



Legislation Details (With Text)

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**On agenda:** 12/20/2022      **Final action:** 12/20/2022  
**Title:** Approve the 2023 Special Events Calendar and designate the calendar as closed  
**Sponsors:**  
**Indexes:**  
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**Attachments:** 1. Draft 2023 Special Events Calendar

Date	Ver.	Action By	Action	Result
12/20/2022	1	City Council	approved	

**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the 2023 Special Events Calendar and designate the calendar as closed

**DEPARTMENT:** Community Services

**SUBMITTED BY:** Dawn Portner, Special Events Coordinator

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

The Special Events calendar is a tool to assist in the planning and preparation of the many annual events that are held in Naperville. The 2023 calendar was compiled based on applications from event organizers as well as the Special Events Team scoring criteria. As in previous years, staff is requesting the City Council grant preliminary approval for the dates and events listed. This will allow sponsors and organizers to proceed with planning. Upon approval, City staff will begin scheduling logistics meetings to review routes, staffing levels, and traffic control plans. The City Council will have the opportunity to review specific details for individual events at regularly scheduled meetings throughout the year.

**DISCUSSION:**

***The Special Events Team***

This is a multi-departmental (Community Services Department, Police, Fire, Public Works, Naper Settlement, Naperville Public Library, TED), multi-jurisdictional (Edward Hospital, Park District, DNA) group that evaluates applications, recommends the following year’s calendar, meets throughout the year with organizers to plan event logistics, and provides resources before, during, and after the event day(s).

### ***Event Impact Scoring Criteria***

The Special Events Team uses department-specific criteria for each event and assigns an “impact score” based on the information provided in the application and previous experience with the event. Scores ranged from zero to four by department and includes, but is not limited to, such criteria as staffing levels required, expected attendance, parking impact, length of event, footprint of event (including road closures), inspections, mutual aid potential, type of entertainment, community impact, and whether or not liquor is served.

The department scores were weighted and then divided by the aggregate score. Those events receiving a score of zero to one for either department or community impact were dropped from the calendar. This does not mean that the event will not occur, but rather because no City resources are necessary and permitting is minimal, the events will be managed administratively by the Community Services Department rather than reviewed by the full Special Events Team. Events receiving a score greater than one are on the calendar for approval.

### ***New event for 2023***

#### **Characters on Water Street**

This event was first held on Main Street during the 2022 streetscape project. Due to its popularity, the DNA is sponsoring the event again in 2023 with the Water Street merchants. This will require the closure of Water Street for one hour.

### ***Approval of the 2023 Special Events Calendar***

The calendar includes 40 events, for a total of 105 event days, from February through November that require City services and/or the closure of streets.

Fewer than ten events, held primarily on sidewalks and not requiring excessive permitting or support by City staff, are not listed and will be coordinated administratively by the Community Services Department.

In addition to approving the attached 2023 calendar, the Special Events Team is requesting the calendar be closed to all events that would receive an impact score greater than one based on the evaluation criteria outlined above.

Once the calendar is closed, the Special Events Coordinator will add event requests to a 2024 wait list. Events on the list will be reviewed in summer of 2023 during the annual application process. If an approved event is canceled prior to the summer of 2023, the Special Events Team will attempt to accommodate an event from the wait list.

If an organizer does not wish to be placed on the wait list, they will be directed to petition the City Council at a regularly scheduled meeting and an agenda item will be prepared for review with a recommendation from the Special Events Team.

### **FISCAL IMPACT:**

N/A