

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
FEBRUARY 21, 2012 AGENDA**

Subject:	Type:	Submitted By:
AMEND COUNCIL POLICY STATEMENTS	♦ RESOLUTION ORDINANCE RECEIVE/FILE	SCOTT STOPAK RECREATION DIRECTOR

SYNOPSIS

A resolution has been prepared approving an update to the Council Policy Statements regarding use of the community center and use of city fields.

FISCAL IMPACT

The City of La Vista will incur a loss of revenue if usage fees for the City of La Vista facilities and fields are permitted to be waived. The loss of revenue cannot be determined at this time as this amount will vary annually depending on the number of requests received and granted.

RECOMMENDATION

Approval.

BACKGROUND

The Recreation Department occasionally receives requests from individuals and organizations to waive usage fees for the use of City facilities and fields. Currently, there is not a policy in place to grant a request of this nature and as a result all individuals, organizations, and clubs must pay the same usage fee set by the Mayor and City Council in the Master Fee Schedule (related section attached for your review).

The amendments proposed to the existing policies on facility and field usage with regard to the waiver of fees incorporate similar guidelines as those in the existing waiver of building permit fees policy.

ORDINANCE RECORD

No. 72 8--REDFIELD & COMPANY INC., OMAHA

Amended Master Fee Schedule 11.12 Fiscal Year

Jaws of Life	\$250
Power Saw	\$75
Hydraulic jack/chisels	\$75
Cribbing Blocks	\$10
Winches	\$10
Air Bags	\$50
High Lift Jack	\$20

Supplies: The actual City cost of the supplies plus 25% shall be charged for all supplies including but not limited to safety flares, Class A foam, Class B foam, absorbent pads, absorbent material, salvage covers, and floor dry.

RESCUE SQUAD FEES

BLS Non Emergency Base	\$430
BLS Emergency Base	\$575
ALS Non Emergency Base	\$685
ALS Emergency Level I	\$715
ALS Emergency Level 2	\$760
Specialty Care (Interfacility)	\$650
Mileage Rural	\$ 14
Rescue Squad Response (without transport)	\$150

LIBRARY FEES

Membership (Non-Resident Family)	6 month	\$ 30
	1 year	\$ 55
Fax		\$1.00 up to 5 pages
Fines		
Books		\$.05/day
Audio Books		\$ 1.00/day
Videos/DVDs/CDs		\$ 1.00/day
Damaged & Lost		
Books		\$ 5 processing fee + actual cost
Videos /DVDs/CDs		\$ 5 processing fee + actual cost
Copies		\$.10
Inter-Library Loan		\$3.00/transaction
Lamination - 18" Machine		\$1.00 per foot
Lamination - 40" Machine		\$5.00 per foot
Computer Lab Guest		\$5.00/session

RECREATION FEES

Refund Policy (posted at the Community Center)	\$10.00 administrative fee on all approved refunds
Late Registration Fee	\$10.00
Community Center	

	Resident	Non-Resident	Business
<u>Groups</u>			
Facility Rental			
Gym (1/2 Gym)	\$ 35/Hour	\$ 70/Hour	\$ 70/Hour
Gym/Stage (Rental)	\$400/Day	\$800/Day	\$800/Day
Gym/Stage (Deposit)	\$200	\$400	\$400
Game Room	\$ 20/Hour	\$ 40/Hour	\$ 40/Hour
Meeting Rooms (Rental)	\$ 10/Hour/Room	\$ 20/Hour/Room	\$ 25/Hour
Meeting Rooms (Deposit)	\$ 50/Room	\$ 50/Room	\$ 50/Room
Kitchen (Rental)	\$ 15/Hour	\$ 25/Hour	\$ 30/Hour
Kitchen (Deposit)	\$ 50/Room	\$ 50/Room	\$ 50/Room
Racquetball Court	\$ 6/Hour	\$ 12/Hour	\$ 12/Hour
Facility Usage			
Daily Visit (19 and up)	\$ 3.00	\$ 4.00	
Daily Visit (Seniors +55)	\$ -0-	\$ 2.00	

ORDINANCE RECORD

No. 72 B—REVISED & COMPANY INC., OMAHA

Amended Master Fee Schedule 11.12 Fiscal Year

Fitness Room (19 and up)		
Membership Card	\$25.00/month	
(Exercise Room, Gym, Racquetball/Walleyball Courts)		
(Mon - Fri 8:00 -5:00 pm)	\$3.00	\$ 4.00/Visit
Gym (19 and up)		
(Mon - Fri 8:00 -5:00 pm)	\$3.00	\$ 4.00/Visit
Ind. Weight Training		
Classes	\$ 25	

