

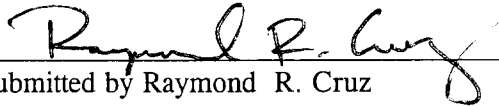



City of Carson

Report to Mayor and City Council

September 6, 2011
New Business Discussion

SUBJECT: CONSIDER APPROVING THE FEE WAIVER REQUEST BY THE PARKS AND RECREATION COMMISSION AND THE YOUTH COMMISSION FOR THE RENTAL OF CITY EQUIPMENT FOR A HALLOWEEN CARNIVAL


Submitted by Raymond R. Cruz
Public Services General Manager


Approved by Clifford W. Graves
Interim City Manager

I. SUMMARY

On Thursday, August 4, 2011, the City Council Policy Sub-Committee met to consider the fee waiver request of the Parks and Recreation Commission and the Youth Commission for the rental of city equipment for their Halloween Carnival. The Sub-committee unanimously approved the request (Exhibit No. 1). Since the meeting, staff determined that fewer items were needed to stage the carnival, thereby decreasing the value of the fee waiver from \$4,600.00 to \$1,100.00. Tonight the City Council is asked to consider the Sub-committee's recommendation to approve the fee waiver request at its revised amount.

II. RECOMMENDATION

CONSIDER the City Council Policy Sub-Committee's recommendation to approve the fee waiver request of the Parks and Recreation Commission and the Youth Commission in the revised amount of \$1,100.00 for the rental of city equipment for their Halloween Carnival.

III. ALTERNATIVES

1. DENY the fee waiver request.
2. TAKE another action the City Council deems appropriate.

IV. BACKGROUND

The city has traditionally held an annual Halloween Carnival through the Parks and Recreation Department. Unfortunately, due to the city's budget challenges, last year's event was suspended. This year, the Parks and Recreation Commission and Youth Commission chose to work together to present this year's event. The carnival is scheduled to take place from Friday, October 28 through Monday, October 31, 2011, at the South Bay Pavilion.

In an effort to facilitate this year's program, the Parks and Recreation Commission and the Youth Commission requested a fee waiver from the city for the rental of city equipment. On August 4, 2011, the City Council Policy Sub-

committee considered their request and recommended approving the fee waiver. At that time, the value of the fee waiver was \$4,600.00. Since the meeting, staff determined that fewer items were needed to stage the event, thereby decreasing the value of the fee waiver to \$1,100.00. The equipment that will be rented from the city are 20 barricades, 24 stage pieces, 2 stairs, 100 chairs, 20 banquet tables, and 2 helium tanks (Exhibit No. 2). Additional items that will need to be rented from an outside vendor are 1 dumpster, 6 flood lights, 1 generator and 1 forklift at a cost of \$2,718.00 (Exhibit No. 2).

Pursuant to SMP No. 1.67 (Exhibit No. 3) which states that all hard costs must be paid for by event organizers, staff has identified funds through the sale of carnival tickets to pay for the estimated staff and supplies cost of \$3,117.00, as well as the equipment that will need to be rented from an outside vendor. Therefore, the total amount that will be funded from carnival ticket sales is \$5,835.00. Staff anticipates raising this amount based upon revenues that were generated from the 2009 carnival. That year, the city received \$6,000.00 in ticket sales from a three-day carnival. Given this historical data and this year's event being four days long, staff anticipates generating the \$5,835.00 to cover this cost. Specifically, the city receives 25% of the proceeds of ticket sales, with each ticket costing \$.50. While some activities will require one ticket, others will require up to three tickets.

V. FISCAL IMPACT

Should the City Council approve the fee waiver for the rental of city equipment, \$1,100.00 in revenue will not be realized by the City.

