

2018 Special Events



Year End Review

Sgt. Michael Murray

2018 Special Events – Year end review

Overview

The Department conducted **29** special events in 2018. Special events are defined, within this document, to mean those events requiring a permit along with both an Operational Plan and an After-action report. The total number was up from 27 in 2017, but still below the 37 events conducted in 2016. It is believed that now that the downtown race loop is “open” again that the 2019 special event numbers will return to levels resembling 2016.

These events spanned across 35 days, 31 of which were weekends (Fri-Sun.). There were no special events in the months of February and April. On 2 occasions there were multiple events on the same day :

2 events occurred on March 24th and 3 events occurred on July 4th (holiday)

Total numbers for 2018 were as follows:

Total Events	29
Total Man-Hours	1,481
Total monies spent	\$59,509.15
Total monies billed	\$11,866.82
Total cost	\$47,642.33

Cost of event type(s) are as follows:

Parades		
Sponsor	Man Hours	Total Cost
Emerald Isle Parade	76	\$2,856.28
BunnyHop Parade	27	\$1,125.78
Raintree 4 th of July Parade	27	\$1,884.42
LSNHS Homecoming Parade	48	\$1,883.07
LSWHS Homecoming Parade	20	\$819.06
LSHS Homecoming Parade	48	\$1,664.88
Boos and Barks Halloween Parade	42.5	\$1,653.15
VFW Parade	47	\$1,744.59
TOTALS	335.5	\$13,631.23
Billed to Organizer (Recuperated Monies)		\$0.00
+ / -		(-) \$13,631.23

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Downtown Festivals		
Sponsor	Man Hours	Total Cost
Downtown Days "Street Alive"	351	\$13,649.69
Oktoberfest	305.25	\$12,327.31
TOTALS	656.25	\$25,977.00
Billed to Organizer (Recuperated Monies)		\$3,000.00
+ / -		(-) \$22,977.00

Runs		
Sponsor	Man Hours	Total Cost
Eagle Egg 5K	33	\$1,241.67
Race for the Future	15	\$675.68
Candy Cane 5/10K	52.5	\$1,958.75
TOTALS	100.5	\$3,876.10
Billed to Organizer (Recuperated Monies)		\$2000.00
+ / -		(-) \$1,876.10

LSPR Concerts / Events		
Sponsor	Man Hours	Total Cost
Legacy Amphitheater Concert	9	\$352.04
Concert – Flashback to Folk	8	\$347.48
Tour De Lakes	52.75	\$2,080.90
Concert – Jamaican Jam	10	\$389.08
Legacy Amphitheater	7	\$280.84
Concert – Blues and Jazz	11	\$395.39
Legacy Amphitheater Concert	10	\$391.16
Legacy Amphitheater Concert	9	\$352.08
Legacy Amphitheater Concert	22	\$777.85
TOTALS	138.75	\$5,366.82
Billed to Organizer (Recuperated Monies)		\$5,366.82
+ / -		\$0.00

City Events		
Sponsor	Man Hours	Total Cost
Legacy Blast	143	\$5,728.23
Mayors Christmas Tree	11.5	\$508.83
TOTALS	154.5	\$6,237.06
Billed to Organizer (Recuperated Monies)		\$0.00
+ / -		(-) \$6,234.06

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Miscellaneous Events		
Sponsor	Man Hours	Total Cost
Freezing for a Reason	21	\$861.88
March for our Lives	7	\$272.36
Lakewood Fireworks	10.5	\$648.58
Raintree Fireworks	9	\$663.03
Summit Art Fest	48	\$1,975.09
TOTALS	95.5	\$4,420.94
Billed to Organizer (Recuperated Monies)		\$1,500.00
+ / -		(-) \$2,920.94

Concerns and Recommendations

Parades

In 2018 a total of **335.5** man hours, at a cost of **\$13,631.23**, was invested in **8** parades.

As in previous years there is no cost to conduct parades. Organizers simply complete an online form. Of those 8 parades 1 was a neighborhood parade held on the July 4th holiday and 3 were local high school homecoming parades. The remaining 4 parades could be considered “city” events (Emerald Isle, BunnyHop, Boos and Barks, VFW).

It would be recommended that a cost be associated for those parades that do not fall into a “city wide” event. If the city could recoup the cost of parades not considered “city” events the overtime monies spent would be reduced by **\$6,251.43**.

Consideration should be given to no longer allowing individual neighborhood parades. Currently, only the Raintree subdivision hosts a parade but continuing to allow this event creates a difficult situation should any other neighborhood desire a similar event. This event also falls on the 4th of July holiday which creates additional considerations such as compensatory time being earned and resulting in further impact to daily department operations. In the event parades such as these are allowed to continue then consideration should be given to having the HOA’s pay the actual costs associated with the event.

Runs

In 2018 we invested **100.5** man hours for **3** runs with a total cost of **\$3,876.10**. We billed race organizers **\$2,000.00** resulting in a total of **\$1,876.10** being incurred by the department. 2018

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race numbers were down just as in 2017 however the last special event of 2018 was a race using the downtown loop which was the first race held there in the past 2 years. It is anticipated that now that the race course has become available again request for use will increase dramatically.

As these runs are organized by racing companies that are no doubt profit based it is recommended that a process be developed that ensures that actual costs incurred by the department are covered by the organizer.

LSPR Events and Concerts

In 2018 we invested **138.75** man hours for these events with a total cost of **\$5,366.82**.

LSPR is billed for each event in full regarding each event and as such no actual cost is incurred by the department unless compensatory time is taken then the impact is felt on future dates.

Downtown Festivals

Downtown Main Street and the Lee's Summit Chamber continue to sponsor the two large downtown events each year, Downtown Days and Oktoberfest.

Combined these events resulted in **656.25** man hours and a cost of **\$25,977.00** to be incurred by the department. Per existing UDO, the event organizers are billed \$500.00 daily for weekend events or \$1,500.00 each.

The current UDO was last revised in 2012 and associated costs with events such as these have increased significantly during that time.

These two events account for almost 50% of the overall expenditures related to special events. It would be recommended that the UDO be amended to more equitably reflect billing as it relates to the costs associated with weekend events.

City Events

In 2018 we invested **154.5** man hours for **2** events (Legacy Blast, Mayor's Christmas tree) with a total cost of **\$6,234.06**.

These events are annual and should continue to be supported by the department.

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Miscellaneous Events

In 2018 5 “miscellaneous” events were held throughout the year. This number varies yearly. 95.5 man hours were invested at a cost to the department of **\$2,920.94**. The Summit Art Festival was billed \$1,500.00 per existing UDO for a weekend event.

Two of these events were neighborhood fireworks displays which were held on the 4th of July holiday.

As the city sponsors a community fireworks display, Legacy Blast, discussion should occur as to the need for individual neighborhood displays. In the event that they continue processes should be developed that would allow the city to recoup costs associated with the event.

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6/10/18