

10.3

AGENDA TRANSMITTAL



TO: Board of Supervisors

FROM: Brian Peters

DATE: February 7, 2012

PREPARED BY: bp

effective date 3-7-2012

TITLE: Adoption of a resolution establishing policies and fees regarding use of county owned facilities and grounds (Continued from January 17, 2012)

SUMMARY: This item was continued from the January 17, 2012 meeting with direction from the Board for staff to consider including requirements for insurance coverage for certain types of uses at County-owned facilities.

Staff is recommending that insurance coverage be required for private and commercial uses, and any use involving sale or serving alcoholic beverages at the Turtle Rock Park Community Center, Perry Walther Building and Bear Valley ball field. The recommended minimum coverage is \$1,000,000 of liability. Users can provide their own insurance with the County listed as an additional insured, or purchase one time (per event) coverage through the County Auditor's office.

Insurance is not being recommended for use of the smaller meeting rooms (libraries, Board Room), or for community group use of any facility when no alcoholic beverages are being sold or served, except that insurance is required for special events pursuant to County Code Section 18.78.

RECOMMENDED ACTION: Approval of the resolution which includes the general policy for use of County facilities and grounds (Exhibit A) and a fee schedule (Exhibit B), with direction to the CAO to include the above described insurance requirements in the general rules and procedures for use of County-owned facilities and grounds.

R2012-06

ISSUE STATEMENT AND DISCUSSION: The Board is adopting the general policies and fees. Under the general policies the CAO will be authorized to enact general rules and procedure and the responsible department is authorized to develop site specific requirements for the facility or grounds. The insurance requirements will be included in the general rules and procedures to be enacted by the CAO.

FISCAL IMPACT:

	<input type="checkbox"/> (Not Applicable)
1) Budgeted Current Fiscal Year	\$0.00
2) Total Anticipated Cost Current Year	\$0.00
3) Total Anticipated Cost Annual Year	\$0.00

SOURCE

<input type="checkbox"/> Unanticipated	\$0.00
<input type="checkbox"/> Revenue From Contingency	\$0.00
Other:	\$0.00

NOTATIONS / INSTRUCTIONS:

CAO, CDA, Auditor

RECEIVED

FEB 09 2011

ALPINE COUNTY
COMMUNITY DEVELOPMENT

02/07/2012

R2012-06

APPROVED

RESOLUTION NO. R2012-06

**RESOLUTION OF THE BOARD OF SUPERVISORS,
COUNTY OF ALPINE, STATE OF CALIFORNIA**

**RESOLUTION ESTABLISHING POLICIES AND FEES REGARDING USE OF COUNTY
OWNED FACILITIES AND GROUNDS**

WHEREAS, Alpine County owns and manages a number of public facilities and grounds that are used by the general public for a variety of purposes including, but not limited to, recreation, community meetings and events, private functions and commercial activities; and,

WHEREAS, the Board of Supervisors has determined that these grounds and facilities should be made available for the purposes described above provided such use is lawful and conforms to established rules and procedures that are fair and consistently applied; and that the reasonable cost of making these grounds and facilities available is recovered through fees charged for the use.

NOW, THEREFORE, BE IT RESOLVED that the Alpine County Board of Supervisors establishes general policies and fees for the use of public facilities and grounds as provided in Exhibits A and B attached hereto. These policies and fees shall become effective 30 days after the date of adoption of this resolution. Any request for use of County facilities and grounds received after that date shall fully comply with the policies authorized by and contained in Exhibit A, and the fees established in Exhibit B.

BE IT FURTHER RESOLVED, that the Alpine County Board of Supervisors authorizes the County Administrative Officer and responsible departments as described in Exhibit A to enact rules and procedures for the use of County owned facilities and grounds.

