

NOTICE OF SPECIAL MEETING

Pursuant to Section 54956 of the Government Code of the State of California, a Special Meeting of the **PARKS AND COMMUNITY SERVICES COMMISSION** is hereby called for:

Date/Time: **Thursday, May 5, 2016, 6:30 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Council Chambers**
333 Civic Center Plaza, Tracy

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Parks and Community Services Commission on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

1. Call to Order
2. Roll Call
3. Items from the Audience - *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2015-052, any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. Review and Approve Support of Staff's Recommendation to City Council regarding the Adoption of Parade Fees in the Fiscal Year 2016-2017 Recreation Program and Facility Use Fee Schedule
5. Adjourn

Posted: May 4, 2016

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall (209-831-6000), at least 24 hours prior to the meeting.

Any materials distributed to the majority of the Parks and Community Services Commission regarding any item on this agenda will be made available for public inspection in the Community Facilities Division located at 333 Civic Center Plaza, Tracy, during normal business hours.

**CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION SPECIAL MEETING
May 5, 2016**

AGENDA ITEM 4

REQUEST

REVIEW AND APPROVE SUPPORT OF STAFF'S RECOMMENDATION TO CITY COUNCIL REGARDING THE ADOPTION OF PARADE FEES IN THE FISCAL YEAR 2016-2017 RECREATION PROGRAM AND FACILITY USE FEE SCHEDULE

BACKGROUND

As the governing body of the City of Tracy, the City Council is required to adopt any fee or service charge to be implemented by the City for programs or services provided or made available to the public. As an "advisory" body to the City Council, the Parks and Community Services Commission is responsible to review, accept public comment on, and make recommendations to City Council on fees and charges proposed by the Community Facilities and Recreation Divisions.

At the April 7, 2016 meeting, the Parks and Community Services Commission received a report from staff recommending adoption of the Fiscal Year 2016-1017 Recreation Program and Facility Fee Use Schedule. After discussion, the Commission voted to approve staff's recommendation to City Council, but removed the Parade Fees item from the approval, requesting more time for discussion.

DISCUSSION

Tracy residents have enjoyed a history of City-supported parades through the downtown area, including high school homecoming parades, holiday-related parades, and special event parades. Over the years, the number of parades has increased, resulting in a corresponding increase in staff costs. There were three (3) downtown parades in 2007, including two high school homecoming parades, while in 2015, there were eight (8), including four high school homecoming parades.

Three, City-approved parade routes were established in 2012 through a process involving multiple City departments and divisions, including Police, Fire, Public Works, Transportation, Recreation, and Community Facilities, in an effort to provide more streamlined procedures, thereby minimizing staff time and expense. The three routes are Short, Standard, and Long (Attachment A). High school homecoming parades and the TCCA holiday parade typically utilize the Standard Route. The TCCA 4th of July Parade and the South Side Community Organization 16th September Parade utilize the Long Route.

Traditionally, parade applicants have paid a \$35.00 permit application fee, which was increased in FY2015-2016 to \$75.00, and no additional staff or equipment costs. A recent compilation of City and equipment costs revealed the following actual parade costs to Public Works (PW) and the Police Department (PD):

	<u>Permit Fee</u>	<u>PW Costs</u>	<u>PD Costs</u>	<u>Total Costs</u>
Short Parade	\$75.00	\$1,335.47	\$1,563.94	\$2,974.41
Standard Parade	\$75.00	\$1,848.07	\$1,780.70	\$3,703.77
Long Parade	\$75.00	\$2,671.39	\$1,997.46	\$4,743.85

A benchmarking survey of special event parade fees of eight neighboring cities revealed that six of the cities charge actual costs, one does not permit road closures for parades, and one charges \$300. Special event permit application fees range from \$55 to \$300.

City staff initiated discussions with Tracy Unified School District personnel in February 2015 regarding parade fees in order to allow ample time for discussion and budget planning for the schools. Staff met with TUSD administrators in February 2016 to further discuss parade fee recommendations. The general consensus was that a multi-year incremental process to reach actual costs would be the preferred approach. Therefore, staff is recommending the following non-profit parade fees for FY2016-2017 Recreation Program and Facility Use Fee Schedule.

