

**PARKS, RECREATION  
AND CULTURAL ARTS  
COMMISSION AGENDA**



**THURSDAY, JULY 29, 2021  
701 East Carson Street  
Carson, CA 90745**

**6:30 PM**

Commissioners:	Jesus-Alex Cainglet Kisa Fulbright Oscar Ramos	Kimberly Cortado Walter Gonzalez Vacant	Cesar Dahilig DeAnthony Langston Vacant
Alternates:	Shannon Lawrence Alternate 1	Jo Jacqueline Johnson Alternate 2	Clarence Dunning Alternate 3
Staff:	Robert Lennox Director Luchie Magante Principal Administrative Analyst Evelyn Castaneda Administrative Secretary	Tim Grierson Recreation Superintendent Adrian Reynosa Community Center Manager	Mike Whittiker Human Services Manager Jason Jo Transportation Services Supervisor

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***“In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Recreation Department office at 310-847-3570 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)***

**PUBLIC INFORMATION**

***DUE TO CORONAVIRUS COVID-19, NO MEMBERS OF THE PUBLIC WILL BE ALLOWED INTO THE EXECUTIVE CONFERENCE ROOM DURING PARKS, RECREATION AND CULTURAL ARTS COMMISSION MEETINGS. THE MEETING WILL BE CONDUCTED VIA REMOTE TELECONFERENCING USING THE ELECTRONIC “ZOOM” APPLICATION.***

*Any members of the public wishing to provide public comment for the items on the agenda may do so as follows:*

- 1. Live via Zoom Application – Members of the public wishing to provide public comment in real-time will be invited to join the Zoom meeting remotely to provide their public comment live with their audio/video presented to the Parks, Recreation and Cultural Arts Commission. Members of the public wishing to do so must email [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov), providing their real name and the phone number they will use to call in from, no later than 3:00 p.m. on the date of our meeting. For further details/requirements and meeting invite information, please email [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov) no later than 3:00 p.m. on the date of the hearing.*
- 2. Email – You can email comments to [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov) no later than 3:00 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be read into record.*
- 3. Telephone – You can record your comments at (310) 847-3581 no later than 3:00 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be read into the record.*

***NOTE: Members of the public wishing to observe the meeting live without providing public comment will be able to do so by watching it on the City’s PEG television channel (Channel 35 on Charter or Channel 99 on AT&T for Carson Residents) or via live streaming on the City’s website, <http://ci.carson.ca.us>.***

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PRESENTATIONS**

1. Introduction and Update from Director of Strategic Impact Diana Mendel, Boys and Girls Club

**PUBLIC ORAL COMMUNICATIONS ON AGENDA ITEMS**

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**CONSENT CALENDAR**

- 1. Parks, Recreation and Cultural Arts Commission Meeting Minutes, June 24, 2021 (pgs. 3-5)
- 2. Community Services Department Monthly Report (JUNE 2021) (pgs. 6-17)
- 3. Programs-At-A-Glance August 2021 (pgs. 18-20)
- 4. Community Center Audio Visual Upgrades (pgs. 21-91)
- 5. Choura Contract Amendment (pgs. 92-106)
- 6. Winter Holiday Decoration Contract Extension (pgs. 107-139)
- 7. CSUDH Praxis Contract Agreement (pgs. 140-148)

**CONTINUED BUSINESS**

- 1. Special Events Permits Process - Draft Ordinance and Final Application Form (pgs. 149-150)

**DISCUSSION**

- 1. Commission Elections – Chair, Vice Chair, Secretary
- 2. Park Assignments
- 3. Long Beach Transit Contract (pgs. 151-156)
- 4. Flag Football 5 vs. 5 (pgs. 157-181)
- 5. AARP Network of Age Friendly States and Communities (NAFSC)

**PUBLIC ORAL COMMUNICATIONS FOR MATTERS NOT LISTED ON THE AGENDA**

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**COMMISSIONERS' ORAL COMMUNICATIONS**

**STAFF ORAL COMMUNICATIONS**

**ADJOURNMENT**

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**CONSENT CALENDAR  
ITEM NO. 1**

**THURSDAY, JUNE 24, 2021  
701 East Carson Street  
Carson, CA 90745  
6:30 PM**

**PARKS, RECREATION  
AND CULTURAL ARTS  
COMMISSION**

**MINUTES**

Commissioners:	William Cowens DeAnthony Langston	Cesar Dahilig Oscar Ramos	Walter Gonzalez
Alternates:	Kimberly Cortado Alternate 1	Vacant	Vacant
Staff:	Robert Lennox Director Luchie Magante Principal Administrative Analyst Evelyn Castaneda Administrative Secretary	Tim Grierson Recreation Superintendent Adrian Reynosa Community Center Manager	Mike Whittiker Human Services Manager Jason Jo Transportation Services Supervisor

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**CALL TO ORDER**

Director Lennox called the meeting to order at 6:35PM

**ROLL CALL**

Commissioners Present: A. Cainglet, K. Cortado, C. Dahilig, W. Gonzalez, D. Langston,  
Commissioners Absent: W. Cowens, O. Ramos (excused)  
Alternates:  
Staff: R. Lennox, M. Whittiker, B. Grove, A. Reynosa, J. Jo, E. Castaneda

## **PLEDGE OF ALLEGIANCE**

## **PRESENTATIONS**

### **PUBLIC ORAL COMMUNICATIONS ON AGENDA ITEMS**

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### **CONSENT CALENDAR**

- 1. Parks, Recreation and Cultural Arts Commission Meeting Minutes, June 24, 2021**
- 2. Community Services Department Monthly Report (JUNE 2021)**

Commissioner K. Cortado (1<sup>st</sup>) Motion to Receive and File both items under Consent Calendar, Commissioner W. Gonzalez 2<sup>nd</sup>; Motion passes unanimously

### **CONTINUED BUSINESS**

### **DISCUSSION**

- 1. Recommendation to Approve the Parks Master Plan Contract with Vendor**

Director R. Lennox gave an oral presentation of the item.

Commissioner W. Gonzalez recommends reference checks from the City of Downey and Huntington Beach.

Commissioner A. Cainglet (1<sup>st</sup>) Motion to RECOMMEND City Council APPROVE contract services agreement with RJM Design Group to complete a Parks, Recreation and Community Services Master Plan study and report for the City of Carson, in an amount not to exceed \$230,940.00 AND RECOMMEND City Council AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney, Commissioner W. Gonzalez 2<sup>nd</sup>; Motion passes unanimously

- 2. RFP for Playground Safety Inspection**

Recreation Program Manager B. Grove gave an oral presentation of the item.

Commissioner W. Gonzalez (1<sup>st</sup>) Motion to Receive and File, Commissioner K. Cortado 2<sup>nd</sup>; Motion passes unanimously

- 3. Special Events Permits Process**

Community Center Manager A. Reynosa gave an oral presentation of the item.

Commissioner W. Gonzalez (1<sup>st</sup>) Motion to Receive and File, Commissioner K. Cortado 2<sup>nd</sup>; Motion passes unanimously

- 4. Online Registration and Reservations and ActiveNet Update**

Recreation Program Manager B. Grove gave an oral presentation of the item.

Commissioner A. Cainglet (1<sup>st</sup>) Motion to Receive and File, Commissioner K. Cortado 2<sup>nd</sup>; Motion passes unanimously

- 5. Long Beach Transit Contract (Table)**

Commissioner W. Gonzalez (1<sup>st</sup>) Motion to Table item, Commissioner K. Cortado 2<sup>nd</sup>, Motion passes unanimously

### **PUBLIC ORAL COMMUNICATIONS FOR MATTERS NOT LISTED ON THE AGENDA**

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### **COMMISSIONERS' ORAL COMMUNICATIONS**

Commissioner A. Cainglet asked for an update report on the CIP projects on each agenda. Also requests a tour for all the commissioners to the parks when allowable. Would like to know why business cards are no longer provided for commissioners. Requests a list of all the programs at each park.

Director Lennox explained that CIP update reports as well as park programs are provided in the monthly report found under Consent Calendar. He will look into business cards for commissioners.

Commissioner W. Gonzalez would like to revisit the Community Garden; this was an idea of the past.

Commissioner K. Cortado stated that a few of the coaches informed her that the City will start implementing sexual harassment training, drug testing, and mandated reporting. Asked if the City would provide CPR classes for commissioners.

Director Lennox explained that the Human Resources Department has revised the onboarding and screening process for volunteers. He will check with the Human Resources Department regarding CPR class training for commissioners.

Commissioner A. Cainglet asked if the Park Enforcement Team is still active

Program Manager B. Grove confirmed the Park Enforcement Team is still active and the Park Supervisors meet with them every Wednesday.

Commissioner K. Cortado asked if Park Assignments can be discussed at the next meeting. Also wanted to know if the City is still operating Enrichment classes.

Program Manager B. Grove confirmed the Enrichment classes are still operating and added that videos can be viewed on the City's website under Parks and Recreation / Enrichment.

## **STAFF ORAL COMMUNICATIONS**

### **ADJOURNMENT**

Commissioner W. Gonzales (1<sup>st</sup>) Motion to Adjourn, Commissioner K. Cortado 2<sup>nd</sup>; Motion passes unanimously and meeting is adjourned at 8:15 p.m.

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Robert Lennox, Director  
 Luchie Magante, Principal Administrative Analyst  
 Evelyn Castaneda, Administrative Secretary

Tim Grierson, Recreation Superintendent  
 Mike Whittiker, Human Services Manager  
 Adrian Reynosa, Community Center Manager  
 Jason Jo, Transportation Services Supervisor

The Community Services Department is comprised of five divisions: Administration, Community Center, Transportation, Recreation and Human Services. The Department delivers services and programs to support citizens' diverse interests in parks, recreation, and culture. This includes operating and maintaining twelve (12) parks and four (4) mini-parks, two (2) aquatic centers and two (2) pools, a sports complex, and a boxing and weightlifting center. The Community Center offers 40,000 square feet of versatile meeting and event space including 12,000 square foot ballroom and meeting rooms that accommodate between 5 and 1,200 guests, and state-of-the-art visual services. And the Transportation Services Division provides citywide transportation programs related to improving the fixed-route public transit system, specialized elderly and disabled transit, transit support of city park programs, and regional air quality issues.

**RECREATION DIVISION**

**PARK FACILITY RESERVATIONS**

The Reservations Section has been updating Rules and Regulations to include COVID-19 information and began taking reservations for outdoor picnic shelters at all parks beginning in June. The current guidelines from Los Angeles County Public Health regarding gatherings outdoors allow for up to 200 people. As the health guidelines lift, we will look to commence reserving indoor facilities for private gatherings. For the month of June, there were a total of 28 permits scheduled. Currently, the permits department handled 61 reservations for June. We had over 200 calls and inquiry for park fees and availability.

**ADULT SPORTS**

**ADULT SPORTS TEAMS**

WEEK	BASEBALL	BASKETBALL	COED SOFTBALL	MEN'S SOFTBALL
5/31 - 6/4	23	0	14	7
6/7 - 6/11	23	0	14	7
6/14 - 6/18	23	0	14	7
6/21 - 6/25	23	0	14	7
6/28-7/2	23	0	14	7
<b>Month Total</b>	<b>115</b>	<b>0</b>	<b>70</b>	<b>35</b>
<b>FYTD Total</b>	<b>276</b>	<b>0</b>	<b>168</b>	<b>84</b>

Adult Soccer leagues began on Monday, April 12, 2021. Adult Basketball is expected to start with drop-ins starting the month of July.

**YOUTH SPORTS**

First day of T-ball/Baseball/Softball leagues was May 8, 2021. Championship games will be held on Saturday, July 24<sup>th</sup> at Dolphin Park. Registration for fall sports including girls softball, flag football, and soccer start on July 1, 2021. Prices remain \$25 for residents and \$58 for non-residents.

**ENRICHMENT CLASSES**

The Enrichment Virtual Spring session ended on June 4<sup>th</sup>. The piano recital was held on June 13th. The Teen Enrichment Summer Camp program started on June 14<sup>th</sup>. The teens are working on a film production that includes costume design, set building, script writing, choreography, and acting.

**ENRICHMENT PARK CLASSES**

Week	Guitar	Piano	Drama	Spanish	Zumba
5/31 - 6/4	5	14	5	6	14
<b>Month Total</b>	<b>5</b>	<b>14</b>	<b>5</b>	<b>6</b>	<b>14</b>
<b>FYTD Total</b>	<b>101</b>	<b>242</b>	<b>38</b>	<b>48</b>	<b>138</b>

**TEEN ENRICHMENT CAMP**

Week	Participants
6/14 - 6/18	15
6/21 - 6/25	31
6/28 - 7/2	31
<b>Month Total</b>	<b>77</b>
<b>FYTD Total</b>	<b>77</b>

**PREVENTION AND AFTERCARE SERVICES**

Week	New Clients	Open Cases	Closed Cases	Referrals Received	Extra Linkages
6/1 - 6/3	0	13	0	7	6
6/7 - 6/10	0	13	0	2	8
6/14 - 6/17	0	13	0	1	6
6/21 - 6/24	2	15	1	1	7
6/28 - 6/30	0	15	0	0	3
<b>Month Total</b>	<b>2</b>	<b>15</b>	<b>1</b>	<b>11</b>	<b>30</b>
<b>FYTD Total</b>	<b>27</b>	<b>N/A</b>	<b>22</b>	<b>105</b>	<b>134</b>

Prevention and Aftercare services consist of case navigation, resources, and referrals to families with children under the age of 18 in the home. These families are referred by the Department of Children and Family Services (DCFS), other organizations, or can be self-referred. Case navigation consists of one on one communication between the case navigator and the family on a weekly basis to discuss struggles, accomplishments and goals. Extra linkages can be provided to families who do not need case navigation. These linkages may include but are not limited to food giveaways, counseling services, tutoring or housing services. Case navigation takes place via phone/virtually due to COVID restrictions, but is normally in person. Social connection groups that include, Zumba, Yoga, Community Garden and Crafty Club are on hold until further notice due to COVID.

**KIDS CLUB AND DAY CAMP**

**KIDS CLUB**

Week	Calas	Carson	Del Amo	Dolphin	Veterans	TOTAL
5/31 - 6/4	17	8	4	10	26	<b>65</b>
6/7 - 6/11	18	8	4	10	26	<b>66</b>
<b>Month Total</b>	<b>68</b>	<b>27</b>	<b>16</b>	<b>44</b>	<b>94</b>	<b>178</b>
<b>FYTD Total</b>	<b>568</b>	<b>223</b>	<b>174</b>	<b>471</b>	<b>835</b>	<b>2271</b>

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**SUMMER DAY CAMP**

Week	Anderson	Calas	Carson	Del Amo	Dolphin	Dominguez	Foisia	Hemingway	Mills	Veterans	TOTAL
6/14-6/18	35	35	45	35	45	35	45	40	0	45	360
6/21-6/24	40	30	40	30	40	25	40	40	0	40	325
Month Total	75	65	85	65	85	60	85	80	0	85	685

***Kids Club***

With the end of the school year, the last day of Kids Club program was June 11, 2021. The five Kids Club Sites (Calas, Carson, Del Amo, Dolphin, and Veterans) had a last day of school celebration for participants.

***Day Camp***

The Summer Day Camp program is offered at ten park sites including Anderson, Calas, Carson, Del Amo, Dolphin, Dominguez, Hemingway, Mills, Foisia, and Veterans. The program kicked-off on June 14, 2021 and the hours of operation are Monday thru Friday 7:00am – 6:00pm.

***Staffing Update***

Recruitment for Day Camp staff began with interviews in March. As of the end of June, there are a total of 15 new hires that have been cleared to work.

**AQUATICS**

The 2021 Summer Aquatics Programming started on Saturday, June 12, 2021 for Dominguez Aquatic Center and Hemingway Aquatic Center. Carson Pool programming followed on June 28, 2021 and Foisia Pool is anticipated to start on July 6, 2021. All pools have modified / limited programming.

Dominguez Aquatic Center is currently offering Family Swim, Aqua Aerobics, Lap Swim, and Swim Lessons. All programs are 1 hour in length. Dominguez Aquatic Center is operational from 8:00am – 7:00pm, Monday thru Thursday and 8:00am – 6:00pm on Saturdays. All programming need a reservation ahead of time by calling the facility; except for Swim Lessons, which require prior registration.

Hemingway Aquatic Center is currently offering Family Swim, Aqua Aerobics, Lap Swim, Fitness Swim, Swim Conditioning, and Swim Lessons. All programs are 1 hour in length. Hemingway Aquatic Center is operational from 5:30am – 7:00pm, Monday thru Thursday and 5:30am – 6:00pm on Saturdays. All programming needs a reservation ahead of time by calling the facility; except for Swim Lessons and Swim Conditioning, which require prior registration.

Carson Pool opened on June 28, 2021 and is offering Recreation Swim and Lap Swim. All programs are 1 hour in length. Carson Pool is operational from 1:00pm – 6:00pm on Mondays and Wednesdays. All programming needs a reservation ahead of time by calling the facility.

Foisia Pool is scheduled to open on July 6, 2021 for Recreation Swim and Lap Swim. All programs are 1 hour in length. Foisia Pool will be operational from 1:00pm – 6:00pm on Tuesdays and Thursdays. All programming needs a reservation ahead of time by calling the facility.

Recreation Swim was recently incorporated in our programs for Carson Pool and Foisia Pool. We are using this to gauge interest from Family Swim back to Recreation Swim. This also gives additional options for patrons to come and enjoy the whole pool.

We started offering Swim Lessons this summer. Initially, for lower level classes, we required parents to enter the water with their child due to social distancing. Starting July 5, 2021, parents will no longer need to enter the pool to assist with swim lessons. Swim Instructors will be able to teach inside the pool with a provided face shield.



Below are the up-to-date statistics for the pools:

FACILITY	LAP SWIM (Sr)	LAP SWIM (A)	FAMILY SWIM (A)	FAMILY SWIM (C)	REC SWIM (A)	REC SWIM (C)	AQUA AEROBICS (Sr)	AQUA AEROBICS (A)	FITNESS SWIM (Sr)	FITNESS SWIM (A)	SWIM CONDITIONING (C)
Carson Pool	0	0	n/a	n/a	17	11	n/a	n/a	n/a	n/a	n/a
Foisia Pool	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Dominguez Aquatic Center	4	14	252	416	n/a	n/a	44	0	-	-	-
Hemingway Aquatic Center	7	9	65	101	n/a	n/a	131	24	36	8	16
Month Total	11	23	317	517	17	11	175	24	36	8	16

(SR) Senior, (A) Adult, (C) Child

FACILITY	SWIM LESSON 6mo – 3yrs	SWIM LESSON 3yrs-17yrs	SWIM LESSON 18 yrs & older
Dominguez Aquatic Center	9	86	4
Hemingway Aquatic Center	16	65	18
Month Total	25	151	22

Session 4 begins on July 5, 2021 and we continue to look forward to hiring more staff.

**CAPITAL IMPROVEMENT PROJECTS**

There are currently no new Capital Improvement Projects updates. Public Works has a CIP list that went to Council that was discussed and approved.

**VETERANS SPORTSCOMPLEX**

The Veterans SportsComplex is now fully open for members and guests. Advanced reservations to work out are not required and hourly cleaning closures are no longer necessary. The fitness area, basketball courts, racquetball courts and spin room are open for use without capacity limits. Furthermore, both the Men’s and Women’s locker rooms and showers are now available to use. We are also taking facility reservations for tournaments, parties and other various events. Masks are still required for patrons while they’re working out unless they are engaged in any cardio activities.

As of this month, we have a total of 190 monthly memberships and a majority has been Youth/Senior and Silver Sneaker memberships.

**VETERANS SPORTSCOMPLEX**

Week	Total No. Members	No. Daily Guests	No. Daily Guest Pass
6/1/21 – 6/6/21	217	14	0
6/7/21 – 6/13/21	291	16	6
6/14/21 – 6/20/21	378	25	8
6/21/21 – 6/27/21	380	22	8

**SPECIAL EVENTS**

For the month of June, there were two special events: Philippine Independence Day on June 12, 2021 and Juneteenth on June 19, 2021. Both events were virtual and broadcasted on cable television, Facebook, and YouTube.

Philippine Independence Day: <https://youtu.be/5Zlq898DKWw>

Juneteenth: [https://youtu.be/tD8g\\_eFIRIQ](https://youtu.be/tD8g_eFIRIQ)

### *Upcoming Virtual Events*

None.

## **HUMAN SERVICES**

### **STROKE CENTER**

The Stroke Center remains closed, but virtual Occupational Therapy appointments continue. Dr. Paul Penoliar and his student interns are treating 9 stroke survivors on a weekly basis. Treatment began in January 2021, and each session lasts between 45-60 minutes. Recruitment for the Social Services Coordinator continues through Human Resources.

### **SENIOR RECREATION**

Senior Recreation continues to offer ZOOM fitness and dance classes that are run by 2 designated staff members, Monday through Thursday from 9:30 a.m. – 10:30 a.m. Class attendance fluctuates with approximately 2 to 18 students per class. Staff continues to offer In-person classes at Carson Park and Stevenson Park inside the gymnasium. The classes include: Zumba, Yoga, Hula Hoop fitness and Functional Fitness with approximately 12 to 58 participants per class. All classes are held Monday through Thursday from 9:30 a.m. to 10:30 a.m. Foisia Park continues to provide open fitness center for participants interested in using the gym equipment, Monday through Friday from 8:00 a.m. – 10:30 a.m. Each site location has 2 designated staff members who rotate duties of checking in participants, and cleaning and sanitizing the facility.

#### **SENIOR VIRTUAL CLASSES**

<b>WEEK</b>	<b>ZUMBA</b>	<b>FUNCTIONAL FITNESS</b>	<b>SALSA</b>	<b>YOGA</b>
<b>6/1-6/3</b>	n/a	13	5	13
<b>6/7-6/10</b>	3	13	No Class	14
<b>6/14-6/17</b>	2	12	9	17
<b>6/21-6/24</b>	4	12	10	18
<b>6/28-7/1</b>	No Class	11	No Class	18
<b>Month Total</b>	<b>21</b>	<b>38</b>	<b>37</b>	<b>57</b>
<b>FYTD Total</b>	<b>166</b>	<b>411</b>	<b>127</b>	<b>377</b>

#### **SENIOR IN-PERSON CLASSES AT CARSON PARK**

<b>WEEK</b>	<b>HULA HOOP FITNESS</b>	<b>ZUMBA TUESDAY</b>	<b>YOGA</b>	<b>ZUMBA THURSDAY</b>
<b>6/1-6/3</b>	12	45	13	49
<b>6/7-6/10</b>	No Class	48	16	47
<b>6/14-6/17</b>	14	36	15	50
<b>6/21-6/24</b>	13	54	16	56
<b>6/28-7/1</b>	13	56	25	58
<b>Month Total</b>	<b>52</b>	<b>239</b>	<b>85</b>	<b>260</b>
<b>FYTD Total</b>	<b>122</b>	<b>463</b>	<b>185</b>	<b>550</b>

SENIOR SOCIAL SERVICES

Senior Social Services continues to assist virtually and by reaching out through telephonic communication. Through contactless visits, the Geriatric Aides continue to provide lunches to seniors throughout the week, as well as run errands including trips to the grocery store and pharmacy. Keeping abreast of resources being developed through the county, state, and federal programs has been essential in providing our seniors with the latest programs they may be eligible for. Staff continues to do everything possible to ensure older adults can stay at home safely while having their essential needs met. Welfare checks continue in collaboration with the county's adult protective services and the Carson Sheriff. Many organizations and community partners are offering more virtual programming that our residents can benefit from. Staff works closely with PIO to update information regarding programs and services that will be listed in the Recreation Guide. Seniors of the community were very pleased to see the Silver Cheer program featured in the Recreation Guide. Vaccine administration continues, including assisting seniors with registration and transportation to clinics.

EARLY CHILDHOOD

On Friday, June 11, 2021, Early Childhood staff celebrated the class of 2021 by having a drive-by style Graduation. ECE staff decorated the front of the Community Center with balloons, banners and a huge balloon arch for the cars to drive under. Friends and families came out to celebrate and cheer these little Graduates on. Parents decorated their cars with streamers and colorful posters and pictures of their Graduates. Children's heads popped up through sunroofs as teachers greeted the line of cars with cheers, waves, and gifts. Each child was given a backpack filled with items they will need for kindergarten as well as some fun summer toys.

**IN PERSON EARLY CHILDHOOD EDUCATION**

WEEK	AM	PM	FT
6/1-6/4	20	8	36
6/7-6/11	20	8	36
6/14-6/18	20	8	36
6/21-6/25	20	8	36
<b>Month Totals</b>	<b>76</b>	<b>32</b>	<b>124</b>
<b>FYTD Total</b>	<b>76</b>	<b>32</b>	<b>124</b>

THERAPEUTIC RECREATION

In June we continued to offer virtual programming for our summer session. Our programs include Arts & Crafts, Social Club, Exercise, and Occupational Therapy Skill Builders for teens. In the OT class, participants are focusing on recognizing their boundaries and emotional zones to help them focus and become effective learners. Other programs included activities such as paint-a-dot watercolor art, low impact cardio, and a virtual field trip to a rocket factory (United Launch Alliance).

**THERAPEUTIC RECREATION**

WEEK	SKILL BUILDERS (O.T.)	SOCIAL CLUB	EXERCISE	ART & CRAFTS
6/1-6/4	No class	No class	No class	No class
6/7-6/11	No class	No class	No class	No class
6/14-6/18	6	6	10	7
6/21-6/25	7	8	10	8
<b>Month Totals</b>	<b>13</b>	<b>14</b>	<b>20</b>	<b>15</b>
<b>FYTD Total</b>	<b>71</b>	<b>77</b>	<b>166</b>	<b>144</b>

**SPECIAL INTEREST CLASSES**

Start Smart T-Ball classes for kids age 2-5 began on April 12<sup>th</sup>. Class size was limited to 5 children and 5 adults, and two additional classes were added to meet the demand. Currently classes are offered Monday-Thursday at Calas Park. A total of 20 children and 20 adults are enrolled. This group culminated at the beginning of June 2021.

**COVID TASK FORCE**

The COVID Task Force was originally created to assist the community with emergency programs and resources needed for the COVID-19 pandemic. Over the past year the needs of the community have evolved from assisting and feeding many residents, providing COVID testing, supporting homebound seniors, collaborating with outside organizations, to providing vaccinations. To date, 2,813 vaccines have been provided by Carson Pharmacy.

Staff’s biggest challenge was creating innovative ways to deliver these services to an elderly population with little technical knowledge. To solve this issue, staff created call centers to answer questions from the community, provided welfare checks to homebound seniors, and distributed flyers of all current programs, including our daily Grab-N-Go lunch program. Currently, the infection rate has decreased thereby reducing the amount of testing days, and increasing the amount of vaccination pop ups.

WEEK	CALL CTR	GRAB & GO MEALS	TEST SITE CALL CTR	TEST SITE TEST GIVEN	TEST SITE HOME VISITS	CETG 2.0
5/31-6/3	0	1,800	17	45	7	30
6/7-6/10	0	3,000	19	377	0	51
6/14-6/17	0	3,000	8	13	0	53
6/21-6/24	0	3,000	13	425	0	29
6/28-7/1	0	4,200	( )	( )	( )	( )
<b>Month Total</b>	<b>0</b>	<b>15,000</b>	<b>57</b>	<b>860</b>	<b>7</b>	<b>163</b>
<b>FYTD Total</b>	<b>17,217</b>	<b>196,573</b>	<b>9,134</b>	<b>37,740</b>	<b>109</b>	<b>1,512</b>

Discontinued Programs - Carson Essentials to Go: 1,656; Food Distribution: 300; Meals on Wheels: 11,146

**COMMUNITY CENTER**

**RENTALS**

The Community Center is open for rentals. Data for the month of June is as follows:

Week	Human Resources	Private	Revenue
5/31 – 6/5	0	0	0
6/6 – 6/12	1	2	1,110.60
6/13 – 6/19	0	5	2,033.70
6/20 – 6/26	1	6	4,184.10
<b>Monthly Total</b>	<b>2</b>	<b>13</b>	<b>\$7,328.40</b>

**CATERING**

*Catering Request for Proposals*

Staff is beginning to draft the Request For Proposal for prospective caterers for calendar year 2022. The current contract with Choura Venue Services expires on December 31, 2021. Staff anticipates the selection of vendor(s) by early Fall.

**UPGRADES**

*Audio Visual and Lighting*

Staff received two proposals and has made a recommendation for the selection of a vendor. The upgrades are for the Main Halls and the Carson-Dominguez Room. An award of contract for City Council approval will be presented at the August 3, 2021 City Council Meeting.

**STAFFING**

The Division is currently in the process of filling a vacant full-time Event Services Coordinator I. This positions primary responsibilities are to assist with the booking of internal/external events at the Community Center, coordinate with operations staff on room setups/layouts, work with catering vendor on client catering requests and attend trade shows as needed to market the facility to the public.

**TRANSPORTATION**

The City of Carson’s Transportation Division provides city-wide transportation programs including: fixed-route public bus service, first mile/last mile ride-hail services, specialized elderly and disabled transportation (Dial-A-Ride/Access), and bus transportation in support of City parks and youth programs. Transportation also works directly with LA Metro, South Bay Cities Council of Government (SBCCOG), and South Coast Air Quality Management District (AQMD) on a variety of transportation policies, new initiatives, and funding opportunities.

**CARSON CIRCUIT**

**COVID-19 UPDATE** - The Disaster Council suspended the Carson Circuit effective March 28, 2020 out of safety concerns related to the COVID-19 pandemic, and the possibility of spreading the virus to passengers and bus operators. Over the next few months, staff partnered with transportation consultants to finalize the City’s very first Comprehensive Operations Analysis (COA) of the Carson Circuit service. The report assessed the inefficiencies of the current program, and provided recommendations for future improvements.

Contingent upon future COVID-19 case numbers, fixed-route bus services may return Fall 2021, in the form of an interagency agreement with Long Beach Transit. During this interim, residents and visitors can take advantage of on-demand ride hail services through agreements with Lyft and Dial-A-Ride (Yellow Cab). Riders receive a 50% discount from either service, so long as rides stay within City limits. Funding is provided through subsidies from the City’s Prop A and C local returns.

**CARSON CIRCUIT RIDERSHIP**

	Cash Fare (\$1)	Wheel-Chairs (Free)	Seniors (Free)	Transfer/EZ/TAP	Total Trips
<b>May 2021</b>	(Services currently suspended)				
<b>May (2019 comparison)</b>	Data unavailable (Services suspended March 2020)				
<b>FY 20-21 YTD</b>	(Services currently suspended)				

*Temporary Carson Student Transportation (5/24/2021 - 6/11/2021)*

On May 4, 2021, the City Council approved a motion to have staff provide temporary student transportation through the end of Spring 2021 semester. Upon assessing the needs of the operation and its related costs, services commenced May 24, 2021, and ran through June 11, 2021 (15 school days). Announcement of the new service was advertised through the City’s social media accounts and City parks via flyers. A total of 22 students utilized the service over the course of its availability. Route map attached (Exhibit 1).

**CARSON HIGH (Mon/Wed only)**

Morning pick-ups (8:15 – 8:45 am)	Afternoon drop-offs (2:30 – 3:00 pm)
Hemingway Park: 0	Carson High: 2
SouthBay Pavilion: 3	SouthBay Pavilion: 1
Drop-off @ Carson High: 3	Drop-off @ Hemingway Park: 1

**DOMINGUEZ PREP (Mon-Fri)**

Morning pick-ups (8:15 – 8:45 am)	Afternoon drop-offs (2:30 – 3:00 pm)
Mills Park: 7	Dominguez Prep: 10
SouthBay Pavilion: 2	SouthBay Pavilion: 4
Drop-off @ Dominguez Prep: 5	Drop-off @ Mills Park: 6

Students were provided with the option to be dropped off at one of two central school zones – Carson High or Dominguez Prep. Although most elementary and middle school students attend schools already within their local neighborhoods, not all high school students live within walking distance of Carson’s two high schools.

As such, staff chose two central pick-up zones to best meet this service gap – Hemingway Park and Mills Park. Both zones are situated in resident-heavy neighborhoods, accessible within a short walking distance, or alternatively serve as a much closer drop-off zone for parents. Students could also walk to, or be dropped off at any Carson bus stop along the path of either route.

Based on LA County Department of Public Health guidelines for K-12 students at the time of planning, buses carried passengers at no more than 50% of their respective seating capacity, windows were lowered for fresh air circulation, frequently touched surfaces were thoroughly sanitized at the beginning and end of each run.

**DIAL-A-RIDE**

COVID-19 UPDATE - Dial-A-Ride services are now available to Carson residents of all ages, with or without disabilities. Participants can order on-demand taxi service and receive a 50% discount off their ride. As of March 2021, Carson residents can take advantage of complimentary no-cost taxi rides TO and FROM any City-designated vaccination site that falls within three (3) miles from City boundaries. Taxi drivers will stay with the riders throughout the entire process, ensuring a safe and worry-free return.

Compared to its lowest dip in April 2020, ridership has improved dramatically by nearly 91% and continues to recover.

**DIAL-A-RIDE RIDERSHIP<sup>(1)</sup>**

	Total Rides	Total Passengers	Avg Trips per Day	Avg Cost per Trip
May 2021	1,463	2,001	47	\$12.15
May 2020 comparison	792	999	26	\$14.25
FY 20-21 YTD	13,499	18,861	40	\$14.96

**LYFT**

Carson residents are eligible to receive a 50% discount off the cost of their Lyft ride. Riders pay half, City pays half, up to a maximum City subsidy of \$10. Participants must 18 years of age or older to ride alone. Rides must start AND end within City boundaries.

