



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: January 25, 2023

DATE: January 18, 2023
TO: Open Space and Regional Park Commission
FROM: Colleen Wallace Barnum, Park Operations Superintendent
Community Services Department, 328-2181, cwallace@washoecounty.gov
THROUGH: Eric Crump, Division Director, Operations
Community Services Department, 328-3625, ecrump@washoecounty.gov
SUBJECT: Presentation, discussion, and possible approval of the proposed update to the Fees and Charges Policy including but not limited to section five, deposits and refunds.

SUMMARY

The proposed Regional Parks and Open Space Fees and Charges Policy (attached) incorporates a minor change in section five, deposits and refunds as well as general cleanup to reflect current operations. Currently, staff have three weeks from the date of the reservation to provide feedback on the refund status. On occasion, based on schedules and staffing levels, it can be difficult to provide the information before the reservations staff need to process the refund to the customer. Based on a comparison with other County departments that collect fees, we would like to extend that timeframe for refunds from three weeks to six weeks (see attached revised version with red-line proposed changes).

BACKGROUND

The Community Services Department is committed to providing its residents with a range of parks and recreation opportunities to improve health and quality of life. Available to people of all ages and interests are a variety of programs, services and activities at Washoe County's numerous indoor and outdoor facilities. An essential purpose of the Fees and Charges Policy is to distinguish between and among the types of activity based on the manner in which those activities are funded and subsidized. The guiding principles outlined in this Fees and Charges Policy establish criteria for a fair, objective and equitable means of distinguishing between and among activities, services and programs and clients when setting appropriate user fees. The Fees and Charges Policy was adopted as a permanent policy, subject to periodic review.

Based on the changes approved to Chapter 95 of the County Code, the Regional Parks and Open Space Commission will be the final approving body of the proposed Fees and Charges Policy.

PREVIOUS ACTION

October 6, 2015 – Regional Parks and Open Space Commission approved red-line changes to the policy and recommended approval by the Board of County Commissioners. The item never went before the BCC for final approval.

October 25, 2011 – Board of County Commissioners approved changes to the Open Space and Regional Parks Fees and Charges Policy.

October 6, 2007 – Board of County Commissioners approved revisions to the Open Space and Regional Parks Fees and Charges Policy.

January 23, 2007 – Board of County Commissioners approved the Open Space and Regional Parks Fees and Charges Policy.

RECOMMENDATION

Staff recommends that the Open Space and Regional Park Commission approve the updated Fees and Charges Policy to be effective February 1, 2023.

POSSIBLE MOTION

Should the Commission agree with the recommendation, a possible motion would be: “Move to approve the updated Fees and Charges Policy to be effective February 1, 2023.”