



Department Source: Convention and Visitors Bureau

To: City Council

From: City Manager & Staff

Council Meeting Date: December 19, 2022

Re: Report on Special Events Ordinance

Executive Summary

Staff has prepared this report for Council with information related to the permit process of special events and is recommending updates & revisions to the Special Events Ordinance as well as policy changes.

Discussion

The City's Special Events Committee was established in 2013 as a "one-stop shop" to provide a single-point of contact for the public to apply for a special events permit. The committee includes representatives from the following city departments: Police, Fire, Public Health and Human Services, Transit, Public Works, Community Development, Solid Waste, CVB, Parks and Recreation, Parking Utility, Business License, and Risk Management.

The Special Events Committee oversees special events that use City property, including streets, sidewalks and other properties. These permits are coordinated by the Event Services Specialist at the Convention & Visitors Bureau. The Parks and Recreation Director oversees all special events in city parks. This permit process is coordinated by the Administrative Supervisor at Parks & Recreation Administrative Office.

Many sections of the current city ordinances pertaining to special events are outdated and do not reflect the process in which permits are issued nor do they address some of the issues raised with new events held this past summer/fall. Staff has been working with department representatives and supervisors to review the ordinances related to special events and identify those areas that need to be updated or revised or include a new policy. Staff has also reviewed special event ordinances from other cities to research how special events are handled in other municipalities. Those include: Austin, TX, Fort Collins, CO, Lake of the Ozarks, Lawrence, KS, and St. Charles, MO.

See attached *Special Events Permit Information* for ordinance/policy revisions & updates.

Fiscal Impact

Short-Term Impact: \$0

Long-Term Impact: \$0

Strategic & Comprehensive Plan Impact



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Resilient Economy, Tertiary Impact: Inclusive Community

Comprehensive Plan Impacts:

Primary Impact: Inter-Governmental Cooperation, Secondary Impact: Economic Development, Tertiary Impact: Livable & Sustainable Communities

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Council provide input on this report in order for city staff to move forward with amending the Special Events Ordinance at the beginning of 2023.