



**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

MEETING DATE	AGENDA ITEM NUMBER
May 7, 2013	

**TO:** Mayor Shoji and City Council

**FROM:** Jim Hossley, Public Works and Development Director 

**Through:** Rodger Craddock, City Manager 

**ISSUE:** Request for Insurance Waiver – Memorial Day Parade

**BACKGROUND:**

The AMVETS organization sponsors the annual Memorial Day Parade in the city. As in past years, the organization has submitted a Special Event Permit Application for the parade. Because city services are used, the application is warranted. In past years, AMVETS was not asked to provide a certificate of insurance naming the city as additionally insured. Pursuant to City of Coos Bay Administrative Directive #6, Insurance Coverage, revised February 1, 2011, AMVETS is required to provide a certificate of insurance to the city naming the city as an additional insured on the AMVETS' policy of insurance. The insurance requirements are as follows:

**Level 1 Insurance Requirements:** Special Events and other events held on City/Agency property require the following insurance policy limits. If alcohol is being served the insurance policy limits increase to Level 2, except for the requirement to provide Professional Errors and Omissions liability. With the current local Oregon Tort Claims Act (OTCA) limits (including the limit for property damage or destruction) at \$1,566,700, the City/Agency elects to retain a minimum \$566,700 (7/1/2011 \$633,300 and increasing thereafter pursuant to statute) exposure per occurrence if a claim should occur involving more than one claimant.

<u>Commercial General Liability</u> Per occurrence	\$ 1,000,000
<u>Workers' Compensation</u>	Statutory Limit
Applicable Federal (e.g., Longshoremen's)	Statutory Limit
Employer's Liability	\$ 500,000
<u>Automobile Liability</u> Per occurrence	\$1,000,000

The AMVETS do not carry insurance. The AMVETS also do not charge entrants to be in the Memorial Day parade and thus do not collect funds to pay for an insurance premium.

Pursuant to Section 5 of Administrative Directive #6, insurance policy limits may be reduced or waived at the discretion of the City Council.

**ADVANTAGES:**

Waiving the insurance requirement will ensure that the AMVETS sponsored Memorial Day Parade can continue as planned.

**DISADVANTAGES:**

The city could be liable for damages and injuries that might occur as a result of the parade.

**BUDGET:**

The City does pay for assistance from ODOT and overtime cost for city staff to close roads and direct traffic. The City could be liable for payments pursuant to the Oregon Tort Claims Act limits.

**RECOMMENDATION:**

Staff requests the council consider approval of the waiver to the insurance requirements for the AMVETS Memorial Parade Special Events Permit, per the City of Coos Bay Administrative Directive #6.

**ATTACHMENTS:**

None