



City of Carson Report to Mayor and City Council

May 9, 2011
New Business Consent

SUBJECT: MEETING DISPOSITION: CITY COUNCIL POLICY SUB-COMMITTEE

Submitted by Clifford W. Graves
Interim City Manager

Approved by Clifford W. Graves
Interim City Manager

I. SUMMARY

The City Council Policy Sub-Committee (Mayor Dear, Councilmember Santarina and *Ex-Officio* Kawagoe) met on April 14, 2011 and April 26, 2011. Attached for the City Council's information is a copy of the meeting dispositions (Exhibit Nos. 1 and 2).

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE the City Council Policy Sub-committee's recommendation to approve the fee waiver request for the Juneteenth Celebration in the amount of \$3,155.00 for city equipment rental and park usage to the Apollo West Carson Players.
2. INCREASE the FY 2010/11 general fund revenue projection by \$3,178.16 in account number 01-00-999-617-4949.
3. APPROPRIATE \$3,178.16 from the underserved, undesignated general fund balance to account numbers 01-90-954-048-5002 - \$1,053.43, and 01-90-954-048-5004 - \$1,809.65 to cover the staff costs required to assist the Apollo West Carson Players with this event and 01-90-954-048-6005 - \$315.08 to cover the costs associated with security for this event.
4. RECEIVE the recommendation from the City Council Policy Sub-committee on business license fees for brokers and realtors to further discuss at a future sub-committee meeting and FILE the report.

III. ALTERNATIVES

PROVIDE additional direction the City Council deems appropriate.

IV. BACKGROUND

At the July 18, 2006, meeting (Exhibit No. 3), staff was instructed to provide a summary report (agenda disposition) at each regular meeting of the City Council of all City Council Sub-committee meetings held during the previous two weeks.

At its April 26, 2011 meeting, the City Council Policy Sub-committee evaluated and discussed the fee waiver request from the Mills Park Juneteenth Committee for the rental of city equipment and park usage for its Juneteenth Celebration in as required by Standard Management Procedure 1.67 (Exhibit No. 7). The items to be rented include tables, staging, canopies, moon bounce, generators, sink and a dance floor at a cost of \$2,255.00 and the cost for the use of Mills Park for one day is \$900.00 (Exhibit No. 4). Thus, the total cost for both items is \$3,155.00.

It was mutually agreed that the Mills Park Juneteenth Committee would pay for the following items: Associated with the rental of equipment and park usage is the cost for staff time, \$1,053.43 for full-time staff and \$1,809.65 for part-time staff, for a total of \$2,863.08 (Exhibit No. 5). Overnight security is also needed for the event at a cost of \$315.08. Thus, the total for internal and external staff is \$3,178.16 to be paid for by the Apollo West Carson Players (Exhibit No. 6).

V. FISCAL IMPACT

Should the City Council approve the fee waiver request for the equipment rental and park usage, \$3,155.00 in revenue will not be realized by the city. In order to properly account for the city staff costs to be incurred and the fee to be received to cover those costs, the revenue projection and budget for the Juneteenth Celebration should both be increased by \$3,178.16.

VI. EXHIBITS

1. April 14, 2011, Policy Sub-committee disposition. (pgs. 4-5)
2. April 26, 2011, Policy Sub-committee disposition. (pgs. 6-7)
3. Minutes, July 18, 2006, Item No. 11. (pg. 8)
4. Summary of Rental Cost of City Equipment and Park Usage. (pg. 9)
5. Summary of Full-time and Part-time Staff Schedules and Cost. (pgs. 10-12)
6. Summary of City Staff and Outside Services Cost. (pg. 13)
7. Standard Management Procedure 1.67. (pg. 14)

Document2

Prepared by: Lisa Berglund, Sr. Administrative Analyst

TO:Rev010511

TO:Rev010511

Reviewed by:

City Clerk	City Treasurer
<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**

**CARSON CITY HALL
EXECUTIVE CONFERENCE ROOM - SECOND FLOOR
701 East Carson Street
CARSON, CALIFORNIA 90745**

**APRIL 14, 2011
4:00 p.m.**

AGENDA POSTED: APRIL 6, 2011

In accordance with the American 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 City Clerk's office at 310-952-1720 at least 48 hours prior to the meeting." (Government Code Section 54954.2)

CALL TO ORDER: 4:06 p.m.

ROLL CALL: Mayor Dear, Mayor *Pro Tem* Santarina, and City Clerk Kawagoe

Staff Present: Jackie Acosta, Admin. Services General Manager
Yuko Dunham, Revenue Manager

UNFINISHED BUSINESS

**ITEM NO. (1) CONSIDERATION OF BUSINESS LICENSE FEES FOR
BROKERS AND REALTORS**

RECOMMENDATION for the City Council Sub-Committee:

1. DISCUSS and PROVIDE direction.

ACTION: Mayor Dear asked for staff report. Yuko Dunham summarized previous agenda.

