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MEMORANDUM

Administrative Services

To: Mayor Jackola and City Council

Date: January 31, 2025

From: Ron Whitlatch, City Manager

Subject: **Build Lebanon Trails (BLT) Request to Waive Event Fee**

I. BACKGROUND

BLT has applied for an Event Permit to hold its annual Cheadle Lake 5K/10K Fun Run and Kids Obstacle Dash in May 2025 at Cheadle Lake Park. Approval of the Event Permit also includes fees associated with reserving the park. The costs were calculated based on the City's current and approved fee schedule and include a \$600/day Park Rental (2 days for event and setup/takedown), a \$500/day Electrical Fee, and a \$50/day water use fee for a total of \$1,750.

BLT has requested that the fees for the event be waived. Jason Williams and I have informed BLT that the fees associated with the event will not be waived. BLT has now asked to appeal staff's decision to the City Council. The attached letter indicates the basis for their appeal.

Currently, no policy specifically identifies an appeal process for the waiver of the Parks Rental or Event Permit fees. As part of this agenda item, Staff would like to discuss creating a policy (to be brought back for City Council approval) to handle these types of appeals/requests in the future.

II. RECOMMENDATION

I recommend that the City Council review Build Lebanon Trails' appeal request and, by motion, decide whether to waive the fees associated with the Event Permit.