



STAFF REPORT

Agenda Item: 3F

Report To: Open Space Advisory Committee

Meeting Date: February 24, 2020

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors on the draft Fees and Charges Policy and draft Department Fee Schedule.

Staff Summary: This item will review the draft Fees and Charges Policy and draft Department Fee Schedule with regard to open space fees and services provided by the Parks, Recreation and Open Space Department. It is intended that an updated fee policy and schedule will eventually replace the current fees resolution that was enacted in 2009. The proposed fees are based on a comparative market analysis, facility and program use, cost recovery, legal mandates, and staff input.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

I move to recommend to the Board of Supervisors approval of the Fees and Charges Policy and the Department Fee Schedule.

Previous Action

August 20, 2019 – The Parks and Recreation Commission (Commission) recommended to the Board of Supervisors approval of the Carson City Rifle and Pistol Range Fee Schedule.

February 5, 2009 – The Board of Supervisors (Board) adopted Resolution No. 2009-R-6, a Resolution changing existing or adding new fees for the Parks and Recreation Department and repealed all previous resolutions establishing fees or administering fees.

Background/Issues & Analysis

In 2009, the Board adopted a resolution (Attachment A), which incorporated policies and guidance regarding parks and recreation fees for facilities and services provided by the Parks, Recreation and Open Space Department. A previous attempt to update the resolution and fees in 2010 was deferred by the Board, due to the timing and impacts from the recession. Since then, the Department's structure, core services, and facilities have changed significantly, especially in the open space division.

In 2017, staff began a comparative analysis of fees throughout the region to establish where the City's fees fell within market rates for similar facilities and services. In addition, staff began working on a guiding policy document to provide direction regarding items that were not outlined in the 2009 Resolution. In 2019, the City's Audit Committee authorized Eide Bailey, the City's internal auditor, to assist the Department in completing this analysis and policy development. Their suggestions and feedback are incorporated in the draft document provided as Attachment B.

Each individual fee was analyzed with respect to usage and reviewing the fee schedule of 22 neighboring agencies, including private and non-profit entities, which offer comparable facilities and programs. It has been more than 10 years since the fees and associated policies were updated, with the exception of the before and after school program/youth camps, which were previously updated, so no fee increases are proposed for those programs.

The proposed policy and fee schedule are drafts and staff welcomes feedback from the Committee and the public prior to the Board's future consideration. This item went to the Parks and Recreation Commission earlier this month and will go back to the Commission again in April for further discussion. This item will focus on the policy and feedback only as it relates to open space fees and services. The current fees at Silver Saddle Ranch are consistent with the BLM fees previously charged, but do not cover staff time and materials, which is why an increase is proposed.

Proposed Fee Schedule FY 2021										PAGE 10 - PARKS & MARKETING
Carson City Parks, Recreation & Open Space										
Other Regional/Community Parks/Open Space Fees										
	Current Base Fee	Proposed Base Fee	% Change	Reno	Sparks	Douglas	Washoe	Churchill	Notes	
Trail Events (Exclusive use for event, runs, challenge course, etc.)	\$100/day plus \$1 each per participant over 100	\$150/day plus \$1 each per participant over 100	50%				\$200/day plus \$1 each per participant over 100		consider annual incremental increase to get to \$200; some locations may be limited to 100 people	
Trail Event Cleaning and Security Deposit (refundable)	\$150.00	\$150.00	0%							
Prison Hill Recreation Area										
Motorized Use Area (10 Hours max-day use only)	N/A	\$250 plus \$5/participant	New						Permitting will occur after master plan is approved. Only 6-12 events per year depending on impact and staff availability; may have restrictions with high fire danger; 100 participants maximum.	
Silver Saddle Ranch										
Hitsoric Complex excludes Red House (10 Hours max.-day use only)	\$300.00/day	\$500.00/day	67%						Only 6-12 per year depending on activity type; requires advance application and environmental considerations consistent with management plan; 250 participant maximum and parking restrictions or 160 vehicles in designated areas	
Cleaning/security deposit (refundable)	\$150/rental	\$150/rental	0%							

Attachments

- Attachment A: Resolution 2009-R-6
- Attachment B: Draft Fees and Charges Policy

Alternatives

Approve the policy and fee schedule with changes or provide alternate direction to staff.

