CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: November 28, 2016

ITEM: Resolution Approving Adjustments to City Fees and Charges (Effective November 28, 2016)

FINANCIAL IMPACT: The adjustment of various fees will have an unknown, but slight increase to overall revenues.

BACKGROUND: The attached listing represents a consolidation of all of the City's various rates, fees, and charges into one document. The intent of providing this consolidated listing to Council is to allow for a simpler review and update process. This listing will also serve as a resource to help staff consistently apply rates and charges across the City. The overall document was first approved by Council in June of 2014 and has been updated at least annually since then. This update includes adjustments to Parks and Recreation Fees which have been also reviewed and recommended for approval by the Parks and Recreation Advisory Board. The adjustments are noted in red on the attached listing and are summarized as follows:

Parks & Recreation

Fees are primarily being adjusted to make them more consistent between rental facilities and to streamline rates, fees, and charges prior to configuring them in the Department's new program registration and facility reservation software. In addition, certain rates and fees that had previously been inadvertently left off are being added to the listing. Summary of changes is as follows:

1) Valley Junction Activity Center / Nature Lodge – Rental fees are being slightly increased at the Activity Center and can be justified based on the recent remodeling of the facility. A discount is being added to both facilities for non-profit organizations and weekday (8:00-5:00) rentals to better reflect the market conditions. An hourly Vendor Fee is added in order to charge a higher rental rate for events involving sales and admissions.

2) Shelters – The fee structure is being changed from four-hour increments to a four-hour minimum, with additional fees for hourly increments after the minimum is met. This will allow for more flexibility for renters and will spread out shelter turnover to allow for maintenance between rentals. The rate is also being simplified to reflect the same hourly rate every day of the week.

3) Aquatic Center Rentals – These facility rental rates were previously approved by Council but were inadvertently omitted from previous versions of the fee document, so they have been added. Staff is recommended a slight increase from the amounts charged in previous years in order to better reflect operating costs and market conditions.

4) Community Garden – This fee has been approved by Council but was included in previous versions of the fee document. The fee is being increased from $20 to $25 per year for each plot due to the garden expansion and installation of water hydrants.

5) Parties – Birthday parties at the Aquatic Centers have been taking place and the fee had been reviewed by the Parks Board, but the charges for them had not been included on the fee document previously. No changes are being made to the current charges.

OUTSTANDING ITEMS: None

RECOMMENDATION: Approve and ratify the current listing of Consolidated City Fees and Charges with an effective Date of November 28, 2016.

Lead Staff Member: **Tim Stiles, Finance Director**

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Finance & Administration		
Date Reviewed	November 16, 2016		
Recommendation	Yes	No	Split

RESOLUTION NO. _____

RESOLUTION RATIFYING CURRENT RATES, FEES, AND CHARGES OF THE CITY OF WEST DES MOINES AND UPDATING DEVELOPMENT-RELATED FEES AS REQUIRED BY CITY POLICY AND IOWA CODE.

WHEREAS, effort has been made to consolidate all fees, rates, and charges into one reference document to be ratified by Council, and

WHEREAS, staff of the City's Parks and Recreation Department have studied current rates and their research indicates that adjustments to these rates are needed, and

WHEREAS, the Parks and Recreation Advisory Board and the City's Finance Committee each supported staff's recommendations, and

NOW, THEREFORE, BE IT RESOLVED

BY THE COUNCIL OF THE CITY OF WEST DES MOIINES, IOWA, that the adopted schedule of rates and fees as amended is ratified and approved as of November 28, 2016 and

BE IT FURTHER RESOLVED, that previous resolutions in conflict with this resolution are hereby repealed.

PASSED AND APPROVED, this 28th day of November, 2016.

_____
Steven K. Gaer, Mayor

ATTEST:

