



## Advisory Board Minutes May 20, 2010

**MEMBERS PRESENT:** Chair Jana Dobbs Vice Chair Joe Caldwell, Andy Clayton and Kevin Loos

**MEMBERS ABSENT:** Kelly Barth

**STAFF PRESENT:** Ernie Shaw, Mark Hecker, Roger Steinbrock, Jimmy Gibbs and Tim Laurent

### GUESTS:

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- I. Meeting called to order by Chair Jana Dobbs
- II. Policy and Procedure History – Tim Laurent --
- III. Revised Policy – Tim Laurent --
- IV. Cost/Rate History – Ernie Shaw --
- V. Other Cost/Rate Models – Ernie Shaw –
- VI. Next Meeting Tuesday, June 8, 2010

Andy Clayton asked for a synopsis of what the city commission is asking for.

Shaw said the CC asked our staff to look at our policy and define profit /non-profit, as well as and have the Parks and Recreation Advisory Board review the rental policy. Do we allow for-profit businesses to use facilities at all? We have done some searching and some organizations do not allow for-profit in public facilities. Historically, we have developed an order as to who gets to use the Parks and Recreation facilities. Shaw thinks it's a fair way of doing it. Our charge right now is to relook at our policies and procedures and to update those policies and procedures to better define them in its everyday use.

Laurent and Gibbs were given the task of looking at the policy and procedures document. We have explained how we determine fees and how history has determined those fees. The profit, non-profit fee was originated back when Sport-2-Sport came into existence. We negotiate fees with organizations.

Laurent, Gibbs and Steinbrock have tried to clear up the policies and procedures. They've broken up each as a separate document. Procedures are what staff use in following the policy and policy dictates the procedures to follow. Instead of having it all tied up in one document like it was before, they've tried to break that up.

Laurent mentioned the Aquatics Division has a defined list of users and the order they are given to select when they use the aquatic centers, while the Recreation Facilities Division didn't have it written down. Laurent said we could take the order and make it two items – "Lawrence Parks and Recreation Programs" and "All Other Requests."

Laurent inquired about our goals – is our goal to bring people in and generate revenue for the community or is our goal to generate revenue for the department? Shaw said that our goal and mission is not to make money, but to serve the public and population with activities and programs. The facilities division is organized a little differently than the aquatics division. Laurent keeps a running list of on-going reservations that are not related to LPRD. The time/space is blocked off in advance and then our department contacts the groups to make sure they will be using the facilities. The school district still needs to use some of our softball/baseball fields for their lower divisions.

Rates for Community use (A) general use of a park, picnic, wedding, practices; (B) meetings, events, activities that are sponsored by non-profit, people that have proof of non-profit status that may or may not charge; (C) basically the same thing but it is groups that are non-profit, but they are not charging. Commercial use is anything else, anything that does not fall under those three categories. We know that we need to serve the community first. Laurent suggested that maybe the pecking order should be a description of programs as opposed to a listing of organizations. Shaw said that was done on the memo that was sent up to city hall. Dobbs agreed that the Parks and Recreation department and city departments should be first, school district should be second and then organizations partnering with LPRD that are running programs for the public good/public benefit and miscellaneous after that.

Shaw stated what he would like to do is to have Pat O'Toole, who works for Green Play, come in and talk to us at one of our meetings. Laurent is currently working on a determining the cost to operate our facilities, which is going to be difficult because there is a lot of guess work involved, but we can come very close. Current rates are determined by costs incurred by the city. Costs incurred right now are up front costs such as a supervisor at a certain rate, the cost of a custodian to set up. We don't figure up any of our backside costs such as electricity, general maintenance, etc. Classes are the same way. All of our fees are set this way.

Clayton asked what other city departments use our facilities. Laurent mentioned that the Recycling Department uses South Park for Earth Day. Other city departments use shelters or rooms at various buildings for meetings, but they are not displacing any other activity. Steinbrock mentioned one other thing that Commissioner Cromwell had requested from us was what the department had provided as gift-in-kind for the year, which we have organized and provided back to the City Commission.

Shaw doesn't expect this to be an agenda item. Once we decide what we are doing, and agree to it, we will do a little cover memo to this and resubmit those two memos that we have done prior and Shaw believes it would be part of the city managers report. We base our fees on comparative pricing and percentages based on what passed commissions have approved for the pool fees. We recommend and the commission has set the pool fees and golf fees in years passed. We can and do set our annual, monthly passes and rental fees for pools.

Shaw said we would make some adjustments, then get it out and once everyone agrees, a cover letter will be done to go along with the changes. A vote will be taken regarding the Board's approval of the policy via e-mail to get the memo sent up to the City Manager's Office for the City Commission, if necessary.

Meeting adjourned.