



TO: Parks & Recreation Advisory Committee
FROM: George Schaaf, Parks & Recreation Director
DATE: November 29, 2023
RE: Fiscal Note – Proposed Large Event Permit

The Parks & Recreation Department has proposed a regulation that would require a permit and conditions for any gathering of more than 100 people within the limits of a municipal park or recreation area. The proposed regulation provides for an application fee established by the City Manager pursuant to CBJ 03.05.050.

Staff recommend the following fee structure, which reflects the anticipated actual costs to process and administer the permit. A higher fee is proposed for larger events that would require coordination with other departments and agencies (i.e. Juneau Police Department, Capital City Fire/Rescue, CBJ Streets Division, etc.):

# of Attendees	Proposed Fee	Estimated Staff Time Req'd
100-250	\$100	≤1 hour
250-500	\$250	2-4 hours
500+	\$50 per 100 attendees	Varies

**Assumes staff time cost @ \$75/hour*

The fees proposed are significantly lower than those charged by other municipalities in Alaska and surrounding states; for example:

Anchorage

1 - 300	301-500	501 - 1,000	1,001 - 3,000	3001 - 5,000	5,001+
\$150	\$250	\$350	\$500	\$600	\$700

<https://www.muni.org/Departments/parks/pages/specialeventinformation.aspx>

Fairbanks

\$1.00/person in excess of 200 people

<https://fnfb.gov/DocumentCenter/View/3942/User-Fees---Public-Records-Request-PDF>

Portland, Oregon

1 - 499	500 - 999	1,000 - 1,499	1,500 - 1,999	2,000 - 2,499	2,500 - 2,999	3,000 - 3,999	4,000 - 4,999	5,000 - 5,999	10,000+
\$204	\$335	\$660	\$984	\$1,319	\$1,639	\$1,964	\$2,310	\$2,657	\$2,946

<https://www.portland.gov/parks/public-events#toc-rental-fees-and-rates>