

City of Culver City, California
City Council Agenda Item Report

Meeting Date: <u>11/03/08</u>	Item Number: <u>A-5</u>
AGENDA ITEM: Consideration of a Fee Waiver Request from the Employment Development Department related to a Workforce Fair Proposed to be Held in the Veterans Memorial Complex.	
Contact Person/Dept.: Bill La Pointe, Director of Parks, Recreation and Community Services	Phone Number: (310) 253-6632
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☒ Attachments: ☐
Public Notification: Master Email Notification List (10/29/08).	
Department Approval: Bill La Pointe (10/29/08)	City Attorney Approval: Carol Schwab (by H. Baker) (10/30/08)
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (10/30/08)	City Manager Approval: Jerry B. Fulwood (10/30/08)

RECOMMENDATION:

Staff recommends the City Council consider a request for a fee waiver by the State of California Employment Development Department (EDD) to conduct a Job Fair on November 19, 2008 at the Veterans' Memorial Complex (VMC).

BACKGROUND/DISCUSSION:

At the October 27, 2008 City Council meeting, there was consensus among the Council Members that a fee waiver request by the EDD to conduct a Job Fair on November 19, 2008 at the VMC be agendaized for consideration. Ms. Sandra Davis, Culver City Unified School District (CCUSD) Board Member, had previously contacted the VMC Rental Office and indicated that the EDD would like to host a Job Fair in the VMC from 9:00 a.m. to 5:00 p.m. on Wednesday, November 19, 2008. Since the application for this event is not currently on file, it is not clear whether or not EDD will also need the use of the facility on November 18, 2008 to set-up for the event. However, if so, it appears that due to scheduling conflicts this will not be possible. The organizers of the event will probably need additional rental hours before and after the event for set-up. There may be other co-sponsors of this event, but if so, the Rental Office did not have their names on file at the time this report was submitted.

FISCAL ANALYSIS:

Since the EDD is a government agency, the fee resolution allows for waiving or reducing the fee if the City Council desires. The staff of the VMC Rental Office has determined that this event can be considered a "Category C" event. As per the

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current fee schedule and based on preliminary (verbal) information from the applicant, the fee for a one-day 8-hour event is as follows:

8 Hour Auditorium Rental/Category C	\$ 1,832.00
Microphone/PA	\$ 30.00
Podium	\$ 5.50
Kitchen	\$ 100.00
Lobby	\$ 100.00
Provisions for Bringing Food In	\$ 100.00
	\$ 2,167.50

If more than an eight hour period is needed by EDD, the rental rate is \$229.00 hourly. The exact amount of the rental fees cannot be accurately calculated until the applicant has submitted the appropriate rental forms to the VMC Rental Office.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve the fee waiver (in whole or in part);

or

2. Deny the fee waiver;

or

3. Provide staff with alternate direction.