

Winter Lights 2018 City Services Request

Friday, November 16, 2018

Event Hours: 6:30 to 7:30

Parade Staging Area: All of B Lot, to avoid early street closures

Parade Route: Step off 6:30- Water Street to Downer concluding at Middle Ave.

Event Site: Downer from Water to River. Downer to close at 6:15 pm, No Parking on the East Channel of Benton Bridge to allow for fireworks exclusionary zone.

Human Resources:

- Email asking all city employees that park in B Lot to vacate no later than 5:30. All City vehicles that park overnight in Q Lot to either find an alternate location or park at the very south end of the lot to allow for the staging of the fireworks and avoid fallout

APD:

- Special Events and APD will meet regarding placement of barricades, street closures and officer placement to ensure public safety
- End and lead squad for the parade
- Assist with the parade entering onto Downer
- Escort the floats back to storage immediately after the parade if necessary
- Closure of Benton from Broadway to Stolp and Clark from Water to Broadway for the fireworks (approximately 7:00 pm for 20 minutes)

AFD

- Fire Engine to participate in the parade
- Engine on site in Q Lot or on Water Street during the fireworks shoot (approximately 6:45 pm)

Electrical Department:

- Access to GAR outside outlet on the NW side of the building for the sound system
- Assist with the actual lighting of the tree at approximately 6:50 pm
- Electrician on site for the duration of the event beginning with parade staging at 5:30 pm

MVPS:

- Suspension of parking enforcement beginning at 5:00 on the 16th
- Free Parking at the Stolp Island Deck on Nov. 16 from 5-7 pm
- *Q Lot open for the staging of the fireworks*
- *Block off all of B Lot for parade staging*

Equipment Services

- Float drivers for the parade if necessary.

Special Events

- Post **"NO PARKING"** signage on Thursday, November 15th by **no later than 4:00 p.m.** for the following streets:
 - Downer - Broadway to River
 - Benton - west end of the east bridge to Water
 - Water - Downer to Clark

Downtown Maintenance:

- Evening shift employee "on call" for assistance when and if needed
- Garbage toppers at the SIP to be emptied prior to event

Street Maintenance

- Deliver all barricades as requested per the barricade map and spreadsheet. Detailed maps will be emailed to supervisors
- Street sweeper to clean event site after if necessary
- Pick up all floats from 1960 Indian Trail no later than November 15th, store at Central Garage
- Second Shift staff to drive float(s)

All other needs as deemed necessary to the staging of the event