

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: RESOLUTION AMENDING THE COMPREHENSIVE FEE SCHEDULE

DATE: July 5, 2023

Background

The City Council adopted Resolution No. 2106 amending the Comprehensive Fee Schedule at the June 26, 2023 Council Meeting. After that meeting a scrivener's error was discovered omitting three sentences from Section XI. Community Center, Armory, Special Event and Park Fees and Policies/Armory Fees. The sentences omitted were:

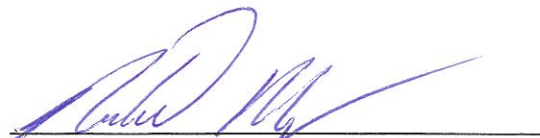
- Sentence #1 Complete Main Floor is charged at the rate of the Drill Hall hourly rate plus ½ of a Meeting Room hourly rate.
- Sentence # 2 All Armory rentals have a two hour minimum.
- Sentence #3 Prep Kitchen use is included with the Drill Hall and Meeting Room rates.

Recommendation

That the City Council adopt the Resolution amending the Comprehensive Fee Schedule, adding the three sentences that were omitted.

Cost

No cost.


Richard Meyers, City Manager

RESOLUTION _____

A RESOLUTION AMENDING THE FEE SCHEDULE
ADOPTED BY ORDINANCE NO. 2361

WHEREAS, Ordinance No. 2361 establishes a Comprehensive Fee Schedule for various City-supplied services; and

WHEREAS, it is deemed appropriate to amend said Comprehensive Fee Schedule to correct a scrivener's error found in the recently adopted Resolution No. 2106.

NOW, THEREFORE, BE IT RESOLVED, that the Comprehensive Fee Schedule established by Ordinance No. 2361, XI Community Center, Armory, Special Event and Park Fees and Policies be amended in its entirety as follows.

**XI. COMMUNITY CENTER, ARMORY,
SPECIAL EVENT AND PARK FEES AND POLICIES**

Groups

- A Use of the facility by local non-profits, civic groups, support groups and clubs, youth and senior organizations. Proof of non-profit status as recognized by the state is required.
- B City Residents holding Special Events. Examples: Weddings, birthday parties, religious organization gatherings (not regular services)
- C Commercial and/or non-City resident usage.

Rental Fees may be waived for City government, official governmental public meetings and city sponsored/co-sponsored events.

Category A groups may apply for a partial or complete waiver of fees if payment would cause undue hardship on the sponsoring organization or make it impossible for the group to use the facility. Decisions on granting waivers will be made by the City Manager or the Community Coordinator. Groups receiving waivers may be asked to perform volunteer service to qualify for a waiver. Community Center rooms are scheduled for use with the Community Coordinator or designee and Armory rentals are scheduled with the City Recorder or designee. All rentals are subject to availability.

Community Center Fees

| | A** | B | C |
|---|--------------|--------------|--------------|
| Deposit | \$50 | \$50 | \$50 |
| Meeting Rooms (Shepherd /Reception Hall) | \$30 per use | \$30/hr | \$45/hr |
| Kitchen | \$5 per use | \$20 per use | \$30 per use |

**Annual fees are required for category A groups that use the facility more than 12 times per year. Annual fees are based on usage and are due before the initial use of the year. Annual fees will not be refunded.

Annual Fee Schedule for Frequent Category A Users:

| | |
|-----------------|-------|
| 13-26 uses | \$200 |
| 27-52 uses | \$300 |
| 53 or more uses | \$350 |

Fees for local groups holding classes at the community center will be based on the number of participants and space required.

One-Hour Classes
\$1.50/person/class

Multi-Hour Classes
\$5/person/class

A deposit is required of all users of the building for each use. The deposit must be paid before access will be issued. The deposit will be refunded if all conditions and requirements are met. Users are responsible for maintaining the rooms they have rented. Additional fees in excess of the deposit may be charged to users that lose/fail to return the access device, damage rooms or equipment, or do not cleanup after use.

