

**PARKS & RECREATION
DRAFT FEE SCHEDULE PRESENTATION**

4/28/26 CITY COUNCIL MEETING

**PRESENTED BY:
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DIRECTOR OF PARKS & RECREATION**

OVERVIEW

1. Overview & Introduction
2. Purpose of Update
3. Guiding Principles
4. Key Improvements
5. Community Considerations
6. Event & Service Based Fees
7. Fee Schedule Structure
8. Event Overview & Quote Structure
9. Example Quotes
10. How Fees Are Applied
11. Summary
12. Recommendation & Next Steps

PURPOSE OF UPDATE

Why Update The Fee Schedule?

- Current fees & structure of schedule are outdated
- Inconsistent structure across programs and rentals
- Rising operational and maintenance costs
- Limited cost recovery under existing structure
- Need for clearer, more comprehensive fee categories

GUIDING PRINCIPLES

Goals Of The New Fee Schedule

- Balance between affordability and sustainability
- Improve cost recovery where appropriate
- Increase clarity and consistency across all rentals and programs
- Better reflect staff time, facility use, and event impacts
- Maintain access for community-based and local users
- Structurally improve the City's approach to cost recovery

KEY IMPROVEMENTS

What's Changed?

- Expanded and more detailed fee categories
- New line items for event-related impacts
- Clear definitions for rental types and uses
- Event support services (staffing, setup/cleanup)
- Standardized structure across all facilities

COMMUNITY CONSIDERATIONS

Balancing Cost Recovery, Community Access & Impact

- Continued support for local and community-based groups
- Sustainable funding for facilities and programs
- Transparent structure helps users plan and budget

EVENT & SERVICE-BASED FEES

Fees vary based on:

- Type of use (private or nonprofit)
- Duration and scale of event
- Level of City support required
- Community Impact of event
- Staffing (setup, monitoring, cleanup)

Comprehensive Cost Recovery

- Standardized approach replaces ambiguity
- Facility preparation and restoration
- Considerations for larger events

FEE SCHEDULE STRUCTURE

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1. Table of Contents
2. Program Fees, Drop-in Sports, Sports Leagues & Team Sports
3. Skate Program – Admission
4. Skate Program – Public/Private Parties
5. Camps
6. Facility Rental Info & Fees, Prasch Hall Rentals
7. Perigot Park Rentals
8. Taylor Way, Horse Arena, Court & Other Rentals
9. Special Event Info & Fees, Cancellation Fees
10. Outside Vendor/Concessionaire Fees
11. Equipment Rental & Miscellaneous Fees, Discounts, Event Sponsorships
12. Footnotes

EVENT OVERVIEW & QUOTE STRUCTURE

General Info

- ❖ EVENT TYPE:
- ❖ LOCATION:
- ❖ EVENT ATTENDANCE:
- ❖ NON-PROFIT RATE:
- ❖ LENGTH OF RENTAL:
- ❖ FACILITIES RENTED:

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- ❖ SPECIAL EVENT PERMIT
- ❖ ADMINISTRATIVE PROCESSING:
- ❖ AMPLIFIED MUSIC:
- ❖ OUTSIDE PARKING REQUIRED:
- ❖ PARKING PLAN REQUIRED:
- ❖ ALCOHOL:
- ❖ DUMPSTER:
- ❖ PORTABLE TOILETS REQUIRED:
- ❖ OVERNIGHT SETUP/STORAGE:

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- ❖ FOOD TRUCK:
- ❖ CONCESSION SALES:
- ❖ CRAFT/OTHER VENDOR:

EXAMPLE QUOTES

EVENT	SIZE # OF PEOPLE	PREVIOUS \$	WITH PROPOSED FEE SCHEDULE \$
Medieval Festival	Large 5,000	\$1,220	\$3,900
Company Picnic	Large 750	\$1,795	\$2,425
Music Festival	Medium 250	\$550	\$1,225
Small Picnic	Small 50	\$75	\$175
Block Party Event	Large 800	\$80	\$860

HOW FEES ARE APPLIED

Breaking the Proposed Fee Schedule Down

1. Event Classification
2. Facility Rental Fees
3. Special Event Fees
4. Outside Vendor/Concessionaire Fees
5. Equipment Rental Fees
6. Discounts

HOW FEES ARE APPLIED

What's New

1. Event Classification

- ❖ **Small (Under 100 People) – No Requirement**
- ❖ **Medium (101-250 People) – Requires Traffic Control Plan**
- ❖ **Large (251+ People) – Requires Outside Parking & Traffic Control Plan + Portable Toilets**

- **Parking Plan clause added (PG. 6)**
- **Restroom clause added (PG. 6 & 7)**

2. Facility Rental Fees

- ❖ **Expanded Rental Options including: Prasch Hall, Perigot Park, Taylor Way, Horse Arena, Basketball/Tennis Courts, Skinner Store & Town Square**

HOW FEES ARE APPLIED

What's New

3. Special Event Fees

Expanded Line Items, including:

- Administrative Processing (Based on event size)
- Amplified Music/Sound (Based on # of people)
- Traffic Control (Admin Review, Barricade, Cone)
- Alcoholic Beverage (Served, Sold)
- Dumpster
- Porta Potty
- Overnight Setup/Storage

HOW FEES ARE APPLIED

What's New

4. Outside Vendor/Concessionaire Fees

Expanded Line Items, including:

- **4 types of vendors: Food truck, Concession (Non-Food Truck), Craft, Table**
- **City Hosted Events**
- **Special Events (Non-City)**
- **Other Vendor Fees (Parking/vending on City property – no event)**

5. Equipment Rental Fees

Expanded Line Items, including:

- **Audio/Video rentals, tables, grill, ice chest, ice machine**

HOW FEES ARE APPLIED

What's New

6. Discounts

Refined Line Items, including:

- **Non-profit/School Discount**
- **Repeat Customer Discount**
- **Resident Discount**
- **Community/Event Partner Discount**

SUMMARY

- Modernized, comprehensive fee schedule
- Aligns fees with service levels and impacts
- Supports financial sustainability while maintaining access
- Revisited annually to adjust

RECOMMENDATION & NEXT STEPS

Recommendation:

Staff recommends the Council review and adopt the presented Fee Schedule

Alternatives:

- Direct staff to refine *specific* areas of the presented Fee Schedule