



Parks, Recreation and Cultural Services Department
Memorandum #03-2016

DATE: February 22, 2016

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: David Willett, Acting City Manager 
Amanda J. Peterson, Director of Parks, Recreation and Culture 

SUBJECT: CR-23 – Parks and Recreation Advisory Board Fee Waiver Policy Revision

RECOMMENDATION

Attached to this memorandum is a Resolution, which, if approved, would adopt the Parks and Recreation Advisory Board Fee Waiver Policy.

The Parks and Recreation Advisory Board unanimously approved the proposed Fee Waiver Policy at their regular meeting on January 14, 2016, following discussion and review of the policy at the November and December meetings. Staff recommends approval of the proposed Resolution.

BACKGROUND

Section 17-2-7(i) of the municipal code states that it is the responsibility of the Parks and Recreation Advisory Board “to review applications for fee waivers for use of parks as well as recreational facilities and programs, and rule on said applications pursuant to guidelines established by the Board and approved by City Council.”

The current policy was reviewed and approved by the Council in February 1988, with the approval of Resolution number 88-18 (attached). Since that time, minor modifications have been approved by the board on several occasions. It has come to the attention of staff that those modifications have not been brought forward for approval by Council resolution. Approval of the proposed policy will ensure that the board’s practices are in alignment with the requirements of the municipal code.

The attached proposed revision is similar to the 1988 fee waiver policy, but provides additional detail that is in line with current practice. Primary modifications include the distinction between “qualifying” and “disqualifying” criteria, and the distinction between “individual” and “organization” eligibility.

The proposed policy provides individual scholarships for recreation activities to Northglenn residents with a financial hardship, as defined by household income. These scholarships are for up to 50% of the program fee; not to exceed \$250 per person, per year. These scholarships are approved by the Director, if all criteria are clearly met. This practice has been in place for many years, and appears to provide access to programs for those who would not otherwise be able to participate.

The policy also provides for community based organization to receive a full or partial fee waiver. The proposal allows for staff to approve a fee waiver of 20% of the room or field rental cost to a qualifying community-based organization. Any request that is in excess of 20% must be reviewed and approved by the Parks and Recreation Advisory Board at a regularly scheduled meeting.

The revised policy also provides for an appeal process, if a request is denied at the staff level.

A summary of all approved fee waivers is provided to the Parks and Recreation Advisory Board on an annual basis.

BUDGET/TIME IMPLICATIONS

The approval of the proposed Parks and Recreation Advisory Board Fee Waiver Policy is not anticipated to have any budgetary or time implications.

STAFF REFERENCE

Please contact Amanda Peterson at apeterson@northglenn.org or by phone at 303.450.8950 for any further questions.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-23
Series of 2016

Series of 2016

A RESOLUTION ADOPTING A PARKS AND RECREATION ADVISORY BOARD FEE WAIVER POLICY FOR THE CITY OF NORTHGLENN, COLORADO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The revised Parks and Recreation Advisory Board Fee Waiver Policy, attached hereto as Exhibit A, is hereby adopted by the City Council of the City of Northglenn, Colorado. All previous fee waiver policies adopted by resolution or otherwise are hereby repealed.

DATED, at Northglenn, Colorado, this _____ day of _____ 2016.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

Northglenn Parks and Recreation Advisory Board
Proposed Fee Waiver Policy

PROPOSED FEE POLICY:

Fees charged for the use of City facilities or individual programs may be reduced or waived if the applicant meets the appropriate criteria set forth in this policy.

PURPOSE:

The purpose of this policy is to provide an equitable method to identify eligible organizations and people for fee discounts and fee waivers. Public interest is well served by making facilities and programs available to community groups and individual members for special events, meetings, and entertainment. The costs of making such facilities and programs available are generally recovered through fees collected for the specific event or program. However, the public interest is also served by reducing or waiving such fees for limited events that have direct community benefit, or for residents who show financial hardship. Furthermore, to maintain public trust, procedures shall be established for the consistent, fair, and prompt evaluation of such requests. Therefore, this policy is intended to maximize recreational and organizational use of facilities and individual programs, while recovering a portion of the costs associated with the operation of the facility or program and maintaining fiscal responsibility.

QUALIFYING CRITERIA:

The applicant must meet the following qualifications to be eligible for a fee reduction or waiver:

1. A community-based organization having non-profit status and engaged in charitable, educational or civic pursuits.

Facility use must be for an activity that is of direct benefit to the City of Northglenn community.

Community-based organizations include groups associated with, or directly provide services for, residents of the City of Northglenn. Groups that qualify under U.S. Tax Code 501(c) (3) would be considered eligible organization for waiver of rental fees. Upon request by Northglenn Parks and Recreation, user groups may have to provide proof of non-profit status.