Commission Action Taken:

Motion: _____ 1) _____
 _____ 2) _____

Aye/Nay

 (Vote Recorded By)

1

RESOLUTION NO. 2009-R-6

Signed by
BO S. 2/5/09

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 various resolutions 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 various existing resolutions establishing general fee policies and specific fee policies and adopting a single resolution establishing fee policies is desirable to ensure the uniform application of the policies; and

WHEREAS, the Carson City Board of Supervisors finds that it is necessary and within the public interest to change some of the existing general fee policies and some of the existing specific fee policies for the use of facilities, equipment and services provided by the Carson City Parks and Recreation Department in adopting this resolution to establish fee policies; and

WHEREAS, the Carson City Board of Supervisors desires these changes to take effect as of January 1, 2009.

NOW THEREFORE, this Board hereby resolves to repeal the existing resolutions establishing general fee policies and the existing resolutions establishing specific fee policies and to enact a single resolution establishing fee policies for the use of facilities, equipment and services provided by the Parks and Recreation Department as follows:

1. The Parks & Recreation Director shall annually review all fees for the rental of 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 January 1 of each year, beginning in 2008. 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 paragraphs 11 and 12, 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 twenty-five percent (25%) 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 paragraphs 11 and 12, 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 percent (100%) 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 paragraphs 7, 11 and 12, fees for group use of park pavilions, the arena and exhibit hall at the fairgrounds, the gymnasium, 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 paragraphs 11 and 12, fees for the resident non-profit use of the Community Center Theater shall be set at a rate that equals fifty percent (50%) of the direct costs incurred by the Parks and Recreation Department for providing the use of this facility and the direct cost incurred for providing equipment or services related to the rental of this facility.
8. Except as otherwise provided in paragraphs 11 and 12, 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 facilities, equipment or services for the rental of the equipment.

9. Except as otherwise provided in paragraphs 11 and 12, fees for the use of the Aquatic Facility shall be set at a rate such that the total of all fees collected for the use of the Aquatic Facility equals a minimum of at least fifty percent (50%) of the costs incurred by the Parks and Recreation Department for the operation of the Aquatic Facility, provided that:
 - 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.
10. Except as otherwise provided in paragraphs 11 and 12, 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.

11. A non-resident user surcharge shall be added to each fee for out-of-Carson City residents. The non-resident user surcharge shall be twenty-five percent (25%) above the resident fee.
12. A differentiation in the fees charged to non-profit users of parks and recreation facilities, equipment or services and the fees charged to for-profit users of parks and recreation facilities, equipment and services is acceptable. Fees shall be set so that the total collected for a specific park or area meets the requirements of the fee policy applicable to that specific park or area. This may require for-profit users to be charged more than non-profit users.
13. 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 paragraphs 11 and 12, 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.
14. A waiver of any fees charged a user of parks and recreation facilities, equipment or services will not be granted.
15. 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.

16. 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.
17. 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.
18. Recreation contract instructors shall pay any fees required pursuant to the provision of their respective contracts.
19. 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.
20. None of the aforementioned policies shall affect the Joint-use agreement with the Carson City School District for the waiver of fees for the use of parks and recreation facilities, equipment or services by the District.

The Board further resolves that Resolution No. 1983-R-28, Resolution No. 1995-R-41, Resolution No. 1995-R-42, Resolution No. 2004-R-4, Resolution No. 2006-R-23, Resolution No. 2007-R-28, and any other previous resolutions which conflict with the provisions of this Resolution are hereby repealed effective February 5, 2009.

AYES: Supervisors

Pete Livermore

Shelly Aldean

Robin Williamson

Molly Walt

Mayor Robert Crowell

NAYES: Supervisors

None

ABSENT: Supervisors

None



ROBERT L. CROWELL, MAYOR

ATTEST:



ALAN GLOVER, Clerk-Recorder





DRAFT FEES AND CHARGES POLICY

Title/Topic: Fees and Charges	Number: 2020-1
Authors: Jennifer Budge, CPRP, Parks and Recreation Director Dan Earp, CPRP, Recreation Superintendent	Effective Date:
	Revision Date:
Reviewed by: DDA: 1/21/20 Finance: 1/24/20 PRC: 2/4/20 OSAC: 2/24/20 BOS: TBD	Number of pages: 11
Department Approval: City Manager Approval:	Attachments: Department Fee Schedule Co-Sponsorship Application
Applies to: Facilities, programs, and services provided by the Parks, Recreation and Open Space Department.	
Persons affected: Department employees involved in facility reservations or recreation programs and patrons registering in programs or reserving Department facilities.	

