

Agenda Report Reviewed by:
City Manager/City Attorney:



**CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT**

Meeting Date: November 5, 2019
To: Honorable Mayor and City Councilmembers
From: City Administration
Subject: Consideration of Request for Reduction of Fees (50%) for Special Event Permit Application.
Applicant: Jim Corbett - Mr. Music Peacetown Summer Concert Series
Recommendation: That the City Council Consider the Request for Reduction of Fees
Funding: Currently Budgeted: _____ Yes _____ No XX N/A
Net General Fund Cost:
Amount: \$

INTRODUCTION: This item is to request that the City Council Consider the Request from Jim Corbett (Mr. Music) for a Reduction of Fees (50%) for the Special Event Permit Application for the Mr. Music Peacetown Summer Concert Series that was held 2019

BACKGROUND: California cities are granted the authority to impose user fees and regulatory fees for services and activities they provide through provisions of the State Constitution. A fee may not exceed the estimated reasonable cost of providing the service or performing the activity. It is the intent of the City to collect user fees for services provided to the public, where applicable. User fees will be reviewed and updated annually to ensure that they keep pace with the cost of providing the service.

User fees are designed to reimburse the City for staff time, materials, and equipment use for the service performed. The great majority of user fees are reimbursements to the General Fund apart from those fees that are held as a deposit account, with costs will draw from as incurred. With the adoption of the original comprehensive User Fee Schedule in 2002, the City Council adopted a method of recovering costs for specific City services. Each user fee is based on estimates of time required, based on historical experience, current salary and benefits, department overhead, and any special equipment used.

DISCUSSION: On January 24, 2019, Jim Corbett applied for a special event permit for the 2019 Peacetown Summer Concert Series to be held Every Wednesday Night, from 5:00 pm until 8:00 pm at Ives Park. The event is to be held for 13 consecutive Wednesday nights. After review by the City departments, on March 14 , 2019, the City of Sebastopol conditionally approved the event subject to certain conditions of approval.

Based upon the approved user fee schedule, the application fees for this event totaled \$10,430.00 with a refundable deposit of \$1,000.00. A table breakout of the fees is listed below:

Peacetown Summer Concert Series	
Fees Description	Cost
Application Fee, Group 201+	160.00
Daily fee for park use, 500+ persons (\$700 x 13 days)	9,100.00
Alcohol daily fee (\$30 x 13 days)	390.00
Daily fee for placement of stage (\$30 x 13)	390.00
Amplified sound daily fee (\$30 x 13 days)	390.00
Total Fees	10,430.00
Refundable Deposit	(1,000.00)

In February 2019, the applicant submitted a community benefit grant for \$25,000. The City Council awarded the applicant \$12,500 as a grant for the concert series. When the applicant submitted the community benefit grant, the applicant was under the impression that the fees were included and waived. However, the total grant amount awarded does not cover the cost of the permit fees for a special event permit. City staff reached out to the applicant explaining the community benefit grant process. As the fees were not included, the applicant requested a reduction of fees based on the City resolution as listed below:

The resolution allows eligible Non-Profit Organizations to apply for a fee reduction/waiver for flat fees only as listed in this user fee schedule and as listed below:

- Fee Reduction (25% Department Head Approval): Not for profit organizations and non-profit entities that have a documented federal tax-exempt status are eligible to apply for a twenty five percent (25%) reduction of fees. Such fee reduction shall be submitted to the Department Head of fee holder for final determination. Such fee shall not exceed \$500.00 in total reduction/waiver of fees.
- Fee Reduction (50% City Manager Approval): Not for profit organizations and non-profit entities that have a documented federal tax-exempt status are eligible to apply for a fifty percent (50%) reduction of fees. Such fee reduction shall be submitted to the Department Head of fee holder for final determination. Such fee shall not exceed \$1000.00 in total reduction/waiver of fees.

In 2018, the City Council approved a waiver of fees for this event greater than 50%. The Council approved permit fees in the amount of \$2500.00 (total fees for 2018 were \$8690.00).

The applicant is asking for a reduction of fees for the 2019 event. A 50% reduction would amount to \$4,715.00 or the Council could approve a larger reduction of fees as approved last year.

RECOMMENDATION:

That the City Council Consider the Request from Jim Corbett (Mr. Music) for a Reduction of Fees (50%) in the amount of \$4,715.00 for the Special Event Permit Application for the Mr. Music Peacetown Summer Concert Series.

Attachment:

None