



To: The city of the Village of Douglas City Council

From: Lisa Nocerini, City Manager

RE: Special Event Policy Request for Approval

Date: January 21st, 2025

The purpose of the Special Events Policy is to establish consistent guidelines for managing special events within the City. It outlines a coordinated approach for processing and implementing events, ensuring that public resources are managed responsibly while supporting community activities.

The City of the Village of Douglas has long recognized the significant community and economic benefits of special events, including cultural enrichment, economic stimulation, and enhanced community identity. However, as the number and complexity of special events grow, it has become essential to implement a clear and consistent policy to manage these events effectively. This proposed policy, which takes into account both city staff and council feedback, will streamline the permitting process, ensure fair cost allocation, and provide transparency for event organizers regarding fees and responsibilities.

The following are some of the key policy provisions you are considering:

- **Application Process:** Event organizers must submit applications at least 90 days before the event date to allow for thorough review and coordination by City departments.
- **Cost Allocation:**
 - Events with costs exceeding \$3,000 will require payment for additional charges beyond this threshold.
 - Fees are determined based on actual resource use, with detailed cost confirmation provided to organizers.
- **Fee Schedule:** Includes charges for public safety, Department of Public Works services, equipment, supplies, and barricades. Regular employee work hours are not included in additional costs.

- **Payment Requirements:** Payments for costs exceeding \$3,000 must be submitted at least one week before the event. Failure to pay will result in permit cancellation.
- **Annual Review:** Fees and policy provisions will be reviewed and adjusted annually to ensure alignment with community and financial goals.

Staff recommends that the City Council approve the Special Events Policy as outlined and requests that you provide a date that the policy will take effect.

Recommended Motion: Approve the Special Event Policy as presented with the effective date of _____.