



City of San Leandro

Meeting Date: November 15, 2021

Staff Report

File Number: 21-606

Agenda Section: PUBLIC HEARINGS

Agenda Number: 5.A.

TO: City Council

FROM: Fran Robustelli
City Manager

BY: Jeanette Dong
Recreation and Human Services Director

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: Staff Report for a City of San Leandro City Council Resolution Approving Adjustments to Facility Rental Fees, including fees for the Surlene Grant Community Room, for Fiscal Year 2021-2022.

Description		Current Fee	Reference						
RECREATION AND HUMAN SERVICES DEPARTMENT									
1	Facility/Parks/Pool/Fields Rental Fees								
	USERS are classified into the following groups for the purpose of determining applicable fees and charges.								
	-- Group Eligibility A:	Programs administered by or for the City of San Leandro.							
	-- Group Eligibility B:*	San Leandro non-profit organizations with ten or more members of whom at least 50% are San Leandro residents.							
	-- Group Eligibility C:*	Non-San Leandro Non-profit organizations which serve San Leandro residents.							
	-- Group Eligibility D:	San Leandro resident using the facility for private purposes.							
	-- Group Eligibility E:	Non-resident individuals using the facility for private purposes							
	-- Group Eligibility F:	San Leandro businesses with company facility located within San Leandro city limits.							
	-- Group Eligibility G:	Non San Leandro businesses, commercial groups and non-profit organizations.							
	* Resident fees charged for all facility and picnic area use during peak weekend hours (Fridays after 5pm, Saturdays, Sundays) and holidays.								
	Rental fees are determined by group eligibility and facility used. Operational costs, setup & cleanup time, minimum rental hours, liability insurance fees, and security fees may also be applicable. Minimum rental is two hours. Hourly rates are not prorated for parts of an hour.								
	A. Facilities								
	Marina Community Center:		MARINA COMMUNITY CENTER FEES						
			A	B	C	D	E	F	G
	Patio Conference Room	Hourly Rental Rate	N/A	\$12	\$12	\$40	\$61	\$61	\$71
	Multipurpose Room A, B, C, Thunderbolt Room	Hourly Rental Rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Kitchen (Flat Rate)	Flat Rate Coincides with Duration of Room Rental	N/A	\$100	\$100	\$100	\$150	\$150	\$175
	Kitchen (Hourly Rate)	Hourly Rental Rate - for hours used in addition to the flat rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Titan Auditorium	Hourly Rental Rate	N/A	\$58	\$58	\$175	\$263	\$263	\$306
	Senior Community Center:		SENIOR COMMUNITY CENTER FEES						
			A	B	C	D	E	F	G
	Main Hall	Hourly Rental Rate	N/A	\$58	\$58	\$175	\$263	\$263	\$306
	1/2 Main Hall A (Not Available on Saturday)	Hourly Rental Rate	N/A	\$30	\$30	\$93	\$140	\$140	\$163
	1/2 Main Hall B (Not Available on Saturday)	Hourly Rental Rate	N/A	\$30	\$30	\$93	\$140	\$140	\$163
	Kitchen (flat rate)	Flat Rate Coincides with duration of Room Rental	N/A	\$100	\$100	\$100	\$150	\$150	\$175
	Kitchen (Hourly Rate)	Hourly Rental Rate - for hours used in addition to the flat rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Activities Room	Hourly Rental Rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Meeting Room C	Hourly Rental Rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Meeting Room D	Hourly Rental Rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Arts & Crafts Room	Hourly Rental Rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Health & Fitness Room	Hourly Rental Rate	N/A	\$30	\$30	\$96	\$140	\$140	\$163
	Computer Lab	Hourly Rental Rate	N/A	\$40	\$40	\$120	\$175	\$175	\$204
	Surlene Grant Community Room:		SURLENE GRANT COMMUNITY ROOM FEES						
			A	B	C	D	E	F	G
	Meeting Room	Hourly Rental Rate	N/A	\$30	\$30	\$93	\$140	\$140	\$163
	Kitchen (Flat Rate)	Flat Rate Coincides with duration of Room Rental	N/A	\$75	\$75	\$75	\$113	\$113	\$170
	Halcyon Park Building	Hourly Rental Rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Washington Manor Park Building	Hourly Rental Rate	N/A	\$24	\$24	\$65	\$96	\$96	\$112
	Additional Fees for Facility Rentals:	(Fees are the same for all categories)							
	Opening/Closing Fee (when needed)	\$35							
	Liability Insurance	Fees determined for each use.							
	San Leandro Police Dept. Security	Fee determined by current overtime rates for police personnel.							
	Private Vendor Security	Fee determined by current hourly rates, nature of event, and number of participants.							
	Meeting Room Damage Deposit	Titan Auditorium \$625; All Other Rooms \$125							

Description	Current Fee	Reference
Overtime Fee	Reservations that exceed the scheduled rental time may be billed at twice the hourly rental rate applicable to their applicable room for additional time used.	

