



# City of Carson

## Report to Mayor and City Council

February 7, 2012  
New Business Consent

**SUBJECT: CONSIDER UPDATES TO STANDARD MANAGEMENT PROCEDURE 1.67 - FEE  
WAIVERS FOR CITY ASSOCIATED SPECIAL EVENTS**

Submitted by David C. Biggs  
City Manager

Approved by David C. Biggs  
City Manager

### **I. SUMMARY**

On December 20, 2011, the City Council voted to abolish the City Council Policy Sub-committee (Exhibit No. 1). This sub-committee was tasked with reviewing the requests for fee waivers as noted in Standard Management Procedure (SMP) 1.67 (Exhibit No. 2). Tonight the City Council is asked to approve the changes to SMP 1.67 (Exhibit No. 3).

### **II. RECOMMENDATION**

ACCEPT changes to SMP 1.67 which directs staff to bring any future requests for fee waivers to the City Council for consideration.

### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

### **IV. BACKGROUND**

On December 20, 2011 the City Council waived fees for the use of city facilities and equipment (Exhibit No. 4) for:

Cinco de Mayo  
Cesar Chavez  
Philippine Independence Day  
Juneteenth  
Jazz Festival  
Children's Day  
Samoan Flag Day  
Black History Month/Martin Luther King, Jr. Day

On January 17, 2012 the City Council waived fees for the use of city facilities and not equipment (Exhibit No. 5) for:

Prostate Cancer Awareness Event  
Independence Day  
Youth Conference  
Memorial Day  
Senior Holiday Luncheon  
Breast Cancer Awareness  
Independence Day  
Larry Itliong Day/Filipino History Month

The City Council voted to wave city facility fees for all future Veteran's Day celebrations.

**V. FISCAL IMPACT**

None at this time.

**VI. EXHIBITS**

1. Minutes, City Council Meeting, December 20, 2011, Item No. 10. (pg. 4)
2. SMP 1.67 (pg. 5)
3. Proposed Changes to SMP 1.67 (pg. 6)
4. Minutes, City Council Meeting, December 20, 2011, Item No. 17. (pg. 7)
5. Minutes, City Council Meeting, January 17, 2012, Item No. 17. (pg. 8)

Document3

Prepared by: Lisa Berglund, Principal Administrative Analyst

TO:Rev011112

Reviewed by:

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

**Action taken by City Council**

Date \_\_\_\_\_ Action \_\_\_\_\_

**ITEM NO. (10)      CONSIDER A SYSTEMATIC APPROACH TO REQUESTING EVENT SPONSORSHIPS FROM LOCAL BUSINESSES (ECONOMIC DEVELOPMENT)**

Council Member Santarina referred to Triangle Page 4 of the staff report regarding the June 11 date for the Philippine Independence Day event and requested that the date be changed to the date of the Saturday closest to June 12 for the celebration and that the location be changed to Veterans Park.

City Manager Biggs stated that the changes would be updated and presented to the City Council Policy Subcommittee for consideration.

Council Member Davis-Holmes stated that she was opposed to the City Council Policy Subcommittee in its entirety due to the manner in which some events were being handled and felt that the items should come before the entire City Council for consideration.

RECOMMENDATION for the City Council:

1. REFER the matter to the City Council Policy Subcommittee.

ACTION: It was moved to not send this item to the City Council Policy Subcommittee and to dissolve the City Council Policy Subcommittee in its entirety on motion of Davis-Holmes and seconded by Gipson.

Upon inquiry during discussion of the motion, City Attorney Wynder stated that he confirmed with Chief Deputy City Clerk Higaki that the City Council Policy Subcommittee was not created by ordinance or resolution and was created by minute action; therefore, the motion made by Council Member Davis-Holmes was appropriate.

A discussion ensued regarding the process of fee waiver requests.

