RESOLUTION NUMBER NO. 8403

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORONADO AMENDING RECREATION SERVICES FACILITY USE FEES AND POLICIES

WHEREAS, the City of Coronado (the "City") has the authority to impose fees, charges and rates for regulatory purposes, and to pay for the reasonable cost to provide governmental services to the public; and

WHEREAS, the City may operate, maintain and manage all or any part of a revenue-producing enterprise, including (but not limited to) recreation services, a community center, a theater, and an aquatic center, and may prescribe, revise and collect charges for the services and facilities furnished by the enterprise; and

WHEREAS, the City Council for the City of Coronado, after conducting a properly noticed public hearing on March 16, 2010, and having received public testimony, did consider the recommendation of the Recreation Services Department and the Parks and Recreation Commission to amend the policies and user fees for Coronado Recreation Facilities And Programs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coronado as follows:

Section 1. The policies and fees related to the use of City of Coronado recreational facilities, and for participation in City of Coronado recreational programs, as described herein, are hereby amended as set forth in Exhibit A hereto attached, incorporated herein by this reference as if set forth in full herein.

Section 2. Resolution No. 8285 of the Coronado City Council is hereby repealed.

Section 3. This Resolution shall be in full force and effect June 1, 2010.

PASSED AND ADOPTED by the City Council of the City of Coronado, California, this 16th day of March 2010, by the following vote, to wit:

AYES: **DENNY, DOWNEY, OVROM, WOIWODE, TANAKA**
NAYS: **NONE**
ABSENT: **NONE**
ABSTAIN: **NONE**

Casey Tanaka

Casey Tanaka, Mayor
City of Coronado, California

Attest:

Linda K. Hascup

Linda K. Hascup
City Clerk

EXHIBIT A

CITY OF CORONADO RECREATION SERVICES
FACILITY USE FEES AND POLICIES

SECTION ONE: DEFINITIONS

1. Residency
   - **a.** Resident Individual:
     - A Coronado Resident owns property in Coronado, or
     - A Coronado Resident lives in Coronado at least 6 months of the year.
   - **b.** Resident Organization or Team:
     - Organization/club name must state the City of Coronado as the principal place of business. The Organization/club's current roster must have 75% of its membership living in Coronado as of January 1st, April 1st, July 1st and October 1st of the current calendar year.
     - Youth Teams must have 95% of their current members within the age group of 1 – 18 years of age.
     - Nonprofit groups must provide evidence of current 501(c)(3) tax status with the California Secretary of State.
   - **c.** Proof of Residency:
     - In order to receive resident benefits, the resident must complete the application, prove residency and be an immediate family member of the event honoree (i.e. bride, groom, graduate).
     - To qualify for resident benefits, Coronado residents must show proof of residency by providing a government issued photo ID plus one of the following documents, showing name of applicant and Coronado address:
       - Current property tax papers (original or photocopy with applicant's or participant's name).
       - Current utility/telephone bill.
       - Current rental receipt/lease.
       - Imprinted address on check (not acceptable if handwritten or P.O. Box).
       - Military orders/housing assignment in applicant's/participant's name.
       - Business owners who can provide both proof of ownership and property tax payment.
     - Note: A copy of the document used for proof of residency must accompany application. Once residency has been established, verification is required only once per year.

2. Age/Family
   - **a.** Immediate Family:
     - Immediate Family is a spouse, parent, grandparent or child living in the same household. Family passes are good for up to five (5) members of the immediate family, not to exceed two (2) adults.
   - **b.** Youth:
     - Any person under the age of eighteen (18).
   - **c.** Adult:
     - Any person age eighteen (18) to fifty-four (54) years old.
   - **d.** Senior:
     - Any person age fifty-five (55) or over.

SECTION TWO: CLASSIFICATION OF USERS

Any group utilizing City of Coronado facilities will be classified in one of the following categories for the purpose of determining fees. With the exception of City uses, which have first priority, all other applications are considered on a first-come, first-served basis for available space. Coronado residents and resident groups have a 24 month booking window; all other users have an 18 month window. All use must be compatible with the intended use of the facility.

Reservation lead times are 24 months for Group A, 24 months for Groups B, C, D and E, and 18 months for Groups F and G.

