



Washoe County COMMUNITY SERVICES DEPARTMENT

STAFF REPORT

PARK COMMISSION MEETING DATE: September 1, 2015

DATE: August 29, 2015

TO: Open Space and Regional Parks Commission

FROM: Jennifer Budge, CPRP, Park Operations Superintendent

THRU: Dave Solaro, Director, Community Services Department

SUBJECT: Discussion and possible recommendation to the Board of County Commissioners on the Fees and Charges Policy (*requested by Commissioner Buckley*)

SUMMARY

This item requests the Open Space and Regional Parks Commission's direction and possible recommendation to the Board of County Commissioners regarding proposed changes to the Regional Parks and Open Space's Fees and Charges Policy. The purpose of the revisions are intended to strengthen the policy that serves as a general mechanism for effectively allocating public funds for parks and recreational programs, services and facilities and to ensure consistency with staff implementation.

PREVIOUS ACTION

February, 2012. The Board of County Commissioners approved the Regional Parks and Open Space Fees and Charges Policy.

BACKGROUND

The Community Services Department is committed to providing its residents with a range of parks and recreation opportunities to improve health and quality of life. Available to people of all ages and interests are a variety of programs, services and activities at Washoe County's numerous indoor and outdoor facilities. An essential purpose of the Fees and Charges Policy is to distinguish between and among the types of activity based on the manner in which those activities are funded and subsidized. The guiding principles outlined in this Fees and Charges Policy establish criteria for a fair, objective and equitable means of distinguishing between and among activities, services and programs and clients when setting appropriate user fees. The Fees and Charges Policy was adopted as a permanent policy, subject to periodic review. The

Department also review's its fee schedule on an annual basis for all its programs, services, activities and facilities. The current adopted fee schedule is attached for reference.

The Policy recommends that the Department will set reasonable targets for the recovery of direct and indirect costs for specified services through its user fees. Section D of the Policy outlines Service Levels and recommended ranges of cost recovery ranging from 0%-100%. Attached is an overview of the Park Operations budget, which includes a sample program for each service level and the program's cost recovery. Since not all programs outlined in service levels are meeting their target, an update to the structure, fee schedule based on comparative market analysis may be recommended depending on the Commissioner's feedback and direction.

A copy of the current Fees and Charges Policy is attached with suggestions for update and areas that need additional clarification for staff and our customers. The purpose of the revisions are intended to strengthen the policy that serves as a general mechanism for effectively allocating public funds for parks and recreational programs, services and facilities and to ensure consistency with staff implementation.

Government Use Rate

One area of confusion for customers and staff is interpretation of the policy regarding the Government Use Rate, especially as it pertains to the use of outdoor facilities or activities related to Washoe County School District. The current policy only addresses public meeting, trainings and workshops, but does not address educational activities (school field trips using pavilions), school fundraisers, school athletic events (cross country races), physical education classes, or other school sponsored events/activities. These areas need further direction and clarification to ensure consistent practices and interpretation.

With regard to WCSD in particular, both cities of Reno and Sparks are updating their Joint Use Agreements (JUA), as they are both experiencing similar issues with interpretation. Joint Use facilities are parks and schools that were jointly developed with public funds from both parks and school taxes or other funds. Washoe County no longer has a JUA, so the fees and charges policy is the County's guiding document regarding all WCSD use of park facilities.

Local agency practices:

RENO-charges full price for all facilities outside of JUA locations.

SPARKS-charges full price for facilities outside of JUA, considering 50% discount outside of "regular business hours" for JUA facilities due to staff costs.

SVGID-charges full price for all facilities, unless public meetings/co-sponsored events, sometimes 20% discount depending on event if co-sponsored with non-profits etc.

ALL above agencies charge an administration fee for each reservation regardless of cancellation.

FISCAL IMPACT

The Regional Parks and Open Space Fees and Charges Policy is a general mechanism for effectively allocating public funds for parks and recreational services and facilities. It provides a uniform and consistent approach to setting appropriate user fees and to ensure a reasonable and equitable proportion of the costs to deliver programs and services are recovered through user fees. The Fees and Charges Policy outlines the Guiding Principles and applies those Guiding Principles to recreation programs, facilities, and clients. The Policy recommends that the Department will set reasonable targets for the recovery of direct and indirect costs for specified services through its user fees.

The monetary impact of the policy will be realized through the implementation of the respective fee schedule.

