

**PARKS AND RECREATION ADVISORY
COMMITTEE**

Sammi Martinez
Alex Rodriguez
Seabre Dillard
Corinna Romo
Sara Malough



CITY OF RIVERBANK

**Parks and Recreation Advisory
Committee Regular Meeting**

Parks and Recreation Office
6707 Third Street, Suite C
Riverbank, CA 95367

MAY 21, 2025 – 6:30 P.M.

(THE AGENDA PACKET IS ONLINE AT [HTTP://WWW.RIVERBANK.ORG/AGENDACENTER](http://www.riverbank.org/agendacenter))

1. CALL TO ORDER

2. ROLL CALL

3. AGENDA CHANGES

4. CONFLICT OF INTEREST

Any Committee Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

5. PUBLIC COMMENTS (No action can be taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the Parks and Recreation Advisory Committee. Individual comments will be limited to a **maximum of 3 minutes (or as stated by the presiding Officer)** and time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon.

6. PRESENTATIONS (Informational only)

Item 6.1 Director's Report

7. CONSENT CALENDAR

Item 7.1 Approval of the Parks and Recreation Advisory Committee Minutes for April 16, 2025.

8. OLD BUSINESS

Item 8.1 Provide Recommendation of a Fee Waiver Policy for Parks and Recreation Managed Facilities.

9. COMMITTEE COMMENTS (Information Only- No action to be taken)

Item 9.1 Committee Comments

10. ADJOURNMENT

The Next Regular Parks and Recreation Advisory Committee will be on: Wednesday, July 16, 2025 at 6:30 PM in the Parks and Recreation Offices

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted at the meeting location, on the North City Hall public exterior bulletin board, Plaza Del Rio Bulletin, Riverbank Community Center exterior bulletin, and the City's website 72 hours prior to the meeting in accordance to the California Ralph M. Brown Act.

Posted this 16th Day of May, 2025.

/s/ Michael Patton Parks and Recreation Director



ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, and the Governor's Executive Order N-29-20, the City will make every effort to make reasonable modifications or accommodations from individuals with disabilities. Contact the Administration Dept. at (209) 863-7122 or the City Clerk at cityclerk@riverbank.org at least (48) hours prior to the meeting to enable the City to make reasonable arrangements for accessibility.

NOTICE REGARDING NON-ENGLISH SPEAKERS

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Riverbank Parks and Recreation Advisory Committee shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

SUBMITTING PUBLIC COMMENTS FOR THE RECORD

Written comments must be received before 4:00 p.m. on the date of the meeting in order for them to be distributed to the Committee prior to consideration of the matter. Written comments will not be read aloud at the meeting, but will be reported as received for the record. If you do not receive an acknowledgement of receipt within an hour of submission or by 5:00 pm, please call the Parks and Recreation Office at (209) 863-7140 or the Administration Dept. at (209) 863-7122.

ACCEPTABLE METHODS OF SUBMITTING COMMENTS BEFORE THE 4:00 PM DEADLINE

- **Via Mail Service:** Mail comments to City of Riverbank, Attn. Parks and Recreation, 6707 Third Street, Suite A, Riverbank, CA 95367. (Call 209-863-7198 / 209-863-7122 to ensure they were received.)
- **Via Email: Mail to mpatton@riverbank.org (Note: This technology is not a guaranteed method.)** Indicate Agenda Item # in the **subject line**. (Call 209-863-7198 /209-863-7140 to ensure receipt.
- **Oral Comments In-Person:** The Chairperson will ask the public if anyone wishes to comment, at that time you may approach the podium.

**PARKS AND RECREATION ADVISORY
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**Parks and Recreation Advisory
Committee Regular Meeting**

Parks and Recreation Office
6707 Third Street, Suite C
Riverbank, CA 95367

APRIL 16, 2025 – 6:30 P.M.

(THE AGENDA PACKET IS ONLINE AT [HTTP://WWW.RIVERBANK.ORG/AGENDACENTER](http://www.riverbank.org/agendacenter))

1. **CALL TO ORDER-** Parks and Recreation Advisory Committee Chair, Sammi Martinez called the meeting to order at 6:30 PM.

