

City of Fort Worth, Texas
Mayor and Council Communication

COUNCIL ACTION: Approved on 9/13/2016

DATE: Tuesday, September 13, 2016

REFERENCE NO.: **G-18818

LOG NAME: 80PARK RESERVATION POLICY REVISED

SUBJECT:

Approve Revision to the Park Reservations Policy to Authorize the Waiver of Site Reservation Fees for Events Sponsored by Homeowner and Neighborhood Organizations That Have Adopted a City Park and Meet Established Criteria (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council approve revision to the Park Reservations Policy to authorize the waiver of site reservation fees for homeowner and neighborhood organizations that have adopted a City park and meet all established criteria.

DISCUSSION:

The Park and Recreation Department provides a park reservations program as a service to citizens, citizen groups, and event sponsors. The park reservations program is governed by the Park Reservations Policy ("Policy").

On July 6, 1993, (M&C G-10230) City Council approved a policy of no waivers for site reservations, sales, admission and festival equipment fees, except for those cases where a contractual relationship existed with the City and all net proceeds are directed to the Park and Recreation Department. Other revisions included the establishment of a full cost recovery program for use of festival equipment and authorization to administratively process sales and advertising on park property.

On April 7, 1998, (M&C G-12180) City Council approved revisions to the Policy related to fees charged, which referenced the "no waiver" policy for fees.

On March 6, 2007, (M&C G-15627) City Council approved a revision to the Policy that authorized the wavier of site reservation fees for Public Improvement Districts (PIDs) sponsored events because PIDs provide a higher level of park maintenance through special property tax assessments.

In recent years, several homeowner and neighborhood organizations that have adopted City parks (Organizations) have requested permission from the City to waive site reservation fees for their sponsored events. The Adopt-A-Park program is intended to encourage citizens to participate in the care and upkeep of public parks by adopting a specific area and providing some or all of the maintenance required to keep the area attractive. Below are the established levels of maintenance for Adopt-A-Park program:

Level 1: Litter abatement and debris removal.

Level 2: Minor plantings (small plantings that require very little or no watering and do not require irrigation), installation of benches, trash cans, kiosks, and other minor amenities.

Level 3: Ongoing mowing and weed removal (mowing provided at a higher frequency, above the base level established by the Park Department), which is part of an annual ongoing Adopt-a-Park Agreement. This also includes litter abatement and debris removal.

Level 4: Irrigation (installation and maintenance of new irrigation or operating and maintaining existing irrigation) and major planting (trees, shrubs, grass, and other large plantings that require irrigation and constant watering).

Level 5: Light construction (installation of trails, sidewalks, walkways, shelter and pavilions, fencing, sculptures, fountains).

Many of the Organizations that provide these types of services do so in a volunteer capacity and at their own expense, which is a substantial benefit to the City's park system because it helps to beautify neighborhoods, improve the general quality of life, and provide a more attractive environment in which to live. For these reasons, Staff recommends that the Policy be revised to authorize the waiver of site reservation fees, subject to Director approval, when the following are met:

- 1.) The Organization is a homeowner or neighborhood organization that is a party to an Adopt-A-Park Agreement that provides park maintenance at a level 3 standard or above.
- 2.) The site reservation fee waiver may only be approved during the primary term of the Adopt-A-Park Agreement (which is typically five years).
- 3.) The event for which a site reservation fee waiver is being requested must be a sponsored event of the Organization.
- 4.) The maximum number of annual site reservation fee waivers is three, in addition to National Night Out.

This site reservation fee waiver would be in addition to those for PIDs (M&C G-15627) and those cases where a contractual relationship existed with the City and all net proceeds are directed to the Park and Recreation Department (M&C G-10230). All other policies and procedures would need to be adhered to by the Organizations, including, but not limited to, the procurement of insurance and permits.

At its July 27, 2016 meeting, the Park and Recreation Advisory Board voted to endorse Staff's recommendation to the City Council to approve the revision to the Park Reservations Policy.

