



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

99-157

SYNOPSIS -

AGENDA:

APRIL 19, 1999

Resolution approving a draft policy and ordinance regarding special event street closures and referral to the Legal Department for appropriate legislation.

SUBJECT:

DRAFT POLICY AND
ORDINANCE
REGARDING
SPECIAL EVENT
STREET CLOSURES

FISCAL IMPACT -

N/A

RECOMMENDATION -

Approval.

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

BACKGROUND -

SUBMITTED BY:

ERIC A. ANDERSON
CITY MANAGER

At its August 3, 1998, meeting, by Roll Call No. 98-2431, Council requested a policy recommendation from the City Manager, Legal Department, and staff regarding street closures for special events. The staff recommendation for a new Street Use Policy, Ordinance, and Permit came about through the research and collaboration of several departments. Some significant changes have been made in this draft policy and ordinance in regard to street closures for special events.

The current process for street closures for special events is very diffuse. Applications for some street closures are obtained from the City Clerk's Office while applications for other street closures are obtained from the Traffic and Transportation Division. The draft policy and ordinance creates a Street Use Coordinator (a representative from the City Clerk's Office) and consolidates all street closures under the City Clerk's Office.

Often, information regarding street closures is not received by each of the affected departments. The draft policy and

ordinance also create a "Street Use Team", consisting of a representative from every affected department, that will meet bi-weekly to review all applications for street closures and make recommendations to the City Council. It is recommended, but not required, that applicants attend the Street Use Team meeting so that the Team members may work with the applicant to ensure a successful event.

Staff held an informational meeting regarding the draft policy and ordinance on Monday, March 29, 1999. Approximately 97 neighborhood leaders and sponsors of events were invited to attend and provide staff with comments.

This draft policy is a result of that meeting and the research and collaboration of staff. It is the staff intent that this draft policy and ordinance will greatly enhance and improve the efficiency of the special event street closure process in the Des Moines community.