



**CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT**

<p>SUBJECT: Park User Fees</p>	<p>FOR AGENDA OF: Finance Committee October 25, 2012</p>
<p>ATTACHMENT(S): A – Fee comparison table B – Draft use agreement C – Heritage Park aerial and master plan</p>	<p>DEPARTMENT OF ORIGIN: Administration/Public Works</p> <p>DATE SUBMITTED: October 23, 2012</p> <p>CLEARANCES: (check box) <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> City Clerk/HR _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Fire _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Police _____ <input type="checkbox"/> Public Works _____</p> <p>APPROVED FOR SUBMITTAL BY THE CITY ADMINISTRATOR: _____</p>
<p>COST OF PROPOSAL: Staff time to meet with user groups and implement the proposed fee schedule.</p>	<p>AMOUNT BUDGETED: None. This project is part of the city council's 2013 work plan.</p>

ISSUE

The issue in front of the finance committee is to review the draft park facility use fee proposal and user agreement and direct staff to areas of concern.

The tentative timeline is to bring the park user fees to the full city council for adoption at the January 10, 2013 meeting in order to better manage field use at Heritage Park and Church Creek Park next spring.

SUMMARY STATEMENT

The city council's 2012-2013 work plan includes a proposal to proactively manage the city's park facilities and resources.

The city council has directed staff to put together a fee schedule and facility use agreement for review and approval. City staff evaluated facility use fees and

agreements from surrounding communities including Everett, Marysville, Arlington, Mt. Vernon, Burlington and the Stanwood Camano School District.

City staff met with the public works committee on October 1, 2012 to review the proposed fee schedule (Attachment A) and draft use agreement (Attachment B).

City staff invited local sports leagues including baseball, soccer, la cross and football to come to a city sponsored meeting on Wednesday, October 15, 2012 at Station 99 to review the proposed fee schedule and user agreement. Three representatives attended the meeting and provided feedback on the proposed plan.

A second user group meeting is tentatively planned for November 14, 2012 to discuss improvements to Heritage Park.

DISCUSSION

The city does not charge or collect use fees from sports associations and other recreational park users. The current policy to forego park use fees may have been adopted in order to limit the city's liability under the state statute which provides protection from liability if no fees are charged for using a park facility.

The city council is now considering a proposal to charge a nominal fee to sports associations and private groups who want to use the city's park facilities.

Due to the quality of Stanwood's sports fields, the proposed fee schedule is designed to provide a low-cost alternative to sports fields in surrounding communities. The purpose of the fees and the use agreement is not to recoup the city's costs to maintain the fields. Rather, the purpose is to identify field users, coordinate field reservations, determine minimum service levels and capital improvement needs.

The idea is to develop relationships with the sports associations using the city's fields in order to improve the fields for community use over the next five to ten years.

The city has to be careful to set the fee at a rate which reflects the quality of the park facilities. Stanwood's sports fields at Heritage Park and Church Creek are functional but not particularly well-maintained. Church Creek is beginning to show its age. Deferred maintenance at the Church Creek ballpark is beginning to take its toll. The six-year capital improvement plan includes funding in 2016 to reconstruct the sports fields and facilities at Church Creek.

When Heritage Park was built, the fields were not properly constructed to provide adequate drainage. Sports associations complain the fields are often usable during the wet spring months. The fourth ball field has not been completed. There are remaining items on the Heritage Park master plan such as a concession stand that user groups would like the city to complete in order to make the facility more functional for tournament play.

FINANCIAL IMPACT

The 2013 parks budget is approximately \$185,000. City staff estimate revenues from field use fees will be low (\$6,500-8,500) in the first year. At the budget retreat in October, the city council directed staff to allocate park fee revenues back into park maintenance and operations.

COMMITTEE RECOMMENDATIONS

The public works committee recommended city staff meet with the sports associations and get feedback on the proposed user fees and agreement. The city advertised the first user group meeting and sent personal invitations to members of the sports associations. Although the city received numerous phone calls about the meeting, only three people showed up.

