



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: November 9, 2023
TO: Finance Committee
Common Council
FROM: Courtney Hansen, Director of Tourism
RE: 2024 Special Event Application Fee Schedule Approval

During the 2024 budget process, the Department of Tourism's fees were reviewed and staff recommended changes. Staff recommends that the Tourism Department Fee Schedule be renamed Special Event Application Fee Schedule because all fees relate to the special event application process. Staff also recommends that each fee be collected by the Department involved in that portion of the special events process: special event late application and cancellation fees will be applied to the Visit Manitowoc Special Revenue fund and invoiced by the Tourism Department and the special event late insurance fee will be applied to the General Fund and invoiced by the City Clerk. With this memo is the listing of the current fees, recommended changes and a resolution for the changes.

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

Thank you for your consideration.