VI. EXHIBITS

1. City Council Policy Sub-committee Minutes, Thursday, August 4, 2011, Item No. 1. (pgs. 4-5)
2. Facility Permit for the Halloween Carnival. (pgs. 6-10)
3. SMP 1.67, Fee Waivers for City Associated Special Events. (pg. 11)

Prepared by: Cedric L. Hicks, Sr., Recreation Superintendent

TO: Rev032811

Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

Action taken by City Council	
Date _____	Action _____



**CITY OF CARSON
REGULAR MEETING OF THE CITY COUNCIL POLICY SUB-COMMITTEE**

MINUTES

**CARSON CITY HALL
EXECUTIVE CONFERENCE ROOM – SECOND FLOOR
701 East Carson Street
CARSON, CALIFORNIA 90745
AUGUST 4, 2011
5:00 P.M.**

AGENDA POSTED: July 28, 2011

CALL TO ORDER: Mayor Jim Dear called the City Council Policy Sub-Committee meeting to order at 5:10 p.m. at City Hall, Second Floor, Executive Conference Room, 701 E. Carson Street, Carson, CA 90745

ROLL CALL: Acting Division Secretary Howard

Present: Mayor Jim Dear, Councilmember Elito M. Santarina,
City Clerk Helen Kawagoe
Also Present: Chairperson Nathaniel “Nate” Riddick, Parks and Recreation Commission, Vice
Chairperson LeLahni Johnson, Youth Commission, Recreation Superintendent
Cedric L. Hicks, Sr., Site Director Starla Grosse, Lauren Walker and Acting
Division Secretary Kelly Ann Howard

NEW BUSINESS DISCUSSION

ITEM NO. (1): CONSIDERATION OF HALLOWEEN EQUIPMENT FEE WAIVER

RECOMMENDATION:

TAKE the following actions:

1. CONSIDER the fee waiver request for this event.
2. DIRECT staff to inform the City council of the sub-committee’s recommendation.

ACTION: Councilmember Santarina moved to approve the fee waiver requested in the amount of \$4,600 which covers the cost of equipment only.

Mayor Dear opened the floor for discussion on the matter.

Recreation Superintendent Hicks, Sr. reported that the fee waiver request was being jointly presented by the Parks and Recreation Commission and the Youth Commission with regards to the annual Halloween Carnival held in the city of Carson. He reported that the carnival was not presented the previous year due to the City's economic crisis. The Parks and Recreation Commission received numerous calls from the community requesting that we bring this event back for the children and families of the city of Carson. Staff has identified a carnival company (used in the past) who is able to cover the staff costs for the event. The recommendation to the Policy Sub-committee is to waive the equipment use fee with staff being paid the monies received through the sale of carnival tickets.

Mayor Dear sought clarification that the request was being jointly presented by the Parks and Recreation Commission and the Youth Commission. He expressed that he was in favor of the request with Councilmember Santarina and City Clerk Kawagoe also in agreement. He requested direction from the Commissions as to why the fee waiver should be granted.

Vice Chairperson Johnson spoke on behalf of the Youth Commission stating that the money raised from the ticket sales in the teen section will be used to help fund the annual Youth Conference. She expressed the importance of the Youth Conference as it is attracting more youth with attendance increasing every year.

Lauren Walker added that the event will help keep teens off the streets on Halloween night and keep them entertained.

Mayor Dear sought clarification on the events provisions for smaller children under the teenage group, as well as, the overall setup of the event. **Site Director Grosse** echoed the group's assurance that there are provisions made specifically for the smaller children. The Sub-committee continued discussion on the events past success to generate a positive family experience.

Councilmember Santarina inquired where the event would be held. **Recreation Superintendent Hicks, Sr.** reported that the scheduled venue is the parking lot area of the Councilwoman Juanita Millender-McDonald Community Center with the event occurring two days after the completion of the current construction project. However, the SouthBay Pavilion has also agreed to allow us to use their parking lot. We are awaiting the final approval from JC Penney to use their parking lot area near the automotive center.

Chairperson Riddick spoke on behalf of the Parks and Recreation Commission. He stated that he is in agreement with the efforts of Recreation Superintendent Hicks, Sr. to provide this event for the children of Carson. He noted that there are a lot of children in Carson that represent the future of the city of Carson. He emphasized the events ability to give the children something to look forward to year after year.

With the conclusion of all discussion on the matter, the Policy Sub-committee entered a unanimous vote of approval to grant the equipment fee waiver for the 2011 Halloween Carnival.

