



FLUVANNA COUNTY BOARD OF SUPERVISORS
AGENDA FOR CONTINUED MEETING (from Apr 3, 2013)

Circuit Courtroom, Fluvanna Courts Building
April 10, 2013, 7:00 pm

TAB AGENDA ITEMS

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

2 - COUNTY ADMINISTRATOR'S REPORT

3 - PUBLIC COMMENTS #1 (5 minutes each)

4 - PUBLIC HEARING

FY14 CIP, Budget, and Tax Rates – Barbara Horlacher, Finance Director

5 - ACTION MATTERS

Proposed Parks and Recreation Activities, Events, and Equipment Rental Fee Schedule – Jason Smith,
Parks & Recreation Director

6 - PRESENTATIONS (normally not to exceed 10 minutes each)

7 - CONSENT AGENDA

None

8 - ACCOUNTS PAYABLE

None

9 - UNFINISHED BUSINESS

None

10 - NEW BUSINESS

Voluntary Community Contributions – Mr. Robert Ullenbruch, Supervisor, Palmyra District

11 - PUBLIC COMMENTS #2 (5 minutes each)

12 - CLOSED MEETING

TBD

14 – ADJOURN

County Administrator Review

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

PUBLIC HEARING RULES OF PROCEDURE

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: 04/03/13

SUBJECT:	Special Event/Rental Fee Structure
MOTION(s):	I move that the Board of Supervisors approve the proposed fee structure for Parks and Recreation activities and events with all proposed fees to be effective immediately, with the exception of the youth sports fees, which will be effective July 1, 2013.
STAFF CONTACT:	Jason Smith, Director of Parks and Recreation
RECOMMENDATION:	Approve
TIMING:	Immediately (Except youth sports – July 1, 2013)
DISCUSSION:	The Board directed staff to come up with a proposed fee structure regarding special events at Pleasant Grove Park.
FISCAL IMPLICATIONS:	N/A
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	N/A
ENCLOSURES:	Proposed Parks and Recreation Fee Structure for activities, special events, and equipment/facility rentals.

Draft Proposal – March 6, 2013

(Changes and Additions marked in green)

Fluvanna County Parks, Facilities, Events, and Rental Equipment Fee Schedule

GENERAL USE FEES

Location	Category	Fees (1)	Period	Notes
Pleasant Grove Park	Athletic Field	\$10.00	Per Hour	Max of \$75 per day
	Tournaments (per Field)	\$75.00	Per Day	\$100 Deposit
	Grounds	\$30.00	Per Hour	\$100 Deposit
	Pole Barns	\$75.00	Per Day	\$100 Deposit
	Use of Utilities	\$25.00	Per Day	
Heritage Trail Pavilions	Large (40 people)	\$50.00	Per Day	\$100 Deposit
	Small (25 people)	\$25.00	Per Day	\$100 Deposit
Carysbrook Recreation Complex (2)	Athletic Field	\$10.00	Per Hour	Max of \$75 per day
	Athletic Field (w/Lights)	\$20.00	Per Hour	
	Tournaments (per Field)	\$75.00	Per Day	\$100 Deposit
	Gymnasium	\$50.00	Per Hour	\$100 Deposit
	Gymnasium (w/tarp)	\$60.00 \$75.00	Per Hour	\$100 Deposit
Bremono Park	Picnic Shelter	\$75.00	Per Day	\$100 Deposit
	Softball Field	\$10.00	Per Hour	Max of \$75 per day
	Tournaments (per Field)	\$75.00	Per Day	\$100 Deposit
Fluvanna Community Center (2)	Meeting Room (30 people)	\$35.00 \$20.00	Per Hour	\$100 \$50 Deposit
	Auditorium (125 people)	\$75.00	Per Hour	\$100 Deposit
	Entire Complex	\$110.00	Per Hour	\$100 Deposit
	Kitchen	\$10.00	Per Hour	\$25 Deposit
Rental Equipment	Tables	\$6.00 \$3.00 ea	Per Day	\$50 Deposit
	Chairs	\$3.00 \$1.00 ea	Per Day	\$50 Deposit
	PA System	\$50.00	Per Day	\$100 Deposit
	Tent Canopy 18'x30'	\$100.00	Per Day	\$100 Deposit
	Tent Canopy 14'x20'	\$75.00	Per Day	\$100 Deposit
Delivery & Setup Fees (Per Day)	Chairs (Folding)	\$1/Chair (Min. \$25)		No Setup Available
	Tables	\$1/Table (Min. \$25)		No Setup Available
	Tent Canopy's	\$25		Setup Available \$50

- Notes:
- (1) Non-county residents please add 15% to rental fee.
 - (2) \$15 per hour staffing fee (After Business Hours)

FIELD/FACILITY USE PRIORITIES AND FEES

Field Use Priorities

No.	Sponsor
1	Fluvanna County Parks and Recreation (FCPR) supported activities , games, practices, leagues and tournaments, including FCPR Youth Sports League Partners open to all individuals, regardless of skill level and must allow any eligible player to participate (e.g. Fluvanna Youth Soccer Association, Fluvanna Youth Baseball Association, Fluvanna Girls Softball Association, Fluvanna Lacrosse, etc.)
2	Fluvanna County Public School (FCPS) sponsored activities related to School Division programs
3	All others

Youth and Adult “Open to All” Leagues

Category	Season Fees	Notes
Fluvanna Youth Sports Leagues (“Open to All”)	\$3.00 per youth participant	Total fee paid by league based on number of youth participants at start of season.
Fluvanna Adult Sports Leagues (“Open to All”)	\$5.00 per adult participant	Total fee paid by league based on number of adult participants at start of season.

Youth and Adult “Travel/Try-Out” Leagues

Category	Season Fees	Notes
Travel and Try Out-based Leagues	\$5.00 per field per day (Lights - Add \$5.00 Per Day/Per Field)	Total fee paid by league based on number of fields used.

FESTIVALS AND MAJOR EVENT FEES

(Admission/Non-Admission Based Events)

A Special Event Permit is required if your gathering has **any** of the following elements:

- Alcohol
- Inflatables
- Specific location reservations
- Tents
- Stages
- Any advertising or sponsorship activities
- Use of amplified sound
- Walk/Run Route
- Selling or distributing of food, goods, or merchandise (includes exercise classes or boot camps)

Event Participants	Standard Fees (1) (2)	Period	Reservation Fee (3)	Damage Deposit (Min. \$100)	Setup/Breakdown/ Site Manager
Up to 250	\$100	Per Day	\$25.00	50% of standard fee	\$25.00/hour per employee
251 - 500	\$150	Per Day	\$25.00	50% of standard fee	\$25.00/hour per employee
501 – 2,500	\$250	Per Day	\$25.00	50% of standard fee	\$25.00/hour per employee
2,501 – 5,000	\$500	Per Day	\$25.00	50% of standard fee	\$25.00/hour per employee
5,001 and up	\$1000	Per Day	\$25.00	50% of standard fee	\$25.00/hour per employee

- Notes:
- (1) Non-county based residents/groups – Add 15% to standard fee.
 - (2) Non-Profit/Charitable Organizations – Deduct 50% off standard fee.
 - (3) Prepaid reservation fee will be deducted from standard fees unless event is cancelled without advance notice.