CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2019-609 – Approving a rental fee for the Joplin Senior Citizen Center

MEETING DATE
March 18, 2019

ORIGINATING DEPT:
Parks and Recreation

ATTACHMENTS
CB2019-609 Ordinance; CB2019-609 Supplemental – Exhibit A, Senior Center Facility Rental Application Form; Exhibit B, Senior Center Rental Fee Assessment

REVIEWED BY
Department Head: Paul Bloomberg; Finance Director: Leslie Haase; City Attorney: Peter Edwards: Interim City Manager: Dan Pekarek

SUMMARY
This Council Bill approves the rental fee proposed for the Joplin Senior Citizen Center which was recommended by the Parks Advisory Board.

BACKGROUND
The City officially opened the Joplin Senior Citizen Center on August 16, 2018 through the funding of the Community Development Block Grant Disaster Recovery. As a requirement, the Senior Center facility must primarily benefit low-moderate income individuals. Given the nature and location of the facility as a senior center that provides assistance to elderly individuals daily, Monday through Friday, the City of Joplin will also be allowed limited public use of the facility to the extent that such use does not alter the primary use and nature of the facility as a senior center. The proposed facility rental fees were developed through the collaboration with Viriya Consulting and Planning Development and Neighborhood Services. These fees are as follows:

- Rental Fee: $100/hour with a 2-hour minimum requirement
- Deposit: $200 refundable deposit
- Liability Insurance: $1 million policy naming the City of Joplin as additionally insured

FUNDING SOURCE
This is a revenue source which would make this not applicable.

RECOMMENDATION
Staff recommends approval of this council bill on first reading.

Joplin Parks and Recreation Department
3301 West 1st Street, Joplin, Missouri 64801
Phone (417) 625-4750 Fax (417) 625-4756 www.joplinparks.org

Senior Center Facility Rental Application Form

Organization _____ **Non-Profit*** Yes _____ No _____

Applicant Name _____

Address _____ Phone _____

City, State, Zip _____

Email Address _____

Alternate Contact _____ Alt Phone _____

EVENT INFORMATION

Date to be Reserved: Friday _____ (Available from 6:30pm-10pm) Saturday _____ (Available 8am-10pm)

Event Time: _____ Estimated Attendance: _____(Capacity is 254)

Type of Event: _____

Is this a private event or open to the public: _____

PAYMENT INFORMATION

Rental Charge: _____ Deposit Charge: _____ Total Charges: _____

Method of Payment: Cash _____ Check # _____

Visa or MasterCard: Card # _____ Exp. Date _____ CVV/CVC _____

_____ _____
Director Group User, signature

Print Name:_____

Paul Bloomberg
Joplin Parks & Recreation
3301 West 1st Street
Joplin MO 64801
417-625-4750
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Senior Center Use Policy

Section 1: Overview

As a requirement of the Community Development Block Grant Disaster Recovery (CDBG-DR) funding utilized to construct the senior center facility under the low -moderate clientele (LMC) National Objective, the Senior Center facility must primarily benefit low -moderate income (LMI) individuals. Given the nature and location of the facility as a senior center that provides assistance to elderly individuals daily, Monday through Friday, the City of Joplin will also allow limited public use of the facility to the extent that such use does not alter the primary use and nature of the facility as a senior center.

Section 2: Limited Weekend Use

In order to ensure the primary use is for seniors, City of Joplin limits its rental use to 35 hours a month, between Friday after 6:30 PM through Saturday 10 PM. Availability for those weekends will be on a first-come, first-serve basis. Priority will be given to events that are marketed towards and intended for seniors.

Section 3: Procedures and Guidelines for Facility Use

- All renters must submit an application with the name of the group/organization, proposed rental use/event type, expected number of attendees, and desired dates/times. This application can be obtained by visiting the Joplin Athletic Complex during their operational hours or visiting the website www.joplinpark.org. Applications will be submitted to the City of Joplin's Parks and Rec department at 3301 West 1st Street or emailed to Paul Bloomberg at pbloombe@joplinmo.org.
- Application, along with the appropriate rental fee and a refundable damage deposit, are due at the time of reservation.
- Reservation must be made at least 30 days prior to desired use date.
- Once approval is given, a use agreement will be signed by both the City of Joplin and renter prior to the event.
- Cancellation within two weeks prior to reservation renter will lose 50% of total rental fee. Damage deposit will be refunded.
- In case of inclement weather all rent, and deposits will be refunded 100%.
- Decorations are not allowed to adhere to any of the walls and/or tables.
- Alcohol is prohibited within the building.

