

Fee Recommendation

February 9, 2023

FOR: Spring 2023 Programs

FINANCIAL OBJECTIVE AND JUSTIFICATION STATEMENT

Financial objectives vary among cost centers or program areas. In general, fees are calculated to cover the direct cost of the program with a pre-determined minimum number of participants and then increased by 20% to cover administrative costs. Program fees are recalculated each time they are offered to account for any changes in costs. We also consider price breaks, competition, and what the market will bear when establishing program fees.

PROJECTED RESULTS / OUTCOME:

Spring programs are held March-May. During the spring of 2022, we offered 141 fee-based programs and collected \$49,793.96 in revenue. This spring we will offer 151 fee-based programs and revenues may be impacted by pandemic restrictions.

We are asking for the Board of Park Commissioners' approval of the Winter Fun Times as presented. To be responsive to unforeseen circumstances such as health emergencies, severe weather, etc.) we ask for the Board of Park Commissioners' approval for the authority to modify, adjust and add programs (and their associated fees if applicable) with written approval from the Deputy Director or Director.

FEES:

Attached are the proposed fees for programs offered in the Spring 2023 Fun Times catalog.

[Spring Fun Times 2023](#)

Fun Times

Spring 2023
March-May

Mother's Day
Plant Sale

Trips & Tours

Day Camps

Gardening

Bunny Tales
in the Garden

Free Seminars

Classes &
Workshops

Hiking & Biking

Riverfront Fun

"Color in Motion"
Live Butterflies

Sports & Fitness

Preschool/Youth
Activities

Parks on Tap

Springtime Fun
for All Ages



Fort Wayne Parks &
Recreation Department

www.fortwayneparks.org

FEE RECOMMENDATION

February 9, 2023

FOR: Headwaters Park

COST CENTER: 439-R710
428-R710

FINANCIAL OBJECTIVE AND JUSTIFICATION STATEMENT:

Headwaters Park, located just north of the central city business district, is home to many festivals, concerts, charitable and other special events. The large open-air pavilion is available for public rental and makes a wonderful setting for weddings, receptions, company picnics, and family reunions. During the cold weather months, the pavilion houses the popular Headwaters Ice Skating Rink.

In the late 1990s, the developing Headwaters Park project became one of the largest public-private partnerships existing in Northern Indiana. Together, both the public and private sectors raised nearly \$17 million to complete the downtown revitalization. Because of its broad appeal, support came from all areas of the community. The State of Indiana contributed \$2 million, mostly through Build Indiana funds for land acquisition. Fort Wayne and Allen County governments contributed \$5.2 million for land acquisition, environmental remediation, and business relocation costs.

On April 1, 2023, the Fort Wayne Parks Department will take over the operation of Headwaters park from the Headwater Park Alliance. To make sure the transition is as easy for the Fort Wayne Parks Department and Headwater Park renters we are suggesting that rental pricing for the park remain mostly the same as in 2022 as previously established with the Headwaters Park Alliance. The park will be operated in a similar structure as with events in 2022. Rental spaces will be focused on 4 primary areas Grassy Area (East Side), Grassy Area (West Side), Lincoln Financial (East), and Pavilion Madge Rothschild Pavilion (West).

FEE RECOMMENDATION

- Fees will remain mostly unchanged for 2023
- Propose the creation of a 428-capital fund to help with future repairs and maintenance of the park. 15% of all rental and admission fees would be put into this fund.
- See attached Proposed Fee Schedule.

PROJECTED RESULTS OUTCOME:

We anticipate these fees will bring an additional income from the rental cost of the park and the Ice-Skating Rink operation.

