



CITY OF CARSON

Legislation Text

File #: 2019-378, Version: 1

Report to Mayor and City Council

Monday, April 08, 2019

Discussion

SUBJECT:

RISK MANAGEMENT PROCEDURE FOR ALL COMMUNITY SERVICES SPECIAL EVENTS AND SPECIAL PROGRAMS AND DONATION PROCESS (CITY COUNCIL)

I. SUMMARY

On April 3, 2019, Council Member Davis-Holmes and Mayor Pro Tem requested details on the risk management procedures for all special events, and the monetary donation receipt process.

II. RECOMMENDATION

RECEIVE and FILE report.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

Risk Management requires a number of specific documents to indemnify the City at all Community Services Special Events and Special Programs:

- Hold Harmless & Indemnification Agreement for Event Performers (Exhibit No. 1)
- Recreation and Human Services Agreement (Exhibit No. 2)
- Certificate of Insurance naming City of Carson as additional insured or City of Carson purchases insurance for service provider (such as entertainer, sound, etc.) (Exhibit No. 3)

The requirements differ for City-sponsored events and Non-City-sponsored events. The City maintains minimum insurance requirements that include the following:

General Liability Insurance - Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

Additional Insured Status

- **For City Sponsored Events** - City of Carson, its elected and appointed officials, employees, volunteers and agents are to be covered as additional insureds with respect to liability arising out of their work or operations performed at or on behalf of the City-sponsored event including materials, parts, or equipment furnished in connection with the event. Vendors/Performers/Exhibitors that do not have their own insurance can be covered under the City's event insurance policy. The cost to include each additional insured range from \$15 to \$50 depending on the type of additional insured (e.g. food vendors, non-food vendors, performers, etc.).
- **For Non-City Sponsored Events** - City of Carson, its elected and appointed officials, employees, volunteers and agents are to be covered as additional insureds on the Event Insurance policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with the event. For facility renters who do not have their own insurance, the City offers a low cost option through an outside entity, HUB International.

Currently, Risk Management is working with City Attorney to update the Service Agreement and Booth Rental Agreement forms.

Monetary donations received for a specific special event or special program must complete the following process to ensure the appropriate receipt of the funds:

- Community Services staff deposit the donation in the account number of the event or program.
- Treasurer's Office and/or Finance department provides acknowledgement of donation to Community Services staff.
- A thank you letter is sent to the donor with City Tax ID information acknowledging their donation.

V. FISCAL IMPACT

None at this time.

VI. EXHIBITS

1. Hold Harmless & Indemnification Agreement for Event (pg. 4)
2. Recreation and Human Services Agreement (pg. 5)
3. Quote Special Event Liability Insurance (pg. 6-10)

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