

Council Memo

Department Source: Convention and Visitors Bureau

To: City Council

From: City Manager & Staff

Council Meeting Date: July 20, 2026

Re: Ordinance Amending Chapter 24 of the City Code as it relates to Special Event Fees

Impacted Ward: Citywide

Executive Summary

This ordinance amends Chapter 24 of the City Code to update fees associated with the City's Special Event Permits. The proposed changes include increasing the Special Event Permit application fee from \$25 to \$50 and the Downtown street closure fee from \$100 to \$150, while leaving the street closure fee outside the downtown area unchanged. The proposed fee adjustments will better reflect the administrative resources required to process and coordinate special events and bring the application fee into alignment with the Parks and Recreation Special Use Permit fee.

Discussion

The City's Special Events Committee (SEC) oversees the Special Event Permit process for events held on City property or requiring City services. The committee is comprised of representatives from the Police Department, Fire Department, Risk Management, Public Works-Streets Division, Community Development-Building & Site, Parking Utility, Solid Waste, Transit, Public Health & Human Services, Finance-Business License Services, Parks and Recreation, and the Convention and Visitors Bureau. Each department reviews permit applications based on the scope of the proposed event and its potential impact on public safety, transportation, City operations, and other municipal services.

Special Event Permit fees have not been evaluated or adjusted since the Special Events Committee was established in 2016. Since that time, the number and complexity of special events have continued to increase, resulting in significantly more staff involvement throughout the permitting process. Staff responsibilities now routinely include detailed application reviews, coordination with multiple City departments, public safety meetings, pre-event site inspections, post-event debriefings, and evaluation of event layouts to ensure public safety and minimize impacts on City services. Despite these expanded responsibilities, the City's permit fees remain relatively low when compared to those charged by similar communities.

To better reflect the level of staff resources required to administer the Special Event Permit program and to maintain consistency with other City permit fees, staff is proposing several fee adjustments. The Special Event Permit application fee established in Section 24-71 would increase from \$25 to \$50, aligning it with the Parks and Recreation Special Use Permit application fee. The Downtown street closure fee established in Sec. 24-73(c) would increase



701 East Broadway, Columbia, Missouri 65201

from \$100 to \$150 to more accurately reflect the additional coordination required for closures in the City's busiest commercial district. The street closure fee for locations outside the downtown area would remain unchanged at \$25.

The proposed fee adjustments are intended to partially offset the administrative costs associated with processing and coordinating special events and are not intended to recover the full cost of City services provided in support of those events.

Fiscal Impact

Short-Term Impact: Approx. \$2,000 - \$4,000

Long-Term Impact: Unknown at this time.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Resilient Economy, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Economic Development, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Approval of the Legislation.