

**City of Wildomar  
Parks Subcommittee  
City Council Chambers  
23873 Clinton Keith Road, Wildomar CA  
March 30, 2016, 6:30 p.m.**

**Mayor Bridgette Moore & Councilwoman Marsha Swanson**

**1. Marna O'Brien Park Improvements**

**RECOMMENDATION:** Staff recommends that the Subcommittee discuss the signage and snack bar options for Marna O'Brien Park for recommendation to the City Council.

**2. Partnership for Community Health and Fitness Fair – June 4, 2016**

**RECOMMENDATION:** Staff recommends that the Subcommittee discuss and recommend to the City Council the opportunity to partner with local organizations at this event.

**3. Healthy Cities Program**

**RECOMMENDATION:** Staff recommends that the Subcommittee discuss and recommend to the City Council the opportunity to pursue the Healthy Cities Programs and Principles.

**4. Community Meeting Room Rental Policy – Non-Business Hours**

**RECOMMENDATION:** Staff recommends that the Committee review, discuss and recommend to the City Council consideration of the Community Meeting Room Rental Policy during Non-Business Hours.

**5. Adjournment**

I, Debbie A. Lee, Wildomar City Clerk, do certify that on March 28, 2016, by 5:00 p.m., a true and correct copy of this agenda was posted at the three designated posting locations:

Wildomar City Hall, 23873 Clinton Keith Road,  
U.S. Post Office, 21392 Palomar Street,  
Mission Trail Library, 34303 Mission Trail Blvd.

Debbie A. Lee, CMC  
City Clerk

**CITY OF WILDOMAR – PARKS & RECREATION SUBCOMMITTEE**

**Agenda Item #1**

**Meeting Date: March 30, 2016**

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**TO:** Subcommittee Members  
**FROM:** Gary Nordquist, City Manager  
**SUBJECT:** Marna O'Brien Park Improvements

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Subcommittee discuss the signage and snack bar options for Marna O'Brien Park for recommendation to the City Council.

**BACKGROUND/DISCUSSION:**

Staff would like to share the some of the newer signage concepts for the water tower at Marna Obrien Park and snack bar upgrades and appliance replacements.

**FISCAL IMPACT:** Cost increases would be accommodated during the third quarter Budget review.

Submitted by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

- A. Water Tower Signage
- B. Environmental Health Requirements

# Attachment A

# Water Tower Signage



# Attachment B



COUNTY OF RIVERSIDE  
DEPARTMENT OF ENVIRONMENTAL HEALTH

Steve Van Stockum, Director

Marna O'Brien Snack Bar  
20505 Palomar St., Wildomar  
Inspector: Jenay Marcotte

On-site inspection conducted to evaluate existing snack bar structure for possible annual permit. This facility has not been permitted as a permanent food facility in the past.

On-site inspection fee of \$162.00 was collected via credit card.

At this time facility is not approved to operate. Complete the following items and contact Jenay Marcotte at 951-461-0284 to schedule reinspection or with any questions.

1. Install approved water heater(s) able to provide 120° F water to facility and janitorial sink. Restroom handsinks must have a minimum of 100° F water at all times. Only cold water available at the restroom handsinks at this time. Water in the snack bar was only able to reach 91° F. For snack bar building a minimum of 8,000 BTU gas or 2KW electric tank-style water heater would be required.
2. Install cleanable material such as FRP wall paneling up to 4 ft. in the snack bar.
3. Install approved sanitary ceramic cove tiles in the snack bar open food area.
4. Install wall mounted soap and paper towel dispensers next to the snack bar handsink.
5. Install approved screening with pass through capability at both 75" x 56" roll up openings.
6. Install approved janitorial sink or basin in the custodial closet. Ensure that hot water of 120° F is available to this sink. Janitorial sinks may be directly plumbed.
7. Install wall mounted mop holder in janitorial area that allow mops to be hung in a handle-up position.
8. Install an NSF approved 4 foot back-up food storage rack with at least 6 tiers.
9. Ensure that all equipment used in the facility is NSF/ANSI approved commercial grade. (i.e. hot dog roller, pizza warmer, popcorn unit, refrigerator, etc.)
10. Remove the hanging fly trap from facility. Use only approved forms of pest control.