Section 4: Use of equipment/furniture

Renters of the Senior Center will have access to the following equipment and furniture:

- Chairs
- Tables

Section 5: Prohibited uses:

- Religious activities
- Political activities
- Groups operating for commercial gain - Commercial gain is defined as a for-profit organization that is selling items, charging admission, or is sponsored or paid for by an advertiser in which profit is their main aim.

  **Non-profits fundraising for their organization do not fall under prohibited uses.*

Section 6: Limited Use of Space

The City of Joplin will only permit the use of the dining area for rentals. The Kitchen is not available for rental use to any outside group. The specific areas that are available for use for each event will be determined on a case by case basis and defined within the use agreement between the City of Joplin and the renter.

Section 7: Rental Fee, Property Damage Deposit, & Insurance

The rental fee will be $100/hour with a 2-hour minimum requirement. A refundable deposit of $200 will be required. In the event of any property damage, renters are responsible for the amount of repair/replacement as determined by the City of Joplin and will be taken out of the deposit. If the cost of repair/replacement exceeds the amount of the deposit, the renter agrees to pay for the amount that exceeds the deposit. The renter will also provide liability insurance in the amount of $1 million naming the City of Joplin and the Area Agency on Aging as additionally insured.

All fees shall be paid in advance to the City of Joplin. Some fees may be waived or reduced at the discretion of the City of Joplin.

MEMO

Date: 11/14/2018
To: CDBG-DR Sr. Center Phase I Project File
From: Project Team
Subject: Rental Fee Assessment

Introduction:
The intent of this memorandum is to document the methodology used to determine the proposed rental fee for weekend events hosted at the CDBG-DR funded Joplin Senior Center.

Background:
The City of Joplin allocated funds from the Community Development Block Grant - Disaster Recovery (CDBG-DR) grant, to fund the design and construction of a new Senior Citizens Center. Construction of the Joplin Senior Center was completed in July, 2018. As a sub-recipient to the City of Joplin, the Area Agency on Aging Region X (AAoA) has transitioned their operations to the new center. These operations keep the facility occupied and busy throughout the week. However, during the weekends the facility remains empty. Through discussions with the City CDBG-DR project team, the City of Joplin's Parks and Recreation Department, and the Area Agency on Aging, the team drafted a facility use policy. This policy allows the Center to be available for limited weekend use, outside of the AAoA operations. It is important that the primary function of the Center remains with the AAoA and their operations. It is also important that the fee(s) charged by the Center align with local venues of similar size, location and function.

Method:
The CDBG-DR project team reviewed several venues in town for comparable data. **Table A** below includes the capacity and rental fees for the following local venues; Ameile, the Ramsay, Scottish Rite, as well as the Elks Lodge Banquet. Of these venues, the average capacity is 268 with the average hourly rate of $124.33. In the event an hourly rate was not provided, the project team assume "full day" to equal eight (8) hours.

Table A.

	Ameile	* Ramsay	* Scottish Rite	Elks Lodge Banquet	Average	Sr. Center Proposed Fee
Capacity	150	240	385	300	268.75	254
8 Hour Price	$1,050.00	$950.00	$550.00	$ 1,250.00	$950.00	$ 800.00
Per Hour Price	$ 131.25	$118.75	$ 68.75	$ 178.57	$124.33	$ 100.00

* ***Ramsay price is a blended rate of their Friday evening ($800) and Saturday evening ($1,100)***

