

CITY OF GRASS VALLEY
Memorandum for
CITY COUNCIL MEETING OF 08/26/03
Prepared on 08/15/03

TO: Grass Valley City Council
Via Gene Haroldsen, City Administrator

FROM: John Foster, Chief of Police

SUBJECT: Ordinance to Add Chapter 5.32 Special Events to the Grass Valley Municipal Code

RECOMMENDATION: Approve Ordinance to add Chapter 5.32 to the Grass Valley Municipal Code pertaining to special events.

STAFF REPORT: Special Events have been a difficult process to define and facilitate throughout the years. In the past, there has been no documented city definition of a special event, outlined process to obtain a special event permit, or specifications regarding insurance requirements. As the city has grown and evolved, the number of special events has increased and it has become necessary to provide a written definition of special events and the requirements necessary for obtaining a Special Event Permit.

In an effort to develop a Special Events Permit process, police staff researched approximately 25 cities throughout the state that have similar special event activities. By examining these programs, police staff were able to develop a special events process specific to the needs of Grass Valley. After drafting a Special Events Permit ordinance and application process, police staff hosted meetings with other city department staff members and persons and organizations who host or sponsor special events in the city. After several meetings, police staff have prepared the final ordinance and application process, which is being presented to you for your approval.

By adding Chapter 5.32 to the Grass Valley City Code, each applicant will have specific uniform guidelines to follow and be able to reference the City Code regarding any questions or concerns they may have regarding a special event.

See attached ordinance approved as to form by City Attorney Claude Biddle.

FISCAL IMPACT: None.