

REPORT TO CITY COUNCIL

DATE: DECEMBER 10, 2008

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: AMY BRINK, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: APPROVAL OF AMENDED PARK RESERVATION POLICIES

The City of Agoura Hills has six parks that offer a variety of recreational amenities that include play equipment, ballfields, open grass areas, picnic shelters, and an equestrian arena. At the May 14, 2008 City Council meeting, staff informed the City Council that there has been an increase in the demand for using and reserving many of these amenities. After much discussion, staff was directed to make recommendations to the City Council regarding modifications to the Department of Community Services' existing park reservation policy.

First of all, the Department of Community Services is recommending the City Council approve an increase in facility use fees. The use of ballfields and turf areas has increased dramatically over the past several years and it has resulted in an increase in park maintenance costs. The ballfields have to be prepared more often, while the turf areas have to be seeded and re-seeded more frequently. An increase in facility use fees would assist in balancing an increase in these maintenance costs.

Next, staff is recommending that the possibility of amenities available for reservation be expanded. Currently, all recreational facilities are on a first-come first-serve basis, except for the ballfields which are rented to local sports leagues and organizations during their respective seasons, and the equestrian arena. In addition, staff may rent or reserve certain portions of the open turf areas in order to manage various competing recreational leagues (i.e.; flag football and la crosse). On a limited basis, staff may reserve sections of a park or an entire park to accommodate media production activity (i.e.; film productions). After examining several reservation policies of other local agencies and considering the market's demand, staff is presenting several amendments to the Park Reservation Policies. The expanded scope of amenities available for reservation will include:

- a. Parks available for use for special events by local non-profit and private organizations
- b. Picnic shelters available for reservation by local non-profit and private organizations
- c. Multi-purpose sports fields available for reservation, at three of the parks, by local non-profit and private organizations

- d. Basketball and tennis courts available for reservation by local non-profit and private organizations
- e. Inflatables and animal rides will continue to not be permitted in the parks
- f. Parks will not be available for commercial use

Staff suggests that the amendments to the Park Reservation Policy and new park rates be effective January 1, 2009. Both the amendment and rate increase recommendations have been reviewed and approved by the Community Services Committee.

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Approve the proposed Park Reservation Rates
2. Approve the addition of amenities to what is available for reservation

Attachments: Proposed Park Reservation Rates

Park Reservation Rate Sheet

2008 Rates	Current Rate	Proposed Non Profit Rate	Proposed Private Rate	Local Average Rates
Softball/Baseball Fields				(their facilities)
Forest Cove, Chumash & Old Agoura	\$6/hour	\$15/hour	\$18/hour	\$21.5/\$23.20/\$15.39
Multi-Purpose Field				
Chumash 1 & 2	\$6/hour	\$10/hour	\$12/hour	\$31.25/\$31.25/\$19.38
Sumac Park	\$6/hour	\$10/hour	\$12/hour	
Morrison Park	\$6/hour	\$10/hour	\$12/hour	
Basketball Courts				
Forest Cove, Old Agoura & Morrison	NA	\$8/hour	\$10/hour	\$12.5/\$12.5/\$8.33
Picnic Areas				
	NA	\$10/hour	\$12/hour	\$88.71/\$108.36/\$44.04
Old Agoura Equestrian Arenas				
Main arena	\$6/hour	\$8/hour	\$10/hour	
Turnout ring	NA	\$6/hour	\$8/hour	
Tennis Courts				
single court	NA	\$6/hour	\$8/hour	\$17.33/\$19/\$13.75
Special Events				
	NA	\$45/hour	\$65/hour	NA
Media Shoots				NA
	NA	\$500/day	\$750/day	

Processing Fee: \$10 All groups must provide a certificate of insurance listing the City of Agoura Hills as additionally insured as well as an endorsement form before activity begins.

Refundable Deposit: High Impact - \$500 (ie. sports groups)
 Low Impact - \$200 (ie. Picnics, meetings)

Deposit level is determined by City staff at time of application. Staff will inspect rented site within 24 hours of event and if deemed o.k., deposit/partial deposit will be returned promptly.

There will be a two hour minimum for all facilities. All applications must be turned in to the Agoura Hills Recreation Center at least five business days prior to event/activity.