



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: September 10, 2024
SUBJECT: Discussion of Event Fees and Costs for the Town of Elizabeth

BACKGROUND AND ANALYSIS

The Town of Elizabeth prides itself on the community activities that occur throughout the year. Recently, there has not only been a growth in the number of attendees at events, but also the overall number of events anticipated. Those events break down into four (4) basic categories:

1. Events undertaken by the Town of Elizabeth and operated by Town Staff and volunteers. They offer limited, if any, revenue stream for the Town. An example would include the Mayor's Tree Lighting held in December.
2. Events undertaken by the Town of Elizabeth in conjunction with its advisory Boards, Town Staff, and volunteers. They generate an amount of revenue to offset a portion of the costs associated with the event but are not yet self-sufficient in covering costs. These would include events such as the "5k and Family Fun Run".
3. Events operated in conjunction with a third party for which the third-party has primary oversight of the event, but Town Staff is required for street closures, security and other duties. Examples of this would include the Friday Night Markets and the High School Homecoming Parade.
4. Events for which a third party obtains a street closure permit for which the Town has no oversight of the event, but Town Staff provides street closure, cleanup, security, and other duties. This would include events such as "Elizabash."

The purpose of identifying these types of events is to assist the Board in determining how labor costs by Public Works and the Police Department may want to be calculated in the future. While clearly tax revenue is used for operations during these events, these events also may trigger overtime, the requirements of additional staffing, and places additional burdens on Staff. As such, a balance will need to be reached between those costs the Board is willing for the Town to absorb, and those costs for which event fees and/or costs should be examined.

Examples of the time and expenses for Public Works is as follows:

Stampede Parade – 6 regular staff hours and 6 OT staff hours (Saturday OT) for barricades, trash, parade route final clean-up inspection. 1-Truck 3 hours, 1-Trailer 3 hours each.



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Harvest Festival – 6 regular staff hours 2 OT staff hours for assistance during the event. 1 -Truck and 1 -Trailer 3 hours each.

Homecoming Parade – 8 regular staff hours. 1-Truck and 1-Trailer 2 hours each.

5K Walk/Race – 3 regular staff hours. 1- Truck 1 hour.

Friday Night Market – 3 regular staff hours and 2 OT(Saturday) if needed for trash clean-up per event. If location change is needed due to weather PW would have the same costs.

Bandt Park Events (Church, Schools, Reunions) – 1 regular staff hour.

For purposes of this memorandum, the PD uses a contract wage of \$75.00 per hour for each officer and/or Sergeant. This is the rate charged for events such as the Stampede. However, with current staffing levels, the availability to have officers available for such events could prove challenging.

For a starting point of this discussion, Staff have reviewed the annual “Elizabash” with the following analysis:

Elizabash will be held on June 7, 2025. It anticipates a parade and the closure of Main Street from HWY 86 to Spruce Street. If the 2024 vendor totals are used, we can expect between 90-100 street vendors for the event. PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at \$750.00. PD estimates the need for 2 Officers and one Sergeant for the event. The combined costs for PD are \$1,021.65 for law enforcement staffing. The total cost for this event is estimated at \$1,771.65. This analysis does not include time spent by the Town Clerk’s Office in processing and updating event applications, issuing food vendor license, and other administrative duties.

STAFF RECOMMENDATION

This memorandum is advisory only and will be used as the basis of further discussions among the Board of Trustees.