Variety of programs as determined by the
Recreation Director

Fees determined by cost of program

Classes

<u>Contractor</u>	<u>City</u>
75%	25%

Contract Instructor Does Registration and Collects Fees

Other Facilities:

	<u>Resident</u>	<u>Non-Resident</u>
Tournament Fees	\$ 30/Team/Tournament	\$ 30/Team/Tournament
	\$ 30/Field/Day	\$ 30/Field/Day
Gate/Admission Fee	10% of Gross	
Model Airplane Flying		
Field Pass	\$30*	\$40*
* includes \$10 club membership 1 – year license		
Field Rentals	\$40/2 hours	Resident and Non-Resident
Park Shelters	\$15/3 hours	\$25/3 hours

Swimming Pool	<u>Resident</u>	<u>Non-Resident</u>
Youth Daily	\$ 2	\$ 4
Adult Daily	\$ 3	\$ 4
Resident Tag	\$ 2	
Family Season Pass	\$ 100	\$160
Youth Season Pass	\$ 60	\$ 90
Adult Season Pass	\$ 70	\$ 100
30-Day Pass	\$ 50	\$ 80
Season Pass (Day Care)	\$250	\$250
Swim Lessons	\$ 30	\$ 55
Youth Recreation Programs	<u>Resident</u>	<u>Non-Resident</u>
Coed Softball/Baseball Ages 5-6	\$ 40/50	\$55/65
Coed Softball/Baseball Ages 7-8	\$ 40/50	\$55/65
Softball/Baseball Ages 9-10	\$ 50/60	\$70/80
Softball/Baseball Ages 11-12	\$ 60/70	\$90/100
Softball/Baseball Ages 13-14	\$ 75/85	\$95/105
Softball/Baseball Ages 15-16	\$ 95/105	\$125/135
Baseball Ages 17-18	\$100/110	\$150/160
Tackle Football	\$ 95/105	\$125/135
Soccer Ages 8 and above	\$50/60	\$50/60
Basketball Clinic		
Basketball Ages 9-10	\$ 45/55	\$55/65
Basketball Ages 11-12	\$ 45/55	\$55/65
Soccer Academy	\$ 30/40	\$50/60
Flag Football	\$ 30/40	\$50/60
Volleyball	\$ 30/40	\$50/60
Cheerleading	\$ 25/35	\$45/55
3 yr. old Soccer Clinic	\$15/25	\$20/30
Uniform Deposit Fee		
Basketball	\$ 40	\$ 40
Tackle Football	\$180	\$180
Baseball Ages 9 - 12	\$ 20	\$ 20
Baseball Ages 13-18	\$ 50	\$ 50
Softball Ages 11-14	\$ 20	\$ 20
Cheerleading	\$ 75	\$ 75

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING CHANGES AND REVISIONS TO AN EXISTING COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, a Council Policy Statement entitled Policy, Rules and Regulations for Use of the Community Center and Recreation: Scheduling, Operation and Maintenance of City Fields have been reviewed and revisions recommended to the City Administrator.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the changes to Council Policy Statement entitled Policy, Rules and Regulations for Use of the Community Center and Recreation: Scheduling, Operation and Maintenance of City Fields and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

PASSED AND APPROVED THIS 21ST DAY OF FEBRUARY 2012.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pam Buethe
City Clerk

**CITY OF LA VISTA
COUNCIL POLICY STATEMENT**

**POLICY, RULES AND REGULATIONS FOR USE OF THE
COMMUNITY CENTER**

Issued: October 2, 2001
Updated: December 17, 2002
Resolution No. 02-130
Updated: February 21, 2012
Resolution No. XX-XXX

Administration

The administration, scheduling and maintenance of the Community Center shall be the responsibility of the City of La Vista Recreation Department.

The scheduling and determination of acceptability of groups and functions shall be the responsibility of the Recreation Director or his designee. Any problems arising from there shall be directed to the City Administrator for final resolution.

Fees shall be reviewed annually by the Recreation Advisory Committee and approved by the Mayor and City Council.

Community Center Usage

The primary purpose of the Community Center is to provide highly structured recreation programs for all citizens of La Vista, plus provide the opportunity for individuals and groups to use the facility through unstructured open recreation. The facility will be scheduled to facilitate both of these purposes.

The Recreation Director, with recommendation of the Park and Recreation Advisory Board, shall establish the policies and procedures for use of the facility, along with the necessary fees, by individual residents of the City of La Vista and in limited cases use by non-residents of the City of La Vista. These policies and procedures shall be in written form and available to the public upon request.

A secondary purpose of the Community Center is to allow groups to rent the facility for special events. Request for use of the facility for special events will be considered, but will not generally preempt highly structured recreation programs. Depending on the attendance at unstructured open recreation programs, special events may be given priority.