1.0 PURPOSE

1.1 Department Mission Statement: To provide exceptional parks, open space, and diverse recreational opportunities to enhance the quality of life in Carson City, while preserving our natural resources for future generations.

1.2 Philosophy of need for use of fees and charges: While the majority of parks and recreation services are not legally mandated the services provided positively contribute to the community’s overall health, wellness, and quality of life. Fees and charges are necessary to continue to provide and expand park and recreation services in order to meet community needs, while not over burdening the City’s General Fund.

The purpose of the Fees and Charges Policy is to provide a distinction between different types of activities as related to funding and subsidy. The guiding principles outlined in this document are the foundation for establishing a fair, objective, consistent, and equitable means to distinguish between activities and customer base when establishing user fees. It is the intent that, upon adoption, the policy will be subject to annual review, in conjunction with the Department Fee Schedule, which outlines specific charges for programs, services, and facilities.

2.0 BASIS AND GUIDING PRINCIPLES

2.1 Participants who benefit from the goods or services provided should pay in proportion to the benefits they receive. The fundamental basis for fees and charges decision making is a determination of who directly benefits from the service. It is recognized that pricing decisions may be influenced by practical considerations such as collections costs, market analysis, legal

constraints, agreements, or ability to pay.

If all, or substantially all, of the benefits accrue to the community as a whole (“*public good*”), the community as a whole should pay for the service through taxes. “*Public good*” is a value determined by Carson City citizens and established by the Carson City Board of Supervisors (Board) policy and budgetary appropriations, with recommendations from the Parks and Recreation Commission (PRC) and the Open Space Advisory Committee (OSAC). If all, or substantially all of the benefits are to an individual or group that is to consume the good or service, not for the benefit of the general public, fees and charges should be paid whether by the individual or group or other means such as donations, scholarships etc. Where the benefits accrue to the community and specific users, the costs should be shared on a basis of proportional benefit.

2.2 *Fee Establishment and Modification:* The Board will establish all fees and charges concurrently with the budget process. Flexibility is needed to accommodate changing factors and the Department must respond to market trends in a timely manner. During the fiscal year and outside the budget process, new program fees may be established upon approval of the Director. Modifications to existing fees should be reviewed by PRC or OSAC, as appropriate. Any new fees added as a result of new programs during the fiscal year, will be added to the fee schedule for annual consideration by the Board.

2.21 Special use facilities that have a specific use can be difficult to compare to other services within the Department. Facilities such as the Carson City Rifle and Pistol Range or the Bob Boldrick Theater, may develop a fee schedule/process that is distinctive from other fees established. These facilities require specially trained staff and have certain safety and operational requirements that should be incorporated into their specific fees.

2.3 *Usage:* Parks and open spaces are generally free and open to the public for general use. Fees for specialized facilities and additional services, beyond the typical use itself, will be assessed fees. The use of public areas and facilities by private groups should be considered secondary to general public use or usage by nonprofit recreation or education/service organizations. Only under unusual circumstances should a private use hamper on-going Department programs, general use, or recreation facility rental. Fees will be charged by the City for the use of its facilities when public resources are utilized by profit-motivated individuals, organizations, or businesses.

2.4 *Special Interest Groups:* Individuals and special interest groups will not receive special or preferential treatment in the waiving or reduction of fees that is inconsistent with established policy.

2.5 *Financing Park Facilities:* Costs for the provision (acquisition, development, and routine maintenance) of traditional park facilities will not typically be factored in when determining fees. However, individuals or organizations desirous of specialized and/or new facilities as authorized by the Board, beyond existing City staff and financial resources, may be required to pay the costs for the acquisition, development, operation, maintenance and program costs associated with the new facility. New facilities shall consider Special Assessment Districts such as a Landscape Maintenance District or similar instruments to ensure long term sustainability and not become an additional expense for the General Fund.

