

City Council Staff Report

March 16, 2016

Applicant: Mapleton
Firefighters Association
Prepared by: Cory Branch
Public Hearing: No

REQUEST

Consideration to approve a Cosponsored Event between Mapleton City and the Mapleton Firefighters Association regarding the Fireman's Breakfast to be held on May 14, 2016.

BACKGROUND AND PROJECT DESCRIPTION

1. Mapleton City provides for the short-term use of municipal facilities and public property.
2. In recent months the question has arisen regarding what is considered a cosponsored event and should a cost recovery fee (labor, equipment, buildings and grounds, material, etc.) be charged by the City.
3. Some examples of possible co-sponsored events include the farmers market, July 24th celebration, etc.
4. On August 19, 2015 the City Council adopted a Cosponsored Events Policy. (see Attached Cosponsored Events Policy)
5. Attached is the written request submitted by the Association. The Association is requesting that Mapleton City cosponsor the Fireman's Breakfast scheduled for May 14, 2016 and waive any fees. The request includes the following:
 - Allow for the use of the public safety building and city tables;
 - Provide a banner across Maple and Main Street advertising the event;
 - Allow for the use of a storage room within the public safety building to store supplies year round; and
 - Allow for the yearly storage of a cook trailer located in the back parking lot of the public safety building.

CITY COUNCIL DISCUSSION POINTS

1. Does the City Council feel this event provides a benefit to the community?
2. Does the City Council feel that fees should be waived for the proposed use?
3. Does the City Council support the idea of a banner being posted across Maple and Main Street?
4. Does the City Council support the idea of the Association using a storage room and back parking area for the yearly storage of their supplies and cook trailer?

MAPLETON CITY COSPONSORED EVENTS POLICY

I. GENERAL

Mapleton City provides for the short-term use of municipal facilities and public property. Co-sponsorships are determined on a case-by-case basis by the City Council. Cosponsored events means a joint event agreed upon between Mapleton City and a community group designed to provide assistance for the benefit of the community. For annual or continuing events, the permit may be renewed by the City Administrator on an annual basis, however, the City Administrator if deemed necessary may refer the event back to the City Council for review. Activities may be conducted in or on public property subject to the permit process and criteria established herein.

II. APPLICATIONS AND FEES

The community group for a cosponsored event shall submit an application to the City with an application fee of \$25.00. Requests must be submitted in writing to the City at least ninety (90) days in advance of the event and will be evaluated by the City Administrator, Parks and Recreation Department and the Police Department prior to going before the City Council.

III. PERMIT CONSIDERATION REVIEW GUIDELINES

In reviewing permits, the following issues will be considered:

- “staging” requirements (space, special equipment, etc.)
- parking impacts
- street closures/traffic impacts/parking stalls (to be discussed with CPD representative)
- noise
- lights
- vehicles (trucks/number of vehicles)
- season of year/time of day/duration of activity
- economic benefit to community
- open to the public with charge/no charge
- conflicts with other events
- advertising and signage
- sale of merchandise
- other issues applicable to an individual event

IV. COST RECOVERY

The City Council may require direct costs (building and ground rentals, labor, equipment and material) for Police, Fire, Public Works, and Parks and Recreation if it is determined that actual staff hours, equipment, associated costs, etc. are needed.

V. SALES

There is no distinction between “direct sales” and “sale by donation”. The sale of food and/or merchandise may be permitted under the following conditions:

1. The sales are associated with the City co-sponsored event; or
2. The sales are intended to raise funds for a City organization and/or a non-profit organization; or

3. Otherwise approved by the City Council

Under no circumstances may alcohol be sold or consumed as part of an event.

VI. SIGNAGE

Temporary signs may be located on private property in accordance with the Mapleton City Sign Ordinance. The applicant shall submit a signage plan for any signage proposed on public property and/or within any public rights-of-way. Signage shall balance the need for advertising with the desire of the Community to avoid excessive visual clutter and distraction.

VII. INSURANCE REQUIREMENTS

Mapleton City will provide insurance liability coverage for a co-sponsored event.



Mapleton City Cosponsored Event

Name of Community Group: Mapleton Firefighters Association

Date of Event: May 14, 2016

Time of Event: 06:00AM - 11:00 AM

Address of Subject Property: Mapleton Public Safety Building 305 North Main Street, Mapleton, UT 84664

Applicant(s) Name: Niel Burt, for Mapleton Fire Association

Phone Number: 801-360-7424

Applicant(s) Address: 874 E. 1150 S. Springville, UT 84663

Description of the Community Group:

Mapleton Fire Department was established in 1959. We joined the Utah State Firefighters Association in 1963. We provide assistance to a wide range of individuals with a variety of needs; from those with medical or utility bills to school groups such as FFA. Each year, we are able to help several families in need during the holidays as a sub for Santa.

Purpose of the Event:

To raise funds for our association by holding a Fireman’s Breakfast as well as a donation drawing.

Describe the benefit to the Community:

The fireman’s breakfast is a tradition in many cities, including ours. Families with young children, and people of all ages attend. Miss Springville/Mapleton and her attendants help serve the food and assists with the raffle tickets. This is a great way for us to interact with the community. It is also educational, as we allow the public to tour the station, become familiar with our vehicles and ask questions. This helps raise public awareness of the firefighter’s role in the community and builds camaraderie with citizens.

Describe if the Event is open to the public with charge/no charge:

The breakfast is open to the public. Breakfast can be purchased for \$4 per person, or \$20 per family. The association pays for all of the food that is prepared. We also have a food handler's permit.

Describe municipal facilities/public property/staff hours/equipment/material/signage that will be used for the Event:

The breakfast is held at the public safety building. We use the lunchroom style tables from the memorial hall. No staff hours are required, as all of the work including clean-up is provided by our volunteer firemen. Fire trucks would be used for fire prevention and education. We have signs that are paid for from our funds that would be posted (with landowners permission) on certain private properties. We also have a banner that goes across the road at Maple Street and Main Street. We would prefer to use the city's bucket truck to install the banner, but we can find an alternate means of getting the sign placed if needed.

Other Considerations:

The association has always had a storage area within the fire department. Currently, there is a small room downstairs attached to our training room where we keep supplies. We would like to be able to continue to use this room for storage, as we feel the fireman's association and the fire department go hand in hand. We also have a cook trailer that can be used to make us portable for events such as the 24th of July. We would also ask to continue to be able to store our trailer in the back parking lot of the station.

City Administrator Signature: _____

Date: _____

Parks and Recreation Director Signature: _____

Date: _____

Public Safety Director Signature: _____

Date: _____