The current menu for this facility includes hot dogs, popcorn, cotton candy, s'mores, prepackaged snacks and beverages, and sliced pizza from an approved restaurant. If the menu is expanded to include food and beverage options involving more extensive equipment or preparation (i.e. BBQ, soda dispensing unit, etc.) prior approval from this Department and possible plan submission will be required.

**CITY OF WILDOMAR – PARKS & RECREATION SUBCOMMITTEE**

**Agenda Item #2**

**Meeting Date: March 30, 2016**

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**TO:** Subcommittee Members

**FROM:** Gary Nordquist, City Manager

**SUBJECT:** Partnership for Community Health and Fitness Fair – June 4, 2016

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Subcommittee discuss and recommend to the City Council the opportunity to partner with local organizations at this event.

**BACKGROUND/DISCUSSION:**

Staff would like to share some of the interest from local organizations wanting to partner with the City for the Community Health and Fitness Fair to be held on June 4, 2016 at Marna Obrien Park. Specifically, the local ALS One organization has offered to sponsor and run the 5k event scheduled for that day.

**FISCAL IMPACT:**

Possible cost reduction with assistance from other organizations.

Submitted by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

None

**CITY OF WILDOMAR – PARKS & RECREATION SUBCOMMITTEE**

**Agenda Item #3**

**Meeting Date: March 30, 2016**

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**TO:** Subcommittee Members  
**FROM:** Gary Nordquist, City Manager  
**SUBJECT:** Healthy Cities Program

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Subcommittee discuss and recommend to the City Council the opportunity to pursue the Healthy Cities Programs and Principles.

**BACKGROUND/DISCUSSION:**

Cities and their residents face increased health care costs and diminished quality of life due to the epidemic of obesity and overweight. City leaders across California are addressing the crisis by implementing land use and employee policies which encourage physical activity and nutritious eating.

The League of California Cities led the way with a resolution in 2004 which encouraged cities to embrace policies that promote healthier lifestyles and communities. Two years later, the League adopted a resolution to work together with the Institute for Local Government, and the Cities Counties and Schools Partnership to develop a clearinghouse of information that cities can use to promote wellness policies and healthier cities. The Healthy Eating Active Living (HEAL) Cities Campaign grew out of these resolutions and is a partnership of the California Center for Public Health Advocacy and the League of California Cities.

Staff would like to share some of the materials and resources from this program with the intent to implement this program in the City of Wildomar.

**FISCAL IMPACT:** Minimal cost of General Fund but impact to Staff service levels to establish program.

Submitted by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Healthy Cities Program Overview Materials and Sample Resolution

# Attachment A



HEALTHY EATING  
ACTIVE LIVING  
**CITIES**  
CAMPAIGN



**WELCOME** to the Healthy Eating Active Living Cities Campaign, a partnership of the League of California Cities and the California Center for Public Health Advocacy.



**JOIN US**

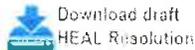
by adopting a policy to improve physical activity and healthy food opportunities, or adopt a resolution with specific policy goals.

**VISIT OUR CITIES!**

[SEARCH](#)

[CONTACT US](#)

[SUBMIT POLICY](#)



**2014 Champions of Health Awards Announced!**

- ▶ **L. Dennis Michael, Mayor, Rancho Cucamonga**
- ▶ **Ron Roberts, Supervisor, County of San Diego**
- ▶ **Sedalia Sanders, Council Member, City of El Centro**

Are being recognized for their work that has impacted health disparities, particularly obesity and diabetes in their communities.

**Mountain View Highlighted in HEAL City Profile**

The City of Mountain View: HEAL City Profile describes the impact of its healthy eating, active living policies on community and workforce health. The City of Mountain View became the Bay Area's first HEAL City in October 2009 when its City Council adopted a robust Campaign resolution. It has since reached the FIT City level of achievement by enacting policies in the areas of land use, access to healthy food and worksite wellness. Of note are its General Plan Update and Employee Wellness Program.

Thirteen additional FIT Cities include: Baldwin Park, Burlingame, Cathedral City, El Monte, Hayward, La Mesa, La Quinta, Lompoc, Menlo Park, Pomona, San Clemente, South San Francisco and Windsor. A City Profile will be created for each FIT City and posted on the Campaign website over the next four months.