2.6 The Department will encourage community meeting use of facilities by a variety of groups.

2.7 It is the intent that the Department will limit the amount of activities that Carson City subsidizes, such as for-profit sports tournaments and privately funded special events; however, the Culture and Tourism Authority may consider endorsing such activities as appropriate. Endorsement requirements are outlined in a separate agreement.

2.8 It is the intent of the Department to ensure that fees remain competitive with other parks and recreation service providers in the region. When fees are increased, or anticipated to increase, the Department will engage in a robust public outreach effort prior to and after approval of the increase. This may include public meetings/workshops, social media, participant emails, printed materials (ex. activity guide), and information on the City's website to educate the public regarding such changes and the justification. A minimum of two months' notice to participants should be provided.

2.9 The Department will continue to investigate potential new sources of revenue (ex. grants, sponsorships, donations, partnerships, new programs etc.) and support appropriate funding efforts of groups and organizations to help offset the costs to the City with providing services and operating facilities.

3.0 DEFINITIONS

3.1 Fees and Services

Admission Fee: A charge or fee to enter a building, area, event, or other recreation attraction such as a swimming pool or gymnasium.

Cost to Collect Fee: The revenue collected from fees and charges must always be greater than the costs of collection of the revenue.

Cost Recovery: Recovering the cost of any given expense. It is the degree to which an activity recovers costs associated with the provision of a program or service through user fees and/or other applicable funding mechanism.

Department: Carson City Parks, Recreation and Open Space Department.

Director: Director of Carson City Parks, Recreation and Open Space Department.

Equipment Fee: Charges for providing additional, specialized equipment not usually considered being included with admission, facility use, or other fees.

Facility Use Fee: Charges for the exclusive, reserved use of a facility, or a designated portion of a facility.

Priority Service: Registration for programs and reservation of facilities will be offered on a first-come, first-serve basis. Registration and reservations are not considered complete until all applicable financial and insurance requirements are met.

Reservation Fee: Charges for the privilege of saving or reserving a specific date and time at a facility.

Scholarship: Partial or full payment for participation in an activity based upon established criteria.

Service: Any program, class, event, activity, sale, reservation opportunity, maintained facility, whether a charge is associated with it or not.

Special Services Fee: Charges for extraordinary or non-typical use of facilities or programs such as special event fees, security, movie/photo location, or extraordinary hours.

Special Use Facility: Any non-traditional facility built for specific uses/purposes such as horse arenas, shooting sports, etc.

Subsidy/Financial Aide: A value by which the user fee, admission or facility use fee is reduced to the user and recovered by other means such as private donations, grants, sponsorships, financial aid, or reductions to projected revenues.

Tournament Fee: Charges for the exclusive, reserved use of athletic facilities as designated.

User Fee: Charges for participation in recreational programs, special events, athletic activities, instructional classes, or for individual use of athletic fields and/or sports complexes by leagues.

3.2 User Groups

Child: A child is defined as 0-3 years of age.

Youth: A youth is defined as ages 4 -17 years of age.

Adult: An adult is defined as 18 years of age or older.

Senior: A senior is defined as age 55 and older.

Qualifying Veterans: A qualifying Veteran is defined as an individual with a federally issued disability rating of 50% or greater.

3.3 Cost/Sponsor

Direct Costs: Those costs that can be directly and exclusively attributed or assigned to a specific program or event.

Indirect Costs: Those costs that can be attributed to more than one program or service such as administrative staff, insurance, vehicle/equipment depreciation, facility wear/tear, preventative maintenance needs, and capital costs shared among various programs, registration/reservation, marketing and advertising costs.

City Sponsored: Services that are organized, promoted and conducted exclusively by the Department or another City Department and are the sole responsibility of the City.

City Co-Sponsored: Services that are organized, promoted and conducted in part by the Department and/or in part by another City Department, outside agency, private organization, business, or individual(s) and are the responsibility of both parties as defined in a contract, agreement, memorandum of understanding, or similar instrument.

4.0 POLICY

4.1 The Fees and Charges Policy is intended to serve as a general mechanism for effectively allocating public funds for programs, services, and facilities managed by the Department. It will help provide a consistent approach to establishing and updating user fees and to ensure that a reasonable and equitable proportion of the costs to deliver these programs, services, and facilities are recovered through user fees to offset the General Fund or provide full cost recovery for Enterprise Funds (Cemetery). The Policy recommends that the Department set

reasonable targets for the recovery of direct and indirect costs for specified services through its user fees where possible. It also recommends that these targets, along with the fee schedule, be reviewed annually. Fees should consider not only cost recovery goals, but a periodic market analysis of fees and charges throughout the region for similar services and facilities.

