

RESOLUTION NO. 2016-54

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
ADOPTING A RECREATION FACILITY FEE USE POLICY**

WHEREAS, the City of Rohnert Park ("City") adopted a \$2 facility fee ("Fee") to be applied to all Callinan Sports Center memberships and to all ticketed events at the Spreckles Performing Arts Center as of July 1, 2014; and

WHEREAS, under Proposition 26, neither a fee for a government service nor a fee charged to gain entrance to a city property is considered a tax, so that fees may be set based on the cost of providing services; and

WHEREAS, the \$2 Fee was based upon a study which showed the amount of the fee would not exceed the actual costs of facility operation and maintenance; and

WHEREAS, by establishing the Fee, the City has created a mechanism to reinvest in recreation facilities for the benefit of the patrons; and

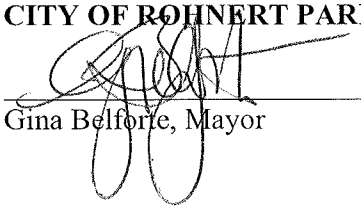
WHEREAS, the purpose of the Recreation Facility Fee Use Policy is to direct and guide facility fee spending decisions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the City of Rohnert Park Recreation Facility Fee Use Policy attached hereto as Exhibit "A".

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to implement the City of Rohnert Park Recreation Facility Fee Use Policy for and on behalf of the City of Rohnert.

DULY AND REGULARLY ADOPTED this 14th day of June, 2016.

CITY OF ROHNERT PARK


Gina Belforte, Mayor

ATTEST:


Caitlin Saldanha, Deputy City Clerk

Attachment: Exhibit A

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye BELFORTE: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

“Exhibit A”

Recreation Facility Fee Use Policy



CITY OF ROHNERT PARK CITY COUNCIL POLICY - DRAFT

SUBJECT/TITLE:	POLICY NO:	APPROVED BY:	APPROVAL DATE:
RECREATION FACILITY FEE USE POLICY		<input type="checkbox"/> RESO NO: _____ <input type="checkbox"/> MINUTE ORDER	

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1. PURPOSE

The City of Rohnert Park has established the below policy provisions in order to provide direction and clarity for allowable uses of the facility fee at the Callinan Sports and Fitness Center and Spreckles Performing Arts Center.

2. AUTHORITY

All facility fee expenditures must be approved by the City Manager within his/her purchasing authority or by City Council in accordance with the Purchasing Policy.

3. DEFINITIONS

Facility – the building structure and all associated assets.

Essential Equipment – includes, but is not limited to, facility equipment that must be in working order for day-to-day operations and enjoyment. Examples include exercise and theatre equipment including cardio and weight machines and theatre production equipment such as lighting, sound, and special effect systems.

Non-Routine Maintenance and Supplies – includes, but is not limited to, major repairs, replacements, upgrades, and upkeep to integral components of the facility and the associated supplies. Examples include roof systems, air conditioning, lighting, flooring, and building exteriors.

Routine Maintenance and Supplies – includes minor repairs and upkeep required to maintain the facility in operating order. Examples include janitorial services and cleaning supplies.

City Employee Wages and Benefits – includes wages and benefits associated with permanent employees of the City of Rohnert Park.



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CITY COUNCIL POLICY - DRAFT

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4. BACKGROUND

On July 1, 2014, as part of the recreation fee setting process, the City of Rohnert Park established a new \$2 facility fee at the Sports and Performing Arts Centers for the purpose of funding facility costs. The \$2 fee is applied to all Sports Center memberships and to all ticketed events at the Performing Arts Center. This policy establishes a guideline for the uses of the revenue generated from facility fees.

5. PROVISIONS

Requirements - Facility fees shall be expended for either Non-Routine Maintenance and Supplies or Essential Equipment and the implementation costs associated therewith.

Exclusions - Facility fees shall not be expended for Routine Maintenance and Supplies or City Employee Wages and Benefits.

Prioritization - Urgent facility needs shall be given highest priority; essential equipment replacement and enhancements shall be prioritized upon financial leverage (such as a match for a grant); other factors for prioritization include revenue enhancement potential and customer feedback

Fund Management - Facility fees shall be expended on the facility where the facility fee revenue is earned. Expenditures shall be made from cash balances, not projected future earnings.

REVISION HISTORY: