

Memo

To: Village Board
From: Chris Clark, Director of Parks, Recreation, & Forestry
Re: Parks & Recreation Facility and Sport Field Fee Changes
Date: March 15, 2016

Background Information:

The Parks, Recreation, and Forestry Department has been reviewing the fee structures for facility and sport field rentals in the village. The current fees that are in place are several years old and many times are difficult for renters and staff to understand what some individuals or groups should pay for utilizing village owned space.

In reviewing the current rates, staff re-categorized the fee structure from four down to three categories with examples for individuals and groups to better determine what fee category they fit into. In addition staff found that some minor increases would suffice to cover increasing expenses.

Additionally, staff also contacted many surrounding communities that provide similar service to compare the proposed fees. The proposed fees are in line with those communities and structured similarly as well.

A few other adjustments to the proposed fee structure include:

- Changing the Green Isle Pavilion rental hours from four hour blocks to either ½ day (6 hour) rental or full day (13 hour) rental.
- Changing the ending time at Green Isle Pavilion from 11 pm to 10 pm to reflect park closing times per Village ordinance.
- Provide a weekend rental opportunity for Village Hall.
- Charge for reservation of current and future park shelters and gazebos.
- Charge a Special Event fee to cover administrative and utilities/supplies costs.
- Increase sport field tournament fees and include a security deposit.
- Increase sport field fees for non-resident and for profits.

Staff believes that with the changes proposed, the Department will increase revenues by approximately 11% to cover increasing costs as well as provide for more efficient administration of the rental of village facilities and sport fields.

Previous Information/Action:

The Parks, Recreation, and Forestry Committee has reviewed the proposed changes at the January 26, 2016 meeting and recommended to proceed with the changes with the following comments.

- Fees for non-residents should be higher than resident fees.
- Make sure to recoup costs and expenses in the fees.
- Good idea to charge a Special Event /Administrative fee to cover the costs associated with special events that utilize village facilities (i.e. restroom use or garbage collection during a run/walk at Green Isle Park).
- Implement fee changes as soon as possible if staff feels it is feasible from an administrative prospective.

Budget Item/Funding:

None

Staff Recommendation:

Staff recommends that the Village Board adopts the proposed fee structure and changes to be implemented beginning in 2017. Staff determined that it would be difficult to administer these changes mid-way through the year as well as potential confusions with some of the facility time changes.

Attachments:

- Facility and Field Structure and Rate Spreadsheet