The scheduling of activities at the Community Center shall adhere to the following priority schedule:

1. Recreation groups under the sponsorship or direction of the Recreation Department.
2. Any Department, Board or Commission of the City of La Vista.

3. Service Organizations; such as Schools, Scouts, 4-H, Jaycees, Churches, Optimist, Sports Clubs, Pet Clubs and other service organizations serving the La Vista area.
4. Organizations and/or individuals whose activities are recreational or educational in nature.
5. Individuals or groups who wish to use the Community Center for fund raising activities in which the proceeds benefit the citizens of La Vista.
6. Individuals who wish to use the Community Center, for activities such as bridal and baby showers, reunions, and receptions.
7. Organizations and/or individuals whose activities are profitable in nature.

The City of La Vista prohibits the use of the Community Center for political activities except for use as a polling place or open public debates sponsored by non-partisan organizations.

The Recreation Director shall grant use of the Community Center in the order in which written applications are received in compliance with the above priorities, and such other administrative practices established for the purpose of managing the Community Center. When more than one group requests the use of the Community Center for the same time frame, La Vista residents will be given priority over non-resident groups.

The City reserves the right to locate said special events in the smaller meeting rooms if adequate space is available in these rooms.

Community Center Rules and Regulations

1. Every applicant who receives permission to use the Community Center shall, during the time of such use, be responsible for the preservation of law and order on the property.
2. Consumption or possession of alcoholic beverages shall be prohibited.
3. Possession of firearms/weapons shall be prohibited.
4. All raffles and games of chance must be pre-approved by the Chief of Police.
5. Reasonable equipment and special facility arrangements available at the Community Center and requested on the written application may be provided by the Recreation Director. No privately owned equipment or materials shall remain at the Community Center for any length of time.
6. Table and chairs may be set up by groups renting or using the Community Center and shall be taken down and placed in their original position after the activity.
7. All other areas of the Community Center shall be restored to an orderly condition, trash placed in proper personal property removed.

8. Users shall comply with all smoking, fire and other regulations.
9. Use of the Community Center by groups composed of minors (21 years of age and under) shall be granted only to adults who accept the responsibility for supervising the group throughout their activity.
10. Decorations shall be allowed under the following conditions; no nails, tacks or staples to be used on the walls, ceiling or equipment without the consent from the Recreation Director. Fire hoses or extinguishers shall not be covered by decorations or any obstructions placed so as to prohibit their use in case of emergency. Decorations shall be removed after use within such time as designated by the Recreation Director unless permission to leave them has been granted by the Recreation Director.
11. The placing of obstacles such as chairs, tables, benches, decorations, etc., which obstruct exit signs or doors shall not be permitted.
12. The burning of candles or any open flames is not permissible unless approved by the Recreation Director.
13. No animals, except those needed for assisting disabled individuals, shall be permitted in the Community Center unless approved by the Recreation Director.
14. The installation or use of additional electric wiring or the use of electrical appliances on any of the Community Center electrical circuits shall be allowed only upon approval by the Recreation Director or his designee.
15. All activities must end by 10:00 p.m. unless special permission is obtained from the Recreation Director.
16. Thermostats shall not be adjusted.
17. Sponsoring groups shall be responsible for the conduct of their activity. Groups charged with breakage or mistreatment of the Center and/or its equipment shall be financially responsible and liable for such damages and shall be denied further use of the Community Center until a time is designated by the Recreation Director.
18. The entire Community Center is a tobacco free facility. Smoking is not allowed anywhere in the Community Center.
19. Food or drink will be permitted in areas designated by the Recreation Director.
20. Any groups not complying with all of the above rules and regulations pertaining to the Community Center's usage, shall forfeit usage of the building until a time is designated by the Recreation Director.

Community Center Fees

Security deposits shall be required of all rental groups and such security deposits shall be paid at time of reservations.

Security deposits shall be returned the next week after the scheduled activity. This is provided that the user group has not inflicted any damage to the Community Center, and has fulfilled their responsibilities to clean up the area following their usage of it. The deposit may be forfeited, and the user may be billed for damages, which exceeds the deposit, if the cleanup responsibilities are not fulfilled, as stated in the rental agreement.

Security deposits may be forfeited automatically if the user group does not inform the Community Center two (2) weeks in advance that the group will not be using the Center. This does not apply when an activity is cancelled due to weather.

All other fees shall be paid three (3) calendar days in advance of the scheduled event. Failure to comply with this policy will result in the cancellation of the group's reservation.

Fees shall be established by resolution of the City Council as a part of the City's Master Fee Schedule.

