

RESOLUTION NUMBER 08-106

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO
ESTABLISHING THE AMOUNT OF PAYMENT OF APPLICATION FEES FOR
SPECIAL EVENTS LOCATED WITHIN DESIGNATED FESTIVAL AREAS.**

WHEREAS, the City of Ketchum has designated festival areas within the City of Ketchum with separate rules and regulations pertaining to special events; and

WHEREAS, the rules and regulations for special events within festival areas specify that all festival area special event fees be adopted by resolution; and

WHEREAS, the City of Ketchum receives a highly diverse number of special event applications that have substantially different application review costs; and

WHEREAS, the current fee for special events within the City of Ketchum is \$50.00 and does not adequately cover the costs of special event application review and processing; and

WHEREAS, the City Council finds it necessary to establish and increase special event fees within designated festival areas in order to more accurately cover the costs of staff review thereby ensuring the public health, safety and welfare; and

WHEREAS, the adjustment and establishment of fees for special events within festival areas will enable the timely review and processing of applications; and

WHEREAS, the newly established fees for special events located within festival areas are based on the size and scope of the event in order to more accurately cover application review costs; and

WHEREAS, the newly established fees are based off of an average percentage of department review time and associated cost; and

WHEREAS, said fee schedule is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, a notice of public hearing was published on September 24, 2008 and Wednesday, October 1, 2008.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Ketchum, Idaho that the special event application fee for special events located within a designated festival area shall be due in the amounts set forth above.

This Resolution will be in full force and effect upon its adoption this twenty-seventh (27th) day of October 2008.

CITY OF KETCHUM,
An Idaho Municipal Corporation



Randy Hall, Mayor

ATTEST:


Sandra E. Cady, CMC
Treasurer/Clerk





MEMORANDUM



To: Mayor and City Council

From: Mark Goodman, Associate Planner *MB*

Subject: Resolution Adopting Festival Area Fees

Date: October 27, 2008

This memo is for the October 27, 2008 City Council Meeting regarding the adoption of new special event fees for events located with the recently designated Festival Areas. Background and analysis for the proposed fees are provided.

Introduction/Background -

The City of Ketchum has adopted new standards for special events within our downtown and Warm Springs Base Area. These neighborhoods are now designated as Festival Areas for the purposes of regulating special events. As part of the adoption of new regulations for special events, new fees must be set for events within designated Festival Areas. All fees in Festival Areas shall be adopted by resolution. Our previously adopted fee (\$50.00) for events in these areas did not accurately reflect the variety of special events that we are seeing in Ketchum today. The following were areas of concern regarding the previous fee:

- Previous fee treated all events the same, whether large or small.
- The previous fee did not accurately reflect the costs associated with review of large scale events.

As a result of these concerns, City staff has prepared a new fee scale for events within Festival Areas. The new fee scale is based on the category of event, with categories already outlined in the new Festival Area special event code. It is important to note that the fee is not meant to cover extra costs often associated with special events, such as overtime hours for Police and Fire. These types of costs will be assessed and charged separately. It is also important to note that the City Council has the ability to waive fees when it sees fit.

Proposed Fees:

The following is a schedule of the proposed fees for special events within Festival Areas:

Event Category	Description of Event Category	Fee
Category A	Special Events that do not require a street closure and have an anticipated attendance under 300 people.	\$50.00
Category B	Special Events that require a street closure of one (1) day or less; or have an anticipated attendance of 300 or more people; or a weekly event that takes place up to but not more than 4 consecutive weeks.	\$100.00
Category C	Special Events requiring a street closure of more than one day; or a weekly event that takes place more than 4 consecutive weeks.	\$300.00

Summary/Analysis of Proposed Fees –

Each category of special event will be subject to rules designed for that size and scale of event. For example, the noticing and procedural requirements for Category A events are less strict than the requirements for Category C events. Based on this rationale, appropriate fees have been assessed based on the required staff review time, which is typically determined by the size and scale of the event.

To determine staff review times and associated costs each applicable City department was asked to determine the estimated review costs of several previously approved special events. Although the proposed fees will not cover the total review costs of all applicable departments, as shown in the attached department cost summary, they will more accurately reflect the review time that special events require.

City Comparison:

For further background, the following is a sampling of special events taken from a variety of municipalities. Each City regulates special events differently, resulting in a broad scale of fees charged. In any case, the previous fee of \$50 was well below fees charged by other municipalities.

City	Fee
Hailey	\$125
Boise	\$161.25
Park City	new-\$100 returning-\$50
Boulder Colorado	\$100 per day for certain parks
Breckenridge	\$250

Council Action:

- If Council approves the recommended fee schedule, the following Resolution will be considered on the agenda this evening:

Resolution 08-106: Festival Area Fees

Attachments:

Included with this memo is a chart illustrating review costs of each City Department. Each Department evaluated a sampling of different categories of events. A percentage of the total cost of each event was then taken to help determine an appropriate fee for each category of event.