

If this item is pulled off the Consent Agenda the following motion would be in order.

POSSIBLE MOTION


I MOVE TO APPROVE an amended Parade Permit and \$50 permit fee.

P O L I C E

DEPARTMENT

MEMO

City and Borough of Sitka

To:	City Administrator Jim Dinley 
From:	Chief Sheldon Schmitt
Subject:	Parade Permit proposed change
Date:	March 16, 2011

We are getting hit with last minute parades or marches. We handle a minimum of approximately 20-25 per year. It's a problem for scheduling and often costs us OT. With your permission I would forward you an amended Parade Permit to take to the Assembly for review.

The amended Parade Permit includes a small fee of \$50, and a fifteen day advance notice. This would be a way to get people to give us more advance notice, so we can schedule for it. Our amended permit if approved would closely mirror Juneau's parade permit.

One thought is the first time we deny a permit folks/ groups are going to be upset. Taking it to the Assembly would publicize it, let the public know about the change and give them a chance to weigh in on it.



Sitka Police Department
Parade Permit/Request for Street Closure

On _____, 200____, _____ is authorized to
conduct a parade or _____ for the purpose of _____

between the hours of _____ and _____ over the following route:

The parade will consist of approximately _____ vehicles and _____ persons/units
marching. The speed of units and/or vehicles will not exceed _____ miles per hour.

Agent of Sponsoring Organization

Contact Telephone Number

This permit is issued pursuant to Section 11.44.010 of the Sitka General Code, this _____ day of _____, 200____.

Chief of Police or Authorized Representative

cc: Dispatch
Operations Lieutenant
Public Works

4/9/03



Sitka Police Department Application For A Parade/Special Event Permit

Person Requesting Permit		Contact Phone Number	
Address			
Name of Organization			
Organization Address			
Parade Event Chairperson		Contact Phone Number	
Chairpersons Address			
Name of Parade or Event		Date of Parade Event	
Starting Time	Ending Time		
Route of Parade			
Start		End	
Location of Event		Time Parade/Event Will Assemble	
Will Parade/Event Occupy Any of the Width of the Street?			
Explain			
Approximate Number Of: <input type="checkbox"/> Persons _____ <input type="checkbox"/> Animals _____ <input type="checkbox"/> Vehicles _____	Describe Type of Vehicles (vans, trucks, trailers, buses, etc.)		Interval of Space Between Vehicles
Signature of Applicant			Date Signed

NOTE: A copy of the permit must be picked up and should be in the possession of the Chairperson during the event.

For Official Use Only			
Application Fee Received Date/Time:	Organizer Contacted Date:	State of Alaska, DOT Permits Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No	CBS Street Dept Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No Cones: <input type="checkbox"/> Yes <input type="checkbox"/> No Barricades: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Cruise Ships In Port	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Orders Drafted/Prepared By
Other coninciding events		Briefing Arranged	
Patrol Notified <input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor and Personnel Assigned:		When:	
Agencies Notified <input type="checkbox"/> CBS Manager <input type="checkbox"/> Public Works <input type="checkbox"/> Community Bus Service <input type="checkbox"/> CBS Attorney <input type="checkbox"/> Streets <input type="checkbox"/> Harbors <input type="checkbox"/> Fire Chief <input type="checkbox"/> Utilities-Water/Sewer <input type="checkbox"/> DOT		Route Posted <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Media Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	Dispatch Notified <input type="checkbox"/> Yes <input type="checkbox"/> No
		Date Completed	

Instructions for Applying For A Parade/Special Event Permit

1 Complete Application Form

2 The application must be filed with the Chief of Police not less than 15 days nor more than 60 days before the parade or special event is to occur.

3 A \$50.00 filing fee must accompany this application. The fee will be refunded in full if the permit is not issued.