



## **Fees and Charges Report**

**Date:** May 17, 2021  
**To:** City Council  
**Through:** Michael Kennington, Chief Financial Officer/Deputy City Manager  
**From:** Edward Quedens, Business Services Director  
Tim Meyer, Business License and Revenue Collections Administrator  
**Subject:** Business Services Department Fees and Charges – Citywide

### **Purpose and Recommendation**

The purpose of this report is to recommend:

- Establishing Fees for a proposed Mobile Food Vendor License
- Modifying fees to correspond to proposed updates to the Peddler License Code
- Modifying fees to correspond to proposed updates to Special Events License Code

Updates to the City code to establish a Mobile Food Vendor license and to update the Peddler license, and Special Events license are being proposed and have been presented separately.

### **Background/Discussion**

Mobile Food Vendor License – Mobile Food Vendors have in the past been considered Peddlers. As a separate fee, a new fee needs to be established in the Schedule of Fees and Charges.

Staff is proposing the same fees as Peddler, \$10 application and \$100 annual. Therefore, there will be no financial change for Mobile Food Vendors.

Peddler License – Staff is recommending removing a quarterly option to obtain a \$30 quarterly license for administrative simplification. The \$10 application fee and \$100 annual fee are not recommended to change.

Special Event –

- In the Code update, staff is recommending establishing a Small-Scale Event version of the license. Staff recommends establishing a \$50 per event license fee (max 4 days) for events that do not require Police, Transportation or Fire reviews. The standard Special Event License fee of \$100/day is not recommended to change.
- Provide an expedited process and fee for applications submitted less than the minimum required days prior to the event date.

- Provide a new application option for up to 6 multi-repeating events that will occur within a 6-month period beginning from the time of application.

**Alternatives**

Council could decide not to implement any of the changes recommended by the Business Services Department.

**Fiscal Impact**

Peddler License – No significant fiscal impact anticipated.

Mobile Food Vendor License – Since the new code removes Mobile Food Vendors from the Peddler Code and establishes the Mobile Food Vendor License at the same fee, no fiscal impact is anticipated.

Special Event – Minimal fiscal impact anticipated.

**Coordinated With**

Office of Management and Budget

## Fees & Charges Schedule – Key

### Heading Configuration

<b><u>Schedule of Fees &amp; Charges</u></b>
<b>Department</b>
Contact Information
<b>HEADING 1</b>
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

### Font Indications

Font	Font Indications
Regular Font	Existing fee or language
<del>Strikethrough</del>	Fee or language will be deleted from the Fee Schedule
<b>BOLD CAPS</b>	Language is being added to Fee Schedule
<b>Bold</b>	New or increased Fee Amount

**Schedule of Fees and Charges**  
**Exhibit A – Revenue Collection Operations**  
**Department: Business Services**

<b>D DESCRIPTION OF SERVICE</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Unit</b>	<b>Revenue Code</b>	<b>Total Fiscal Impact</b>	<b>Notes</b>
PEDDLER**				1101-4104		
Application Fee	\$10.00					
<del>Renewal Fee (quarterly or annual)</del>	<del>\$30.00</del>		<del>Quarter</del>		\$0	Removing quarterly fee
ANNUAL FEE		\$100.00	ONE YEAR			
MOBILE FOOD VENDOR						
APPLICATION FEE		\$10.00			\$0	Making a new fee category, moving Food Vendors out of Peddlers
ANNUAL FEE		\$100.00	ONE YEAR		\$0	Setting same fees as proposed Peddler fees
SPECIAL EVENT LICENSE				1101-4104		
Application Fee	\$100.00		Day (max. \$300)			
SMALL SCALE EVENT FEE		\$50.00	PER EVENT (MAX 4 DAYS)		\$(150.00)	Making new fee for small scale events; Police, Fire, and Transportation review not required

<b>EXPEDITED FEE</b>		<b>FEE PLUS 50% OF FEE CHARGED</b>	<b>DAY</b>		<b>\$350.00</b>	<b>Creating a fee for expediting processing for Special Events to recuperate the administrative time expedited applications take</b>
<b>MULTI-REPEATING EVENT FEE</b>		<b>FEE MULTIPLIED BY NUMBER OF EVENTS MULTIPLIED BY 50%</b>	<b>DAY (MAX 6 EVENTS)</b>		<b>\$(200.00)</b>	<b>Creating new fee for multiple events; multiple events take less administrative time to process.</b>

**Total Business Services – Exhibit A Financial Impact = \$0**