Mayor Dear noted that the Policy Sub-committee's recommendation would go before the City Council on their next regular meeting scheduled for Tuesday, September 6, 2011. He invited everyone to attend the meeting.

ADJOURNMENT:

There being no further discussion, Mayor Dear adjourned the meeting at 5:18 p.m.



Corporate Yard

2400 East Dominguez Street
Carson, CA 90810

(310) 847-3570

Scott Park
23410 Catskill
Carson, CA 90745

Facility Permit

Status: Equipment

Customer Type: No Charge

Authorized Agent: Denize Hunt

Home: (310) 830-8311

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
08/31/2011 Colleen Ungos	5000950	\$4661.84	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$4661.84

RESERVATIONS

EventName

EventName

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 20 Type: Rental	Barricades	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810
DATES RESERVED		HRS
Monday - 10/31/2011	06:00 PM to 09:00 PM	3
Total Number of Dates: 1		Total Number of Hours: 3

NOTES: Please load and unload equipment. Please deliver to Community Center for set up and tear down.

20 Barricades
2 Stairs for Stage
2 Helium Tanks
100 Chairs

24 Stage Pieces
All Stage Skirting
20 Banquet Tables

The following equipment is not included in the fee waiver.
6 Flood Lights, 1 Dumpster, 1 Generator, 1 Forklift

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 100 Type: Rental	Chairs White & Blue Folding	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

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EXHIBIT NO. 02

16

DATES RESERVED		HRS
Monday - 10/31/2011	06:00 PM to 09:00 PM	3
Total Number of Dates: 1		Total Number of Hours: 3

NOTES:

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 20 Type: Rental	Tables 8' Banquet	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED		HRS
Monday - 10/31/2011	06:00 PM to 09:00 PM	3
Total Number of Dates: 1		Total Number of Hours: 3

NOTES:

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 16 Type: Rental	Stage 4 X 8	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED		HRS
Monday - 10/31/2011	06:00 PM to 09:00 PM	3
Total Number of Dates: 1		Total Number of Hours: 3

NOTES:

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 1 Type: Rental	Forklift	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED		HRS
Monday - 10/31/2011	06:00 PM to 09:00 PM	3
Total Number of Dates: 1		Total Number of Hours: 3

NOTES:

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 1 Type: Rental	Generator Portable - Large	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED		HRS
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Monday - 10/31/2011 06:00 PM to 09:00 PM 3

Total Number of Dates: 1 Total Number of Hours: 3

NOTES:

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 1 Type: Rental	Trash Dumpster	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED	HRS
Monday - 10/31/2011 06:00 PM to 09:00 PM	3

Total Number of Dates: 1 Total Number of Hours: 3

NOTES:

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 6 Type: Rental	Flood Lights	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED	HRS
Monday - 10/31/2011 06:00 PM to 09:00 PM	3

Total Number of Dates: 1 Total Number of Hours: 3

NOTES:

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 2 Type: Rental	Helium Tank / Large 150-200 Balloons	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED	HRS
Monday - 10/31/2011 06:00 PM to 09:00 PM	3

Total Number of Dates: 1 Total Number of Hours: 3

NOTES:

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 5 Type: Rental	Staff Setup	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810



DATES RESERVED		HRS
Monday - 10/31/2011	12:00 PM to 06:00 PM	6
Total Number of Dates: 1		Total Number of Hours: 6
NOTES:		

EVENT NAME	FACILITY	CENTER
Halloween Carnival Attendance: 6 Type: Rental	Staff Tear-down	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810
DATES RESERVED		HRS
Monday - 10/31/2011	09:00 PM to 12:00 AM	3
Total Number of Dates: 2		Total Number of Hours: 6
NOTES:		

