



## Legislation Details (With Text)

**File #:** 19-0046 **Version:** 1  
**Type:** Consent - Staff Report **Status:** Agenda Ready  
**In control:** City Council Regular Meeting  
**On agenda:** 1/15/2019 **Final action:**  
**Title:** Updated Facility and Parks Reservation Policy and Fees (Parks and Recreation Director Leyman).  
APPROVE

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Facility Reservation Revised Policy, 2. Proposed Facility Reservations Fee Chart, 3. Proposed Park Reservations Fee Chart, 4. Proposed Begg Pool Reservations Fee Chart

Date	Ver.	Action By	Action	Result
1/15/2019	1	City Council Regular Meeting		

**TO:**  
Honorable Mayor and Members of the City Council

**THROUGH:**  
Bruce Moe, City Manager

**FROM:**  
Mark Leyman, Parks and Recreation Director  
Jessica Vincent, Recreation Manager  
Michael Hudak, Recreation Supervisor  
Stephanie Kou, Recreation Supervisor

**SUBJECT:**  
Updated Facility and Parks Reservation Policy and Fees (Parks and Recreation Director Leyman).  
**APPROVE**

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**RECOMMENDATION:**  
Staff recommends that the City Council approve the updated Facility and Parks Reservation Policy and Fees.

**FISCAL IMPLICATIONS:**  
If approved, staff anticipates an increase of approximately \$30,000 in facility and park rentals on an annual basis, based on historical use. Staff recommends implementing the new parks and facility reservation fees on January 21, 2019. Staff will review the fees on an annual basis and consider increasing fees periodically based on market rates and inflation.

**BACKGROUND:**

During the May 15, 2018, City Council meeting, staff presented the initial Facility Reservation Policy and received direction from City Council to present the Facility Reservation Policy and fees as a separate item from the Field Use & Allocation Policy. The item was presented to the City Council a second time during the December 18, 2018, City Council meeting. City Council directed staff to return with suggested updates to the policy and fees. The Facility Reservation Policy is a working document that has been used internally as a guide for staff to effectively reserve the picnic pads and community rooms.

### **DISCUSSION:**

The purpose of the Facility Reservation Policy is to provide use regulations, an application process and scheduling procedures to accommodate residents and individuals who would like to use City facilities. Facility use and rentals are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. This parks policy aims to ensure a transparent, efficient process with clear guidelines for users.

#### **Updated Facility & Park Reservation Fees**

After researching local benchmark cities' fees, staff is proposing a simple fee structure that is consistent with other local organizations including: Beverly Hills, Hawthorne, Lawndale, Redondo Beach, and Newport Beach. Additionally, based on current user data, staff identified that there were four major categories of users: Youth Non-Profit, Non-Profit Resident, Residents and Non-Residents. Staff is recommending combining the Resident Non-Profits providing non-recreation and recreation activities in the Resident category and eliminating the Non-Profit Non-Resident and Private and For-Profit rates.

Reservations for City sponsored and co-sponsored events are exempt from reservation fees (i.e. Mayors Youth Council, Beach Cities Toy Drive). The City Council Chambers and Police/Fire Conference Room are not available to outside organizations for reservations.

Changes directed by the City Council at the December 18, 2019, meeting were updated in the Facility Reservation Revised Policy and Fees. Staff recommends that the City Council approve the revised Facility and Parks Reservation Policy and Fees.

### **PUBLIC OUTREACH/INTEREST:**

The Facility Reservation Policy was presented to the Parks and Recreation Commission at their March 26, 2018, and April 23, 2018, meetings, and at the May 15, 2018, and December 18, 2018, City Council meetings.

### **LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

### **Attachments:**

1. Facility Reservation Revised Policy
2. Proposed Facility Reservations Fee Chart
3. Proposed Park Reservations Fee Chart
4. Proposed Begg Pool Reservations Fee Chart