

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation

Recreation classes and excursion fees shall be determined as follows:

Classes

1. Determine the maximum hourly rate paid to instructor.
2. Multiply the instructor's hourly rate by the number of class meetings.
3. Determine the minimum number of participants and divide into the instructor's cost.
4. Add indirect overhead percent - 32%.
5. Add 20% to establish non-resident fee.
6. Add cost for specialized equipment or supplies.

Special Conditions: For classes taught by contract instructors, the indirect overhead is only added to the City's percentage.

Excursions

1. Transportation cost divided by the number of participants plus overhead transfer.
2. Add 20% to establish non-resident fee.
3. Add any admission cost, supplies or leadership cost.

Additional factors that may be used to determine the class or excursion user fee:

The total number of participants in a given activity may generate additional revenue whereby the total program cost may be reduced.

Classes that traditionally have waiting lists may have the user fee increased.

Programs in competition with adjacent cities or the private sector may require fees to be increased or decreased to remain competitive.

Facility Use Fee Schedule (Staff Use Only)

CLASSIFICATIONS:

- Group 1: Cupertino-serving non-profits with 1/3 resident membership/participation, a Cupertino business address, or demonstrated service to Cupertino; government organizations; sponsored clubs; functions held by non-profits that are free and open to the Cupertino public. These organizations must show an official structure and status.
- Group 2: Non-resident non-profit recreation, education or community service organizations for functions not open to the public. These organizations must show official structure and status.
- Group 3: Cupertino Residents - Private, special interest or business groups for functions not open to the public. These functions would include parties, banquets, receptions, industrial conferences, seminars, trade shows, etc. Must show proof of 95014 residency.
- Group 4: Non-Residents - Private, special interest or business groups for functions not open to the public. These functions would include parties, banquets, receptions, industrial conferences, seminars, trade shows, etc.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Quinlan Community Center

ROOM RENTAL SCHEDULE PER HOURS

| <u>Cupertino Room</u> | Mon-Fri up to 5:00pm | Overtime Fees* | Fri 5:00pm-Sun | Overtime Fees* |
|--------------------------------|----------------------|----------------|----------------|----------------|
| Cupertino Non-Profit (Group 1) | \$30 | \$45 | \$80 | \$120 |
| Non-Profit (Group 2) | \$48 | \$72 | \$128 | \$192 |
| Resident (Group 3) | \$168 | \$252 | \$280 | \$420 |
| Non-Resident (Group 4) | \$224 | \$336 | \$368 | \$552 |
| <u>Social Room</u> | | | | |
| Cupertino Non-Profit (Group 1) | \$20 | \$30 | \$60 | \$90 |
| Non-Profit (Group 2) | \$32 | \$48 | \$96 | \$144 |
| Resident (Group 3) | \$72 | \$108 | \$120 | \$180 |
| Non-Resident (Group 4) | \$90 | \$135 | \$150 | \$225 |
| <u>Conference Room</u> | | | | |
| Cupertino Non-Profit (Group 1) | \$10 | \$15 | \$25 | \$38 |
| Non-Profit (Group 2) | \$16 | \$24 | \$40 | \$60 |
| Resident (Group 3) | \$31 | \$47 | \$52 | \$78 |
| Non-Resident (Group 4) | \$39 | \$59 | \$65 | \$98 |

Security Staff

Security staff is required when alcohol is served at any City facility. \$40.00 per hour. Minimum of 6 hours.

Overtime Fee*

Rentals exceeding, prior to or following the permitted reservation time, shall be charged the overtime fee for any time up to the first half-hour, and the overtime fee per hour for every hour thereafter. This charge will be deducted from the security deposit.

