



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

**DATE:** December 5, 2022  
**TO:** Room Tax Commission  
Common Council  
**FROM:** Courtney Hansen, Director of Tourism  
**RE:** 2023 Tourism Fee Approval

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During the 2023 budget process, the Department of Tourism reviewed the fees assessed for special events with the Department of Public Infrastructure. Due to the Department of Tourism now leading the Special Events Committee and special event processes, staff collectively felt it made sense to move three fees – late application, late insurance, and cancellation – to the Department of Tourism as these fees offset the time of Tourism staff processing the special events. With this memo is the listing of the fees that will be transferred from the Department of Public Infrastructure to Tourism and a resolution.

I recommend the fees be approved and that they along with the resolution go to the December Common Council meeting for approval.

Thank you for your consideration.