





City of Carson Report to Mayor and City Council

August 2, 2011
New Business Discussion

SUBJECT: CONSIDER THE FEE WAIVER REQUEST OF ACTING CAPTAIN EDDIE RIVERO WITH THE CARSON SHERIFF'S STATION FOR THE RENTAL OF CITY EQUIPMENT AND STAFF COSTS FOR ITS "COMMUNITY NIGHT OUT" MARCH AND RALLY AGAINST CRIME AND VIOLENCE


Submitted by Raymond R. Cruz
Public Services General Manager


Approved by Clifford W. Graves
Interim City Manager

I. SUMMARY

On July 26, 2011, the City Council Policy Sub-committee met to consider the fee waiver request of Acting Captain Eddie Rivero with the Carson Sheriff's Station for the rental of city equipment and staff costs for its "Community Night Out" March and Rally Against Crime and Violence. The Sub-committee unanimously approved the request (Exhibit No. 1), and tonight the City Council is asked to consider the Sub-committee's recommendation.

II. RECOMMENDATION

CONSIDER the City Council Policy Sub-committee's recommendation to approve the fee waiver request of Acting Captain Eddie Rivero with the Carson Sheriff's Station in the amount of \$1,130.00, for the rental of city equipment and staff costs for its "Community Night Out" March and Rally Against Crime and Violence.

III. ALTERNATIVES

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

IV. BACKGROUND

On August 10, 2011, the staff of the Carson Sheriff's Station will be presenting its 7th Annual "Community Night Out" March and Rally Against Crime and Violence. This event is intended to make the public aware of crime prevention tools and techniques. It will feature special guests, station tours, a march and rally, and displays from specialized units of the Sheriff's Department, such as the S.W.A.T. Team, and a helicopter from the Aero Bureau. Other agencies, including the city of Carson and the Los Angeles County Fire Department, will also be on hand. Finally, there will be activities for the whole family, entertainment, and refreshments.

Acting Captain Eddie Rivero with the Carson Sheriff's Station is requesting the city's assistance in the coordination of this event. He is requesting a fee waiver for the rental of city equipment and staff costs. Items needed for the program are 25 banquet tables, 250 folding chairs, and 25 pieces of dance floor at a cost of \$675.00 (Exhibit No. 2). Additionally, staff is needed to deliver and pick-up the equipment, a city truck is required in order to bring the equipment to the event location, and there is a delivery charge. The cost of these items is \$455.00 (Exhibit No. 2). The City Council has an SMP that states that any hard costs, such as employee salaries, catering, insurance, etc., cannot be waived (Exhibit No. 3). However, as the Sub-committee believes that the city is co-sponsoring this event with the Sheriff's Department, it has elected to waive this cost also. Thus, the total value of the fee waiver request is \$1,130.00 (Exhibit No. 2).

V. FISCAL IMPACT

Should the City Council approve the fee waiver for the rental of city equipment, \$675.00 in revenue will not be realized by the city. Additionally, if the City Council approves a waiver of the staff costs, an appropriation of \$455.00 needs to be made.

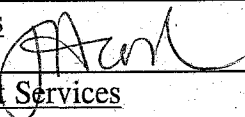
VI. EXHIBITS

1. City Council Policy Sub-committee Disposition, July 26, 2011, Item No. 1. (pg. 3)
2. Facility Permit for the "Community Night Out." (pgs. 4-5)
3. SMP 1.67, Fee Waivers for City-Associated Special Events. (pg. 6)

Prepared by: Luchie S. Magante, Sr. Administrative Analyst

TO:Rev032811

Reviewed by:

City Clerk	City Treasurer
Administrative Services 	Development Services
Economic Development Services	Public Services

Action taken by City Council

Date _____ Action _____

City of Carson
City Council Policy Sub-committee Meeting
City Hall, Executive Conference Room
July 26, 2011, 4:00 PM
Excerpt of the Draft Minutes

Item No. 1: Consideration of Crime Prevention Community Night Out Fee Waiver

There was some discussion between staff and the Policy Sub-Committee members regarding this item. It was mentioned that it was the 7th Annual Community Night Out event presented by the Carson Sheriff Department. In the previous years that this event has been held, the Sheriff Station has absorbed and supplemented most of the costs to host this event. However, due to the economic downturn, this year there will be a \$5 charge per person to eat at the event. Acting Captain Eddie Rivero spoke about the event and stated that there was a significant decrease in donations this year which is why they are requesting that the City waive its fees for this event. Acting Captain Rivero further stated that with or without the fee waiver approval, the event will go on and the Carson Sheriff Station will find a way to "make it happen" even if it means he has to personally "write a check."

Mayor Dear stated that he didn't believe there would be a problem waiving the equipment rental fees as the City Council had approved similar requests this year. Mayor Dear recommended that the staff fees of \$455.00 be waived and that the City become an official co-sponsor of the community event with the Sheriff Station retaining complete organizational control and implementation of the event. He further directed staff to bring this item up at the City Council meeting on Tuesday, August 2nd, 2011, since the event was scheduled to take place on August 10, 2011. This recommendation was unanimously approved by all three Sub-committee members, Santarina, Dear, Kawagoe.

