



March 21, 2018

To: Mayor and Members of City Council
From: Harry Black, City Manager
Subject: **FEES PAID TO THE CITY - SPECIAL EVENT PERMITS**

REFERENCE DOCUMENT #201800068

The City Council at its session on January 22, 2018 referred the following item for review and report:

MOTION, submitted by Councilmember Mann, MOVE that the Administration provide a report on fees paid to the city by community councils, CDCs, and neighborhood business association for special events permits, Park department permits and all other event related permits. FURTHER MOVE that the Administration make recommendations to Council on options to defray the cost of these fees for neighborhood organizations. FURTHER MOVE that the Administration institute a policy that permits neighborhood organizations who contract with the city through the Neighborhood Support Program to save the funds they receive for use on projects in the next subsequent contract year.

RECOMMENDATION

During the January 22nd Neighborhoods Committee Meeting, the Council moved that the Administration provide a report on fees paid to the City by community councils, CDCs, and neighborhood business associations for special events permits, and Park Department permits, and all other event-related permits.

Council further moves that the Administration make recommendations to Council on options to defray the cost of these fees for neighborhood organizations.

Council further moves that the Administration institute policy that permits neighborhood organizations who contract with the city through the Neighborhood Support Fund (NSP) or the Neighborhood Business District Support Fund (NBDSF) to save funds they receive for use on projects in the next subsequent contract year.

Permit fees: Permit fees are as followed:

Permit Type	Department	Cost
Street Blocking Permit	CPD	\$25
Parade Permit Application	CPD	\$100 or \$500
Special Event Permit Application	CPD	\$50, \$250, or \$500
Special Event Related Fees	Parks	See Attachments

The NBDSF and the NSP guidelines state that “Neighborhood Development Activates”, which include neighborhood events, is an eligible use of funds. However, since 2016 there have only been ten (10) NBDSF and seventeen (17) NSP applications that requested funds for police and special event permitting costs. The total requests result in approximately 2% of available program income over that time. Often organizations use City funds to purchase materials or promote neighborhood events and festivals. If they desire, neighborhood organizations can use NBDSF and NSP funds to help defray the cost of event-related permits.

The Administration recommends that fees related to special events permits remain non-exempt. There are real costs related to time, materials, and services that are necessary for City Departments to main their standard operation, including the Park Board and Cincinnati Police Department.

Both NBDSF and NSP funds are allocated in the City’s General Budget, therefore these funds cannot be held beyond the fiscal year in which they were allocated.

Attachment: I. Cincinnati Park Board Pricing
II. January 22nd Neighborhoods Committee Agenda

Copy: Philip M. Denning, Director of Community and Economic Development