City staff are seeking input from the finance committee members prior to the second user group meeting in November.

CITY COUNCIL OPTIONS

1. Review the proposed fees and user agreement. Ask questions and direct staff to areas of concern.
2. Review the proposed fees and user agreement. Make recommended changes to the fees prior to the next user group meeting.
3. Review the proposed fees and user agreement. Direct staff to postpone the next user group meeting until the city council's concerns have been addressed.

RECOMMENDED MOTION

Review the proposed fees and user agreement. Ask questions and direct staff to areas of concern.

CITY FEE COMPARISONS

	Stanwood Proposed		Stanwood Camano SD		Arlington		Burlington		Marysville		Lynden	
	Group II	Group III	Group II	Group III	Group II	Group III	Group II	Group III	Group II	Group III	Group II	Group III
Per Use, Per Team	\$5	\$10				\$10 youth \$25 Adult			\$26	\$31	\$8	\$12 youth \$18 adult
Per Player, Per Season					\$7.50							
Per Sit, Season, Team	\$150	\$200	\$100	\$110								
Tournament	\$450 per day	\$650 per day	\$450 per day	\$650 per day	\$7.50/player/tournament	\$10/team/use \$25 Adult team/use					\$25/team	\$50 youth/team \$100 adult/team
Baseball - per game							\$10.50	\$19 youth \$22.50 adult				
Lacrosse - per game							\$45	\$45				
Soccer - per game							\$3.75 - \$15.00 youth by age group	\$30 youth \$52.50 adult				

Group II - Non-profit groups serving youth must have open enrollment and open participation of all ability levels. Inside SCSD boundaries

Group III - Non-profit groups serving youth who do not have open participation of all ability levels, i.e. select sport clubs; Adult groups; Majority of members outside SCSD boundaries



Fee Schedule

CITY OF STANWOOD PARKS DEPARTMENT

RESERVATION	GROUP I City sponsored or city residents	GROUP II Recreational sports, non-profit	GROUP III Select & adult, non-profit	GROUP IV Commercial, for profit, non-city residents
Church Creek Park				
Covered Picnic Area	1 to 4hrs – \$20 4 to 6hrs – \$30 6 to 8hrs – \$40	1 to 4hrs – \$20 4 to 6hrs – \$30 6 to 8hrs – \$40	1 to 4hrs – \$20 4 to 6hrs – \$30 6 to 8hrs – \$40	1 to 4hrs – \$40 4 to 6hrs – \$60 6 to 8hrs – \$80
Baseball Field (2 hours max = per use)	\$5 per use	Per team: \$5 per use \$150 per season	Per team: \$10 per use \$200 per season	Per team: \$45 per use
Exclusive Use of Church Creek	1 to 4hrs – \$100 4 to 8hrs – \$150	1 to 4hrs – \$100 4 to 8hrs – \$150	1 to 4hrs – \$100 4 to 8hrs – \$150	1 to 4hrs – \$200 4 to 8hrs – \$400
Heritage Park				
Covered Picnic Area (no BBQ, no electric)	1 to 4hrs – \$10 4 to 6hrs – \$15 6 to 8hrs – \$20	1 to 4hrs – \$10 4 to 6hrs – \$15 6 to 8hrs – \$20	1 to 4hrs – \$10 4 to 6hrs – \$15 6 to 8hrs – \$20	1 to 4hrs – \$20 4 to 6hrs – \$30 6 to 8hrs – \$40
Baseball Field 1, 2 & 3 (2 hours max = per use)	Per team: \$5 per use	Per team: \$5 per use \$150 per season	Per team: \$10 per use \$200 per season	Per team: \$45 per use
Soccer Field 1 & 2	Per team: \$5 per use	Per team: \$5 per use \$150 per season	Per team: \$10 per use \$200 per season	Per team: \$45 per use
Lacrosse Field	Per team: \$5 per use	Per team: \$5 per use \$150 per season	Per team: \$10 per use \$200 per season	Per team: \$45 per use
Skate Park (exclusive use)	1 to 4hrs – \$50 4 to 8hrs – \$100	1 to 4hrs – \$50 4 to 8hrs – \$100	1 to 4hrs – \$50 4 to 8hrs – \$100	1 to 4hrs – \$100 4 to 8hrs – \$200
Lions Park				
Covered Picnic Area (no BBQ, no restrooms, no electric)	1 to 4hrs – \$10 4 to 6hrs – \$15 6 to 8hrs – \$20	N/A	N/A	Reservations not available for group IV
Other Fees				
Energy Rate	\$5.00 per hour	\$5.00 per hour	\$5.00 per hour	\$10.00 per hour
PW Crew (i.e. open park early, clean up, and repairs)	\$30 per hour with 2 hour minimum			\$30/hr with 3 hour minimum
TOURNAMENT / JAMBOREE RATE				
Recreational Teams	\$450 per day			
Select and Adult Teams	\$650 per day			

