

CITY COMMISSION AGENDA ITEM

TITLE	Approval of Special Event Permit for Water Works Theatre Company Fundraiser
SUBMITTING DEPARTMENT	Police Department
PRESENTER	Chief Michael Moore
MEETING DATE	April 28, 2025
SECOND READING REQUIRED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
CERTIFIED RESOLUTION	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

EXECUTIVE SUMMARY *(include history of previous Commission action/discussion, background, scope of work, etc.):*

The Water Works Theatre Company requests permission to host a fundraiser at the Royal Oak Historical Museum on Friday, June 6, 2025. The event will take place at the Royal Oak Historical Museum located at 1411 West Webster Road.

The fundraiser will be an art exhibit celebrating the local behind-the-scenes artists of Shakespeare Royal Oak for their 25 years of professional outdoor festivals. The event will include cocktail tables inside the museum for guests to talk and enjoy small plated foods. Organizers anticipate 200 attendees at this benefit dinner.

The organizers are not requesting any city services associated with this event.

Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	
AMOUNT CURRENTLY BUDGETED	
BUDGET AMENDMENT REQUIRED	\$0.00 (BA between dept; net -0- effect on FB)
FUNDING SOURCE/ GL NUMBER	
WAS THIS A BUDGETED EXPENSE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER FISCAL IMPACTS: (Select all that apply.)

☐ No fiscal impact

☐ Revenue impact (details below)

☐ Workload impact (details below)

☐ Operations Impact (details below)

REVENUE IMPACT: *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

N/A

WORKLOAD IMPACT: *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

N/A

OPERATIONS IMPACT: *If the item requires a budget adjustment, please identify source of A additional funds and any proposed cuts to other operations, programs and services.*

N/

ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.

COMMUNITY ENGAGEMENT

Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.

BOARD AND COMMISSION FEEDBACK

Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:

LEGAL COMMENTS

Typically, this type of special event would not be an event that would be brought to the City Commission for approval as all concerns for this type of event would be addressed by the Police Department and City in the special event permitting process. However, the Royal Oak Historical Society leases the Royal Oak Historical Museum from the City to occupy and use the building and property of the City. Per the lease agreement, the Royal Oak Historical Society is required to obtain the approval of the City for any sublease or rental of the property by the Historical Society. This is the sole reason why approval of this special event permit is on the agenda for City Commission approval. The City Attorney's office has no objection to this proposed rental by the Historical Society of the City's property based on the event organizer's ability to legally insure and indemnify, defend and hold harmless the City if any claims arise from the special event.

PROPOSED COMMISSION RESOLUTION:

If the city commission agrees, the following resolution is recommended for approval:

Be it resolved, the mayor and city clerk are hereby authorized to execute the agreement between the City of Royal Oak and The Water Works Theatre Company, Inc., in partnership with The Royal Oak Historical Society for the Water Works Theatre Company fundraiser to take place on Friday, June 6, 2025, at the Royal Oak Historical Museum.

ATTACHMENTS: SEP 25-19 Royal Oak Water Works Theatre Company (June 6, 2025)