2. **ROLL CALL-** Sammi Martinez conducted Roll Call

Members of the Parks and Recreation Advisory Committee present:
Sammi Martinez
Alex Rodriguez
Corinna Romo
Sara Malough
Seabre Dillard

3. **AGENDA CHANGES**

Item 8.2 was moved to the May 21, 2025 meeting for future discussion.

4. **CONFLICT OF INTEREST**

Any Committee Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

No Conflict of Interests were expressed.

5. **PUBLIC COMMENTS (No action can be taken)**

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the Parks and Recreation Advisory Committee. Individual comments will be limited to a **maximum of 3 minutes (or as stated by the presiding Officer)** and time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon.

No Public Comments were expressed.

6. **PRESENTATIONS (Informational only)**

Item 6.1

Director's Report

Parks and Recreation Director Michael Patton presented a director's report to inform the committee of the actions of the parks and recreation department since February 2025. Items that were presented were the department's recreation programs, events, and activities. A presentation of the department's current projects, facilities and other updates were made.

7. CONSENT CALENDAR

Item 7.1 Approval of the Parks and Recreation Advisory Committee Minutes for February 19, 2025

Action: By motion moved and seconded (Alex Rodriguez, Corinna Romo, (3-0) to approve Item 7.1 Approval of the Parks and Recreation Advisory Committee Minutes for February 19, 2025.

8. NEW BUSINESS

Item 8.1 Discussion of Upcoming Volunteer Opportunities

Action: A discussion of upcoming volunteer opportunities for advisory committee members were discussed. The Parks and Recreation Director shared upcoming community events where committee members could volunteer at. The Love Riverbank event was discussed as another opportunity. No further action was taken.

Item 8.2 Provide Recommendation of a Fee Waiver Policy for Parks and Recreation Managed Facilities

Action: The agenda item was moved to the May 21, 2025 meeting for future discussion.

9. COMMITTEE COMMENTS (Information Only- No action to be taken)

Item 9.1 Committee Comments

No committee comments were provided at this time.

10. ADJOURNMENT

There being no further business, Parks and Recreation Advisory Committee Chair, Sammi Martinez, adjourned the meeting at 8:00 PM to the next regular scheduled Parks and Recreation Advisory Committee meeting of May 21st at 6:30 PM

Attest (Adopted 5/21/2025)

Approved

Michael Patton
Parks and Recreation Director

Sammi Martinez
Chairperson

**CITY OF RIVERBANK PARKS AND RECREATION ADVISORY
COMMITTEE MEETING**

AGENDA ITEM NO. 8.1

SECTION: Old Business

Meeting Date: May 27, 2025

Subject: Provide a Recommendation to the City Council to Adopt a Fee Waiver Policy for City-Owned Facilities

RECOMMENDATION

It is recommended that the Parks and Recreation Advisory Committee provides a recommendation to the Riverbank City Council to adopt a fee waiver policy for city-owned facilities.

SUMMARY

Under direction from the City Council, the Parks and Recreation Department has created a policy that would allow the City Manager or the Parks and Recreation authority to waive facility rental fee requests on city-owned facilities. This policy would eliminate the current practice of all requests having to be presented and approved by the city council. The policy, its procedures, and other related forms were presented to the Parks and Recreation Advisory Committee on May 21, 2025 for their approval.

BACKGROUND

Throughout the year 2024, the Parks and Recreation Department received multiple requests from local nonprofits and organizations to use city-owned facilities to host their community events and fundraisers. In their requests, many organizations requested that the facility rental fees be waived. Since the city did not have an established policy, each request was taken to the city council for their approval. After so many requests, the city council provided direction for the Parks and Recreation Department to create a policy that would give city staff the authority to waive facility rental fees within established parameters.

