



REPORT TO CITY COUNCIL

Approved by:

Council Meeting of: January 17, 2024

Joseph Hebert

Agenda Number: B-9

Joseph Hebert, Parks & Community Services Director

Arnoldo Rodriguez

Arnoldo Rodriguez, City Manager

SUBJECT:

McNally Park Rental for Black History Month Event Fee Waiver Request

RECOMMENDATION:

Adopt a Resolution waiving the rental fees of McNally Park related to the celebration of the 3rd Annual Black History Month on February 18, 2024

SUMMARY:

The City has received an inquiry requesting the waiving of rental fees for the use of McNally Park on Saturday, February 18, 2024 from 3:00 p.m. – 5:00 p.m., to host the 3rd Annual Black History Month event.

DISCUSSION:

The event is set to take place on Saturday, February 18, 2024. Park access has been requested to take place starting at 2:30 p.m. and the event is expected to end at 5:00 p.m.

The event is slated to attract over 150 attendees. There are no anticipated road closures or security for this event.

Staff would like to note this event has taken place at McNally Park over the past two years, with no rental fees being associated with the use of the park. Parks administrative staff participates in the planning of the event, while emergency personnel will attend the event unless they are responding to a call for service. Other City staff also attend but are not compensated.

FINANCIAL IMPACT:

The applicable costs associated with the rental of McNally Park, as a Special Event, are summarized in Table 1. Staff would like to note these costs can be found on page 65 of the 2018-2019 City of Madera Master Fee Schedule. Staff is taking into consideration clean-up efforts park maintenance staff will have to complete before and after the event. This would include the collection of trash receptacles, bathroom restocking, litter pick-up, and a walk-through of the parking lot and park to ensure the park is left in prime condition. On addition, staff time from Facility Aides, as event organizer has asked for the City to provide chairs and tables for the event, as well as sound system support. This includes the preparation of sound system equipment, loading time of chairs and tables, transportation of items, setup, and the collection of items after the event. Facility Aide time is being calculated at a fully burden rate.

Table 1: Estimated Financial Impact to the City	
Administrative Fee	\$25
Special Event Max Program Fee	\$250
Equipment Rentals – Chairs (\$0.50 x 100)	\$50
Equipment Rentals – Chairs Deposit	\$50
Equipment Rentals – Tables (5.00 x 2)	\$10
Equipment Rentals – Tables Deposit	\$50
Parks Maintenance at 1 staff x 27.35/Hourly at 1 hour for Clean-Up After Event	\$27.35
Facility Aides at 2 staff x \$19.75/Hourly at 4 hours	\$158
Total	\$620.35

Administrative time is not reflected in the table above given that it is nominal.

ALTERNATIVES:

The Council may elect to reject the fee waiver and require the event organizer to remit any associated fees for the rental of McNally Park on the date being requested.

ATTACHMENTS:

1. Resolution – Waiving Rental Fees for McNally Park related to the 3rd Annual Black History Month Event
2. Page 65 of the Parks & Community Services Facility Rental Fee Schedule

ATTACHMENT 1

Resolution – Waiving Rental Fees for McNally Park for the 3rd Annual Black History Month Event

RESOLUTION NO. 24-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,
CALIFORNIA WAIVING RENTAL FEES FOR THE 3rd ANNUAL BLACK HISTORY
MONTH EVENT IN THE AMOUNT OF \$620.35**

WHEREAS, the City has received a request for waiving of fees for the rental of McNally Park; and

WHEREAS, the date being requested is Saturday, February 18, 2024 from 3:00 p.m. to 5:00 p.m.; and

WHEREAS, the request is to utilize McNally Park for the 3rd Annual Black History Month Event; and

WHEREAS, the fees for such event are calculated based off the 2018-2019 City of Madera Master Fee Schedule; and

WHEREAS, the fees for the event are calculated at approximately \$620.35; and

WHEREAS, the City will participate in organizing the event.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA hereby resolves, finds, determines and orders as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. The Council finds that the waiver of fees as set forth in this resolution does not cause a conflict of interest for waiving of fees.
3. The City Council does hereby waive the City fees for Rental Fees of McNally Park on February 18, 2024.
4. This resolution is effective immediately upon adoption.