POSSIBLE MOTION

Should the Commission agree with staff recommendations, a possible motion would be:

“Move to recommend to the Board of County Commissioners the proposed changes to the Fees and Charges Policy.”



Washoe County Regional Parks and Open Space Community Services Department

Policies and Procedures

Title/Topic: Department Fees and Charges	Number: 1.4.1
Author: Al Rogers, Assistant Director	Effective Date: January 23, 2007
	Revision Date: February 2012
Approved by: Washoe County Board of Commissioners	Number of pages: 7
	Attachments: 1

I PURPOSE

Washoe County **Regional Parks and Open Space Community Services** Department is committed to providing its residents with a range of parks and recreation opportunities to improve health and quality of life. People of all ages and abilities can access a variety of physical and non-physical programs and activities at the County’s numerous indoor and outdoor facilities. An essential purpose of the Fees and Charges Policy is to provide a distinction between different types of activity as related to the principles of funding and subsidization. The Guiding Principles outlined in this document and approved by the Board of County Commissioners are the foundation for establishing a fair, objective and equitable means to distinguish between activities and clients when setting user fees. It is the intent that the Regional Parks and Open Space Fees and Charges Policy be adopted as a permanent policy subject to review at a minimum every three years. The **Community Services** Department of **Regional Parks and Open Space** maintains a ~~yearly-fee schedule~~ schedule, which is reviewed annually, for all its programs, services and facilities.

II POLICY

Washoe County Regional Parks and Open Space Fees and Charges Policy is intended as a general mechanism for effectively allocating public funds for parks and recreational services and facilities. It will help provide a consistent approach to setting user fees and to ensure a reasonable and equitable proportion of the costs to deliver programs and services are recovered through user fees. This document clearly outlines the guiding principles, relates the principles to recreation programs, facilities, and clients. The Policy recommends that the Department will set reasonable targets for the recovery of direct and indirect costs for specified services through its user fees. It also recommends that these targets be reviewed annually.

III PROCEDURES

Definitions:

A. Fees and Services

Admission Fee: charges to enter a building or area of a building or other recreation attraction such as a pool/water park enclosure.

Department: the Washoe County Regional Parks and Open Space Department

Equipment Fee: charges for supplying additional, specialized equipment not usually considered being included with admission, facility use or other fees.

Green Fee: charges for playing an individual round of golf (nine or eighteen holes) on a single day.

Priority Service: all registration for programs and reservation of facilities will be offered on a first-come, first-serve basis. Registrations and reservations are not considered complete until all fees and deposits are paid

Facility Use Fee: charges for the exclusive, reserved use of a facility, or portion of a facility.

Reservation Fee: charges for the privilege of saving or reserving a specific date at a park facility.

Service: any program, class, event, activity, sale or reservation opportunity, maintained facility, whether a charge is associated with it or not.

Special Services Fee: charges for extraordinary or non-typical use of facilities or programs such as photo location fees, special event fees, security, or extraordinary hours.

Special Use Facility: any non-traditional park facility built for specific uses/purposes such as horse arenas, amphitheatres, or campgrounds.

Subsidy/Financial Aide: a value by which the user fee, admission or facility use fee is reduced to the user and recovered by other means such as private donations, grants, sponsorships or reductions to projected revenues.

Tournament Fee: charges for the exclusive, reserved use of the golf course and athletics and its facilities as designated.

User Fee: charges for participation in recreational programs, special events, athletic activities, instructional classes or for individual use of athletic fields and/or athletic complexes by leagues.

B. User Groups:

Youth: A youth is defined as 17 years or younger for most services.

Adult: An adult is defined as 18 years or older for most services.

Senior: A senior is defined as age 62 and older for most services

C. Cost/Sponsor:

Direct Costs: Those costs that can be directly and exclusively attributed or assigned to a specific program.

Indirect Costs: Those costs that can be attributed to more than one program or service such as administrative staff, insurance, and capital costs shared between varieties of programs.

County Sponsored: Services that are organized promoted and conducted exclusively by the Department and are the responsibility of the Department.

County Co-Sponsored: Services that are organized promoted and conducted partly by Department staff and partly by another County Department, outside agency, private organization or business or individual(s) and are the responsibility of both parties; ~~this relationship may be as~~ defined in a contract, agreement, ~~or~~ memorandum of understanding or other mechanisms.

County Facilitated: Services that are organized promoted and conducted by another County Department, outside agency, private organization or business or individual(s) with limited or defined assistance from County staff. These services are the responsibility of the outside group.