The Parks and Recreation Director has prepared a policy that would provide the City Manager or the Parks and Recreation Director the authority to waive facility rental fees for city-owned and operated facilities to nonprofit organizations that benefit the community. The policy includes a fee waiver application for organizations to complete along with their facility rental application to ensure equity and fairness in regards to fee waivers. The policy also includes a limit on how much city staff can waive in a year without

approval from the city council. Lastly, the policy includes city staff presenting to the city council on an annual basis on all of the fee waivers granted and the impact it has had.

FINANCIAL IMPACT

There is no financial impact for the parks and recreation advisory committee to approve this policy and procedures. Waived facility rental fees will place a financial burden on the parks and recreation department as rental fees cover overhead costs related to the rental. In past fee waivers approved by the city council, monies from the general fund would be transferred to offset this burden. Additional funding has been requested from the department to be made available to dilute this burden.

STRATEGIC PLAN

According to the city's strategic plan, a goal that is outlined is to 'promote community partnership'. One strategy to accomplish this goal is to partner with local organizations to provide support to host their community events and fundraisers. These types of partnerships also fulfill the objectives outlined in this goal of 'support volunteer groups and support community-driven multi-cultural events.' Installing this policy allowing city staff to waive fees would eliminate administrative challenges, potential delays, and for the need to have fee waiver items consistently on city council agendas for approval.

ATTACHMENTS

1. City Council Resolution 2025-XXX Draft
2. Fee Waiver Policy
3. Facility Fee Waiver Request Form

ATTACHMENT 1
CITY OF RIVERBANK
RESOLUTION 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK ADOPTING
A FACILITY RENTAL FEE WAIVER POLICY FOR CITY-OWNED FACILITIES**

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:

WHEREAS, the City of Riverbank receives a number of facility rental fee waiver requests each year from nonprofit organizations, community groups, and government partners; and

WHEREAS, the City of Riverbank currently does not have a policy enacted to waive facility rental fees, which creates administrative challenges and delays for both staff and applicants; and

WHEREAS, the City Council desires to streamline the process while maintaining transparency and accountability adopting a formal facility rental fee waiver policy that would authorize City Manager or the Parks and Recreation Director to waive rental fees; and

WHEREAS, the proposed Facility Rental Fee Waiver Policy outlines clear eligibility criteria, an application process, and documentation requirements to ensure consistency and fairness; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby adopts the Facility Rental Fee Waiver Policy and authorizes the City Manager or the Parks and Recreation Director, or their designee, to approve or deny facility fee waiver requests based on the criteria established therein.

BE IT FURTHER RESOLVED that all fee waivers granted under this authority shall be documented and reported annually to the City Council for informational purposes.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 27th day of May, 2025; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____:

AYES:
NAYS:
ABSENT:
ABSTAINED:

ATTEST:

APPROVED:

Gabriela Hernandez
City Clerk

Rachel Hernandez
Mayor

Attachment
Fee Waiver Policy
Fee Waiver Application

DRAFT

ATTACHMENT 2

CITY OF RIVERBANK

PARKS AND RECREATION DEPARTMENT

FACILITY RENTAL FEE WAIVER POLICY

Effective Date: May 27, 2025

Approved By: [Insert City Council Resolution Number]

Supersedes: N/A

Department Responsible: Parks and Recreation

Next Review Date: May 27, 2028

1. Purpose

The purpose of this policy is to establish a clear and consistent process for evaluating and approving facility rental fee waivers for City-owned parks and recreation facilities, while maintaining fiscal responsibility. This policy delegates discretionary authority to the City Manager or Parks and Recreation Director for approving waiver requests in alignment with the City's mission, values, and community goals.

2. Authority

In accordance with Riverbank Municipal Code § 115.05, the city council may waive any and all permit and license fees for dances held by bona fide memorial, fraternal, charitable, or nonprofit organizations and associations. This policy, once adopted by the City Council, would include any events hosted at any facility owned and operated by the City of Riverbank. The policy also authorizes the City Manager or Parks and Recreation Director to approve or deny fee waiver requests for facility rentals under the parameters established herein.

