



Legislation Text

File #: 17-784, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Pass the Ordinance to establish Temporary Traffic Controls and issue a Special Event and Amplifier Permit for the Hometown Holidays/Friends of Little Friends Electric Parade on Saturday, December 2, 2017, consider the Change of Scope, approve the use of SY17 SECA Grant fund underspend to cover City services, and charge the event organizer for any remaining shortfall.

DEPARTMENT: City Clerk's Office

SUBMITTED BY: Dawn Portner, Special Events Coordinator

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

Sponsored by the Downtown Naperville Alliance (DNA) and Little Friends, the annual Hometown Holidays/Friends of Little Friends Electric Parade will take place in Downtown Naperville at 7:00 p.m. on Saturday, December 2, 2017.

DISCUSSION:

The route and associated No Parking/Tow Zones are shown on the attached map.

The parade is scheduled from 7:00 p.m. to approximately 8:00 p.m.

The streets of the route will be closed at approximately 2:00 p.m. to allow time to clear parked cars and install fencing prior to the start of the parade. The streets will be open to vehicular traffic and the No Parking/Tow Zone signs will be removed at approximately 8:30 p.m. or as soon as the Naperville Police Department determines it appropriate based on public safety.

Staff will post informational signs along the route beginning Monday, November 27, 2017, the DNA will notify all affected businesses and residents no less than two weeks prior to the event, and all insurance requirements will be fulfilled prior to the issuance of the permit.

Change of Scope Request

The 2017 Friends of Little Friends Electric Parade was originally planned to be held at Calamos. Little Friends did not apply for SY17 SECA Grant funding for any portion of the event. In light of that decision, the DNA proposed a new, small-scale, Downtown Holiday Festival and was awarded \$2,296 in SECA Grant funds for City services.

After the SY17 SECA Grant funds were allocated, Little Friends approached the DNA and City to

discuss returning the Friends of Little Friends Electric Parade to the downtown. The proposed 2017 parade route is identical to 2016, however, in response to downtown business concerns, it was ultimately decided to hold the event after the Thanksgiving holiday weekend.

Moving the larger-scale event back to the downtown was not anticipated when the SY17 Special Events calendar was approved in December 2016. While staff is available to provide support for the event, it will create a gap between the funds awarded for the Downtown Holiday Festival and what is necessary to cover City services for the parade.

Per the established process, the SECA Commission has been notified of the requested scope change.

FISCAL IMPACT:

Relocating the event back to the downtown will create an approximate \$17,000 shortfall in SECA Grant funds necessary to cover City services. As such, staff is proposing to use SY17 underspend in the SECA Grant fund and to bill the organizer for any difference that remains. Staff will provide the current SY17 SECA underspend in the Q & A.