



AGENDA ITEM SUMMARY FORM

MEETING DATE: August 19, 2026
PREPARED BY: Stephanie Cho- Parkison, Community Engagement Coordinator
DEPARTMENT: Public Works

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution establishing the City of Manor Community Event Partnership Program; Adopting a Policy and Application for City Financial Sponsorship, Fee Waivers, In-Kind Services, and Other Support for Eligible Community Events; Approving a Form Community Event Partnership Agreement; and Authorizing Implementation of the Program.

BACKGROUND/SUMMARY:

The City does not currently have a uniform policy governing requests from private organizations for City funding, fee waivers, in-kind services, or other City support for community events. The proposed Community Event Partnership Program creates a standardized process for evaluating those requests and is intended to ensure that City resources are provided only when the support serves a lawful municipal public purpose, adequate controls are in place, and the City receives an appropriate public benefit. The Program identifies eligible applicants and events, establishes application and review requirements, requires a defined not-to-exceed value for City support, and generally requires an executed Community Event Partnership Agreement addressing the approved public purposes, return benefits, insurance, indemnification, permitting, and other conditions.

ATTACHMENTS: Yes

- Draft Resolution No. 2026-18
- Exhibit A - Community Event Partnership Application
- Exhibit B - Community Event Partnership Agreement Template with exhibits 1 and 2