



City of Keene, N.H.  
*Transmittal Form*

March 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** J.3.

**SUBJECT:** Council Policy: Relating to Fee Schedules for Use of the Recreation Center

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**COUNCIL ACTION:**

In City Council April 6, 2017.

Report filed into the record as informational.

Voted unanimously to adopt Resolution R-2017-06.

Voted unanimously to rescind Resolution R-2009-28.

Voted unanimously to rescind Resolution R-1977-47.

**RECOMMENDATION:**

On a 4-1, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-06 and the rescission of Resolution R-2009-28 and Resolution R-1977-47. Councilor Clark voted in opposition.

**ATTACHMENTS:**

**Description**

Resolution R-2017-06

Resolution R-2009-28

Resolution R-1977-47

**BACKGROUND:**

Mr. Bohannon made reference to an overhead presentation and stated that as the Manager has indicated, we are all looking at fees structures for the different Departments and aligning them with the City Council's Fiscal Policy. He continued tonight he would like to review the mission of the Recreation Department and go over the various fees associated with Recreation programs. He continued the mission is to provide quality community service, support active life styles and be good stewards of the land. Our Vision is to be community collaborators to provide well maintained parks, be stewards of natural resources and provide opportunities for active living in the community.

Mr. Bohannon continued that the Department's Value System closely matches our vision and mission. He asked the members to consider the mission and values of the Recreation Department as he reviews the associated fees with our programs, adding that access and equity for every income level to participate in recreation programs is the heart of their mission.

Mr. Bohannon continued that adopted in July 2015 was Resolution R-2015-30, Relating to Use of City Park

Lands which focuses on the use of city parklands. He highlighted a section of that policy that focuses on public parks and reservations and the quality community services they are striving to provide. He continued the Department offers diverse programming opportunities for the community.

He focused on another section of the Resolution noting that the fees being charged for some of the programming is meant to recover some of the costs for services provided while making them accessible to all.

Mr. Bohannon went on to reference Resolution R-2016-25-B - Relating to Fiscal Policies, noting that part two section III focuses on Fees and Charges. He specifically site subsection A.1 in that section which stated that in the service provides community wide benefits there will be no fee or charge assessed. He went on to state they offer many programs free of charge. He specifically mentioned the concert series that is offered in the summer, which is a community opportunity the department provides at no cost to the residents. However, for instance the swim program is a defined program by which the department tries to recover some of the costs. Mr. Bohannon referred to a pyramid rendering which illustrates the cost recovery method and how the council policy relates to Parks and Recreation. He ended by noting the specialized individual teams such as the travel basketball team for which kids try out have an additional cost attached to it.

Mr. Bohannon listed the various programs the department offers: youth and adult sports, summer playground programs, swimming pools, trips, after school programs, recreation rental fees. Lot of those actives are operated through the Recreation Revolving Fund which is specifically used for sports programs where an individual pays for registration which fee is used for uniforms and officials; they are mostly revenue in expenses out. There are also indirect costs but these are covered through the operating budget such as registration, volunteer background check, and field and facility maintenance.

Mr. Bohannon went on to discuss cost recovery for facilities, noting currently the charge is \$40 per night for a softball field. This charge will be changed with the new Resolution. This \$40 charge is only for adult softball leagues, youth baseball and horseshoe are not assessed this fee. There is also a fee assessed for field preparation for tournaments for outside groups using city fields. Building rental will see a change in the Resolution as well (non-profit vs. profit), this will clearly define fees and help the consumer. The department makes sure custodial needs are appropriately covered for building rental and patrons are charged only when there is staff available. He noted that R-2017-06 will introduce a new fee structure and he wanted to make reference to that as he discusses cost recovery.

Mr. Bohannon went on to go over some of the fees associated with various recreation programs, noting the fees are charged based on direction from the Fiscal Policy. He noted there are a wide variety of community oriented programs as well as programs that are more specific. He noted a lot of these activities are operated through the recreation Revolving Fund. This fund is specifically used for our sports programs where the individual pays for registration and that registration fee goes toward uniforms, equipment and officials needed to run the program. It is a revenues in – expenses out formula, with a minimal balance in the revolving fund. This fund allowed us to purchase new registration software that will be very helpful to the consumer, and will allow the Recreation Department to expand our offerings through the software. Some of the indirect costs associated with programs including Recreation administrative staff, volunteer background checks and facility maintenance are not paid for from the revolving fund, but rather from the Departmental operating budget.

