



LEGAL & ADMINISTRATIVE
SERVICES DEPARTMENT

Office of the City Clerk

Kami Lynch, Clerk

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MEMORANDUM

To: Safety & Licensing Committee (Chris Croatt, Chairperson), Common Council

From: Kami Lynch, City Clerk *KL*

Date: February 7, 2024

Re: Updates to the Special Event Policy

In 2023 the Special Events Committee, comprised of City staff from various departments, began the task of re-evaluating the current special events policy and application process. This undertaking involves a phased approach that includes the following steps: research & evaluation, development and modifications, and policy implementation.

The proposed edits to the current special event policy are a result of these first two phases. City Staff on the Special Events Committee sought to clarify existing practices and incorporate new guidance to align this policy with other related City policies. The significant modifications include revisions to the following sections:

Street Closures

The scenarios for street closures require detailed review and the policy edits now capture the various items to be considered for street closures, including temporary traffic control device regulations.

Food Service

A section on food service requirements/expectations was added to the policy as many events include the use of food service/vendors.

Facility Reservations

Many special events require the use of a City park/facility which have their own reservation policies. This section highlights areas of the facility reservation policies that surface frequently in relation to special events.

Parades

The creation of specific parameters for parades is necessary to facilitate parades in ways that seek to provide minimal traffic disruption and enhanced safety protocols.

The goal for the roll-out of the re-designed special event process remains January 2025. These proposed policy revisions will allow the Special Events Committee to proceed with focusing on the other modifications to the current process such as the fee structure and mechanism for which applications are submitted. These changes will come back before the Special Events Committee later this year.

Please reach out to me with any questions you may have on the proposed policy modifications or the future anticipated changes to the process.