

STAFF REPORT

City Council Business Item

DATE: January 17, 2023

TO: Honorable Mayor and Council Members

FROM: Aaron Felmlee, Finance Director
Jennifer Lourenzo, Conference Center Manager

THROUGH: Merritt Perry, City Manager

SUBJECT: Amend the City's Annual Fee Schedule for Fiscal Year 2022-23 to Provide for Amended Rental Rates for the Use of the River Lodge and Monday Club.
Resolution 2023-01

STAFF RECOMMENDATION:

Staff recommends that City Council amend the River Lodge and Monday Club fee schedule by adopting Resolution 2023-01.

EXECUTIVE SUMMARY:

Riverlodge staff have been working diligently on implementing a new software product, Tyler Parks and Recreation Program (TPAR) that staff will be utilizing to receive payments, reservations, etc. As part of the implementation process it has become necessary to make changes to the River Lodge and Monday Club's Fee Schedule in order to provide for a more straightforward and streamlined reservation process within the system.

The primary change requested is to adjust the hourly rates for both the Riverlodge and Monday Club to be one-fourth of the daily rental rate and remove the 4 hours' minimum charge provision. Making this change will allow staff to setup the software's rental calendar for each room to charge the hourly rate for reservations while also including a maximum daily rate.

The second change requested is unrelated to the software but because of a recent request, staff would like Council's approval to include the Garden Club's Annual Home Tour as part of the exempt community events under the Monday Club Fee Schedule.

For additional detail, *Resolution 2023-01* with Exhibit "A" is attached, and shows the proposed changes with new text in green, removed text in red, and a column for proposed rate changes in the middle.

FISCAL IMPACT:

Staff does not anticipate additional revenue from these changes as they are primarily structural changes. These structural changes will lead to some events being charged more while other events will be charged less.

RECOMMENDED ACTION:

- Receive staff report and attachments, and review any questions with staff.
- Open Public Comment
- Close Public Comment
- Motion to adopt *Resolution 2023-01* and read by title only. Roll call vote.

ATTACHMENTS:

- *Resolution 2023-01, a Resolution of the City Council of the City of Fortuna amending the City's annual fee schedule for Fiscal Year 2022-2023 to provide for amended rental rates for the use of the River Lodge and Monday Club*