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**CITY OF COSTA MESA  
CITY MANAGER'S OFFICE  
INTEROFFICE MEMORANDUM**

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**TO: MAYOR & MEMBERS OF THE CITY COUNCIL**  
**FROM: MIKE SCHEAFER, COMMITTEE CHAIR**  
**MELINDA LOWERY, COMMITTEE VICE CHAIR**  
**60<sup>TH</sup> ANNIVERSARY COMMITTEE MEMBERS**  
**DATE: MAY 2, 2014**  
**SUBJECT: 60<sup>TH</sup> ANNIVERSARY WRAP UP REPORT**

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Thank you for allowing the 60<sup>th</sup> Anniversary Committee to plan the City's celebration for the community. By all accounts, the events were enjoyed by all who attended. The kick-off event clearly provided an opportunity for Costa Mesa to shine and bring the community together. It was wonderful to be together near City Hall for the 3-day event and bring various segments of the community to the same area at the same time. In addition, the many other 60<sup>th</sup> events helped showcase our history and honor our community. As a long-term resident, I most enjoyed seeing many friends and neighbors from over the years at all of the 60<sup>th</sup> events having fun and expressing their pride in Costa Mesa.

The 60<sup>th</sup> Anniversary Committee held a wrap-up meeting on Wednesday, April 9, 2014 in the Emergency Operations Center. The 2.5 hour meeting was used by the Committee as a way to evaluate the event for the purpose of providing input to the City Council. The agenda (Attachment 1) included an event overview, lessons learned, reforms from City CEO Tom Hatch, public comments with 15 speakers, and an open discussion with 13 Committee members providing important input. The input included expressions of appreciation for the hard work of fellow Committee members and volunteers as well as, serious concerns about some elements of the event that should be conducted much differently if we are ever to have a similar event in the future. The Committee and staff listened carefully to the serious concerns and appropriately documented the concerns and are taking appropriate steps.

Specifically, the Committee provided input as to what was good about the event, what was not so good but maybe could be changed and what did not go well and should never occur again. The minutes of the meeting are attached to this report (Attachment 2) and include detailed comments. This wrap-up report provides a summary of the input and seeks to convey a broad spectrum of comments and opinions into a condensed report. This report is on the City website. Below is a synopsis of that meeting.

Prior to the wrap-up meeting, a member of the Committee had requested additional information related to reformatting the 60<sup>th</sup> Anniversary expenditures and putting them into a format that was originally designed by the Committee to track budgeted vs. actual expenditures. City staff provided the information in this requested format. This information was provided as part of the wrap-up agenda packet and is available on the City website. A few final questions were raised about

procurement card purchases during the event. Staff compiled a detailed list of the procurement card expenditures and what specific items were purchased. This information was provided to the Committee as well and is also available on the City's website.

## **REVIEW OF EVENTS**

Below are the key recommendations from the Committee to the City Council regarding any future large community events. The twenty-two (22) recommendations are divided into three categories:

### **What We Should Do Again:**

1. Anniversary events should continue to be planned, but significant time, at least a year or more, must be given to properly plan and execute the event;
2. Always include an element of support for the military at community events and utilize the Military Affairs Team to connect the City and community;
3. Use community volunteers more and capitalize on their individual talents;
4. Continue including arts and education at community events;
5. Sustainability efforts were successful and should be incorporated into future community events;
6. Scarecrow Festival was a huge success and should be conducted every year. The event included a scarecrow contest, pumpkin painting, food, train rides, early California days at the Adobe, OC Model Engineers Pumpkin Patch Run, and 18<sup>th</sup> Century Musical Organ Exhibition with 32 scarecrows on display and over 4,000 attendees;
7. The Art Walk was both a success and was low cost to showcase local talent and should occur at future community events; and
8. The car show element was a successful addition to the event and it continues to be enjoyed the first Friday of every month.

### **What We Should Do Again But Change Some:**

9. The 60<sup>th</sup> was to be a year-long event and after the 3-day kickoff, the events later in the year did not receive the support they deserved. It is important to continue to support all planned events;
10. Anniversary events should be repeated with an emphasis more on "Costa Mesa" entertainment, bands, food to be a true community event;
11. Possibly include anniversary events in with the Summer Concerts;
12. Better define the roles and responsibilities of all Committee members, volunteers and staff;
13. Bring in different aspects of the community addressing our multi-cultural population;
14. Tighter financial controls – policies – procedures;
15. Have better communications systems and radios for any event;
16. Additional local advertising – fully utilize social media;
17. Some local restaurants were utilized for the food booths, but future events should seek to mostly or exclusively use local restaurants; and
18. Have a fair process for the selection of local non-profit organizations to assist with specific duties such as beer sales.

### **Never Happen Again:**

19. Do not let event grow past authorized level;

20. No separately-designated VIP area – Detracts from uniting the community;
21. Violations of policies/procedures – Not acceptable; and
22. Stated mistreatment of community volunteers should never happen again.

## REQUESTED FOLLOW-UP

- **Mike Scheafer**: Complete a wrap-up report to the City Council

**Response**: Report completed.

- **Charlene Ashendorf**: Art projects were not fully funded due to entertainment cost over runs

**Response**: Funding for art projects will be considered in future events;

- **Anna Vrska**: Interpretation of Event Financial Analysis - \$10,000 discrepancy

**Response**: At the 60<sup>th</sup> Anniversary wrap up meeting, Anna brought up a concern she had regarding a possible double counting of revenues. Anna met with Assistant Finance Director Colleen O'Donoghue, reviewed the documents and resolved the issue.

- **Multiple Comments - Volunteers**: Volunteers were not provided water/shade in extreme heat

**Response**: In the future, the City will ensure adequate safety measures for those working including water, shade, breaks, etc. Volunteers are vital to providing efficient services and programs to the Costa Mesa community. The City will explore ways to ensure that the volunteers are all treated with appreciation and respect at City functions. In addition, the City CEO will explore if a City Volunteer Coordinator position is needed to further utilize the many talents and assistance from volunteers to help provide service to the community.

- **Reggie Mundekis**: Need reforms defining the financial relationship between the City and the Costa Mesa Conference & Visitor Bureau (CMCVB)

**Response**: Reforms are being put in place through the up-coming CMCVB renewal process. There will be a specific line item for the \$164,000 in the City's revenue and expenditure portion of the City budget and relationship will be more clearly defined in the Professional Services Agreement reviewed and approved by the City Council in May.

- **Wendy Leece**: How much in proceeds went to the OC Marathon Foundation and where did it go?

**Response**: OC Tastefest paid the OC Marathon Foundation \$8,000 from food and beverage proceeds per the contractual agreements it had in place. The OC Marathon Foundation is using the funds to support its Kids Run The OC Program. The Foundation works with the OC Department of Education to coordinate a 12-week fitness program for 5,500 OC youth from approximately 80 elementary schools and youth organizations. The Foundation developed the curriculum and works with staff from these organizations to have the 5,500 youth run the first 25 miles at their sites and then finish the last mile of their marathon the day before the official Marathon. More information about the program can be found at [kidsruntheoc.org](http://kidsruntheoc.org)

- **City CEO:** When will the new Purchasing Supervisor candidate be hired?

**Response:** A candidate was offered the position on April 23, 2014. After the background process is completed the new Supervisor should begin in a few weeks. The new Supervisor has met with the City CEO and City CEO emphasized the critical nature of ensuring procedures are followed in the future. In addition, the City CEO also emphasized that the new Buyer position will be expected to confirm on a daily basis that all departments are following appropriate procedures. Finally, Attachment 3 is a document created by the new Purchasing Supervisor. The new Purchasing Supervisor will also be responsible for implementing these additional improvements and reforms including a new focus on contract management and contract tracking.

- **City CEO:** When will the new Buyer position be hired?

**Response:** A candidate was offered the Buyer position. The City CEO met with the candidate and expressed clear expectations about the important role of this position. After the final candidate begins employment, City CEO will again conduct an extensive orientation and define specific expectations for this position.

- **Sue Lester:** Update on District Attorney's investigation

**Response:** The DA's office has informed the City on April 22, 2014 that they are reviewing the case status to determine what they can tell us at this point. On May 1, 2014, the Police Chief was again contacted by the DA's office and was informed that the matter is still being investigated. That being the extent of the update.

- **Teresa Drain:** Will a forensic audit be completed?

**Response:** For over six (6) months, the City conducted several inquiries into the matter, including a financial audit, an independent analysis of revenues and expenditures, an independent personnel investigation, a criminal investigation, and a review of the City's current purchasing policies and procedures. The City has produced 1,051 pages of public documents related to the event. Due to the extensive inquiries that have already occurred, at this time, the City is not planning to conduct any further audits.

- **City CEO:** The 60<sup>th</sup> Anniversary Celebration had several administrative challenges and shortcomings. These challenges are fully document in the attached Executive Summary (Attachment 4). Several investigations were required, but even before the investigations were complete, the City began instituting several measures as precautions to ensure City purchasing policies and procedures were strictly adhered to in the future.

**Response:** The 60<sup>th</sup> Committee appreciated that the following:

1. The implementation of a refresher training course for all employees involved in purchasing to ensure the standard purchasing process is followed from start to finish;
2. The CEO and Finance Director are working with staff to ensure that the Finance Department acts as a strong check-and-balance mechanism related to approval of expenditures, and to require purchasing procedures are following;

3. The City is in the process of filling the Purchasing Supervisor position and the new "Buyer" position to provide an additional layer of review of purchasing activity and assist in training departmental staff in purchasing policies and procedures. The new "Buyer" position's main responsibility will be to ensure procedures and processes are followed; and
4. Established a Purchasing Quality Control Committee with representatives from all departments to review the City's current purchasing policies and recommend any improvements to be reviewed by the City's Finance Advisory Committee and then City Council. This process should be completed within the next two months.
5. Individual Committee members may continue to work directly with the City CEO to provide input on the reforms and future volunteer coordination efforts.
6. In the City's efforts towards transparency, the following documents have been made available on the City's website ([www.costamesaca.gov/60th](http://www.costamesaca.gov/60th)):
  - o Executive summary of the 60<sup>th</sup> Anniversary event findings (including income and expense summary)
  - o Documents related to revenues
  - o Documents related to band/entertainment expenses\*
  - o Documents related to Sun Group expenses\*
  - o Documents related to other expenses\*
  - o Independent analysis of income and expenses
  - o Comprehensive Annual Financial Report letter regarding internal control and compliance
  - o Documents related to employee time sheets

- Attachments:
- 1 Wrap-Up Meeting Agenda/Package
  - 2 Wrap-Up Meeting Minutes
  - 3 Purchasing Supervisor Recommendation for Improving the Purchasing Function
  - 4 60<sup>th</sup> Anniversary Executive Summary



## **60<sup>th</sup> Anniversary Planning Committee Wrap Meeting**

Wednesday – April 9, 2014 - 6:00 p.m.  
Emergency Operations Center  
99 Fair Drive, Costa Mesa, CA 92626

- I Call to Order – Mike Scheafer, Chair**
- II Welcome, Purpose & Ground Rules – Mike Scheafer, Chair**
- III 60<sup>th</sup> Event Overview/Lessons Learned/Reforms – Tom Hatch, City CEO**
- IV Public Comments**

Each member of the public that wishes to provide comment will be allowed two (2) minutes to speak. This includes any suggestions for future community events.

- V Open Discussion – Opportunity for each Committee Member to provide their comments**
- VI Survey Results/Discussion of Committee's Recommendations for Future Community Events to the City Council – Chair Scheafer**
  - What was good about the event and should we do it again as a community?
  - What was not so good and maybe we do it again but change some things?
  - What really did not work at all and let's not ever do this again in Costa Mesa?
  - Do you have any other suggestions or input to share with the Committee?

## **VII Adjournment**

This meeting is subject to the Brown Act (GC §54950-54963). The agenda is posted no later than 72 hours prior to the meeting at City Hall, 77 Fair Drive, Costa Mesa; the Police Department, 99 Fair Drive, Costa Mesa; and on the city's website at [www.costamesaca.gov](http://www.costamesaca.gov). The agenda and any related documents provided to a majority of the committee members (other than writings legally exempt from public disclosure) are available for public inspection at the CEO's Office, located at 77 Fair Drive, Costa Mesa, CA 92604, during regular business hours or on the city's website.

In accordance with the American Disabilities Act, any person who requires special assistance or accommodations to participate in this meeting, may contact the CEO's Office at (714) 754-5121 or in person at 77 Fair Drive, Costa Mesa, no later than 24 hours prior to the meeting to allow reasonable time to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

## 60<sup>TH</sup> ANNIVERSARY EVENT SURVEY

Co-Chair Lowery and I wanted to provide an opportunity for the Committee to provide detailed input. Listed below are four (4) questions to gather your thoughts and ideas on the 60<sup>th</sup> Anniversary Event. Please take some time, review the questions below and provide your comments back to Committee Chair Scheafer by Friday, March 28, 2014. These results and comments will be discussed at the Wrap-Up Meeting scheduled for Wednesday – April 9<sup>th</sup> – 6:00 p.m. Thank you in advance for your participation.....Chair Scheafer

1. What was good about the event and should we do it again as a community?
2. What was not so good and maybe we do it again but change some things?
3. What really did not work at all and let's not ever do this again in Costa Mesa?
4. Do you have any other suggestions or input to share with the Committee?

## SUPPLEMENTAL INFORMATION

This supplemental information represents the best attempt to align actual expenses with how the 60<sup>th</sup> Anniversary Committee structured the plan for the event budget. This includes a comparison of the preliminary budget by individual sub-committee categories to actual expenditures.

