



MEMORANDUM

To: Mayor and City Council

From: Brad Reid, Director of Parks and Recreation

Date: May 24, 2016

Reference: Presentation related to Best Practices for City Special Events

2030: Sense of Community: Successful Community Events and Festivals
Sustainable City Government: Excellent City Services with High Level of Customer Satisfaction

Introduction:

The City Council adopted a goal for 2015-16 based on strategies and objectives outlined in the Coppel 2030, A Family Community for a Lifetime planning document. This goal pertained to the development of best practices and standards for City special events. These best practices build a framework for the successful operation and execution of events within the community.

Analysis:

The Parks and Recreation department has created a Special Events – Best Practices manual that details the following:

- The scope of the responsibilities of the Special Events Coordinator
- Special event ordinance
- Special event application process
- Information detailing the insurance and permit process
- Park maps and special event locations
- Event vendor and parade entry application process
- Sponsorship opportunities
- Volunteer and Eagle Scout project process

Legal Review:

Agenda item does not require legal review.

Fiscal Impact:

No fiscal impact will result from this item.

Recommendation:

No council action is required on this item at this time.