



Council Agenda Report

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

Prepared by: Kristin Riesgo, Community Services Director

Approved by: Steve McClary, City Manager

Date prepared: October 4, 2023

Meeting date: October 23, 2023

Subject: Veterans Day Recognition Ceremony Fee Waiver

RECOMMENDED ACTION: Consider whether to approve the request from The 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 \$3,108.00, for FY 2023-24 in Account Number 100-0000-3461-00 (Municipal Facility Use Fees). Facility rentals generate revenue for the City, and waiving these associated fees limits potential revenue.

Funding for an audio-visual consultant and event insurance was not included in the Adopted Budget for FY 2023-24, requiring an expense of \$2,087.00 in Account Number 100-4011-5107-00 (Special Events – 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.

DISCUSSION: The Malibu Navy League plans to coordinate the Veterans Day Recognition Ceremony on Saturday, November 11, 2023 at Malibu City Hall, to celebrate and recognize Malibu Veterans.

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

Staff from the Community Services Department will assist with facility supervision and a member of the City's media team will film the event. Due to limited staff availability, an AV

consultant will be hired to provide technical assistance for the live performances and speakers.

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

<u>Type</u>	<u>Non-Profit Rate</u>
Facility Use	\$2,244.00
City Staffing	\$864.00
Total	\$3,108.00

The event costs include:

<u>Type</u>	<u>Rate</u>
Insurance	\$87.00
AV Consultant	\$2,000.00
Total	\$2,087.00

In 2019, City Council approved a fee waiver of \$4,400.00 for the Veterans Day Organization Committee, who conducted the event at Malibu City Hall. Due to fewer number of required staff hours, the fee for 2023 is less than the previous request.

ATTACHMENTS: Malibu Navy League Financial Document

Malibu Council United States Navy League - Income & Expenses 2022

**1/1/22-
12/31/22**

INCOME

Amazon Smile	43	
Copenhafer LOH Event Donations	1,925	
Langley (Sea Cadets) for 501(c)(3) Credit	4,750	
Membership Dues Received from Members	165	
Membership NLUS Rebate Council Portion	310	
T4T Donations	2,404	
Veteran's Day Donations	1,500	
	TOTAL INCOME	11,097

EXPENSES

Administrative Expense: Bank Charges	50	
Administrative Expense: Meetings	373	
Administrative Expense: PO Box Rental	392	
	<i>Total Administrative Expenses</i>	815
Copenhafer LOH France	6,736	
Langley Divn. (Sea Cadets)	4,750	
Membership Dues sent to NLUS Headquarters Washington DC	220	
Pepperdine Flags Exhibit 9/11	-	
T4T	417	
Veteran's Day Expenses	1,025	
	<i>Total Event Expenses</i>	13,148
	TOTAL EXPENSES	13,964
	Net of Income & Expenses	(2,867)