

Park Policy Usage Fee

TO: Robert Garza, City Manager
FROM: Mark Johnston, Parks & Recreation Director 
DATE: August 28, 2013
SUBJECT: Work Session; Park Policy Usage Fee
FILE NO. : PRD-13-334

At the September 9, 2013 Work Session, staff will be providing Council an overview of the current language pertaining to the 10% charge for fund raising events contained in the Parks and Recreation Department Facility Use/Fees and Charges Policy. The section of the policy outlining the collection of a 10% fee has become an issue for local groups, City Council, and is cumbersome for staff to assess and enforce. The following is the section of the policy in question;

IV. FUNDRAISING RENTALS FOR RECREATION FACILITIES

- A. Rate applies to any individual, group or organization holding fundraisers (i.e. enchilada dinners, dances, tournaments, etc.) excluding sponsored leagues.
- B. The cost of the rental fee in cases of fundraising will be the baseline amount of the facility rental plus 10 percent of the gross profit.
- C. This policy applies to all individuals, groups or organizations whether profit or non-profit, private or public.
- D. Individuals, groups or organizations charging the public will provide a financial statement and 10 percent of the gross profit 10 working days after the rental.

Staff will be prepared for discussion and will provide Council with flat fee alternatives that may be an option to replace the current language and fee assessment methodology.

Attachment: Presentation

cc: Brian Denmark, Assistant City Manager/COO 

Parks and Recreation Fees and Charges/Facility Use Policy



Purpose

- ❖ Discussion of the current language pertaining to the collection of 10% for fund raising events
(The 10% does not apply to Main Street Downtown)
- ❖ Offer a flat fee alternative
- ❖ Seek Council direction
- ❖ Provide “next steps” based on Council direction

Policy Section

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- D. Individuals, groups or organizations charging the public will provide a financial statement and 10 percent of the gross profit 10 working days after the rental.

Current Fee Structure/Private Rentals

- ❖ Private rentals are booked by individuals who invite guests for their function and utilize a designated area of a park
- ❖ Fee for private rentals is \$50 per four hours (per section)
- ❖ Private rentals with electricity and water access \$100 per four hours
- ❖ Fees are collected to offset the cost of providing services

Variety of Public Events

- ❖ Utilize entire park or area, restrict public access and charge a fee to enter
- ❖ Utilize entire park or area, open to the public, have products for sale
- ❖ Utilize a portion of a park or area, charge a fee or sell products
- ❖ Car shows collect registration fees, park on lawns
- ❖ Carnival, circus, revivals

Flat Fee Alternatives

- ❖ \$50 per four hours for a section of a park or area (open public access and private)
- ❖ \$100 per four hours for a section with electricity/water (open public access and private)
- ❖ \$500 per day for car shows on lawns
- ❖ Fund raising events, restricted public access (TWEF, Renaissance Faire) \$1,250 per day

Next Steps

- ❖ Modify the existing Fees and Charges Policy
- ❖ Hold a public meeting
- ❖ Bring forward policy changes to the P and R Board for a recommendation
- ❖ Develop a Resolution for Council consideration adopting policy changes

Questions

Next Steps