Classification A – City of Coronado:

Events organized and conducted by the City of Coronado or events co-sponsored by the City of Coronado. No fee is associated with Group A events regardless of facility locations.
Examples: City meetings, recreation classes and City sponsored special events such as Breakfast with Santa, Commissioner's Dinner.

Classification B – Coronado Public Schools:

Official academic and athletic activities of the students, as part of the school curriculum or sanctioned interscholastic athletic events and practices (Exclusive of activities generating funds). A fund raising component within an activity would change the classification to a C or D user.
Examples: High School Water Polo or Swim team, physical education instruction, High School Lacrosse and Soccer teams. (As clarification, this would not include ASB activities, dances, booster club meetings, PTO or staff meetings).

Classification C – Resident Nonprofit Youth Organizations:

These are locally organized not-for-profit youth groups whose membership is comprised of at least 75% City residents under age 18 years.
Examples: Coronado-based youth sports groups, Boy Scouts and Girl Scouts in Coronado, Coronado Aquatics Club, Coronado Little League.

Classification D - Resident Nonprofit Recreational, Educational, Service or Civic Community Groups and Public Agencies:

These are Coronado-based not-for-profit civic, social or service organizations (identified with a 501 (c) 3 tax status), social welfare agencies or organizations, as well as other governmental agencies. Group membership must be comprised of at least 75% City of Coronado residents. Also in this category are recognizable charitable agencies serving the greater San Diego County Region, who can document a specific benefit to the Coronado community or Coronado citizens.
Examples: Coronado Rotary Club, Coronado Unified School District (other than actual athletic or academic events), board of directors of Coronado-based youth sport organizations, Port District, SANDAG, Coronado Chamber of Commerce, Historical Association, community forums, Coronado Hospital, County agencies, Coronado Islander Sports Foundation, Coronado Tennis Association, public school districts, Children's Hospital, American red Cross, World Trade Center.

Classification E – Resident Individual, Resident Business Organizations, and Resident Non-Profit Special Interest Groups:

These are resident religious or political groups, private educational organizations, resident private parties, special interest clubs, homeowners associations, etc., including groups who may not be Coronado based by title or address, but whose participation is made up of 75% or more Coronado residents (documentation will be required).

Examples: Coronado resident private parties, family gatherings and weddings; Coronado Churches; Coronado Cays Homeowners Association; League of Women Voters; private school functions; club meetings (Crown Club, Square Dance Club, Stamp Collectors, etc.)

Classification F – Nonresident Organizations, Nonresident Individuals:

These are youth organizations and nonprofit civic, service, and social organizations that are not Coronado-based; nonresident private groups.

Examples: Imperial Beach Boys and Girls Club, National City Kiwanis Club, nonresident private parties and weddings.

Classification G – Commercial Use:

Businesses, commercial organizations or users who do not fit into other classifications.

Examples: Profit-making organizations, seminars, trade shows, film companies, company training.

SECTION THREE: FUND RAISING/SALES ACTIVITIES

1. Fund Raising and Sales on City Properties
   - **a.** When using City facilities the collection of funds (admission fees, dues, membership fees) is normally limited to covering minimal essential expenses of the organization. If merchandise sales, concession sales, auctions, ticket sales, donation collections occur, the event is defined as a fund raising event or a commercial activity.
   - **b.** A fund raising event is a facility use by youth or adult groups to raise funds for recreation, education, and welfare programs by Community groups whose activities and programs are of a character building nature, recreational nature, or whose primary purpose is service to the community as a whole.
   - **c.** All other events involving merchandise sales or collection of funds are defined as commercial events.
   - **d.** An "event", for the purposes of fund raising fee assessment, is not to exceed 5 consecutive days or 2 consecutive weekends consisting of no more than 5 days (example, Sat, Sun, Fri, Sat, Sun).
2. Non-Profit Fund Raising
   - **a.** All groups applying for permission to conduct a fund raising activity must provide the following: (in addition to standard permit requirements).
     - Obtain a no-fee City of Coronado Business License.
     - Provide proof of exempt status from the Internal Revenue Service and the Franchise Tax Board (501 (c) (3) Tax Status).
     - Provide a current financial statement.
     - Provide a current list of the Board of Directors.
   - **b.** Any commercial vendors solicited by the permitted organization must obtain a City of Coronado Business License. The number of vendors may be limited, per the discretion of the Director of Recreation or designee.
   - **c.** County of San Diego Health Department Clearance is required for food concessions offering anything other than pre-packaged items.
   - **d.** Alcoholic Beverage Control Board license/permits are required for any alcoholic beverage sales.
3. Concession Sales
   - **a.** Permits for non-profit group on-going concession sales during a sports or activity season may be obtained, and require the same documents as required for fund raising events.
   - **b.** A "season" is defined as a period of consecutive days, weeks or months, not exceeding a period of 4 months.
   - **c.** Consecutive season permits may be obtained, with the required payment of fees for each "season".

