




SPECIAL EVENT AND CITY PARKS DISCUSSION

March 20, 2017

- Chapter 9, Article 8, Special Events
- Chapter 15, Parks Special Events

Our goal from this discussion is to receive direction from the City Commission regarding fees in support of special events and park usage.





Purpose of Special Events Fees

The philosophy behind the charging of fees and increasing the deposits required for private use of public spaces in Polson is:

It is the Parks and Streets Departments' belief that the tax payers of the City should have access to their parks and that the parks should be maintained for public use. It is when the parks/streets are closed to the public for a private event, or public fundraiser that charges the public, that those events need to pay for the additional labor, utility costs, materials, damage and wear caused by the special events.

These additional costs would not be paid for by the tax payer and the public space would not be closed for the tax payer's use if the special event did not take place. The City understands that some of these costs are part of a General Fund responsibility and that City-sponsored events and non-profit organizations need to be given a reasonable discount because they provide a community function. However, not all of the tax paying public is in support of all events nor do they benefit from said events. So, we do not feel that even non-profit organizations should be able to close/use public parks/streets at no cost.

Special Events 2016

- Half marathon
- March Meltdown 5K run
- Easter egg hunt – Boettcher Park
- Mother's Day Mile/Skyline Challenge
- Memorial Day Parade
- Welcome to Summer Concert – Cove Deli
- Children's Carnival Fundraiser – Journey Be
- July 3rd Concert – Sacajawea Park with fireworks
- July 4th Firecracker Run
- July 4th Parade
- Cherry Festival
- Run for the Pits 5K run
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- Summerfest – car show and art show
- Flathead River Rodeo – fairgrounds
- Triathlon
- Blues Festival/fine art show
- Rotary chili cook-off
- Family film night – Sacajawea Park
- Decorate-a-bench
- Turkey Trot Run 5K
- Christmas Parade
- Fireworks show



Impact to City Departments

- Police
 - Increase of special events has placed additional burdens on Police department due to increased call volume (particularly during the summer) and shortage of personnel, which is an ongoing situation
 - Police department no longer provides additional manpower for events. Event organizer is now responsible for any extra security, which may be required by the Chief of Police
- Street Department
 - Experiencing increased overtime costs in support of set up and tear down of events (placement of signs, cones and barricades)
 - Cost to replace damaged or missing signs, barricades or cones that are requested by event organizers (currently there is no charge for these items), so any repair or replacement is paid out of the Street department's General Fund budget.
- City Parks
 - The use of city parks for public and private events continues to grow
 - Similar to the street department, we are experiencing damage to the parks through vehicles driving in the parks and creating ruts, damage to sprinklers heads and irrigation pipes. All of these repairs are funded by the Parks' General Fund budget.



Changes to Discuss

- Changes to the application process
 - Specialized forms
 - Street use permit
 - Parks use permit – private event
 - Parks special event permit – public events
 - Vehicle access permit
 - Concessions application
- Implement a fee structure to offset department costs that are currently being supported from department budgets
- Better define types of events
 - Looked at several examples of other cities
- Streamline the process for the event organizer
 - All forms, instructions and FAQs on the City's website
- Not trying to discourage events but trying to be fiscally responsible when we support events and make sure everyone pays their fair share



Special Use Permit

Special Use Permit will be required with a \$60 or \$100 per day fee depending on group size in addition to other applicable fees.

Special Use Permits are for public events in the parks with over 75 people.

Group Size:

75 – 100	\$60.00/day in addition to other applicable fees
101 – 500	\$100.00/day in addition to other applicable fees
501 – 1,000	\$200.00/day in addition to other applicable fees

For each additional 500 participants the fee will increase in \$100 increments

Park Shelter Reservations

Friday – Sunday

Time Periods: (6:00 am – 11:00 am) (Noon – 5:00 pm) (6:00 pm – 10:00 pm)

Facilities Available:	Deposit	Fee/Time Period	Fee All Day	Capacity
With Power				
Boettcher #1	\$50.00	\$50.00	\$110.00	48 people
Boettcher #2	\$50.00	\$30.00	\$ 70.00	24 people
Boettcher #3	\$50.00	\$30.00	\$ 70.00	24 people
Without Power				
Riverside #1	\$50.00	\$30.00	\$ 70.00	24 people
Sports Complex	\$50.00	\$20.00	\$ 45.00	20 people

Park Shelter Reservations

Monday - Thursday

Time Periods: (6:00 am – 11:00 am) (Noon – 5:00 pm) (6:00 pm – 10:00 pm)

Facilities Available:	Deposit	Fee/Time Period	Fee All Day	Capacity
With Power				
Boettcher #1	\$50.00	\$30.00	\$75.00	48 people
Boettcher #2	\$50.00	\$20.00	\$45.00	24 people
Boettcher #3	\$50.00	\$20.00	\$45.00	24 people
Without Power				
Riverside #1	\$50.00	\$20.00	\$45.00	24 people
Sports Complex	\$50.00	\$10.00	\$30.00	20 people



Other Charges and Ideas

- Non-profit groups with 501c3 status will receive a 50% fee discount deposit is still required
- Alcohol Permits \$40 per event plus additional deposits
- Administrative Fee: A \$5 fee will be charged for changes to locations or dates for any shelter or special reservation
- Special Use Events require a \$100 refundable deposit
- Events using tents and/or canopies will pay a \$400 refundable deposit
 - Tents or canopies can only be erected in designated sites. Prior to release of the deposit after the event, irrigation lines will be inspected for damage within 5 working days

How do we come up with the fees?


Streets Department special events costs \$3875 (2016) per year

- \$183 per event average labor
- \$162 per event average damage
- Need to identify an appropriate fee for a street use permit that will help cover costs for labor
- Damages would be covered through the deposit that would be withheld if necessary



How do we come up with the fees?

- Fees:
 - In the proposed fee schedule will be our best effort to recover some of the expenses from special events only and are not meant to be a profit
 - The exceptions to this will be the pavilion rentals and sports field use permits
 - These fees will be set to provide a form of funding to provide for future improvements and parks' infrastructure repair
- Deposits:
 - Will be set at an average plausible amount of damage based on past experiences
 - A standard inspection and refund procedure will be set to get the deposits back to the events as quickly as possible
 - All events will be responsible for damages resulting in expenses higher than their deposit



Parks Department Impact Hours and Wages

Parks Employees	Number of hours	Estimated Cost
Pat Nowlen	187 hours	\$12,255
Walter Eggebrecht	416 hours	\$ 9,817
Mike Bixler	155 hours	\$ 2,364
Rodney Davis	103 hours	\$ 1,083
Aneena	47 hours	\$ 485
Zach	47 hours	\$ 485
Shilah	0 hours	<u>\$ 0</u>
		\$26,489

Special Events Impact to Parks

Damages
Labor
Garbage
Electric
Fuel

Ruts/sprinklers/pipes
Administrative and physical
Republic and Lake County 10%
10%
10%

\$ 2,647
\$26,489
\$ 360
\$ 233
\$ 391

Total
% of budget

\$29,980
17%



Goals of the Fee/Deposit

- Reduce impact to General Fund budget
 - Fix damage to parks
 - Masterplan for each park
 - Upgrade facilities
 - Power to shelters
 - Floating dock at Riverside, rentable
 - Paid boat trailer parking at Riverside
 - Shelter replacements/upgrades
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