4.2 Early Bird Discounts

To encourage customers to register prior to or by the established deadline for a program, the Department may establish an early bird discount. The fee for the program will be established and published as the “early bird” rate and any registration received after the deadline will be charged a higher fee based upon the overall cost of the program. Early bird discounts may be offered at times exclusively for Carson City residents as a benefit to the local community.

4.3 Equal Opportunity and Non-Discrimination

The implementation of this Policy will comply with the City’s equal opportunity and non-discrimination practices.

4.4 Fee Waivers and Non-Profit Discounts: Occasionally, the Director may waive fees and charges for activities/events and ancillary items (ex. food truck fees at a City sponsored event) which benefit the overall community. Fees will not be waived or reduced for events/activities which serve a limited or specific interest group, or be considered a for profit event for a specific organization. An organizer must be a Carson City Department or a not-for-profit agency with current 501(c) 3 status, community organization recognized or affiliated with the City. Co-sponsorships are eligible for fee waivers (ex. fundraiser for the Foundation for Carson City Parks and Recreation), but require an application for consideration. Co-sponsorship Application is provided as an attachment to this Policy. Carson City based non-profit organizations will receive a 50% discount for all facility reservations, except Lone Mountain Cemetery or the Carson City Rifle and Pistol Range.

4.4.1 The Carson City Manager has the authority to waive, reduce fees and alter fees for services for limited promotional purposes and to establish fees for short-term/temporary programs, classes, or exhibits on an as-required basis. This authorization may also include limited or one time promotional contributions from the City to reciprocal government or non-profit agencies only (as identified in Sections 5.1 or 5.2). (Example: One-time coupon giveaways for a one-day only pass to the Aquatic Facility/MAC for a Library or Parks Foundation sponsored event). Further, the City Manager can authorize a temporary reduction in fees for certain programs to increase participation (ie. Lifeguard training during times of Lifeguard shortages).

4.5 Gifts, Donations and Third-Party Partnerships

Corporate and individual sponsorships, gifts, and scholarships can be accepted to reduce or offset the costs of a program, service or facility. Administering and offering these opportunities in a consistent manner is paramount to reduce confusion among staff and participants. The Children’s Cabinet and Youth Sports Association are two examples of existing third-party scholarship programs that support Carson City youth sports, camps, and before and after school programs. New scholarships should have guidelines that are based on standards, such as federal rules for free and reduced lunch, and will respect the privacy of

the applicant.

4.6 Meeting Targeted Needs

Programs specifically provided for those who are unable to pay will generate enough revenue, through a combination of fees, scholarships, donations, sponsorships, and other methods, with the goal of covering the direct costs of the program.

4.7 Resident vs. Non-Resident Fees and Charges Guidelines

There will be no distinction between resident and non-resident in the access or use of the Department facilities. See the following for circumstances which warrant a non-resident fee or specific fee reductions or incentives for residents.

4.7.1 When the demand for a program exceeds the resources available, with pre-registration required, there should be different fees for non-residents. Those living outside of Carson City limits pay property taxes for their respective city or county expenses, so it makes sense to give residents and non-residents different fees for these programs. In general, a 25% increase should be charged to non-residents, where practical. Programs or services which are in the introductory stage may not differentiate between resident and non-residents in order to build interest in a new activity. When facility operation and maintenance is subsidized by the General Fund, a non-resident fee can be established.

4.7.2 Special opportunities to benefit Carson City residents should be provided, such as swim or MAC passes.

4.7.3 Financial assistance or scholarships provided should be limited to Carson City residents when the City's General Fund is the source of financial aid or if it is specifically requested by a sponsor/donor.

4.7.4 Drop-in programs such as open swim at the Aquatic Facility, drop-in sports at the MAC, special events or general youth programs (ex. skate competitions) where it is impractical to require identification and/or significant participation numbers are anticipated, should not charge non-resident fees.

4.7.5 When the costs to administer a different fee system is greater than the revenues produced, there should not be non-resident fees.

