



City of Culver City

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Staff Report

File #: 24-547, Version: 1

Item #: C-6.

CC - CONSENT ITEM: FOUR-FIFTHS VOTE REQUIREMENT: Approval of a Proposed Budget Amendment Appropriating \$10,871 from the General Fund Unassigned Fund Balance to Cover the Costs for a Senior Prom and Resource Fair.

Meeting Date: January 8, 2024

Contact Person/Dept: Francisca Castillo/ Parks, Recreation and Community Services Department

Phone Number: (310) 253-6645

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Attachments: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/03/2024)

Department Approval: Ted Stevens, PRCS Director (12/11/2023)

RECOMMENDATION

Staff recommends that the City Council approve a proposed budget amendment appropriating \$10,871 from the General Fund Unassigned Balance to cover the costs for a Senior Prom and Resource Fair (**requires four-fifths vote**).

BACKGROUND

At the City Council Meeting on August 28, 2023, the City Council received consensus to consider the City overseeing a Senior Prom and Resource Fair with potential additional funding from outside sources.

Beginning in June 2013, the Culver City Senior Citizen Association (CCSCA) in collaboration with the Parks, Recreation and Community Services Department (PRCS) produced an annual Senior Prom to offer a new social experience aside from the traditional monthly senior center parties and Saturday dances. The event was presented as a formal dance experience for ages 50 and over with up to 200 guests in attendance. The Senior Prom was held in the Culver City Senior Center and featured light refreshments, live entertainment, dancing, and a photo booth. Volunteers from the CCSCA's Board of Directors, the CCSCA's social group known as the Merry Makers, and various CCSCA members participated in the planning of the event and assisted the night of the prom. Due to the Covid-19

pandemic, the senior prom has not been produced from 2020 to 2023.

DISCUSSION

The 2024 Senior Prom is anticipated to occur between 4:00 PM - 7:00 PM on Saturday June 1, 2024, in the Auditorium at Veterans Memorial Building (4117 Overland Boulevard). The prom, which is still in development, will potentially include a meal, dessert, live entertainment, photo booth, and commemorative items. There will be a \$5.00 suggested donation per attendee with an anticipated revenue of \$875. The PRCS Department and CCSCA will work collaboratively to produce the event. CCSCA membership will not be required to attend the Senior Prom.

The anticipated unfunded costs for the event are:

Line Item	Cost
Photo Booth	\$476.00
Food	\$2,920.00
Technology, Sound, and Lighting Services	\$3,500
Decorations	\$3,500.00
Desserts/Drinks	\$450.00
Multiple Piece Band	\$1,800.00
DJ Company	\$600.00
Commemorative Item	\$2,625.00
Total Cost	\$15,871.00
Tentative Donation	\$5,000.00
PRCS Request	\$10,871.00

Some staff time and contract services associated with the event have been included in the Adopted Budget for Fiscal Year 2023-2024. These items are included the following accounts:

Line Item	Account	Cost
Security Officers (3)	10130110.619800 (Veteran's Memorial Complex/Other Contractual Services)	\$264.60
Custodial Services (2)	10130110.619800 (Veteran's Memorial Complex/Other Contractual Services)	\$266.30
PRCS part time Staff (10)	10130110.411200 (Veteran's Memorial Complex/ Part-Time Salaries)	\$1,873.60

Currently, PRCS has been informed of tentative offers from two organizations to pledge money for

the event to help alleviate the costs. There is also a possibility that additional organizations, who have been contacted, may also pledge money. Currently, the tentative pledge total is:

Organization	Cost
AT&T	\$2,500.00
Ting Internet	\$2,500.00
Total Cost	\$5,000.00

The amount of the donations that have been pledged has been removed from the budget amendment request. However, if the pledged amounts do not come through, PRCS may return to City Council to request additional funding.

FISCAL ANALYSIS

The proposed Senior Prom and Resource Fair was not included in the Adopted Budget for Fiscal Year 2023-2024. Staff requests Council approve a budget amendment appropriating \$10,871 from General Fund Unassigned Fund Balance into Account No. 10130280.514100 (PRCS Community Events & Excursions - Department Special Supplies) to fund this additional event (**four-fifths vote requirement**).

ATTACHMENTS

None.

MOTION

That the City Council:

Approve a proposed budget amendment appropriating \$10,871 from the General Fund Unassigned Balance to cover the costs for a Senior Prom and Resource Fair (**requires four-fifths vote**).