D. Service Levels

Level I (Basic Service): These services generally represent a minimal level of maintenance and leisure opportunity. Many of these services are offered free of charge to the public, but not in all cases. The cost recovery for Level I ranges from 0% - 9%.

Examples of Level I Services

Regional/Neighborhood Parks, Playgrounds, Restrooms
Tennis Courts
Basketball Courts
Trails
Individual Picnic/Grill Areas
Outdoor Interpretive Programs

Level II: These services generally represent basic services plus additional, traditional type public leisure services. There is generally a considerable increase in required staff, planning and supervision. Services generally benefit the specific participant and the community due to educational, cultural or physical value. These services do not include specialized or intensive programming or facilities development. A minimum portion of direct cost should be recovered but these programs will be subsidized to a greater extent. The cost recovery for Level II ranges from 10% - 49%.

Examples of Level II Services

Reserved Picnic/Turf Areas
Reserved Facilities – Meeting/Educational/Social Functions
Public Swimming
Campgrounds

Level III: These services generally represent basic services plus additional traditional type public services and extraordinary services such as highly specialized instruction or activities, large- scale special events or an extraordinary number of recreational choices. There is a considerable increase in required staff, planning and supervision. These services will include specialized or intensive programming and facilities development. All of direct costs and a portion of indirect costs should be recovered. The cost recovery for Level III ranges from 50% - 100%.

Examples of Level III Services

Athletic Fields
Youth Camps
Youth Recreation, Sports and Educational Programs

May Center- Museum, Great Basin Adventure, Arboretum
Special Events

Level IV: These services are generally beyond the scope of traditional public leisure services. They are more specialized and the benefits are enjoyed by the direct participant rather than the broader community. All of the direct costs and indirect costs should be recovered. The cost recovery for Level IV is at a minimum 100%.

Examples of Level IV Services

Adult & Senior Recreation, Sports and Educational Programs
Equipment Rental
Specific Exhibits
Regional Shooting Facility

E. Fund Policies

Enterprise Fund: This fund accounts for operations that are financed and operated in a manner similar to private business enterprises. The intent is that costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through determination of revenues earned, expenses incurred, and/or net income as appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The County golf courses operate under an Enterprise Fund and it is a goal of the Department to charge fees equivalent to the annual operating expenditures at a minimum.

Special Revenue Fund: This fund accounts for the proceeds of specific revenue sources (excluding special assessments and capital projects) that are legally restricted to expenditure for specified purposes. The Wilbur May Center at Rancho San Rafael Park operates under a Special Revenue Fund and it is a goal of the Department to charge fees equivalent to the total annual operating expenditures after grants and donations. The fund is currently supported by a General Fund subsidy.

V RESPONSIBILITIES

Policy Guidelines

It is the Policy of Washoe County that all user fees for recreation programs, services and facilities be set in accordance with the principles and fee categories, as well as the following guidelines:

1. The Department will provide Level I (basic parks and recreation services) at little or no charge in order to protect and conserve natural and historical properties and to promote the physical and mental well being of its citizens.
2. The Department will set reasonable targets to recover part of direct costs for Level II services through the collection of user fees. These targets will be reviewed annually with due consideration to the operating budget impact.
3. The Department will set reasonable targets for the recovery of direct costs and a portion of indirect costs for Level III services through the collection of user fees. These targets will be reviewed annually with due consideration to the operating budget impact.

4. The Department will set reasonable targets for the recovery of direct costs and all indirect costs for Level IV services through the collection of user fees. These targets will be reviewed annually with due consideration to the operating budget impact.
5. The Department will not charge fees for any program or facility where the cost to collect fees or the inconvenience to the public to pay fees exceeds the value of the revenue collected.
6. The Department will encourage community-meeting use of facilities by various groups by offering multi-use and annual rate discounts based on objective and uniformly applied criteria.
7. The fees and charges of all recreation programs, services and facilities will be reviewed annually and adjusted to accommodate the changes in operating and maintenance costs and the applicable market place.
8. -It is intended that a range of recreational services be available to all residents and that no Washoe County resident shall be excluded from participating in parks and recreational activities, services or programs because of an inability to pay. The Department will establish a formalized low-income subsidy policy utilizing objective criteria to make all such services, programs and facilities available to all Washoe County residents to the greatest extent possible.
9. It is the intent of the Department to reduce the categories of activities that Washoe County subsidizes, such as for-profit sports tournaments and special events.
10. The Washoe County Manager has the authority to waive, reduce fees and alter fees for services for promotional purposes and to establish fees for short-term programs or exhibits on an as required basis.
11. It is the intent of the Department to ensure that fees remain competitive with other parks and recreation service providers in the region. However, it is not the intention of the Department to purposely undercut other service providers.
12. It is the intent of the Department to ensure that fees remain competitive with other golf courses and to that end, the Community Services Director or his/her designee has the authority to modify approved fees during times when demand has dropped or changes in area golf course fees necessitate a change to remain competitive in the market and maximize utilization of the golf course.
13. The Department will continue to investigate potential new sources of revenue (e.g. grants, sponsorships and new programs) and support appropriate funding efforts of groups and organizations to help offset the costs to the County in providing services and operating facilities.

