

Congratulations on your role as City Services Liaison - 2025

**Responsibilities:**

1. Coordinate with City departments, specifically Public Works (PW) and Parks & Rec (P&R) for fair support
2. Create and publish the City Services letter (reviewed by board) that outines requests for City
3. With help from City (Linda Robb) set up city services meeting to review the letter
4. Facilitate any help needed from City during fair weekend

**City Coordination Department Leads (update for 2025)**

1. City manager (new) -Taylene ?
	1. Permits
2. Community Development - ??
	1. Permits
3. Erick Lee – PW department head
	1. Electricity
	2. Maintenance (cleaning, closures of street
4. Mark Leyman – P&R Department head

Note: Traffic and Safety lead will coordinate with Police and Fire

**2024 Lesson’s Learned**

* Review parking and street signage (PW) and closure signage w/ P&R (fields) before they print
* Ensure our own locks and chains for KC and Beer Garden
* City Letter – See 2025 draft letter for updates
	+ Add to City letter, PW supplies BG entry/exit signs.
	+ Power in wine garden by Thursday morn.
	+ Need 2 plugs for ATM on Dorsey
	+ Need electrical for BG speaker box (box supplied by Choura)
	+ Do not need P&R volunteer help on Thursday
	+ Lock basketball courts on Wed
* Create a more detailed daily task list and coordinate w/ PW
	+ Wasn’t clear when they were planning to start certain tasks – like field marking
* Work with P&R to get more volunteers in Kid Country (only had 1)
* Ensure parking lot and street closure times are correct before posting
* Change applications to read that every electrical device will need 1 20-amp connection
* Review field layout with PW early to ensure electrical needs can be met
	+ Fix map to show Amps vs. watts. Need 20 Amps (1 plug) for every device
	+ Consider map that shows electrical locations - the old cad drawing; Could PW create?
* Banners: provide both locations (get photos from directors) and banners to PW.
* Make sure to get Joslyn keys Wednesday, even if locks aren’t changed til Friday
* If using, retrieve Jen Caskey banners from field fences on Monday; bring back to Michael Hudak following fair (Note that Archie , Michael’s boss, coordinates with Little league to take down and rehang banners.
* Consider buying our own A frames.
* PW leads: Our fair lead as MIA. Also need on field leads for each day, Friday thru Monday, from both Elect and maint. (Did not have leads on Monday)
* Permits – start w/ City manager (Tayleen) early
* Work with Traffic and Safety lead to ensure parking lot and street closure times are correct, before posting.

**SCHDULE**

**January/February**

* Read bylaws
* Understand any changes in City contacts (coordinate with Secretary.

**March/April**

* Reach out and introduce yourself to PW and P&R directors. Can set up in person meetings

**May/June**

* Update City Letter and review with board members
* Start permitting process with City (support board member in charge)

**July**

* Get meeting schedule (Linda Robb) and send City letter to City members in prep for city liaison meeting.

**August**

* Schedule separate meeting w/ PW and P&R fair leads to go over specific items in letter in details
* Meetings to have before fair
* Complete permitting process

**Late August/Early September:**

* City letter meeting w City leads
* Fair permit meeting (scheduled by city)

**Fair Weekend:**

* See embedded excel schedule below