ATTACHED:

- Headwaters Park Map
- Proposed Fee Schedule
- Rental Comparison

Headwaters Park Fees		
	Current Fees	Proposed Fees
Rothschild Pavilion Fees		
		Effective 2.9.2023
Weddings, Private events	\$525/day	\$525/day
Not-for-Profit, Charitable events	\$525/day	\$525/day
Lincoln Financial Pavilion Fees		
	Current Fees	Proposed
Weddings, Private Events	\$1,050/day	\$1,050/day
Festivals & Events (For Profit)	\$2,100/day	\$2,100/day
Festivals & Events (Not-for-Profit)	\$1,785.00/day	\$1,785.00/day
Grassy Areas		
	Current Fees	Proposed
Phase I	\$165/day	\$165/day
Phase II	\$165/day	\$165/day
Ice Rink Fees		
	Current Fees	Proposed
Admission Age 13 and under	\$4.00	\$4.00
Admission Age 14 and over	\$6.00	\$6.00
Skate Rental	\$3.00	\$3.00
Skate sharpening (Hockey Skates)	\$5.00	\$5.00
Skate sharpening (Figure Skates)	\$7.50	\$7.50
Misc. Fees		
	Current Fees	Proposed
Damages. per/hr. labor (plus materials and services if applicable)	\$60 per hour	\$60 per hour
Late cleanup/leaving (including vendors) after contracted time.	\$300.00/ per day	\$300.00/ per day
15% of all admission and rental fees will be put in a 428-R710 capital fund to help with future repairs and maintenance.		
Other Fees may be approved with the written permission of the Deputy Director		

Comparable Rental Venues

- Botanical Conservatory
 - Peak Season Rental Rate: \$1,645 (Tuesday – Sunday evening event time from 5 pm-11 pm).
 - Security Fee: \$350
 - All rentals include tables, chairs, guest parking, and garden admission.

- Community Center-Ballroom- capacity 200-240
 - \$220-\$620 per event
 - The Center provides 66” round tables and a limited number of 6 ft. and 8 ft. tables for your use

- History Center- capacity 160-200
 - \$1,600 5 p.m. – 11:00 p.m. \$1,750 weekend 4:00 p.m.- 11:00 p.m.
 - \$200.00 per hour (Mon through Thur) and \$250.00 per hour (Fri through Sun)

- Tin Caps Field-Suite Level Lounge- capacity 250
 - Weekday price \$700
 - Weekend price \$800

- Union 12 – Privately owned modern barn – capacity 300
 - Peak Season –\$4,995
 - High demand summer and Fall Fridays = \$5450
 - High demand summer and fall Saturdays = \$6450
 - Non-peak season \$2,450

- Sylvan Cellars Event Center – capacity 300
 - Friday - \$3500
 - Saturday - \$4500
 - Sunday - \$2500
 - Includes tables and chairs, full sound system, projector screen, restrooms, and Bridal suite

- Fort Wayne Museum of Art- capacity 250
 - Weekday 5 pm-11 pm Rental- \$1,800
 - Weekend 4 pm-11 pm Rental- \$1,750

- Grand Wayne-Calhoun Ballroom (Sections A & B)- capacity 150
 - Weekday 5 pm-11 pm Rental- \$600-1000
 - Weekend 4 pm-11 pm Rental- \$600-1000

SWEET BREEZE CANAL BOAT

FEE RECOMMENDATION

February 9, 2023

FOR: Sweet Breeze Canal Boat

Cost Center: 439-R300

FINANCIAL OBJECTIVE AND JUSTIFICATION STATEMENT:

Sweet Breeze canal boat is Fort Wayne's only authentic canal boat replica. It is a flat-bottomed, aluminum-hulled boat that is 54' long, and has a draft of 2.75' and an air draft of 8.5'. The vessel is owned by Friends of the Rivers and operated by the Fort Wayne Parks and Recreation Department. 2021 was FWPRD's first year operating the boat. Tour options include 45-minute tours, 60-minute tours, 90-minute tours, private rentals, and field trips, with a scheduled season from late-May or early June to mid-October.

