

## RESOLUTION NO. \_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS ADDING A RECREATION PROGRAMS AND SERVICES TRANSACTION FEE COVERING THE COST OF IMPLEMENTING RECREATION SERVICES REGISTRATION SOFTWARE**

**WHEREAS**, pursuant to Milpitas Municipal Code Section IV-3-2.00, the City Manager is directed to calculate and propose adjustments to fees and charges imposed by various City of Milpitas departments to assure recovery of all or part of costs “reasonably borne” in providing the facilities, products or services provided by said City departments; and

**WHEREAS**, modest increases are proposed herein and being passed through by the City’s contracted provider, Active Network, directly to the recreation services participant and the City is not adding additional charges to those pass-through increases; and

**WHEREAS**, the City has conducted a diligent service and cost analysis related to the provision of recreation customer services registration, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees for such services; and

**WHEREAS**, the proposed added Transaction Fee of 1.5.% is a de minimus addition to the overall fees and does not materially affect compliance with the percentage limitations of Milpitas Municipal Code Section IV-3-4.00 (Listing Percentage of “Costs Reasonably Borne” to Be Recovered for Various Service Centers); and

**WHEREAS**, the proposed Transaction Fee shall ensure that general fund monies are not unfairly and inequitably used to subsidize certain services and facilities usage to the detriment of other vital and important public needs; and

**WHEREAS**, pursuant to Government Code Sections 66016, 66017, and 66018, the specific fees to be charged for certain services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and

**WHEREAS**, a notice of public hearing has been provided per California Government Code Sections 6062a and 66016, and the required public hearing was held on April 2, 2013, at which time oral and written presentations were made and received; and

**WHEREAS**, an update of certain fees and charges to be paid by those requesting such services needs to be adopted so that the City might ensure that fees for services rendered do not exceed the cost of providing the services for which they are imposed; and

**WHEREAS**, the proposed fee update is supported by records and calculations based upon past performance; and

**WHEREAS**, the Administrative Report regarding this item has been made available to the public and has been made an official part of the record and justification for the fees proposed in this Resolution; and

**WHEREAS**, the cost recovery of vendor charges through the fees authorized herein are dependent upon City Manager execution of an agreement with vendor Active Network providing for the installation and utilization of registration services software enabling the application of a 1.5% fee on all Recreation Programs and Services registered through that Active Network system; and

**WHEREAS**, the nature of the fees and the total amounts thereof, including the added 1.5% Transaction Fee, which are described and listed in Exhibit A, are hereby determined to be reasonable in that the amounts thereof are not in excess of the estimated reasonable costs of providing the services for which the fees are proposed to be charged. The basis upon which this finding is made is set forth in the Staff Report and any attachments submitted

for consideration of this Resolution at the April 2, 2013 public hearing of the City Council and the supporting documentation kept on file at the Office of the City Clerk, the latter of which was made available at least ten (10) days in advance of the April 2, 2013 City Council public hearing; and

**WHEREAS**, all requirements of California Government Code Sections 66016, 66017, and 66018 are hereby found to have been complied with; and

**NOW, THEREFORE**, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. The Transaction Fee of 1.5% shall be assessed and added to all existing fees for programs and services listed in Exhibit A and the total fees after such addition are hereby determined to not exceed the estimated reasonable costs of providing said services.
3. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.
4. The Recreation Programs and Services Transaction Fee shall become effective on January 1, 2014 or at such other time as the ActiveNet software is put in operation.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by the following vote:

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

ATTEST:

APPROVED:

\_\_\_\_\_  
Mary Lavelle, City Clerk

\_\_\_\_\_  
Jose S. Esteves, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael J. Ogaz, City Attorney

## CITY OF MILPITAS – RECREATION MASTER FEE SCHEDULE

**\* All fees, as listed in the Recreation Master Fee Schedule, will be subject to a 1.5% Transaction Fee.**

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE	CURRENT FEE and FEE STRUCTURE	OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax	DATE FEE LAST CHANGED
Recreation	GENERAL RENTAL INFORMATION	See below	1,2	Res No. 7426 7/6/04