### RECAP

#### 3-Day 60<sup>th</sup> Anniversary Event Expenditures

Costa Mesa Community Foundation	\$	419,316.02	
General Fund – Post Closing:			
Volunteer hours for beer pour		4,830.00	
Entertainment		5,381.51	
Event Security		1,840.00	
OC Register Insert		2,900.00	434,267.53
Costa Mesa Conference & Visitor Bureau			83,413.00
Total 3-Day 60 <sup>th</sup> Anniversary Expenditures			\$ 517,680.53

#### Non 3-Day 60<sup>th</sup> Anniversary Event Expenditures

General Fund – Other expenditures:			
Daily Pilot advertisement – Arts in the Park Program	\$	746.00	
Art Fall Showcase		710.01	
Scarecrow Event		1,550.21	
Coloring Book Distribution		1,600.00	
Traveling Exhibit		142.38	
Concerts in the Park – CMCVB		7,000.00	
Angel Game Night		2,620.00	\$ 14,368.60
Grand Total			\$ 532,049.13



60th Anniversary Budget 20 Jan 13				
	Budget	Actual	Variance	Comments
<b>Revenue</b>				
City of Costa Mesa 12-18	\$ 125,000.00		\$ 125,000.00	City Council Approval
CM Conference and Visitor Bureau	50,000.00		50,000.00	\$15,000/\$15,000
Sponsorship	75,000.00	-	75,000.00	\$35k, 20k, 10k and Skive's
Souvenirs	20,000.00	-	20,000.00	Revenue Generated off item sales
Costa Mesa Loyalty Program	18,000.00	-	18,000.00	2000 cards at \$9 profit per card
Commemorative Ad Revenue	-	-	-	Outside Vendor
Street Banner Revenue	18,000.00	-	18,000.00	\$100 per banner @ \$40
Booth Space Revenue at Kick-Off Event	9,000.00	-	9,000.00	30 community booths @ \$150
<b>Total Income</b>	<b>315,000.00</b>		<b>315,000.00</b>	
<b>Capital Expenditure</b>				
60th Anniversary Legacy Art Project	\$50,000		\$ 50,000.00	City Council Approval in 12-14 Budget
<b>Subcommittee Budget Summary</b>				
Marketing, Ad, PR and Branding	\$ 94,025.00	114,848.40	<20,823.40> -94,025.00	See Page 2
Kick-Off Event	154,750.00	386,884.80	<232,134.80> 154,750.00	See Page 3
Arts Programs	7,650.00	7,235.74	414.26 -7,650.00	See Page 4
Outreach and Community Events	16,050.00	10,588.46	5,461.54 -16,050.00	See Page 5
Educational and Historical Programs	10,150.00	4,041.43	6,108.57 -10,150.00	See Page 6
Youth Programs	5,150.00	3,620.00	1,530.00 -5,150.00	See Page 7
Sustainability	3,350.00	0	3,350.00	See Page 8
Sponsorship and Fundraising	5,650.00	0	5,650.00	See Page 9
Volunteers	4,650.00	4,830.-	<180> -4,650.00	See Page 10
Closing Event	-	0	-	See Page 11
<b>Total Subcommittee Budget</b>	<b>301,875.00</b>		<b>301,875.00</b>	
<b>Balance Remaining</b>	<b>\$ -13,575.00</b>	<b>532,048.89</b>	<b>&lt;230,623.89&gt;</b>	

60th Anniversary Budget 2013				
	Budget	Actual	Variance	Comments
<b>Expenses</b>				
<i>Marketing, Adv, PR and Branding</i>				
Bus Shelters (1)	\$ 3,825.00	\$ 12,150.01	\$ 2,609.99 -8,875.00	Production Cost Only, etc
Commemorative Magazine (2)	20,000.00	23,800.00	< 3,800.00 20,000.00	Production Cost Only
Media Buys (3)	5,000.00	30,347.00	< 25,347.00 -5,000.00	Production Cost Only
Radio Advertising (4)		10,000.00	< 10,000.00	Production Cost Only
Street Banners (5)	18,000.00	10,599.54	7,400.46 -18,000.00	Production Cost Only
Flyers (6)	2,500.00	503.28	1,996.72 -2,500.00	Production Cost Only
Posters (7)	2,500.00		2,500.00	Production Cost Only
30-Sec Promo Spot (8)		4,125.00	< 4,125.00	Production Cost Only
Movie Theater Ads (9)				Production Cost Only
Logo Development (10)				Production Cost Only
Graphic Artist (11)	6,000.00	11,100.54	< 5,100.54 -6,000.00	Production Cost Only
Souvenirs (12)	20,000.00	12,903.84	7,096.16 -20,000.00	Production Cost Only
Website (13)		2,340.00	< 2,340.00	Production Cost Only
Public/Press Relations (14)	1,000.00	2,500.00	< 1,500.00 -1,000.00	Production Cost Only
Stickers (15)	5,000.00		5,000.00	Production Cost Only
Business Cards/Stationery (16)	500.00		500.00	Production Cost Only
Loyalty Card Program (17)	2,000.00		2,000.00	Production Cost Only
Bill Inserts (18)	5,000.00	1,085.40	3,914.60 -5,000.00	Production Cost Only
Misc (19)	1,500.00	3,150.00	< 1,650.00 -1,500.00	Production Cost Only
Supplies (20)	200.00	1,178.85	< 978.85 -200.00	Production Cost Only
60th Anniversary Tent (21)	1,000.00		1,000.00	Production Cost Only
City Maintenance Staff (22)				Production Cost Only
<b>Total Marketing Expenses</b>				

\$114,848.46 < 20,823.46 >

60th Anniversary Budget				
2010-11				
	Budget	Actual	Variance	Comments
<b>Kick-Off Event</b>				
Venue Rental (A)	\$ -	\$ 18,514.25	< 18,514.25 >	No invoice
Venue Drawings (B)	\$ 500.00	\$ 740.00	< 240 > -500.00	
Tents (C)	\$ 20,000.00	\$ 18,743.72	1,256.28 20,000.00	total fee
Tables and Chairs (D)	\$ 10,000.00	\$ -	✓ 10,000.00	total fee
Stages (E)	20,000.00	\$ 55,344.50	< 35,344.50 > 20,000.00	budget variance
Venue Signage (F)	5,000.00	\$ 630.05	4,369.95 -5,000.00	
Fencing (G)	15,000.00	\$ 16,431.76	< 1,431.76 > -15,000.00	budget variance
Police/Fire/EMS/Security (H)	9,000.00	\$ 20,904.00	< 11,904.00 > 9,000.00	10000 by 10/10,000 by 10/10000
Lights (I)	2,500.00	✓	2,500.00	total fee
Barricades and Fencing (J)	5,000.00	\$ 8,450.00	< 3,450.00 > -5,000.00	budget variance
Electricity/Generators (K)	10,000.00	\$ 23,906.92	< 13,906.92 > 10,000.00	budget variance
Traffic Control (L)	5,000.00	✓	5,000.00	total fee
Kid's Zone (Rides) (M)	10,000.00	✓	10,000.00	offer vendor
Entertainment (N)	35,000.00	\$ 136,555.91	< 101,555.91 > 35,000.00	
Fireworks Show (O)	19,000.00	\$ 18,000.00	1,000.00 19,000.00	to include with the 4th of July fireworks
Parade (P)	5,000.00	✓	5,000.00	
-5k Run- Event Staffing (Q)	-	\$ 36,215.60	< 36,215.60 >	total fee
5k Race- Sanitation (R)	-	\$ 4,650.00	< 4,650.00 >	total fee
Food and Beverage (S)		\$ 5,841.50	< 5,841.50 >	total fee
Insurance (T)	1,500.00	\$ 16,401.00	< 14,901.00 > 1,500.00	total fee
Communication/Radios (U)	750.00	\$ 518.40	231.60 750.00	total fee
Misc. (V)	1,500.00	\$ 942.84	557.16 1,500.00	
Supplies (W)	500.00	\$ 4,094.35	< 3,594.35 > 500.00	
<b>Total Kick-Off Costs</b>	<b>\$ 154,750.00</b>	<b>\$ 386,884.80</b>	<b>&lt; 232,134.80 &gt;</b>	

2011 Anniversary Budget				
	Budget	Actual	Variance	Comments
Arts Programs				
YBD	\$			for budget
Arts In the Park Program	\$ 750.00	\$ 746.00	\$ 4.00	budget program with budget
Sobeca Artwalk				budget program with budget
Commission Murals within City				
19th Street Fair				work with CC and historical commission
Art Fall Showcase	\$ 900.00	\$ 710.01	\$ 189.99	
(X) KICK OFF ART EVENT	\$ 6,000.00	\$ 5,779.73	\$ 220.27	
Misc.				
Supplies				
Total Arts Program Costs	\$ 7,650.00	\$ 7,235.74	\$ 414.26	

60th Anniversary Budget			
Budget	Actual	Variance	Comments
Outreach and Community Events			
\$ 15,900.00	\$	15,900.00	Exceeds budget
② Direct Mail Cost	\$ 3,188.46	< 3,188.46	RAPID NOTIFY
OC Fair Night	0		
Pacific Symphony Night	0		
Concerts in the Park Night	\$ 7,000.00	< 7,000.00	Exceeds budget
Snoopy House	0		Exceeds budget
CM Golf Day at CMCG	0		Exceeds budget
① Military Affairs Event	\$ 400.00	< 4,00.00	
OC Schedule/Sp. Awards/1st/2nd/3rd Central	0		
National Night Out	0		
Restaurant Week - 60th Anniversary	0		
Misc. Supplies	150.00	150.00	
Total Outreach and Community Events Costs	\$ 16,050.00	\$ 10,588.46	\$ 5,461.54

Foundation

CVB

Foundation

60th Anniversary Budget 21-Jan-13				
	Budget	Actual	Variance	Comments
<b>Educational and Historical Programs</b>				
TBD	\$			Priority Budget
Traveling Exhibit	\$ 3,000.00	\$ 142.38	\$ 2,857.62	
Coloring Book Distribution	\$ 1,600.00	\$ 1,600.00	0	Out of Budget
Scarecrow Event	\$ 2,000.00	\$ 1,550.21	\$ 449.79	
Photo Contest, Then and Now	\$ 1,850.00	\$ 748.84	\$ 1,101.16	
Dance Party	\$ 1,700.00	0	\$ 1,700.00	
Misc.				
Supplies	0 150.00		0 150.00	
<b>Total Educational and Historical Costs</b>	<b>\$ 10,150.00</b>	<b>\$ 4,041.43</b>	<b>\$ 6,108.57</b>	

60th Anniversary Budget				
24 Jan 13				
	Budget	Actual	Variance	Comments
Youth Programs				
TBD	\$ 5,000.00		5,000.00	not available
Angels Game Night		\$ 2,620.00	(2,620.00)	
AYSO Pancake Breakfast		0		
(BA) Community Run		\$ 1,000.00	(1,000.00)	
Pumpkin Patch @ Goat Hill		0		DUPLICATE
Family Bike Ride Event		0		
Misc. Supplies	150.00		/ 150.00	
Total Youth Programs Costs	\$ 5,150.00	\$ 3,620.00	\$ 1,530.00	

60th Anniversary Budget 24 Jan 13				
	Budget	Actual	Variance	Comments
Sustainability				
Manual	1,500.00	0	1,500.00	
Educational Materials	1,500.00	0	1,500.00	
Misc.	200.00	0	200.00	
Dumpsters/Recycle Bins				not included
Supplies	150.00	0	150.00	
<b>Total Sustainability Costs</b>	<b>\$ 3,350.00</b>	<b>\$ 0</b>	<b>\$ 3,350.00</b>	

3350.00



60th Anniversary Budget 24 Jan 13				
	Budget	Actual	Variance	Comments
Sponsorship and Fundraising				
Sponsorship Marketing Materials	5,000.00	0	5,000.00	
Mailing Cost	500.00	0	500	
Misc.				
Supplies	150.00	0	150.00	
<b>Total Sponsorship Costs</b>	<b>\$ 5,650.00</b>	<b>\$ 0</b>	<b>\$ 5,150.00</b>	

5650.00

60th Anniversary Budget 24-Jan-13				
	Budget	Actual	Variance	Comments
Volunteers				
T-shirts *	2,500.00	0	2,500.00	500 @ \$5
Manual	1,500.00	0	1,500.00	250 @ \$6
Waiver Forms	500.00	0	500.00	250 @ \$2
<i>Volunteers</i>	<i>4,650.00</i>	<i>4,830</i>	<i>&lt;180.00&gt;</i>	
Misc. Supplies	150.00		150.00	
<b>Total Volunteer Costs</b>	<b>\$ 4,650.00</b>	<b>\$ 4,830.00</b>	<b>\$ 180.00</b>	<b>4,620</b>

\* INCLUDED UNDER SOUVENIRS UNDER MARKETING AND ADVERTISING

60th Anniversary Budget				
25-Jan-13				
	Budget	Actual	Variance	Comments
Closing Event				Received Partnership with Mayor's Office
				April 2011
Total Volunteer Costs	\$ .	\$ .	\$ .	