**LYFT RIDERSHIP<sup>(1)</sup>**

	Total Rides	Avg total cost per trip	Avg trip cost to rider
May 2021	360	\$10.87	\$5.42
FY 20-21 YTD	3,938	\$8.10	\$3.84
From April 2020 – Present	4,298	\$8.50	\$3.98

\*Majority of rides took 5-10 minutes in duration, 0-2 miles in distance. Average trip costs are on a rise due to 1) increased ride times stemming from traffic returning to pre-pandemic levels, and 2) nationwide shortage of drivers/gig workers.

**FUTURE PLANS**

The City is currently targeting a Fall 2021 commencement of an interagency agreement with Long Beach Transit (LBT), marking the return of fixed-route bus services in Carson. With the aim of improving regional travel to and from the City, LBT buses will run exclusively down main surface streets in both directions, providing much faster and direct connections to major destinations and other bus lines. This shift towards modernized bus travel replaces the unproductive neighborhood-serving routes of the former Carson Circuit, and provides longer-distance regional services that connect several communities along the line. However, for a certain number of riders, the new routes may require a further walk to a bus stop than in the past.

To help bridge this potential gap, staff proposes reestablishing the Carson Circuit by means of: 1) modified bus routes and 2) running service exclusively during peak traveling times. These changes were also supported by the City’s recently completed Comprehensive Operations Analysis, or route study. The proposed routes are designed to complement LBT specifically in areas that may require a longer walk to a bus stop, and in areas that can help Carson students get to and from their respective schools. The concurrent offerings of LBT and Carson Circuit services will help achieve a newfound level of regional and local travel options, furthering equitable mobility.

Additionally, staff is working on a future capital improvement plan to purchase new bus shelters and benches. The shelters will be similar to the newer silver models along Carson Street and CSUDH. Staff is working towards replacing all of the remaining shelters by FY 24 in an effort to create a modern and uniform look throughout the City.

**ADMINISTRATION**

**PARKS & RECREATION & COMMUNITY SERVICES MASTER PLAN**

Since the City of Carson’s incorporation in 1968, it has not undertaken an extensive evaluation of its Community Services-related facilities, programs, and services to ensure that it is meeting the needs of the community. In an effort to fill this gap in understanding and insight, the Department has embarked on an assessment of its sites and operations with the assistance of qualified consultants in the Parks and Recreation industry.

This endeavor commenced with a review of Request for Proposals (RFPs) developed and released by other agencies to determine a methodology that would best provide the information required to guide future undertakings in the Department. Once the RFP was completed, it was released on May 17, 2021.

A pre-proposal meeting was held on June 1, 2021, with interested firms and staff to both provide a brief outline of what is desired in the proposal and the Master Plan process, as well as to respond to any questions. Four submissions were received by the RFP deadline, June 10, 2021.

A pre-selected group of reviewers from various City Departments examined each proposal on criteria that included knowledge of the subject, experience with developing prior Master Plans, and cost. Ultimately, RJM Design Group (RJM) was selected as the recommended firm. At its June 24, 2021, regular meeting, the Parks, Recreation, and Cultural Arts Commission accepted staff’s selection, and

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recommended that the City Council approve a contract services agreement with RJM Design Group to develop and prepare the Master Plan.

Established in 1987, RJM is a multi-disciplinary landscape architectural, planning, and design firm committed to serving the needs of cities, public agencies, communities, and organizations throughout California. Among the firm's staff are licensed landscape architects, architects, and planners, most of whom are LEED Accredited Professional. RJM has completed similar projects for an extensive list of former clients that include Chino Hills, Dana Point, Huntington Beach, Riverside, and Santa Clarita.

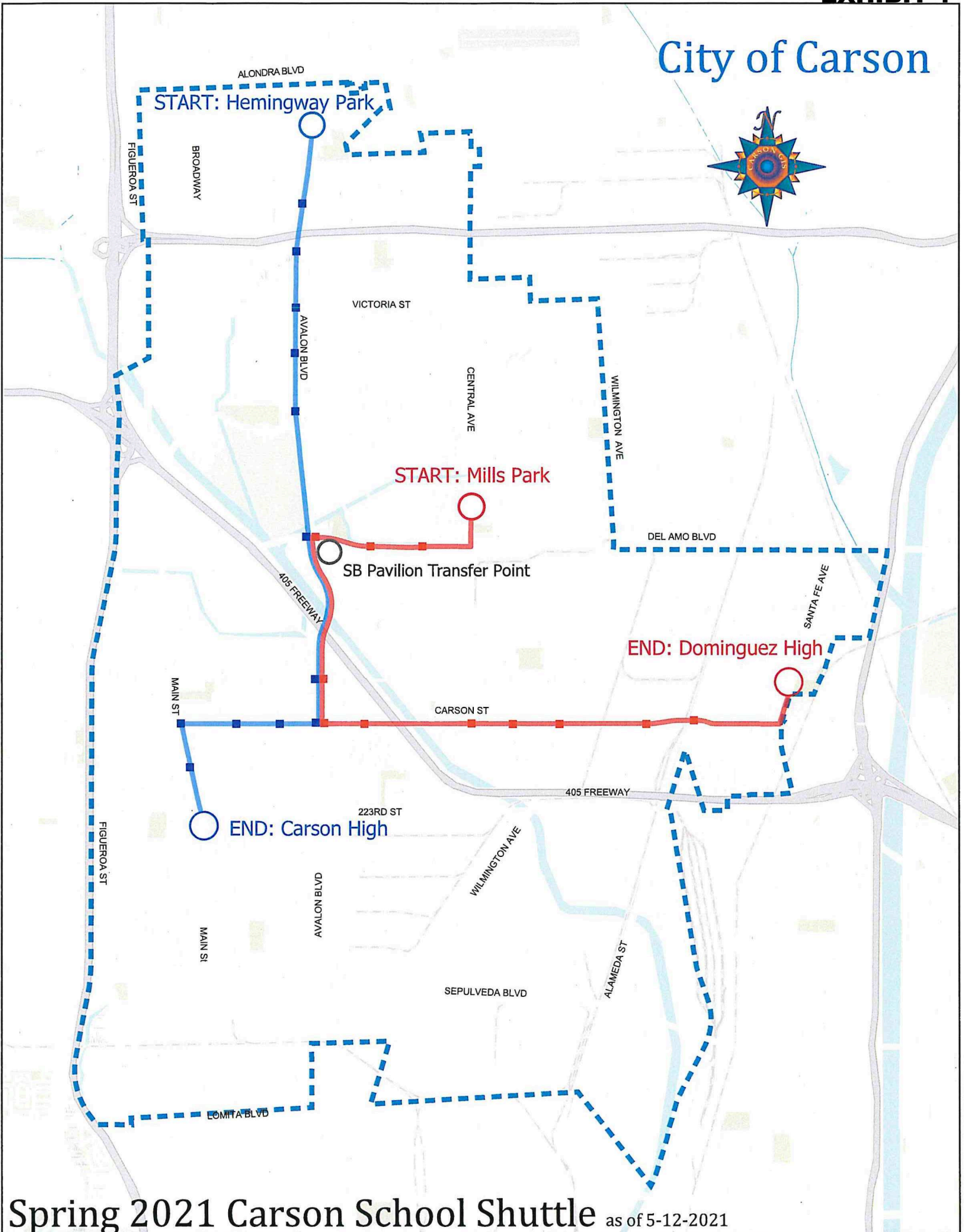
A City Council item was approved to request the execution of a contract services agreement with RJM on July 6, 2021. The Master Plan will start on August 2, 2021, with an estimated completion date of April 30, 2022. A kick-off meeting is scheduled with RJM at the end of July 2021.

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[1] Data received directly from contractor; statistics delayed due to internal review by contractor before release



# City of Carson





# PROGRAMS-AT-A-GLANCE AUGUST 2021



## SPECIAL EVENTS

Date	Event	Time	Location
Sept. 10	Cajun and Blues (Details TBA)	6:00 p.m.	Carson Event Center

## MEETINGS

Date	Meeting Group	Time	Location
26	Parks, Recreation and Cultural Arts Commission	6:30 p.m.	Zoom

## PARK EVENTS

Date	Event	Time	Location
July 31	Carson Park Baseball/Softball/T-Ball Banquet	Noon – 4:00 p.m.	Carson Park
All Month	Youth Flag Football and Soccer Registration (Registration takes place at park)	Park Hours	All Parks
2 & 5	Boxing Fitness (Every Monday & Thursday, Ages 18+)	4:00 p.m. – 5:00 p.m.	Foisia Park
2	Crafty Club (Every Monday)	6:30 p.m. – 8:30 p.m.	Veterans Park
2	Soccer Skills Clinic (Every Monday)	5:00 p.m. – 6:30 p.m.	Dolphin Park
3 & 4	Adult Fitness (Every Tuesday and Wednesday)	6:00 p.m. – 7:00 p.m.	Calas Park
3 & 6	Soccer Clinic (Every Tuesday and Friday)	Tu: 6:00 p.m. – 7:00 p.m. Fr: 6:30 p.m. – 8:00 p.m.	Dominguez Park
3	Archery (Every Tuesday)	4:00 p.m. – 5:00 p.m.	Dolphin Park
4	Boxing Fitness (Every Wednesday, Ages 8-12)	4:00 p.m. – 4:45 p.m.	Foisia Park
4	Boxing Fitness (Every Wednesday, Ages 13-17)	4:50 p.m. – 5:35 p.m.	Foisia Park
5	Slime Time	4:00 p.m. – 5:00 p.m.	Hemingway Park
5	Cardio Blast (Every Thursday)	7:00 p.m.	Foisia Park
6	Hip Hop Step (Every Friday)	6:00 p.m.	Foisia Park
7	Zumba (Every Saturday)	9:00 a.m.	Foisia Park
9	Game Challenge	2:00 p.m. – 3:00 p.m.	Hemingway Park
13	Soccer Clinic Start Date	6:00 p.m. – 7:00 p.m.	Veterans Park
14 – 9/3	Summer Run (Call VPSC, Foisia, Carson, or Stevenson Park for details)	Times Vary	Various Parks
16	Movies in the Park: “The Sandlot”	6:30 p.m. – 10:00 p.m.	Veterans Park
19	T-Ball Clinic Start Date	5:00 p.m. – 6:00 p.m.	Veterans Park
20	Teen Club Movie Excursion (Call park for details)	6:00 p.m. – 9:00 p.m.	Dolphin Park
23	Fall Coed Softball/Men’s Softball Registration Begins (Call 310-847-3576 to register)	Park Hours	Various Parks
23	SNAG Golf Start Date (Register at park)	6:15 p.m. – 7:00 p.m.	Veterans Park
24	Enrichment Fall Class Registration Begins (Register at Calas or Stevenson Park)	Park Hours	Calas Park or Stevenson Park
28	Pre-Tryout Soccer Clinic (Call park for details)	10:00 a.m. – Noon	Dolphin Park
30	Adult 4-on-4 Flag Football Registration Begins (Call 310-847-3576 to register)	Park Hours	Various Parks
30	Pre-registration for Fall Swim Lessons Begins (Call 310-816-9381 for details)	4:00 p.m. – 7:00 p.m.	HAC or DAC



**ITEM NO. 3  
CONSENT CALENDAR**

**PARK FACILITIES**

<p><b>Anderson Park</b> Supervisor: Isaac Gardner 19101 Wilmington Ave. Carson, CA 90746 (310) 603-9850</p>	<p><b>Calas Park</b> Supervisor: Larry Failla 1000 E. 220<sup>th</sup> St. Carson, CA 90745 (310) 518-3565</p>	<p><b>Carriage Crest Park (CCPK)</b> Supervisor: Carolyn Pele 23800 S. Figueroa St. Carson, CA 90745 <b>Closed</b></p>
<p><b>Carson Park</b> Supervisor: Cristina Herrera 21411 S. Orrick Ave. Carson, CA 90745 (310) 830-4925</p>	<p><b>Del Amo Park</b> Supervisor: Aundrea “Peach” Rockhold 703 E. Del Amo Blvd. Carson, CA 90746 (310) 329-7717</p>	<p><b>Dolphin Park</b> Supervisor: Pat Camacho 21205 Water St. Carson, CA 90745 (310) 549-4560</p>
<p><b>Dominguez Park</b> Supervisor: Jose Piña 21330 Santa Fe Ave. Carson, CA 90810 (310) 549-3962</p>	<p><b>Foisia Park &amp; Fabela Chavez Boxing Center</b> Supervisor: Janny Noa 23410 Catskill Ave. Carson, CA 90745 (310) 830-8310 (Park) (310) 830-6439 (Boxing Center)</p>	<p><b>Friendship Mini Park</b> Supervisor: Pat Camacho 21930 S. Water St. Carson, CA 90745 (310) 549-4560</p>
<p><b>Hemingway Park</b> Supervisor: Gwen Whitaker 700 E. Gardena Blvd. Carson, CA 90746 (310) 538-0018</p>	<p><b>Mills Park</b> Supervisor: Migdalia “Mickie” Sanchez 1340 E. Dimondale Dr. Carson, CA 90746 (310) 631-3130</p>	<p><b>Perry Street Mini Park</b> Supervisor: Larry Failla 215<sup>th</sup> &amp; Perry St. Carson, CA 90745</p>
<p><b>Reflection Mini Park</b> Supervisor: Cristina Herrera 21208 Shearer Ave. Carson, CA 90745</p>	<p><b>Stevenson Park</b> Supervisor: Kenny Harris 17400 Lysander Dr. Carson, CA 90746 (310) 631-2252</p>	<p><b>Veterans Park</b> Supervisor: Salvador Ortega 22400 Moneta Ave. Carson, CA 90745 (310) 830-9997</p>
<p><b>Veterans SportsComplex (VSPC)</b> Supervisor: Jose “M” Tingson 22400 Moneta Ave. Carson, CA 90745 (310) 830-9992</p>	<p><b>Walnut Mini Park</b> Supervisor: Gwen Whitaker 440 E. Walnut St. Carson, CA 90746</p>	<p><b>Enrichment Program</b> Supervisor: Kenny Harris (310) 631-2252 or (310) 847-3570</p>
<p><b>Aquatics</b> Supervisor: Dara Sandoval General Line: (310) 816-9381</p> <p><b>Foisia Pool</b> 23410 Catskill Ave. Carson, CA 90745 (310) 549-9051 foisiapl@carsonca.gov</p>	<p><b>Carson Pool</b> 21436 S. Main St. Carson, CA 90745 (310) 830-1053 carsonpl@carsonca.gov</p> <p><b>Hemingway Aquatic Center (HAC)</b> 16605 S. San Pedro Carson, CA 90746 (310) 324-2515 hac@carsonca.gov</p>	<p><b>Dominguez Aquatic Center (DAC)</b> 21330 Santa Fe Ave. Carson, CA 90810 (310) 830-2391 dac@carsonca.gov</p> 



**ITEM NO. 3  
CONSENT CALENDAR**

<b>Corporate Yard</b> 18601 S. Main St. Carson, CA 90248 (310) 847-3570	<b>City Hall</b> 701 E. Carson St. Carson, CA 90745 (310) 830-7600	<b>Carson Event Center</b> 801 E. Carson St. Carson, CA 90745 (310) 835-0212
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**For more information, please call your local park or the Recreation Division at (310) 847-3570.**

**RECREATION DIVISION**

*\*Please note dates/times/locations/fees are subject to change without prior notice\**



**ITEM NO. 4  
CONSENT CALENDAR**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, July 29, 2021

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**SUBJECT:**

**JUANITA MILLENDER-MCDONALD COMMUNITY CENTER LIGHTING AND  
AUDIO VISUAL EQUIPMENT CONTRACT SERVICES AGREEMENT**

**I. SUMMARY**

The Juanita Millender-McDonald Community Center has not had its lighting and audio visual equipment brought up to industry standard since the current equipment was installed in both the Carson-Dominguez Room and Main Halls. To respond to this deficiency and to provide a secondary site with the necessary technology for City Council and Commission meetings that exceed the capacity of the current City Council Chambers the Community Services Department released a Request for Proposals (RFP) for Lighting and Audio Visual equipment upgrades on April 29, 2021. A total of two firms submitted proposals. After reviewing and evaluating the submissions, Mediastar Inc. was selected by staff as the recommended firm based on the complete responsiveness to the RFP's proposals requirements and experience with similar projects of this nature.

**II. RECOMMENDATION**

1. RECOMMEND City Council APPROVE a contract services agreement with Mediastar Inc. to complete the Lighting and Audio Visual Upgrades at the Juanita Millender-McDonald Community Center in an amount not to exceed \$321,729.00; AND
2. RECOMMEND City Council AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney.

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

Since its opening in 1983 the Main Halls and the addition of the Carson-Dominguez Room in 2003 the lighting and audio visual equipment has not been upgraded at the Juanita Millender-McDonald Community Center. There has been minor equipment replaced but not a complete upgrade to bring the lighting and audio visual equipment up to industry standards.

To respond to this deficiency and to provide a secondary site with the necessary technology for City Council and Commission meetings the Community Services Department released a Request for Proposals (RFP) for Lighting and Audio Visual equipment upgrades on April 29, 2021. A mandatory pre-proposal job walk was held on May 4, 2021 to provide interested firms the opportunity to view the current



## ITEM NO. 4 CONSENT CALENDAR

equipment in the Main Halls and Carson- Dominguez Room, take measurements and relevant notes related to the project. By the May 27, 2021 deadline to turn in submissions a total of two firms submitted proposals, EIDIM AV Technology and Mediastar Inc.

After reviewing and evaluation of the submission, Mediastar Inc. was selected by staff as the recommended firm, based on responsiveness to RFP's requirements and experience with similar projects. It should be noted that EIDIM AV Technology had a lower bid cost but did not meet all of the RFP requirements and scope of the project. EIDIM AV Technology missed an entire room, misunderstood the project requirements and added hardware specifications that were not conducive to the project.

<u>Firm</u>	<u>Price</u>	<u>Score</u>
EIDIM AV Technology	\$247,215.00	59.8
Mediastar Inc.	\$321,729.00	78

The City Attorney's office is currently working on the contract services agreement. Once it is finalized it will be presented to City Council.

### V. FISCAL IMPACT

The total cost of the contract is not to exceed \$321,729.00. Funding for the Lighting and Audio Visual upgrade was appropriated in the Public Education and Government Access (PEG) Special Revenue Fund and the CS Operations Administrative Account.

### VI. EXHIBITS

1. Mediastar Inc. Proposal (pgs. 3-14)
2. Mediastar Inc. Cost Summary (pgs. 15-70)
3. RFP Evaluation Summary (pg. 71)

Prepared by: Adrian Reynosa, Community Center Manager

# mediastar Inc.

702 Mangrove Ave. #221  
Chico, CA 95926-3948  
Phone (530) 82 Media  
Fax (530) 898-9588

May 25<sup>th</sup>, 2021

## City of Carson RFP 21-020 response

### 1. Company Certification and Personnel Verification

- A. I, Leslie Clavey certify that I am authorized to submit this RFP response on behalf of Mediastar Inc.
- B. Mediastar Inc. is a California corporation and is in good standing with the Secretary of State
- C. Mediastar was founded in 1986 and became an employee-owned business in 2006. Mediastar has installed over 800 broadcast automations systems nationwide. Mediastar specializes in retrofit installations and understands the management imperative to have reliable and functional technology that can be used and maintained for many years. A/V Systems that Mediastar has built are still running after 16 years due to the care and attention Mediastar takes when designing and building our rock-solid technology. Please find resumes of key personnel attached:

#### Ernesto Flores Lead Engineer and Quality Control Supervisor

Ernesto has been installing Mediastar systems for over 21 years. Prior to that Ernesto worked as a design and testing engineer for Sandisk. As both a software and hardware design engineer, Ernesto has a unique understanding of the technical requirements for broadcast-grade audio and video systems as well as facilities systems such as stage lighting and sound system design.

As an installer, Ernesto has designed and built multi-camera facilities for HD channels. Ernesto is usually the lead engineer for complex projects and has also been involved in forensic analysis work for clients who need to identify existing infrastructure as part of the research and design phase of a project. Ernesto has worked with both audio and video systems from all the major manufacturers and has been involved in the design and testing of the OEM upgrades to equipment Mediastar uses within its design. Ernesto has a background in photography which serves him well in the setup and calibration of digital cameras.

Ernesto has worked closely with all the cable companies and has been the lead engineer on large project installation within their head-end and signal distribution infrastructure. He understands the requirements for good system design and implementation.

#### Dave Perras Senior Project Manager.

Dave's background includes 32 years experience as Senior Project at Mediastar where he managed projects both large and small. For cable companies such as Cox, Comcast, Time Warner, Charter, TCI, AT&T and CableOne, Dave has designed and implemented broadcast grade audio and video installations across the country, with a particular emphasis on facilities design. These installations often involve unreasonably short deadlines with high costs of failure; Dave draws from his military training to deliver.

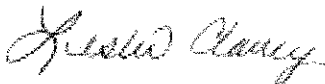
Previously he was a director of British Telecom's Research and Development facility in London (U.K.) where he applied his experience as a hardware and software engineer to designing audio systems for such clients as Sony, Pioneer, JVC and Panasonic.

Dave has managed dozens of projects in the PEG market. These projects include recording studios, editing suites, remotely operated cameras and broadcast facilities for live television. His background in broadcast television, radio engineering and video recording systems gives him particular set of skills that serve him well as Mediastar's lead Project Manager.

#### Leslie Clavey PEG Specialist for Mediastar

Leslie brings over 30 years of PEG and cable industry experience to the consulting and management team. During her time with the Mediastar, she has helped introduce the Mediastar product to the PEG, military and cable marketplaces and understands the complex nature of Federal, State and local government procurement. Leslie is well suited to supervise and manage the administration of consultancy contracts.

- D. This project involves the design and installation of Audio Video systems in the City of Carson's Community Center. These key elements include:
  - i. Design of system for five active rooms and a Audio Video control room
  - ii. Identifying locations for best installation of required equipment
  - iii. Identifying signal paths from each room to the Audio Video control room
  - iv. Removing legacy equipment
  - v. Installing state of the art lighting and audio equipment
 These key personnel will be committed to perform the required tasks throughout the duration of the contract.
- E. The consultant can meet the City of Carson insurance requirements.



Leslie Clavey  
Corporate Secretary  
PEG Specialist  
LeslieC2006@Mediastar-SG.com

2. Subcontractor list:

None



**5. Modifications, Changes or Exceptions to the City Contract of Service Agreement Template**

Given the complexity of the project involving 5 separate spaces, the City may opt to have this project completed in sequential phases, each room at a time. Mediastar is willing to accept these conditions, providing payment for work completed is forthcoming per the contract terms.

10. Bid security

Not applicable

## 4. CLIENT REFERENCE LIST

Company name:	City of El Monte
Address:	11333 Valley Boulevard El Monte, CA 91731
Phone number and Email:	(626) 429 9481 atran@elmontepd.org
Contact Person:	IT Director, Anh Tran
Description of work and/or annual contract amount:	Council chamber and broadcast studio upgrade  Replaced Master Control and automation studio. Upgraded audio to broadcast-grade. Added large format televisions and added broadcast-grade cameras. Added electronic voting system. Project cost to date was \$278,000, with an annual commitment of \$11,800.

Company name:	City of Lathrop CA
Address:	390 Towne Centre Dr, Lathrop, CA 95330
Phone number and Email:	209-941-3136 tfernandes@ci.lathrop.ca.us
Contact Person:	IT Director, Tony Fernandez
Description of work and/or annual contract amount:	Council chamber and broadcast system upgrade  Replaced Master Control and automation studio. Upgraded audio to broadcast-grade. Added large format televisions, HD projector and broadcast-grade cameras. Added streaming capability. Project cost to date was \$167,354

Company name:	City of Boulder City
Address:	401 California Avenue Boulder City, NV 89005
Phone number and Email:	702-400 7281 barmantrout@bcnv.org
Contact Person:	Contracts and Real Estate Manager, Brok Armantrout
Description of work and/or annual contract amount:	Council chamber and HD broadcast system upgrade  Replaced Master Control and automation studio with HD system. Upgraded audio to broadcast-grade. Added broadcast-grade HD cameras and video system. Added electronic voting system. Added HD streaming capability. Project cost to date was \$208,705

Company name:	Village of Lake Zurich
Address:	70 East Main St. Lake Zurich, IL 60047
Phone number and Email:	(847) 878 7937 michael.duebner@lakezurich.org
Contact Person:	Innovation Director, Michael Duebner
Description of work and/or annual contract amount:	Council chamber and HD broadcast studio upgrade  Replaced Master Control and automation studio. Upgraded audio to broadcast-grade. Added HD video capability as well as new speakers and audio infrastructure. Project cost to date was \$178,000

Company name:	Altantic Broadband Cable system
Address:	61 Myrock Ave Waterford, CT 06385
Phone number and Email:	(860) 440-3154 mjrickard@atlanticbb.com
Contact Person:	Station manager, Mary Jane Rickard
Description of work and/or annual contract amount:	Government broadcast studio rebuilt with audio video system  Upgraded lighting and sound system for live broadcast studio. Added dual channel broadcast capability. Added HD recording capability and automation and control for all signals between rooms. Project cost to date was \$285,000, with an annual commitment of \$30,000 since 2013.

Company name:	Town of Clarkstown
Address:	10 Maple Ave., New City, NY 10956
Phone number and Email:	(845) 642 5151 r.berdy@clarkstown.org>
Contact Person:	Purchasing and Insurance manager, Rob Berdy
Description of work and/or annual contract amount:	Government broadcast studio rebuilt with audio video system  Upgraded lighting and sound system for live broadcast studio. Added dual channel broadcast capability. Added HD recording capability and automation and control for all signals between rooms. Upgraded auditorium and meeting rooms. Project cost to date was \$215,000, with an annual commitment of \$15,800 since 2016

DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: Mediastar Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and not does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this RFP/IFB.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

**CONSULTANT**

By: *Ardell Gray*

Title: Secretary

Date: May 25th, 2021

**FEDERAL LOBBYIST  
REQUIREMENTS CERTIFICATION**

Name of Firm: Mediastar Inc. Date: May 25th, 2021  
Address: 702 Mangrove Ave. #221, Chico  
State: CA Zip Code: 95926 Phone No.: 530 826 3342

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Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;
2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and;
3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: Leslie Clavey Title: Secretary  
Signature: *Leslie Clavey* Date: May 25th, 2021

**CITY OF CARSON  
AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION**

I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.



May 25th, 2021

Signature

Date

Leslie Clavey

Secretary

Printed Name

Title

**CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION  
3700**

Name of Firm: Mediastar Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

Consultant is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with provisions of that code, and will comply with such provisions before commencing the performance of the work under any contract awarded in response to Consultant's proposal.

**CONSULTANT**

By: *Arcia Chaney*

Title: **Secretary**

Date: **May 25th, 2021**



ADDENDUM NO. 1

RFP 21-020

CARSON EVENT CENTER AUDIO VISUAL AND LIGHTING UPGRADE

MAY 04, 2021

TO ALL BIDDERS:

The following addendum provides the following information to be incorporated into the bid document per this Addendum.

Due to COVID-19 related concerns, the mandatory requirement for attendance at the pre-proposal job walk meeting conducted 05/04/21 at 11:00 AM is modified.

Additional mandatory opportunities for pre-proposal meetings will be scheduled on an appointment basis. To schedule a pre-proposal job walk opportunity, please contact Adrian Reynosa, Community Center Manager, via email at [areynosa@carsonca.gov](mailto:areynosa@carsonca.gov) or via phone at (310) 830-7600 ext. 1771. Appointments must be scheduled and conducted no later than 05/11/21.

Questions due date is extended to 05/17/21 | 05:00 PM.

Proposal due date is extended to 05/27/21 | 03:00 PM.

Questions shall not be asked or answered during any site visit; any and all questions relating to the RFP shall be directed and posted to Planet Bids.

Please sign below and attach this "Acknowledgment of Receipt" of Addendum 1 proposal to submittal documents. Failure to acknowledge this Addendum may result in your submittal being deemed non-responsive.

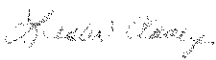
Sincerely,



Sander Huang  
Purchasing Manager  
May 04, 2021

ADDENDUM ACKNOWLEDGEMENT:

Proposer Firm Name: Mediastar Inc.

Authorized Signature:  Date: 05/25/21

Questions shall not be asked or answered during any site visit; any and all questions relating to the RFP shall be directed and posted to Planet Bids.

Please sign below and attach this "Acknowledgment of Receipt" of Addendum 1 proposal to submittal documents. Failure to acknowledge this Addendum may result in your submittal being deemed non-responsive.

Sincerely,



Sander Huang  
Purchasing Manager  
May 14, 2021

ADDENDUM ACKNOWLEDGEMENT:

Proposer Firm Name: Mediastar Inc.

Authorized Signature: *Kevin Wang* Date: 05/25/21

### 3. Cost proposal

- i. The consultant understands this project will involve the rebuilding of the Audio Video infrastructure at the City of Carson's Community Center. Several new systems will be installed to bring the facility up to current state-of-the-art uses, including HD video recording, live broadcasting, theatre-grade lighting system and dramatically improved audio capabilities.
- ii. Mediastar is presenting a proposal for new systems throughout the facility. Mediastar is cognizant of the challenges government facilities face over time, including the problematic area of not owning source code for the systems installed by vendors. In addition, the systems installed by the vendors are overly complex and cannot be used by the average user. Mediastar designs systems that are intuitive and include signal path monitoring through the facility. Mediastar uses broadcast industry standard equipment that is relied on to deliver television and internet broadcasts. Mediastar does not sell or install consumer-grade systems or equipment at the cost of offering slightly more expensive systems that will work reliably. Mediastar feels that this trade-off is a good investment for the City of Carson who can expect non-mechanical devices (i.e. fans) to last five to ten years. In addition, the Mediastar design approach is to build modular systems, allowing individual components to be replaced without having to re-build the entire facility, further saving the City expenses. This proposal meets the scope of work described in the RFP, it is likely that the City may not opt to complete all this work.
- iii. See attached detailed Scope of Work descriptions including task lists, diagrams and renderings.
- iv. See attached fee schedule including products, services and estimated hours
- v. See attached our price list in three sections: 1) Price list based on RFP specifications, 2) Price list addendum based on Mediastar recommendations and 3) A summary page showing equipment prices based on both RFP specifications and Mediastar Recommendations – including labor.
- vi. Given the custom nature of this integration project, a catalog is not available that would list all these components. All of these components are available through reputable distributors and US-based dealers. Pricing is based on "street price" (i.e. discounted MSRP).
- vii. Multiple percentage discounts do not apply as Mediastar passes on the discount received from our distributors
- viii. See attached our service list and prices for each service
- ix. Mediastar requests that a scissor lift capable of reaching the ceiling height in all the rooms and capable of supporting up to three people is provided. The wheels should be able to roll on the existing carpet and be acceptable to the facility manager. Harnesses for 3 people should be included and the lift should be electric with a 110VAC charging cord. The lift should be available 24/7 for the duration of the project.

