



# Council Agenda Report

To: Mayor Stewart and the Honorable Members of the City Council

Prepared by: Kristin Riesgo, Community Services Director

Approved by: Steve McClary, City Manager

Date prepared: October 7, 2024

Meeting date: October 28, 2024

Subject: Veterans Day Recognition Ceremony Fee Waiver

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**RECOMMENDED ACTION:** Consider whether to approve a request from The Malibu Navy League to waive the facility use and staffing fees and incur event costs for the Veterans Day Recognition Ceremony.

**FISCAL IMPACT:** Waiving the facility use and staffing fees will result in a loss of revenue of \$4,258 for FY 2024-25 in Account Numbers 100-0000-3461-00 (Municipal Facility Use Fees), 103-0000-3505-04 (City Hall Theater Rentals), and 103-0000-3505-05 (City Hall Event Rentals). Facility rentals generate revenue for the City, and waiving the associated fees limits potential revenue.

Funding for an event insurance, filming consultant, and audio-visual consultant was not included in the Adopted Budget for FY 2024-25, requiring an expense of \$2,872 in Account Number 100-4001-5107-00 (General Recreation – Contract Personnel).

**STRATEGIC PRIORITY:** This item is part of the day-to-day operations identified in the Adopted FY 2023-24 Strategic Priority Project List. Staff continue to work on ongoing projects and normal business while the FY 2024-25 Strategic Priority Plan is finalized.

**DISCUSSION:** The Malibu Navy League (Navy League) plans to coordinate the annual Veterans Day Recognition Ceremony on Monday, November 11, 2024, at Malibu City Hall, to celebrate and recognize Malibu Veterans.

The Navy League requested a 100% fee waiver for the facility rental and staffing costs. In addition, they are requesting the City to incur the costs for audio visual (AV) personnel, filming personnel, and the event insurance.

Community Services Department staff will supervise and monitor the facility and assist with set-up and clean-up. Due to limited staff availability on an observed holiday, an AV consultant will be hired to provide technical assistance for the live performances and film the event. The event footage will be posted on the City’s YouTube channel and previewed on City TV3.

The facility rental and staffing fees associated with the event include:

<u>Type</u>	<u>Non-Profit Holiday Rate*</u>
Facility Rental	\$2,494
City Staffing	\$1,764
<b>Total</b>	<b>\$4,258</b>

\*holiday rate, fees doubled

The event costs include:

<u>Type</u>	<u>Rate</u>
Insurance	\$122
Filming Consultant	\$750
AV Consultant	\$2,000
<b>Total</b>	<b>\$2,872</b>

In 2019, the Council approved a fee waiver of \$4,400 requested by the Veterans Day Organization Committee. In 2023, the Navy League coordinated the annual event, and Council approved a \$3,108 fee waiver and incurred event costs of \$2,087 (\$5,195 total). Increased costs in 2024 are higher insurance limits and the filming consultant (\$7,130 total).

ATTACHMENTS: Navy League Financial Documents

Malibu Council United States Navy League - Income Expenses 2023

**INCOME**

***Income Incl. Donor Support***

Amazon Smile	39.29
Langley for 501(c)(3)	3,957.64
Membership Dues Received	0.00
Membership NLUS Rebate Council Portion	900.48
Misc Income	750.00
T4T Donations	646.00
Veteran's Day Donations	2,000.00
<b>TOTAL Income Incl. Donor Support</b>	<b>8,293.41</b>
<b>TOTAL INCOME</b>	<b>8,293.41</b>

**EXPENSES**

***Expenses & MNL Support***

**Administrative Expense**

Bank Charge	5.00
Meeting Expense	0.00
PO Box Rental	<u>230.00</u>
<b>TOTAL Administrative Expense</b>	<b>235.00</b>
Fees	50.00
Langley Divn. (Sea Cadets)	4,957.64
Membership Dues sent to NLUS	0.00
NROTC UCLA	250.00
T4T	250.00
Veteran's Day Expenses	1,705.03
<b>TOTAL Expenses &amp; MNL Support</b>	<b>7,447.67</b>
<b>TOTAL EXPENSES</b>	<b>7,447.67</b>

**OVERALL TOTAL**

**845.74**