The financial goal for The Sweet Breeze is to be self-sustaining covering operating costs through tours and private rentals. FWPRD's largest hurdle and top priority going into the 2022 season was to recruit, hire and retain more staff. With limited staff in 2021 and burnout at the end of the season, FWPRD knew this problem needed to be solved to be successful in the long run. FWPRD's goal was to hire at least 6 new staff members to reduce pressure and burnout for the returning staff. There was 8 additional staff hired in 2022, despite an extremely challenging and unique job market. Training staff for this operation is extensive and it is important to have returning staff each year, specially trained captains. To cover staff expenses and staff growth we would like to propose an increase in regular public tour ticket pricing, community tour pricing, Friends of the Rivers (FOR) education tour rate, FOR program tour rate, and the FWPRD in-house tour rate.

Projected Results / Outcomes

- With the proposed updates, we anticipate additional revenue of \$12,743

ATTACHED

- 2022 Operating Summary
- Fee Proposal

2022 Sweet Breeze Tour Summary

Ticketed Tours Summary

Month	# Ticketed Tours Offered*	# of Ticketed Tours Cancelled	# Tickets Sold	Total Passengers Attendance**	Average # Passengers Per Tour
May 28 - 29	4	0	150	143	35.75
June 4- 30	32	2	972	875	27.34
July 2-31	49	2	1295	1011	19.82
August 4-31	37	0	852	834	22.54
September 1-30	23	0	640	631	27.43
October 1 -9	10	0	300	185	18.50
	155	4	4209	3679	25.23

*Not all ticketed passengers showed up for each tour.

2022 Sweet Breeze Special Tour Report

2022 Sweet Breeze Special Tour Report					
Specialty Tours		Total:	7		
		Total Ran:	6		
Date	Time	Length	Price	# Sold	Description
29-Jul	8:00pm	90 min	\$35	30/30	Comedians, cash bar
11-Aug	6:00pm	90 min	\$27	18/36	Musician - Saxophonist
11-Aug	7:45pm	45 min	\$17	29/36	Musician - Flautist
22-Sep	7:30pm	90 min	\$35	23/28	Fall Equinox - live Irish folk music, cider, donuts
15-Oct	6:00pm	45 min	\$17	canceled	Fright Night - Kids Kraken craft, candy, giant squid facts
15-Oct	7:30pm	90 min	\$46	30/30	Fright Night - Fort Wayne ghost stories, cash bar, candy
16-Oct	11:00am	90 min	\$35	24/24	Fall Colors Brunch - live music, pastries, coffee, juice, fruit
Field Trips		Total:	21	All history, some by Ron Menze, some by Sandy Lagoni	
September 12-30th		Cancellations:	0		
		No-Shows:	0		
		Waitlisted:	3 schools	Total of 7 field trips	
Private Tours		Total booked:	20		
		Total ran:	19	One canceled due to high water	
Booked in		June:	2		
		July:	6		
		August:	3		
		September:	6		
		October:	2		
Sweet Breeze Fest		Total Tours:	14	Type of Tour	# of Tours for 2022
\$5/ticket				General Public	155
Date	Time			Total Ticket Sold	
	12,1,2,3,4,5 &			Specialty / Themed	6
September 24th	6 pm	266/266	Sold Out	Field Trips	21
September 25th	10, 11, 12, 1, 2, 3 & 4 pm	266/266	Sold Out	Private Tours	19
				Clean Drain Fest	14
				Total Number of Tours	215

Sweet Breeze Fee Proposal (changes are highlighted in yellow)

<u>Approving Organizations</u>			
Approval Date by Board of Park Commissioners ()	Current Fees	Proposed Fees (effective 2.9.2023)	Notes
Approval Date by Friends of the Rivers ()			
Regular Tours - Thursday-Sunday or as approved by Deputy Director or Director			
		Minimum 23 passengers per tour	
45-minute tour	\$17.00	\$20.00	2 and under free*
90-minute tour	\$27.00	\$30.00	2 and under free*
60-minute tour	\$20.00	\$23.00	2 and under free*
Community Tours/Non-Prime - Monday-Wednesday or as approved by Deputy Director or Director			
45-minute tour	\$14.00	\$15.00	2 and under free*
90-minute tour	\$24.00	\$25.00	2 and under free*
60-minute tour	\$17.00	\$18.00	2 and under free*
Private Tours			
90 minutes	\$1,400.00	NA	Regular seating, No food/drink
Food/Drink	\$150.00	NA	Cleaning Fee
Additional Hour	\$400.00	NA	Per Hour
Custom Configuration	\$100.00	NA	Private Tours Only
Specialty Tours (i.e.-themed tours/beer or wine/entertainment)			
Specialty tours will be priced according to FWPRD Costing Sheets and approved in writing by Deputy Director			NA 2 and under free*
Not-for-Profit Tours - Monday-Wednesday or as approved in writing by Deputy Director or Director			
90-minute tour	\$1,000.00	NA	Regular Seating, No Food/Drink
Food/Drink	\$150.00	NA	Cleaning Fee
Additional Hour	\$400.00	NA	Per Hour
Custom Configuration	\$100.00	NA	Private Tours Only