**60th Anniversary Budget**

**24-Jan-13**

	Budget	Actual	Variance
Arts Programs			
Arts in the Park Program	750.00	746.00	2 Daily Arts Pilot Arts 6.00
Kick-Off Art Event	6,000.00	5,779.73	220.27
Sobeca Art walk	-	-	
Art Fall Showcase	900.00	710.01	189.99
Misc.	-	-	
Supplies	-	-	
<b>Total Arts Program Costs</b>	<b>\$ 7,650.00</b>	<b>\$ 7,235.74</b>	<b>\$ 416.26</b>

**60th Anniversary Budget**

	Budget	Actual	Variance	Comments
<b>Educational and Historical Program:</b>				
Traveling Exhibit	3,000.00	142.38	2,857.62	Total \$1,42.38 spent on materials for exhibit. Purchased by CM Tess B
Coloring Book Distribution	1,600.00	1,600.00	--	Partnered with the Historical Preservation Committee who revised the 50th coloring book the EHC printed the book to distribute to NIMUSD 4th graders. Paid 8/7.
Scarecrow Event	2,000.00	1,550.21	449.79	Workshops: \$100; Scarecy \$450; portable toilet \$441; paint \$38; steel bases \$69.88; stake ponies \$60.48; Ribbons \$287.23; Thanks note \$66.51; Mayor photo and frame \$43.11
Photo Contest, Then and Now	1,850.00	748.84	1,101.16	NMUSD buses used to transfer to OCC Remaining \$1,101.16 go to Scarecrow event. Paid 8/24
Dance Party	1,700.00	-	1,700.00	Canceled \$1700
Misc.		-	-	Move dance party to Scarecrow
Supplies		-	-	
<b>Total Educational and Historical Costs</b>	<b>\$ 10,150.00</b>	<b>\$ 4,041.43</b>	<b>\$ 6,108.57</b>	

COSTA MESA 60TH ANNIVERSARY EVENT				
FY 12/13 TO FY 13/14				
		City/Community Foundation	Visitor's Bureau	Total
<b>Revenues:</b>				
Concert Tickets		\$ 39,327		\$ 39,327
Merchandise Sales		2,395		2,395
Vendor Booths		4,250		4,250
<b>Sponsorships:</b>				
CM Conference & Visitor Bureau		148,092	83,413	231,505
Edlson International	5,000			
Orange County Taste Fest	3,260			
Straub Distribution	3,000			
Arnel Commercial Properties	2,500			
Care Ambulance	2,500			
Mesa Water District	2,500			
Other (Less Than \$2,500)	11,850			
Total Other Sponsorships		30,610		30,610
Miscellaneous		925		925
City Contributions		208,659		208,659
Total Revenues		\$ 434,258	\$ 83,413	\$ 517,671
<b>Expenses:</b>				
Advertising/Marketing		\$ 33,166		33,166
Event Production		16,089		16,089
<b>Entertainment:</b>				
Bands		117,018		117,018
Fireworks		18,000		18,000
Other		4,277		4,277
Materials & Supplies		12,064		12,064
Rentals		143,266		143,266
Security		19,064		19,064
Insurance		16,401		16,401
Event Staffing (Non-City)		36,216		36,216
Committee/Staff Meetings		703		703
Miscellaneous		3,052		3,052
Visitor's Bureau direct expenses			83,413	83,413
Expenses post-closing		14,942		14,942
Total Expenses		\$ 434,258	\$ 83,413	\$ 517,671

COMMUNITY FOUNDATION  
COSTA MESA 50TH ANNIVERSARY Receipt  
12/13 13/14

Category #	Category Name	Foundation Fund 705	Fund Post Closing	GVE	Total
1 Total	Bus Shelter	-	-	1,215.01	1,215.01
2 Total	Commemorative Magazine	-	-	23,800.00	23,800.00
3 Total	Media Buys	-	2,900.00	27,447.00	30,347.00
4 Total	Radio Advertising	-	-	10,000.00	10,000.00
5 Total	Street Banners	10,589.54	-	-	10,589.54
6 Total	Flyers	503.28	-	-	503.28
8 Total	30-sec Promo Spot	4,125.00	-	-	4,125.00
11 Total	Graphic Artist	11,100.54	-	-	11,100.54
12 Total	Souvenirs	-	-	12,908.84	12,908.84
13 Total	Website	-	-	2,340.00	2,340.00
14 Total	Public Press Relations	2,500.00	-	-	2,500.00
18 Total	Bill Inserts	1,065.40	-	-	1,065.40
19 Total	Misc.	150.00	-	-	150.00
20 Total	Supplies	1,178.85	-	-	1,178.85
A Total	Venue Rental	18,514.25	-	-	18,514.25
B Total	Venue Drawings	740.00	-	-	740.00
C Total	Tents	18,743.72	-	-	18,743.72
E Total	Stages	55,344.50	-	-	55,344.50
F Total	Venue Signage	630.05	-	-	630.05
G Total	Fencing	16,431.76	-	-	16,431.76
H Total	Police/ Fire/EMS/ Secu.	18,064.00	1,840.00	-	20,904.00
J Total	Barbecades & Fencing	3,450.00	-	-	3,450.00
K Total	Electricity/ Generations	22,906.92	-	-	22,906.92
N Total	Entertainment	128,527.50	5,321.51	2,708.90	136,555.91
N/A Total	N/A	-	-	-	-
O Total	Fireworks Show	18,000.00	-	-	18,000.00
Q Total	Event Staffing	36,215.60	-	-	36,215.60
R Total	Sanitation	4,650.00	-	-	4,650.00
S Total	Food & Beverage	5,841.50	-	-	5,841.50
T Total	Insurance	15,401.00	-	-	15,401.00
U Total	Communication/ Radios	518.40	-	-	518.40
V Total	Misc. for Kick-off Event	882.94	60.00	-	942.94
W Total	Supplies for Kick-off Event	4,084.35	-	-	4,084.35
X Total	Arts Program	5,778.72	-	-	5,778.72
Y Total	Educational/Historical	748.84	-	-	748.84
Volunteer	Volunteer	-	4,830.00	-	4,830.00
Z Total		1,000.00	-	-	1,000.00
AA Total		3,188.46	-	-	3,188.46
		400.00	-	-	400.00
		2,400.00	-	-	2,400.00
		(2,400.00)	-	-	(2,400.00)
		1,500.00	-	-	1,500.00
Grand Total		(1,500.00)	-	-	(1,500.00)
		419,316.02	14,951.51	83,412.75	517,680.28

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COMMUNITY FOUNDATION  
COSTA MESA 60TH ANNIVERSARY ACCOUNT 705-21727  
12/13 2874

DATE	JOURNAL	DESCRIPTION	VOUCHER	PO	VENDOR	Category #	Category Name	Foundation Fund 705	General Fund Post Closing	CVB
06/30/13	ACC0131061	60th Anniversary Banners	295077	8744	Exterior Products	5	Street Banners	3,515.00		
06/30/13	ACC0131061	Freight	295077	8744	Exterior Products	5	Street Banners	69.00		23,800.00
06/30/13	ACC0131061	Sales Tax (8.00%)	295077	8744	Exterior Products	5	Street Banners	182.16		27,447.00
06/30/13	ACC0131142	60th Event Celebration Banners	295344		Mouse Graphics	5	Street Banners	6,863.38	2,900.00	10,000.00
05/29/13	ACC0128980	Printing Chrgs-60th Anniversary	292499		Collector	6	Flyers	508.28		
06/13/13	ACC0129065	30 Sec 60th Even Commercial	293065		The SUN Grp LLC	8	30-Sec Promo Spot	2,000.00		
06/13/13	ACC0129065	30 Sec Commercials	293066		The SUN Grp LLC	8	30-Sec Promo Spot	2,125.00		
03/15/13	ACC0128417	60th Anniversary Mirning Materials	289079		We The Creative	11	Graphic Artist	3,375.00		
04/02/13	ACC0128578	CM 60th-Scan/Archive, Hsto Doc	290302		Mouse Graphics	11	Graphic Artist	\$51.54		
05/29/13	ACC0128980	Misc ProcurementCard Purchases-CM Chamber of Commerce Breakfast Mixer-60th Anniversary Presentation	292499		US Bank	11	Graphic Artist	15.00		
05/29/13	ACC0128980	Misc ProcurementCard Purchases-2Guys Graphics Graphic Design	292499		US Bank	11	Graphic Artist	175.00		
05/29/13	ACC0128980	Misc ProcurementCard Purchases-Stockphoto License fees for flyer photos	292499		US Bank	11	Graphic Artist	309.00		
06/30/13	ACC0131655	60th Event-PR Materials	296649		We The Creative	11	Graphic Artist	3,500.00		
06/30/13	ACC0131655	60th Event-PR Materials	296649		We The Creative	11	Graphic Artist	3,375.00		12,933.34
06/30/13	ACC0131142	60th Event PR Svcs	295568	8759	Arves & Associates	13	Weste			2,340.00
05/21/13	ACC0128929	Printing Instr-60th Anniversary	292107		Westminster Press Inc	18	Public/ Press Relations Bill Inserts	2,500.00		
05/29/13	ACC0128980	Commerces for flyers in April 2013 newsletter	292499		US Bank	19	Misc.	150.00		3,000.00
06/30/13	ACC0130819	Misc ProcurementCard Purchases-NJ Sharefile Support file share	294295		US Bank	20	Supplies	179.85		
06/30/13	ACC0130819	Misc ProcurementCard Purchases-Dynamic Perceptions Video Production Supplies	294295		US Bank	20	Supplies	999.00		
06/20/13	ACC0129118	60th Event-OC Fair Rnt 6/25-30	293384		Orange County Fair	A	Venue Rental	25,883.00		
07/25/13	ACC0129118	RECEIPTS-Refund for 60th/OC Fair & Event Ctr 930	293376		Chaswat Puanzo	A	Venue Rental	(7,988.75)		
04/24/13	ACC0128684	60th Kick-Off Event 3D Rndng	291125		The SUN Grp LLC	B	Venue Drawings	740.00		
06/19/13	ACC0129117	60th Event-All Loc VIP Area Rt	293378		The SUN Grp LLC	C	Tents	6,000.00		
05/08/13	ACC0128741	Up Pop-Up Tent Pymt 1	291492		US Bank	C	Tents	873.57		
05/03/13	ACC0128741	Misc ProcurementCard Purchases-International E-Z Up Pop-Up Tent Pymt 2	291492		US Bank	C	Tents	873.70		
06/30/13	ACC0131061	60th Event-Party Rentals	295057		Bigtop Rentals	C	Tents	10,996.95		
06/19/13	ACC0129117	60th Event-Main Stage Equip	293376		The SUN Grp LLC	E	Stages	20,000.00		
06/19/13	ACC0129117	60th Event-Truss Add On @ 4 Loc	293375		The SUN Grp LLC	E	Stages	4,592.50		
06/27/13	ACC0129684	60th Event-Extra Invoice (Stage Equipment)	294090		The SUN Grp LLC	E	Stages	9,175.00		
06/30/13	ACC0131142	60th Event-Main & 2nd Stage Rntls	295364		The SUN Grp LLC	E	Stages	18,000.00		
06/30/13	ACC0131142	60th Event-Truss Add-ons	295361		The SUN Grp LLC	E	Stages	3,693.00		



COMMUNITY FOUNDATION  
COSTA MESA 80TH ANNIVERSARY ACCOUNT 705-21737  
12/13 12/14

DATE	JOURNAL	DESCRIPTION	VOUCHER	PO	VENDOR	Category #	Category Name	Foundation Fund 705	General Fund Post Closing	CVB
06/30/13	ACC0131142	60th Event Signage	295576		ARC	F	Venue Signage	502.25		
04/24/13	ACC0128694	80th Display Boards Prep/Mount	291152		ARC	F	Venue Signage	127.80		
06/30/13	ACC0131051	60th Event-Fencing	295537		Southern California	G	Fencing	16,431.76		
06/30/13	ACC0131051	80th Celebration Adm/ Svcs	295133		Santabon	H	Polices/Fire/EMS/ Secu.	1,177.00		
06/30/13	ACC0131051	80th Celebration Security Svcs	295133	8789	2477 Event Services Inc	H	Polices/Fire/EMS/ Secu.	17,887.00		1,940.00
06/30/13	ACC0131061	60th-Traffic Control, Equipment	295132	8790	JCL Bamcard Company	H	Baricades & Fencing	8,450.00		
06/30/13	ACC0130982	Power Generators Rental	294891	8789	Shore Break Electric	K	Electricity/ Generators	17,894.12		
06/30/13	ACC0130982	Change Order-Electrical Services	294891		Shore Break Electric	K	Electricity/ Generators	6,022.80		
04/02/13	ACC0128573	60th Fabulous Event Consulting	290301		The SUN Gp LLC	N	Entertainment	1,000.00		
04/23/13	ACC0128693	60th Fabulous Events Consulting	291063		The SUN Gp LLC	N	Entertainment	1,000.00		
05/08/13	ACC0128777	60th Fabulous Events Consulting	291606		The SUN Gp LLC	N	Entertainment	1,000.00		
05/08/13	ACC0128777	60th Fabulous Events Consulting	291626		The SUN Gp LLC	N	Entertainment	1,000.00		
05/09/13	ACC0128980	60th Fabulous Event Consulting	292427		The SUN Gp LLC	N	Entertainment	1,000.00		
05/29/13	ACC0128980	60th Fabulous Event Consulting	292427		The SUN Gp LLC	N	Entertainment	1,000.00		
06/13/13	ACC0129065	60th Fabulous Event Consulting	293064		The SUN Gp LLC	N	Entertainment	1,000.00		
06/30/13	ACC0131142	60th Event-Talent Booking	293963		The SUN Gp LLC	N	Entertainment	1,000.00		
06/30/13	ACC0131142	60th Event-Talent Booking	293963		The SUN Gp LLC	N	Entertainment	1,000.00		
06/30/13	ACC0131142	60th Pmc Cntrct Depot-6/29/13 (Adam Green/Blakl Sheep)	293594		The SUN Gp LLC	N	Entertainment	1,000.00		
04/24/13	ACC0128694	Sheep)	291092		Ground Control Touring LLC	N	Entertainment	5,000.00		
06/05/13	ACC0129004	Balance-Adam Green/Blakl Sheep	292692		Ground Control Touring LLC	N	Entertainment	5,000.00		
05/08/13	ACC0128777	60th Pfm Cntrct Dpst-6/30/13 (Beach Fossils)	291631		Ground Control Touring LLC	N	Entertainment	1,100.00		
06/05/13	ACC0129004	Balance-Beach Fossils	292691		Ground Control Touring LLC	N	Entertainment	9,900.00		
05/29/13	ACC0128980	Dep-Eric BurCon & The Animals	292439		The SUN Gp LLC	N	Entertainment	12,550.00		
06/05/13	ACC0129004	60th Event-White Arrows/6/30/13	292780		White Arrows Music LLC	N	Entertainment	2,000.00		
06/06/13	ACC0129005	60th Event-Anna Lunoe 6/30/13	292785		WME Entertainment LLC	N	Entertainment	1,250.00		
06/06/13	ACC0129005	60th Event-W Jackson 6/28/13	292791		Wanda Jackson Enterprises	N	Entertainment	10,000.00		
06/06/13	ACC0129005	60th Event-Chevy Chase 6/29/13	292787		WME Entertainment LLC	N	Entertainment	15,000.00		
06/06/13	ACC0129005	60th Event-The White Buffalo	292786		WME Entertainment LLC	N	Entertainment	4,500.00		
06/13/13	ACC0129065	60th Event-J Reraut 6/29/13	293060		Sonic Music Group	N	Entertainment	2,000.00		
06/06/13	ACC0129005	60th Event-Berfin 6/28/13	292786		The MOB Agency	N	Entertainment	10,000.00		
06/06/13	ACC0129005	60th Event-Bleached 6/30/13	292789		Panache Booking LLC	N	Entertainment	2,000.00		
06/12/13	ACC0129064	60th Event-Bleached 6/30/13	293015		Bleached LLC	N	Entertainment	2,000.00		
06/12/13	ACC0129069	60th Event-Bleached 6/30/13	292789		Panache Booking LLC	N	Entertainment	(2,000.00)		
06/27/13	ACC0129364	60th Event-Cory Case 6/28/13	294101		Cory Case	N	Entertainment	250.00		
06/05/13	ACC0129004	60th Event-Drog 6/29/13	292784		Creative Access Agency	N	Entertainment	1,500.00		
06/20/13	ACC0129118	60th Event-HMBSMS 6/29/13	293382		Danny Ross LLC	N	Entertainment	1,250.00		
06/20/13	ACC0129118	60th Event-HMBSMS 6/29/13	293381		HMBSMS LLC	N	Entertainment	1,250.00		
06/13/12	ACC0129065	60th Event-Jerome LOL 6/30/13	293063		The Mindsh Agency LLC	N	Entertainment	1,250.00		
06/06/13	ACC0129005	60th Event-Lite Hurricane	292790		Paradigm Talent Agency	N	Entertainment	3,000.00		
06/27/13	ACC0129364	60th Event-M Brown 6/28/13	294094		Micah Christopher Brown	N	Entertainment	600.00		
06/27/13	ACC0129364	60th Event-M Vidal 6/30/13	294099		Martin Torres	N	Entertainment	150.00		
06/20/13	ACC0129113	60th Event-Moonsville 6/29/13	293965		Moonsville Records	N	Entertainment	500.00		

