such requests.
6. Except as otherwise provided in paragraph 10, fees for group use of park pavilions, the arena and exhibit hall at the fairgrounds, the gymnasium, and room rentals at the Community Center and the Community Center Theater shall be set at a rate that is a minimum of one hundred percent (100%) of the direct costs incurred by the Parks and Recreation Department for providing the use of such facilities and the direct cost incurred for providing equipment or services related to the rental of such facilities.
7. Except as otherwise provided in paragraph 10, fees for the rental of parks and recreation equipment shall be set at a rate that is a minimum of one hundred percent (100%) of the direct costs incurred by the Parks and Recreation Department for providing equipment, or services for the rental of the equipment.
8. Except as otherwise provided in paragraph 10, fees for the use of the Aquatic Facility shall be set as follows:
 - a. The rate for punch card discounts is set to provide a twenty-five percent (25%) discount from the daily admission rate.
 - b. The rate for a one-month pass is set to provide a fifty-percent (50%) discount from the daily admission rate.

- c. The rate for a three-month pass is set to provide a sixty-percent (60%) discount from the daily admission rate.
 - d. The rate for a family pass discount is set to provide a discount consistent with the one-month pass and three-month pass discounts.
 - e. One-month passes and three-month passes shall not be available to non-residents.
9. Except as otherwise provided in paragraph 10, fees for recreation programs shall be set at a rate that is a minimum of one hundred percent (100%) of the direct costs incurred by the Parks and Recreation Department for providing facilities, equipment, or services for the recreation program. However, new programs may have fees initially set lower than the direct costs in an effort to promote new innovative and creative programs. If these programs are successful, the fees must gradually be raised to cover the direct costs incurred by the Parks and Recreation Department for providing them.
10. A non-resident user surcharge shall be added to each fee for out-of-Carson City residents. The non-resident user surcharge shall be ten-percent (10%) above the resident fee.
11. For each rental of a park, facility, or equipment and for each recreation program, a notice or contract shall be developed that specifies the staff services that are included as part of the user fee. A menu of auxiliary services shall be developed to detail what additional services are available in addition to the services that are included as part of the user fee. Except as otherwise provided in paragraph 10, the fee of an auxiliary service shall be set at an

hourly rate that is a minimum of one hundred percent (100%) to the direct costs incurred by the Parks and Recreation Department for providing the auxiliary service.

12. A waiver of any fees charged a user of parks and recreation facilities, equipment, or services will not be granted.
13. The Parks & Recreation Director is authorized to require a cleaning deposit from any group or user using park or recreation facilities. A group or user that fails to adequately clean up following the use of a park or recreation facility shall have the deposit for the next use doubled. After two (2) years or at least two (2) events, the group or user may request the Parks & Recreation Director to review its status and return it to the normal deposit amount.
14. If a special event or reserved use of a park is cancelled due to unforeseen circumstances or for other good cause, a refund shall be made that is equal to the portion of the fee that remains unspent minus a ten percent (10%) processing fee. The Parks & Recreation Director shall have the sole discretion to determine if a refund is warranted due to unforeseen circumstances or for other good cause. The Parks & Recreation Director may deduct from the refund any costs already incurred, but unpaid for, as a result of the special event or reserved use of a park. The decision of the Parks & Recreation Director may be appealed to the Board of Supervisors.
15. Any adjustment from the level of a fee established prior to the adoption of this resolution shall be made and rounded up to the next most logical unit, either an increment of \$.25 or an increment of \$1.00.

16. Recreation contract instructors shall pay any fees required pursuant to the provision of their respective contracts.
17. Groups with which Carson City has an Agreement for the exclusive use of an area shall pay any fees required pursuant to the provisions of their Agreements.
18. None of the aforementioned policies shall affect the waiver of fees for the use of parks and recreation facilities, equipment, or services by the Carson City School District, or another agency, pursuant to the terms of a joint-use agreement.
19. The Parks and Recreation Department will not impose fees to the Foundation for the Betterment of Carson City Parks and Recreation, who serves as a fundraising entity for the Department, for their use of parks and recreation facilities as part of their fund raising efforts.

The Board further resolves that Resolution No. 2009-R-6 is hereby repealed effective
June 30, 2010.

AYES: Supervisors

NAYES: Supervisors

ABSENT: Supervisors

ATTEST:

ALAN GLOVER, Clerk-Recorder