



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: October 1, 2018

TO: Craig Taylor, Chair
Operations Committee

S. Michael Rummel, Chair
Finance Committee

FROM: Nan Buckardt
Director of Education

RECOMMENDATION: Recommend Approval of an Ordinance Amending the Annual Fee Ordinance for FY 2018-2019 to include Permit Fees for Private Use of the Bess Bower Dunn Museum of Lake County.

STRATEGIC DIRECTIONS SUPPORTED: Public Access and Connections; Organizational Sustainability

FINANCIAL DATA: The cost recovery of the proposed permit fees range from 100% for events taking place on Tuesday through Thursday evening, 150% for Friday evening, and 200% for Saturday evening events. These fees align with the Fee Guidelines Subsidy and Cost Recovery approved on April 3, 2014 by the Finance and Administrative Committee.

BACKGROUND: Since the Bess Bower Dunn Museum of Lake County (Dunn Museum) opened in March 2018 staff has received several inquiries about private use of the Dunn Museum. Given the uniqueness of the venue in Lake County, staff would like to take advantage of these inquiries to help increase the exposure of the new Dunn Museum while generating additional revenue in support of the operating cost of the Dunn Museum. The current fee ordinance does not include permit fees for the Dunn Museum.

The proposed fees listed on Exhibit A of the Ordinance apply only to private events at the Dunn Museum. Private events would only take place outside of regular museum hours, would be coordinated by museum staff, and would require the permittee to pay for Public Safety staff attendance during the event. Events would be restricted to use of the lobby, museum gift shop, galleries and the North Shore Gas Education Classroom.

The proposed fees are comparable to the current fees for private use of space of similar size at the Chicago Botanic Garden.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Director of Finance, Superintendent of Educational Facilities, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR OCTOBER MEETING
OCTOBER 9, 2018**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith "an Ordinance Amending the Annual Fee Ordinance for FY 2018-2019 to include Permit Fees for Private Use of the Bess Bower Dunn Museum of Lake County" and request its approval.

OPERATIONS COMMITTEE:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING THE ANNUAL FEE ORDINANCE FOR FY 2018-2019 TO
INCLUDE PERMIT FEES FOR PRIVATE USE OF THE
BESS BOWER DUNN MUSEUM OF LAKE COUNTY**

WHEREAS, the Lake County Forest Preserve District (the “District”) owns and operates the Bess Bower Dunn Museum of Lake County (“Dunn Museum”); and

WHEREAS, the Dunn Museum opened to the public at the District’s General Offices in March 2018; and

WHEREAS, since the Dunn Museum has been open, staff has received inquiries about use of the Dunn Museum for private events; and

WHEREAS, it is in the District’s best interest to allow private events at the Dunn Museum, which will increase exposure of the Dunn Museum within Lake County and will generate non-tax revenue; and

WHEREAS, through its Annual Fee Ordinance, approved by the District’s Board of Commissioners on July 11, 2018 (the “Annual Fee Ordinance”) the District assesses fees and charges to the users of District programs, services, facilities, and special use areas that provide benefits to a limited and identifiable group of users, which are in addition to those enjoyed by the general public; and

WHEREAS, it is in the District’s best interests to amend the Annual Fee Ordinance to include fees for the private use of the Dunn Museum;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2. Amendment of Annual Fee Ordinance. The Annual Fee Ordinance is hereby amended by adding to it the Education Locations Facility Permits Section set forth in Exhibit A attached hereto.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2018

AYES:

NAYS:

APPROVED this ____ day of _____, 2018

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____

Exhibit A

(1) Education Locations Facility Permits

Bess Bower Dunn Museum of Lake County
For Lake County businesses, government agencies, or directly affiliated not-for-profit groups

Tuesday to Thursday, 6:00 to 10:00 pm	\$1,450.00
Friday, 6:00 to 10:00 pm	\$2,050.00
Saturday, 6:00 to 10:00 pm	\$2,650.00

Not for Profit	20% Discount
Ranger Support	Hourly Rate