### GENERAL RENTAL INFORMATION

1. Rental facilities may be viewed during regular business hours, by appointment only, provided no other functions are scheduled. To make an appointment please call the desired rental facility.
2. No phone, mail or fax reservations are accepted. Rental permits available for  
Community Center, City Hall, Sal Cracolice, Special Events & Equipment, Higuera Adobe building & Parks: Community Center, 457 East Calaveras Blvd., Monday-Thursday, 8:00 am to 6:00 pm, Friday, 8:00 am to 5:00 pm., 408-586-3210.  
Barbara Lee Senior Center, 40 N. Milpitas Blvd. Monday - Friday, 9:00 am to 4:00 pm., 408.586.3400.  
Sports Center, Sports Fields and Teen Center: Sports Center, 1325 E. Calaveras Blvd., Monday - Thursday, 6:00 am to 9:00 pm, Fridays, 6:00 am to 2:00 pm, Saturday, 8:00 am to 1:00 pm., 408-586-3225.  
Milpitas Police Department Community Room: Police Department, 1275 N. Milpitas Blvd., Monday-Friday, 8:00 am to 5:00 pm., 408-586-2400, resident use only.  
  
 Entertainment Event permits must be obtained in person at the Planning Department office, located at 455 E. Calaveras Blvd., Monday - Friday, 8:00 am to 5:00 pm.
3. Facilities may be reserved for use anytime from 7:00 am to 12 midnight with the exception of the Police Department Community Room, which is available for residents only from 8:00 am to 11:00 pm. Rental fees are charged from the time you or your caterers, florists, etc. enter the facility until your function is over. When planning your rental times, be sure to include setup time for decorating, caterers, florist, etc. Please note: the Barbara Lee Senior Center is not available Monday – Friday, 9:00 a.m. – 4:00 p.m.

### RESERVATIONS TIMELINE

1. The City of Milpitas must receive a Facility Use Application, a cleaning & damage deposit and an application fee before any function may be scheduled (at the appropriate location above). All fees must be paid in the form of a cashier's check, money order, cash or VISA/MC. Cashier's check or money orders must be payable to: City of Milpitas. No personal checks will be accepted. Final rental fees, set-up diagram, proof of insurance (if applicable) are due 30 days prior to the rental date and must be paid in person.
2. Reservations can be made according to these timelines: Milpitas Residents – (two forms of proof of residency required, photo ID & current utility bill) Up to 1 year in advance; Non Residents – Up to 6 months in advance; Resident Non-Profits, See guidelines below.

### RESIDENT NON-PROFITS/ORGANIZATION TIMELINE (Applies only to meeting room, does not include Auditorium)

- Organizations may reserve up to three dates on one application.** Resident non-profits must submit, every January, the following:
- a A current roster with 51% or more Milpitas Residents and a letter verifying current non-profit status.
  - b A letter listing two (2) individuals authorized to make reservations, changes or cancellations.
  - c A mission statement of the organizations purpose.

#### For Non-Profit Meetings In

January-March  
 April-June  
 July-September  
 October-December

#### Non -Profit Application Accepted

December 1  
 March 1  
 June 1  
 September 1

## CITY OF MILPITAS – MASTER FEE SCHEDULE

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE	CURRENT FEE and FEE STRUCTURE	OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax	DATE FEE LAST CHANGED
Recreation	FACILITY USE RULES AND REGULATIONS FOR INDOOR & OUTDOOR FACILITIES, continued	See below	1,2	Res No. 7426 7/6/04

The purchase cost of special event insurance from the City per day according to classification of hazard is as follows:

Please Note: All permits requiring insurance will be assessed a \$15 insurance processing fee.

### TENANT/USER EVENT RATES PER DAY\*

	Hazard Class I	Hazard Class II	Hazard Class III
Attendance	Premium	Premium	Premium
1-100	\$ 83.32	\$122.46	\$194.42
101-500	\$116.15	\$213.36	\$342.13
501-1500	\$174.32	\$252.50	\$451.97
1501-3000	\$225.98	\$420.41	\$710.78
3001-5000	\$342.13	\$536.56	\$872.38
Add Liquor Liability if applicable	65.65	Must obtain company's prior approval for liquor liability	Must obtain company's prior approval for liquor liability

\*fees subject to change

### EXAMPLE OF PREMIUM CALCULATION:

Wedding with 300 serving alcohol: Hazard Class I Total Attendance: 300	Attendance Category: 101-500	Total Premium: \$116.15 + \$65.65 = \$181.80
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### TENANT/USER EVENT RISK CLASSIFICATIONS