Security Deposit

A security deposit shall be required for all groups. Security deposit is due at time of reservation. The Department Director may also require or alter a deposit based on the nature of an event, deposits on account for other permits, etc. The security deposit will be refunded if no damage occurs, rooms are left in clean condition, and permits conclude on time.

| | |
|----------------|-------|
| Cupertino Room | \$500 |
| Social Room | \$300 |

Insurance

General Liability Insurance may be required as determined by Department and stipulated in Department's Facility Use Insurance Requirement Policy.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Community Hall

ROOM RENTAL SCHEDULE PER HOUR

| | Mon-Fri Up to 5:00pm | Overtime Fees* | Fri 5:00pm to Sun | Overtime Fees* |
|--------------------------------|----------------------|----------------|-------------------|----------------|
| Cupertino Non-Profit (Group 1) | \$30 | \$45 | \$80 | \$120 |
| Non-Profit (Group 2) | \$48 | \$72 | \$128 | \$192 |
| Resident (Group 3) | \$120 | \$180 | \$200 | \$300 |
| Non-Resident (Group 4) | \$200 | \$300 | \$300 | \$450 |

Security Staff

Security staff is required when alcohol is served at any City facility. \$40.00 per hour. Minimum of 6 hours.

Overtime Fee*

Rentals exceeding, prior to or following the permitted reservation time, shall be charged the overtime fee for any time up to the first half-hour, and the overtime fee per hour for every hour thereafter. This charge will be deducted from the security deposit.

Security Deposit

A security deposit shall be required for all groups. Security deposit is due at time of reservation. The Department Director may also require or alter a deposit based on the nature of an event, deposits on account for other permits, etc. The security deposit will be refunded if no damage occurs, rooms are left in clean condition, and permits conclude on time.

Community Hall

\$500

Insurance

General Liability Insurance may be required as determined by Department and stipulated in Department's Facility Use Insurance Requirement Policy.

Cupertino Library: Will be approved for a select number of uses of Community Hall without fee, based on approval from the use of Community Hall.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Monta Vista Recreation Center/Creekside Park Building/Wilson Park Building

ROOM RENTAL SCHEDULE PER HOUR

WILSON PARK BUILDING/CREEKSIDE/MONTA VISTA- Multi-Purpose Room

| | Mon-Fri Up to 5:00pm | Overtime Fees* | Fri 5:00pm to Sun | Overtime Fees* |
|---|----------------------|----------------|-------------------|----------------|
| Cupertino Non-Profit (Group 1) | \$24 | \$36 | \$39 | \$59 |
| Non-Profit (Group 2) | \$30 | \$45 | \$48 | \$72 |
| Resident (Group 3) | \$48 | \$72 | \$80 | \$120 |
| Non-Resident (Group 4) | \$60 | \$90 | \$100 | \$150 |
| | <hr/> | | | |
| | Resident | Non-Resident | | |
| Bounce House (Memorial & Creekside Park Only) | \$25 | \$25 | | |

Security Staff

Security staff is required when alcohol is served at any City facility. \$40.00 per hour. Minimum of 6 hours.

Overtime Fee*

Rentals exceeding, prior to or following the permitted reservation time, shall be charged the overtime fee for any time up to the first half-hour, and the overtime fee per hour for every hour thereafter. This charge will be deducted from the security deposit.

Security Deposit

A \$100 security deposit shall be required for all groups. Security deposit is due at time of reservation. The Department Director may also require or alter a deposit based on the nature of an event, deposits on account for other permits, etc. The security deposit will be refunded if no damage occurs, rooms are left in clean condition, and permits conclude on time.

Creekside Park building security deposit \$100. If alcohol is served security deposit is \$250.

Insurance

General Liability Insurance may be required as determined by Department and stipulated in Department's Facility Use Insurance Requirement Policy.