Please [contact us](#) for more information about achieving FIT City status, or about a City Profile.

**Land Use**

Imagine a city where families can walk or bike an urban trail to a safe, well-maintained public park where they can play and exercise on outdoor fitness equipment. Where our elders can board a bus for the short ride to the city center where they can access many of the necessary amenities. Cities' planning, zoning, and infrastructure investment can not only have a positive effect on health but can also foster community and keep some of our most vulnerable populations engaged, active and healthy from ages 8 to 80.

**Healthy Foods**

Access to healthy food is an important tool in obesity prevention. By providing citizens with healthy, affordable, easily accessible alternatives to foods with high caloric content and little nutritional value cities can lead by example in the fight against obesity. Cities have powerful planning, economic development, and public relations tools for attracting and supporting healthy food retailers, farmer's markets and community gardens.

**Employee Wellness**

Cities can reduce the burden of worker healthcare costs by helping workers overcome obesity and overweight. Activity breaks, nutrition standards policies for vending machines and city-sponsored meetings, walking groups and lactation stations are all important strategies to ensuring a happier, healthier and more productive workforce.



HEALTHY EATING  
ACTIVE LIVING  
CITIES  
CAMPAIGN

SEARCH

CONTACT US

SUBMIT POLICY



Download draft  
HEAL Resolution

2016

## How To Join

Become a HEAL City by following the five steps below. The process varies somewhat from city to city, but always follow this sequence.

**Step 1:** [Contact the Campaign](#) to discuss opportunities for your city to join.

**Step 2:** Download the "[Is Your City a Healthy Eating Active Living City?](#)" fact sheet to identify existing policies and new policies related to healthy eating and active living.

**Step 3:** Download the HEAL Resolution ([Word version](#), [PDF version](#)) and work with Campaign staff to draft a resolution with specific policy goals. If you are ready to adopt a nutrition or physical activity policy, work with Campaign staff to tailor policy language to your city.

**Step 4:** Work with Campaign staff to develop a strategy to bring the resolution or policy to your city council.

**Step 5:** Pass your city's HEAL resolution or policy.

Once your city council has adopted a resolution or policy, you will receive copies of the HEAL City logo to use on electronic and print materials. Your city will also be placed on the [HEAL Cities map](#).

We look forward to having your city join us to reduce obesity and create healthier cities!

# Cities' Role in Reversing the Obesity Epidemic

Due to the rapid rise in obesity, today's youth may—for the first time in modern history—live shorter lives than their parents.<sup>1</sup>

Cities and their residents are facing increased health care costs and diminished quality of life due to the epidemic of obesity and overweight. City leaders across California are stepping up to help stem the obesity epidemic in their communities. This fact sheet is intended to help city council members and executive city staff see how municipalities can help reduce obesity and overweight through policies that advance healthy eating and active living.



## Obesity and Overweight Cost Cities in Health Care, Preventable Disease, and Lost Productivity

*California's children are suffering from overweight and its effects:*

- On average, one in four California youth between the ages of 9 and 16 is overweight; in many California cities, that statistic is one in three
- More children are being diagnosed with diseases linked to overweight and obesity previously seen only in adults, such as Type 2 diabetes and heart disease
- Overweight children are far more likely to be obese as adults<sup>2</sup>

*California's adults face serious problems from obesity:*

- More than half of California's adults are overweight or obese: 23 percent are obese and another 35 percent are overweight<sup>3</sup>
- Obese adults face increased risks for many chronic conditions: diabetes, heart disease, cancer, arthritis, stroke, and hypertension<sup>4</sup>
- Each year in California, obesity is directly or indirectly responsible for hundreds of deaths and thousands of hospitalizations<sup>5</sup>
- In 2006, the annual cost to California—in medical bills, workers compensation and lost productivity—for overweight, obesity, and physical inactivity was \$41 billion<sup>6</sup>



HEALTHY EATING  
ACTIVE LIVING  
**CITIES**  
CAMPAIGN

**The Healthy Eating Active Living Cities Campaign** provides training and technical assistance to help city officials adopt policies that improve their communities' physical activity and retail food environments. Supporting healthy choices is essential to address the obesity epidemic among California's children and adults, currently costing the state more than \$41 billion annually in healthcare and lost productivity.

