

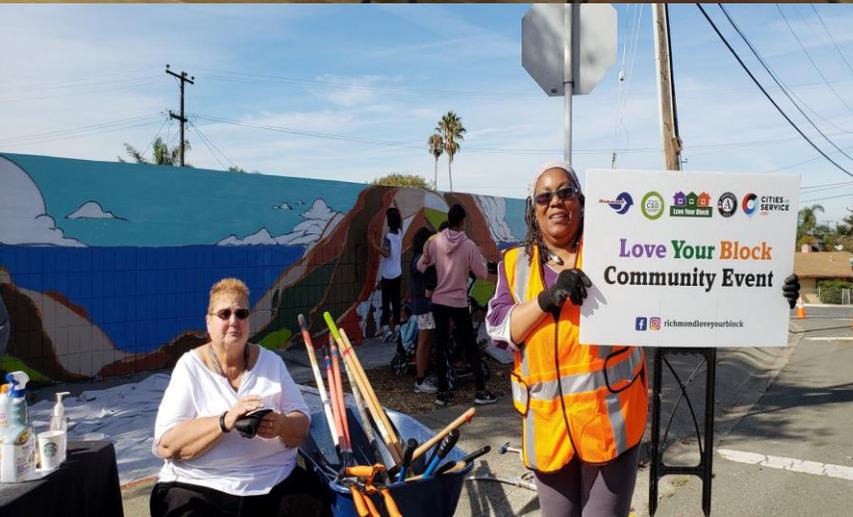
# DRAFT FEE WAIVER POLICY AND PARTNERSHIP POLICY

Community Services Department

City Council Meeting - March 15, 2022

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# Background

## **Background:**

- Steward over facilities, parks, and funding for programs and services
- Charging fees is industry best practice
- Requests for fee waivers and partnership policies
- Need for formal policies and procedures

## **Purpose:**

To provide a clear and equitable process:

- Fee waivers for events or temporary uses of city facilities and/or parks
- The development of partnership policies for longer-term collaborations

# Process

## **Policy Development:**

- Local jurisdiction examples
- Internal meetings
- Promising practices
- Aligned with the Council-approved Master Fee Schedule (MFS)

## **Process:**

- Seeking feedback
- Return on April 26, 2022 with final policies and MFS corrected fees

# Fee Waiver Discount Summary

## FY 2016/17 - 2019/20 RECREATION FACILITY AND PARKS FEE WAIVER REPORT

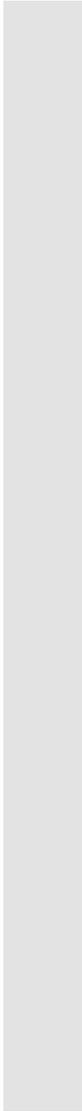
FY2016/17 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
<b>FY2016/17 TOTALS</b>	<b>\$194,926.14</b>	<b>(\$116,786.53)</b>	<b>\$78,140.01</b>

FY2017/18 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
<b>FY2017/18 GRAND TOTALS</b>	<b>\$208,168.69</b>	<b>(\$182,993.93)</b>	<b>\$25,174.76</b>

FY2018/19 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
<b>FY2018/19 GRAND TOTALS</b>	<b>\$185,849.75</b>	<b>(\$129,554.62)</b>	<b>\$56,295.13</b>

FY2019/20 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
<b>FY2019/20 GRAND TOTALS</b>	<b>\$50,542.80</b>	<b>(\$32,184.50)</b>	<b>\$18,382.00</b>

<b>GRAND TOTAL FY2016/17 - 2019/20</b>	<b>\$639,487.38</b>	<b>(\$461,519.58)</b>	<b>\$177,991.90</b>
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# FEE WAIVER POLICY

# Fee Waiver Policy

**Purpose:** Establish fiscally responsible guidelines to equitably evaluate and consider fee waiver requests for one-time events or temporary uses of City facilities and parks

**Use:** Short-Term and Temporary Events

**Categories:**

- Intergovernmental Cooperation
- Non-profit Organization
- Official City of Richmond Partner
- City of Richmond Co-Sponsored Event

**Definition:**

“Fee waiver” is the granting of a reduction or dismissal of a required fee normally charged for the use of a facility or park

# Fee Waiver Policy:

## Eligibility

### **Eligible organizations:**

1. Intergovernmental Cooperation
2. Non-Profit Organization
3. Official City of Richmond Partner (Per Approved Partnership Policy)
4. City of Richmond Co-Sponsored Event

# Fee Waiver Policy:

# Eligible Uses

- Variety of events including sporting, cultural, general, and major community events
- Application fees, certain permit fees, and/or facility use/rental fees
- Organizations can receive up to \$3,000 in fee waivers within a 12- month period

# Fee Waiver Policy:

# Ineligible Uses

## The following fees cannot be waived under this Policy:

- Staffing or labor costs
- Insurance
- Liquor license, food permits, and health permits
- City of Richmond business license fees
- Other fees as required by the City

## The following projects and events are ineligible:

- Organizations based outside City of Richmond (unless the demonstrated benefits are primarily to the residents of Richmond)
- Activities primarily of a fundraising or charitable nature
- Events/activities not open to the public
- Political events
- Religious services
- Commercial events & corporate events
- Family or social gatherings
- Events that provide no community benefit
- Trainings that charge for participation
- Organizations who have failed to fulfill their obligations during previous events or programs
- Events at the Richmond Auditorium or the Richmond Aquatic Centers
- Conflicts with already planned City of Richmond community events

