



Staff Report

TO: City Council
FROM: Carole Kendrick, Interim Community Development Director
DATE: September 3, 2024
SUBJECT: Fee Waiver Request for a Minor Special Event

Description Consideration of a Resolution for a fee waiver request for HCN Bank's Annual Trunk or Treat Event for Special Event application and Temporary Sign Permit PLAN2024-0093. *Strategic Plan Target #5 – Quality of Life/Well-Being, Priority Level 2, Goal #5 Increase community events, arts and culture*

Background and Analysis:

On August 2, 2024, HCN Bank submitted a special event and temporary sign applications (see Attachment C), in addition to a request for consideration of waiving the minor special event application deposit and temporary sign permit fee for their annual Trunk or Treat event (see Attachment D), to be held at HCN Bank located at 1540 E. 6th Street on October 29, 2024, from 5pm – 8pm. This event occurs every year which is free for the community and anticipates a total attendance of 450 citizens.

In March 2023, City Council adopted Resolution No. 2023-03, which established user fees for certain specified services. The new fee schedule went into effect on July 1, 2023, and included the category of Special Event – Minor, which has a deposit-based fee of \$500 to be applied to fully allocated hourly rates of staff as well as any outside costs and temporary signs have a flat fee of \$170.

At the November 7, 2023, Council meeting, a Special Event Permit Application Fee Waiver Policy was adopted. The policy outlined the purpose and eligibility requirements for receiving a fee waiver including:

- Purpose "...establish parameters for waiving the Special Event Permit Application deposit for community-wide events, homeowner associations or community associations events and other activities or events which provide a direct benefit to the public."
- Eligible Applicants

- Intergovernmental Cooperation
- Non-Profit Organization
- Entity whose event positively meets the consideration criteria
- Official City of Beaumont Sponsored or Co-Sponsored event

- Evaluation Criteria
 - Whether the event is a benefit to the community.
 - Whether the event creates positive publicity for the city.
 - The city's cost of providing services for/to the event.
 - Whether there are revenues that can be used to offset the impact of a fee waiver on the general fund.
 - Whether the event promotes education, public health, public welfare or public safety.

- Ineligible Events
 - Organizations based outside City of Beaumont (unless the demonstrated benefits are primarily to the residents of Beaumont)
 - Events or activities that are not open to the public
 - Events that are political in nature or by individuals seeking political office or elected officials for the purpose of an election campaign
 - Religious organizations seeking space or facilities for religious services
 - Corporate events
 - Family or social gatherings
 - Events that provide no community benefit
 - Trainings that charge for participation
 - Events which charge a fee for entry
 - Projects or organizations who have failed to fulfill their obligations during previous events or activities or failed to comply with conditions of approval resulting in an impact to public health or safety
 - Events scheduled that would conflict with already planned City of Beaumont community events

This event does not require any road closures or other staff assistance, is free and open to the public, which meets the criteria required by the Special Event Fee Waiver Application Policy (see Attachment B). Review and processing of this application was approximately \$750.00 in staff time.

This request also meets Strategic Plan Target #5 – Quality of Life/Well-Being, Priority Level 2, Goal #5 Increase community events, arts and culture.

Fiscal Impact:

The Minor Special Event Deposit is \$500, and the Temporary Sign Permit is a flat fee of \$170, for a maximum fee waiver of \$670.

The cost to prepare this staff report is approximately \$350.

Recommended Action:

Approve by title only, "A Resolution of the City of Beaumont Authorizing the Waiver of the Minor Special Event Permit Application Deposit and Temporary Sign Permit Fee for the Annual HCN Bank Trunk or Treat Event".

Attachments:

- A. Resolution Waiving the Special Event and Temporary Sign Fees
- B. Special Event Fee Waiver Policy
- C. Special Event Application
- D. Fee Waiver Request
- E. Levine Act Statement