The Campaign, funded by Kaiser Permanente and the Vitamin Cases Consumer Settlement Fund, is a partnership of the League of California Cities, the California Center for Public Health Advocacy, and the Cities Counties and Schools Partnership.

*This fact sheet is one in a series providing background and policy ideas for healthy cities.*

[www.HealCitiesCampaign.org](http://www.HealCitiesCampaign.org)

# Get Moving!

Whether your city has been a leader in combating obesity or this is a new issue for your municipality, you can establish a healthier future for your city and its residents.

Take these three steps and you're on your way to supporting healthy eating and active living.



*Your city can support the health of its residents and workers through policies that create a healthy eating and active living city.*

## 1 Recognize the Problem

*Has your city recognized the importance of addressing the obesity epidemic with policies, resolutions or programs?*

- YES!** Proceed to step two.  
 **NO**

1. Learn whether there is a collaborative already working on the issue. If so, designate staff to attend their meetings and report back regularly to the council.
2. Consult with likely city and other partners in addressing the problem, such as other city council members, the community services and human resources directors, school board members, planning commissioners, and your public health director.
3. Identify local data to build your case with the council. Many communities have assessed such parameters as walkability, bikeability, and healthy food retail in their communities.

Visit [www.HealCitiesCampaign.org](http://www.HealCitiesCampaign.org) to get local data and find others who are addressing the problem.

## 2 Clarify Your City's Role

*Has your city stated a vision or adopted a policy to support healthy, active living?*

- YES!** Proceed to step three.  
 **NO**

Join the Healthy Eating Active Living Cities Campaign by adopting a policy to increase physical activity and access to healthy food for your employees and residents.

Visit [www.HealCitiesCampaign.org](http://www.HealCitiesCampaign.org) to see sample resolutions and policies.



HEALTHY EATING  
ACTIVE LIVING  
**CITIES**  
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*This fact sheet is one in a series providing background and policy ideas for healthy cities.*

[www.HealCitiesCampaign.org](http://www.HealCitiesCampaign.org)



## HEALTHY EATING ACTIVE LIVING CITY RESOLUTION

### PURPOSE AND INTRODUCTION

Cities and their residents face increased health care costs and diminished quality of life due to the epidemic of obesity and overweight. City leaders across California are addressing the crisis by implementing land use and employee policies which encourage physical activity and nutritious eating.

League of California Cities led the way with a resolution in 2004 which encouraged cities to embrace policies that promote healthier lifestyles and communities. Two years later, the League adopted a resolution to work together with the Institute for Local Government, and the Cities Counties and Schools Partnership to develop a clearinghouse of information that cities can use to promote wellness policies and healthier cities. The Healthy Eating Active Living Cities Campaign grew out of these resolutions and is a partnership of the California Center for Public Health Advocacy and the League of California Cities.

The following draft resolution is written to provide a menu of potential HEAL Cities Campaign policies.

**Cities are encouraged to modify the resolution based on local conditions and to the policy actions suitable for their city at this time.**

All California cities which adopt policies encouraging physical activity and good nutrition are eligible to be a Healthy Eating Active Living City and upon review and approval, become eligible for public relations and marketing resources including use of the HEAL Cities logo.

Please contact the campaign and share your adopted resolution and supporting policies.

[www.healcitiescampaign.org](http://www.healcitiescampaign.org)

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**RESOLUTION NO. \_\_\_ SETTING FORTH [MUNICIPALITY]'S  
COMMITMENT TO OBESITY PREVENTION**

**PREAMBLE/WHEREAS CLAUSES**

*A draft resolution based on this model should include a preamble that contains "findings" of fact that support the need for the city to pass the resolution.*

*The preamble contains information supporting the need for the resolution – in this case documenting the need for obesity prevention strategies.*

*Some possible findings are listed as "Whereas" clauses below. Cities may have others.*

**WHEREAS**, in 2004, the League of California Cities adopted an Annual Conference resolution to encourage cities to embrace policies that facilitate activities to promote healthier lifestyles and communities, including healthy diet and nutrition and adoption of city design and planning principles that enable citizens of all ages and abilities to undertake exercise; and

