



City of Carson Report to Mayor and City Council

January 17, 2012
Unfinished Business

**SUBJECT: FURTHER CONSIDERATION OF A LIST OF EVENTS REQUESTING FEE
WAIVERS FOR CALENDAR YEAR 2012**

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

At the December 5, 2011 City Council meeting, Mayor Pro Tem Ruiz Raber and Councilmember Davis-Holmes both requested items be placed on a future agenda to discuss fee waivers for Cinco de Mayo, Cesar Chavez, Juneteenth and the Jazz Festival.

On December 20, 2011 staff requested the City Council provide a list of special events in which fee waivers and other support is desired. Earlier in the meeting the City Council made a motion to dissolve the Policy Sub-committee and approve fee waivers for soft costs, facilities and equipment for Cinco de Mayo, Cesar Chavez, Filipino Independence Day, Juneteenth, Jazz Festival, Children's Day, Black History Month/Martin Luther King, Jr. Day and Samoan Flag Day (Exhibit No. 1).

Moreover, the City Manager requested the City Council notify his office of any additional requests for fee waivers pertaining to 2012 special events. These additional requests would be included on this evening's agenda for consideration. As of January 12, 2012 no further requests for fee waivers had been requested.

II. RECOMMENDATION

RECEIVE and FILE this report on the status and soft costs, facilities and equipment for Cinco de Mayo, Cesar Chavez, Filipino Independence Day, Juneteenth, Jazz Festival, Black History Month/Martin Luther King, Jr. Day and Samoan Flag Day.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

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IV. BACKGROUND

In order to assist staff in planning for the balance of the fiscal year and the calendar year, staff requested the City Council provide a list of events in which a fee waiver is desired. This will allow staff to work with event sponsors or proponents to assist them in developing the capacity to produce the events with limited to no City direct support or cost as required by the adopted budget.

Below are the individual event details.

Filipino Independence Day and Cinco de Mayo:

Last year Filipino Independence Day and Cinco de Mayo did not require a city fee waiver since both of these events were held at the South Bay Pavilion.

Cesar Chavez:

The Cesar Chavez event did not require a city fee waiver since the event was held at the South Bay Pavilion. However, the soft costs associated with this event are listed in Exhibit No. 2.

Children's Day:

Since the December 20, 2011 Council meeting the Carson/Gardena YMCA have offered to host Children's Day at their facility in Gardena and lead the effort in coordinating an event. Therefore a fee waiver for that event is not necessary. Staff does recommend that the City Council present a proclamation proclaiming the April 28, 2012 as Children's Day as well as publicizing the Children's Day event through the City's Public Information Office and city website.

Samoan Flag Day:

Samoan Flag Day does not require a city fee waiver since it is traditionally held at Victoria Park, a county facility. Last year the only city staff involvement was coordinating public safety by working with Chief Pele and the Carson Sheriff's station staff.

Black History/Martin Luther King Jr.:

A Black History program is not offered through Recreation. Outside organizations have planned this event and have extended an invitation for children of Recreation to perform. Recreation has sent children from the Enrichment program (i.e. Dance, Voice, and Drama classes) to perform at the outside event.

A Martin Luther King Jr. (MLK) Day event was not coordinated through Recreation or Human Services last year. In 2010, there was an MLK event held in the Community Center. The soft costs included:

Halls ABC 3:00 – 7:00 p.m.	\$775.00
15 Stages @ \$40	\$600.00
Tables:	\$330.00*
Chairs:	<u>\$300.00*</u>
Estimated Total	\$2005.00

Actual Total \$1375.00

There was no charge for tables and chairs were because the minimum meal charge of \$5850.00 was met (plus tax and service charge).

Juneteenth:

Last year’s Juneteenth event was held at Mills Park. Staff understands that the City Council approved fee waivers for this year’s event. The soft costs associated with this event are listed in Exhibit No. 2. Hard costs such as staff time have not been waived.

