



## Legislation Text

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**PREPARED BY:** ANDREA MENDEZ

**DATE OF MEETING:** 10/15/18

**SUBJECT:**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO ADOPTING AN UPDATED MASTER FEE SCHEDULE FOR COMMUNITY SERVICES DEPARTMENT PROGRAMS, SERVICES AND FACILITY RENTAL RATES AND APPROVING THE PUBLIC FACILITIES RENTAL POLICY AND AUTHORIZING AN AMENDMENT TO THE LIBRARY SUBLEASE WITH CONTRA COSTA COUNTY TO EXCLUDE THE CONFERENCE ROOM

**CITY MANAGER RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

**FY 2018-21 Council Priority Workplan**

*Budget Spending Controls* is an adopted policy item under the adopted FY 2018-21 Council Priority Workplan, effective November 1, 2017.

**CEQA Compliance Statement**

This creation of a funding mechanism is not a project as defined by CEQA.

**BACKGROUND**

On July 3, 2017, a revised Master Fee Schedule was approved by City Council and adopted per Resolution 2017-146. As it relates to Recreation Facility Rental services, this included the addition of facility rental rates and changes to rates for Senior Center programming.

The Community Services staff typically makes fee adjustments to their Community Services Department Master Fee Schedule to incorporate any new programs, services, facilities, or to make minor adjustments as needed to continue to run quality programs and services on an annual basis.

With the addition of the newly renovated Library, the City of San Pablo now has access to rent out and utilize the Wildcat Creek Community Room in the Library and is discussing also having responsibility for an additional room called the Conference Room, which is located inside the Library. Once negotiations are completed with the Library staff, who have requested that the City handle the rentals of the Conference Room, the Recreation Division will be responsible for managing both internal and external reservations for both the Wildcat Creek Room and the Conference Room. Those fee adjustments for Facility Rentals are called out in Attachment A. Staff is also looking for authority to execute an amendment to the sublease with the County to exclude the Conference Room from the leased premises, assuming that mutually acceptable terms can be reached with County staff.

In addition to recommended adjustments to facility rental fees, staff also has updated the language to

the Public Facility Rental Policies. The new language changes will assist staff in clarifying common rental questions received from the general public, such as rental cancellation procedures, security guard requirements, and security background checks. The language changes for the Public Facility Rental Policies are found in Attachment B.

Over the past year, participation in the San Pablo Senior Center, as well as ridership in the Paratransit program, has increased. Along with the rise in attendance, additional demands for new programming and services have been identified. After five months of implementing a membership fee and changes to fees at the San Pablo Senior Center, we have over 400 members.

The San Pablo Senior Center is a popular destination point for the local and regional aging community, something that is attributed to great staff, volunteers, programs and supportive efforts from sponsors and community partners. Therefore, staff is proposing some additional adjustments to some of the fees within the Senior Center/Paratransit programs to help offset some additional expenses incurred with the recent growth in programs and services. Recommended fees are outlined in Attachment A.

With expanding programs and services at the Senior Center and with Paratransit, the recommended changes will allow additional classes to be offered throughout the year. Also, there have been changes with some partner agencies that provide services to members at discounted rates. Some of these agencies have increased their fees so the City is in need of changing the wording within the Master Fee Schedule to accurately align with those changes.

### **Community Services Standing Committee Recommendation**

On October 2, 2018, this item was taken before the Community Services Standing Committee (Calloway/Morris) where members unanimously supported the recommendation to move forward to City Council to approve the update to the Community Services Department Master Fee Schedule and Public Facility Rental Policies documents as outlined in Attachments A and B.

### **FISCAL IMPACT**

There will be both expenses (e.g. increased staff time to reserve and set up rooms, etc.) and revenues from increased rate structures tied to these new programs and rentals; however, the net financial results are not yet known since those amounts will fluctuate based upon the number of enrollments in programs, facility/field rentals, etc. In addition, any field or facility revenue numbers may also be adversely impacted by any City Council approved fee waivers.

Fees for services are limited to the costs to provide such service pursuant to Proposition 26 which defined Constitutional distinctions between a fee and a tax that requires voter approval. However, those restrictions do not apply to charges for rental or use of City property, which can be based on what the City determines by policy to be the charges imposed.

### **Attachments:**

- A-Community Services Department Master Fee Schedule
- B-Public Facility Rental Policies Document