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Item No. 12

FEB 20 2018

City of South Gate
CITY COUNCIL

CITY OF SOUTH GATE
OFFICE OF THE CITY MANAGER

9:35pm

AGENDA BILL

For the Regular Meeting of: February 27, 2018

Originating Department: Parks & Recreation

Department Head:


Paul L. Adams

City Manager:


Michael Flad

SUBJECT: REQUEST FOR FEE WAIVER FROM SOUTH GATE MIDDLE SCHOOL

PURPOSE: This item was added to the agenda at the request of Mayor Maria Davila to consider authorizing the waiver of fees and the use of City funds to pay for the cost of services requested by South Gate Middle School for a school event.

RECOMMENDED ACTIONS:

- a. Approve the request from South Gate Middle School to waive the cost for the City to provide delivery, set up, and return of the City's Show Mobile portable stage for the school's Literacy Day event scheduled for March 3, 2018;
- b. Approve a fee waiver in the amount of \$1,378; and
- c. Appropriate \$840 from the unassigned General Fund balance to account number 100-460-61-5110 to cover the staff costs related to the use of the Show Mobile.

Julie **FISCAL IMPACT:** The impact to the City's General Fund is the loss of \$1,378 in revenue (\$538 rental fee + \$840 staff costs) that would otherwise be collected if the fees and staff costs were not waived. The \$840 is the total cost for the overtime required to deliver, set up and return the Show Mobile and will be paid for by the General Fund, if the City Council approves this request.

ANALYSIS: None

BACKGROUND: On February 14, 2018, South Gate Middle School Vice Principal, Sandra Gulick, contacted Mayor Davila to request that the City provide its portable stage, known as the Show Mobile, for use at a school event on March 3, 2018, at no cost to the school.

The event is the school's Literacy Day which will encourage students to learn to read by highlighting the fun and importance of reading with games, performances and other activities. Staff would need to deliver the Show Mobile and have it set up by 9:00 a.m. on Saturday, March 3rd. Activities are expected to conclude by noon. The Show Mobile requires four staff members approximately two hours to deliver and set up and another two hours to break down and return. As the event is on a Saturday, it will mean that these staff costs will be based on overtime pay rates.

Staff is able to waive fees for the use of the Show Mobile, but did not feel that their authority extended to waiving the cost of staff overtime required to deliver and set up prior to the event and then to return

the Show Mobile after the event. Staff estimates that the overtime required would result in a cost of \$840.

ATTACHMENT: None