

Legislation Text

File #: 2019-3233, **Version:** 1

Presentation and Discussion of Special Events requiring City approval

Issue/Request:

Staff has researched how other Kansas City area communities facilitate special events and will be presenting observations and suggestions for CEDC consideration. Staff will be seeking feedback and direction from the CEDC in order to develop proposed changes to the City's Code of Ordinances to bring back for CEDC review and direction.

Key Issues:

City staff has reviewed other comparable jurisdictions policies, regulations and fees and will be presenting observations and recommendations for potential amendments to the City's special event activities. Staff will be seeking CEDC input and feedback prior to developing proposed amendments to the respective Code of Ordinances and schedule of fees that would be brought back to the CEDC for further consideration and recommendation(s).

Staff has generally categorized observations and suggestions into three categories for the presentation:

1. Regulations and processes
2. Risk Management
3. Application fees, Administrative Fees and Operational Fees (fees associated with cost recovery for resources required to hold special events)

With regard to fees, staff is suggesting the fee structures for special events be established to accomplish an 85% cost recovery for operational costs for most special events with Public Service Agreement sponsored events such as Downtown Days, Oktoberfest and a few other events to be determined through the Public Service Agreement process which is incorporated into the City's budget process. The City currently has public service agreements with the Chamber of Commerce, Downtown Lee's Summit Main Street, Economic Development Council, Chamber of Commerce and Velocity Lee's Summit.

The Lee's Summit Police Department has prepared event cost data for 2019 and included information to identify what an 85% operational fee would be if implemented. By establishing a cost recovery ratio, the operational fee associated with special events would change over time as costs to provide resources and service increase. Establishing a "flat fee" for special events would require continual review of operational costs and updating of the schedule of fees to accomplish a specified cost recovery if so desired.

Background:

Through various processes, the City allows for special events, parades, and play street/block party events which can and do have impacts on the community as well as the City organization. Over time, the number of special events, parades, and play street/block party events have increased and as the community continues to grow and evolve, reviewing current regulations, processes and procedures becomes necessary. Each of these

events requires varying levels of staffing and resources provided by the City, and some events require permit fees to assist with the cost of providing service(s) while others do not.

At the February 5, 2019 City Council meeting, Mayor Pro Tem Lopez assigned the review of special events to the Community and Economic Development Committee (CEDC). During the FY20 budget process, a request was also made to review special event regulations, processes and associated fees to consider potential amendments that may be desired.

On July 10, 2019, City staff presented the CEDC with information outlining the City's current regulations and fee structures which apply to special events, parades and block party events. The CEDC directed staff to research how other comparable communities are processing special events and the respective fee structures as well as identify best practices for regulating these activities and events.

Impact/Analysis:

Special events, parades and play street/block party events serve a community or neighborhood purpose, however require varying degrees of City staff support and resources. The number, size, location and type of event can and does vary greatly therefore the cost to provide staffing and resources for these events also varies.

Mark Dunning, Assistant City Manager

Representatives from Development Services, Police, Fire, Law, Public Works