



Meeting on City Sponsored Events by Community Service Organization Working Group held September, 2025, below are notes and Recommendations presented October, 2025

Terminology

City Events – Events hosted and run by City of Valdez staff (4th of July, NYE Fireworks, etc)

City Sponsored Events – Events hosted and run by third parties in which the City of Valdez is a sponsor by dollars and/or in-kind services

In-Kind Services – City of Valdez support including: music stage, picnic tables, tents, emergency services, and more.

Summary and Recommendations:

For ALL events in 2026

1. Recommend 60 days post-event reporting
 - a. 60 days after the date the event was held, discuss how City funding and/or in-kind services impacted the event, estimate attendance and community engagement, mention lessons learned, and define future objectives.
2. Recommend Conflict of Interest Disclosure
 - a. Draft document (attached) requires applicants to declare conflicts of interest and/or ownership of any contractor receiving funds from the nonprofit being funded by the City in order to host the event.

For FUTURE sponsored events

1. Recommend City of Valdez maintain inventory for City Events only, and not replace inventory not used for City Events.
2. Recommend application outlines the event organizers are responsible for damages totaling more than \$500 to City equipment.
3. Recommend City of Valdez staff present costs of in-kind services to City Council as part of the Sponsored Events process.

Non-unanimous topic for further discussion

1. Level of City of Valdez staff support for event set up or tear down. Including but not limited to “day of” support, event set-up, event tear-down, and more.





Appendix (original agenda of September meeting)

CSO Working Group; Sponsored Events Agenda

1. Operations
 - a. Event day/late requests
 - b. Event supplies
 - i. Storage
 - ii. Availability
 - iii. Replacement
 - c. Capacity
 - i. Overtime
 - ii. Salary time

2. Accountability
 - a. Reporting
 - i. Financial
 - ii. Operations
 - iii. Conflicts of interest/Other
 1. Disclose ownership/board interest of contractors
 - iv. Timeline (may not lend to qtly, e.g. "30 days post-event")

3. Application
 - a. Current Application
 - i. Requirements to Eliminate
 - ii. Requirements to Add
 - iii. In-Kind services
 1. Limits?
 2. Costs?
 - iv. Volunteers
 1. Should responsibility be explicit (city vs applicant)