Fees subject to change each year



City of Stanwood

Athletic Field Use Guidelines

The City of Stanwood has identified the Stanwood Camano School District (SCSD) boundaries as its highest priority service area for Parks and Recreation facilities and services. All residents within the SCSD boundaries have the right to use Parks Department facilities for appropriate recreation activities. Individuals and groups not residing within the designated boundaries will be permitted use after those individuals and those groups that reside within the boundaries recreational needs have been met. It is the intent of this guideline to recognize and support user groups who have the highest number of SCSD residents within their organization or club first and then allocate available use to non SCSD residents without impacting the life of the fields.

Priority categories are as follows:

- Group I – City Sponsored Event and Stanwood city residents
- Group II – Non-Profit Groups Serving Youth; Non-Profit Organizations Conducting Community Education or Community Service and Public Entities within the Stanwood Camano School District
- Group III – Non-Profit Groups Serving Youth who do not have an open participation of all ability levels, i.e. Select and Club; Adult Leagues; Non-Profit Organizations, and Individual Users outside the Stanwood Camano School District
- Group IV – Commercial and For-Profit Organizations

City of Stanwood Non-Discrimination Policy for Parks and Recreation Facilities

The City of Stanwood shall not discriminate in the use of City Park and Recreation facilities on the basis of race, creed, color, national origin, sexual orientation, sex, honorably discharged veteran or military status, status as a mother breastfeeding her child, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. In addition, neither the City nor a third party receiving a lease or permit from the City shall discriminate on the basis of sex in the operation, conduct, or administration of community athletic programs. Persons having questions or wishing to file a complaint regarding this policy may contact the City's Mayor or the City Administrator at 360-629-2181 or the Public Works Director at 360-629-9782. Persons requiring a reasonable accommodation for a disability may contact the City's Human Resources Manager at 360-629-2181.



City of Stanwood Rental Groups

Group I – City Sponsored Event – City sponsored events; city residents and/or city businesses.

Group II – Non-Profit Groups Serving Youth, Non-Profit Organizations Conducting Community Education or Community Service and Public Entities – Non-profit groups serving youth must have open enrollment and open participation of all ability levels, i.e. scouting organizations, SCJAA, recreational soccer leagues, recreational little leagues, recreational lacrosse leagues, etc.

Special events such as tournaments (beyond regular league play) charging donations, entry fees, admission fees, etc. may be charged Group III user fees at the discretion of the city. This does not apply to the sale of concessions.

Group III – Select Non-Profit Groups Serving Youth, Adult Leagues, Non-Profit Organizations, and Individual Users – Non-profit groups serving youth who do not have open participation of all ability levels, i.e. select soccer clubs, select baseball clubs, etc. and all other non-profit and individual user groups, i.e., churches, craft shows, meeting space, adult sports, and groups with majority of members outside the Stanwood Camano School District.

Group IV – Commercial or For-Profit Organizations – Includes all commercial and/or for-profit promotional activities and residents outside the Stanwood Camano School District.

When 100% of profits go back to the City group I rates will apply.