Hazard Class I	Hazard Class II	Hazard Class III
Plays	Animal Training	**Baseball
Bazaars	* Block Parties/Street Closures	* Carnivals (no rides)
Gymnastic Competitions	* Concerts Outdoor (under 1,500)	**Karate Meets
* Concerts indoor (under 1,500)	Dance Parties	**Softball
Fishing Events	Dog Shows	Animal Acts/Shows
Private parties/meetings serving alcohol	Food Concessions	Zoos

**Notes:**

- \* Requires prior insurance company's approval dependent upon the number of attendance and/or liquor
- \*\* Athletic Event's coverage requires prior company's approval and signed waiver(s) by participant.  
The City reserves the right to classify any other non-listed event.

## CITY OF MILPITAS – MASTER FEE SCHEDULE

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Recreation	SPECIAL EVENT RULES AND REGULATIONS, continued	See below	1,2	Res No. 7426 7/6/04

### V. EQUIPMENT RENTAL

- 5.1 A Special Events Application must be completed and submitted to Parks and Recreation Services Customer Services staff to request the use of any City equipment and/or supplies at least two (2) months prior to the organizations/groups event.
- 5.2 A deposit is required of all rented equipment and is refundable upon the return of the equipment provided no damage has occurred to any of the items. Milpitas Parks and Recreation Services will review the request and upon approval or denial a letter will be mailed to the address listed on the Special Event application, which will include the necessary rental fee. All equipment availability is based on Milpitas Parks and Recreation Services events schedule. (See below for fee schedule)
- 5.3 Special detailed inspections should be well documented for the mobile stage and related equipment, stage rigging, etc. Special attention should be paid to paths and walkways in and around facilities and sports fields.
- 5.4 All outdoor equipment (i.e. bleachers, picnic tables, barbecue pits, etc.) are not moveable and shall remain in designated locations.
- 5.5 Additional equipment (i.e. bounce houses, chairs, additional seating, staging/platforms, etc.) must be noted on the application and pre approved by staff. All additional event features must be obtained independently by the applicant, including rental costs, fees, insurance and delivery.
- 5.6 Equipment Fee Schedule:

	<u>Fee</u>	<u>Deposit (refundable)</u>
*Mobile Stage	Actual Cost of towing** (according to fee schedule)	\$1,000/day
White Fencing	N/A	
PA System	N/A	
Field Lights	N/A	
Platforms	N/A	

Please Note:

The rental fee of equipment/supplies NOT listed is to the discretion of Parks and Recreation Services.

N/A = Not Available

\*The Mobile Stage is not allowed outside Milpitas City limits.

\*\*Plus 2 hours of staff time

## CITY OF MILPITAS – MASTER FEE SCHEDULE

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE	CURRENT FEE and FEE STRUCTURE	OBJECTIVE <small>1= Recover Cost 2= User Fee 3= Penalty 4= Tax</small>	DATE FEE LAST CHANGED
Recreation	Facility Fees	See below	1,2	Res No. 7426 7/6/04

<b>City Hall Building Plaza and Grounds</b>				
Facility / Service	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non- Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Reservations Accepted	9 months to proposed date	9 months to proposed date	1 year to proposed date	6 months to proposed date
Rental Damage Deposits: Council Chambers	None	\$250.00	\$500.00	\$1,000.00
Rental Damage Deposits: Other rooms/outdoor areas	None	\$150.00	\$500.00	\$600.00
Application Fee (non-refundable)	\$20 per application	\$20 per application	\$20 per application	\$20 per application
Insurance Processing Fee	\$15.00	\$15.00	\$15.00	\$15.00
<b>Council Chambers – no food/drink allowed in room</b>				
Council Chambers (2 hr. min)/160 capacity with fixed seating	No Fee	\$75.00/hr	\$250.00/hr	\$1,000.00/hr
<b>Rotunda Area &amp; Committee Room</b>				
Rotunda Area (2 hr. min) 284 capacity	No Fee	\$37.50/hr	\$75.00/hr	\$1,000.00/hr
Committee Room (2 hr. min) 55 capacity without tables	No Fee	\$37.50/hr	\$75.00/hr	\$150.00/hr
<b>Patios – no tables and chairs are provided</b>				
City Council 2 <sup>nd</sup> Floor Balcony/Patio (2 hr. min) 55 capacity	No Fee	\$25.00/hr	\$50.00/hr	\$100.00/hr
Front Patio (2 hr. min) 49 capacity	No Fee	\$25.00/hr	\$50.00/hr	\$100.00/hr
Back Patio (2 hr. min) 180 capacity	No Fee	\$37.50/hr	\$75.00/hr	\$150.00/hr
<b>Outdoor Areas (no tents, chairs, or structures allowed on the grass)</b>				
Flag Plaza Area/Grass Amphitheatre (2 hr. min) 230 capacity	No Fee	\$37.50/hr	\$75.00/hr	\$150.00/hr
<b>Personnel Costs (per person)</b>				
Information Services Staff (required for Council Chambers)	\$50.00/hr	\$50.00/hr	\$50.00/hr	\$50.00/hr
Maintenance Staff	\$50.00/hr	\$50.00/hr	\$50.00/hr	\$50.00/hr

