

**PARKS, RECREATION  
AND CULTURAL ARTS  
COMMISSION AGENDA**



**THURSDAY, AUGUST 26, 2021  
701 East Carson Street  
Carson, CA 90745**

**6:30 PM**

Commissioners:	Jesus-Alex Cainglet Kisa Fulbright Oscar Ramos	Kimberly Cortado Walter Gonzalez Vacant	Cesar Dahilig DeAnthony Langston Vacant
Alternates:	Shannon Lawrence Alternate 1	Jo Jacqueline Johnson Alternate 2	Clarence Dunning Alternate 3
Staff:	Robert Lennox Director Luchie Magante Principal Administrative Analyst Evelyn Castaneda Administrative Secretary	Tim Grierson Recreation Superintendent Adrian Reynosa Community Center Manager	Mike Whittiker Human Services Manager Jason Jo Transportation Services Supervisor

---

***“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 Recreation Department office at 310-847-3570 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)***

**PUBLIC INFORMATION**

***DUE TO CORONAVIRUS COVID-19, NO MEMBERS OF THE PUBLIC WILL BE ALLOWED INTO THE EXECUTIVE CONFERENCE ROOM DURING PARKS, RECREATION AND CULTURAL ARTS COMMISSION MEETINGS. THE MEETING WILL BE CONDUCTED VIA REMOTE TELECONFERENCING USING THE ELECTRONIC “ZOOM” APPLICATION.***

*Any members of the public wishing to provide public comment for the items on the agenda may do so as follows:*

- 1. Live via Zoom Application – Members of the public wishing to provide public comment in real-time will be invited to join the Zoom meeting remotely to provide their public comment live with their audio/video presented to the Parks, Recreation and Cultural Arts Commission. Members of the public wishing to do so must email [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov), providing their real name and the phone number they will use to call in from, no later than 3:00 p.m. on the date of our meeting. For further details/requirements and meeting invite information, please email [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov) no later than 3:00 p.m. on the date of the hearing.*
- 2. Email – You can email comments to [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov) no later than 3:00 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be read into record.*
- 3. Telephone – You can record your comments at (310) 847-3581 no later than 3:00 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be read into the record.*

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PRESENTATIONS**

1. Brown Act Overview – City Attorney

**PUBLIC ORAL COMMUNICATIONS ON AGENDA ITEMS**

*The public may address the Commission on any matters within the jurisdiction of the Carson Parks, Recreation and Cultural Arts Commission or on any items on the agenda of the Carson Parks, Recreation and Cultural Arts*

*Commission, prior to any action taken on the agenda. Speakers are limited to no more than three minutes, speaking once. Oral communications will be limited to one (1) hour unless extended by order of the Chair with the approval of the Parks, Recreation and Cultural Arts Commission. Due to the threat of COVID-19 (aka the "Coronavirus"), you are urged to take all appropriate health safety precautions.*

**CONSENT CALENDAR**

1. Parks, Recreation and Cultural Arts Commission Meeting Minutes, July 29, 2021 (pgs. 3-7)
2. Community Services Department Monthly Report (JULY 2021) (pgs. 8-18)
3. Programs-At-A-Glance September 2021 (pgs. 19-21)

**CONTINUED BUSINESS**

**DISCUSSION**

1. Marketing Plan for Community Center (pgs. 22-34)
2. Special Events Partnership Agreement (pgs. 35-109)
3. Volunteer Associations – Youth Sports Operations (pgs. 110-124)
4. Request to Rename Veterans Sports Complex Gym to the Kobe Bryant Gym (pgs. 125-130)

**PUBLIC ORAL COMMUNICATIONS FOR MATTERS NOT LISTED ON THE AGENDA**

*The public may at this time address the members of the Parks, Recreation and Cultural Arts Commission on any matters within the jurisdiction of the Parks, Recreation and Cultural Arts Commission. No action may be taken on non-agendized items except as authorized by law. Speakers are requested to limit their comments to no more than three minutes each, speaking once.*

**COMMISSIONERS' ORAL COMMUNICATIONS**

**STAFF ORAL COMMUNICATIONS**

**ADJOURNMENT**

*This Commission is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Commission agenda be posted at least 72 hours in advance of each meeting and that the public be allowed to comment on agenda items before the Commission and items not on the Commission agenda but are within the subject matter jurisdiction of the Commission. The Commission may limit public comments to a reasonable amount of time, generally three (3) minutes per person.*



**CONSENT CALENDAR  
ITEM NO. 1**

**THURSDAY, JULY 29, 2021  
701 East Carson Street  
Carson, CA 90745  
6:30 PM**

**PARKS, RECREATION  
AND CULTURAL ARTS  
COMMISSION**

**MINUTES**

Commissioners:	Jesus-Alex Cainglet Kisa Fulbright Oscar Ramos	Kimberly Cortado Walter Gonzalez Vacant	Cesar Dahilig DeAnthony Langston Vacant
Alternates:	Shannon Lawrence Alternate 1	Jo Jacqueline Johnson Alternate 2	Clarence Dunning Alternate 3
Staff:	Robert Lennox Director Luchie Magante Principal Administrative Analyst Evelyn Castaneda Administrative Secretary	Tim Grierson Recreation Superintendent Adrian Reynosa Community Center Manager	Mike Whittiker Human Services Manager Jason Jo Transportation Services Supervisor

***“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 Recreation Department office at 310-847-3570 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)***

**PUBLIC INFORMATION**

***DUE TO CORONAVIRUS COVID-19, NO MEMBERS OF THE PUBLIC WILL BE ALLOWED INTO THE EXECUTIVE CONFERENCE ROOM DURING PARKS, RECREATION AND CULTURAL ARTS COMMISSION MEETINGS. THE MEETING WILL BE CONDUCTED VIA REMOTE TELECONFERENCING USING THE ELECTRONIC “ZOOM” APPLICATION.***

*Any members of the public wishing to provide public comment for the items on the agenda may do so as follows:*

- 1. Live via Zoom Application – Members of the public wishing to provide public comment in real-time will be invited to join the Zoom meeting remotely to provide their public comment live with their audio/video presented to the Parks, Recreation and Cultural Arts Commission. Members of the public wishing to do so must email [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov), providing their real name and the phone number they will use to call in from, no later than 3:00 p.m. on the date of our meeting. For further details/requirements and meeting invite information, please email [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov) no later than 3:00 p.m. on the date of the hearing.*
- 2. Email – You can email comments to [p&rcommission@carsonca.gov](mailto:p&rcommission@carsonca.gov) no later than 3:00 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be read into record.*
- 3. Telephone – You can record your comments at (310) 847-3581 no later than 3:00 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be read into the record.*

***NOTE: Members of the public wishing to observe the meeting live without providing public comment will be able to do so by watching it on the City’s PEG television channel (Channel 35 on Charter or Channel 99 on AT&T for Carson Residents) or via live streaming on the City’s website, <http://ci.carson.ca.us>.***

**CALL TO ORDER**

Director Lennox called the meeting to order at 6:30PM

**ROLL CALL**

Commissioners Present: A. Cainglet, K. Cortado, C. Dahilig, K. Fulbright, W. Gonzalez, D. Langston, O. Ramos

Commissioners Absent:

Alternates: S. Lawrence (Alt. 1), J. Johnson (Alt. 2), C. Dunning (Alt. 3)

## **PLEDGE OF ALLEGIANCE**

## **PRESENTATIONS**

1. Introduction and Update from Director of Strategic Impact Diana Mendel, Boys and Girls Club

## **PUBLIC ORAL COMMUNICATIONS ON AGENDA ITEMS**

*The public may address the Commission on any matters within the jurisdiction of the Carson Parks, Recreation and Cultural Arts Commission or on any items on the agenda of the Carson Parks, Recreation and Cultural Arts Commission, prior to any action taken on the agenda. Speakers are limited to no more than three minutes, speaking once. Oral communications will be limited to one (1) hour unless extended by order of the Chair with the approval of the Parks, Recreation and Cultural Arts Commission. Due to the threat of COVID-19 (aka the "Coronavirus"), you are urged to take all appropriate health safety precautions.*

## **CONSENT CALENDAR**

1. **Parks, Recreation and Cultural Arts Commission Meeting Minutes, June 24, 2021 (pgs. 3-5)**
2. **Community Services Department Monthly Report (JUNE 2021) (pgs. 6-17)**
3. **Programs-At-A-Glance August 2021 (pgs. 18-20)**
4. **Community Center Audio Visual Upgrades (pgs. 21-91)**
5. **Choura Contract Amendment (pgs. 92-106)**
6. **Winter Holiday Decoration Contract Extension (pgs. 107-139)**
7. **CSUDH Praxis Contract Agreement (pgs. 140-148)**

Commissioner K. Cortado requests to form an ad-hoc committee regarding implementation of uniform process. Commissioner's A. Cainglet and W. Gonzalez volunteer to join Commissioner K. Cortado to meet next week with Park Association Volunteers and staff regarding their concerns.

Commissioner A. Cainglet (1<sup>st</sup>) Motion to Receive and File all items under the Consent Calendar, Commissioner O. Ramos 2<sup>nd</sup>, Motion passes unanimously.

Director R. Lennox suggests taking Item 1. Commission Elections under DISCUSSION out of order. There were no objections from commissioner.

## **DISCUSSION**

### **1. Commission Elections – Chair, Vice Chair, Secretary**

Commissioner O. Ramos nominates Commissioner Walter Gonzalez for Chair of the commission, Commissioner K. Cortado seconds and motion passes unanimously.

Commissioner O. Ramos nominates Commissioner Alex Cainglet for Vice Chair of the commission, Commissioner K. Fulbright seconds and motion passes unanimously.

Commissioner A. Cainglet nominates Commissioner K. Cortado for Secretary of the commission, Commissioner O. Ramos seconds and motion passes unanimously.

Vice Chair A. Cainglet suggest moving on to Item 2. Park Assignments under DISCUSSION.

### **2. Park Assignments**

Commissioner J. Johnson is assigned to Anderson Park.

Secretary K. Cortado is assigned to Calas Park.

*Carriage Crest Park is closed due to construction; no vote was taken for assignment at this time*

Vice Chair A. Cainglet is assigned to Carson Park.

Commissioner C. Dunning is assigned to Del Amo Park.

Commissioner C. Dahilig is assigned to Dolphin Park.

Secretary K. Cortado is assigned to Dominguez Park.

Vice Chair A. Cainglet is assigned to Foisia Park.

Commissioner C. Dahilig is assigned to Friendship Mini Park

Commissioner K. Fulbright is assigned to Hemingway Park.

Commissioner K. Fulbright is assigned to Mills Park.

Commissioner S. Lawrence is assigned to Stevenson Park.

Commissioner O. Ramos and Commissioner D. Langston will share park assignment at Veterans Park.

Secretary K. Cortado (1<sup>st</sup>) Motion to Receive and File Park Assignments, Commissioner J. Johnson 2<sup>nd</sup>, Motion passes unanimously.

Superintendent T. Grierson highlighted the mini-parks and the park supervisors they are assigned to. Friendship Mini-Park is under Dolphin Park supervisor, Reflections Mini-Park is under Carson Park supervisor, Perry Mini-Park is under Calas Park supervisor, and Walnut Mini-Park is under Hemingway Park supervisor.

Secretary K. Cortado is assigned to Enrichment Program.

Vice Chair A. Cainglet assigned to:

Carson Park

- Reflection Mini-Park

Foisia Park

Secretary K. Cortado assigned to:

Calas Park

- Perry Mini-Park

Dominguez Park

Enrichment Program

Commissioner C. Dahilig assigned to:

Dolphin Park

- Friendship Mini-Park

Commissioner K. Fulbright assigned to:

Hemingway Park

- Walnut Mini-Park

Mills Park

Commissioners D. Langston and O. Ramos conjointly assigned to:

Veterans Park

Commissioner S. Lawrence assigned to:

Stevenson Park

Commissioner J. Johnson assigned to:

Anderson Park

Commissioner C. Dunning assigned to:

Del Amo Park

## **CONTINUED BUSINESS**

1. Special Events Permits Process - Draft Ordinance and Final Application Form (pgs. 149-150)

## **DISCUSSION**

### **3. Long Beach Transit Contract (pgs. 151-156)**

Director Lennox and Transportation Services Supervisor Jo gave an oral presentation of the item.

Secretary K. Cortado (1<sup>st</sup>) Motion to Receive and File, Commissioner O. Ramos 2<sup>nd</sup>, Motion passes unanimously.

### **4. Flag Football 5 vs. 5 (pgs. 157-181)**

Superintendent T. Grierson and Recreation Center Supervisor J. Pina gave an oral presentation of the item.

Commissioner O. Ramos (1<sup>st</sup>) Motion to Receive and File, Secretary K. Cortado 2<sup>nd</sup>, Motion passes unanimously.

### **5. AARP Network of Age Friendly States and Communities (NAFSC)**

No staff report was provided for the agenda.

Human Services Manager M. Whittiker delivered oral information on this item.

Commissioner O. Ramos (1<sup>st</sup>) Motion to Receive and File, Secretary K. Cortado 2<sup>nd</sup>, Motion passes unanimously.

### **PUBLIC ORAL COMMUNICATIONS FOR MATTERS NOT LISTED ON THE AGENDA**

*The public may at this time address the members of the Parks, Recreation and Cultural Arts Commission on any matters within the jurisdiction of the Parks, Recreation and Cultural Arts Commission. No action may be taken on non-agendized items except as authorized by law. Speakers are requested to limit their comments to no more than three minutes each, speaking once.*

Mr. Flores addressed the commission regarding a concerns with the Senior Basketball program at the Carson Park gym.

The first concern is why hasn't the gym opened up for the Senior Basketball program since Foisia Park has already opened their gym.

Mr. Flores' second concern is that he noticed that the Senior Basketball program was open in the afternoon at Carson Park gym, according to information provided to him by one of the players, however "they" were collecting \$7 per player. And he noticed the same situation regarding the fee collection at Stevenson Park in the afternoon. He asked that the commissioners look into this situation.

Vice Chair A. Cainglet asks that staff look into this matter. He would like the findings reported back to the commission at the next meeting. He also asks for the hours that the parks' gyms operate.

Human Services Manager M. Whittiker stated that the Senior Programs only operate from 8:00am until 12:00pm (noon); the gyms are open to the public in the afternoon. He has not been made aware of payments to play neither at Carson Park nor at Stevenson Park but assured commissioners that he and staff will look into this matter.

Mr. Flores asked when the 10:00am to 12:00pm Senior Basketball program time slot will open up.

Human Services Manager M. Whittiker expressed that at this time Human Services Division is in the process of hiring more staff due to the shortage of staff to properly police the gyms and assure the health and safety of patrons based on the CDC guidelines and the City's regulations. Carson Park Gym is scheduled to be open on August 2<sup>nd</sup>. There are two (2) time-slots that will open for Seniors; 8:00am-9:00am and from 9:00am to 9:30am basketball players must vacate the gym. At that time staff will enter the gym and disinfect all touch points the next group entering the gym. The next time slot is from 9:30am-10:30am, and from 10:30am-10:45am all participants must vacate the gym so that staff again may clean and disinfect all touch points for the next group of participants. The next time slot is from 10:45am-11:45am for Senior Basketball. After that last time slot staff will again come into the gym to clean and disinfect all touchpoints. Human Services Manager M. Whittiker conveyed that it is a big process to keep the seniors safe and to provide a multitude of programs for residents at the City's gyms.

### **COMMISSIONERS' ORAL COMMUNICATIONS**

Vice Chair A. Cainglet congratulates Chair W. Gonzalez for his appointment to Chair of the commission and welcomes all the new commissioners.

Commissioner K. Fulbright congratulates all those who were elected tonight and is excited to be involved the commission.

Commissioner O. Ramos comments on Item number 6 "Winter Holiday Decoration Contract Extension" of the Consent Calendar. He agrees with *2021 Staff Recommendation* and disagrees with the *2021 Vendor Proposal* and instead would like to make a recommendation to add electric banners from Bonita Street to Figueroa Street.

Commissioner S. Lawrence thanks the Mayor and City Council for the appointment to the commission. Commissioner S. Lawrence asks that the resident's telephone number, which was orally relayed during Public Oral Communication, be edited out of the recording as well as the physical minutes.

Commissioner J. Johnson congratulates all those who were elected tonight. Is grateful to be back and is looking forward to participating in this commission.

Commissioner C. Dahilig congratulates all those elected tonight and welcomes the newly appointed members. Is looking forward to working together.

Commissioner D. Langston congratulates all the old and new commissioners. Is excited and looking forward to working this commission. Commissioner D. Langston stated that he can assist with Del Amo Park assignment or any other park as needed.

Commissioner C. Dunning is glad to be back in the commission for another term. Is looking forward to meeting in person. Commissioner C. Dunning congratulates everyone elected tonight.

Secretary K. Cortado would now like to comment on the Consent Calendar items. Asked if the monthly reports that are included in the agenda packet could be emailed rather than included in the agenda packet as it was done in the past. Asked if the report with pictures that was distributed in the past to the commissioner and Council can be continued. Stated that the dates on the Programs-At-A-Glance are confusing. Secretary K. Cortado is requesting a breakdown spreadsheet of Park Assignments as it was done in the past. She suggested the app Game Changer for park baseball programs because there are no scoreboards at any of the parks. Secretary K. Cortado asks that the commission end this meeting in honor of Jayda and Bobby Sanchez and announced that Jayda Sanchez' services is tomorrow at Mission Ebenezer.

Chair W. Gonzalez thanks the commissioners for their support and confidence in electing him tonight. He mentioned that the scoreboards was a subject he spoke on many times pre-pandemic. Asks that staff follow-up on the re-naming of the Veterans Basketball Gym on behalf of Kobe Bryant. Chair W. Gonzalez again asks to revisit the Community Garden. Chair W. Gonzalez wants to know if the presentation for Parks and Recreation Proclamation is being continued in the future. Asked if we're going to have awards for next month since the City Champions are over.

Commissioner D. Langston wants to invite everyone to the Real Run Championship on August 12 at the Veterans SportsComplex.

### **STAFF ORAL COMMUNICATIONS**

Human Services Manager M. Whittiker relayed information on the Relay for Life Event; it is scheduled for August 14<sup>th</sup> at Carson Park from 10:00am until 4:00pm

Recreation Superintendent T. Grierson shared that Public Safety along with the Carson Sheriffs are holding a Heroes Parade on Wednesday, August 4<sup>th</sup>. It will be a caravan visiting four (4) parks; Dominguez Park at 5:00pm; Veterans Park at 5:30pm; Stevenson Park at 6:00pm; and Mills Park at 7:00pm. There will be ice cream and treats and goodie bags that will be given to the families at the mentioned parks. There will also be a raffle.

### **ADJOURNMENT**

Commissioner D. Langston (1<sup>st</sup>) Motion to Adjourn the meeting, Secretary K. Cortado 2<sup>nd</sup>, motion passes unanimously.

*This meeting was adjourned at 8:53pm in honor of Jayda and Bobby Sanchez.*

*This Commission is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Commission agenda be posted at least 72 hours in advance of each meeting and that the public be allowed to comment on agenda items before the Commission and items not on the Commission agenda but are within the subject matter jurisdiction of the Commission. The Commission may limit public comments to a reasonable amount of time, generally three (3) minutes per person.*



Robert Lennox, Director  
 Luchie Magante, Principal Administrative Analyst  
 Evelyn Castaneda, Administrative Secretary

Tim Grierson, Recreation Superintendent  
 Mike Whittiker, Human Services Manager  
 Adrian Reynosa, Community Center Manager  
 Jason Jo, Transportation Services Supervisor

The Community Services Department is comprised of five divisions: Administration, Community Center, Transportation, Recreation and Human Services. The Department delivers services and programs to support citizens' diverse interests in parks, recreation, and culture. This includes operating and maintaining twelve (12) parks and four (4) mini-parks, two (2) aquatic centers and two (2) pools, a sports complex, and a boxing and weightlifting center. The Community Center offers 40,000 square feet of versatile meeting and event space including 12,000 square foot ballroom and meeting rooms that accommodate between 5 and 1,200 guests, and state-of-the-art visual services. And the Transportation Services Division provides citywide transportation programs related to improving the fixed-route public transit system, specialized elderly and disabled transit, transit support of city park programs, and regional air quality issues.

**RECREATION DIVISION**

**PARK FACILITY RESERVATIONS**

The Reservations Section has been updating Rules and Regulations to include COVID-19 information and began taking reservations for indoor and outdoor picnic grass/shelter areas at all parks beginning in July. The current guidelines from Los Angeles County Public Health regarding gatherings outdoors allow for up to 200 people. Indoor events have been approved as long as social distancing and masks protocols are followed. For the month of July, there were a total of 113 permits scheduled. Currently, the permits department handled 42 indoor, 71 outdoor (picnic grass/shelter) reservations for July. We had over 200 calls and inquiry for park fees and availability.

**ADULT SPORTS**

**ADULT SPORTS TEAMS**

<b>Week</b>	<b>Baseball</b>	<b>Basketball</b>	<b>Coed Softball</b>	<b>Men's Softball</b>
<b>7/5 – 7/9</b>	23	0	14	7
<b>7/12 – 7/16</b>	23	0	14	7
<b>7/19 – 7/23</b>	23	0	20	8
<b>7/26 – 7/30</b>	23	0	20	8
<b>Month Total</b>	<b>92</b>	<b>0</b>	<b>68</b>	<b>30</b>
<b>FYTD Total</b>	<b>368</b>	<b>0</b>	<b>236</b>	<b>114</b>

Adult Basketball began doing drop-ins starting the month of July. Drop in numbers have been encouraging and the signs of August leagues appear to be promising.

**YOUTH SPORTS**

T-ball/Baseball/Softball leagues started on May 8, 2021 and concluded with Championship games on Saturday, July 24<sup>th</sup> at Dolphin Park. Registration for fall sports including girls' softball, flag football, and soccer started on July 1, 2021. Prices remain \$25 for residents and \$58 for non-residents.

ENRICHMENT CLASSES

The Teen Enrichment Summer Camp program started on June 14<sup>th</sup> and ends August 6<sup>th</sup>. The teens have spent the summer working on a film production that includes costume design, set building, script writing, choreography, and acting.

**TEEN ENRICHMENT CAMP**

Week	Participants
7/5 - 7/9	29
7/12 - 7/12	28
7/19 - 7/23	27
7/26 - 7/30	27
<b>Month Total</b>	<b>111</b>
<b>FYTD Total</b>	<b>188</b>

PREVENTION AND AFTERCARE SERVICES

Week	New Clients	Open Cases	Closed Cases	Referrals Received	Extra Linkages
7/1	0	14	0	2	5
7/5 - 7/8	0	14	0	2	4
7/12 - 7/15	0	14	0	0	8
7/19 - 7/22	0	14	0	0	10
7/26 - 7/29	0	14	0	4	6
<b>Month Total</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>8</b>	<b>33</b>
<b>FYTD Total</b>	<b>27</b>	<b>N/A</b>	<b>22</b>	<b>113</b>	<b>167</b>

Prevention and Aftercare services consist of case navigation, resources, and referrals to families with children under the age of 18 in the home. These families are referred by the Department of Children and Family Services (DCFS), other organizations, or can be self-referred. Case navigation consists of one on one communication between the case navigator and the family on a weekly basis to discuss struggles, accomplishments and goals. Extra linkages can be provided to families who do not need case navigation. These linkages may include but are not limited to food giveaways, counseling services, tutoring or housing services. Case navigation has been taking place via phone/virtually due to COVID restrictions, but is slowly going back to in person upon health review with client and comfort levels. Social connection groups that include, Zumba, Yoga, and Community Garden are on hold until further notice due to COVID. Crafty Club will start back up in person at Veterans Park on August 2, 2021 in accordance with COVID guidelines.

KIDS CLUB AND DAY CAMP**SUMMER DAY CAMP**

Week	Anderson	Calas	Carson	Del Amo	Dolphin	Dominguez	Foisia	Hemingway	Mills	Veterans	TOTAL
7/5 - 7/9	29	31	38	28	46	25	41	32	38	51	<b>359</b>
7/12 - 7/16	31	33	41	31	45	32	40	40	47	51	<b>391</b>
7/19 - 7/30	31	35	38	30	35	26	39	36	43	50	<b>363</b>
7/26 - 7/30	22	15	39	26	35	24	35	37	43	42	<b>318</b>
<b>Month Total</b>	<b>113</b>	<b>114</b>	<b>156</b>	<b>115</b>	<b>161</b>	<b>107</b>	<b>155</b>	<b>145</b>	<b>171</b>	<b>194</b>	<b>1431</b>

*Day Camp*

The Summer Day Camp program is offered at ten park sites including Anderson, Calas, Carson, Del Amo, Dolphin, Dominguez, Hemingway, Mills, Foisia, and Veterans. The program kicked-off on June 14, 2021 and ends on August 6, 2021. Hours of operation are Monday through Friday 7:00am – 6:00pm.

AQUATICS

The 2021 Summer Aquatics Programming started on Saturday, June 12, 2021 for Dominguez Aquatic Center and Hemingway Aquatic Center. Carson Pool programming started on Monday, June 28, 2021 and Foisia Pool start on Tuesday, July 6, 2021. All pools have modified / limited programming.

Dominguez Aquatic Center is currently offering; Family Swim, Aqua Aerobics, Lap Swim, and Swim Lessons. All programs are 1 hour in duration. Dominguez Aquatic Center is operational from 8:00am – 7:00pm, Monday through Thursday and 8:00am – 6:00pm on Saturdays. All programming needs a reservation ahead of time by calling the facility, except for Swim Lessons which require prior registration.

Hemingway Aquatic Center is currently offering; Family Swim, Aqua Aerobics, Lap Swim, Fitness Swim, Swim Conditioning, and Swim Lessons. All programs are 1 hour in duration. Hemingway Aquatic Center is operational from 5:30am – 7:00pm, Monday through Thursday and 5:30am – 6:00pm on Saturdays. All programming needs a reservation ahead of time by calling the facility, except for Swim Lessons and Swim Conditioning which require prior registration.

Carson Pool is currently offering Recreation Swim and Lap Swim. All programs are 1 hour in duration. Carson Pool is operational from 1:00pm – 6:00pm on Mondays and Wednesdays. All programming needs a reservation ahead of time by calling the facility.

Foisia Pool is currently offering Recreation Swim and Lap Swim. All programs are 1 hour in duration. Foisia Pool will be operational from 1:00pm – 6:00pm on Tuesdays and Thursdays. All programming needs a reservation ahead of time by calling the facility.

Recreation Swim has been incorporated in our programs for Carson Pool and Foisia Pool. We are using this to gauge interest from Family Swim back to Recreation Swim. This also gives additional options for patrons to come and enjoy the whole pool.

Swim Lessons this summer have been offered at Dominguez Aquatic Center and Hemingway Aquatic Center. On July 5, 2021, parents will no longer need to enter the pool to assist with Swim Lessons. Swim Instructors will be able to teach inside the pool with a provided face shield. Also we increased class size by 1 student per class.

Below are the up-to-date statistics for the pools:

FACILITY	LAP SWIM (Sr)	LAP SWIM (A)	FAMILY SWIM (A)	FAMILY SWIM (C)	REC SWIM (A)	REC SWIM (C)	AQUA AEROBICS (Sr)	AQUA AEROBICS (A)	FITNESS SWIM (Sr)	FITNESS SWIM (A)	SWIM CONDITIONING (C)
Carson Pool	0	5	n/a	n/a	78	99	n/a	n/a	n/a	n/a	n/a
Foisia Pool	4	2	n/a	n/a	57	201	n/a	n/a	n/a	n/a	n/a
Dominguez Aquatic Center	8	34	512	797	n/a	n/a	76	8	-	-	-
Hemingway Aquatic Center	28	24	191	381	n/a	n/a	284	89			
Month Total	40	63	703	1178	135	300	360	97			

(SR) Senior, (A) Adult, (C) Child

FACILITY	SWIM LESSON 6mo – 3yrs	SWIM LESSON 3yrs-17yrs	SWIM LESSON 18 yrs & above
Dominguez Aquatic Center	23	390	19
Hemingway Aquatic Center	41	442	23
Month Total	64	832	42

Weekly statistic breakdown:

CARSON POOL	LAP SWIM (Sr)	LAP SWIM (A)	FAMILY SWIM (A)	FAMILY SWIM (C)	REC SWIM (A)	REC SWIM (C)	AQUA AEROBICS (Sr)	AQUA AEROBICS (A)	FITNESS SWIM (Sr)	FITNESS SWIM (A)	SWIM CONDITIONING (C)
Week 1		4			12	13					
Week 2					25	25					
Week 3		1			22	38					
Week 4					19	23					
Week 5											
Total		5			78	99					

FOISIA POOL	LAP SWIM (Sr)	LAP SWIM (A)	FAMILY SWIM (A)	FAMILY SWIM (C)	REC SWIM (A)	REC SWIM (C)	AQUA AEROBICS (Sr)	AQUA AEROBICS (A)	FITNESS SWIM (Sr)	FITNESS SWIM (A)	SWIM CONDITIONING (C)
Week 1						34					
Week 2	2				20	91					
Week 3	2	2			17	33					
Week 4					20	43					
Week 5					10	7					
Total	4	2			67	208					

DOMINGUEZ AQUATIC CENTER	LAP SWIM (Sr)	LAP SWIM (A)	FAMILY SWIM (A)	FAMILY SWIM (C)	REC SWIM (A)	REC SWIM (C)	AQUA AEROBICS (Sr)	AQUA AEROBICS (A)	FITNESS SWIM (Sr)	FITNESS SWIM (A)	SWIM CONDITIONING (C)
Week 1	2	11	138	180			13				
Week 2	3	7	69	109			13	2			
Week 3	3	10	168	241			32	3			
Week 4		6	137	267			18	3			
Week 5											
Total	8	34	512	797			76	8			

HEMINGWAY AQUATIC CENTER	LAP SWIM (Sr)	LAP SWIM (A)	FAMILY SWIM (A)	FAMILY SWIM (C)	REC SWIM (A)	REC SWIM (C)	AQUA AEROBICS (Sr)	AQUA AEROBICS (A)	FITNESS SWIM (Sr)	FITNESS SWIM (A)	SWIM CONDITIONING (C)
Week 1	12	2	79	138			75	10	4	1	
Week 2	4	9	50	110			56	9	5		
Week 3	5	5	29	60			96	5	5	3	
Week 4	7	4	13	40			57	47	3	1	
Week 5		2	11	10			0	0	0	0	
<b>Total</b>	<b>28</b>	<b>24</b>	<b>191</b>	<b>381</b>			<b>284</b>	<b>89</b>	<b>17</b>	<b>5</b>	

DOMINGUEZ AQUATIC CENTER	SWIM LESSON 6mo – 3yrs	SWIM LESSON 3yrs-17yrs	SWIM LESSON 18 yrs & above
Week 1	0	91	
Week 2		74	6
Week 3	14	33	1
Week 4	3		
<b>Month Total</b>	<b>17</b>	<b>198</b>	<b>7</b>

HEMINGWAY AQUATIC CENTER	SWIM LESSON 6mo – 3yrs	SWIM LESSON 3yrs-17yrs	SWIM LESSON 18 yrs & above
Week 1	12	63	9
Week 2	18	71	11
Week 3	5	107	3
Week 4	6	144	0
<b>Month Total</b>	<b>41</b>	<b>385</b>	<b>23</b>

As the summer continues we are still looking to hiring more staff. The summer will come to an end on August 14 2021.

