



VICTOR STAFF REPORT

Work Session Agenda Documentation

PREPARATION DATE: April 4, 2019

MEETING DATE: April 10, 2019

SUBMITTING DEPARTMENT: Administration

DEPARTMENT DIRECTOR: Olivia Goodale, City Administrator

PRESENTER: Olivia Goodale, City Administrator

SUBJECT: Policy Regarding Supporting Special Events Outside of City Limits

Re: Applicable Victor Values:

- | | | |
|--|--|--|
| <input type="checkbox"/> Culturally Historic | <input type="checkbox"/> Sustainable | <input type="checkbox"/> Connected to Nature |
| <input type="checkbox"/> Small Town Feel | <input type="checkbox"/> Family Friendly | X Administrative Need |

STATEMENT/PURPOSE: The purpose of this item is for Council to consider providing direction relating to supporting special or temporary events outside of City limits.

BACKGROUND/ALTERNATIVES

To process events on public property, the City relies on its Special Events municipal code. Applicable Land Use Code would apply to events occurring on private property within City limits. Lately, the City has received several inquiries to support special events occurring outside of city limits in the form of requesting use of city equipment and staff time, and associated fee waivers for use of such equipment.

When an event is held outside of city limits but inside of the area of impact, a temporary use permit would likely be required to be submitted to the County for review and approval. The Area of Impact agreement does not require the County to seek review of Temporary Use Permits by the City.

Because these events are outside of city limits, there is no applicable code or application review for staff to rely on nor is there existing direction from Council for staff to communicate to potential event hosts. Staff reached out to several nearby cities that process special events to inquire if they support special events outside of city limits. The cities of Hailey, Ketchum, and St. Anthony would not support special events outside of city limits with city resources. Idaho Falls would not support special events outside of city limits unless the applicant could demonstrate that the event will bring revenue to the City.

Staff requests that Council provide direction on whether it would like to support events outside of city limits:

- Is Council in favor of supporting events outside of city limits with staff time, use of city equipment and supplies (like barricades or cones) or other unanticipated ways? Should such requests instead be directed to the governing jurisdiction to be processed with the associated temporary use/special event application?
 - If Council's supportive, how far outside of city limits?
 - If Council's supportive, should all requests go before City Council for consideration?
 - Is Council supportive of waiving or reducing fees for services for events outside of city limits? Special Event municipal code (for events occurring within city limits) requires that if the applicant requests City equipment and/or services in conjunction with the Special Event or if City determines that City equipment and/or services are deemed necessary, the applicant **shall** be responsible for a fee set forth by Resolution of the City Council which may be amended from time to time.
 - Any other items for discussion or consideration?

ALIGNMENT WITH STRATEGIC INTENT

Special events often include food, beverage, and entertainment within the confined event area. Supporting events within city limits draws event goers closer to downtown where additional sales are more likely to occur, better supporting local businesses and generating additional sales tax revenue. Events occurring within city limits that include sales are required to collect sales tax and Victor local option sales tax. Events occurring outside of city limits are not required to collect Victor local option sales tax. Events occurring inside of city limits or within the area of impact may attract hotel and short term rental sales, depending upon the nature of the events.

ATTACHMENTS

None

FISCAL IMPACT

TBD

STAFF IMPACT

Staff impact associated with special events or with events outside of city limits can be extensive, especially to the public works department, depending upon the nature of the requests, can trigger the requirement for overtime pay, and can deviate staff efforts away from other departmental requirements.

LEGAL REVIEW

N/A

RECOMMENDATION

- Staff recommends that Council provide direction regarding supporting events occurring outside of city limits. Staff does not recommend that the city support events outside of city limits due to the associated staff impact, reduction of oversight authority, and the desire to encourage events within city limits.

- Should Council opt to allow the use of city equipment and staff to support events outside of city limits, staff recommends the following requirements:
 - Demonstration that requests for equipment and/or City staff support have first been made to and processed by the applicable jurisdiction in which the event is occurring.
 - Demonstration of the creation of short-term lodging stays within city limits.
 - Approval is required by City Council.
 - That associated fees not be waived.

SUGGESTED MOTION

Supporting special events within city limits only: I move to direct staff not to accept or process requests associated with special events outside of city limits.

Supporting special events outside of city limits: I move to direct staff to accept and process requests associated with special events outside of city limits that include the following requirements:

- Demonstration that requests for equipment and/or City staff support have first been made to and processed by the applicable jurisdiction in which the event is occurring.
- Demonstration of the creation of short-term lodging stays within Victor City limits.
- Approval is required by City Council.
- That associated fees not be waived.