

# Request For Board Action

REFERRED TO BOARD: May 16, 2016

AGENDA ITEM NO: 5

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of an Ordinance Amending §8-4-5 of the Municipal Code of Antioch Revising Park Program Refund and Discount Policies

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The parks department has requested a change to the existing refund policy to provide relief to those program users who might experience a hardship. The existing policy provides refund only in the event of department program changes or cancelations. The proposed change would allow those experiencing hardships to request a refund and be subject to a case by case review by the park director.

Regarding a discount policy, the parks department has never had the ability to provide a multi-child discount. The proposed ordinance would add a multi-child discount on designated programs to provide additional incentive for multi-child families to participate in various parks programs.

Both policies were initially discussed at the February 2016 COW meeting where concerns were discussed. The policies came back at the April 2016 COW meeting and no further concerns noted.

DOCUMENTS ATTACHED:

1. Ordinance

RECOMMENDED MOTION:

**Move** to Approve an Ordinance Amending §8-4-5 of the Municipal Code of Antioch Revising Park Program Refund and Discount Policies

**ORDINANCE 16 - \_\_\_\_\_**

**AN ORDINANCE AMENDING §8-4-5 OF THE  
MUNICIPAL CODE OF ANTIOCH REVISING  
PARK PROGRAM REFUND AND DISCOUNT POLICIES**

**WHEREAS,** the Park and Recreation Department provides a wide range of sponsored activities including highly popular programs like Camp Crayon and many programs that provide interesting activities to much smaller groups of children and adults, and

**WHEREAS,** the Village currently has a rather inflexible policy which requires payment in full for all activities, without family discounts, and does not allow for refunds of fees paid for any reason, no matter how valid or compelling, and

**WHEREAS,** the Village Board wishes to ensure that the park programs are financially viable but without adverse impact on citizens, and

**WHEREAS,** the Village Board further wishes to make the parks programs and the registration process as friendly as possible, in order to make access to these programs as broadly available as possible and also to ensure that the parks presents a welcoming presence to all patrons and would-be patrons,

**NOW THEREFORE, BE IT ORDAINED** by the Village of Antioch, Lake County, Illinois, as follows:

**SECTION ONE:** Section 8-4-5 of the Antioch Municipal Code is hereby amended and shall hereafter read as follows (additions underlined, deletions ~~stricken~~):

**8-4-5: FEES:**

Any and all programs for which a fee is charged, as well as all licenses issued by the parks director, shall be subject to the fees shown on the fee schedule posted in the parks office and as set from time to time by the parks department with the approval of the village board.

A. Schedule Of Fees: Due to the fact that the village parks are funded by the tax dollars contributed from property taxes paid by village residents, the fee schedule on file with the parks director may set forth two (2) levels of fees: one charged to nonresidents and a discounted fee offered to residents. For the purpose of the assessment of fees, and for the simplicity of administration by the parks department, any person with a postal ZIP code of 60002 is considered a resident and anyone else is considered a nonresident. The parks department may request photo ID or other proper identification in determining the amount of fees to charge any person. The parks director may, in conjunction with the joint management of shared parks pursuant to the intergovernmental agreement between the village and Antioch Township, also provide for a third level of fees for persons who are residents of Antioch Township, but who are not residents of the village. Such a fee level shall be maintained on file in the same manner as all other fee levels.

B. Waiver Of Fees: The parks director has only the following limited discretion to waive any fees for any group or organization for any activity or license which is subject to the fee schedule on file in the parks office:

1. For bona fide religious groups and churches whose status as such has been recognized by the internal revenue services of the United States;
2. For charitable organizations who have been granted nonprofit status under section 501(c)(3) of the internal revenue code of the United States;
3. Only in circumstances where there is no profit motive intended or obtained by the applicant for the use of the parks or the activity;
4. The village board reserves all other power to waive any fees on a case by case basis upon petition therefor.

~~C. Refund Policy: No refunds will be granted unless a program is canceled or changed by the parks and recreation department. People who are unsure about signing up for a class may contact the parks director and arrange a time to view a class before registering for the class the next session. This action in no way guarantees a space to said person, and must be arranged with the director.~~

C. Refund Policy: No refunds will be granted unless a program is canceled or changed by the parks and recreation department. In certain cases of hardship, consideration can be given by the parks director and will take into account the specific effect on the program the refund is requested for.

D. Discount Policy: The parks director shall provide a 10% discount on selected designated programming for multi-child registrations to families in the same program. The discount will only apply when registering for programs within the same time-frame and it will be deducted from the least expensive program participant. Proof of family relationships and residency in the same household may be required.

**SECTION TWO:** This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS, ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
LAWRENCE M. HANSON, MAYOR

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LORI K. FOLBRICK, VILLAGE CLERK