4.7.6 Insurance Requirements Third party special events, high risk recreation programs (examples: karate, roller derby, aquatics, running competitions), after-hours reservations requiring security, those including alcohol or are open to the general public, and those with over 100 participants all require insurance. Carson City will be named as an additional insured. Low risk reservations such as business meetings, picnic pavilion rentals (less than 100 people and no alcohol) and similar activities will not require insurance, consistent with other City Departments.. The Carson City Risk Manager and the City's insurance provider shall provide guidance on insurance review for any exceptions or clarifications needed on this provision.

4.8 Fund Policies

4.8.1 Enterprise Fund (Cemetery)

This fund accounts for operations that are financed and operated in a manner similar to private business enterprises. The intent is that costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through determination of revenues earned, expenses incurred, and/or net income as appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Lone Mountain Cemetery operates under an Enterprise Fund and it is a goal of the Department to charge fees equivalent to the operating expenditures at a minimum. Additional consideration to address capital needs, equipment depreciation, savings for long term maintenance and other sustainable practices should be considered not only for legal compliance, but long term financial health of these types of funds.

5.0 PROCEDURES

5.1 Government Use Rate

The City will provide a 100% rate reduction for reciprocating government and quasi-governmental agencies at a comparable rate for the use of park facilities for public meetings and employee trainings/workshops. Social events, such as retirement/birthday parties and agency celebrations, are not covered under this provision and will be subject to full rental rates. The Director will have the authority to add or remove agencies to this list outside of the annual review period. The reduction will be given to the following agencies:

- a) Carson City Boards, Committees, and Commissions, including, but not limited to:
 - i. Board of Supervisors, Board of Equalization, Airport Authority, Audit Committee, Culture and Tourism Authority, Cultural Commission, Debt Management Commission, Historic Resources Commission, Library Board, Open Space Advisory Committee, Parks and Recreation Commission, Planning Commission, Redevelopment Authority, Regional Transportation Commission/CAMPO, Bicycle and Pedestrian Advisory Committee, Transportation Resource Advisory Forum Committee, Utility Finance Oversight Committee, V and T Railway Commission, Wildlife Advisory Board, and others as authorized by the Director or City Manager.
- b) Bureau of Land Management
- c) Carson City Employee Associations
- d) Carson City School District (does not pertain to Parent Teacher Associations)
- e) Carson Water Subconservancy District
- f) Fire Protection Districts
- g) General Improvement Districts
- h) Law Enforcement/Military/Emergency Operations
- i) State of Nevada – Department of Transportation and Department of Wildlife
- j) United States Forest Service
- k) University of Nevada Cooperative Extension
- l) United States Geological Survey
- m) Western Nevada College

5.1.1 With the exception of Carson City Boards, Committees and Commissions, the government use rate will be honored as long as no other individual or group requests the

same facility and same time as the governmental group. If there is a request for the same facility and same time, the governmental group can retain the reservation by paying the full applicable facility use fee. Otherwise, every effort will be made to relocate the governmental group to another available City-owned facility for their meeting at no charge. For government use of buildings outside of regularly scheduled business hours, the agency may be responsible for security services, staff costs, or other special requirements as deemed by the Director. The 100% rate reduction does not apply to the use of the Carson City Rifle and Pistol Range except for law enforcement, unless authorized by the Director.

5.1.2 The City reserves the right to not honor the Governmental Use Rate for any governmental or quasi-governmental agency who does not reciprocate for similar facilities/purposes that may benefit the citizens of Carson City.

5.1.3 Carson City Departments and associated uses will not be subject to fees (ex. Board appointed task forces, ad hoc committees, public input workshops, etc.)

5.2 Cooperative Agreements

The City often partners with non-profit/similar organizations to cooperatively provide recreation and specialty services to the community. While the terms for each partnership vary, the City will provide a 100% rate reduction for reciprocating agencies that provide public meeting, employee training/workshops, or education/interpretive/recreation instruction programs for the benefit of the community. Expired agreements will not receive a rate reduction. This does not apply to special events, unless specified in a written agreement. The reduction will be given to the following organizations:

