

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.

6. 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:

	Filipino American <u>History</u>	Hispanic Heritage <u>Month</u>	Women's Health <u>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>
	Cinco de <u>Mayo</u>	Philippine Independence <u>Day</u>	White <u>Linen</u>	Jazz <u>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.

R063091

## 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

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)

No signature noted.

(Sign Name)

(Sign Name)

(Date Signed)

(Date Signed)

#####

12 06 2079



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

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CONFIDENTIAL

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

*Michael Lombard*

Authorized Signature

Date 8/16/2017

Signature of City employee, not authorized to execute contracts.

## 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 Secrest (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

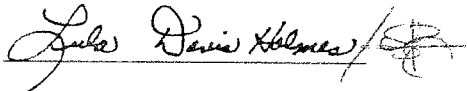
**10. Interpretation.** Agreement will be interpreted according to the laws of California.

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>	<u>Tier</u>	<u>Quantity</u>	<u>Comps/Kills</u>	<u>Ticket Price</u>	<u>Total</u>
(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

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:  X

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.

## Schedule B - 10 of 12

Contract #64275

### 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.

## Schedule B - 11 of 12

Contract #64275

**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

Original: Purchasing

Copy: Originator

C:\Documents and Settings\Marie Conzel\My Documents\M A R I A Office\FORMS\Service Agreement.doc

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	
Overall Totals			

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

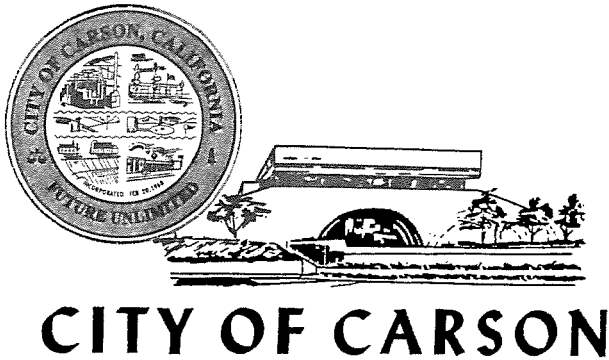
**Payment to Not-for-Profit**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FROM THE OFFICE OF  
MAYOR PRO TEM LULA DAVIS-HOLMES



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,

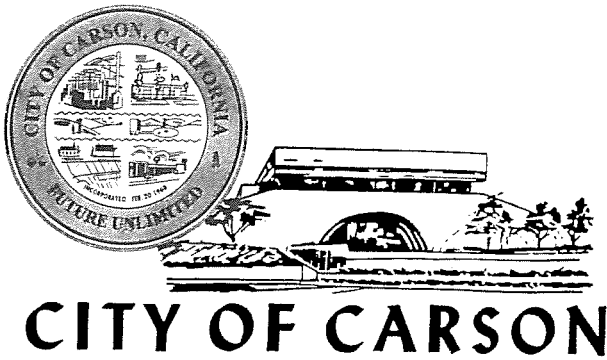
Lula Davis-Holmes  
Mayor Pro Tem

**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.*

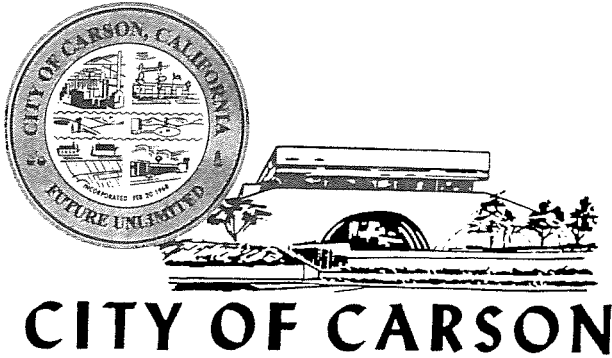
*Thank you in advance for your consideration and support of the upcoming City of Carson Annual Women's Health Conference and Business Expo. If you have any questions, please feel free to contact me directly at (310) 629-9158.*

Sincerely,

Lula Davis-Holmes  
Councilwoman

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

FROM THE OFFICE OF  
COUNCILMEMBER LULA DAVIS-HOLMES



July 15, 2019

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



*Hello Andrew!*

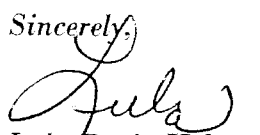
*This year's **Jazz Festival** will take place on **Saturday, October 5, 2019** in the City of Carson. As one of the longest running events in Carson, the Jazz Festival draws a huge crowd from all over the South Bay each year; previous topbilled performers include Barbara Morrison, Kenny Lattimore, Angela 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

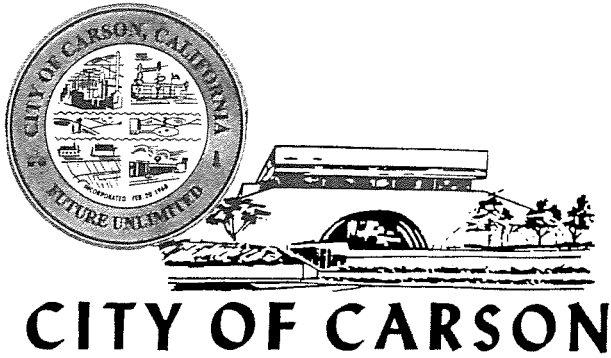
*Please note in the memo section: 2019 City of Carson Jazz Festival.*

*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 Davis-Holmes  
Councilmember