Wilson Park Building rental would not include access to ceramic wheels, kiln, or specialized art equipment.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Senior Center

Membership Fees

| | Resident | Non-Resident |
|-----------------------|----------|--------------|
| Annual Membership | \$25 | \$30 |
| Volunteer Membership* | \$20 | \$25 |

Non-Member - Additional Fees

| | Resident | Non-Resident |
|--------------------------|----------|--------------|
| Visitor Pass (per day) | \$5 | \$5 |
| Classes (per class) | \$10 | \$10 |
| Day Trips (per trip) | \$20 | \$20 |
| Flex Pass (Members only) | \$7 | \$7 |

ROOM RENTAL SCHEDULE PER HOUR

Reception Hall

| | Mon-Fri Up to 5:00pm | Overtime Fees* | Fri 5:00pm to Sun | Overtime Fees* |
|--------------------------------|----------------------|----------------|-------------------|----------------|
| Cupertino Non-Profit (Group 1) | \$30 | \$45 | \$80 | \$120 |
| Non-Profit (Group 2) | \$48 | \$72 | \$128 | \$192 |
| Resident (Group 3) | \$144 | \$216 | \$240 | \$360 |
| Non-Resident (Group 4) | \$180 | \$270 | \$300 | \$450 |

Bay Room/ Arts and Craft

| | | | | |
|--------------------------------|------|------|------|-------|
| Cupertino Non-Profit (Group 1) | \$22 | \$33 | \$36 | \$54 |
| Non-Profit (Group 2) | \$27 | \$41 | \$45 | \$68 |
| Resident (Group 3) | \$43 | \$65 | \$72 | \$108 |
| Non-Resident (Group 4) | \$54 | \$81 | \$90 | \$135 |

Classroom

| | | | | |
|--------------------------------|------|------|------|-------|
| Cupertino Non-Profit (Group 1) | \$20 | \$30 | \$32 | \$48 |
| Non-Profit (Group 2) | \$24 | \$36 | \$40 | \$60 |
| Resident (Group 3) | \$38 | \$57 | \$64 | \$96 |
| Non-Resident (Group 4) | \$48 | \$72 | \$80 | \$120 |

Conference Room

| | | | | |
|--------------------------------|------|------|------|------|
| Cupertino Non-Profit (Group 1) | \$10 | \$15 | \$25 | \$38 |
| Non-Profit (Group 2) | \$16 | \$24 | \$40 | \$60 |
| Resident (Group 3) | \$31 | \$47 | \$52 | \$78 |
| Non-Resident (Group 4) | \$39 | \$59 | \$65 | \$98 |

Security Staff

Security staff is required when alcohol is served at any City facility. \$40.00 per hour. Minimum of 6 hours.

Overtime Fee*

Rentals exceeding, prior to or following the permitted reservation time, shall be charged the overtime fee for any time up to the first half-hour, and the overtime fee per hour for every hour thereafter. This charge will be deducted from the security deposit.

Security Deposit

A security deposit shall be required for all groups. Security deposit is due at time of reservation. The Department Director may also require or alter a deposit based on the nature of an event, deposits on account for other permits, etc. The security deposit will be refunded if no damage occurs, rooms are left in clean condition, and permits conclude on time.

*Members who have volunteered 20+ hours in the previous calendar year qualify for this rate.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Senior Center

| | |
|-----------------|-------|
| Reception Hall | \$500 |
| All Other Rooms | \$300 |

Insurance

General Liability Insurance may be required as determined by Department and stipulated in Department's Facility Use Insurance Requirement Policy.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Sports Center/Teen Center

| | Type | Resident | Non-Resident |
|----------------------------|----------|----------|--------------|
| <u>Passes</u> | | | |
| Day Pass | | \$10 | \$12 |
| <u>Monthly Memberships</u> | | | |
| One Month | Single | \$65 | \$78 |
| One Month | Couple* | \$85 | \$102 |
| One Month | Family* | \$105 | \$126 |
| One Month | Senior | \$50 | \$60 |
| One Month | Students | \$30 | \$36 |
| <u>Annual Memberships</u> | | | |
| One Year | Single | \$440 | \$528 |
| One Year | Couple* | \$825 | \$990 |
| One Year | Family* | \$920 | \$1,104 |
| One Year | Senior | \$395 | \$474 |

**Family membership includes up to 2 adults and 1 child under 18. For residents, each additional child is \$100 per year or \$8 per month. For non-residents, each additional child is \$120 per year or \$10 per month.*

