

This Agenda contains a brief general description of each item to be considered. Copies of the Staff reports or other written documentation relating to each item of business referred to on the Agenda are on file in the Office of the City Clerk and are available for public inspection. Any person who has a question concerning any of the agenda items may call the City Manager at (310) 603-0220, ext. 200.

Procedures for Addressing the Council

IN ORDER TO EXPEDITE CITY COUNCIL BUSINESS, WE ASK THAT ALL PERSONS WISHING TO ADDRESS THE COUNCIL FILL OUT A FORM PROVIDED AT THE DOOR, AND TO TURN IT IN TO THE CITY CLERK PRIOR TO THE START OF THE MEETING. FAILURE TO FILL OUT SUCH A FORM WILL PROHIBIT YOU FROM ADDRESSING THE COUNCIL IN THE ABSENCE OF THE UNANIMOUS CONSENT OF THE COUNCIL.



**AGENDA
City Council Special Meeting
TO BE HELD ON**

October 17, 2017

**Duly Posted 10/16/2017
Council Chambers- 11330 Bullis Road, Lynwood, California 90262
5:00 PM**

- 1. CALL TO ORDER**
- 2. CERTIFICATION OF AGENDA POSTING BY CITY CLERK**
- 3. ROLL CALL OF COUNCIL MEMBERS**

Maria T. Santillan-Beas
Jose Luis Solache
Salvador Alatorre
Aide Castro
Edwin E. Hernandez

- 4. PLEDGE OF ALLEGIANCE**
- 5. INVOCATION**

PUBLIC ORAL COMMUNICATIONS

(Regarding Agenda Items Only)

NON-AGENDA PUBLIC ORAL COMMUNICATIONS

THIS PORTION PROVIDES AN OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS WITHIN THE JURISDICTION OF THE COUNCIL AND NOT LISTED ON THE AGENDA. IF AN ITEM IS NOT ON THE AGENDA, THERE SHOULD BE NO SUBSTANTIAL DISCUSSION OF THE ISSUE BY THE COUNCIL, BUT COUNCIL MAY REFER THE MATTER TO STAFF OR SCHEDULE SUBSTANTIVE DISCUSSION FOR A FUTURE MEETING. (The Ralph M. Brown Act, Government Code Section 54954.2 (a).)

CITY COUNCIL ORAL AND WRITTEN COMMUNICATION

ALL MATTERS LISTED UNDER THE CONSENT CALENDAR WILL BE ACTED UPON BY ONE MOTION AFFIRMING THE ACTION RECOMMENDED ON THE AGENDA. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS PRIOR TO VOTING UNLESS MEMBERS OF THE COUNCIL OR STAFF REQUEST SPECIFIC ITEMS TO BE REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE ACTION.

NEW/OLD BUSINESS

6. Request for Fee Waiver - Use of Lynwood City Park Parking Lot

Comments:

On October 16, 2017, staff received and began to process an application from the nurse's association at St. Francis Medical Center (UNAC/UHCP) for rental use of the City Park parking lot located between the Natatorium and the St. Francis Medical Center for an event proposed on November 1, 2017. The applicant is now requesting a waiver of fees for the event. (REC)

Recommendation:

Staff recommends that the City Council review a request by the nurse's association at St. Francis Medical Center (UNAC/UHCP) for a fee waiver, consider staff's recommendations on the matter and approve one of the following options:

1. Direct staff to process and complete the facility use application as a full-rate rental.
2. Direct staff to process and complete the facility use application at a reduced rate as set by the City Council.
3. Direct staff to process and complete the facility use application with full fee waiver and adopt the attached resolution entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNWOOD APPROVING THE USE OF THE CITY PARK PARKING LOT AND WAIVING APPLICABLE RENTAL FEES IN THE AMOUNT OF \$400."

CLOSED SESSION

7. A. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:

Number of Cases: Two

- B. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Manager

ADJOURNMENT

THE NEXT REGULAR MEETING WILL BE HELD ON NOVEMBER 7, 2017 AT 6:00P.M. IN THE COUNCIL CHAMBERS OF THE CITY HALL, 11330 BULLIS ROAD, CITY OF LYNWOOD, CALIFORNIA.



AGENDA STAFF REPORT

DATE: October 17, 2017

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Alma K. Martinez, City Manager

PREPARED BY: Mark Flores, Director of Recreation & Community Services

SUBJECT: Request for Fee Waiver - Use of Lynwood City Park Parking Lot

Recommendation:

Staff recommends that the City Council review a request by the nurse's association at St. Francis Medical Center (UNAC/UHCP) for a fee waiver, consider staff's recommendations on the matter and approve one of the following options:

1. Direct staff to process and complete the facility use application as a full-rate rental.
2. Direct staff to process and complete the facility use application at a reduced rate as set by the City Council.
3. Direct staff to process and complete the facility use application with full fee waiver and adopt the attached resolution entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNWOOD APPROVING THE USE OF THE CITY PARK PARKING LOT AND WAIVING APPLICABLE RENTAL FEES IN THE AMOUNT OF \$400."