INSURANCE REQUIREMENTS

The City of Stanwood Use of Fields, requires that all applicants for use of fields maintain accident and liability insurance for persons using city fields under the applicant's sponsorship in an amount not less than \$xxx,xxx due to bodily injury or death of one person or at least \$1,000,000 due to bodily injury or death of two or more persons in any incident. Proof of such insurance in the form of an Additional Insured Certificate is required before the Field Use Agreement can be approved.

An additional Insured Certificate naming the City of Stanwood as an additional insured can be obtained through your insurance provider. If you are an individual applying for use of city fields, you can obtain the necessary certificate through your homeowner's insurance provider.

Please include the additional Insured Certificate with your completed Facilities Use Agreement.

RULES and REGULATIONS

1. Applications to use fields will be made on seasonal basis (i.e., spring, fall, winter), not to exceed 4 consecutive months (16 weeks). Any space remaining after the seasonal scheduling meeting will be awarded on a first-come basis.
2. Applications are due: Feb 1st for spring, Aug 1st for fall and Nov 1st for winter.
3. Priority shall be given to Group 1 followed by Group II users.
4. User shall indemnify and hold the City of Stanwood; its agents, servants and employees; harmless from all liability for any injury or damage which occurs on any property or in any facility made available to the User by the City pursuant to this agreement and which occurs during the course of any program or activity sponsored by the User. The User is under no obligation to indemnify and hold the city harmless for liability for any negligence on the part of the city. The user's promise to indemnify and hold harmless also includes an obligation to assume full responsibility and expense or investigation, litigation, judgment, and/or settlement of any complaint, claim or legal action.
5. User shall furnish a Certificate of Insurance with accident and liability insurance of at least \$1,000,000.00.
6. User shall obtain at the User's own cost and expense any and all licenses or permits required by law or ordinance.
7. User shall remit all payments, insurance documentation, field use agreement 14 days prior to the scheduled event. Failure to have all documentation completed 14 days prior to the event will result in the cancellation of the event date.
8. Applicant/organization is responsible for the safety and conduct of its participants and spectators.
9. Satisfactory sponsorship and adequate adult supervision (age 21 and over) must be provided by the applicant. Security may be required for some activities.
10. All events will be required to meet the occupancy load and fire and safety regulations of the city and State of Washington.
11. Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
12. Firearms, other dangerous weapons or any flammable or explosive substance are prohibited on city grounds as defined by law.
13. Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper permits and/or approvals.
14. Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
15. Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, etc.
16. City owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the city has been granted. Groups or individuals cannot use city owned expendable supplies.
17. Applicants are responsible for special set-up requirements and clean up, unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event. Failure to do so will result in additional maintenance charges to the organization, group, or individuals responsible for additional clean up at the rate of \$44 per man hour.
18. Field lining and marking will be the responsibility of the organization.
19. Use that subjects the grounds to undue damage or wear or which creates a hazard or unreasonable restriction of use by others will not be allowed. Continued use of a field by an organization will be dependent of said organization leaving a field clean and in good order when they have completed the activity.
20. The applicant/organization shall not practice discrimination of any kind:
The City of Stanwood shall not discriminate in the use of City Park and Recreation facilities on the basis of race, creed, color, national origin, sexual orientation, sex, honorably discharged veteran or military status, status as a mother breastfeeding her child, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. In addition, neither the City nor a third party receiving a lease or permit from the City shall discriminate on the basis of sex in the operation, conduct, or administration of community athletic programs.
21. Cancellations by applicants require at least a 24-hour notice. Otherwise, related actual costs shall be borne by the applicant.
22. Field use is cancelled when fields are closed due to unsafe field conditions created by weather as determined solely by the city.
23. The city reserves the right to refuse or revoke any authorization issued for the use of a city field or facility and if rental has been paid, to refund such rental, less expenses incurred by the city.
24. Motor vehicles are to be parked only in designed parking areas.

25. No person shall engage in the sale of any merchandise or services or operate any concessions without the written authorization of the city.
26. The city is not responsible for accidents, injuries, or loss of property.
27. The misuse of park fields and/or facilities or the failure to conform to these regulations will be sufficient reason for immediate permit/use suspension and/or denial or future applications.