NOTE: All City Hall facility rentals require City Staff. The type and number of staff (Maintenance, Information Services, Building Maintenance, etc) will be determined by the City Manager (or his/her authorized representative) on a per event basis. Personnel costs are based on over-time + benefits.

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Recreation	Facility Fees, continued	See below	1,2	Res No. 7426 7/6/04

<b>Community Center</b>				
Facility / Service	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non- Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Reservations Accepted	1 year to proposed date	1 year to proposed date	1 year to proposed date	6 months to proposed date
Rental Deposits: Community Hall	None	\$500.00	\$500.00	\$500.00
Rental Deposits: All other rooms	None	\$75.00	\$100.00	\$150.00
Auditorium (3 hr minimum)	No fee	\$50.00/hr	\$115.00/hr	\$145.00/hr
Conference Room (2 hr minimum)	No fee	\$20.00/hr	\$50.00/hr	\$73.00/hr
Dance Studio/ Craft Classroom (2 hr minimum)	No fee	\$14.50/hr	\$21.50/hr	\$28.00/hr
Facility Attendant Fees	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Piano	No fee	\$17.50 / day	\$17.50 / day	\$35.00 / day
Application Fee (non-refundable)	\$20.00 / application	\$20.00 / application	\$20.00 / application	\$20.00 / application
Mobile Stage				
<ul style="list-style-type: none"> <li>• Reservation</li> </ul>	1 month to proposed date	1 month to proposed date	1 month to proposed date	Not Available
<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	\$1,000	\$1,000	\$1,000	Not Available
<ul style="list-style-type: none"> <li>• Rental (Actual Cost of towing plus 2 hours of staff time) (within City of Milpitas city limits, maximum 8 hours of use)</li> </ul>	\$Actual cost of towing plus 2 hours of staff time*	\$Actual cost of towing plus 2 hours of staff time*	\$Actual cost of towing plus 2 hours of staff time*	Not Available

- At least 51% of the non-profit agency's members must be Milpitas residents.
- \*\*Facility attendant fee included

<b>DEPARTMENT OR DIVISION</b>	<b>DESCRIPTION OF FEE, RATE OR CHARGE</b>	<b>CURRENT FEE and FEE STRUCTURE</b>	<b>OBJECTIVE</b> 1= Recover Cost 2= User Fee 3= Penalty 4= Tax	<b>DATE FEE LAST CHANGED</b>
<b>Recreation</b>	Facility Fees, continued	See below	1,2	Res No. 7426 7/6/04

<b>Teen Center</b>				
<i>Facility / Service</i>	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non- Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Reservations Accepted	90 days to proposed date	90 days to proposed date	1 year to proposed date	6 months to proposed date
Rental Deposits	None	\$500.00	\$500.00	\$500.00
Large gathering room w/kitchen (2 hr minimum)	No fee	\$28.00/hr	\$50.00/hr	\$60.00/hr
Facility Attendant Fees (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Application Fee (non-refundable)	\$20.00 / application	\$20.00 / application	\$20.00 / application	\$20.00 / application

