



# City of Carson

## Report to Mayor and City Council

March 18, 2014  
New Business Discussion

**SUBJECT: CONSIDER A FEE WAIVER REQUEST FOR THE USE OF SPACE AND EQUIPMENT AT THE CONGRESSWOMAN JUANITA MILLENDER-MCDONALD COMMUNITY CENTER AT CARSON FOR THE AMERICAN RED CROSS DISASTER PREPAREDNESS FAIR**

Submitted by Cedric L. Hicks, Sr.  
Director of Community Services

Approved by Jacquelyn Acosta  
Acting City Manager

### **I. SUMMARY**

This item is on the agenda at the request of Mayor Dear.

The City recently received a request from Donya Webb, representative of the American Red Cross, for a fee waiver for the use of space and City equipment at the Congresswoman Juanita Millender-McDonald Community Center at Carson (Community Center) for its Disaster Preparedness Fair (Exhibit No. 1). The total value of this fee waiver is \$1,944.00 (Exhibit No. 2). The City Council is asked to consider this request and provide direction to staff.

### **II. RECOMMENDATION**

DISCUSS and PROVIDE direction to staff.

### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

### **IV. BACKGROUND**

The American Red Cross will be presenting its Disaster Preparedness Fair on Saturday, June 28, 2014, from 8:00 AM to 4:00 PM at the Community Center. The purpose of this event is to provide information to the community regarding how it can be most prepared in the event of an emergency or disaster. Activities will include various information tables, a hands on CPR demonstration, emergency response vehicle demonstrations and a build your own emergency kit class.

In order to facilitate this event, Donya Webb, representative of the American Red Cross, is requesting a fee waiver for the use of Community Hall ABC and the Atrium, as well as for City equipment - tables and chairs - for the event. The total value of this fee waiver is \$1,944.00. It should be noted that in light of the extensive schedule of events planned for that day at the Community Center, there is a possibility that additional tables will need to be rented from an outside

company to meet the equipment demand for this program. As a result, the City may incur an additional \$440.00 in hard costs.

Under the City's Monday-Thursday fee reduction policy, the deposit, \$500.00 in this instance, would be waived, and 60% of the rental cost would be reduced. In this case, the cost of the permit would decrease from \$1,944.00 to \$777.60. Tonight, the City Council is asked to consider this request for a full fee waiver and provide direction to staff.

**V. FISCAL IMPACT**

Should the City Council approve the full fee waiver, \$1,944.00 in revenue will not be realized by the City. In the event additional tables need to be rented from an outside vendor to meet the equipment demand for this event, the City will incur an additional \$440.00 in hard costs.

Should the City Council approve a partial fee waiver following its Monday-Thursday fee reduction policy, the permit cost would decrease from \$1,944.00 to \$777.60. In this circumstance, the City will not realize \$1,166.40 in revenue.

**VI. EXHIBITS**

1. American Red Cross Prepare Carson Event Flyer. (pg. 3)
2. Room and Equipment Reservation Report for the American Red Cross. (pg. 4)

Prepared by: Regina Ramirez, Community Center Supervisor

Document 1

TO: Rev02-24-2014

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

**Action taken by City Council**

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

*Note: put on CC agenda for review of fee"*

*June 28<sup>TH</sup>*



**American  
Red Cross**

**PrepareCarson**

## Corporate Preparedness Sponsorships



**A Return on Investment:  
Become a Partner of the American Red Cross**

Exhibit 1

Carson Civic Center  
3 Civic Plaza Drive  
Carson, CA 90745  
310-835-0212

## Activity Confirmation Report

<b>Activity Name:</b>	American Red Cross	<b>Attending:</b>	400
<b>Activity Start/End:</b>	6/28/2014 8:00AM to 4:00PM	<b>Res. Status:</b>	Confirmed w/ Approval
<b>Access Times :</b>	8:00AM to 4:00PM	<b>Account #:</b>	American Red Cross
<b>Prep/Clean Times:</b>	8:00AM to 4:00PM	<b>Charge #:</b>	48792
<b>Event Name:</b>	American Red Cross	<b>Bill To:</b>	
<b>Event #:</b>	24087	<b>Deposit Amount:</b>	\$500.00
<b>Mtg. Coordinator:</b>	Charles Dorsey	<b>Deposit Due:</b>	1/17/2014
<b>Category:</b>	Regular	<b>Deposit Received:</b>	YES
<b>Event Dates:</b>	6/28/2014 to 6/28/2014	<b>Additional Pmts:</b>	\$0.00
<b>Client:</b>	Webb, Donya	<b>Client Phone:</b>	562/490-4002
<b>Contact:</b>		<b>Contact Phone:</b>	

3150 E. 29th St.  
Long Beach, CA 90806

**Event Memo:**

**Billing Memo:**

Rcv'd deposit of \$500.00 online on 1/7/14 for event on 6/28/2014; receipt #48792.lg

Room Name	Location	Seating Style
Community Hall A	Civic Center	
Community Hall B	Civic Center	
Community Hall C	Civic Center	
Atrium	Civic Center	

**Activity Memo:**

Rcv'd deposit of \$500.00 online on 1/7/14 for event on 6/28/2014; receipt #48792.lg  
ok mp 1-10-14

**Activity Billing Memo:**

Halls ABC = \$975; Atrium = \$350

### Room Charges & Miscellaneous

<b>Room Charges:</b>	\$1,325.00
<b>Miscellaneous Charges:</b>	\$500.00

### Furnishing

Description	Start	End	Quantity	Price	Total
6' Tables	8:00AM	4:00PM	40	\$11.00	\$440.00
Chairs-Grape	8:00AM	4:00PM	100	\$1.00	\$100.00
Insurance	8:00AM	4:00PM	1	\$79.00	\$79.00

### Billing - Activity Summary

<b>Discount/Premium</b>	\$0.00		
<b>Tax</b>	\$0.00		
<b>Gratuity:</b>	\$0.00		
<b>Subtotal:</b>	\$2,444.00	<b>ActivityTotal:</b>	\$2,444.00