

ADULT ACTIVITY CENTER SENIOR ADVISORY COMMISSION **AGENDA**

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Tuesday, October 12, 2021

1:00 pm Adult Activity Center



Join Zoom Meeting

<https://us02web.zoom.us/j/4799521830>

Meeting ID: 479 952 1830

1. Call meeting to order
2. Roll call
3. Review and approval for meeting minutes
4. Citizen comment on Non-Agenda Items

Old Business

1. None

New Business

1. Senior Advisory Nominations and Elections
2. Surveys
3. Adult Activity Center Rental Fees
4. Commission Member Reports / Other Business
5. Staff Reports
 - a. Activity Attendance
6. Adjournment – Next Senior Advisory Commission Meeting:

Tuesday, November 9, 2021

Adult Activity Center Senior Advisory Commission Minutes

Tuesday, September 14, 2021 1:00 PM

The meeting was called to order by Vice Chairman Marcia Hedrick at 1:00 pm

Roll call: Marcia Hedrick, Vice Chair, Edd Bracken, Mildred Miller, Marcella Gauthier, Secretary,

Guests: Katelyn Clavette, AAC Coordinator, Erin Bishop, Recreation Leader

Excused: Wendy-Jean Fischer, Ed Sendelbach, Chair.

Review and approval of previous meeting minutes

Approved

Citizen comment on non-agenda items

None

Old Business

None

New Business

Commission Nominations

Katelyn Clavette suggested that we postpone voting until the next meeting. However, we did have some nominations. Marcella Gauthier nominated Marcia Hedrick for Secretary and Mildred Miller nominated Ed Sendelbach for Chair. Other nominations will be offered at the next meeting.

Marcella Gauthier announced that she will be submitting her resignation from her position on the Advisory Commission effective after acceptance of a formal resignation to be sent to Katelyn Clavette and the City Council.

Commission Member Reports/Other Business

None

Staff Reports

- The Senior Lounge at the Fair/Rodeo:
- Attendance was down this year. There were 61 attendees. There were issues with some attendees refusing to wear the required masks.
- AAC Membership for past month: checkins: 436 New renewing: 39

Marcella Gauthier moved to adjourn the meeting at 1:35 pm, the motion was seconded by Mildred Miller. Motion passed by Commission vote. Meeting adjourned.

The next Commission meeting will be October 12, 2021



MEMORANDUM

Date: September 16, 2021

To: Senior Citizen Advisory Commission

From: Katelyn Clavette, Adult Activity Center Coordinator

Subject: October 12, 2021 Meeting Item – Adult Activity Center Rental Fees

Summary: Staff is recommending raising the rental prices at the Adult Activity Center effective January 1, 2022. Staff is making this recommendation to help cover expenditures for the AAC rentals.

Background: The rental fees at the AAC have not been increased since they were established sometime between 1988 – 1994. We currently have five recurring rentals and occasionally we have a one-off rental such as a holiday party. We see one-off rentals about seven times a year. The fee increase will help cover operating expenses for the rental as well as staff's time to sanitize after each rental.

Findings and Analysis: From a business standpoint, one of the main goals of the AAC for rentals is to cover the operating expenses, which includes utilities and the time it takes staff to clean and sanitize after each rental to provide a safe place for all. It is also a good business practice to review rates and adjust accordingly.

At this time the rental fees for the AAC are listed below. Each fee is based on one hour of use.

Classifications:

A City-sponsored senior activities or free, broad-based community events with wide interest and involvement, e.g., a public forum, nonprofit community festival.

B Public programs, meetings, educational, recreational, and cultural programs; activities of nonprofit groups, organizations, local government agencies, and nonsponsored senior activities.

C Private noncommercial events; state and federal government uses; group activities of commercial entities not selling a product or service.

D Convention and trade show activities; activities of commercial entities selling a product or service on a one-time or occasional basis.

Hourly rates (all rentals include the use of bathroom and lobby):

Room	A	B	C	D
Ballroom	NC	\$10.00	\$15.00	\$25.00
Conference room	NC	\$3.00	\$6.00	\$9.00
Kitchen	NC	\$3.00	\$6.00	\$9.00

In comparison, the following facilities offer similar services in Ellensburg and are all public City facilities.

Stan Bassett Youth Center Fees

A. Category I. Free, broad-based community events with direct benefit to the community as a whole, with community-wide interest and involvement, e.g., a major public forum or nonprofit community festival. These events must have broad community involvement. **Youth**-oriented events in this category are especially encouraged.

B. Category II. Public meetings; educational, recreational and cultural programs; meetings and activities of nonprofit groups, of educational entities, of community organizations and of local government agencies.

C. Category III. Private noncommercial events; state and federal government agencies; group activities of commercial entities not selling a product or service, e.g., private parties and celebrations.

D. Category IV. Convention and trade shows; activities of commercial entities selling a product or service on a one-time or occasional basis. [Ord. 4280, 2001.]

Facility	Cat. I	Cat. II	Cat. III	Cat. IV
Main Activity Area	NC	\$15.00	\$20.00	\$30.00
Multi-purpose Room No. 1	NC	\$10.00	\$15.00	\$20.00
Multi-purpose Room No. 2	NC	\$10.00	\$15.00	\$20.00

Hal Holmes Rental Fees

A. Public, Government, and Educational Institutions. Activities of business/commercial entities, activities of private citizens not affiliated with a group or organization, activities of government agencies (not including the city of Ellensburg), and educational institutions.

B. Nonprofit. Activities of nonprofit organizations, foundations, associations, and clubs.

C. Sponsored. Library-sponsored activities and city of Ellensburg sponsored activities. Library-sponsored activities must be approved by the library director (or designated representative). City-sponsored activities must be approved by the city manager (or designated representative). [Ord. 4687 § 1, 2014; Ord. 4558 § 1, 2009; Ord. 4476 § 1, 2007; Ord. 4425 § 1, 2005; Ord. 4406, 2005; Ord. 4381, 2004; Ord. 4186, 1999; Ord. 4070 § 1, 1996; Ord. 3877 § 1, 1993.]

Facility/Service	Public/Government/Educational Institutions	Nonprofit	Sponsored
Kittitas Room	\$18.00	\$15.00	NC
Ellensburg Room	\$18.00	\$15.00	NC
Teaway Room	\$18.00	\$15.00	NC
City Council Chambers	\$18.00	\$15.00	
*Kitchen Access	\$10.00/Day		

Based on this information, staff is recommending that the hourly rental fees for the AAC be established as follows:

Room	A	B	C	D
Ballroom	NC	\$10.00 <u>\$15.00</u>	\$15.00 <u>\$20.00</u>	\$25.00 <u>\$30.00</u>
Conference room	NC	\$3.00 <u>\$5.00</u>	\$6.00 <u>\$8.00</u>	\$9.00 <u>\$11.00</u>
Kitchen	NC	\$3.00 <u>\$5.00</u>	\$6.00 <u>\$8.00</u>	\$9.00 <u>\$11.00</u>

Recommendation: Provide staff with feedback on proposed fee increases of the Adult Activity Center.