

CITY COUNCIL  
COMMUNICATION:

03-423

AGENDA:

AUGUST 25, 2003

SUBJECT:

AMENDING  
CHAPTERS 14  
AND 102 OF THE  
MUNICIPAL CODE  
REGARDING  
SPECIAL EVENTS

TYPE:

RESOLUTION  
**ORDINANCE**  
RECEIVE/FILE

SUBMITTED BY:

DIANE RAUH  
CITY CLERK

WILLIAM  
MCCARTHY  
POLICE CHIEF

ITEM 66

OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA

**SYNOPSIS —**

Approval of amending Chapters 14 and 102 of the Municipal Code regarding Commercial Street Use, Parades and Timed Events.

**FISCAL IMPACT —**

In reviewing the special events expenditures from 2002, the breakdown of actual costs for police services in comparison to reimbursements and application fees is as follows:

Actual Police Costs	\$132,595
Applicant Fees (cash bonds) retained by the City	-15,975*
Reimbursement by event sponsor	<u>-40,843</u>

Actual Cost to the City	\$75,777
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\*The cash bond is to cover police costs and is refunded in full or in part if not used. This is the portion retained to cover actual police costs.

Under the proposed ordinances, events which exceed \$1,000 of police costs would require the event applicant/sponsor to incur the costs of the overage. In 2002, the amount reimbursed under this plan would have totaled \$71,328.

Actual Police Costs	\$132,595
Application Fees Retained	-5,550
Reimbursement for events over \$1,000	<u>-71,328</u>

Actual cost to the City	\$55,717
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**RECOMMENDATION —**

**Approval.**

**BACKGROUND —**

The current ordinance regulations require the following:

	Application	Cash
Additional		

**CITY COUNCIL  
COMMUNICATION**  
03-423  
AUGUST 25, 2003  
PAGE TWO

<u>Expenses</u>	<u>Fee</u>	<u>Bond*</u>
Parade See chart	\$0	\$0
Commercial Street Closure See chart	\$250	\$500
Timed/Athletic Event See chart	\$100	\$1000

Under these proposed ordinances, all Timed Events, Parades and Commercial Street closure requests (streets and sidewalks) other than City-sponsored events, will require a \$100 non-refundable application fee. The City of Des Moines' Street Use Team meets monthly and is comprised of nine City departments who review applications and meet with the event sponsors. This \$100 application fee will not cover the full cost of processing the application, but in the interest of cooperation, the additional expense will be absorbed by the City. Recognized Neighborhood Associations (RNAs), will continue to only be charged a \$10 application fee. If, however, an RNA co-sponsors an event with another agency other than another RNA, the other agency will pay the \$100 application fee.

Additionally, the first \$1,000 cost for police staffing, (if any) will be absorbed by the City. Additional police personnel needed will be hired off-duty through the Des Moines Police Department and will be paid for, in full, by the event sponsor. The Police Department will continue to work closely with event sponsors to arrange a mutually acceptable level of staffing; however, the Police Department Street Event Coordinator will have the final decision.

If approved, the amended ordinances would take affect for 2004 events.

In addition to police costs, events are currently charged for additional expenses incurred for the following:

	Fireworks Permit	\$75
	Food and Beverage Permit	Contact Polk Co. Health
Dept.	Meter Hoods	\$1.00 each
	No parking signs	\$0.25 each
	Liquor/Beer License	Call City Clerk's Office
	Road Closed Signs	\$5.00 for all required
	Sound Permit	\$20 (one day or less)
	Special Parking Permit	\$25 plus daily meter
charge	Street Sweeper	At cost
	Temporary LP gas permit	\$40
	Tent Permit	\$40
	Barricades (delivered & picked up)	\$5.00 each

Traffic Blinkers	\$5.00 each
Traffic Cones	\$1.00 each
Traffic Signs	\$5.00 each
Vendor Permit	Call City Clerk's Office
Street Painting Permit	\$50

These charges will continue to be assessed when applicable. This schedule is updated when necessary to cover costs.

Attached to the roll call are three lists of the 2002 events:

- 1) Events costing under \$500
- 2) Events costing between \$500 and \$1000
- 3) Events costing over \$1,000