

RESOLUTION
SPECIAL EVENT FEES

WHEREAS, as a result of a Special Event Business Process Improvement Event held February 12th, 2020, increases in some of the Special Event Fees were recommended to more accurately reflect the City’s administration costs for the events, and are as follows:

Special Event Fees to be Paid by Organizer

| Fee Description | Current Approved Fees | Proposed Fees |
|---|--------------------------|--------------------------|
| Late application fee | \$100 | <i>no change</i> |
| Late insurance fee / fee for late changes or not notifying City of inflatable entertainment, etc. | \$300 | <i>no change</i> |
| Changes to equipment order after initial approved application | \$0 | \$50/change order |
| Clean-up & repair or replacement | time & materials | <i>no change</i> |
| Cancellation fee - 1 week or more in advance | \$0 | \$50 |
| Cancellation fee - less than 1 week in advance | \$0 | \$100 |
| Cancellation fee - weather-related | \$0 | <i>no change</i> |

Special Event Fees to be Paid from Room Tax Monies

| | | |
|--------------------|-----|-------------------|
| Special Event Fee* | \$0 | \$50/event |
|--------------------|-----|-------------------|

~~*The Special Event Fee would be placed in a separate fund to help offset replacement of equipment used for special events as well as additional janitorial expenses, such as cleaning & paper supplies, etc.~~

WHEREAS, at a meeting held on March 11th, 2020, the Public Infrastructure Committee recommended approval of the above-referenced Special Event fee increases.

NOW THEREFORE BE IT RESOLVED, by Mayor Justin M. Nickels and the Common Council of the City of Manitowoc to approve the above-referenced Special Event fee increases, effective immediately.

INTRODUCED _____ ADOPTED _____

APPROVED _____
Justin M. Nickels, Mayor

This resolution was drafted by Elizabeth Majerus, Assistant City Attorney

Fiscal Impact: n/a
Funding Source: n/a
Finance Director Approval: /SAC
Approved as to form: /EMM