

Memorandum

To: Debbie L. Manns, City Manager

Date: November 5, 2019

From: Elaine D. Smith, Parks & Recreation Director

Subject: Events/Sims Park

The following identifies issues and concerns about events held in Sims Park and offers recommendations in order to minimize the impact these events have on the park, as well as strengthened guidelines for event organizers to adhere to event policies established by the City.

- Advertisement – Guidelines from the Development Department on Temporary Sign Permits will be provided to each event organizer.
- Damage Deposits – The current Damage Deposit amount is \$500 per day, not to exceed \$1500 for one event. The Public Works Department is reviewing past events in order to determine if that fee is sufficient.
- Approve all Bands and Entertainment – All event organizers will be informed that the City will need to pre-approve all acts and that no foul or profane language will be permitted to be broadcast over any sound system or projected during the event.
- Notices to Businesses and Homeowners for Street Closures – The event organizers are required to provide the street closure letter and addresses for which a letter will be distributed more than two weeks prior to any street closure. If this does not occur, the Parks & Recreation Department will distribute the notices to the residents and will then invoice the event organizer for staff time and materials.
- Move-Out following an Event – The event organizer will have until 12:00 noon following the final day of the event to vacate the park.
- Golf Cart Parking – There will be (2) designated golf cart parking areas at all City Concerts and a staff member will assist people in parking.
- Parks Maintenance Dates – Please see the attached 2019 and 2020 event and maintenance calendars for Sims Park. For the 2020 schedule, there are (5) weeks blocked in April & May to Sod and perform other parks maintenance and in October & November there are (3) weeks blocked to Rye Seed and do other parks maintenance. The April and May parks

maintenance block follows Chasco and Seafest and the October and November parks maintenance block follows Bikefest.

- Parking on the Grass – For the City Concerts, the grass area by Peace Hall will be barricaded to prevent parking on the grass. Event organizers will be informed that parking in this grass area will not be permitted.

With the additional of (2) extended periods of time during which parks maintenance can be conducted, it is felt that this will better support staff to maintain the appearance of Sims Park as the park will not host any events for weeks at a time every six months. The first block of time will be for (5) weeks in April and May, following two major events; Chasco and Seafest. This five week block will provide time to sod the entire park, if necessary, as well as conduct other parks maintenance tasks. The second block of time will be three weeks in late October and November to Rye Seed the park and perform parks maintenance tasks. According to a local Horticulturist, late April is the best time of the year to lay sod and late October is optimal for Rye Seed application.

The Parks and Recreation Department has also reduced the number of events we conduct in Sims Park from (20) in 2019 to (15) in 2020. In planning the 2020 Sims Park Calendar, we have still implemented a Blackout Weekend each month where no events will be held in the park and this is in addition to the extended blocks of time every six months where more aggressive parks maintenance can be conducted.

Please let me know if you have any questions. Thank you.

Attachments.