3. iii - Task lists, diagrams and renderings

## SCOPE OF WORK, 3.C "TASK LIST" - ROOM "A"

<u>Item</u>	<u>Task to do</u>
Projector	Configure projector
Projector lens	Test lens
Projector signal conversion	Mount converter on Projector with confidence monitor facing down (confidence monitor shows user there is a signal reaching projector for troubleshooting)
Projector mount	Replace legacy and match pole, makes safe with safety wire
Projector signal cable	Route upgraded HD signal to projector
Screen	Measure screen, test mechanism, adjust high/low points
Screen control module	Install control module, test low-voltage circuit
Screen control manual switch	Mount control switch, test, wire to DC cable to projector
Projector and Screen control software	Test MSG software at corner control panel, tablet and A/V control room
Speakers	Remove legacy speakers, replace with new, test
Speaker wiring	Add PA wiring as needed, test with zones
PA	Install PA in A/V control room rack, test PA, setup zones
Corner video and audio input (HDMI)	Install transmitter
Corner video receiver	Install receiver at control panel, test
HDMI splitter	Setup and test HDMI splitter, test
Signal conversion for corner video in	Install source switcher conversion
Control panel video and audio input (HDMI)	Install panel and panel mount connectors

HDMI splitter	Setup and test HDMI splitter
Signal conversion for control panel video in	Install source switcher conversion
Control panel input selector	Install projector source switch, configure and test
Input control software	Test projector source switch can be remotely controlled
XLR mic input connectors at corner	Install faceplate at corner
XLR mic input connectors at control panel	Mount XLR inputs at control panel
Mic input control software	Test microphone inputs
Audio de-embedder	Install and test with PA
Spotlight	Install spotlight at light box next to moveable door, on inside of room, pointing towards screen
Spotlight mounting hardware	Mount on hardware for moveable head with safety strap
Spotlight control	Test control software at tablet and A/V control room
Control cabling for Spot lights	Install DMX cabling back to A/V control room
PTZ cameras	Test PTZ cameras
Camera mounting hardware and pole	Mount cameras to ceiling with safety cables
Camera brackets	Attach bracket to pole
Camera bracket	Mount camera at wall above screen (audience view)
Camera control and signal cabling	Add HD signal from each camera, add Cat5 control cabling

Camera control software	Install PTZ control software at room PC in A/V control room and tablet and test
Camera input switcher at control panel	Install camera select switcher at control panel, install software on tablet, room PC in A/V control room and test
LAN at control panel	Install panel mount connector at control panel
Patio speakers	Install and test patio speakers, using a zone on PA
Rack shelf	Install rack shelf, attach adapters
Protective cover	Install cover
Rack faceplate	Use faceplate to mount XLR, HDMI and LAN connectors at control panel

## SCOPE OF WORK, 3.C "TASK LIST" - ROOM "B"

<u>Item</u>	<u>Task to do</u>
Projector	Configure projector
Lens	Test lens
Projector mount	Replace legacy and match pole, make safe with safety wire
Projector signal cable	Route upgraded HD signal to projector
Screen	Measure screen, test mechanism, adjust high/low points
Screen control module	Install control module, test low-voltage circuit
Screen control manual switch	Mount control switch, test, wire to DC cable to projector
Projector and Screen control software	Test MSG software at corner control panel, tablet and A/V control room
Speakers	Remove legacy speakers, replace with new, test
Speakers	Remove legacy fill speakers, replace with new
Speakers	Install speakers in bathrooms
Speaker wiring	Add PA wiring as needed, test with zones
PA	Install PA in A/V control room rack, test PA, setup zones
Stage video and audio input (HDMI)	Install box and transmitter at side of stage (Note: currently HDMI and XLR input connections are on front of stage and covered when stage extension is added), test
Stage video receiver	Install receiver at control panel, test
HDMI splitter	Setup and test HDMI splitter, test
Signal conversion for Stage video in	Install source switcher conversion
Control panel video and audio input (HDMI)	HDMI panel mount



HDMI splitter	Setup and test HDMI splitter, test
Signal conversion for control panel video in	Install source switcher conversion
Control panel output selector for projector	Install projector source switch, configure and test
Input control software	Test projector source switch can be remotely controlled
XLR mic input connectors at stage	Install single gang faceplate
XLR mic input connectors at control panel	XLR panel mount
Mic input control software	Test microphone inputs
Spotlight	Install spotlight at in A/V control room
Spotlight mounting hardware	Mount spotlight forward of surface and make sound. Add safety wire.
Spotlight control	Install software on management computer in A/V control room
Spot lights in room B and room A and C facing room B	Remove legacy spotlights, install new spotlights configured for DMX control
Mounting hardware for Spotlights lights	Use mounting hardware to mount moveable heads on existing bar. Add safety strap for each spotlight
Control software for Spot lights	Test to ensure spotlights can be controlled from A/V control room or tablet
Safety straps	Install safety straps on all spotlights
Control cabling for Spot lights	Install DMX cabling back to A/V control room

PTZ cameras, sides and front	Test PTZ cameras
PTZ camera, rear, high zoom	Test PTZ cameras
Camera mounting hardware and pole	Mount cameras to ceiling with safety cables
Camera brackets	Attach bracket to pole
Camera bracket	Mount camera at wall on A/V control room wall and above stage (stage view and audience view)
Camera control and signal cabling	Add HD signal from each camera, add Cat5 control cabling
Camera brackets	Attach bracket to poles
Camera brackets	Mount camera at wall on A/V control room wall and above stage (stage view and audience view)
Camera control software	Control cameras from tablet or A/V control room
Camera input switcher at control panel	Install PTZ control software at room PC in A/V control room and tablet and test
LAN at control panel	Install panel mount connector at control panel
New control panel	Install box, door, lock and rack rails for new control panel
Cover existing control panel and legacy inputs	Remove legacy panels, cover with plates 18"x18", 12"x14", 8"x10"
Rack shelf	Install rack shelf, attach adapters
Protective cover	Install cover
Rack faceplate	Use faceplate to mount XLR, HDMI and LAN connectors at control panel

## SCOPE OF WORK, 3.C "TASK LIST" - ROOM "C"

<u>Item</u>	<u>Task to do</u>
Projector	Configure projector
Projector lens	Test lens
Projector signal conversion	Mount converter on Projector with confidence monitor facing down (confidence monitor shows user there is a signal reaching projector for troubleshooting)
Projector mount	Replace legacy and match pole, make safe with safety wire
Projector signal cable	Route upgraded HD signal to projector
Screen	Measure screen, test mechanism, adjust high/low points
Screen control module	Install control module, test low-voltage circuit
Screen control manual switch	Mount control switch, test, wire to DC cable to projector
Projector and Screen control software	Test MSG software at corner control panel, tablet and A/V control room
Speakers	Remove legacy speakers, replace with new, test
Speaker wiring	Add PA wiring as needed, test with zones
PA	Install PA in A/V control room rack, test PA, setup zones
Corner video and audio input (HDMI)	Install transmitter
Corner video receiver	Install receiver at control panel, test
HDMI splitter	Setup and test HDMI splitter, test
Signal conversion for corner video in	Install source switcher conversion

Control panel video and audio input (HDMI)	Install panel and panel mount connectors
HDMI splitter	Setup and test HDMI splitter, test
Signal conversion for control panel video in	Install source switcher conversion
Control panel input selector	Install projector source switch, configure and test
Input control software	Test projector source switch can be remotely controlled
XLR mic input connectors at corner	Install faceplate at corner
XLR mic input connectors at control panel	Mount XLR inputs at control panel
Mic input control software	Test microphone inputs
Audio de-embedder	Install and test with PA
Spotlight	Install spotlight at light box next to moveable door, on inside of room, pointing towards screen
Spotlight mounting hardware	Mount on hardware for moveable head with safety strap
Spotlight control	Test control software at tablet and A/V control room
Control cabling for Spot lights	Install DMX cabling back to A/V control room
PTZ cameras	Test PTZ cameras
Camera mounting hardware and pole	Mount cameras to ceiling with safety cables
Camera brackets	Attach bracket to poles
Camera bracket	Mount camera at wall above screen (audience view)

Camera control and signal cabling	Add HD signal from each camera, add Cat5 control cabling
Camera control software	Install PTZ control software at room PC in A/V control room and tablet and test
Camera input switcher at control panel	Install camera select switcher at control panel, install software on tablet, room PC in A/V control room and test
LAN at control panel	Install panel mount connector at control panel
Patio speakers	Install and test patio speakers, using a zone on PA
Rack shelf	Install rack shelf, attach adapters
Protective cover	Install cover
Rack faceplate	Use faceplate to mount XLR, HDMI and LAN connectors at control panel

## SCOPE OF WORK, 3.C "TASK LIST" – DOMINGUEZ ROOM

<u>Item</u>	<u>Task to do</u>
Projector	Configure projector
Projector lens	Test lens
Projector signal conversion	Mount converter on Projector with confidence monitor facing down (confidence monitor shows user there is a signal reaching projector for troubleshooting)
Projector mount	Replace legacy and match pole, make safe with safety wire
Projector signal cable	Route upgraded HD signal to projector
Screen	Measure screen, test mechanism, adjust high/low points
Screen control module	Install control module, test low-voltage circuit
Screen control manual switch	Mount control switch, test, wire to DC cable to projector
Projector and Screen control software	Test MSG software at corner control panel, tablet and A/V control room
Speakers	Remove legacy speakers, replace with new, test
Speakers	Remove legacy speakers, replace with new, safety straps, test
Speaker wiring	Run new speaker runs from ceiling, omitting corner (table room) and disconnecting legacy wall rack
PA	Install PA in rack room, test PA, setup zones
East video and audio input (HDMI)	Install transmitter
East video receiver	Install receiver at control panel, test
HDMI splitter	Setup and test HDMI splitter, test
East signal conversion	Install source switcher conversion
West video and audio input (HDMI)	Install transmitter
West video receiver	Install receiver at control panel, test

HDMI splitter	Setup and test HDMI splitter, test
West signal conversion	Install source switcher conversion
HDMI input	Install HDMI panel mount at rack
Rack room signal conversion	Install source switcher conversion for HDMI input at rack
Control panel input selector	Install projector source switch, configure and test
Input control software	Test projector source switch can be remotely controlled
XLR mic input connectors East	Install single gang faceplate
XLR mic input connectors West	Install single gang faceplate
XLR mic input connectors at control panel	Install XLR Panel mount
DSP for room	Install DSP Located at rack
Mic input control software	Install and test DSP software for tablet and local PC
Dominguez Room wireless system	Install wireless microphones receiver for the room in rack
Audio de-embedder	Install de-embedder for audio from HDMI signals for PA
Spot lights in Dominguez	Remove legacy light, install new spotlights. Ensure spotlights can be used anywhere in the room
Spotlight mounting hardware	Mount on hardware for moveable head with safety straps
Spotlight control	Test control hardware and software at tablet and local PC
Control cabling for Spot lights	Install DMX cabling back to rack room
PTZ cameras	Test PTZ cameras
Camera bracket	Mount camera at wall above screen

Camera control and signal cabling	Install PTZ control software at room PC in A/V control room and tablet and test
Camera control software	Control cameras from tablet or A/V control room
Camera input switcher at control panel	Install camera select switcher at control panel, install software on tablet and room PC
Local management PC	Install software for local control of interfaces and devices
Rack	Install 4U rack on left wall
Rack shelf	Install rackshelf, attach adapters
Protective cover	Install cover
Rack faceplate	Use faceplate to mount XLR, HDMI and LAN connectors at control panel



## SCOPE OF WORK, 3.C "TASK LIST" – "AV CONTROL ROOM"

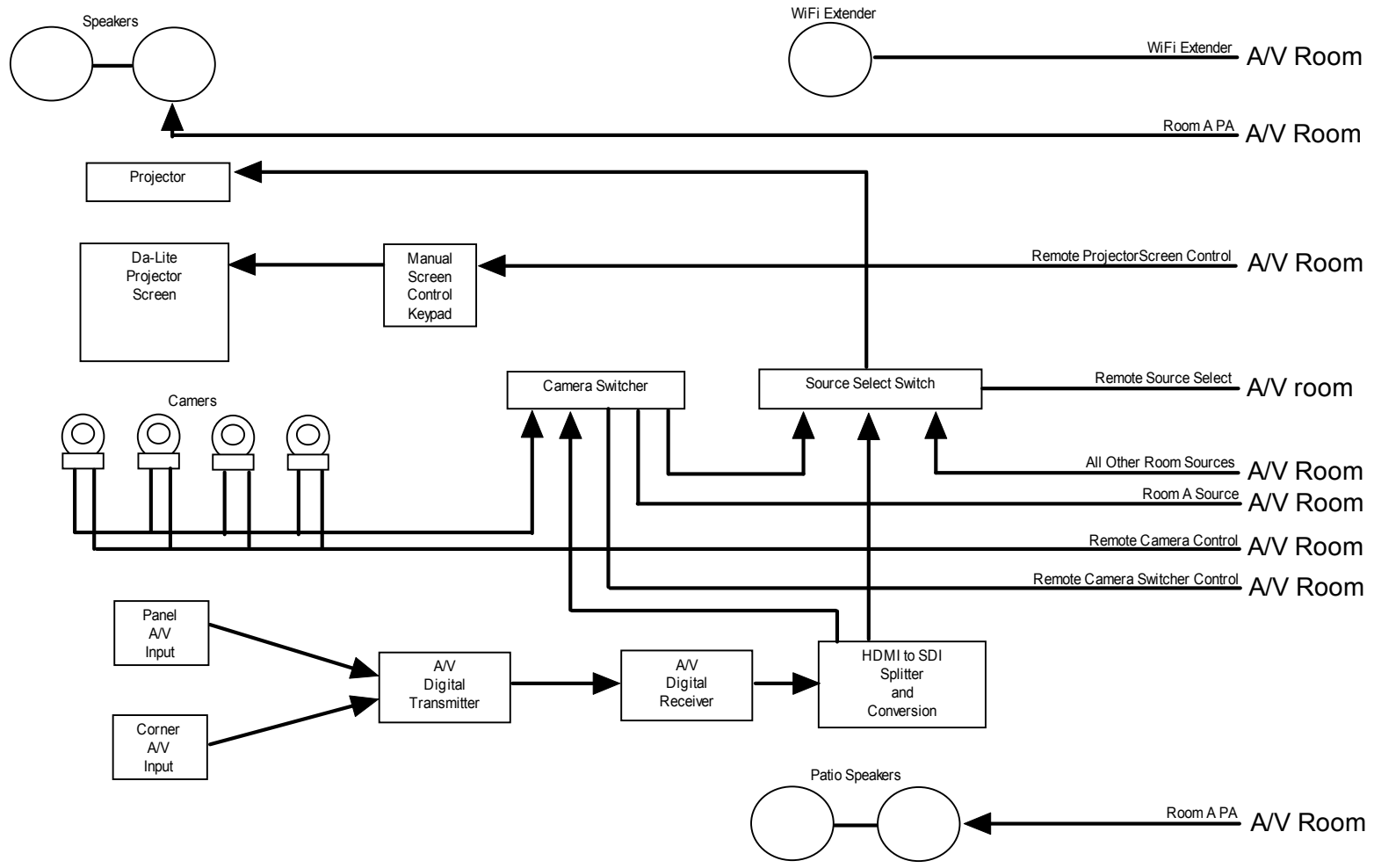
Item	Task to do
Room A Recorder	Install recorder and control software
Room A Recording software	Install recording software
Monitor for Room A Recorder	Install PC monitor with speakers
Source selector	Install in rack, ATEM, Projector switch out& local input (HDMI) recording selector switch
Source selector control software	Install and test control software
Signal distribution	Install distribution amplifier for signals to other rooms
Room B Recorder	Install recorder and control software
Room B Recording software	Install recording software
Monitor for Room B Recorder	Install PC monitor with speakers
Source selector	Install in rack, ATEM, Projector switch out& local input (HDMI) recording selector switch
Source selector control software	Install and test control software
Signal distribution to other rooms	Install distribution amplifier for signals to other rooms
Room C Recorder	Install recorder and control software
Room C Recording software	Install recording software
Monitor for Room C Recorder	Install PC monitor with speakers
Source selector	Install in rack, ATEM, Projector switch out& local input (HDMI) recording selector switch
Source selector control software	Install and test control software

Signal distribution to other rooms	Install distribution amplifier for signals to other rooms
Dominguez room Recorder	Install recorder and control software
Dominguez room Recording software	Install recording software
Monitor for Dominguez room	Install PC monitor with speakers
Source selector	Install in rack, ATEM, Projector switch out& local input (HDMI) recording selector switch
Source selector control software	Install and test control software
SDI VDA for rack Kramer Recorder source switch	Install distribution amplifier for signals to other rooms
Local source signal conversion	Install local source at rack "DVD player" – source 1
SDI VDA for rack Kramer Recorder source switch	Install VDA and cables in rack
Local source signal conversion	Install local source at rack "Zoom PC" – source 1
SDI VDA for rack Kramer Recorder source switch	Install VDA and cables in rack
Control panel video and audio input (HDMI)	Install HDMI panel mount

XLR mic input connectors at control panel	Install XLR Panel mount
LAN at control panel	Install Panel mount for local LAN at control panel
Room A DSP	Install room A DSP in rack and test
Room A DSP control software	Install and test control software
Room A wireless system	Install receiver for room A in rack
Room A wireless antenna extender	Run RF cabling from rack (receiver) to antenna toward room A, make antenna visible in room A
Room B DSP	Install room B DSPs in rack and test
Room B DSP control software	Install and test control software
Room B wireless system	Install receivers for room B in rack
Room B wireless antenna extender	Run RF cabling from rack (receiver) to antenna toward room B, make antenna visible in room B
Room C DSP	Install room C DSP in rack and test
Room C DSP control software	Install and test control software
Room C wireless system	Install receivers for room C in rack
Room C wireless antenna extender	Run RF cabling from rack (receiver) to antenna toward room C, make antenna visible in room C
Room A camera joystick	Install joystick, configure PTZ network for room A
Room B camera joystick	Install joystick, configure PTZ network for room B

Room C camera joystick	Install joystick, configure PTZ network for room C
Dominguez room camera joystick	Install joystick, configure PTZ network for Dominguez room
Confidence monitor	Install monitor in rack and run signal cables for room A and B sources
Confidence monitor	Install monitor in rack and run signal cables for room C and Dominguez room sources
Confidence monitor	Install signal path from chamber send and chamber receive sources
Source selector	Install signal selector for outgoing signal to chamber.
Source selector	Install and test signal selector control software
Confidence monitor Cable return	Install cable return box, install confidence for cable feed in real time
Confidence monitor cable return rack mount	Install in rack, mount for cable return monitor on front of rack
Management PC for AV booth	Install and configure local management PC, install control software
Tablets for rooms A, B, C and Dominguez and one spare Win10	Install software and test all tablets for local control of all functions. Test wireless capability in each room
Network extender for rooms A, B, C and Dominguez	Install range extender for LAN, for tablets in the rooms
Network switch for tablet and lights	Install and test 24-port un-managed switches in rack
Spotlight control for rooms A and C	Install control hardware to management PC, add control software test.
SDI cabling in rack	Build custom HD-SDI cabling for rack

SDI cabling to/from rooms	Run cable lengths to local rooms as well as Dominguez room
SDI to fiber transmitter. From Council	Install HD to fiber transmitter, using existing fiber at CC A/V control room. Install in council A/V control room, use HD-SDI signal source ("live") in rack and test
Fiber to SDI from Council	Install HD fiber receiver for signal coming from council A/V control room into rack
SDI to fiber transmitter. To Council	Install HD to fiber transmitter, using existing fiber at CC A/V control room. Install in rack
Fiber to SDI to Council	Install HD to fiber receiver in council A/V control room rack, add source to existing ATEM switcher as HD-SDI signal and test
Rack shelf	Install rack shelf, attach adapters
Protective cover	Install cover
Rack faceplate	Use faceplate to mount XLR, HDMI and LAN connectors at control panel
Rack hardware	Add filler panels as needed
DSP program	Install and test custom DSP programming for 5 DSP devices. Test and deliver source code to client in non-password protected format

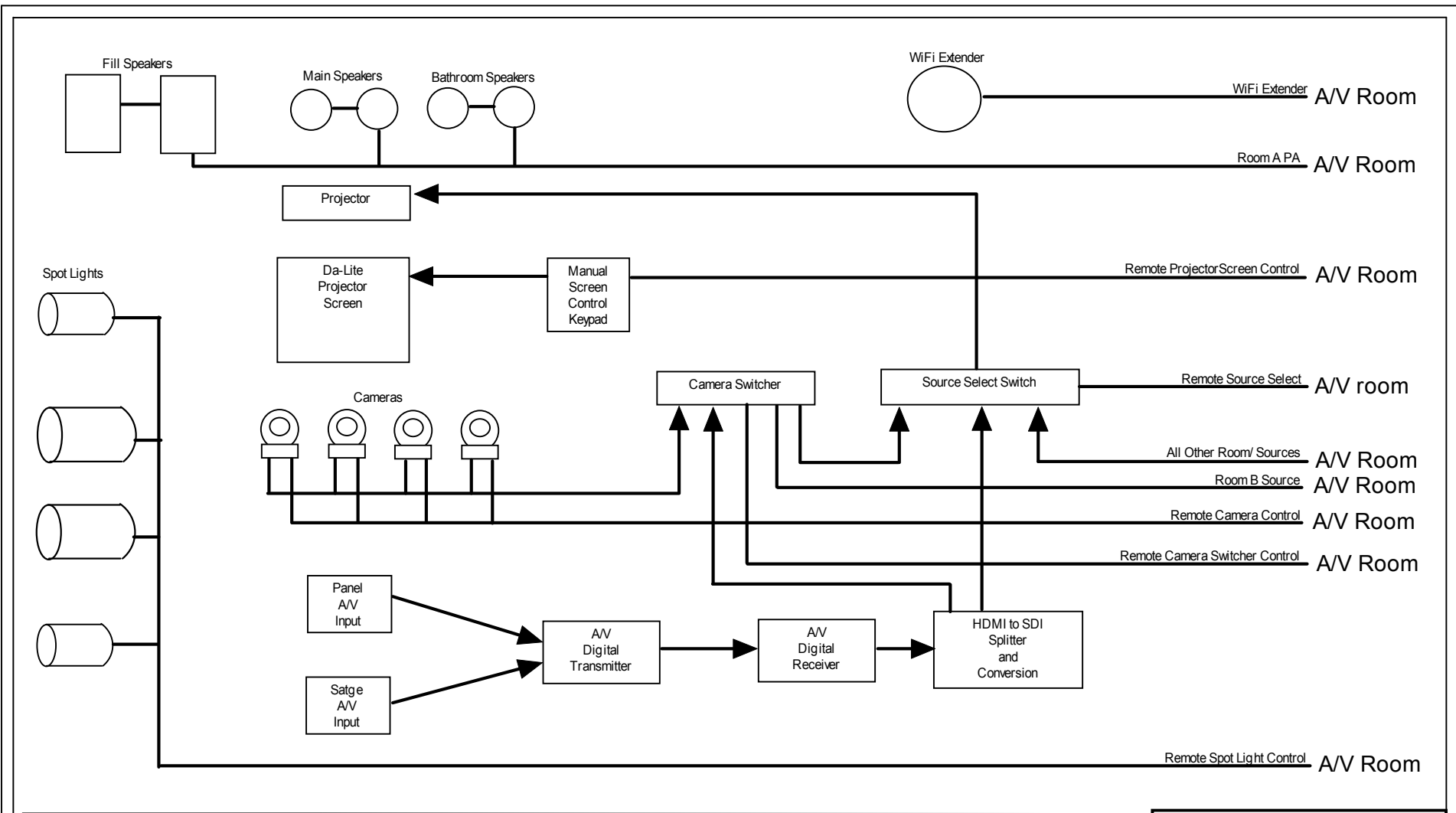


KEY	
Style	Definition

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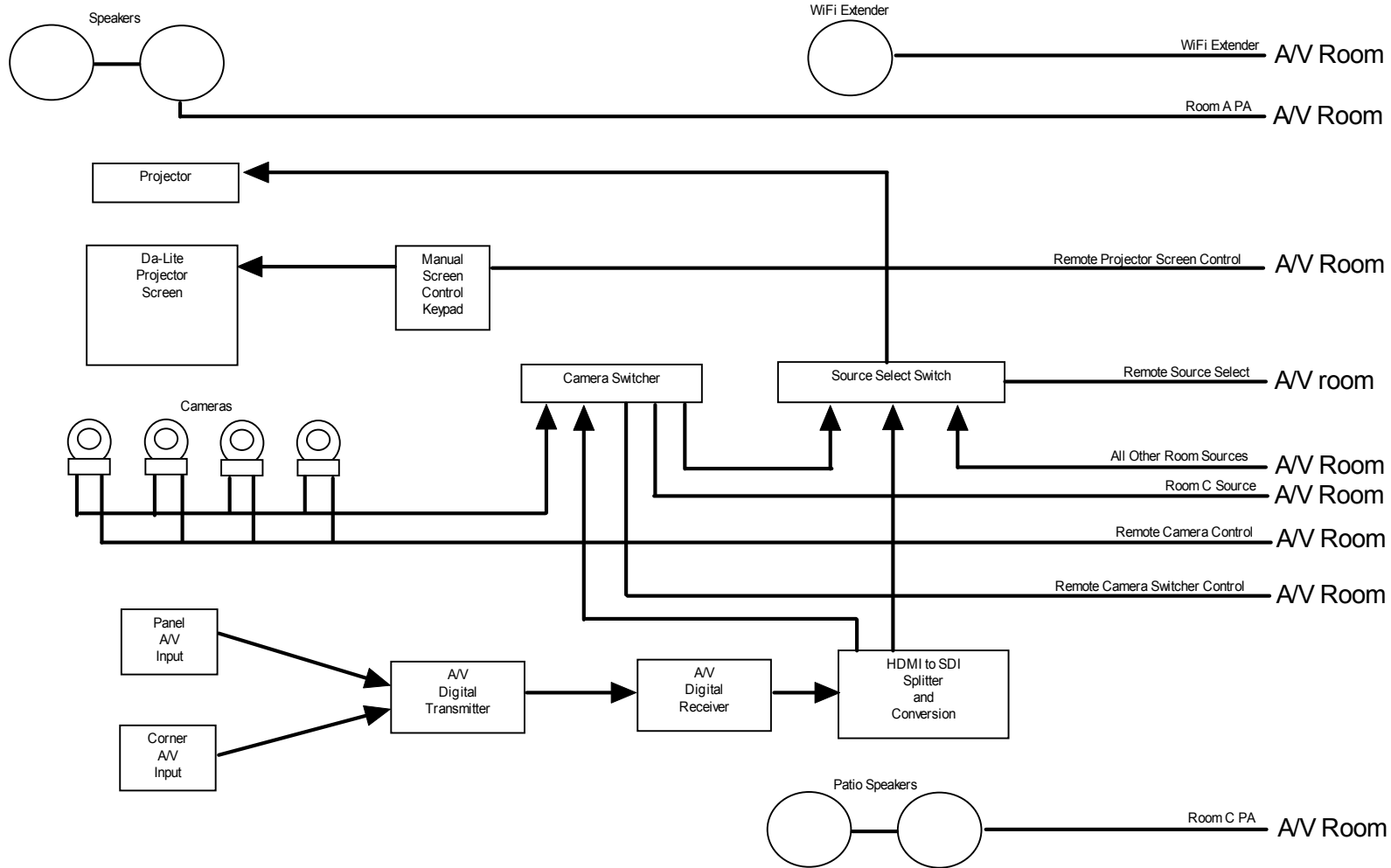
Carson	
Room A	
Project #	Revision
210525	1.00
Date:	Revision Date:
05/24/21	05/24/21



KEY	
Style	Definition

  
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Carson	
Room B	
Project #	Revision
210525	1.00
Date:	Revision Date:
05/24/21	05/24/21



KEY	
Style	Definition

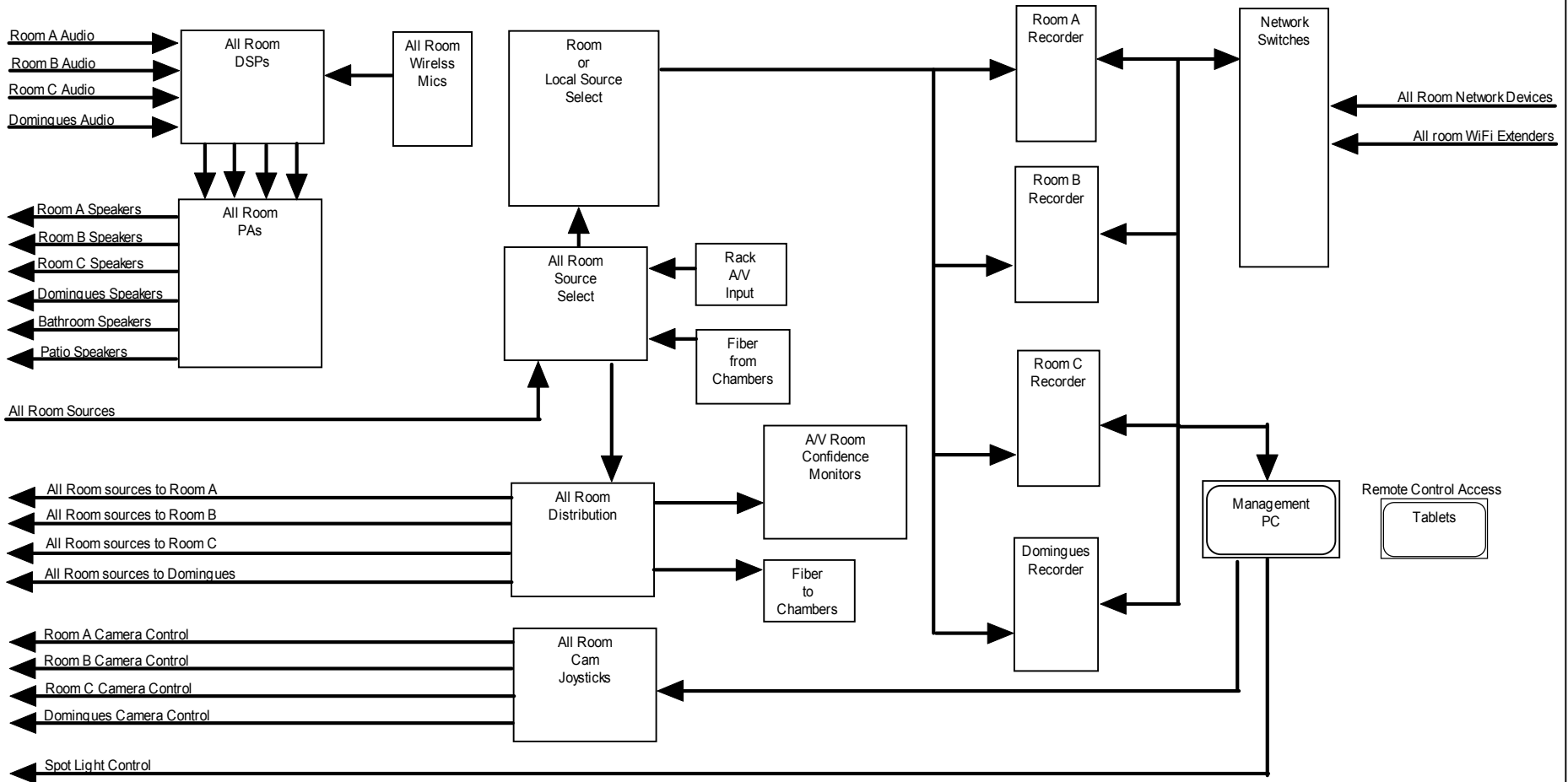
**mediastar Inc.**

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Carson	
Room C	
Project #	Revision
210525	1.00
Date:	Revision Date:
05/24/21	05/24/21





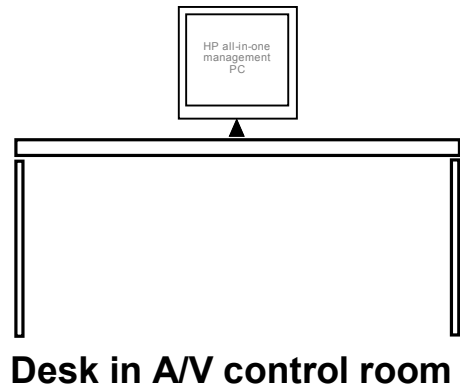


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Style	Definition

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Carson	
A/V Room	
Project #	Revision
210525	1.00
Date:	Revision Date:
05/24/21	05/24/21

# Proposed layout A/V control room



KEY	
Style	Definition

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City of Carson	
RFP 20-21	
Project #	Revision
73052	1.00
Date:	Revision Date:
210526	210526

24 Port Network Sw
24 Port Network Sw
Cable Return Monitor
Rm-A Wireless
Rm-C Wireless
Antenna Extender
Rm-B Wrls-1
Rm-B Wrls-2
Antenna Extender
Converter Shelf
HDMI XLR LAN
Room A Nexia
Room B Nexia #1
Room B Nexia #2
Room C Nexia

Room A Confidence	Room B Confidence
Room C Confidence	Domingues Confidence
To Chambr Confidence	From Chambr Confidence
Cable Box	
Chamber Src Select 4x1	
Rm A Enc Src Select 4x1	
Rm B Enc Src Select 4x1	
Rm C Enc Src Select 4x1	
Domingues Enc Src Select 4x1	
Fill Plate	
Fill Plate	
Fill Plate	
Fill Plate	

KEY	
Style	Definition

  
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Carson	
Community Center Racks	
Project #	Revision
210525	1.00
Date:	Revision Date:
05/24/21	05/24/21

## Sample control panel layout (rooms A and C)



KEY	
Style	Definition

**mediastar Inc.**

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City of Carson	
RFP 20-21	
Project #	Revision
73052	1.00
Date:	Revision Date:
210526	210526

**COMMERCIAL CONFIDENTIAL**

January 1st, 2021

**Fee schedule (effective January 1<sup>st</sup>)**

<b>Service</b>	<b>Price</b>	<b>Terms</b>	<b>Notes</b>
Over the phone support	\$110.00 1 <sup>st</sup> minute \$4.00 each additional	Credit card or deposit on account	We will personally answer the phone 24 hours a day
Recertification	\$300.00	Credit card or COD	Identify any hardware or software issues that may lead to system instability
Consultancy and design work	\$150/hour	Credit card or COD	1 day minimum
In-house repair	\$145/hour	Credit card, deposit or COD	Repaired to original specifications or better
Telephone installation	\$300	Credit card or deposit	1-4 hours max. after that, hourly \$2.75/min applies
On site installation	\$140/hour	Credit card or deposit	½ day minimum
Repair on site	\$250.00/hour. \$1,000/day (4 hours minimum) plus per diem	Credit card or deposit	Travel, lodging, meals & transport paid by client (per diem). We can add to bill and as an hourly rate.
Training on site	\$800/day 3 day minimum. \$100/hour	Credit card or deposit	If training goes beyond 8 hours per day \$100/hour applies for overage(s)
Testing and certification on site	\$150/hour	Credit card or deposit	1 day minimum
Diagrams and documentation	\$150/hour	Credit card or deposit	3 day minimum
Software upgrade	\$3,500 per upgrade	Credit card or deposit	Upgrade to latest release
Parts	Price quoted	Credit card or deposit	Made to original specification

Both annual and monthly FSC terms require a 90 day cancellation notice  
 For further information please contact your Account Representative at 530 82MEDIA

### 3. Cost proposal - v - Pricing

There are three sections for price lists:

Section 1. Price lists based on RFP specifications

Section 2 Price lists based on Mediastar recommendations

Section 3 Price list totals (showing total costs for both RFP specifications and with Mediastar recommendations)

