

**CITY COUNCIL
AGENDA REPORT**



**CITY OF MILLBRAE
621 Magnolia Avenue
Millbrae, CA 94030**

SUBJECT: Approval of a partial street closure of Magnolia Avenue (between the Sheriff's Dept. driveway and Library Avenue), and waiving a lift rental fee of \$3000, and \$220 in staff costs for the Holiday Tree Lighting Ceremony event on December 1, 2018. ATTACHMENTS: None	Report No. 6184
	For Agenda of: November 13, 2018
	Department: Recreation
	Originator: Mackenzie Brady Recreation Director MB
Approved: <i>[Signature]</i>	
Budget Action Yes: _____ No: <u> X </u>	Finance Review: _____

REPORT TYPE: ACTION <u> X </u> INFORMATIONAL _____
ITEM TYPE: CONSENT <u> X </u> PUBLIC HEARING _____ EXISTING BUSINESS _____ NEW BUSINESS _____

RECOMMENDATION:

Staff recommends that the City Council, by motion, approve the partial street closure of Magnolia Avenue (between the Sheriff's Dept. driveway and Library Avenue), and waive a lift rental fee of \$3000, and \$220 in staff costs for the Tree Lighting Ceremony event on December 1, 2018.

BACKGROUND:

The 27th annual Holiday Tree Lighting Ceremony organized by the Millbrae Chamber of Commerce is for all community members. The event will feature hot chocolate, cookies, candy canes, and holiday songs. This event will be held at Constitution Square in front of City Hall, 621 Magnolia Avenue.

The event is scheduled to begin with setup at 3 pm. Public Works staff will block off Magnolia Avenue from the Sheriff's Dept. driveway to Library Ave, while volunteers will set up tables and chairs. The Tree Lighting Ceremony will begin at 5 pm and end at 5:30 pm. Refreshments will be available from 5:30-6 pm. Millbrae Leos will manage the waste and recycling containers.

FISCAL IMPACT:

There is no budgetary impact as this fee has been waived in prior years. Staff recommends waiving payment of \$3000 for the rental of the lift to decorate the tree and personnel costs to support the event estimated at \$220.

COUNCIL ACTION:

Staff recommends that the City Council, by motion, approve the partial street closure of Magnolia Avenue (between the Sheriff's Dept. driveway and Library Avenue), and waive a lift rental fee of \$3000, and \$220 in staff costs for the Holiday Tree Lighting Ceremony event on December 1, 2018.