This Policy serves ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that this action will have minimal effect on City funds which is anticipated to be less than \$500.00 annually.

FUND IDENTIFIERS (FIDs):

TO

| Fund | Department ID | Account | Project ID | Program | Activity | Budget Year | Reference # (Chartfield 2) | Amount |
|------|---------------|---------|------------|---------|----------|-------------|----------------------------|--------|
| | | | | | | | | |

FROM

| Fund | Department ID | Account | Project ID | Program | Activity | Budget Year | Reference # (Chartfield 2) | Amount |
|------|---------------|---------|------------|---------|----------|-------------|----------------------------|--------|
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CERTIFICATIONS:

Susan Alanis (8180)

Originating Department Head:

Richard Zavala (5704)

Additional Information Contact:

Sandra Youngblood (5755)

ATTACHMENTS

No attachments found.

**To the Mayor and Members of the City Council****May 17, 2016**

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SUBJECT: FEES FOR HOME OWNER ASSOCIATION EVENTS AT PARK SITES

This Informal Report is being provided in response to a question raised regarding home owner associations (HOA) paying reservation fees to host neighborhood events at park locations where the HOA has an active Adopt-A-Park Agreement (Staff Action Tracking #1, April 19, 2016 Pre-Council meeting).

Generally, individuals and organizations are charged fees to hold events in any City park in accordance with the Park and Recreation Department's Policy on Reservations, Special Events and Festival Equipment ("Policy"). The one exception is for National Night Out where no fees are charged for site reservations for events scheduled that night. In order to ensure booking coordination and site servicing prior to and after the event, a park reservation is required.

POLICY HISTORY:

On July 6, 1993, the City Council adopted the Policy (M&C G-10230) that established a policy of no waivers for site reservations, sales, admission and festival equipment fees except in those cases where a contractual relationship existed with the City and all net proceeds are directed to the Park and Recreation Department. Other revisions included the establishment of a full cost recovery program for use of festival equipment and authorization to administratively process sales and advertising on park property.

On April 7, 1998, the City Council approved revisions to the Policy (M&C G-12180). The revisions restated the "no waiver" policy for all fees.

On March 6, 2007, the City Council approved revisions to the Policy (M&C G-15627). The revisions restated the "no waiver" policy for all fees but added an exception for Public Improvement District (PID) sponsored events since PIDs provide a higher level of park maintenance.

REVISION CONSIDERATION:

Subsequent to the adoption and revisions of the Policy, staff received several requests from established and recognized home owner and neighborhood associations and Adopt-a-Park organizations to waive site reservation fees for the associations' and/or organizations' sponsored events. Some of the requests are based on the organizations' agreement to enhance park maintenance such as increased mowing, irrigation, and/or seasonal color plantings. The costs for the enhanced maintenance are paid for by these groups. Due to this financial commitment to the park system, staff recommends a revision to the Policy to authorize the waiver of site reservation fees for organizations' sponsored events meeting established criteria.

NEXT STEPS:

Staff will develop criteria for determining if site reservation fees should be waived or reduced for organizations that provide a defined higher level of maintenance in parks through established Adopt-A-Park Agreements. The recommended criteria and necessary revisions to the Policy will be presented to the Park and Recreation Advisory Board on July 27, 2016 and an M&C will be presented to the City

INFORMAL REPORT TO CITY COUNCIL MEMBERS

No. 9886



To the Mayor and Members of the City Council

May 17, 2016

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SUBJECT: FEES FOR HOME OWNER ASSOCIATION EVENTS AT PARK SITES

Council on or about August 30, 2016 for consideration of amendments to the Policy. In the interim, as requests are received from Adopt-A-Park organizations, a review will be conducted of the value of the enhanced maintenance versus the value of the site reservation and fees adjusted accordingly.

If additional information or clarification is needed, please contact Richard Zavala, Park and Recreation Department Director or Susan Alanis, Assistant City Manager.

**David Cooke
City Manager**