



Legislation Details (With Text)

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| Title: | Report regarding a resolution to adopt proposed user fees for new City of South San Francisco facilities and amending the Master Fee Schedule for Fiscal Year 2023-2024. (Greg Mediati, Parks and Recreation Director) | | |

Sponsors:**Indexes:****Code sections:**

Attachments: 1. Attachment 1_Proposed FY 23-24 Fees_LPR Community Civic Campus_OMP Sports Complex_OPM Picnic Site.pdf, 2. Attachment 2_Fee Comparison Analysis for LPR Community Civic Campus.pdf, 3. Attachment 3_Fee Comparison Analysis for OMP Sports Complex.pdf, 4. Attachment 4_6-14-23 - Presentation - Master Fee Schedule Amendment for New Facilities

| Date | Ver. | Action By | Action | Result |
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Report regarding a resolution to adopt proposed user fees for new City of South San Francisco facilities and amending the Master Fee Schedule for Fiscal Year 2023-2024. (Greg Mediati, Parks and Recreation Director)

RECOMMENDATION

It is recommended that the City Council hold a public hearing to receive input regarding the adoption of proposed user fees for new City of South San Francisco facilities, and at the conclusion of the public hearing, consider adopting a resolution approving amendments to the Master Fee Schedule for Fiscal Year 2023-2024.

BACKGROUND/DISCUSSION

On May 16, 2023, the Parks and Recreation Commission approved proposed user fees for the new Library | Parks and Recreation Community Civic Campus and the Orange Memorial Park Sports Complex, to be presented to City Council for adoption into the Fiscal Year 2023-2024 (FY 23-24) Master Fee Schedule. City Council's Standing Budget Committee reviewed the proposed fees at the May 31, 2023 meeting.

The recommended fees were developed based on equivalent spaces within the current South San Francisco Master Fee Schedule, comparable fee analysis of neighboring jurisdictions, and the recommendations from the South San Francisco Parks and Recreation Commission.

The Library | Parks and Recreation Community Civic Campus and the Orange Memorial Park Sports Complex are state of the art community amenities that are anticipated to be in high demand for privately hosted events and activities, as available. One proposed mechanism to help assure South San Francisco community members receive priority in use is through the proposed non-resident incremental rate of an additional \$40 per hour over the resident rate. The newly proposed non-resident rate is more than double the current facility non-resident incremental rate of \$15 per hour. This increase was suggested by the Parks and Recreation Commission at their

May meeting.

Orange Memorial Park Sports Complex

PARKS AND RECREATION DEPARTMENT

| FY 23-24 (approved by the Parks & Recreation Commission) | | |
|---|----------|----------|
| Orange Memorial Park Sports Complex | | Resident |
| All Weather Soccer Fields | | |
| Non-resident rates are an additional \$40 per hour | | |
| Full Soccer Field | Per hour | \$ 80 |

| | | |
|---|-----------------|-------|
| Half Size Soccer Field | Per hour | \$ 40 |
| All Weather Baseball/Softball Fields | | |
| Non-resident rates are an additional \$40 per hour | | |
| Full Size (Large diamond dimensions) | Per hour | \$ 80 |
| Youth Size (Small diamond dimensions) | Per hour | \$ 40 |
| Bullpen | Per hour | \$ 25 |
| Batting Cages | Per hour | \$ 25 |
| Other Add-Ons | | |
| Non-resident rates are an additional \$40 per hour | | |
| Field Attendant | Per hour | \$ 30 |
| Commercial / For Profit Group (add-on) | Per Hour add-on | \$ 40 |