DRAFT



Field Use Agreement

CITY OF STANWOOD PARKS DEPARTMENT

10220 270th Street NW
 Stanwood, Washington 98292
 (360) 629-9781 Fax: (360) 629-0867

Organization: _____
 Contact Name: _____ E-mail: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell Phone: _____
 Number of teams: _____ Total Number of Participants: _____ Nature of Activity: _____

FACILITY REQUESTED:

Park (circle): Heritage Park Church Creek Park
 Field (circle): Soccer Field Ball Field 1 2 3 Covered Picnic Area

Type of Group: I II III IV (circle) Day of Week: Mon Tue Wed Thurs Fri Sat Sun (circle)
 Dates: _____ Hours: From _____ To _____
 Dates: _____ Hours: From _____ To _____
 Dates: _____ Hours: From _____ To _____

Will admission, entry fee or donation be charged: NO YES Amount: \$ _____

Please see attached for rental group definitions and fee schedule.

By signing below you agree to the City of Stanwood rules and regulations. Failure to comply with facility use rules or policies may result in the revocation of the facilities use agreement and/or denial of future use of the city's fields.

 Signature

 Date

OFFICE USE ONLY

Approved	Disapproved	Date:				
Single Event	No. of Days	Evenings	Saturday	Sunday/Holiday		
Certificate of Insurance Rec'd Date:			Statement of Concussion Rec'd Date:			
Rental Fee \$	Per hr/event = \$	Other Charges: \$				
Total Billed: \$	Date Payment Rec'd:	Deposit Refunded Date:				



Statement of Concussion and Head Injury Compliance

The undersigned office of _____, a non-profit Organization; hereby acknowledges that the organization has reviewed Engrossed House Bill 1824 which has been codified in RCW 4.24.660 (Zachary Lystedt Law) and RCW 28A.600 relating to management of concussions and head injuries in youth sports. The undersigned further agrees to comply with the rules identified in the bill as follows:

1. An annual concussion and head injury information sheet shall be signed by the athlete and parent/guardian and kept on file by the non-profit organization. If an athlete plays for multiple organizations, an information sheet shall be filled out for each organization.
2. Athletes with a suspected head injury or concussion shall be removed from play at that time.
3. An athlete who has been removed from play shall not return to play until he/she has been evaluated and released by a licensed healthcare provider.

