



WILDWOOD

PROGRAM BUDGET COMMITTEE (PBC)

AGENDA

Thursday, November 19, 2020

5:00 p.m. to 6:30 p.m.

This meeting will be offered in a “Zoom Webinar Platform,” and broadcast on the City of Wildwood’s YouTube Channel

Zoom Meeting Link: <https://us02web.zoom.us/j/81957968161?pwd=TIp2OGNuUkpBK091eEJmdjAxbm01UT09>

Webinar ID: 819 5796 8161

Passcode: 013143

YouTube: <https://www.youtube.com/channel/UCDrnHWBRdhYZw4KNUPbp1yg>

- I. CALL TO ORDER AND OPENING REMARKS BY CHAIR GARRITANO
- II. ROLL CALL OF COMMITTEE MEMBERS
- III. APPROVAL OF MINUTES FROM THE COMMITTEE’S OCTOBER 28, 2020 MEETING

Documents:

[DRAFT 10-28-20 PBC MINUTES.PDF](#)

- IV. REVIEW OF PROPOSED MODIFICATIONS TO PROGRAMMING OFFERED BY THE DEPARTMENT OF PLANNING AND PARKS AND THE ECONOMIC DEVELOPMENT COMMITTEE (EDC)

- V. INTRODUCTION OF CITY ASSESSED FEES

Documents:

[CITY OF WILDWOOD FEE LISTING UPDATED.PDF](#)

- VI. OTHER ITEMS
- VII. CLOSING REMARKS AND ADJOURNMENT

Please Note:

The Program Budget Committee welcomes the public's participation, but given the nature of this meeting, comments or questions will not be entertained during its proceedings, but can be submitted in written form for responses.

The Program Budget Committee will consider and act upon these matters listed above and any such others as may be presented at the meeting and determined appropriate for discussion at that time.

The City of Wildwood will provide reasonable accommodations for persons attending Program Budget Committee meetings. Requests for reasonable accommodations should be made directly to Megan Eldridge, City Clerk, at 636-458-0440, or email at megan@cityofwildwood.com, at least 48 hours prior to the start of the meeting.

City of Wildwood, Missouri
Record of Proceedings



WILDWOOD

Program Budget Committee Meeting Minutes

Wednesday, October 28, 2020

Wildwood City Hall, 16860 Main Street, Wildwood, Missouri 63040

The Program Budget Committee Meeting was called to order at 5:00 p.m., on Wednesday, October 28, 2020, at Wildwood City Hall, 16860 Main Street, Wildwood, Missouri 63040, and on Zoom.

I. Call to Order and Opening Remarks by Chair Garritano

Chair Garritano opened the meeting and welcomed all members.

II. Roll Call of Committee Members

A roll call of members was taken, with the following results:

Present: Council Members Edens, Garritano, and McCutchen.

Absent: None

Staff Present: Interim City Administrator Cross, Economic Development Director Jacquin, Director of Planning and Parks Vujnich, and Assistant Director of Planning and Parks Arnett

III. Approval of Minutes from the Committee's October 7, 2020 Meeting

A motion was made by Council Member Edens, seconded by Council Member McCutchen, to approve the October 7, 2020 meeting minutes. A voice vote was taken on the motion, with no opposition, and Chair Garritano declared the motion approved.

IV. Review of Programs and Related Information Offered by Economic Development Committee (EDC)

Economic Development Director Jacquin reviewed the memorandum he provided outlining the expenditures of the Economic Development Committee on programming. These expenditures includes WinterFest, a Tack Swap, the Snowman Search, the Lawn & Garden Summit, and the Passport Program. The estimate of annual expenditures totaled four thousand five hundred thirty dollars (\$4,530.00) on its programs.

Council Member Edens then noted several of the programs are fully funded (cost neutral) by registration costs, including the Summer Passport Program and the Snowman Search. She noted discussions have been had to evaluate if there are ways to convert cost neutral programs to revenue generators. Permanent infrastructure, such as a stage and electric, would decrease costs year-after-year.

Discussion was then held on the following: the desire to have a location with ample infrastructure to host events, such as the Village Green; the change in costs based upon event location; the desire to work with the Wildwood Business Association (WBA) on a variety of events; the fact the WBA is a not-for-profit, so they cannot gain revenue from any events; the potential to charge fees for the Lawn & Garden Summit; the desire to launch the event first and then establish fees later, if necessary; and the fact the EDC's events all support tax generating businesses.

By consensus of the members, it was determined that no changes would be proposed to the EDC budget.

V. Review of Programs and Related Information Offered by the Department of Planning and Parks

Director of Planning and Parks Vujnich reviewed the memorandum provided by the Department of Planning and Parks. He noted events offered by his Department are intended to build community and attempt to unify all residents of Wildwood. He outlined how fees are determined and assessed for hikes and runs, generally to remain affordable for an entire family. Large events charge vendors a fee, but non-profits are not. Other large events with greatest attendance, such as the Back to School Party and the Concerts, attendees are not charged a fee. He highlighted the promotion of arts within the community through several annual events. He also noted some events cover other demographics, such as toddler and preschool ages, school-aged children, families, and seniors. He noted the overall events cost nearly \$300,000.00. With the removal of the five (5) most expensive events, Celebrate Wildwood, the Art Festival, and the Concerts, the cost of all of the events is around \$113,000.00, which is 1% of the overall budget.

Discussion was then held regarding the following: the cost per person at each event; the feasibility of establishing a revenue stream for certain events; the Department's intention to bring a recommendation to a future meeting, where costs can be reduced or fees can be charged; the benefit of having events at a variety of locations; the potential for fees to vary based on ages, veterans, etc.; the need to evaluate events serving the same group of people; the need to evaluate fees for non-residents and evaluate registrations of residents vs. non-residents; the potential for selling merchandise at events; and the intention of reviewing other City fees at a future meeting;

VI. Other Items

By consensus, the Committee Members determined the next meeting would focus on cost-saving ideas for events. City Staff will send an email to determine the date and time for the next Committee meeting.