4. Commercial Sales
   a. Commercial Uses including the collection of any funds or the sale of any item on City Property must provide the following, in addition to all standard facility use permit requirements:
   b. City of Coronado Business License for the permitted group as well as any other commercial vendor.
   c. San Diego County Health Permit (for food sales).
   d. Alcoholic Beverage Control Board license/permits for alcoholic beverage sales.

SECTION FOUR: USE REGULATIONS AND REQUIREMENTS

1. Users Requirements
   a. All users will provide:
      - A $25 nonrefundable reservation fee at time of submitting application
      - Security/Cleaning deposit
      - Certificate of Insurance ($1,000,000) with the Additional Insured Endorsement
      - Proof of residency/proof of 501(c)(3) tax status for resident or nonprofit classifications
   b. Banquet room users will arrange for their own caterer or food service. Caterer must meet requirements established, including an orientation with Community Center Staff. A list of approved caterers will be provided by staff.
   c. Caterers will provide the following:
      - City of Coronado Business License
      - County of San Diego Health Permit
      - Certificate of Insurance
      - Orientation for kitchen procedures/clean-up
      - Signed agreement with City of Coronado
   d. Cancellation fee equal to damage/security deposit ($200) for any event cancelled after it is booked for firmed.
2. Permission to Serve Alcohol
   a. Alcohol will be permitted only at the Community Center Banquet Room, Banquet Room Patio and Playhouse.
      - Additional cleaning/security deposit will apply.
      - User may pay for cost of security guards or City of Coronado Police Officers or Reserve Officers.
      - User shall obtain required permits from Alcoholic Beverage Control Board; and meet all requirements established in the permit.
3. Official School Events
   a. Permits for facility use for the conduct of Coronado Unified School District academic or athletic activities must be authorized by the School Principal, verifying official academic use or official interscholastic athletic league play.
4. Events for Youth Honorees
   a. Events for honorees under the age of 21 (example, birthday, graduation, Quinceañera, Bar Mitzvah) may have additional requirements, and will be permitted for Coronado residents only.
   b. Honoree must be a child, grandchild or great grandchild of a Coronado resident.
   c. Events must conclude by 10:00 p.m.
   d. Security personnel may include one or more (depending on number of attendees) City of Coronado Police officers or Reserve officers at permit tee's expense.
   e. Alcohol is not allowed.

f. Security deposit will be increased by 50%.

5. Storage Facilities
   a. Storage Lockers will be available to Coronado groups only, and will be allocated for a specific term (annually). Lockers will be allocated through a draw system if demand exceeds availability. Inspection and "permissible items" policy may be developed.
   b. Boat Storage will be allocated for a specific term (annual); no tenure is guaranteed. Storage areas may be allocated on a draw system if demand exceeds availability.
6. Jump House
   a. Jump House companies must have a current Coronado Business License and a certificate of liability insurance with an Additional Insured Endorsement, set-up diagram and location map.
7. Coronado Senior Center
   a. Rental of the Coronado Senior Center, 1019 Seventh Street as follows:
      i) Meeting room rental rate for members is $50 for four (4) hours,
      ii) Meeting room rental rate for nonmember is $175 for up to 60 people for four (4) hours,
      iii) Meeting room rental rate for nonmember is $225 for 60 to 100 people for four (4) hours,
      iv) $25 flat fee for the kitchen.
      v) $100 refundable cleaning/security deposit.
8. Limitations/Conditions of Use
   a. Regular recurrent or long term use will be limited; (example: resident nonprofit organizations and clubs scheduling weekly or monthly meetings); long term use will be evaluated annually. Continuation of extended regular use will be evaluated against the requests for facility use by other community organizations. Commercial Use is not intended to be long term or recurrent, with frequency.
   b. All organized use of City Park facilities, or use specific to a particular time or location in a park, requires a use permit.
   c. Facility use that requires extra services, equipment set up, or staff supervision may be charged fees for extra staff services at $50.00 per hour or portion there of.