Short Parade: \$1,000.00 + \$75.00 Special Event Application Fee
Standard Parade: \$1,250.00 + \$75.00 Special Event Application Fee
Long Parade: \$1,600.00 + \$75.00 Special Event Application Fee

These fees could be reduced or waived through a Memorandum of Understanding (MOU) between the City and the non-profit organization. Organizations with current agreements with the City waiving parade fees include the Tracy Chamber of Commerce, Tracy City Center Association, and South Side Community Organization.

RECOMMENDATION

That the Commission review and approve support of staff's recommendation to City Council regarding the adoption of parade fees in the FY 2016-2017 Recreation Program and Facility Use Fee Schedule.

Prepared by: Christine Mabry, Management Analyst I

Approved by: Andre Pichly, Parks and Community Services Director

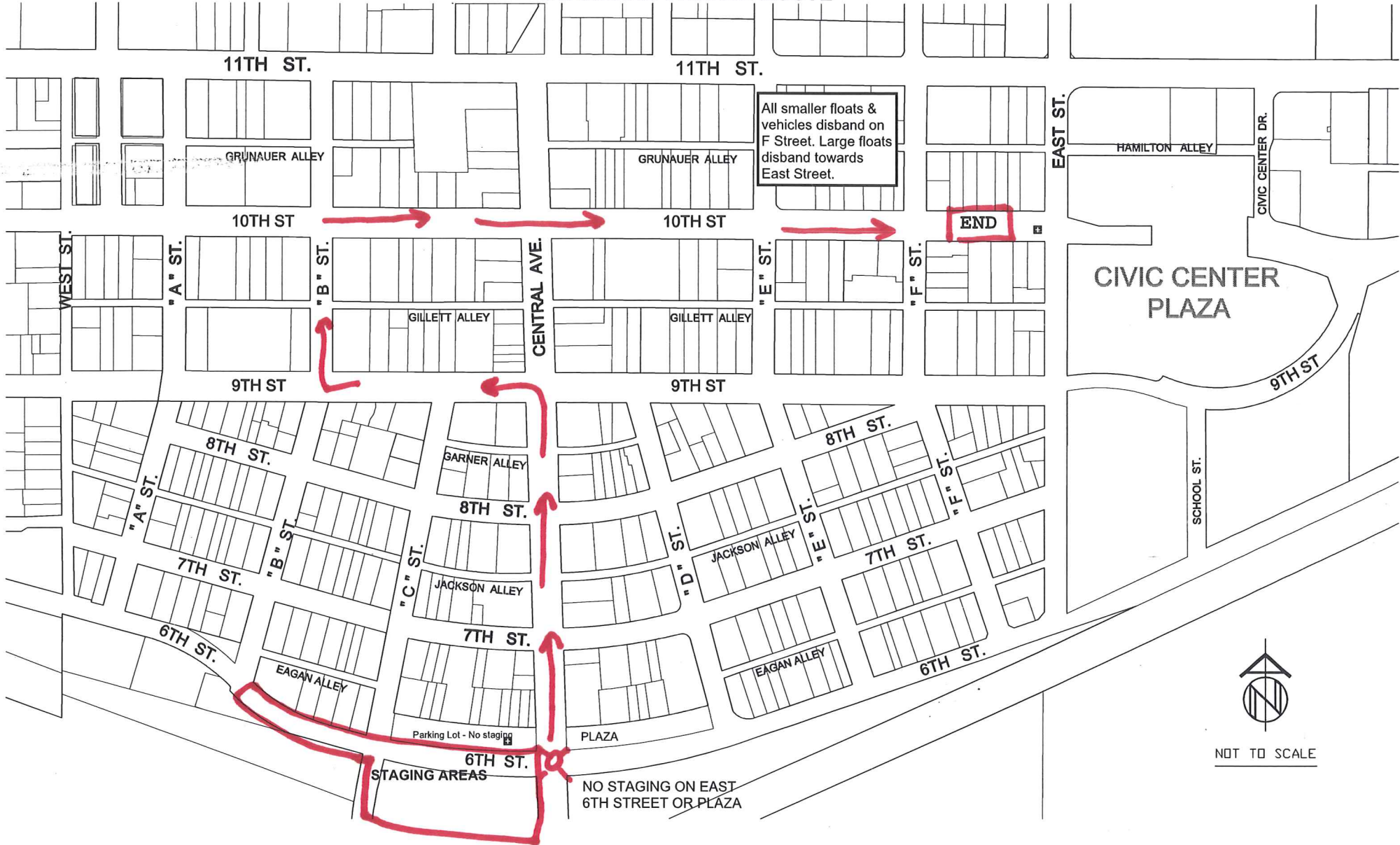
ATTACHMENTS

Attachment A – City of Tracy Approved Parade Routes

SHORT PARADE ROUTE



STANDARD PARADE ROUTE



All smaller floats & vehicles disband on F Street. Large floats disband towards East Street.

