



AGENDA REPORT

CITY OF SAN CLEMENTE

City Council Meeting

910 Calle Negocio
2nd Floor
San Clemente, California
www.san-clemente.org

Meeting Date: 2/7/2023

Agenda Item: 6F

Department: Beaches, Parks and Recreation

Prepared By Samantha Wylie, Beaches, Parks & Recreation Director

Subject:

FEE WAIVER REQUEST - SAN CLEMENTE WELLNESS AND PREVENTION CENTER FAMILY FEST SPECIAL EVENT PERMIT

Fiscal Impact:

Approval of this request would result in a loss of rental revenue estimated at \$3,934 related to permitting fees including costs of field usage, electricity, and other associated permit fees.

Summary:

Staff recommends that Council approve a fee waiver for fees associated with the 2023 Family Fest event sponsored by the Wellness and Prevention Center ("WPC"), a San Clemente-based non-profit organization. The intended purpose of the fee waiver is to allow the applicant an opportunity to maximize its proceeds and minimize costs at its special event.

Background:

The City Council adopted a fee waiver policy to encourage and promote activities, facility rentals, and special events/programs that provide valuable cultural, recreational, and civic benefits to residents, visitors, and businesses of San Clemente. The primary criterion to qualify for a fee waiver is that the organization must be a non-profit civic or social organization, and all revenue generated by the event must largely benefit the residents, visitors, and businesses of San Clemente.

The fee waiver policy also grants authority to the Beaches, Parks & Recreation Director to waive up to 25% of total rental fees and authorizes the City Manager to waive up to \$600 of fees per event. Requests beyond these amounts must be reviewed and approved by the City Council.

Discussion:

The WPC is requesting a fee waiver for the rental fees associated with its special event application to host the second annual "Family Fest" (Attachment 1). A special event permit ("SEP") application has been received and is on file with the Beaches, Parks & Recreation Department. WPC has requested to hold the event on Saturday, April 29, 2023, at Jim Johnson Memorial Sports Park and anticipates serving 500 people.

The event is a fundraiser that will benefit the WPC. Family Fest will provide family-oriented activities (ie. inflatables, games, small competitions) and booths hosted by local health and wellness providers and businesses. WPC intends to highlight local resources that are available to support the well-being and mental health of children and families.

This event will utilize the two grass fields (\$864) and one picnic area (\$2,100) at Jim Johnson Sports Park. These facilities are normally utilized by sport partner organizations and private picnic rentals during this time. Staff will work to allocate alternate locations for practices and games on this requested date. Picnic rentals will be unavailable during the event. Additional fees include the use of city electricity, additional janitorial support for public restrooms, reserved parking for food trucks, and amplified sound.

The following fees are not recommended within the fee waiver request and have been withheld from the recommended waiver amount. The applicant will be required to pay these fees in full before being issued the final permit.

- Application Fee, Complex Event: \$110
- Street Banner Hanging Fee: \$367
- Compliance/Damage Deposit (Refundable): \$250

Recommended Actions:

Staff Recommendation

Staff recommends that the City Council approve a one-time fee waiver for the Wellness and Prevention Center's 2023 Family Fest event to be held at Jim Johnson Memorial Sports Park in an amount not to exceed \$3,934.

Attachment:

WPC fee waiver request

Notification:

Wellness and Prevention Center

Board of Directors

Executive Director:

Susan Parmelee, LCSW

Directors:

William H. Carson, President
Mark D. Murphy, CPA, Treasurer
Charlene Underhill Miller, VP
Megan Hernandez, Secretary
M. John Redmond, DDS, MS
Aron McKay

Advisors:

Chris Carter

Contact

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www.wpc-oc.org

Dear City of San Clemente Staff & Council,

The Wellness & Prevention Center (W&PC) is planning to host the 2nd annual Family Fest on Saturday, April 29th, 2023 at Jim Johnson Memorial Park. This event will bring wellness and mental health resources for all ages in a fun family atmosphere.

The mission of W&PC is to help youth and families lead healthy and productive lives. The W&PC has been providing mental health services to youth and adults in San Clemente since 2014 through school-based services, community education, and low-cost therapy to community members. In February 2019 the W&PC hosted a Health and Wellness Fair at the Outlets at San Clemente with over 40 health-related vendors and 200 attendees. The W&PC had determined that many community members felt they weren't aware of resources or services to support their health. These types of events are often centralized in Orange County and don't come as far south as San Clemente. The event was successful, and many asked for it to return again to San Clemente. In 2022 the idea of Family Fest came to life, bringing resources and family fun to San Clemente. The event supports the residents of San Clemente by bringing in wellness and social services organizations offering information, resources, and interactive activities for both children and adults. The event gathers the community to support local businesses by offering a community stage where dance studios, musicians, and other local community groups can perform and share about their businesses.

Businesses will be able to sponsor inflatables and other healthy fun attractions to make this event a real opportunity for families to learn about available resources in a fun environment with the goal of providing resources and raising funds to support mental health services for youth and families.

We request a waiver of park fees for this event. With your support, the WPC can make an impact on the lives of youth and families in our community.

Thank you for your support,



Susan Parmelee, LCSW, Executive Director