_____
Ryan Jacobson, City Clerk

Description	Fee	Last Change (Approval Date)
E. Parks & Recreation		
XL. Aquatic Centers – Holiday & Valley View		
a. Daily Admission		
i. Under 3 Years Old	Free	Motion (12/27/2011)
ii. 3-12 Years Old	$ 5.00	Motion (12/27/2011)
iii. 13 Years and Older	8.00	Motion (12/27/2011)
iv. Senior Citizens (55+)	6.00	Motion (12/27/2011)
v. Family Nights (per family)	12.00	Motion (12/27/2011)
b. Season Passes (per household)		
i. Resident		
1. One Person	$ 80.00	Motion (8/29/2005)
2. Two Person	110.00	Motion (8/29/2005)
3. Additional Person	35.00	Motion (8/29/2005)
4. Nanny/Granny	50.00	Motion (1/10/2010)
ii. Non-Resident		
1. One Person	$ 120.00	Motion (2/23/2009)
2. Two Person	160.00	Motion (2/23/2009)
3. Additional Person	45.00	Motion (2/23/2009)
4. Nanny/Granny	50.00	Motion (1/10/2010)
XLI. Archery Facility		
a. Annual Permit		
i. Adult Resident	$ 20.00	Motion (3/10/2014)
ii. Adult Non-Resident	40.00	Motion (3/10/2014)
iii. Youth (15 & Under) Resident	10.00	Motion (3/10/2014)
iv. Youth (15 & Under) Non-Resident	20.00	Motion (3/10/2014)
b. Daily Permit	$ 5.00	Motion (3/10/2014)
c. Replacement Permit	5.00	Motion (3/10/2014)
XLII. Dog Park		
a. Annual Permit		
i. Resident	$ 20.00	Motion (11/1/2010)
ii. Non-Resident	40.00	Motion (11/1/2010)
b. Day Pass	5.00	Motion (11/1/2010)
c. Replacement Pass	5.00	Resolution (11/28/16)
XLIII. Jordan Cemetery		
a. Burial Space		
i. Monument Space	$ 1,250.00	Resolution (5/28/2013)
ii. 2nd Person in Same Space (ashes)	325.00	Resolution (5/28/2013)
iii. Cremation Space (flush marker only)	325.00	Resolution (5/28/2013)
iv. Transfer Fee	200.00	Resolution (5/28/2013)
b. Interment		
i. Infant (24 months & under)		
1. Monday – Friday	$ 600.00	Resolution (5/28/2013)

Description	Fee	Last Change (Approval Date)
2. Saturday	725.00	Resolution (5/28/2013)
3. Sunday/Holiday	850.00	Resolution (5/28/2013)
ii. Adult		
1. Monday – Friday	825.00	Resolution (5/28/2013)
2. Saturday	950.00	Resolution (5/28/2013)
3. Sunday/Holiday	1,075.00	Resolution (5/28/2013)
iii. Ashes in Container		
1. Monday – Friday	700.00	Resolution (5/28/2013)
2. Saturday	825.00	Resolution (5/28/2013)
3. Sunday/Holiday	950.00	Resolution (5/28/2013)
c. Disinterment		
i. Infant/Child	$ 975.00	Resolution (5/28/2013)
ii. Adult	1,400.00	Resolution (5/28/2013)
iii. Ashes in Container	1,175.00	Resolution (5/28/2013)
d. Extra Work (Per Hour)		
i. Monday – Friday	$ 50.00	Resolution (5/28/2013)
ii. Monday – Friday Overtime	75.00	Resolution (5/28/2013)
iii. Saturday	75.00	Resolution (5/28/2013)
iv. Saturday Overtime	115.00	Resolution (5/28/2013)
v. Snow Removal in Tent Area	150.00	Resolution (5/28/2013)

Rentals

~~a. Community Center~~		
~~i. Ballroom*~~	~~$ 75.00 per hour~~	~~Motion (8/8/2011)~~
~~1. Cleaning Fee~~	~~200.00~~	~~Motion (8/8/2011)~~
~~ii. Classroom/Multipurpose Room~~	~~17.00 per hour~~	~~Motion (8/8/2011)~~
~~1. Cleaning Fee~~	~~40.00~~	~~Motion (8/8/2011)~~
~~iii. South Dining Room (2 hr. min.)~~	~~24.00 per hour~~	~~Motion (8/8/2011)~~
~~1. Cleaning Fee~~	~~80.00~~	~~Motion (8/8/2011)~~
~~iv. Vets Room~~	~~17.00 per hour~~	~~Motion (8/8/2011)~~

~~*Minimum rental of 8 hours on Saturday, all other days 2 hour minimum~~

a. Valley Junction Activity Center		
i. Ballroom*	$ 80.00 per hour	
1. Cleaning Fee	200.00 per rental	
ii. Program Room**	60.00 per hour	
1. Cleaning Fee	60.00 per rental	
iii. Dining Room ABC**	30.00 per hour	
1. Cleaning Fee	80.00 per rental	
iv. Dining Room A**	20.00 per hour	
1. Cleaning Fee	40.00 per rental	
v. Vet's Room**	20.00 per hour	
1. Cleaning Fee	40.00 per rental	
vi. Equipment Rental		
1. Display Screen	15.00	
2. TV/DVD		20.00
3. Multimedia Projector	50.00	

Description	Fee	Last Change (Approval Date)
vii. Discounts/Additional Fees		
1. Non-Profit Organizations	33% rental rate discount	
2. Weekday 8-5	33% rental rate discount	
3. Vendor Fee (if sales or admissions)	$ 20.00 per hour	

