

STAFF REPORT

City Council Consent Item

DATE: February 3, 2025

TO: Honorable Mayor and Council Members

FROM: Siana Emmons, Human Resources Director/City Clerk

THROUGH: Amy Nilsen, Interim City Manager

SUBJECT: **Adopt the City of Fortuna Special Events Handbook and Authorize the Human Resources Director/Risk Manager to Amend as Required**

STAFF RECOMMENDATION:

Adopt the City of Fortuna Special Events Handbook and authorize the Human Resources Director/Risk Manager to make amendments as required.

EXECUTIVE SUMMARY:

Risk Management staff drafted a Special Events Handbook as a tool for members of the public and City staff to manage the special event process seamlessly. The City is also responsible for protecting public safety, health, property and the general welfare of our community members and visitors during special events. The City hosts many annual events, and there has historically been a loose process in place by which the events are approved and implemented. Due to the vast differences between events and an increase the number of special events taking place annually, the Special Events Handbook is intended to assist event organizers as well as staff through a consistent planning and application process. In addition, a well-managed special event program can attract tourists and boost local businesses.

Risk staff worked collaboratively with Public Works, Parks and Recreation staff and Police staff, to ensure the needs of each department are met through the application process. A Special Event Handbook is crucial for a city because it will provide a standardized set of guidelines and procedures for managing large-scale events, ensuring consistency, safety and efficiency while avoiding potential disruptions to residents and businesses by clearly outlining responsibilities, permitting processes, and other necessary considerations.

FISCAL IMPACT:

The Special Event Handbook was created using a template provided by the City's risk pool, California Intergovernmental Risk Authority (CIRA). While there is no direct financial impact associated with the approving the handbook, there are costs in terms of staff time to create and then implement the improved application process. In addition, there will be financial impacts to Risk staff who will be responsible for ongoing implementation, administration and potential revisions of the handbook. City Departments will also be financially impacted in terms of staff time to implement the guidelines set forth in the handbook.

RECOMMENDED COUNCIL ACTION:

Adopt e the City of Fortuna Special Event Handbook and authorize the Human Resources Director/Risk Manager to make amendments as required. Consent Agenda Vote.

ATTACHMENTS:

- City of Fortuna DRAFT Special Event Handbook