

## Staff Report

R-12-17

### City Sponsored Special Events in Fiscal Year 2018

The proposed resolution would authorize Council approval of the following special events under category, below:

- Waiver of fees [Chapter 6.04.210 D.4.]

#### **City of Annapolis**

**Event:** Independence Day Celebration

**Council Action:** Waiver of fees

**Sales:** none

**Posted no parking:** Amos Garrett Blvd. at parade set-up, All of Main Street

**Location:** Parade Route -- Amos Garrett Blvd, West Street, Church Circle, Main Street, ending at City Dock

**Dates:** Tuesday, July 4, 2017

**Event Time:** 6:30p.m.- 8:00p.m.

**Property Use Time:** 5:00p.m. – 8:00p.m.

**Participants:** parade participants -- units, cars, walkers, etc.

**Attendees:** visitors and residents of Annapolis

**Admission fee:** public, none

**Street closures:** along parade route for duration of parade

**Amplified music:** possible in cars

**Food:** none

**City Services:**

- 1) ADOT: posting of no-parking signs
- 2) APD: street closures and traffic control

EMS service provided within normal AFD 911 service.

#### **City of Annapolis/Kunte Kinte Celebration, Inc.**

**Event:** Kunte Kinte Heritage Festival at the Annapolis City Dock

**Council Action:** Waiver of Fees

**Sales:** vendor merchandise; food and non-alcoholic beverages

**Location:** Susan Campbell Park, City Dock Parking Area

**Date:** Saturday, September 23, 2017

**Event Time:** 10:00am-7:00pm  
**Property Use Time:** 3:00am-11:59pm  
**Participants:** General Public  
**Attendees:** visitors to and residents of Annapolis

**Street closures:** parking area from Harbor Master Building down to Susan Campbell Park

**Post no parking:** Between Susan Campbell Park and Harbormaster Building; For vendor parking – center island on Dock Street (Dock Street itself will remain open to traffic)

**Admission fee:** None

**City Services:**

- 1) ADOT: Posted no parking for parking spaces used.
- 2) Planning and Zoning: Vendors permit to sell in the Historic District.

Police service provided within normal APD patrols; EMS service provided within normal AFD 911 service.

## **The Maritime Republic of Eastport (MRE)**

**Event:** Tug of War

**Council Action:** Waiver of fees

**Sales:** food and beverages (alcoholic and non-alcoholic); merchandise

**Location:** Susan Campbell Park; City Dock

**Date:** Saturday, November 4, 2017

**Event Time:** 10:00 a.m.-5:00 p.m.

**Property Use Time:** Setup 8 a.m.; Breakdown 5:30 p.m.

**Participants:** Downtown Annapolis Partnership and MRE volunteers; Tug participants

**Attendees:** open to the general public

**Street closures:** None

**Post no parking:** 36 metered parking spaces City Dock; 2<sup>nd</sup> St. Eastport

**Admission fee:** None

**Amplified music:** Susan Campbell Park; 2<sup>nd</sup> St., Eastport

**City Services:** full cost paid

- 1) Planning and Zoning: Exempt peddlers permit to sell in Historic District; temporary structures permit
- 2) ABC Board: alcoholic beverage license
- 3) APD: two officers on site at Susan Campbell Park and Eastport

**City Services:** Request for waiver of cost

- 1) ADOT: posting of no parking and recovery of cost

EMS service provided within normal 911 service.

## **Annapolis Jaycees**

**Event:** Grand Illumination

**Council Action:** Waiver of Fees

**Sales:** none

**Posted no parking:** 23 metered parking spaces

**Location:** Market Space

**Dates:** November 26, 2017

**Event Time:** 5:30-8:00 p.m.

**Property Use Time:** 4:00-9:00 p.m.

**Participants:** Jaycees volunteers

**Attendees:** visitors to and residents of Annapolis

**Admission fee:** none, open to the public

**Street closures:** Market Space from Main Street to Fleet Street

**Amplified music:** pre-recorded music; announcements

**Food:** hot chocolate for a donation to the Jaycees

**City Services:** paid in full

- 1) Special Event application
- 2) Solicitors' Permit

**City Services:** Request for waiver of cost

- 1) APD: Police traffic management; road closure
- 2) ADOT: posting of no parking and recovery of cost

EMS service provided within normal AFD 911 service.

