

MEMORANDUM

DATE: March 20, 2023

TO: Melissa R. Marsh, City Manager

FROM: Sean P. Ballantine, Deputy Director of Public Services

SUBJECT: Fee Waiver Request – Madison Heights Citizens United

Resident Kevin Wright, representing Madison Heights Citizens United, has submitted a request for a waiver of all park and pavilion rental fees and temporary business licensing fees for the upcoming Juneteenth Celebration, to be held on Saturday, June 17, at Civic Center Park. If it is the wish of Council, Staff recommends that these fee waivers be approved. This amounts to \$100.00 for the park rental including damage deposit, and \$100.00 for the temporary/seasonal business license application, for a total of \$200.00

Related to this matter, although fee waiver requests such as these are generally infrequent, and typically involve non-profit entities, they do require staff time to be prepared and added to the City Council Agenda, and coordination with the timing of upcoming meetings. In the ongoing interest of streamlining these processes, it is recommended that Council consider a motion to empower Staff to administratively approve such fee waiver requests from non-profit organizations.

Department of Public Services

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