Government Use Rate

1. The County will provide a 100% rate reduction for reciprocating governmental and quasi-governmental agencies at a comparable rate for the use of park facilities for public meetings and/or employee training/workshops. The reduction will be given to the following governmental and quasi-governmental groups:

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| <ol style="list-style-type: none"> a. Washoe County b. City of Reno c. City of Sparks | <ol style="list-style-type: none"> g. General Improvement Districts h. Fire Protection Districts i. State of Nevada |
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Comment [JHB1]: Policy does not currently address the use of outdoor facilities including pavilions (school field trips), WCSD fundraisers, school athletic events (cross country races), physical education classes, other school sponsored events/activities. Need direction and clarification.

Local agency practices:

RENO-charges full price for facilities outside of JUA

SPARKS-charges full price for facilities outside of JUA, considering 50% discount outside of "regular business hours" for JUA facilities due to staff costs

SVGID-charges for all facilities, unless public meetings/co-sponsored events, sometimes 20% discount depending on event if co-sponsored with non-profits etc.

ALL agencies charge an administration fee for each reservation regardless of cancellation.

Title/Topic: Fees and Charges Policy

Effective Date: ~~January 23, 2007~~2015 update

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|---------------------------------------|------------------------------------|
| d. Washoe County School District | j. Tahoe Regional Planning Agency |
| e. University of Nevada Reno | k. Regional Planning Agency |
| f. Truckee Meadows Community College | l. Truckee Meadows Water Authority |
| g. Regional Transportation Commission | |

The reduced rate will be honored as long as no other individual or group requests the same facility and time as the governmental group. If there is a request for the same facility and time, the governmental group can retain the reservation by paying the full applicable facility use fee. Otherwise, every effort will be made to relocate the governmental group to another available County owned facility for their activity at no charge. The Government Use Rate does not apply to individual and group social events such as retirement, birthday and agency celebrations. For government use of buildings past 5:00 p.m., the agency will be responsible for obtaining security services through the County's contracted security vendor. The 100% rate reduction does not apply to the use of ~~the Regional Shooting Facility~~any Washoe County facility where admission fees are charged (examples include Regional Shooting Facility, aquatics facilities, recreation programs/special events)-except for Washoe County Departments. All Washoe County Departments may use the Regional Shooting Facility for business purposes free of charge; however, group use requires advanced reservation.

2. The County will provide a 50% rate reduction for the use of Camp WeChMe and the Robert Z. Hawkins Amphitheatre by the Washoe County School District for District sponsored programs. If there is a request for Camp WeChMe for the same date and time, Washoe County School District can retain the reservation by paying the full applicable facility use fee. The Government Use Rate does not apply to individual and group social events for the District such as retirement, birthday and agency celebrations.

3. The County reserves the right to not honor the Governmental Use Rate for any governmental or quasi-governmental agency who does not reciprocate a reduced fee for similar facilities that may benefit the citizens of Washoe County.

Deposits/Refunds

1. All cleaning/security deposits will be collected prior to a facility use to ensure that the facility is restored to its original condition in accordance with the annual fee schedule. Facilities will be inspected and written records maintained stipulating the condition the facility was left in. The inspecting party will indicate the amount of the deposit to be returned after the event. Security deposits will be returned within three (3) weeks from the final day of the event.
2. The Department will process facility deposit refunds to customers in an efficient and timely manner, and in accordance with the Facility Reservation Policy. If a patron cancels a reservation or changes the date or location, a cancellation fee per the fees and charges schedule will be withheld. If the Department cancels a reservation, a full refund will automatically be processed unless the cancellation results from a breach of the rules established by the Department. Extenuating circumstances such as a medical emergency, death or moving out of the area, may warrant an exception to the policy. Refunds for facility reservations must be requested 90 days prior to the event. A full refund will be issued less a cancellation fee. Requests less than 90 days but at least 30 days prior to the event will be refunded 50% of the facility use fee or the amount of the cancellation fee, whichever is greater. Less than 30 days notice, the customer forfeits 100% of the facility use fee. Cleaning/security deposits will be completely refunded for cancelled events. Agencies using facilities at no charge will be subject to the cancellation fee if the written cancellation is not received at least 24 hours prior to the start of the reservation.