Corporate Yard

2400 East Dominguez Street
Carson, CA 90810

(310) 847-3570



Public Safety
701 E. Carson Street
Carson, CA 90745

Facility Permit

Status: Equipment

Customer Type: Rental / Regular

Authorized Agent: Anita Kincherlow

Work: (310) 830-1123 Home: (310) 847-7481

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
06/10/2011 Colleen Ungos	5000993	\$1130.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$1130.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Community Night Out / Carson Sheriffs Type: Rental	Chairs White & Blue Folding	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED	HRS
Wednesday - 08/10/2011 02:00 PM to 09:00 PM	7

Total Number of Dates: 1 Total Number of Hours: 7

NOTES: Equipment request; Please Deliver Wednesday At 2PM And Pick Up At 9PM.

25 Banquet Tables
250 Chairs
25 Pieces Dance Floor.

EVENT NAME	FACILITY	CENTER
Community Night Out / Carson Sheriffs Type: Rental	Dance Floor	Corporate Yard / Annex 2400 East Dominguez Street Carson, CA 90810

DATES RESERVED	HRS
Wednesday - 08/10/2011 02:00 PM to 09:00 PM	7

Total Number of Dates: 1 Total Number of Hours: 7

NOTES: Equipment request; Please Deliver Wednesday At 2PM And Pick Up At 9PM.

25 Banquet Tables
250 Chairs
25 Pieces Dance Floor.

EVENT NAME	FACILITY	CENTER
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**Community Night Out /
Carson Sheriffs**
Type: Rental

Tables 8' Banquet

Corporate Yard / Annex
2400 East Dominguez Street
Carson, CA 90810

DATES RESERVED HRS
Wednesday - 08/10/2011 02:00 PM to 09:00 PM 7

Total Number of Dates: 1 Total Number of Hours: 7

NOTES: Equipment request; Please Deliver Wednesday At 2PM And Pick Up At 9PM.

25 Banquet Tables
250 Chairs
25 Pieces Dance Floor.

CHARGES							
CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
1 Staff (8am-5pm)	Chairs White & Blue Folding - Community Night Out / Carson Sheriffs	\$15.00	6.00	\$0.00	\$90.00	\$0.00	\$90.00
1 Staff (8am-5pm)	Chairs White & Blue Folding - Community Night Out / Carson Sheriffs	\$15.00	6.00	\$0.00	\$90.00	\$0.00	\$90.00
Chairs / Blue Folding	Chairs White & Blue Folding - Community Night Out / Carson Sheriffs	\$0.90	250.00	\$0.00	\$225.00	\$0.00	\$225.00
Delivery Charge	Chairs White & Blue Folding - Community Night Out / Carson Sheriffs	\$25.00	1.00	\$0.00	\$25.00	\$0.00	\$25.00
Truck 744	Chairs White & Blue Folding - Community Night Out / Carson Sheriffs	\$250.00	1.00	\$0.00	\$250.00	\$0.00	\$250.00
Dance Floor	Dance Floor - Community Night Out / Carson Sheriffs	\$10.00	25.00	\$0.00	\$250.00	\$0.00	\$250.00
Table / Banquet 8'	Tables 8' Banquet - Community Night Out / Carson Sheriffs	\$8.00	25.00	\$0.00	\$200.00	\$0.00	\$200.00

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: <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

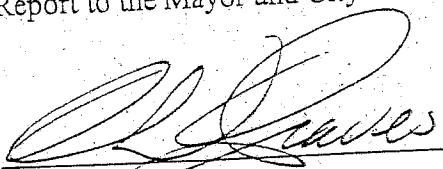
- A. A request for fee waivers of city facilities or equipment use for special events must be presented to the City Council Policy Sub-committee for review and consideration.
- B. Once it has been presented to the City Council Policy Sub-committee for discussion, the Sub-committee's recommendation will 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

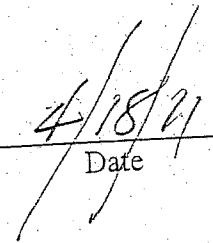
III. There shall be no exceptions to this policy except through direct approval of the City Council.

AUTHORITY

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



 Clifford Graves
 Interim City Manager



 Date

ORDINANCES

SECOND READING/RECOMMENDATIONS

Description of Vote:

Maker/Second Ayes/Noes/Abstain/Absent

Legend:

JD: Dear

RR: Ruiz-Raber

ES: Santarina

MG: Gipson

DH: Davis-Holmes

ITEM NO.	ORD. NO.	TITLE	DISPOSITION
27	11-1463	AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, APPROVING ZONE CHANGE CASE NO. 163-10, CHANGING THE ZONING DESIGNATION OF CERTAIN PROPERTY LOCATED AT 21208 SHEARER AVENUE (APNS: 7334003903, 7334003904 & 7334003905) FROM RS TO OS	Introduced: 7/20/11 Item No. 21 RR/MG 5/0
28	11-1476	AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING SECTION 27105.2 OF THE CARSON MUNICIPAL CODE REGARDING THE COMPOSITION OF THE PUBLIC RELATIONS COMMISSION	Introduced: 7/20/11 Item No. 25 JD/ES 4/DH/0/0
29	11-1477	AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DETERMINING IT WILL COMPLY WITH THE VOLUNTARY ALTERNATIVE REDEVELOPMENT PROGRAM PURSUANT TO PART 1.9 OF DIVISION 24 OF THE CALIFORNIA HEALTH AND SAFETY CODE IN ORDER TO PERMIT THE CONTINUED EXISTENCE AND OPERATION OF THE REDEVELOPMENT AGENCY OF THE CITY OF CARSON	Introduced: 7/20/11 Item No. 24 RR/MG 5/0