



# CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE

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December 21, 2017

## MEMBERS OF THE PARKS AND RECREATION COMMISSION

City of Long Beach  
California

### RECOMMENDATION:

Receive an update from the Finance and Appeals Committee and approve the revised Department of Parks, Recreation and Marine Fee Waiver Policy No 3.15, effective January 1, 2018.

### DISCUSSION

The Department of Parks, Recreation and Marine (Department) recognizes and appreciates the value of partnering with other agencies and organizations to provide services that benefit the community and its residents. On an annual basis, the Department receives approximately 2,500 requests to utilize public parklands and facilities for purposes beneficial to the community. In an effort to provide support to organizations that help activate our parks by providing community benefits that the Department is unable to provide, a policy was established for determining when application fees, facility use fees, permit fees, or other Departmental charges could be waived.

On December 8, 2011, the Parks and Recreation Commission (Commission) adopted the Dept. of Parks, Recreation and Marine Fee Waiver Policy 3.15 (Policy). This policy provides procedures for requesting and approving a waiver of Departmental fees and charges established by Commission, in accordance with Long Beach Municipal Code 2.54 and the City Charter, Article IX, Section 902. The Policy was last updated in May 2013.

A provision of the current Policy calls for a regular review and revision, as needed. To that end, and to consider additional policy recommendations from the City Council, the Department has worked with the Commission's Finance and Appeals Committee to recommend certain updates to the Policy (Attachment A – Proposed Revised Policy). This was also an opportunity to clarify any wording that may have been confusing, redundant, etc. Those changes are reflected in Attachment A, but not included in the summary of substantive changes, noted below.

### SUMMARY OF POLICY CHANGES

- Created a Post Event Summary reporting requirement that organizations must submit within 90 days following their event. This will provide information to the Commission and staff to ensure event goals were met and to assist in the review of future fee waiver requests from the requesting organization. Through this summary, fundraising events will be required to submit a financial summary and adequate proof that the donation was given to the identified charity.
- Standardized language regarding when fee waiver applications, and all non-waivable fees, must be received by staff (45 days prior to event).
- Added a provision to the Eligibility for Fee Waiver section addressing the opportunity to apply for a fee reduction up to 50 percent (50%) for organizations not based in Long Beach, but directly impacting the Long Beach community.
- Included language in the Eligibility for Fee Waiver section ensuring that the proposed permitted activity will have no detrimental impact on the facility, increase the need for maintenance, or generally monopolize the facility preventing use by others.
- Streamlined the Eligibility for Fee Exemption section by removing references to Department Sponsored events, as Departmental fees would not apply to these events.
- Eliminated redundant and unused fees listed in the Established Fees Eligible for Consideration section to reflect only those contained in the Department's approved fee schedule and utilized by the Department.
- Added language that addresses organizations with multiple/numerous requests for a fee waiver may be denied if it is determined that an undue burden is being placed on Department resources or the ability to equally serve other residents and organizations.
- Clarified the Department's fee waiver process for blanket permits or ongoing events or programs that have a consistent, regular schedule.

### FISCAL IMPACT

Currently there are 340 fees established by the Commission that provide some level of cost recovery for the private use of public facilities. As this revised Policy is generally in keeping with the current fee waiver practices of the Commission, it is not anticipated that there will be any significant fiscal impacts associated with approving these changes.

### SUGGESTED ACTION:

Approve recommendation.

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Page 3 of 3

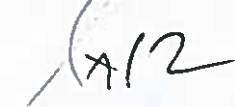
Respectfully Submitted,



GLADYS KAISER

MANAGER

COMMUNITY RECREATION SERVICES



STEPHEN P. SCOTT

DEPUTY DIRECTOR

APPROVED:



MARIE KNIGHT  
DIRECTOR

MK:GK:SPS

Attachment 1: Revised Fee Waiver Policy 3.15