Library | Parks and Recreation Center

| FY 23-24 (approved by the Parks & Recreation Commission) | | |
|---|---|----------|
| Library Parks and Recreation Community Civic Campus | | Resident |
| Facility Rentals | | |
| Non-resident rates are an additional \$40 per hour | | |
| Non-profit rates are \$15 less per hour | | |
| Banquet Hall | Per Hour; 5-hr minimum (Fri-Sun) 2-hr minimum (Mon-Thu) | \$ 275 |
| Social Hall | Per Hour; 5-hr minimum (Fri-Sun) 2-hr minimum (Mon-Thu) | \$ 215 |
| Banquet Hall & Social Hall | Per Hour; 5-hr minimum (Fri-Sun) 2-hr minimum (Mon-Thu) | \$ 400 |
| Full Kitchen | Per Hour; 5-hr minimum (Fri-Sun) 2-hr minimum (Mon-Thu) | \$ 125 |
| Full Kitchen with hall rental | Flat Rate | \$ 250 |
| Kitchen A | Per Hour; 5-hr minimum (Fri-Sun) 2-hr minimum (Mon-Thu) | \$ 75 |
| Kitchen A with hall rental | Flat Rate | \$ 150 |
| Kitchen B | Per Hour; 5-hr minimum (Fri-Sun) 2-hr minimum (Mon-Thu) | \$ 50 |
| Kitchen B with hall rental | Flat Rate | \$ 100 |
| Council Chambers | Per Hour | \$ 120 |
| Atrium | Per Hour | \$ 50 |
| Patio | Per Hour | \$ 100 |
| Patio with hall rental or Council Chambers | Flat Rate | \$ 100 |
| Dance & Fitness Studio A | Per Hour | \$ 105 |
| Dance & Fitness Studio B | Per Hour | \$ 95 |
| Music Room (A, B, or C) | Per Hour | \$ 50 |
| Childrens Classroom | Per Hour | \$ 95 |
| Exercise Studio | Per Hour | \$ 105 |
| Gallery Room | Per Hour | \$ 95 |
| Creator's Studio | Per hour | \$ 105 |

At the May 24, 2023 City Council meeting, City Council adopted a resolution accepting the Fiscal Year 2023-

24 Master Fee Schedule, with the exception of the Parks and Recreation Fee Schedule. While the Parks and Recreation Department's existing fees for Fiscal Year 2023-24 will remain the same as Fiscal Year 2022-23 (absent the previously proposed 3% increase), there were a few new fees included in the proposal specific to the Oyster Point Marina Park picnic rentals. With the completion of Oyster Point Marina Phase 1 project, staff intend to have the picnic sites available for rentals. The proposed fees align with the current master fee schedule with comparable sites, including the \$15 non-resident incremental rate.

Oyster Point Marina Park

| FY 23-24 (approved by the Parks & Recreation Commission) | | |
|---|----------|-----------------|
| Picnic Rentals | | Resident |
| Oyster Point Marina | | |
| Non-resident rates are an additional \$15 per hour | | |
| Area #1 (6 tables) | Per Hour | \$109.20 |
| Area #2 (3 tables, no BBQ) | Per Hour | \$25 |
| Area #3 (3 tables, no BBQ) | Per Hour | \$25 |
| Area #2 (3 tables) | Per Hour | \$54.60 |
| Area #3 (3 tables) | Per Hour | \$54.60 |

Police Department Community Room

The Police Department's Community Room at 1 Chestnut Avenue has been used as meeting space for City and Police operations as well as a resource to local community groups. Thus far, this facility has been made available to local non-profit groups, however for parity with other similar meeting spaces staff recommends that fees be assessed to recover costs related to managing Community Room uses by outside groups. The Police Department and Parks and Recreation Department consulted on aligning the proposed Community Room fee with fees for a similar-sized room at the Library | Parks and Recreation Community Civic Campus, specifically the Council Chambers, which informed the fee proposed in the table below.

POLICE DEPARTMENT

| FY 23-24 Police | | |
|---|----------|-----------------|
| Miscellaneous Fees | | Resident |
| Non-resident rates are an additional \$40 per hour | | |
| Non-profit rates are \$15 less per hour | | |
| Police Community Room Rental | Per Hour | \$ 120 |

FISCAL IMPACT

The proposed new fees will help contribute to the City's overall projected revenue and financial sustainability, and offset direct costs for offering spaces for private use.

RELATIONSHIP TO STRATEGIC PLAN

Acceptance of the proposed fees aligns with the City's strategic plan under Priority Area 3, ensuring fiscal stability.

CONCLUSION

Staff recommend that City Council accept the proposed user rental fees for the aforementioned new facilities, and amend the Fiscal Year 2023-24 Master Fee Schedule.