CAPITAL IMPROVEMENT PROJECTS

Delivery and installation of concrete picnic tables, barbecues, and hot coal receptacles is scheduled to take place starting on August 4<sup>th</sup> at Anderson Park, followed by Stevenson Park on August 16<sup>th</sup> and Mills Park on August 23<sup>rd</sup>. A total of 67 picnic tables, 1 service table, 8 barbecues, and 3 hot coal receptacles will be delivered and installed at the three parks.

VETERANS SPORTSCOMPLEX

The Veterans SportsComplex is currently taking monthly memberships. Our facility is now open to the community without occupancy limits. However, masks are still required for all members and guests while inside the facility unless they're engaged in cardio activities. Temperature checks are also required upon entering the facility. In addition, we are hosting the Summer Real Run basketball league from Monday through Thursday from 6:00pm – 10:00pm. The league also partnered up with the Recreation Division in conducting a youth basketball clinic every Thursday from 5:00pm – 6:00 pm.

Total memberships this month remains steady with just over 200 monthly memberships. A majority of our memberships are youth (50%) followed by seniors (30%). The remaining memberships are individuals and Silver Sneaker with 10% each.

#### VETERANS SPORTSCOMPLEX

Week	Total No. Members	No. Daily Guests	No. Daily Guest Pass
7/1-7/4	171	11	4
7/5-7/11	414	14	8
7/12-7/18	404	11	7
7/19-7/25	392	22	6
7/26-7/31	475	25	3
<b>Month Total</b>	<b>1856</b>	<b>83</b>	<b>28</b>

#### SPECIAL EVENTS

There were no special events for the month of July.

#### *Upcoming Virtual Events*

None.

#### **HUMAN SERVICES**

##### STROKE CENTER

The Stroke Center remains closed, but virtual Occupational Therapy appointments continue. Dr. Paul Penoliar and his student interns are treating 9 stroke survivors on a weekly basis. Treatment began in January 2021, and each session lasts between 45-60 minutes. Recruitment for the Social Services Coordinator continues through Human Resources.

##### SENIOR RECREATION

Senior Recreation continues to offer Zoom fitness and dance classes that are run by 2 designated staff members, Monday through Thursday from 9:30am – 10:30am. Class attendance fluctuates with approximately 2 to 18 students per class. Staff continues to offer In-person classes at Carson Park and Stevenson Park inside the gymnasium. Classes include; Zumba, Yoga, Hula Hoop and Functional Fitness with approximately 12 to 58 participants per class. All classes are held Monday through Thursday from 9:30am to 10:30am. Foisia Park continues to provide an open fitness center for participants Monday through Friday from 8:00am – 10:30am. Two staff members are available to rotate duties of checking in participants and cleaning/sanitizing the facility, however since this is a drop-in program, no instructor or class is provided at the site, and thus, no stats are available. Seniors are allowed to play basketball or utilize the weight room, however many seniors have not utilized these services.

#### SENIOR VIRTUAL CLASSES

WEEK	ZUMBA	FUNCTIONAL FITNESS	SALSA	YOGA
7/1	n/a	n/a	n/a	18
7/5-7/8	No Class	11	9	13
7/12-7/15	No Class	9	6	No Class
7/19-7/22	6	13	No Class	10
7/26-7/29	3	13	5	15
<b>Totals</b>	<b>9</b>	<b>46</b>	<b>20</b>	<b>56</b>
<b>FYTD Total</b>	<b>184</b>	<b>518</b>	<b>172</b>	<b>516</b>

**SENIOR IN-PERSON CLASSES AT CARSON PARK**

WEEK	HULA HOOP FITNESS	ZUMBA TUESDAY	YOGA	ZUMBA THURSDAY
7/1	n/a	n/a	n/a	49
7/5-7/8	16	48	16	50
7/12-7/15	16	51	17	50
7/19-7/22	18	54	18	56
7/26-7/29	17	56	17	58
<b>Totals</b>	<b>57</b>	<b>212</b>	<b>68</b>	<b>263</b>
<b>FYTD Total</b>	<b>246</b>	<b>824</b>	<b>321</b>	<b>1076</b>

**SENIOR SOCIAL SERVICES**

Senior Social Services continues to assist telephonically and virtually throughout COVID. Through contactless visits, the Geriatric Aides continue to provide lunches to seniors throughout the week, as well as run errands including trips to the grocery store and pharmacy. Keeping abreast of resources being developed through the county, state, and federal programs has been essential in providing our seniors with the latest programs they may be eligible for. Staff continues to do everything possible to ensure older adults can stay at home safely while having their essential needs met. Welfare checks continue in collaboration with the county's adult protective services and the Carson Sheriff Station. Organizations and community partners continue to offer virtual programming that our residents can benefit from. Staff continues to work closely with PIO to update information regarding programs and services to be listed in the Recreation Guide, including "Summer Silver Cheer" program and providing "Stay Cool" packages that are delivered to some of our homebound seniors. Dates are set in August for support group programs including Bereavement, Caregiver, as well as a newly established program called "Senior Share" where seniors will have an opportunity to story tell and exchange words of wisdom.

**EARLY CHILDHOOD**

For the month of July Early Childhood teachers prepared the children for the upcoming summer weather. The children learned the importance of keeping their bodies hydrated and wearing sunblock while playing outdoors. The children also learned about fire safety, and practiced the stop, drop and roll technique.

**EARLY CHILDHOOD EDUCATION  
In-Person**

WEEK	AM	PM	FT
7/1-7/2	20	8	36
7/5-7/9	20	8	36
7/12-7/16	20	8	36
7/19-7/23	20	8	36
7/26-7/30	20	8	36
<b>Totals</b>	<b>100</b>	<b>40</b>	<b>180</b>
<b>FYTD Total</b>	<b>256</b>	<b>104</b>	<b>448</b>

**THERAPEUTIC RECREATION**

The summer session of virtual programming ended this month. Participants were able to take part in our Art & Crafts, Social Club, and Exercise programs. Highlights have included decorating water bottles, trivia, and low-impact cardio workouts. Skill Builders Occupational Therapy, in partnership with the Cal

State University Dominguez Hills Occupational Therapy (CSUDH OT) program, for teens is still ongoing and will run until August 5<sup>th</sup>. Offering OT to this age group (12–22) for the first time has been a great success!

**THERAPEUTIC RECREATION**

WEEK	SKILL BUILDERS (O.T.)	SOCIAL CLUB	EXERCISE	ART & CRAFTS
7/1-7/2	5	No class	No class	No class
7/5-7/9	No class	8	7	No class
7/12-7/16	7	6	8	8
7/19-7/23	4	8	5	7
7/26-7/30	6	8	8	8
<b>Totals</b>	<b>22</b>	<b>30</b>	<b>28</b>	<b>23</b>
<b>FYTD Total</b>	<b>93</b>	<b>107</b>	<b>194</b>	<b>167</b>

**SPECIAL INTEREST CLASSES**

Start Smart Soccer classes will begin in the fall. Class size is likely to increase from 5 children to 10 per class. Fit Happens (Boot Camp) resumed outdoor classes at the Carson Community Center on Tuesdays and Thursdays. Punch cards are available for purchase in 6, 12, or 20 class increments.

**COVID TASK FORCE**

The COVID Task Force was originally created to assist the community with emergency programs and resources needed for the COVID-19 pandemic. Over the past year the needs of the community have evolved from assisting and feeding many residents, providing COVID testing, supporting homebound seniors, collaborating with outside organizations, to providing vaccinations.

Staff’s biggest challenge was creating innovative ways to deliver these services to an elderly population with little technical knowledge. To solve this issue, staff created call centers to answer questions from the community, provide welfare checks to homebound seniors, and distribute flyers of all current programs, including our daily Grab-N-Go lunch program. Currently, the infection rate has decreased thereby reducing the amount of testing days, and increasing the amount of vaccination pop ups.

WEEK	CALL CTR	GRAB & GO MEALS	TEST SITE CALL CTR	TEST SITE TEST GIVEN	TEST SITE HOME VISITS	CETG 2.0
7/5-7/8	0	600	1	398	0	33
7/12-7/15	0	1,200	3	84	0	39
7/19-7/22	0	1,200	18	578	0	30
7/26-7/29	0	3,000	32	76	0	20
<b>Totals</b>	<b>0</b>	<b>6,000</b>	<b>49</b>	<b>1136</b>	<b>0</b>	<b>122</b>
<b>FYTD Total</b>	<b>17,217</b>	<b>202,573</b>	<b>9,183</b>	<b>38,876</b>	<b>109</b>	<b>1,634</b>

Discontinued Programs - Carson Essentials to Go: 1,656; Food Distribution: 300; Meals on Wheels: 11,146

**COMMUNITY CENTER**

**RENTALS**

The Community Center is open for rentals. Data for the month of July is as follows:

WEEK	INTERNAL	EXTERNAL	REVENUE	FY 21-22 Revenue YTD	FY 21-22 External YTD
7/04-7/10	4	7	6607.30	6607.30	7
7/11-7/17	5	8	9387.70	9387.70	8
7/18-7/24	6	7	5322.70	5322.70	7
7/25/7/31	8	9	6600.60	6600.60	9
<b>Monthly Total</b>	<b>23</b>	<b>31</b>	<b>\$27,918.30</b>	<b>\$27,918.30</b>	<b>31</b>

**STAFFING**

The Division is currently in the process of filling a vacant full-time Event Services Coordinator I. On July 22, 2021 selection interviews were held with five candidates. A candidate was selected for the position. Since the selection was an internal candidate it is anticipated they will start by mid-August. This position will assist with the booking of internal/external events at the Community Center, coordinate with operations staff on room setups/layouts, work with Choura Venue Services on client catering requests and attend trade shows as needed to market the facility to the public.

**TRANSPORTATION**

The City of Carson’s Transportation Division provides city-wide transportation programs including; fixed-route public bus service, first mile/last mile ride-hail services, specialized elderly and disabled transportation (Dial-A-Ride/Access), and bus transportation in support of City parks and youth programs. Transportation also works directly with LA Metro, South Bay Cities Council of Government (SBCCOG), and South Coast Air Quality Management District (AQMD) on a variety of transportation policies, new initiatives, and funding opportunities.

**CARSON CIRCUIT**

The Disaster Council suspended the Carson Circuit effective March 28, 2020 out of safety concerns related to the COVID-19 pandemic, and the possibility of spreading the virus to passengers and bus operators. Over the next few months, staff worked with transportation consultants to finalize the City’s very first Comprehensive Operations Analysis (COA) of the Carson Circuit service. The report assessed the inefficiencies of the current program, and provided recommendations for future improvements.

Contingent upon City Council approval, fixed-route bus services may return September 19, 2021 in the form of an interagency agreement with Long Beach Transit (LBT). LBT will operate three (3) new routes along major surface streets in both directions, providing faster connections to top destinations and neighboring bus lines.

In conjunction with this new service, the Transportation Services Division is proposing to reestablish the Carson Circuit as a staff-operated service, in the form of two (2) new routes. The new Carson Circuit service will run concurrently with LBT, servicing areas that may require a longer walk to a bus stop, provide connections to other bus lines, and help Carson students travel to and from their respective schools.

The service schedule has also been modified to run exclusively during peak traveling times to better optimize the City’s operating resources. These modifications are also supported by the City’s recently completed Comprehensive Operations Analysis, or route study. Funding for both services is provided through the City’s Proposition A and C returns.

**CARSON CIRCUIT RIDERSHIP<sup>[1]</sup>**

	Cash Fare (\$1)	Wheel-Chairs (Free)	Seniors (Free)	Transfer/EZ/TAP	Total Trips
June 2021	(Services currently suspended)				
June (2019 comparison)	Data unavailable (Services suspended March 2020)				
FY 20-21 YTD	(Services currently suspended)				

DIAL-A-RIDE

COVID-19 UPDATE - Dial-A-Ride services are now available to Carson residents of all ages, with or without disabilities. Participants can order on-demand taxi service and receive a 50% discount off their ride. As of March 2021, Carson residents can take advantage of complimentary no-cost taxi rides TO and FROM any City-designated vaccination site falling within three (3) miles of City boundaries. Taxi drivers will stay with the riders throughout the entire process, ensuring a safe and worry-free return.

Compared to its lowest dip in April 2020, ridership has dramatically improved by nearly 93% and continues to recover.

**DIAL-A-RIDE RIDERSHIP<sup>[1]</sup>**

	Total Rides	Total Passengers	Avg Trips per Day	Avg Cost per Trip
June 2021	1,479	3,948	49	\$11.76
June 2020 comparison	881	1,116	29	\$14.58
<b>FY 20-21 YTD - Total</b>	<b>14,978</b>	<b>22,809</b>	<b>41</b>	<b>\$13.00</b>

LYFT

Carson residents are eligible to receive a 50% discount off the cost of their Lyft ride. Riders pay half and City pays half up to a maximum City subsidy of \$10. Participants must be 18 years of age or older to ride alone. Rides must start AND end within City boundaries.

**LYFT RIDERSHIP<sup>[1]</sup>**

	Total Rides	Avg total cost per trip	Avg trip cost to rider
June 2021	325	\$11.20	\$5.57
<b>FY 20-21 YTD - Total</b>	<b>4,623</b>	<b>\$8.84</b>	<b>\$4.11</b>
<b>From April 2020 – Present</b>	<b>5,149</b>	<b>\$8.68</b>	<b>\$3.99</b>

\* Majority of rides took 5-10 minutes in duration, 0-2 miles in distance. Average trip costs are on a rise due to 1) increased ride times stemming from traffic returning to pre-pandemic levels, and 2) nationwide shortage of drivers/gig workers.

FUTURE PLANS

To compliment the upcoming LBT and Carson Circuit bus routes, staff is working on a future Capital Improvement Plan to purchase new bus shelters and benches. The shelters will be similar to the newer silver models along Carson Street and CSUDH. Staff is working towards replacing all of the remaining shelters by FY 24 in an effort to create a modern and uniform look throughout the City.

ADMINISTRATIONPARKS & RECREATION & COMMUNITY SERVICES MASTER PLAN

In recent months, several staff have/will be departing from Community Services for reasons as varied as new roles with different agencies, internal promotions, and pending retirement. Changes of note include the following:

- Recreation Senior Specialist accepted a position with an Orange County agency
- Reservations Coordinator will retire in September
- PT Recreation Receptionist/Switchboard Operator promoted to FT Typist Clerk I in Public Safety
- PT Recreation Specialist promoted to a FT Senior Clerk in the City Clerk's Office
- PT Human Services Assistant Recreation Supervisor promoted to a PT City Council Field Representative

In response to these departures, recruitments are pending with some organizational modifications being considered to improve operations.

Community Services management anticipates more changes in the next few years, as anecdotal evidence suggests that many more employees will retire. With these departures in the horizon, staff is laying the groundwork to reshape the Department to make the best use of employee talents and skillsets, while enhancing services and service delivery. Staff will periodically provide updates in future reports detailing all Department exits and management's plans.

---

[1] Data received directly from contractor; statistics delayed due to internal review by contractor before release



# PROGRAMS-AT-A-GLANCE SEPTEMBER 2021



## SPECIAL EVENTS

Date	Event	Time	Location
10	Cajun and Blues White Linen Affair (Purchase Tickets: <a href="https://carsonca.gov/whitelinen/">https://carsonca.gov/whitelinen/</a> )	6:00 p.m.	Carson Event Center
18	Hispanic Heritage Month Celebration	Noon – 5:00 p.m.	Foisia Park

## MEETINGS

Date	Meeting Group	Time	Location
30	Parks, Recreation and Cultural Arts Commission	6:30 p.m.	Zoom

## PARK EVENTS

Date	Event	Time	Location
All Month	Board Game Central (Every Monday)	5:00 p.m. – 6:00 p.m.	Del Amo Park
	Archery (Every Monday)	5:00 p.m. – 6:00 p.m.	Dominguez Park
	Bonanza Games (Every Monday)	5:00 p.m. – 6:00 p.m.	Hemingway Park
	Soccer Skills Clinic (Every Monday)	5:00 p.m. – 6:30 p.m.	Dolphin Park
	Net Games (Every Tuesday)	4:00 p.m. – 5:00 p.m.	Del Amo Park
	Archery (Every Tuesday)	4:00 p.m. – 5:00 p.m.	Dolphin Park
	Tennis (Every Tuesday)	6:00 p.m. – 7:00 p.m.	Dominguez Park
	Adult Fitness (Every Tuesday and Wednesday)	6:00 p.m. – 7:00 p.m.	Calas Park
	Karate (Every Tuesday and Friday)	6:00 p.m. – 7:00 p.m.	Dominguez Park
	Basketball Clinic (Every Wednesday)	6:00 p.m. – 7:00 p.m.	Del Amo Park
	Kids in the Kitchen (Every Thursday)	5:00 p.m. – 6:00 p.m.	Del Amo Park
	Baking Class (Every Thursday)	6:00 p.m. – 7:00 p.m.	Dominguez Park
	Cardio Blast (Every Thursday)	7:00 p.m. – 8:00 p.m.	Foisia Park
	Frenzy Friday (Every Friday)	4:00 p.m. – 5:00 p.m.	Hemingway Park
	Action Theatre (Every Friday)	5:00 p.m. – 7:00 p.m.	Del Amo Park
	Hip Hop Step (Every Friday)	6:00 p.m. – 7:00 p.m.	Foisia Park
	Zumba (Every Saturday)	9:00 a.m. – 10:00 a.m.	Foisia Park
2	Last Day to Preregister for Fall Swim Lessons	4:00 p.m. – 7:00 p.m.	HAC & DAC
4	Last Day to Sign Up for Flag Football/Soccer/Girls' Softball	Park Hours	All Parks
4	Pre-Tryout Soccer Challenge	10:00 a.m. - Noon	Dolphin Park
6	SNAG Golf (Call park for registration)	6:15 p.m. – 7:00 p.m.	Veterans Park
7	Veterans Park Baseball/Softball/T-Ball Awards Banquet	Noon – 4:00 p.m.	Veterans Park
9 – 25	Veterans Park T-Ball Clinic (Call park for registration)	6:00 p.m. – 7:00 p.m.	Veterans Park
10 – 26	Veterans Park Soccer Clinic (Call park for registration)	5:00 p.m. – 6:00 p.m.	Veterans Park
11	Youth Football/Soccer Tryouts	Times Vary	All Parks
15	Let's Connect	5:00 p.m. – 6:00 p.m.	Hemingway Park
24	Fall Madden Videogame Tournament	6:00 p.m. – 9:00 p.m.	Dolphin Park
27	Fall Enrichment Classes Begin (Register at Calas or Stevenson Park)	Times Vary	Various Parks
28	Last Day to Sign up for Fall Coed Softball & Men's Softball	Park Hours	All Parks

**For more information, please call your local park or the Recreation Division at (310) 847-3570.**

## RECREATION DIVISION

\*Please note dates/times/locations/fees are subject to change without prior notice\*

<b>PARK FACILITIES</b>		
<b>Anderson Park</b> Supervisor: Isaac Gardner 19101 Wilmington Ave. Carson, CA 90746 (310) 603-9850	<b>Calas Park</b> Supervisor: Larry Failla 1000 E. 220 <sup>th</sup> St. Carson, CA 90745 (310) 518-3565	<b>Carriage Crest Park (CCPK)</b> Supervisor: Carolyn Pele 23800 S. Figueroa St. Carson, CA 90745 <span style="color: red;"><b>Closed</b></span>
<b>Carson Park</b> Supervisor: Cristina Herrera 21411 S. Orrick Ave. Carson, CA 90745 (310) 830-4925	<b>Del Amo Park</b> Supervisor: Aundrea "Peach" Rockhold 703 E. Del Amo Blvd. Carson, CA 90746 (310) 329-7717	<b>Dolphin Park</b> Supervisor: Pat Camacho 21205 Water St. Carson, CA 90745 (310) 549-4560
<b>Dominguez Park</b> Supervisor: Jose Piña 21330 Santa Fe Ave. Carson, CA 90810 (310) 549-3962	<b>Foisia Park &amp; Fabela Chavez Boxing Center</b> Supervisor: Janny Noa 23410 Catskill Ave. Carson, CA 90745 (310) 830-8310 (Park) (310) 830-6439 (Boxing Center)	<b>Friendship Mini Park</b> Supervisor: Pat Camacho 21930 S. Water St. Carson, CA 90745 (310) 549-4560
<b>Hemingway Park</b> Supervisor: Gwen Whitaker 700 E. Gardena Blvd. Carson, CA 90746 (310) 538-0018	<b>Mills Park</b> Supervisor: Migdalia "Mickie" Sanchez 1340 E. Dimondale Dr. Carson, CA 90746 (310) 631-3130	<b>Perry Street Mini Park</b> Supervisor: Larry Failla 215 <sup>th</sup> & Perry St. Carson, CA 90745
<b>Reflection Mini Park</b> Supervisor: Cristina Herrera 21208 Shearer Ave. Carson, CA 90745	<b>Stevenson Park</b> Supervisor: Kenny Harris 17400 Lysander Dr. Carson, CA 90746 (310) 631-2252	<b>Veterans Park</b> Supervisor: Salvador Ortega 22400 Moneta Ave. Carson, CA 90745 (310) 830-9997
<b>Veterans SportsComplex (VSPC)</b> Supervisor: Jose "M" Tingson 22400 Moneta Ave. Carson, CA 90745 (310) 830-9992	<b>Walnut Mini Park</b> Supervisor: Gwen Whitaker 440 E. Walnut St. Carson, CA 90746	<b>Enrichment Program</b> Supervisor: Kenny Harris (310) 631-2252 or (310) 847-3570
<b>Aquatics</b> Supervisor: Dara Sandoval General Line: (310) 816-9381	<b>Carson Pool</b> 21436 S. Main St. Carson, CA 90745 (310) 830-1053 carsonpl@carsonca.gov	<b>Dominguez Aquatic Center (DAC)</b> 21330 Santa Fe Ave. Carson, CA 90810 (310) 830-2391 dac@carsonca.gov
<b>Foisia Pool</b> 23410 Catskill Ave. Carson, CA 90745 (310) 549-9051 foisiapl@carsonca.gov	<b>Hemingway Aquatic Center (HAC)</b> 16605 S. San Pedro Carson, CA 90746 (310) 324-2515 hac@carsonca.gov	

**ITEM NO.3  
CONSENT CALENDAR**

<b>Corporate Yard</b> 18601 S. Main St. Carson, CA 90248 (310) 847-3570	<b>City Hall</b> 701 E. Carson St. Carson, CA 90745 (310) 830-7600	<b>Carson Event Center</b> 801 E. Carson St. Carson, CA 90745 (310) 835-0212
--	---	---

**For more information, please call your local park or the Recreation Division at (310) 847-3570.**

**RECREATION DIVISION**



**ITEM NO. 1  
DISCUSSION**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, August 26, 2021

---

**SUBJECT:  
MARKETING PLAN FOR COMMUNITY CENTER**

**I. SUMMARY**

The marketing plan (Exhibit No. 1) is being developed in direct response to the opportunities, challenges and key issues the Community Center Division has identified as priorities. The plan is to be used as the basis for which all marketing efforts are to be conducted and measured, but is subject to natural updates and revisions as circumstances change and goals are achieved.

The marketing plan is one inclusive document that covers the Event Centers: philosophy, mission statement, core values, marketing goals & strategies, market analysis, marketing tools & techniques, and an annual calendar of marketing content.

**II. RECOMMENDATION**

RECEIVE and FILE this report.

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

The marketing plan is being developed in direct response to the opportunities, challenges and key issues the Community Center Division has identified as priorities. The plan is to be used as the basis for which all marketing efforts are to be conducted and measured, but is subject to natural updates and revisions as circumstances change and goals are achieved.

*Purpose of Carson Event Center*

- Meet customer demand and satisfaction for specific events/bookings.
- Facilitate and coordinate public and private resources to maximize event opportunities.
- Maximize use of Event Center.
- Maximize revenue generating opportunities to offset operational costs.
- Provide cost effective options for catering.

**Philosophy**

The Carson Event Center offers convenient, affordable and cherished memories to its participants, recognizing municipal government's responsibility to provide top

notch facilities and leisure opportunities. The Division strives to improve the quality of life experiences and to offer the most efficient and professional services by:

- Providing and maintaining the Event Center for use by the general public.
- Providing trained and qualified personnel for the planning and supervision of event planning, and for facility maintenance
- Welcoming public input into the planning and evaluation of services and the facility.

### **Mission Statement**

The Event Center provides an attractive, safe, clean and accessible facility for hosting conferences, conventions, and special private activities to satisfy community demand of a state of the art event and meeting venue.

### **Core Values**

The core values of the event center are based on the following:

*Service:* We extend our passion for service to all we encounter, and consider the following as our “customers”, residents, internal team members, Mayor & City Council, agencies, visitors and the entire community we serve.

*Professionalism:* We are a team of professionals that take pride in always doing what is right. We value our role as community ambassadors and are dedicated to serving the community in the most efficient, effective and safe manner.

*Teamwork:* We put team success first and work to promote cooperation and commitment within the Division to fulfill our mission and serve our community. We believe that together we achieve more.

*Initiative:* We are committed to the pursuit of excellence and believe that innovation, learning and growth are critical to that pursuit. We all act like owners and take personal responsibility for the Division’s success.

*Communication:* We value relationships in all areas and believe that communication is fundamental to the success of our team, our “customers” and our community

### **Marketing Goals & Strategies**

*Goals:*

- Inform the public about amenities and services that are being offered.
- Offer quality experiences that benefit the community and enhance the quality of life.
- Educate the staff about the benefits of events and the opportunities that exist to enhance the quality of life for all.
- Increase patronage on a year-round basis.
- Increase revenue by attracting local businesses, offering incentives, and amenities that meet the current needs of the community.
- Encourage camaraderie and the value of fun & work.

- Provide exemplary customer service.

*Strategies*

- Clearly communicate information about our amenities and services to customers through customer-oriented public relations and marketing.
- Identify and promote events so that the general public may participate exposing them to the Event Center.
- Use branding consistently on all forms of marketing communications, including flyers, brochures, videos and giveaway items.
- Develop strategic partnerships with other services to highlight the Event Center as a key destination for events.
- Always be responsive to customer input and reactions.

**Market Analysis**

Other booking venues in the area include the Double Tree Hotel, The Centre at Lakewood, Marriot in Torrance, and the Torrance Cultural Arts Center. The Event Center shares many of the same goals as other venues. It is paramount to examine competing venues, resources, and fees to identify potential niches and to spark internal facility development. Consequently, the marketing of amenities and services presented by the Event Center is essential in creating a positive identity, informing the community and separating offerings from those of other venues.

**Marketing Tools & Techniques**

There are a variety of marketing tools & techniques that the Event Center can take advantage of to generate bookings & revenue. Some of those mediums consist of the Community Service guide which is sent to the residents of Carson; City website – specifically the Department webpage; direct mail; email blasts through ActiveNet; Social Media – Instagram and Facebook; attendance at trade shows marketing the facility and catering; banners and marquee signage.

**Annual Calendar of Marketing Content**

An annual calendar of marketing benchmarks and content has been established for staff to work off for the marketing of the Event Center (Exhibit No. 2).

**V. FISCAL IMPACT**

None

**VI. EXHIBITS**

1. Draft Marketing Plan (9 pgs.)
2. Annual Marketing Calendar (1 pg.)

Prepared by: Adrian Reynosa, Community Center Manager

# Carson Event Center Marketing Plan

## Table of Contents

Statement of Purpose	3
Philosophy	3
Mission Statement	4
Core Values	4-6
Marketing Goals & Strategies	6-7
Market Analysis	7-8
Marketing Tools & Techniques	8-11

## STATEMENT OF PURPOSE

The management and staff of the Carson Event Center are committed to the successful implementation of a focused and coordinated plan of action.

This document was developed in direct response to the opportunities, challenges and key issues the Community Center Division has identified as priorities. The plan is to be used as the basis for which all marketing efforts are to be conducted and measured, but is subject to natural updates and revisions as circumstances change and goals are achieved.

### *Purpose of Carson Event Center*

- Meet customer demand and satisfaction for specific events/bookings.
- Facilitate and coordinate public and private resources to maximize event opportunities.
- Maximize use of Event Center.
- Maximize revenue generating opportunities to offset operational costs.
- Provide cost effective options for catering.

### **Division Summary**

The Carson Event Center averages 5,600 internal and external events per year. Events range from government, corporate, private and public. The Event Center provides 40,000 square feet of flexible meeting space including a 12,000 square foot ballroom. Wi-Fi is available throughout the facility at no charge. Fixed and portable audio visual equipment, stage and theatrical lighting are available. The Event Center has 755 parking stalls available and is conveniently located next to the 225 room Double Tree Hotel. The Event Center is within 30 minutes of LAX & Long Beach Airport and conveniently located off the 405 freeway.

### **Philosophy**

The Carson Event Center offers convenient, affordable and cherished memories to its participants, recognizing municipal government's responsibility to provide top notch facilities and leisure opportunities. The Division strives to improve the quality of life experiences and to offer the most efficient and professional services by:

- Providing and maintaining the Event Center for use by the general public.
- Providing trained and qualified personnel for the planning and supervision of event planning, and for facility maintenance.
- Welcoming public input into the planning and evaluation of services and the facility.

### **Mission Statement**

The Event Center provides an attractive, safe, clean and accessible facility for hosting conferences, conventions, and special private activities to satisfy community demand of at a state of the art event and meeting venue.