Continued on Following Pages

SECTION FIVE: FACILITY RENTAL/GROUP USE FEES

Rooms and Equipment

Room	Group (see policy for description) Hourly Rate							Cleaning/Damage Deposit	
Name	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**Room**	**Alcohol (+)**
Activity Room Kitchen (flat fee)	None	$10	$10	$10	$10	$25	N/A	$100	N/A
Activity/Craft Room	None	None	None	$10	$16	$25	N/A	$100	N/A
Activity/Meeting Room	None	None	None	$10	$16	$25	N/A	$100	N/A
Club Room	None	$20	$20	$35	$50	$75	N/A	$100	N/A
Club Room Classroom	None	None	None	$10	$16	$25	N/A	$100	N/A
Club Room Kitchen (flat fee)	None	$10	$10	$10	$10	$25	N/A	$100	N/A
Dance Studio	None	$10	$10	$15	$16	$25	$50	$100	No food or drink
Storage Lockers (group use only)	None	15/mo	15/mo	15/mo	20/mo	N/A	N/A	$50	N/A
The following rooms require a two (2) hour minimum rental reservation time. Banquet Room Rental requires a five (5) hour minimum rental reservation time from 3:00 p.m. on Friday through midnight Sunday. **Banquet room rental on Saturday must be a full room rental (no half room rentals allowed). (+)Alcohol use deposits are in addition to room cleaning deposit.									
Banquet Room	None	$75	$75	$75	$150	$400	$500	$200	$300
Banquet Room A**	None	$40	$40	$40	$75	$200	$250	$200	$300
Banquet Room B**	None	$40	$40	$40	$75	$200	$250	$200	$300
Banquet Room Patio (included with Banquet Room)	None	None	None	None	None	None	None	$100	$200
Community Playhouse * (6 hour block)	None	$225	$225	$225	$450	$525	$650	$200	$300
Gymnasium	None	$25	$25	$40	$60	$100	$200	$200	No food or drink
Kitchen (with Theater or Banquet Room rental only) – Flat Rate	None	$50	$50	$50	$50	$50	$50	$100	$100
Fund Raising activity associated with facility use (flat fee per event) paid in addition to room/facility fees	None	N/A	$100	$150	$200	$300	$500	N/A	

*Charges for technical staff are additional.

Athletic Facilities

Room	Group (see policy for description)							Cleaning/Damage
Name	A	B	C	D	E	F	G	Deposit
Boathouse Vessel Storage (Per Month)	None	$25	$25	$25	$25	$25	N/A	$200
Cays Park (flat fee/day)	None	None	None	None	None	N/A	$200	$50
Cays Tennis Courts (Per Court/Hr)	None	None	None	None	None	$7	$15	$50
Coronado Tennis Center (Per Court/Hr)	None	None	None	None	None	$7	$15	$50
Dance Studio (Per Hour)	None	$10	$10 *	$15	$16	$25	$50	$100
Gymnasium (Per Hour)	None	$25	$25 *	$40	$60	$100	$200	$200
High School Tennis Courts (Per Court/Hr)	None	None	None	None	None	$7	$15	$50
Library Tennis Courts (Per Court/Hr)	None	None	None	None	None	$7	$15	$50
Sunset Park (flat fee/day) (under special conditions)	None	None	None	None	None	N/A	$200	$50
Fund Raising activity associated with facility use (flat fee per event) paid in addition to room/facility fee	None	N/A	$100	$150	$200	$300	$500	N/A
Concessions Permit Per Sport Season (Maximum season length is 4 months)	None	N/A	$100	$150	$200	$300	N/A	$200

*These fees are levied if staff is specific to use, or if facility use is exclusive, or exceeds subsidy cap.

