

**To:** Leadership Team

**CC:** Mayor McFarland, Ald. Davis

**From:** Mason Becker, Strategic Initiatives and Development Coordinator

**Date:** October 18, 2023

**Re:** Special Event Permit Ordinance DRAFT changes

Leadership Team members,

Please review the attached revised draft of the Special Event Permit Ordinance, which is the result of extensive collaborative efforts involving Mayor McFarland, Atty. Chesebro, and myself, as well as Ald. Davis (chair of the Public Safety and Welfare Committee).

We have done our best to incorporate the large amount of feedback from members of the Common Council, City of Watertown residents, and City staff. These changes aim to ensure the continued success of special events in our community, while also promoting efficient use of City resources and prioritizing the health and safety of the public.

**Key Changes to the Special Event Permit Ordinance:**

1. **Define and Address the Cost of Extraordinary Services:** We have taken into consideration the desire of the Common Council to address the financial implications of the Special Events process. The previously used system of tiered charges has been removed in this proposed draft.
2. **Enhanced Safety Measures:** The updated ordinance includes stronger safety requirements for events, including a clearer background check process.
3. **Child Protection:** The drafted ordinance incorporates a Child Protection Plan and addresses performers directly interacting with minors.
4. **Public and Elected Official Input:** Throughout this process, we have attempted to incorporate as much of the feedback received from members of the public and elected officials as possible.

These updates reflect our City's commitment to fostering successful special events while maintaining an efficient use of resources and prioritizing public safety and well-being. We believe that these changes represent the best balance of requests that will still allow us to support events that enhance quality-of-life and showcase the vitality and livelihood of the City of Watertown.

Please review the revised Special Event Permit Ordinance draft attached. Any questions or comments can be brought to the Public Safety and Welfare Committee meeting on November 1, 2023.

Sincerely,



Mason T. Becker  
Strategic Initiatives and Development Coordinator