

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: An Ordinance Amending Chapter 10 of the Municipal Code – Amusements & Entertainments

Staff Contact: Jenny Thompson

Summary: In an effort encourage organizations and businesses to host community events in our Downtown or on other City-owned property, we propose a more simplified process for organizers to obtain a Special Event Permit. Upon Council approval, organizers will be asked to complete an online form with the particulars about their event including the date, time and place along with utilities and public works requests such as electricity, water access, trash cans, picnic tables and cones. Once complete, staff will then issue the Special Event Permit within two business days of receiving the application. Instead of requiring a Certificate of Insurance for every use of City property, we would only require a COI for events deemed high risk including those involving alcohol, fireworks, racing, bounce houses, large crowds or other activities our staff would consider high risk from an insurance standpoint. For example, the Kiwanis Club's Peanut Days and DRA Sidewalk Sales would be considered low-risk, and the Heritage Festival would be considered high risk. Events with alcohol served would still be required to obtain the one-day special event license from the Liquor Commissioner, as usual.

Chapter 10 also addresses coin-operated amusement devices and raffles. Staff proposes eliminating both of those sections of the code as they are outdated and rarely utilized. Coin-operated amusement devices applies to items such as juke boxes and dart board machines in establishments with liquor licenses, not gaming machines.

Currently the code requires a \$10 raffle permit to conduct a raffle locally. This is not enforced and rarely do organizations hosting raffles obtain the permit. As such, staff is proposing it be eliminated.

Strategic Plan Goal Application: Community Engagement

Recommendation: Approve an Ordinance Amending Chapter 10 of the Municipal Code – Amusements & Entertainments