



**Date:** January 29, 2018  
**To:** Mayor and Members of the City Council  
**From:** Patrick H. West, City Manager *PW*  
**Subject:** **Special Events Payment Policy**

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This memorandum provides a summary of City's Office of Special Events and Filming payment policy. There are long-standing financial conditions for all special event permittees who use public property and City resources. These include:

- The City Council's financial policies require that the City achieve full cost recovery for special events in the City.
- Event promoters/organizers are required to pay for estimated City fees three days prior to their scheduled event.
- Upon completion of the event, event permittees are billed final costs with net-30 terms.
- Requests for future event dates are not honored until the prior-year balance is paid in full.
- A 2 percent late fee is added to accounts that are 30 days past due.

Due to claims of financial hardship, the following clients have been granted payment plans or extensions to the payment policy. In such cases, the event organizer may reserve future event dates, but only if they comply with the payment plan or agreed upon payment extension for any previous event(s). If event permittees default on a payment plan/extension, they revert back to the original agreed upon terms and conditions of the Special Event Permit, which may result in ultimately transferring accounts to collections.

The following event organizers did not make the original required payment and, as a result, will not be allowed to reserve dates or hold events in the City until they are current with their fees:

Permittee	Event	Event Date	Balance Owed
World Series of Beach Volleyball	World Series of Beach Volleyball	7/12/2017	\$ 42,955.15
Rainbow Promotions	Long Beach Jazz Festival	8/11/2017	\$ 8,905.94
GIG International	New Blues Festival	9/2/2017	\$ 4,305.24
Jon Schultz/Mustang Club of America	Ponies at the Pike	9/24/2017	\$ 2,985.64
Terry Anderson/Irish Fair & Music Festival	Big Irish Fair & Music Festival	6/10/2017	\$ 10,496.19 <i>collections</i>
Jack Caress/Pacific Sports, LLC	LB Triathlon	9/17/2017	\$ 6,905.62 <i>collections</i>
Carlos Gasper	Tacos & Beer 5K Run	5/6/2017	\$ 1,052.71 <i>collections</i>

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Despite the City's efforts to work out payment plans, these particular organizers are repeat non- or late-payers. If they are not able to become current on their payment and demonstrate financial capability, There may be other organizers that are in a better position to take advantage of City property and resources for the benefit of the public. Special Event's long-standing policy is to provide opportunity to those who are financially viable enough to pay the required fees.

Please do not hesitate to contact Tasha Day, Manager of Special Events and Filming, at (562) 570-5313 if you have any questions.

PW:TD

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