Jazz Festival:

Last year’s Jazz Festival event was held at Anderson Park. Staff understands that the City Council approved fee waivers for this year’s event. The soft costs associated with this event are listed in Exhibit No. 2. Hard costs such as staff time have not been waived.

V. FISCAL IMPACT

None at this time.

VI. EXHIBITS

1. City Council Unofficial Minutes, December 20, 2011, Item No. 17.
2. Costs Breakdown for the Specified Recreation Events held in 2011.

Document4

Prepared by: Lisa Berglund, Principal Administrative Analyst

TO:Rev102511

Reviewed by:

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

Action taken by City Council

Date _____ Action _____

ITEM NO. (17) A REQUEST TO THE CITY COUNCIL FOR A LIST OF EVENTS REQUESTING FEE WAIVERS FOR CALENDAR YEAR 2012 (CITY MANAGER)

City Manger Biggs stated that due to the City Council's prior action to dissolve the Policy Subcommittee this evening, requested that the City Council notify his office for a list of special events for their consideration of fee waivers for calendar year 2012 to present at the next City Council meeting on January 17, 2012.

Council Member Santarina requested that the Philippine Independence Day Celebration be added for consideration of fee waivers for calendar year 2012.

Mayor Dear requested to add the Children's Day and Samoan Flag Day event and asked if the City Council members had any events to add now or prior to January 17, 2012.

RECOMMENDATION for the City Council:

1. PROVIDE staff with a list of events to be brought forward to the City Council Policy Subcommittee for the consideration of fee waivers for calendar year 2012

ACTION: It was moved to approve fee waivers for equipment rental fees and facility rental fees for Cinco de Mayo, Cesar Chavez, Juneteenth, Jazz Festival, and Philippine Independence Day on motion of Davis-Holmes and seconded by Ruiz-Raber.

Mayor Dear offered a substitute motion to approve fee waivers for equipment and facility rental fees for Cinco de Mayo, Cesar Chavez, Juneteenth, Jazz Festival, Philippine Independence Day, Children's Day, Samoan Flag Day, and Martin Luther King Black History Month event and seconded by Santarina.

During discussion of the substitute motion, City Manager Biggs clarified that the fee waivers were for facility rental fees and equipment rental fees only and not staff time.

The substitute motion was unanimously carried by the following vote:

Ayes: Mayor Dear, Mayor Pro Tem Ruiz-Raber, Council Member Davis-Holmes, Council Member Gipson, and Council Member Santarina.
Noes: None
Abstain: None
Absent: None



Parks Recreation Services
Equipment Usage - Special Events

Cesar Chavez

Item	Quantity	Cost For Unit	Total
20 X 40 Canopy	2	\$ 125.00	\$ 250.00
10 X 20 Canopy	2	\$ 75.00	\$ 150.00
Chairs, White Folding	100	\$ 0.90	\$ 90.00
Stage Pieces	25	\$ 20.00	\$ 500.00
Stage Stairs	2	\$ 20.00	\$ 40.00
Total			\$ 1,030.00

Juneteeth

Item	Quantity	Cost For Unit	Total
20 X 40 Canopy	2	\$ 125.00	\$ 250.00
Chairs	200	\$ 0.90	\$ 180.00
Tables	10	\$ 10.00	\$ 100.00
Stage Pieces	25	\$ 20.00	\$ 500.00
Stage Stairs	2	\$ 20.00	\$ 40.00
Dance Floor	25	\$ 10.00	\$ 250.00
Moon Bounce	1	\$ 125.00	\$ 125.00
Generator	2	\$ 100.00	\$ 200.00
10 X 10 Canopy	2	\$ 75.00	\$ 150.00
Total			\$ 1,795.00

Jazz Festival

Item	Quantity	Cost For Unit	Total
Barricades	20	\$ 5.00	\$ 100.00
10 X 10 Canopy	1	\$ 75.00	\$ 75.00
Total			\$ 175.00

