

FINANCIAL POLICIES

XVI. SPECIAL EVENTS FUNDING AND OPERATIONS POLICY

- A. Purpose - This policy documents requirements for funding/sponsoring and controlling costs associated with special events through In-Kind Matching contributions such as the Rodeo and the California Air Show.
- B. Scope – The City Council may sponsor community events by providing in-kind services through the annual budget process.
- C. Policy
1. The funding amount will be in the form of an in-kind contribution of services for the day of the event, such as Fire, Police, Public Works, or other City services.
 2. The organization coordinating the event must apply for the event through the normal special events process.
 3. An estimate of the City services will be itemized by each department during the special events planning process and each department will make every effort to control costs or minimize the level of service needed.
 4. The Police Department should encourage the event coordinator to use private security instead of Police department staff for the event where applicable.
 5. A copy of the estimate should be routed to the Department Head and the Finance Director or their designee for review and approval.
 6. The coordinating agency of the event should provide a total budget for the event.
 7. The City's contribution value of in-kind contribution should not be more than 10% of the total cost of the event.
 8. An estimate of the economic benefit to the City should be calculated, such as the TOT revenue.
 9. At the conclusion of the special event, each department will calculate and document the detail of all costs incurred, including staff hours through the payroll time keeping process and other costs, and summarize and total those itemized costs and send the itemized costs list to the Finance Department accounts receivable staff to compile one consolidated invoice for the special event. This information should be submitted during the one-week period immediately following the event.
 10. The invoice for the special event will itemize the costs for each department, include a sub-total for each department, include a credit for the in-kind contributions, and the amount due.
 11. The Finance billing staff should prepare and mail out the invoice to the coordinating event agency within 30 days following the event.
 12. The invoice should be paid within 30 days of receipt by the coordinating agency.
 13. If the coordinating agency fails to pay the balance due, the City will not sponsor the event the next time the event is held, but may choose to sponsor the event again the next time if the estimated cost of the services are paid in-advance of the event or within 5 days following the event if there is a cash flow issue.
 14. An annual report on special event activity will be presented to the Finance Committee in August.