

CITY OF ESPAÑOLA, NEW MEXICO

RESOLUTION NO. 2019-05

Introduced by: Councilor Manuel Martinez

A RESOLUTION TO ESTABLISH A POLICY RELATED TO WAIVING OR REDUCING OF FEES FOR SPECIAL EVENTS OR FOR THE USE OF CITY FACILITIES IN THE FORM OF CO-SPONSORSHIP.

WHEREAS, over the years, either through tradition or old policies and procedures, fee waivers or reductions have been granted for special events on city property or for use of city facilities; and

WHEREAS, the purpose of charging fees for special events on city property or for the use of city facilities is to help offset the costs to the city; and

WHEREAS, these waivers of or reduction in fees may result in a significant loss of revenue to the city at a time when the city is accounting for the cost of various city programs and services in order to balance the budget during times of stagnant economic growth; and

WHEREAS, the New Mexico Constitution, Article IX, Section 14, requires that the city establish procedures to ensure that the city receive consideration in the form of direct services and/or direct benefits to the city from the group or organization that equal or exceeds the value of the waiver of the user fees for use of city venues or facilities for their events; and

WHEREAS, the City of Española welcomes and encourages sponsorships and advertising, revenues from which will be used by the City to assist in the provision of City services and projects. All sponsorships and advertising shall be consistent with the City of Española's vision, mission and values and will not compromise or contradict any by-law or policy of the City, or reflect negatively on the City's public image.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ESPAÑOLA that Resolution No.2019-05 is adopted and the following policy is established which relates to waivers or reduction of fees for special events or for the use of city facilities in the form of Co-Sponsorship:

Section 1. Fees are waived for interdepartmental use of facilities for city business.

Section 2. Organizations that are granted Co-sponsorship shall submit to the City a financial report with revenues and expenses of the event, attendance and overall feedback from the Community. This information must be turned in within

30 days after the event has taken place. Failure to comply, will affect future Co-sponsorship considerations.

Section 3. Full Council approved Co-Sponsorship Levels (GOLD, SILVER, or BRONZE) from the City of Española to private organizations include the following:

A. GOLD

1. Fee will be waived or discounted for venue or city facility to be used.
2. Liability insurance will be covered by the City of Española for the venue or facility.
3. Fee waived for the Gathering/Parade Permits required for all public events and parades.
4. A Facilities Use Agreement must be filled out and signed by the organizer and designated city officials.
5. City of Española Logo must be present on all advertising for Co-sponsored events.
6. Up to fifteen (15) trash receptacles provided on city property for event.
7. Vendor space provided based on venue capacity.
8. Parade logistical support with Streets and Public Safety Departments to include:
 - a. Control of city streets along parade route and venue location.
 - b. Traffic control for parade route and curtesy patrols during event by the city police.

B. SILVER

1. Fee will be waived or discounted for venue or city facility to be used.
2. Liability insurance will be covered by the City of Española for the venue or facility only.
3. Fee waived for the Gathering Permit required for all public events.
4. A Facilities Use Agreement must be filled out and signed by the organizer and designated city officials.
5. City of Española Logo must be present on all advertising for Co-sponsored events.
6. Up to ten (10) trash receptacles provided on city property for event.
7. Vendor space provided based on venue capacity.

C. BRONZE

1. Fee will be waived or discounted for venue or city facility to be used.
2. Liability insurance will be covered by the City of Española for the venue or facility only.
3. Fee waived for the Gathering Permit required for all public events.
4. A Facilities Use Agreement must be filled out and signed by the organizer and designated city officials.
5. City of Española Logo must be present on all advertising for Co-sponsored events.

Section 3. City employees are not eligible to receive fee waivers for personal events.


BE IT FURTHER RESOLVED that the intent of this Resolution shall be implemented in a manner that complies with the laws of the state of New Mexico and the ordinances of the City of Española.

PASSED, ADOPTED AND APPROVED by the Governing Body of the City of Española this 22nd day of January, 2019.



Javier E. Sánchez, Mayor

ATTEST:



Melissa Velasquez, City Clerk

