

Agenda Report

November 23, 1998

TO: CITY COUNCIL

FROM: CYNTHIA J. KURTZ, CITY MANAGER

SUBJECT: FEE WAIVER POLICY

RECOMMENDATION

It is recommended that the City Council:

- 1) approve the attached fee waiver policy; and,
- 2) amend the general fee schedule to note that sponsorship and co-sponsorship of special events requires approval of the City Council and City Manager respectively.

BACKGROUND

Over the past six months, numerous individuals and organizations have approached City Council requesting a variety of fee waivers. At the request of the Mayor, staff reviewed existing fee waiver policies and found a lack of clarity and consistency in application procedures for fee waivers related to special events.

Requests for fee waivers generally fall into two categories: 1) construction and development, and 2) special events. The policies and process for construction and development fee waivers are clearly defined in a series of ordinances providing fee waivers as incentives for economic development.

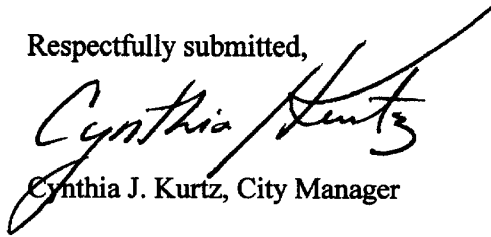
Policies and guidelines for fee waivers relating to special events are less clearly defined, particularly when the terms "sponsor" or "co-sponsor" are used. In many cases, the Fee Schedule lists different fees for sponsored or co-sponsored activities versus non-sponsored activities. These terms have not been clearly defined however and the process for obtaining or approving city sponsorship is not clear.

The attached fee waiver policy defines these terms, outlines requirements to qualify for sponsorship or co-sponsorship, and delineates an application process. The implementation of this policy should result in fewer requests before City Council, streamlined procedures for applicants, and the potential to increase revenue.

FISCAL IMPACT


Tighter guidelines for approval of city sponsorship and co-sponsorship may result in fewer waivers and therefor increased revenue by departments. New procedures requiring for-profit organizations to return profits to the city may also result in increased revenue to the city. The total impact of this policy cannot be determined at this time however.

Respectfully submitted,




Cynthia J. Kurtz, City Manager

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