La Vista based organizations, clubs, and residents raising funds to benefit an individual or organization in need of financial assistance may make a request for the waiver of the fees identified above in writing to the Recreation Director.

Prior to approving the waiver of fees, the Recreation Director shall consider whether the organization, club or resident is La Vista based, the financial impact to the City's General Fund, and other related criteria.

It shall be the policy of the City Council of the City of La Vista that in no case will the City waive any additional costs associated with the event.

Facility Rental

The entire facility can be rented for special events. Interested individuals should contact the Community Center for information on the type of special events allowed. Fees shall be established by resolution of the City Council as a part of the City's Master Fee Schedule.

Deposits must be paid one (1) month in advance (if reservation date is less than a month away, deposit must be paid immediately).

Racquetball/Walleyball

The Community Center has two racquetball/walleyball courts. Use of the racquetball/walleyball courts is by reservation only. Fees shall be established by resolution of the City Council as a part of the City's Master Fee Schedule.

Residents and Non-Residents may reserve the courts at any time. If reserving for more than one session, payment must be made in advance for the next session. If reserving for consecutive weeks (as for leagues), payment for the entire season must be paid in advance of the season start date.

Courts are rented on the ½ hour, (i.e., 12:30 to 1:30). Participants must bring their own equipment for racquetball. The Community Center does provide nets and balls for walleyball.

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CITY OF LA VISTA
COUNCIL POLICY STATEMENT

RECREATION: SCHEDULING, OPERATION AND
MAINTENANCE OF CITY FIELDS

Issued: May 21, 1975

Updated: February 2, 1999

Resolution No. 99-014

Amended: February 21, 2012

Resolution No. XX-XXX

To establish standard policy for scheduling, priority of scheduling and regulating the use of the City of La Vista's ball fields, the following shall be the policy for scheduling and use of the ball fields:

1. Administrative Policies:

- a. City of La Vista ball fields are intended to accommodate the recreational needs of La Vista citizens, organized City of La Vista ball teams and organized ball teams under the sponsorship of Papillion — La Vista School District.
- b. The City's Recreation Director will be responsible for the day-to-day scheduling of the ball fields.
- c. The City's Public Works Director will be responsible for the maintenance of the ball fields.

2. Fees:

- a. Fees shall be established by resolution of the City Council as part of the City's Master Fee Schedule.
- b. La Vista based organizations, clubs, and residents raising funds to benefit an individual or organization in need of financial assistance may make a request for the waiver of the fees identified above in writing to the Recreation Director.
- c. Prior to approving the waiver of fees, the Recreation Director shall consider whether the organization, club or resident is La Vista based, the financial impact to the City's General Fund and other related criteria.
- d. It shall be the policy of the City Council of the City of La Vista that in no case will the City waive any additional costs associated with the event.
- e. _____

2.3. Priority Schedule for La Vista City ball fields:

- a. La Vista Recreation Youth Teams
- b. La Vista Recreation Adult Teams
- c. Teams sponsored by the Papillion — La Vista School District.
- d. Individual La Vista residents.
- e. Private organizations that may have one or more La Vista residents on the team.

3.4. Scheduling:

- a. Teams desiring to schedule use of City ball fields shall schedule through the City's Recreation Director not earlier than one-week prior to the desired time of use and not later than 24 hours prior to the desired day of use. Information for

scheduling shall include the day, date, and time of use (beginning time and ending time), identification of sponsor or organization and name of ball team.

- b. Persons or organizations scheduling the ball field shall be issued a permit designating the field and scheduled time of use. Permits shall be obtained from the City's Recreation Director during the week in which the field is scheduled for use. Permits shall be picked up Monday through Friday between 9:00 a.m. – 5:00 p.m. at the La Vista Community Center.

4.5. Periods of Operation:

- a. La Vista fields shall be available for team play and practice normally during the period March 1 – October 31, or until the end of each designated season. The exact time and day of opening and closing of ball fields shall be determined by the Recreation Director, based on weather conditions and maintenance capabilities.
- b. All La Vista ball fields shall be closed for a two week period at the end of each ball season to permit maintenance and preparation of football fields.
- c. The Recreation Director shall cancel the use of any ball field when weather conditions dictate, i.e., too wet or muddy for use and damage may result.

5.6. Marking of ball fields:

The City's Public Works Department shall be responsible for marking each field throughout the season.

6. General Rules:

- a. Sponsoring teams and individuals are responsible for the conduct of their membership and all activities. Users of the ball fields shall insure that the area is left in a good state of police.
- b. Any damage to ball field facilities shall be reported to the Recreation Director.
- c. Teams scheduling ball fields shall not monopolize the use of the facilities prior to or after their scheduled time.