



STAFF REPORT

Meeting Date: September 2, 2014
To: Honorable Mayor & City Council
From: Gisele Grable, Community Services Administrator
Community Services Department
Subject: Horace Mann Carnival on Sunday, September 21, 2014
Attachment: Letter from Horace Mann School PTA

INTRODUCTION

The PTA from Horace Mann School is seeking to hold the school's annual carnival on the 100 block of South Hamel Drive on Sunday, September 21, 2014 from 11 a.m. to 3 p.m. and is also requesting the City to waive permit fees and personnel costs related to the event.

DISCUSSION

Horace Mann School's annual carnival is normally held on school grounds, but due to planned construction activity, the majority of the playground area will be fenced off and unavailable, where they have usually placed carnival rides and games.

Although, the PTA still plans to utilize portions of the school site that are still available, they require a larger area in order to accommodate game booths and rides. City staff met with Horace Mann PTA representatives and reviewed various options (including La Cienega Park, which is not available), and determined that a street closure on South Hamel Drive (on the east side of Horace Mann), provided the best solution including the least amount of impact on neighbors.

STREET CLOSURE

The following information provides details of the street closure for the event:

Sunday, September 21

- Hamel Drive, between Wilshire Boulevard and Charleville Boulevard
Closed between 9 a.m. and 5 p.m. to allow ample time for set-up and breakdown activities.

RESIDENT NOTIFICATION

All adjacent residents would be notified in advance of the upcoming activity, and any special parking accommodations (if needed) would be provided to affected neighbors on Hamel Drive. (In addition, the PTA representatives will be speaking with the five Hamel Drive neighbors, who would be directly affected by the street closure, prior to the September 2 City Council meeting.)

FISCAL IMPACT

The priority of the school's carnival is to reinforce the sense of community and familiarize all families with the local public school. Attendees often include the adjacent residents as well as Horace Mann's students and their families. Typically, funds raised are only enough to cover minimal costs. Therefore, as the proposed City permit and equipment fees (approximately \$3,500) and personnel costs (approximately \$2,500) would total roughly \$6,000, the Horace Mann School PTA is requesting consideration that the City's costs be waived.

A Certificate of Insurance will be provided by Horace Mann School naming the City of Beverly Hills as an additional insured for \$2 million general liability.

RECOMMENDATION

City Council Liaisons Mayor Lili Bosse and Councilmember Nancy Krasne recently reviewed the initial proposal and provided preliminary support of Horace Mann's request to close Hamel Drive in order to conduct the carnival, so long as neighbors were adequately notified, and not greatly inconvenienced or affected by the closure (and are provided special parking accommodations if required). In addition, it was initially suggested that due to the unusual circumstances, that the fees be covered by the City.

City Council direction is respectfully requested regarding Horace Mann School's PTA's request to close the 100 block of South Hamel Drive and also to waive fees for their Annual School Carnival on Sunday, September 21, 2014.

Gisele Grable



Steve Zoet
Approved By



Attachment 1

To: Gisele Grable, Benita Miller

From: Peter Gabayan, Vice President Horace Mann School

Date: July 28, 2014

PROPOSAL FOR STREET CLOSURE TO ACCOMMODATE CARNIVAL AT HORACE MANN SCHOOL

Description of Past Events/Reason for Request

It has become an annual tradition at Horace Mann, as part of community building, to host at least one carnival per school year on the playground of the school. The carnival typically consists of games, food booths, traditional carnival rides, and other entertainment activities for students and their parents. In the past, carnivals have taken place either after school or on a weekend day.

It is our understanding that, beginning sometime in August, the majority of the playground area at Horace Mann, with the basketball courts, running track and soccer field, will be fenced off and made unavailable for any school uses for at least 20 months. This means we will no longer have access to the portion of the playground area where the carnival rides and games have typically been placed.

Proposal to accommodate carnival in 2014/15:

Horace Mann Carnival Committee has come up with two different scenarios which would allow the PTA to continue to host the annual carnival for students and their families.

One scenario would have been to move the carnival to La Cienega Park and host the carnival on the large field on the east side of the main park. We have learned, though, that due to soccer and baseball commitments in the Fall, it would not be possible for us to use the park on a weekend day.

The second scenario would be to utilize the length of Hamel Drive, adjacent to Horace Mann on the east, on the day of the carnival, for the placement of rides and possibly game booths. Ideally, we would like to use the entire length of the street adjacent to the campus, from Wilshire Boulevard to Charleville Drive. By using Hamel, we would be able to host much of the carnival on the school campus, utilizing the cafeteria, restrooms, and outdoor areas on the interior of the campus for games, music, face

painting, and food booths. With the gate open to Hamel Drive, there would be easy access to the ride/game area on Hamel Drive.

Horace Mann is proposing to host this event on a Sunday, from approximately 11 am – 3 pm. Set up and clean up would take place approximately 2 hours before and after the carnival, for a total street closure period from 9 am – 5 pm. The carnival date is tentatively scheduled for September 21, 2014, but could potentially be moved to a date in early Spring.

The Horace Mann Carnival Committee did consider Charleville for this event; however it seems that Hamel makes most sense as it would result in less impact on residents and traffic patterns in the neighborhood.

Request from the City:

In addition to asking the City to approve this 1-day request for street closure to accommodate our carnival, we are asking for some consideration from the City of Beverly Hills to waive fees associated with an event of this type, wherever possible.

Horace Mann has hosted these events as community building events, in an effort to bring together families from the school, but also as way for other families in the neighborhood to be introduced to the local public school. Typically, we raise enough to cover costs for the event; community building, rather than fundraising, has always been the number one priority for this event.

We received a fee schedule from the City of Beverly Hills and appreciate that the initial list of required costs showed that Street Closure Fee had been waived. However, the total fees requested from the school, with labor costs, and engineering/public works costs are still in excess of \$5,800.

The space constraints which have been placed upon the school by the upcoming construction are temporary, but do require us to find creative solutions in the interim to continue to maintain the programs and activities which Horace Mann has annually offered to the families in the community. We are looking to the City to assist us in this endeavor, by making provisions to close the street for this one day event and by waiving fees, wherever possible.