## Core Values

### **Service**

*We extend our passion for service to all we encounter, and consider the following as our “customers”, residents, internal team members, Mayor & City Council, agencies, visitors and the entire community we serve.*

We:

- Greet and welcome every “customer”
- Offer our assistance
- Treat all “customers” consistently and equally
- Go “above and beyond” to build and maintain positive relationships with our “customers”

### **Professionalism**

*We are a team of professionals that take pride in always doing what is right. We value our role as community ambassadors and are dedicated to serving the community in the most efficient, effective and safe manner.*

We:

- Lead by example and represent our fellow team members, the City and our Community in a positive manner at all times
- Maintain a professional appearance
- Are punctual and dependable at all times
- Maintain the highest integrity at all times by being honest, dependable and trustworthy
- Actively look for ways to improve efficiency, productivity, processes and tasks
- Maintain vigilance regarding our safety, the safety of our team members and of our community

### **Teamwork**

*We put team success first and work to promote cooperation and commitment within the Division to fulfill our mission and serve our community. We believe that together we achieve more.*

We:

- Actively seek ways to collaborate with team members throughout the Organization
- Encourage Division wide team unity by willingly sharing resources, knowledge and time
- Display an understanding of how our job relates to others
- Recognize and support the ideas, achievements and contributions of team members
- Treat team members and “customers” with respect at all times
- Take responsibility for our actions

### **Initiative**

*We are committed to the pursuit of excellence and believe that innovation, learning and growth are critical to that pursuit. We all act like owners and take personal responsibility for the Division's success.*

We:

- Are proactive in identifying what needs to be done and taking action before being asked
- Identify problems/issues promptly and offer solutions
- Actively seek increased responsibility
- Ask for help when needed
- Actively seek and participate in new learning
- Embrace and support change

### **Communication**

*We value relationships in all areas and believe that communication is fundamental to the success of our team, our "customers" and our community.*

We:

- Use open and direct communication at all times
- Create a climate of trust
- Listen effectively
- Communicate positively, effectively and promptly in both oral and written form
- Are impartial, polite and approachable in all interactions with team members
- Actively seek and provide positive, constructive feedback

### **Marketing Plan**

#### *Facility Profile*

Located in Carson, CA the Event Center lies within easy access of LAX to the North and Long Beach Airport to the South. There are neighboring facilities such as the Long Beach Convention Center, the Centre at Lakewood and the Torrance Cultural Arts Center that offer bookable spaces. What distinguishes the Event Center from its competitors are its affordability, easy accessibility, convenient location and quality catering options. The Event Center's slogan is "Space, Value, and Location."

#### *Why is Marketing Important?*

With varying facilities of bookable space for events, there has never been a more crowded landscape of offerings. While the Event Center is a government agency, it must operate as business in order to reduce its dependency on the general fund. In other words, the goal is to provide an attractive facility with affordable catering options to its clients. It also means establishing ways to create loyalty to retain customers (repeat bookings) over the long term.

The following highlights the importance of marketing for the Event Center:

- Marketing is a profession, and involves many skill sets. It is critical to the facility. No business or organization can successfully exist without it.
- Marketing is about identifying and targeting markets and appealing to those markets.
- The Event Center must break down the users into segments and be aware of the differences between these groups.
- Moving toward market segmentation will move us toward serving each group better, and gaining more bookings and patronage.
- The Event Center must creatively reach these different groups, using new approaches, perhaps considering the translation of marketing materials into other languages, devising incentive programs or putting more resources into marketing.
- Most facilities pride themselves in creating lasting experiences to its users. The Event Center must show that the experience it provides is second to none.
- It is of the utmost importance to utilize the five key **P's**: **Product** – the service the Event Center offers, including the experience and the way it's presented; **Price** – finding the correct cost for users; **Place** – everywhere that the user comes into contact with the service or product and everywhere that the user comes into contact with while participating in or traveling to the service; **Promotion** – the act of selling and hyping events, services and programs; **Position** - how the products and services are positioned among the offerings of other facilities.

#### *Marketing Goals & Strategies:*

##### Goals:

- Inform the public about amenities and services that are being offered.
- Offer quality experiences that benefit the community and enhance the quality of life.
- Educate the staff about the benefits of events and the opportunities that exist to enhance the quality of life for all.
- Increase patronage on a year-round basis.
- Increase revenue by attracting local businesses, offering incentives, and amenities that meet the current needs of the community.
- Encourage camaraderie and the value of fun & work.
- Provide exemplary customer service.

##### Strategies:

- Clearly communicate information about our amenities and services to customers through customer-oriented public relations and marketing.
- Identify and promote events so that the general public may participate exposing them to the Event Center.
- Use branding consistently on all forms of marketing communications, including flyers, brochures, videos and giveaway items.
- Develop strategic partnerships with other services to highlight the Event Center as a key destination for events.
- Always be responsive to customer input and reactions.

### *Market Analysis:*

Other booking venues in the area include the Double Tree Hotel, The Centre at Lakewood, Marriot in Torrance, and the Torrance Cultural Arts Center. The Event Center shares many of the same goals as other venues. It is paramount to examine competing venues, resources, and fees to identify potential niches and to spark internal facility development. Consequently, the marketing of amenities and services presented by the Event Center is essential in creating a positive identity, informing the community and separating offerings from those of other venues.

### *Division SWOT Analysis*

#### Strengths:

- Convenient location off of 405 freeway adjacent to Double Tree Hotel for overnight accommodations.
- Ample free parking.
- 40,000 square foot facility with twenty-three bookable spaces (indoor/outdoor).
- Employee loyalty, customer service and dedication.
- Free Wi-Fi.

#### Weaknesses:

- Inconsistent branding (facility has multiple names).
- Antiquated décor in some areas.
- Room names (Adult Lounge/Adult Activity Room/Room 107/etc.).
- Implementation/effectiveness of staff training processes in a fast paced environment.
- Inter-divisional communication.
- Conflicting bookings with inter-departmental programs during peak programming periods.
- No defined cost recovery policy.
- Exclusive caterer, pricing, staff turnover.
- Consistency in address (two listed).

#### Opportunities:

- Potential to serve local business community.
- Upgrade digital marquee for advertising of facility/events.
- New registration/reservation software.
- Digital one stop kiosks.
- Partnering with external service providers.
- Upgraded dedicated website with virtual tour capabilities.
- Develop promotional video of facility.
- Update facility logo.
- Fee study to set competitive market prices for bookings and establish cost recovery policy.

- New catering RFP to allow for multiple vendor catering options. A “preferred” list of vendors.
- Upgrade to “Plug & Play” AV capabilities in the main ballrooms.

Threats:

- Continued shutdown due to pandemic.
- Competing venues.

Marketing Tools and Techniques

Program & Service Marketing

Community Services Guide

This publication produced four times a year, is the primary tool for disseminating information about the Carson Event Center services and amenities. The guide provides photos and a general description of the Event Center, and is delivered to 34,900 households in the Carson area.

Fliers, Pamphlets, Postcards and Other Printed Materials

The Division frequently creates fliers and other printed materials for its amenities and services. These are displayed at trade shows (when applicable) and can be displayed at other events (Carson Chamber of Commerce Quarterly Breakfast). Internally these materials can be placed at City Hall, Community Center Park sites and Department related events.

City Web Site

The Community Services Department is visible on the City of Carson’s main website. Within the Community Services Department page is a dedicated link for the Event Center. The Event Center page features pictures, general information, catering and an inquiry submission form.

The Event Center page is in need of an update that would be a one stop shop for potential clients. This would include FAQ’s, pricing, catering information, booking policies & procedures, virtual tours and an inquiry submission form.

Direct Mail

Due to its cost, direct mail is traditionally used to notify residents of an upcoming service or of the most recent Community Services guide. A one-time postcard mailing could be scheduled to inform the residents of upcoming booking opportunities once the pandemic has shown signs of subsiding and events are allowed again.

E-mail

Due to its reach and ease in preparation, effectiveness and lack of implementation cost, email is a viable option for mass communication on the Event Centers amenities and services. Blast emails could be routinely setup to past and existing clients regarding upcoming public events, booking incentive opportunities or open house nights.

### Wedding Websites

The Wedding Wire and the Knot are two of the available websites to promote the amenities and services of the Event Center. For an annual subscription the Event Center can be listed as a venue option for those seeking a location for their wedding ceremony or reception.

### Community Event Sections

The Long Beach Business Journal features an annual report on the City of Carson, highlighting various businesses, state of the city, benchmarks and key stakeholders. This is a prime opportunity for the Event Center to be featured at a minimal cost. In turn this would reach a broader audience outside of Carson for potential future bookings.

### Social Media

The City of Carson utilizes Facebook and Twitter to promote or draw attention to programs and services. In addition, the Event Center has its own dedicated Instagram account.

### Trade Shows

Pre-pandemic the Event Center participated in ten annual trade shows. The purpose of attending was to promote the Event Center's amenities, services, catering as well as networking and establishing working relationships with other "like" vendors.

### Awareness/Informational Marketing

#### Word of Mouth

Word of mouth marketing is the hardest to quantify and project, even though it may be the most effective. The key with this type of marketing is the quick spread of information, especially about center staff, customer service, catering and overall satisfaction. This often starts internally, within the Division and spreads outward, but it can form without formal marketing efforts. Word of mouth is often centered on perceived outcome quality and facility reputation.

#### Banners and Marquee Signage

Banners and signage are popular and important marketing options for the Event Center. Banners are displayed at trade shows and can be displayed at the Corporate Yard and main lobby of the Event Center. They are produced and purchased locally in Carson by a vendor. In addition, the Event Center has its own dedicated marquee; pre-pandemic it was scheduled to be replaced with a modern up to date version to advertise the various services and events at the Event Center as well as City Sponsored events.

\*It should be noted that this is not a how to guide for marketing, but rather a set of guidelines for all Division Sales Employees. Variations from this list of preferred marketing options must be submitted to the Division Manager prior to implementation.

For maximum results, all marketing efforts should use the available SWOT Analysis and Market Analysis. These resources strengthen the marketing campaigns due to their valuable insight into the Division's target audience.

# CONTENT MARKETING CALENDAR

## EXHIBIT 2

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	January	February	March	April	May	June	July	August	September	October	November	December
<b>Website</b>	Update Content			Update Content			Update Content			Update Content		
<b>Social Media: Instagram &amp; Facebook</b>	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events	Posting of CommCtr Events
<b>Carson Report Dept. Brochure</b>	Winter Edition			Spring Edition			Summer Edition			Fall Edition		
<b>Tradeshows</b>	Bride World Expo Redondo Beach	I DO! An event for the Stylish Bride	Bride World Exp LA Convention Center					Quincenera Expo	CA Bridal & Wed Expo		Great Bridal Expo	
<b>Incentives</b> (Content Added As Incentives are approved)												
<b>Catering</b>		Quarely Tasting			Quarterly Tasting			Quarterly Tasting			Quarterly Tasting	
<b>Double Tree</b>	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call	Monthly Conference Call
<b>Notes</b>	Followers Instagram: 268 Facebook: 1544											



**ITEM NO. 3  
DISCUSSION**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, August 26, 2021

---

**SUBJECT:  
SPECIAL EVENTS PARTNERSHIP AGREEMENT**

**I. SUMMARY**

On February 18, 2020, the City Council accepted and adopted an Independent Accountants' Report by Gruber and Associates, a financial advisory firm, who was retained to review and evaluate the financial data, policies and procedures, and internal controls relating to the City of Carson Special Events Special Revenue Fund. Shortly thereafter, on April 6, 2021, the City Council approved Resolution No. 21-012 adopting a policy to implement the recommendations made by Gruber in the Report with respect to the Special Events Special Revenue Fund. To further codify the recommendations of the Gruber Report and to ensure compliance with the new policy, staff is seeking approval of a Special Events Partnership Agreement template to be used with community groups wishing to collaborate with the City on various special events that may incorporate the transaction of money during the execution of event planning and implementation.

**II. RECOMMENDATION**

1. RECOMMEND City Council APPROVE the Special Event Partnership Agreement template; and
2. RECOMMEND City Council APPROVE delegation to the City Manager authority to execute and approve agreements that are drafted based on the approved template.

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

On February 18, 2020, the City Council accepted and adopted an Independent Accountants' Report by Gruber and Associates (Exhibit 3), a financial advisory firm, who was retained to review and evaluate the financial data, policies and procedures, and internal controls relating to the City of Carson Special Events Special Revenue Fund. The report highlighted several issues related to the handling of event expenditures, contract services/procurement activities, and event revenues. Specifically, the report made eight recommendations for the proper management of event funds and collaboration with community non-profits wishing to partner with the City in the delivery of events.

On April 6, 2021, the City Council approved Resolution No. 21-012 (Exhibit 2) adopting a policy to implement the recommendations made by Gruber in the Report with respect to the Special Events Special Revenue Fund. The policy instituted 11 broad requirements to regulate the expenditures, revenues, and coordination of contract services and procurement tasks related to each event. To further codify the recommendations of the Gruber Report and to ensure compliance with the new policy, staff is seeking approval of a Special Events Partnership Agreement template (Exhibit 1) to be used with community

**ITEM NO. 3  
DISCUSSION**

groups wishing to collaborate with the City on various special events that may incorporate the transaction of money during the execution of event planning and implementation.

Should the Commission recommend approval of the agreement template, staff will also prepare a resolution for City Council to delegate execution authority to the City Manager for such agreements in the future.

**V. FISCAL IMPACT**

None

**VI. EXHIBITS**

1. Draft Special Events Partnership Agreement (15 pgs.)
2. Resolution No. 21-012, Special Events Fiscal Policy (4 pgs.)
3. Independent Accountants' Report of Carson Special Events (54 pgs.)

Prepared by: Robert Lennox, Community Services Director

**SPECIAL EVENT PARTNERSHIP AGREEMENT  
BETWEEN THE CITY OF CARSON AND \_\_\_\_\_**

THIS SPECIAL EVENT PARTNERSHIP AGREEMENT (herein “Agreement”) is made, entered into, and made effective the \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, by and between the CITY OF CARSON, a California municipal corporation (“City”), and \_\_\_\_\_, a \_\_\_\_\_ nonprofit corporation (“Partner”). City and Partner are sometimes hereinafter individually referred to as a “Party” and hereinafter collectively referred to as the “Parties.”

**RECITALS**

**WHEREAS,** \_\_\_\_\_; and

**WHEREAS,** \_\_\_\_\_; and

**WHEREAS,** \_\_\_\_\_ (the “Event”), on the terms and conditions set forth herein.

**NOW, THEREFORE,** the Parties agree as follows:

**OPERATIVE PROVISIONS**

- 1. Recitals. The foregoing recitals are true and correct, and the same are incorporated herein by this reference.
- 2. Purpose. The purpose of the Event is to commemorate \_\_\_\_\_. The City has a significant \_\_\_\_\_ population, and has in past years worked with Partner to stage events and other activities designed to celebrate the Event in the City, not only for the benefit of its \_\_\_\_\_ residents but also for all other City residents and visitors, as doing so advances the public welfare by promoting public knowledge, awareness, understanding, education, tolerance and togetherness, and benefits the community.
- 3. Parties’ Responsibilities.
  - A. City. City will fulfill the following responsibilities in connection with the Event:
    - i. At City’s election, the City’s Public Information Office (“PIO”) will make reasonable efforts to market or publicize the Event via the PIO’s usual measures/outlets, including on the City’s website, on City social media pages, via one or more Clear Channel billboard advertisements, and via posting or dissemination of flyers at City-owned facilities. However, the PIO shall not be solely responsible for marketing or publicizing the Event, and Partner may do so as well via its own means on the terms set forth in this Agreement.
    - ii. City staff will help to set up and tear down any equipment needed and to be used for the Event.

iii. City will waive City facility use and equipment fees up to \$ \_\_\_\_\_, as specified in Section 5.

iv. Provide financial assistance to Partner up to the amount of the Contract Sum, as specified in Section 7.

B. Partner. Partner shall provide the Event Services as set forth in Exhibit “A” (Partnership Addendum).

4. Term. Unless earlier terminated in accordance with Section 11, this Agreement shall continue in full force and effect until \_\_\_\_\_, 202\_\_ or until completion of all Event Services, whichever occurs later. Notwithstanding the foregoing, certain provisions may survive termination or expiration of this Agreement where the context or express language of the provision so indicates.

5. Licenses, Permits, Fees and Assessments; Fee Waiver. Partner shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Event Services. City hereby waives the fees applicable to use or rental of City facilities and equipment for Partner to the extent Partner reasonably requires use of City facilities or equipment for the Event or Event Services, except as provided in Section 5.A of Exhibit “A” (Partnership Addendum), and provided that all such use of City facilities shall be subject to prior approval of the Contract Officer or designee.

6. Event Revenues. Event proceeds and Gift/Ad Revenues (as defined in Exhibit “A,” Partnership Addendum) for the Event shall be processed in accordance with the Partnership Addendum.

7. Not-to-Exceed Contract Sum. Notwithstanding any other provision of this Agreement, City’s total financial contribution and responsibility for the Event shall not exceed **Dollars (\$ \_\_\_\_\_)** under any circumstances absent a written amendment to this Agreement duly approved and executed by City (“Contract Sum”), exclusive of any fee waivers provided by City under Section 5. City will not remit any payments directly to Partner but rather, City shall remit payments to Partner’s vendors and/or contractors, upon City being provided appropriate invoices, in accordance with the Partnership Addendum.

8. Records; Auditing. Partner shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to receipt, use and disbursement of the Contract Sum, Event proceeds, Gift/Ad Revenues, and funds used to perform the Event Services or for Event-related costs or expenses (the “books and records”), as necessary to enable the Contract Officer to evaluate the performance of such services and Partner’s compliance with this Agreement, and Partner shall keep such records for a period of three years following expiration or termination of this Agreement. The Contract Officer shall have full and free access to the books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from the books and records.

9. Time of Essence. Time is of the essence with respect to performance of the Event Services.

10. Force Majeure. The time period(s) specified in this Agreement for performance of the services rendered pursuant hereto shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Partner, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if Partner shall within three (3) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the Parties. In no event shall Partner be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Partner's sole remedy being extension of the Agreement pursuant to this Section or termination under Section 11.

11. Termination.

A. Without Cause. City may terminate this Agreement at any time, without cause, upon fifteen (15) days' written notice of termination to Partner. Partner may terminate this Agreement at any time, without cause, upon forty-five (45) days' written notice of termination to City, provided that if Partner terminates this Agreement without cause, Partner shall not be entitled to compensation from City for Event Costs incurred or otherwise. If City terminates the Agreement without cause, Partner shall be entitled to compensation solely for Event Costs incurred prior to the effective date of termination, up to the Contract Sum and calculated in accordance with Exhibit "A" (Partnership Addendum), provided that Partner shall immediately cease Event Services upon receipt of the notice of termination except as otherwise authorized by the Contract Officer.

B. With Cause. In the event that Partner is in default under the terms of this Agreement, City may give Partner notice of the default, which notice shall include the reasons for the default and the time period within which Partner may cure the default. This timeframe is presumptively seven (7) days, but may be modified by the Contract Officer if circumstances warrant. City shall hold all payments to Partner while Partner is in default and shall, when the default is cured, proceed with payment of Contract Sum funds in accordance with applicable provisions of the Agreement. If Partner fails to cure the default within the cure period set forth in the notice, City may terminate this Agreement immediately upon expiration of the cure period, in which case the City may take over the Event Services and prosecute the same to completion by contract or otherwise, and shall have no obligation to compensate Partner for Event Costs incurred or otherwise. Any failure on the part of City to give notice of Partner's default shall not be deemed to result in a waiver of City's legal rights or any rights arising out of any provision of this Agreement. In the event City is in default under the terms of this Agreement, Partner may give notice of default to City, but the cure period shall be a minimum of fifteen (15) days, or longer if circumstances warrant. If this Agreement is terminated by Partner for cause pursuant to this subsection, Partner shall be entitled to compensation only for Event Costs incurred prior to the effective date of termination, not to exceed the Contract Sum.

12. Contract Officer of City. Robert Lennox, Community Services Director, or such other person as may be designated by the City Manager, is hereby designated as being the representative authorized to act on City's behalf with respect to this Agreement and all decisions in connection therewith ("Contract Officer").

13. Contract Representative of Partner. \_\_\_\_\_, \_\_\_\_\_, is hereby designated as being the representative of Partner authorized to act on its behalf with respect to the this Agreement and all decisions in connection therewith. All personnel of Partner and any authorized agents shall be under the exclusive direction of the representative of Partner. Partner shall utilize only competent personnel to perform Event Services and related administrative/accounting/recordkeeping duties. Partner shall make every reasonable effort to maintain the stability and continuity of Partner's personnel and subcontractors, and shall keep City informed of any changes.

14. Prohibition Against Subcontracting or Assignment. Partner shall not contract with any entity to perform in whole or in part the Event Services without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

15. Independent Status.

A. City and its agents and employees are, for all purposes, an independent party from Partner and shall not be deemed employees or agents of Partner. City and its agents and employees, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of Partner. Neither Partner nor any of its employees shall have any control over the manner, mode or means by which City or any of its agents or employees perform the City's responsibilities pursuant to this Agreement, except as otherwise set forth in this Agreement. Although Partner may be required by this Agreement to carry Worker's Compensation Insurance, in no event shall City or its employees or agents be entitled to unemployment or workers' compensation benefits from Partner.

B. Partner is for all purposes an independent party from City, and neither Partner, nor any officer, employee or agent of Partner, shall be deemed an officer, employee or agent of City. Partner and its officers, employees and agents shall at all times act in an independent capacity and not as officers, employees or agents of City. Neither City nor any of its officers, employees or agents shall have any control over the manner, mode or means by which Partner or any of its agents or employees perform the services required of Partner pursuant to this Agreement, except as otherwise set forth in this Agreement. In no event shall Partner or any of its employees or agents be entitled to unemployment or workers' compensation benefits from City.

16. Insurance Coverages.

A. Required Insurance. Partner shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this

Agreement, the following policy of insurance which shall cover Partner and City, City's elected and appointed officers, employees and agents, as named insureds:

i. Special Event Insurance. A policy of special event insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. Partner shall also provide City a waiver of subrogation endorsement in favor of City.

B. Third Party Insurance. All performers, service providers, exhibitors and vendors associated with the Event shall provide City with proof of liability insurance for the Event with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, and name Partner and City, City's elected and appointed officers, employees and agents, as additional insureds and provide waiver of subrogation endorsement in favor of City.

17. General Insurance Requirements. The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A-" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the City's Risk Manager or designee due to unique circumstances.

18. Indemnification. To the fullest extent permitted by law, Partner agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the services, operations or activities provided herein of Partner, its officers, employees, agents, subcontractors, volunteers, invitees, or any individual or entity for which Partner is legally liable ("indemnitors"), or arising from Partner's or indemnitors' reckless or willful misconduct, or arising from Partner's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, except claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions. The indemnity obligation shall be binding on successors and assigns of Partner and shall survive termination or expiration of this Agreement.

19. Reports. Partner shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services, operations or activities required by this Agreement or as the Contract Officer shall require.

20. Ownership of Documents; Authorized Use. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, video recordings, documents and other materials, including those that concern the Event (the "documents and materials") prepared by Partner in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Officer or upon the expiration or termination of this Agreement, and Partner shall have no claim for further

employment or additional compensation as a result of the exercise by the City of its full rights of ownership, use, reuse, or assignment of the documents and materials hereunder. Moreover, with respect to any documents and materials that may qualify as “works made for hire” as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed “works made for hire” for the City.”

21. Compliance with Law. Partner agrees to comply with all applicable federal, state and local laws and regulations and all applicable City policies, rules and regulations in connection with this Agreement and the Event.

22. Governing Law. This Agreement shall be interpreted, construed and governed, both as to validity and performance of the Parties, in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California.

23. Legal Action. In addition to any other rights or remedies, and except as otherwise provided in this Agreement, either Party may take legal action, at law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

24. Rights and Remedies are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

25. Retention of Funds. Partner hereby authorizes City to deduct from any amount payable to Partner (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Partner’s acts or omissions in performing or failing to perform Event Services under this Agreement, except as otherwise provided herein. In the event that any claim is made by a third party, the amount or validity of which is disputed by Partner, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of Partner to insure, indemnify, and protect City as elsewhere provided herein.

26. Attorneys’ Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney’s fees, whether or not the matter proceeds to judgment.

27. Non-Liability of City Officers and Employees. No officer, employee, agent or representative of the City shall be personally liable to Partner, or any successor in interest, in the event of any default or breach by the City or for any amount, which may become due to Partner or to its successor, or for breach of any obligation of the terms of this Agreement.

28. Notice. Any notice, demand, request, document, consent, approval, or communication either Party desires or is required to give pursuant to this Agreement shall be in writing and either served personally or sent by prepaid, first-class mail, addressed as follows:

To City: City of Carson  
Attn.: Robert Lennox, Community Services Director  
801 E. Carson Street  
Carson, CA 90745  
(310) 830-7600  
Email: [rlennox@carsonca.gov](mailto:rlennox@carsonca.gov)

To Partner: \_\_\_\_\_  
Attn: \_\_\_\_\_, \_\_\_\_\_  
(xxx) xxx-xxxx  
Email: \_\_\_\_\_

Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered, in seventy-two (72) hours from the time of mailing if mailed as provided in this Section, or in one business day from the time of emailing if emailed as provided in this Section.

29. Covenant Against Discrimination. Partner covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class in the performance of this Agreement. Partner shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class.

30. Conflict of Interest. No official, officer or employee of Partner has or shall have any financial interest, direct or indirect, in this Agreement, nor shall any such official, officer or employee participate in any decision relating to this Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is, directly or indirectly, interested, in violation of any State statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5.

31. Representation and Warranty of Non-Collusion. Partner represents and warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Partner further warrants and represents that it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any

money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result or consequence of obtaining any agreement. Partner is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Partner's Authorized Initials \_\_\_\_\_

32. Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the Parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the Parties via a duly approved and executed instrument in writing.

33. Waiver. Waiver by any Party of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

34. Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

35. Severability. Any term or condition of this Agreement that is deemed invalid or unenforceable by a court of competent jurisdiction shall be severed from the remainder of this Agreement, and the remaining terms and conditions hereof shall nevertheless remain in full force and effect, and shall be construed so as to effectuate the intent of the Parties.

36. Counterparts; Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, whether the signatures are originals, facsimiles or electronic. All such counterparts shall constitute one and the same instrument.

37. Authority. The persons executing this Agreement on behalf of the Parties warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other agreement to which said Party is bound.

*[Signatures on the following page]*

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the date and year first above written.

**PARTNER**

\_\_\_\_\_,  
a \_\_\_\_\_ nonprofit corporation

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Name:  
Title:

**CITY**

CITY OF CARSON,  
a municipal corporation

\_\_\_\_\_  
Sharon Landers, City Manager

**ATTEST:**

\_\_\_\_\_  
John W. Carroll, Sr., Chief Deputy City Clerk

**APPROVED AS TO FORM**

ALESHIRE & WYNDER, LLP

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

**Two corporate officer signatures required when Partner is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. PARTNER'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO PARTNER'S BUSINESS ENTITY.**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On \_\_\_\_\_, 2021 before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

<b>CAPACITY CLAIMED BY SIGNER</b>	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>
<input type="checkbox"/> INDIVIDUAL	_____
<input type="checkbox"/> CORPORATE OFFICER	TITLE OR TYPE OF DOCUMENT
_____	
TITLE(S)	
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED	_____
<input type="checkbox"/> GENERAL	NUMBER OF PAGES
<input type="checkbox"/> ATTORNEY-IN-FACT	_____
<input type="checkbox"/> TRUSTEE(S)	DATE OF DOCUMENT
<input type="checkbox"/> GUARDIAN/CONSERVATOR	
<input type="checkbox"/> OTHER _____	
_____	

**SIGNER IS REPRESENTING:**  
(NAME OF PERSON(S) OR ENTITY(IES))  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNER(S) OTHER THAN NAMED ABOVE



**EXHIBIT “A”**

**PARTNERSHIP ADDENDUM**

1. Partner Responsibilities. Partner shall provide the following services in connection with the Event (collectively, the “Event Services”):

Prepare and deliver the Event to the City. The Event:

- i. \_\_\_\_\_.
- ii. \_\_\_\_\_.
- iii. \_\_\_\_\_.
- iv. \_\_\_\_\_.
- v. May include advertisements from persons or entities who agree to sponsor or provide funding for the Event in exchange for advertisements to be displayed during the Event (“Advertisements”), subject to the following restrictions:
  - (a) Advertisements shall be allowed only to the extent necessary to cover costs or expenses incurred directly or indirectly by City or Partner to put on the Event, and shall not be used or allowed for the purpose of generating profit to either City or Partner.
  - (b) All revenues associated with Advertisement shall be paid prior to the date of the Event; if on such date the revenues associated with a given Advertisement have not been remitted, the Advertisement shall not be included in the Event.
  - (c) All Advertisements are subject to the approval of the Contract Officer before being included in the Event.
  - (d) Funding received for Advertisements shall be processed in accordance with Section 4 of this Partnership Addendum, and shall be used only for Event Purposes as provided in Section 5.B of this Partnership Addendum.

2. Schedule of Performance. Partner shall complete all Event Services in time for the Event to take place as scheduled and as provided for in this Agreement.

3. Event Proceeds. The Parties anticipate that, in addition to Gift/Ad Revenues (as defined below), proceeds will be generated as a direct result of the Event from the sale of concessions or other items that may be sold at the Event (the “Event Proceeds”). Event Proceeds shall be handled and used in accordance with Sections 4-5 of this Partnership Addendum.

