

BOOK OF FEES

Description	Authority	Effective Date
<b>SPECIAL EVENT PERMIT FEE</b>	<b>Resolution 22-54</b>	<b>June 15, 2022</b>

Fee Schedule

<p>On September 15, 1999, the City Council adopted Ordinance 99-14 enacting Chapter 12.08 of the Municipal Code relating to special events. Section 12.08.130 Public Service Fees provides for permittee to pay all costs for police, fire, emergency medical, and other City services for public safety at the event.</p>		
<b>A. SPECIAL EVENT PERMIT (SINGLE EVENT)</b>		
1.	Application Fee (Non-Refundable)	\$50.00
2.	Processing Fee	
	Estimated number of participants:	
	• 0-99 (Notification Only, Pending Event Review)	\$0
	• 100 – 499 (Category I)	\$150.00
	• 500 – 2999 (Category II)*	\$250.00
	• 3000+ (Category III)*	\$500.00
	*Category II and III ticketed events may be subject to an additional fee not to exceed \$2 per participant to offset permit processing costs	
3.	Late Fees**	
	• Special Event Notification – Less than 14 days prior to event date	\$25.00
	• Category I – Less than 30 days prior to event date	\$50.00
	• Category II – Less than 60 days prior to event date	\$75.00
	• Category III – Less than 180 days prior to event date	\$100.00
	**Applications submitted late may not be processed in time for the event to proceed	
4.	Direct Cost Recovery Fees	
	<p>The permittee shall be responsible for the City’s direct costs in providing a level of public services (Police, Fire, emergency medical services and parking) necessary to ensure the health, safety and welfare of both the special event’s participants and the community. An estimated fee for these costs shall be paid in advance of the event and adjusted after the event based on actual costs. Hourly billing rates are based on the cost of delivering the services, including direct costs such as salaries and benefits (at step E), maintenance and operations costs, and indirect costs such as accounting, data processing, and insurance (Example: Hourly salary and benefit rate, plus maintenance and operations expense calculated as 25% of the hourly salary and benefit rate, plus indirect costs calculated as 20% of the hourly salary and benefit rate [\$50.00, plus \$12.50, plus \$10.00 equals \$72.50 service fee].).</p>	

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		The number of employees and/or equipment required to support the event will generally be related to the number of people expected to attend the event, as well as traffic control needed.
<b>B.</b>	<b>ANNUAL PERMIT (MULTIPLE EVENTS) - Includes Sutter Health Park Baseball</b>	
	1.	Application Fee (Non-Refundable)
		\$200.00
	2.	Direct Cost Recovery Fees
		The permittee shall be responsible for the City's direct costs in providing a level of public services (Police, Fire, emergency medical services and parking) necessary to ensure the health, safety and welfare of both the special event's participants and the community. Staffing costs will be billed per Section A.4. An estimated fee for these costs must be paid in advance and adjusted after the event based on actual costs. Costs shall be based on estimated costs or the City's actual costs incurred in the previous year, if applicable, and modified as necessary to account for the changes in the size, scope or numbers of anticipated events during the term of the permit.

**HISTORY:**

<u>AUTHORITY</u>	<u>DATE</u>	<u>ACTION</u>
Res. 13-2	3/20/13	Change rate formula to be consistent citywide.
Res. 17-60	10/18/17	Updated language.
Res. 22-54	6/15/22	Updated fees.