

RESOLUTION NO. 3146-2008

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

WHEREAS, the Fort Bragg City Council wholeheartedly supports the many and varied special events that are 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 to 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 activities; and

WHEREAS, the 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.

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

1. The City does not charge a fee to non-profit organizations for 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.) Commercial, for-profit event organizers are charged the TAC review/limited term permit fee in accordance with the City's fee schedule.
2. All applications for limited term permits for special events should be submitted to the Community Development Department at least 60 days prior to the event. Failure to apply in a timely manner could result in an inability to issue a permit, thus requiring cancellation of a proposed special event
3. Limited term permits for special events typically include "prior to issuance" conditions that must be satisfied well in advance of the event. The permit cannot be issued until the conditions are met. Failure to comply with special conditions in a timely manner may impede the organizer's ability to conduct the event. As an incentive to meet permit conditions, organizers will be issued a permit for a special event as soon as all conditions are met.
4. 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 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 require approval of an encroachment permit from Caltrans.
5. The Police Chief or his 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. Failure to comply may result in cancellation of the event.

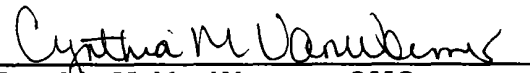
6. The Police Chief or his designee may establish requirements for event organizers to hire private security for special events. If Police Department staffing is used for such security, the event organizers shall pay the full costs incurred for staff assigned to the event, including over-time costs and to post a deposit in advance against which such costs will be charged.
7. The Public Works Director or his 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, 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.
8. Use of City parks and/or other facilities typically requires an encroachment or facilities use permit and provision of a minimum \$1,000,000 insurance policy with the City of Fort Bragg named as an additional insured with a policy endorsement. For activities on City sidewalks and streets, a \$2,000,000 policy is needed. City staff can provide referrals for short-term insurance providers for special event insurance. For parades and other events requiring street closures, the City requires a minimum of \$2,000,000 insurance. For events involving pyrotechnics, the City requires a minimum of \$4,000,000 insurance.

The above and foregoing Resolution was introduced by Councilmember Turner, 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 28th day of January, 2008, by the following vote:

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


DOUG HAMMERSTROM,
Mayor

ATTEST:


Cynthia M. VanWormer, CMC
City Clerk