



## Legislation Text

---

**File #:** 19-0279, **Version:** 1

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Mark Leyman, Parks and Recreation Director  
Linda Robb, Management Analyst

**SUBJECT:**

Consideration of Fee Waiver for City Services for LA County Library of the Year Celebration Event (Parks and Recreation Director Leyman).

**DISCUSS AND PROVIDE DIRECTION**

---

**RECOMMENDATION:**

Staff recommends that City Council discuss and provide direction on the waiver of fees for City services for the Los Angeles County Library Celebration event to be held on June 29, 2019.

**FISCAL IMPLICATIONS:**

City services, including parking, staff time, and permit costs are estimated at \$2,850.

**BACKGROUND:**

Staff received an inquiry from the Los Angeles County Library regarding their Library of the Year Celebration. The event is scheduled for June 29, 2019, from 5:00-8:30 PM. It will be an open house at the Manhattan Beach Library to celebrate their national Library of the Year award. There will be a short ceremony on the public area behind the library facing the Civic Plaza, followed by a diverse program of music, dance, arts/crafts, and STEAM activities, both inside and outside of the library. Refreshments will be served outdoors. The event is open to the public at no charge. The library's mobile fleet will be parked on the sidewalk facing Highland Ave.

**DISCUSSION:**

The special event application was reviewed by the Special Events Committee. The following concerns and options were discussed:

1. The nature of the event and the number of public officials and dignitaries who may be present, make this event a soft target. The event will be staffed by two Los Angeles County Sheriff and two private guards contracted by the Sheriff. Manhattan Beach Police Department (MBPD) has determined that no additional police staffing is required.
2. Initially 500 parking spaces were requested for VIP guests, staff, and general guests. The

organizer of the event will provide to the City the number of RSVPs on June 24, 2019. Should the City Council allow additional reserved parking, the parking meter fee waivers will be adjusted accordingly. The Special Events Committee offered the following:

- a. One hundred valet parking spaces in the Skechers lot was recommended to accommodate VIP guests. This service would be contracted without City involvement, between the Library, Valet provider and Skechers.
  - b. Lot 5 (Civic Center South Lot on 13<sup>th</sup>) seven spaces were offered accommodating up to twelve cars with stacked parking.
  - c. The City Hall underground parking general public parking could be allowed until 4:00 PM with sixty spots reserved for Library staff and volunteers from 4:00 - 9:00 PM.
  - d. Due to the timing of the event, a summer Saturday, staff is not recommending reserved parking for guests. Generally, reserved parking for guests is not a standard practice for other special events. Guests may be directed to public lots. The organizer has been advised to encourage the utilization of rideshare apps such as Uber and Lyft.
3. MBFD will require a Minor Permit fee for pre-event inspection. No other services are required.
  4. Community Development requires that the organizer maintain adequate sidewalk clearance when their mobile fleet is parked in front of the library.

Staff recommends that City Council discuss and provide direction on the waiver of fees request for city services by the LA County Library Celebration event to be held on June 29, 2019.

#### **PUBLIC OUTREACH:**

The Downtown Business and Professionals Association was present at the special events meeting and expressed no opposition to the event.

#### **ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

#### **LEGAL REVIEW:**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

#### **ATTACHMENTS:**

1. Special Event Application
2. Cost Breakdown by Department

