



STAFF REPORT

Meeting Date: October 6, 2015
To: Honorable Mayor & City Council
From: Gisele Grable, Community Services Administrator
Community Services Department
Subject: Horace Mann Carnival on Saturday, October 31, 2015
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 Saturday, October 31, 2015 from noon-to 4 p.m. and is also requesting the City to cover permit fees and personnel costs related to the event. The carnival and street closure was originally scheduled for last September 2014 and the request was brought to the City Council at its September 2, 2014 meeting. The City Council reviewed and approved the street closure and coverage of the associated costs at that time (after which, the event was cancelled for 2014).

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 where they have usually placed carnival rides and games, will be fenced off and unavailable.

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), 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:

Saturday, October 31

- Hamel Drive, between Wilshire Boulevard and Charleville Boulevard
Closed between 9 a.m. and 6 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 six Hamel Drive neighbors, who would be directly affected by the street closure, prior to the October 6 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, Horace Mann School PTA is requesting consideration for the costs to be covered by the City.

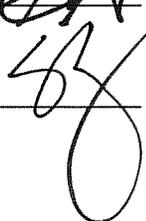
A Certificate of Insurance will be provided by Horace Mann School naming the City of Beverly Hills as an additional insured for \$2 million general liability.

RECOMMENDATION

In August 2014, City Council Liaisons Mayor Lili Bosse and Councilmember Nancy Krasne reviewed the original 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. Since the new proposal is occurring on Halloween (although only during daytime hours), it was recommended that Horace Mann's request for a Hamel Drive street closure and fee consideration be provided to City Council for final review of the new date.

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 cover fees for their Annual School Carnival on Saturday, October 31, 2015.

Gisele Grable 

Steve Zoet
Approved By 

Attachment 1



HORACE MANN SCHOOL
HOME OF THE HUSKIES



September 15, 2015

To: Benita Miller, Gisele Grable

From: Peter Gabayan, VP of Fundraising, Horace Mann

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 trucks and booths, traditional carnival rides, prize room and other entertainment activities for students and their parents. In the past, carnivals have taken place either after school or on a weekend day.

Last year we lost our entire yard space for the ongoing construction. Although we are excited about the project, it has left us with very limited on campus space. We just cannot have a carnival unless we take it outdoors.

Proposal to accommodate carnival:

The Horace Mann carnival committee has come up with a scenario which would allow the PTA to continue to host the annual carnival for students, their family and the community.

We would like 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, small game booths and some other related items. 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 other outdoor areas on the interior of the campus for games, music, arts & crafts and food booths/spaces. With our gate open to Hamel Drive, there would be easy access to the ride / game area on Hamel Drive.



HORACE MANN SCHOOL

HOME OF THE HUSKIES



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Horace Mann is proposing to host this event on Saturday October 31st, from 12pm – 4pm. Set up and clean up would take place approximately 2 to 3 hours before and after the event.

The Horace Mann carnival committee did consider Charleville for this event, however it seems that Hamel Drive makes most sense as it would result in less impact on residents and traffic patterns in the neighborhood. We have spoken to all Hamel Dr residences and they are all more than ok with the closure.

Request from the city:

In addition to asking the city to approve this one 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 many carnivals 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 are lucky to raise enough to cover costs for the carnival. Community building, rather than fundraising, has always been the number one priority for events such as this hopefully coming carnival and some other community building events.

We received a fee schedule from the City of Beverly Hills and appreciate that the initial list of required cost show that state closer feet 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 ongoing construction are temporary, but do require us to find creative solutions in the intern 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.

Horace Mann School. 8701 Charleville Blvd, Beverly Hills, CA 90211 Ph: 310-551-5104 Fx: 310-652-8841

Please note, Horace Mann PTA is a non-profit, tax exempt organization designated as a 501(c)(3) by the Internal Revenue Service. Tax ID# 95-6205229