**WHEREAS**, the League of California Cities has a strategic goal to promote and develop safe and healthy cities; and

**WHEREAS**, in July 2010 the League of California Board of Directors resolved to partner with and support the national *Let's Move Campaign*, and encourages California cities to adopt preventative measures to fight obesity; and

**WHEREAS**, on November 18, 2011, the League of CA Cities Board of Directors unanimously voted to encourage 100% board participation in the HEAL Cities Campaign; and

**WHEREAS**, more than half of California's adults are overweight or obese and therefore at risk for many chronic conditions including diabetes, heart disease, cancer, arthritis, stroke, and, hypertension; and

**WHEREAS**, one in four youth between the ages of 9 and 16 in California is overweight. **<Enter local data available at <http://www.publichealthadvocacy.org/growingepidemic.html>>**

**WHEREAS**, more children are being diagnosed with diseases linked to overweight and obesity previously seen only in adults, such as Type 2 diabetes and heart disease; and

**WHEREAS**, the current generation of children are expected to have shorter lives than their parents due to the consequences of obesity; and

**WHEREAS**, obesity takes a tremendous toll on the health, productivity of all Californians;

**WHEREAS**, the annual cost to California—in medical bills, workers compensation and lost productivity— for overweight, obesity, and physical inactivity exceeds \$41billion;

**WHEREAS**, teens and adults who consume one or more sodas or sugar sweetened beverages per day are more likely to be overweight or obese;

**WHEREAS**, by supporting the health of residents and the local workforce would decrease chronic disease and health care costs and increase productivity; and

**WHEREAS**, **<add pertinent local conditions and/or current efforts to address the obesity epidemic>**;

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**NOW, THEREFORE, LET IT BE RESOLVED** that the City Council hereby recognized that obesity is a serious public health threat to the health and wellbeing of adults, children and families in **[name of city]**. While individual lifestyle changes are necessary, individual effort alone is insufficient to combat obesity's rising tide. Significant societal and environmental changes are needed to support individual efforts to make healthier choices. To that end, [name of city] adopts this Healthy Eating Active Living resolution:

### **I. Built Environment**

**BE IT FURTHER RESOLVED** that **[name of city]** planners, engineers, park and recreation department, community economic and redevelopment personnel responsible for the design and construction of parks, neighborhoods, streets, and business areas, should make every effort to:

**Select your city's specific policy goals from among the following menu.  
Work with the HEAL staff to determine your stated goals:**

- Prioritize capital improvements projects to increase the opportunities for physical activity;
- Plan and construct a built environment that encourages walking, biking and other forms of physical activity;
- Address walking and biking connectivity between residential neighborhoods and schools, parks, recreational resources, and retail;
- Expand community access to indoor and outdoor public facilities through joint use agreements with schools and/or other partners
- Revise comprehensive plans and zoning ordinances to increase opportunities for physical activity wherever and whenever possible, including complete streets policies, compact, mixed-use and transit-oriented development;
- Include health goals and policies related to physical activity in the general plan update and specific area plans;
- Build incentives for development project proposals to demonstrate favorable impact on resident and employee physical activity;
- Examine racial, ethnic, and socio-economic disparities in access to healthy foods and physical activity facilities or resources and adopt strategies to remedy these inequities.

### **II. Employee Wellness**

**BE IT FURTHER RESOLVED** that in order to promote wellness within [name of city], and to set an example for other businesses, **[name of city]** pledges to adopt and implement an employee wellness policy that will:

**Select your city's specific policy goals from among the following menu.  
Work with the HEAL staff to determine your stated goals:**

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- Offer employee health incentives for healthy eating and physical activity;
- Establish physical activity breaks for meetings over one hour in length;
- Accommodate breastfeeding employees upon their return to work;
- Encourage walking meetings and use of stairways.
- Set nutrition standards for vending machines located in city owned or leased locations;
- Set nutrition standards for food offered at city events, city sponsored meetings, served at city facilities and city concessions, and city programs.