3. Cost proposal - v - Pricing – RFP specifications

This is Section 1



## SCOPE OF WORK AND PROPOSAL ITEMS BASED ON RFP SPECIFICATIONS - ROOM "A"

<u>Item</u>	<u>Function</u>	<u>Qty</u>	<u>Brand/model</u>	<u>Unit Price</u>	<u>Total cost</u>
Projector	7000 Lumens to deal with light room (glass walls)	1	EPSON PRO L1075UNL PROJECTOR	5,600	5,600
Projector lens	Lens to match room size and screen	1	EPSON V12H004W05 1.04-1.46:1 ZOOM	1,450	1,450
Projector signal conversion	SDI from Kramer in control panel to HDMI for projector	1	Lumantek EZ-SHV+	199	199
Projector mount	Replace legacy and match pole	1	UNV60	160	160
Projector signal cable	Route upgraded HD signal to projector	1	HD-SDI	84	84
Screen	To replace manual screen and add better image	1	DA-LITE #96390 COSMO	2,574	2,574
Screen control module	Control projector screen from corner, tablet or A/V control room	1	Low voltage control module 40973	255	255
Screen control manual switch	Switch at control panel	1	Extron MLC-62	750	750
Projector and Screen control software	Control projector at A/V control room and with tablet	1	MSG	500	500
Speakers	Ceiling only	10	CM82-EZ-II-WH	175	1,750
Speaker wiring	Replace legacy wiring adding zone capability	1	18AWG	145	145
PA	Remotely manageable PA from A/V control room or tablet	1	Ashly ne4250.70	1,800	1,800
Corner video and audio input (HDMI)	HD HDMI signal transfer from corner of room	1	Extron DTP T HWP 4K 331 D	700	700
Corner video receiver	Paired HD receiver for corner of room signal	1	Extron DTP HDMI 4K 330 Rx	560	560
HDMI splitter	Split signal from HDMI receiver to goto ATEM and Lumantek to Lumantek to 8x1 Kramer at control panel	1	Kramer VM-2HXL	255	255

Signal conversion for corner video in	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
Control panel video and audio input (HDMI)	HDMI panel mount	1	Neutrik NAHDMI-W-N	13	13
HDMI splitter	Split signal from HDMI receiver to goto ATEM and Lumantek to 8x1 Kramer at control panel	1	Kramer VM-2HXL	255	255
Signal conversion for control panel video in	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
Control panel input selector	Projector source, from room B and C and Dominguez and A/V control room and Chamber	1	Kramer VS-81HD	2,800	2,800
Input control software	Projector source can be controlled from A/V control room or tablet	1	Kramer	10	10
XLR mic input connectors at corner	Single gang faceplate	1	D-XLR2F	48	48
XLR mic input connectors at control panel	XLR Panel mount	2	Neutrik NC3FDL1B	4	8
Mic input control software	Manage all inputs to PA	1	DaVinci	10	10
Audio de-embedder	Audio to A/V room and PA	2	Ocean Matrix OMX-05HMHM0001	65	130
PTZ cameras	PTZ cameras controlled with tablet, or A/V control room	4	PT20X-SDI-WH-G2	1,700	6,800
Camera mounting hardware and pole	Mount cameras to ceiling with safety cables	3	1" NTP, plate, Unistrut mounting hardware	80	240
Camera brackets	Pole mounted	3	HCM-1C-BK	121	363
Camera bracket	Wall mounted	1	HCM-1-BK	100	100

Camera control and signal cabling	HD-SDI signal path for full HD signal (not compressed)	4	Belkin 1506a	250	250
Camera control software	Control cameras from tablet or A/V control room	1	PTZ Optics	10	10
Camera input switcher at control panel	Camera select from control panel, tablet or A/V control room	1	BMD ATEM switcher SWATEMTVSTU/HD	995	995
LAN at control panel	Panel mount for local LAN at control panel	1	Neutrik NE8FDP B	14	14
Patio speakers	Adding audio to patio. Source is closest room	4	SM890I-WX-WH	535	2,140
Rack shelf	1U	1	RS-V-1U	25	25
Protective cover	1U	1	PNLPRF1	15	15
Rack faceplate	1U	1	R1269/1UK/04	12	12
				<b>Page total \$31,418</b>	

## SCOPE OF WORK AND PROPOSAL ITEMS BASED ON RFP SPECIFICATIONS- ROOM "B"

<u>Item</u>	<u>Function</u>	<u>Qty</u>	<u>Brand/model</u>	<u>Unit Price</u>	<u>Total cost</u>
Projector	15,000 LUMENS, to create "bright" HD image at stage/screen (native HD-SDI)	1	EPSON PRO L1755UNL PROJECTOR	18,000	18,000
Lens	Lens to match room size and screen	1	EPSON V12H004M0B 3.54-5.41:1 ZOOM LENS	1,690	1,690
Projector mount	Replace legacy and match pole	1	Peerless PJR125	200	200
Projector signal cable	Route upgraded HD signal to projector	1	HD-SDI	50	50
Speakers	Main room	18	CM82-EZ-II-WH	175	3,150
Speakers	fill	4	EV F.01U.272.562	2,011	8,044
Speakers	Bathrooms	6	CM82-EZ-II-WH	175	1,050
Speaker wiring	Replace legacy wiring where needed, adding zones and bathroom capability		18AWG	580	580
PA	Remotely manageable PA from A/V control room or tablet	1	Ashly ne8250.70	2,400	2,400
Stage video and audio input (HDMI)	HD HDMI signal path from stage. Note moving input panel to side of stage	1	Extron DTP T HWP 4K 331 D	700	700
Stage video receiver	Paired HD receiver for stage signal	1	Extron DTP HDMI 4K 330 Rx	560	560
HDMI splitter	Split signal from HDMI receiver to goto ATEM and Lumantek to Lumantek to 8x1 Kramer at control panel	1	Kramer VM-2HXL	255	255
Signal conversion for Stage video in	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
Control panel video and audio input (HDMI)	HDMI panel mount	1	Neutrik NAHDMI-W-N	13	13
HDMI splitter	Split signal from HDMI receiver to goto ATEM and Lumantek to Lumantek to 8x1 Kramer at control panel	1	Kramer VM-2HXL	255	255

Signal conversion for control panel video in	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
Control panel output selector for projector	Projector source, from room A and C and Dominguez and A/V control room and Chamber		Kramer VS-81HD	2,800	2,800
Input control software	Projector source can be controlled from A/V control room or tablet		Kramer	10	10
Audio de-embedder	Audio to A/V room and PA	2	Ocean Matrix OMX-05HMHM0001	65	130
XLR mic input connectors at stage	single gang faceplate. Note moving input connectors to side of stage	2	D-XLR2F	48	96
XLR mic input connectors at control panel	XLR panel mount	4	NC3FDL1B	4	16
Mic input control software	Manage all inputs to PA	1	DaVinci	10	10
Audio de-embedder	Audio to PA system	2	OMX-05HMHM001	65	130
Spotlight control	Control hardware and software	1	DJ express	309	309
Spot lights in room B and room A and C facing room B	Currently 44 @ max 300W each.	44	Light Cannon F-300	700	30,800
Mounting hardware for Spotlights lights	Mounting hardware for existing bar	44	Omega brackets etc.	75	3,300
Control software	Control spotlights from tablet	1	Chauvet	10	10
Safety straps	Safety straps for all spotlights	60	HD-lite	25	1,800
Control cabling for Spot lights	DMX compatible	1	Cat6A	50	50
PTZ cameras, sides and front	Sides and front (audience) views	3	PT20X-SDI-WH-G2	1,700	5,100

PTZ camera, rear, high zoom	Rear of room longer zoom distance to cover stage	1	PT30X-SDI-WH-G2	1,800	1,800
Camera mounting hardware and pole	Mount cameras to ceiling with safety cables	3	HD	80	240
Camera brackets	Pole mounted	2	HCM-1C-BK	121	242
Camera bracket	Wall mounted	2	HCM-1-BK	100	200
Camera control and signal cabling	HD-SDI signal path for full HD signal (not compressed)	4	Belkin 1506a	224	224
Camera control software	Control cameras from tablet or A/V control room	1	PTZ Optics	10	10
Camera input switcher at control panel	Camera select from control panel, tablet or A/V control room	1	BMD ATEM switcher SWATEMTVSTU/HD	995	995
LAN at control panel	Panel mount for local LAN at control panel	1	Neutrik NE8FDP B	14	14
New control panel	Box, surround, door, lock	1	Door T9F602332, <u>Mini T Handle 2603</u> with lock, IR222APG , RackRail10U	625	625
Cover existing control panel and legacy inputs	18"x18", 12"x14", 8"x10"	1	Metalworx	330	330
Rack shelf	1U	1	RS-V-1U	25	25
Protective cover	1U	1	PNLPRF1	15	15
Rack faceplate	1U	1	R1269/1UK/06	12	12
				<b>Page total \$86,508</b>	

## SCOPE OF WORK AND PROPOSAL ITEMS BASED ON RFP SPECIFICATIONS - ROOM "C"

<u>Item</u>	<u>Function</u>	<u>Qty</u>	<u>Brand/model</u>	<u>Unit Price</u>	<u>Total cost</u>
Projector	7000 Lumens to deal with light room (glass walls)	1	EPSON PRO L1075UNL PROJECTOR	5,600	5,600
Projector lens	Lens to match room size and screen	1	EPSON V12H004W05 1.04-1.46:1 ZOOM	1,450	1,450
Projector signal conversion	SDI from Kramer in control panel to HDMI for projector	1	Lumantek EZ-SHV+	199	199
Projector mount	Replace legacy and match pole	1	UNV60	160	160
Projector signal cable	Route upgraded HD signal to projector	1	HD-SDI	84	84
Screen	To replace manual screen and add better image	1	DA-LITE #96390 COSMO	2,574	2,574
Screen control module	Control projector screen from corner, tablet or A/V control room	1	Low voltage control module 40973	255	255
Screen control manual switch	Switch at control panel	1	Extron MLC-62	750	750
Projector and Screen control software	Control projector at A/V control room and with tablet	1	MSG	500	500
Speakers	Ceiling only	10	CM82-EZ-II-WH	175	1,750
Speaker wiring	Replace legacy wiring adding zone capability	1	18AWG	145	145
PA	Remotely manageable PA from A/V control room or tablet	1	Ashly ne4250.70	1,800	1,800
Corner video and audio input (HDMI)	HD HDMI signal transfer from corner of room	1	Extron DTP T HWP 4K 331 D	700	700
Corner video receiver	Paired HD receiver for corner of room signal	1	Extron DTP HDMI 4K 330 Rx	560	560
HDMI splitter	Split signal from HDMI receiver to goto ATEM and Lumantek to Lumantek to 8x1 Kramer at control panel	1	Kramer VM-2HXL	255	255

Signal conversion for corner video in	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
Control panel video and audio input (HDMI)	HDMI panel mount	1	Neutrik NAHDMI-W-N	13	13
HDMI splitter	Split signal from HDMI receiver to goto ATEM and Lumantek to 8x1 Kramer at control panel	1	Kramer VM-2HXL	255	255
Signal conversion for control panel video in	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
Control panel input selector	Projector source, from room B and C and Dominguez and A/V control room and Chamber	1	Kramer VS-81HD	2,800	2,800
Input control software	Projector source can be controlled from A/V control room or tablet	1	Kramer	10	10
XLR mic input connectors at corner	Single gang faceplate	1	D-XLR2F	48	48
XLR mic input connectors at control panel	XLR Panel mount	2	Neutrik NC3FDL1B	4	8
Mic input control software	Manage all inputs to PA	1	DaVinci	10	10
Audio de-embedder	Audio to A/V room and PA	2	Ocean Matrix OMX-05HMHM0001	65	130
PTZ cameras	PTZ cameras controlled with tablet, or A/V control room	4	PT20X-SDI-WH-G2	1,700	6,800
Camera mounting hardware and pole	Mount cameras to ceiling with safety cables	3	1" NTP, plate, Unistrut mounting hardware	80	240
Camera brackets	Pole mounted	3	HCM-1C-BK	121	363
Camera bracket	Wall mounted	1	HCM-1-BK	100	100



Camera control and signal cabling	HD-SDI signal path for full HD signal (not compressed)	4	Belkin 1506a	250	250
Camera control software	Control cameras from tablet or A/V control room	1	PTZ Optics	10	10
Camera input switcher at control panel	Camera select from control panel, tablet or A/V control room	1	BMD ATEM switcher SWATEMTVSTU/HD	995	995
LAN at control panel	Panel mount for local LAN at control panel	1	Neutrik NE8FDP B	14	14
Patio speakers	Adding audio to patio. Source is closest room	4	SM890I-WX-WH	535	2,140
Rack shelf	1U	1	RS-V-1U	25	25
Protective cover	1U	1	PNLPRF1	15	15
Rack faceplate	1U	1	R1269/1UK/04	12	12
				<b>Page total \$31,418</b>	

## SCOPE OF WORK AND PROPOSAL ITEMS – RFP SPECIFICATIONS ROOM “Dominguez”

<u>Item</u>	<u>Function</u>	<u>Qty</u>	<u>Brand/model</u>	<u>Unit Price</u>	<u>Total cost</u>
Projector	7000 Lumens to create “bright” HD image at screen	1	EPSON PRO L1075UNL PROJECTOR	5,600	5,600
Projector lens	Lens to match room size and screen	1	EPSON V12H004W05 1.04-1.46:1 ZOOM	1,450	1,450
Projector signal conversion	SDI from Kramer in control panel to HDMI for projector	1	Lumantek EZ-SHV+	199	199
Projector mount	Replace legacy and match pole	1	UNV60	160	160
Projector signal cable	Route upgraded HD signal to projector	1	HD-SDI	84	84
Screen	To replace legacy screen and add better image	1	DA-LITE #99778 Pro Elec	3,205	3,205
Screen control module	Control projector screen from corner, tablet or A/V control room	1	Low voltage control module 40973	255	255
Screen control manual switch	Switch at control panel	1	Extron MLC-62	750	750
Projector and Screen control software	Control projector at A/V control room and with tablet	1	MSG	500	500
Speakers	Ceiling in boxes and one on fascia behind screen	7	CM82-EZ-II-WH	175	1,225
Speakers	Fill	3	EV F.01U.272.562	2,011	6,033
Speaker wiring	Including PA being moved from corner storage room	1	18AWG	232	232
PA	Remotely manageable PA from A/V control room and local tablet/touchscreen	1	Ashly ne4250.70	1,800	1,800
West video and audio input (HDMI)	HD HDMI signal transfer from East wall	1	Extron DTP T HWP 4K 331 D	700	700
West video receiver	Paired HD receiver for East wall signal	1	Extron DTP HDMI 4K 330 Rx	560	560
HDMI splitter	Split signal from HDMI receiver to goto ATEM and Lumantek to 8x1 Kramer at control panel	1	Kramer VM02HXL	255	255

West signal conversion	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
East video and audio input (HDMI)	HD HDMI signal transfer from West wall	1	Extron DTP T HWP 4K 331 D	700	700
East video receiver	Paired HD receiver for West wall signal	1	Extron DTP HDMI 4K 330 Rx	560	560
HDMI splitter	Split signal from HDMI receiver to goto ATEM and Lumantek to 8x1 Kramer at control panel	1	Kramer VM02HXL	255	255
East signal conversion	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
HDMI splitter	Split signal from HDMI input at rack to goto ATEM and Lumantek to 8x1 Kramer at control panel	1	Kramer VM02HXL	255	255
Rack room signal conversion	Signal conversion from HDMI to SDI for 8x1 switcher projector sources	1	Lumantek EZ-HSV+	199	199
Control panel input selector	Projector source, from room B and C and Dominguez and A/V control room and Chamber	1	Kramer VS-81HD	2,800	2,800
Input control software	Projector source can be controlled from A/V control room or tablet	1	Kramer	10	10
HDMI input	HDMI panel mount at rack	1	Neutrik NAHDMI-W-N	13	13
XLR mic input connectors at corner	Single gang faceplate	2	D-XLR2F	48	96
XLR mic input connectors at control panel	XLR Panel mount	2	NC3FDL1B	4	8
DSP for room	Located at rack	1	Nexia CS	2,000	2,000
Mic input control software	DSP software	1	DaVinci	10	10
Dominguez Room wireless system	2 wireless microphones for the room	1	BLX288/PG58-H11	550	550

Audio de-embedder	De-embed audio from HDMI signals for PA	3	Ocean Matrix OMX-05HMHM0001	65	195
Spot lights in Dominguez	Legacy lights are fixed. Legacy lights are 300W max. Replaced with same, DMX on/off only	4	Light Cannon F-300	700	2,800
Spotlight mounting hardware	Spot from A/V control room can be controlled by tablet	4	Omega brackets etc.	75	300
Spotlight control	Control hardware and software	1	DJ express 512	220	220
Spotlight control ceiling	DMX on/off, dimming	1	ED15	135	135
Control cabling for Spot lights	DMX compatible	1	Cat6A	50	50
PTZ cameras	PTZ cameras controlled with tablet, or A/V control room	4	PT20X-SDI-WH-G2	1,700	6,800
Camera bracket	Wall mounted	4	HCM-1-BK	100	400
Camera control and signal cabling	HD-SDI signal path for full HD signal (not compressed)	1	Belkin 1506a	224	224
Camera control software	Control cameras from tablet or A/V control room	1	PTZ Optics	10	10
Camera input switcher at control panel	Camera select from control panel, tablet or A/V control room	1	BMD ATEM switcher SWATEMTVSTU/HD	995	995
Local management PC	Local interface to devices	1	HP All-in-One 24-dp1056qe PC	900	900
LAN at control panel	Panel mount for local LAN at control panel	1	Neutrik NE8FDP B	14	14
Rack	4U	1	APBS194UBK	150	150
Rack shelf	1U	1	RS-V-1U	25	25
Protective cover	1U	1	PNLPRF1	15	15
Rack faceplate	1U	1	R1269/1UK/04	12	12
				<b>Page total \$44,107</b>	

## SCOPE OF WORK AND PROPOSAL ITEMS – RFP SPECIFICATIONS ROOM “A/V CONTROL ROOM”

Item	Function	Qty	Brand/model	Unit Price	Total cost
Room A Recorder	Record room video, select cameras, remote control input selector	1	HP with BMD card	4,700	4,700
Room A Recording software	Record HD content	1	Magicsoft	800	800
Monitor for Room A Recorder	PC monitor with speakers	1	Dell P2415Q	550	550
Source selector	ATEM, Projector switch out& local input (HDMI)	1	Kramer VS-41HD	1,800	1,800
Source selector control software	Control software	1	Kramer	10	10
Signal distribution	Send signals to other rooms as needed	1	Marshall VDA-106-3GS	165	165
SDI VDA for rack Kramer Recorder source switch	Send signals to other rooms as needed	4	Marshall VDA-106-3GS	165	660
Local source signal conversion	Local source at rack “DVD player” – source 1	1	Lumantek EZ-HSV+	199	199
SDI VDA for rack Kramer Recorder source switch	Source 1	1	Marshall VDA-106-3GS	165	165
Local source signal conversion	Local source at rack “Zoom PC” – source 2	1	Lumantek EZ-HSV+	199	199
SDI VDA for rack Kramer Recorder source switch	Source 2	1	VDA-106-3GS	165	165
Control panel video and audio input (HDMI)	HDMI panel mount	2	Neutrik NAHDMI-W-N	13	26

XLR mic input connectors at control panel	XLR Panel mount	2	Neutrik NC3FDL1B	4	8
LAN at control panel	Panel mount for local LAN at control panel	1	Neutrik NE8FDP B	14	14
Room A DSP	XLR2+XLR2+wireless2	1	Nexia CS	2,000	2,000
Room A DSP control software	Software for microphone control and wireless inputs	1	DaVinci	10	10
Room A wireless system	2 microphones	1	BLX288/PG58-H11	550	550
Room A wireless antenna extender	Antenna extenders for 1 receiver	1	UA8100	187	187
Room B DSP	XLR4+XLR4+wireless4	2	Nexia CS	2,000	4,000
Room B DSP control software	Software for microphone control and wireless inputs	1	DaVinci	10	10
Room B wireless system	4 microphones	2	BLX288/PG58-H9 and BLX288/PG58-H10	550	1,100
Room B wireless antenna extender	Antenna extender for 2 receivers	2	UA8100	187	374
Room C DSP	XLR2+XLR2+wireless2	1	Nexia CS	550	550
Room C DSP control software	Software for microphone control and wireless inputs	1	DaVinci	10	10
Room C wireless system	2 microphones	1	BLX288/PG58-H12	550	550
Room C wireless antenna extender	Antenna extender for 1 receiver	1	UA8100	187	187
Room B camera joystick	Physical control for camera movement for A/V control room operator	1	PT-JOY-G3	650	650
Confidence monitor	Room A and B sources	1	M-LYNX-702 V.3	670	670

Confidence monitor	room C and Dominguez room sources	1	M-LYNX-702 V.3	670	670
Confidence monitor	Chamber send and Chamber receive sources	1	M-LYNX-702 V.3	670	670
Source selector	Select which room/signal goes to chamber	1	Kramer VS-41HD	1,800	1,800
Source selector	Control software	1	Kramer	10	10
Confidence monitor Cable return	See cable feed in real time	1	VX3276-mhd	320	320
Confidence monitor cable return rack mount	Mount confidence cable return monitor on front of rack	1	ULCD-2	40	40
Tablets for rooms A, B, C and Dominguez and one spare Win10	Tablet for local control over all functions	5	Microsoft surface pro 13.5" screen. Model number 1958	1,000	5,000
Network extender for rooms A, B, C and Dominguez	Range extender for tablet in the rooms	4	U6-Lite-US	110	440
Network switch for tablet and lights	24 port un-managed	2	SG112-24-NA	200	400
Spotlight control for rooms A and C	Control hardware and software	2	DJ Express 100	220	440
SDI cabling in rack	120x1	1	250	225	225
SDI cabling to/from rooms	250x8 for A=2000, 250x8 for C=2000, 250x8 for B=2000, 1000x8 for D=8000	15	15,000'	250	3,750
SDI to fiber transmitter. From Council	HD to fiber transmitter, using existing fiber at CC A/V control room, sending from Council A/V control room (located at council)	1	Lynx Technik AG Yellobrik O TT 1812	640	640

Fiber to SDI from Council	HD to fiber receiver for signal coming from council A/V control room (located at CC A/V control room rack)	1	Lynx Technik AG Yellobrik O RR 1802	570	570
SDI to fiber transmitter. To Council	HD to fiber transmitter, using existing fiber at CC A/V control room, sending to council A/V control room (located at CC A/V control room rack)	1	Lynx Technik AG Yellobrik O TT 1812	640	640
Fiber to SDI to Council	HD to fiber receiver for signal coming from CC A/V control room (located a council A/V control room)	1	Lynx Technik AG Yellobrik O RR 1802	570	570
Rack shelf	1U	1	RS-V-1U	25	25
Protective cover	1U	1	PNLPRF1	15	15
Rack faceplate	1U	1	R1269/1UK/06	12	12
Rack hardware	Filler panels	4	Middle Atlantic	40	160
DSP program	BiAmp DSP custom programming for each DSP. Client owns source code	1	MSG	4000	4000
<b>Page total \$41,991</b>					



### 3. Cost proposal - v - Pricing – Mediastar recommendations

This is section 2

During the design phase of the project Mediastar became aware that the RFP list of equipment did not meet all the expected needs of the City. Accordingly, Mediastar makes the following recommended additions to the project, shown here for each room.

## SCOPE OF WORK AND PROPOSAL ITEMS – RECOMMENDATIONS ROOM “A”

<u>Item</u>	<u>Function</u>	<u>Qty</u>	<u>Brand/model</u>	<u>Unit Price</u>	<u>Total cost</u>
Spotlight	Single spot for room A with moveable head controlled by tablet or A/V control room	1	ROGUER3SPOT	2,800	2,800
Spotlight mounting hardware	Mount on ceiling behind existing light box for room B	1	Omega brackets etc.	149	149
Spotlight control	Control hardware and software	1	DJ Express 100	220	220
Control cabling for Spot lights	DMX compatible	1	Cat6A	125	125
<b>Page total \$3,294</b>					

Note: Currently there is no spotlight in Room A (or C), our recommendation is to add a moveable head spotlight that can be controller either from the tablet or the control room to allow the room to be used for professional presentations and improve the image quality for the HD video recordings being contemplated.

## SCOPE OF WORK AND PROPOSAL ITEMS – RECOMMENDATIONS ROOM “B”

<u>Item</u>	<u>Function</u>	<u>Qty</u>	<u>Brand/model</u>	<u>Unit Price</u>	<u>Total cost</u>
Screen	New screen. Can be mounted rear, middle (wooden stage edge) or front (extended stage edge) as needed	1	DA-LITE #81625C custom professional	3,100	3,100
Screen control module	Control projector screen from corner, tablet or A/V control room	1	Low voltage control module 40973	255	255
Screen control manual switch	Switch at rear of room B (Control panel)	1	Extron MLC-62	750	750
Projector and Screen control software		1	MSG	500	500
Spotlight	Spot from A/V control room can be controlled by tablet	2	ROGUER3SPOT	2,800	5,600
Spotlight mounting hardware	Spot from A/V control room can be controlled by tablet	2	Omega brackets etc.	149	298
Control software for Spot lights	Can be controlled from A/V control room or tablet	1	Chauvet ShowXpress and DJ Express 512+	725	725
Spot lights in room B and room A and C facing room B	Currently 44 @ max 300W each. Propose 6 on either side and 2 rows of 8. And one row of 8 at stage	28	Chauvet Maverick Mk1 spot	3,800	78,400
Mounting hardware for Spotlights lights	Mounting hardware for existing bar	28	Omega brackets etc.	149	4,172
Control software for Spot lights	Chauvet	1	Chauvet ShowXpress	10	10
Safety straps	Safety straps for all spotlights	60	HD-lite	30	1,800
Control cabling for Spot lights	DMX compatible	1	Cat6A	250	250
<b>Page total \$125,205</b>					

Rational: These three rooms have the potential to be used as full multi-media theatre facilities, beyond meetings and weddings. Moveable head spotlights offer the advantage of not requiring staff to travel to the ceiling to make adjustments to fixed spots (as is now) instead allowing the room to be configured for the intended use at the press of a button (either on the tablet or the management PC for each room).

Screen: This upgraded screen is designed to maximize the image created by the new HD projector. In addition, the current screen is believed to be at least 20 years old, with the mechanical components being as old. We recommend adding a new screen.

Spotlights for main hall: We recommend upgrading these fixtures to moveable head spots that offer both brighter lights as well as state of the art features. LED lights last longer than legacy bulbs. These fixtures not only allow traditional light display, but also offer multimedia displays, color changes, and computer images to be displayed as part of repurposing the room.

We have recommended two “follow spots” be upgraded to moveable heads as well, as this allows the operator to automate the spot process..

## SCOPE OF WORK AND PROPOSAL ITEMS – RECOMMENDATIONS ROOM “C”

<u>Item</u>	<u>Function</u>	<u>Qty</u>	<u>Brand/model</u>	<u>Unit Price</u>	<u>Total cost</u>
Spotlight	Single spot for room A with moveable head controlled by tablet or A/V control room	1	ROGUER3SPOT	2,800	2,800
Spotlight mounting hardware	Mount on ceiling behind existing light box for room B	1	Omega brackets etc.	149	149
Spotlight control	Control hardware and software	1	DJ Express 100	220	220
Control cabling for Spot lights	DMX compatible	1	Cat6A	125	125
<b>Page total \$3,294</b>					

Rational: Currently there is no spotlight in Room A (or C), our recommendation is to add a moveable head spotlight that can be controller either from the tablet or the control room to allow the room to be used for professional presentations and improve the image quality for the HD video recordings being contemplated.

## SCOPE OF WORK AND PROPOSAL ITEMS RECOMMENDATIONS- ROOM "Dominguez"

<u>Item</u>	<u>Function</u>	<u>Qty</u>	<u>Brand/model</u>	<u>Unit Price</u>	<u>Total cost</u>
Spot lights in Dominguez	Legacy lights are fixed. Legacy lights are 300W max. New lights have moveable heads, allows full use of room	3	Maverick MK1 spot	2,800	8,400
Spotlight mounting hardware	Spot from A/V control room can be controlled by tablet	3	Omega brackets etc.	149	447
Spotlight control	Control hardware and software	1	DJ express 512	220	220
Control cabling for Spot lights	DMX compatible	1	Cat6A	125	125
<b>Page total \$9,192</b>					

## SCOPE OF WORK AND PROPOSAL ITEMS – RECOMMENDATIONS ROOM “A/V CONTROL ROOM”

Item	Function	Qty	Brand/model	Unit Price	Total cost
Room B Recorder	Record room video, select cameras, remote control input selector	1	HP with BMD card	4,700	4,700
Room B Recording software	Record HD content	1	Magicsoft	800	800
Monitor for Room B Recorder	PC monitor with speakers	1	Dell P2415Q	550	550
Source selector	ATEM, Projector switch out& local input (HDMI)	1	Kramer VS-41HD	1,800	1,800
Source selector control software	Control software	1	Kramer	10	10
Room C Recorder	Record room video, select cameras, remote control input selector	1	HP with BMD card	4,700	4,700
Room C Recording software	Record HD content	1	Magicsoft	800	800
Monitor for Room C Recorder	PC monitor with speakers	1	Dell P2415Q	550	550
Source selector	ATEM, Projector switch out& local input (HDMI)	1	Kramer VS-41HD	1,800	1,800
Source selector control software	Control software	1	Kramer	10	10
Dominguez room Recorder	Record room video, select cameras, remote control input selector	1	HP with BMD card	4,700	4,700
Dominguez room Recording software	Record HD content	1	Magicsoft	800	800
Monitor for Dominguez room	PC monitor with speakers	1	Dell P2415Q	550	550
Source selector	ATEM, Projector switch out& local input (HDMI)	1	Kramer VS-41HD	1,800	1,800
Source selector control software	Control software	1	Kramer	10	10
Room A camera joystick	Physical control for camera movement for A/V control room operator	1	PT-JOY-G3	650	650

Room C camera joystick	Physical control for camera movement for A/V control room operator	1	PT-JOY-G3	650	650
Dominguez room camera joystick	Physical control for camera movement for A/V control room operator	1	PT-JOY-G3	650	650
Management PC for AV booth	Control devices locally	1	HP All-in-One 24-dp1056qe PC	900	900
<b>Page total \$26,430</b>					

**Rational:**

**Recorders:** We recommend more than one HD digital recorder so that more than one room can be used at the same time. With the upcoming investment for the moveable walls (“doors”), this will allow for each room in the main halls to be used simultaneously. Recording these events requires individual HD recorders.

**Joystick:** It is contemplated that a video operator might be part of a future use of each given room. With that in mind, the A/V control room would be the logical location for the operator to work out from. A physical joystick is needed for a professional operator as the software-based PTZ control software cannot react quickly enough for fast-paced meetings (such as council meetings or other committees).

**Management PC:** Some devices will be operated and configured separately for each room. The management PC allows for these tasks to be performed while meetings are ongoing and their respective HD recorders and control software is in use by a given operator. The management PC is identical to the PC being proposed in the Dominguez room for redundancy.



## 3. Cost proposal - v - Pricing – total installation cost

This is section 3

<u>Prices</u>	<u>Cost</u>
Total labor costs	\$63,920
Total equipment costs – BASED ON RFP SPECIFICATIONS	\$235,442
Sales tax (9.5%)	\$22,367
Note: The sales tax rate of 9.5% is set to increase to 10.25% in July, 2021.If work is undertaken after July 1 <sup>st</sup> , 2021, the new rate will apply.	
Total installation cost. <b><u>THIS IS OUR RFP RESPONSE</u></b>	<b>\$321,729</b>

**ALTERNATIVE PRICE BASED ON MEDIASTAR  
RECOMMENDATIONS (ADDED ITEMS)**

<u>Prices</u>	<u>Cost</u>
<i>Total labor costs (INCLUDES ADDED LABOR FOR ADDITIONAL ITEMS)</i>	\$72,810
<i>Total equipment costs (INCLUDES ALL ADDITIONAL ITEMS RECOMMENDED IN SECTION 2 PRICE LISTS)</i>	\$402,857
<i>Sales tax (9.5%)</i>	\$38,271
Note: The sales tax rate of 9.5% is set to increase to 10.25% in July, 2021.If work is undertaken after July 1 <sup>st</sup> , 2021, the new rate will apply.	
<i>Total installation cost (THIS IS <b>NOT</b> OUR RFP RESPONSE), this is the total including recommendations and additional labor.</i>	\$513,938

## 3. Cost proposal – viii Service list and prices

<u>Service</u>	<u>Manhours</u>	<u>Hourly rate</u>	<u>Cost</u>
Consultancy and design	32	\$150	\$4,800
Inventory of existing equipment	24	\$140	\$3,360
Wiring diagrams for existing equipment	40	\$150	\$6,000
Installation Room A	40	\$140	\$5,600
Installation Room B	88	\$140	\$12,320
Installation Room C	40	\$140	\$5,600
Installation Dominguez room	56	\$140	\$7,840
Installation A/V control room	80	\$140	\$11,200
Test and certification	24	\$150	\$3,600
Training room A & C	12	\$100	\$1,200
Training room B	12	\$100	\$1,200
Training A/V control room	12	\$100	\$1,200
Total for labor costs			\$63,920

City of Carson: Community Services Department  
Request for Proposals: RFP 21-020  
Evaluation Summary  
Maximum Points: 100

Rater	EIDIM	Mediastar Inc.
Rater 1	48	78
Rater 2	55	78
Rater 3	45	78
<b>Total Points</b>	<b>148</b>	<b>234</b>
<b>Average Points</b>	<b>59.8</b>	<b>78</b>



**ITEM NO. 5  
CONSENT CALENDAR**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, July 29, 2021

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**SUBJECT:**

**CONTRACT AMENDMENT NO. 3 TO CHOURA VENUE SERVICES TO PROVIDE EXCLUSIVE CATERING SERVICES AT THE CONGRESSWOMAN JUANITA MILLENDER-MCDONALD COMMUNITY CENTER FOR THE PERIOD OF JULY 6, 2021 THROUGH DECEMBER 31, 2021**

**I. SUMMARY**

On December 6, 2011 the City Council approved a five-year contract with Choura Venue Services (Caterer or Choura) to provide exclusive catering services at the Congresswoman Juanita Millender-McDonald Community Center. The contract duration began on January 1, 2012 and ended on December 31, 2016. On November 4, 2015 the City and Caterer entered into Amendment No. 1 to the agreement, extending the term of the agreement for an additional five years, from January 1, 2017 to December 31, 2021. Amendment No. 1 erroneously stated that the five-year term extension would conclude on December 31, 2022 which was a miscalculation and would have represented a six-year extension, which was not the parties' intent. On November 1, 2018 the City and Caterer entered into Amendment No. 2 to the agreement, adding a new Section 24, whereby the City engaged the Caterer to perform via 3<sup>rd</sup> party, services related to decorating the Civic Center for the 2018-2019 holiday season.