David Kissinger, Director of Government Affairs, of South Bay Association of Realtors introduced himself. He was impressed with the research done for the Real Estate Survey for this agenda. Mr. Kissinger noted a wide variety of dollar amounts for real estate brokers and



agents but stated that Carson appears to be amongst the highest. He communicated a letter he submitted an hour before the meeting, attached to the agenda and addressed bullets on the second page as a possible alternative to Carson's business tax on real estate brokers and agents. Mr. Kissinger made specific reference to the last bullet on the second page. He also referred to the bullets on page three of his letter, where tax liability may be reduced while limiting the fiscal impact on the city.

Ms. Dunham justified Carson's fees and percentages.

Carson resident broker commented that he lost all his agents because of the high fees in Carson. His business is listed as his home address but hardly sells anything in Carson. He has had to pay high fees in Carson. Most of his agents are now doing business elsewhere.

Ms. Dunham clarified the process of a Schedule C and how it pertains to business/home address and the fees pertaining to such.

Mayor Dear stated that he would like to base our fees on a different structure. He would like ideas or suggestion. Mayor Dear then added that perhaps staff can make a gross receipts model or a combination of certain base/flat fees.

Mayor *Pro Tem* Santarina suggested going through spreadsheet and averaging it.

Mayor Dear stated that he does not want to reduce our revenue stream. He advised that perhaps we not require license fee for agents as long as they are associated with broker and make broker pay license fee. Mayor Dear said that fees need to be discussed further.

David Kriege, Director of Business Systems & IT Services, of Brenntag Pacific, Inc. introduced himself. Mr. Kriege discussed an incident that happened in Carson to an acquaintance of his who is a real estate agent. He stated the real estate agent was called to unlock the door of a home in Carson for some clients and was quickly interrupted by a code enforcement agent. Mr. Kriege wanted to make the city aware of this incident as the real estate agent only went to the house to unlock the doors for viewing, not to conduct business. He said he felt it was inappropriate action.

Mayor Dear stated that he wants to meet again at a future time. This matter needs to be discussed regarding the financial impact.

ORAL COMMUNICATIONS: None

ADJOURNMENT: 4:48 p.m.



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

DISPOSITION

**CARSON CITY HALL
EXECUTIVE CONFERENCE ROOM - SECOND FLOOR
701 East Carson Street
CARSON, CALIFORNIA 90745**

**April 26, 2011
5:30 P.M.**

AGENDA POSTED: April 19, 2011

“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 City Clerk’s office at 310-952-1720 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)

CALL TO ORDER: 5:30 p.m.

ROLL CALL: All Present

Staff: Raymond R. Cruz, Public Services General Manager
Cedric L. Hicks, Sr., Recreation Superintendent
Debbie Green, Acting Administrative Secretary

Members of the Public: Marvin Clayton
Marvin Stovall

UNFINISHED BUSINESS

ITEM NO. (1) REQUESTS FROM COMMUNITY GROUPS SEEKING FEE WAIVERS FOR CITY ASSOCIATED SPECIAL EVENTS

Public Services General Manager Cruz reported that effective April 5, 2011, SMP No. 1.67, “Fee Waivers for City-Associated Special Events” was passed by Council, signed by the City Manager and is now in place. The procedure is if community groups seek assistance from the City, they must make their request to the City Council subcommittee, whereby only soft costs - facility and equipment rental - would be considered to be

waived. The Subcommittee would then present it to City Council. The hard cost – city staff, catering, entertainment, insurance, security, etc – must be bore by the organization.

The Philippine Independence Day Committee may hold their event at the South Bay Pavilion, rather than use Veterans Park. We should hear word by Wednesday, April 27.

Public Comment:

Mr. Marvin Clayton, representing the Juneteenth Committee, requested a fee waiver for Mills Park to hold their Juneteenth event. He provided a brief overview and background of organizational activity, donor organizations, and finances. After meeting with Recreation Superintendent Hicks, Sr., he has cost quotes for: equipment \$2,175, staff, \$1,800, and LBM \$1,000, totaling \$4,975. He has a concern about the billing, who, and how it will be invoiced, who will sign the invoices, and what group would be responsible for the invoices.

Public Services General Manager Cruz noted that the Philippine Independence Day committee has an infrastructure ready to handle the concerns outlined by Mr. Clayton. Since Juneteenth is not a city sponsored event the requesting organization must take responsibility for the liability. Mr. Clayton agreed that the Juneteenth committee will work in conjunction with Apollo West for liability coverage.

Mr. Clayton's request is to grant the Mills Park Juneteenth Committee a fee waiver for \$2,175 for soft cost, (this cost does NOT include the venue, only equipment). The Juneteenth Committee would raise the balance to pay for hard costs. The approximate cost to rent Mills Park for the hours of noon to 5 p.m. is approximately \$600, plus or minus. Staff will look into and provide the exact cost of the venue prior to the next council meeting.

Mr. Clayton and his committee understand that hard costs must be paid by them from their fundraising efforts to include staff time, equipment, and headliners. Their two headliners are Barbara Morrison and Saxophonist J. Boykin.