## **Eastport Yacht Club**

**Event:** 34<sup>th</sup> Annual Eastport Yacht Club Lights Parade

**Council Action:** Waiver of dockage fees and electricity for boat decorating; parking spaces for boat parade decorating participants.

**Sales:** none

**Posted no parking:** 20 spaces at Susan Campbell Park, 2 days on December TBD, 2016

**Location:** Susan Campbell Park; seawall at Dock Street; dingy dock area; seawall beside Fawcett's

**Dates:** December 9, 2017

**Event Time:** 6:00p.m. - 8:00p.m.

**Property Use Time:** 12:00 p.m. Date TBD to 12:00 p.m. Date TBD

**Participants:** boat owners with their boats

**Attendees:** visitors and residents of Annapolis

**Admission fee:** public, none

**Street closures:** none  
**Amplified music:** none  
**Food:** none

**City Services:**

- 1) ADOT: posting of 20 no-parking signs; Circulator: normal route; adjusted times possible
- 2) Harbormaster: dockage fee waiver requested

Police service provided within normal APD patrols; EMS service provided within normal AFD 911 service.

**City of Annapolis**

**Event:** New Year's Eve Celebration

**Council Action:** Waiver of fees

**Sales:** none

**Posted no parking:** two islands of parking spaces next to Susan Campbell Park

**Location:** Susan Campbell Park

**Dates:** December 31, 2017

**Event Time:** 3:00p.m.- 12:00a.m. January 1, 2017

**Property Use Time:** 10:00 a.m. December 29<sup>th</sup> for tent set-up– 10:00a.m. January 1, 2017 for tent breakdown

**Attendees:** visitors and residents of Annapolis

**Admission fee:** public, none

**Street closures:** none

**Amplified music:** yes, bands and live entertainment

**Food:** none

**City Services:**

- 1) ADOT: posting of no-parking signs

Police service provided within normal APD patrols; EMS service provided within normal AFD 911 service.

**City of Annapolis, the Annapolis Drum & Bugle Corps, The Dr. Martin Luther King, Jr. Committee, Inc. and We Care and Friends**

**Event:** Annual Dr. Martin Luther King, Jr. Parade

**Council Action:** Waiver of fees

**Sales:** none

**Posted no parking:** Amos Garrett Blvd. at parade set-up, All of Main Street

**Location:** Parade Route -- Amos Garrett Blvd, West Street, Church Circle, Main Street, ending at City Dock

**Dates:** Monday, January 15, 2018  
**Event Time:** 12:00p.m.- 2:00p.m.  
**Property Use Time:** 10:00 a.m. – 2:00p.m.  
**Participants:** parade participants -- units, cars, walkers, etc.  
**Attendees:** visitors and residents of Annapolis  
**Admission fee:** public, none

**Street closures:** along parade route for duration of parade  
**Amplified music:** possible in cars  
**Food:** none

**City Services:**

- 1) ADOT: posting of no-parking signs
- 2) APD: street closures and traffic control

EMS service provided within normal AFD 911 service.

## **City of Annapolis**

**Event:** Memorial Day Parade

**Council Action:** Waiver of fees

**Sales:** none

**Posted no parking:** Amos Garrett Blvd. at parade set-up, All of Main Street

**Location:** Parade Route -- Amos Garrett Blvd, West Street, Church Circle, Main Street, ending at City Dock

**Dates:** May 28, 2018

**Event Time:** 10:00a.m.- 11:30a.m.

**Property Use Time:** 8:30 a.m. – 12:00p.m.

**Participants:** parade participants -- units, cars, walkers, etc.

**Attendees:** visitors and residents of Annapolis

**Admission fee:** public, none

**Street closures:** along parade route for duration of parade

**Amplified music:** possible in cars

**Food:** none

**City Services:**

- 1) ADOT: posting of no-parking signs
- 2) APD: street closures and traffic control

EMS service provided within normal AFD 911 service.

Prepared by Felicia Nolan, Special Events Coordinator at [FCNolan@annapolis.gov](mailto:FCNolan@annapolis.gov).