PASSED AND ADOPTED by the Board of Supervisors of Alpine County, State of California, at a regular meeting of said Commission held on the 7th day of February, 2012, by the following vote:

AYES: Supervisors Jardine, Veatch, Bennett, Woodrow, Sweeney

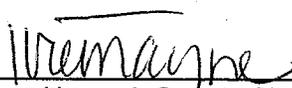
NOES: None

ABSENT: None

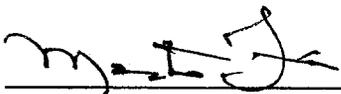


Henry C. Veatch, Chairman
Alpine County Board of Supervisors

ATTEST:


Barbara Howard, County Clerk
& Ex Officio Clerk to the
Board of Supervisors,

APPROVED AS TO FORM:


Martin Fine, County Counsel

By: Teola Tremayne,
Assistant County Clerk

EXHIBIT A

GENERAL POLICIES FOR USE OF COUNTY OWNED FACILITIES AND GROUNDS

PURPOSE

It is the policy of the Board of Supervisors to make certain County facilities and grounds available for exclusive use or reservation by the general public subject to reasonable rules and procedures and payment of fees by users. The policies established herein and the rules and procedures authorized herein are intended to ensure public access and public safety, and to maintain county facilities and grounds in good condition for the benefit of the community.

Use of Alpine County facilities and/or grounds by any individual or group in no way constitutes endorsement of that individual's or group's policies or activities by Alpine County. Except for use of facilities and/or grounds that are official County business, individuals or groups may not state or imply in publicity or any other way that Alpine County sponsors or endorses their organization, the meeting/event, or the viewpoints presented at said venue.

Alpine County reserves the right to refuse any request to use facilities and/or grounds including but not limited to:

1. Activities prohibited by State, Federal and/or County policies.
2. Any persons or organizations which have failed to follow procedures developed by the County.
3. Activities considered hazardous to individuals or facilities and/or grounds.
4. Individuals or organizations which discriminate against participants on the basis of race, national origin, gender, gender preference, religious beliefs, or disability.

COUNTY FACILITIES AND GROUNDS AVAILABLE FOR USE AND DESIGNATION OF RESPONSIBLE DEPARTMENT

The facilities and grounds listed below are available for use for purposes including, but not limited to, recreation, community meetings and events, private functions and commercial activities. Facilities and grounds not listed below are not available for these purposes unless specific approval for the use is granted by the Board of Supervisors.

The responsible department listed below is responsible for establishing site specific rules for the location, scheduling activities at the location, providing access for the user, insuring that users comply with the applicable rules and procedures for use of the facility/grounds and collecting fees for use if applicable to the location.

Facility/Grounds	Responsible Department
Bear Valley Disc Golf	Bear Valley Sheriff Substation
Bear Valley Ball Field	Bear Valley Sheriff Substation
Bear Valley Library Conference Room	Bear Valley Sheriff Substation

Facility/Grounds	Responsible Department
Bear Valley Parking Lots A, B, C	Community Development
Board of Supervisors Meeting Room	County Clerk
County Roads	Community Development
Markleeville Library Conference Room	Library (Markleeville)
Markleeville Fire Station	Eastern Alpine Fire Services
Perry Walther Community Center	Bear Valley Sheriff Substation
Turtle Rock Park Campground	Community Development
Turtle Rock Park Community Center	Community Development
Turtle Rock Park Disc Golf Course	Community Development
Woodfords Fire Station	Eastern Alpine Fire Services

USE FEES AND DEPOSITS

Use fees and deposits are approved by the Board of Supervisors and managed by the responsible department. Fee waivers or reductions in fees can only be granted by the Board of Supervisors as a regular agenda item at a Board of Supervisors meeting. Requests for a fee waiver or fee reduction must be submitted to the County Clerk for placement on the next available Board of Supervisors meeting.

Payment in advance of all fees and deposits for the proposed use is required to reserve the facility and/or grounds for use. Fees and deposits are not required for casual use of outdoor facilities or grounds when the user is not requesting exclusive use or reservation of the facility or grounds.

Fees and deposits are based on the category of user listed below. The responsible department shall determine which category applies to a specific request for use of a facility or grounds.

The fees and deposits as adopted by the Board of Supervisors are included in Exhibit B.

County Department, County-Related Business:

- County Department use for official County business.
- Use by other government agencies to provide services to County residents; or to provide information and/or obtain community input on government agency actions, services, plans or proposals that directly affect Alpine County lands or Alpine County residents.