VII. Closing Remarks and Adjournment

A motion was made by Council Member Edens, seconded by Council Member McCutchen, to adjourn. A voice vote was taken, hearing no objections, and Chair Garritano declared the meeting adjourned at 6:16 p.m.

**CITY OF WILDWOOD
FEE SCHEDULE**

<u>Section of Code or Ordinance #</u>	<u>Description</u>	<u>Rate</u>
105.040	Candidate Filing Fee	\$10
135.300	Crime Victims Compensation Fees	5% of \$7.50
135.300	Inmate Security Fund	2
210.140	Permits for pyrotechnic display	\$30
230.270	Trash Hauler	\$25 per vehicle annual
415.550	Zoning district change or modification	\$300.00 plus an additional fee of \$50.00 for each acre or part thereof included within the area to being changed or modified
415.550	Site plan review - Non-residential	\$300.00 plus an additional fee of \$20.00 for each acre or part thereof included within the area to be reviewed
415.550	Conditional use requests - Non-residential	\$500.00
415.550	Site plan review - Residential	\$500.00 plus \$20.00 for each dwelling unit proposed by the petitioner
415.550	Conditional use - Residential	\$250.00 plus \$10.00 for each dwelling unit proposed by the petitioner
415.550	Board of Adjustment Fee (aka BOA or Variance Fee)	\$250
420.080	Letter of Credit - Escrow Administration Fee	\$900 new; \$700 replacements/extensions
420.140	Vacation of Subdivison	\$200
420.370	Subdivision Review Fee - Preliminary Plat for Major Developments [5 lots or more]	\$700
420.370	Subdivision Review Fee - Boundary Adjustment, Lot Split, Condo, Minor Dev [≤4 lots]	\$300
420.370	Subdivision Review Fee - Record Plats; residential	\$35 per lot
420.370	Subdivision Review Fee - Record Plats; multi-family	\$15 per unit
420.370	Subdivision Review Fee - Record Plats; commercial	\$50 per lot
420.370	Subdivision Fee - Waiver to particular Chapter requirements	\$350
505.030	Petition for Vacation	\$200
515.020	Petition for New Street Name	\$75
600.040	Liquor License Fees	General \$22.50 - \$45, Sunday Sales \$300, Temporary & Wine Tasting Permit \$37.50
605.050	Business License Fees	\$25 Minimum - \$10K Maximum, Retail .08 sq ft, Office, .04 sq ft, Manufacturer/Warehouse .02 sq ft - Initial license prorated quarterly, Annual Fee
610.050	Solicitoing	\$25 per applicant - max 3 per year
615.030	Vending Machine License	New - \$50 prorated quarterly, Annual Sticker - \$25
620.090	Tow Truck	\$50 Annual
625.200	Daycare License	100 yr
630.060	Alarm License	\$100 yr
630.060	False Alarm	1st - \$0, 2nd & 3rd - \$50, 4th - \$75, 5th - \$100, 6th - \$150, >6 - \$200
635.030	Franchise Fee	5% of Gross Revenue
640.010	Utility Gross Receipts Tax	5% of Gross Revenue
400.200	Wildwood Community Park Pavillion Rental	\$100 Resident - \$150 Non-resident
400.200	Anniversary Park Pavillion Rental	\$30 Resident - \$50 Non-resident
400.200	Old Pond School Rental Fee	\$25 (\$50.00 Security Deposit)
400.200	Old Pond School Pavillion Rental	\$30 Resident - \$50 Non-resident
400.200	Dog Park Fee	\$50 Annual (prorate to \$25 in July-Dec)
120.310	Celebrate Wildwood Craft Booth Fee	\$25.00
400.200	Scrapbooking Program Registration Fee	\$15.00
400.200	Scrapbooking Weekend Event Registration Fee	\$40.00
400.200	Senior Fitness Programs - Non-Resident Fee	\$5 (free for residents)
400.200	Arbor Day 5K - (Donated to Special Olympics)	\$30 - (Donated to Special Olympics)
400.200	Shivering Shadows 7K	\$30.00
400.200	Frozen Feet	\$40.00
400.200	After Hours Use Application	\$25.00
400.200	Plein Air Art Event - Event Day Registration	\$10.00
120.310	Art Festival Jury Fee	\$150.00
120.310	Art Festival Booth Fee	\$25.00
120.310	Art Festival Extra Booth Fee	\$75.00
430.075	Variance for a new or a substantial modification of a wireless support structure	\$1,500
Ord. 1938	Internet Pole License Fee	4.50 per Subscriber per quarter
Ord. 2446	Traffic Generation Assessment Fee	\$1,265.39 per Parking Space
	Telecommunications Review Fee	\$500.00
Determined by MGMT	Community Garden Plot	\$40 Senior, \$60 Non-senior
415.420	Sign Escrow (refundable)	\$500 - \$1,000
425.130	Special use Permit Escrow (refundable)	
425.130	Special Use Permit Fee	\$20
425.130	Special Use Inspection Fee	\$40

425.040	Grading Permit Escrow (refundable)	\$2,000 per disturbed acre of land
	Grading Permit Fee	\$20
	Grading Inspection Fee	\$40
479.350(4)	Court - Minor Traffic Violations (Total Fines and Costs)	up to \$225
100.140	Court - All other Violations except Minor Traffic Violation (total including costs)	up to \$1,000
479.350(4)	Code Enforcement Violation	Up to \$450 depending on prior violations