



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: August 30, 2024
SUBJECT: Chamber of Commerce – Anticipated 2025 Events in Elizabeth

BACKGROUND

In seeking to limit costs related to Town operations, Staff has begun monitoring the costs associated with events conducted within the Town. While not all costs may be identified or captured, it is important for both the Staff and the BOT to have a general understanding of the actual costs of all events.¹ There are also events undertaken by other entities with services to be provided by Town Staff. Recently, Staff had an opportunity to meet with representatives of the Chamber of Commerce to discuss their 2025 event schedule.

The costs associated with events is largely tied to labor, and more importantly overtime related to Saturday events. As a result, Saturday events within the Town automatically create overtime compensation for Staff, recognizing that this may be compounded as overtime events may exist on consecutive Saturdays. While Staff works to limit overtime, during the summer months this becomes even more difficult for Public Works due to the need to get certain projects completed during the summer months.

When the Chamber of Commerce engages in an event on Main Street, they are required to obtain a Special Event permit. The cost of the permit is \$10.00. This allows the Chamber to close Main Street, hold its event, and require the payment for booths from vendors. The Town pays \$100.00 for a booth during Chamber events. In the case of food vendors, the rates may be higher.

The Town has a responsibility to provide services to the community and residents of Elizabeth. There are concerns as to the appropriate balance to be struck between the general provision of services to the Town's residents, and the financial and fiscal ability to maintain services for events. This balance is key to the overall analysis.

ANALYSIS

The Chamber has proposed five (5) events for 2025 which will require the closure of Main Street. Each event is 4-6 hours in length and will be held on Saturdays. Staff used information and data previously gathered from events such as the Harvest Festival, the Stampede Parade/Elizabash, and other local events. Each event is identified with an individual analysis as follows:

ELIZAPALOOZA. This is a new event planned for May 31, 2025. It is anticipated that Main Street will be closed from HWY 86 to Spruce Street. As a Saturday event, similar to Elizabash, PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at

¹ 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.



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\$750.00. PD estimates the need for one Officer and one Sergeant for the event. The combined costs for PD are \$745.86 for law enforcement staffing. The total cost for this event is estimated at \$1,495.86.

ELIZABASH. Elizabash will be held on June 7, 2025. It currently appears from the pay schedule that overtime encountered for Elizapalooza and Elizabash will be in the same pay period. Elizabash will include 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.

CHRISTMAS IN JULY. This is a new event for the Chamber and is planned for July 12, 2025. This will include both a parade and the closure of Main Street from HWY 86 to Spruce Street. This event will mirror Elizabash. As such, the numbers provided for Elizabash are used at this time. The total cost for this event is estimated at \$1,771.65.

LEMONAIDE EVENT. This is a new event and will be a coordinated event with children selling products on Main Street combined with possible other school related activities. It is anticipated that there will be 60-80 vendors. 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 1 Officer and one Sergeant for the event. The combined costs for PD are \$745.86 for law enforcement staffing. The total cost for this event is estimated at \$1,495.86.

BOO-BASH (Formerly the Harvest Festival). This event is scheduled for October 25, 2025, and is estimated to have 60-80 vendors, and require a full closure of Main Street. PW would estimate 6 hours of regular Staff time, and 2 hours of overtime for assistance during the event. This cost is estimated at \$450.00. 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 \$1,495.86.

The total cost for all five (5) events requested by the Chamber of Commerce is \$8,030.88. Other than the total of \$50.00 to be paid in permit costs, no other offsetting revenue is anticipated for the Town. The Town also will pay out two hundred (\$200.00) in booth fees for Elizabash and Boo-Bash. It is understood that the Chamber is a not-for-profit entity and that these events are income producing for both the organization and its foundation, but the budgetary impact to the Town is estimated at \$8,180.88.

STAFF RECOMMENDATION

This memo is advisory only. As the budget is built-out for 2025, the impact of these events should be considered. The Town can absorb these costs into regular operations, noting that overtime is budgeted for both Public Works and for the Police Department. This is a policy decision to be made by the Board, but Staff will need direction.