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ATTACHMENT 2:

Page 65 of the Parks & Community Services Facility Rental Fee Schedule

Parks and Community Services Fees

PROGRAM FEES	Admin. Fees	Program Fees		
	Non-Refundable	Program (min.)	Program (max.)	Late Reg. Fee
Tournament Fees (see Note 5)	\$ 35.00	\$ 150.00	\$ 600.00	
Camps (see Note 6)	\$ 5.00 to \$15.00	\$ 40.00	\$ 200.00	\$ 10.00
Camps Junior Counselor	\$ 5.00 to \$15.00	\$ 30.00	\$ 190.00	\$ 10.00
T-ball (See Note 7)	\$ 5.00	\$ 45.00	\$ 65.00	\$ 10.00
Youth Basketball (See Note 7)	\$ 5.00	\$ 45.00	\$ 65.00	\$ 10.00
Youth Sports Prog. (1 day clinics to multi-week leagues) (See Note 7)	\$ 5.00	\$ 5.00	\$ 75.00	\$ 10.00
Adult Leagues (Basketball, Softball, Football, Soccer, etc.)	\$ 35.00	\$ 250.00	\$ 400.00	\$ 25.00
Group Swimming Lessons (See Note 7)	\$ 5.00	\$ 45.00		\$ 10.00
Private Swimming Lessons	\$ 5.00	\$ 85.00		\$ 10.00
Public Swim - Youth Per Day		\$ 1.00		
Public Swim Season Pass - Youth	\$ 5.00	\$ 35.00		
Public Swim-Adults Per Day		\$ 2.00		
Public Swim Season Pass - Adult	\$ 5.00	\$ 80.00		
Recreation Class/Program (See Note 7)	\$ 5.00 to \$20.00	\$ 25.00	\$ 250.00	\$ 10.00
Drop-In Programs		\$ 2.00	\$ 25.00	
Field Trips	\$ 5.00 to \$25.00	\$ 5.00	\$ 400.00	\$ 10.00
Hosted Parties	\$ 25.00	\$5/guest	\$60/guest	
Special Event	\$ 25.00	\$ 100.00	\$ 250.00	

EQUIPMENT RENTALS/PURCHASE	Rental Fees			
	Hourly	Daily (min.)	Daily (max.)	Deposit
Movie Screen	\$ 100.00	\$ 300.00	\$ 800.00	\$ 300.00
Movie Licensing	Actual cost plus \$50.00			
Horseshoes - 2 pair		\$ 12.00	\$ 12.00	\$ 40.00
Baseball Bases (set)		\$ 25.00	\$ 25.00	\$ 40.00
Soccer Goals (set)		\$ 25.00	\$ 25.00	\$ 40.00
Volleyball Net		\$ 12.00	\$ 12.00	\$ 40.00
Chairs		\$ 0.50	\$ 0.50	\$ 50.00
Tables		\$ 5.00	\$ 5.00	\$ 50.00

T-Shirts (for purchase) \$15.00 (See Note 8)

STAFF	Fees	
	Hourly	Overtime/ Hr.
Movie Projectionist/Sound Tech. - 2 Required with Rental of Screen	\$18.32 each	\$27.48 each
After-School Program Staff	\$27.35 each	\$41.02 each
Clean-Up After Event (See Note 9)	\$27.35 each	\$41.02 each

NOTES

- Indoor facilities have a minimum rental charge of 3 x the hourly rate, outdoor facilities (including the pool) have a minimum rental charge of 4 x the hourly rate unless otherwise noted.
- Facility clean-up costing more than the General Deposit will be billed to the renter at hourly labor cost plus materials. All damages will be billed to the renter.
- 50% of total rental fee (including admin. fee and deposit) is due at time of reservation; balance is due 45 days prior to event. Cancellation before 45 days prior to event is eligible for full refund minus admin. fee. Cancellations and reservations not paid in full 45 days or less prior to event are subject to loss of all funds deposited (50% of total rental including admin. fee).
- Based on availability and the Parks Department Director's approval, certain community-based non-profit organizations may use Parks Department meeting rooms for business meetings at no charge
- Non-City hosted tournaments are required to pay the City \$100 in addition to all other applicable charges.
- Registered non-profits may be eligible for a 15% reduction of rental charges.
- 2nd child in the household registered at the same time as the 1st child is eligible for a 10% reduction in activity fee (administrative fee not included). 3rd and subsequent children registered at the same time as the 1st and 2nd child are eligible for a 20% reduction in the activity fee.
- Some programs (example T-ball) include a T-Shirt in the Program Fee. For programs not including a T-Shirt or for extra shirts the cost is \$15.00/ shirt.
- Renters are expected to leave fields, picnic areas and facilities clean after their rental, renters may be charged a fee for excessive trash or other clean-up.
- Applicable programs, when advertised as such, will have an early-bird registration period which will consist of a 10% reduction of fees for early registration.