



## Staff Report

**TO:** City Council  
**FROM:** Elizabeth Gibbs, City Manager  
**DATE:** November 19, 2024  
**SUBJECT:** Special Event Fee Waiver

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**Description** Consideration of Special Event Fee Waiver Request made by Beaumont Cherry Valley Recreation and Park District. *Strategic Plan Target #5 – Quality of Life/Well-Being, Priority Level 2, Goal #5 Increase community events, arts and culture.*

### **Background and Analysis:**

Annually, the Beaumont Cherry Recreation and Park District (BCVRPD) hosts a Winterfest event that is open to the public. This year's Winterfest will be held on December 6<sup>th</sup> and 7<sup>th</sup> at Noble Creek Park, 390 Oak Valley Parkway. BCVRPD submitted an application stating there would be approximately 1,250 attendees, which categorizes the event as a Major Special Event per Beaumont Municipal Code Section 9.03.020 (Attachment A).

A Major Special Event Permit requires a deposit of \$5,000 prior to the staff review. In this case BCVRPD is requesting a waiver of City fees associated with the event permit.

In November 2023, City Council adopted a Special Event Permit Application Fee Waiver Policy which included the following evaluation criteria:

*The City will consider the following when reviewing a special event fee waiver request:*

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

The Winterfest event is a benefit to the community and promotes positive publicity for the city.

The policy further provides that eligible fees include the application deposit and that organizations can receive up to four fee waivers within a 12-month period. BCVRPD has not reached the maximum fee waivers within the last 12 months.

**Fiscal Impact:**

Potential costs associated with the event permit deposit includes, fire review and inspection fees, staff review fees, building permit costs for a temporary stage and any temporary signs. Staff is recommending a waiver of costs up to the \$5,000 deposit and does not anticipate these costs exceeding that amount.

**Recommended Action:**

Waive the full reading and adopt by title only, a Resolution of the City of Beaumont Authorizing the Waiver of the Major Event Permit Application Deposit and Associated City Fees for the Annual Beaumont Cherry Recreation and Park District Annual Winterfest Event”

**Attachments:**

- A. Winterfest Special Event Permit Application
- B. Resolution