It was moved to call for the previous question on motion of Davis-Holmes, seconded by Gipson and unanimously carried by the following vote:


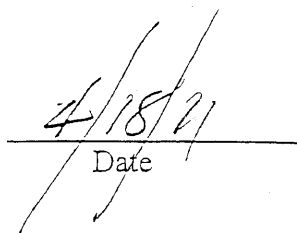
Ayes:	Mayor Dear, Mayor Pro Tem Ruiz-Raber, Council Member Davis-Holmes, Council Member Gipson, and Council Member Santarina
Noes:	None
Abstain:	None
Absent:	None

**Vote on the Main Motion**

The main 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



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.	<u>PURPOSE AND SCOPE</u>  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.	<u>GENERAL</u>  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 <i>NOT</i> 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.	
III.	<u>EXCEPTIONS</u>  There shall be no exceptions to this policy except through direct approval of the City Council.	
IV.	<u>AUTHORITY</u>  Report to the Mayor and City Council, dated, April, 5, 2011, Item No. 28.	
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">             Clifford Graves            Interim City Manager         </div> <div style="text-align: center;">             Date         </div> </div>	



**DRAFT**

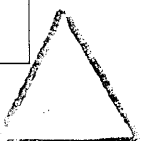
<b>CITY OF CARSON</b>		<b>POLICY/PROCEDURE</b>
<b>NUMBER: 1.67</b>		<b>SUBJECT:</b>
<b>ORIGINAL ISSUE:</b> 4/5/11	<b>EFFECTIVE:</b>	Fee Waivers for City Associated Special Events
<b>CURRENT ISSUE:</b> 2/7/12	<b>EFFECTIVE:</b> 2/8/12	<b>CATEGORY:</b>
<b>SUPERSEDES:</b> <i>Version Adopted 4/5/11</i>		City Council Policy Sub-Committee

<b>I.</b>	<b><u>PURPOSE AND SCOPE</u></b>  To establish a policy for the request of fee waivers for a special event and to provide procedures in how those requests will be executed.
<b>II.</b>	<b><u>GENERAL</u></b>  A. A request for fee waivers of city facilities or equipment use for special events must be presented to the City Council for review and consideration.  B. Employee salaries associated with the production of the proposed special event are <i>NOT</i> eligible to be waived.  C. Any hard costs (City Staff, catering, entertainment, special equipment, insurance, security, etc.) that are not budgeted from the city's General Fund for the event cannot be waived.
<b>III.</b>	<b><u>EXCEPTIONS</u></b>  There shall be no exceptions to this policy except through direct instruction of the City Council.
<b>IV.</b>	<b><u>AUTHORITY</u></b>  Report to the Mayor and City Council, dated, February 7, 2012.

_____ David C. Biggs City Manager	_____ Date
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**ITEM NO. (17) A REQUEST TO THE CITY COUNCIL FOR A LIST OF EVENTS REQUESTING FEE WAIVERS FOR CALENDAR YEAR 2012 (CITY MANAGER)**

City Manager 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

**ITEM NO. (17) FURTHER CONSIDERATION OF A LIST OF EVENTS REQUESTING FEE  
WAIVERS FOR CALENDAR YEAR 2012 (CITY MANAGER)**

RECOMMENDATION for the City Council:

1. 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.

ACTION: It was moved to approve soft costs only for Cinco de Mayo, Cesar Chavez Day, Philippine Independence Day, Juneteenth, Jazz Festival, Children's Day, Black History Month/Martin Luther King, Jr. Day, and Samoan Flag Day on motion of Dear and seconded by Santarina.

Council Member Davis-Holmes offered a friendly amendment to the motion to add the Youth Conference, Veterans Day Celebration, Memorial Day, Senior Christmas Party, and Breast Cancer Awareness.

Mayor Pro Tem Ruiz-Raber offered a friendly amendment to the motion to add Independence Day.

Council Member Santarina offered a friendly amendment to the motion to add Larry Itliong Day/Philippine History Month.

Mayor Dear stated the support of soft costs only for various activities and that the committees that work on these activities raise their own money not taxpayer money for hard costs, for Cinco de Mayo Day, Cesar Chavez Day, Philippine Independence Day, Juneteenth, Jazz Festival, Children's Day, Black History Month/Martin Luther King, Jr. Day, Samoan Flag Day, Youth Conference, Veterans Day, Memorial Day, Senior Christmas Party, Breast Cancer Awareness Event, Independence Day, and Larry Itliong Day/Philippine History Month.

Mayor Dear offered a friendly amendment to the motion to add Cancer Awareness Event at CSUDH.

City Manager Biggs clarified that if it's an event that is taking place at a city facility that does not displacing the fee paying event, there is a fee waiver. If they're using city equipment that we don't have to rent from an outside party but it's all hard costs and all staff costs recovered if the event requires that level of support.

A discussion ensued regarding the use of city equipment.

The motion, as amended, 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