



Date: June 23, 2016

To: *for* Patrick H. West, City Manager *B*

From: Marie Knight, Director of Parks, Recreation and Marine Department *Marie Knight*

For: Mayor and Members of the City Council

Subject: **Special Events Coordination and Implementation**

Recently, the Department of Parks, Recreation and Marine (PRM) was asked to provide information pertaining to the areas of support that PRM staff can provide to the City Council offices for Council-sponsored events such as movies, concerts and community events. We recognize that due to the nature of our daily work we have a great deal of contacts, vendors, and equipment resources that may be able to contribute to the success of the Council-sponsored events. This memorandum outlines areas where we may be able to provide assistance.

For additional movie nights beyond those offered as part of the 100 days of summer, PRM is able to assist with:

- Securing licensing for the movie
- Identifying appropriate location
- Providing movie equipment such as projector and sound
- Providing trained staff to operate the equipment (PRM staff are required to set up and operate the equipment)
- Cost for each additional movie night is \$900

For additional concerts and special events, PRM is able to assist by providing:

- Contact information for entertainment (bands)
- Approved City vendor information for rentals and services such as stages, tables, chairs, canopies, generators, port-a-potties, balloons and moon bounces and other ancillary needs
- Assistance with permit process and identifying if any additional permits will be needed and the process for obtaining them (i.e., PRM facilities, Health and Fire Departments requirements and permits)

For an additional cost, as provided below, PRM can support the following activities, on a case-by-case basis, when staff is available:

- **Face Painting** - \$25 per hour per staff member. One staff member is required for each 100 participants. Supplies range from \$25 to \$100 based on number of participants.
- **Balloon Artists** - \$25 per hour per staff member. One staff member is required for each 100 participants. Supplies range from \$25 to \$100 based on number of participants.
- **General Staff support** - Council offices are responsible for providing the necessary staffing for these events. However, if additional staff support is needed, and arrangements are made prior to the event and we have staff who are available, there is a cost of \$25 per hour per staff member. (Staff costs for movies is included in the amount provided above.)

PRM can provide Council offices with an event checklist that is used by the PRM team to assist with event planning, if desired.

If you have any questions regarding this matter, please call me at (562) 570-3170.

MK:GK:VHD

C: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
TOM MODICA, ASSISTANT CITY MANAGER
ARTURO SANCHEZ, DEPUTY CITY MANAGER
REBECCA JIMENEZ, ASSISTANT TO THE CITY MANAGER
CM DEPARTMENT HEADS
GLADYS KAISER, MANAGER OF COMMUNITY RECREATION SERVICES