<b>Sal Cracolice Building</b>				
<i>Facility / Service</i>	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non- Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Reservations Accepted	9 months to proposed date	9 months to proposed date	1 year to proposed date	6 months to proposed date
Rental Deposits: Auditorium	None	\$500.00	\$500.00	\$500.00
Rental Deposits: Classrooms	None	\$75.00	\$100.00	\$150.00
Auditorium (3 hr minimum)	No fee	\$28.00/hr	\$70.00/hr	\$120.00/hr
Small Meeting Room (2 hr. minimum)	No fee	\$14.50/hr	\$25.00/hr	\$35.00/hr
Facility Attendant Fees (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Application Fee (non-refundable)	\$20.00 / application	\$20.00 / application	\$20.00 / application	\$20.00 / application

## CITY OF MILPITAS – MASTER FEE SCHEDULE

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE	CURRENT FEE and FEE STRUCTURE	OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax	DATE FEE LAST CHANGED
Recreation	Facility Fees, continued	See below	1,2	Res No. 7426 7/6/04

Milpitas Sports Center				
Facility/Sports Fields / Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non- Profits (Priority III)	Milpitas Residents (Priority IV)	Non- Residents (Priority V)
Reservations Accepted	90 days to proposed date	90 days to proposed date	90 days to proposed date	60 days to proposed date
Rental Deposits	None	\$500.00	\$500.00	\$500.00
Large Gymnasium (3 hr minimum)	\$55.00	\$50.00	\$50.00	\$100.00
Training Pool (2hr minimum)	No fee	\$50.00/hr + 2 guards	\$50.00/hr + 2 guards	\$100.00/hr + 2 guards
Yard Pool (2 hr minimum)	No fee	\$60.00/hr + 2 guards	\$60.00/hr + 2 guards	\$120.00/hr + 2 guards
Meter Pool (2 hr minimum)	No fee	\$70.00/hr + 2 guards	\$60.00/hr + 2 guards	\$140.00/hr + 2 guards
Tiny Tot Pool (2 hr minimum)	No fee	\$40.00/hr + 2 guards	\$40.00/hr + 2 guards	\$80.00/hr + 2 guards
Football / Soccer Field w/o lights (2 hr min)	No fee	\$30.00/hr	\$30.00/hr	\$60.00/hr*
Football/Soccer Field w/lights (2 hr min)	No Fee	\$40.00/hr	\$40.00/hr	\$80.00/hr
Softball / Baseball Field w/o lights (2hr min)	No fee	\$20.00/hr	\$20.00/hr	\$40.00/hr*
Softball / Baseball Field w/ lights (2 hr min)	No fee	\$30.00/hr	\$30.00/hr	\$6 0.00/hr*
Facility Attendant / Scorekeeper (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr*
Lifeguard Fees (per Lifeguard)	\$15.00/hr	\$15.00/hr	\$15.00/hr	\$30.00/hr
Application Fee (non-refundable)	\$20.00 / application	\$20.00 / application	\$20.00 / application	\$20.00 / Application

\* At least 51% of the non-profit agency's members must be Milpitas residents.

## CITY OF MILPITAS – MASTER FEE SCHEDULE

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Recreation	Facility Fees, continued	See below	1,2	Res No. 7426 7/6/04

<b>Picnic Areas</b>				
Facility/Fields / Service	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non-Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Reservations Accepted	90 days to proposed date	90 days to proposed date	1 year to proposed date	6 months to proposed date
Small Parks with Restrooms Picnic Area – 50 or less capacity Peak Hours (Friday – Sunday)	No fee	\$60/day/area	\$60/day/area	\$90/day/area
Small Parks with Restrooms Picnic Area – 50 or Less Capacity Non Peak Hours (Monday - Thursday)	No fee	\$40/day/area	\$40/day/area	\$70/day/area
Small Parks Without Restrooms Monday – Sunday)	No fee	\$40/day/area	\$40/day/area	\$54/day/area
Large Parks – More than 50 capacity Peak Hours (Friday – Sunday)	No fee	\$120/day/area	\$120/day/area	\$160/day/area
Large Parks More than 50 capacity Non Peak Hours (Monday – Thursday)	No fee	\$80/day/area	\$80/day/area	\$120/day/area
Rental Deposit: Large Picnic Areas	\$250	\$250	\$250	\$250
Softball Field w/ lights (2 hr min)	No fee	\$9.00/hr	\$30.00/hr	\$60.00/hr
Attendant Fee (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr*
Application Fee (non-refundable)	\$20.00 / application	\$20.00 / application	\$20.00 / application	\$20.00 / application