COMMUNITY FOUNDATION  
COSTA MESA 60TH ANNIVERSARY ACCOUNT 745-21737  
12/13 13:14

DATE	JOURNAL	DESCRIPTION	VOUCHER	PO	VENDOR	Category #	Category Name	Foundation Fund 705 Post Closing	General Fund Post Closing	CVE
06/13/13	ACC0129065	60th Event-Mr Little Jeans 6/30	290662		The Windish Agency LLC	N	Entertainment	1,500.00		
06/27/13	ACC0129364	60th Event-Finch Me Band 6/28	294096		Finch Me Band	N	Entertainment	600.00		
06/27/13	ACC0129364	60th Event-R Olivares 6/29/13	294093		Richard Olivares	N	Entertainment	300.00		
06/05/13	ACC0129004	60th Event-The Animals 6/29/13	292783		Eric Burdon Inc	N	Entertainment	12,500.00		
06/05/13	ACC0129004	60th Event-The Soft Pack 6/29	292782		The Soft Pack LLC	N	Entertainment	2,500.00		
06/20/13	ACC0130981	60th Event-Tijuana Panthers	293396		Daniel Michkoff	N	Entertainment	900.00		
06/20/13	ACC0130986	60th Event-Tijuana Panthers	293396		Daniel Michkoff	N	Entertainment	900.00		
07/19/13	ACC0130986	60th Event-Tijuana Panthers	293396		Daniel Michkoff	N	Entertainment	900.00		
06/20/13	ACC0129118	60th Event-Catalina 6/20/13	293389		Vern Alberi	N	Entertainment	1,200.00		
06/27/13	ACC0129364	60th Event-Tony Adams 6/29/13	294092		Anthony Thomas Adams	N	Entertainment	200.00		
06/27/13	ACC0129364	60th Event-Trust 6/29/13 (Band)	294095		Eric Torres	N	Entertainment	200.00		
06/30/13	ACC0131717	Perform: Songs@60th Event	295973		Dean Kikorian	N	Entertainment	975.00		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-The Windish	295533		US Bank	N	Entertainment	517.50		
06/30/13	ACC0131142	Agency print for Penguin Prison band	295533		US Bank	N	Entertainment	517.50		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-The Windish	295533		US Bank	N	Entertainment	517.50		
06/30/13	ACC0131142	Agency print for Penguin Prison band	295533		US Bank	N	Entertainment	517.50		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-The Windish	295533		US Bank	N	Entertainment	517.50		
06/30/13	ACC0131142	Agency print for Penguin Prison band	295533		US Bank	N	Entertainment	517.50		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-The Windish	295533		US Bank	N	Entertainment	517.50		
06/30/13	ACC0131142	Agency print for Penguin Prison band	295533		US Bank	N	Entertainment	517.50		
06/27/13	ACC0129364	60th Event-Albert Candy 6/28/13 (DJ)	294097		Matthew Hill	N	Entertainment	3,105.00		
06/27/13	ACC0129364	60th Event-D Stocker 6/30/13	294100		Donald L Stocker	N	Entertainment	150.00		
06/27/13	ACC0129364	60th Event-Matfachi 6/30/13	294102		Arnold Barnera Jr	N	Entertainment	760.00		
06/30/13	ACC0130897	60th Event-2 Performers 6/30	294558		The SUN Grp LLC	N	Entertainment	1,500.00		
06/30/13	ACC0130897	60th Event-2 Performers 6/30	294558		The SUN Grp LLC	N	Entertainment	400.00		
06/30/13	ACC0131142	60th Event-DJ 6/30/13	295530		Daniel Venegas	N	Entertainment	250.00		
06/30/13	ACC0131051	60th Event-Maria Cotto DJ	295130		Mario Efraim Cotto	N	Entertainment	200.00		2,706.90
06/30/13	ACC0131655	Misc ProcurementCard Purchases-City of Costa Mesa credit card test	296621		US Bank	N/A	Entertainment	(0.01)		5,321.51
06/30/13	ACC0131655	Misc ProcurementCard Purchases-City of Costa Mesa credit card test	296621		US Bank	N/A	Entertainment	0.01		
06/30/13	ACC0131142	60th Committee Coloring Books-Scarcew Event	295598		Westminster Press Inc	N/A	Entertainment	1,600.00		
06/30/13	131637	To reclassify Scarcew Special Event expenditures accrued as of 06/30/2013 was incorrectly charged to CIMCF for 60th Anniversary.				N/A	Entertainment	(1,600.00)		
07/13/13	131637	To reclassify Scarcew Special Event expenditures accrued as of 06/30/2013 was incorrectly charged to CIMCF for 60th Anniversary.				N/A	Entertainment	1,600.00		

COMMUNITY FOUNDATION  
COSTA MESA 60TH ANNIVERSARY ACCOUNT 705-21737  
12/13 1314

DATE	JOURNAL	DESCRIPTION	VOUCHER	PO	VENDOR	Category #	Category Name	Foundation Fund 705	General Fund Post Closing	CVS
07/21/13	131688	To manually cancel the reversing entries for JV#131637, JV#131644 and record the misc \$5 cash receipt for CM 60th Anniversary as Misc. Rev.						(1,600.00)		
06/27/13	ACC0129364	60th Event-Angels Tickets	294091		Angels Baseball LP	N/A		2,620.00		
		To correct account coding for purchase of Angels Baseball tickets purchased for sales at the 60th anniversary celebration, and charged to the Costa Mesa Community Foundation in error. Expenditure moved to the general fund.								
06/30/13	131232				Angels Baseball LP	N/A		(2,620.00)		
06/06/13	ACC0129005	60th Event-Fireworks 6/29/13	292792		Pyro Engineering Inc	Q	Fireworks Show	9,000.00		
06/13/13	ACC0129065	60th Event-Fireworks 6/29/13	293061		Pyro Engineering Inc	Q	Fireworks Show	9,000.00		
05/22/13	ACC0128930	Temp Svs-60th 4/22-4/26/13	292203		Apple One Employment Services	Q	Event Staffing	335.02		
06/19/13	ACC0129117	60th Event-Operational Labor	293377		The SUN Grp LLC	Q	Event Staffing	19,476.40		
06/20/13	ACC0131142	60th Event-Operational Festival Labor	293365		The SUN Grp LLC	Q	Event Staffing	13,651.40		
06/30/13	ACC0131061	Temp Svs-60th 4/29-5/6/13	295049		Apple One Employment Services	Q	Event Staffing	583.74		
06/30/13	ACC0131061	Temp Svs-60th 5/13-5/17/13	295047		Apple One Employment Services	Q	Event Staffing	596.16		
06/30/13	ACC0131061	Temp Svs-60th 5/6-5/10/13	295051		Apple One Employment Services	Q	Event Staffing	596.16		
06/30/13	131644	To re-classify 60th Celebration custodial service expenditures incorrectly charged to General Fund Bldg Maintenance account as of 06/30/2013.						437.00		
07/21/13	131686	To manually cancel the reversing entries for JV#131637, JV#131644 and record the misc \$5 cash receipt for CM 60th Anniversary as Misc. Rev.						437.00		
07/21/13	131644	To reclassify 60th Celebration custodial service expenditures incorrectly charged to General Fund Bldg Maintenance account as of 06/30/2013.						(437.00)		
06/30/13	ACC0131142	employee training	296533		US Bank	Q	Event Staffing	30.00		
06/30/13	ACC0131590	60th Event-Empl Meals & Miles	296483		Ticketfly	Q	Event Staffing	67.01		
06/30/13	ACC0131655	Misc ProcurementCard Purchases-Subway lunch for event staff	296521		US Bank	Q	Event Staffing	32.71		
06/30/13	ACC0131655	Misc ProcurementCard Purchases-Subway sandwiches for volunteers during the event	296521		US Bank Southern California	Q	Event Staffing	360.00		
06/30/13	ACC0131142	60th Event-Restrooms	296539		Sanitation	R	Sanitation	4,650.00		
06/30/13	ACC0131142	60th Event-Ins/Trailers Rental	296525		Empire Ice Company	S	Food & Beverage	2,241.50		
06/27/13	ACC0129984	60th Event-Cake	294088		Orange Coast College	S	Food & Beverage	3,000.00		
06/30/13	131698	To reclassify the Special Event Insurance Coverage for 60th Anniversary from Fund 602 to CMCF.						16,401.00		
06/30/13	ACC0131061	Radio's 4 60th Event	295054		BearCom	U	Communication/ Radio's	513.40		
06/30/13	ACC0130982	60th Event Car Show Exp Reimb	294888		Cynthia Lynn Breeman	V	Misc. for Kick-off Event	127.40		
05/02/13	ACC0128741	Misc ProcurementCard Purchases-Cabo Grill 3/22 Committee Mtg Dinner	291482		US Bank	V	Misc. for Kick-off Event	72.74		

COMMUNITY FOUNDATION  
COSTA MESA 60TH ANNIVERSARY ACCOUNT 705-21737  
12/13 13714

DATE	JOURNAL	DESCRIPTION	VOUCHER	PO	VENDOR	Category #	Category Name	Foundation Fund 705	General Fund Post Closing	CVE
05/29/13	ACC0128980	Misc ProcurementCard Purchases-Global European Dedicatessen dinner 4/4 committee mtg	292499		US Bank	V	Misc. for Kick-off Event	45.00		
05/29/13	ACC0128980	Misc ProcurementCard Purchases-Papa Johns Pizza dinner for 4/10 committee meeting	292499		US Bank	V	Misc. for Kick-off Event	52.33		
06/30/13	ACC01300819	Misc ProcurementCard Purchases-Cricket-F&A dinner for 5/2 committee mtg	294295		US Bank	V	Misc. for Kick-off Event	52.11		
06/30/13	ACC01300819	Misc ProcurementCard Purchases-Hotties Pizza lunch mtg with IT staff	294295		US Bank	V	Misc. for Kick-off Event	76.50		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-Subway dinner-for 5/23 committee mtg	295533		US Bank	V	Misc. for Kick-off Event	38.00		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-Cabo Grill 6/6 Committee Mtg Dinner	295533		US Bank	V	Misc. for Kick-off Event	59.88		
06/30/13	ACC0131655	Misc ProcurementCard Purchases-Wings on Wheels 7/5 unknown what for	295521		US Bank	V	Misc. for Kick-off Event	165.00		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-Frank's Philadelphia dinner for 6/13 committee mtg	295533		US Bank	V	Misc. for Kick-off Event	54.00		
06/30/13	ACC0131655	Misc ProcurementCard Purchases-Cabo Grill dinner for committee mtg on 5/29/13	295521		US Bank	V	Misc. for Kick-off Event	59.88		
06/30/13	ACC0131655	Messa credit card test	295521		US Bank	V	Misc. for Kick-off Event	0.01		
06/30/13	ACC0131655	Misc ProcurementCard Purchases-City of Costa Messa credit card test	295521		US Bank	V	Misc. for Kick-off Event	0.01		
06/30/13	ACC0131655	Misc ProcurementCard Purchases-City of Costa unknown what for	295521		US Bank	V	Misc. for Kick-off Event	24.82		
06/30/13	131123	To accrue for the credit card fee for the 60th Anniversary which occurred in June 2013.				V	Misc. for Kick-off Event	22.29		
06/30/13	130927	To record Merchant's bank charges for the use of credit card machines for City's 60th Anniversary event June 2013.				V	Misc. for Kick-off Event	4.87		60.00
06/30/13	ACC01300819	Misc ProcurementCard Purchases-Mesa Art and Framing Committee project material wooden panels for artists painting at kick off event	294295		US Bank	W	Supplies for Kick-off Event	439.62		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-EBC Mtg LLC ballot boxes for beverage tickets	295533		US Bank	W	Supplies for Kick-off Event	460.27		
06/30/13	ACC0131142	Misc ProcurementCard Purchases-Smart and Final Committee project supplies for wooden panels for artists painting at kick off event	295533		US Bank	W	Supplies for Kick-off Event	110.35		
06/30/13	ACC0128980	Supplies 4 Youth Expo Booth	292317		Sue Lester	W	Supplies for Kick-off Event	74.36		
06/30/13	ACC0131061	80th Anniversary Supplies	295018		Smart & Final	W	Supplies for Kick-off Event	117.95		
06/30/13	ACC0131061	Ground Deliveries	295068		Fed Ex Corp	W	Supplies for Kick-off Event	43.76		
06/30/13	ACC0131061	Ground Deliveries	295090		Fed Ex Corp	W	Supplies for Kick-off Event	48.29		
06/30/13	ACC0130082	80th Event-Water 4 Volunteers Medtech for wristbands	294288		Sparklets	W	Supplies for Kick-off Event	105.73		
06/30/13	ACC0131655	Misc ProcurementCard Purchases-Midstbanks Medtech for wristbands	296521		US Bank	W	Supplies for Kick-off Event	510.70		
06/30/13	ACC0131655	Misc ProcurementCard Purchases-Party City for cake supplies	296521		US Bank	W	Supplies for Kick-off Event	229.50		