Mr. Bohannon continued that there was a review done of the Department's cost recovery against four other towns and the current cost recovery is at 24%. He noted the national average for cost recovery is about 36%.

He noted that relating to house youth leagues – non-residents are charged 33% higher than residents; youth resident rate is \$45 and non-resident rate is \$60. Adult leagues pay a \$15 for non-residents but there is a proposal to change this to a flat fee of \$50 per team which makes it easier to track.

He ended his Powerpoint presentation with some remarks on community impact, noting the Department is

meeting its vision and mission; always thinking about the social equity in the community. This concluded Mr. Bohannon's presentation.

The City Manager stated Mr. Bohannon is the first department head that has brought forward a change to the fee schedule and attempting to tie it to the actual fiscal policy. Mr. Kopczynski stated staff would like Council feedback which will help with other department's fee schedule changes going forward.

Councilor Clark compared the fee schedule to property taxes; everyone pays the same regardless of age amount depending on the value of their home. He stated he was troubled by this structure – he felt youth and seniors are not in a category where they can afford as much as young families are and felt they should be in a different scale. Mr. Bohannon stated the closest thing he can relate to that relates to fees is admission into the Recreation Center. There used to be a drop in rate of \$5 for after-school activities but this fee had to be changed because it was not cost effective. However, there is still a drop in rate for youth who might want to use the Rec. Center for instance to play basketball, but this pass now costs \$30 per year for a pass, the adult rate is also the same as their times are limited just to evenings. Non-residents pay \$60 for this privilege. For seniors there is a walk-in pass at a cost of \$10 and if you are a member of the Senior Center then there is no fee.

Mr. Bohannon stated there is a new program that is fast catching on is pickle ball and just to introduce this program there was no charge to participants but next year there will be small fee. The attempt was to try and get people interested in this game. He added he does understand what the Councilor is saying about youth and seniors vs. working adults. Chair Greenwald noted tonight we are talking about rooms and facilities not individual programs.

Councilor Powers felt tonight what is being addressed is a very small portion of the fee schedule which he felt was very appropriate, these have facility emphasis and require a lot of labor. He felt all programs offered through the Parks and Rec. Center are scaled depending on the level of effort. Mr. Bohannon talked about the basketball program, \$100 for the travel program, \$40 for the Rec Program. However, the men's team cost has gone up considerably to \$750 but this is because of the need to use the Keene High facilities, payment to officials. The \$750 covers all costs related to this program and the city makes not money from it, we are just providing this service.

Councilor Jacobs asked whether fees for programs would also be coming before the Council in the future. Mr. Bohannon stated they would come forward during the Fiscal Policy discussion.

Councilor Chadbourne referred to the last slide where two children were wearing a Parks and Rec. t-shirt and asked Mr. Bohannon whether these kids get these t-shirts free. Mr. Bohannon stated the t-shirt is part of the \$45.

Chair Greenwald expressed amusement at some of the ancient Resolutions completed on a typewriter and referred to a former Mayor Rossiter and also noted there was in fact a City Clerk prior to Patty Little and her name was Frances Pitcher.

Councilor Clark asked how these increases would affect the Parks and Rec budget. Mr. Bohannon stated there would be some small increases seen in revenue in his budget.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

That the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-06 and to rescind Resolution R-2009-28 and Resolution R-1977-47.

Councilor Clark asked what the increases were. Mr. Bohannon stated the Committee's handout has a fee schedule and on the reverse side of the fee schedule is R-2009-28 as well as the current fee schedule. He indicated the Resolution changes the structure of the fee schedule; combining five non-profits categories into one

non-profit category and combine the two for-profit categories into one for-profit category. Councilor Clark stated he does not see what the charge this year versus what the charge for next year would be. Chair Greenwald explained the cost for using the gymnasium currently is broken down into various categories. What is being proposed is to having one non-profit rate and one for-profit rate.

Councilor Chadbourne commended staff for putting this fee schedule together and noted Council's goal during their workshop was to streamline things to make it more user-friendly and this does just that.

The motion made by Councilor Jacobs carried on a 4-1 motion with Councilor Clark voting in opposition.



# CITY OF KEENE

R-2017-06

Seventeen

In the Year of Our Lord Two Thousand and .....  
RECREATION FEE SCHEDULE

A RESOLUTION .....

