

**CITY OF LOVELAND  
MEMORANDUM**

**TO:** Mayor and Council

**FROM:** Dave Kennedy, City Manager

**RE:** Increase of fees per section 111 of the Loveland Codified Ordinances, Memorandum 103

**DATE:** December 1, 2016

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This memorandum accompanies legislation increasing fees contained within section 111 of the Loveland Codified Ordinances.

**Background**

Throughout 2016, staff has reviewed all revenue sources to determine whether current fees meet their impact on the city. Included in this review were special events and park rentals. Staff including Police, Fire, Public Works and Building/Zoning met to discuss special events and their impact on their departments.

Now that the City's special event policy is in place, the City needs to establish fees associated with the use of City labor, equipment, and facilities. Over the past three years, the number of events held in the City has more than doubled. Consequently, support services are now being spread thin between normal duties and special event needs. The City must also weigh the economic benefit with the burden a special event places on City staff and resources. It is the City's goal to set fees that offset the cost of providing these services, while promoting events that highlight the City of Loveland.

Neighboring communities were polled to determine how they handle special events and we discovered that Symmes Township, Miami Township, and the City of Milford typically plan their own events and very rarely allow a private organization other than the Chamber of Commerce to hold special events in their jurisdictions. Therefore, it was difficult to establish a true cost comparison of special events that are held in the City of Loveland to those held in our surrounding communities.

When establishing an application fee, it is important to consider the amount of time staff spends with prospective event organizers during the planning process. Under the new policy, the Special Event Committee will meet with the organizers during the application process, assist them throughout the planning process, and meet with them prior to the event to ensure the organizer has met all of the City's requirements to hold a safe and successful event. In addition, each department spends a substantial amount of time internally coordinating staffing, equipment, and protocols for the event. The Event Committee consists of representatives from the City Manager's Office, Building and Zoning, Finance, Public Works, Police, and Fire. The hourly cost in salary and benefits to bring this group together can range from \$242 to \$414, depending upon who is in attendance.

**Policy Options**

Approve, deny or offer alternatives to the presented legislation.

**Legislative Process**

The legislation is presented for a first reading.

**Recommendation**

Approve legislation following first reading.

**Prepared By: David Kennedy, City Manager**

**ORDINANCE 2016 - \_\_\_\_\_**

**Ordinance amending Section 111.06 and adopting Sections 111.11, 111.12, and 111.13 of the Codified Ordinances of Loveland**

**WHEREAS**, Section 111 of the Codified Ordinances of the City of Loveland provides a mechanism for enforcement and the recovery of costs associated with certain permits issued and events held within the City of Loveland (the "City"), and

**WHEREAS**, the City desires to amend Sections 111.06 and adopt Sections 111.11, 111.12 and 111.13 associated with certain permits and events held within the City of Loveland.

**NOW, THEREFORE BE IT ORDAINED** by the Council of the City of Loveland, Hamilton, Clermont and Warren County, Ohio:

**Section 1.** Section 111.06 of the Codified Ordinances of Loveland, Ohio shall be amended in its entirety as follows:

**111.06 NISBET PARK FEES**

The fee for use of Nisbet Park pursuant to Section 955.02(b) shall be \$100.00.

**Section 2.** Section 111.11 of the Codified Ordinances of Loveland, Ohio shall read as follows:

**111.11 VENDOR'S LICENSE**

The fee associated with the issuance of a Vendor's License within the City of Loveland shall be a minimum of \$100.00 for four (4) one day visits or \$500.00 for twenty five (25) one day visits.

**Section 3.** Section 111.12 of the Codified Ordinances of Loveland, Ohio shall read as follows:

**111.12 MOBILE FOOD TRUCK LICENSE**

The fee associated with the issuance of a Mobile Food Truck License within the City of Loveland shall be a minimum of \$100.00 for four (4) one day visits or \$500.00 for twenty five (25) one day visits.

**Section 4.** Section 111.13 of the Codified Ordinances of Loveland, Ohio shall read as follows:

**111.13 OUTDOOR MUSIC AND AMPLIFICATION PERMITS**

The fee associated with the issuance of a permit for Outdoor Music and Amplification in the City shall be \$100.00.

**Section 5.** Section 111.13 of the Codified Ordinances of Loveland, Ohio shall read as follows:

**111.13 SPECIAL EVENT PERMIT FEES**

The fees associated with Special Events held in the City of the Loveland shall be as follows:

- (a) An application fee of \$1,500.00 shall be required for all Special Events as defined by the City's Special Events Policy.
- (b) All police, fire and public works services provided in conjunction with a Special Event shall be provided at the rate of \$60.00 per hour and shall have a three hour minimum for the provision of such services.
- (c) The fee for utilization of Nisbet Park for a Special Event shall be \$100.00 for the use of small and large shelters within Nisbet Park and \$200.00 for use of the amphitheater.
- (d) There shall be a \$75.00 fee for the City installing an electric subpanel for Special Events separate and apart from any fees associated with the consumption of electric for a Special Event.
- (e) Tents that are larger than 10" by 10" used as part of a Special Event shall be subject to Hamilton County's Fee Schedule for such tents.
- (f) There shall be a \$45.00 fee for field inspections for tents used in conjunction with a Special Event.

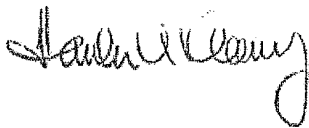
**Section 6.** Council hereby finds and determines that all formal actions relative to the passage of this legislation were taken in an open meeting of this Council, and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

**Section 7.** That this ordinance shall take effect from and after the earliest time allowed by law.

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Mayor

\_\_\_\_\_  
Clerk of Council

Approved as to Form:



\_\_\_\_\_  
City Solicitor

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Passed: \_\_\_\_\_