

**CITY COUNCIL  
AGENDA REPORT**



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

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| <b>SUBJECT:</b> Approval of Broadway Street Closures (Meadow Glen to La Cruz) and Staff Fee Waiver for Millbrae Art & Wine Festival on 8/30/19 and 9/1/19.<br><br><b>ATTACHMENTS:</b> None | <b>Report No.</b> 6332                                  |
|  | <b>For Agenda of:</b> July 23, 2019                     |
|  | <b>Department:</b> Recreation                           |
|  | <b>Originator:</b> Mackenzie Brady, Recreation Director |
| <b>Approved:</b> <i>[Signature]</i> MB   |   |
| Budget Action      Yes: _____ No: <u>X</u> Finance Review: _____   |   |

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

**RECOMMENDATION:**

Staff recommends that the City Council approve, by motion, the closure of Broadway between Meadow Glen and La Cruz, as well as waive \$2,500 in staff costs, on August 30<sup>th</sup> and September 1<sup>st</sup> for the Millbrae Art & Wine Festival.

**BACKGROUND:**

The Millbrae Art and Wine Festival began in 1970 and is the Millbrae Chamber of Commerce’s main fundraiser, funding their community events and mission of work throughout the year as they are completely self-funded. This will be their 49th annual festival. Each year, downtown Millbrae becomes a vibrant destination on Labor Day weekend for thousands of attendees from all over the Bay Area, many of whom will dine or shop in Millbrae and return to visit shops or attractions in Millbrae that captured their interest.

**ANALYSIS:**

Staff has referred the request for approval a fee waiver and street closures to the City Council due to the scale of the event and determination that the event is reasonably compatible with the surrounding area and uses.

The Millbrae Chamber of Commerce, volunteers, and event organizers will be responsible for event operations and safety of guests and participants. As required in past events, applicant will submit an insurance policy which provides for City of Millbrae indemnification. Millbrae Chamber of Commerce volunteers will coordinate the clean up of the site and surrounding area.

**FISCAL IMPACT:**

As a result of the event there may be increased foot traffic in the downtown area. The closure of the streets may also pose inconveniences to businesses, but staff and volunteers will help to mitigate this

inconvenience. City Personnel costs to support the event are estimated at \$2,500.

**COUNCIL ACTION:**

Staff recommends that the City Council approve, by motion, the closure of Broadway between Meadow Glen and La Cruz, as well as waive \$2,500 in staff costs, on August 30<sup>th</sup> and September 1<sup>st</sup> for the Millbrae Art & Wine Festival.