

**DATE:** January 17, 2024

**TO:** Mayor McFarland and the Finance Committee

**FROM:** Dana Davis, Public Safety & Welfare Committee Chair

**RE:** Special Event Ordinance – Application Fee and Extraordinary Services Fee Schedule

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On January 10, 2024, the Public Safety & Welfare Committee passed the following motions:

1. Increase the Special Event Application fee from \$25 to \$50.
2. Approve the Extraordinary Services fee schedule with an included 15% administrative fee.

The PS&W Committee passed the motions with the recognition that both motions now advance to the Finance Committee for discussion, possible modification, and approval.

### **SPECIAL EVENT APPLICATION FEE**

The Special Event Application fee is currently \$25.

The proposed new Special Event Ordinance, when approved by the Common Council, will 1) require additional staff hours to process the special event applications/potential fees and 2) require a background check for the Event Applicant and Organizers. A background check costs \$7.

The proposed \$50 application fee is a reasonable increase that will provide the necessary funds for the required background checks and recover some of the cost for increased staff hours.

*Proposed Modification:* I would like to propose the following modification to the \$50 fee increase.

**Special Event Application Fee:** \$50 for the first Special Event Application and \$35 for subsequent Special Event Applications submitted within the calendar year.

*Rationale for the Modification:* Only one background check is needed per applicant/organizer each calendar year. The applicant will pay \$50 for the first application submitted and then \$35 for each additional application submitted within the calendar year.

### **EXTRAORDINARY SERVICES FEE SCHEDULE**

Included in this Finance Committee packet are two fee schedule layout options.

**Layout #1:** Extraordinary Fee Schedule with additional columns added to show the impact of the 15% administrative fee to each line item.

**Layout #2:** Extraordinary Fee Schedule without the additional 15% columns. A 15% administrative fee will be added to the total calculated charges.

The 15% administrative fee is to cover the behind-the-scenes staff time involved in planning for the event, meeting with organizers, determining and organizing the necessary city staffing, calculating costs, invoicing for these events, etc.

Layout #1 shows the 15% administrative fee calculated for each listed item. Layout #2 is simpler. Instead of more columns and more numbers, it simply adds a 15% administrative fee to the total charges calculated.

*Which layout does the Finance Committee prefer? Layout #1 or Layout #2?*

*Proposed Modification for Finance Committee to Consider:* I would like to propose the following modification to the Extraordinary Services Fee Schedule

**Extraordinary Services Fee Schedule** – A 15% administrative fee will be applied to the total costs of the extraordinary services and equipment required for a special event (Layout #2). The 15% administrative fee will be waived for Special Event Applicants organized as nonprofit organizations.

*Rationale for the Modification:* Waiving the 15% administrative fee for nonprofit organizations is a tangible recognition of the benefits our nonprofit community partners provide to the City of Watertown.