4. Gift/Advertisement Revenue Sharing. Partner may attempt to fundraise for the Event by soliciting gifts/donations or Advertisements (the “Gift/Ad Revenues”). City may (but is not obligated to) provide assistance to Partner in this endeavor. No Gift/Ad Revenues may be

accepted unless remitted prior to the day of the Event. Partner shall have the option to choose one of the following revenue sharing arrangements for processing of Gift/Ad Revenues. Partner shall indicate its selection for purposes of this Agreement by checking the box next to the option it wishes to select below:

- A. Gross Gift/Ad Revenue Passthrough. Partner accepts Gift/Ad Revenues for the Event. City and Partner each pay their share of Event Costs as necessary and appropriate, initially from their own funds (not from Gift/Ad Revenues). After the Event, Partner remits the gross Gift/Ad Revenues received by Partner in a single payment to the City on or before \_\_\_\_\_, 202\_\_ (the “Gross Gift/Ad Revenue Payment”). City draws from the Gross Gift/Ad Revenue Payment as necessary to reimburse City for the Event Costs incurred by City, up to the total amount of City’s Event Costs, and then remits the remainder to Partner for Partner to draw from to reimburse Partner for its Event Costs incurred. If the Event Costs paid by City and/or Partner exceed the gross Gift/Ad Revenues (the “Unfunded Costs”), the Event Proceeds shall first be applied to defray the Unfunded Costs (equally for City and Partner where both Parties have Unfunded Costs). If any Unfunded Costs remain after application of the Event Proceeds, the City will absorb or pay (as applicable) the remaining Unfunded Costs up to the Contract Sum as set forth in Section 7 of the Agreement. Any Unfunded Costs remaining after exhaustion of the Contract Sum shall be the sole responsibility of Partner and, to the extent the same have been paid by City, shall be refunded to City within thirty (30) days of the Contract Officer’s written request, which shall be accompanied by invoices or other documentation reflecting all Unfunded Costs that are the subject of the refund request. If the total Gift/Ad Revenues and Event Proceeds exceed the total Event Costs, the excess shall be handled in accordance with Section 5.A, below.
- B. Net Gift/Ad Revenue Passthrough. Partner accepts Gift/Ad Revenues for the Event. City and Partner each pay their share of Event Costs as necessary and appropriate, with City paying its Event Costs initially from its own funds and Partner paying its Event Costs, to the extent possible, initially from Gift/Ad Revenues. After the Event, Partner remits the Gift/Ad Revenues received, net of any Event Costs paid by Partner, in a single payment to the City on or before \_\_\_\_\_, 202\_\_ (the “Net Gift/Ad Revenue Payment”). City draws from the Net Gift/Ad Revenue Payment as necessary to reimburse City for any Event Costs paid by City. If the Event Costs paid by Partner exceed the gross Gift/Ad Revenues received by Partner such that no Net Gift/Ad Revenue Payment is made, or if the Event Costs paid by City exceed the Net Gift/Ad Revenue Payment (also defined as the “Unfunded Costs” as used in this context), the Event Proceeds shall first be applied to defray the Unfunded Costs (equally for City and Partner where both Parties have Unfunded Costs). If any Unfunded Costs remain after application of the Event Proceeds, the City will absorb or pay (as applicable) the remaining Unfunded Costs up to the Contract Sum as set forth in Section 7 of the Agreement. Any Unfunded Costs remaining after exhaustion of the Contract Sum shall be the sole responsibility of Partner and, to the extent the same have been paid by City, shall be paid/refunded to City within thirty (30) days of the Contract Officer’s written request, which shall be accompanied by invoices or other documentation reflecting all Unfunded Costs that are the subject of the request. If the total Gift/Ad Revenues and Event Proceeds exceed the total Event Costs, the excess shall be handled in accordance with Section 5.A, below.

“Event Costs,” for purposes of this Agreement, means and includes hard costs incurred by City in performing its responsibilities pursuant to Section 3.A of the Agreement and by Partner in preparing and delivering the Event as set forth in Section 1 of this Partnership Addendum. “Event Costs” includes costs to purchase goods or materials and to pay approved subcontractors to perform Event Services, but does not include payment of salaries, wages, benefits, or related compensation to personnel of City or Partner for time spent related to putting on the Event.

5. Handling of Excess Gift/Ad Revenues and Event Proceeds; Use of Funds for Event Purposes Only.

A. Any excess Gift/Ad Revenues or Event Proceeds not needed to cover Event Costs pursuant to Section 4 of this Partnership Addendum shall be first used to pay any soft or indirect costs or expenses of City incurred in connection with the Event, such as costs of devoting City staff or City Attorney time or resources to performing the City’s responsibilities under this Agreement or to administrative matters related to the Event (including time spent in approving or administering this Agreement and any similar or related agreements) and fees applicable to rental of City facilities that City has otherwise waived pursuant to Section 5 of the Agreement. Any excess Gift/Ad Revenues or Event Proceeds remaining thereafter may be applied to similar soft or indirect costs or expenses incurred by Partner in connection with providing Event Services, upon submission of proof of same to the satisfaction of the Contract Officer. Any excess Gift/Ad Revenues or Event Proceeds remaining thereafter shall be applied toward a future celebration of the Event or another event that serves a public purpose, or in the case of Gift/Ad Revenues, may alternatively be refunded to the applicable donor(s)/sponsor(s) who provided them (with donors taking priority over Advertisers), as mutually agreed upon by the City’s Contract Officer and the Partner’s Contract Representative.

B. The Contract Sum and all Gift/Ad Revenues and Event Proceeds (collectively, the “Event Funds”), shall be used solely for purposes of paying Event Costs pursuant to Section 4 of this Partnership Addendum and paying additional Event-related costs and expenses (or handled properly as excess funds) as provided in subsection (A) of this Section 5 (“Event Purposes”). All use, receipt, expenditure and disbursement of Event Funds, and all payment of Event Costs and Event-related costs and expenses, shall be subject to auditing and recordkeeping in accordance with Section 8 of the Agreement. In addition to the requirements of Section 8 of the Agreement, Partner shall provide City with documentation demonstrating and confirming, to the satisfaction of the Contract Officer, that the Event Funds have been used exclusively for Event Purposes in accordance with this subsection (B), which documentation may include, but is not limited to, invoices, timesheets, receipts, bank or credit card statements, and other relevant documentation as requested by the Contract Officer, and as necessary to enable the Contract Officer to confirm that no Event Funds have been retained by Partner as profit or used for other purposes. Upon City review/auditing of the documentation and any follow up documentation that may be requested by the Contract Officer, if the City in its sole discretion determines that any Event Funds been used or retained by Partner for non-Event Purposes, the amount improperly used or retained shall be remitted to the City

within thirty (30) days of the Contract Officer's written request for proper handling in accordance with this Agreement.

C. This Section 5 shall survive any expiration or termination of this Agreement.

DRAFT

**RESOLUTION NO. 21-012****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING POLICIES AND PROCEDURES TO IMPROVE INTERNAL CONTROLS RELATING TO THE CITY'S SPECIAL EVENTS SPECIAL REVENUE FUND BASED ON RECOMMENDATIONS OF FINANCIAL ADVISORY FIRM**

**WHEREAS**, per City Council direction, Gruber and Associates (“Gruber”), a financial advisory firm, was retained to review and evaluate the financial data, policies and procedures, and internal controls relating to the City of Carson (“City”) Special Events Special Revenue Fund, the Carson Community Foundation, and the City’s Cultural Arts Program, and based on such direction, Gruber prepared an Independent Accountants’ Report (“Report”) in connection therewith; and

**WHEREAS**, on February 18, 2020, the City Council accepted and adopted the Report and directed City staff to present policies to implement the recommendations made by Gruber in the Report; and

**WHEREAS**, the City Council now desires, by this Resolution, to adopt a policy to implement the recommendations made by Gruber in the Report with respect to the Special Events Special Revenue Fund.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The foregoing recitals are true and correct and are incorporated herein by reference.

**SECTION 2.** The City Council hereby approves and directs adoption and implementation of the following procedures and practices with respect to the Specials Events Special Revenue Fund, in order to improve (i) the accounting policies and procedures, (ii) the cash receipting process, (iii) internal controls over cash disbursement, expense approval and related activities, (iv) internal controls over event expense tracking and related activities, (v) internal controls over contract approvals and related activities, and (vi) tracking of indirect costs of each special event each year to capture a true cost of putting on a specific event:

(a) All event fees and financial contributions to special events must be used before any transfer of General Fund monies to the Special Events Special Revenue Fund are made for subsidizing events. The Special Events Special Revenue Fund should not accumulate fund balance through the General Fund subsidy. Budget controls should be focused on the event costs and the General Fund transfer must provide funding for an amount up to the actual costs incurred.

(b) All transactions must be entered into the City’s accounting software correctly on the initial entry. This will require coordination with the City Treasurer’s office as well as the

Community Services Department.

(c) The City's general ledger must have unique revenue accounts in order to properly account for donations received by outside individuals and companies versus support received from not-for-profit organizations that are partnering with the City on special events.

(d) The City must fully utilize project based accounting treating each special event as a project where all revenues and expenditures can be recorded, which will allow City Council and management the ability to evaluate the cost benefit of each special event. Furthermore, detailed budgets must be submitted for each event which would be approved by Council and entered into the general ledger.

(e) Transfers are to be recorded only after an event has been completed and all revenues and costs have been reconciled; at that point, the General Fund can transfer in the needed funds to balance the net cost of the event.

(f) Cash receipting process is to be enhanced to ensure that detailed information is used when initially recording the collected funds, and avoid the need for journal entries to be made to correct the errors.

(g) Transactions are to be entered into the proper fund, department and account when initially recorded to the general ledger. The City is to fully utilize project based accounting by treating each special event as a project where all revenues and expenditures can be recorded. Furthermore, the City is to improve its budgeting process by submitting detailed budgets for each event which would be approved by Council and entered into the general ledger.

(h) Individual budgets are to be created for each event so that expenses can be charged against the budgeted accounts and that they account for straight time that employees spend on special events.

(i) All City sponsored events must follow the City's purchasing regulations, inclusive of approved City employees authorizing purchases on behalf of the City. This procedure is put in place so that the City employees tasked with overseeing the budget and monies available to be spent are utilized under fiscal prudence, which provides the City Council a level of confidence that monies are not authorized that are over the City's budgeted allowances for a particular project in a particular year.

(j) All special events contracts are to be entered into using the City's standard services contracts, or another contract form approved by the City Attorney, to ensure the City's funds are adequately protected.

(k) All indirect costs of each special event is to be tracked each year to capture a true cost of putting on a specific event. This practice will help determine if the "cost benefit" of the event justifies City continuing to subsidize a particular event. This budgeting tool can also be used as a marketing resource to the community to illuminate the cost in which the City is subsidizing events that benefit the community.

**SECTION 3.** The City Council declares that, should any provision, section, paragraph,

sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

**SECTION 5.** This Resolution shall take effect immediately upon its adoption.

[signatures on following page]

PASSED, APPROVED AND ADOPTED this 6<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani

ATTEST:

\_\_\_\_\_  
Donesia Gause-Aldana, City Clerk

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) SS:  
CITY OF CARSON             )

I, Donesia Gause-Aldana, City Clerk of the City of Carson, do hereby certify that the foregoing Resolution, being Resolution No. \_\_\_\_\_ was passed and approved by the City Council of the City of Carson, at its meeting held on April 6, 2021, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Donesia Gause-Aldana, City Clerk

Honorable Mayor and City Council  
City of Carson  
Carson, California

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

We have performed the procedures enumerated below, which were agreed to by the City of Carson (City), solely to assist in evaluating the internal controls and processes relating to the Carson Community Foundation (Foundation), City of Carson Cultural Arts Program, and the City of Carson Special Events Special Revenue Fund for the period of July 1, 2018 through June 30, 2019. The tasks performed by Gruber and Associates, Inc. consisted of compliance testing regarding the above-mentioned events and programs. This engagement to apply agreed-upon procedures was performed in accordance with the attestation standards established by the *American Institute of Certified Public Accountants* for such engagements. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. We were not engaged to, and did not; perform an examination, the objective of which would be the expression of an opinion on the specified items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We obtained financial data as well as policies and procedures from the City of Carson and the Foundation. We familiarized ourselves with those policies and procedures and selected samples of transactions, reviewed supporting documentation and interviewed selected individuals with knowledge of the programs to perform our procedures. Our procedures and results were as follows:

1. We obtained financial data for the City of Carson Special Events special revenue fund, evaluated the accounting policies and procedures, obtained City Council meeting minutes, selected samples of transactions to determine the adequacy of management oversight and controls in place.

**Results:** Based on interviews with City staff, review of documents provided and our procedures performed, we understand that the City of Carson sets aside General Fund monies to support special events during the budgeting process. Then, City Council members often solicit additional funding to support events. In some cases, the solicitation and receipt of funds is recorded by the City and in other instances, funds are sent to and received by outside Not-for-Profit organizations in support of City sponsored events. The following relates to the tested transactions reported within the City's general ledger.

Based on the financial data provided to us by the City of Carson, the Special Events special revenue fund reported \$252,500 of transfers in from the General Fund to subsidize events, \$68,979.17 of revenues generated from event fees or contributions received, and \$274,212.73 of expenses incurred. The budget for the special events was only done in overall costs, and was not detailed as to what expenses would be budgeted for each individual event. We noted the following:

- We are aware of event expenses which have been recorded in other funds that will be moved to the Special Events fund upon closing of the June 30, 2019 general ledger.
- Throughout the period of testing, we noted that transfers are recorded for events based on City Council resolutions when increases to the original budget are made for various events. These transfers are recorded for the purpose of tracking numerous changes that are made during the year. These transfers, in most cases, are made prior to an event being held or actual costs of the event being incurred.
- We noted several instances where revenues and expenditures were entered incorrectly, reversed and reentered into the system correctly.
- We noted that the City uses project based accounting for certain costs, but the budget appropriations recorded in the general ledger are not entered by project or event. Furthermore, revenues received by outside companies or Not-for-Profits that support City events are all recorded to the same revenue account: 4999 Donations. This process does not properly segregate revenues and comingles transactions into a single account.

**Recommendation:** We recommend that the City consider the following for improving the accounting policies and procedures:

- Develop a special event funding policy stating that all event fees and or contributions to events are used before any transfer of General Fund monies for subsidizing events. The Special Events fund should not accumulate fund balance through the General Fund subsidy. Budget controls should be focused on the event costs and the General Fund transfer is funding for an amount up to the actual costs incurred.
  - Efforts should be made to ensure that transactions are entered into the accounting software correctly on the initial entry. This will take coordination with the City Treasurers office as well as the Community Services Department.
  - The City' general ledger should have unique revenue accounts in order to properly account for donations received by outside individuals and company's versus support received from Not-for-Profit organizations that are partnering with the City on special events.
  - The City should fully utilize project based accounting treating each special event as a project where all revenues and expenditures can be recorded, which will allow City Council and management the ability to evaluate the cost benefit of each special event. Furthermore, the City should improve its budgeting process by submitting a detailed budget for each event which would be approved by Council and entered into the general ledger.
2. We evaluated the internal controls over cash receipting, revenue recognition and related activities of the City of Carson Special Events special revenue fund. We selected for testing 14 cash receipts totaling \$93,245.54.

**Results:** Of the 14 transactions tested, 4 of them were transfers in from the general fund. All of these transactions were supported by City Council resolutions. However, these resolutions were giving approval for increased spending for identified events, so there was no need to record the transfers until the costs of the events have exceeded the budget. Furthermore, in one instance, a transfer was recorded for an estimated cost, which had no details as to what the costs would be.

Of the remaining transactions tested, 3 were cash receipts voided out and either reentered correctly or moved to another fund of the City.

**Recommendation:** We recommend that the City consider the following for improving the cash receipting process:

- We recommend that transfers only be recorded after an event has been completed and all revenues and costs have been reconciled; at that point, the General Fund can transfer in the needed funds to balance the net cost of the event.
- Cash receipting process should be enhanced to ensure that detailed information is used when initially recording the collected funds, and avoid the need for journal entries to be made to correct the errors.

3. We evaluated the internal controls over cash disbursement, expense approval and related activities of the City of Carson Special Events special revenue fund. We selected for testing 25 cash disbursement totaling \$73,469.41.

**Results:** Based on the testing performed, we noted several instances where transactions were recorded and subsequently corrected and reentered. Of the transactions sampled, we found that the supporting documentation was within the City's internal control processes. As noted above, detailed budget of expenditures by event is not being prepared by the City. The budget appropriations process budgets a lump sum for each event, with no details as to how the funds will be spent.

**Recommendation:** We recommend transactions be entered into the proper fund, department and account when initially recorded to the general ledger. The City should fully utilize the project based accounting by treating each special event as a project where all revenues and expenditures can be recorded. Furthermore, the City should improve its budgeting process by submitting detailed budget for each event which would be approved by Council and entered into the general ledger.

4. We evaluated the internal controls over event expense tracking and related activities of the City of Carson Special Events special revenue fund.

**Results:** We found that only certain expenses are recorded directly to the special events fund and only overtime for staff is recorded to the specific event. The City also did not provide detailed budgeted expenditures for each event.

**Recommendation:** We recommend that the City create individual budgets for each event so that expenses can be charged against the budgeted accounts and that they account for straight time that employees spend on special events.

5. We evaluated the internal controls over contract approvals and related activities of the City of Carson Special Events special revenue fund. We selected for testing 16 approved contracts totaling \$58,300.

**Results:** We found that only 1 of the 16 contracts was properly signed and approved by an authorized City employee. The remaining 15 tested contracts were either not signed or were not signed by an authorized City employee.

We further noted that many of the contracts did not follow the City's standard contract for services language, limiting the City's protection regularly attached to service contracts.

We have included Schedule B as an example of a contract signed by a Council Member, a contract not signed at all but payment was made, a contract signed by representative of a Council Member, and a contract signed by an individual not employed by the City of Carson.

**Recommendation:** We recommend that all City sponsored events follow the City purchasing policy, inclusive of approved City employees authorizing purchases on behalf of the City. This procedure is put in place so that the City employees tasked with overseeing the budget and monies available to be spent are utilized under fiscal prudence; this prudence allows City Council a level of confidence that monies are not authorized that are over the City’s budgeted allowances for a particular project in a particular year.

We also recommend that contracts are entered into using the City of Carson standard service contracts to ensure the City’s funds are adequately protected.

- We haphazardly selected 8 special events (Filipino American History, Hispanic Heritage Month, Women’s Health Conference, Cinco de Mayo, Philippine Independence Day, Juneteenth, White Linen, and Jazz Festival) to estimate total costs spent for the fiscal year ending June 30, 2018. We obtained the detail from staff on all the City subsidized staff hours, staff facilities and staff property utilized to compile a comprehensive cost to put on these 8 events.

**Results:** Based upon the **estimates** of indirect costs not previously captured in reporting on the total costs of these 8 special events noted above, the following table shows the recap of the donations received versus the costs expended for these special events for the fiscal year ending June 30, 2018:

	<u>Filipino American History</u>	<u>Hispanic Heritage Month</u>	<u>Women’s Health Conference</u>	<u>Juneteenth</u>
Revenues	\$ 10,000.00	\$ 10,000.00	\$ 30,221.00	\$ 17,375.00
Expenditures				
Direct costs	10,261.57	11,189.11	29,498.14	22,908.70
Estimated costs	<u>9,350.58</u>	<u>5,728.72</u>	<u>42,805.41</u>	<u>26,242.74</u>
Total expenditures	<u>19,612.15</u>	<u>16,917.83</u>	<u>72,303.55</u>	<u>49,151.44</u>
Excess (Deficiency Of Revenues Over (Under) Expenditures	<u>\$ (9,612.15)</u>	<u>\$ (6,917.83)</u>	<u>\$ (42,082.55)</u>	<u>\$ (31,776.44)</u>
	<u>Cinco de Mayo</u>	<u>Philippine Independence Day</u>	<u>White Linen</u>	<u>Jazz Festival</u>
Revenues	\$ 18,415.00	\$ 17,375.00	\$ 5,950.00	\$ 37,000.00
Expenditures				
Direct costs	22,715.85	16,034.15	1,550.00	29,075.23
Estimated costs	<u>17,340.45</u>	<u>21,705.10</u>	<u>19,023.19</u>	<u>24,075.74</u>
Total expenditures	<u>40,056.30</u>	<u>37,739.25</u>	<u>20,573.19</u>	<u>53,150.97</u>
Excess (Deficiency Of Revenues Over (Under) Expenditures	<u>\$ (21,641.30)</u>	<u>\$ (20,364.25)</u>	<u>\$ (14,623.19)</u>	<u>\$ (16,150.97)</u>

**Recommendation:** We recommend that management track the indirect costs of each of their special events put on each year to capture a true cost of putting on a specific event. The information obtained can help management determine if the “cost benefit” of the event is evidence enough for the City to continue to budget subsidizing a particular event. This budgeting tool can also be used as a marketing resource to the community to illuminate the cost in which the City is subsidizing events that benefit the community. The total **estimated** City net subsidy for these 8 events for the fiscal year ending June 30, 2018 was \$163,168.68. The accompanying Schedules E through M provide details of the revenues and expenditures, both direct and estimated costs.

7. We requested financial data for the following Not-for-Profit organizations which partner with the City of Carson’s special events, and where data was provided, we evaluated the accounting policies and procedures, obtained Board meeting minutes, and selected samples of transactions to determine the adequacy of management oversight and controls in place. The Not-for-Profit organizations that were contacted were American Legion, Carson Park Volunteer Association, Carson Community Foundation, Philippine Independence Day Foundation, and the Carson Cultural Arts Foundation.

**Results:** Of the five Not-for-Profit organizations we requested data from, only two entities, the Carson Community Foundation and the Carson Park Volunteer Association provided data for our testing.

Based on inquires of City staff and our review of City Council meeting minutes, we noted that on March 5, 2019, the Carson Accountability & Transparency (CAT) issued a report to the Council as it relates to their evaluation of the Carson Cultural Arts Foundation, and noted various concerns. Based on our procedures, we also identified instances where Not-for-Profit organizations that partner with the City of Carson on certain special events solicit contributions for the City of Carson events and ask for payments to be made directly to the Not-for-Profit, rather than the City of Carson. We have also identified instances where solicitation letters were sent by City Council members requesting support for City events on City letterhead but for payments to be made to Not-for-profit Organizations directly. Funds solicited for the City, using the City’s name must always be paid directly to the City. We have included in Schedule C1-5 examples of such solicitation letters and flyers. We have also sampled certain proper solicitation letters by the City which are attached as Schedule C6-10. We recommend that the City develop a standard Solicitation letter based on Schedule C6-10 letters to be used in the future. Relevant to this section is attached the CAT letter as shown in Schedule D, which outlines the Carson Accountability & Transparency findings and recommendations as it relates to these matters.

Furthermore, Not-for-Profit organizations are partnering with the City on various special events, we were not able to determine the amount of funds actually remitted to these organizations and reconcile to what was actually paid to the City.

**Recommendation:** We recommend the following recommendations to improve policies and process for partnering with outside Not-for-Profit organizations:

- The City of Carson should require that any Not-for-Profit organization that partners with and receives money on behalf of the City of Carson should provide adequate supporting documentation to the City in order to ensure the funds were appropriately used as intended by the donors or that they were remitted directly to the City.
  - Based on the number of special events held over a 12 month period, the City of Carson should consider either out sourcing all of these event activities to outside Not-for-Profit organizations and then, at the end of the events, the Not-for-Profit organization can submit to the City a request for support based on evidence of actual costs incurred. The City of Carson could also consider running the events with only City staff and properly account for the entire cost of the event, including recording of all donations received to ensure that the full cost of events are captured within the City accounting records and be subjected to the internal control process of the City.
  - City of Carson should consider developing a standardized letter for solicitation flyers and letters relating to special events to ensure that information requested is able to be monitored and accounted for within the City's normal internal controls processes.
8. We evaluated financial data provided from the Carson Community Foundation, and evaluated the accounting policies and procedures, obtained Board meeting minutes, selected samples of transactions to determine the adequacy of management oversight and controls in place.

**Results:** Based on the documentation provided to the auditors as of July 15, 2019, the comprehensive detailed transactions provided for the Foundation encompassed the period of October 2016 and ended in March 2019. Over these two and a half years, the Foundation has received \$528,000 in donations and distributed \$468,000 to community supported Not-for-Profits and the City of Carson to fund City events. Although the Foundation is still an active organization, the records for above mentioned audit period (July 1, 2018 through June 30, 2019) were not readily available to be tested; therefore we expanded the scope to test transactions from March 1, 2018 through March 31, 2019. According to City staff tasked with maintaining the records for the Foundation, the reason records were not available previously was due to a City Council directive in April of 2019, which requested City staff to cease working on the Foundations activities.

Based on our testwork performed, we noted the following areas for improvement to the Carson Community Foundation:

- The Foundation's financial records that tracked over half a million dollars is being maintained in an excel worksheet; best practices dictate that an accounting software system should be utilized.
- Currently, the Foundation Donation and Contributions Guidelines policy outlines that for all contributions requested from the Foundation, at a minimum, should be accompanied by a written request from the -for-Profits or the City of Carson inclusive of ten (10) additional items in order to receive a contribution. 100% of the seven (7) contributions tested from the Foundation, were not accompanied by a written request for the funding. This current policy is not being adhered to.
- The Financial Representatives are not aware of all the financial procedures being performed in the Foundation, and yet they are responsible for processing transactions and reporting on the financial status of the Foundation to the Board.

- Per the Bylaws, Directors, Members and Financial Representatives can be removed from the Board at anytime and it appears that Kathryn Downs (previous Finance Director) is still on the Board. As of July 15, 2019, based on the documentation provided, Mrs. Downs was not removed by resolution from the Board; therefore remains a Financial representative of the Foundation.

**Recommendation:** We recommend the following options to strengthen the reporting of the Foundation financial activities:

- The City of Carson should require that any Not-for-Profit Foundation that receives money from or on behalf of the City of Carson should provide adequate supporting documentation to ensure the funds were appropriately used as intended by the donors.
- Carson Community Foundation should consider purchasing financial software that will adequately track the Foundations transactions; or set up a fund in the City's current software that is self-balancing and not considered a blended component unit of the City to track the Foundations activities.
- Carson Community Foundation should follow its Donation and Contributions Guidelines, or revise it to agree to their current practices. The Foundation should maintain a contribution log for each recipient to document the funds awarded less the actual disbursements to date to the entity. Lastly, we would also recommend that the policy be revised to have the recipient of the funds prepare an annual report back to the Foundation once all the funds have been expended and describe the use of the donated funds. This will allow the Foundation to see how their donations are being used.
- We recommend that the Board comply with the Bylaws and remove Ms. Downs from the active Board.

This report is intended solely for the information and use of the management of the City of Carson and is not intended to be and should not be used by anyone other than these specified parties. Schedule A identifies a summary of the findings and recommendations as a result of the procedures performed.

**David L. Gruber and Associates, Inc.**

*David L. Gruber and Associates, Inc.*

Newport Beach, California  
December 16, 2019

City of Carson  
Findings and Recommendations

### Carson Special Events Fund

Based on the procedures performed, we are providing a listing of findings and recommendations for significant areas of improvement needed as it relates to the Agreed Upon Procedures Report.

Based on our procedures, we noted that the City of Carson holds a significant number of special events throughout the year. These events are paid for by the City of Carson, contributions from individuals, companies, and other outside organizations in cash receipts made directly to the City and from partnering with outside Not-for-Profit organizations. We have found the accounting of actual costs of individual events to be inaccurate due to the lack of project-based accounting and the fact that event revenues and costs are often comingled with outside organizations, making the ability to fully calculate the net cost difficult to determine.

The following are issues for consideration for improvement:

- Based on discussions with City staff and results of our testing, we noted that the City has not adhered to its procurement policy and procedures as it relates to services for special events. We noted several instances where members of City Council directly entered into contracts with vendors, circumventing the City's internal control processes over purchasing. Furthermore, we noted instances where individuals not part of the City, neither on Council or an employee of the City, entered into contracts on behalf of the City. We recommend that the City follow its procurement policies and procedures, whereby Council directs staff via Council actions or approval of budgets, then City staff executes Council's actions within a proper internal control environment with sufficient checks and balances adherent to best practices.
- Based on our report, we noted that the City has requested donations and support for various City special events through solicitation letters where the City is requesting that donations be remitted to outside organizations on behalf of the City for events that are controlled by the City. Solicitation of support for City events should be remitted directly to the City of Carson to ensure proper controls over how those funds are spent. We recommend that the City create a donation policy that is universally used when requesting support for City events. This policy should ensure that all funds requested are remitted to the City of Carson and funds should be properly accounted for to ensure they have met the donor's intent or refunded to the donor. Furthermore, the policy should specifically outline and require that when the City's name or the names of elected officials are used in the solicitation of funds by outside organizations. Those organizations should provide a detailed accounting of funds received and how the funds were spent, as well as allowing the City the right to audit their books and records to ensure the funds were spent appropriately. The City should require official agreements with outside organizations enforcing these policies.
- City staff has significant involvement in the planning and execution of the City's special events. With that knowledge and experience, we recommend that City staff prepare budgets for each special event, detailing the estimated costs based on the prior years' activities. These detailed budgets should also include indirect costs such as staff time and other costs. The budget for each event should be included in the City's annual budget process for City Council to approve in advance of the events. Proper budgeting of costs will ensure the budgetary controls are in place and allow for monitoring of event costs to curtail overruns. The costs of the events can be subsidized by the general fund, net of donations received. We also recommend that the City perform annual audits of the special events fund to ensure that all costs are being properly tracked and accounted for.

- Cash receipts are recorded by the Treasurers Department with limited details which require the Finance Department to reverse the initial cash receipts and enter it correctly with appropriate levels of details. The City's general ledger should be updated to have individual revenue accounts for monies received by individuals, companies, Not-for-Profit organizations, which will allow for a more clear presentation of income. In addition, project accounting should be fully utilized so that when monies are received, the project (or event) can be properly applied at the time of receipting. If individual budgets are maintained as recommended above, the Treasurers Department will have a better idea of where to record receipts and less corrections will be needed.
- Expenses for special events are often recorded in the General Fund and then later moved to the Special Events Fund, via journal entry, after analysis and review of transactions. Expenditures for City events should be recoded directly to the special events fund and event project codes should be utilized and properly record when invoices are entered into the general ledger. In addition of tracking and properly recording hard costs, the City should implement time keeping procedures so that staff time and related benefits can be coded to the appropriate event to allow for full project costing. Furthermore, indirect costs should be included based on the City's indirect cost plan.
- Approvals of additional support for events from City Council are recorded as transfers in to Special Events Fund and from the General Fund before the events actually take place. The budgeted expenses for special events should be adjusted rather than the recording transfers from the General Fund. Upon the completion of an event, General Fund should subsidize the net cost of the event up to the budgeted amount approved. The budget process for special events should be revised to budget for costs of events, including staff time, costs of supplies, and costs of services so that a comprehensive cost of the event is budgeted and approved by Council. Costs can then be tracked against the approved budget to control cost overruns. The recoding of transfers (subsidy) from the General Fund should occur after a complete accounting of events costs. Any overruns at that point could be taken to City Council for approval of the transfers, which allows for proper accounting and monitoring of event costs.
- In evaluating the expenditures of the Special Revenue Fund, we noted that City staff time is generally recorded only when overtime wages are incurred. This practice does not allow for the proper analysis of the full cost of events being held by the City. The City should consider fully implementing a project based accounting and time keeping system so that all costs of events can be accounted for in the appropriate fund.
- Currently, there is no tracking of the indirect costs spent on any of the special events. This information should be compiled annually and used in the preparation of the budget for the next fiscal year. Indirect costs are often charged to various funds of the City based on an indirect cost rate study. Those costs should be applied to the Special Events fund as these events represent a significant activity of the City.
- We received 1 response out of 5 Not-for-Profit organizations that provide either in-kind or cash donations that support the selected City Special Events. We recommend that the City increase its communication and documentation of collaborated events with varying entities within the community. This will allow all entities to receive proper representation for their contributions and will enhance the working relationship and organization of special events provided by the City of Carson. We further recommend that the City enter into agreements with outside organizations so that the City has requirements to review and audit their books and records and address any liability issues that may arise over the course of an event.

