



# CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



2760 N. Studebaker Road, Long Beach, CA 90815-1697  
 (562) 570-3100 • FAX (562) 570-3109  
[www.LBParks.org](http://www.LBParks.org)

selected  
**best in the nation**

May 9, 2013

MEMBERS OF THE PARKS AND RECREATION COMMISSION  
 City of Long Beach  
 California

## RECOMMENDATION:

Approve changes to the attached Parks and Recreation Commission (Commission) Fee Waiver Policy, effective May 9, 2013.

## DISCUSSION

Attached for your review is the revised Department of Parks, Recreation and Marine (Department) Fee Waiver Policy 3.15 (Policy), to provide policies and procedures for requesting and approving a waiver of departmental fees and charges established by the Parks and Recreation Commission, in accordance with the Long Beach Municipal Code 2.54 and the City Charter, Article IX, Section 902, originally approved by the Commission, December 8, 2011. A summary of changes includes:

- If fundraising is involved, adequate proof that the donation was given to the charity of choice and must be provided to the Commission.
- There is no evidence of previous violations of the Fee Waiver Policy (organizations that violate this Policy or present false information about their event or program may not be eligible for fee waivers).
- The agency is providing a free or minimal-charge service or program that is open to the public and benefits the Long Beach community/charity.

On an annual basis, the Department receives approximately 3,028 requests to utilize public parklands and facilities for purposes beneficial to the community. The Department recognizes the value of partnering with other agencies and organizations to provide services that benefit the community and its residents. In an effort to provide support and encouragement to organizations that provide a community benefit that the City of Long Beach (City) is unable to provide, the proposed Policy is recommended for determining when application fees, facility use fees, permit fees, and other departmental charges established by the Parks and Recreation Commission (Commission) may be waived.

Per the City Charter, fees may only be waived by the authority that established them. The City Council has delegated the authority to establish fees for park uses to the Commission. The new Policy requires that fee waivers must be noticed to the public and approved by a majority vote of the Commission at a public hearing.

Currently there are 360 fees established by the Commission that provide cost recovery for the private use of public facilities. In particular, fees are established by the Commission to recover costs for maintenance, repair, and administration of park facilities and grounds.

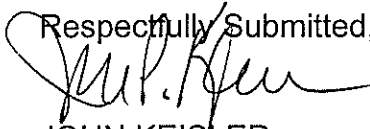
FISCAL IMPACT

There are no anticipated fiscal impacts associated with approving these changes.

SUGGESTED ACTION:

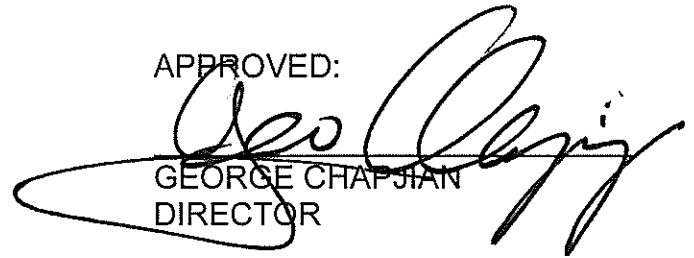
Approve recommendation.

Respectfully Submitted,



JOHN KEISLER  
MANAGER  
BUSINESS OPERATIONS BUREAU

APPROVED:



GEORGE CHAPJIAN  
DIRECTOR



GLADYS KAISER  
MANAGER  
COMMUNITY RECREATION

JK:ls

R:\Business Operations Bureau\Policies and Procedures\Fee Waiver Policy\fee waiver letter to PRC.doc

Attachments: Revised Fee Waiver Policy 3.15