Description	Current Fee	Reference
RECREATION AND HUMAN SERVICES DEPARTMENT (continued)		
A. Facilities (continued)		
Change/Amendment Fee	Changes to reservations (date/time/location) made within 30 days of the rental date will be charged a \$25 administrative fee.	
<u>Cancellation Policy for Facilities:</u>		
If cancelled more than 60 days prior to event:	Full refund of deposit and fees minus a \$25 administrative fee	
If cancelled between 60 days and 30 days prior to event:	Forfeit full damage deposit.	
If cancelled between 30 days and 10 days prior to event:	Forfeit full damage deposit and one half (1/2) of all fees collected.	
If cancelled less than 10 days prior to event:	Forfeit all deposits and fees collected.	
B. Parks		
		PARK DAY FEE
		A B* C* D E F G
<u>Capacity - Under 40</u>		
Bonaire Park - Area 5		N/A N/A N/A \$60 \$90 \$90 \$105
Cherry Grove Park - Areas 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12		N/A N/A N/A \$60 \$90 \$90 \$105
Tony B. Santos Park - Front Area, Playground Area		N/A N/A N/A \$60 \$90 \$90 \$105
Halcyon Park - Areas 2, 3, and 4		N/A N/A N/A \$60 \$90 \$90 \$105
Marina Park - Areas 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18		N/A N/A N/A \$60 \$90 \$90 \$105
Mulford Point Areas 1, 2, 3, and 4		N/A N/A N/A \$60 \$90 \$90 \$105
Memorial Park - Rear Area*		N/A N/A N/A \$60 \$90 \$90 \$105
Root Park		N/A N/A N/A \$60 \$90 \$90 \$105
Siempre Verde Park, Areas 1 and 2		N/A N/A N/A \$60 \$90 \$90 \$105
Stenzel Park - Areas 1, 2, and 3		N/A N/A N/A \$60 \$90 \$90 \$105
Washington Manor Park - Areas 2, 3, 4, 5, 6*, 7, and 8*		N/A N/A N/A \$60 \$90 \$90 \$105
B. Parks (continued)		
		PARK DAY FEE
		A B* C* D E F G
<u>Capacity 40-75</u>		
Bonaire Park - Pods 1 & 2* and Pods 3 & 4*		N/A N/A N/A \$136 \$205 \$205 \$239
Cherry Grove Park - Area 2		N/A N/A N/A \$136 \$205 \$205 \$239
Floresta Park - Lawn Area*, Playground Area*		N/A N/A N/A \$136 \$205 \$205 \$239
Halcyon Park - Areas 1* and 5*		N/A N/A N/A \$136 \$205 \$205 \$239
Marina Park - Heron Area, Mallard Area*, Behind Seagull Area, and Area 19 (Pescadero Point)		N/A N/A N/A \$136 \$205 \$205 \$239
Memorial Park - Front Area*		N/A N/A N/A \$136 \$205 \$205 \$239
Thrasher Park*		N/A N/A N/A \$136 \$205 \$205 \$239
Toyon Park*		N/A N/A N/A \$136 \$205 \$205 \$239
<u>Capacity 75-150</u>		
Bonaire Park - All Pods*		N/A N/A N/A \$190 \$287 \$287 \$335
Chabot Park*		N/A N/A N/A \$190 \$287 \$287 \$335
Marina Park - Otter Area*, All Mulford Point Area		N/A N/A N/A \$190 \$287 \$287 \$335
Washington Manor Park - Area 1*		N/A N/A N/A \$190 \$287 \$287 \$335
<u>Capacity 150+</u>		
Marina Park - Seagull Area*		N/A N/A N/A \$245 \$368 \$368 \$430
<u>Additional Fees for Parks:</u>		
Park Special Event Fee (Groups 350+)	\$250	
Vehicle Access Fee for Permitted Parks Only: Allows permitted vehicles to load and unload within the park	\$30	

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RECREATION AND HUMAN SERVICES DEPARTMENT (continued)																																																																	
B. Parks (continued)																																																																	
Overcapacity Fee: Allows for estimated attendance to exceed the set capacity for a picnic area. Attendance cannot exceed double the set capacity.	\$25																																																																
Inflatable Fee	\$5																																																																
Cancellation Fee: A non-refundable fee will be charged for changes or cancellations within 30 days.	\$25																																																																
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C. Pools																																																																	
All Facility Buy-Outs, must provide own pool insurance or purchase through Gales Creek (inquire when reserving pool)																																																																	
San Leandro Boys & Girls Club Pool Buy Outs:																																																																	
-- 1 to 75 Participants	90 Minute Rate																																																																
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-- Party Package-Space for 3hours and the per person rate; Maximum capacity 40 people per area	3 Hour Rate																																																																
-- Area A and B (additional per person fee required)	3 Hour Rate																																																																
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-- Event Room-No Pool Usage & Non-Rec Swim hours; Max. capacity=40 seated,70 standing	60 Minute Rate																																																																
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Stenzel #1- 4, Washington Manor Middle School Soccer & Softball Field, Thrasher Park Field, Muir Soccer Field, Washington Manor Park #1 & #2	\$300.00 per season																																																																
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****Only charged after both a verbal and written warning have been issued, and compliance requirements is still not being met**