- a) Carson City Culture and Tourism Authority (Visit Carson City)
- b) Carson City Firefighters Assoc Local #2251
- c) Carson City Historical Society
- d) Carson City Railroad Association
- e) Carson City Senior Center (non-profit corporation, Governing Board, and Advisory Council)
- f) Carson Tigersharks Swim Team
- g) Foundation for Carson City Parks and Recreation
- h) Friends of Carson City Library
- i) Friends of Silver Saddle Ranch
- j) Muscle Powered
- k) Nevada Land Trust
- l) Nevada Recreation and Parks Society
- m) River Wranglers
- n) Truckee Meadows Parks Foundation
- o) Warren Engine Company
- p) Youth Sports Association (includes league members in good standing)

5.3 Cost Recovery Goals and Levels of Service

As a publicly funded parks and recreation system, the Department provides a basic level of service free to the public in exchange for tax dollars. However, fees and charges, along with other methods to recover costs, are considered a necessary means to supplement tax revenue and regulate park use where appropriate. Cost recovery does not imply that the goal is total

recovery, as it may range from 0% to 100%. The recovery goal should take into account a variety of considerations, including the specific nature of each program and the needs of our growing community. As benefits are increasingly offered to individuals, it is appropriate to charge fees for the service at an increasing rate of cost recovery.

In establishing goals to recover costs, the City will regularly analyze service levels and resources to meet workload demand and determine the direct costs of providing services. The imminent impact of legally mandated minimum wage increase for seasonal/part time staff will be examined as well. The City will develop a sustainable and justifiable cost model for calculating fees and recalibrate existing fees based on the Department's policies, and direction from PRC, OSAC and the Board.

LEVEL 1

These basic services generally serve the community at-large, require routine maintenance practices, and offer widespread recreation opportunities. Many services are free of charge, typically do not require a reservation (first-come, first-served), and are available to the general public. Most cooperative partnerships/use agreements fall under this category. Several private non-profit organizations operate and/or maintain city facilities at low or no cost to the city for the benefit of the community and participation fees may go directly to those organizations managing the activity, not necessarily to the City's General Fund. *The cost recovery goal is 0%-9%.*

LEVEL 2

These services generally represent basic services plus some additional recreation services. There is additional staff, planning, supervision and maintenance required. Services mostly benefit a specific participant and the community due to its perceived value. These services do not include specialized or intensive programming or facility development. A minimum portion of these programs/facilities will be subsidized to a greater extent. *The cost recovery goal is 10%-49%.*

LEVEL 3

These services generally represent basic services plus additional traditional recreation services and specialized services such as specific instruction/activity, large scale special events or an extraordinary amount of recreational options. There is a considerable increase in required staff, planning, and supervision. These services will include specialized or intensive programming and facilities development. *The cost recovery goal is 50%-100%+.*

LEVEL 4

These services generally represent specialized or extraordinary services that require a significant amount of staff time, planning, and specialized equipment in order to provide this service. Services operated under enterprise or special revenue funds that may have legal mandates related to the operation also fall under this category. These services must not only be cost covering, but provide enough profits to cover indirect costs and ensure sustainable maintenance, equipment depreciation and capital improvements associated with the service where an enterprise fund exists. *The cost recovery goal is greater than 100%.*

LEVELS OF SERVICE	PROGRAM/SERVICE	COST RECOVERY GOAL
<u>LEVEL 1</u>	<ul style="list-style-type: none"> • Parks • <i>Park amenities:</i> playgrounds, restrooms, outdoor sport courts, individual picnic areas, off leash areas/dog parks, horseshoe pits, skateboard parks • Neighborhood park group pavilions • Open space/natural areas • Trails/pathways • Historic/cultural sites • <i>Community Programs:</i> interpretive, outreach, education, adaptive, safety, and volunteer • <i>Cooperative Agreements:</i> Eagle Valley Golf Course, Carson Ridge Disc Golf Park, Mills Park Miniature Riding Train, Pony Express Airpark, Wungnema House, Roberts House, Capital City Gun Club, Archery Range, Governor’s Field, Pete Livermore Sports Complex 	0% - 9%
<u>LEVEL 2</u>	<ul style="list-style-type: none"> • Community Center • Multipurpose Athletic Center (MAC) • Aquatics Facility • <i>Specialty facilities:</i> Bob Boldrick Theater, Carson City Rifle and Pistol Range, Silver Saddle Ranch reservations, Prison Hill- OHV area reservations 	10%-49%
<u>LEVEL 3</u>	<ul style="list-style-type: none"> • Youth and adult sports • Sports tournaments/swim meets • Concessions • Special events • Exhibits • Equipment and supply rentals • Specialty camps • Facility, indoor sport courts, and field rentals • Group pavilion rentals – regional parks and sports complexes • Aquatic programs • Contract classes 	50%-100% +
<u>LEVEL 4</u>	<ul style="list-style-type: none"> • Youth before and after school program • Youth school break programs • Lone Mountain Cemetery 	>100%