**Couple and Family memberships must live in the same household.*

ROOM RENTAL SCHEDULE PER HOUR

| | |
|--|----------------|
| Conference Room | Current |
| Cupertino Non-Profit (Group 1) | \$10 |
| Non-Profit (Group 2) | \$16 |
| Resident (Group 3) | \$31 |
| Non-Resident (Group 4) | \$39 |
| Multi-Purpose Room/Sports Court | Current |
| Resident | \$60 |
| Non-Resident | \$72 |

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Sports Center/Teen Center

ADDITIONAL CONDITIONS

1. The Cupertino Tennis Club will be charged \$12.00/hour during primetime and \$8.00/hour per court during non-primetime for all C.T.C. sponsored activities other than U.S.T.A. leagues and practices.
2. All competitors in C.T.C./U.S.T.A. leagues participating at the Sports Center must purchase an annual membership.

Teen Center

| | |
|---|-------|
| Rental Rate (per 3 hours minimum) | \$210 |
| Deposit | \$750 |
| Overtime Rate: \$100.00 first hour; \$50.00 each half hour after. | |
| Extra Fees: \$35 each half hour (30 min); \$70 each hour (1 hr) | |

| | | |
|-------------|---------------|-------------------|
| | Teen Resident | Teen Non-Resident |
| Annual Rate | No Cost | \$25 |

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Outdoor Facilities

Memorial Softball Field

| | |
|---|------------|
| Cupertino residents/Resident business only | \$40/2 hrs |
| Non-Residents/Non-Resident business | \$60/2 hrs |
| Field can be reserved for a maximum of 4 hours. THERE IS NO FEE FOR CURRENT SOFTBALL TEAMS PLAYING IN CUPERTINO LEAGUES | |
| Field preparation (includes dragging, watering, chalking, and bases) | \$37 |
| Field Attendant (2 hour minimum). Field Attendant is required any time lights or field preparation is requested. | \$17/hr |
| Lights | \$10/hr |

Memorial Park Amphitheater

| | |
|--------------------------------|--------------|
| Residents/Cupertino Non-Profit | \$55/2 hours |
| Non-resident/Non-Profit | \$75/2 hours |

Memorial Park Gazebo

| | |
|--------------------------------|--------------|
| Residents/Cupertino Non-Profit | \$55/2 hours |
| Non-resident/Non-Profit | \$75/2 hours |

Picnic Areas (Daily Rate)

| | Resident | Non-Resident |
|--|----------|--------------|
| Memorial (113 capacity) | \$113 | \$154 |
| Linda Vista (136 capacity) | \$136 | \$186 |
| Portal (80 capacity) | \$80 | \$109 |
| Electricity at Memorial or Linda Vista Park | \$25 | \$25 |
| Bounce House (Memorial Park Picnic Rental and Creekside Building Rentals Only) | \$25 | \$25 |

Sports Field Fees (Per Athletic Field Use Policy)

| | |
|---|-----------------|
| City of Cupertino at any field and Cupertino Union School District programs at Joint Use Agreement fields | No Charge |
| Non-profit organization serving individuals with a disability (*) | No Charge |
| Resident, non-profit youth organizations (*) | \$10/hour/field |
| Non-resident, non-profit youth organizations (*) | \$30/hour/field |
| Resident adult or for-profit youth organizations (*) | \$50/hour/field |
| Non-resident adult or for-profit youth organizations | \$60/hour/field |

*Sports Field Fees Organization Requirements

Non-profit organization serving individuals with a disability: Organizations must provide documentation, subject to review by the Department Director.
 Resident, non-profit youth organizations: Organizations must maintain Cupertino resident participation of 51% or greater and must be a recognized non-profit 501(c)(3) serving youth ages 18 or younger.
 Non-resident, non-profit youth organizations: Organizations must be recognized non-profit 501(c)(3) serving youth ages 18 or younger.
 Resident adult or for-profit youth organizations: Organizations must maintain Cupertino resident participation of 51% or greater.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Blackberry Farm