### III. Healthy Food Access

**BE IT FURTHER RESOLVED** that [name of city] planners, community economic personnel responsible for the design and of parks, neighborhoods, streets, and business areas, should make every effort to:

**Select your city's specific policy goals from among the following menu.  
Work with the HEAL staff to determine your stated goals:**

- Facilitate the siting of new grocery stores, community gardens and farmers markets in underserved communities to increase access to healthy food, including fresh fruits and vegetables;
- Revise comprehensive plans and zoning ordinances to increase opportunities for access to health foods wherever and whenever possible, including prioritizing healthy food retail in compact, mixed-use and transit-oriented development policies, proposals and projects;
- Include health goals and policies related to access to healthy food in the general plan update;
- Build incentives for development project proposals to increase access to healthy foods by residents and employees;
- Examine racial, ethnic, and socio-economic disparities in access to healthy foods and adopt strategies to remedy these inequities.
- Map existing fast food outlets and draft an ordinance that will place limits on fast food around schools and in neighborhoods with over-concentrations of unhealthy food outlets.

### IV. Implementation

**BE IT FURTHER RESOLVED** that the head of each affected agency or department should report back to the City Council annually regarding steps taken to implement the Resolution, additional steps planned, and any desired actions that would need to be taken by the city council.

**Note: cities are encouraged to tailor this clause to delegate specific implementation tasks and deadlines as appropriate.  
HEAL staff can assist you to determine your city's implementation steps.**

**CITY OF WILDOMAR – PARKS AND RECREATION SUBCOMMITTEE**  
**Agenda Item #4**  
**Meeting Date: March 30, 2016**

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**TO:** Subcommittee Members

**FROM:** Gary Nordquist, City Manager

**SUBJECT:** Community Meeting Room Rental Policy – Non-Business Hours

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Committee review, discuss and recommend to the City Council consideration of the Community Meeting Room Rental Policy during Non-Business Hours.

**BACKGROUND/DISCUSSION:**

Last September the City Council approved the Community Meeting Room Rental Policy and fee. The approval authorized Community rooms be available for rental on a first-come, first-serve basis from the hours of 8:00 a.m. to 10:00 p.m., except Wednesdays and Sundays. Recent review of this policy recommends the addition of providing rental availability for non-business hours. These non-business hours rental requests would be issued on an expectation basis, determined by the City Manager and staffing availability for the requested time.

**Facility Deposit- (No change to existing policy)**

Staff recommends a \$100 facility deposit. The deposit is fully refundable and will be refunded upon staff's review of the condition of the room. Should it be required, the cost of cleaning and or damage repairs will be deducted from the deposit.

**Processing Fee - (No change to existing policy)**

Staff recommends a one time processing fee, per reservation, of \$30 for Wildomar residents, businesses or non-profit organizations and \$45 for non-Wildomar residents, businesses or organizations. This fee is in addition to the hourly room rental fee and will be used to recover administrative costs associated with reservations and securing the room.

**Rental Fee**

Staff recommends an hourly rental fee of \$30, per room, for Wildomar residents, businesses or non-profit organizations non-Wildomar residents, businesses or

organizations. A two hour minimum is required and if a second room is rented at the same time and by the same organization, the regular room rental rate applies to the second room.

**Staff Support**

Any individual or group that requires additional staff support will be charged as appropriate. The \$30.00 per hour fee includes the availability of one City representative during the rental period. Should staff be needed for set-up and take down of tables, chairs and other special requirements such as audio/visual support that is an additional cost for the different skill set.

**FISCAL IMPACT:**

None as the fee is designed to cover the cost.

Submitted and Approved By:

Gary Nordquist

City Manager

**ATTACHMENTS**

Community Room Rental Policy – Non Business Hours and Fee

# Attachment A

# CITY OF WILDOMAR

	<b>ADMINISTRATIVE POLICY NO. ____</b>	
	<b>COMMUNITY MEETING ROOM RENTAL POLICY – Non- Business Hours</b>	
	Original Issue: __/__/2016	Effective: __/__/2016
	Current Issue: __/__/2016	Effective: __/__/2016

## **PURPOSE AND SCOPE**

The purpose of this policy is to identify the procedures, fees and responsibilities associated with the use and rental of the community meeting rooms located at Wildomar City Hall. This policy does not apply to the use of the community meeting rooms for City-sponsored events or City business.