COMMUNITY FOUNDATION  
 COSTA MESA 60TH ANNIVERSARY ACCOUNT 705-21727  
 12/13 13/14

DATE	JOURNAL	DESCRIPTION	VOUCHER	PO	VENDOR	Category #	Category Name	Foundation Fund 705	General Fund Post Closing	CYE
05/08/13	ACC0131655	Misc ProcurementCard Purchases-Smart and Final supplies for event	296521		US Bank	W	Supplies for Kick-off Event	26.73		
05/09/13	ACC0131655	Misc ProcurementCard Purchases-Office Depot for cash boxes	296521		US Bank	W	Supplies for Kick-off Event	129.57		
06/00/13	ACC0131655	Misc ProcurementCard Purchases-Stater Bros water	296521		US Bank	W	Supplies for Kick-off Event	25.14		
06/00/13	ACC0131655	Misc ProcurementCard Purchases-Conroy's flowers for former Mayors	296521		US Bank	W	Supplies for Kick-off Event	108.00		
06/00/13	ACC0131655	Misc ProcurementCard Purchases-Wristbands Medtech for wristbands	296521		US Bank	W	Supplies for Kick-off Event	999.00		
06/00/13	ACC0131655	Misc ProcurementCard Purchases-Stater Bros 6/28 unknown what for	296521		US Bank	W	Supplies for Kick-off Event	154.16		
06/00/13	ACC0131655	Misc ProcurementCard Purchases-Home Depot 6/27 unknown what for	296521		US Bank	W	Supplies for Kick-off Event	394.80		
06/00/13	ACC0131655	Misc ProcurementCard Purchases-Circle K 6/29 unknown what for	296521		US Bank	W	Supplies for Kick-off Event	116.42		
06/00/13	ACC0130819	60th Event-Banners for Tents	294144		Mesa Art & Framing	X	Supplies for Kick-off Event Venue Signage	1,188.00		
06/00/13	ACC0131142	Framing Committee project material wooden panels for artists painting at kick off event	295533		US Bank	X	Arts Program	1,196.03		
06/00/13	ACC0131142	Framing Committee project material wooden panels for artists painting at kick off event	295533		US Bank	X	Arts Program	1,196.03		
06/00/13	ACC0131142	Framing Committee project material wooden panels for artists painting at kick off event	295533		US Bank	X	Arts Program	799.20		
06/00/13	ACC0131142	Framing Committee project material wooden panels for artists painting at kick off event	295533		US Bank	X	Arts Program	536.51		
06/00/13	ACC0131241	60th Event-Truck Rent, Plastic	295632		Newport Mesa Unified School District	Y	Educational/Historical Volunteer	863.95		
06/00/13	ACC0131590	60th Event-Bus Transportation	295506		School District	Y	Educational/Historical Volunteer	748.84		4,500.00
05/08/13	ACC0128777	2013 CMOR Sponsor	291633		Costa Mesa Community Run			1,000.00		
06/00/13	ACC0131717	60th Event-Telephone Notification	297057		Rapid Notify Inc			3,188.46		
06/00/13	ACC0181241	60th Event-Army Band Performance	295736		300th Family Support Group			400.00		
07/02/13	ACC0129394	60th Event-Cash 4 Cash Boxes	294106		Petty Cash Fund No. 1			2,400.00		
07/02/13	930	RECEIPTS-Redeposit into Petty Cash						(2,400.00)		
06/05/13	ACC0129004	60th Event-Saint Motel 6/30/13	292761		Saint Motel			1,500.00		
07/17/13	930	RECEIPTS-Refund of Deposit for Saint Motel High Road Touring LLC						(1,500.00)		
									14,951.51	
									419,316.02	
									83,412.75	517,680.28

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Unit	Acctg Date	Acct	Fund	Amount	Descr	Name 1	Reference
CITY	2013-03-15	217137	705	3,375.00	60th Annvrsy Mking Materials	We The Creative	0170506
CITY	2013-04-05	217137	705	1,500.00	60&Fabulous Event Consulting	The SUN Grp LLC	0171182
CITY	2013-04-05	217137	705	351.54	CM 60th-Scarf/Archive Hstc Doc	Mouse Graphics	0171126
CITY	2013-04-26	217137	705	1,000.00	60&Fabulous Events Consulting	The SUN Grp LLC	0171557
CITY	2013-04-26	217137	705	5,000.00	60th Pfmnc Cntrct Depot-6/29/13	Ground Control Touring LLC	0171503
CITY	2013-04-26	217137	705	740.00	60th Kick-Off Event 3D Rndng	Chaiwet Phanao	0171482
CITY	2013-04-26	217137	705	127.80	60th Display Boards Prep/Mount	ARC	0171458
CITY	2013-05-03	217137	705	873.67	Misc ProcurementCard Purchases	US Bank	0171724
CITY	2013-05-03	217137	705	873.70	Misc ProcurementCard Purchases	US Bank	0171724
CITY	2013-05-03	217137	705	72.74	Misc ProcurementCard Purchases	US Bank	0171724
CITY	2013-05-10	217137	705	1,000.00	60&Fabulous Events Consulting	The SUN Grp LLC	0171845
CITY	2013-05-10	217137	705	1,000.00	60&Fabulous Events Consulting	The SUN Grp LLC	0171845
CITY	2013-05-10	217137	705	1,100.00	60th Pfmnc Cntrct Dpst-6/30/13	Ground Control Touring LLC	0171788
CITY	2013-05-10	217137	705	3,000.00	60th Pfmnc Cntrct Dpst-6/30/13	Costa Mesa Community Run	0171767
CITY	2013-05-24	217137	705	1,085.40	60th Pfmnc Cntrct Dpst-6/30/13	Westminster Press Inc	0172146
CITY	2013-05-24	217137	705	385.02	Printing Instr-60th Anniversary	Appte One Employment Services	000530
CITY	2013-05-24	217137	705	74.36	Temp Svs-60th 4/22-4/26/13	Sue Lester	0172125
CITY	2013-05-24	217137	705	1,000.00	Supplies 4 Youth Expo Booth	The SUN Grp LLC	0172248
CITY	2013-05-31	217137	705	12,550.00	60&Fabulous Event Consulting	The SUN Grp LLC	0172249
CITY	2013-05-31	217137	705	503.28	Dep-Eric Burdon & The Animals	Orange Courty Treasurer Tax Collector	0172229
CITY	2013-05-31	217137	705	257.33	PrintingCntrs-60th Anniversary	US Bank	0172169
CITY	2013-05-31	217137	705	15.00	Misc ProcurementCard Purchases	US Bank	0172169
CITY	2013-05-31	217137	705	175.00	Misc ProcurementCard Purchases	US Bank	0172169
CITY	2013-05-31	217137	705	309.00	Misc ProcurementCard Purchases	US Bank	0172169
CITY	2013-06-07	217137	705	2,000.00	60th Event-White Arrows6/30/13	White Arrows Music LLC	0172432
CITY	2013-06-07	217137	705	500.00	60th Event-Santa Monica6/30/13	Santa Monica	0172425
CITY	2013-06-07	217137	705	2,500.00	60th Event-The Soft Pack 6/28	The Soft Pack LLC	0172429
CITY	2013-06-07	217137	705	9,900.00	Balance-Beach Fossils	Ground Control Touring LLC	0172333
CITY	2013-06-07	217137	705	5,000.00	Balance-Adam Green/Binki Shapi	Ground Control Touring LLC	0172334
CITY	2013-06-07	217137	705	12,500.00	60th Event-The Animals 6/29/13	Eric Burdon Inc	0172320
CITY	2013-06-07	217137	705	1,500.00	60th Event-Droog 6/29/13	Creative Artists Agency	0172314
CITY	2013-06-07	217137	705	1,250.00	60th Events-Anna Lunoe 6/30/13	WME Entertainment LLC	0172410
CITY	2013-06-07	217137	705	4,500.00	60th Events-The White Buffalo	WME Entertainment LLC	0172411
CITY	2013-06-07	217137	705	15,000.00	60th Event-Chevy Metal 6/29/13	WME Entertainment LLC	0172280
CITY	2013-06-07	217137	705	10,000.00	60th Event-Berlin 6/28/13	The MOB Agency	0172399
CITY	2013-06-07	217137	705	2,000.00	60th Event-Bleached 6/30/13	Parache Booking LLC	0172372
CITY	2013-06-07	217137	705	3,000.00	60th Event-Little Hurricane	Paradigm Talent Agency	0172374
CITY	2013-06-07	217137	705	10,000.00	60th Event-W Jackson 6/28/13	Wanda Jackson Enterprises	0172412
CITY	2013-06-07	217137	705	9,000.00	60th Event-Fireworks 6/29/13	Pyro Engineering Inc	0172376

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CITY	2013-06-07	217137	705	2,000.00	60th Event-Bleached 6/30/13	Paracme Booking LLC	0172372
CITY	2013-06-14	217137	705	2,000.00	60th Event-Bleached 6/30/13	Bleached LLC	0172467
CITY	2013-06-14	217137	705	2,000.00	60th Event-J Renault 6/29/13	Bond Music Group	0172468
CITY	2013-06-14	217137	705	9,000.00	60th Event-Fireworks 6/29/13	Pyro Engineering Inc	0172542
CITY	2013-06-14	217137	705	1,500.00	60th Event-Mr Little Jeans 6/30	The Windish Agency LLC	0172570
CITY	2013-06-14	217137	705	1,250.00	60th Event-Jerome LOL 6/30/13	The Windish Agency LLC	0172571
CITY	2013-06-14	217137	705	1,000.00	60th&Fabulous Event Consulting	The SUN Grp LLC	0172566
CITY	2013-06-14	217137	705	2,000.00	30 Sec 60th Even Commercial	The SUN Grp LLC	0172568
CITY	2013-06-14	217137	705	2,125.00	30 Sec Commercial	The SUN Grp LLC	0172567
CITY	2013-06-21	217137	705	4,538.50	60th Event-Tuss Add On @ 4 Loc	The SUN Grp LLC	0172771
CITY	2013-06-21	217137	705	900.00	60th Event-Jjuana Panthers	Daniel Michicoff	0172648
CITY	2013-06-21	217137	705	900.00	60th Event-Tjuana Panthers	Daniel Michicoff	0172648
CITY	2013-06-21	217137	705	900.00	60th Event-Tjuana Panthers	Daniel Michicoff	0172648
CITY	2013-06-21	217137	705	20,000.00	60th Event-Mam Stage Equip	The SUN Grp LLC	0172598
CITY	2013-06-21	217137	705	19,476.40	60th Event-Operational Labor	The SUN Grp LLC	0172599
CITY	2013-06-21	217137	705	6,000.00	60th Event-All Loc VIP Area Rt	The SUN Grp LLC	0172772
CITY	2013-06-21	217137	705	1,250.00	60th Event-HMBSMS 6/29/13	HMBSMS LLC	0172679
CITY	2013-06-21	217137	705	1,250.00	60th Event-HMBSMS 6/29/13	Danny Rose LLC	0172649
CITY	2013-06-21	217137	705	1,200.00	60th Event-Catalina 6/30/13	Vern Alfieri	0172782
CITY	2013-06-21	217137	705	500.00	60th Event-Moonsville 6/29/13	Moonsville Records	0172586
CITY	2013-06-21	217137	705	3,000.00	60th Event-Cake	Orange Coast College	0172715
CITY	2013-06-28	217137	705	9,175.00	60th Event-Extra Invoice	The SUN Grp LLC	0173119
CITY	2013-06-28	217137	705	2,620.00	60th Event-Angles Tickets	Angels Baseball LP	0173155
CITY	2013-06-28	217137	705	200.00	60th Event-Tony Adams 6/29/13	Anthony Thomas Adams	0173016
CITY	2013-06-28	217137	705	300.00	60th Event-R Olivares 6/29/13	Richard Olivares	0173137
CITY	2013-06-28	217137	705	600.00	60th Event-M Brown 6/28/13	Micah Christopher Brown	0173104
CITY	2013-06-28	217137	705	200.00	60th Event-Trust 6/28/13	Eric Torres	0173061
CITY	2013-06-28	217137	705	600.00	60th Event-Pinch Me Band 6/26	Pinch Me Band	0173129
CITY	2013-06-28	217137	705	150.00	60th Event-Albert Candy 6/28/13	Matthew Hill	0173100
CITY	2013-06-28	217137	705	150.00	60th Event-M Vidal 6/30/13	Martin Torrez	0173099
CITY	2013-06-28	217137	705	150.00	60th Event-D Stocker 6/30/13	Donald L Stocker	0173055
CITY	2013-06-28	217137	705	250.00	60th Event-Cory Case 6/28/13	Cory Case	0173045
CITY	2013-06-28	217137	705	760.00	60th Event-Manfacti 6/30/13	Arnold Barrera Jr	0173021
CITY	2013-07-05	217137	705	1,188.00	60th Event-Banners for Tents	Mesa Art & Framing	0173127
CITY	2013-07-05	217137	705	128.61	Misc ProcurementCard Purchases	US Bank	0173242
CITY	2013-07-05	217137	705	438.62	Misc ProcurementCard Purchases	US Bank	0173191
CITY	2013-07-05	217137	705	179.85	Misc ProcurementCard Purchases	US Bank	0173191
CITY	2013-07-05	217137	705	988.00	Misc ProcurementCard Purchases	US Bank	0173191
CITY	2013-07-12	217137	705	1,500.00	60th Event-2 Performers 6/30	The SUN Grp LLC	0173413

