



Fees and Charges Report

Date: March 15, 2021
To: Audit, Finance and Enterprise Committee
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

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

Font Indications

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

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

D DESCRIPTION OF SERVICE	Current Fee	Proposed Fee	Unit	Revenue Code	Total Fiscal Impact	Notes
PEDDLER**				1101-4104		
Application Fee	\$10.00					
Renewal Fee (quarterly or annual)	\$30.00		Quarter		\$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

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

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