Signature Date

Printed Name Title

Name of Organization



Soccer Field

All Weather Soccer Field

PW Shop

Silo & Rest rooms

Playground

Picnic Area

Skateboard Area

Picnic Area

Picnic Area

Baseball Field # 1

Horseshoe pits

Soccer Field

Soccer Field

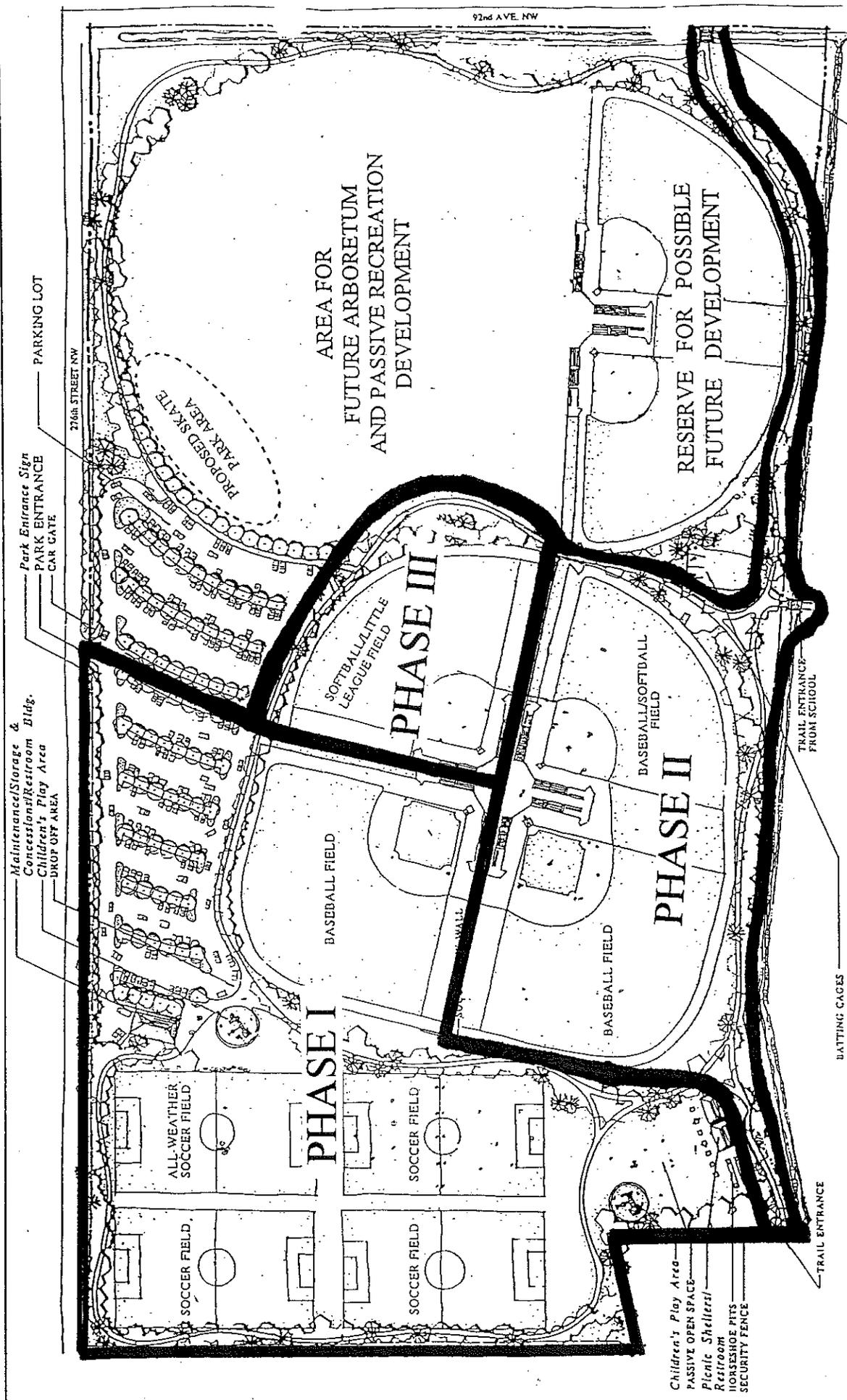
Future Baseball Field # 4

Picnic Area

Baseball Field # 2

Baseball Field # 3

Heritage Park



PARKING LOT
 27th STREET NW
 Park Entrance Sign
 PARK ENTRANCE
 CAR GATE

Maintenance/Storage &
 Concessions/Restroom Bldg.
 Children's Play Area
 DROP OFF AREA

AREA FOR
 FUTURE ARBORETUM
 AND PASSIVE RECREATION
 DEVELOPMENT

RESERVE FOR POSSIBLE
 FUTURE DEVELOPMENT

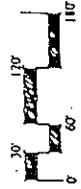
PHASE III
 SOFTBALL/LITTLE
 LEAGUE FIELD

PHASE II
 BASEBALL/SOFTBALL
 FIELD

PHASE I
 ALL-WEATHER
 SOCCER FIELD
 SOCCER FIELD
 SOCCER FIELD
 SOCCER FIELD

Children's Play Area
 PASSIVE OPEN SPACE
 Picnic Shelters/
 Restroom
 HORSESHOE PITS
 SECURITY FENCE

TRAIL ENTRANCE
 TRAIL ENTRANCE FROM SCHOOL
 TRAIL ENTRANCE
 BATTLING CAGES



HERITAGE RECREATION COMPLEX

MASTER PLAN

CITY OF STANWOOD

February, 1997