<b>Senior Center Building</b>				
Facility / Service	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non-Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Reservations Accepted	Not Available	90 days to proposed date	1 year to proposed date	6 months to proposed date
Rental Deposits: Auditorium	Not Available	\$1,000.00	\$1,000.00	\$1,000.00
Rental Deposits: Classrooms	Not Available	\$200.00	\$200.00	\$200.00
Community Room Auditorium (3 hr min)	Not Available	\$110.00/hr	\$220.00/hr	\$320.00/hr
Classroom 140 and 141 (Full)	Not Available	\$35.00/hr	\$70.00/hr	\$90.00/hr
Classroom 140 or 141 (Half)	Not Available	\$17.50/hr	\$35.00/hr	\$55.00/hr
Facility Attendant Fees (per attendant)	Not Available	\$30.00/hr	\$30.00/hr	\$60.00/hr
Application Fee (non-refundable)	\$20.00 / application	\$20.00 / application	\$20.00 / application	\$20.00 / application

\* At least 51% of the non-profit agency's members must be Milpitas residents.

## CITY OF MILPITAS – MASTER FEE SCHEDULE

<i>DEPARTMENT OR DIVISION</i>	<i>DESCRIPTION OF FEE, RATE OR CHARGE</i>	<i>CURRENT FEE and FEE STRUCTURE</i>	<i>OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax</i>	<i>DATE FEE LAST CHANGED</i>
<b>Recreation</b>	Facility Fees, continued	See below	1,2	Res No. 7426 7/6/04

<b>Higuera Adobe</b>				
<i>Facility/Fields / Service</i>	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non- Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Reservations Accepted	90 days to proposed date	90 days to proposed date	1 year to proposed date	6 months to proposed date
Rental Deposits	None	\$500.00	\$500.00	\$500.00
Auditorium	No fee	\$15.50/hr	\$50.00/hr	\$72.50/hr
Facility Attendant Fees (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Application Fee (non-refundable)	\$20.00 / application	\$20.00 / application	\$20.00 / application	\$20.00 / application

<b>Tournament Field</b>				
<i>Facility / Service</i>	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non- Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Tennis Court Reservations (per court)	No fee	\$8.00/hr	\$8.00/hr	\$12.00/hr
Tennis Court Lights	No fee	\$10.00/hr	\$10.00/hr	\$14.00/hr
Application Fee (non-refundable)	\$20.00 / application	\$20.00 / application	\$20.00 / application	\$20.00 / application

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<i>DEPARTMENT OR DIVISION</i>	<i>DESCRIPTION OF FEE, RATE OR CHARGE</i>	<i>CURRENT FEE and FEE STRUCTURE</i>	<i>OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax</i>	<i>DATE FEE LAST CHANGED</i>
<b>Recreation</b>	Facility Fees, continued	See below	1,2	Res No. 7426 7/6/04

<b>Festival Rental Fees</b>				
<i>Facility/Fields / Service</i>	<i>Milpitas Schools, Chamber, and Gov Agencies (Priority II)</i>	<i>Resident Non- Profits (Priority III)</i>	<i>Milpitas Residents (Priority IV)</i>	<i>Non- Residents (Priority V)</i>
Football Field / Open Space Fee w/o lights	No fee	\$500.00 / day	\$500.00 / day	\$500.00 / day
Staff Fees	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Application Fee (non-refundable)	\$20.00 /appli-cation	\$20.00 / application	\$20.00 / application	\$20.00 / application

\* At least 51% of the non-profit agency's members must be Milpitas residents.