Staff is now requesting that City Council consider approving contract Amendment No. 3, which corrects and aligns the agreement end date to December 31, 2021. Amendment No. 3 also amends the following contract provisions: Subsection (j) (Miscellaneous) of Section 1 (Caterer's Obligations); Section 3 (Complaints); Subparagraph (7) of subsection (a) of Section 4 (Compensation) of the Agreement is hereby deleted and removed in its entirety and creates a new subsection (d) which addresses a payment plan of outstanding rent due to the City from January & February of 2020 totaling \$35,766.95; Subsection (a) (Room Reservations of Section 6 (City's Obligations); Subsection (e) of Section 23 is amended; and a new subsection (1) is added to Section 23 (Miscellaneous Provisions) of the Agreement. The new subsection (d) is due to the economic hardship encountered by Choura Venue Services due to the pandemic and the Congresswoman Juanita Millender-McDonald Community Center being closed for events from March 2020 to June 2021.

**II. RECOMMENDATION**

1. RECOMMEND City Council APPROVE Contract Amendment No. 3 to Choura Venue Services to provide exclusive catering services at the Congresswoman



## ITEM NO. 5 CONSENT CALENDAR

Juanita Millender-McDonald Community Center for the period of July 6, 2021 to December 31, 2021; AND

2. RECOMMEND City Council AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney.

### III. ALTERNATIVES

TAKE any other action the Commission deems appropriate.

### IV. BACKGROUND

Choura Venue Services has provided exclusive catering services to the Congresswoman Juanita Millender-McDonald Community Center since January 1, 2012. A five-year agreement was entered into between the City and Caterer. Amendment No. 1 granted an additional five-year contract extension covering the period of January 1, 2017 to December 31, 2021. However, Amendment No. 1 erroneously stated the five-year extension would conclude on December 31, 2022 which would have represented a six year extension which was not the parties' intent. On November 1, 2018, the City and Caterer entered into Amendment No. 2 to the agreement, adding a new Section 24, whereby the City engaged the Caterer to perform via 3<sup>rd</sup> party, services related to decorating the Civic Center for the 2018-2019 holiday season.

Due to the pandemic, the operations of the Congresswoman Juanita Millender-McDonald Community Center were shut down from March 2020 to June 2021. As a result, there have been no events scheduled at the center, placing additional financial hardship on Choura Venue Services limiting its ability to generate revenue from catering sales for events.

Neither the original agreement nor any of the subsequent amendments had specified parameters for how the caterer should handle refunds to customers whose reservations had been cancelled for circumstances out of the customers' control. As a result, Choura Venue Services had not issued refunds to clients whose events were cancelled due to the pandemic. Staff brought this to the attention of Choura in April 2021 and most of the clients' catering payments have since been refunded by Choura. The proposed amendment stipulates that Choura's refund policy mirror that of the City's facility rental refund policy to ensure consistency for customers.

Just prior to the pandemic shut down, Choura had become delinquent on its rent/revenue share payments to the City for the months of January and February 2020. Once the shutdown was implemented, Choura experienced limited cash flow and was not able to make those payments in full, totaling \$35,766.95. As such, this amendment proposes a short-term payment plan that affords Choura the opportunity to gradually repay the back rent through December 2021. With the Center reopened



## **ITEM NO. 5 CONSENT CALENDAR**

for normal events in June 2021, Choura is now booking new catering services through the summer and experiencing routine cash flow.

Amendment No. 3 amends the remaining agreement date to July 6, 2021 through December 31, 2021. With the current catering contract expiring at the end of 2021, staff is preparing a Request for Proposals for catering services beginning with calendar year 2022.

In addition, amendments are made to the agreement as follows:

Subsection (j) (Miscellaneous) of Section 1 (Caterer's Obligations) is amended to add a new subparagraph (4) that requires Choura Venue Services to mirror the City's refund policy for deposits for reservations for use of the center.

Section 3 (Complaints) is amended to require the caterer to respond and resolve complaints within 30 days unless additional time is granted by the contract officer and that an accumulation of an unreasonable number of complaints shall be deemed a breach of the agreement.

Subparagraph (7) of subsection (a) of Section 4 (Compensation) removes in its entirety the base minimum rent payment to the City of \$11,000.00. A new subsection (d) is added to Section 4 (Compensation) of the agreement that establishes a repayment schedule of back rent owed to the City from January & February 2020 totaling \$35,766.95. Beginning on August 1, 2021, payments will be made on the 1<sup>st</sup> of every month with the last payment on or before December 1, 2021. The schedule of payments is August 1 - \$3,941.74; September 1 - \$5,941.74; October 1 - \$7,941.74; November 1 - \$7,999.99; December 1- \$9,941.74.

Subsection (a) (Room Reservations) of Section 6 (City's Obligations) is amended to address City staffing levels and hours of operation to perform duties related to the reservation process of events.

Subsection (e) of Section 23 is amended regarding the notification of parties for any notice, demand, document, consent, approval or communication and to the named Contract Officer and Caterer.

A new subsection (1) is added to Section 23 (Miscellaneous Provisions) defining the City's Contract Officer as the Director of Community Services, or such person as may be designated by the City Manager.

Staff is currently waiting to get approval from Choura Venue Services regarding draft Contract Amendment No. 3 (Exhibit No. 1) with no major changes.



## **ITEM NO. 5 CONSENT CALENDAR**

In the next few months, staff will be publishing a Request for Proposals (RFP) for catering services at the Center for the next 5-year period starting January 1, 2022. Choura and other industry caterers will be encouraged to submit proposals at that time.

### **V. FISCAL IMPACT**

No additional funds are being requested at this time. If approved, Amendment No. 3 will decrease the funds paid by Choura to the City during the closure of the Community Center due to the pandemic.

### **VI. EXHIBITS**

1. Draft Contract Amendment No. 3 (pgs. 5-15)

Prepared by: Adrian Reynosa, Community Center Manager

**Draft****AMENDMENT NO. 3****TO CONTRACT SERVICES AGREEMENT TO PROVIDE EXCLUSIVE CATERING SERVICES AT THE CONGRESSWOMAN JUANITA MILLENDER-MCDONALD COMMUNITY CENTER AT CARSON**

**THIS THIRD AMENDMENT TO THE CONTRACT SERVICES AGREEMENT TO PROVIDE EXCLUSIVE CATERING SERVICES AT THE CONGRESSWOMAN JUANITA MILLENDER-MCDONALD COMMUNITY CENTER AT CARSON** (“Amendment”) by and between the CITY OF CARSON, a California municipal corporation (“City”) and CHOURA VENUE SERVICES, a California corporation (“Caterer”) is effective as of the \_\_\_\_ day of \_\_\_\_\_, 2021.

**RECITALS**

A. City and Caterer entered into that certain Contract Services Agreement to Provide Exclusive Catering Services at the Congresswoman Juanita Millender-McDonald Community Center at Carson dated December 6, 2011 (“Agreement”), whereby Caterer agreed to provide catering services for conferences, business meetings, banquets, trade shows, weddings, receptions, private parties, benefits and other functions held at the Congresswoman Juanita Millender-McDonald Community Center in the City of Carson requiring such services, including food and beverage sales, food setups, serving and clean-ups, and receive compensation through receiving a percentage of sales generated from such functions.

B. The original term of the Agreement began January 1, 2011, and was set to expire on December 31, 2016, with the City having the authority, pursuant to Section 10, to extend the Agreement for one additional five-year term, on the same terms and conditions, unless modified in writing by both parties.

C. On November 4, 2015, the City and Caterer entered into Amendment No. 1 to the Agreement, extending the term of the Agreement for the additional five-year term, from January 1, 2017 through December 31, 2021. Amendment No. 1 erroneously stated that the five-year extension term would conclude December 31, 2022; this was a miscalculation which would have represented a six-year extension of the Agreement, and which was not the parties’ intent.

D. On November 1, 2018, the City and Caterer entered into Amendment No. 2 to the Agreement, adding a new Section 24 thereto, whereby the City engaged Caterer to perform, directly or via engagement of a qualified third-party vendor, services related to decorating the City’s Civic Center for the 2018-2019 holiday season.

E. With the onset of the COVID-19 pandemic in early 2020, the City and Caterer experienced various hardships. Among other things, the City was forced to close its Community Center to the public in March of 2020, and Caterer failed to pay City for rent due in the total amount of \$35,766.95 pursuant to Section 4 of the Agreement for events catered at the Community Center in January and February of 2020 (the “Unpaid Rent”). Additionally, Caterer failed to refund deposits paid to it by a large number of patrons for catering services at functions that had been booked at the Community Center prior to the pandemic but that were cancelled due to the pandemic, resulting in numerous patron complaints to the City and Caterer.



F. After a dispute with the City regarding its obligation to pay the above-referenced patron refunds as necessary to resolve the complaints, which dispute was resolved without the need for legal action or termination of the Agreement, Caterer has now resolved the patron complaints to the satisfaction of the City, and as a result, City is now willing to agree to an installment plan allowing Choura to repay the Unpaid Rent in installments over a period of several months while allowing performance of the Agreement, as amended by this Amendment, to continue in the interim. The Community Center has re-opened to the public as of June 2021.

G. The aforementioned trials and tribulations have also illuminated certain defects and deficiencies in the Agreement, which the parties now desire to correct via additions, modifications or deletions to various provisions of the Agreement.

H. Based on the foregoing, City and Caterer now desire to enter into this Third Amendment to effectuate such changes, as set forth below.

## **TERMS**

1. **Contract Changes.** The Agreement is amended as provided herein.

A. Subsection (j) (Miscellaneous) of Section 1 (Caterer's Obligations) is hereby amended to add a new subparagraph (4), to read as follows:

“(4) Any and all new contracts or agreements between Caterer and clients/patrons related to catering of functions at the Center shall provide that any deposits made by clients/patrons in advance to reserve catering services for a function at the Center shall be refundable in accordance with a Caterer policy that is substantially consistent with City's refund policy for reservations for use of Center facilities as set forth in the City's "Carson Event Center - Rules Regulations, and Conditions of Use" attached hereto as Exhibit E (the "Rules and Regulations"). Notwithstanding the foregoing, Caterer's policy for refunding catering deposits may be more lenient, but not more stringent, with respect to payment of refunds to clients/patrons than City's policy for refunding Center facility use deposits. Caterer's failure or refusal to pay a refund in accordance with such policy or this provision shall constitute a breach of this Agreement by Caterer, and complaints from clients/patrons regarding failure or refusal of Caterer to pay a refund in accordance with such policy or this provision shall be deemed to be of a serious nature pursuant to Section 3 of this Agreement. In the event of a change to the Rules and Regulations, the City shall provide notice of same to Caterer, and upon such notice the amended version of the Rules and Regulations shall automatically be deemed incorporated into this Agreement without the need for approval of an amendment hereto.”

B. The current version of the Rules and Regulations, which is attached hereto and identified as such, is hereby added to the Agreement as Exhibit "E" thereto.

C. Section 3 (Complaints) of the Agreement is hereby amended to read in its entirety as follows (added text shown in **bold italics**, deleted text shown in ~~strike through~~):

**“3. Complaints.** Caterer shall respond promptly to all complaints from patrons and shall report to the City on each complaint and the resolution thereof. If City believes a complaint to be of a serious nature, City shall notify Caterer **and direct Caterer to resolve the Complaint immediately**. Caterer shall respond to such notification within four days **and shall make best efforts to resolve the complaint within thirty days, unless further time is granted by the Contract Officer.** ~~Receipt of Accumulation of~~ an unreasonable number of **unresolved** serious complaints **at any one time** shall be considered a breach of this Agreement. Determination of the seriousness of complaints shall be at the **reasonable discretion of the Contract Officer** ~~consensus of the Community Center Manager, the Caterer’s Carson Food & Beverage Manager, the Caterer’s Controller and the Public Services General Manager.~~ **The foregoing applies to all patron/client complaints, irrespective of whether City receives the complaint directly from a patron/client or whether City receives notice of the complaint from Caterer.”**

D. Subparagraph (7) of subsection (a) of Section 4 (Compensation) of the Agreement is hereby deleted and removed in its entirety.

E. A new subsection (d) is hereby added to Section 4 (Compensation) of the Agreement, to read in its entirety as follows:

**“d.** Notwithstanding any provision of subsections (a)-(c), inclusive, of this Section 4 to the contrary, the monthly user fees that were generated for functions held during the months of January and February of 2020, totaling \$35,766.95 (the “Unpaid Rent”), shall be paid by Caterer pursuant to an installment plan as follows: (i) the first \$3,941.74 of the Unpaid Rent on or before August 1, 2021; (ii) the next \$5,941.74 of the Unpaid Rent, for a total of \$9,883.48, on or before September 1, 2021; (iii) the next \$7,941.74 of the Unpaid Rent, for a total of \$17,825.22, on or before October 1, 2021; (iv) the next \$7,999.99 of the Unpaid Rent, for a total of \$25,825.21, on or before November 1, 2021; and (v) the final \$9,941.74 of the Unpaid Rent, for a total of \$35,766.95, on or before December 1, 2021.”

F. Subsection (a) (Room Reservations) of Section 6 (City’s Obligations) of the Agreement is hereby amended to read in its entirety as follows (added text shown in **bold italics**, deleted text shown in ~~strike through~~):

**“a. Room Reservations.** City shall arrange for the rental of rooms in the Center through a computerized room availability system (“scheduling system”) and shall endeavor to refer persons desiring catering services to Caterer prior to client’s deposit or commitment. City shall make every

effort to include food and/or beverage functions in event planning. City shall be solely responsible for making all reservations and cancellations on the scheduling system. ***City shall provide staffing to perform the foregoing functions in accordance with the City's Community Services Department's Organizational Chart for the Center attached hereto as Exhibit F (the "Organizational Chart"), during regular City business hours (Monday through Thursday, 7AM-6PM). Notwithstanding the foregoing, this paragraph shall not be construed to: (i) require the City to fill the current vacancies identified in the Organizational Chart at or for any time; (ii) require the City to keep any position identified in the Organizational Chart filled at or for any time; or (iii) to preclude City from making any changes to its personnel system or to any the positions (or the organization or structure of positions) identified in the Organizational Chart. In the event of a change to the Organizational Chart, the City shall provide notice of same to Caterer, and upon such notice the amended version of the Organizational Chart shall automatically be deemed incorporated into this Agreement without the need for approval of an amendment hereto.***"

City shall make the scheduling system available to Caterer for viewing the event scheduling. Caterer shall have read-only access to the scheduling system, without any right to make modifications to the scheduling data. City shall provide access to the scheduling system on ~~the~~ Caterer's computers. Should Caterer wish to have access to the scheduling system at any other location, such access, including but not limited to, hardware, software, installation and wiring requirements, shall be at Caterer's sole expense."

**G.** The current version of the Organizational Chart, which is attached hereto and identified as such, is hereby added to the Agreement as Exhibit "F" thereto.

**H.** Subsection (e) of Section 23 is hereby amended as follows (added text shown in ***bold italics***, deleted text shown in ~~strikethrough~~):

**"e. Notice.** Any notice, demand, request, document, consent, approval or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally, ***emailed***, or sent by prepaid, first-class mail to the following individuals: For City, to the attention of the ***Contract Officer*** ~~City Manager~~, City of Carson, 701 East Carson Street, Carson, CA 90745, ***rlennox@carsonca.gov***, and For Caterer, to ***Dan D'sa, Grand Food & Beverage, 4101 E. Willow St., Long Beach, CA 90815, dan@grandfandb.com*** ~~James R. Choura, Choura Events, 375 Maple Avenue, Torrance, California 90503, 310.320.6200, www.choura.us.~~ Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered ***or emailed if emailed as provided in this Sub-***

*section*, or in 72 hours from the time of mailing if mailed as provided in this Sub-section.”

**I.** A new subsection (l) is hereby added to Section 23 (Miscellaneous Provisions) of the Agreement to read in its entirety as follows:

“**l. Contract Officer.** City’s Contract Officer for purposes of this Agreement shall be Robert Lennox, Director of Community Services, or such person as may be designated by the City Manager (“Contract Officer”). It shall be Caterer’s responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services pursuant to this Agreement, and Caterer shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.”

**J.** All references to the “City Manager or his designee” in the Agreement are hereby amended to mean and refer to the Contract Officer, as defined in Section 23(l) of the Agreement.

**2. Continuing Effect of Agreement.** Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by this Amendment to the Agreement.

**3. Affirmation of Agreement; Warranty Re Absence of Defaults.** City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than as provided herein. Each party represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

**4. Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

5. **Authority.** The persons executing this Amendment on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment on behalf of said party, (iii) by so executing this Amendment, such party is formally bound to the provisions of this Amendment, and (iv) the entering into this Amendment does not violate any provision of any other agreement to which said party is bound.

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date and year first-above written.

**CITY:**

CITY OF CARSON, a municipal corporation

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

**ATTEST:**

\_\_\_\_\_  
John W. Carroll, Sr., Chief Deputy City Clerk

APPROVED AS TO FORM:  
ALESHIRE & WYNDER, LLP

\_\_\_\_\_  
Sunny K. Soltani, City Attorney  
[BRJ]

**CONSULTANT:**

CHOURA VENUE SERVICES, a California corporation

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:  
Address:

**Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On \_\_\_\_\_, 2021 before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

<p><input type="checkbox"/> <b>CAPACITY CLAIMED BY SIGNER</b></p> <p><input type="checkbox"/> INDIVIDUAL</p> <p><input type="checkbox"/> CORPORATE OFFICER</p> <p>_____</p> <p align="center">TITLE(S)</p> <p><input type="checkbox"/> PARTNER(S)    <input type="checkbox"/> LIMITED</p> <p>                                  <input type="checkbox"/> GENERAL</p> <p><input type="checkbox"/> ATTORNEY-IN-FACT</p> <p><input type="checkbox"/> TRUSTEE(S)</p> <p><input type="checkbox"/> GUARDIAN/CONSERVATOR</p> <p><input type="checkbox"/> OTHER _____</p> <p>_____</p> <p><b>SIGNER IS REPRESENTING:</b> (NAME OF PERSON(S) OR ENTITY(IES))</p> <p>_____</p> <p>_____</p>	<p><b>DESCRIPTION OF ATTACHED DOCUMENT</b></p> <p>_____</p> <p align="center">TITLE OR TYPE OF DOCUMENT</p> <p>_____</p> <p align="center">NUMBER OF PAGES</p> <p>_____</p> <p align="center">DATE OF DOCUMENT</p> <p>_____</p> <p align="center">SIGNER(S) OTHER THAN NAMED ABOVE</p>
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**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

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I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

<b>CAPACITY CLAIMED BY SIGNER</b>	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>
<input type="checkbox"/> INDIVIDUAL	_____
<input type="checkbox"/> CORPORATE OFFICER	_____
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL	TITLE OR TYPE OF DOCUMENT
<input type="checkbox"/> ATTORNEY-IN-FACT	_____
<input type="checkbox"/> TRUSTEE(S)	NUMBER OF PAGES
<input type="checkbox"/> GUARDIAN/CONSERVATOR	_____
<input type="checkbox"/> OTHER _____	DATE OF DOCUMENT
<b>SIGNER IS REPRESENTING:</b> (NAME OF PERSON(S) OR ENTITY(IES))	_____
_____	_____
_____	SIGNER(S) OTHER THAN NAMED ABOVE



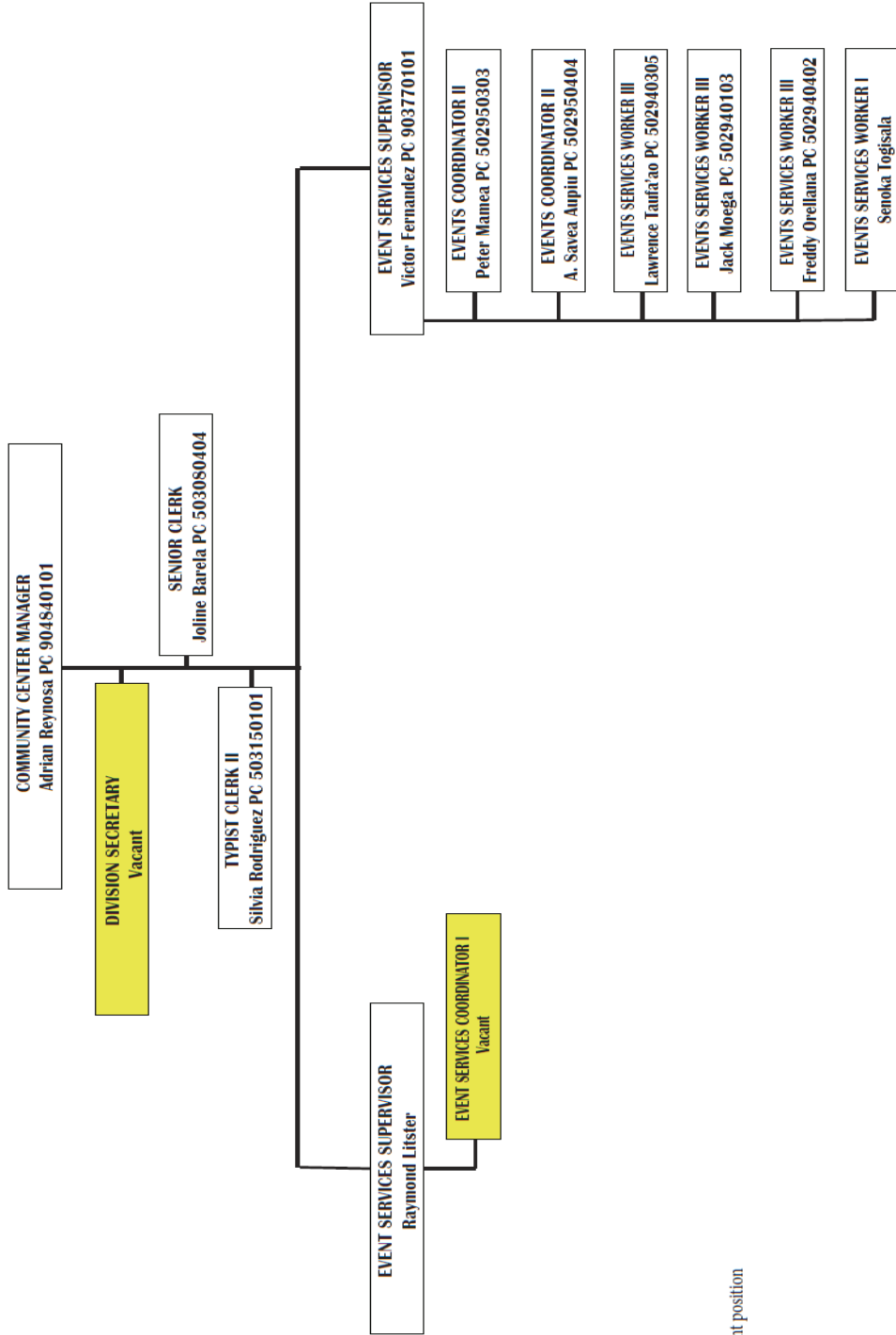
**EXHIBIT “E” TO AGREEMENT**

**RULES AND REGULATIONS**

**[to be attached]**

**EXHIBIT “F” TO AGREEMENT**

**ORGANIZATIONAL CHART**



■ = Vacant position



**ITEM NO. 6  
CONSENT CALENDAR**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, July 29, 2021

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**SUBJECT:**

**AMENDMENT NO. 1 TO THE CONTRACT SERVICES AGREEMENT WITH T & G GLOBAL, LLC DBA ST. NICK'S CHRISTMAS LIGHTING AND DÉCOR TO INSTALL AND REMOVE HOLIDAY DECORATIONS AT AND AROUND CITY HALL, THE CONGRESSWOMAN JUANITA MILLENDER-MCDONALD COMMUNITY CENTER AND ON LIGHT POLE BANNERS AT SELECT STREET MEDIANS**

**I. SUMMARY**

On October 20, 2020 City Council approved a one-year contract with two one-year extension options at the City's discretion to T & G Global, LLD, DBA St. Nick's Christmas Lighting and Décor, to install and remove holiday decorations at and around City Hall, on the Community Center exterior, and on light pole banners at select street medians in the amount of \$68,150.00. Additional decoration enhancements were added bringing the 2020 total to \$74,750.00. Staff is recommending the execution of the one-year extension at a cost not-to-exceed \$125,275.00.

**II. RECOMMENDATION**

WAIVE further reading and ADOPT

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

On February 20, 2020 a Request for Proposal (RFP) notice was published to solicit qualified vendors to install and remove holiday decorations throughout the Civic Center and light pole banners at select street medians. It was determined that T & G Global DBA St. Nick's Christmas Lighting & Décor was the most qualified firm based on their experience, enhancements and cost to provide this service. On March 16<sup>th</sup> the City of Carson shut down all City facilities including the Juanita Millender-McDonald Community Center due to the COVID-19 pandemic. A modified proposal was drafted due to Juanita Millender-McDonald Community Center shutdown. Those items associated with the decoration of the interior and exterior were excluded from the original proposal.

On October 20, 2020 City Council approved a one-year contract with two one-year extension options at the City's discretion to T & G Global, LLD, DBA St. Nick's Christmas Lighting and Décor to install and remove holiday decorations at and around City Hall, on the Community Center exterior, and on light pole banners at



**ITEM NO. 6  
CONSENT CALENDAR**

select street medians in the amount of \$68,150.00. Additional decoration enhancements were added bringing the 2020 total to \$74,750.00.

The Juanita Millender-McDonald Community Center reopened for events on June 7, 2021. This year’s holiday decoration proposal includes the interior of the Juanita Millender-McDonald Community Center, the purchasing and decorating of four live Christmas trees, along with streaming holiday music from the Christmas tree at the City Hall Fountain. The following summarizes those additional costs:

Item/Description	Location	Cost
LED C9 perimeter lighting/Bushes w/LED lights/Tree trunks & branches wrapped w/mini lights/scroll potted trees wrapped w/mini lights/Reindeer in bush area	North East Entrance CommCtr	\$5,825.00
Tree trunks & branches wrapped w/mini lights/LED wreaths/lighted reindeer/LED lighted scrolls/lighted tear drop sprays.	Atrium – CommCtr	\$9,600.00
Tree trunks, Banana tree & Lollipop trees wrapped w/mini lights/bushes w/Led lighting	Patio A – CommCtr	\$4,250.00
18’, 10’ and 6.5’ Holiday Trees (Atrium, Main and East lobby)	Tree Purchase/Decoration - CommCtr	\$15,100.00
24’ Holiday Tree w/Holiday music system player	Tree Purchase/Decoration/Holiday Music City Hall	\$18,850.00
<b>Grand Total</b>		<b>\$53,625.00</b>

St. Nick’s Christmas Lighting & Décor proposes the above additional enhancements to the 2020 decoration plan, bringing the total cost to \$134,275.00. The additional enhancements include custom holiday banners for the atrium, a lighted walk-thru ornament (2), in the atrium/east entrance, the east entrance palm trees fronds lighted and a 5’ red bow on the awning. St. Nick’s Lighting and Décor has agreed to a \$9,000.00 discount off the total cost of \$134,275.00. The discount is in exchange for the City providing three (3) Public Works staff to assist with the three (3) day installation. Staff recommended the execution of the one-year extension at a cost of no more than \$125,275.00 at the July 20, 2021 City Council meeting. The table below provides a summary of the differences between the prior year’s décor, the current year staff recommendation, and the vendor’s proposed enhancements:



**ITEM NO. 6  
CONSENT CALENDAR**

	<b>2020 Decor</b>	<b>2021 Staff Recommendation</b>	<b>2021 Vendor Proposal</b>
<b>Cost</b>	\$74,750	\$118,795	\$134,275
<b>Scope Variance</b>	Limited outdoor only décor, lighting, and banners	Holiday décor and lighting of City Hall exterior, Community Center interior & exterior, street electrical holiday banners, purchase of four live trees (CommCtr/City Hall) and streaming holiday music at City Hall Holiday Tree.	Staff recommendation plus: Additional lighting & décor at east entrance of Community Center, Atrium of Community Center – holiday banners and lighted walkthrough ornament.

**V. FISCAL IMPACT**

No additional funds are being requested at this time. Sufficient funding for the proposed increased holiday decorations and festive street banners are included in the Fiscal Year 2021-2022 adopted budget in account no. 101-90-930-101-6004.

**VI. EXHIBITS**

1. St. Nick's Holiday Proposal (pgs. 4-15)
2. Cost Proposal (pgs. 16-18)
3. Agreement for Contract Services Amendment No. 1 (pgs. 19-33)

Prepared by: Adrian Reynosa, Community Center Manager

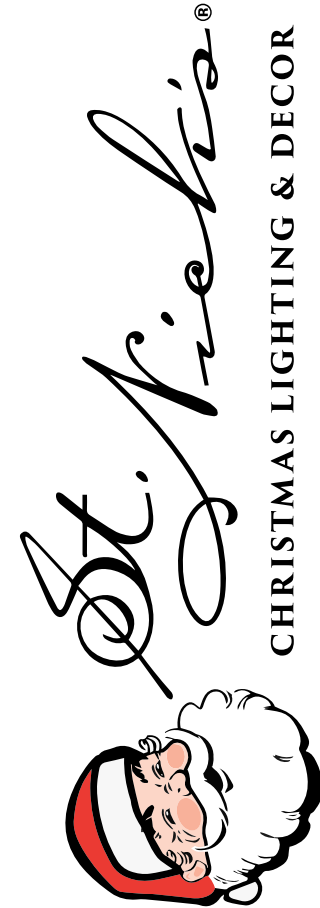
*Proposal magically designed for...*

# CITY OF CARSON

**Holiday Lighting & Décor**

*Awesome prepared by...*

Frankie Morales, CEO  
521 E. 1st Street  
Long Beach, CA 90802  
(562) 438-0017  
Frankie@St-Nicks.com



March 30, 2021

Dear Friends at the City of Carson,

St. Nick's is excited to submit this holiday décor proposal that is assured to brighten and add holiday spirit, once again, to the city and residents of Carson. We appreciate the opportunity to partner with you this season. Other amazing clients, such as the City of Commerce, the Hollywood Property Owners Alliance, Westwood Village Improvement District, Westfield Shopping Centers, LAX, Downtown Disney, the famed Los Angeles Walt Disney Concert Hall, The Music Center in Downtown Los Angeles, and many others have trusted St. Nick's with their holiday lighting and décor.

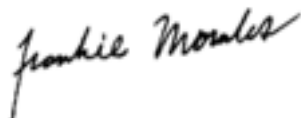
There are many good reasons why our clients continue to utilize our services year after year, which not only includes our innovation capabilities but also our nod to professionalism. We appreciate the complexities and intricacies involved with large scale projects. We are confident that our technical abilities combined with our focused attention to detail will meet and exceed all of your expectations. Our design plan includes many visual delights as you'll see flipping through the pages of this proposal.

We appreciate the trust you will be placing in St. Nick's should you award us the contract. Rest assured we have invested a great deal of time into planning and execution of our designs. Our team includes structural engineers, sound technicians, and our cadre of experts to ensure that our unique plans can be implemented within your budget and time frames. St. Nick's has high standards for quality products and energy-efficient LED lighting. We also follow the rules of engagement and will provide all necessary insurance certificates requested. We strive hard to ensure that the continuing of St. Nick's service will be as easy as possible for the staff. In fact, we truly hope that by moving beyond just lights and decorations, we will make your jobs easier and help you continue to shine time after time.

