

**AGENDA STATEMENT
PARKS & RECREATION COMMISSION**

TO: Parks and Recreation Commission

FROM: Christina Nguyen, Management Analyst – Administrative Services

DATE: December 13, 2017

SUBJECT: **LCF Chamber of Commerce Permit and Fee Waiver Request for the 44th Annual Memorial Weekend Fiesta Days.**

RECOMMENDATION:

The Parks and Recreation Commission consider an application submitted by the LCF Chamber of Commerce for the facilities detailed below in support of the annual Fiesta Days festivities.

BACKGROUND:

The Chamber of Commerce requests use of the FIS Lower, FIS Upper, LCE Sports Field, and Memorial Park for Fiesta Days. The Chamber organizes multiple events during the Memorial Day weekend for Fiesta Days, which requires the use of the sports fields and Memorial Park.

REQUEST:

Facility	Day(s)	Date(s)	Duration
FIS Upper Field	Monday	May 28, 2018	7:00 a.m. to 5:00 p.m.
FIS Lower Field	Monday	May 28, 2018	7:00 a.m. to 5:00 p.m.
LCE Field	Sunday	May 27, 2018	2:00 p.m. to 10:00 p.m.
Memorial Park	Friday	May 25, 2018	8:00 a.m. to 8:00 p.m.
Memorial Park	Saturday	May 26, 2018	5:00 a.m. to 9:00 p.m.
Memorial Park	Sunday	May 27, 2018	12:00 p.m. to 10:00 p.m.
Memorial Park	Monday	May 28, 2018	5:00 a.m. to 7:00 p.m.

FISCAL IMPACT/FEE WAIVER:

The applicant requests a fee waiver of \$1,360 (68 hours at \$20 per hour).

FEE WAIVER ELIGIBILITY:

The fee waiver request is eligible for approval by a majority vote of the Commission under LCF Municipal Code Sections 5.24.035 Fees and Fee Waiver when applicant meets two (2) or more of the four (4) criteria. The applicant meets the following criteria:

- I. 5.24.035 (B): The resident applicant agrees to provide in-kind services or perform community service.
- II. 5.24.035 (C): The activity/event for which the permit has been requested is open to the public, free of charge.

- III. 5.24.035 (D): The city council is a partner, co-sponsor, or has formally endorsed the event for which the permit is being requested.

OPTIONS:

1. Approve recreation facility permit and application for fee waiver request;
2. Provide staff with further direction; or
3. Deny the fee waiver request.

STAFF RECOMMENDATION:

Staff recommends for the Park and Recreation Commission:

1. Approve recreation facility permit and application for fee waiver request.

ATTACHMENTS:

1. Application for Fee Waiver;
2. Schedule of Events;
3. 2018 Recreation Facility Reservation Form; and
4. Certificate of Liability.