Non-Prime Private Tours -
Monday-Thursday before 5 pm

90 minutes	\$1,000.00	NA	Regular Seating, No Food/Drink
Food/Drink	\$150.00	NA	Cleaning Fee
Additional Hour	\$400.00	NA	Per Hour
Custom Configuration	\$100.00	NA	Private Tours Only

Other	Current Fees	Proposed Fees	
FOR** Educational Tours (45-minute tours)	\$350 tour plus \$5 per youth	\$425 tour plus \$6 per youth	Min. 20 youth. Teachers (max of 3) are free. Additional adults are charged the regular tour rate.
FOR** program (45-minute tours)	\$400/Tour	\$450	Must not interfere with or displace regular tour schedules or tours already scheduled.
In-House FWPRD programs (45-minute tour)	\$400/Tour	\$450	Must not interfere with or displace regular tour schedules or tours already scheduled.
Dockside Rental	\$150/Hour	NA	Use of Boat Dockside, No Food/Drink
Dockside Rental Food/Drink	\$150/Rental	NA	Cleaning Fee
Damages	\$50/labor plus materials and services	NA	

Merchandise Fees: **Mark-Up Range** **Notes**

Retail Merchandise Markup	95%-125% (to round to the nearest dollar)		Items that do not sell after a minimum of 45 days may be marked down with approval in writing by the Deputy Director.
Wholesale Merchandise Markup	50%		Once items are priced they will remain at that price for the duration of the season.

Catering Fee **Current Fees** **Proposed Fees**

45-minute tour	\$25.00	NA
90-minute tour	\$50.00	NA

Security Fee

Security Fee-regular rate per officer (or market rate)	\$50.00	WIP	Required for Tours with alcohol or as determined by FWPRD
Security Fee-Holiday rate per officer (or market rate)	\$65.00	WIP	

Contractual Tour Services and Other

Contracted docents or other tour services (excluding Captain, First Mate, or Deckhand) will be negotiated by the boat administrator and approved by Deputy Director.

Other fees may be approved in writing by Deputy Director or Director

*2 and under free. Must be able to sit on fee-paying passenger lap

****FOR - Friends of the Rivers rate is for Education tours and in-house programming, excluding Sweet Breeze Fest (See example below). Additional revenues from ticket sales or admissions are retained by FWPRD. Private use by FOR will be charged the "in-house" rate.**

Example Pricing Breakdown for FOR's Sweet Breeze Fest

- FOR would like to offer Sweet Breeze Tickets at a lower rate in Celebration of their annual Sweet Breeze Festival.
 - The rate and number of tours will be negotiated and agreed upon by both parties in writing before the beginning of each season. (Deputy Director or Director for FWPRD and designee)
 - FOR will pay FWPRD the difference between the general public tour ticket price while retaining the special event price.
 - For example, 45-minute general public tours are \$17 (The year 2022 pricing)
 - World River Day special event price is \$5/rider for a 45-minute tour
 - FOR agrees to pay the \$12 per ticket difference to FWPRD
 - FWPRD will also keep the special event price of \$5/ rider

Board of Park Commissioners

Commissioner

Commissioner

Commissioner

Commissioner

Board Secretary

Friends of the Rivers Representative

Signature

Print Name

Memorandum of Agreement

This memorandum of Agreement (“MOA”) is entered into as of this 9th day of February 2023 (the “Effective Date”) by and between the **CITY OF FORT WAYNE BOARD OF PARK COMMISSIONERS**, by and through the Fort Wayne Department of Parks and Recreation (“Parks”) and Friends of the Rivers, an Indiana non-profit corporation (“FOR”). Parks and FOR are sometimes referred to herein individually as a “Party” and collectively as the “Parties”.