- Based on the City's current practices, the funding and costs of events are recorded within the City's general ledger and outside with various Not-for-Profit organizations. This practice does not allow the City to know the full cost of City sponsored events and there is a possibility that donations and support given to outside Not-for-Profit organizations does not make it into the City coffers. The City should consider either running all revenues and expenditures through the City's general ledger or outsource special events to other organizations, which would eliminate the comingling of funds.

### **Carson Community Foundation**

- The Foundation should maintain a contribution log for each recipient to document the funds awarded less the actual disbursements made to date to the entity. This will allow the Foundation to know what monies have not been disbursed yet and if a donor's intent has been fulfilled or not.
- The Foundation should consider revising the Donation and Contributions Guidelines to require the recipient of the funds to prepare an annual report back to the Foundation once all the funds have been expended and describe the use of the donated funds. This will allow the Foundation to see how their donations are being used and be able to properly recognize various contributions made on behalf of the City through the donations.
- Upon receipt of all monies, a detailed description should be written on the supporting document received for the purpose of the donation as stated in the Donation and Contributions Guidelines adopted by Council. All documents should be retained and archived as a financial document to assist in clarification for all individuals reviewing the information at any time and maintained for an appropriate retention period as supporting documentation.
- All donations to a 501(c)3 Not-for-Profit should be accompanied by a "Thank You Letter/tax donation receipt" prepared by the Foundation as a receipt to the contributor. A copy of this document should be maintained for an appropriate retention period.
- In order to avoid duplicate payments, we recommend noting on each minute action, which payment/disbursement was paid. It is best practice to maintain a record of each payment to avoid duplicate payments.
- Contributions received should be maintained in a restricted/unrestricted contribution log that specifies the restriction and then tracks the offsets by the corresponding donations to the recipients to verify that the specified restrictions are met. Best practice is to keep the Board apprised on the restricted monies versus the unrestricted monies in order to assist the Board in making appropriate decisions on the Foundations behalf.

ROL3091

PERFORMANCE AGREEMENT

FILE COPY

WHEREAS, on this date, December 13, 2017, this AGREEMENT is made and entered into between Mayor Pro Tem Lula Davis-Holmes, Client, and Gregory L. Rose Entertainment.

WHEREAS, this AGREEMENT is being made with Mayor Pro Tem Lula Davis-Holmes to purchase/secure the services of Greg Rose, Singer/Entertainer, in the form of a Performance on Saturday, February 24, 2018, at:

Event/Theme: City of Carson's 50<sup>th</sup> Anniversary Ball

Location:

Community Center at Carson  
701 E. Carson Street  
Carson, CA 90745  
(310) 830-7600

2018 JAN 25 PM 3:30

Event start time: 7:00 p.m. through dinner - The Greg Rose Orchestra shall perform.

Between 7:00 p.m. and 10:00 p.m. - Greg Rose and The Greg Rose Orchestra shall provide entertainment.

Hispanic Singer, Jovaan (Pena) Galloway has been secured to sing 2 songs.

Contact Info: Mayor Pro Tem Lula Davis-Holmes

Val Johnson @ 310-952-1722; Email: [vjohnson@carson.ca.us](mailto:vjohnson@carson.ca.us)

For more information: Recreation and Human Services at (310) 847-3570

WHEREAS, both Parties agree that the **TOTAL FEE** to be paid to Greg Rose for his Performance is \$4,000, from which a **DEPOSIT** of \$2,000, which is equal to about fifty percent (50 %) of the **TOTAL FEE**, is to be paid to Greg Rose upon the signing of this Agreement. Deposits are nonrefundable.

WHEREAS, both Parties further agree that the **REMAINING BALANCE** of \$2,000 shall be **PAID, by check, UPON ARRIVAL** of the Singer/Entertainer and his Band to the abovementioned location to perform on Saturday, February 24, 2018.

NOW, THEREFORE, both parties agree that each has the authority to sign this AGREEMENT on behalf of the Entity/Person each represents and that the signing of this AGREEMENT constitutes a legal and binding AGREEMENT to secure and provide the abovementioned services. Client further states that he has secured clearance for use of said location for this performance and accepts full liability for such use.

CITY OF CARSON

Gregory L. Rose Entertainment

Mayor Pro Tem Lula Davis-Holmes  
(Print Name)

Carolyn Kennard, Manager  
(Print Name)

\_\_\_\_\_  
(Sign Name)

No signature noted.

\_\_\_\_\_  
(Sign Name)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

#####



AGREEMENT made as of Tuesday, August 8th, 2017, by and between KL ENTERTAINMENT GROUP, INC. (hereinafter referred to as "Company") for the services of KENNY LATTIMORE (hereinafter referred to as "Artist") and City of Carson (hereinafter referred to as "Purchaser").

The Purchaser hereby engages the Company and the Company hereby agrees to furnish the services of Artist to perform upon all terms and conditions herein set forth.

Place of Engagement: Anderson Park  
19101 Wilmington Avenue  
Carson, CA 90746  
310-603-9850

Date of Engagement: Saturday, October 7th, 2017

Artist's Services: 45 to 60 minutes

Sound check: 8:00 AM (Approximately)

Time of Performance: 3:00 PM (Approximately)

GUARANTEE: \$10,000 (Ten Thousand Dollars).

Artist to be paid rain or shine.

Purchaser will also provide and pay for first class lighting (if necessary), sound and monitor systems, backline, standard rider requirements, professional stagehands and crew to run show.

Deposit: \$5,000 to be deposited or wired by August 24th, 2017 to:

KL ENTERTAINMENT GROUP, INC.  
Wells Fargo Bank

1/4

CONF

6460 Platt Avenue, West Hills, CA 91307  
(818) 593-6640  
Routing #121000248 / Account #1248954925

Purchaser will be responsible for any wiring fees.

Or deposit check can be mailed to:

KL Entertainment Group  
PO Box 8107  
Northridge, CA 91327

**Balance of Guarantee: \$5,000** to be paid to Artist representative by check from the City of Carson made out to KL Entertainment Group at sound check.

**Additional Terms:**

- A. Artist will not be advertised until deposit is received and acknowledged.
- B. Deposit is non-refundable if Artist performance is canceled by Purchaser.
- C. Merch rate: 100% to Artist.

**Insurance, Permits & Licenses**

Purchaser agrees to furnish at it's own expense on the date and at the time of each performance herein all that is reasonable and necessary for the proper presentation of each performance. Purchaser at it's own expense will obtain all necessary licenses for Company's use of music, and shall pay all amusement taxes if required. Purchaser agrees to procure for Company at Purchaser's expense, any and all necessary insurances, permits or licenses required in connection with the engagement.

Neither party shall be liable for failure to perform its obligations hereunder by reason of act of God, fire, flood, hurricane, tornado, war, public disaster, strikes or labor difficulties, accidents, failure or delay of means of transportation, absence of power or other essential services, failure of technical facilities, riots, epidemics, any act of any



public authority, or any other cause similar or dissimilar beyond its control ("force majeure event").

Each party shall promptly notify the other of the occurrence of any such force majeure event. If by reason of force majeure event, Company is unable or is prevented from performing the engagement or any part thereof, Purchaser shall be obligated and liable to company for such proportionate amount of the payment provided of herein as may be due hereunder for any performance which artist may have rendered up to the time of the inability to perform by reason of such illness or force majeure event. The term "force majeure event" does not include any event reasonably within Company's or Purchaser's control. Notwithstanding anything contained herein, inclement weather (other than an actual flood, tornado, or hurricane) shall not be deemed to be a force majeure event.

Nothing in this agreement shall require the commission of any act contrary to law or to any rules or regulations of any union, guild, or similar body having jurisdiction over the services and personnel to be furnished by Company to Purchaser hereunder and wherever there is any conflict between any provision of this agreement and any law, rule, or regulation, such law, rule, or regulation shall prevail, and disagreement shall be curtailed, modified, or limited only to the extent necessary to eliminate such conflict.

Each of the terms and conditions hereof is of the essence of this agreement and necessary for Company's and Artist's full performance hereunder. Those obligations of Purchaser, which are to be performed hereunder prior to any performance of Artist, are conditions precedent, which must be performed in full by Purchaser (unless waived in writing by Company) before Artist is required to perform hereunder. In the event, Purchaser fails to promptly make payment, or cancels or postpones any engagement hereunder for any reason (except for a force majeure event as herein defined) without Company's prior written consent, Purchaser shall be deemed to have substantially and materially breached this agreement, relieving Company of all obligations hereunder. In the event of any material breach by Purchaser, in addition to any other rights or remedies Company may have, all deposits in Company's possession shall be retained by Company for Company's own account and benefit.

All notices shall be given in writing at the addresses set forth above. This agreement may not be changed, modified, or altered, except by written instrument signed by both parties. Neither party may assign this agreement. This agreement shall be construed in accordance with the laws of the state of California. This agreement shall not create a partnership, joint venture, agency, employment or fiduciary relationship between the parties, and neither Company nor Artist shall be liable in whole or in

COPY

part of any obligation that may be incurred by Purchaser in carrying out any of the provisions herein, or otherwise. The person executing this agreement on Purchaser's behalf hereby warrants his authority to do so, and such person hereby personally assumes liability for Purchaser's obligations hereunder.

IN WITNESS WHEREOF, the parties have hereunto set their names as of the day and year first above written.

"Purchaser"

Lula Davis-Holmes  
Mayor Pro Tem  
City of Carson  
310-629-9158  
lholmes@carson.ca.us

"Company"

KL ENTERTAINMENT GROUP, INC.  
(FEI # 27-4604801)

*Charlotte Arick, Senior Field Deputy.*  
*for Lula Davis-Holmes*

Authorized Signature

Date 8/17/17

*[Handwritten Signature]*

Authorized Signature

Date 8/16/2017

Signature of City employee, not authorized to execute contracts.

4/4

# TALENT PERFORMANCE CONTRACT

This contract (the "Agreement") is made on this day of April 25<sup>th</sup> 2018, between Councilwoman Lula Davis-Holmes/The City Of Carson (the "Operator") and Emi Secret (the "Band") for the hiring of Band as independent contractors to perform **2018 Juneteenth Rhythm & Blues Celebration** (the "Show") for Operator at **Mills Park** (the "Venue"), located at the address **1340 East Dimondale, Carson CA 90746**.

**Contract made in name of City and Council person.**

**It is agreed as follows:**

- 1.** The parties agree that the time and place of Show will be Venue, located at the address **1340 East Dimondale, Carson CA 90746**.
- 2. Description of Show.** Show will be a musical performance with musical content decided by Band. Show will last of a minimum of **45 minutes**.
- 3. Payment.** Compensation for the Show will be **\$2,500.00**, payable by cashier's check or bank wire transfer, together being the "**Fee**".
- 4. Cancellation.** If full payment is not made by the time immediately prior to Band's Show, Show may be cancelled by Band, and Operator may not seek any damages. **Cancellation may be made by Operator before two days prior to the time of Show, in which case Operator will have to pay 50% of the Band's Fee. If Show is cancelled within 2 days of Show, Operator must pay Band's full Fee. Band may cancel at any time prior to ticket sales by Operator, in which case Band must refund Fee in its entirety.**
- 5. Force Majeure.** In the event Show cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or illness/disability of Band, 50% of the Band's Fee will be due, and the parties may negotiate a substitute Show on the same terms as this Agreement save for the time of Show, in which case a new Agreement reflecting this will be signed by the parties. No further damages may be sought for failure to perform because of force majeure.
- 6. Security, Health, and Safety.** Operator warrants that Venue will be of sufficient size to safely conduct Show, that Venue is of stable construction and sufficiently protected from weather, and that there will be adequate security and/or emergency medical responders available if foreseeably necessary. Operator maintains sufficient personal injury/property insurance for Venue sufficient to cover foreseeable claims.
- 7. Indemnification.** Operator indemnifies and holds Band harmless for any claims of property damage or bodily injury caused by Show attendees.
- 8. Arbitration settles disputes.** All claims or disputes by either party from or under this Agreement will be submitted to an arbitration service, the "Arbitration Service" and according to the rules of that Arbitration Service. Any court that would otherwise have had jurisdiction over the dispute will enforce both settlement by the Arbitration Service and any arbitration award. Parties will be their own costs, save that any fee charged by Arbitration Service to submit the case to Arbitration Service may be recovered from the other party in an arbitration award.
- 9. Severability.** If any portion of Agreement is in conflict with any applicable law, such portion will become inoperative, but all other portions of Agreement will remain in force.

# TALENT PERFORMANCE CONTRACT

**10. Interpretation.** Agreement will be interpreted according to the laws of California.

The below-signed Band Representative warrants s/he has authority to enforceably sign this agreement for Band in its entirety. The below signed Operator's Representative warrants s/he has authority to bind Operator and Venue (above).

Signature of Band Representative:  \_\_\_\_\_

Band's Representative typed name and title: Emi Secrest

Band's typed name: Emi Secrest

Operator's Representative Signature:  \_\_\_\_\_

Operator's Representative typed (printed) name and title: Lula Davis-Holmes, Council Member



Contract #: 64275  
 Issue Date: -  
 Agent: Fred Hansen

**Contract with the City of Carson.**

Agreement made this date, Tuesday, August 7, 2018 by and between Jobut Productions Inc. (hereinafter referred to as Artist) and the City of Carson (hereinafter referred to as Purchaser). It is understood and mutually agreed that the Purchaser engages the Artist to perform the following engagement upon all the terms and conditions hereinafter set forth:

<b>ARTIST:</b>	Jonathan Butler	<b>VENUE:</b>	Anderson Park
<b>BILLING:</b>	100% Headline	<b>ADDRESS:</b>	19101 S. Wilmington Avenue
<b>EVENT TITLE:</b>	Carson Jazz Festival		Carson, CA 90746
<b>DATE(S):</b>	Saturday, October 6, 2018	<b>CAPACITY:</b>	TBD
		<b>AGES:</b>	

<b>TICKETS:</b>	<i>Tier</i>	<i>Quantity</i>	<i>Comps/Kills</i>	<i>Ticket Price</i>	<i>Total</i>
(USD)	-	-	-	-	-
	Totals	0	0		
					Gross Potential \$0.00
					Net Potential \$0.00

**DEAL:** \$12,000.00 FLAT GUARANTEE.  
 PLUS Purchaser to provide and pay for backline.  
 PLUS Purchaser to provide and pay for high quality sound and lights, per Artist's specifications.

**ADD'L PROVISIONS:** OUTDOOR EVENT: ARTIST TO BE PAID RAIN OR SHINE.

**WLKOUT PTNTL:** \$12,000.00

**ANNOUNCE DATE:** To Be Determined      **ON SALE DATE:** To Be Determined

**MERCH:**

<b>SCHEDULE:</b>	Load In	Per Advance	Curfew	Per Advance
	Sound Check	Per Advance		
	Doors	TBD		
	Show	Appx. Between 3:30-4:30 pm		

**PAYMENTS:** \$6,000.00 USD deposit payable by Wire Transfer/ACH/Cashier's Check to APA, due no later than Thursday, September 6, 2018

Account #: 478 006 4698 / Swift #: BOFCUS33MPK / ABA #: 122 000 496  
 Account Name: Agency for the Performing Arts, Inc  
 Bank Address for Wire Transfers Only: Union Bank of California / 9460 Wilshire Blvd Beverly Hills, CA 90212  
 Do not send checks to this address.

Please include Artist and performance date on the payment memo.

Balance, including any overages, to be paid by Per Advance to Jobut Productions Inc.. (Tax ID: 95-4797335) immediately prior to performance(s).

**CONTACTS:** Lula Davis-Holmes (Talent Buyer) PH: (310) 629-9158 Email: lholmes959@aol.com

Signatures on Page 2

Jonathan Butler Contract 2018 Jazz Festival\_92018.pdf

Failure to present the engagement shall not relieve the Purchaser of the obligation to pay the guarantee in full.  
 It is expressly understood by the Purchaser(s) and the Artist who are party to this contract that neither APA, Inc. nor its officers nor its employees are parties to this contract in any capacity and that neither APA, Inc. nor its officers nor its employees are liable for the performance breach of any provisions contained herein. Should any Rider, Addendum and/or Expense sheet be annexed to this Agreement it/they shall also constitute as part of this agreement and shall be signed by all parties to this contract. This contract and its attachments may be executed and exchanged electronically or by fax.  
 IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

BY: *Lula Davis Holmes*  
 SIGNATURE OF PRESENTER  
 Dianne Thomas  
 Carson Citizen Cultural Arts Foundation  
 603 B East. University Drive PMB 302  
 Carson, CA 90746  
 Phone:

BY: X \_\_\_\_\_  
 SIGNATURE OF ARTIST REPRESENTATIVE  
 Sohayla Cude

Signature of Council member on behalf of Not-for-Profit organization. Contact is in the name of the City of Carson.

## STANDARD TERMS AND CONDITIONS

**PRODUCTION CONTROLS:** Artist shall have sole and exclusive creative control over the production, presentation and performance of Artist's engagement hereunder and any changes thereto. Purchaser agrees to comply promptly with the directions of Artist or Artist's representative concerning stage settings for Artist's engagement hereunder.

**ARTIST'S COMPENSATION:** If payment to Artist is based in whole or in part on receipts from Artist's engagement hereunder, Purchaser shall first apply any and all receipts derived from Artist's engagement toward the payments required to be made by Purchaser hereunder. Purchaser agrees to provide Artist or Artist's representative with a certified statement of the gross receipts of Artist's engagement within two (2) hours following Artist's engagement. Artist may have a representative present at the box office who shall have access to Purchaser's box office records relating to Artist's engagement. Artist's compensation shall be paid to Artist without any deductions for taxes, fees, levies or union dues whatsoever, all of which shall be the sole responsibility of Purchaser.

**BALANCE OF GUARANTEE:** The balance of the Guarantee shall be paid to Artist via bank wire no later than the scheduled engagement date if Purchaser fails to present the engagement.

**OVERAGES:** All overage monies owed to Artist shall be paid to Artist immediately following Artist's performance by cash or cashier's check only.

**ROYALTIES:** Purchaser will be responsible for the payment of all music royalties in connection with Artist's engagement hereunder.

**WORK PERMITS AND VISAS:** Purchaser shall be solely responsible for procuring and paying for, at no cost to Artist, all work permits and visas required for the engagement. Failure to procure such work permits and visas or provide necessary documentation to obtain them will be deemed a material breach of this Agreement, and Artist (i) will be relieved of any further obligations Artist may have pursuant to this Agreement; (ii) shall have the right to retain all monies previously paid by Purchaser; and (iii) shall be entitled to exercise all rights and remedies otherwise available to Artist at law, in equity or otherwise as if Artist has fully performed all obligations under this Agreement. Artist agrees to provide all personal information reasonably required in order to enable Purchaser to procure such work permits and visas.

**CONFIDENTIALITY:** Purchaser understands and agrees that no information regarding show grosses or attendance will be reported to any third party without the express prior written permission of Artist or Artist's representative. Failure to comply will be treated as a material breach of this Agreement, and Artist reserves all rights and remedies available to Artist at law, in equity or otherwise. Under no circumstance is Purchaser to announce or advertise the engagement without the prior written approval of Artist or Artist's representative.

**ARTIST'S RIGHT TO PAYMENT OF GUARANTEE IN ADVANCE:** If: (a) Purchaser fails to pay when due any amounts owed Artist hereunder when due; or (b) Purchaser fails to perform any material obligations hereunder, or (c) Artist has good faith reason to believe the Engagement may be cancelled, then Artist shall have the right to request full payment of the Guarantee in advance of the engagement date(s) and Purchaser agrees to remit full payment of the Guarantee to Artist via bank wire promptly upon request.

**BILLING:** Artist's engagement hereunder shall receive billing in such order, form, size and prominence as directed by Artist or Artist's representative in all advertising and publicity issued by or under the control of Purchaser, including, but not limited to, displays, newspapers, radio and television ads, posters and house boards.

**USE OF ARTIST'S NAME AND IMAGE:** Purchaser may only use Artist's name and pre-approved voice, photograph, likeness, image or other identification of Artist in connection with Purchaser's advertisements and publicity for Artist's engagement hereunder. Purchaser may not use Artist's name, voice, photograph, likeness, image or other identification of Artist as a direct or implied endorsement of any product or service. There shall be no corporate or product or service name or logo included in any such advertising or publicity without the prior written approval of Artist or Artist's representative obtained in each instance. Notwithstanding the foregoing, the placement, form, content, appearance and all other aspects of Purchaser's use of Artist's name, voice, photograph, likeness, image or other identification of Artist shall at all times be subject to the prior written approval of Artist or Artist's representative.

**MERCHANDISING:** Artist shall have the exclusive right to sell merchandise in connection with Artist's engagement hereunder, including but not limited to, soft goods (e.g. T-shirts), souvenir programs, photographs, posters, stickers and CDs, on the premises or otherwise, and Purchaser shall have no right to share in the proceeds from the sale of such merchandise.

**NO REPRODUCTION PERMITTED:** Purchaser will not and will not permit or authorize others (including, but not limited to, venue employees, representatives and contractors) to record, broadcast, photograph or otherwise reproduce in any manner the audio or visual performance by Artist or any part thereof.

**STAGE SEATS:** It is understood and agreed that no stage seats are to be sold or used without the prior written consent of Artist or Artist's representative.

**PROMOTION:** Purchaser shall not announce, advertise, promote or sell tickets to Artist's engagement until written authorization has been obtained from Artist or Artist's representative. Purchaser agrees to promote the engagement to the best of Purchaser's ability by print, radio, and website and otherwise. There shall be no promotion or co-promotion with any radio station without the prior written approval of Artist or Artist's representative. Purchaser shall not commit Artist to any interviews, promotional appearances, meet and greets or other promotional activities without the prior written consent of Artist or Artist's representative.

**TICKETS:** All tickets shall be numbered. No tickets shall be priced at higher than the agreed upon price (exclusive of tax) without the prior written approval of Artist or Artist's representative. If ticket price scaling is varied in any manner, the percentage of compensation payable to Artist shall be based on whichever of the following is more favorable to Artist: (i) the ticket price scaling set for in the underlying Agreement or as otherwise agreed in writing by the parties; or (ii) the actual ticket price. There shall be no dynamic ticket pricing without the prior written approval of Artist or Artist's representative. Any inclusion of Artist's engagement hereunder in a subscription or series offer shall be subject to the prior written consent of Artist or Artist's representative.

**INDEMNIFICATION:** Purchaser shall defend, indemnify and hold harmless Artist, and any and all employees of Artist and any and all representatives of Artist from and against any and all costs, claims, expenses (including attorneys' fees and court costs), liabilities, damages, losses or judgments arising out of or in connection with, any claim, action or demand sustained as an indirect or direct result of, Artist's engagement hereunder.

**INSURANCE:** Purchaser shall add Artist and Artist's employees as additional insureds to a commercial general liability insurance policy with limits of liability of Five Million Dollars (\$5,000,000) for each occurrence in the event of death or bodily injury arising from the negligence of Purchaser as promoter and operator of the Venue. In addition, Artist and Artist's employees shall be covered by Purchaser's worker's compensation insurance. Purchaser shall provide evidence of the required insurance coverage prior to Artist's engagement hereunder.

**PURCHASER'S DEFAULT/CANCELLATION:** If, on or before the date of Artist's engagement, Purchaser fails or refuses to perform any contractual obligations relating to Artist's engagement herein and/or any contractual obligation with any other performer, or if the financial status of Purchaser has been impaired, or in the opinion of Artist or Artist's representative, is unsatisfactory, Artist shall have the right to demand payment of the full Guarantee. If Purchaser fails or refuses to make such payment, then such failure shall be deemed a material breach of this Agreement, and Artist shall have the right, without prejudice to any other rights or remedies, to: (i) immediately terminate this Agreement and cancel Artist's engagement hereunder; (ii) retain all amounts previously paid to Artist by Purchaser; (iii) receive the full Guarantee (or balance thereof) and all out of pocket expenses incurred by Artist in connection with Artist's engagement. For the avoidance of doubt, Purchaser shall remain responsible for all transportation, accommodations and expense reimbursements for Artist and Artist's entourage pursuant to this Agreement.

**ARTIST'S CANCELLATION:** Purchaser agrees that Artist may cancel Artist's engagement hereunder without liability by giving the Purchaser notice thereof at least thirty (30) days prior to the commencement date of the engagement hereunder. Upon termination of this agreement in accordance with this paragraph, Artist shall return to Purchaser any deposit previously received by Artist in connection with the engagement. Subject to the foregoing, upon such termination, the parties shall have no further rights or obligations hereunder, and each of the parties shall bear its own costs incurred in connection with this agreement.

**FORCE MAJEURE:** If, as the result of a Force Majeure Event (as defined below), Artist is unable to, or is prevented from, performing the engagement or any portion thereof, Artist's obligations hereunder will be fully excused, there shall be no claims of any kind for damages or expenses of any kind by Purchaser, and Purchaser shall bear its own costs and expenses in connection with this Agreement. Notwithstanding the foregoing: (i) Purchaser shall be obligated and liable to Artist for such proportionate amount of the payments provided for herein as may be due hereunder for any performance(s) which Artist may have rendered up to the time of the inability to perform by reason of such Force Majeure Event; and (ii) in the event of such non-performance as a result of a Force Majeure Event, if Artist is ready, willing and able to perform (but for the occurrence of such Force Majeure Event), Purchaser shall nevertheless pay Artist an amount equal to the full Guarantee plus all other payments and compensation due hereunder. For clarification, in the event of cancellation due to any Force Majeure Event, and whether or not Artist is ready, willing and able to perform, Purchaser shall remain responsible for all transportation, accommodations, expense reimbursements and any other payments or compensation due Artist and Artist's crew and entourage pursuant to the terms of this Agreement.

A "Force Majeure Event" shall mean, but shall not be limited to, any one or more of the following acts which makes any performance by Artist contemplated by this Agreement impossible, infeasible or unsafe: acts of God; acts of public enemy; acts or threats of terrorism; insurrections; riots or other forms of civil disorder; embargoes; labor disputes (including, without limitation, strikes, lockouts or boycotts); fires; explosions; floods; shortages of power or other essential services; failure of technical facilities; failure or delay of transportation; death, disability, illness, injury or other inability to perform by Artist, any of Artist's musicians, other performers, crew, representatives or advisors, any of Artist's family members, any of Purchaser's key personnel, or any other person personally known to Artist whose death, disability, illness or injury adversely impacts Artist's ability to perform in connection with the engagement; or other similar or dissimilar causes beyond the control of Artist which make any performance(s) contemplated by this Agreement impossible, infeasible or unsafe. For the avoidance of doubt, poor ticket sales shall not be deemed a Force Majeure Event.

**INCLEMENT WEATHER:** Notwithstanding anything to the contrary contained herein, inclement weather shall not be deemed a Force Majeure Event, and Purchaser shall remain liable for payment to Artist of the full Guarantee plus all other compensation due hereunder if Artist's engagement is rendered impossible, infeasible or unsafe by such weather conditions. For clarification, Purchaser shall remain responsible for all other terms and conditions of this Agreement, including, without limitation, accommodations, transportation and expense reimbursements for Artist and Artist's crew and entourage.

**LIMITATION OF LIABILITY:** In no event shall Artist (nor any of Artist's agents, representatives, principals, employees, officers, directors and affiliates) be liable to Purchaser for any indirect, incidental, consequential, special, punitive, exemplary or any similar damages, including, without limitation, lost profits, loss of revenues or income, cost of capital or loss of business reputation or opportunity, as to any matter relating to, or arising out of, Artist's engagement hereunder or the transactions contemplated by this Agreement, whether in contract, tort or otherwise.

**NOTHING CONTRARY TO LAW:** Nothing herein contained shall require the commission of any act contrary to law or contrary to the restrictions of any guild or union having jurisdiction over Artist's engagement hereunder. In the event of any conflict between any provision of this Agreement and any such law or restriction, such law or restriction shall prevail and this Agreement shall be curtailed, modified, or limited only to the extent necessary to eliminate such conflict.

**ENTIRE AGREEMENT:** These Standard Terms and Conditions are hereby incorporated into the Agreement and any addendum(s) thereto. In the event of any conflict between these Standard Terms and Conditions and the Artist's rider provided by Artist or Artist's representative attached hereto (if any), Artist's rider shall control. This Agreement shall constitute the entire agreement between the parties hereto concerning the subject matter hereof and may not be modified except by an instrument in writing signed by both parties. This Agreement shall be construed in accordance with the laws of the State of California, and the state and federal courts located in Los Angeles County in the State of California shall have exclusive jurisdiction over any matters pertaining hereto.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument. Delivery of an executed copy of this Agreement by facsimile or electronic delivery shall be deemed a valid and binding original.

# 125478



City of Carson  
Recreation and Human Services Division

**SERVICE AGREEMENT**

Name: Howard Scott & The Howard Scott Project

Type of Service: Entertainment

Contact Person: Howard Scott Jr. Phone #: ( 310 ) 310-502-6734

Emer. Contact: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

Billing Address: 929 S. Alma St

Number San Pedro Street Ca. - 90731  
City State ZIP

Tax I.D./SSN #: 47-5245445 Service Fee: \$3,000.00

Contract for City of Carson.

The undersigned service provider agrees to provide service for the City of Carson on the date and time specified below:

Date: June 17, 2017 Time: 4:30 pm to 5:45 pm

Location of Event: Mills Park 1340 E. Dimondale Dr. Carson, CA 90746

Special Instructions/Notes: \_\_\_\_\_

Arch1 Entertainment [group] acknowledges that the City of Carson is hiring the Howard Scott & Howard Scott Project [group] to perform music at a City event on the express condition that The Howard Scott Project [group] is complying with all applicable restrictions on the use of intellectual property, including copyright laws. \_\_\_\_\_

[group] shall indemnify, defend, and hold harmless the City against any penalties, claims, or liabilities arising in connection with \_\_\_\_\_ [group's] failure to do so.

**NOTE:** If "The Howard Scott Project" is unable to perform or cannot provide the services as requested or the City of Carson cancels the service for any reason, **the fee will not be paid.**

Howard Scott  
Signature of Service Provider

5-9-17  
Date

Dianne Thomas  
Signature of  
Dianne Thomas, President, Carson Citizens Cultural Arts Foundation

5-9-17  
Date

Contract signed by individual not employed by the City of Carson.



