

## **RESOLUTION NO. 3416-2010**

### **RESOLUTION OF THE FORT BRAGG CITY COUNCIL ESTABLISHING POLICIES REGARDING CITY SUPPORT FOR SPECIAL EVENTS**

**WHEREAS**, the Fort Bragg City Council supports a variety of special events held in Fort Bragg through-out the year; and

**WHEREAS**, community events are part of what makes Fort Bragg a special place to live and visit, and the events are an important source of fundraising for local service clubs and non-profit organizations; and

**WHEREAS**, the City seeks to work with event organizers to assure the safe and successful implementation of their special events; and

**WHEREAS**, the City Council intends for City staff to provide a high level of support to community organizations for special events while minimizing impacts on the City's departmental operations and budgets; and

**WHEREAS**, the City Council wishes to replace the policies adopted in Resolution 3146-2008 on January 28, 2008 with the policy below.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby rescind Resolution No. 3146-2008 adopted January 28, 2008.

**BE IT FURTHER RESOLVED** that the City Council of the City of Fort Bragg does hereby establish the following policies governing special event coordination:

1. The City will fund up to \$2,000 of City staff participation in event coordination (i.e., Technical Advisory Committee (TAC) review; issuance of limited term permits, preparation of Police Department operations plans, etc.) per event for local non-profit organizations that are based in Mendocino County and provide services to the Mendocino Coast region. At the discretion of the Community Development Director or his/her designee, all events that may incur in excess of \$2,000 in City staff costs will be required to establish a Developer Deposit Account for costs above \$2,000.
2. Commercial, for-profit event organizers are required to establish a Developer Deposit Account in an amount determined by the Community Development Director, to pay for all City costs associated with event coordination, review and permitting (i.e., Technical Advisory Committee (TAC) review; issuance of limited term permits, preparation of Police Department operations plans, etc.), event set up (barriers, signage, etc.), event policing, traffic control, event clean up and any other event related costs.
3. Developer Deposit Accounts shall be managed as follows: If the initial deposit is insufficient to cover costs, the event promoter will be billed for all additional, uncovered costs. If the initial deposit exceeds costs, the excess amount will be refunded to the event promoter.

4. Applications for limited term permits for special events with less than 1,000 participants shall be submitted to the Community Development Department at least 60 days prior to the event. Events with an attendance of more than 1,000 participants or that involve closing Main Street or the establishment of significant temporary infrastructure (stages, event pavilions, etc.) shall submit limited term permit applications at least 120 days prior to the event. All applications (except for parades) shall include the supplemental form with signatures from adjacent property owners' expressing support for or opposition to the proposed event at the time of submission. If a majority of adjacent property owners do not support the event, the event application may be denied at the discretion of the Community Development Director.
5. Limited term permits for special events typically include "prior to issuance" conditions that must be satisfied well in advance of the event. All "prior to issuance" conditions of a limited term permit must be satisfied at least 14 days prior to the event unless a different timeline is defined by TAC for compliance with specific conditions. Failure to comply with this timeframe may result in cancellation of the event. Organizers will be issued a permit for a special event as soon as all conditions are met and all City fees paid.
6. The City will provide necessary police support services without requiring a deposit from event organizers or charging for overtime costs incurred for the following annual community events: Independence Day fireworks; Paul Bunyan Day parade; Holiday Lights parade.
7. Because of the dangers inherent in using public streets for events, and the extraordinary demands that such events place on the Police Department, the Police Chief or his/her designee has the sole authority to approve parade routes and routes for special "runs/walks/trots" that require closure of streets within the City. In addition, routes requiring closure of Main Street or the modification of traffic controls on Main Street require approval of an encroachment permit from Caltrans.
8. The Police Chief or his/her designee may establish requirements for event organizers to use volunteers to "man the barricades" for intersection closures and/or to provide parking coordination. If volunteers are used, the event sponsor shall be required to submit the names and contact information of the volunteers prior to issuance of the limited term permit. An orientation meeting with volunteers and Police Department staff may be required. Failure to comply may result in cancellation of the event.
9. The Police Chief or his/her designee may establish requirements for event organizers to hire private security for special events.
10. The Police Chief may determine that Police Department staffing is required for an event. If Police Department staffing is used for event security or traffic control, the event organizers shall be required to pay the full costs incurred for staff assigned to the event, including overtime costs to the extent that such costs cause the \$2,000 total City cost cap established in Section 1 above to be exceeded. The event organizers must also post a deposit to a Developer Deposit Account to cover these costs prior to receiving a limited term permit.

11. The Public Works Director or his/her designee is responsible for establishing requirements for the placement of barricades and signage for street and sidewalk closures. While the City provides barricades for street and sidewalk closures, event organizers are required to make a deposit for the barricades, to make arrangements to obtain barricades and return them to the City's Corporation Yard, to place them during the event, and if necessary (as determined by TAC), to staff the barricades to ensure their effectiveness. Public Works Department staff assumes responsibility for the placement and removal of barricades for the Paul Bunyan Day parade and the Water Festival.
12. Use of City parks, streets, sidewalks and/or other facilities require an encroachment or facilities use permit and provision of an insurance policy with the City of Fort Bragg named as an additional insured with a policy endorsement in the amount determined by the City Clerk. Where events involve risky activities, such as street closure, fireworks, and/or amusement rides, an additional insurance policy amount may be required by the City Clerk.

The above and foregoing Resolution was introduced by Councilmember Melo, seconded by Councilmember Courtney, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 13<sup>th</sup> day of December, 2010 by the following vote:

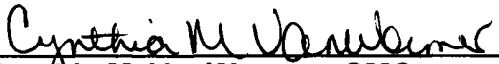
**AYES:** Councilmembers Courtney, Gjerde, Hammerstrom, Melo, and Mayor Turner.  
**NOES:** None.  
**ABSENT:** None.  
**ABSTAIN:** None.



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**DAVE TURNER,**  
**Mayor**

**ATTEST:**



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**Cynthia M. VanWormer, CMC**  
**City Clerk**