2. An individual resident of the City of Northglenn showing financial hardship.

Financial hardship is determined by the applicant's ability to show a household need, defined by eligibility for free or reduced lunch, based on income guidelines published by Adams 12 schools annually.

DISQUALIFYING CRITERIA:

1. Organizations which transfer any portion of their net earnings to the benefit of any private shareholder or individual, or otherwise engage in a business or commercial activity for the purpose of making a profit are ineligible for discounts or waivers.
2. Activities and events for the purpose of influencing legislation, elections or supporting campaigns for candidates for political office are ineligible for discounts or waivers of fees for facility rentals.
3. Activities and events for the primary purpose of promoting or manifesting a particular religious belief or practice, or for the primary purpose of promoting a faith-based organization or religious congregation, are ineligible for discounts or waivers of fees for facility rentals. Faith-based organizations

and congregations include churches, mosques, synagogues, temples, and any organization based on a particular religious ideology, consists of religiously-motivated members, and the organization is identified, whether by its name, incorporation, or mission statement, as a religiously-motivated institution.

4. Individuals who are not current residents of the City of Northglenn are ineligible for discounts or waivers of fees for individual programs.

DISCOUNT POLICY:

A. Staff may grant a 20% fee discount to a qualifying community-based organization for the rental of a facility.

B. The Parks and Recreation Board must authorize a discount greater than 20% to a qualifying community-based organization for the rental of a facility.

C. Staff may grant a discount not exceeding 50% of the program cost to a qualifying individual resident of the City of Northglenn. Each individual resident is entitled to no more than \$250.00 in program discounts annually. The annual discount is calculated per individual program participant, and not by household.

WAIVER POLICY:

A. If a qualifying non-profit organization believes that it cannot pay the reduced fee amount, the organization may request a complete waiver of the fee from the Parks and Recreation Board.

ADDITIONAL TERMS:

A. Any request denied by staff may be appealed to the Parks and Recreation Advisory Board if a written request for appeal is received by the Board within 30 days of the denial.

B. Fee discounts or waivers for facility rentals will be granted only for use of the facility during its normal business hours. Overtime costs will be borne by the renting organization.

SPONSORED BY COUNCILMAN J. May

COUNCILMAN'S RESOLUTION RESOLUTION NO.

No. CR-18
Series of 1988

88-18
Series of 1988

A RESOLUTION APPROVING THE NORTHGLENN PARKS AND RECREATION BOARD FEE WAIVER POLICY.

WHEREAS, Section 17-2-7(i) of the Municipal Code of the City of Northglenn, Colorado provides that, "[t]he [Parks and Recreation] Board shall have the following duties and authority . . . (i) [t]o review applications for fee waivers for use of parks as well as recreational facilities and programs, and rule on said applications pursuant to guidelines established by the Board and approved by City Council," and

WHEREAS, the Parks and Recreation Board has prepared and submitted to City Council the attached Northglenn Parks and Recreation Board Proposed Fee Waiver Policy (the "Policy");

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

The Policy, attached hereto as Exhibit A, is hereby approved and adopted by City Council.

DATED at Northglenn, Colorado, this 25th day of February, 1988.

D. L. Parsons
D. L. PARSONS
Mayor

ATTEST:
Joan M. Baker
JOAN M. BAKER
City Clerk

APPROVED AS TO FORM:
Herbert C. Phillips
HERBERT C. PHILLIPS
City Attorney

NORTHGLENN PARKS AND RECREATION BOARD
PROPOSED FEE WAIVER POLICY
September 23, 1985

ESTABLISHING CURRENT FEES: Currently two levels of fees are established for rental of our recreation facilities--one for non-profit kinds of organizations and another for other types of organizations. The non-profit organization fee is approximately 25% lower than the fee other organizations pay.

PROPOSED FEE WAIVER POLICY: It is proposed that the following guidelines be followed when determining fee waiver or reduction for rental of our recreation facilities.

1. No fund raising activity for profit will be granted a reduction in fee from the established fees.
2. Fee reductions and/or waivers will be granted only to organizations residing in Northglenn or organizations that directly provide services to Northglenn residents.
3. Fee reductions and/or waivers will be granted only during normal business hours of the facility being used. Overtime costs will be borne by the renting organization.
4. All or some segment of the general population must benefit from the fee waiver/reduction activity.
5. No political or religious organization will be eligible for fee waiver/reduction for the purpose of promoting said organization.
6. Only non-profit organizations will be eligible for fee waiver/reduction.
7. The activity proposed for fee reduction/waiver must be of direct benefit to Northglenn residents.

If any organization meets the above criteria and they request a fee reduction/waiver they ~~will~~ be granted the fee reduction.

may