CHARGES							
CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
Barricades	Barricades - Halloween Carnival	\$10.00	20.00	\$0.00	\$200.00	\$0.00	\$200.00
Chairs / White Folding	Chairs White & Blue Folding - Halloween Carnival	\$0.90	100.00	\$0.00	\$90.00	\$0.00	\$90.00
Table / Banquet 8'	Tables 8' Banquet - Halloween Carnival	\$8.00	20.00	\$0.00	\$160.00	\$0.00	\$160.00
Stage 4 x 8	Stage 4 X 8 - Halloween Carnival	\$20.00	24.00	\$0.00	\$480.00	\$0.00	\$480.00
Stage Stairs	Stage 4 X 8 - Halloween Carnival	\$20.00	2.00	\$0.00	\$40.00	\$0.00	\$40.00
Contracted - Forklift	Forklift - Halloween Carnival	\$396.00	1.00	\$0.00	\$396.00	\$0.00	\$396.00
Generator / Large	Generator Portable - Large - Halloween Carnival	\$775.00	1.00	\$0.00	\$775.00	\$0.00	\$775.00
Contracted - Dumpster	Trash Dumpster - Halloween Carnival	\$689.00	1.00	\$0.00	\$689.00	\$0.00	\$689.00
Contracted - Flood Lights	Flood Lights - Halloween Carnival	\$143.00	6.00	\$0.00	\$858.00	\$0.00	\$858.00
Helium Tank / Large	Helium Tank / Large 150-200 Balloons - Halloween Carnival	\$65.00	2.00	\$0.00	\$130.00	\$0.00	\$130.00
1 Staff (8am-5pm)	Staff Setup - Halloween Carnival	\$15.00	18.00	\$0.00	\$270.00	\$0.00	\$270.00
Electrician	Staff Setup - Halloween Carnival	\$41.47	4.00	\$0.00	\$165.88	\$0.00	\$165.88
1 Staff (8am-5pm)	Staff Tear-down - Halloween Carnival	\$15.00	18.00	\$0.00	\$270.00	\$0.00	\$270.00
Custodian	Staff Tear-down - Halloween Carnival	\$34.49	4.00	\$0.00	\$137.96	\$0.00	\$137.96

PAYMENTS AND REFUNDS				
RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT



DISCLAIMERS

We hereby certify that we shall be personally responsible on behalf of our organization, for any damage or unnecessary abuse of equipment during use of said equipment by our organization. We agree to abide by and enforce the rules and regulations of the City of Carson, Parks and Recreation Department, governing the use of equipment and hereby acknowledge that we have read the rules and regulations of this application. Any information not contained herein will be provided in the copy of the equipment rules and regulations. We also agree to indemnify and hold harmless the City of Carson, its officers, agents and employees, from any liability or claim or action for damages which in anyway arise out of use of the equipment.

Signature _____

Date _____

Fees are subject to change without notice.



CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.67		SUBJECT: Fee Waivers for City-Associated Special Events
ORIGINAL ISSUE: NEW	EFFECTIVE:	
CURRENT ISSUE: 4/5/11	EFFECTIVE: 4/5/11	CATEGORY: City Council Policy
SUPERSEDES: NEW		

I. PURPOSE AND SCOPE

To establish a policy for the request of fee waivers for a city-associated special event, and to provide procedures in how those requests will be handled.

II. GENERAL

- A. A request for fee waivers of city facilities or equipment use for special events must be presented to the City Council Policy Sub-committee for review and consideration.
- B. Once it has been presented to the City Council Policy Sub-committee for discussion, the Sub-committee's recommendation will be forwarded to the City Council for final review and consideration.
- C. Employee salaries associated with the production of the proposed special event are *NOT* eligible to be waived.
- D. Any hard costs (city staff, catering, entertainment, outside equipment rentals, insurance, security, etc.) that are not budgeted for the event cannot be waived.

EXCEPTIONS

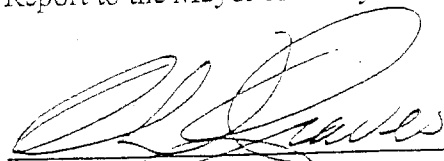
III.

There shall be no exceptions to this policy except through direct approval of the City Council.

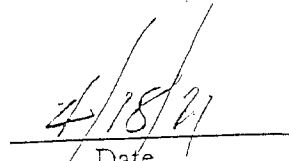
AUTHORITY

IV.

Report to the Mayor and City Council, dated, April, 5, 2011, Item No. 28.



Clifford Graves
Interim City Manager


Date