3. The Department will process program and activity refunds to customers in an efficient and timely manner. Criteria will determine whether a refund is warranted. If the Department cancels a program, full refunds will automatically be processed. A cancellation fee, per the fees and charges schedule, will be withheld from all refunds unless the Department cancels a program. For continuous programs, if the criteria are met, a credit can be transferred without a cancellation fee charged. Extenuating circumstances such as a medical emergency, death or moving out of the area, may warrant an exception to the policy. Customers will receive a “not approved” response in 1 – 2 weeks and/ or their refund check within 4 – 6 weeks.
- a. Criteria:
- Recreation Classes (more than one class meeting): Refunds must be requested before the first class meeting. No refund is issued for class materials. Some classes may require more advance notice as listed in printed announcements, registration forms or the class receipt.
- One Time Programs (one meeting only): Refunds must be requested one week prior to the program date. Some programs may require more advance notice as listed in printed announcements, registration forms or the class receipt.
- Golf: No refunds once the player has begun play. If a customer pays for 18 holes but only plays nine holes, a refund is given if a nine-hole rate is currently offered or twilight rates are at that time. Refunds for tournament deposits must be requested 30 days in advance of the event. Less than 30 days notice, the customer forfeits the deposit.
- Annual Passes and Multi-Play Punch Passes
1. The golfing season shall run from January 1 year through December 31 of the same year and any credit/refund will be calculated using said dates.
 2. For an individual who has purchased an Annual Golf Pass and sustains a season-ending injury and/or illness, a pro-rated credit may be applied to the following year’s Annual Golf Pass under the conditions that substantiating documentation is furnished from a qualifying physician.
 3. Medical credits shall be calculated in the following manner:
 - (Part 1) Division of the annual fee payment into equal monthly payments with credit determined by multiplying this amount by the number of months missed due to injury and/or illness beginning with the month after the last round of golf was played.
 - (Part 2) A calculation of the number of rounds played by the individual requesting medical credit figured at Daily Privilege Card Rates.
 - (Part 3) A comparison of Parts 1 and 2 listed above will provide two figures. The greater of these two figures shall be subtracted from the current annual fee paid by said individual with the remaining balance to be issued as the medical credit towards the following year’s Annual Golf Pass.
 4. In the event of a death or golf career ending injury/illness of a resident who has paid the annual golf fee, a refund shall be issued on a pro-rated basis using the same formulas listed above upon request of the family member.
 5. In the event that a golfer sustaining a career ending injury/illness is able to return to active status the refund policy for said golfer shall be reviewed.
 6. In the event the golfer does not purchase an Annual Golf Pass the following golf year, the medical credit will not be refunded.
 7. There will be no refunds or credits for Multi-Play Punch Passes, either 10 or 25 count.

Title/Topic: Fees and Charges Policy	Effective Date: January 23, 2007 2015 update
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Conclusion

The fees and charges policy is designed to promote access to and enjoyment of all of the County's parks and recreation services. This is achieved by recognizing those facilities, services and programs for which the private market is not likely to provide an appropriate level of service at affordable costs and recognizing the role of the County in providing access at reasonable costs. As such, the fees and charges policy establishes those services that should be subject to higher levels of subsidization, consistent with the mandate of the Washoe County to provide parks and recreation services with costs borne from the tax base. In meeting the challenge of allocating tax dollars effectively, the intent of the policy is to direct where subsidy should be most appropriately applied. This essential mandate requires that user fees and charges are set according to the principles of this policy.