3. Scope

This policy applies to all rental facilities owned and operated by the City of Riverbank Parks and Recreation Department, including but not limited to:

- Scout Hall
- Community Center

- City parks and picnic shelters
- Athletic fields and courts
- Pools and aquatic facilities

This policy does not apply to third-party operated venues or facilities not under the direct management of the Parks and Recreation Department.

4. Definitions

- Fee Waiver: A partial or full reduction of facility rental fees.
- City-Sponsored Event: An event officially organized or co-sponsored by the City.
- Nonprofit Organization: An organization recognized by the IRS as a 501(c)(3), 501(c)(4), or equivalent.
- Community Benefit: Events or programs that serve the public interest and promote civic engagement, health, safety, education, or cultural enrichment.

5. Eligibility Criteria

The City Manager or the Parks and Recreation Director may waive facility rental fees if one or more of the following conditions are met:

- The event is co-sponsored by the City of Riverbank or serves a municipal purpose.
- The applicant is a verified nonprofit organization hosting an event that is free and open to the public.
- The event directly benefits Riverbank residents or enhances community well-being.
- The event is organized for youth, senior citizens, individuals with disabilities, or underserved populations.
- The event commemorates a recognized national or local holiday or observance.

6. Fee Waiver Limitations

- Fee waivers do not cover refundable deposits, additional staff time, equipment rental, security, or cleaning fees unless explicitly stated.
- No cash donations or fundraising proceeds may be directed to individuals or private entities as a result of waived facility use.
- The maximum value of facility rental fee waivers approved under this policy by the City Manager or Parks and Recreation Director shall not exceed \$7,500.00 in total annually without City Council approval.
- Each organization may receive up to two (2) fee waivers per calendar year unless otherwise approved by the City Council.

7. Application and Review Process

a. Submission:

All requests must be submitted in writing using the City of Riverbank Facility Fee Waiver Request Form at least 30 days in advance of the event.

b. Evaluation Criteria:

The Parks and Recreation Director shall review requests based on:

- Alignment with community benefit criteria
- Availability of facility and staff resources
- Demonstrated financial need, if applicable
- Past use history and conduct of the organization

c. Decision Notification:

Applicants will be notified of the decision in writing within 14 business days of submission. Denied applicants may appeal by requesting City Council consideration.

8. Reporting and Transparency

The Parks and Recreation Director shall maintain a log of all approved fee waivers, including:

- Organization name
- Event description and date
- Facility used
- Amount waived

An annual summary report shall be submitted to the City Council each fiscal year for review.

9. Policy Review and Updates

This policy shall be reviewed every three years or as directed by the City Council. Amendments must be approved by the City Council.

Approved By:

City Council of the City of Riverbank

Date: [Insert Date]

Attest:

[City Clerk Name], City Clerk

Prepared By:

Michael Patton, Parks and Recreation Director

ATTACHMENT 3

City of Riverbank

Facility Fee Waiver Request Form

Please complete this form in full and submit it to the Parks and Recreation Department at least 30 days prior to your event. Incomplete forms will not be considered.

Section 1: Applicant Information

Organization Name: _____

Nonprofit Status (Yes/No): _____ EIN: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Section 2: Event Information

Event Name: _____

Event Date(s): _____

Event Time: From _____ To _____

Facility Requested: _____

Estimated Attendance: _____

Is the event open to the public? (Yes/No): _____

Will there be an admission fee or fundraising? (Yes/No): _____

Please describe your event and its purpose (attach additional pages if needed):

Section 3: Justification for Fee Waiver

Please explain how your event meets the eligibility criteria for a facility fee waiver. Include information about how the event benefits the Riverbank community.

Section 4: Declaration and Signature

I certify that the information provided in this application is true and correct. I understand that submission of this form does not guarantee a waiver will be granted and that all other applicable rules, policies, and fees apply.

Signature: _____ Date: _____

Print Name: _____

For Office Use Only

Date Received: _____

Application Reviewed By: _____

Decision: Approved Denied

Fee Amount Waived: \$ _____

Comments/Conditions:

Director Signature: _____ Date: _____