*Minimum rental of 8 hours on Saturday, all other days 2 hour minimum

**2 hour minimum

XLIV. Rentals

~~a. Community Center~~

~~i. Ballroom*~~	~~$ 75.00 per hour~~	~~Motion (8/8/2011)~~
~~1. Cleaning Fee~~	~~200.00~~	~~Motion (8/8/2011)~~
~~ii. Classroom/Multipurpose Room~~	~~17.00 per hour~~	~~Motion (8/8/2011)~~
~~1. Cleaning Fee~~	~~40.00~~	~~Motion (8/8/2011)~~
~~iii. South Dining Room (2 hr. min.)~~	~~24.00 per hour~~	~~Motion (8/8/2011)~~
~~1. Cleaning Fee~~	~~80.00~~	~~Motion (8/8/2011)~~
~~iv. Vets Room~~	~~17.00 per hour~~	~~Motion (8/8/2011)~~

~~*Minimum rental of 8 hours on Saturday, all other days 2 hour minimum.~~

a. Valley Junction Activity Center

viii. Ballroom*	$ 80.00 per hour	Resolution (11/28/16)
Cleaning Fee	200.00 per rental	Resolution (11/28/16)
ix. Program Room**	60.00 per hour	Resolution (11/28/16)
Cleaning Fee	60.00 per rental	Resolution (11/28/16)
x. Dining Room ABC**	30.00 per hour	Resolution (11/28/16)
Cleaning Fee	80.00 per rental	Resolution (11/28/16)
xi. Dining Room A**	20.00 per hour	Resolution (11/28/16)
Cleaning Fee	40.00 per rental	Resolution (11/28/16)
xii. Vet's Room**	20.00 per hour	Resolution (11/28/16)
Cleaning Fee	40.00 per rental	Resolution (11/28/16)
xiii. Equipment Rental		
Display Screen	15.00	Resolution (11/28/16)
TV/DVD	20.00	Resolution (11/28/16)
Multimedia Projector	50.00	Resolution (11/28/16)
xiv. Discounts/Additional Fees		
4. Non-Profit Organizations	33% rental rate discount	Resolution (11/28/16)
5. Weekday 8-5	33% rental rate discount	Resolution (11/28/16)
6. Vendor Fee (if sales or admissions)	20.00 per hour	Resolution (11/28/16)

*Minimum rental of 8 hours on Saturday, all other days 2 hour minimum
**2 hour minimum

b. Holiday Park Baseball Rental

i. Open League Games	$ 30.00 per game/slot	Agreement (9/16/13)
ii. Open League Practice	30.00 per game/slot	Agreement (9/16/13)
iii. Competitive League Games	45.00 per game/slot	Agreement (9/16/13)
iv. Competitive League Practice	45.00 per game/slot	Agreement (9/16/13)
v. Premier League Games	45.00 per game/slot	Agreement (9/16/13)
vi. Sportsplex West Programs	45.00 per game/slot	Agreement (9/16/13)

Description	Fee	Last Change (Approval Date)
vii. Tournament Games	45.00 per game/slot +	Agreement (9/16/13)
~~1. Weekend Maintenance Fee~~	~~500.00~~	~~Agreement (9/16/13)~~
viii. All other Rentals	45.00 per game/slot	Agreement (9/16/13)
ix. ~~Restroom~~ Tournament Maintenance Fee	25.00 per field/per day	Resolution (11/28/16)

c. Nature Lodge*

i.	1/3 Room	$ 30.00 per hour	Resolution (6/30/2014)
	1. Cleaning Fee	50.00 per rental	Resolution (11/28/16)
ii.	2/3 Room	60.00 per hour	Resolution (6/30/2014)
	1. Cleaning Fee	100.00 per rental	Resolution (11/28/16)
iii.	Full Room	90.00 per hour	Resolution (6/30/2014)
	1. Cleaning Fee	150.00 per rental	Resolution (11/28/16)
iv.	Kitchen	30.00 per use	Resolution (11/28/16)
	1. Cleaning Fee	25.00 per rental	Resolution (11/28/16)
v.	Display Area	30.00 per hour	Resolution (6/30/2014)
	1. Cleaning Fee	25.00 per rental	Resolution (11/28/16)
vi.	Equipment Rental		
	1. Display Screen	15.00	Resolution (11/28/16)
	2. TV/DVD	20.00	Resolution (11/28/16)
	3. Multimedia Projector	50.00	Resolution (11/28/16)
	4. Fireplace	30.00	Resolution (11/28/16)
	5. Speaker/Microphone	50.00	Resolution (11/28/16)
vii.	Discounts/Additional Fees		
	1. Non-Profit Organizations	33% rental rate discount	Resolution (11/28/16)
	2. Weekday 8-5	33% rental rate discount	Resolution (11/28/16)
	3. Vendor Fee (if sales or admissions)	20.00 per hour	Resolution (11/28/16)