Thank you for sharing the holidays with us,



Nicholas Adams, Founder



Frankie Morales, CEO



## **ORGANIZATIONAL INFORMATION**

- Founded 1998 business, dba St. Nick's (23 years)
- T&G Global, LLC (CA)
- Tax ID #68-0636192
- 15 full-time employees, 30-45 seasonal staff
- B-General Building Contractor #990427
- Certified Small Business Supplier #1626660
- County of Los Angeles Small Business Enterprise (LSBE) Vendor #16942501
- Business Address: 521 E. 1st Street, Long Beach, CA 90802
- Telephone: (562) 438-0017
- Fax: (562) 437-4242
- Contact Name: Frankie Morales, frankie@st-nicks.com
- Website: www.St-Nicks.com

Wade Francis:	Chief Financial Officer
Brenda Sheridan:	Operations Director
Daniel Christenson:	Account Executive
Stephanie Escobar:	Creative Director
Bret Green, PE, PMP:	Structural Engineer
Cesar Torres:	Warehouse Director
Felipe Hernandez:	Warehouse Supervisor
Alonso Salazar:	Senior Installer
Carlos Vasquez:	Senior Installer
Alex Lopez:	Senior Installer

*NOTE: No subcontractors will be utilized for this project.*



**FRANKIE MORALES**  
Chief Executive Officer  
Business Development  
Customer Service



**NICHOLAS ADAMS**  
Founder  
Designer  
Legal Compliance





## REFERENCES/RECENT PROJECT HISTORY

### **Long Beach Convention & Visitors Bureau: 2019-2020**

Jeff Forney, VP Marketing

(562) 495-8348, jefff@longbeachcvb.org

Project name: City Hall, Port, Performing Arts Center

*Record-breaking 100-FT custom red lighted marquee bow at top the Performing Arts Center. Several 12FT lighted and decorated Christmas trees for City Hall, the Port, and inside the Performing Arts Center. Lighted reindeer and penguins displayed throughout multiple locations.*



### **The Music Center of Los Angeles: 2010-2020**

Delia Martin, Building Services Manager

(213) 972-3032, dmartin@musiccenter.org

Project name: Plaza Center Holiday Display

*40FT lighted and decorated Christmas tree in Plaza center court, 15FT lighted snowflakes between columns, 18FT lighted red bow on front facade of DCP, white lighted trees in pond area, tree wraps with mini lights.*



### **City of Commerce: 2017-2020**

Gina Nila, Deputy Director

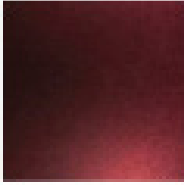
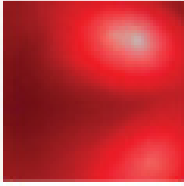
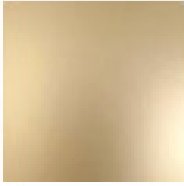
(323) 722-4805, ext. 2839, ginan@ci.commerce.ca.us

Project name: City of Commerce Christmas Lighting Displays

*26FT lighted and decorated Christmas tree along with two 12FT lighted walk-thru ornaments. 40FT lighted skylines placed over 8qty street locations and 165 qty. 7.5FT lighted pole mounts with 15FT red metallic tinsel garland wrapped around each street light pole.*



# ST. NICK'S MOOD BOARD



**Color palette 2021:**

- Gold**
- Champagne**
- Red**
- Burgundy**

- +Florals**
- +Gold metallic bows**
- +Tree toppers**



## St. Nick's Designs/Renderings



**CITY HALL:** St. Nick's will decorate Carson City Hall entry arches (yes, all four of them) with carefully placed C9 warm white lights, creating a fun tunnel effect. In addition to lighting and decorating the giant live tree and bushes around the fountain, we will also wrap the two light poles flanking the entrance with lighted and decorated garland along with bright red bows. The front facade of the City Hall will welcome all residents and visitors with a bright and shiny "Happy Holidays" sign. We will top the building with a massive 12FT red lighted bow. Oh, and don't forget about the beautiful palm tree wraps with green fronds - they're showstoppers.



**COMMUNITY CENTER:** St. Nick's attention to detail is what makes St. Nick's stand out above the rest. Everything from the inside out will match in terms of product quality, ornament colors, and installation procedures. At the Community Center this year, in addition to lighting the fronds at the top of the palms and including a giant red lighted bow on top of the awning, we would also love to display this giant 12FT lighted walk thru ornament near the entrance. THIS will be a fan favorite selfie moment - it always is!



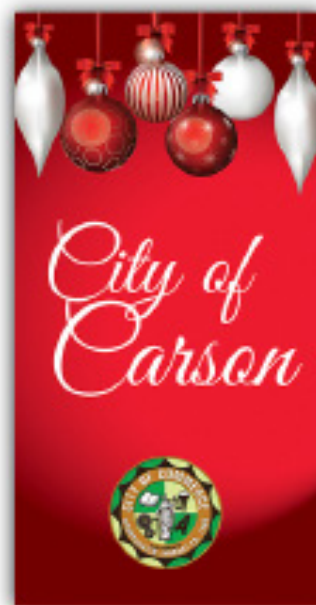


At the atrium, St. Nick's will install customized branded vinyl banners along with beautifully decorated and lighted wreaths over each doorway. Adding more pizzazz to this year's décor, we will also install warm white Tivoli patio lights across the top of the atrium.



# VINYL BANNERS

ARTWORK PROPERTY OF  
*St. Nicholas*  
CHRISTMAS LIGHTING & DECOR





**COMMUNITY CENTER:** In addition to adding even more C9 eve lights all around the top of the building, this year St. Nick's would love to create a "snowy Rudolph in the wild" winter wonderland. We would drape the grassy area over with snow, install two decorated reindeer with scarves and red noses, as well as install two white branch lighted trees.





**CITY HALL:** New this year, St. Nick's would love to add some extra elements to the City's design, including lighting up the angled pillars facing Carson Street with C9 lights; and on the other side of the walkway, we would love to install a custom light projector with a gobo that says "Happy Holidays Carson!"







**SOUTH LAWN:** St. Nick's adds an extra festive flair with C9 lines across several of the slanted pillars and eaves of City Hall.



**SOUTH LAWN:** Nobody lights up the holidays like St. Nick's. The City of Carson will sparkle even brighter this year, inside and out.



Size	Decoration/Lighting	Location	Quant	Price Each	Total Price
72"	Decorated and LED lit wreath with large red bow	East Front Entrance Community	1	\$350	\$350
Medium	Palm trees wrapped at center with 700 LED white lights	East Front Entrance Community	4	\$150	\$600
18FT	14" Lighted/decorated garland with red bow	East Front Entrance Community	10	\$500	\$5,000
275FT	LED C9 perimeter lighting lower level	North East Entrance Community	1	\$1,925	\$1,925
Small	Bushes with LED mini lights	North East Entrance Community	6	\$150	\$900
Small	Tree trunks and branches wrapped with mini lights	North East Entrance Community	6	\$150	\$900
Small	Scroll potted trees wrapped with mini lights	North East Entrance Community	3	\$100	\$300
6FT	Winter wonderland scene with reindeer in grass	North East Entrance Community	1	\$1,800	\$1,800
Small	Tree trunks and branches wrapped with mini lights	Atrium - Community Center	8	\$175	\$1,400
60"	Decorated and LED lit wreaths with large red bow	Atrium - Community Center	3	\$300	\$900
6FT	Lighted reindeer on west grass area	Atrium - Community Center	3	\$300	\$900
90"x26"	LED lighted scrolls on each column	Atrium - Community Center	8	\$500	\$4,000
36"	Lighted tear drop sprays with bows	Atrium - Community Center	16	\$150	\$2,400
Small	Tree trunks wrapped with mini lights	Patio A Courtyard - Community Center	2	\$200	\$400
Medium	Lollipop tree trunks wrapped with mini lights	Patio A Courtyard - Community Center	6	\$250	\$1,500
Small	Bushes with LED mini lights (net lighting - applied)	Patio A Courtyard - Community Center	20	\$100	\$2,000
Large	Banana tree trunk wrapped with mini lights	Patio A Courtyard - Community Center	1	\$350	\$350
18FT	Light and decorate live tree	Community Center	1	\$5,500	\$5,500
18FT	LIVE tree purchase, install and removal	Community Center	1	\$4,000	\$4,000
10FT	Light and decorate live tree	Community Center	1	\$2,500	\$2,500
10FT	LIVE tree purchase, install and removal	Community Center	1	\$2,100	\$2,100
6.5FT	Light and decorate live tree	Community Center	1	\$600	\$600
6.5FT	LIVE tree purchase, install and removal	Community Center	1	\$400	\$400
Custom	Holiday music system player	City Hall Fountain Area	1	\$3,750	\$3,750
24FT	Light and decorate live tree	City Hall Fountain Area	1	\$ 8,600.00	\$ 8,600.00
24FT	LIVE tree purchase, install and removal	City Hall Fountain Area	1	\$ 6,500.00	\$ 6,500.00

12FT	Decorated and LED lit wreath with large red bow	City Hall Fountain Area	1	\$2,500	\$2,500
Medium	Palm trees trunk wrapped with mini lights	City Hall Fountain Area	4	\$250	\$1,000
Medium	Palm trees with RGB up light on frawns	City Hall Fountain Area	4	\$250	\$1,000
Medium	Light posts wrapped with lit garland and red bows	City Hall Fountain Area	2	\$250	\$500
Small	Bushes with LED mini lights (net lighting - applied)	City Hall Fountain Area	5	\$150	\$750
10FT	Giant lighted red bow on top of City Hall building	City Hall Fountain Area	1	\$2,750	\$2,750
20FT	Lighted Happy Holidays sign	City Hall Fountain Area	1	\$1,000	\$1,000
60"	Decorated and lit wreath with bow	City Hall Main Entrance	1	\$300	\$300
Medium	Tree trunks wrapped with mini lights (left of entrance)	City Hall Main Entrance	7	\$150	\$1,050
Medium	Tree trunks wrapped with mini lights (right of entrance)	City Hall Main Entrance	11	\$150	\$1,650
Medium	Tree trunks wrapped with mini lights (left side of building)	City Hall Main Entrance	14	\$150	\$2,100
9FT	Stairs inside City Hall leading to Council Chamber	City Hall Main Entrance	2	\$250	\$500
220FT	Lit garland wrapped along bridge	City Hall - Bridge Area	1	\$2,000	\$2,000
48"	Decorated and lit wreath with red bows on each side	City Hall - Bridge Area	4	\$275	\$1,100
Large	Pine trees in median - trunk only wrapped with lights	City Hall - Bridge Area	10	\$150	\$1,500
Small	Bushes with LED mini lights (net lighting - applied)	City Hall - Bridge Area	4	\$150	\$600
100FT	Fountain railing wrapped with LED mini lights	City Hall - Bridge Area	1	\$300	\$300
760FT	LED C9 perimeter lighting	City Hall - Perimeter	1	\$5,320	\$5,320
Large	Tree trunks and branches wrapped with mini lights	City Hall - Grass Area	6	\$350	\$2,100
Small	Palm tree trunks wrapped with mini lights	City Hall - Grass Area	12	\$150	\$1,800
Medium	Palm tree trunks wrapped with mini lights	Carson Street - right side of street	17	\$200	\$3,400
3x6FT	Lighted street banners on Carson from Bonita	Street banners - Carson & Avalon	20	\$650	\$13,000
3x6FT	Lighted street banners on Avalon from 220th	Street banners - Carson & Avalon	20	\$650	\$13,000
				<b>Total</b>	<b>\$ 118,795.00</b>
<b>Size</b>	<b>ADDITIONAL OPTIONS</b>	<b>Location</b>	<b>Quant</b>	<b>Price Each</b>	<b>Total Price</b>
Medium	Palm tree - FRONDS lighted with green mini lights	East Front Entrance Community	4	\$200	\$800

5FT	Lighted red bow on awning	East Front Entrance Community	1	\$ 2,300.00	\$2,300
12FT	Lighted walk-thru ornament	East Front Entrance Community	1	\$5,000	\$5,000
Medium	Palm tree - FRONDS lighted with green mini	City Hall Fountain Area	4	\$200	\$800
90"	New custom vinyl banners with new St. Nick's	Atrium - Community Center	8	\$200	\$1,600
12FT	Lighted walk-thru ornament	Atrium - Community Center	1	\$5,000	\$5,000
Reg	C9 lightes glued to archway of City Hall entrar	City Hall Main Entrance	4	\$4,000	Complimentary
Reg	C9 lightes affixed to the angled pillars on the	City Hall Main Entrance	10	\$15,000	Complimentary
2FT	Animated lighted snowfall tree topper for live	City Hall Main Entrance	1	\$1,500	Complimentary
Reg.	Projector with custom gobo	City Hall - Bridge Area	1	\$1,500	Complimentary

<b>Total</b>	<b>\$15,500</b>
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**GRAND TC \$ 134,295.00**

**COMPLIMENTAL \$22,000**

## AMENDMENT NO. 1

## TO AGREEMENT FOR CONTRACT SERVICES

**THIS AMENDMENT TO THE AGREEMENT FOR CONTRACT SERVICES** (“Amendment No. 1”) by and between the CITY OF CARSON, a California municipal corporation (“City”) and T & G Global, LLC DBA ST. NICK’S CHRISTMAS LIGHTING AND DÉCOR, a California limited liability company (“Consultant”) is effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

## RECITALS

A. City and Consultant entered into that certain Agreement for Contractual Services dated October 20, 2020 (“Agreement”) whereby Consultant agreed to provide winter holiday decoration services (“Services”) for (1) year for a total contract sum of \$68,150.00.

B. On December 16, 2020, the Contract Officer for the Agreement authorized Consultant to install additional winter holiday decorations for a total of \$6,600, pursuant to Section 1.8 of the Agreement.

B. Section 3.4 of the Agreement provides for an extension of the Services, at City’s sole discretion, for up to two (2) additional one-year periods.

B. City and Consultant now desire to amend the Agreement to extend the Services for one additional year and increase the compensation by \$125,275.00 to cover the costs of the Services for winter 2021-2022, for a total not-to-exceed contract sum of \$200,025.00.

## TERMS

1. **Contract Changes.** The Agreement is amended as provided herein (new text is identified in ***bold italics***, deleted text in ~~strike through~~).

**A. Section 2.1, Contract Sum, is hereby amended as follows:**

“Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the “Schedule of Compensation” attached hereto as Exhibit “C” and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed ~~Sixty Eight Thousand One Hundred Fifty Dollars (\$68,150.00)~~ ***Two Hundred Thousand Twenty-Five Dollars (\$200,025.00)*** (the “Contract Sum”), unless additional compensation is approved pursuant to Section 1.8”

**B. Section I.E. is hereby added to Exhibit “A”, Scope of Services, as follows:**

***E. Décor and lighting for the Winter 2021-2022 Holiday Programs shall be as follows\*:***

<i>Size</i>	<i>Decoration</i>	<i>Location</i>	<i># of Units</i>
72"	<i>Decorated and LED lit wreath with large red bow</i>	<i>East Front Entrance Community Center</i>	<i>1</i>
<i>Medium</i>	<i>Palm trees wrapped at center with 700 LED warm white lights</i>	<i>East Front Entrance Community Center</i>	<i>4</i>
18 ft.	<i>14" lighted/decorated garland with red bow per concrete post</i>	<i>East Front Entrance Community Center</i>	<i>10</i>
275 ft.	<i>LED C9 perimeter lighting lower level</i>	<i>North East Entrance Community Center</i>	<i>1</i>
<i>Small</i>	<i>Bushes with LED mini lights</i>	<i>North East Entrance Community Center</i>	<i>6</i>
<i>Small</i>	<i>Tree trunks and branches wrapped with mini lights</i>	<i>North East Entrance Community Center</i>	<i>6</i>
<i>Small</i>	<i>Scroll potted trees wrapped with mini lights</i>	<i>North East Entrance Community Center</i>	<i>3</i>
6 ft.	<i>Winter wonderland scene with reindeer in grassy/bush area</i>	<i>North East Entrance Community Center</i>	<i>1</i>
<i>Small</i>	<i>Tree trunks and branches wrapped with mini lights</i>	<i>Atrium – Community Center</i>	<i>8</i>
60"	<i>Decorated and LED lit wreaths with large red bows</i>	<i>Atrium – Community Center</i>	<i>3</i>
6 ft.	<i>Lighted reindeer on west grass area</i>	<i>Atrium – Community Center</i>	<i>3</i>
90" x 26"	<i>LED lighted scrolls on each column</i>	<i>Atrium – Community Center</i>	<i>8</i>

<b>36"</b>	<b><i>Lighted tear drop sprays with bows</i></b>	<b><i>Atrium – Community Center</i></b>	<b><i>16</i></b>
<b><i>Small</i></b>	<b><i>Tree trunks wrapped with mini lights</i></b>	<b><i>Patio A Courtyard – Community Center</i></b>	<b><i>2</i></b>
<b><i>Medium</i></b>	<b><i>Lollipop tree trunks wrapped with mini lights</i></b>	<b><i>Patio A Courtyard – Community Center</i></b>	<b><i>6</i></b>
<b><i>Small</i></b>	<b><i>Bushes with LED mini lights (net lighting – approx. 20 nets needed)</i></b>	<b><i>Patio A Courtyard – Community Center</i></b>	<b><i>20</i></b>
<b><i>Large</i></b>	<b><i>Banana tree trunk wrapped with mini lights</i></b>	<b><i>Patio A Courtyard – Community Center</i></b>	<b><i>1</i></b>
<b><i>18 ft.</i></b>	<b><i>Light and decorate live tree</i></b>	<b><i>Community Center</i></b>	<b><i>1</i></b>
<b><i>18 ft.</i></b>	<b><i>LIVE tree purchase, install and removal</i></b>	<b><i>Community Center</i></b>	<b><i>1</i></b>
<b><i>10 ft.</i></b>	<b><i>Light and decorate live tree</i></b>	<b><i>Community Center</i></b>	<b><i>1</i></b>
<b><i>10 ft.</i></b>	<b><i>LIVE tree purchase, install and removal</i></b>	<b><i>Community Center</i></b>	<b><i>1</i></b>
<b><i>6.5 ft.</i></b>	<b><i>Light and decorate live tree</i></b>	<b><i>Community Center</i></b>	<b><i>1</i></b>
<b><i>6.5 ft.</i></b>	<b><i>LIVE tree purchase, install and removal</i></b>	<b><i>Community Center</i></b>	<b><i>1</i></b>
<b><i>Custom</i></b>	<b><i>Holiday music system player</i></b>	<b><i>City Hall Fountain Area</i></b>	<b><i>1</i></b>
<b><i>24 ft.</i></b>	<b><i>Light and decorate live tree</i></b>	<b><i>City Hall Fountain Area</i></b>	<b><i>1</i></b>
<b><i>24 ft.</i></b>	<b><i>LIVE tree purchase, install and removal</i></b>	<b><i>City Hall Fountain Area</i></b>	<b><i>1</i></b>
<b><i>12 ft.</i></b>	<b><i>Decorated and LED lit wreath with large red bow</i></b>	<b><i>City Hall Fountain Area</i></b>	<b><i>1</i></b>

<i>Medium</i>	<i>Palm trees trunk wrapped with mini lights</i>	<i>City Hall Fountain Area</i>	<i>4</i>
<i>Medium</i>	<i>Palm trees with RGB up light on fronds</i>	<i>City Hall Fountain Area</i>	<i>4</i>
<i>Medium</i>	<i>Light posts wrapped with lit garland and red bows</i>	<i>City Hall Fountain Area</i>	<i>2</i>
<i>Small</i>	<i>Bushes with LED mini lights (net lighting – approx. 10 nets needed)</i>	<i>City Hall Fountain Area</i>	<i>5</i>
<i>10 ft.</i>	<i>Giant lighted red bow on top of City Hall building</i>	<i>City Hall Fountain Area</i>	<i>1</i>
<i>20 ft.</i>	<i>Lighted Happy Holidays sign</i>	<i>City Hall Fountain Area</i>	<i>1</i>
<i>60”</i>	<i>Decorated and lit wreath with bow</i>	<i>City Hall Main Entrance</i>	<i>1</i>
<i>Medium</i>	<i>Tree trunks wrapped with mini lights (left of pathway)</i>	<i>City Hall Main Entrance</i>	<i>7</i>
<i>Medium</i>	<i>Tree trunks wrapped with mini lights (right of pathway)</i>	<i>City Hall Main Entrance</i>	<i>11</i>
<i>Medium</i>	<i>Tree trunks wrapped with mini lights (left side of building)</i>	<i>City Hall Main Entrance</i>	<i>14</i>
<i>9 ft.</i>	<i>Stairs inside City Hall leading to Council Chambers garland with bows</i>	<i>City Hall Main Entrance</i>	<i>2</i>
<i>220 ft.</i>	<i>Lit garland wrapped along bridge</i>	<i>City Hall – Bridge Area</i>	<i>1</i>
<i>48”</i>	<i>Decorated and lit wreath with red bows on each side of bridge</i>	<i>City Hall – Bridge Area</i>	<i>4</i>
<i>Large</i>	<i>Pine trees in median – trunk only wrapped with</i>	<i>City Hall – Bridge Area</i>	<i>10</i>



	<i>mini lights</i>		
<i>Small</i>	<i>Bushes with LED mini lights (net lighting – approx. 10 nets needed)</i>	<i>City Hall – Bridge Area</i>	<i>4</i>
<i>100 ft.</i>	<i>Fountain railing wrapped with LED mini lights</i>	<i>City Hall – Bridge Area</i>	<i>1</i>
<i>760 ft.</i>	<i>LED C9 perimeter lighting</i>	<i>City Hall – Perimeter</i>	<i>1</i>
<i>Large</i>	<i>Tree trunks and branches wrapped with mini lights</i>	<i>City Hall – Grass Area</i>	<i>6</i>
<i>Small</i>	<i>Palm tree trunks wrapped with mini lights</i>	<i>City Hall – Grass Area</i>	<i>12</i>
<i>Medium</i>	<i>Palm tree trunks wrapped with mini lights</i>	<i>Carson Street – right side of street</i>	<i>17</i>
<i>3x6 ft.</i>	<i>Lighted street banners on Carson from Bonita to Main</i>	<i>Street banners – Carson &amp; Avalon</i>	<i>20</i>
<i>3x6 ft.</i>	<i>Lighted street banners on Avalon from 220<sup>th</sup> to Del Amo</i>	<i>Street banners – Carson &amp; Avalon</i>	<i>20</i>
<i>Enhancements</i>			
<i>Medium</i>	<i>Palm tree – Fronds lighted with green mini lights</i>	<i>East Front Entrance Community Center</i>	<i>4</i>
<i>5 ft.</i>	<i>Lighted red bow awning</i>	<i>East Front Entrance Community Center</i>	<i>1</i>
<i>12 ft.</i>	<i>Lighted walk-thru ornament</i>	<i>East Front Entrance Community Center</i>	<i>1</i>
<i>Medium</i>	<i>Palm tree – Fronds lighted with green mini lights</i>	<i>City Hall Fountain Area</i>	<i>4</i>

<b>90"</b>	<b><i>New custom vinyl banners with new St. Nick's design</i></b>	<b><i>Atrium – Community Center</i></b>	<b>8</b>
<b>12 ft.</b>	<b><i>Lighted walk-thru ornament</i></b>	<b><i>Atrium – Community Center</i></b>	<b>1</b>
<b>Reg.</b>	<b><i>C9 lights glued to archway of City Hall entrance</i></b>	<b><i>City Hall Main Entrance</i></b>	<b>4</b>
<b>Reg.</b>	<b><i>C9 lights affixed to the angled pillars on the side of the building</i></b>	<b><i>City Hall Main Entrance</i></b>	<b>10</b>
<b>2 ft.</b>	<b><i>Animated lighted snowfall tree topper for live tree</i></b>	<b><i>City Hall Main Entrance</i></b>	<b>1</b>
<b>Reg.</b>	<b><i>Projector with custom gobo</i></b>	<b><i>City Hall – Bridge Area</i></b>	<b>1</b>

***\*City shall provide Consultant with 3 City staff members to assist Consultant on 3 installation days.***

**C. Section 3.4, Term, is hereby amended as follows:**

***“Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding ~~one (1)~~ two (2) years from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit “D”). City, at its sole discretion, has the option to extend the term in writing for up to two (2) additional one-year periods. City exercised its option to extend the term for one additional year pursuant to Amendment No. 1 to this Agreement.”***

**D. Section I.B. is hereby added to Exhibit “C”, Schedule of Compensation, as follows:**

**B. *Décor and lighting for the Winter 2021-2022 Holiday Programs:***

<b><i>Size</i></b>	<b><i>Decoration</i></b>	<b><i>Location</i></b>	<b><i># of Units</i></b>	<b><i>Price per Unit</i></b>	<b><i>Total</i></b>
<b>72"</b>	<b><i>Decorated and LED lit wreath with large red</i></b>	<b><i>East Front Entrance</i></b>	<b>1</b>	<b>\$350</b>	<b>\$350</b>

	<i>bow</i>	<i>Community Center</i>			
<i>Medium</i>	<i>Palm trees wrapped at center with 700 LED warm white lights</i>	<i>East Front Entrance Community Center</i>	<i>4</i>	<i>\$150</i>	<i>\$600</i>
<i>18 ft.</i>	<i>14" lighted/decorated garland with red bow per concrete post</i>	<i>East Front Entrance Community Center</i>	<i>10</i>	<i>\$500</i>	<i>\$5,000</i>
<i>275 ft.</i>	<i>LED C9 perimeter lighting lower level</i>	<i>North East Entrance Community Center</i>	<i>1</i>	<i>\$1,925</i>	<i>\$1,925</i>
<i>Small</i>	<i>Bushes with LED mini lights</i>	<i>North East Entrance Community Center</i>	<i>6</i>	<i>\$150</i>	<i>\$900</i>
<i>Small</i>	<i>Tree trunks and branches wrapped with mini lights</i>	<i>North East Entrance Community Center</i>	<i>6</i>	<i>\$150</i>	<i>\$900</i>
<i>Small</i>	<i>Scroll potted trees wrapped with mini lights</i>	<i>North East Entrance Community Center</i>	<i>3</i>	<i>\$100</i>	<i>\$300</i>
<i>6 ft.</i>	<i>Winter wonderland scene with reindeer in grassy/bush area</i>	<i>North East Entrance Community Center</i>	<i>1</i>	<i>\$1,800</i>	<i>\$1,800</i>
<i>Small</i>	<i>Tree trunks and branches wrapped with mini lights</i>	<i>Atrium – Community Center</i>	<i>8</i>	<i>\$175</i>	<i>\$1,400</i>
<i>60"</i>	<i>Decorated and LED lit wreaths with large red bows</i>	<i>Atrium – Community Center</i>	<i>3</i>	<i>\$300</i>	<i>\$900</i>
<i>6 ft.</i>	<i>Lighted reindeer on west grass area</i>	<i>Atrium – Community Center</i>	<i>3</i>	<i>\$300</i>	<i>\$900</i>
<i>90" x 26"</i>	<i>LED lighted scrolls on each column</i>	<i>Atrium – Community Center</i>	<i>8</i>	<i>\$500</i>	<i>\$4,000</i>
<i>36"</i>	<i>Lighted tear drop sprays with bows</i>	<i>Atrium – Community Center</i>	<i>16</i>	<i>\$150</i>	<i>\$2,400</i>

<i>Small</i>	<i>Tree trunks wrapped with mini lights</i>	<i>Patio A Courtyard – Community Center</i>	<i>2</i>	<i>\$200</i>	<i>\$400</i>
<i>Medium</i>	<i>Lollipop tree trunks wrapped with mini lights</i>	<i>Patio A Courtyard – Community Center</i>	<i>6</i>	<i>\$250</i>	<i>\$1,500</i>
<i>Small</i>	<i>Bushes with LED mini lights (net lighting – approx. 20 nets needed)</i>	<i>Patio A Courtyard – Community Center</i>	<i>20</i>	<i>\$100</i>	<i>\$2,000</i>
<i>Large</i>	<i>Banana tree trunk wrapped with mini lights</i>	<i>Patio A Courtyard – Community Center</i>	<i>1</i>	<i>\$350</i>	<i>\$350</i>
<i>18 ft.</i>	<i>Light and decorate live tree</i>	<i>Community Center</i>	<i>1</i>	<i>\$5,500</i>	<i>\$5,500</i>
<i>18 ft.</i>	<i>LIVE tree purchase, install and removal</i>	<i>Community Center</i>	<i>1</i>	<i>\$4,000</i>	<i>\$4,000</i>
<i>10 ft.</i>	<i>Light and decorate live tree</i>	<i>Community Center</i>	<i>1</i>	<i>\$2,500</i>	<i>\$2,500</i>
<i>10 ft.</i>	<i>LIVE tree purchase, install and removal</i>	<i>Community Center</i>	<i>1</i>	<i>\$2,100</i>	<i>\$2,100</i>
<i>6.5 ft.</i>	<i>Light and decorate live tree</i>	<i>Community Center</i>	<i>1</i>	<i>\$600</i>	<i>\$600</i>
<i>6.5 ft.</i>	<i>LIVE tree purchase, install and removal</i>	<i>Community Center</i>	<i>1</i>	<i>\$400</i>	<i>\$400</i>
<i>Custom</i>	<i>Holiday music system player</i>	<i>City Hall Fountain Area</i>	<i>1</i>	<i>\$3,750</i>	<i>\$3,750</i>
<i>24 ft.</i>	<i>Light and decorate live tree</i>	<i>City Hall Fountain Area</i>	<i>1</i>	<i>\$8,600</i>	<i>\$8,600</i>
<i>24 ft.</i>	<i>LIVE tree purchase, install and removal</i>	<i>City Hall Fountain Area</i>	<i>1</i>	<i>\$6,500</i>	<i>\$6,500</i>
<i>12 ft.</i>	<i>Decorated and LED lit wreath with large red bow</i>	<i>City Hall Fountain Area</i>	<i>1</i>	<i>\$2,500</i>	<i>\$2,500</i>

<i>Medium</i>	<i>Palm trees trunk wrapped with mini lights</i>	<i>City Hall Fountain Area</i>	<i>4</i>	<i>\$250</i>	<i>\$1,000</i>
<i>Medium</i>	<i>Palm trees with RGB up light on fronds</i>	<i>City Hall Fountain Area</i>	<i>4</i>	<i>\$250</i>	<i>\$1,000</i>
<i>Medium</i>	<i>Light posts wrapped with lit garland and red bows</i>	<i>City Hall Fountain Area</i>	<i>2</i>	<i>\$250</i>	<i>\$500</i>
<i>Small</i>	<i>Bushes with LED mini lights (net lighting – approx. 10 nets needed)</i>	<i>City Hall Fountain Area</i>	<i>5</i>	<i>\$150</i>	<i>\$750</i>
<i>10 ft.</i>	<i>Giant lighted red bow on top of City Hall building</i>	<i>City Hall Fountain Area</i>	<i>1</i>	<i>\$2,750</i>	<i>\$2,750</i>
<i>20 ft.</i>	<i>Lighted Happy Holidays sign</i>	<i>City Hall Fountain Area</i>	<i>1</i>	<i>\$1,000</i>	<i>\$1,000</i>
<i>60”</i>	<i>Decorated and lit wreath with bow</i>	<i>City Hall Main Entrance</i>	<i>1</i>	<i>\$300</i>	<i>\$300</i>
<i>Medium</i>	<i>Tree trunks wrapped with mini lights (left of pathway)</i>	<i>City Hall Main Entrance</i>	<i>7</i>	<i>\$150</i>	<i>\$1,050</i>
<i>Medium</i>	<i>Tree trunks wrapped with mini lights (right of pathway)</i>	<i>City Hall Main Entrance</i>	<i>11</i>	<i>\$150</i>	<i>\$1,650</i>
<i>Medium</i>	<i>Tree trunks wrapped with mini lights (left side of building)</i>	<i>City Hall Main Entrance</i>	<i>14</i>	<i>\$150</i>	<i>\$2,100</i>
<i>9 ft.</i>	<i>Stairs inside City Hall leading to Council Chambers garland with bows</i>	<i>City Hall Main Entrance</i>	<i>2</i>	<i>\$250</i>	<i>\$500</i>
<i>220 ft.</i>	<i>Lit garland wrapped along bridge</i>	<i>City Hall – Bridge Area</i>	<i>1</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>48”</i>	<i>Decorated and lit wreath with red bows</i>	<i>City Hall – Bridge Area</i>	<i>4</i>	<i>\$275</i>	<i>\$1,100</i>

	<i>on each side of bridge</i>				
<i>Large</i>	<i>Pine trees in median – trunk only wrapped with mini lights</i>	<i>City Hall – Bridge Area</i>	<i>10</i>	<i>\$150</i>	<i>\$1,500</i>
<i>Small</i>	<i>Bushes with LED mini lights (net lighting – approx. 10 nets needed)</i>	<i>City Hall – Bridge Area</i>	<i>4</i>	<i>\$150</i>	<i>\$600</i>
<i>100 ft.</i>	<i>Fountain railing wrapped with LED mini lights</i>	<i>City Hall – Bridge Area</i>	<i>1</i>	<i>\$300</i>	<i>\$300</i>
<i>760 ft.</i>	<i>LED C9 perimeter lighting</i>	<i>City Hall – Perimeter</i>	<i>1</i>	<i>\$5,320</i>	<i>\$5,300</i>
<i>Large</i>	<i>Tree trunks and branches wrapped with mini lights</i>	<i>City Hall – Grass Area</i>	<i>6</i>	<i>\$350</i>	<i>\$2,100</i>
<i>Small</i>	<i>Palm tree trunks wrapped with mini lights</i>	<i>City Hall – Grass Area</i>	<i>12</i>	<i>\$150</i>	<i>\$1,800</i>
<i>Medium</i>	<i>Palm tree trunks wrapped with mini lights</i>	<i>Carson Street – right side of street</i>	<i>17</i>	<i>\$200</i>	<i>\$3,400</i>
<i>3x6 ft.</i>	<i>Lighted street banners on Carson from Bonita to Main</i>	<i>Street banners – Carson &amp; Avalon</i>	<i>20</i>	<i>\$650</i>	<i>\$13,000</i>
<i>3x6 ft.</i>	<i>Lighted street banners on Avalon from 220<sup>th</sup> to Del Amo</i>	<i>Street banners – Carson &amp; Avalon</i>	<i>20</i>	<i>\$650</i>	<i>\$13,000</i>
<i>Enhancements</i>					
<i>Medium</i>	<i>Palm tree – Fronds lighted with green mini lights</i>	<i>East Front Entrance Community Center</i>	<i>4</i>	<i>\$200</i>	<i>\$800</i>
<i>5 ft.</i>	<i>Lighted red bow awning</i>	<i>East Front Entrance Community Center</i>	<i>1</i>	<i>\$2,300</i>	<i>\$2,300</i>

<i>12 ft.</i>	<i>Lighted walk-thru ornament</i>	<i>East Front Entrance Community Center</i>	<i>1</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Medium</i>	<i>Palm tree – Fronds lighted with green mini lights</i>	<i>City Hall Fountain Area</i>	<i>4</i>	<i>\$200</i>	<i>\$800</i>
<i>90”</i>	<i>New custom vinyl banners with new St. Nick’s design</i>	<i>Atrium – Community Center</i>	<i>8</i>	<i>\$200</i>	<i>\$1,600</i>
<i>12 ft.</i>	<i>Lighted walk-thru ornament</i>	<i>Atrium – Community Center</i>	<i>1</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Reg.</i>	<i>C9 lights glued to archway of City Hall entrance</i>	<i>City Hall Main Entrance</i>	<i>4</i>	<i>N/A</i>	<i>No charge to City</i>
<i>Reg.</i>	<i>C9 lights affixed to the angled pillars on the side of the building</i>	<i>City Hall Main Entrance</i>	<i>10</i>	<i>N/A</i>	<i>No charge to City</i>
<i>2 ft.</i>	<i>Animated lighted snowfall tree topper for live tree</i>	<i>City Hall Main Entrance</i>	<i>1</i>	<i>N/A</i>	<i>No charge to City</i>
<i>Reg.</i>	<i>Projector with custom gobo</i>	<i>City Hall – Bridge Area</i>	<i>1</i>	<i>N/A</i>	<i>No charge to City</i>
<i>Credit for City providing Consultant with 3 City staff members to assist Consultant on 3 installation days</i>					<i>-\$9,000</i>
				<b><i>TOTAL</i></b>	<b><i>\$125,275.00</i></b>

**E. Section V. of Exhibit “C”, Schedule of Compensation, is hereby amended as follows:**

“The total compensation for the Services shall not exceed \$68,150.00 \$200,025.00, as provided in Section 2.1 of this Agreement.”

