

MINUTES OF THE REGULAR MEETING OF THE  
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD  
CIVIC CENTER ANNEX  
4012 NATIONAL PARKS HWY  
TUESDAY, JULY 3, 2018 AT 6:00 PM

**1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:**

Meeting was called to order at 6:10 pm by Steve Sauer, Chairperson. It was determined there was a quorum.

Voting Members Present: Steve Sauer, Chairperson  
Sam Smith  
Danita McCormick  
Damien Capello

Voting Members Absent: Todd Hyden  
Mark Barela

Ex-officio Members Present: None

Ex-officio Members Absent: Dale Janway, Mayor  
Michael A. Hernandez, City Administrator  
Jason Shirley, Councilor

Others Present: Ken Britt, Director of Community Development  
Parker Hammel, Prospective Member

Others Absent: Curtis McKinney, Manager

**2 APPROVAL OF AGENDA** – The motion was made by Sam Smith to approve the agenda and seconded by Damien Capello. The vote was as follows: Yes –Sauer, Smith, McCormick, Capello. No – None. Absent – Hyden and Barela

**3 APPROVAL OF REGULAR MEETING MINUTES FOR MAY 1, 2018** - The motion was made by Damien Capello to approve the minutes for the May 1, 2018 regular meeting, seconded by Sam Smith. The vote was as follows: Yes – Sauer, Smith and Capello. No – None. Absent – Hyden and Barela. McCormick abstained from vote.

**4 DIRECTOR UPDATE ON REPAIRS** – Ken Britt provided the update. There have been a couple of events over the last couple of months but we are currently not ready to have events in the auditorium due to the smoke and fire alarm system not being up. We have started the new fiscal year and have funds to get started with the contracted vendor who did the initial

system. We will be obtaining design drawing for State Fire Marshal approval. These have to be specialized smoke detector devices for non-particulate smoke since we use a lot of smoke during events. Ken Britt is currently working with NICET Engineers who is the prospective vendor. Ken expects to have a purchase order in the next week or so. Ken has another purchase order in process, for the stage lighting that Curtis McKinney provided the specifications for. The funds will be available in the interim budget. These are two items important for operation of the auditorium.

Ken said that the sign for the front is currently in production and is anticipated to be completed in August by Golden Rule, a company from Kentucky. The City did not need to obtain a permit since it is a replacement, and the foundation is available. The new sign will be 6 ft. tall x 15 ft. long. It will be full motion digital with Wi-Fi control. It will have the ability to be controlled from a computer inside the building. It is a 6 to 8 weeks production time. The sign will have a top cabinet with "Walter Gerrell". The cost was approximately \$43K. Golden Rule is known to construct signs for schools and hospitals. Sauer said it will provide more visibility in the area. Carlsbad Community Theater is getting similar sign for their facility out of Lodger's Tax.

The Airport is just getting their sign from adventure signs. There were several personal issues which caused delays but it is in process now. Ken said that he is working on pushing projects forward as fast as he can.

Danita McCormick wanted to know if the facility reconstruction is complete. Ken responded that the reconstruction is finished. Following the meeting he agreed to provide a tour for Danita McCormick. Board Members wanted to know if the stage was done. Ken advised that it will not be modified and is functional. Sauer said it is still bouncy and the sub floor was not replaced. Ken came out to see tattoo show and everything went well.

Danita asked if the back dressing rooms and the mold in the showers was all completed. Ken Britt advised that all of this was completed and operational. Sauer said everything under the roof area was done.

**5 MANAGER'S REPORT** – Curtis McKinney was not present to provide an update. Additional discussion – Capello said he had discussion with Curtis McKinney about someone talking to Curtis about some of the renters not having business licenses or knowing what kind of taxes they should be paying during events. Capello said Curtis cannot control if vendors are paying their taxes and he does not have grounds to enforce it. Ken said it is up to Curtis to help educate them on the process. There was discussion between the Board members about a one-year temporary license which costs approximately \$25-30 or a one-time event permit which costs approximately \$5. Curtis will need to check with the vendors to make sure they obtain a permit and if they don't they cannot participate in the event. In the past there have been event planners that booked the event and were the ones who would get the permit and all the renters were covered under it. The sales can vary from \$8 a doily which is not a big deal but a \$35,000 vehicle can become significant amount for sales tax in Carlsbad. Ken will discuss this further with Curtis. Businesses need to obtain licenses in Carlsbad so they pay the correct Carlsbad sales tax. This is a possible point of discussion for the City Attorney.

Sauer provided an update to Danita on the Curtis contract which is now a four-year contract. There is an annual 90-day period to continue to the next year. From the time the RFP was advertised, to receiving responses and final evaluated took approximately 7 weeks. All of the Board members participated in the evaluation process. Getting the RFP advertised was what took more time. It took approx. 3 months and it was a faster process. Danita feels it is still a long time and more realistically it can take 5 months to complete the RFP process. All in all, it was a much better process. Sauer pushed to have all board members be part of the RFP review committee. They evaluated the management part of the proposals. Then all of the scores for the cost and management were all averaged.

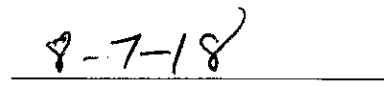
Also discussed between Board Members was regarding janitorial supplies. In the past there were issues with who was responsible for providing janitorial supplies. Curtis McKinney has negotiated with a vendor to provide a "Walter Gerrell" restroom supply pack for renters to pay for it themselves.

Board Members believe at other places the renter does not need to pay for supplies. Danita brought up past issues of City Employees stealing janitorial supplies and then selling them on this side. Ken Britt advised that this is no longer occurring. When you rent everywhere else you don't have to pay for it. Parker was contemplating the bigger events and the toilet paper issue. If there is a large event there are not enough supplies. How is this factored in? If Curtis comes in and brings in a band then it will end up being Curtis's expense? He was mostly concerned with the weddings and quinceaneras.

There was additional discussion regarding the janitorial supply topic.

**6 ADJOURNMENT** – The motion to adjourn was made by Damien Capello and seconded by Sam Smith. The vote was as follows: Yes –Sauer, Smith, McCormick, Capello. No – None. Absent – Hyden and Barela. The meeting adjourned at 6:37 pm

  
Chairperson

  
Date