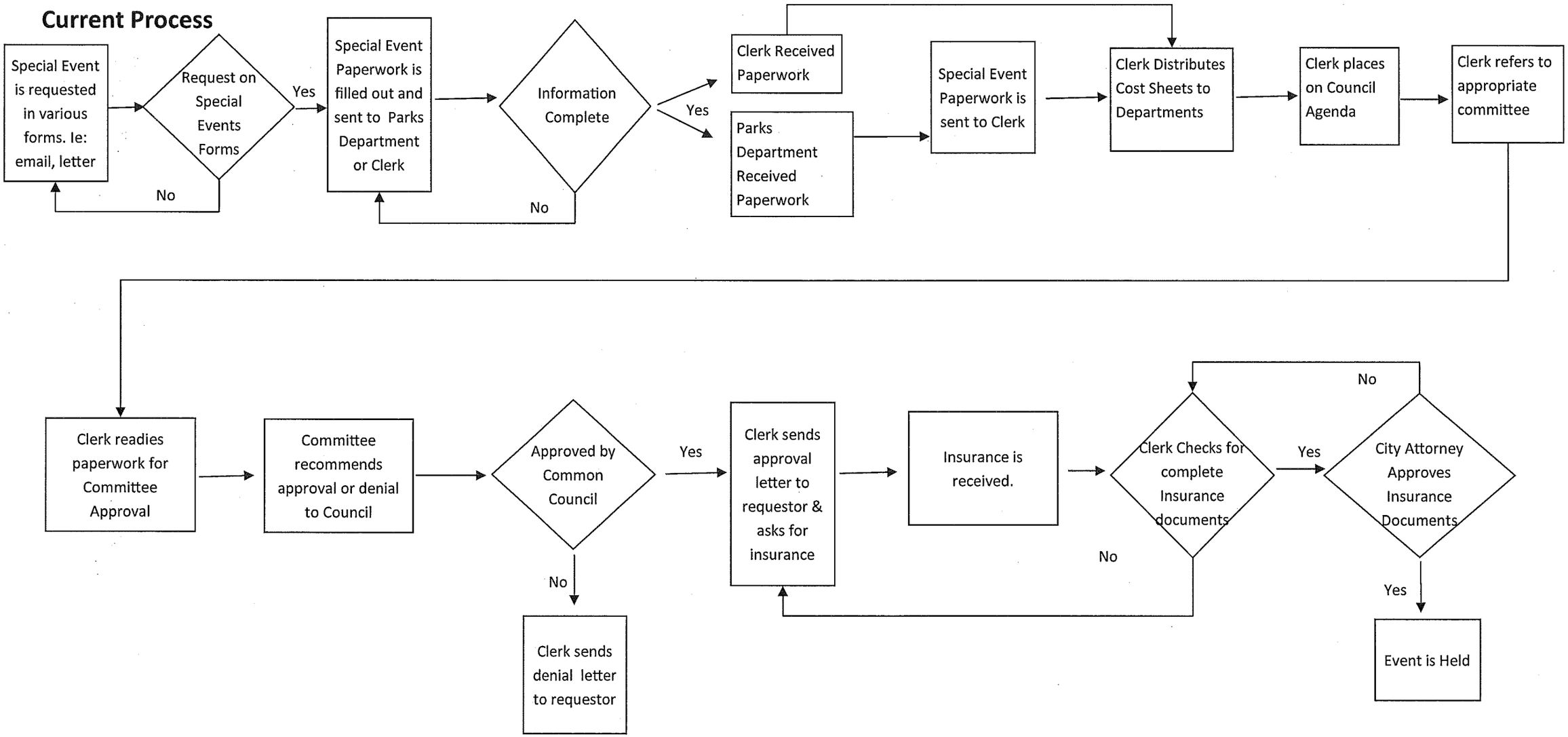
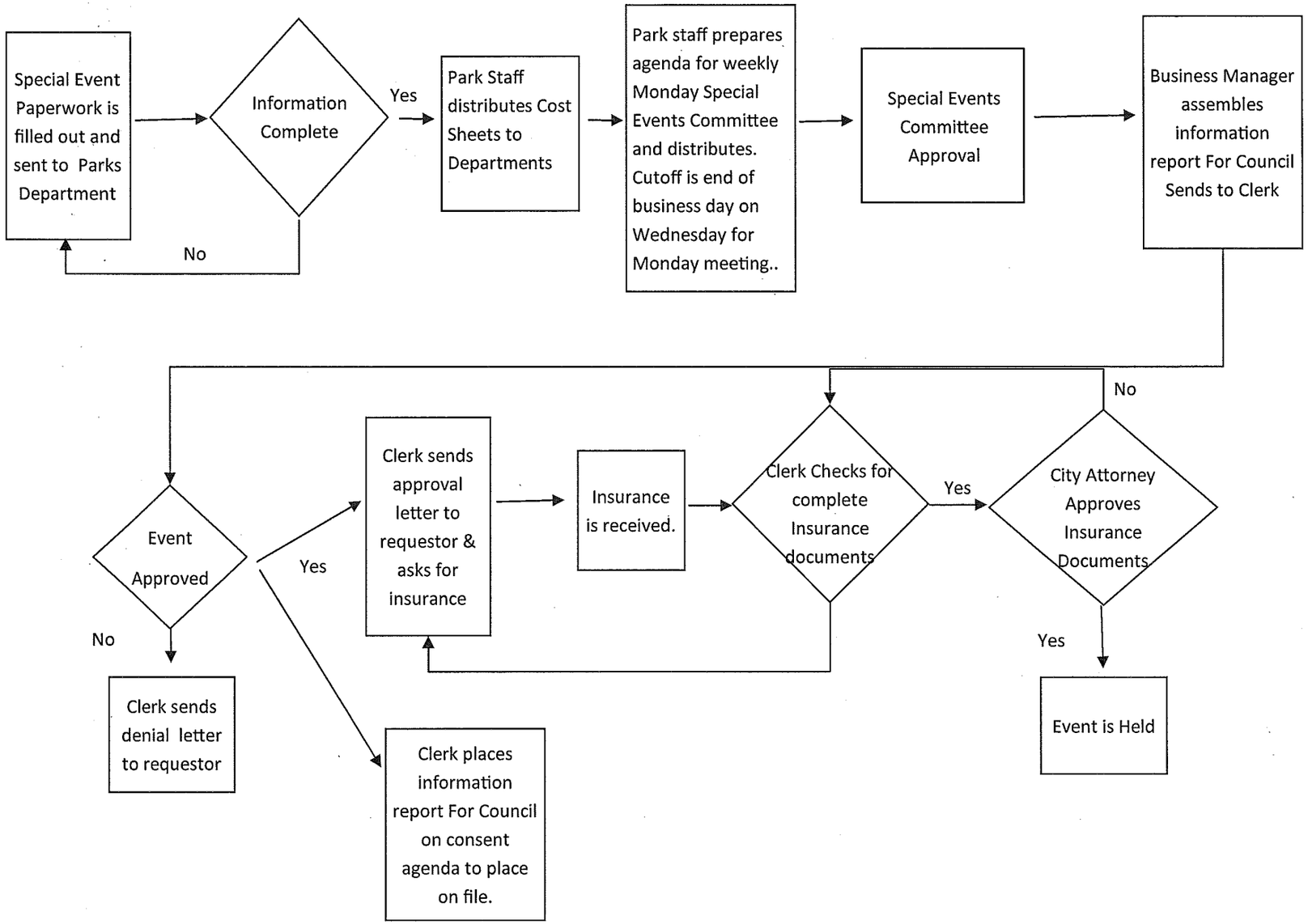
Current Process



New Process


Special Event Paperwork is filled out and sent to Parks Department
Information Complete
Yes
No
Park Staff distributes Cost Sheets to Departments
Park staff prepares agenda for weekly Monday Special Events Committee and distributes. Cutoff is end of business day on Wednesday for Monday meeting..
Special Events Committee Approval
Business Manager assembles information report For Council Sends to Clerk
Event Approved
Yes
No
Clerk sends denial letter to requestor
Clerk sends approval letter to requestor & asks for insurance
Clerk places information report For Council on consent agenda to place on file.
Insurance is received.
Clerk Checks for complete Insurance documents
Yes
No
City Attorney Approves Insurance Documents
Yes
Event is Held