



MEMORANDUM

REGULAR CITY COUNCIL MEETING

July 7, 2025 at 6:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Special Event Permit – Halloween Parade 2025

Hystopolis Productions, a 501c3 nonprofit organization, has submitted an application for a special event permit for the 27th annual Douglas Halloween Parade for Adults to be held on Saturday, October 25th. The parade lineup will start at 9:30pm with the parade starting at 10:00pm. Music, sound amplification, and spotlights will be utilized for the event.

The application has received a departmental review from both the Police Department and the Public Works Department. Per the City's Special Event Policy, a cost confirmation form was provided to Hystopolis Production outlining the total estimated costs for City services in the amount of \$13,296.80.

Sample Motion: I recommend City Council approve the special event permit application from Hystopolis Productions for the 27th annual Douglas Halloween Parade with the estimated cost of \$13,296.80 to be paid no later than one week prior to the event.