*It's All About Me*

CITY OF CARSON 5<sup>TH</sup> ANNUAL  
**WOMEN'S HEALTH  
 CONFERENCE  
 & BUSINESS EXPO**

**AD SUBMISSION FORM**

Event Date and Time: Friday, October 18, 2019 • 7 :00 a.m.- 3:00 p.m.

Location: Juanita Millender-McDonald Community Center at Carson • 801 E. Carson Street, Carson. CA 90745

The printed conference program will be distributed to all attendees and sponsors. It is a great way to publicize business ads, offer well wishes and show your support for this community event.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Yes, count me in I would like to support the City of Carson's 5<sup>th</sup> Annual "*It's All About Me*" Women's Health Conference & Business Expo.

I would like to purchase the following ad(s) in the 5<sup>th</sup> Annual "*It's All About Me*" Women's Health Conference & Business Expo program booklet:

**Program Booklet Size = 8 .5" x 11" Ad Rates listed below, check one**

	Quantity	Price - Full Color	Total Cost
Back Cover	Unavailable		
Inside Front Cover	Unavailable		
Inside Back Cover		\$400	
Full Page		\$150	
Half Page		\$100	
<b>Overall Totals</b>			

Please type, print or attach camera ready copy just as it is to appear. E-mail to: lilhopsn@att.net

**Printing Deadline:** Ads and payment must be received by: Monday, September 30, 2019.

All payments are to be made payable by Check/Money Order to: Carson Citizens Cultural Arts foundation.

**Please mail this form with Check/Money Order to:**

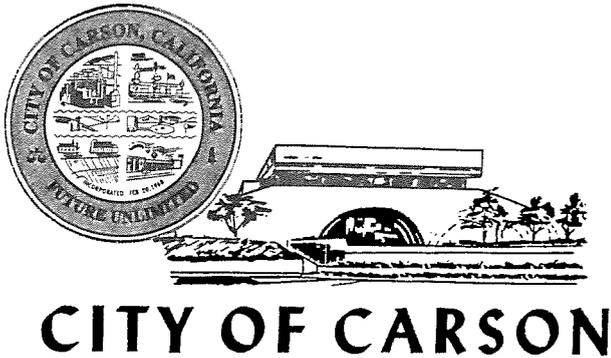
Carson Citizens Cultural Arts Foundation  
 603-B East University Drive, PMB 302  
 Carson, CA 90746

**Payment to Not-for-Profit**

**Questions:** Please contact Lilian Hopson at lilhopsn@att.net

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



October 9, 2017

Andrew Watson  
Assistant Manager - Veteran Program  
The Salvation Army – Bell Shelter  
5600 Rickenbacker Road – 2A  
Bell, CA 90201

Dear Mr. Watson,

On Friday, December 15, 2017, the Carson Citizens Cultural Arts Foundation and I will sponsor a Toy Drive for local children ages 5-12. This event will take place at the Southbay Pavilion @ Carson, located at 20700 Avalon Blvd., Carson CA 90746.

We are respectfully requesting a donation of 500 toys to distribute to the young children. The donated toys will be distributed during the December 15<sup>th</sup> Toy Drive, just in time for the Holiday season. Your generous support will allow many local children to have a memorable Christmas.

If you have questions or need more information pertaining to the Toy Drive, please contact Charlotte Arrick at (310) 952-1722 or [carrick@carson.ca.us](mailto:carrick@carson.ca.us). If you wish to speak with me personally, please call me at (310) 629-9158.

Thank you very much for your immediate consideration of this request.

Sincerely,

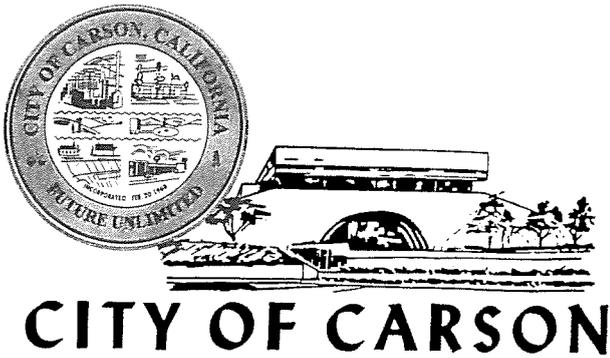
A handwritten signature in cursive script that reads "Lula".

Lula Davis-Holmes  
Mayor Pro Tem

**Tax-ID number: 36-4717242**  
Carson Citizens Cultural Arts Foundation  
(Non-profit Organization)

**Solicitation for Not-for-Profit on City letterhead including  
Not-for-Profit's Federal tax identification.**

FROM THE OFFICE OF  
COUNCILMEMBER LULA DAVIS-HOLMES



July 16, 2019

Bevan Thomas  
Waste Resources, Inc.  
PO Box 2799  
Gardena, CA 90247

Hello Bevan!

*This year's 5<sup>th</sup> Annual "It's All About Me" Women's Health Conference and Business Expo will be held on Friday, October 18, 2019 at the Carson Community Center (801 East Carson Street) from 7:00 a.m. to 3:00 p.m. The primary purpose of the conference is to address and nurture the mind, body and spirit of women within our diverse community through several informational workshops along with featured guest speakers from various professions.*

*It is my hope that your company can make a monetary donation towards this year's 5<sup>th</sup> Annual Women's Health Conference in the following amount: \$2,500.00. Your generous contribution will help make this event one of the most memorable ever. Please forward your donation to:*

**Carson Citizens Cultural Arts Foundation:**  
PO Box 4573  
Carson, CA 90749  
Non-Profit Tax ID#: 36-4717242

*Please note in the memo section: 2019 Women's Health Conference.*

*Thank you in advance for your consideration and support of the upcoming City of Carson Annual Women's Health Conference and Business Expo. If you have any questions, please feel free to contact me directly at (310) 629-9158.*

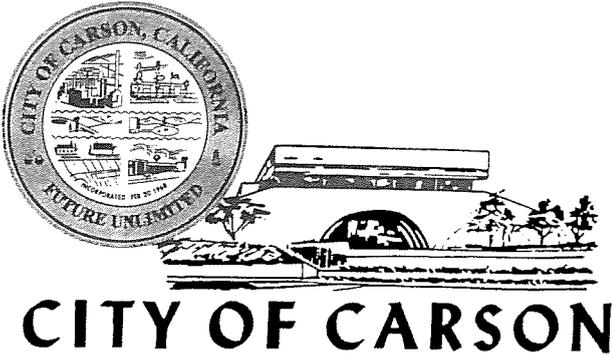
Sincerely,

Lula Davis-Holmes  
Councilwoman

**Solicitation for Not-for-Profit on City letterhead including Not-for-Profit's Federal tax identification.**

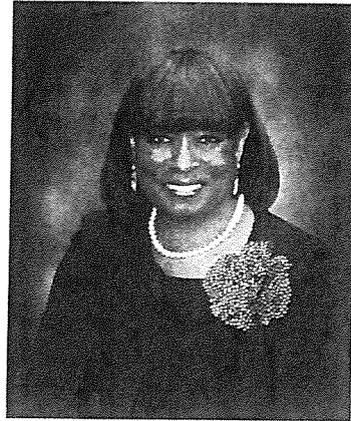
CITY HALL • 701 E. CARSON STREET • CARSON, CA 90745 • (310) 830-7600  
WEBSITE: CI.CARSON.CA.US

FROM THE OFFICE OF  
COUNCILMEMBER LULA DAVIS-HOLMES



# CITY OF CARSON

July 15, 2019



Andrew Gross *Hi Andrew*  
Thomas Safran & Associates  
11812 San Vicente Blvd  
Los Angeles, CA 90049

*Hello Andrew!*

*This year's Jazz Festival will take place on Saturday, October 5, 2019 in the City of Carson. As one of the longest running events in Carson, the Jazz Festival draws a huge crowd from all over the South Bay each year; previous topbilled performers include Barbara Morrison, Kenny Lattimore, Angela Bofill and many other big names in the jazz music industry. Aside from non-stop jazz entertainment, the festival features a wide variety of food, crafts and display booths; as well as a children's play area, and stage activities.*

*It is my hope that your company can make a monetary donation towards this year's 2019 Jazz Festival in one of the following amounts: \$2, 500.00; \$3, 500.00 or \$5, 000.00. Your generous contribution will help make this end-of-summer jazz festival one of the most memorable ever. Please know that any amount is welcome and greatly appreciated. Please forward your donation to one of the following:*

**Carson Citizens Cultural Arts Foundation**  
PO Box 4573  
701 East Carson Street  
Carson, CA 90749  
Non-Profit Tax ID#: 36-4717242

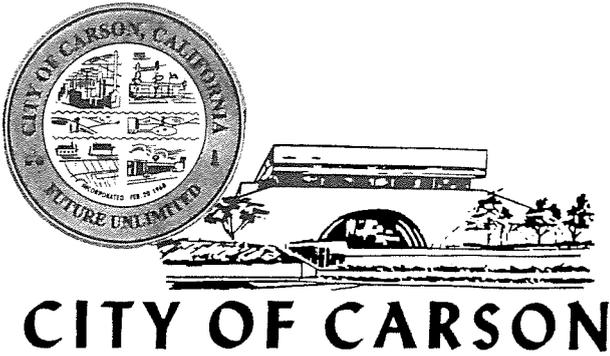
*Please note in the memo section: 2019 City of Carson Jazz Festival.*

*Thank you in advance for your consideration and support. If you have any questions or wish to speak with me directly regarding this event, please contact me directly at (310) 629-9158.*

*Sincerely,*

*Lula*  
Lula Davis-Holmes  
Councilmember

**Solicitation for Not-for-Profit on City letterhead including Not-for-Profit's Federal tax identification.**



# CITY OF CARSON

April 9, 2019

*Harold C. Williams*  
*West Basin*  
*Board of Directors, Division I*  
*17140 So. Avalon Blvd.*  
*Carson, CA 90746*



*Hello Harold!*

*This year's Juneteenth Celebration will take on Saturday, June 15, 2019 at Mills Park in the City of Carson. Juneteenth, also known as, Freedom Day or Emancipation Day is the oldest known celebration commemorating the ending of slavery in the United States (1863); the news took two years to reach those enslaved in the state of Texas (1865), hence making Juneteenth a joyous day of utmost importance, reverence and celebration in the lives of African Americans and for all Americans.*

*It is my hope that your company can make a monetary donation towards this year's Juneteenth Celebration in the amount of \$1, 500.00. Your generous contribution will help support a memorable community event. Please know that any amount is welcome and greatly appreciated. Please forward your donation to one of the following:*

**City of Carson**  
*Attention: Monica Cooper, City Treasurer*  
*701 East Carson Street*  
*Carson, CA 90745*  
*Tax ID#: 95-2513547*

**Carson Citizens Cultural Arts Foundation**  
*603-B East University Drive*  
*PMB 302*  
*Carson, CA 90746*  
*Non-Pro Tax ID#: 36-4717242*

*Please note in the memo section: 2019 City of Carson Juneteenth Celebration.*

*Thank you in advance for your consideration and support. If you have any questions or wish to speak with me directly regarding this event, please contact me directly at (310) 629-9158. Again, thank you.*

*Sincerely,*

*Lula Davis-Holmes*  
*Councilmember*

**Solicitation for Not-for-Profit on City letterhead including Not-for-Profit's Federal tax identification. Also includes City information.**



# CITY OF CARSON



CINCO de Mayo 2018

April 25, 2018

Water Replenishment District  
4040 Paramount Blvd.  
Lakewood, CA 90712

To Whom It May Concern,

The City of Carson is comprised of many ethnicities that showcase the beauty of diversity within the city. In complementing the diversity, we hold events throughout the year to promote cultural understanding and unity. We are in the planning process for our highly anticipated Cinco De Mayo Celebration and we are humbly requesting your contribution and/or participation at this event.

Cinco de Mayo is celebrated by Mexican Americans throughout the United States and promotes cultural understanding. We are fortunate that here in the City of Carson, this event is celebrated by all. This family event will be held at **CARSON PARK** located at **21411 Orrick Ave.**, in the **City of Carson** on **Saturday, May 5, 2018**, from **12:00 p.m. to 5:00 p.m.** It will be an eventful day with plenty of fun for all ages. We will be honored with the presence of **"La Sonora Dinamita"** as well as other live performances and community based dance organizations. We will also have games, rides, food booths, a classic car show, and live boxing as well.

In order to once again provide this as a **FREE** event for our community, we are requesting sponsorships from our business associates. **Sponsorship opportunities are as follows:**

- **Gold - \$2,000.00**
  - Full Page Program Book Ad \* Promotional Information Booth \* Recognition Throughout the Event
  - \* Your Business Banners Displayed Throughout the Venue (banners provided by your organization)
- **Silver: \$1,000.00**
  - Half page Program Book Ad \* Name recognition throughout the event ~
- **Bronze - \$500.00**
  - Half page Program Book Ad

If you are interested in sponsoring this event, please send your check payable to the City of Carson indicating "Cinco de Mayo" on the memo portion. The check should be mailed to:

**City of Carson - C/O City Treasurer - 701 E. Carson Street - Carson, CA - 90745**

On behalf of the nearly 100,000 residents of the City of Carson, thank you in advance for your consideration. If you have any questions regarding this request or for more information, please contact Cristina Herrera at (310) 830-4925 or at [cherrera@carson.ca.us](mailto:cherrera@carson.ca.us).

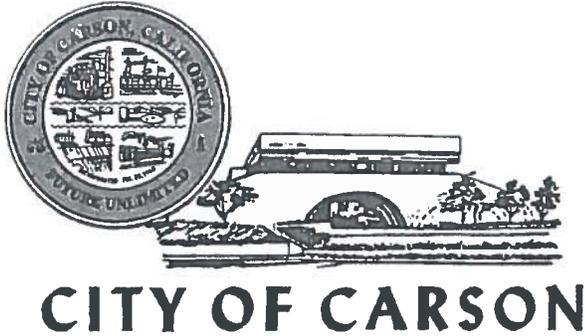
Sincerely,

IDRIS AL-OBOUDI, Director  
Community Services Department

Michael Whittiker, Acting Superintendent  
Recreation and Human Services Division

**Parks  
Make  
Life  
Better!**

**Solicitation for support by City staff with remittance to City of Carson.**



TEACHER OF THE YEAR 2018

April 10, 2018

Pilar Hoyos  
Senior Vice President, Public Affairs  
Watson Land Company  
22010 Wilmington Avenue  
Carson, CA 90745

Dear Pilar,

On behalf of the City of Carson and the City Council, I am pleased to announce that we will be hosting our annual *Teacher of the Year Awards* once again. This great event is scheduled to take place at the end of the month in May. Schedules are currently being coordinated so confirmation of the day of the event will follow.

The *Teacher of the Year Awards* is an annual program that is designed to recognize the many hard-working and extraordinary educators that always bring their very best to the classroom and assist our community in securing our children's future. We will honor teachers that work in schools located in Carson or serve our Carson residents. One teacher will be selected from each participating school. They are nominated by other teachers, their principal, any staff member and parents/guardians for consideration to receive the award.

The selected teachers and their families are invited to attend a ceremony where they will be recognized with an award as "Teacher of the Year" for their school. In appreciation for the teachers' excellent service, we have a co-sponsor of the event that hosts a post-recognition reception that includes food, cake and refreshments, where the teachers of various schools and their families mingle and share ideas that may help them better serve their students.

The City of Carson and our community members would be most appreciative if we can add Watson Land Company once again as a co-sponsor of the **2018 Teacher of the Year Awards** by kindly presenting gift cards to each of the teachers being honored. In doing so, Watson Land Company will be included in the program and will be announced as a co-sponsor of the event. We would also like to invite you or a representative of your organization to attend the event and assist us in presenting the awards to the recipients.

Please let me know at your earliest convenience if Watson Land Company will be able to co-sponsor the **Teacher of the Year** event as it has generously done yearly. Please contact Field Deputy Sylvia Rubio at (310) 952-1742 or [srubio@carson.ca.us](mailto:srubio@carson.ca.us), Monday – Thursday, 7:00 a.m. – 6:00 p.m., if you have any questions regarding the event.

Sincerely,

A handwritten signature in black ink that reads 'ALB ROBLES'.

Albert Robles  
Mayor

Solicitation for support with  
remittance to City of Carson.



# CITY OF CARSON

June 13, 2018

Pete Brown  
Education and Public Relations  
Water Replenishment District  
4040 Paramount Blvd.  
Lakewood, CA 90712

*4th of July 2018  
com. Friendship day*

Dear Business Associate,

The City of Carson hosts events throughout the year that complement our diversity promoting unity and cultural understanding. **Community Friendship Day Celebration** is a yearly event honoring **American Independence Day** and we are humbly requesting your participation for this great community event.

**Community Friendship Day** is a **FREE** family event that will be held at **Carson Park**, located at **21411 Orrick Avenue**, in **Carson** on **Sunday, July 1, 2018** from **11:00 a.m. - 3:00 p.m.** during **4<sup>th</sup>** of July weekend. The event will be comprised of Entertainment, Vendor Booths, Food Trucks, Game Booths and much more! An extremely exciting inclusion to this year's event will be one for the record books!

This year, the City of Carson will be participating in the **GUINNESS WORLD RECORDS®!** The record will consist of **"The most people making SLIME simultaneously"**. Materials and promotional giveaways will be provided to the participants that will be placing Carson on the Guinness World Records map. With the much expressed interest and sign-ups already underway, we anticipate over **1,000** participants so we are offering sponsorships opportunities to our business associates as follows:

**~GOLD – \$1,000 ~**

- *Full Page Program Book Ad \* Promotional Information Booth \* Recognition Throughout the Event \* Your Business Banners Displayed throughout the Venue (banners provided by your organization)*

**~ SILVER - \$500 ~**

- *Half Page Program Book Ad \* Live name acknowledgement throughout the event \*  
~ BRONZE – \$100 monetary or Promotional Merchandise for raffles with same value~*
- *Business Card Program Book Ad*

Please send your check payable to the **City of Carson** indicating **"4<sup>th</sup> of July Community Friendship Day"** on the memo portion and mail it to:

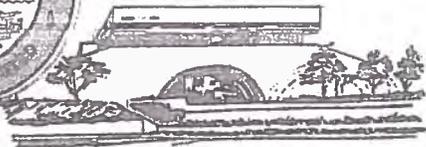
**City of Carson - c/o City Treasurer - 701 E. Carson Street - Carson, CA - 90745**  
**City of Carson 170(c)(1) Tax I.D. # Is 95-2513547**

On behalf of the residents of the City of Carson, thank you in advance for your consideration. If you have any questions regarding this request, feel free to contact me at (310) 952-1742 or [srubio@carson.ca.us](mailto:srubio@carson.ca.us).

Respectfully,

Sylvia Rubio  
Council Field Deputy

**Solicitation for support with remittance to City of Carson.**



# CITY OF CARSON

June 25, 2018

Damon Jones, VP and Director of Operations  
**McGuff Pharmaceuticals, Inc.**  
4040 West Carriage Drive  
Santa Ana, CA 92704

Dear Mr. Jones:

*Greetings! The City of Carson and the Carson Citizens Cultural Arts Foundation strives to provide a variety of beneficial events and programs that address the needs of the youth, men, and women in our community. On Friday, October 19, 2018, the City of Carson will hold its 4<sup>th</sup> Annual "It's All About Me" Women's Health Conference & Business Expo. The conference will focus on women and the synergy between mind, body, and spirit. It will highlight breast cancer awareness, celebrate all cancer survivors, and will reach out to the communities of underserved women in particular and present them with a plan of action to manage disease and improve the quality of their lives. The event will feature outstanding doctors and medical professionals who will provide information and resources to women so that they can walk away inspired and with information to help them make better health-related decisions.*

It is our hope that **McGuff Pharmaceuticals, Inc.** will support the conference by providing financial sponsorship. In recognition of your donation, your company logo will be permanently included in the event program booklet and your company will be given verbal acknowledgement at the event.

The three sponsorship levels are: *Gold \$5,000.00 = Silver \$2,500.00 Bronze= \$1,500.00*

Please note "2018 Women's Health Conference" in the memo section of your check and send your contribution to:

**Carson Citizens Cultural Arts Foundation**  
603B E. University Drive  
PMB 302  
Carson, CA 90746-3152  
Non-Profit Tax I. D. # 36-4717242

Thank you in advance for your immediate and thoughtful consideration of this request. A response by August 31<sup>st</sup> or sooner will be greatly appreciated. Should you have any questions regarding this request or wish to speak with me personally, do not hesitate to call my office at (310) 952-1710. You may also contact Sparkale Ross, at (310) 952-1711 or [ross@carson.ca.us](mailto:ross@carson.ca.us). I thank you again for your consideration.

Sincerely,

Lula Davis-Holmes  
Council Member

**Solicitation for support with remittance to Not-for-Profit, including City Council.**



Albert Robles  
Mayor



Jawane Hilton  
Mayor Pro Tem



Elito M. Santarina  
Councilmember



Lula Davis-Holmes  
Councilmember



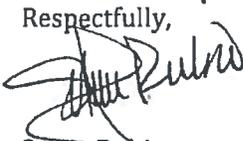
Cedric L. Hicks, Sr.  
Councilmember

Please confirm your preference and include your artwork via email to [srubio@carson.ca.us](mailto:srubio@carson.ca.us) **by Monday, September 3, 2018.** Make your check payable to the **City of Carson** indicating "Hispanic Heritage" on the memo portion and mail it to:

**City of Carson - c/o City Treasurer - 701 E. Carson Street - Carson, CA - 90745**  
**City of Carson 170(c)(1) Tax I.D. # is 95-2513547**

On behalf of the residents of the City of Carson, the Mayor and City Council, thank you in advance for your consideration. If you have any questions regarding this request, feel free to contact me at (310) 952-1742 or [srubio@carson.ca.us](mailto:srubio@carson.ca.us).

Respectfully,



Sylvia Rubio  
Council Field Deputy



March 5, 2019

TO: City of Carson, Mayor and City Council

FROM: Carson Accountability & Transparency

RE: Support: Agenda Item #19: Proposed Audit of Carson Cultural Arts Foundation

---

We write today in support of the March 5, 2019 City Council Agenda Item #19, requesting Staff to undertake an audit of the Citizen's Cultural Arts Foundation, a non-profit organization, including all revenues and expenditures.

This Cultural Arts Foundation is a regular partner with the City of Carson on a range of community events. Carson Accountability & Transparency (CAT) believes an accounting of public taxpayer funds used to support the Cultural Arts Foundation -- and all non-profit entities receiving public funds -- is both proper and necessary to accountability.

The City's staff report states that "events staged and organized by the Foundation are large and highly intertwined with the City's resources." This statement alone makes the case for an accounting of public resources --cash and in-kind-- expended to support these activities.

Moreover, activities of the Cultural Arts Foundation are closely intertwined with certain City Council Members. As an example, a Council Member's likeness appears on flyers (see attachments) for two Cultural Arts Foundation events in October of last year, events held within 30 days of a city election in which this Council Member appeared on the ballot. The City's own budget documents (see attachments) show both of these events were financially supported by the Carson Community Foundation, a non-profit administered by Carson city staff and on which Councilwoman Holmes sits on the governing Board. If City Staff and/or public safety personnel were involved in the conduct of these events that is vital to disclose.

Agenda Item 19 seeks accounting of both cash and "in-kind" contributions to the Cultural Arts Foundation. This examination should specifically cover Carson city staff time expended to organize, host and promote events for the Cultural Arts Foundation.

The agenda item also calls for "the dollar value of in-kind or donated advertising (including billboard advertising) made to the Foundation for its activities." We ask that this specifically note whether the Cultural Arts Foundation receives preferential rates for any public advertising space granted because of its affiliation with the City of Carson.

We would like to add to the Agenda item's requests that a report of all Behested Payments made to the Cultural Arts Foundation at the behest of any Carson elected officials be included in the final staff report and posted on the City of Carson website, if not already available.

Finally, we urge the City of Carson to conduct this audit in the spirit of transparency and apply the same standards to any non-profit entity receiving City funds or tangible in-kind support.

Thank You,

Carson Accountability and Transparency (CAT)

Attachments: City of Carson Event Budget FY 18-19  
 Carson Cultural Arts Foundation Event Flyers

FY18-19 City Events

Event	Month	Dept	Carson				Draft Expenditures	Actual Revenue FY16-17	Actual Expenditures FY16-17	Actual Revenue FY17-18	Actual Expenditures FY17-18
			Draft Revenue	Community Foundation Support	General Fund Contribution	Draft Expenditures					
Community Friendship Day	Jul	CS			5,000	5,000				2,499	
Senior Casino Brunch/Las Vegas Day	Jul	CS	2,000		5,000	7,000	1,635	1,769	5,000	9,909	
White Linen	Jul	CS	13,000		5,000	18,000			16,991	17,917	
Samoan Heritage Day	Aug	Outside			5,000	5,000		10,000			
Hispanic Heritage Month/Mariachi Fest	Sep	CS			5,000	5,000		9,590		11,189	
Filipino American History/Larry Itliong	Oct	CS			10,000	10,000	350	9,723		10,262	
Halloween Carnival/Dia de los Muertos	Oct	CS	3,000		5,000	8,000	2,858	3,774	1,814	4,998	
Jazz Festival	Oct	CS	22,500	7,500		30,000	6,750	22,851	27,000	29,075	
Red Ribbon Week	Oct	PIO	500		5,000	5,500	500	1,000	220	5,073	
Women's Health Conference	Oct	CS	25,000	5,000		30,000	11,320	28,175	25,220	29,498	
Veterans Day Celebration	Nov	CS	2,500	2,500		5,000	50	8,196	2,550	9,573	
Why I Like Carson Essay Contest	Nov	PIO	2,500	2,500		5,000	5,000	5,140	2,500	4,679	
Christmas Activities (Tree, Sleigh, Brunch)	Dec	CS	10,000		5,000	15,000	8,790	13,748	6,600	15,227	



Lula Davis-Holmes for Carson City Council



August 7 at 7:50 AM · 🌐

Lula Davis-Holmes

4<sup>th</sup> Annual  
*"It's All About Me"*  
FRIDAY  
October 19, 2018  
7:00 A.M. - 3:00 P.M.

*Save the Date*

**WOMEN'S HEALTH CONFERENCE & BUSINESS EXPO**

Presented by:  
**Councilmember Lula Davis-Holmes**  
The Carson Citizens, Cultural Arts Foundation, and The Women's Issues Commission  
Congresswoman Juanita Millender-McDonald Community Center  
501 E. Carson Street, Carson, CA 90745  
For more information, please contact:  
Sparkale Ross | sross@carson.ca.us | (310) 952-1711  
- NOT PAID FOR OR DESIGNED AT CITY EXPENSE -

*Save the Date*  
CARSON  
**JAZZ** Festival  
SATURDAY  
OCTOBER 6, 2018  
11:00 A.M. - 6:00 P.M.