Parks

Room	Group (see policy for description) All Fees are flat fees unless indicated otherwise							Cleaning/ Damage	Jump House
Name	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**Deposit**	**Allowed**
Bayview Park	None	None	None	None	$50	$100	$200	$100	No
Beach - Central	None	None	None	None	$50	$100	$200	$100	No
Beach - North	None	None	None	None	$50	$100	$200	$100	No
Beach - South	None	None	None	None	$50	$100	$200	$100	No
Centennial Park	None	None	None	None	$150	$250	$350	$200	No
Coronado Cays Park	None	None	None	None	$50	$100	$200	$100	Yes
Glorietta Bay Park	None	None	None	None	$50	$100	$200	$100	Yes
Glorietta Bay Promenade	None	None	None	None	$200	$200	$350	$200	No
Mathewson Park (Pomona)	None	None	None	None	$25	$50	NA	$100	Yes
North Cays Park	None	None	None	None	$25	$50	NA	$100	Yes
Spreckels Park (without gazebo)	None	None	None	None	$50*	$100	$200	$100	Yes
Spreckels Park (with gazebo)	None	None	None	None	$100	$200	$300	$200	Yes
Star Park	None	None	None	None	$50	$100	$200	$100	No
Sunset Park (resident use only)	None	None	None	None	$50	NA	NA	$100	No
Jump House (additional deposit required))	None	None	None	None	None	None	None	$200	N/A
Fund Raising activity associated with facility use (flat fee per event) paid in addition to room/facility fees	None	N/A	$100	$150	$200	$300	$500	N/A	

Flat fees are applied per day.

SECTION SIX: FACILITY ACTIVITY/INDIVIDUAL USE FEES

Daily Use Fees

	Pool***	Fitness	Gym	Climbing Wall	Community Center All*	Skatepark
Youth	2.00	4.00	1.00	7.00	9.00	7.00
Senior	3.00	4.00	2.00	8.00	12.00	7.00
Adult	4.00	5.00	2.00	10.00	14.00	7.00
Nonresident Youth	4.00	7.00	3.00	12.00	16.00	7.00
Nonresident Senior	7.00	7.00	5.00	12.00	18.00	7.00
Nonresident Adult	10.00	8.00	5.00	12.00	21.00	7.00
Resident Family (up to 5 people)					40.00	

Pass Fees for Residents	Pool***	Fitness	Gym	Climbing Wall	Community Center All*	Skatepark	Citywide All Use**
Youth Monthly	40	30	12	N/A	50		
Senior Monthly	50	25	15	N/A	66		
Adult Monthly	60	30	20	N/A	85		
Family Monthly	N/A	50	N/A	N/A	160		
Youth Annual	400	340	50	250		60	515
Senior Annual	500	280	150	360		60	750
Adult Annual	600	340	150	450		100	950
Family Annual	N/A	580	N/A	N/A			1,490

Pass Fees for Nonresidents	Pool***	Fitness	Gym	Climbing Wall	Community Center All*	Skatepark	Citywide All Use**
Youth Monthly	40	50	25	N/A	65		
Senior Monthly	40	40	35	N/A	65		
Adult Monthly	45	50	40	N/A	75		
Youth Annual	400	550	300	550	N/A	60	N/A
Senior Annual	400	460	300	550	N/A	60	N/A
Adult Annual	450	550	300	550	N/A	100	N/A

* Community Center All includes Pool, Fitness Room, Gym and Climbing Wall.
** Citywide All Use includes Pool, Fitness Room, Gym, Climbing Wall, and Skatepark.
*** Pool fees will be phased in starting June 1, 2010. For a complete list of pool fees see section seven below.
Yellow highlights are columns effected by the change in Aquatic Rates.

SECTION SEVEN: AQUATIC FEES

- Effective June 1, 2010, Aquatic Pool rentals will no longer be based on classification.
- Long Term rentals refer to rentals of at least (six) 6 consecutive months.
- Pool rentals include (one) 1 lifeguard. Additional lifeguards will be billed separately.
- Commercial use of the pool will remain at $600 for the competition pool and $200 for the recreation pool.

