



Staff Report

TO: City Council
FROM: Elizabeth Gibbs, City Manager
DATE: September 19, 2023
SUBJECT: Consider Adopting a Resolution Waiving the Special Event Permit Application Fee and Police Department Charges for Service for the 33rd Annual Oktoberfest Event at Noble Creek Regional Park

Description Fee waiver request from the Beaumont Cherry Valley Recreation and Park District.

Background and Analysis:

Beaumont Cherry Valley Recreation and Park District (BCVRPD) has submitted a request for consideration of waiving the special event permit application fee and police services fees for their 33rd annual Oktoberfest event held on September 15th – 17th at Noble Creek Regional Park.

The special event permit application fee is deposit-based set at \$5,000. Applicants deposit \$5,000 with the City at the time of application submittal and then any staff time spent reviewing the application and drafting required conditions of approval are then charged against the deposit. Any remaining balance once the process is completed and the permit issued would then be refunded to the applicant. Staff costs for BCVRPD's application for the Oktoberfest event are \$1,345.81.

Historically, BCVRPD is invoiced for any police services provided for this event. Those costs generally range from \$2,500 to \$3,000 and are based on actual time paid to employees to cover the event. This year's estimated charge for police services is approximately \$3,500. Actual costs will be calculated once the event concludes.

BCVRPD is requesting a waiver of both the special event permit application fee and police services fees for the 2023 Oktoberfest.

Fiscal Impact:

The total amount of fees requested to be waived for the 33rd Annual Oktoberfest is approximately \$4,845.81. City staff estimate the cost to prepare this report is \$154.

Recommended Action:

Staff recommends City Council consider waiving the special event permit application fees ONLY, and

Waive the full reading and adopt by title only, “A Resolution of the City of Beaumont Authorizing the Waiver of a One-Time Special Event Permit Application Fee for the 33rd Annual Oktoberfest Event at Noble Creek Regional Park.”

Attachments:

- A. Resolution
- B. Special Event Permit Application
- C. Fee Waiver Request