**F. Section I.B. is hereby added to Exhibit “D”, Schedule of Performance as follows:**

**B. Installation and removal of the décor and lighting for Winter 2021-2022 Holiday Programs:**

	<i>Start</i>	<i>Finish</i>
<i>Installation</i>	<i>November 22, 2021</i>	<i>November 30, 2021</i>
<i>Removal</i>	<i>January 3, 2022</i>	<i>January 7, 2022</i>

2. **Continuing Effect of Agreement.** Except as amended by this Amendment No. 1, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 1, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by this Amendment No. 1 to the Agreement.

3. **Affirmation of Agreement; Warranty Re Absence of Defaults.** City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than as provided herein. Each party represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment No. 1, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment No. 1, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. **Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 1.

5. **Authority.** The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

[SIGNATURES ON FOLLOWING PAGE]



**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment No. 1 on the date and year first-above written.

**CITY:**

CITY OF CARSON, a municipal corporation

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

**ATTEST:**

\_\_\_\_\_  
John W. Carroll, Sr., Chief Deputy City Clerk

APPROVED AS TO FORM:  
ALESHIRE & WYNDER, LLP

\_\_\_\_\_  
Sunny K. Soltani, City Attorney  
[ndp]

**CONSULTANT:**

T & G GLOBAL, LLC DBA ST. NICK'S  
CHRISTMAS LIGHTING AND DECOR

By: \_\_\_\_\_  
Name: Frankie Morales  
Title: CEO

By: \_\_\_\_\_  
Name: Wade Francis  
Title: CFO

Address: 521 E. 1<sup>st</sup> Street  
Long Beach, CA 90802

**Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On \_\_\_\_\_, 2021 before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

<input type="checkbox"/> <b>CAPACITY CLAIMED BY SIGNER</b> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATE OFFICER  <input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL <input type="checkbox"/> ATTORNEY-IN-FACT <input type="checkbox"/> TRUSTEE(S) <input type="checkbox"/> GUARDIAN/CONSERVATOR <input type="checkbox"/> OTHER _____  <b>SIGNER IS REPRESENTING:</b> (NAME OF PERSON(S) OR ENTITY(IES)) _____ _____ _____	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>  _____ TITLE OR TYPE OF DOCUMENT  _____ NUMBER OF PAGES  _____ DATE OF DOCUMENT  _____ SIGNER(S) OTHER THAN NAMED ABOVE
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## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

### OPTIONAL

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<b>CAPACITY CLAIMED BY SIGNER</b>	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>
<input type="checkbox"/> INDIVIDUAL	_____
<input type="checkbox"/> CORPORATE OFFICER	_____
_____ TITLE(S)	TITLE OR TYPE OF DOCUMENT
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED	_____
<input type="checkbox"/> GENERAL	NUMBER OF PAGES
<input type="checkbox"/> ATTORNEY-IN-FACT	_____
<input type="checkbox"/> TRUSTEE(S)	DATE OF DOCUMENT
<input type="checkbox"/> GUARDIAN/CONSERVATOR	_____
<input type="checkbox"/> OTHER _____	_____
<b>SIGNER IS REPRESENTING:</b>	
(NAME OF PERSON(S) OR ENTITY(IES))	
_____	
_____	SIGNER(S) OTHER THAN NAMED ABOVE



**SUBJECT:**

**SUPPORT ENTERING INTO A LICENSE AGREEMENT WITH THE CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS FOUNDATION TO OFFER FREE ART CLASSES THROUGH THE PRAXIS PROGRAM**

**I. SUMMARY**

The California State University, Dominguez Hills Arts Department operates a program known as the PRAXIS art engagement program. The program was launched in the City of Carson the fall of 2018 at Del Amo Park to offer afterschool art and mentoring. In 2019, California State University Dominguez Hills Foundation (CSUDHF) was awarded a grant from the California Arts Council Funding Creative California Communities to expand the Praxis program. On January 14, 2020, City Council entered into a license agreement to allow CSUDHF to offer the free Praxis program at Carson Park, Del Amo Park, and Dolphin Park for two-hour sessions twice a week during the Fall and Spring semesters through June 30, 2021. Due to the COVID pandemic, the in-person art classes were ceased in March 2020 and resumed virtually in January 2021. CSUDHF has received an extension of the grant to continue providing free art classes until May 31, 2022. City Council is being asked to accept the amendment to extend the term of the license agreement to May 31, 2022.

**II. RECOMMENDATION**

1. SUPPORT entering into an agreement with California State University Dominguez Hills Foundation through May 2022 to offer the Praxis program virtually and reserve the possibility to resume in-person classes at Carson Park, Del Amo Park, and Dolphin Park.
2. SUPPORT the Mayor to execute the agreement following approval as to form by the City Attorney.

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

The California State University Dominguez Hills Foundation (CSUDHF) is a non-profit public benefit corporation and auxiliary organization. Through grant awards, CSUDHF supports the Praxis program that is operated by the California State University Dominguez Hills Art Department. The Program provides an artistic outlet for youth and local communities to aspire and dream, while cultivating pride and specificity of place. The program was previously offered in-person at Carson Park, Del Amo Park, and Dolphin Park on Tuesdays and Thursdays from 3:30pm-4:30pm



## **ITEM NO. 7 CONSENT CALENDAR**

and 4:45pm-5:45pm through the City of Carson's Cultural Arts grant. The art classes are run by one art instructor and two student aides per site. Due to the COVID pandemic, classes were offered virtually starting January 2021. Upon approval, the license agreement will be extended through May 31, 2022 to allow CSUDHF to continue the funding of the Praxis program to provide free art classes for the youth virtually and reserve the possibility to resume in-person classes at Carson Park, Del Amo Park, and Dolphin Park until the expiration of the term.

### **V. FISCAL IMPACT**

None

### **VI. EXHIBITS**

1. Agreement Amendment No. 1 (pgs. 3-9)

Prepared by: Gloria Marroquin, Recreation Program Manager

**AMENDMENT NO. 1  
TO  
FACILITY USE AGREEMENT BY AND BETWEEN THE CITY OF CARSON AND  
THE CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS FOUNDATION  
FOR ART CLASSES CONDUCTED PURSUANT TO THE PRAXIS CITY ArtS PARKS  
PROGRAM**

**THIS AMENDMENT TO THE FACILITY USE AGREEMENT BY AND BETWEEN THE CITY OF CARSON AND THE CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS FOUNDATION FOR ART CLASSES CONDUCTED PURSUANT TO THE PRAXIS CITY ArtS PARKS PROGRAM** (“Amendment”) by and between the CITY OF CARSON, a California municipal corporation (“City”) and the California State University, Dominguez Hills Foundation (“Foundation”), a California nonprofit public benefit corporation and auxiliary organization organized under California Education Code §89900 *et seq.* for the benefit of California State University, Dominguez Hills, including specifically its Arts Department, is effective as of the 30th day of June, 2021.

**RECITALS**

A. City and Consultant entered into that certain FACILITY USE AGREEMENT BY AND BETWEEN THE CITY OF CARSON AND THE CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS FOUNDATION FOR ART CLASSES CONDUCTED PURSUANT TO THE PRAXIS CITY ArtS PARKS PROGRAM dated January 14, 2020 (“Agreement”), whereby Consultant agreed to provide for public art classes to be conducted at City facilities using grant funds awarded to the Foundation by the California Arts Council pursuant to the PRAXIS City ArtS Parks Program; and

B. Due to the COVID-19 pandemic and no fault of either the City or the Foundation, the classes were not conducted from approximately March of 2020 to January of 2021, and resumed on a virtual-only basis in January of 2021.

C. The Term of the Agreement is set to expire on June 30, 2021.

D. The Foundation has received a grant extension until May 31, 2022, and accordingly, City and Consultant now desire to amend the Agreement to extend the term of the Agreement through May 31, 2022. The Parties also desire to amend the agreement to reflect the current virtual nature of the classes, but to reserve the possibility that the classes may resume in-person at some point between the date of this Amendment and the expiration of the extended term on May 31, 2022.

**TERMS**

1. **Contract Changes.** The Agreement is amended as provided herein (additions shown in ***bold italics***, deletions shown in ~~strikethrough~~).

A. Subsection (a) of Section 2 (“Grant of License for Facility Use”) is hereby amended as follows:

“a. Licensor hereby grants Licensee, for no fee, payment or cost of any kind, one room or other area or facility, to be determined by the City’s Contract Officer in his or her sole discretion, sufficient to accommodate ~~two one~~ Program art classes or workshops of 12-15 students (hereinafter “Class”), on the days and at the times specified in subsection (b) of this Section, except as otherwise provided pursuant to subsection (c) of this Section, at each of the following City parks:

- i. Del Amo Park, 703 E Del Amo Blvd, Carson, CA 90746.
- ii. Carson Park, 21411 Orrick Ave, Carson, CA 90745.
- iii. Dolphin Park, 21205 South Water Street, Carson, CA 90745.

(the “Licensed Premises”).”

B. Subsection (b) of Section 2 (“Grant of License for Facility Use”) is hereby amended as follows:

“b. The Licensed Premises shall be reserved for exclusive Program use on Tuesdays and Thursdays of each week, from 3:30 p.m. to 4:30 p.m., and from 4:45 p.m. to 5:45 p.m., during the weeks and months that coincide with the academic terms or semesters of the public schools in the City, as follows: (i) approximately 17 consecutive weeks from January of 2020 through June of 2020; (ii) approximately 17 consecutive weeks from September of 2020 until late December of 2020; ~~and~~ (iii) from January of 2021 through May of 2021; (iv) *from September of 2021 until late December of 2021; and (v) from January of 2022 through May of 2022.*

*Notwithstanding the foregoing or any other provision of this Agreement: (i) Classes may be conducted on a virtual-only basis, e.g., via remote video conferencing using electronic software such as Zoom or similar (the “Virtual Classes”) or in-person as mutually agreed upon by the Contract Officer and the Foundation’s Representative based upon consideration of applicable COVID-19 rules, guidelines and recommendations, provided that Classes shall not be conducted in-person when doing so is prohibited by applicable COVID-19-related laws, rules or restrictions promulgated by federal, state or local health authorities; and (ii) City shall not be obligated to reserve or provide facility use for Virtual Classes which have been designated as such pursuant to clause (i) of this paragraph.”*

C. Section 6 (“Term”) of the Agreement is hereby amended to read in its entirety as follows:

“6. **TERM.** The Term of this Agreement shall commence on the Effective Date and continue through *May 31, 2022* ~~June 30, 2021.~~”

D. Section 10 (“Release”) of the Agreement is hereby amended to read in its entirety as follows:

“10. **RELEASE.** Licensee hereby waives, releases and discharges City, including its officials, officers, agents and employees, from and against any and all claims or liabilities accruing to Licensee or any of its officers, agents or employees or any other person or entity, including but not limited to claims or liabilities for bodily injury, death, or property damage, arising from or related in any way to Licensee’s use of the Licensed Premises *or provision of or engagement in Virtual Classes* pursuant to this Agreement, including those involving negligence of the City, Teachers, Teaching Assistants, or Class participants, and Licensee agrees to waive its rights to make any such claims through any action or proceeding against the City. However, Licensee understands that this Section is not intended to release any party from any act or omission of ‘gross negligence.’”

E. Section 11, “Photo/Video Release,” of the Agreement is hereby amended to read in its entirety as follows:

“11. **PHOTO/VIDEO RELEASE.** Each Party, on behalf of itself and its officers, agents and employees using the Licensed Premises *or providing or engaging in Virtual Classes* pursuant to this Agreement (“P/V Releasing Party”), hereby grants the other Party (“P/V Released Party”) the right to photograph or video-record P/V Releasing Party during or in connection with its use of the Licensed Premises pursuant to this Agreement, and to use its photographed or video-recorded likeness, and any image, silhouette, or reproduction of its voice or appearance taken during or in connection with its use of the Licensed Premises *or provision of or engagement in Virtual Classes* pursuant to this Agreement (“Likeness”) for any purpose, including publicity and promotion of P/V Released Party and its events, and creation or production of materials in any form for such purpose, with no claim of entitlement to any license fee or royalty of any kind from P/V Released Party. Each Party hereby waives any right to the intellectual property of its Likeness in connection herewith. The rights granted by the Parties hereunder shall not expire.”

2. **Continuing Effect of Agreement.** Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by this Amendment to the Agreement.

3. **Affirmation of Agreement; Warranty Re Absence of Defaults.** City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than as provided herein. Each party



represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

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4. **Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

5. **Authority.** The persons executing this Amendment on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment on behalf of said party, (iii) by so executing this Amendment, such party is formally bound to the provisions of this Amendment, and (iv) the entering into this Amendment does not violate any provision of any other agreement to which said party is bound.

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date and year first-above written.

**CITY:**

CITY OF CARSON, a municipal corporation

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

**ATTEST:**

\_\_\_\_\_  
John Carroll, Chief Deputy City Clerk

APPROVED AS TO FORM:  
ALESHIRE & WYNDER, LLP

\_\_\_\_\_  
Sunny K. Soltani, City Attorney  
[BRJ]

**FOUNDATION:**

CALIFORNIA STATE UNIVERSITY  
DOMINGUEZ HILLS FOUNDATION, a  
California nonprofit public benefit corporation and  
auxiliary organization

By: \_\_\_\_\_  
Name: Tranitra Avery  
Title: Executive Director

By: \_\_\_\_\_  
Name: Cherisse Ross  
Title: Controller

**Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

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STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On \_\_\_\_\_, 2021 before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

**OPTIONAL**

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<input type="checkbox"/> <b>CAPACITY CLAIMED BY SIGNER</b> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATE OFFICER  <input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL <input type="checkbox"/> ATTORNEY-IN-FACT <input type="checkbox"/> TRUSTEE(S) <input type="checkbox"/> GUARDIAN/CONSERVATOR <input type="checkbox"/> OTHER _____  <b>SIGNER IS REPRESENTING:</b> (NAME OF PERSON(S) OR ENTITY(IES)) _____ _____	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>  _____ TITLE OR TYPE OF DOCUMENT  _____ NUMBER OF PAGES  _____ DATE OF DOCUMENT  _____ SIGNER(S) OTHER THAN NAMED ABOVE
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**ITEM NO. 1  
CONTINUED BUSINESS**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, July 29, 2021

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**SUBJECT:  
SPECIAL EVENTS PERMIT PROCESS**

**I. SUMMARY**

At the June 24, 2021 Parks, Recreation and Cultural Arts Commission meeting staff spoke of the Special Events Permit Process and related City Ordinance that would be presented to City Council at a future meeting for their approval. The purpose of the Special Events Permit Process is to ensure that special events, when conducted, are done so in a manner that does not unduly impede, obstruct, impair or interfere with the free use of public streets, sidewalks, or other public property of the City, and to ensure that there is a mechanism in place to regulate the competing use of public forums. Staff is in the process of finalizing the application and has sent a draft City Ordinance to the City Attorney's office for review and completion. Once complete, the application and ordinance will be presented to City Council for adoption.

**II. RECOMMENDATION**

RECEIVE and FILE this report.

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

The City currently does not have an application process or ordinance related to special events. Staff has been directed to create an application and ordinance to establish criteria for characterizing events as "special events" and standards and conditions for approving and permitting such special events. The application is in its final stages of completion and a draft City Ordinance has been sent to the City Attorney's Office for review and completion.

Both the application and City Ordinance will be presented to the Parks, Recreation and Cultural Arts Commission when complete for recommendation to City Council for adoption at a future meeting. The City Ordinance will require a public hearing so that the community can provide their feedback on the proposed ordinance. The process will require two City Council meetings for final approval.

After final approval all special events, whether they are categorized as *Major* (1000 or more participants), *Minor* (less than 750 participants) or *Miscellaneous* (impact only one City Department), would be subject to the application and review process for approval within the City of Carson. In addition, if fees are assessed the



**ITEM NO. 1  
CONTINUED BUSINESS**

applicant would be required to pay those fees. All applications would be submitted to the Community Center.

**V. FISCAL IMPACT**

None

**VI. EXHIBITS**

None

Prepared by: Adrian Reynosa, Community Center Manager



**ITEM NO. 3  
DISCUSSION**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, July 29, 2021

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**SUBJECT:  
LONG BEACH TRANSIT SERVICES (TENTATIVE)**

**I. SUMMARY**

Out of safety concerns related to the COVID-19 pandemic, the City's fixed-route bus service, the Carson Circuit, was suspended effective March 28, 2020. As positive cases continued to climb, the City ended its fixed-route bus agreement with MV Transportation, Inc. (MV), which was set to expire December 31, 2020. Prior to the pandemic, staff had engaged neighboring Long Beach Transit (LBT) in discussions to provide bus services in Carson, in lieu of MV.

Most recently, staff received an initial proposal from LBT, outlining the proposed routes. This proposal was presented at the July 20, 2021 City Council meeting. With direction from this meeting, staff anticipates returning with a drafted agreement at the August 3, 2021 City Council meeting. Should the agreement be approved, services are anticipated to commence September-October of 2021.

**II. RECOMMENDATION**

RECEIVE and FILE report.

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

The City of Carson's Transportation Division provides the community with fixed-route bus services, curb-to-curb Dial-A-Ride taxi services, and City-subsidized on-demand rides through Lyft. The City's fixed-route bus service, the Carson Circuit, was suspended effective March 28, 2020, out of safety concerns related to the COVID-19 pandemic, and the possibility of spreading the virus to passengers and bus operators. Dial-A-Ride and Lyft services continued to service the community with alternative transportation options.

Prior to the pandemic, staff had engaged Long Beach Transit (LBT) in discussions to succeed MV Transportation, Inc. (MV) as the principle bus operator in Carson. With initial route planning now complete, LBT is currently preparing service costs for the City's consideration. Costs are dependent upon the extent of LBT coverage, i.e., how many streets are covered, hours of service, weekend coverage, holidays, etc.

Most recently, staff received a proposal from LBT, outlining the proposed routes (Exhibit No. 1). This proposal was presented at the July 20, 2021 City Council meeting. With direction from this meeting, staff anticipates returning with a drafted



## **ITEM NO. 3 DISCUSSION**

agreement at the August 3, 2021 City Council meeting. Should the agreement be approved, services are anticipated to commence September-October of 2021.

Once underway, LBT buses will run exclusively on main surface streets, and operate in both directions. This will result in swift and direct connections to major destinations in and around Carson, neighboring transit agencies, Metrolink, and more. This shift in bus travel will provide longer-distance regional service, connecting several communities along the line. However, for a certain number of riders, the new routes may require a further walk to a bus stop than in the past.

To help bridge this potential gap, staff is looking into reestablishing the Carson Circuit with all-new bus routes, as a City-operated supplement service to LBT. The new Carson Circuit routes will complement LBT service specifically in areas that may require a longer walk to a bus stop, and in areas Carson students can utilize for commuting to schools. The concurrent offering of LBT, and the redesigned Carson Circuit, will help achieve a newfound level of regional and local travel for both residents and commuters, improving overall mobility throughout the community.

Should the PRCAC desire additional updates on this endeavor, staff can make a presentation at the August 2021 Commission meeting.

### **V. FISCAL IMPACT**

Should the City Council approve the new LBT service, staff has received approval from LA Metro to utilize the City's local Proposition A and C returns. As scope of service and costs have yet to be finalized, staff will present the final contract amount to City Council at a future meeting.

### **VI. EXHIBITS**

1. Long Beach Transit Service Proposal (pgs. 3-6).

Prepared by: Jason Jo, Transportation Supervisor



# *Long Beach Transit* Carson Service Plan

Presented by  
Lee Burner  
Executive Director/Vice President, Transit Service  
Delivery and Planning

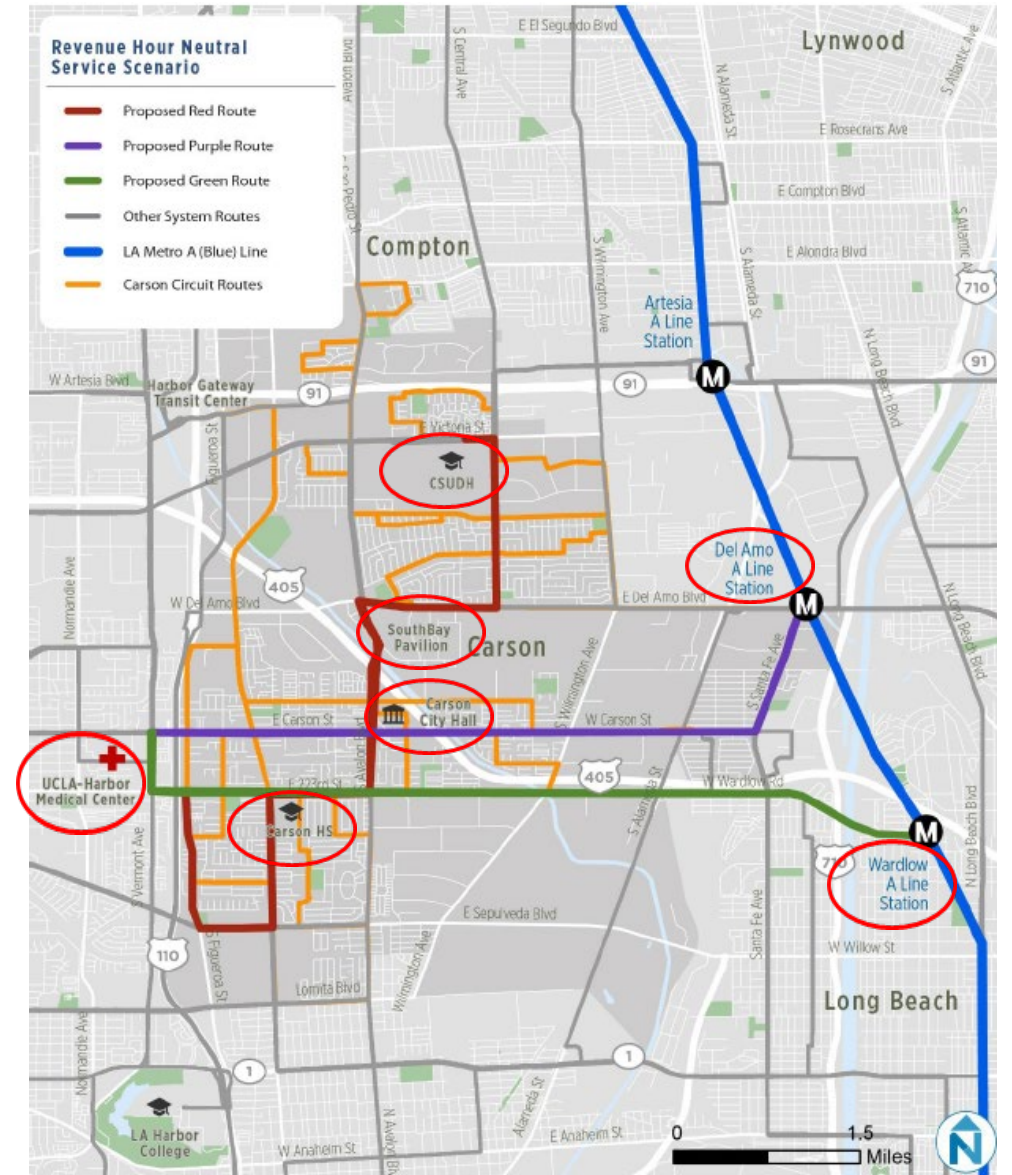
July 20, 2021



# LBT's Service Proposal

- Requires 6 buses
- 438 weekly revenue hours

Route	Frequency	Service Span
Route 2 (Carson St)	40 minutes	5:00am – 7:00pm M-F 10:30am – 5:30pm Sat
Route 3 (CSU – SW Carson)	40 minutes	5:00am – 7:00pm M-F 10:30am – 5:30pm Sat
Route 4 (223 <sup>rd</sup> St)	40 minutes	5:00am – 7:00pm M-F 10:30am – 5:30pm Sat



# Benefits

- Improves connections to key activity centers and destinations in the City of Carson
- Delivers more direct and bi-directional services within Carson
- Complements existing transit services distributed by other transit providers
- Enhances regional connectivity for Carson residents to high capacity transit like Metro's J (Silver) and A (Blue) lines
- Sustain greater opportunity, availability and accessibility to jobs within and outside the City of Carson
- Increases the number of transit service hours delivers in the City
- Supplies more frequent transit services for residents



Thank you





**ITEM NO. 4  
DISCUSSION**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, July 29, 2021

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**SUBJECT:**

**CONSIDER ADOPTING FLAG FOOTBALL 5 VS. 5 FOR THE YOUTH SPORTS PROGRAM FOR DIVISION 3A FOR FALL 2021 SEASON**

**I. SUMMARY**

The Community Services/Parks and Recreation Department's Youth Sports subcommittee, which consists of several park supervisors, is proposing to change the current youth sports flag football program as it applies to the 3A Division, for the Fall 2021 season. Currently our flag football program consists of 10-15 players on a team using modified National Federation of High Schools (NFHS) rules. Changing the flag football program comparable to the National Football League (NFL) flag football format promotes less physical contact between players and only utilizes 7-10 players per team. The 5 vs. 5 flag football program can provide an opportunity to increase participation due to the lower number of players needed to field a team and the reduction in physical contact allows for a safer environment in which to play. Should the program be successful, changes would be implemented to all divisions for the 2022 Flag Football season.

**II. RECOMMENDATION**

RECEIVE and FILE

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

Since 2010, there has been a decline in participants for the youth flag football program for the City of Carson. The parks have had difficulty acquiring enough participants to form teams, particularly among the older divisions (3A & 4A). The current flag football program requires a minimum of 8 players to field a team. Applying rules similar to 5 vs. 5 NFL flag football program would require a minimum of 5 players to field a team. The reduction in the number of players needed per team would allow the parks to generate more teams, which in turn would create more leagues.

**V. FISCAL IMPACT**

Increase in revenue and expenses due to the increase of participation and games. Currently, some parks are unable to form teams as they do not get enough participants to sign up within a certain age group. This also causes parks to process refunds when a team cannot be formed.



## ITEM NO. 4 DISCUSSION

### VI. EXHIBITS

1. 2010-2019 Flag Football participation statistics (pgs. 3-8)
2. City of Carson proposed modified flag football rules (pgs. 9-25)

Prepared by: Gloria Marroquin, Recreation Program Manager

**Youth Flag Football Participants  
10 year Comparison  
2010-2019**

	SL	RK	1A	2A	3A	4A	TOTAL
<b>2019</b>	43	101	83	73	0	0	300

	SL	RK	1A	2A	3A	4A	TOTAL
<b>2018</b>	63	86	79	73	0	0	301

	SL	RK	1A	2A	3A	4A	TOTAL
<b>2017</b>	49	116	86	83	8	0	342

	RK	SL	1A	2A	3A	4A	TOTAL
<b>2016</b>	110	75	116	80	0	0	381

	RK	SL	1A	2A	3A	4A	TOTAL
<b>2015</b>	141	71	101	63	0	0	376

	RK	SL	1A	2A	3A	4A	TOTAL
<b>2014</b>	148	45	98	65	0	0	356

	RK	SL	1A	2A	3A	4A	TOTAL
<b>2013</b>	162	73	100	58	0	0	393

	RK	SL	1A	2A	3A	4A	TOTAL
<b>2012</b>	167	71	100	55	12	0	405

	RK	SL	1A	2A	3A	4A	TOTAL
<b>2011</b>	184	37	137	85	26	0	469

	RK	SL	1A	2A	3A	4A	TOTAL
<b>2010</b>	196	67	141	89	44	0	537

**2019 YOUTH FLAG FOOTBALL – TEAMS BY PARK**

	SL	RK	1A	2A	3A	4A	TOTAL
ANDERSON	0	0	0	0	0	0	0
CALAS	1	1	0	1	0	0	3
CARRIAGE CREST	0	0	0	0	0	0	0
CARSON	0	1	2	1	0	0	4
DEL AMO	1	2	1	0	0	0	4
DOLPHIN	0	0	1	1	0	0	2
DOMINGUEZ	0	0	0	0	0	0	0
FOISIA	0	0	0	1	0	0	1
HEMINGWAY	1	2	1	1	0	0	5
MILLS	0	0	0	0	0	0	0
STEVENSON	0	1	1	0	0	0	2
VETERANS	1	1	1	1	0	0	4
<b>TOTALS</b>	<b>4</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>25</b>

**2019 YOUTH FLAG FOOTBALL – PARTICIPANTS BY PARK**

	SL	RK	1A	2A	3A	4A	TOTAL
ANDERSON	0	0	0	0	0	0	0
CALAS	12	9	0	13	0	0	34
CARRIAGE CREST	0	0	0	0	0	0	0
CARSON	0	16	22	13	0	0	51
DEL AMO	13	25	13	0	0	0	51
DOLPHIN	0	0	12	10	0	0	22
DOMINGUEZ	0	0	0	0	0	0	0
FOISIA	0	0	0	11	0	0	11
HEMINGWAY	12	24	11	13	0	0	60
MILLS	0	0	0	0	0	0	0
STEVENSON	0	14	13	0	0	0	27
VETERANS	6	13	12	13	0	0	44
<b>TOTALS</b>	<b>43</b>	<b>101</b>	<b>83</b>	<b>73</b>	<b>0</b>	<b>0</b>	<b>300</b>



## 2018 YOUTH FLAG FOOTBALL – TEAMS BY PARK

	SL	RK	1A	2A	3A	4A	TOTAL
ANDERSON	1	0	0	0	0	0	1
CALAS	0	1	1	0	0	0	2
CARRIAGE CREST	0	0	0	0	0	0	0
CARSON	0	2	1	1	0	0	4
DEL AMO	2	1	0	0	0	0	3
DOLPHIN	0	0	1	1	0	0	2
DOMINGUEZ	0	0	0	0	0	0	0
HEMINGWAY	1	1	1	1	0	0	4
MILLS	0	0	0	0	0	0	0
SCOTT	0	0	0	1	0	0	1
STEVENSON	0	1	1	1	0	0	3
VETERANS	1	1	1	1	0	0	4
<b>TOTALS</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>24</b>

## 2018 YOUTH FLAG FOOTBALL – PARTICIPANTS BY PARK

	SL	RK	1A	2A	3A	4A	TOTAL
ANDERSON	15	0	0	0	0	0	15
CALAS	0	12	14	0	0	0	26
CARRIAGE CREST	0	0	0	0	0	0	0
CARSON	0	26	13	13	0	0	52
DEL AMO	23	12	0	0	0	0	35
DOLPHIN	0	0	13	12	0	0	25
DOMINGUEZ	0	0	0	0	0	0	0
HEMINGWAY	13	12	14	9	0	0	48
MILLS	0	0	0	0	0	0	0
SCOTT	0	0	0	12	0	0	12
STEVENSON	0	13	12	17	0	0	42
VETERANS	12	11	13	10	0	0	46
<b>TOTALS</b>	<b>63</b>	<b>86</b>	<b>79</b>	<b>73</b>	<b>0</b>	<b>0</b>	<b>301</b>

## 2017 YOUTH FLAG FOOTBALL – TEAMS BY PARK

	SL	RK	1A	2A	3A	4A	TOTAL
ANDERSON	0	1	0	0	0	0	1
CALAS	0	0	1	1	0	0	2
CARRIAGE CREST	0	1	1	½	0	0	2½
CARSON	0	2	1	1	0	0	4
DEL AMO	1	1	1	1	0	0	4
DOLPHIN	0	1	0	1	0	0	2
DOMINGUEZ	0	1	1	0	1	0	3
HEMINGWAY	1	1	1	0	0	0	3
MILLS	0	0	0	0	0	0	0
SCOTT	0	0	0	½	0	0	½
STEVENSON	1	1	0	1	0	0	3
VETERANS	1	1	1	1	0	0	4
<b>TOTALS</b>	<b>4</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>29</b>

