

Legislation Text

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Continued Discussion - Special Event Fees

Issue/Request:

Continued Discussion - Special Event Fees

Key Issues:

At the January 8, 2020 Community & Economic Development Committee (CEDC) meeting staff presented an overview of potential amendments and suggestions with regard to the manner in which special events are handled within the City. The CEDC provided feedback to staff requesting additional steps be taken to create a more consolidated review and permitting process utilizing an interactive, more robust, on-line application and permitting process and to incorporate a special events calendar to assist in scheduling. Staff is currently working to prepare proposed ordinance amendments to achieve these aspects and once finalized will bring back to CEDC for additional consideration.

One aspect the CEDC requested staff to conduct some additional work on related to fees associated with the various types of special events. Staff has prepared additional data and categorized the various special events by types and will be prepared to facilitate further discussion on fees related to special events. The attached spreadsheet contains data from the Lee's Summit Police Department for special events conducted in 2019. The cost data includes staffing and resources provided by the Lee's Summit Police Department to support the various events and does not include other City department staffing and resources.

At the January 8, 2020 CEDC meeting staff suggested taking an approach to special event fees as follows:

- * Increasing Application fees from \$50.00 to \$100.00 and assessing the application fees to all special events
- * Incorporating an Administrative fee for special events as noted below. Administrative fees pertain to the plan review and inspection processes related to the event(s).

One-day events: \$250

Two-day events: \$500

Three-day events: \$1,500

- * Incorporating Operational fees to capture a percentage cost recovery for resources necessary to support the various types of special events.

Proposed City Council Motion:

Staff is seeking CEDC feedback and guidance on fees associated with special events, so no formal motion is necessary.

Background:

Through various processes, the City allows for special events, which can and do have impacts on the community as well as the City organization. Over time, the number of special event requests have increased and the cost to support special events has increased. As the community continues to grow and evolve,

reviewing the manner in which the City facilitates and regulates special events becomes necessary as each of these special events requires varying levels of staffing and resources which results in cost(s) to the City.

Other Information/Unique Characteristics:

Staff has attached the following additional information to this packet:

- * January 8, 2020 CEDC Special Event presentation
- * 2019 Lee's Summit Police Department Special Event Annual Review report
- * Current schedule of fees for special events

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