



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org

20-0224



TO: Public Infrastructure Committee

FROM: Karen Dorow – Business Manager

RE: 20-0224 Special Event Fees

A Business Process Improvement (BPI) event was held for Special Events. As part of the overall recommendations for the Special Event process improvement, the BPI team recommended three additional non-waivable fees that a Special Event Organizer would be responsible for as shown in the attachment.

In addition, during a Special Event Committee Meeting, discussion was held on adding a Special Event Fee of \$50 that would come from room tax. This fee would be placed in a non-lapsing fund and used for the purchase of replacement equipment used for special events such as benches, picnic tables, etc. The Committee unanimously agreed on this fee

I recommend this request be approve this request for the following reasons:

1. Last minute changes and cancellations to special events are difficult to coordinate and costly to the City. Imposing these fees would help to minimize the number of changes.
2. Replacement benches and picnic tables, etc. have been proposed in the budget for the last several years and have not ranked high enough on CAWG and have not been included in the operating budget. This creates a way to fund replacement of those items without adversely affecting the budget.