



EXECUTIVE SUMMARY

TO: Mayor & City Councilors

FROM: Norman McNickle, City Manager

DATE: April 18, 2016

SUPPLEMENT TO: Student Report on Special Events Process

Throughout the year, a number of special events occur; such as parades, public gatherings, fun runs, sports festivals, etc. These events present unique requirements for City services and these services may include facilities, support services, security, sanitation, traffic control, and road closures, among others.

Support resources for events are not budgeted specifically, but drawn from Operations, Police, Fire, and other City departments. It is conservatively estimated that special events require in excess of \$200,000 per year in resources budgeted for other areas of responsibility (i.e. when setting up and staffing for special events, it requires the unplanned reallocation of the resources and personnel that are budgeted for repairing water lines, repairing streets, police patrols, etc.).

There is currently no organized process for vetting the cost/benefit of special events, no standard fees charged to offset expenses, and no organized management of the resources involved. Some events are regular (but still unbudgeted) occurrences, but event requests more often than not come at random times, overlap significantly in some cases, and may come from for-profit, non-profit, civic, public, quasi-public, and private organizations and individuals. Individuals and organizations making requests may or may not be experienced with working with the City and the random and varying nature of the requests and timelines for response can strain or disrupt day-to-day departmental operations. Disruption of these operations impacts the general public when planned projects and emergency or urgent repairs are disrupted or delayed.

Staff was presented with the opportunity earlier this year to have OSU Industrial Engineering Students take on the special events issue as a project. The students will present their findings and recommendations to the Council and to Staff. There is no specific action to be taken by Council at this point, but staff and the student group would appreciate Council input to develop a better managed special event process, response, and planned allocation of resources and support.