

## CITY COUNCIL REPORT

**DATE:** March 31, 2020

**TO:** Mayor and Councilmembers

**CC:** Jerene Watson, City Manager; Dawn Prince, Deputy City Manager; Leadership Team

**FROM:** Jennifer Smith, Leisure Services Manager

**SUBJECT:** RECOMMENDATION TO REFINE SPECIAL EVENTS POLICY IN RESPONSE TO REQUESTS FOR THE CITY CO-SPONSORSHIP OF COMMUNITY EVENTS.

The report is in response to a request from the Douglas Merchants Association, the American Legion, and the Douglas Street Rods regarding co-sponsorship from the city of Douglas for annual community events.

### **DISCUSSION:**

The Douglas Merchants Association is planning a Street Fair in June and is requesting the city to partner with them in these efforts. Their request includes stage rental, bleachers, street closures, and city participation in the event. The Douglas Merchants planning committee can fund permitting fees and would include the city in all promotional material. Additionally, they are requesting the city's input in event planning as well as participation the day of the event. They are providing insurance coverage for this event.

The American Legion hosts an annual Veterans Day celebration in November. The American Legion is requesting city support for insurance coverage for the parade. In the past, the cost for the city required insurance for the parade was \$600 for coverage.

The Douglas Street Rods host an annual Memorial Day Car Show at Raul Castro Park. The Douglas Street Rods are requesting city support for insurance coverage for the May event. Similar to the American Legion, they can't fund the insurance fees and therefore request co-sponsorship to allow the event to be covered under the City's insurance umbrella.

Currently, Douglas Municipal Code Title 12.40 does not address city sponsorship nor determines a process for consideration of these requests. As established last year, Special Event applicants are required to provide or rent items that we have established as usual and customary in other cities. Therefore, the Leisure Services team is planning to bring forward a discussion on city sponsorship of community events at the April City Council meeting.

### **RECOMMENDATION / CONCLUSION:**

The team will prepare options for Mayor and Council consideration at the April 2020 Council meeting.