*Resolved by the City Council of the City of Keene, as follows:*

WHEREAS, The City of Keene has a variety of recreation facilities and programs available for the public to use and to participate in; and

WHEREAS, The Parks, Recreation and Facilities Department ("Department") annually reviews the fee schedule for these facilities and programs; and

WHEREAS, A comparative survey of Keene State College, Keene School District, Keene YMCA and other communities established that fees for the use of City facilities and participation in programs should be increased accordingly; and

WHEREAS, The fee structure for participation in recreation programs is adjusted administratively by the Department annually to reflect the actual cost of the specific program offering; and

WHEREAS, The fees for the use of facilities should reflect the actual maintenance, utility cost and staffing cost;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene, that Resolution R-2009-28, which was adopted December 9, 2009, and Resolution R-1977-47, which was adopted October 6, 1977, be rescinded.

AND BE IT FURTHER RESOLVED that the attached facilities fee schedule for the Parks, Recreation and Facilities Department is hereby adopted.

In City Council February 2, 2017.

Referred to the Finance, Organization and  
Personnel Committee.

  
City Clerk

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Kendall W. Lane, Mayor

PASSED

April 7, 2017

**Parks, Recreation and Facilities Fee Schedule related to R-2017-06**

Recreation Center	Dimension in Ft	Flooring	Cost if Non Profit	Cost if For Profit
Gym	104 x 80	Wood	\$40.00	\$80.00
Multi-Purpose (large groups)	88 x 60	Tile	\$25.00	\$50.00
Room 11 (up to 20 people)	18 x 20	Tile	\$10.00	\$20.00
Room 12 (fixed seating for 12)	18 x 20	Tile	\$15.00	\$30.00
Room 14 includes kitchen	44 x 35	Tile	\$15.00	\$30.00
Room 22 (up to 50 people)	41 x 18	Carpet	\$15.00	\$30.00
Room 24 (fixed seating for 12)	14x42	Tile	\$15.00	\$30.00
CUSTOIDIAL CLEANUP			\$125.00	\$125.00
BUILDING SUPERVISOR			\$15.00	\$15.00

Use of Ballfield(s) - Tournaments	1 DAY		2 DAY	LIGHTS
1 or 2 Fields	\$140.00		\$265.00	\$50.00
3 or 4 Fields	\$265.00		\$515.00	\$50.00
BAG OF LIME		\$10.00		
Use of Ballfield(s) - Seasonal Play				
LIGHTS per field per day	\$50.00			
MAINTENANCE FEE PER TEAM	\$50.00			



# CITY OF KEENE

RESCINDED

R-2009-28

In the Year of Our Lord Two Thousand and Nine

A RESOLUTION ..... Rescinding Resolution R-88-39-A and adopting a fee  
..... ~~schedule for the use of the Recreation Center~~ .....

*Resolved by the City Council of the City of Keene, as follows:*

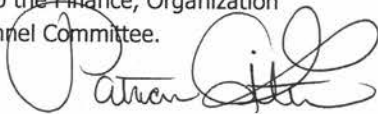
- Whereas: The City of Keene has a Recreation Center and;
- Whereas: The Recreation Center has a number and variety of spaces available for indoor rental; and
- Whereas: A comparative survey with Keene State College and the Keene School District showed that the fees for rental of these spaces should be raised; and
- Whereas: The fees should reflect the increased electrical, fuel and staffing costs.

Now Therefore Be It Resolved by this City Council of the City of Keene, that Resolution R-88-39-A, which was adopted January 19, 1989, is rescinded.

And Be It Further Resolved that the attached fee schedule for the Keene Recreation Center is hereby adopted.

  
Philip Dale Pregent, Mayor

In City Council December 3, 2009.  
Referred to the Finance, Organization  
and Personnel Committee.



City Clerk

PASSED December 17, 2009

RESCINDED April 6, 2017

GROUP REQUESTING	ACTIVITY	CHARGES	GYM	MULTI-PURPOSE ROOM	LARGE ROOMS 14,21,22	ALL OTHER ROOMS
City/School sponsored	Any	Doesn't Matter	0	0	0	0
Non-Profit	Youth Rec Program	No Fee or Sales	0	0	0	0
Non-Profit	Youth Rec Program	Fees Charged or Sales	\$20/hour	\$15/hour	\$10/hour	\$5/hour
Non-Profit	Any	No Fees or Sales	\$30/hour	\$25/hour	\$15/hour	\$10/hour
Non-Profit	Any	Fees Charged or Sales	\$40/hour	\$30/hour	\$20/hour	\$15/hour
Non-Profit	Adult Recreation	None or Washout Charge	\$20/hour	\$15/hour	\$10/hour	\$5/hour
Profit-Making	Recreational	No Charges or Sales	\$40/hour	\$30/hour	\$20/hour	\$10/hour
Profit-Making	Non-Recreational	No Charges or Sales	\$75/hour	\$50/hour	\$50/hour	\$30/hour
The above fees reflect rental of space only during regular operating hours of the Recreation Center.						
There would be additional charges if a building supervisor must be specially assigned or if a setup and/or cleanup is required.						
The Parks and Recreation Director may waive the fee in special instances.						