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CITY	2013-07-12	217137	705	400.00	60th Event-2 Performers 6/30	The SUN Grp LLC	0173413
CITY	2013-07-19	217137	705	127.40	60th Event Car Show Exp Reimb	Cynthia Lynn Brenneman	0173474
CITY	2013-07-19	217137	705	105.73	60th Event Water 4 Volunteers	Sparklets	0173547
CITY	2013-07-19	217137	705	17,884.12	Power Generators Rental	Shore Break Electric	0173442
CITY	2013-07-19	217137	705	6,022.80	Change Order	Shore Break Electric	0173452
CITY	2013-07-26	217137	705	117.95	60th Anniversary Supplies	Smart & Final	0173712
CITY	2013-07-26	217137	705	596.16	Temp Sys-60th 5/13-5/17/13	Apple One Employment Services	000585
CITY	2013-07-26	217137	705	583.74	Temp Sys-60th 4/29-5/3/13	Apple One Employment Services	000585
CITY	2013-07-26	217137	705	596.16	Temp Sys-60th 5/8-5/10/13	Apple One Employment Services	000585
CITY	2013-07-26	217137	705	518.40	Radios 4 60th Event	BearCom	0173596
CITY	2013-07-26	217137	705	10,996.35	60th Event-Party Rentals	Bigtop Rentals	0173596
CITY	2013-07-26	217137	705	3,515.00	60th Anniversary Banners	Exterior Products	0173637
CITY	2013-07-26	217137	705	182.16	Sales Tax (8.00%)	Exterior Products	0173637
CITY	2013-07-26	217137	705	69.00	Freight	Exterior Products	0173637
CITY	2013-07-26	217137	705	43.76	Ground Deliveries	Fed Ex Corp	0173641
CITY	2013-07-26	217137	705	48.29	Ground Deliveries	Fed Ex Corp	0173641
CITY	2013-07-26	217137	705	200.00	60th Event-Mario Cotto DJ	Mario Efrain Cotto	0173672
CITY	2013-07-26	217137	705	8,450.00	60th-Traffic Control Equipmnet	JCL Baricad Company	0173656
CITY	2013-07-26	217137	705	17,887.00	60th Celebration Security Svcs	247 Event Services Inc	0173576
CITY	2013-07-26	217137	705	1,177.00	60th Celebration Addtl Svcs	247 Event Services Inc	0173576
CITY	2013-08-02	217137	705	6,833.38	60th Event-Celebration Banners	Mouse Graphics	0173679
CITY	2013-08-02	217137	705	3,631.00	60th Event-Truss Add-ons	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	1,000.00	60th Event-Talent Booking	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	18,000.00	60th Event-Main&2nd StageRntls	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	13,651.40	60th Event-Ops Festival Labor	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	2,841.50	60th Event-Ice Trailers Rental	Empire Ice Company	0173824
CITY	2013-08-02	217137	705	250.00	60th Event-DJ 6/30/13	Daniel Venegas	0173612
CITY	2013-08-02	217137	705	502.25	60th Event Signage	ARC	0173768
CITY	2013-08-02	217137	705	500.00	60th Committee Coloring Books	Westminster Press Inc	0173938
CITY	2013-08-02	217137	705	3,197.65	Misc ProcurementCard Purchases	US Bank	0173764
CITY	2013-08-02	217137	705	3,858.12	Misc ProcurementCard Purchases	US Bank	0173764
CITY	2013-08-02	217137	705	3,135.00	Misc ProcurementCard Purchases	US Bank	0173764
CITY	2013-08-02	217137	705	1,000.00	60th Event-Talent Booking	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	16,431.76	60th Event-Fencing	Southern California Sanitation	0173761
CITY	2013-08-02	217137	705	4,650.00	60th Event-Restrooms	Southern California Sanitation	0173761
CITY	2013-08-09	217137	705	2,500.00	60th Event PR Svcs	Ames & Associates	0173967
CITY	2013-08-09	217137	705	653.95	60th Event-Truck Rmt, Plastic	Mesa Art & Framing	0174033
CITY	2013-08-09	217137	705	400.00	60th Event-Army Band Performan	South Family Support Group	0173961
CITY	2013-08-30	217137	705	748.84	60th Event-Bus Transportation	Newport Mesa Unified School District	0174428
CITY	2013-08-30	217137	705	67.01	60th Event-Empl Meals & Miles	Ticketfly	0174450
CITY	2013-09-04	217137	705	510.70	Misc ProcurementCard Purchases	US Bank	0174474



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CITY	2013-09-04	217137	705	Misc ProcurementCard Purchases	US Bank	0174474
CITY	2013-09-04	217137	705	Misc ProcurementCard Purchases	US Bank	0174474
CITY	2013-09-04	217137	705	Misc ProcurementCard Purchases	US Bank	0174474
CITY	2013-09-04	217137	705	Misc ProcurementCard Purchases	US Bank	0174474
CITY	2013-09-04	217137	705	Misc ProcurementCard Purchases	US Bank	0174474
CITY	2013-09-04	217137	705	Misc ProcurementCard Purchases	US Bank	0174474
CITY	2013-09-06	217137	705	60th Event-PR Materials	We The Creative	0174567
CITY	2013-09-06	217137	705	60th Event-PR Materials	We The Creative	0174567
CITY	2013-09-13	217137	705	Perform Songs@60th Event	Dan Kritorian	0174627
CITY	2013-09-13	217137	705	60th Event-PR Materials	Rapalino, Inc	0174721
Total cash disbursements BEFORE JV's						
		JV131233		417,939.61		
		JV131637		(2,620.00)	Remove Angel Baseball tickets	
		JV131638		600.00	60th anniversary insurance	
		JV131644		16,401.00	Reclass custodial services exp	
		JV130927		4.87	Merchant bank charges	
		JV131123		22.29	60th credit card fees [paid electronically]	
				(4,500.00)	Refund	
				(2,400.00)	Refund	
				419,316.02		



City Funds for Fiscal Year 2012-2013

Vendor	Business Purpose	Amount Spent
The Sun Group	staging and labor for Olympian event	\$1,112.00
Coastal Traffic Systems	traffic closure, tech hours, and equipment	\$1,408.00
Moose Graphics	Olympic banner	\$260.76
Moose Graphics	roadshow banner	\$21.51
Highway Auto Paint & Bodyworks	trailer repairs	\$2,172.38
Orange Coast Trailer Supply Inc.	trailer fenders	\$268.41
Scharr Metals		\$568.68
Mike Valencourt	DI for car show	\$150.00
Pipeline Embroidery	shirts	\$4,936.87
Oak Heart Consulting	lights	\$6,407.45
Oak Heart Consulting	car show, reference lights	\$830.29
Los Angeles Times	Daily Pilot Ad, car show	\$1,491.76
Los Angeles Times	Daily Pilot Ad, car show	\$172.94
Her Majesty's Ride	transportation for JH Schula	\$163.00
Costa Mesa United	Golf shirts for golf tournament	\$4,000.00
Pipeline Embroidery	Sandy loss	\$355.58
RK Diversified Entertainment	snow machine rental	\$1,240.00
The Sun Group	staging and labor for Snoopy event	\$2,840.00
RK Diversified Entertainment	Christmas lighting for City Hall	\$9,500.00
GMHS Cheer	employee face painting	\$150.00
Los Angeles Times	Daily Pilot, Olympic Ad	\$745.86
Stantec Advertising	Mayor's sponsorship brochure	\$1,744.60
Los Angeles Times	Daily Pilot Ad, car show	\$372.94
Costa Mesa Conference & Visitor Bureau	Buy back of SCP gift certificates not used for 50 reasons to stay promotion to be used for city employee awards	\$1,000.00
Costa Mesa Community Run	2013 community run	\$2,500.00
Mike Valencourt	DI services for car shows, employee appreciation night, and Snoopy basis	\$650.00
Westin South Coast Plaza	Costa Mesa service awards banquet/March 2013	\$2,500.00
Stantec Advertising	Art of Leadership Rec guide & invitation	\$464.40
Los Angeles Times	three months of Daily Pilot "car ad"	\$1,138.82
Australia Sister City Program	travel reimbursements for 8 Etanika High School students	\$3,600.00
Pacific Symphony	concert sponsorship July 2013	\$15,000.00
Estanla & Jaywika Schools Foundation	2013 Gala sponsorship	\$2,500.00
Costa Mesa Chamber	Gold sponsorship mayor's celebration	\$7,874.11
Intact Info Solutions	60th Anniversary website	\$900.00
Dan Kirkorian	60th Anniversary song (writing/recordng)	\$3,000.00
Clear Channel	billboard ads for Fish Fry/Community Run	\$1,215.00
Ulch Crafters	special event trailer	\$1,926.64
Los Angeles Times	car show ad 4/9/13	\$372.94
Mike Valencourt	DI services for car shows (April & May)	\$300.00
City of Costa Mesa	marketing, advertising, and expense reimbursements	\$25,000.00
Gilbreth	deposits for bands for 60th	\$701.12
Tandem Exhibits	tablet padfolio	\$7,000.00
Tandem Exhibits	roadshow booth deposit	\$500.00
Dan Kirkorian	60th anniversary song performance at Mayor's ball event	\$6,853.16
Tandem Exhibits	roadshow booth balance	\$900.00
Intact Info Solutions	60th anniversary website updated	\$270.00
Estanla	City of the Arts sign	\$1,534.68
Express Signs & Digital Creations	trailer wrap	\$104.30
Cindy Brannaman	car show awards	\$160.00
Intact Info Solutions	60th anniversary website updates May 2013	\$1,347.00
Jennifer Alejandra	Australia Sister City Program	\$650.00
Bacquetyn Hubbard	Australia Sister City Program	\$450.00
Rhannon Parker	Australia Sister City Program	\$450.00
Alysa McKay	Australia Sister City Program	\$450.00
Sterling Gates	Australia Sister City Program	\$450.00
Jeremy Lawrence	Australia Sister City Program	\$450.00
Jackson Letterman	Australia Sister City Program	\$450.00
Abigail Griffith	Australia Sister City Program	\$450.00
Valerie Smith	Australia Sister City Program	\$450.00
Miyra Figueroa	Australia Sister City Program	\$474.00
Estanla PTSA	DI for car show	\$150.00
Mike Valencourt	DI for car show	\$300.00
Intact Info Solutions	60th anniversary website updates end of May 2013	\$800.00
Deora & Chit Vercos	community run data base	\$7,256.00
The Sun Group LLC	staging and labor for community run	\$9,024.00
Pipeline Promotions	community run bags	\$9,947.78
Pipeline Embroidery	60th T-shirts	\$1,682.00
Los Angeles Times	community run & 60th ads Daily Pilot	\$5,900.00
Johnston Media	60th anniversary magazine	\$2,000.00
Costa Mesa Foundation	concerts in the park	

Total Spent as of 6/28/13	\$166,000.00
Total Funds Committed by CVB	\$164,000.00
Total City Funds Currently Available	\$2,000.00



City Funds for Fiscal Year 2013-2014

	Vendor	Business Purpose	Amount Spent
(N)	Westin South Coast Plaza	rooms for 60th anniversary	\$1,859.48
	Costa Mesa Firefighters Association	First Fridays Roadshow	\$205.00
	Costa Mesa Foundation	Summer concerts platinum sponsorship	\$5,000.00
(1)	Clear Channel	bus shelter ads	\$1,215.01
(12)	Pauline's Professional Potpourri	60th anniversary t-shirts	\$2,906.06
	Mike Vallancourt	DJ service for car show	\$150.00
(3)	Freedom Specialty Media	OC Register magazine ad	\$4,000.00
(13)	Intact Info Solutions	60th website updates	\$60.00
(2)	Johnson Media	60th anniversary magazine	\$15,000.00
(2)	Johnson Media	distribution of 60th anniversary magazine	\$2,900.00
(2)	Time Warner Cable	60th anniversary advertising	\$11,940.00
(3)	OC Weekly	60th anniversary advertising	\$6,825.00
(4)	KRTH-FM CBS Radio	60th anniversary advertising	\$10,000.00
(3)	Los Angeles Times	60th anniversary/Daily Pilot	\$3,000.00
(N)	Ayres Hotel & Suites	rooms for 60th anniversary	\$847.42

Total Spent as of 8/19/13	\$65,907.97
Total Funds Committed by CVB	\$164,000.00
Total City Funds Currently Available	\$98,092.03

(1) Bus shelters	$\Sigma(1) = 1,215.01$	✓
(2) Commemorative Magazine	$\Sigma(2) = 23,800$	✓
(3) Media Buys	$\Sigma(3) = 27,447$	✓
(4) Radio Advertising	$\Sigma(4) = 10,000$	✓
(12) Souvenirs	$\Sigma(12) = 12,903.84$	✓
(13) Website	$\Sigma(13) = 2,340$	✓
(19) Misc	$\Sigma(19) = 3,000$	✓
(N) Entertainment	$\Sigma(N) = 2,706.90$	✓
	<u>83,412.75</u>	

City of Costa Mesa  
ACCOUNT ACTIVITY

Report ID: C004AC01  
Unit => CITY \* Year -> 2014 \* RISM -> 01 \* PMTO -> 12 \* Acct -> St \* Fund -> 101 \* Dept -> 11100 \* Rsgn -> S1050 \* Rpt -> \* \*  
Chart Fields  
Chartfield Descriptions  
Monetary Amount  
Jrnl Desc  
Additional Information

CITY	510201	101	11100	S1050	0.00	Subscriptions/Books	General Fund	City Manager Administration	Communications and Marketing
	09-01-2013	03	2014	AC00131656	29.85	Misc ProcurementCard Purchases	00296522	US Bank	
	09-26-2013	03	2014	AC00131832	179.85	Misc ProcurementCard Purchases	00298036	US Bank	
	12-04-2013	06	2014	AC00132396	60.00	Misc ProcurementCard Purchases	00300610	US Bank	
	510201	101	11100	S1050	269.70				

CITY	510202	101	11100	S1050	0.00	Preprinted Material	General Fund	City Manager Administration	Communications and Marketing
	10-01-2013	04	2014	AC00131875	2,900.00	Register Insert for 60th Event	00298106	Orange County Register	
	10-23-2013	04	2014	AC00132046	331.22	Misc ProcurementCard Purchases	00299210	US Bank	
	510202	101	11100	S1050	3,231.22				