Picnic Areas (Daily Rate) *

| | Resident | Non-Resident |
|--|----------|--------------|
| Area 1 - 250 Person Picnic Area- Blackberry Site | \$300 | \$600 |
| Area 2 - 100 Person Picnic Area- Sycamore Site | \$120 | \$240 |
| Area 3 - 100 Person Picnic Area- Owl Site | \$120 | \$240 |
| Area 4 - 50 Person Picnic Area- Steelhead Site | \$60 | \$120 |
| Area 5 - 50 Person Picnic Area- Bobcat Site | \$60 | \$120 |
| Area 6 - 25 Person Picnic Area- Acorn Site | \$30 | \$60 |
| All Sites- 525 Person Picnic Area | \$690 | \$1,380 |
| Pool Pass for Picnic Area Groups | \$4 | \$5 |

Day-Use Pass Only

| | | |
|---------------------------|-----|------|
| Weekday Tuesday - Friday | \$6 | \$8 |
| Weekend Saturday - Sunday | \$8 | \$10 |

Picnic area fees are due in full at the time of reservation.

* Organizations may rent multiple areas.

Swim Pass Options

| | Resident | Non-Resident |
|-------------|----------|--------------|
| 10-day Pass | \$60 | \$80 |

Season Swim Pass (May-Sept)

| | | |
|--|-------|-------|
| Individual Pass | \$100 | \$140 |
| 2-Person Pass | \$160 | \$200 |
| 3-Person Pass | \$170 | \$210 |
| 4-Person Pass | \$180 | \$220 |
| 5-Person Pass | \$190 | \$230 |
| 6-Person Pass* | \$200 | \$240 |
| *Each additional person added to a 6-person pass | \$6 | \$8 |

*Swim pass prices may be adjusted due to current COVID related restrictions.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Environmental Education Center

ROOM RENTAL SCHEDULE PER HOUR

| Contracted Tenants and Partners* | No Charge | Overtime Charges* |
|----------------------------------|-----------|-------------------|
| Cupertino Non-Profit (Group 1) | \$30 | \$45 |
| Non-Profit (Group 2) | \$48 | \$72 |
| Resident (Group 3) | \$55 | \$83 |
| Non-Resident (Group 4) | \$88 | \$132 |

*Onsite tenants and partnering organizations that have a current lease agreement with the City of Cupertino.

Security Staff

Security staff is required when alcohol is served at any City facility. \$40.00 per hour. Minimum of 6 hours.

Overtime Fee*

Rentals exceeding, prior to or following the permitted reservation time, shall be charged the overtime fee for any time up to the first half-hour, and the overtime fee per hour for every hour thereafter. This charge will be deducted from the security deposit.

Security Deposit

A security deposit of \$300 will be due at time of booking for rentals. (except for Contracted Tenants and Partners)

Insurance

General Liability Insurance may be required as determined by Department and stipulated in Department's Facility Use Insurance Requirement Policy.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Park Special Events Permits

| | |
|--|---------|
| Application Fee (per event; non-refundable) | \$75 |
| Memorial Park - 1/2 park per event day; 500 or fewer attendees | \$1,000 |
| Memorial Park - full park per event day; 501 or more attendees | \$2,000 |
| Event Day Staffing - City Staff | At Cost |
| Event Day Staffing - Sheriff's Office | At Cost |

*Memorial Park Special Event Permit for nonprofit/civic organizations only.
Additional permit fees may be charged for park uses, as determined by the Department Director.*

Security Deposit

A security deposit of \$1,000 is due 30 days prior to event. The security deposit payment is required before a Special Event Permit will be issued.

Insurance

General Liability Insurance is required as stipulated in the Department's Special Events Permit.