## CITY OF KEENE

In the Year of Our Lord One Thousand Nine Hundred and Seventy-Seven

A RESOLUTION Relating To Use Of City Recreation Facilities

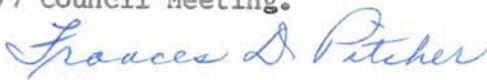
*Resolved by the City Council of the City of Keene, as follows:*

BE IT RESOLVED THAT the City Council adopt the attached goals and rules for the use of recreation facilities by organizations sponsoring youth athletic programs in order to attempt to assure that there are reiterable regulations and goals for the use of these facilities which will enhance and improve the program while giving due consideration to the general interest of the citizens of the City of Keene.


This resolution supercedes R-77-16.

  
George M. Rossiter, Mayor

In City Council September 1, 1977.  
Voted to postpone until September 15,  
1977 Council Meeting.

  
City Clerk

In City Council September 15, 1977.  
Voted to table until the October 6,  
1977 Council Meeting.

  
City Clerk

PASSED      October 6, 1977

RESCINDED April 6, 2017

GOALS AND RULES FOR THE USE OF CITY FACILITIES AND CITY FUNDS BY  
YOUTH ORIENTED PROGRAMS INVOLVING CHILDREN BELOW AGE 14

The City of Keene, through the City Manager and the Director of Parks and Recreation, will continue to give permission to use City recreational facilities to any organizations sponsoring youth athletic programs provided that the programs meet the following goals.

1. That the organizations sponsoring an athletic program provide an opportunity for youths in the Community to learn basic fundamentals of the athletic activity and to enjoy participation and competition in such activities so that they can appreciate the activity, learn the fundamentals of the activity, participate in the activity, improve physical development from the activity and thus become a happy and better person.
2. That the athletic programs also include as objectives the development of positive social values and character traits, good citizenship, physical and mental health and a sound knowledge and appreciation of the activity.
3. That the sponsoring organization will keep the welfare of the youth participants at its prime goal and keep the participants free from all adult ambition and glory.
4. That the organization not unduly emphasize the concept of all star or exhibition teams.

The City of Keene, through the City Manager and the Department of Parks and Recreation, will continue to give permission to use City recreational facilities to any organizations sponsoring such activity programs with the understanding that compliance with the following rules is a prerequisite to the programs.

1. That all youths in the Community who are interested in participating in the athletic programs be placed on a team according to their age group with the intent of creating balanced teams, except those found physically or emotionally unqualified by the Medical Advisory Board.
2. That all youths be given an opportunity to participate in every game except those found physically or emotionally unqualified by the Medical Advisory Board.
3. That the minimum and maximum length and number of innings, quarters or periods that the youths play will be approved by the Director of Parks and Recreation. The Director in concert with the Medical Advisory Board and the sponsoring organizations will determine the minimum and maximum playing times for each activity.
4. That no youth who makes a conscientious attempt to attend practices and meetings will be penalized for his inability to participate in practices and games due to religious holidays or observances or because of important family occasions.

5. That the City will establish a Medical Advisory Board for athletic programs and the sponsoring organizations will cooperate with that Board and meet annually or more frequently as requested by the Medical Advisory Board.
6. Training clinics for team members, assistants, officials and coaches will be established by the Parks and Recreation Department.
7. That the sponsoring organization and the Recreation Department will insure that all teams have even practice times. All fields, if needed, will be assigned for practice and games by the Director of Parks and Recreation.
8. That the Parks and Recreation Department will have a voting member on the organization sponsoring committee.
9. The City of Keene Parks and Recreation Department will assist in
  - a. Securing and maintaining athletic fields for the activity.
  - b. Procuring the necessary safe equipment if the organization needs this type of assistance.
10. That the safety and health of the participants be protected by the mandatory requirement of acceptable equipment and devices including those in the personal possession of the participants, as determined by the Medical Advisory Board.

Adopted by City Council (R-77-47)  
October 6, 1977

*Frances D. Pitcher*  
City Clerk