

**Subject:** Communication sponsored by Mayor Mason, on behalf of the Downtown Racine Corporation, requesting to use City right-of-way for the annual Holiday Parade on Saturday, November 13, 2021.

**Staff Recommendation of the Public Works and Services Committee on 10-12-21:** That permission be granted to the Downtown Racine Corporation to close Ontario to State Street, Main Street to 6th Street, 6th Street to City Hall, on November 13, 2021, from 5:30 p.m. to 6:45 p.m. for Holiday Parade with the following stipulations:

- A. A hold harmless agreement be executed and a \$75.00 processing fee paid.
- B. A liability insurance certificate be filed prior to this event.
- C. Any overtime costs incurred by any City department be charged to the sponsor.
- D. The sponsor shall notify all abutting property owners 72 hours in advance of this event.
- E. The sponsor shall pay a \$750.00 special event fee.
- F. If required, sponsor shall be responsible for submitting a Temporary Traffic Control Plan to the Engineering Department for approval and providing and removing all temporary traffic control devices and detour signs.
- G. If required, sponsor shall provide a detour plan for the closure of all State connecting highways, arterial and collector streets to the City Engineer for approval.
- H. If required, sponsor is responsible for cleaning the streets.
- I. If required, sponsor shall install parking meter hoods or temporary parking signs at least 24 hours in advance of the event and if this is not done, sponsor is responsible for vehicle towing and parking violation expenses of the violators.
- J. The Public Health Administrator has stated that the community transmission of COVID-19 is currently surging throughout the United States with an increase in positive cases in the City of Racine. In the interest of public health, there is the potential, this event may need to be cancelled if disease activity continues to intensify.

Further recommends that the Commissioner of Public Works, City Engineer and Chief of Police provide limited assistance, in the interest of public safety, to implement this event.

**Fiscal Note:** There will be nominal costs to the various City departments, on a regular shift basis, to assist in implementing this event