Community Groups:

- Must be an established group based in Alpine County (i.e. primary mailing address is within Alpine County), or with participants made up primarily of Alpine County residents and/or owners of real property located in Alpine County.
- Includes business meetings, events and activities conducted by the community group.

Private Events:

- Includes parties, weddings, reunions, meetings and events conducted by private parties, groups (other than a community group), organizations and not for profit organizations.

Commercial Activities:

- Includes any use or activity conducted with the intent of realizing a profit from the sale of goods or services to others, including events with paid admission.

AUTHORIZATION FOR ESTABLISHING RULES AND PROCEDURES

This policies established by the Board of Supervisors shall apply to use of the County-owned facilities and grounds that are listed herein. General rules and procedures that apply to all listed facilities and grounds may be established by the County Administrative Officer.

Site specific rules and procedures for facilities and grounds listed herein may be established by the responsible department, subject to review by the Community Development Director, County Counsel and County Administrative Officer to insure that such site specific rules and restrictions are consistent with this policy and do not conflict with County Ordinances, adopted County policies, or any other applicable laws.

**EXHIBIT B
USE FEES AND DEPOSITS FOR USE OF COUNTY OWNED FACILITIES AND GROUNDS**

Venue	User Category			County			Community			Private			Commercial		
	Fee	Deposit		Fee	Deposit		Fee	Deposit		Fee	Deposit		Fee	Deposit	
Bear Valley Disc Golf	\$0	\$0		No cost for activities that do not require a County Special Event Permit											
Bear Valley Ball Field	\$0	\$0		\$10/hour \$50/24hr (only applies if reserved)	\$500 (only applies if reserved)		\$100/2hr \$250/8hr \$350/24hr \$1400/wk	\$500					\$125/2hr \$315/8hr \$440/24hr \$1750/wk	\$500	
Bear Valley Library Conference Room	\$0	\$0		\$0	\$0		Not available	\$0					Not available		
Bear Valley Parking Lots A, B, C	\$0	\$0		Fees pursuant to a County Encroachment Permit and/or County Special Event Permit											
Board of Supervisors Meeting Room	\$0	\$0		\$0	\$0		Not available	\$0					Not available		
County Roads	\$0	\$0		Fees pursuant to a County Encroachment Permit and/or County Special Event Permit											
Markleeville Library Conference Room	\$0	\$0		\$0	\$0		Not available	\$0					Not available		
Markleeville Fire Station	\$0	\$0		Restricted			Not available						Not available		
Perry Walther Community Center (includes use of Parking Lot A)	\$0	\$0		\$10/hour \$50/24hr	\$500		\$100/2hr \$250/8hr \$350/24hr \$1400/wk	\$500		\$500			\$125/2hr \$315/8hr \$440/24hr \$1750/wk	\$500	
Turtle Rock Park Campground	\$0	\$0		Fees Established by Resolution No. R2008-10											
Turtle Rock Park Community Center (includes use of parking areas)	\$0	\$0		\$10/hour \$50/24hr	\$500		\$100/2hr \$250/8hr \$350/24hr \$1400/wk	\$500		\$500			\$125/2hr \$315/8hr \$440/24hr \$1750/wk	\$500	
Turtle Rock Park Disc Golf Course	\$0	\$0		No cost for activities that do not require a County Special Event Permit											
Woodfords Fire Station	\$0	\$0		Restricted			Not available						Not available		

Notes:

1. Not available means the venue is not available for this category of use; restricted means use of venue is restricted by site specific rules enacted by the responsible department

2. Time periods for rental are in set increments: Fees will not be proportioned between increments
3. All required fees and deposits shall be paid in advance; if additional rent is required due to a longer use period, it shall be deducted from the deposit
4. Groups that have regularly scheduled recurring events may pay the deposit and keep the required amount on deposit with the County for the duration of the recurring events
5. The fee and deposit for Community use of the Bear Valley Ball Field only applies if the user is requesting exclusive use or reservation of all or part of the facility.