CITY	510206	101	11100	S1050	0.00	Promotional Items	General Fund	City Manager Administration	Communications and Marketing
	09-19-2013	03	2014	AC00131778	150.00	DV Entertainment-5/6 Car Show	00297328	Michael Vaillancourt	
	09-25-2013	03	2014	AC00131831	372.94	Car Show Ad for August 2013	00297805	Los Angeles Times	
	09-25-2013	03	2014	AC00131821	372.94	Car Show Ad for September 2013	00297808	Los Angeles Times	
	09-25-2013	03	2014	AC00131831	150.00	DV Entertainment-8/2 Car Show	00297818	Michael Vaillancourt	
	09-25-2013	03	2014	AC00131831	1,125.00	Restaurant Week Outdoor Ad	00297942	Clear Channel Outdoor	
	09-25-2013	03	2014	AC00131831	90.00	Sales Tax (8.00%)	00297942	Clear Channel Outdoor	
	09-26-2013	03	2014	AC00131832	33.50	Misc ProcurementCard Purchases	00298036	US Bank	
	09-26-2013	03	2014	AC00131832	78.84	Misc ProcurementCard Purchases	00298036	US Bank	
	09-26-2013	03	2014	AC00131832	87.55	Misc ProcurementCard Purchases	00298036	US Bank	
	09-26-2013	03	2014	AC00131832	56.00	Misc ProcurementCard Purchases	00298036	US Bank	
	09-26-2013	03	2014	AC00131832	56.00	Misc ProcurementCard Purchases	00298036	US Bank	
	09-26-2013	03	2014	AC00131832	135.00	Misc ProcurementCard Purchases	00298036	US Bank	
	09-26-2013	03	2014	AC00131832	310.00	Misc ProcurementCard Purchases	00298036	US Bank	
	10-22-2013	04	2014	AC00132045	3,960.00	60th Event-VIP Rental Equip	00298921	The SUN Grp LLC	
	10-22-2013	04	2014	AC00132045	1,361.51	60th Event-Equipment Rentals	00298922	The SUN Grp LLC	
	11-19-2013	05	2014	AC00132227	60.00	60th Event-Return Ticket Sales	00300095	Ticketfly Inc	
	11-19-2013	05	2014	AC00132227	1,840.00	60th Event-Security Services	00300097	TRSS Inc	
	11-25-2013	05	2014	AC00132365	144.18	Promo Banner 4 Costa Mesa TV	00300371	Mouse Graphics	
	12-03-2013	06	2014	AC00132395	1,500.00	Food Svc 4 Empl Night/Winterfest	00300604	Taco Chihuahua Inc	
	510206	101	11100	S1050	11,883.46				

10,121  
4880 Volunteer Hours  
14,051

CITY	510302	101	11100	S1050	0.00	Office Equipment	General Fund	City Manager Administration	Communications and Marketing
	09-03-2013	03	2014	AC00131656	120.00	Misc ProcurementCard Purchases	00296522	US Bank	
	09-26-2013	03	2014	AC00131832	223.85	Misc ProcurementCard Purchases	00298036	US Bank	
	510302	101	11100	S1050	343.85				

CITY	510304	101	11100	S1050	0.00	Maintenance Equipment	General Fund	City Manager Administration	Communications and Marketing
	08-27-2013	02	2014	AC00131583	368.76	Data Storage Equip 4 CMV	00296317	CDW Government Inc	
	08-27-2013	02	2014	AC00131583	462.11	Data Storage Equip 4 CMV	00296318	CDW Government Inc	

COMMUNITY FOUNDATION  
 COSTA MESA 60TH ANNIVERSARY ACCOUNT 705-21737  
 12/13 13/14

DATE	TYPE	JOURNAL	DESCRIPTION	SOURCE VOUCHER	PO	VENDOR	INVOICE	AMOUNT	SUBTOTALS
07/01/12			BalBgn 21737 705					0.00	
<b>CONCERT TICKETS:</b>									
05/21/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(675.00)	
05/23/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(370.00)	
05/31/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(310.00)	
06/11/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(500.00)	
06/13/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(840.00)	
06/19/13	JRNL	930	RECEIPTS-Ticket Sale Karen Heather			CNV		(20.00)	
06/20/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(1,190.00)	
06/24/13	JRNL	930	RECEIPTS-2 Tickets Ernesto Munoz			CNV		(80.00)	
06/27/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(2,125.00)	
07/02/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(10,374.00)	
07/05/13	JRNL	930	RECEIPTS-Concerts			CNV		(9,040.00)	
07/05/13	JRNL	930	RECEIPTS-Ticket Sales Ticketfly			CNV		(535.00)	
07/16/13	JRNL	930	RECEIPTS-Concert 1 6/28			CNV		(2,765.00)	
07/16/13	JRNL	930	RECEIPTS-Concert 1 6/29			CNV		(350.00)	
07/16/13	JRNL	930	RECEIPTS-Concert 1 6/30			CNV		(305.00)	
07/16/13	JRNL	930	RECEIPTS-Concert 2 6/28			CNV		(1,915.00)	
07/16/13	JRNL	930	RECEIPTS-Concert 2 6/29			CNV		(425.00)	
07/16/13	JRNL	930	RECEIPTS-Concert 2 6/30			CNV		(20.00)	
07/16/13	JRNL	930	RECEIPTS-Concert 3 6/28			CNV		(3,771.00)	
07/16/13	JRNL	930	RECEIPTS-Concert 3 6/29			CNV		(3,451.50)	
07/19/13	JRNL	930	RECEIPTS-Carnival Ride Sales Cammack Show			CNV		(45.00)	Concert
08/06/13	JRNL	930	RECEIPTS-Tickets Kathleen Ladd			CNV		(240.00)	Tickets
08/06/13	JRNL	930	RECEIPTS-Employee discounted concert tickets			CNV		(30.00)	(39,326.50)
08/06/13	JRNL	930	RECEIPTS-Concert Tickets Edward Petros			CNV			
<b>MERCHANDISE SALES:</b>									
07/02/13	JRNL	930	RECEIPTS-Merchandise			CNV		(1,585.00)	
07/16/13	JRNL	930	RECEIPTS-Merchandise 6/28			CNV		(105.01)	
07/16/13	JRNL	930	RECEIPTS-Merchandise 6/29			CNV		(200.00)	
07/16/13	JRNL	930	RECEIPTS-Merchandise 6/30			CNV		(245.00)	
To manually cancel the reversing entries for JV#131637, JV#131644 and record the misc \$5 cash receipt for CIM 60th Anniversary as Misc. Rev in General Fund.									
07/31/13	JRNL	131686	RECEIPTS-Costa Mesa T-Shirt Loreta Mulien			JV		5.00	Misc Sales
08/29/13	JRNL	930	RECEIPTS-Tee Shirt, Hat & Misc at 60th/Christine Corden.			CNV		(5.00)	
08/14/13	JRNL	930				CNV		(260.00)	(2,395.01)

COMMUNITY FOUNDATION  
COSTA MESA 60TH ANNIVERSARY ACCOUNT 705-21737  
12/13 13/14

DATE	TYPE	JOURNAL	DESCRIPTION	SOURCE VOUCHER PO	VENDOR	INVOICE	AMOUNT	SUBTOTALS
<b>ANGELS TICKETS:</b>								
07/02/13	JRNL	930	RECEIPTS-Angels		CNV		(245.00)	
07/16/13	JRNL	930	RECEIPTS-Angels 6/30		CNV		(90.00)	
07/16/13	JRNL	930	RECEIPTS-Angels 6/28 to 6/29		CNV		(225.00)	Angels Tickets
To correct account coding for Angels Baseball tickets purchased at the 60th anniversary celebration, posted in error to the Costa Mesa Community Foundation on 07-02-2013 and 07-16-2013.								
07/13/13	JRNL	131203			JV		560.00	0.00
<b>VENDOR BOOTH REVENUES:</b>								
07/17/13	JRNL	930	RECEIPTS-Vendor Booth Esmeralda Yasity Cordon for Sante Anie		CNV		(750.00)	
07/17/13	JRNL	930	RECEIPTS-Vendor Booth Harbor Lawn Mt Olive Memorial Park		CNV		(750.00)	
07/17/13	JRNL	930	RECEIPTS-Vendor Booth Italian Galleria		CNV		(750.00)	
07/17/13	JRNL	930	RECEIPTS-Vendor Booth non-profit rate Estancia Aquatics Boosters		CNV		(500.00)	
07/17/13	JRNL	930	RECEIPTS-Vendor Booth Triple A Group LLC		CNV		(750.00)	Vendor Booths
07/17/13	JRNL	930	RECEIPTS-Vendor Booth Wechtman Assoc Realtors		CNV		(750.00)	(4,250.00)
<b>SPONSORSHIPS:</b>								
02/28/13	AR	ARB0128339	Invoice		Costa Mesa Conference and Visitor Bureau	CITY63264	(25,000.00)	
03/22/13	JRNL	930	RECEIPTS - Donation CIM-Newport Mesa Harbor Lions Club		CNV		(1,000.00)	
04/29/13	JRNL	930	RECEIPTS-Donation HJ Garrett Furniture		CNV		(400.00)	
05/02/13	AR	ARB0128747	Invoice		Costa Mesa Conference and Visitor Bureau	CITY63789	(25,000.00)	
05/16/13	AR	ARB0128860	Invoice		Vanguard University	CITY63806	(1,550.00)	
06/08/13	JRNL	930	RECEIPTS - Donation: Care Ambulance Service Inc		CNV		(2,500.00)	
06/07/13	JRNL	930	RECEIPTS-Donation: Roberto's Auto Shop Trinn		CNV		(400.00)	
06/07/13	JRNL	930	RECEIPTS-Donation Vicki E Okamoto		CNV		(400.00)	
06/07/13	JRNL	930	RECEIPTS-Donation CM Sanitary District Memorial Park		CNV		(400.00)	
06/07/13	JRNL	930	RECEIPTS-Donation Arthur Alderete		CNV		(400.00)	
06/07/13	JRNL	930	RECEIPTS-Donation TB Sandwiches Inc		CNV		(400.00)	
06/07/13	JRNL	930	RECEIPTS-Donation Lindora LLC		CNV		(400.00)	
06/07/13	JRNL	930	RECEIPTS-Donation Sure Haven		CNV		(750.00)	
06/07/13	JRNL	930	RECEIPTS-Sponsorship Donation Mesa Water District		CNV		(400.00)	
06/14/13	JRNL	930	RECEIPTS-Donation Hi-Times Wine Cellars		CNV		(750.00)	

COMMUNITY FOUNDATION  
COSTA MESA 60TH ANNIVERSARY ACCOUNT 705-21737  
12/13 13/14

DATE	TYPE	JOURNAL	DESCRIPTION	SOURCE VOUCHER	PO	VENDOR	INVOICE	AMOUNT	SUBTOTALS
06/26/13	JRNL	930	RECEIPTS-Sponsorship Syed Q. Amman					(750.00)	
06/30/13	JRNL	131571	To record billing accruals as of June 30, 2013. JV #2	JV		Costa Mesa Conference and Visitor Bureau		(98,092.03)	
08/27/13	AR	ARB0131588	Invoice			Costa Mesa Conference and Visitor Bureau	CITY64541	(98,092.03)	
09/13/13	AR	ARB0131725	Invoice			Costa Mesa Conference and Visitor Bureau	CITY64793	(98,092.03)	
07/31/13	JRNL	131571	To record billing accruals as of June 30, 2013. JV #2	JV		Costa Mesa Conference and Visitor Bureau		98,092.03	
09/13/13	AR	ARM0131728	Invoice			Costa Mesa Conference and Visitor Bureau	CITY64541	98,092.03	
07/10/13	JRNL	930	RECEIPTS-Sponsorship Arnel Commercial Properties					(2,500.00)	
07/17/13	JRNL	930	RECEIPTS-Banner Sponsorship Jones & Meyer					(1,150.00)	
07/17/13	JRNL	930	RECEIPTS-Banner Sponsorship Torelli Realcorp					(400.00)	
07/17/13	JRNL	930	RECEIPTS-Sponsorship Studio Three Sixty					(400.00)	
07/17/13	JRNL	930	RECEIPTS-Sponsorship Straub					(3,000.00)	
07/17/13	JRNL	930	RECEIPTS-Sponsorship Connell Nissan					(500.00)	
07/17/13	JRNL	930	RECEIPTS-Car Show Sponsor Garage Envoy Inc					(1,000.00)	
07/17/13	JRNL	930	RECEIPTS-Sponsorship Edison International					(5,000.00)	
06/23/13	JRNL	930	RECEIPTS-Donation OC Taste Fest					(3,250.43)	Sponsorships
08/28/13	JRNL	930	RECEIPTS-Sponsorship Mesa Water District					(2,500.00)	(178,702.46)
<b>MISC REVENUES:</b>									
07/02/13	JRNL	930	RECEIPTS-MIP					(275.00)	
07/10/13	JRNL	930	RECEIPTS-Car Show Entries					(412.00)	
07/16/13	JRNL	930	RECEIPTS-Misc Credit Card Test					(0.02)	Misc Revenues
07/25/13	JRNL	930	RECEIPTS-ATM Commission Mobilmoney Inc					(238.00)	(925.02)
<b>REVENUE ACCRUALS:</b>									
06/30/13	JRNL	131276	To record revenue accruals as of June 30, 2013. JV #1	JV				(66,380.28)	
07/31/13	JRNL	131276	To record revenue accruals as of June 30, 2013. JV #1	JV				66,380.28	Revenue Accruals
06/30/13	JRNL	131572	To record revenue accruals as of June 30, 2013. JV #2	JV				(6,335.43)	
07/31/13	JRNL	131572	To record revenue accruals as of June 30, 2013. JV #2	JV				6,335.43	0.00

