



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Special event and City services fee waiver policy.

DISCUSSION: At City Council direction a committee was established to formulate guidelines to be used by staff to respond to requests for use of City facilities, equipment and personnel and waiver of associated fees and charges. The guidelines have been developed and are delineated in the attached resolution.

It is recommended that the attached Resolution be approved providing staff with guidelines and policy for application to requests for services and fee waivers.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: Earliest convenience

REASON FOR DEADLINE: Requests for services and fee waivers are received on a continual basis.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Department of Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Police, Public Services, Parks and Recreation

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Scott Davidson, Coordinator of Public Services *Scott Davidson* **DATE:** July 16, 2008

REVIEWED BY: Patrick Lewis, Director of Engineering, Community Development and Public Services *Patrick Lewis* **DATE:** July 16, 2008

COUNCIL MEETING DATE: July 21, 2008

**RESOLUTION
CITY OF MONROE
SPECIAL EVENT FEE WAIVER POLICY**

WHEREAS, the City of Monroe desires to establish and maintain a policy whereby City Administration has standard guidelines for parties requesting the use and/or waiver of fees for City facilities, equipment, services or personnel.

NOW, THEREFORE BE IT RESOLVED, that the City of Monroe adopt the following guidelines whereby events will not be individually reviewed at the City Council level subsequent to adoption of this policy.

Application – Requests for City services or facilities are to be made on an application specific to this purpose at least **60** days prior to the event, whenever possible. The requestor will be required to provide within the application as much information as necessary to determine the eligibility for services and any potential reduction in fees. Examples of such information are; designation of a responsible individual, proof of organization tax status, proof of insurance, etc.

FEE STRUCTURE

- I. Private individuals or groups – Permit fees, rental fees, labor costs, contract services, insurance, deposits and any other related costs are the full and complete responsibility of the requesting party and as further detailed in Item II below.
- II. Charitable/Non-Profit groups, Civic/Community Groups – Permit fees and rental fees for City facilities and equipment will qualify for a 50% reduction in the customary charges. Personnel costs will be waived fully if the work can be performed during normal scheduled work hours. Overtime personnel costs will be charged at 50% of actual costs. Some form of security to pay these costs will be required, deposit or other acceptable proof of responsibility for payment, prior to the event (14 days). Costs for contractual services such as portable toilets, dumpsters, tents, chairs, etc. are the full responsibility of the requesting party. Depending on the type of needed contractual service, the applicant may be asked to arrange for the service, but if the City arranges for the service, payment must be made no later than 14 days prior to the event. Proof of insurance in an amount acceptable to the City Finance Director naming the City as additional insured will also be required.
- III. Governmental – If the requesting unit is one with which the City has an agreement or arrangement for mutual cooperation of service provision, there will be no charge for permits, rental of facilities or equipment. There

will be no charge for personnel if the costs are incurred during normal scheduled work hours. Any overtime personnel costs will be negotiated between the units prior to the event. Contractual service costs will be the responsibility of the requesting Governmental unit unless otherwise agreed to.

- IV. Community Events – Public Events such as the Memorial Day, Fair, High School Homecoming and Holiday parades, Fife and Drum Muster and Christmas Tree Lighting will be supported. Major events such as the Jazz Festival, Fourth of July Concert/Fireworks, Downtown Barbecue and Hoedown will have fees negotiated on a case by case basis with the City Manager given authority to make a final decision on fees and/or cost sharing.
- V. City Facilities – the City owns facilities such as the Arthur Lesow Community Center, Dorsch Library, Navarre Library, Multi-Sports Complex, Sawyer Homestead, and others. While the City typically allows other entities to operate these facilities for specified purposes under various types of agreements, any events held at these locations, including buildings, parking lots, and adjacent grounds, outside of their respective typical operations will be subject to this policy as appropriate depending on the type of event. This shall also apply to other entities owned in fee simple or held in public easement, such as all streets, alleys, Riverwalk, etc.
- VI. Fee Schedule – The Department of Public Services, in conjunction with the Recreation, Police, and Fire Departments as necessary, shall set a fee schedule, which shall be revised if necessary each year. The City Manager or his / her designee shall be given the authority to approve this fee schedule without further Council resolution.
- VII. Amendment – Any material amendments to this policy shall be made by City Council resolution, however, the City Manager shall reserve the right to alter minor provisions and requirements as necessary when necessary to protect the public health, safety, and welfare.

**CITY OF MONROE
FEE SCHEDULE**

FACILITY/EQUIPMENT	RESIDENT FEE	NON RESIDENT FEE	CORPORATE, FESTIVAL NON PROFIT, ETC.
Munson Park Shelters	\$ 60.00	\$ 78.00	\$ 138.00
St. Mary's, Soldiers & Sailors Veteran's Park Shelters	\$ 45.00	\$ 60.00	\$ 105.00
Other Park Shelters	\$ 35.00	\$ 50.00	\$ 82.00
St. Mary's Bandshell	\$ 100.00	\$ 200.00	\$ 225.00
Bandshell Weekends	\$ 200.00	\$ 250.00	\$ 300.00
Portable Stage (does not include set up labor)	\$ 125.00	\$ 150.00	\$ 150.00
Ball diamonds (charge is per field)	\$ 100.00	\$ 100.00	\$ 100.00
Bleachers	\$ 75.00	\$ 75.00	\$ 75.00

* Deposits and insurance requirements will be determined based on the size and type of event

* Labor charges will be determined as required by the event and will range from \$35.00 - \$50.00 per hour depending on service required.

* Other services, facilities or equipment not listed will have fees established by the City Manager at time of request.