



Michael G. Lewis
Director of Public Works/City Engineer
Engineering Department
414.302.8360
mlewis@westalliswi.gov

Memorandum

TO: Board of Public Works

FROM: Michael Lewis, Director of Public Works/City Engineer

DATE: May 16, 2017

RE: **Communication from the Director of Public Works/City Engineer regarding the proposed Application for Park Use Permit.**

The overall Parks Policy was approved. The attached is my proposed application permit with fees shown. It's difficult to compare our proposed fees with other communities since they are all over the place.

The Board should note that these fees are estimates. Our intent, per the City Attorney, is to keep the fees in-line with actual costs. Therefore, I did add a note authorizing me to adjust the fees to correspond with actual costs. For example, using Liberty Heights Area B and the Gazebo for an hour or two. According to the permit, the fee would be \$50 plus another \$100 for the Gazebo; which is, I believe, excessive. I believe I need discretion to make the fees fair and consistent.