Groups may pay a one-time/refundable deposit covering all events at the beginning of each year. However, any lost access device, custodial, or repair fee charged during the year must be paid prior to the next use. Outstanding fees must be paid before a group can schedule the building.

Groups serving alcohol must meet all OLCC regulations and are required to submit an additional \$200.00 refundable deposit. Refunds are determined under the same circumstances as cleaning deposits.

Armory Fees

| | A | B | C |
|--|-------------|-------------|-------------|
| Deposit | \$150 | \$150 | \$150 |
| Drill Hall (Hourly) | \$25 | \$35 | \$45 |
| Meeting Rooms (Hourly) | \$20 | \$25 | \$35 |
| Tables | \$3/Each | \$3/Each | \$3/Each |
| Linens | \$3/Each | \$3/Each | \$3/Each |
| Chair Covers | \$0.50/Each | \$0.50/Each | \$0.50/Each |
| Alcohol Surcharge | \$100 | \$100 | \$100 |
| City Audio Equipment Use and Set up | \$100 | \$100 | \$100 |

Complete Main Floor is charged at the rate of the Drill Hall hourly rate plus ½ of a Meeting Room hourly rate.

All Armory rentals have a two hour minimum.

Prep Kitchen use is included with the Drill Hall and Meeting Room rates.

A deposit is required of all users of the Armory for each use. The deposit must be paid before access will be issued. The deposit will be refunded if all conditions and requirements are met. Users are responsible for maintaining the rooms they have rented. Additional fees in excess of the deposit may be charged to users that lose/fail to return access device, damage rooms or equipment, or do not clean up after use. Outstanding fees must be paid before a group can schedule the building.

Groups serving alcohol must meet all OLCC regulations and are required to submit an additional \$200.00 refundable deposit. Refunds are determined under the same circumstances as cleaning deposits.

Room set up, take down and cleaning rates can be negotiated.

Reservations can be made up to one year in advance.

Special Event

For canopy rental a deposit is required of which a portion is refunded when the canopies are returned in good condition.

| Canopies | A | B | C |
|-----------------|-----------------------|-----------------------|------------------------|
| 10'x 10' | \$50 \$25 returned | \$50 \$25 returned | \$100 \$45 returned |
| 10'x 20' | \$50 \$25 returned | \$50 \$25 returned | \$100 \$45 returned |

Barricades are rented in groups of 12 for Type 1 and groups of two for the larger Type 3. Traffic cones/candlesticks are rented in groups of 10. The same deposit and refund formula for canopies is in force for barricades.

| Barricades | A | B | C |
|-------------------|---------------------|---------------------|-----------------------|
| Type 1 | \$5 \$2 returned | \$5 \$2 returned | \$12 \$5 returned |
| Type 3 | \$5 \$2 returned | \$5 \$2 returned | \$25 \$10 returned |

| Traffic Cones | \$5 \$2 returned | \$5 \$2 returned | \$10 \$5 returned |
|----------------------|---------------------|---------------------|----------------------|
|----------------------|---------------------|---------------------|----------------------|

| Signs | A | B | C |
|--------------|-----|-----------------------|-------------------------|
| Full* | \$0 | \$75 \$25 returned | \$175 \$100 returned |
| Partial** | \$0 | \$10 \$5 returned | \$15 \$10 returned |

Full*--Denotes a price for complete set of signs, including stands, needed for traffic control for a closure of Main Street near Highway 99.

Partial**--Denotes a price per individual sign, including stand, needed for traffic control at special event.

Canopies, barricades and signs are intended for use within the Urban Growth Boundary of the city.

Bohemia Park Equipment Fees

Spider Box (Electrical Distribution Box with 50' Cord). Spider box can only be used for events in Bohemia Park. Renter is responsible for replacement of spider box or cord if lost or damaged.

A

\$15/day

B

\$20/day

C

\$40/day

BE IT FURTHER RESOLVED, that this resolution shall become effective upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE COUNCIL PRESIDENT
THIS 10th DAY OF JULY, 2023.

Candace Solesbee, Mayor

Dated: _____

ATTEST:

Richard Meyers, City Manager

Dated: _____