

CITY OF WATERTOWN EXTRAORDINARY SERVICES (REV 2024)

Special Event Application Fee	\$50.00	ADMINISTRATIVE FEE There shall be an administrative fee of 15% of the total costs of the services for the processing, review and invoicing of the special event fees.
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DEFINITION Extraordinary Services - Measurable financial costs which are ABOVE AND BEYOND the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event.	POSSIBLE EXAMPLES Police protection, traffic control, fire monitoring, dedicated paramedic service, parks services, other services necessary to ensure the protection of participants and citizens, proper functioning of City services, proper administration of the ordinance
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DEPARTMENT	REGULAR COST - annual wages, legally-required benefits and city portion of health/dental premiums	REGULAR COST + 15% ADMIN FEE	OVERTIME COST - Regular Cost X 1.5	OVERTIME COST + 15% ADMIN FEE	COST (flat fee)	DESCRIPTION OF COST
Per Hour Rates						
POLICE						
Police Chief/Deputy Chief	74.52	85.70				
Police Captain	66.77	76.78				
Police Officer	56.90	65.43	85.35	98.15		Traffic Control, Police Protection
Police Sergeant	57.51	66.14	86.26	99.20		Traffic Control, Police Protection
Auxillary Officer	16.56	19.05				Traffic Control, Police Protection
Special Equipment					At cost	Special equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost. Examples: police vehicle usage, such as patrol cars and specialized police vehicles (SWAT vehicles) and their fuel and similar actual costs
STREETS						
Street Manager/Supervisor	39.45	45.37				
Street General Labor	36.21	41.64	59.18	68.06		
Solid Waste General Labor	44.45	51.12	54.31	62.45		
Placement of temporary signs					\$0 or \$5	No charge for events using less than ten "No Parking" signs. \$5 fee if request for ten or more signs.
Traffic Cones					No additional fee	
Class II Barricades					No additional fee	Fencing in certain areas, smaller in size
Class III Baricades and Signs					No additional fee	Type 3 barricades are most often used for road closings because of their bigger size and visibility
Special Equipment					At cost	Special equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost.
PARK & REC						
Recreation Managers	44.45	51.12				
Parks General Full Time	37.77	43.44	56.66	65.16		
Parks General Part Time	13.00	14.95				
The below are usually charged by Park & Rec with a Park Reservation. See separate Park & Rec Policy.						
Park Rental					Per fee schedule	
Picnic Tables					\$10 each	When requested for outside of a park or additional are needed
Banquet tables					\$10 each	When requested for outside of a park or additional are needed
Benches					\$4 each	When requested for outside of a park or additional are needed
Trash Cans					\$4 each	If additional are needed
Bleachers (portable)					\$60 per set	
Excessive Cleaning	100.00					2 -hour minimum charge

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	Per Hour Rates					
FIRE DEPT						
Fire Chief/Deputy Chief	73.50	84.52				Dedicated Paramedic Service, Fire Monitoring, First Aid
Fire Battalion Chief	43.68	50.23	65.52	75.35		Dedicated Paramedic Service, Fire Monitoring, First Aid
Firefighter	32.54	37.42	48.81	56.13		Dedicated Paramedic Service, Fire Monitoring, First Aid
Fire Inspector	27.55	31.68				Fire Inspection of the special event area
HEALTH DEPT						
Health Department primary responsibility is food inspections/licensing. See separate Health Department Schedule.						
Health General Labor	48.51	55.78	72.76	83.67		
Health Environmental	44.56	51.25	66.85	76.87		
Health Emergency Prep	49.22	56.60	73.83	84.90		
FINANCE						
Finance Staff		15% administrative fee				administration of the ordinance
OTHER PERSONNEL	Costs for personnel, not specifically identified, providing extraordinary services in support of a Special Event shall be identified and calculated by the Finance Director using the same methodology as used for other similar identified employees					