Description		Current Fee	Reference						
RECREATION AND HUMAN SERVICES DEPARTMENT (continued)									
D. Field / Facility Rentals (continued)			FIELD RENTAL						
Category C thru G User Groups/Organizations:			A	B	C	D	E	F	G
-- Field Rental	Hourly Rate		N/A	N/A	\$20	\$20	\$30	\$30	\$35
-- Add lights (additional to field rental fee)	Hourly Rate		N/A	N/A	\$25	\$25	\$38	\$38	\$44
-- Add field preparation with bases (additional to field rental fee)	Day Rate		N/A	N/A	\$37	\$56	\$56	\$64	\$64
San Leandro Ball Park - (games only, no practice):									
-- Field rental (with prep and bases)	Hourly Rate		N/A	N/A	\$54	\$80	\$80	\$94	\$94
-- Add lights (additional to field rental fee)	Hourly Rate		N/A	N/A	\$25	\$25	\$38	\$38	\$44
--Add score booth (additional to field rental fee)	Day Rate		N/A	N/A	\$20	\$20	\$32	\$32	\$36
-- Kitchen Fee (additional to field rental, prep and bases)	Day Rate		N/A	N/A	\$30	\$30	\$32	\$32	\$36
Tournament Fees:									
Youth Rate	Per Day Per Field *		N/A	\$150	\$150	\$150	\$225	\$225	\$263
Adult Rate:	Per Day Per Field *		N/A	\$325	\$325	\$325	\$488	\$488	\$569
* Additional Fee: Current hourly staff cost if required for tournament									
Soccer Fees:									
Muir Soccer Field (games only), Washington Manor Middle School Soccer Field, McCartney Field, Stenzel Field, Washington Manor Park									
· All fields are available for youth play.									
· Adult Groups/Leagues may only play at Muir Soccer Field (games only).									
Category B User Groups/Organizations:			SOCCER FEES						
SL Youth Organizations			A	B	C	D	E	F	G
-- Field Rental	Hourly Rate		N/A	\$10.00	N/A	N/A	N/A	N/A	N/A
-- Add lights (additional to field rental)	Hourly Rate		N/A	\$7.00	N/A	N/A	N/A	N/A	N/A
Category C thru G User Groups/Organizations									
-- Field Rental	Hourly Rate		N/A	N/A	\$37	\$37	\$56	\$56	\$64
-- Add Lights (Additional to field rental)	Hourly Rate		N/A	N/A	\$25	\$25	\$38	\$38	\$44
E. Tennis Courts									
A field or facility may be rented by groups or individuals for the exclusive use upon payment of a specified service fee. Groups wishing to use field facilities for tournaments, leagues or more than three									
-- Individual and League Play			\$9.00 per hour per court						
-- Tournament Play			\$9.00 per hour per court						
FOR ALL OTHER RECREATION FEES AND PROGRAMS, SEE THE CURRENT RECREATION PROGRAM GUIDE.									



City of San Leandro

Meeting Date: November 15, 2021

Resolution - Council

File Number: 21-607

Agenda Section: PUBLIC HEARINGS

Agenda Number:

TO: City Council

FROM: Fran Robustelli
City Manager

BY: Jeanette Dong
Recreation and Human Services Director

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council Amending Title 6, Chapter 4 of the San Leandro Administrative Code Relating to Fees and Charges for Services Provided by City Departments (adjusts Recreation and Human Services Section fees, effective July 1, 2021)

The City Council of the City of San Leandro does RESOLVE as follows:

1. That following notice and hearing as required by law, Title 6, Chapter 4, Section 6.4.100 of the San Leandro Administrative Code ("Fee Schedule") is amended as provided in the attachment; and
2. That the adopted Fiscal Year 2021-2022 Fee Schedule, in the section entitled "RECREATION AND HUMAN SERVICES DEPARTMENT - Facility/Parks/Fields Rental Fees Section" is approved as amended, attached hereto and made a part hereof; and
3. That the fees in subsequent fiscal years shall be amended in an amount up to the amounts specified in the attached schedule; and
4. That the provisions of the amended Fee Schedule shall take effect immediately upon approval of this Resolution.