Community Gardens

| | |
|--|-------|
| Garden bed annual assessment | \$110 |
| Garden bed annual assessment - PG&E CARES Program Discount | \$55 |
| Garden bed refundable security deposit | \$150 |
| Garden bed refundable security deposit - PG&E CARES Program Discount | \$75 |

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Blackberry Farm Golf Course

Daily Green Fee Schedule

| <u>Weekends</u> | Resident | Non-Resident |
|------------------------------|----------|--------------|
| 9-Holes | \$18 | \$20 |
| Senior | \$18 | \$20 |
| Junior | \$15 | \$17 |
| Second 9 Holes (all players) | \$12 | \$14 |
| <u>Weekdays</u> | | |
| 9-Holes | \$16 | \$18 |
| Senior | \$15 | \$17 |
| Junior | \$15 | \$17 |
| Second 9 Holes (all players) | \$12 | \$14 |

All Groups and Tournaments pay the 9-Hole rate (Cupertino residents still applies). Staff is authorized to set merchandise fees according to current cost.

| | Adults (17-50) | Jr/Sr |
|---|-----------------------|--------------|
| <u>Monthly Rate*</u> | | |
| Cupertino Residents | \$165 | \$150 |
| Non-Residents | \$195 | \$180 |
| <u>Annual Rate (Weekdays Only)</u> | | |
| Cupertino Residents | \$1,310 | \$1,160 |
| Non-Residents | \$1,610 | \$1,460 |
| <u>Semi-Annual Rate (Weekdays Only)</u> | | |
| Cupertino Residents | \$710 | \$630 |
| Non-Residents | \$870 | \$790 |
| <u>Super Annual Rate (Good on Weekends & Holidays)</u> | | |
| Cupertino Residents | \$1,650 | \$1,500 |
| Non-Residents | \$1,950 | \$1,800 |
| <u>Super Semi-Annual Rate (Good on Weekends & Holidays)</u> | | |
| Cupertino Residents | \$880 | \$800 |
| Non-Residents | \$1,040 | \$960 |

*Monthly rate valid 7 days a week and Holidays. Based on 1/10th of the Super Annual Rate.

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Blackberry Farm Golf Course

Power Cart Rental Packs

| | | |
|---------|-------|-------|
| 10 Pack | \$65 | \$65 |
| 20 Pack | \$120 | \$120 |
| 30 Pack | \$165 | \$165 |
| 40 Pack | \$200 | \$200 |
| 50 Pack | \$225 | \$225 |

Rentals

| | | |
|--------------|------|------|
| Power Cart | \$7 | \$7 |
| Pull Cart | \$3 | \$3 |
| Soccer Balls | \$3 | \$3 |
| Clubs | \$10 | \$10 |

Daily Foot Golf Fee Schedule

Weekends

| | | |
|---------------|------|------|
| Adult | \$15 | \$15 |
| Junior | \$12 | \$12 |
| Spectator Fee | \$5 | \$5 |

Week days

| | | |
|----------------|------|------|
| Adult | \$15 | \$15 |
| Junior | \$12 | \$12 |
| Spectator Fee | \$5 | \$5 |
| Second 9 holes | \$12 | \$14 |

*Specials will be offered on an on-going basis

CITY OF CUPERTINO
Resolution 21-XXX
Fees Effective FY 2021-22
Schedule E - Recreation
Blackberry Farm Golf Course

Quick Passes

| <u>Base Rate</u> | | <u>15</u> | <u>16</u> | <u>17</u> | <u>18</u> | <u>18</u> | <u>20</u> |
|------------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | Weekday | Weekday | Weekday | Weekday | Weekend | Weekend |
| | Savings | Senior | Adult | Senior | Adult | | |
| | per | | | | | | |
| | round | Res. | Res. | NR | NR | Res. | NR |
| # of Plays | | | | | | | |
| 10 | \$1 | \$140 | \$150 | \$160 | \$170 | \$170 | \$190 |
| 20 | \$2 | \$260 | \$280 | \$300 | \$320 | \$320 | \$360 |
| 30 | \$3 | \$360 | \$390 | \$420 | \$450 | \$450 | \$510 |
| 40 | \$4 | \$440 | \$480 | \$520 | \$560 | \$560 | \$640 |
| 50 | \$5 | \$500 | \$550 | \$600 | \$650 | \$650 | \$750 |

Golf fees may be increased/decreased at the discretion of the City Manager (Resolution No. 04-350)