## **GENERAL RULES AND REGULATIONS**

The City of Wildomar does not allow the following inside the facility:

- A. No affixing decorations to the walls, floors, ceiling or stage.
- B. No glitter or confetti of any kind.
- C. Nails, glue, tape, staples or thumbtacks are strictly prohibited on the walls, floors ceiling and stage.
- D. Parking lot spaces may not be saved or roped off for events.
- E. No smoking, candles, or other open flame devices allowed.
- F. No music during regular business hours 8 a.m. to 6 p.m.

## **ELIGIBILITY TO RENT FACILITY**

The community meeting rooms are available for rental on a first-come, first-serve basis, except as follows:

- A. Individuals must be at least 21 years of age to rent the facility.
- B. The person or group renting the facility must agree to indemnify the City and its employees, officers and agents from and against any liability related to the rental of the facility by the person or group, including personal injury and property damage.

## **FACILITY AVAILABILITY**

The facility will be available for rental from the hours of 8:00 a.m. to 6:00 p.m., Sundays. The event is to conclude by 6:00 p.m., with breakdown completed by 7:00 p.m. Schedule time is critical. Any party exceeding the scheduled closing time will be charged the hourly fee applicable at the time of rental for any portion of an hour in excess of the scheduled closing time, to be taken out of deposit.

## **RENTAL PROCEDURE**

1. The City of Wildomar must receive a request to rent the community meeting room at least 30 days in advance of the requested rental date and no earlier than 1 year prior to the requested reservation date.
2. The Applicant must submit a completed Community Meeting Room Rental Form to the City with the requested rental date. The Rental Form must be submitted in person at City Hall, 23873 Clinton Keith Road Suite 201. Applications will be accepted during City Hall's regular business hours, up to 15 minutes before closing.
3. Rental fees will be charged by the hour. All rental fees, including a facility deposit of \$100 minimum, must be paid in full at the time the rental form is submitted. Any additional charges incurred by the applicant will be paid in full within the time frame set by City staff.
4. Any requested changes in scheduled rental hours, number of people attending, or meeting plans desired by the applicant that deviate from the original completed Community Meeting Rental Form must be presented to the City at least 10 working days prior to the approved rental date.
5. Applicant must provide a certificate of insurance providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit and an additional insured endorsement naming the City of Wildomar, its officers, employees and agents as additional insured. The certificate of insurance must be submitted no later than 10 days prior to the event. The City will cancel the rental reservation if the certificate of insurance is not provided in a timely fashion. Insurance is also available for purchase through the City's insurance provider. Submit the Coverage Request form with your application to receive a quote.
6. In the event of a cancellation, by applicant, notice of cancellation must be given to the City at least 72 hours prior to the scheduled rental date. Any cancellation by the applicant made less than 72 hours prior to the meeting date will result in a 10% cancellation fee and a \$10 processing fee, excluding the facility deposit which will be refunded.
7. The City may deny any request to rent a room where the use of the room proposed by the applicant would be a violation of federal, state or local law or this policy, the applicant does not submit a complete application form or the required rental fees or

facility deposits, or the City Manager finds that the proposed use would present an immediate threat to the public health, safety or welfare.

### **RENTAL CONDITIONS**

1. An employee of the City of Wildomar must be present in the facility or available at City Hall during the time the facility is being rented. There will be an additional staff fee imposed for rental of the facility outside of City Hall's regular business hours.
2. It shall be the responsibility of each reservation applicant to leave the facility clean and orderly. When using City tables and chairs, the applicant shall be responsible for their set-up and return to proper storage space. Sink, counter top and refrigerator will be cleaned properly after each use by the applicant. Costs for any damages or cleaning will be paid for from the facility deposit and/or the insurance coverage provided.
3. Trash cans and liners will be provided by the City. The renter is responsible for disposing all of their trash into the outside dumpsters. It is the responsibility of the renter to see staff for assistance, if needed.
4. The kitchen at the facility is not intended for cooking, but is to provide a convenient space for the preparation of pre-prepared/ready-to-serve foods. The City is not responsible for supplying paper goods, cups, food, tea, coffee, condiments and/or containers.
5. No alcoholic beverages are allowed without the proper permit from Alcohol and Beverage Control (ABC). Any renter providing alcohol must provide proof of ABC license (liquor license) 14 working days prior to the rental date. You can obtain an ABC license by calling the Department of Alcohol Beverage Control at (951) 782-4400. It is the responsibility of the applicant to obtain the proper license. Failure to follow this policy will result in immediate closure of the facility and deposit forfeited.
6. Except where the facility deposit is fully or partially forfeited pursuant to this policy, the City of Wildomar will issue a refund check for the deposit provided that the facility was cleaned and undamaged after the meeting and that no unlawful activity took place during the event. Refund checks will be issued only to the group, organization or individual who submitted the original payment. Allow 30 days for the check to be processed.
7. Any event violating this policy at any time during the use of the facility will be closed down immediately by staff or the Wildomar Police Department and the renter will be granted time only to clean the facility. All other guests or participants of said meeting, other than those cleaning, will be instructed to leave the premises.
8. Any renter granted the use of facility shall use it only for such purposes as specified by the renter on the Reservation Form.