	Resident Youth			Nonresident Youth		
	Current	6/1/2010	6/1/2011	Current	6/1/2010	6/1/2011
Daily	$ 1.00	$ 1.50	$ 2.00	$ 3.00	$ 3.50	$ 4.00
Monthly	$ 20.00	$ 30.00	$ 40.00	$ 40.00	$ 60.00	$ 80.00
Annual	$ 200.00	$ 300.00	$ 400.00	$ 400.00	$ 600.00	$ 800.00

	Resident Adult			Nonresident Adult		
	Current	6/1/2010	6/1/2011	Current	6/1/2010	6/1/2011
Daily	$ 2.00	$ 3.00	$ 4.00	$ 5.00	$ 7.50	$ 10.00
Monthly	$ 25.00	$ 42.50	$ 60.00	$ 45.00	$ 82.50	$ 120.00
Annual	$ 250.00	$ 425.00	$ 600.00	$ 450.00	$ 825.00	$ 1,200.00

	Resident Senior / Disabled			Nonresident Senior / Disabled		
	Current	6/1/2010	6/1/2011	Current	6/1/2010	6/1/2011
Daily	$ 1.00	$ 2.00	$ 3.00	$ 3.00	$ 5.00	$ 7.00
Monthly	$ 20.00	$ 35.00	$ 50.00	$ 40.00	$ 72.50	$ 100.00
Annual	$ 200.00	$ 350.00	$ 500.00	$ 400.00	$ 725.00	$ 1,000.00

		Effective 6/1/10	Effective 6/1/11	Effective 6/1/10	Effective 6/1/11
	Current Rate	Standard Rate	Standard Rate	Long Term Rate	Long Term Rate
50 meter lane	No per lane rate established	10.50/hr/lane	15.00/hr/lane	8.50/hr/lane	12.00/hr/lane
25 yard lane	No per lane rate established	5.75 /hr/lane	10.00 /hr/lane	4.00/hr/lane	7.00/hr/lane
Water polo course (30m)	No water polo rate established	70.00/hr/per course	85.00/hr/per course	60.00/hr/per course	75.00/hr/per course
Competition Pool (50m)	*$18-$120	120.00/hr	140.00/hr	105.00/hr	120.00/hr
Instructional Pool	*$18-$75/hr	60.00 /hr	65.00 /hr	50.00/hr	55.00/hr
Extra Lifeguard	$15/hr/per guard	18.00 /hr per guard	18.00 /hr per guard	15.00 /hr per guard	15.00 /hr per guard

*These rates were based on Classifications listed in Section Two. Classifications will no long apply to Aquatic Fees.

SECTION EIGHT: RECREATION CLASS AND PROGRAM FEES

1. Class Fees:

   a. Fees will be set by the Director, Recreation Services Department, with approval by the City Manager, to effect on average for all classes conducted, full direct cost recovery (salaries, material and transportation) plus up to fifty percent (50%) for administrative cost. In addition nonresidents will pay a minimum surcharge of $5.00.

   b. A 10% discount will be given to families who register and pay for more than one class at a time providing the total class fees exceed $100.

   c. An additional fee will be charged for children not picked up at the time a class is scheduled to end. The fee will be set by the Director of Recreation Services Department with approval of the City Manager.

2. Other Programs and Activities: Other activities and events may be conducted by the Recreation Services Department without charge or with partial cost recovery. They include Park Play Days, School Lunch Programs, After School Programs and special one day events. The decision as to which activities fall into this category will be made by the Director, Recreation Services, with approval of City Manager.

SECTION NINE: APPLICATION AND ADJUSTMENT OF FEES

1. On July 1 of each year, beginning in 2006, Recreation Facility and Program Fees may be adjusted by a percentage determined by the cost difference in year to year operations expenses.

2. The fees established in the Facility Use Fee Policy will be the fees that are applied unless a separate Agreement for Use is negotiated with the City Council.

3. Exceptions to the Facility Use Policy will be presented to the City Council for review and approval. (Example: serving of alcohol at facilities other than those designated).

SECTION EIGHT: RECREATION CLASS AND PROGRAM FEES

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   a. Fees will be set by the Director, Recreation Services Department, with approval by the City Manager, to effect on average for all classes conducted, full direct cost recovery (salaries, material and transportation) plus up to fifty percent (50%) for administrative cost. In addition nonresidents will pay a minimum surcharge of $5.00.

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