

Winter Lights 2017 City Services Request

Friday, November 17, 2017

Event Hours: 6:30 to 8:00

Food Trucks and Pop-Ups: 5:00 to 9:00

Parade Staging Area: 5:30 pm-Middle Avenue, Benton to Downer

Parade Route: Step off 6:30-Downer at Middle, continue on Downer concluding at Water Street.

Event Site: Downer from Water to Hoyt, Stolp from Downer to Galena. Downer to close at 5:00 pm, Stolp to close at 4:00

Human Resources:

- Email asking all city vehicles that park in Q Lot to relocate to the Building and Permit lot or the very south end of Q lot to allow for the staging of the fireworks and to avoid fallout

APD:

- Special Events and APD have met 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
- Closure of Benton from Water to Stolp and Water from Clark to Benton for the fireworks (approximately 7:45 pm for 15-20 minutes)

AFD

- Fire Engine to participate in the parade
- Engine on site in Q Lot or on Water Street during the fireworks shoot (approximately 7:40 pm)

Fire Prevention and Revenue and Collections:

- Assure all Food Trucks have been inspected, permitted and bonded

Electrical Department:

- Access to: GAR outside outlet on the NE side of the building for the sound system
- Assist with the actual lighting of the tree at approximately 6:50 pm if necessary.
- Electrician on site for the duration of the event. Parade staging at 5:45 and event site until 9:00 pm.
- Use of two small generators delivered to Central Garage Friday for parade floats by 3:00 pm 11/16

MVPS:

- Suspension of parking enforcement beginning at 4:30 on the 17th
- Free Parking at the Stolp Island Deck on Nov. 17 from 5-11 pm
- *Q Lot open for the staging of the fireworks*

Equipment Services

- Use of a City pick-up truck or van November 14-17 if necessary
- Float drivers for the parade. Deliver to staging on Middle Avenue and return to Central Garage upon completion of the parade

Property Standards

- Post **"NO PARKING"** signage on Thursday, November 16th by **no later than 4:00 p.m.** for the following streets:
 - Downer - Broadway to River
 - Stolp - Downer to Galena
 - Benton - west end of the east bridge to Water
 - Water - Benton to Clark
 - Middle Avenue-Benton to Downer

Downtown Maintenance:

- Assistance with set up and strike of picnic tables, benches and garbage cans stored at the SIP
- Evening shift employee "on call" for assistance when and if needed
- Location to place trash at the end of the event and arrange for pick up Saturday

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 November 16th and again after event if necessary
- Pick up three floats from 1960 Indian Trail no later than November 16th, store at Central Garage

Water & Sewer Maintenance:

- Fire hydrant faucet hook-up required as close as possible to Millennium Plaza for the food vendors

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