## 2017 YOUTH FLAG FOOTBALL – PARTICIPANTS BY PARK

	SL	RK	1A	2A	3A	4A	TOTAL
ANDERSON	0	14	0	0	0	0	14
CALAS	0	0	12	8	0	0	20
CARRIAGE CREST	0	11	13	5	0	0	29
CARSON	0	22	13	12	0	0	47
DEL AMO	11	10	12	13	0	0	46
DOLPHIN	0	13	0	12	0	0	25
DOMINGUEZ	0	11	13	0	8	0	32
HEMINGWAY	15	8	12	0	0	0	35
MILLS	0	0	0	0	0	0	0
SCOTT	0	0	0	4	0	0	4
STEVENSON	9	13	0	13	0	0	35
VETERANS	14	14	11	16	0	0	55
<b>TOTALS</b>	<b>49</b>	<b>116</b>	<b>86</b>	<b>83</b>	<b>8</b>	<b>0</b>	<b>342</b>

## 2016 YOUTH FLAG FOOTBALL – TEAMS BY PARK

	<b>RK</b>	<b>SL</b>	<b>1A</b>	<b>2A</b>	<b>3A</b>	<b>4A</b>	<b>TOTAL</b>
<b>ANDERSON</b>	1	1	0	0	0	0	<b>2</b>
<b>CALAS</b>	2	0	1	0	0	0	<b>3</b>
<b>CARRIAGE CREST</b>	1	0	1	1	0	0	<b>3</b>
<b>CARSON</b>	0	1	1	0	0	0	<b>2</b>
<b>DEL AMO</b>	1	1	2	1	0	0	<b>5</b>
<b>DOLPHIN</b>	1	0	1	1	0	0	<b>3</b>
<b>DOMINGUEZ</b>	1	1	1	1	0	0	<b>4</b>
<b>HEMINGWAY</b>	1	1	1	1	0	0	<b>4</b>
<b>MILLS</b>	0	0	0	0	0	0	<b>0</b>
<b>SCOTT</b>	0	0	0	1	0	0	<b>1</b>
<b>STEVENSON</b>	1	0	1	0	0	0	<b>2</b>
<b>VETERANS</b>	1	1	2	1	0	0	<b>5</b>
<b>TOTALS</b>	<b>10</b>	<b>6</b>	<b>11</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>34</b>

## 2016 YOUTH FLAG FOOTBALL – PARTICIPANTS BY PARK

	<b>RK</b>	<b>SL</b>	<b>1A</b>	<b>2A</b>	<b>3A</b>	<b>4A</b>	<b>TOTAL</b>
<b>ANDERSON</b>	10	15	0	0	0	0	<b>25</b>
<b>CALAS</b>	22	0	13	0	0	0	<b>35</b>
<b>CARRIAGE CREST</b>	13	0	13	12	0	0	<b>38</b>
<b>CARSON</b>	0	13	12	0	0	0	<b>25</b>
<b>DEL AMO</b>	10	12	16	11	0	0	<b>49</b>
<b>DOLPHIN</b>	11	0	12	9	0	0	<b>32</b>
<b>DOMINGUEZ</b>	9	10	11	11	0	0	<b>41</b>
<b>HEMINGWAY</b>	14	13	10	11	0	0	<b>48</b>
<b>MILLS</b>	0	0	0	0	0	0	<b>0</b>
<b>SCOTT</b>	0	0	0	12	0	0	<b>12</b>
<b>STEVENSON</b>	9	0	8	0	0	0	<b>17</b>
<b>VETERANS</b>	12	12	21	14	0	0	<b>59</b>
<b>TOTALS</b>	<b>110</b>	<b>75</b>	<b>116</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>381</b>

## 2015 YOUTH FLAG FOOTBALL – TEAMS BY PARK

	<b>RK</b>	<b>SL</b>	<b>1A</b>	<b>2A</b>	<b>3A</b>	<b>4A</b>	<b>TOTAL</b>
<b>ANDERSON</b>	1	1	0	0	0	0	<b>2</b>
<b>CALAS</b>	2	0	1	0	0	0	<b>3</b>
<b>CARRIAGE CREST</b>	1	0	1	1	0	0	<b>3</b>
<b>CARSON</b>	1	1	1	½	0	0	<b>3½</b>
<b>DEL AMO</b>	1	1	3	1	0	0	<b>6</b>
<b>DOLPHIN</b>	1	0	1	½	0	0	<b>2½</b>
<b>DOMINGUEZ</b>	1	1	1	1	0	0	<b>4</b>
<b>HEMINGWAY</b>	1	1	0	0	0	0	<b>2</b>
<b>MILLS</b>	0	0	0	0	0	0	<b>0</b>
<b>SCOTT</b>	1	0	0	0	0	0	<b>1</b>
<b>STEVENSON</b>	1	0	0	0	0	0	<b>1</b>
<b>VETERANS</b>	1	1	1	1	0	0	<b>4</b>
<b>TOTALS</b>	<b>12</b>	<b>6</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>32</b>

## 2015 YOUTH FLAG FOOTBALL – PARTICIPANTS BY PARK

	<b>RK</b>	<b>SL</b>	<b>1A</b>	<b>2A</b>	<b>3A</b>	<b>4A</b>	<b>TOTAL</b>
<b>ANDERSON</b>	15	15	0	0	0	0	<b>30</b>
<b>CALAS</b>	18	0	13	0	0	0	<b>31</b>
<b>CARRIAGE CREST</b>	14	0	14	10	0	0	<b>38</b>
<b>CARSON</b>	11	13	13	7	0	0	<b>44</b>
<b>DEL AMO</b>	11	8	30	12	0	0	<b>61</b>
<b>DOLPHIN</b>	11	0	10	7	0	0	<b>28</b>
<b>DOMINGUEZ</b>	11	12	8	13	0	0	<b>44</b>
<b>HEMINGWAY</b>	15	10	0	0	0	0	<b>25</b>
<b>MILLS</b>	0	0	0	0	0	0	<b>0</b>
<b>SCOTT</b>	9	0	0	0	0	0	<b>9</b>
<b>STEVENSON</b>	13	0	0	0	0	0	<b>13</b>
<b>VETERANS</b>	13	13	13	14	0	0	<b>53</b>
<b>TOTALS</b>	<b>141</b>	<b>71</b>	<b>101</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>376</b>

**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

**GAME**

1. At the start of each game, captains from both teams meet at midfield for the coin toss to determine who starts with the ball. The visiting team calls the toss.
2. The winner of the coin toss has the choice of offense or defense. The loser of the coin toss has the choice of direction. Possession changes to start the second half to the team that started the game on defense.
3. The offensive team takes possession of the ball at its 5-yard line and has four (4) downs to cross midfield. Once a team crosses midfield, it has three (3) downs to score a touchdown.
4. If the offense fails to score after crossing midfield the ball changes possession and the new offensive team starts its drive on its own 5-yard line.
5. If the offensive team fails to cross midfield, on three downs, and elect to "punt" on 4th down, possession of the ball changes and the opposition starts its drive from its own 5-yard line. If the offensive team goes for it on 4th down and does not cross field, the opposing team will start its possession from the spot.
6. Teams change sides after the first half. Possession changes to the team that started the game on defense.

**EQUIPMENT**

1. The official game ball will be of a rubber, pebbled-grain composition in the following sizes:
  - a. 1A and 2A Divisions will use a #6 junior-size football.
  - b. 3A Division will use a #7 intermediate-size football.
  - c. 4A Division will use a #9 official-size football.
2. An official down indicator will be used on the same side of the field as the teams.
  - a. A timing device (official game clock) will be operated by a designated referee on the field.
  - b. Flag Belts. All divisions shall use a regulation three flag belt system. **Flag belts cannot be the same color as shorts or pants.**
3. Player Equipment:
  - a. **A player shall wear:**

## DRAFT CITY OF CARSON FLAG FOOTBALL RULES

- Either basketball, tennis, cross-country or rubber-cleated multipurpose shoes must be worn. Hard soled street shoes and metal cleats will not be allowed.
- A numbered jersey shirt of the same color is required of each member of a participating team in league play. Dyed or non-dyed T-shirts with numbers are acceptable as jerseys.
- Shorts or Pants of any length.
- An oral mouthpiece is highly recommended but not required.

**b. A player shall not wear:**

- Any type of jewelry while participating in a game.

*(Religious and medical alert medals are not considered jewelry. A religious medal must be taped and worn under the uniform. A medical alert medal must be taped and may be visible.)*

### **FIELD**

1. The field dimensions are 20 yards by 50 yards with two 5-yard end zones, and a midfield line-to-gain. No-run zones precede each line-to gain by 5 yards. However, some parks may use slightly different field dimensions because of field space availability.
2. No-run zones are in place to prevent teams from conducting power run plays. While in the no-run zones (a 5-yard imaginary zone before midfield and before the end zone), teams cannot run the ball in any fashion. All plays must be pass plays, even with a handoff. (Clinic ages will not have no-run zones)
3. Stepping on the boundary line is considered out of bounds.
4. Each offensive team approaches only two no-run zones in each drive (one zone 5 yards from midfield to gain the first down, and one zone 5 yards from the goal line to score a TD).

### **ROSTERS/REGISTRATION:**

**1. AGE DIVISIONS (CO-ED):**

- a. Will follow the same age divisions as all other sports (Sandlot through 4A)

**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

- b. All players must be listed on the Official Team Roster form and have a Sports Registration/ Waiver Card on file with the park office before taking part in a league game. Registrants must present proof of birth date at the time of registration. An original birth certificate is the only proof of birth accepted as verification of age. ‘

**2. ELIGIBILITY**

- a. A Sports Registration/Waiver Card must be signed by the participant’s parent or guardian and be on file at the park in which said participant is registered.
- b. A player shall play for one team and one league only. A player is considered on a team when his name is placed on the Official Team Roster which is on file in the park office.
- c. Once a player is dropped from a team he cannot be added to another team during that current sport season at any park in the City of Carson unless he changes residence. A player can never play for another team at the same park or at a different park during the same sport season.
- d. The use of an ineligible player(s) will result in the forfeiture of all games in which said player(s) participated.
- e. Falsification of any information on the player's Sports Registration/Waiver Card is grounds for forfeiture of any or all games in which said player participated.
- f. Per the Youth Coaches Manual teams may have a maximum of 10 and a minimum of 7 rostered players.
- g. Teams must start games with a minimum of five players. In the event of an injury, a team with insufficient substitute players may play with four players on the field but no fewer than four.
- h. There must be a minimum of four names on the waiting list before assignments from the waiting list can be made, except in an emergency situation (when a team roster falls below the minimum number of roster players needed for a team).
- The dropping and adding of players will not be done at the coaches' whim. In order for a coach to drop a player, the coach must fill out a Park Player Release Form and submit it to the Center Supervisor, who will then call the player’s parent/guardian to verify the situation. If it is done properly and with good cause, only then will the coach be able to acquire a youngster from the waiting list to replace the dropped player. The Center Supervisor will then assign a player or players to a team once the drop has been confirmed.
  - No new players can be added to a team following regular season play (prior to the City Play-offs). To be eligible for the City Play-offs, a player must have participated in at least one regular season game.

**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

- Any player(s) that have been suspended shall have no contact with his team for the entire duration of the game(s) in which he is suspended.

**3. SUBSTITUTIONS**

- a. Coaches will be responsible for the enforcement of all articles within this rule, regardless of the circumstances.
- b. When present, each team member in good standing must play in each game a minimum of one complete quarter (ten minutes).
- c. A combination of minutes adding up to ten within two or more quarters does not constitute the playing of one complete quarter. A player must play the entire quarter, to satisfy the minimum participation requirements.
- d. PENALTY: Forfeiture of game.
- e. Substitutions will not be allowed during the first quarter, with the exception of replacing an injured player. After completion of the first quarter, any player may be substituted for, provided the substitute will play a minimum of one complete quarter (from beginning to end). At the start of each quarter, all entering substitutes must report to the referee.
- f. Players arriving late (within the first three quarters) must still play one complete quarter to meet the minimum participation requirement and can only enter the game at the beginning of the next quarter. Players arriving after the fourth quarter has begun will not be allowed to play.
- g. If a player is injured prior to having played the minimum required playing time, the referee must be notified prior to a substitute replacement. A player that has not yet played must replace the injured player. If all players have played, the manager can designate any player to replace the injured player.
- h. An injured player who has been withdrawn and who has been unable to complete the required playing time, constitutes a legal player and may re-enter as a substitute at the discretion of the referee.
- i. If a player is to become a legal substitute, he/she must, at the beginning of a quarter, report to the referee before entering the game.
- j. No substitute shall enter during a down.
- k. Between downs, any number of eligible substitutes may replace players. Replaced players shall leave the field immediately before the ball becomes live.
- l. A player, replaced player, or a substitute is required to leave the field at the side on which his team box is located and go directly to his team box.



**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

- m. During the same dead ball interval, no substitute shall become a player and then withdraw and no player shall withdraw and re-enter as a substitute unless a penalty is accepted, a dead-ball foul occurs, there is a charged time-out or the period ends.
- n. During a down a replaced player or substitute who attempts unsuccessfully to leave the field and who does not participate in or affect the play, constitutes an illegal substitution.

***(NOTE: Participation by a replaced player or substitute is illegal participation.)***

**o. PENALTY: Illegal substitution - 5 yards**

- p. It is the responsibility of a manager or coach to see to it that all players' present play their minimum required playing time, and that all substitutes report to the referee prior to entering the game.

***i. (PENALTY: Failure to adhere to this article may result in the head coach being suspended from his/her next scheduled game.)***

- q. Any disciplinary action taken by the head coach against a member of his team that would affect any of the participation or substitution rules must be reported to the referee and also noted on the scorecard prior to the start of the game.

**TIMING & TIE GAMES (OVERTIME)**

1. The length of the game shall be four ten (10) minute quarters, running time.
2. There shall be a one-minute rest period between the first and second quarters and between the third and fourth quarters. There will be a five-minute rest period (half-time) between the second and third quarters.
3. If time for any period expires during a down, play shall continue until the down ends.
4. A period shall be extended by an untimed down if during the last timed down of the period, one of the following occurred:
  - a. There was a foul by either team and the penalty is accepted, except for unsportsmanlike fouls, non-player fouls, and fouls that specify a loss of down.
  - b. There was a double foul.
  - c. There was an inadvertent whistle.
  - d. If a touchdown was scored, the try is attempted unless the touchdown is scored during the last down of the fourth period and the point(s) would not affect the outcome of the game.

**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

5. A period shall not be extended by an untimed down if one of the following occurred during a down in which time expires:
  - a. When the defense fouls during a successful try for point and the offended team accepts the results of the play with enforcement of the penalty from the succeeding spot.
  - b. There was a foul by either team and the penalty is accepted for unsportsmanlike fouls, non- player fouls, fouls that specify a loss of down and fouls for which enforcement, by rule, result in a safety. The score is cancelled in the event of an accepted penalty that specifies a loss of down.
6. If a dead ball foul occurs after time expires for any period, the penalty shall be measured from the succeeding spot.
7. If a game is suspended because of conditions that make it impossible to continue playing, the game may be rescheduled or it could be declared an official game if three or more complete quarters of the game have been played.
8. Regular season games, which end in a tie, will remain a tie. No extra periods will be played.
9. **Play-off games which end in a tie will be completed in the following manner:**
  - a. A flip of a coin shall determine the defending and receiving teams. The winner of the coin toss shall be given their choice of receiving the ball or defending a goal.
  - b. Each team will take turns getting one (1) play from the defense's 5-yard line for one point or the defense's 10-yard line for two points. Whether to go for one or two points is up to the offensive team.
  - c. Whether or not the team that begins on offense converts the team that started on defense gets a chance on offense to win or tie by converting a one- or two-point play of their own.

*(Example: Team A starts on offense and chooses to go for one point from the 5-yard line and is successful. Team B is then on offense and can choose to either go for one point from the 5-yard line to tie and force a second round of overtime or to go for two points from the 10-yard line for the win.)*
  - d. If the second team on offense in an overtime round fails to beat or match the team that went first, the team that went first wins.
  - e. **Second Overtime Round (if needed):** Both teams must "go for two" from the 10-yard line starting with the second round of overtime.

## DRAFT CITY OF CARSON FLAG FOOTBALL RULES

- f. **Third Overtime Round (if needed):** Starting with the 3rd overtime, each team will get 1 play from the 5 yard line going out from the end-zone. The team with the most yards will be the winner. The team with the most yards will be awarded 1 point added to their final score
- g. All regulation period rules and penalties are in effect.
- h. There are no timeouts.
- i. Interceptions are returnable in OT, and worth 2 points

***Both teams must have an offensive possession in OT. (Example- If first possession results in an interception that is returned, they must still take an offensive possession.)***

### **STARTING/STOPPING CLOCK**

- 1. During the first three quarters of play, the game clock shall stop for time-outs, touchdowns and emergencies only.
- 2. The clock shall start for a period when the ball is legally snapped.
- 3. The clock shall not be started during the attempt for point after a touchdown.
- 4. If there are less than twenty-eight points separating the teams at the two-minute mark of the fourth quarter, the game clock will stop on all incomplete passes, dropped balls, penalties, out of bounds, first downs or changes of possession. The game clock will re-start when the ball is snapped.
- 5. The referee shall have authority to correct obvious errors in timing by the game clock if discovery is prior to the second live ball following the error, unless the period has officially ended.
- 6. When a team attempts to conserve or consume time illegally, the referee shall order the clock started or stopped.

### **TIME-OUTS**

- 1. A charged team time-out occurs when the ball is dead and a player or coach's request is legally granted. A single charged time-out shall not exceed one minute.
- 2. One coach may enter the field at his team's huddle between the inbound marks to confer with eight players only. (1 coach is allowed in the huddle at all times on offense and defense during sandlot/rookie games)

## **DRAFT**

# **CITY OF CARSON FLAG FOOTBALL RULES**

3. If a time-out is requested by a player on the field or a coach and is granted for the purpose of reviewing an official's application of a rule which may have been misapplied or misinterpreted, the time-out remains charged to the requesting team if no change in the ruling results. If the referee alters his ruling, the opposing coach will be notified, the revision made, and the time-out shall be an official's time-out.

### **SCORING**

1. **Touchdown: 6 points**
2. **PAT** (point after touchdown) **1 point** (5-yard line) or **2 points** (10-yard line)
  - a. Note: 1 point PAT is pass only; 2 point PAT can be run or pass.
3. **Safety: 2 points**
4. A safety occurs when the ball-carrier is declared down in his/her own end zone. Runners can be called down when their flags are pulled by a defensive player, a flag falls out, they step out of bounds, their knee or arm touches the ground, a fumble occurs in the end zone or if a snapped ball lands in or beyond the end zone.
5. A team that scores a touchdown must declare whether it wishes to attempt a 1-point conversion (from the 5-yard line) or a 2-point conversion (from the 10-yard line). Any change, once a decision is made to try for the extra point, requires a charged timeout. A decision cannot be changed after a penalty. Clinic age (rookie/sandlot) 1 point conversions only from 5 yard line.
6. At the conclusion of the third quarter, if one team has gained a twenty-eight point differential or if it secures such differential at any time during the fourth quarter, the game shall be ended upon completion of the down in progress.
7. **Forfeits are scored 28-0 for the winning team.**
8. The coaches, officials and scorekeeper must sign the score sheet. If a coach does not sign the score sheet before leaving the field, the scorekeeper will note on that score sheet and the score will be FINAL.

### **FORMATIONS**

1. Offenses must have a minimum of one player (the center) and up to four players on the line of scrimmage. The quarterback must be off the line of scrimmage.
2. One player at a time may go in motion at least 1 yard behind the line of scrimmage.
3. Teams can shift formations prior to the snap as long as they are set for at least 1 second before the ball is snapped.

**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

4. Movement by a player who is set or a player who runs toward the line of scrimmage while in motion is considered a false start.
5. The center must snap the ball with a rapid and continuous motion between his/her legs to a player in the backfield, and the ball must completely leave his/her hands.

**RUSHING THE PASSER**

1. All players who rush the passer must be a minimum of seven yards from the line of scrimmage when the ball is snapped. Any number of players can rush the quarterback. Players not rushing the quarterback can defend on the line of scrimmage.
2. Once the ball is handed off, the seven-yard rule no longer is in effect and all defenders may go behind the line of scrimmage.
3. A special marker, or the referee, will designate a rush line seven yards from the line of scrimmage. Defensive players should verify they are in the correct position with the official on every play.
  - a. **A legal rush is:**
    - Any rush from a point 7-yards from the defensive line of scrimmage.
    - A rush from anywhere on the field AFTER the ball has been handed off by the quarterback.
  - b. **A penalty may be called if:**
    - The rusher passes the rush line before the snap and crosses the line of scrimmage before a handoff or pass – illegal rush (5-yards from the line of scrimmage and first down).
    - Any defensive player crosses the line of scrimmage before the ball is snapped – offsides (5-yards from line of scrimmage and first down).
    - Any defensive player not lined up at the rush line crosses the line of scrimmage before the ball is passed or handed off – illegal rush (5-yards from the line of scrimmage and first down).
    - If the offense draws the rusher(s) to jump the seven-yard marker prior to the snap of the ball, that rusher(s) CANNOT rush during that play. However, any other defender that is seven yards back may rush instead. Jumping the rush is not a penalty until the rusher crosses the line of scrimmage prior to the handoff or passed ball.

**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

**c. Special circumstances:**

- Teams are not required to rush the quarterback with the seven second clock in effect.
  - Teams are not required to identify their rusher before the play.
4. Players rushing the quarterback may attempt to block a pass; however, contact to the QB, unless ruled incidental by the official, would result in a roughing the passer penalty.
  5. The offense cannot impede the rusher in any way. The rusher has the right to a clear path to the quarterback, regardless of where they line up prior to the snap. If the “path or line” is occupied by a moving offensive player, then it is the offense’s responsibility to avoid the rusher. Any disruption to the rusher’s path and/or contact will result in an impeding the rusher penalty. If the offensive player does not move after the snap, then it is the rusher’s responsibility to go around the offensive player and to avoid contact.
  6. A sack occurs if the quarterback’s flags are pulled behind the line of scrimmage. The ball will be spotted where possession of the ball is once the flag is pulled.
    - a. A Safety is awarded if the sack takes place in the offensive team’s end zone.
  7. Clinic Ages (Sandlot/Rookie)- There will be no rushing the passer unless a legal handoff is executed in the backfield. The 7 second rule to pass and no running by the quarterback still applies.

**PASSING**

1. All passes must be from behind the line of scrimmage, thrown forward and ball out of hand prior to breaching the line of scrimmage
2. All passes that do not cross the line of scrimmage, whether received or not, are illegal forward passes.
3. The quarterback may throw the ball away to avoid a sack. Pass must go beyond the line of scrimmage.
4. Shovel passes are allowed but must be received beyond the line of scrimmage.
5. The quarterback has a seven-second “pass clock.” If a pass is not thrown within the seven seconds, the play is dead, the down is consumed and the ball is returned to the line of scrimmage. Once the ball is handed off, the 7-second rule is no longer in effect.
6. If the QB is standing in the end zone at the end of the 7-second clock, the ball is returned to the line of scrimmage (LOS).

# DRAFT CITY OF CARSON FLAG FOOTBALL RULES

## RECEIVING

1. All players are eligible to receive passes (including the quarterback if the ball has been handed off behind the line of scrimmage).
2. Only one player is allowed in motion at a time. All motion must be parallel to the line of scrimmage and no motion is permitted toward the line of scrimmage.
3. A player must have at least one foot in bounds, contacting the ground first
4. In the case of simultaneous possession by both an offensive and defensive player, possession is awarded to the offense.
5. Interceptions are returnable on conversions after touchdowns (2 points)
6. Interceptions can be returned for a touchdown. If the flag is pulled of the defender intercepting the ball inside the opponents end-zone or 5 yard line the intercepting team will start with possession from their opponents 5 yard line.

## RUNNING

1. The ball is spotted where the ball is when the flag is pulled.
2. The quarterback cannot directly run with the ball. The quarterback is the offensive player who receives the snap.
3. Only direct handoffs behind the line of scrimmage are permitted. Handoffs may be in front, behind or to the side of the offensive player but must be behind the line of scrimmage. The offense may use multiple handoffs.  
  
***("Center sneak" play is no longer allowed. The QB is not allowed to handoff to the center on the first handoff of the play.)***
4. Absolutely NO laterals of any kind.
5. No-run Zones are located 5 yards before each end zone and 5 yards on either side of midfield are designed to avoid short-yardage power-running situations. Teams are not allowed to run in these zones if the subsequent line is LIVE. (Reminder: Each offensive team approaches only TWO no-run zones in each drive – one 5 yards from midfield to gain the first down and one 5 yards from the goal line to score a TD).
6. Any player who receives a handoff can throw the ball from behind the line of scrimmage.
7. Once the ball has been handed off in front, behind or to the side of the quarterback, all defensive players are eligible to rush.

**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

8. Runners may not leave their feet to advance the ball. Diving, leaping or jumping to avoid a flag pull is considered flag guarding.
9. Spinning/Jump Cuts are allowed, but players cannot leave their feet to avoid a flag pull.

***(Players spinning out of control will be called for flag guarding.)***

10. Runners may leave their feet if there is a clear indication that he/she has done so to avoid collision with another player without a flag guarding penalty enforced.
11. No blocking or “screening” is allowed at any time.
12. Offensive players without the ball must stop their motion once the ball has crossed the line of scrimmage. No running with the ball-carrier.
13. Flag obstruction – All jerseys MUST be tucked in before play begins. The flags must be on the player’s hips and free from obstruction. Deliberately obstructed flags will be considered flag guarding.

**FLAG PULLING**

1. A legal flag pull takes place when the ball-carrier is in full possession of the ball.
2. Defenders can dive to pull flags but cannot tackle, hold or run through the ball-carrier when pulling flags.
3. It is illegal to attempt to strip or pull the ball from the ball-carrier’s possession at any time.
4. If a player’s flag inadvertently falls off during the play, the player is down immediately upon possession of the ball and the play ends. The ball is placed where the flag lands.
5. A defensive player may not intentionally pull the flags off of a player who is not in possession of the ball.
6. Flag guarding is an attempt by the ball-carrier to obstruct the defender’s access to the flags by stiff arming, dropping the head, hand, arm or shoulder or intentionally covering the flags with the football jersey

**LIVE BALL/DEAD BALL**

1. The ball is live at the snap of the ball and remains live until the official whistles the ball dead.



**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

2. The official will indicate the neutral zone and line of scrimmage.
  - a. It is an automatic dead ball foul if any player on defense or offense enters the neutral zone. In regard to the neutral zone, the official may give both teams a “courtesy” neutral zone notification to allow their players to move back behind the line of scrimmage.
3. A player who gains possession in the air is considered In bounds as long as the first foot contacts the ground in the field of play.
4. The defense may not mimic the offensive team signals by trying to confuse the offensive players, while the quarterback is calling out signals to start the play. This will result in an unsportsmanlike conduct penalty.
5. Substitutions may be made on any dead ball.
6. Any official can whistle the play dead.
7. **Play is ruled “dead” when:**
  - a. The ball hits the ground.
  - b. If the ball hits the ground as a result of a bad snap, the ball is then placed where the ball hit the ground.
  - c. The ball-carrier’s flag is pulled.
  - d. The ball-carrier steps out of bounds.
  - e. A touchdown, PAT or safety is scored.
  - f. The ball-carrier’s knee or arm hits the ground.
  - g. The ball-carrier’s flag falls out.
  - h. The receiver catches the ball while in possession of one or no flag(s).
  - i. The 7 second pass clock expires.
  - j. Inadvertent whistle.

**If an inadvertent whistle occurs the offense has two options:**

- Take the ball where the whistle blew and the down is consumed
- Replay the down from the original line of scrimmage.

*(If it occurs on the last play of the half or game, the offense will be awarded one untimed down and given those two options.)*

# DRAFT

## CITY OF CARSON FLAG FOOTBALL RULES

*NOTE: There are no fumbles. The ball becomes a dead ball. If the ball is fumbled forwards then it will be spotted where the ball carrier lost possession. )*

### PENALTIES

#### General

1. The referee will call all penalties.
2. Referees determine incidental contact that may result from normal run of play.
3. All penalties will be assessed from the line of scrimmage, except as noted. (Spot fouls)
4. Only the team captain or head coach may ask the referee questions about rule clarification and interpretations. Players may not question calls.
5. Games may not end on a defensive penalty unless the offense declines it.
6. Penalties are assessed live ball then dead ball. Live ball penalties must be assessed before play is considered complete.
7. Penalties will be assessed half the distance to the goal yardage when the penalty yardage is more than half the distance to the goal

#### Unsportsmanlike Conduct

1. If the field monitor or referee witnesses any acts of intentional tackling, elbowing, cheap shots, blocking or any unsportsmanlike act, the game will be stopped and the player will be ejected from the game. The decision is made at the referee's discretion. No appeals will be considered. **FOUL PLAY WILL NOT BE TOLERATED!**
2. Offensive or confrontational language is not allowed. Officials have the right to determine offensive language. If offensive or confrontational language occurs, the referee will give one warning. If it continues, the player or players will be ejected from the game.
3. Players may not physically or verbally abuse any opponent, coach or official.
4. Ball-carriers **MUST** make an effort to avoid defenders with an established position.
5. Defenders are not allowed to run through the ball-carrier when pulling flags.
6. Unsportsmanlike conduct penalties:
  - **Defense:** + 10 yards from line of scrimmage and automatic first down
  - **Offense:** - 10 yards from line of scrimmage and loss of down

# DRAFT CITY OF CARSON FLAG FOOTBALL RULES

## Defensive spot fouls

Defensive Pass Interference	Automatic first down
Holding	+5 yards and automatic first down
Stripping	+10 yards and automatic first down

## Offensive spot fouls

Screening, blocking or running with the ball	-10 yards and loss of down
Charging	-10 yards and loss of down
Flag Guarding	-10 yards and loss of down

## Defensive Penalties

Defensive unnecessary roughness	+10 yards and automatic first down
Defensive unsportsmanlike conduct	+10 yards and automatic first down
Offside	+5 yards from line of scrimmage and automatic first down
Illegal rush ( <i>Starting rush from inside 7-yard marker</i> )	+5 yards from line of scrimmage and automatic first down
Illegal flag pull ( <i>Before the receiver has the ball</i> )	+5 yards from line of scrimmage and automatic first down
Roughing the passer	+5 yards from line of scrimmage and automatic first down
Taunting	+5 yards from line of scrimmage and automatic first down

## Offensive Penalties

Offensive unnecessary roughness	-10 yards and loss of down
Offensive unsportsmanlike conduct	-10 yards and loss of down
Offside / false start	-5 yards from line of scrimmage and loss of down
Illegal forward pass ( <i>Any pass received or lands behind the line of scrimmage or throwing a pass after crossing the line of scrimmage</i> )	-5 yards from line of scrimmage and loss of down
Offensive pass interference	-5 yards from line of scrimmage and loss of down
Illegal motion ( <i>More than one person moving</i> )	-5 yards from line of scrimmage and loss of down
Delay of game	-5 yards from line of scrimmage and loss of down
Impeding the rusher	-5 yards from line of scrimmage and loss of down
Illegal Procedure	-5 yards from line of scrimmage and loss of down

# DRAFT

## CITY OF CARSON FLAG FOOTBALL RULES

### PROTESTS

#### A. PLAYER ELIGIBILITY:

1. Questions regarding the eligibility of a player(s) do not need to be made in protest form and may be raised at any time by a coach.
2. Any coach questioning the eligibility of a player(s) shall notify the Youth Sports Section.
3. The Youth Sports Section will render a decision regarding player(s) eligibility after all pertinent information has been obtained and reviewed.

#### B. RULE INTERPRETATION:

1. In order that a protest be proper and subject to a ruling by the Protest Committee, the following list of requirements must be met:

- Whenever a matter of protest arises during a game, time out is called by the team making the protest immediately following the play in question and a notice of intent to protest must be verbally given by the coach of the protesting team to the referee. The referee will then notify the coach of the opposing team that the game will be continued under protest. The error must be recognized before the next legal play begins. If the protest cannot be resolved at this time the referee shall make a note on the scorecard reflecting the rule being protested, the score at the time of the protest, the time remaining in the game, what quarter/down was being played, which team has possession of the ball, yardage to go for a first down (if any) and the location of the ball on the field. The head coach from each team shall initial the scorecard to verify that the information recorded by the referee is correct.
- A protest shall be considered only if it is placed in writing on the Coach's Protest Report Form and submitted to the Center Supervisor or one of his/her staff members along with a \$25.00 (cash or money order) protest fee within twenty-four hours of the game. The written protest must contain the date, time and location of the game, the names of both teams, the division, Rule, Section or Article #, of the official rule(s) under which the protest is being made, the decision made by the referee, and all other essential facts involved with the matter protested.
- A protest must involve the interpretation or application of a playing rule and not involve the accuracy of the judgment of a referee.
- The head referee has the authority to rule on any point not specifically covered in the rulebook.

**DRAFT**  
**CITY OF CARSON FLAG FOOTBALL RULES**

- Highly technical protests or those, which could have little or no effect on subsequent play or the final result of the game, shall not be considered.
- When a protest for the misinterpretation of a playing rule is allowed, the game will be replayed from the point at which the improper decision was made, with the decision corrected. When a protest for an illegal player(s) is allowed, all games the ineligible player(s) participated in shall be forfeited to the opponent of the offending team.
- All protests will be handled by the Youth Sports Section. All rulings will be made in writing, after receiving all the pertinent information needed to make a decision.
- The following will be taken into consideration when determining a final ruling: the official score card; statements of game officials, supervising park staff, and coaches; all applicable rules and any other pertinent information needed to make a decision.
- The use of video or other electronic devices will not be allowed as evidence in a protest, nor shall it be used by a sports official in an attempt to render a decision.
- Protests that do not contain all information necessary to determine a ruling, or have been found inconclusive by the protest committee, will be subject to a final ruling by the Recreation Program Manager.
- The protest fee will be refunded if a protest is decided in favor of the coach who submitted it.