# Fee Waiver Policy: Criteria

- Organization structure and experience
- Application completeness and compliance
- Event or program design and community benefit
- Required resources and budget

# Fee Waiver: Application Schedule

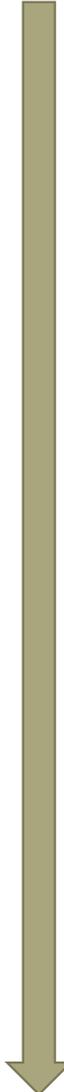
<u>Quarter</u>	<u>Event Start Month</u>	<u>Application Due</u>	<u>Approval/Denial Notification</u>
Quarter 1	January February March	October 1 <sup>st</sup>	November 1 <sup>st</sup>
Quarter 2	April May June	January 1 <sup>st</sup>	February 1 <sup>st</sup>
Quarter 3	July August September	April 1 <sup>st</sup>	May 1 <sup>st</sup>
Quarter 4	October November December	July 1 <sup>st</sup>	August 1 <sup>st</sup>

Fee Waiver  
Policy:

Proposed  
Application  
Components

- **Organization Information**
  - Contact information and organization type
- **Event Information**
  - event description and purpose
  - list of fees being charged
  - facility(ies) request
  - projected attendance
  - promotion and outreach plans
  - collaborating organizations
- **Fee Waiver Request**
  - Benefit to Richmond community,
  - Need for fee waiver

# Fee Waiver Policy: Procedures

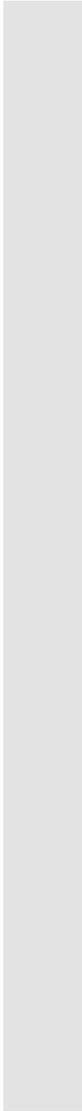
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- Review and complete fee waiver application and Facility Reservation permit
  - Submit application and required documents
  - Applications reviewed by Internal City Panel
  - Recommendations by Deputy Director and final decision by Director
  - Additional required documents
  - Final report
  - Failure to abide by rules = no waivers for 12 months

# Fee Waiver Policy:

# Feedback

## **Comments, Questions, Concerns, Recommendations:**

- Purpose of the policy
- Eligibility
- Eligible and ineligible uses
- Procedures
- Acknowledgements
- Criteria
- Schedule
- Proposed application components



# PARTNERSHIP POLICY

# Partnership Policy

**Purpose:** Establish policies, guidelines, and procedures that govern how partnerships between the Recreation and external entities are evaluated, created, and managed.

**Use:** Longer-term use of City facilities or parks

# Partnership Policy: Categories

- Individuals
- Businesses or corporations
- Social service or community organizations
- Non-profit organizations
- Volunteer/neighborhood organizations  
(including 'friends of' groups)
- Districts and Quasi-governmental entities
- Governmental entities
- Public School Districts

# Partnership Policy:

# Required Conditions

- Align with Recreation's mission, values, and goals
- Comply with all applicable policies
- Have the necessary competency, resources, or license(s) to engage in the proposed activity.
- Submit required documents
- Meet all applicable Recreation maintenance standards and construction requirements
- Provide programs that compliment City programming efforts and are not in direct competition
- Demonstrate the activity provides a community benefit
- Serving the Richmond residents
- Do not deny participants due to their inability to pay
- Proof of performing background screenings of coaches and administrators
- No significant impact on the facilities or department activities or that the impacts are adequately offset by the public benefit
- Meet insurance coverage requirements

# Partnership Policy:

# Partner Expectations

- Funding for programs or projects
- Provide in-kind services and goods
- Park and/or facility operational support, maintenance and improvements
- Conduct at least one (1) quarterly clean-up of utilized spaces encouraging participant and community participation
- Keep all areas clean and free of debris after every scheduled use
- Tabling at City events
- Volunteer time
- Help the City activate and promote ownership spaces
- Programs at reduced or no cost to constituents
- Fulfill the City's fingerprinting and TB testing requirement
- As required, provide the City's requirement for proof of vaccination

# Partnership Policy: Process

- Notification
  - Annual Request for Partners
  - BidsOnline System
- Preliminary proposal
  - Proposed Partnership Outline or Agreement Template
- Review
  - Internal and External Discussions
- Planning
  - Agreement Development
- Cost Evaluation

# Partnership Policy:

## Draft Application

- I. Description of Proposing Organization
- II. Summary of Proposal
- III. Benefits to the Partnering Organization
- IV. Benefits to the City of Richmond Recreation Division
  - a. Guiding questions
  - b. Financial aspect
  - c. Logistics
  - d. General

# Partnership Policy: Feedback

## **Comments, Questions, Concerns, Recommendations:**

- Purpose of the policy
- Background
- Partnership purpose
- Partnership categories
- Required conditions
- Partner expectations
- Costs for Approval Process
- Definitions
- Application

# Next Steps

- City Council feedback
- Discussions with City departments
- Expansion to include non-Recreation departments and waivers of other fees
- Community Feedback
- Recreation and Parks Commission
- Final Adoption – April 26, 2022

## Recommended Action

**DISCUSS** the City of Richmond's draft fee waiver and partnership policies, and **PROVIDE DIRECTION** on the next steps prior to policy adoption

THANK YOU