



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: March 4, 2019

Re: Special Event Permit fees and other related costs

Executive Summary

This memo provides information on the City's Special Event Permit fees, other costs related to special events, and when those costs may be applied. As requested, events occurring within downtown and at the airport have been given special attention.

Discussion

Chapter 24, Article IV – Special Events Permits outlines the requirements for obtaining a special event permit and the associated fees. These fees are charged to both events hosted by nonprofit and for-profit organizers. Events involving First Amendment freedoms are not required to pay fees provided they do not block roads or impede the regular flow of pedestrian or vehicular traffic; however if First Amendment events do block roads or impede the regular flow of pedestrian or vehicular traffic, event organizers are required to obtain the appropriate permits and pay all applicable fees.

Fees related to Special Event Permits include either a twenty-five dollar (\$25.00) application fee which is charged when an event organizer applies to close a portion of a sidewalk or street that is outside the scope of Sec. 24-73, or a one-hundred dollar (\$100.00) application fee in which the City Manager designates a city event committee authorized to close any public street, sidewalk, or public place. The latter is associated, among others, with all events held in the downtown area; the downtown area is identified in the City Code as the area bound on the north by Park Avenue, on the east by College Avenue, on the south by Elm Street and on the west by Providence Road.

Events that may be hosted at the Columbia Regional Airport do not have specific fees, in part because it is uncommon for events to be held at the airport. Excluding the political rally held in November 2018, the only event that is routinely held at the airport is the 'Salute to Veterans' Airshow. In addition, past political arrivals and departures have not required additional airport personnel as their respective political events were held in a different location.

In addition to any required Special Event Permit fees, some events may require the presence of off-duty police officers to provide police presence or traffic control.

The decision to require off-duty officers is made by the Columbia Police Department (CPD) on a case-by-case basis; however, the presence of off-duty officers is required for traffic control in areas that the CPD has determined to have high traffic volume or require more complex traffic control. These areas are determined to require traffic control that is beyond



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the ability of event volunteers. The City provides traffic barriers at no charge for special events.

The cost for an off-duty officer varies depending on event organizers and assignment specifics. Columbia Police Officers are not required to work these events; when opportunities arise, officers may volunteer. The rate is negotiated between the event organizers and interested off-duty officers.

There are several annual special events in which officers are assigned to provide a law enforcement presence or traffic control. This is usually done for large, long-standing, community-wide events, law enforcement events, or events with unique security or traffic control needs. The decision whether or not to provide service to these events is made by a senior-level CPD commander and is approved by Council-approved Operations Agreements with the event organizers. Under these circumstances, event organizers are not required to hire off-duty officers.

If officers are assigned to an event, the CPD prepares a staffing plan that is specific to each event.

For dignitary visits that are anticipated to involve escalated security concerns or high volume traffic, the CPD must provide police presence.

Fiscal Impact

Short-Term Impact: N/A
Long-Term Impact: N/A

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Public Safety, Secondary Impact: Operational Excellence, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

This report is informational only.