Anderson Park  
19101 Wilmington Avenue, Carson, CA 90746  
For more information, please contact:  
Dianne Thomas (310) 632-0756 or  
Sparkale Ross | sross@carson.ca.us | (310) 952-1711  
- NOT PAID FOR OR DESIGNED AT CITY EXPENSE -

City of Carson  
Special Events Fund 44  
July 1, 2017 thru June 30, 2018

	Filipino American History EVENT 23110	Hispanic Heritage Month EVENT 23113	Women's Health Conference EVENT 23127	Juneteenth EVENT 23115
<b>Transactions per City's general ledger:</b>				
<b>REVENUE:</b>				
4906 Misc Rev/Sales of Promo Items	\$ -	\$ -	\$ -	\$ -
4998 Ticket Sales	-	-	12,111.00	-
4999 Donation				
Aleshire & Wynder, LLC	-	-	750.00	-
Avalon Courtyard	-	-	-	-
Cityview 616 East Carson LLC	-	-	-	-
CPVA Alma De Oro	-	-	-	-
Earnestine Allen	-	-	35.00	-
Empire Realty Team	-	-	-	-
Harmony Diaz	-	-	-	-
M Lovelace Trustor	-	-	105.00	-
Nationwide Environmental Svc	-	-	-	-
Prevailing In Christ Ministry	-	-	105.00	-
Price Transfer	-	-	-	-
Summer Breeze	-	-	-	-
Susie Villareal	-	-	-	-
Villaggio Retail	-	-	-	-
Water Replenishment District	-	-	-	-
West Basin Municipal Water District	-	-	1,500.00	-
2018 White Linen Donation	-	-	-	-
Women's Health Conference Donations	-	-	615.00	-
Carson Community Foundation	-	-	5,000.00	7,375.00
9101 Transfers - General Fund Subsidy	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
Total Revenues	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ 30,221.00</u>	<u>\$ 17,375.00</u>
<b>EXPENDITURES:</b>				
5002 Full-Time Salaries	\$ -	\$ 9.43	\$ -	\$ 34.69
5003 Overtime	-	3,074.70	-	2,460.13
5004 Temporary/Part-Time	2,214.85	4,461.73	1,407.50	4,429.76
5501 Retirement	-	0.30	-	-
5502 Medical & Associated Benefits	11.74	583.92	65.17	389.39
5503 Dental Insurance	-	39.90	-	33.23
5505 Group Life Insurance	-	7.57	-	6.30
5509 Vision Insurance	-	4.79	-	3.13
5510 Medicare	32.11	109.83	20.40	101.25
5512 Deferred Compensation Match	-	8.64	-	6.32
5513 Unused Medical-Deferred Comp	-	-	-	-
5516 Part-Time Retirement	68.82	197.88	86.67	112.66
6011 Telephone	-	3.49	-	11.81
Total Salaries & Benefits	<u>2,327.52</u>	<u>8,502.18</u>	<u>1,579.74</u>	<u>7,588.67</u>
6004 Professional Services	750.00	1,000.00	7,906.61	6,255.38
6005 Contract Services	5,436.89	-	-	-
6008 Advertising	-	-	-	-
6009 Special Materials &Supplies	1,747.16	757.09	19,819.18	9,064.65
6010 Office Supplies & Furnishing	-	-	192.61	-
6053 Postage	-	-	-	-
7011/7002 Property & Supplies Rental/ Equipment Rental	<u>-</u>	<u>929.84</u>	<u>-</u>	<u>-</u>
Total Subtotal of Direct Expenditures	<u>\$ 10,261.57</u>	<u>\$ 11,189.11</u>	<u>\$ 29,498.14</u>	<u>\$ 22,908.70</u>
<b>ESTIMATED Indirect Costs:</b>				
City Employees	\$ 5,775.98	\$ 1,367.12	\$ 30,890.01	\$ 11,675.04
City Facilities	1,337.60	3,042.60	6,703.40	1,173.70
City Equipment	2,237.00	1,319.00	5,212.00	13,394.00
Total indirect costs	<u>\$ 9,350.58</u>	<u>\$ 5,728.72</u>	<u>\$ 42,805.41</u>	<u>\$ 26,242.74</u>
Total Expenditures	<u>19,612.15</u>	<u>16,917.83</u>	<u>72,303.55</u>	<u>49,151.44</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>\$ (9,612.15)</u>	<u>\$ (6,917.83)</u>	<u>\$ (42,082.55)</u>	<u>\$ (31,776.44)</u>

City of Carson  
Special Events Fund 44  
July 1, 2017 thru June 30, 2018

	Cinco de Mayo EVENT 23108	Philippine Independence Day EVENT 231111	White Linen EVENT 23165	Jazz Festival EVENT 23114
<b>REVENUE:</b>				
4906 Misc Rev/Sales of Promo Items	\$ 1,065.00	\$ -	\$ -	\$ -
4998 Ticket Sales	-	-	450.00	-
4999 Donation				
Aleshire & Wynder, LLC	-	-	-	1,000.00
Avalon Courtyard	-	-	-	250.00
Cityview 616 East Carson LLC	-	-	-	1,000.00
CPVA Alma De Oro	50.00	-	-	-
Earnestine Allen	-	-	-	-
Empire Realty Team	125.00	-	-	-
Harmony Diaz	100.00	-	-	-
M Lovelace Trustor	-	-	-	-
Nationwide Environmental Svc	-	-	-	1,000.00
Prevailing In Christ Ministry	-	-	-	-
Price Transfer	-	-	-	2,500.00
Summer Breeze	-	-	3,000.00	-
Susie Villareal	75.00	-	-	-
Villaggio Retail	-	-	-	250.00
Water Replenishment District	2,000.00	-	-	-
West Basin Municipal Water District	-	-	-	1,500.00
2018 White Linen Donation	-	-	2,500.00	-
Women's Health Conference Donatio	-	-	-	-
Carson Community Foundation	5,000.00	7,375.00	-	19,500.00
9101 Transfers - General Fund Subsidy	<u>10,000.00</u>	<u>10,000.00</u>	<u>-</u>	<u>10,000.00</u>
Total Revenues	<u>\$ 18,415.00</u>	<u>\$ 17,375.00</u>	<u>\$ 5,950.00</u>	<u>\$ 37,000.00</u>
<b>EXPENDITURES:</b>				
5002 Full-Time Salaries	\$ 28.05	\$ 40.53	\$ -	\$ 276.96
5003 Overtime	3,126.59	5,726.91	-	2,832.10
5004 Temporary/Part-Time	4,650.20	4,805.24	-	2,990.78
5501 Retirement	0.77	-	-	-
5502 Medical & Associated Benefits	498.24	1,073.64	-	604.34
5503 Dental Insurance	35.69	66.40	-	37.73
5505 Group Life Insurance	6.76	13.90	-	7.16
5509 Vision Insurance	2.40	6.36	-	3.87
5510 Medicare	114.27	153.95	-	83.56
5512 Deferred Compensation Match	10.26	8.16	-	-
5513 Unused Medical-Deferred Comp	35.30	-	-	27.01
5516 Part-Time Retirement	94.20	78.65	-	124.88
6011 Telephone	-	-	-	-
Total Salaries & Benefits	<u>8,602.73</u>	<u>11,973.74</u>	<u>-</u>	<u>6,988.39</u>
6004 Professional Services	7,553.00	800.00	-	19,553.50
6005 Contract Services	-	1,200.00	-	-
6008 Advertising	-	-	1,550.00	-
6009 Special Materials &Supplies	6,060.12	350.31	-	480.03
6010 Office Supplies & Furnishing	-	-	-	-
6053 Postage	-	-	-	13.30
7011/7002 Property & Supplies Rental/ Equipment Rental	<u>500.00</u>	<u>1,710.10</u>	<u>-</u>	<u>2,040.01</u>
Total Subtotal of Direct Expenditures	<u>\$ 22,715.85</u>	<u>\$ 16,034.15</u>	<u>\$ 1,550.00</u>	<u>\$ 29,075.23</u>
<b>ESTIMATED Indirect Costs:</b>				
City Employees	\$ 6,237.25	\$ 4,697.88	\$ 13,527.39	\$ 8,702.94
City Facilities	1,355.20	2,301.22	1,372.80	1,372.80
City Equipment	9,748.00	14,706.00	4,123.00	14,000.00
Total indirect costs	<u>\$ 17,340.45</u>	<u>\$ 21,705.10</u>	<u>\$ 19,023.19</u>	<u>\$ 24,075.74</u>
Total Expenditures	<u>40,056.30</u>	<u>37,739.25</u>	<u>20,573.19</u>	<u>53,150.97</u>
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	<u>\$ (21,641.30)</u>	<u>\$ (20,364.25)</u>	<u>\$ (14,623.19)</u>	<u>\$ (16,150.97)</u>

City of Carson  
 Filipino-American History Month  
 EVENT 23110

CITY EMPLOYEES	Employee Position	Estimated Hours Worked Day of Event	Estimated Hours Worked Pre Event/ Planning *	Total Hours	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost
1	Recreation Center Supervisor	10	40	50	\$ 43.12	\$ 2,156.00	\$ 31.26	\$ 532.51	\$ 2,719.77
2	Aquatics Supervisor	10	32	42	36.73	1,542.66	22.37	381.02	1,946.05
3	Recreation Assistant III	8	-	8	15.02	120.16	1.74	29.68	151.58
4	Recreation Assistant III	8	-	8	12.97	103.76	1.50	25.63	130.89
5	Recreation Assistant II	8	-	8	11.55	92.40	1.34	22.82	116.56
6	Recreation Assistant II	6	-	6	12.13	72.78	1.06	17.98	91.81
7	Event Services Coordinator II	3	-	3	39.89	119.67	1.74	29.56	150.96
8	Event Services Worker III	3	-	3	29.72	89.16	1.29	22.02	112.47
9	Event Services Worker III	2	-	2	29.72	59.44	0.86	14.68	74.98
10	Utility Worker I	3	-	3	13.29	39.87	0.58	9.85	50.30
11	Maintenance Aide	2	-	2	12.66	25.32	0.37	6.25	31.94
12	Utility Worker I	2	-	2	15.38	30.76	0.45	7.60	38.80
13	Utility Worker I	2	-	2	12.66	25.32	0.37	6.25	31.94
14	Utility Worker I	3	-	3	13.29	39.87	0.58	9.85	50.30
15	Utility Worker I	2	-	2	15.38	30.77	0.45	7.60	38.81
16	Utility Worker I	2	-	2	15.38	30.76	0.45	7.60	38.80
Totals		74	72	146		\$ 4,578.70	\$ 66.39	\$ 1,130.89	\$ 5,775.98

CITY FACILITIES	Facility	Purpose of Use	Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
1	Carson-Dominguez Room	Venue of event	10	\$ 93.00	\$ 930.00	\$ 93.00	\$ 1,023.00
2	Rizal Monument	Location of wreath laying ceremony	3	22.00	66.00	6.60	72.60
3	City Hall Conference Room	Location of meetings	4	22.00	88.00	8.80	96.80
4	Breezeway Patio	Vendors & Registration	6	22.00	132.00	13.20	145.20
Totals			23		\$ 1,216.00	\$ 121.60	\$ 1,337.60

City of Carson  
Filipino-American History Month  
EVENT 23110

CITY EQUIPMENT		Estimated Hours Used	Quantity	Hourly Rental Rate	Total Cost
Equipment Used	Purpose of Use				
1 8 Stages (Community Center)	Event program (Carson-Dominguez Room)	10	8	\$ 46.00	\$ 368.00
2 17 - 6' Tables (Community Center)	Event program & wreath laying ceremony	6	17	13.00	221.00
3 3 - 8' Tables (Community Center)	Event program & wreath laying ceremony	10	3	14.00	42.00
4 334 Chairs (Community Center)	Event program & wreath laying ceremony	10	334	1.00	334.00
5 10 Easels (Community Center)	Event program & wreath laying ceremony	7	10	29.00	290.00
6 Canopies (Sports Complex)	Wreath laying ceremony area (Rizal Monument)	7	2	431.00	862.00
7 20 Table Clothes	Vendors & Rehearsal	6	20	6.00	120.00
Totals		<u>56</u>	<u>394</u>		<u>\$ 2,237.00</u>

\* Includes meetings, shopping, admin tasks, program design, etc.

City of Carson  
Hispanic Heritage Month  
EVENT 23113

CITY EMPLOYEES		Estimated					
Employee Position	Hours Worked	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost	
1 Event Services -Supervisor	8	\$ 43.18	\$ 345.46	\$ 5.01	\$ 85.32	\$ 435.79	
2 Event Services -Coordinator II	6	39.89	239.34	3.47	59.11	301.93	
3 Event Services -Worker III	6	29.72	178.32	2.59	44.04	224.95	
4 Utility Worker I	6	13.29	79.74	1.16	19.69	100.59	
5 Maintenance Aide	4	12.66	50.64	0.73	12.51	63.88	
6 Utility Worker I	2	15.38	30.76	0.45	7.60	38.80	
7 Utility Worker I	6	13.29	79.74	1.16	19.69	100.59	
8 Utility Worker I	6	13.29	79.74	1.16	19.69	100.59	
<b>Totals</b>	<b>44</b>		<b>\$ 1,083.74</b>	<b>\$ 15.71</b>	<b>\$ 267.67</b>	<b>\$ 1,367.12</b>	

CITY FACILITIES		Estimated	Hourly		Facility	Total
Facility	Purpose of Use	Hours Used	Room Rate	Cost	Repairs & Maintenance	Cost
1 Community Center Parking Lot	Carnival & Concert - \$10 per stall x 108 stalls	30	\$ 36.00	\$ 1,080.00	\$ 108.00	\$ 1,188.00
2 Executive Conference Room 212	Event Planning	9	22.00	198.00	19.80	217.80
3 Carson-Dominguez Room	Press Conference & Performer Holding Room	16	93.00	1,488.00	148.80	1,636.80
<b>Totals</b>		<b>55</b>		<b>\$ 2,766.00</b>	<b>\$ 276.60</b>	<b>\$ 3,042.60</b>

City of Carson  
 Hispanic Heritage Month  
 EVENT 23113

CITY EQUIPMENT		Estimated Hours Used	Quantity	Hourly Rental Rate	Total Cost
Equipment Used	Purpose of Use				
1 20 Stages (Community Center)	Event program (Carson-Dominguez Room)	10	20	\$ 46.00	\$ 920.00
2 334 Chairs (Community Center)	Event program (Carson-Dominguez Room)	6	334	1.00	334.00
3 5 - 6' Tables (Community Center)	Event program (Carson-Dominguez Room)	10	5	13.00	65.00
Totals		<u>26</u>	<u>359</u>		<u>\$ 1,319.00</u>

City of Carson  
Women's Health Conference  
EVENT 23127

CITY EMPLOYEES	Employee Position	Estimated	Hourly	Cost	Medicare	CalPERS	Total
		Hours	Rate		@1.45%	@24.699%	
		Worked					Cost
1	Division Secretary	4	\$ 31.20	\$ 973.44	\$ 14.11	\$ 240.43	\$ 1,227.98
2	Division Secretary	4	20.00	400.00	5.80	98.80	504.60
3	Recreation Program Manager	10	52.63	2,770.21	40.17	684.21	3,494.59
4	Event Services Worker III	2	29.72	883.28	12.81	218.16	1,114.25
5	Event Services Coordinator II	6	39.89	1,591.21	23.07	393.01	2,007.30
6	Event Services Worker II	6	29.72	883.28	12.81	218.16	1,114.25
7	Utility Worker I	6	14.65	214.62	3.11	53.01	270.74
8	Utility Worker I	2	13.00	169.00	2.45	41.74	213.19
9	Utility Worker I	2	12.66	160.28	2.32	39.59	202.19
10	Utility Worker II	2	16.98	288.32	4.18	71.21	363.71
11	Utility Worker I	6	15.38	236.54	3.43	58.42	298.40
12	Utility Worker I	6	15.38	236.64	3.43	58.45	298.51
13	Utility Worker I	4	15.38	236.54	3.43	58.42	298.40
14	Recreation Center Supervisor	120	42.93	1,842.98	26.72	455.20	2,324.91
15	Recreation Center Supervisor	60	42.93	1,842.98	26.72	455.20	2,324.91
16	Sr. Recreation Center Supervisor	20	46.21	2,135.36	30.96	527.41	2,693.74
17	Recreation Center Supervisor	10	42.93	1,842.98	26.72	455.20	2,324.91
18	Senior Field Deputy	450	43.18	1,864.51	27.04	460.52	2,352.06
19	Field Deputy	230	41.29	1,704.86	24.72	421.08	2,150.67
20	Field Deputy	230	41.29	1,704.86	24.72	421.08	2,150.67
21	Web Developer	40	50.05	2,505.00	36.32	618.71	3,160.04
Totals		<u>1,220</u>		<u>\$ 24,486.93</u>	<u>\$ 355.06</u>	<u>\$ 6,048.03</u>	<u>\$ 30,890.01</u>

City of Carson  
 Women's Health Conference  
 EVENT 23127

CITY FACILITIES		Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
Facility	Purpose of Use					
1 Community Center						
Community Hall A, B, & C	Keynote speaker/lunc	11	115.00	\$ 1,265.00	\$ 126.50	\$ 1,391.50
Atrium	Vendor fair	11	43.00	473.00	47.30	520.30
132 AB	Breakout room	11	25.00	275.00	27.50	302.50
Adult Lounge	Breakout room	11	29.00	319.00	31.90	350.90
Adult Activity	Breakout room	11	50.00	550.00	55.00	605.00
West Wing	Breakout room	11	166.00	1,826.00	182.60	2,008.60
Dance Room	Breakout room	11	32.00	352.00	35.20	387.20
Room 206	Breakout room	11	18.00	198.00	19.80	217.80
Room 209 AB	Breakout room	11	22.00	242.00	24.20	266.20
Room 212	Breakout room	11	22.00	242.00	24.20	266.20
Mills Park	7 pre-event meetings	14	22.00	308.00	30.80	338.80
Mills Park	Post event meeting	2	22.00	44.00	4.40	48.40
Totals		126		\$ 6,094.00	\$ 609.40	\$ 6,703.40

CITY EQUIPMENT		Estimated Hours Used	Quantity	Hourly Rental Rate	Total Cost
Equipment Used	Purpose of Use				
1 City Truck	Drop off/return items for event	4	-	\$ -	\$ -
2 City Van	Shopping for items for event - returning of equipment	10	-	-	-
3 46 - 60" round tables	General session/lunch	11	46	13.00	598.00
4 11 - stage pieces	General session	11	11	46.00	506.00
5 73 - 6' banquet tables	Vendors and breakout rooms	11	73	12.00	876.00
6 102 - 6'x18" tables	Breakout Rooms	11	102	14.00	1,428.00
7 170 table cloths	vendors and breakout rooms	11	170	6.00	1,020.00
8 784 chairs	General session/lunch/vendors/ breakout rooms	11	784	1.00	784.00

City of Carson  
Women's Health Conference  
EVENT 23127

Totals	<u>80</u>	<u>1,186</u>	<u>\$ 5,212.00</u>
--------	-----------	--------------	--------------------

City of Carson  
 Juneteenth  
 EVENT 23115

CITY EMPLOYEES		Estimated Hours Worked Day of Event	Estimated Hours Worked Pre Event/ Planning *	Total Hours	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost
1	Recreation Program Manager	8	35	43	\$ 50.10	\$ 2,154.30	\$ 31.24	\$ 532.09	\$ 2,717.63
2	Recreation Center Supervisor	8	120	128	40.47	5,180.16	75.11	1,279.45	6,534.72
3	Recreation Center Supervisor	8	20	28	40.47	1,133.16	16.43	279.88	1,429.47
4	Recreation Center Supervisor	8	10	18	40.47	728.46	10.56	179.92	918.95
5	Recreation Coordinator - Permits	-	2	2	29.44	58.88	0.85	14.54	74.28
Totals		<u>32</u>	<u>187</u>	<u>219</u>		<u>\$ 9,254.96</u>	<u>\$ 134.20</u>	<u>\$ 2,285.88</u>	<u>\$ 11,675.04</u>

CITY FACILITIES		Purpose of Use	Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
1	Mills Park activity room	Green room/Hospitality	7	\$ 29.00	\$ 203.00	\$ 20.30	\$ 223.30
2	Mills Park rec room	event location	7	23.00	161.00	16.10	177.10
3	Mills Park open grass area	event location	1	703.00	703.00	70.30	773.30
Totals			<u>15</u>		<u>\$ 1,067.00</u>	<u>\$ 106.70</u>	<u>\$ 1,173.70</u>

City of Carson  
 Juneteenth  
 EVENT 23115

CITY EQUIPMENT		Estimated	Hourly	Total
Equipment Used	Purpose of Use	Hours Used	Rental Rate	Cost
1 10' x 10' canopy		15	\$ 144.00	\$ 2,160.00
2 3 compartment utility sink		1	288.00	288.00
3 20' x 40' canopy		3	201.00	603.00
4 table linens 8' white		60	12.00	720.00
5 table lines rounds		34	12.00	408.00
6 table skirting		10	12.00	120.00
7 EZ-Up canopy		6	46.00	276.00
8 folding chairs		400	1.00	400.00
9 stage pieces 4' x 8'		25	23.00	575.00
10 stage stairs		2	23.00	46.00
11 inflatable jumper		2	110.00	220.00
12 stations		20	8.00	160.00
13 barricades		40	8.00	320.00
14 dance floor pieces		25	230.00	5,750.00
15 generator, large		2	104.00	208.00
16 tables 8'		40	14.00	560.00
17 cocktail tables		9	8.00	72.00
18 tables round 60'		30	15.00	450.00
19 popcorn machine		1	58.00	58.00
Totals		725		\$ 13,394.00

City of Carson  
 Cinco de Mayo  
 EVENT 23108

CITY EMPLOYEES	Estimated Hours Worked Day of Event	Estimated Hours Worked Pre Event/ Planning *	Total Hours	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost
Employee Position								
1 Senior Recreation Center Supervisor	24	15	39	\$ 39.95	\$ 1,558.05	\$ 22.59	\$ 384.82	\$ 1,965.46
2 Recreation Center Supervisor	8	4	12	40.47	485.64	7.04	119.95	612.63
3 Asst. Recreation Center Supervisor	6	-	6	22.31	133.86	1.94	33.06	168.86
4 Recreation Assistant II	11	-	11	12.00	132.00	1.91	32.60	166.52
5 Recreation Assistant III	21	-	21	12.35	259.35	3.76	64.06	327.17
6 Permits	15	-	15	12.05	180.75	2.62	44.64	228.01
7 Permits	15	-	15	12.05	180.75	2.62	44.64	228.01
8 Recreation Assistant III	10	-	10	12.13	115.24	1.67	28.46	145.37
9 Recreation Assistant III	6	-	6	15.02	90.12	1.31	22.26	113.69
10 Recreation Assistant IV	17	-	17	14.32	243.44	3.53	60.13	307.10
11 Recreation Assistant II	12	-	12	13.29	152.84	2.22	37.75	192.80
12 Aquatics	7	-	7	14.60	102.20	1.48	25.24	128.92
13 Permits	27	-	27	12.05	325.35	4.72	80.36	410.43
14 Recreation Assistant IV	13	-	13	15.79	205.27	2.98	50.70	258.95
15 Permits	15	-	15	12.05	180.75	2.62	44.64	228.01
16 Recreation Assistant II	13	-	13	12.00	150.00	2.18	37.05	189.22
17 Recreation Assistant II	4	-	4	12.00	48.00	0.70	11.86	60.55
18 Recreation Assistant II	5	-	5	15.61	78.05	1.13	19.28	98.46
19 Aquatics	5	-	5	12.13	60.65	0.88	14.98	76.51
20 Recreation Assistant II	12	-	12	11.00	134.75	1.95	33.28	169.99
21 Recreation Assistant II	10	-	10	12.73	127.30	1.85	31.44	160.59
Totals	255	19	274		\$ 4,944.35	\$ 71.69	\$ 1,221.21	\$ 6,237.25

City of Carson  
 Cinco de Mayo  
 EVENT 23108

CITY FACILITIES		Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
Facility	Purpose of Use					
1 Carson Park	Event	24	\$ 44.00	\$ 1,056.00	\$ 105.60	\$ 1,161.60
2 Corp-yard - Conference room	Meetings (city use only)	8	22.00	176.00	17.60	193.60
Totals		32		\$ 1,232.00	\$ 123.20	\$ 1,355.20

CITY EQUIPMENT		Quantity	Hourly Rental Rate	Total Cost
Equipment Used	Purpose of Use			
1 5- 20x 40's	Shade/seating area/eating area	5	\$ 431.00	\$ 2,155.00
2 30 banquet tables	Craft vendors/Games	30	14.00	420.00
3 500 chairs	Seating area/eating area	500	1.00	500.00
4 2 portable sinks	Food Vendors	2	230.00	460.00
5 1 Generator	Moon bounce	1	58.00	58.00
6 25- 10 x 10s	Eating area/craft vendors/game area	25	144.00	3,600.00
7 45 stage pieces	Main stage	45	23.00	1,035.00
8 30 dance stage pieces	Dance floor/main stage	30	23.00	690.00
9 10 barricades	Block out beer garden	10	8.00	80.00
10 2 moon bounces	kiddie area	2	110.00	220.00
11 20 round tables	eating area	20	17.00	340.00
12 2 stage stairs	Stage	2	23.00	46.00
13 8 cocktail tables	Beer Garden tables	8	8.00	64.00
14 10 Stanchions	Entertainment area	10	8.00	80.00
Totals		690		\$ 9,748.00

City of Carson  
 Philippine Independence Day  
 EVENT 23111

CITY EMPLOYEES		Estimated Hours Worked Day of Event	Estimated Hours Worked Pre Event/ Planning *	Total Hours	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost
Employee Position									
1	A/Sr. Recreation Center Supervisor	8	40	48	\$ 40.47	\$ 1,942.56	\$ 28.17	\$ 479.79	\$ 2,450.52
2	A/Recreation Center Supervisor	8	10	18	22.31	401.58	5.82	99.19	506.59
3	Recreation Center Supervisor	8	2	10	40.47	404.70	5.87	99.96	510.53
4	Recreation Center Supervisor	4	5	9	40.47	364.23	5.28	89.96	459.47
5	A/Superintendent	-	10	10	43.56	435.60	6.32	107.59	549.51
6	Program Manager	-	2	2	50.10	100.20	1.45	24.75	126.40
7	Recreation Coordinator - Permits	-	2	2	37.60	75.20	1.09	18.57	94.86
Totals		28	69	97		\$ 3,724.07	\$ 54.00	\$ 919.81	\$ 4,697.88

CITY FACILITIES		Purpose of Use	Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
Facility							
1	Veterans Park activity room	dressing room and/or VIP aea	7	\$ 29.00	\$ 203.00	\$ 20.30	\$ 223.30
2	Veterans Park small rec room	dressing room and/or VIP aea	7	23.00	161.00	16.10	177.10
3	Entire park area	event site	7	246.86	1,728.02	172.80	1,900.82
Totals			21		\$ 2,092.02	\$ 209.20	\$ 2,301.22

City of Carson  
 Philippine Independence Day  
 EVENT 23111

CITY EQUIPMENT		Estimated		Hourly	Total
Equipment Used	Purpose of Use	Hours Used	Quantity	Rental Rate	Cost
1 10 x 10 canopy	various booths needed at event	11	30	\$ 144.00	\$ 4,320.00
2 2 compartment sink	utility sink for vendor use	11	2	230.00	460.00
3 20 x 40 canopy	seating and stage area shade	11	6	201.00	1,206.00
4 podium	stage speaker use		1	86.00	86.00
5 folding chairs	seating		500	1.00	500.00
6 dance floor	stage are - dancing		26	230.00	5,980.00
7 generator	power sinks/inflatables		3	104.00	312.00
8 jumper, inflatable	kiddie area		2	110.00	220.00
9 stage pieces 4' x 8'	main stage area		32	23.00	736.00
10 stage stairs	access to stages on both sides		2	23.00	46.00
11 stantions	to separate public area from off limit areas		20	8.00	160.00
12 tables, 8'	booths and stage area		30	14.00	420.00
13 tables, 60" rounds	eating areas		20	13.00	260.00
Totals			<u>674</u>		<u>\$ 14,706.00</u>

City of Carson  
White Linen  
EVENT 23165

CITY EMPLOYEES	Estimated Hours Worked Day of Event	Estimated Hours Worked Pre Event/ Planning *	Total Hours	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost
Employee Position								
1 Community Center Supervisor	-	4	4	\$ 40.17	\$ 160.68	\$ 2.33	\$ 39.69	\$ 202.70
2 Event Supervisor	-	8	8	43.18	345.44	5.01	85.32	435.77
3 Event Coordinator	8	-	8	12.66	101.28	1.47	25.02	127.76
4 Event Coordinator	10	-	10	34.11	341.10	4.95	84.25	430.29
5 Event Services Worker III	10	-	10	28.01	280.10	4.06	69.18	353.34
6 Event Services Worker III	10	-	10	28.01	280.10	4.06	69.18	353.34
7 Event Services Worker III	8	-	8	28.01	224.08	3.25	55.35	282.67
8 Event Services Worker III	4	-	4	23.60	94.40	1.37	23.32	119.08
9 Utility Worker I	6	-	6	15.38	92.28	1.34	22.79	116.41
10 Maintenance Aide	6	-	6	11.29	67.74	0.98	16.73	85.45
11 Maintenance Aide	6	-	6	12.66	75.96	1.10	18.76	95.82
12 Maintenance Aide	6	-	6	12.66	75.96	1.10	18.76	95.82
13 Utility Worker I	6	-	6	15.38	92.28	1.34	22.79	116.41
14 Utility Worker I	6	-	6	15.38	92.28	1.34	22.79	116.41
15 Utility Worker I	6	-	6	15.38	92.28	1.34	22.79	116.41
16 Maintenance Aide	6	-	6	15.38	92.28	1.34	22.79	116.41
17 Utility Worker I	6	-	6	15.38	92.28	1.34	22.79	116.41
18 Sr. Recreation Center Supervisor	6	-	6	43.56	261.36	3.79	64.55	329.70
19 Recreation Center Supervisor	6	-	6	12.97	77.82	1.13	19.22	98.17
20 Recreation Center Supervisor	-	50	50	36.73	1,836.50	26.63	453.60	2,316.73
21 Recreation Center Supervisor	8	40	48	40.47	1,942.56	28.17	479.79	2,450.52
22 Recreation Center Supervisor	8	75	83	43.18	3,583.94	51.97	885.20	4,521.10
23 Recreation Center Supervisor	8	-	8	43.18	345.44	5.01	85.32	435.77
24 Recreation Coordinator - Permits	-	2	2	37.60	75.20	1.09	18.57	94.86
Totals	140	179	319		\$ 10,723.34	\$ 155.49	\$ 2,648.56	\$ 13,527.39

City of Carson  
White Linen  
EVENT 23165

CITY FACILITIES		Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
Facility	Purpose of Use					
1 Executive Conference Room (6/13/17)	Planning Meeting	2	\$ 22.00	\$ 44.00	\$ 4.40	\$ 48.40
2 Community Hall AB	VIP & Green Room for Event	7	97.00	679.00	67.90	746.90
3 Patio A	Location of Event	7	300.00	300.00	30.00	330.00
4 International Room AB	Supplies & Decorations Storage rc	9	25.00	225.00	22.50	247.50
Totals		25		\$ 1,248.00	\$ 124.80	\$ 1,372.80

CITY EQUIPMENT		Estimated Hours Used	Quantity	Hourly Rental Rate	Total Cost
Equipment Used	Purpose of Use				
1 20 - 6' tables			20	\$ 13.00	\$ 260.00
2 30 banquet chairs			30	1.00	30.00
3 32 - 60" round tables			32	13.00	416.00
4 256 white samsonite chairs			256	1.00	256.00
5 20' x 40' canopy	shade/seating area		1	201.00	201.00
6 10' x 10' canopy	booths		10	144.00	1,440.00
7 folding chairs	seating		200	1.00	200.00
8 generator			1	104.00	104.00
9 sound system	music		1	150.00	150.00
10 stage pieces 4' x 8'			20	23.00	460.00
11 stage stairs			2	23.00	46.00
12 stations			8	8.00	64.00
13 table skirting			6	12.00	72.00
14 cocktail tables			8	13.00	104.00
15 barricades			40	8.00	320.00
Totals			635		\$ 4,123.00

City of Carson  
Jazz Festival  
EVENT 23114

CITY EMPLOYEES		Estimated Hours Worked Day of Event	Estimated Hours Worked Pre Event/ Planning *	Total Hours	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost
1	A/Recreation Center Supervisor	8	25	33	\$ 21.24	\$ 700.92	\$ 10.16	\$ 173.12	\$ 884.20
2	Recreation Program Manager	4	20	24	50.10	1,202.40	17.43	296.98	1,516.82
3	Recreation Center Supervisor	8	4	12	24.79	297.48	4.31	73.47	375.27
4	Recreation Center Supervisor	8	12	20	36.69	733.80	10.64	181.24	925.68
5	Recreation Center Supervisor	8	80	88	36.69	3,228.72	46.82	797.46	4,073.00
6	Recreation Center Supervisor	8	10	18	36.69	660.42	9.58	163.12	833.11
7	Recreation Coordinator - Permits	-	2	2	37.60	75.20	1.09	18.57	94.86
Totals		44	153	197		\$ 6,898.94	\$ 100.03	\$ 1,703.97	\$ 8,702.94

CITY FACILITIES		Purpose of Use	Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
1	Anderson Park activity room	VIP/Hospitality	7	\$ 29.00	\$ 203.00	\$ 20.30	\$ 223.30
2	Anderson Park rec room	Event location	7	23.00	161.00	16.10	177.10
3	Anderson Park outdoor space	Event location*	1	703.00	703.00	70.30	773.30
Totals			15		\$ 1,067.00	\$ 106.70	\$ 1,173.70

City of Carson  
 Jazz Festival  
 EVENT 23114

CITY EQUIPMENT		Estimated Hours Used	Quantity	Hourly Rental Rate	Total Cost
Equipment Used	Purpose of Use				
1 10' x 10' canopy		13		\$ 144.00	\$ 1,872.00
2 3 compartment utility sink		2		288.00	576.00
3 20' x 40' canopy		2		201.00	402.00
4 table linens 8' white		20		12.00	240.00
5 table lines rounds		30		12.00	360.00
6 white table skirting		6		12.00	72.00
7 trah bin (oversized)		1		200.00	200.00
8 truck 744		2		250.00	500.00
9 truck 854		2		200.00	400.00
10 EZ-Up canopy		22		46.00	1,012.00
11 folding chairs			400	1.00	400.00
12 stage pieces 4' x 8'		25		23.00	575.00
13 stage stairs		2		23.00	46.00
14 inflatable jumper		2		110.00	220.00
15 podium		1		86.00	86.00
16 stantions		6		8.00	48.00
17 barricades		40		8.00	320.00
18 dance floor pieces		25		230.00	5,750.00
19 generator		2		58.00	116.00
20 tables 8'		25		14.00	350.00
21 tables round 45'		5		13.00	65.00
22 tables round 60'		30		13.00	390.00
			<u>663</u>		<u>\$ 14,000.00</u>
		Totals			



**ITEM NO. 3  
DISCUSSION**

**Report to Parks, Recreation and Cultural Arts Commission**

Thursday, August 26, 2021

---

**SUBJECT:  
VOLUNTEER ASSOCIATIONS, YOUTH SPORTS OPERATIONS**

**I. SUMMARY**

During the Fiscal Year 2021-2022 budget workshops, City Council reviewed the Community Services Department's Budget Increase Proposal (BIP) for a supplemental expenditure allocation to accommodate in-house purchasing and management of Youth Sports League amenities for participants. The City Council declined the request at that time and encouraged staff to recruit additional volunteers to assist with the operations in the upcoming year. Since then, select volunteer associations have approached Department staff with a proposal for City managed uniforms, trophies, and pictures procurement and operations as a part of the Youth Sports league management. Staff is seeking support from the Commission for the proposal, with a prospective start aligning with the winter basketball youth sports season.