CO-SPONSORSHIP APPLICATION

CARSON CITY
PARKS, RECREATION AND OPEN SPACE

(Please allow 60 Business days for processing)

To be considered for co-sponsorship, your event must be consistent with Carson City Parks, Recreation and Open Space Department’s mission: *“To provide exceptional parks, open space and diverse recreational opportunities to enhance the quality of life in Carson City, while preserving our natural resources for future generations”*.

Date: _____ Select Date _____

Name of Requesting Organization: _____

- Status (check one):
- Non-profit organization (attach documentation)
 - Government Agency
 - Carson City

Organization Representative (print name): _____

Mailing Address (print): _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

What is the purpose of this request for co-sponsorship?

What are the days, dates and times related to this request?

What are you requesting from Parks & Recreation? Please indicate any specific facility or venue site requests.

How will your activity promote the mission of the Parks and Recreation Department?

What public resources will be used to support the activity you propose? **Include City funds from all resources.**

CO-SPONSORSHIP APPLICATION

CARSON CITY

PARKS, RECREATION AND OPEN SPACE (Page 2)

1. If approved, the co-sponsorship arrangement will proceed through a probationary period of up to one (1) year. At 6 months, the relationship between the Department and the organization will be evaluated to determine whether it is mutually beneficial to continue. The evaluation process will focus on whether each party as fulfilled their commitments and whether there is a benefit to the community to continue.
2. Depending on the nature of the event, commercial general liability, automobile, or worker’s compensation insurance may be required within Carson City and its officers, agents, employees and volunteers specified as Additional Insured.
3. By signing below, the organization representative agrees to abide by all applicable local, state and federal laws, rules and regulations including the following Anti-Discrimination Clause. In addition, the organization representative shall indemnify, protect, defend and hold Carson City, its officers, agents, employees and volunteers harmless against any actions, claim for injury or damage and all loss, liability, cost or expense including court costs and attorney fees, growing out of or resulting directly or indirectly from the performance of this co-sponsorship, except for that resulting from the sole negligence of Carson City.
4. The organization representative also agrees to provide recognition of Carson City’s contribution through the Parks, Recreation and Community Services department, including but not limited to the Department’s logo and statement of co-sponsorship, in all of the organization’s advertising and publications and at the organizations major events and/or meeting.

Anti-Discrimination Agreement

The parties agree not to discriminate on the basis of race, religion, sex, color, national origin, family status, marital status, sexual orientation, age, source of income, or mental or physical disability in the performance of this agreement.

Signature of Organization Representative: _____

Date: _____ Select Date _____

Office Use Only

Reviewed by _____ Date _____ Select Date _____

PROS Program Staff Recommendation Approve Disapprove

Comments _____

Reviewed by _____ Date _____ Select Date _____

PROS Program Staff Recommendation Approve Disapprove

Comments _____

Reviewed by _____ Date _____ Select Date _____

PROS Program Staff Recommendation Approve Disapprove

Comments _____

Target Date for evaluation of co-sponsorship _____

CO- SPONSORSHIP

Supplemental Information

Please list the benefits to the community. (Use additional sheets if necessary.)

Is this event open and free to the public? YES NO

Is organizer a non-profit/tax exempt organization? YES NO

If yes, please list your Tax ID# _____

Does your event serve a specific political, religious, commercial interest or generate significant revenue over expenditures?

Please list details on how you are going to promote your event. (Use additional sheets if necessary.)

If co-sponsorship is approved, event promotion and publicity must identify Carson City as a co-sponsor of the event. Promotion of private sponsors, particularly in the form of on-site displays, must not overshadow the community orientation of the event.

***Requests should be sent to:
Carson City Parks, Recreation and Open Space
Attn. Director
3303 Butti Way #9
Carson City, NV 89701***