END

CIVIC CENTER PLAZA

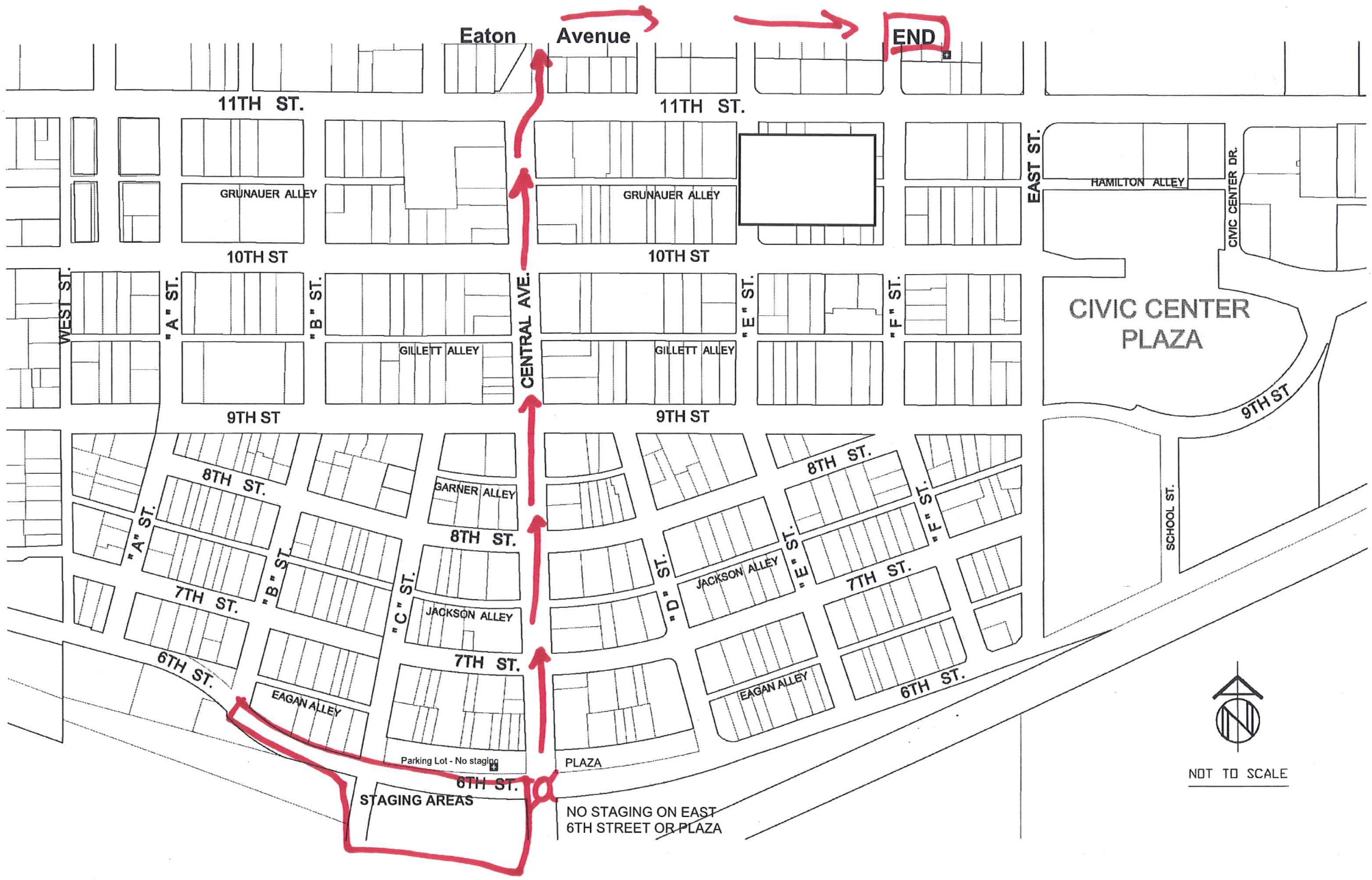


NOT TO SCALE

STAGING AREAS

NO STAGING ON EAST 6TH STREET OR PLAZA

LONG PARADE



NOT TO SCALE