Action:

Sub-committee Chair Dear motioned to approve a fee waiver of \$2,175.00 for requested equipment and the Mills Park venue of approximately \$600.00 (plus or minus), and that this fee waiver be granted to the Apollo West Players. Sub-committee member Santarina seconded the motion. This fee waiver is contingent upon the Apollo West Players, and Mills Park Juneteenth Committee's approval/agreement by their board of directors. This recommendation will be presented at the May 9, 2011, City Council meeting.

ORAL COMMUNICATIONS

ADJOURNMENT 6:12 p.m.



**ITEM NO. (11) AGENDA AND DISPOSITION PROCEDURE FOR CITY COUNCIL
COMMITTEES (CITY MANAGER)**

City Manager Groomes summarized the staff report and recommendation.

A discussion ensued regarding how one would be able to differentiate the agenda face from the disposition sheet.

Whereupon, City Manager Groomes stated that the staff would add a heading entitled, "Disposition," to the disposition sheet.

RECOMMENDATION for the City Council:

1. RECEIVE and FILE this report.

ACTION: Mayor Dear ordered to receive and file the report, with no objections heard.



2011 Juneteenth Celebration
Summary of Rental Cost of City Equipment and Park Usage

Item	Quantity	Cost	Total
Mills Park Rental	1	\$900.00	\$900.00
Banquet Tables	10	\$10.00	\$100.00
Stage Pieces	25	\$20.00	\$500.00
Stage Stairs	2	\$20.00	\$40.00
Stage Skirting	8	\$10.00	\$80.00
Stacking Plastic Chairs (Public)	100	\$0.90	\$90.00
20'x40' Canopies	2	\$125.00	\$250.00
Small Generators	2	\$100.00	\$200.00
Truck #744	1	\$250.00	\$250.00
Truck #854	1	\$150.00	\$150.00
Sink (Fr. Farmer's Market)	1	\$200.00	\$200.00
Moon Bounce w/Blower	1	\$125.00	\$125.00
4 Large Exention Cords	4	\$5.00	\$20.00
Dance Floor (CCC)	25	\$10.00	\$250.00
Total			\$3,155.00

Schedule of Part-time Parks & Recreation/ Mills Park Staff and Their Associated Cost

\$ 150.84

ACTUAL PART-TIME DOLLARS:

BUDGETED PART-TIME DOLLARS:

ACTUAL PART-TIME HOURS:

14

BUDGETED PART-TIME HOURS:

Park Staff Worker											
PAY RATE	HOURS	STAFF	TOTAL \$	EMPLOYEE	SATURDAY	SUN	MON	TUES	WED	THURS	Fri
\$ 35.00		1	\$ -	Park Supervisor							
\$ 21.70			\$ -	Assist. Supvr. (PERS)							
\$ 21.70			\$ -	Assist. Supvr. (PERS)							
\$ 21.70			\$ -	Assist. Supvr. (PERS)							
\$ 16.95			\$ -	Assist. Supvr. (PERS)							
\$ 15.83			\$ -	Rec. Assist. IV							
\$ 12.37			\$ -	Rec. Assist. IV							
\$ 13.58	6	1	\$ 81.48	Rec. Assist. III	11:00AM						
\$ 12.30				Rec. Assist. III							
\$ 12.30				Rec. Assist. III							
\$ 10.11				Rec. Assist. II							
\$ 9.34	4	1	\$ 37.36	Rec. Assist. II	1:00 PM						
\$ 8.89				Rec. Assist. II							
\$ 8.00			\$ -	Rec. Assist. II							
\$ 8.00	4	1	\$ 32.00	Rec. Assist. I	1:00 PM						
\$ 8.00				Rec. Assist. I							
	14	4	\$ 150.84								



Juneteenth Celebration

Landscape & Building Maintenance:

Saturday - Event:

		No. of hours	OT Rate	Cost	Medicare at 1.45%	CalPERS at 24.699%	Total Cost	
1	Electrician	7 hrs.	41.46923	\$290.28	\$4.21	\$71.70	\$366.19	
2	Custodians (1 male and 1 female)	5 hours ea.	34.48695	\$344.87	\$5.00	\$85.18	\$435.05	
1	Groundsworker I or II	5 hours	39.98277	\$199.91	\$2.90	\$49.38	\$252.19	
Grand Total								<u>\$1,053.43</u>



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: <i>NEW</i>		

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

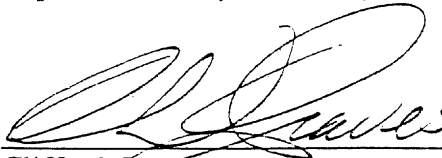
III.

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

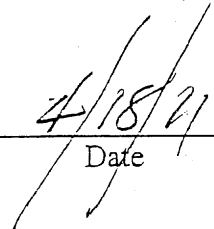
AUTHORITY

IV.

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



 Clifford Graves
 Interim City Manager



 Date