9. No audio/ visual equipment is available. You may bring your own audio/visual equipment if you prefer.

10. The renter is responsible for all persons present in the facility during the rental hours. All youth in attendance must be supervised at all times.

11. The City of Wildomar is not liable for any lost, stolen, or damaged property.

12. Permission to use the facility does not constitute an endorsement of any organization's beliefs, policies, or procedures by the City of Wildomar or its employees.

DRAFT

# User Fee Determination

## Cost Analysis Worksheet

Exhibit Draft



User Fee Description	Fund	Program	Account	Agency/Department/	Date
Community Meeting Room Rental - Hourly Rate - Off Hours	100		TBD	Community Services	3/25/2016

### Description of Service, Demand, Subsidy and Other Comments:

Room rentals are based on a per hour cost rate. The Community Rooms are available for daily use between 8:00 am and 10:00 p.m. except Wednesdays and Sundays, which are not available for rental. On an exception basis, determined by the City Manager, if staff is available to facilitate the use of the rooms on off hours, a rental may occur at the Off Hour rate. There are two separate rooms available for use and this fee applies to the first room rental (two hour minimum). A second room rented at the same time and by the same organization is charged the regular room rental rate per hour. The dias section of the room is not available for non-city use. The room rental hourly fee is in addition to the one time rental reservation processing fee and the room deposit.

### Personnel Costs

Position	Rates*				Hours by Position Per Unit	Total Labor Cost per Unit of
	Hourly Rate	Paid Benefit Rate	Department Rate	Total Burdened Labor Cost / Hr.		
City Staff or Contracted Services (Two Hour Minimum)	\$12.00	35.00%	11.00%	\$17.52	1.00	\$17.52
Total Burdened Personnel Costs per Unit of Service						\$17.52

### Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Total Material & Rental Costs per Unit of Service			

### Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
City Lease Expense (1,275 sq ft/room at \$1.81/sq ft/mo=\$2,308/30 days=\$76.94/day/10 hours/day=\$7.70/hour.	\$7.70	1	\$7.70
Utilities	\$1.20	1	\$1.20
Total Other Costs per Unit of Service			8.90

### Fee Comparison Data

Jurisdiction	Fee Per Hour	More or (Less) than Wildomar's Fee per Unit of Service	
		Dollars	Percentage
City of Wildomar (per room- Off Business hrs)	\$30.00		
City of Canyon Lake	na	\$ -	
City of Lake Elsinore	\$35.00	\$ 5.00	17%
City of Menifee	\$25.00	\$ (5.00)	-17%
City of Murrieta	\$15.00	\$ (15.00)	-50%
City of Temecula	\$50.00	\$ 20.00	67%

\*\*\*Recommended Fees:

Wildomar "Resident"	\$30.00	Per Hour
Wildomar Bus. or "Non-Profit"	\$30.00	Per Hour
Non-Wildomar (Resid. or Any Org.)	\$30.00	Per Hour

Total Service Direct Costs	\$26.42
City-Wide General & Administrative* Rate @ 13.7%	\$3.62
<b>Total Service Cost / Unit</b>	<b>\$30.04</b>
<b>Recommended Fee</b>	<b>\$30.00</b>
Recommended fee Subsidy	\$0.04
Current Fee Amount	0
Fee Increase/(Decrease)	N/A
Annual Usage (Reserveable Hours)	20
Projected Annual Revenue Impact	\$600.00