**II. RECOMMENDATION**

1. RECOMMEND City Council APPROVE the in-house management of youth sports uniforms, trophies, and pictures; and
2. DIRECT staff to prepare and submit a budget amendment to encompass all expenses and revenues related to the management and operation of these line items.

**III. ALTERNATIVES**

TAKE any other action the Commission deems appropriate.

**IV. BACKGROUND**

The Community Services Department has traditionally operated youth sports leagues with staff coordinating aspects of league management, team bracketing, player assignments, officiating, and game scheduling. Registration fees for each sport season have been capped at \$25 per participant as the City Council has approved a substantial subsidy to ensure lower income youth residents can participate. This model has omitted the cost of uniforms, trophies, and player pictures from the registration package. Instead, park volunteer associations have been involved in facilitating these transactions outside of the City managed league registration process. Over time, City staff at the park sites have helped the volunteer associations with the collection of fees for uniforms, trophies, and pictures as well as sizing participants and placing orders with vendors for these functions. Families were required to submit two or more separate fees for league registration, uniforms, trophies, etc. The league fee was remitted to the City and the other fees to the respective volunteer associations; albeit collected often by City staff.

Although well intentioned, City staff collection of fees for services and items not officially part of an approved fee schedule or program component is not authorized by the City. Specifically, City Standard Management Procedure (SMP) 3.4 sets regulations on Cash

### ITEM NO. 3 DISCUSSION

Receipts (Exhibit 2) to ensure that “all funds collected be properly receipted and recorded to the City’s general ledger”. Additionally, “City funds are not to be co-mingled with non-city funds. The collection or safekeeping of non-city funds by City employees is strictly prohibited”. A reminder of this policy was shared with all Department staff on July 13, 2016, February 18, 2016, June 14, 2018, and June 23, 2021.

During the Fiscal Year 2021-2022 budget workshops, City Council reviewed the Community Services Department’s Budget Increase Proposal (BIP) for a supplemental expenditure allocation to accommodate in-house purchasing and management of Youth Sports League amenities for participants. The City Council declined the request at that time and encouraged staff to recruit additional volunteers to assist with the operations in the upcoming year.

Since then, select volunteer associations have approached Department staff with a proposal (Exhibit 1) for City managed uniforms, trophies, and pictures procurement and operations as a part of the Youth Sports league management. In short, the proposal recommends that the City manage all youth sports league components under one general registration fee and collaborate with volunteer associations on the selection of uniforms, trophies, and picture vendors and specifications. As an example, the registration fee structure could resemble the table below, although staff predicts a much lower cost due to volume purchasing on uniforms and materials through a competitive bidding process.

Sport	Reg Fee Res	Uniform	Trophy	Picture	Total Res	Total Non-Res
Baseball	\$25	\$65	\$10	\$10	\$110	\$135
Soccer	\$25	\$35	\$10	\$10	\$80	\$105
Football	\$25	\$40	\$10	\$10	\$85	\$110
Basketball	\$25	\$50	\$10	\$10	\$95	\$120

Of importance to the volunteer associations is the ability for these materials to maintain the same quality and availability they have come to expect during prior seasons of play. As such, staff is committed to including the associations in the selection of vendors and establishment of specifications for each item. From the onset, this will include involvement in the Invitation for Bids (IFB) process, vendor evaluation, and product quality expectations. Thereafter, City staff would meet regularly (seasonal, quarterly, etc.) to ensure that the associations can remain involved in the process, giving the opportunity to choose between multiple uniform packages (based upon quality) each season.

City staff has met multiple times with the volunteer associations and the Parks, Recreation and Cultural Arts Ad-hoc Committee on Youth Sports to discuss the proposal and receive feedback. As an outcome of these discussion, the associations were asked to vote on two options as follows:

**Option 1:** City staff full operations

## ITEM NO. 3 DISCUSSION

- City to assume all tasks and responsibilities associated with the management of youth sports programs, to include collection of all fees essential to core operations (league registration, uniforms, pictures, trophies)
- Volunteer Associations (VAs) to fundraise for enhancements to sports season experience for youth (amenities for banquets, scholarships for low-income players, etc.)
- City to host end of season banquets in park (use of facilities and existing city equipment)
- City to procure vendor for goods and services related to all materials and supplies in a formal bidding process consistent with municipal procurement policies
- City to consult with VAs in the selection of trophies, uniforms, and pictures for consensus on base packages with emphasis on quality of product and responsiveness of vendor
- City to assume responsibilities with the launch of the **Winter sports season (Basketball/January) to allow time for bidding procurement and selections** with VAs' input
- City to utilize new registration platform (ActiveNet) to accept payments online or in-person at any city facility (targeting winter sports registrations in Oct/Nov)

### Option 2: Hybrid Operations

- City to collect only league registration fee (\$25)
- City staff to manage league operations only (officials, play brackets, team assignments, etc.)
- Volunteer Associations to collect fees for uniforms, trophies, and pictures
- City staff are not authorized to collect store or deposit fees for uniforms, trophies, and pictures
- Volunteer associations to place orders for uniforms, trophies, and pictures
- Volunteer associations to store, sort, and distribute uniforms, trophies, and pictures
- City to host end of season banquets in park (use of facilities and existing city equipment)

While there may be a status quo third option, the City's current cash receipting policy does not allow for city staff to continue handling funds that are not part of the City's approved fee schedule and budget operations. The status quo procedures also included city staff placing orders to vendors, retrieving material orders from vendors, and storing materials on city property with funds that have not been approved in the City's operating budget or fee schedule. As such this status quo operation is in violation of the city's policies and was not proposed as a viable option in these voting proceedings.

Voting was conducted via email yielding the following results from all 12 park sites:

Vote	Option 1	Option 2
Yes	9	0
No	1	10
Non-Responsive	2	2
<b>Total</b>	12	12

Mills Park is one of the non-responsive votes as the park does not currently have an active volunteer association.

## **ITEM NO. 3 DISCUSSION**

Should the Commission support the Option 1 recommendation and majority vote of the volunteer associations, there will need to be an interim transition during the fall season where hybrid operations are necessary. That will include the volunteer associations continuing to collect fees for uniforms, trophies, and pictures. However, staff will be temporarily authorized to assist with measuring participants for sizing, distribution of uniforms once they arrive, and storing of said materials during that period. Volunteer association members will still need to be responsible for placing orders with uniform vendors for the fall with city staff assisting with logistics of distributing those uniforms. Again, this would be temporary until the start of winter season whereafter all operations and fees would be conducted by the city as outlined in Option 1.

Staff is seeking support from the Commission for the proposal, with a prospective start aligning with the winter 2021 basketball youth sports season.

### **V. FISCAL IMPACT**

Should the City Council approve the in-house management of youth sports uniforms, trophies, and pictures; staff will request a budget amendment to increase the fiscal year expenditure budget account for the procurement of these line items. Additionally, staffs' request will also include an increased revenue projection to fully offset the anticipated expenditure for these tasks as all registration funds collected will fully reimburse the City for all items.

### **VI. EXHIBITS**

1. Youth Sports Operations Proposal (2 pgs.)
2. Standard Management Procedure 3.4 – Cash Receipts Policy (9 pgs.)

Prepared by: Robert Lennox, Community Services Director

# Proposed Youth Sports Registration Fee

## I. One Youth Sports Registration Fee

- A. Same registration amount to be collected by all parks
- B. Additional child discount per child \$10
- C. Non-Carson residents pay additional - \$25
- D. Registration allocation should be adjusted based actual vendor costs
- E. Registration would be paid to the city account, not to associations

## II. Registration Allocation per Participant by Sport

Sport	Registration Fee (Resident)	Uniform	Trophy	Picture	Total	Total Non-Resident
Baseball	\$25	\$65	\$10	\$10	\$110	\$135
Soccer	\$25	\$35	\$10	\$10	\$80	\$105
Football	\$25	\$40	\$10	\$10	\$85	\$110
Basketball	\$25	\$50	\$10	\$10	\$95	\$120

*\*NOTE: Allocations are based on historical costs of uniforms, trophies & pictures from prior seasons*

## III. City/Park Staff Responsibilities

- A. Receive registration payments
- B. Size uniforms
- C. Place all orders for all items with vendors
- D. Receive & distribute all items to participants
- E. Process vendor Invoices for payment
- F. Provide the following service/items for banquets:
  - 1. Facility space: community room, gym, kitchen & picnic areas
  - 2. Tents, tables, chairs, stages & PA equipment
  - 3. City/Park staff services

## IV. Volunteer Association Responsibilities

- A. Would only assist staff with performing duties related to youth sports
  - 1. Would NOT handle (receive or distribute) any items included in registration

B. Would provide feedback/guidance from volunteers (coaches & parents) regarding:

1. Vendor selections
2. Uniform & trophy styles
3. Overall quality of uniforms & trophies

C. Would be involved with assisting staff with planning youth sports banquets

D. Would be responsible for fundraising for the following types of expenses:

1. Additional/specialty uniform items not included in base package
2. Special trophies or awards
3. Activities, programs & entertainment at banquets
4. Grants to participants who need financial assistance

 <b>CITY OF CARSON</b>		<b>POLICY/PROCEDURE</b>
NUMBER: 3.4		SUBJECT CASH RECEIPTS POLICY
ORIGINAL ISSUE: 7/1/69	EFFECTIVE: 7/1/69	
CURRENT ISSUE: 8/4/09	EFFECTIVE: 8/4/09	CATEGORY CITY TREASURER
SUPERSEDES 7/1/69 ISSUE		

**I. PURPOSE AND SCOPE**

To establish a policy and standard management procedure for the processing of and accounting for all incoming cash receipts and cash funds for the City of Carson.

The City of Carson deposits substantial sums of money each year carrying out the many functions and services that it provides. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability.

The objective of this policy is to attempt to strike a balance between the need for division operating efficiency and flexibility and the need for financial control and accountability. It is also the purpose of this policy to implement uniform policies and procedures for depositing and maintaining funds that will ensure quality service and operational efficiency.

In the event a City employee receives cash, it should be properly safeguarded, accounted for, and documented. Under no circumstances should disbursements be made from cash receipts (e.g., for purchases or to cash personal checks for employees or associates).

Wherever possible, duties such as collecting cash, maintaining documentation, preparing deposits, and reconciling records should be separated among different individuals.

If separation of duties is not possible, compensating controls such as strict individual accountability and thorough management supervision and review are required.

Cash transactions involving the City, and its work groups, divisions and off-site locations are subject to all applicable state laws and City policies. It is the responsibility of each work group to receive adequate training on cash handling procedures and controls.

City employees are responsible for handling cash transactions accordingly. Failure to comply with all City policies regarding cash handling procedures may be considered a major rule violation and result in disciplinary action and/or reporting to law enforcement authorities.

The following guidelines serve as a model for establishing appropriate controls and provide opportunities to enhance control procedures over the collection, custody, and deposit of cash receipts:

## II. GENERAL

### Organization of the Cashiering Function

The City Treasurer's Office has primary responsibility for the collection, control and custodianship of all City funds and securities including those for which the City has agreed to act as fiscal agent on behalf of individuals, other institutions, organizations and governmental agencies.

### Specific Authority of the City Treasurer

The City Treasurer has specific authority to do the following:

- Establish and terminate cash funds and locations of cashiering operations and set limits on the use of funds.
- Establish and enforce policies and procedures governing the receipt, handling, custody and disbursement of money and securities.
- Require the establishment and maintenance of records giving full account of monies received and paid by the City.
- Select banking depositories to be used and policies governing their use.
- Establish and maintain banking arrangements for receiving, holding and disbursing City monies and securities.
- Authorize at the bank those individuals who can endorse checks, cancel endorsements or receive money from the bank in accordance with the Carson Municipal Code.
- Delegate responsibility and authority to others and define the limits of responsibility and authority of those designated persons.
- Establish and enforce minimum security standards applicable to all City cash handling operations.

### Collection/Payment Locations

Any request or requirement for the collection of monies for or payment of monies to the City at a location other than the City Treasurer's Office must be authorized by the City Treasurer and the General Manager of the applicable division as a cash receiving location.

Cash receipts are collected on behalf of the City of Carson as follows:

City Hall

Payments are accepted for all services offered by the City. Acceptable forms of payment are cash, check, money order, cashier's check or Visa/Mastercard credit/debit card.

Community Center

Payments are accepted for facility rental-related fees, transportation-related fees and all Human Services Division fees. Acceptable forms of payment are cash \$5.00 or less, check, money order, cashier's check or Visa/Mastercard credit/debit card.

Sports Complex

Payment is accepted for Membership Fees, miscellaneous equipment purchases and facility rental fees. Acceptable forms of payment are cash \$5.00 or less, check, money order, cashier's check or Visa/Mastercard credit/debit card.

Sheriff's Station

Payments are accepted for administrative tow fees. The acceptable form of payment is cash.

Recreational Facilities/City Hall Annex

Payments are accepted for recreational activities coordinated by off-site location. Acceptable forms of payment are cash \$5.00 or less, check, money order, cashier's check or Visa/Mastercard credit/debit card.

Internet Online Services

Payments are accepted for business license-related fees. Acceptable forms of payment are Visa/Mastercard credit/debit card. No later than January 1, 2010, internet payment acceptance will include all city permit fees, room and equipment rental fees.

All funds are to be properly receipted and recorded to the City's general ledger. Daily and monthly cash receipt reports shall be prepared by the City Treasurer's Office.

City funds are not to be co-mingled with non-city funds. The collection or safekeeping of non-city funds by City employees is strictly prohibited. The only exception is the City Treasurer's Office and they may hold non-city funds only at the exclusive direction of the City Treasurer.

Periodic audits of all collection centers off-site of city hall will be conducted jointly by City Treasurer and Finance staff to verify compliance with the cash receipts policy. Annual audits of the City Treasurer's cash receipting procedures will be conducted by the City's contracted auditing firm.

### III. PROCEDURES

#### Receipts

All money received must be counted and the amount verified by the cashier or employee responsible for the collection of funds before it is placed in the cash drawer or secured location.

All transactions shall be receipted utilizing either: a) a pre-printed, numerically sequenced city receipt distributed to the off-site location by the City Treasurer's Office, b) an electronically generated receipt (city hall/internet), c) a cash register tape in divisions which utilize cash registers, or d) a duplicate pre-numbered ticket (for small cash transactions, e.g. teen dances). Receipts shall include all applicable information such as the name of payor, address, reference (city service provided), account number, date and form of payment. Where required, the receipt shall be signed by the payor. The original receipt is to be provided to the payor, a copy of the receipt is retained for submission with cash receipts, and if collected at an off-site location, a copy of the receipt is retained for the issuing division's records. When duplicate pre-numbered tickets are utilized, the top copy is provided to payor and the bottom copy is submitted to the City Treasurer's Office with the daily cash receipts. Exceptions require written authorization from the City Treasurer's Office.

An incorrectly completed receipt form or an incorrect entry on a cash register must be voided (all copies) and a new receipt form or cash register entry executed. Copies of the voided transaction and the re-issued receipt must be maintained and deposited with the City Treasurer's Office along with all other receipts.

Special division sales tickets or receipt forms which provide more than the minimum information or which are more adaptable to division needs may be authorized by the City Treasurer.

Receipts for unidentified payments are completed to the extent information available. These payments are not to be held by the division until identified, but are to be deposited immediately with the City Treasurer's Office and credited to a special "suspense" account pending identification.

#### Acceptance of Payments

##### Cash:

- Cash in excess of \$5.00 is not to be collected at off-site locations after January 1, 2010. Exception: Locations or specific events designated by the City Treasurer when no other forms of payment can be secured.

##### Check:

- payable to the City of Carson
- pre-printed name and address required
- include phone number and California driver's license or identification number
- no temporary or out of state checks shall be accepted at off-site locations

- no post-dated checks
- payors listed on "Bad Check Writer's List" are ineligible from this form of payment
- no checks under \$5.00
- include city receipt number on check
- **No employee may cash personal checks made payable to the City, paychecks, or any third party checks.** Exception: checks issued by the City may be negotiated by payee at the City Treasurer's Office with approval by the City Treasurer.

Money Order:

- payable to the City of Carson
- include payor's name, address, phone number and California driver's license or identification number
- include payor's name
- include city receipt number

Cashier's Check:

- payable to the City of Carson
- include payor's name, address, phone number and California driver's license or identification number
- include city receipt number

Credit Card:

- Visa/Mastercard only
- verify proof of ownership (driver's license, government identification card, military identification or passport)
- follow procedures referenced in Exhibit 1 attached

Debit Card:

- all check cards with Visa/Mastercard logo
- verify proof of ownership (driver's license, military identification, passport)
- follow procedures referenced in Exhibit 1 attached
- payor to enter pin number to complete transaction

Safekeeping of Cash Receipts

Upon completion of the cash receipt transaction, the city receipt and form of payment are to be immediately secured. Cash receipts shall be safekept in the means available at the off-site location, e.g., cash register, vault, safe or locking cabinet.

All unused city receipts shall be safely kept and maintained in a locking safe, vault or file cabinet. Distribution of blank receipts shall be recorded in a logbook for accountability. Lost, stolen or voided receipts are to be reported to the City Treasurer via written

notification as soon as possible.

### Refunds

Cash refunds shall be processed through the City's standard refund procedure.

### Reporting Cash Received

All monies received must be reported to the City Treasurer's Office in a Cash Receipts Report format.

Under **no** circumstance shall any employee or division utilize personal or City funds to compensate for shortages or overages. All shortages or overages must be brought to the attention of the City Treasurer's Office prior to submission.

### Custodianship of Cash Receipts

The General Manager of each department within the City must establish and maintain a current list of off-site custodians who will assume lead responsibility for cash receipts at their location. The list shall also include persons authorized to accept cash receipts on behalf of the city. Said list shall be updated as changes occur or once quarterly whichever is sooner; a copy of the list shall be provided to the City Treasurer.

Each custodian is responsible for ensuring compliance with this SMP at their off-site location which includes but is not limited to: making whatever provisions are necessary to properly safeguard the cash receipts, supervise the collection of cash receipts, consult with and resolve discrepancies with the City Treasurer's Office and ensure that transportation of the cash receipts to the City Treasurer's Office is completed.

Each person responsible for receiving money for the City is held individually accountable for those funds until properly relieved of the responsibility by:

- Depositing the funds with the City Treasurer's Office,
- Transferring the funds to the City Treasurer's Office or pre-authorized banking institution via the City's contracted courier service.

### End of Day Balancing and Deposit of Funds

At the end of the workday, the cash receipts collected shall be balanced and recorded as follows:

Community Center Locations (Community Center Operations, Human Services Division and Transportation Division):

The monies collected shall be balanced to the city receipts issued. All receipts are to be recorded in an appropriate summary format i.e., Registration Financial Form (Human Services and Transportation Divisions) or Community Center Recap Spreadsheet (Community Center Operations). Receipts shall be listed in numerical order, including voided receipts; the various forms of payment received shall be detailed by category. The balanced receipts shall be signed off as to

content by the off-site custodian and another employee acting as witness then returned to safekeeping until submitted to the City Treasurer's Office. Cash receipts shall be submitted to the City Treasurer's Office on a same day basis when possible, but no later than the next business day.

#### Recreational Facilities/City Hall Annex:

The monies collected shall be balanced to the city receipts issued. All receipts are to be recorded in an appropriate summary format i.e., Registration Financial Form (Parks and City Hall Annex), Aquatic Daily Cash Report (Pools) or an electronically generated report (i.e., Checkfree and Recware software applications). Receipts shall be listed in numerical order, including voided receipts; the various forms of payment received shall be detailed by category. The balanced receipts shall be signed off as to content by the off-site custodian and another employee acting as witness then returned to safekeeping in a locking bag issued by the City Treasurer's Office pending courier pick-up. The locking bag is to be provided to the City's contracted courier service for delivery to the City Treasurer's Office the next business day.

#### Internet/Online:

On a daily basis, the divisions that have received online payments shall provide the City Treasurer's Office with detail for each online transaction so it may be receipted in the city's electronic cash receipting system.

#### Sheriff's Station:

The monies collected shall be balanced to the city receipts issued. All receipts are to be recorded on the Sheriff's Department Financial Form. Receipts shall be listed in numerical order, including voided receipts. The balanced receipts shall be signed off as to content by the off-site custodian and another employee acting as witness then safekept in the means available at the Sheriff's Department, e.g., cash register, vault, safe or locking cabinet until submitted to the City Treasurer's Office. Cash receipts shall be submitted to the City Treasurer's Office on a bi-weekly basis.

#### City Hall:

Cash receipts submitted by off-site locations and internet based transactions shall be verified for accuracy then receipted in the city's electronic cash receipting system and ultimately recorded in the city's general ledger. All monies collected in a business day shall be balanced to the receipts issued by the city's electronic cash receipting system. A Daily Cash Report shall be generated each business day. The balanced receipts shall be safekept in the City Treasurer's vault then deposited with the city's bank the following business day.

#### Reports

The City Treasurer's Office shall prepare a Daily Cash Report for distribution to each division that submitted receipts for that day's work; said report shall be distributed the next business day. The original cash receipts and Daily Cash Report shall be provided

to the Finance Division; a copy of the report shall be maintained by the City Treasurer's Office. Monthly recap reports shall be provided to the Finance Division and a copy maintained by the City Treasurer's Office.

#### Verification

The Finance Division shall review the Daily Cash Report for general ledger account number accuracy, verify daily deposits to the bank statements and maintain the original cash receipt records.

#### Work Group/Division Procedures

Each City work group/division responsible for the collection of cash receipts shall submit written procedures specific to their operations which incorporate the City's Cash Receipts Standard Management Procedure to the City Treasurer and Finance Officer on an annual basis.

#### Daily Transport of Funds/Receipts

The city's contract courier shall be responsible for providing adequate security and/or devices as required to accomplish the safeguarding of deposits and receipt of funds.

### **IV. ORIENTATION AND TRAINING**

#### Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to, and signed for by general managers, employees, and elected officials upon approval of this SMP by the City Council and, in the future upon hiring, appointment or election to office and at such other times as may be necessary.

Each work group/division shall develop procedures for collecting, handling and maintaining City funds consistent with this SMP no later than September 1, 2009.

#### Training

Each work group/division in conjunction with the City Treasurer's Office shall provide training on the City's policies and procedures to employees who collect and/or maintain City funds. Each employee receiving training shall sign written verification that they have been trained on the proper handling of funds and have received a copy of the City's policy.

### **V. EXCEPTIONS**

Exceptions to this procedure shall be authorized by the City Treasurer with concurrence from the City Manager.

**VI. AUTHORITY**

City Council approval of agenda item no. 18 dated August 4, 2009.

  
\_\_\_\_\_  
Jerome Groppes  
City Manager

8/4/09  
\_\_\_\_\_  
Date

**VII. EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE**

I have read and understand the City of Carson's SMP No. 3.4 – Cash Receipts Policy and hereby agree to adhere to said policy. I understand that failure to comply with all City policies regarding cash handling procedures may be considered a major rule violation and result in disciplinary action and/or reporting to law enforcement agencies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)



**ITEM NO. 4  
DISCUSSION**

**Report to Parks, Recreation and Cultural Arts Commission**

August 26, 2021

---

**SUBJECT:**

**POSSIBLE RENAMING OF VETERANS BASKETBALL GYM TO KOBE BRYANT GYM**

**I. SUMMARY**

On February 18, 2020, the Carson City Council discussed the possibility of renaming the Veterans Basketball Gym to the Kobe Bryant gym. City Council voted unanimously to direct staff to work with the Parks and Recreation Commission to commence the process of renaming the gym.

**II. RECOMMENDATION**

CONSIDER and PROVIDE a recommendation to City Council.

**III. ALTERNATIVES**

Take any action the Commission deems appropriate.

**IV. BACKGROUND**

Prior to the beginning of the pandemic in March of 2020, the City Council directed staff to work with the Parks and Recreation Commission to discuss the possibility of renaming the Veterans Basketball Gym to the Kobe Bryant Gym.

Kobe had a film shoot at the Veterans SportsComplex in 2004 (Exhibit No. 1). During his shoot, he took pictures with everyone including City Councilmember Hicks who at the time was a Recreation Program Manager for the City of Carson.

It is not uncommon for the City of Carson to name or rename facilities after well regarded individuals. Scott Park was recently renamed Foisia Park after James M. Foisia, a former beloved employee in the Recreation Division. The Veterans Park Baseball Field Diamond #1 was recently renamed the Don Martinez Baseball Field after a long-time Carson coach and volunteer.

Policy and Procedure 1.8a (Exhibit No. 2) provides guidelines for the Renaming of Parks and Recreation facilities. Those guidelines are summarized here:

- The proposed park to be renamed had to have been in existence for a minimum of 50 years.
- Park and Recreation facilities, including entire park site, a building or a room within, may be renamed.
- The surrounding community needs to be in favor of the change.
- The individual for which the park is being named after must be identified historically with the origin of Carson.

## ITEM NO. 4 DISCUSSION

- The Parks and Recreation Commission are to review park renaming recommendations subsequent to the City Council.
- Exception: The City Council can grant exceptions to this policy on a case-by-case basis should they deem it to be appropriate.

Based off the criteria for renaming facilities, staff is recommending not to rename the facility as Kobe Bryant does not have a significant historical origin in Carson. Based off staff's research, he was only present for one film shoot in 2004.

### V. **FISCAL IMPACT**

None

### VI. **EXHIBITS**

1. Staff Picture and Filming Info (2 pgs.)
2. Policy and Procedure 1.8a (2 pgs.)

Prepared by: Bobby Grove – Recreation Program Manager

**From:** [Michael Whittiker](#)  
**To:** [Bobby Grove](#)  
**Cc:** [Gloria Marroquin](#); [Janny Noa](#); [Idris Al-Oboudi](#); [Tim Grierson](#)  
**Subject:** RE: Kobe Bryant visit at the Veterans SportsComplex in 2004  
**Date:** Tuesday, February 18, 2020 10:17:57 AM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)

---

I agree with Janny's information listed below regarding Kobe Bryant's involvement at Veterans SportsComplex.

**Michael Whittiker, Jr.,  
City of Carson,  
Human Services Manager**



---

**From:** Janny Noa  
**Sent:** Monday, February 17, 2020 1:29 PM  
**To:** Michael Whittiker  
**Cc:** Gloria Marroquin; Bobby Grove  
**Subject:** Kobe Bryant visit at the Veterans SportsComplex in 2004

Mike

Here is the info you requested.



The Veterans SportsComplex has had many professional athletes visit the site for various reasons. We had the LA Clippers use the SportsComplex as their practice facility back in the 90's.

But In 2004 Kobe Bryant visited the Veterans SportsComplex in Carson Ca  
He was not a regular visitor as this was his only visit I recall him being in our facility.

We had a permit that rented the gym for a small film shoot promoting basketball players to try out for various teams and some players were being cut from the team. Kobe Bryant was the judge that was cutting players from the team.

On this day he was there to film and cut 2 players from the team. It was a one day shoot and he spent some time taking pics with my management and my staff.

The gentleman in the far back was Kobe's driver and he told us of what a good guy Kobe was. Kobe was very friendly this day and seemed real Personable. It was a great to have him visit the City of Carson this day

Janny Noa

CITY OF CARSON	POLICY and PROCEDURES
NUMBER: 1.8a	SUBJECT:  RENAMING OF PARK AND RECREATION FACILITIES
ISSUED: 11/5/91	
EFFECTIVE: 11/5/91	
CANCELLATION DATE: N/A	SECTION:  I. CITY COUNCIL POLICY STATEMENTS
SUPERSEDES: New	

CITY COUNCIL POLICY STATEMENT NO. 8a

PURPOSE

To provide specific guidelines for the renaming of park and recreation facilities.

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

1. Park and recreation facilities originally named by the City shall not be renamed unless such current park name has been in existence for a minimum period of fifty (50) years and there is a majority of the surrounding community in favor of such renaming.
2. Park and recreation facilities, including entire park site, a building or a room within, may be renamed as stated above; but, if it is renamed for an individual, such individual shall be identified historically with the origin of the City of Carson or be an outstanding community individual and there is a majority of the surrounding community in favor of such renaming.
3. The Parks and Recreation Commission will review any recommendations for park renaming with subsequent recommendation to City Council.

EXCEPTIONS

The City Council can grant exceptions to this policy on a case-by-case basis should they deem it to be appropriate.

AUTHORITY

City Council motion, Item No. 28, Agenda, November 5, 1991.

*Lawrence G. Olson*

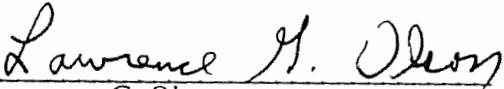
Lawrence G. Olson  
City Administrator

FI:EF:leh  
PRC/49

Naming of Park and  
Recreation Facilities  
1.8  
Page 2

AUTHORITY

City Council motion, Item No. 26, Agenda, October 19, 1970  
City Council motion, Item No. 46, Agenda, February 18, 1975  
City Council motion, Item No. 28, Agenda, November 5, 1991

  
Lawrence G. Olson  
Lawrence G. Olson  
City Administrator

FI:EF:leh  
PRC/2