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*Director of Development Services*

David Fuller  
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TO: Eileen Donoghue, City Manager *EMD*  
FROM: R. Eric Slagle, Director of Development Services  
DATE: April 4, 2019  
RE: Motion By Councilor Leahy - Req. City Mgr. Provide A Report Regarding Permitting Fees Issued by the Board of Parks.

This memorandum addresses the request from Councilor Leahy regarding fees charged for festivals held within the City.

As part of the City's Fee Ordinance, festival organizers are required to reimburse the City for any City services they incur. For instance, if the festival needs a City custodian, the festival organizers are required to pay for that custodian. If the festival requires LPD or LFD personnel, then the organizers must pay the detail rate or the contractual rate for that individual. If DPW staff is required for any reason, the festival must also pay for those individuals. This system has been in place for many years, and this requires festivals to pay for the services they are using, rather than burden the taxpayers of the City for staff overtime.

As part of a fee ordinance amendment which the City Council passed in February of 2017 after extensive discussion and subcommittee review, Development Services staff was added to the list of City Services required to be paid for by festival organizers. As such, if a Health Inspector, Building Inspector or Board Enforcement Agent are deemed necessary at a festival or special event, that event is required to pay their contracted overtime rate. For a four-hour shift (the minimum overtime shift), a health inspector would cost roughly \$160, while a building inspector would cost roughly \$200. This procedure has been in place for the last two years, with festivals paying for Development Services time, and the system has worked well.

When this amendment was adopted by the City Council, the Council agreed that it made sense for the organizer of the festival to bear the burden of the services that they required, rather than shift that burden to the taxpayers, especially since these festivals were almost universally being held during non-business hours.

ES

April 4, 2019