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

FROM THE OFFICE OF  
COUNCILMEMBER LULA DAVIS-HOLMES



*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



April 25, 2018

CINCO de Mayo 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-BOUDI, *Director*  
Community Services Department

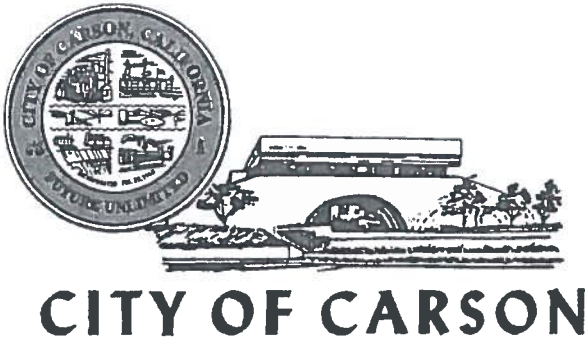
Michael Whittiker, *Acting Superintendent*  
Recreation and Human Services Division

**Parks  
Make  
Life  
Better!**

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



OFFICE OF THE MAYOR  
ALBERT ROBLES



*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,

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**

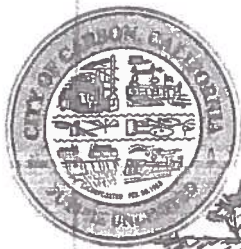
On behalf of the residents of the City of Carson, thank you in advance for your consideration. If you have any questions regarding this request, feel free to contact me at (310) 952-1742 or [srubio@carson.ca.us](mailto:srubio@carson.ca.us).

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 [sross@carson.ca.us](mailto:sross@carson.ca.us). I thank you again for your consideration.

Sincerely,

Lula Davis-Holmes  
Council Member



Albert Robles  
Mayor



Jawane Hilton  
Mayor Pro Tem



Elito M. Santarina  
Councilmember



Lula Davis-Holmes  
Councilmember



Cedric L. Hicks, Sr.  
Councilmember

WOMENS Conference 2018

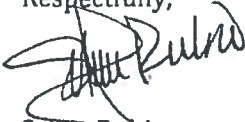
Solicitation for support with remittance to Not-for-Profit, including City Council.

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,

A handwritten signature in black ink, appearing to read 'Sylvia Rubio', written over a horizontal line.

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						
Community Friendship Day	Jul	CS			5,000	5,000			1,769	5,000	2,499
Senior Casino Brunch/Las Vegas Day	Jul	CS	2,000		5,000	7,000	1,635	10,868	1,650	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			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"*  
**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  
801 E. Carson Street, Carson, CA 90745  
For more information, please contact:  
Sparkale Ross | [sross@carson.ca.us](mailto:sross@carson.ca.us) | (310) 952-1711  
— NOT PAID FOR OR DESIGNED AT CITY EXPENSE —

FRIDAY  
**October 19, 2018**  
7:00 A.M. – 3:00 P.M.

*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](mailto: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	10,000.00	10,000.00	10,000.00	10,000.00
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	-	929.84	-	-
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
REVENUE:				
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	10,000.00	10,000.00	-	10,000.00
Total Revenues	<u>\$ 18,415.00</u>	<u>\$ 17,375.00</u>	<u>\$ 5,950.00</u>	<u>\$ 37,000.00</u>
EXPENDITURES:				
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>
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>

City of Carson  
Filipino-American History Month  
EVENT 23110

CITY EMPLOYEES		Estimated Hours Worked	Estimated Hours Worked Pre Event/ Planning *	Total Hours	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost
Employee Position		Day of Event							
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		Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
Facility	Purpose of Use					
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		56	394		\$ 2,237.00

\* 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
Totals		44		\$ 1,083.74	\$ 15.71	\$ 267.67	\$ 1,367.12

CITY FACILITIES		Estimated	Hourly				
	Facility	Purpose of Use	Hours Used	Room Rate	Cost	Facility Repairs & Maintenance	Total 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
Totals			55		\$ 2,766.00	\$ 276.60	\$ 3,042.60



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		26	359		\$ 1,319.00

City of Carson  
Women's Health Conference  
EVENT 23127

CITY EMPLOYEES	Estimated Hours Worked	Hourly Rate	Cost	Medicare @1.45%	CalPERS @24.699%	Total Cost
Employee Position						
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	1,220		\$ 24,486.93	\$ 355.06	\$ 6,048.03	\$ 30,890.01

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>
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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
Employee Position									
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		32	187	219		\$ 9,254.96	\$ 134.20	\$ 2,285.88	\$ 11,675.04

CITY FACILITIES		Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
Facility	Purpose of Use					
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		15		\$ 1,067.00	\$ 106.70	\$ 1,173.70

City of Carson  
Juneteenth  
EVENT 23115

CITY EQUIPMENT		Estimated Hours Used	Quantity	Hourly Rental Rate	Total Cost
Equipment Used	Purpose of Use				
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		Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
Facility Purpose of Use						
1	Veterans Park activity room	7	\$ 29.00	\$ 203.00	\$ 20.30	\$ 223.30
2	Veterans Park small rec room	7	23.00	161.00	16.10	177.10
3	Entire park area	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 Hours Used	Quantity	Hourly Rental Rate	Total Cost
Equipment Used	Purpose of Use				
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			674		\$ 14,706.00

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

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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/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		Estimated Hours Used	Hourly Room Rate	Cost	Facility Repairs & Maintenance	Total Cost
Facility	Purpose of Use					
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

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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
Totals			663		\$ 14,000.00