VI ATTACHMENTS

2012 Regional Parks and Open Space Fee Schedule

**WASHOE COUNTY COMMUNITY SERVICES DEPARTMENT, REGIONAL PARKS AND
OPEN SPACE
2014 FEE SCHEDULE**

BCC approved 5/13/14	2014/2015 FEES
1. PICNIC/PARTY PAVILIONS FACILITY USE FEES	
A. Large Picnic Pavilion Fees - Bartley (Flying B), Bowers Mansion (Washoe or Comstock), Lazy 5 (Sugarloaf), and Rancho San Rafael (Peavine)	
1. Groups of 1 to 100 people	\$160.00/day
2. Groups of 101 to 499 people	\$160.00/day PLUS \$1.00/person over 100
3. Groups of 500+ people	\$580.00/day PLUS \$.50/person over 100
1. Groups of 1 to 100 people	\$130.00/day
2. Groups of 101 to 300 people	\$130.00 PLUS \$1.00/person over 100
C. Small Picnic Pavilion Fees - Bartley (Huffaker), North Valleys (Dry Creek) & Rancho San Rafael (Highland or GBA Pavilion)	
1. Groups up to 50 people	\$80.00/day
D. Group Picnic Cleaning/Security Deposit (Refundable)	
1. Small and Medium Pavilions	\$100.00/day
2. Large Pavilion	\$150.00/day
3. 2,500 + people	\$250.00/day
2. BUILDING & GARDEN FACILITY USE FEES	
A. Group A (North Valleys-Grand Room, Lazy 5-Cottonwood, & Bartley-W.H.I.C.)	
a. Facility Use Fee (2 hour minimum)	\$75.00/hour
b. Cleaning/Security Deposit (Refundable)	\$500.00
B. Group B (Bartley-Historic Huffaker School & Bartley-Brick House)	
a. Facility Use Fee (2 hour minimum)	\$50.00/hour
b. Cleaning/Security Deposit (Refundable)	\$500.00
C. Group C (Westbrook-Grand Room, Lemmon Valley-Joe Mitchell, Cold Springs-Grand Room)	
a. Facility Use Fee (2 hour minimum)	\$30.00/hour
b. Cleaning/Security Deposit (Refundable)	\$500.00
D. Bartley Ranch - Robert Z. Hawkins Amphitheater (6 hour minimum)	
1. Events requiring ticketing, special lighting and sound system will incur additional charges	
a. Facility Use Fee	\$225.00/hour
b. Non-performance Facility Use Fee (applicable after 6 hour minimum reservation)	\$100.00/hr
c. Cleaning/Security Deposit (Refundable)	\$500.00
E. Wilbur D. May Museum (2 hour minimum)	
1. Facility Use Fee	
a. The Garden Court	\$150.00/hour
b. Double Diamond or David's Discovery Hall (available M-F 8-5 independently or regular facility hours in conjunction with Garden Court)	\$75.00/hour
c. Kitchen (must reserve facility for use)	\$100.00/day
2. Cleaning/Security Deposit (Refundable)	\$500.00
F. Rancho San Rafael - Ranch House (2 hour minimum)	
1. Facility Use Fee - First Floor Rooms & Bar, courtyard and east lawn (Kitchen not included)	\$75.00/hour
2. Kitchen (must reserve facility for use)	\$100.00/day
3. First and Second Floors (Kitchen not included)	\$100.00/hour
4. Cleaning/Security Deposit (Refundable)	\$500.00
G. Wilbur D. May Arboretum Gardens Use Fees (3 hour minimum)	
a. Group A (Honey's Garden)	\$275/hour
b. Group B (Burke's, Plaza & Lear)	\$175/hour
c. Group C (Kristen's, Evans Creek Bridge & Columbus)	\$50/hour
d. Cleaning/Security Deposit (Refundable)	\$250.00
H. Galena Creek Regional Park	
a. Camp WeChMe Lodge and Grounds	

