

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: April 16, 2025

To: Mayor and Town Council
From: Nelle Herman, Recreation Manager
Subject: Facility Use and Reservation Policy Amendment

Recommendation to Council:

Approve proposed updates and amendments to the Facility Use and Reservation Policy.

Strategic Plan Element:

The recommended action supports the goal of Livability. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

The Town of Windsor owns and operates several indoor and outdoor facilities that are made available for the public to reserve for private use. The Town maintains a Facility Use and Reservation Policy (Policy) that lists the rules and regulations that govern the use of the Town of Windsor's reservable facilities. Also included in the policy are the fees applicable when reserving a facility with the Town including the hourly fees, security deposits, cleaning fees and other miscellaneous charges such as amplified sound, addition of alcohol, and kitchen use.

At the start of each new fiscal year the facility and park rental fees are automatically increased by the cost-of-living index. However, other than the cost-of-living increase year after year, the Policy has not had any edits to update outdated information since August of 2020.

Discussion:

Staff from the Parks and Recreation Department reviewed the Policy and made several minor grammatical edits, updates to amenities in the Town's parks and facilities, and revisions to clarify procedural changes. All changes are reflected in the attached copy of the Policy with track changes (Attachment 1).

Among changes made, one clarifying edit for Town Council review on page 29 of Attachment 1, the section on "Adult Athletics" states:

"Adult sport activities (18 years and older) shall be assessed a Park Use Permit fee based on the number of players and audience in attendance, a field use fee, and a refundable deposit. Additional fees for lining of field(s) apply as needed."

Historically, staff has interpreted this policy by calculating the number of players and spectators per event, then multiplying that by the number of weeks the league uses the field. This approach increases the total attendance count and, consequently, the group permit fee. The following example illustrates this calculation:

Example: Adult Softball League

15 players per team
20 spectators per game
10-week season
4 hours of use per day

Current Fee Calculation:

$(15 \text{ players} \times 2 \text{ teams}) + 20 \text{ spectators} = 50 \text{ people per game}$
 $10 \text{ weeks} \times 50 \text{ people} = 500 \text{ total attendees for the season}$
Park Use Permit Fee: \$632 (based on 251-500 attendees)
Field Use Fee: $40 \text{ hours} \times \$47/\text{hour} = \$1,880$
Deposit: \$200
Grand Total Fees: \$2,712

To provide clarity and align with standard practices, staff recommend amending the language to specify that the Park Use Permit fee should be based on the number of attendees on a single use, rather than for the entire season. The hourly field use fee will continue to reflect the total duration of field use over the season.

The revised policy language will read as follows:

"Adult sport activities (18 years and older), with each permit issued, shall be assessed a Park Use Permit fee based on the number of players and audience in attendance during a single use, a field use hourly fee, and a refundable deposit. Additional fees for lining field(s) apply as needed."

Revised Fee Calculation (Using Same Example):

50 people per game
Park Use Permit Fee: \$139 (based on up to 50 attendees per game)
Field Use Fee: $40 \text{ hours} \times \$47/\text{hour} = \$1,880$
Deposit: \$100
Grand Total Fees: \$2,119

Under the amended policy, league users would save \$593 compared to the previous calculation method due to a reduction in the permit fee and required deposit. Parks and Recreation staff reviewed adult athletic fees from surrounding jurisdictions, and with this clarification, the Town's fees now fall within the mid-range of comparable jurisdictions.

Other notable amendments and updates to the Policy include the addition of the Pickle Ball Courts at Hiram E. Lewis Community Park, page 16, Attachment 1 and Pickle Ball rules, page 22, Attachment 1.

Town of Windsor Parks and Recreation Commission reviewed these updates and amendments at their regular meeting on March 12, 2025 and recommends approving the Facility Use and Reservation Policy as amended.

Fiscal Impact:

There will be a slight annual decrease in rental revenue for ball fields as a result of this decision. Staff estimates a decrease in revenue equating to no more than \$1200 annually based off past rental groups.

Environmental Review:

The recommended action is not subject to review under the California Environmental Quality Act (CEQA).

Attachment(s):

1. Facility Use Policy and Reservation Policy 2025 Amended wTrack Changes
2. Facility Use Policy and Reservation Policy 2025 Amended

Prepared by:

Nelle Herman
Recreation Manager

Reviewed by:

Olivia Lemen
Parks and Recreation Director

Recommended by:

Jon Davis
Town Manager