



City of Topeka
Governing Body Action Form
City Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
June 2, 2026

DATE:	June 2, 2026		
CONTACT PERSON:	Megan Brunson, Special Events Coordinator	DOCUMENT #:	
SECOND PARTY/SUBJECT:	Special Events Ordinance Amendments	PROJECT #:	
CIP PROJECT:	No		
ACTION OF COUNCIL:		JOURNAL #:	
		PAGE #:	

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Dr. Robert M. Perez, concerning special events, amending Sections 12.70.010, 12.70.040, 12.70.050, 5.115.020, 5.115.030, 5.115.070, 5.115.080, 5.115.180, 5.115.190 and 10.50.040 of the Topeka Municipal Code and repealing original sections. *(Policy and Finance Committee recommended approval May 7, 2026)*

Voting Requirement: Action requires at least five (5) of the City Council. The mayor does not vote. The proposed ordinance involves a matter of home rule on which the mayor has veto authority.

(Language amendments relate to volunteer guidelines, event deposit, application late fees, police escorts, vendor licensing, parking, and the addition of the Juneteenth Holiday.)

VOTING REQUIREMENTS:

Action requires at least five (5) of the City Council. The mayor does not vote. The proposed ordinance involves a matter of home rule on which the mayor has veto authority.

POLICY ISSUE:

Whether to approve the proposed language amendments.

STAFF RECOMMENDATION:

Staff is recommending approval of the proposed language amendments.

BACKGROUND:

The City of Topeka Special Events Policy was adopted in 2016. Since that time, events management has evolved requiring amendments to the approval process. Police and Fire departments manage crowd control, security, barricade placement and emergency medical response. Street, Traffic, and Parking divisions handle road closures and traffic control plans. Legal and City Clerk offices manage permits, contracts, and regulatory compliance.

Staff recommends the following key policy updates:

- New Holiday: "Juneteenth" is a recognized city holiday and has been added to the list of Holidays. (Line 22)
- Police Escorts: A formal definition has been added for events that require a mandatory police escort. (Line 39-41); and a formal application deadline of 30 business days has been added for events requesting a police escort. (Lines 78-79)
- Event Deposits: New language requires deposits to cover street barricade management in addition to site debris removal. (Lines 55; 61-65)
- Late Fees: Applications submitted past the deadline now incur late fees pursuant to the citywide fee schedule adopted by the Governing Body in January 2026. (Lines 86-87)
- Volunteer Guidelines: New language specifically governs the use and management of event volunteers. (Lines 128-140)
- Vendor Licensing: Exceptions for Transient, Peddler, Solicitor (Lines 151-153) Sidewalk (221-225) and Mobile Food (264-265) Vendors have been removed; all vendors must now hold a valid city license to operate within event boundaries.
- Parking: This revision expands TPD Authority to block parking in areas around the parade route or special event for staging or other event needs. (Lines 303-304)

BUDGETARY IMPACT:

In 2025, Special Event Departmental Costs totaled \$219,589.84. There were 64 Special Event Permits issued at \$50 per event totaling \$3,200; and 10 Block Party Permits issued at \$25 per event totaling \$250. All event deposits were refunded. Total revenue generated in 2025: \$3,450.

SOURCE OF FUNDING:

Department Budgets

ATTACHMENTS:

[Ordinance](#)

[2025 Resource Allocation Chart](#)

[Policy and Finance Committee Report \(May 7, 2026\)](#)

[Policy and Finance Committee Meeting Minutes Excerpt \(May 7, 2026\)](#)