**WASHOE COUNTY COMMUNITY SERVICES DEPARTMENT, REGIONAL PARKS AND
OPEN SPACE
2014 FEE SCHEDULE**

BCC approved 5/13/14	2014/2015 FEES
1. Weekday Overnight Lodge Use (Building and exterior grounds) Kitchen not included - maximum of 94 people	\$525 minimum charge
a. Youth (3-17)	\$10/night/person
b. Adults	\$15/night/person
c. Kitchen (must reserve facility for use)	\$100/day
d. Cleaning/Security Deposit - refundable	\$500.00
2. Weekend Overnight Lodge Use (Building and exterior grounds) Kitchen not included - maximum of 94 people	\$1,000 minimum charge
a. Per Room Additional Fee	\$50.00
c. Kitchen (must reserve facility for use)	\$100/day
d. Cleaning/Security Deposit - refundable	\$500.00
3. Single Day Use - Limited Lodge and Exterior Grounds (Includes Grand Room and bathrooms)	
a. Weekday Two hour minimum	\$110.00/hour
a. Weekend Two hour minimum	150/hour
b. Kitchen	\$100/event
c. Cleaning/security deposit (refundable)	\$500.00
4. Single Day Use - Exterior Grounds and bathrooms only (Excludes Grand Room)	
a. Two hour minimum	\$60.00/hour
b. Cleaning/security deposit (refundable)	\$500.00
l. Fish Hatchery Building	\$125/hour
Note Camp WeChMe Only: 50% discount to Washoe County School District programs	
3. HORSE ARENA FACILITY USE FEE	
1. Hidden Valley, Lemmon Valley, Golden Valley & Bartley Ranch Parks	\$100.00/day
2. Cleaning/Security Deposit (Refundable)	\$250.00
4. PASTURE USE FEE	
1. Rancho San Rafael pastures (fee for special events only)	\$150.00/each/day
5. BOWERS MANSION	
1. Admission Fees (Tours)	
a. Adult	\$8.00/person
b. Youth (3-17) & Seniors (62+)	\$5.00/person
2. Group (reservations required, minimum 15)	
a. Adult	\$6.00/person
b. Youth (3-17) & Seniors (62+)	\$3.50/person
6. DAVIS CREEK PARK CAMPGROUND	
1. Individual Campsites (1 - 7 people)	
a. Campsite Fee	\$20.00/night, year round
b. Extra Vehicles	\$5.00/night per vehicle
c. Pets	\$1.00/night per pet
2. Group Campsites - 100 people maximum	
a. R. V. Area	\$125.00/night
b. Tent Area	\$100.00/night
c. Cleaning/Security Deposit (Refundable)	\$100.00
3. Miscellaneous Fees	
a. Firewood (bundle)	\$6.00
b. Dump station usage	\$5.00
c. Shower usage	\$1.00
7. WILBUR D. MAY MUSEUM	
1. Individuals	
a. Adults	\$5.00/person
b. Youth (3-17) & Seniors (62+)	\$3.50/person
2. Group (minimum 15 people)	
a. Adults	\$4.00/person
b. Youth (3-17) & Seniors (62+)	\$2.50/person

**WASHOE COUNTY COMMUNITY SERVICES DEPARTMENT, REGIONAL PARKS AND
OPEN SPACE
2014 FEE SCHEDULE**

BCC approved 5/13/14	<u>2014/2015 FEES</u>
3. Exhibits	Up to \$10.00/person
8. REGIONAL SHOOTING FACILITY	
1. Public Shooters - Individuals	
a. Adults	\$8.00/day
b. Youth & Seniors	\$5.00/day
2. Annual Passes (Public Range Only, 12 months from day of purchase)	
a. Adults	\$140.00
b. Youth (3-17) & Seniors (62+)	\$100.00
3. Concession Rentals & Sales	
a. Items to rent/sale	up to \$10.00/item
4. Group Reservations	\$4/shooter (minimum 10) per range
5. Classroom	\$15.00/hour
9. SWIMMING POOLS	
1. Daily Admission:	
a. Adults	\$5.00
b. Youth & Seniors	\$4.00
2. 5 Punch Pass	
a. Adults	\$20.00
b. Youth & Seniors	\$15.00
3. 10 Punch Pass	
a. Adults	\$40.00
b. Youth & Seniors	\$30.00
4. Swim Lessons	
a. Group Lessons	\$40-\$75
5. Pool Facility Use Fees	\$140.00
10. WATER PLAY PARK (Melio Gaspari & North Valleys)	
1. Daily Admission	\$3.00/day
2. 5 Punch Pass	\$13.50
3. 10 Punch Pass	\$24.00
4. Water Play Park Party Shelter Area - (2 1/2 hour time frame plus individual per person admission fee)	\$65.00/event
11. RECREATION/INTERPRETIVE CLASSES, PROGRAMS & SPECIAL EVENTS	
1. Recreation/Interpretive Programs/Events	up to \$10
12. ATHLETIC FIELD USER FEE	
1. Youth per season (3-17)	\$20.00/person
2. Adult per season	\$20.00/person
3. Athletic Field Facility Use Fee (Standard or Youth) - for athletic events	
a. Hourly Field Facility Use Fee (up to 8 hours per field)	\$30.00/hour
b. Daily Field Facility Use Fee (8 or more hours)	\$150.00/day
4. Field Facility Use Fee - Special Events - Non-athletic	
5. Light Use Fee (per field)	\$15.00/hour
6. Security/Damage/Cleaning Deposit	\$500.00
13. PHOTOGRAPHY PERMIT FEE	
1. Class 1 Professional Photography Fee (1-25)	\$25.00/event
2. Class 2 Large Group (26-100)	\$100.00/event
3. Class 3* Commercial Productions (TV, Ads, Movies, Documentary)	\$200 - \$10,000/event
4. Class 4 Annual Permit (Applies to class 1 only - expires 1 year from purchase date)	\$150.00
*Negotiable depending on size and impact	
14. SPECIAL ACTIVITY FEE	
1. Run, Charity Walk, Mountain Bike Race, or similar activities	\$150.00 PLUS \$1/person over 100
2. Annual Permit/Outdoor Fitness/Bootcamp or similar activities (calendar year)	\$400/per park
3. Cleaning/Security Deposit (Refundable)	

