



# CLERK'S OFFICE MEMO

To: **Government Affairs Committee**

From: **Steven A. Braatz, Jr., City Clerk**

Meeting Date: **July 11, 2023**

Subject: **Request by Gretchen Dodgion, Christ King School, to waive extraordinary services fees for the CK2K special event on September 29, 2023**

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## A. Issue

Gretchen Dodgion, Christ King School, submitted an application for a special event to be held on September 29, 2023 between the hours of 3:30 PM and 5:00 PM. The event is a 2K fun run starting and ending at Christ King School, 2646 N. Swan Blvd., to include all students and families to raise funds for the school.

## B. Event Details

According to the map, the run will start at N. 91<sup>st</sup> St. and Center St., head south to W. Clarke St., head east to N. Pasadena Blvd., head south to W. Meinecke., head west to N. 91<sup>st</sup> St., and head north to the point of origin. This is not one of the City's designated routes for runs/walks. They are requesting to block off entrances to all streets in this area.

Applicant verbally requested to waive the fees and did not provide a written explanation.

## C. Department Reviews/Fees

- Police Department: Police Staffing. Fee of \$447.96
- Fire Department: No costs or concerns.
- Department of Public Works: Barricades and signs. Fee of \$156.00
- Health Department: No costs or concerns.
- City Attorney: Approved the COI.

## D. Requested Actions

Consider the request to waive the extraordinary services fees for the CK2K special event on September 29, 2023, and recommend to the Common Council either approval or denial.