



WORKSESSION MEMORANDUM

DEPARTMENT Parks and Recreation	PRESENTED BY Diesel Post - Parks and Recreation Director	DATE March 4, 2024
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ITEM

Updated 2024 Special Events application, review, and approval process.

BACKGROUND

The City of Salida's Special Events permitting and approval process has not been updated in approximately 10 years. It has become cumbersome and frustrating for event organizers wishing to hold events on City Property. The process involved numerous staff members and departments to review and authorize event requests. There has been a City events organizer in both the Departments of Parks and Recreation and Arts and Culture, and a Special Events coordinator was recently hired in Arts and Culture. Due to Council requests, that position has transitioned into the Community Engagement Supervisor position.

After consideration of the duties, the Event Coordination responsibilities are now being managed by Parks and Recreation. Currently, the department is managing the duties with existing staff as the City re-organizes its positions with the intent to hire a Coordinator as soon as possible.

The Department of P&R has worked with the Clerk's office and all other departments to develop a more updated and efficient application, review, approval, and execution process for Special Events. The new process involves identifying existing code requirements and systems, finding discrepancies in the system and code, clarifying the code, and increasing the ease and access of the application process.

At the root of the process was determining what party is responsible for approvals (precisely what is Council's responsibility for "approving" events), making the process easier for Organizers, and making the packet material more templated and less "bulky".

A \$100 application fee has also been added to the fee schedule starting in 2024.

Staff would like to share the Special Events Application Process, explain who (staff, Council, county staff, etc.) authorizes the different aspects of an application, and learn to what level the Council would like to be informed of the various Special events happening in the City.