



Staff Report

TO: City Council

FROM: Doug Story, Community Services Director
Darron Usher, Principal Management Analyst

DATE March 4, 2025

SUBJECT: Approval of Memorandum of Understanding (MOU) and Adoption of Resolution between the City of Beaumont and the Beaumont—Cherry Valley Recreation and Park District for Special Event Fee Waivers

Description Special Event Fee waivers provided to the Beaumont-Cherry Valley Recreation and Park District for annual events held within the City of Beaumont.

Background and Analysis:

The City of Beaumont and the Beaumont-Cherry Valley Recreation and Park District (BCVRPD) have a longstanding partnership to enhance recreational opportunities and community engagement through events held at City facilities and parks. Each year, BCVRPD organizes approximately 4-5 events, contributing to the cultural and social enrichment of the Beaumont community.

The fees for these special events vary based on the size of the event, location, and how much staff time is needed.

To support these events, the City has historically waived fees associated with permit processing, plan reviews, and staff time. Additionally, police department services are occasionally required to ensure the safety and security of event attendees. This MOU formalizes the City's continued support by providing:

- Waivers for fees incurred for permits, plan reviews, and staff time related to the processing of event applications.

Actions

The proposed MOU outlines the terms and conditions of this partnership, ensuring a streamlined and transparent process for both parties. Key provisions include:

- **Fee Waivers:** Subject to the terms of the MOU, BCVRPD will be eligible for fee waivers for permits, plan reviews, and staff time of up to \$5,000 per event and

\$40,000 per fiscal year upon submitting a completed fee waiver form for each event.

- **Term of Agreement:** The MOU will take effect January 21, 2025, and will end on June 30, 2028, unless terminated earlier pursuant to the terms of the MOU.

This partnership aligns with the City's goals to support community-driven events and foster collaboration with local agencies.

Fiscal Impact:

The cost of preparing this staff report is estimated to be \$400.

The MOU's fiscal impact includes waived fees for permits, plan reviews, and staff time, in amounts that shall not exceed \$5,000 per event and shall not exceed a total of \$40,000 per fiscal year without prior Council authorization.

While these costs are variable depending on event size and requirements, they are anticipated to be manageable within the City's existing budget for community support and public safety.

Recommended Action:

Approve the Memorandum of Understanding (MOU) between the City of Beaumont and the Beaumont-Cherry Valley Recreation and Park District (BCVRPD) for fee waivers associated with the use of City facilities and parks for special events;

Waive the full reading and adopt by title only, "The City of Beaumont Authorizing the Waiver of the Major Special Event Permit Applications and Fees for the Beaumont-Cherry Valley Recreation And Park District"; and

Authorize the Mayor and/or City Manager to execute the MOU on behalf of the City of Beaumont.

Attachments:

- A. Memorandum of Understanding between the City of Beaumont and Cherry-Valley Recreation and Parks District
- B. Resolution
- C. Special Event Fees