Background:

On October 16, 2017, staff received and began to process an application from the nurse's association at St. Francis Medical Center (UNAC/UHCP) for rental use of the City Park parking lot located between the Natatorium and the St. Francis Medical Center for an event proposed on November 1, 2017. The applicant is now requesting a waiver of fees for the event.

Discussion and Analysis:

Staff received a formal application from UNAC/UHCP Political Affairs Representative, Olivia Guevara requesting a waiver of fees to use the northern half of the City Park parking lot located between the City's Natatorium and the St. Francis Medical Center (SFMC). The intended use is to conduct a prayer vigil for nurses and patients at St. Francis Medical Center from 4:30 p.m. to 7:30 p.m. The use would require support from the Public Works Department to generally clean the requested location and provide the necessary barricades and temporary signage to block off and designate the area for this proposed activity. As proposed, the applicable rate for this use is the adopted "Large Group" City Park event rental fee of \$400. An additional consideration would have to be made for loss of use of the site by the public and SFMC visitors for a large portion of the event day, as "No

Parking” signs would have to be placed well in advance so that the event does not run the risk of having to remove cars from the designated event area.

City Policy

In order to best serve the needs and interests of residents and the City, through resolution and policy, the City of Lynwood adopted the following policies that guide and prioritize facility user groups and fee levels:

- A. *Facilities Use Policy* (Resolution #2004.188)
 - Establishes Policy for the use of city-owned facilities, sets rental fee classifications and limits exemptions (*Attached*)
- B. *No Fee Waiver Policy* (City Council Policy approved 6/15/04 – Agenda Item #18)
 - No fee waivers (use without charge) to be considered or granted.
 - Exemptions made for City use and “Lynwood Resident Nonprofit” groups that have 60%+ Lynwood resident membership; a principal meeting place within Lynwood City limits; a primary purpose to benefit the Lynwood community and have a 501c3 in good standing with the IRS.

Under the “user group” categories established by the adoption of the *Facilities Use Policy* (Resolution #2004.188), the UNAC/UHCP organization falls under the Group “E” category. Under the policy, only Groups “A” and “B” are eligible for fee waivers. The City Council and staff are aware that the UNAC/UHCP is a part of the SFMC, a group that the City considers a community partner.

Staff requests that the City Council consider the staff report, the SFMC’s community efforts and partnership, the general purpose and benefit of the proposed event, the need to address City costs for hosting this event and then provide direction to staff by approving one of the presented options. No matter the ultimate decision by the City Council, adequate event insurance must be provided whether or not the event proposer chooses to use their own or the City’s provider (approximately \$149).

Fiscal Impact:

The total estimated revenue/loss to the City for this request is dependent upon the final fee option that is approved. The various rental fee options have the following fiscal impacts:

Fee Options

- 1. *Full Rental Charge:* \$400
- 1. *Reduced Non-profit Rate Rental Revenue:* As determined by Council
- 1. *Full Fee Waiver*
 - Revenue Loss (\$400)

User must provide event insurance through own provider or City option.

Coordinated With:

City Manager
Finance Department
City Attorney’s Office

ATTACHMENTS:

Description

- ▢ Reso- SFMC Nurses Association Request for City Park

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNWOOD APPROVING THE USE OF THE CITY PARK PARKING LOT AND WAIVING APPLICABLE RENTAL FEES IN THE AMOUNT OF \$400

WHEREAS, a request was made by the UNAC/UHCP from the St. Francis Medical Center to host an event at the City Park parking located between the City’s Natatorium and the SFMC via a fee waiver; and

WHEREAS, the purpose of the event is to conduct a prayer vigil for nurses and patients of the St. Francis Medical Center; and

WHEREAS, the event will take on Wednesday, November 1, 2017 from 4:30 p.m. to 7:30 p.m.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNWOOD DOES HEREBY FIND, PROCLAIM, ORDER AND RESOLVE AS FOLLOWS:

Section 1. The City Council approves the use of City facilities as requested and the waiver of applicable facility rental fees in the amount of \$400.

Section 2. The City Council further finds that this request provides an important public purpose of benefit to Lynwood residents.

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED THIS 17th day of October 2017.

Maria Teresa Santillan-Beas, Mayor

ATTEST:

Maria Quinonez, City Clerk

Alma K. Martinez, City Manager

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Noel Tapia, City Attorney

Mark Flores, Director

Recreation & Community Services

STATE OF CALIFORNIA)
) §
COUNTY OF LOS ANGELES)

I, the undersigned, City Clerk of the City of Lynwood, do hereby certify that the above and foregoing resolution was duly adopted by the City Council of said City at its regular meeting thereof held in the City Hall of the City on the _____ day of _____, 2017 and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Lynwood

STATE OF CALIFORNIA)
) §
COUNTY OF LOS ANGELES)

I, the undersigned City Clerk of the City of Lynwood, and Clerk of the City Council of said City, do hereby certify that the above and foregoing is a full, true and correct copy of Resolution No. _____ on file in my office and that said resolution was adopted on the date and by the vote therein stated.

Dated this _____ day of _____, 2017.

City Clerk, City of Lynwood