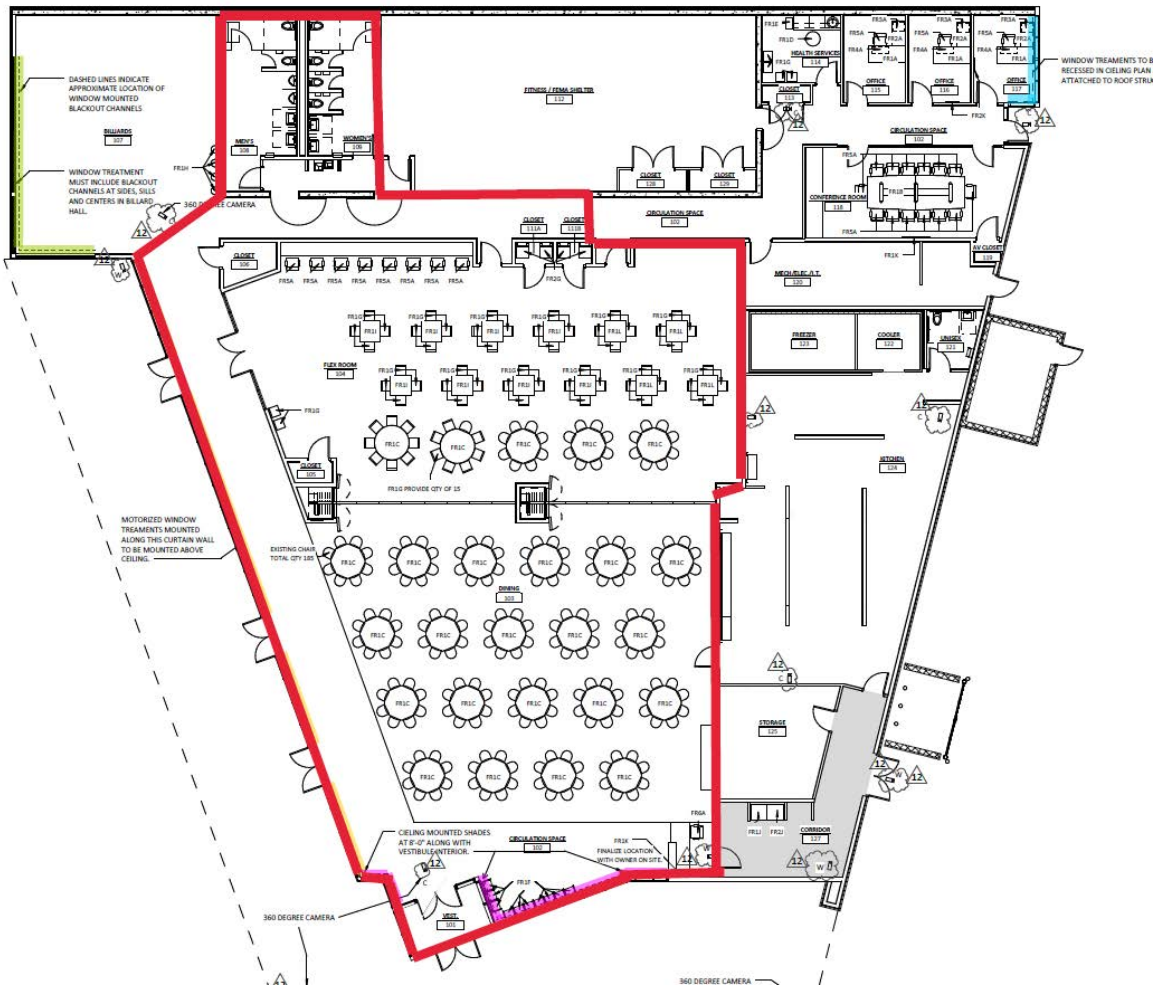
* ***Scottish Rite - 8-hour full day is assumed***

Conclusion:

Potential renters of the Senior Center will be limited to what space is useable within the facility. The useable space is limited to the the dining area (103) and the flex room (104), and the lavatories which are outlined in red in **Figure 1**. Additionally, the Center only includes the use of tables and chairs.

Other items essential to events such as linens, projectors, catering, etc. will not be available to renters. Furthermore, the current rental agreement prohibits the use of alcohol within the facility. With all of this considered, the proposed rental fee of $(Insert Amount) should be considered reasonable.

Figure 1.



COUNCIL BILL NO. 2019-609 ORDINANCE NO.

AN ORDINANCE amending Chapter 86, Parks and Recreation, of the Code of Ordinances of the City of Joplin, by adding a new Article VIII, Senior Citizen Center; and setting a date when this Ordinance shall become effective.

WHEREAS, the City built and opened the Joplin Senior Citizen Center on August 16, 2018; and,

WHEREAS, the Council of the City of Joplin desires to set reasonable fees and rules for the rental of the Joplin Senior Citizen Center.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Joplin, Missouri, as follows:

Section 1. That Chapter 86, Parks and Recreation be amended by adding a new Article VIII, Senior Citizen Center, to read as follows:

"Article VIII. Senior Citizen Center

86-254. Damage Deposit. Before any rental may be made for the Joplin Senior Citizen Center, the renter shall deposit $200.00, which sum shall be held by the city until after the conclusion of the rental, when an inspection shall be made of the building, and if there is no damage to the building, the deposit shall be returned to the renter. If there is damage to the building during the rental period, there shall be deducted from the deposit the cost to repair the damage, and the balance shall be returned to the renter. Should the damage be in excess of the deposit, the renter shall pay the city the balance.

86-255. Liability insurance. Before any rental may be made for the Joplin Senior Citizen Center, the renter shall secure liability insurance, in which the city shall be included as a named insured, in the amount of $1,000,000.00 for any one accident for bodily injury and property damage. A copy of such insurance policy or certificate of insurance shall be submitted in such form as shall be approved by the city attorney.

86-256. Fees. The Joplin Senior Citizen Center rental fee shall be $100.00 per hour with a minimum two-hour requirement."

Section 2. That this ordinance shall become effective on April 22, 2019.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this

_____ day of _____, 2019.

_____
Gary L. Shaw, Mayor

ATTEST:

_____
Barbara J. Gollhofer, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney