

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: A resolution adopting a Special Event Fee Schedule and an amended Equipment Fee Schedule.

REPORT PREPARED BY: Joe Kerlin Superintendent of Parks and Forestry

REPORT DATE: October 8, 2024

MEETING DATE: October 15, 2024

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budget Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: 48-VIII

BACKGROUND / ANALYSIS: The Department of Public Works receives all applications for special event permits, park facility reservations, and related requests for equipment, materials, and support. The Special Event Application fees and Equipment fees are intended to offset the City's costs in facilitating an event or activity in order to minimize taxpayer expenses.

The Department of Public Works was responsible for the approval of a total of 99 special events in 2023 and 81 thus far for 2024, which does not include declined or incomplete application submissions. The ability to require a fee for Special Event applications exists, per Municipal Code 48-VII, however, there is not currently an active Special Event Fee Schedule.

The City utilizes its inventory of equipment, such as tables, chairs, stages, barricades, and no parking signs, for many activities. Each item of equipment is delivered to the requested site and picked up after the event, by DPW staff. The existing Equipment Fee Schedule fees have not been updated in at least 12 years.

The following are changes and additions to the Equipment Fee Schedule:

- Changes
 - Chicken Grill (Available in 2'x4' sections) is removed. The Chicken Grills were removed from the City's equipment inventory and replaced with the Extra Large Grill (Available in 3'x5' sections). The Equipment Fee Schedule was not previously updated to reflect this change. Each Extra Large Grill section requires two park staff employees to move.
 - Large Grill (18"x40" sections) is increased from \$20.00 to \$30.00 per section. One Large Grill requires a minimum of two park staff employees to move.

- 6' Picnic Table with Attached Bench is increased from \$18.00 to \$25.00 per unit. One 6' Picnic Table requires two park staff employees to move.
- 10' Straight Table is increased from \$13.00 to \$20.00 per unit. One 10' Straight Table requires two park staff employees to move.
- 10' Straight Bench is increased from \$8.00 to \$15.00 per unit. One 10' Straight Bench requires two park staff employees to move.
- 4' Park Bench with Backrest is increased from \$8.00 to \$15.00 per unit.
- Mobile Stage (24'x32'x40" tall) is increased from \$400.00 to \$500.00. The Mobile Stage requires a minimum of two park staff employees to move. Additionally, the Mobile Stage requires a minimum of two park staff employees for set-up and take-down. Set-up of the Mobile Stage may take up to two hours.
- Drum Stage is increased from \$60.00 to \$120.00. The Drum Stage requires a minimum of two park staff employees to move, set-up, and take-down.
- Wood Stage (28'x12'x36" tall) is removed. The wood stage is not a piece of equipment utilized often, but when it is, it takes two park staff employees over an hour to move and set-up.
- Small Dance Floor (17.5'x36') and Large Dance Floor (35'x36') are removed and replaced with Dance Floor (17.5'x36'). The small dance floor is available in two sections and can be rented individually, or together to make one large dance floor. Dance Floor is also increased from \$50.00 to \$75.00 per unit.
- Snow Fence with Stakes (50' roll with 5 stakes) is increased from \$10.00 to \$15.00 per unit. Snow Fence is a frequently damaged item, requiring more frequent repair and replacement.
- Garbage Can increased from \$0.00 to \$2.00 per unit.
- Recycling Can increased from \$0.00 to \$2.00 per unit.
- A-Frame/Buck & Wing is increased from \$6.00 to \$8.00 per unit.
- Traffic Cones added. Traffic Cones are frequently utilized and requested equipment.
- Minimum Delivery and Pick-Up Fee of \$25.00 was added. There is no delivery fee as part of the current Equipment Fee Schedule. If the total amount for the equipment being rented does not equal or exceed \$25.00, the minimum \$25.00 delivery and pick-up fee would apply.
- Additions
 - Extra Large Grill (3'x5' sections) \$40.00
 - Traffic Cones \$3.00
 - Minimum Delivery and Pick-Up Fee \$25.00

The following are additions, as part of adopting a Special Event Fee Schedule:

- Additions
 - Application Submission – At Least 60 Days Prior to Event \$50.00
 - Application Submission – Less Than 60 Days Prior to Event \$100.00

STAFF COMMENTS: These requests are being made to help offset staffing time and equipment repair or replacement.

ACTION REQUESTED: Motion to recommend the Common Council adopt Res. No. 86-24-25 adopting a Special Event Fee Schedule and an amended Equipment Fee Schedule.

ATTACHMENTS:

- I. Res. No. 86-24-25
- II. Equipment Fee Schedule
- III. Special Event Fee Schedule