*** Sunday through Friday – 4 Hour Minimum Rental*

*** Saturdays (April – October) – 10 Hour Minimum Rental*

*** Saturdays (November – March) 5 Hour Minimum Rental*

c. Shelters (~~Must be in 4 Hour Increments~~ 4 hour minimum)

~~i. Monday – Thursday~~	~~$ 30.00 for 4 hours~~	~~Motion (12/27/2011)~~
~~ii. Friday – Sunday & Holidays~~	~~40.00 for 4 hours~~	~~Motion (12/27/2011)~~
i. Daily	$ 10.00 per hour	Resolution (11/28/16)
ii. Change Fee	10.00 per rental	Resolution (11/28/16)

d. Softball Complex-Raccoon River Park

i. Adult Softball Tourney (~~15~~ 20+Teams)	$ 5.00 per Game	Resolution (11/28/16)
ii. Adult Softball Tourney (<~~15~~ 20 Teams)	10.00 per Game	Resolution (11/28/16)
iii. Youth Tourney	25.00 per Game	Motion (12/27/2011)
iv. Youth Tourney (after Sept.1)	15.00 per Game	Resolution (11/28/16)
v. Hourly Rental	25.00 per Hour per Field	Motion (12/27/2011)
vi. Field Light Fees	35.00 Per Hour per Field	Resolution (6/27/2016)
vii. Field Equipment Rental	50.00 Per Day Per Vehicle	Motion (12/27/2011)
viii. Temp Fence Set Up/Tear Down	100.00 Per Field	Motion (12/27/2011)

Description	Fee	Last Change (Approval Date)
e. Aquatic Center Rentals*		
i. Holiday Aquatic Center		
1. Entire Facility	$ 730.00 per rental	Resolution (11/28/16)
ii. Valley View Aquatic Center		
1. Entire Facility	1,100.00 per rental	Resolution (11/28/16)
2. Lazy River / Slides	680.00 per rental	Resolution (11/28/16)
3. Leisure Pool / Kids Pool	340.00 per rental	Resolution (11/28/16)
4. Lap Pool / Diving Boards / Drop Slide	260.00 per rental	Resolution (11/28/16)
*Available 6:30-8:30 pm, Saturdays, June 1 – August 1		
f. Community Garden		
i. Garden Plot Rental	$ 25.00 per year	Resolution (11/28/16)
XLV. Parties		
a. Birthday Parties at the Nature Lodge (Maximum of 15 Participants)		
i. First 12 (including birthday child)	$ 110.00 for 2 hours	Resolution (06/30/2014)
ii. Each Participant More than 12	10.00	Resolution (06/30/2014)
b. Birthday Parties at the Aquatic Centers (Maximum of 15 Participants)		
i. First 10 (plus 1 adult)	115.00 for 2 hours	Resolution (11/28/16)
ii. Each Participant More than 10	15.00	Resolution (11/28/16)
XLVI. Special Events – Park/Facilities		
a. Special Event – Non Refundable	$ 225.00	Resolution (06/30/2014)
b. Tent/Canopy/Inflatable Membrane Permit	50.00	Resolution (06/30/2014)
c. Sound Permit	22.00	Resolution (06/30/2014)
d. Portable Toilets	50.00 each	Resolution (06/30/2014)

Description	Fee	Last Change (Approval Date)
~~G.~~ Public ~~Works~~ Services		
LI. Equipment/Personnel		
a. Equipment Rate (1-hour minimum)		
i. Current AED Greenbook nationwide hour rate, plus 15% Administrative fee		Resolution (06/30/2014)
b. Labor		
i. Actual Cost, plus benefits, plus 15% administrative fee		Resolution (06/30/2014)
c. Material		
i. Actual cost plus 15% administrative fee		Resolution (06/30/2014)
d. Other (Delivery, Permits, Accessories, Etc.)		
i. Actual cost plus 15% administrative fee		Resolution (06/30/2014)
LII. Nuisance Abatement	Cost of work + 20%	Resolution (06/30/2014)
LIII. Signs/Stickers		
a. Handicap	$ 9.50	Resolution (06/30/2014)
b. Van Accessible	8.00	Resolution (06/30/2014)
c. $200 Fine	1.00	Resolution (06/30/2014)
LIV. Community Compliance		
a. Nuisance Abatement	$ 50.00 + Cost of Work	Resolution (06/30/2014)
b. Sidewalk Repairs	Cost of Work	Policy (02/23/16)