**WASHOE COUNTY COMMUNITY SERVICES DEPARTMENT, REGIONAL PARKS AND
OPEN SPACE
2014 FEE SCHEDULE**

BCC approved 5/13/14	<u>2014/2015 FEES</u>
a. 1 to 50 people	\$0.00
b. 51 to 499 people	\$100.00/day
c. 500 to 2,499 people	\$150.00/day
d. 2,500 + people	\$250.00/day
15. MISCELLANEOUS FEES	
1. Firewood (salvage)	Up to \$100.00/cord
2. Commercial Rafting	\$1/person per entry or exit
16. ADMINISTRATIVE FEES	
1. Administrative Fee	\$30.00 minimum charge
2. Easement Application Fee	\$100.00
3. Park Printed Documents (Master Plans, Green Book, Rancho San Rafael Implementation Plan etc.)	Cost of reprinting rounded to nearest \$
4. Building, Garden, Picnic, Horse Arena & Field Multi-use Discount (up to 50%)	
3rd Facility Use	5%
4th Facility Use	10%
5th Facility Use	15%
6th Facility Use	20%
7th Facility Use	25%
8th Facility Use	30%
9th Facility Use	35%
10th Facility Use	40%
11th Facility Use	45%
12th Facility Use	50%

PARK OPERATIONS BUDGET OVERVIEW

FY 2015		FY 2014	
Charges for Services	\$ 865,240.49	Charges for Services	\$ 770,866.03
Misc.	\$ 20,474.62	Misc.	\$ 24,120.54
TOTAL REVENUE:	\$ 885,715.11	TOTAL REVENUE:	\$ 794,986.57
Salaries and Wages	\$ 1,998,772.17	Salaries and Wages	\$ 1,972,548.18
Employee Benefits	\$ 810,188.30	Employee Benefits	\$ 767,600.20
Services and Supplies	\$ 750,337.80	Services and Supplies	\$ 645,088.82
TOTAL EXPENDITURES:	\$ 3,559,298.27	TOTAL EXPENDITURES:	\$ 3,385,237.20
24% cost recovery		23.4% cost recovery	

LEVEL II (10%-49% cost recovery)

Bowers Swimming Pool (Admission Fees: Adults \$5, Youth/Sr. \$4)

FY 2015		FY 2014	
Total Revenue	\$ 46,273.25	Total Revenue	\$ 66,891.10
Total Expenses	\$ 65,394.68	Total Expenses	\$ 85,412.30
*Does not include utilities, water		*Does not include utilities, water	
70.7% cost recovery		78.3% cost recovery	

LEVEL III (50%-100% cost recovery)

Athletic Fields (\$20/player fee; field rentals \$30/hr. or \$150/day)

[Reno Youth Sports Assoc. \$5/player-youth & \$10/player adult]

[Sparks Youth Sports Found. \$8/player of which \$4 is dedicated to maintenance]

2014		2013	
Total Revenue	\$ 124,050.00	Total Revenue	\$ 111,150.00
Total Expenses*	\$147,053	Total Expenses*	\$ 147,053.00
*Does not include utilities, water, sewer		*Does not include utilities, water, sewer	
84.4% cost recovery		75.6% cost recovery	

LEVEL IV (minimum 100% cost recovery)

Regional Shooting Facility (Admission Fees: Adults \$8, Youth/Sr. \$5)

FY 2015		FY 2014	
Total Revenue	\$ 99,286.30	Total Revenue	\$ 106,452.75
Total Expenses*	\$ 114,685.30	Total Expenses*	\$ 133,170.25
		*included capital outlay for grant match	
86.6% cost recovery		79.9% cost recovery	