## CITY OF MILPITAS – MASTER FEE SCHEDULE

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE	CURRENT FEE and FEE STRUCTURE	OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax	DATE FEE LAST CHANGED
<b>Recreation</b>	Fitness Passes – Visit Books	5 uses: \$15 10 uses: \$30 15 uses: \$45 20 uses: \$60 Drop-in fee: \$5 Annual Non-resident fee: \$50/year* Valid 1 year from date purchased	2	Mar 03 *Res. 8088 5/10/11 (non resident fee)
	Adult Sports Programs	Time & Materials (within the policy ranges established by the Council)	1,2	Res 6449 7/18/95
	Softball League (full season)	\$500 per team + \$10 per non resident/season	2	Res. 8088 5/10/11
	Basketball League (full season)	\$500 per team + \$10 per non resident/season	2	Res. 8088 5/10/11
	Youth Sports Programs	Time & Materials (within the policy ranges established by the Council)	1,2	Res 6449 7/18/95
	Youth Sports User Fee	\$10/player/season	1,2	Res. 8008 5/10/11
	Youth Sports Camps	Negotiated with instructor	2	Mar 03
	Adult/Youth Recreation Classes Varies by Instructor <ul style="list-style-type: none"> <li>• 75/25 split – Golf, Tennis *</li> <li>• 70/30 split</li> <li>• 65/35 split</li> <li>• Hourly per class/student</li> </ul> Recreation retains lower amount of split.	Fee negotiated by City staff with instructor for competitive rates	2	

## CITY OF MILPITAS – MASTER FEE SCHEDULE

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE	CURRENT FEE and FEE STRUCTURE	OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax	DATE FEE LAST CHANGED	
<b>Recreation</b>	Trips	Actual cost to City + Trip Admin Fee	1,2	Dec 91	
	Private Contract Admin Fee	\$15/person	2	Dec 91	
	Adult Trip Admin Fee	\$10/person	2	Dec 91	
	Youth Trip Admin Fee	\$5/person	2	Dec 91	
	General Non-resident Fees	\$20/person/class/month program or trip.	2	Mar '07	
	Brochure First Class mailing fee (3 per year)	\$5/year	2	Dec 91	
	Milpitas Non-resident Senior Citizen Discount (50 years +)	25% off any Senior class or trip	2	Dec 91	
	City-wide Events	No charge to the public. Booth participants will range from no charge to time & materials	1,2	Res 6449 7/18/95	
	4 <sup>th</sup> of July Entrance Fee	\$2.00/person age 12 and older Free/person under age 12	1,2	Res. 8088 5/10/11	
	4 <sup>th</sup> of July Craft Faire space	\$30 per space	2	Dec 91	
	4 <sup>th</sup> of July Food Booth (non-profit)	\$125/booth	2	Dec 91	
	4 <sup>th</sup> of July Food Booth (profit)	\$275/booth	2	Dec 91	
	Recreation Services T-shirt	Actual cost to City + \$7 per shirt	1,2	Dec 91	
	Pre-school Program				
	Pre-school Program	\$6.50/hour	2	Mar 03	
	Late fee for Pre-school	\$10/10 minutes	3		
	After-school Program – After the Bell				
	After-school Program (After the Bell)	\$7.00/day for residents; \$7.00/day for non-residents with additional \$20/year	2	Res. 8088 5/10/11	
Late fee for After-School Programs	\$10/10 minutes	3			
Day Camp (Regular Day)	\$175/week	2	Res. 8088 5/10/11		
Extended Care Day Camp	\$40/week	2	Res. 8088 5/10/11		
<b>Recreation</b>					
	Community Garden Plot				
	Senior residents (50+ years of age \$15.00/year	Resident \$60.00/year	Non-resident \$90.00/year		

## CITY OF MILPITAS – MASTER FEE SCHEDULE

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE	CURRENT FEE and FEE STRUCTURE	OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax	DATE FEE LAST CHANGED
<b>Recreation</b>	Teen Programs	Range from no charge to time & materials	1,2	Res 6449 7/18/95
	Teen Center Events	\$3-\$10	2	
	Teen Center Snacks	\$0.50-\$2.00	2	
	Teen Center Drop-in Programs	\$2/visit	2	

<b>Recreation</b>	Aquatics Program			
	Recreational Swim	\$2 per person	2	Mar 03
	Swimming Lessons Group	\$69.00 Residents \$89.00 Non Residents	2	Res. 8088 5/10/11
	Private Swimming Lessons	\$30/half hour	2	Mar 03
	Parent-tot Drop-in swim pass – 5 visits	\$10 plus \$10 annual non-resident fee if applicable	2	
	Swim Team Support	Time & Materials	1,2	Res 6449 7/18/95
	Monthly Swim Team Fee (Tidal Waves)	See table below	2	Res. 8008 5/10/11

Family Member	Resident	Non-resident
Developmental Group	\$68/month	\$108 per month*
Juniors/Intermediate Group	\$78.00/month	\$118 per month*
Senior Group	\$88.00/month	\$128 per month*

\*Plus yearly \$60 USS registration fee.