RECITALS:

Parks and FOR entered into a Bareboat Charter Agreement (“Agreement”) on the 26th day of May 2021 (the “Effective Date”. Section 21 of the Agreement allows for the parties to mutually agree to Amend the Agreement.

The items below are the recommended amendments to the agreement.

1. Replace EXHIBIT A with an up-to-date inventory of vessel equipment. (See attached)
2. Change section 2 from January 31st to February 15th for the submission of each calendar year following the conclusion of an Operation Season during the Charter Period or any Renewal Charter Period (as hereinafter defined), Charterer shall provide the Owner with a financial summary report of revenues, expenditures, attendance, tours, the performance of maintenance, and repairs, and other information for the preceding Operation Season (the “Operating Season Financial Summary Report”)

Board of Park Commissioners

Commissioner

Commissioner

Commissioner

Commissioner

Board Secretary

Friends of the Rivers Representative

Signature

Print Name

Exhibit A (Effective 2.9.2023)**Vessel Equipment**

Item	Count	Source	Model/Manufacturer Part #
Boat	1	Scarano Boat Builders	Custom-Built
Boat Trailer	1	Fabtron Corporation	Custom-Built
Armless Chairs	28	Country Casual Teak	#4849 Calypso Stack
Chair Cushions	28	Country Casual Teak	#448 Dupine Taupe
Benches	2	Country Casual Teak	#4320 Foxhall 3' Backless
Seat Cushion Bag	3	Country Casual Teak	
Stacked Chair Covers	5	Country Casual Teak	
Table Bases	12	Restaurant Supply	
Table Poles- Short	12	Restaurant Supply	
Table Poles- Tall	12	Restaurant Supply	
Table Top- Rectangular	5	Country Casual Teak	Vineto 42"x24" Custom
Table Top- Square	7	Country Casual Teak	Vineto 24"x24" Custom
Stern Anchor, Plow-Style, 50# (100' 5/8" nylon braid rode, 3' 3/8" chain)	1	West Marine	
Custom roll-up gangway with extension and rails	1	Roll-A-Ramp	
Fire Extinguisher #1	1	Buckeye Equipment	Model #: 10H1SA80 ABC/Serial #:C84223837
Fire Extinguisher #2	1	Buckeye Equipment	Model #: 10H1SA80 ABC/Serial #:C84211912
Small Fire Extinguisher	1	Badger Advantage	Model #: ADV-250/ Serial #:B72469797
32' TV Monitor	2	Best Buy	Samsung 5Series N5300 w/mount
QSC 70v 300W Power Amp	1	Sweetwater	ISA300TI
Audio-Technica ATW-1311/L Dual Lavalier System	1	Sweetwater	ATW1311L
JBL 5.25" 2-Way Speakers- black	8	Sweetwater	Control25-1
Audio-Technica System 10 Digital 2.4GHz (wireless microphone)	2	Sweetwater	
Adult/Child Extended Size Life Vests (45lbs.+)	37	The Seahorse	Model LP-11/ Registration Stamped IN-2725DY
Adult Universal Life Vests (90+lbs.)	8	Near-Shore	Model B-8542/ Registration Stamped IN-2725DY
Youth Life Vests (50-90 lbs.)	34	Near-Shore	Model B-8542/ Registration Stamped IN-2725DY
Child Life Vests (less than 50 lbs.)	8	Near-Shore	Model B-8542/ Registration Stamped IN-2725DY
Lifesling 2 Overboard Rescue System	1	Scarano Boat Builders	