\*\* Multiple Child Discount (child must be of the same family): \$10 off 2<sup>nd</sup> child, \$20 off 3<sup>rd</sup> child or more

<b>Recreation</b>	Sports Center Membership Card replacement fee	\$5	2	
	Lost Locker Key	\$20	2	
	Kid Fit	\$2/2 hours	2	
	Open Gym Drop in Use only (no use of locker, shower or fitness center)	\$5/visit	2	

## CITY OF MILPITAS – MASTER FEE SCHEDULE

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE		CURRENT FEE and FEE STRUCTURE	OBJECTIVE 1= Recover Cost 2= User Fee 3= Penalty 4= Tax	DATE FEE LAST CHANGED
Recreation		Rainbow Theatre			
		• Cast	\$100 resident/play \$150.00 non-resident/play	2	Res. 8088 5/10/11
		• Tickets Ages 0-12	\$6.00/child	2	Res. 8088 5/10/11
		• Ages 13-17	\$12.00/child	2	Res. 8088 5/10/11
		• 18+	\$12/adult	2	Res. 8088 5/10/11
		• Season Ticket Holder	\$100 (3 shows, reserved seating, and acknowledgement)	2	Res. 8088 5/10/11
		• Costume Fee	\$100.00	2	
		• Picture/CD Fee	\$5.00-10.00	2	
	Costume/Prop Rentals	\$20.00-\$100.00	2		
Recreation		Senior Citizen Programs			
		Senior Citizen Programs-Classes	\$2.00/ - \$4.00/hour	2	Res. 8088 5/10/11
		Senior Citizen Programs-Activity Card	\$12.00 resident \$30.00 non-resident Membership fee	2	Res. 8008 6/15/10
		Senior Citizen Trip Admin Fee	\$5.00-10.00/activity (depending upon trip costs)	2	Res. 8088 5/10/11
		Senior Citizen Trips	Actual cost to city + Trip Admin/Transportation Fee	1,2	Dec 91
		Senior Dances	Free-\$15.00	1,2	
		Misc. Staff-run Programs (e.g., Holiday Dinner, Tea Parties, Cooking Classes, Misc. Activities)	Free-\$15.00	1,2	
		Non Resident Fee	\$10/class	2	Res. 8088 5/10/11
		Senior Center Fitness Access Fee	\$1.50/visit	2	Re. 8088 5/10/11

### Late Fee Policy

For the safety of our participants, it is required that they are picked up on time at the end of each class. Should the participant be picked up late, a \$10 late fee starting one (1) minute after the end of the class will be charged, with an additional \$10 for every ten (10) minutes thereafter. Should the participant not be picked up within thirty (30) minutes at the end of the class the Milpitas Police Department will be contacted.

### Contract Instructor Percentage Splits

The following percentage splits and criteria were implemented for Summer 2007:

- a) 60/40 – All new instructors offering programs in City facilities recruited for Summer 2007 and into the future would be paid at a 60/40 split. This percentage provides us a clear definition of what we need to do to ensure the success of their programs and the benefits they receive by contracting with us. This will require more negotiation with future instructors.
- b) 65/35 – We currently have one instructor at 65/35 split, a large number of instructors at 70/30 and a few at 75/25. Those that are at 70/30 will be renegotiated to 65/35 unless they fit into the criteria outlined in the 70/30 section. After one year, the 65/35 level will be re-evaluated. If the current economic climate improves, contract will be re-negotiated to 70/30.
- c) 70/30 – Majority of current instructors falls under this level. At this level longtime instructors with programs that continually meet the maximum enrollment are recognized for their loyalty and providing outstanding programs.
- d) 75/25 – This level would only be used for “unique programs” that we do not have the ability to offer without the contractor’s facility or equipment. Current examples include the Jensen School for the Performing Arts, Funakoshi Shotokan Karate, Bay Area Golf Learning Center, City Beach Rock Club, Mark Dorcak School of Golf. High-risk programs that require a large amount of additional insurance or overhead could be considered for this level on a case-by-case basis.