COMMUNITY FOUNDATION  
COSTA MESA 60TH ANNIVERSARY ACCOUNT 705-21737  
12/13 13/14

DATE	TYPE	JOURNAL	DESCRIPTION	SOURCE VOUCHER	PO	VENDOR	INVOICE	AMOUNT	SUBTOTALS
CITY CONTRIBUTION:									
03/03/13	JRNL	128485	To record budgeted transfer from General Fund contingency to Costa Mesa Foundation for Costa Mesa 60th anniversary celebration events per city council approval on 02/05/2013.	JV				(125,000.00)	City Contribution
06/30/13	JRNL	131745	To clear the deficit balance for Costa Mesa 60th Anniversary account #2-17137 as of 06/30/2013.	JV				(68,717.03)	(193,717.03)
ADVERTISING/MARKETING:									
03/15/13	VCHR	ACC0128417	60th Annvsry Mktng Materials	289079		We The Creative		3,375.00	
04/02/13	VCHR	ACC0128573	CM 60th-Scan/Archive Hstc Doc	290302		Mouse Graphics		351.54	
05/08/13	VCHR	ACC0128777	2013 CIMCR Sponsor	291633		Costa Mesa Community		1,000.00	
05/29/13	VCHR	ACC0128980	Misc ProcurementCard Purchases-CM Chamber of Commerce for flyers in April 2013 newsletter	292499		Rur		150.00	
05/29/13	VCHR	ACC0128980	Misc ProcurementCard Purchases-CM Chamber of Commerce Breakfast Mixer-60th Anniversary Presentation	292499		US Bank		15.00	
05/29/13	VCHR	ACC0128980	Misc ProcurementCard Purchases-2Guys Graphics Graphic Design	292499		US Bank		175.00	
05/29/13	VCHR	ACC0128980	Misc ProcurementCard Purchases-iStockphoto	292499		US Bank		309.00	
06/13/13	VCHR	ACC0129065	License fees for flyer photos	293065		The SUN Grp LLC		2,000.00	
06/13/13	VCHR	ACC0129065	30 Sec 60th Even Commercial	293066		The SUN Grp LLC		2,125.00	
06/30/13	VCHR	ACC0131061	60th Anniversary Banners	295077	8744	Exterior Products		3,515.00	
06/30/13	VCHR	ACC0131061	Freight	295077	8744	Exterior Products		69.00	
06/30/13	VCHR	ACC0131061	Sales Tax (8.00%)	295077	8744	Exterior Products		182.16	
06/30/13	VCHR	ACC0131142	60th Event Celebration Banners	295344		Mouse Graphics		6,833.38	
06/30/13	VCHR	ACC0131717	60th Event-Telephone Banners	297057		Rapid Notify Inc		3,188.46	
06/30/13	VCHR	ACC0131142	60th Event PR Svcs	295568	8759	Ames & Associates		2,500.00	
06/30/13	VCHR	ACC0131142	60th Event Signage	295576		ARC		502.25	Advertising & Marketing
06/30/13	VCHR	ACC0131655	60th Event-PR Materials	296648		We The Creative		3,500.00	
06/30/13	VCHR	ACC0131655	60th Event-PR Materials	296649		We The Creative		3,375.00	
EVENT PRODUCTION:									
04/02/13	VCHR	ACC0128573	60&Fabulous Event Consulting	290901		The SUN Grp LLC		1,500.00	
04/23/13	VCHR	ACC0128693	60&Fabulous Events Consulting	291068		The SUN Grp LLC		1,000.00	
05/08/13	VCHR	ACC0128777	60&Fabulous Events Consulting	291606		The SUN Grp LLC		1,000.00	
05/08/13	VCHR	ACC0128777	60&Fabulous Events Consulting	291626		The SUN Grp LLC		1,000.00	
05/12/13	VCHR	ACC0128829	Printing Insr-60th Anniversary	292107		Westminster Press Inc		1,085.40	
05/29/13	VCHR	ACC0128980	60&Fabulous Event Consulting	292437		The SUN Grp LLC		1,000.00	
05/29/13	VCHR	ACC0128980	Printing Chrgs-60th Anniversary	292439		Orange County Tax Collector		503.28	



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DATE	TYPE	JOURNAL	DESCRIPTION	SOURCE	VOUCHER	PO	VENDOR	INVOICE	AMOUNT	SUBTOTALS
06/13/13	VCHR	AC00129065	60th Fabulous Event Consulting		293064		The SUN Grp LLC		1,000.00	
06/19/13	VCHR	AC00129177	80th Event-All Loc VIP Area Rt		293378		The SUN Grp LLC		6,000.00	
06/30/13	VCHR	AC00131142	80th Event-Talent Booking		293363		The SUN Grp LLC		1,000.00	Consulting
06/30/13	VCHR	AC00131142	80th Event-Talent Booking		293334		The SUN Grp LLC		1,000.00	16,088.68
<b>ENTERTAINMENT:</b>										
Bands:										
04/24/13	VCHR	AC00128694	60th Princ Cntrct Depot-6/29/13 (Adam Green/Binki Shapi)		291092		Ground Control Touring LLC		5,000.00	
06/05/13	VCHR	AC00129004	Balance-Adam Green/Binki Shapi		292632		Ground Control Touring LLC		5,000.00	
05/08/13	VCHR	AC00128777	60th Princ Cntrct Dpst-6/30/13 (Beach Fossils)		291661		Ground Control Touring LLC		1,100.00	
06/05/13	VCHR	AC00129004	Balance-Beach Fossils		292631		Ground Control Touring LLC		9,900.00	
05/29/13	VCHR	AC00128980	Dep-Eric Burdon & The Animals		292438		The SUN Grp LLC		12,550.00	
06/05/13	VCHR	AC00129004	60th Event-White Arrows/6/30/13		292780		White Arrows Music LLC		2,000.00	
06/06/13	VCHR	AC00129005	60th Event-Anna Lunoe 6/30/13		292785		WME Entertainment LLC		1,250.00	
06/06/13	VCHR	AC00129005	60th Event-W Jackson 6/28/13		292791		Wanda Jackson Enterprises		10,000.00	
06/06/13	VCHR	AC00129005	60th Event-Chew Metal 6/29/13		292787		WME Entertainment LLC		15,000.00	
06/06/13	VCHR	AC00129005	60th Event-The White Buffalo		292786		WME Entertainment LLC		4,500.00	
06/13/13	VCHR	AC00129065	60th Event-J Renault 6/29/13		293060		Bond Music Group		2,000.00	
06/06/13	VCHR	AC00129005	60th Event-Berrin 6/28/13		292788		The MOB Agency		10,000.00	
06/06/13	VCHR	AC00129005	60th Event-Bleached 6/30/13		292789		Parache Booking LLC		2,000.00	
06/12/13	VCHR	AC00129064	60th Event-Bleached 6/30/13		293015		Bleached LLC		2,000.00	
06/12/13	VCHR	AP00129069	60th Event-Bleached 6/30/13		292789		Parache Booking LLC		(2,000.00)	
06/27/13	VCHR	AC00129364	60th Event-Cory Case 6/28/13		294101		Cory Case		250.00	
06/05/13	VCHR	AC00129004	60th Event-Droog 6/29/13		292784		Creative Artists Agency		1,500.00	
06/20/13	VCHR	AC00129118	60th Event-HMBSMS 6/29/13		293382		Danny Rose LLC		1,250.00	
06/13/13	VCHR	AC00129065	60th Event-Jerome LOL 6/30/13		293381		HMBSMS LLC		1,250.00	
06/06/13	VCHR	AC00129005	60th Event-Little Hurricane		293063		The Windfish Agency LLC		3,000.00	
06/27/13	VCHR	AC00129364	60th Event-M Brown 6/28/13		292790		Paradigm Talent Agency		600.00	
06/20/13	VCHR	AC00129118	60th Event-Microsville 6/29/13		294094		Micah Christopher Brown		150.00	
06/13/13	VCHR	AC00129065	60th Event-Mr Little Jeans 6/30		293385		Marin Torrez		500.00	
06/27/13	VCHR	AC00129364	60th Event-Pinch Me Band 6/28		293062		The Windfish Agency LLC		1,500.00	
06/05/13	VCHR	AC00129064	60th Event-R Olivares 6/29/13		294096		Pinch Me Band		600.00	
06/05/13	VCHR	AC00129004	60th Event-The Animals 6/29/13		294098		Richard Olivares		300.00	
06/20/13	VCHR	AC00129118	60th Event-The Soft Pack 6/29		292783		Eric Burdon Inc		12,500.00	
06/20/13	VCHR	AC00129118	60th Event-Tijuana Panthers		292782		The Soft Pack LLC		2,500.00	
06/20/13	VCHR	AC00130661	60th Event-Tijuana Panthers		293386		Daniel Michicoff		900.00	
06/20/13	VCHR	AC00130661	60th Event-Tijuana Panthers		293386		Daniel Michicoff		900.00	

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07/19/13	VCHR	ACC0130886	60th Event-Tijuana Panthers	2933886			Daniel Michicoff		(900.00)	
06/20/13	VCHR	ACC0129118	60th Event-Catalina 6/30/13	2933988			Vern Alfert		1,200.00	
06/27/13	VCHR	ACC0129364	60th Event-Tony Adams 6/29/13	294092			Anthony Thomas Adams		200.00	
06/27/13	VCHR	ACC0129364	60th Event-Trust 6/28/13 (Band)	294095			Eric Torres		200.00	
06/30/13	VCHR	ACC0131717	Perform Songs@60th Event	296973			Dan Krikorian		975.00	
06/30/13	VCHR	ACC0131241	60th Event-Amy Band Performance	295736			300th Family Support Group		400.00	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-The Windfish	295533			US Bank		517.50	
06/30/13	VCHR	ACC0131142	Agency pynt for Penguin Prison band	295533			US Bank		517.50	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-The Windfish	295533			US Bank		517.50	
06/30/13	VCHR	ACC0131142	Agency pynt for Penguin Prison band	295533			US Bank		517.50	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-The Windfish	295533			US Bank		517.50	
06/30/13	VCHR	ACC0131142	Agency pynt for Penguin Prison band	295533			US Bank		517.50	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-The Windfish	295533			US Bank		517.50	
06/30/13	VCHR	ACC0131142	Agency for entertainment	295533			US Bank		3,105.00	117,017.50
06/06/13	VCHR	ACC0129005	60th Event-Fireworks 6/29/13	292792			Pyro Engineering Inc		9,000.00	Fireworks
6/13/13	VCHR	ACC0129065	60th Event-Fireworks 6/29/13	293061			Pyro Engineering Inc		9,000.00	18,000.00
04/24/13	VCHR	ACC0128694	60th Kick-Off Event 3D Rnding	291125			Chaiwat Phanao		740.00	
06/27/13	VCHR	ACC0129364	60th Event-Albert Candy 6/28/13 (DJ)	294097			Matthew Hill		150.00	
06/27/13	VCHR	ACC0129364	60th Event-D Stocker 6/30/13	294100			Donald I. Stocker		150.00	
06/27/13	VCHR	ACC0129364	60th Event-Mariachi 6/30/13	294102			Arnold Barrera Jr		760.00	
06/30/13	VCHR	ACC0130887	60th Event-Car Show Exp Retmb	294888			Cynthia Lynn Branneman		127.40	
06/30/13	VCHR	ACC0130897	60th Event-2 Performers 6/30	294558			The SUN Grp LLC		1,500.00	
06/30/13	VCHR	ACC0130897	60th Event-2 Performers 6/30	294558			The SUN Grp LLC		400.00	Other
06/30/13	VCHR	ACC0131142	60th Event-DJ 6/30/13	295530			Daniel Venegas		250.00	Entertainment
06/30/13	VCHR	ACC0131061	60th Event-Mario Cotto DJ	295130			Mario Efrain Cotto		200.00	4,277.40
<b>MATERIALS &amp; SUPPLIES:</b>										
04/24/13	VCHR	ACC0128694	60th Display Boards Prep/Mount	291152			ARC		127.80	
05/08/13	VCHR	ACC0128741	Misc ProcurementCard Purchases-International E-Z Up Pop-Up Tent Pynt 1	291492			US Bank		873.67	
05/08/13	VCHR	ACC0128741	Misc ProcurementCard Purchases-International E-Z Up Pop-Up Tent Pynt 2	291492			US Bank		873.70	
05/22/13	VCHR	ACC0128930	Supplies 4 Youth Expo Booth	292317			Sue Lester		74.36	
06/30/13	VCHR	ACC0131061	60th Anniversary Supplies	295018			Smart & Final		117.95	
06/30/13	VCHR	ACC0130819	60th Event-Banners for Tents	294144			Mesa Art & Framing		1,188.00	

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06/30/13	VCHR	ACC0131061	Ground Deliveries		295088		Fed Ex Corp		43.76	
06/30/13	VCHR	ACC0131061	Ground Deliveries		295090		Fed Ex Corp		46.29	
06/30/13	VCHR	ACC0130819	Misc ProcurementCard Purchases-Mesa Art and Framing Committee project material wooden panels for artists painting at kick off event		294295		US Bank		439.62	
06/30/13	VCHR	ACC0130819	Misc ProcurementCard Purchases-NLI Sharefile Support file share		294295		US Bank		179.85	
06/30/13	VCHR	ACC0130819	Misc ProcurementCard Purchases-Dynamic Perceptions Video Production Supplies		294295		US Bank		999.00	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-BEC Mfg LLC ballot boxes for beverage tickets		295533		US Bank		460.27	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Mesa Art and Framing Committee project material wooden panels for artists painting at kick off event		295533		US Bank		1,196.03	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Mesa Art and Framing Committee project material wooden panels for artists painting at kick off event		295533		US Bank		1,196.03	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Mesa Art and Framing Committee project material wooden panels for artists painting at kick off event		295533		US Bank		799.20	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Nova Color Committee project paint for wooden panels for artists painting at kick off event		295533		US Bank		536.51	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Smart and Final Committee project supplies for wooden panels for artists painting at kick off event		295533		US Bank		110.35	
06/30/13	VCHR	ACC0130982	60th Event-Water 4 Volunteers		294889		US Bank Sparklets		105.73	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Wristbands Medtech for wristbands		296521		US Bank		510.70	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Party City for cake supplies		296521		US Bank		229.50	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Smart and Final supplies for event		296521		US Bank		26.73	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Office Depot for cash boxes		296521		US Bank		129.57	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Stater Bros water		296521		US Bank		25.14	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Conroys flowers for former Mayors		296521		US Bank		108.00	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Wristbands Medtech for wristbands		296521		US Bank		999.00	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Stater Bros 6/28 unknown what for		296521		US Bank		154.16	

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06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Home Depot 6/27 unknown: what for		296521		US Bank		394.80	Materials & Supplies
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Circle K 6/29 unknown: what for		296521		US Bank		116.42	12,064.14
<b>RENTALS:</b>										
06/19/13	VCHR	ACC0129117	60th Event-Main Stage Equip		293376		The SUN Grp LLC		20,000.00	
06/19/13	VCHR	ACC0129117	60th Event-Truss Add On @ 4 Loc		293375		The SUN Grp LLC		4,538.50	
06/20/13	VCHR	ACC0129118	60th Event-OC Fair Rntl 5/25-30		293384		Orange County Fair		25,863.00	
07/25/13	JRNL	930	RECEIPTS-Refund for 60th/OC Fair & Event Ct	ENV					(7,368.75)	
06/27/13	VCHR	ACC0129364	60th Event-Extra Invoice (Stage Equipment)		294080		The SUN Grp LLC		9,175.00	
06/30/13	VCHR	ACC0131142	60th Event-Fencing		295537		Southern California Sanitization		16,431.76	
06/30/13	VCHR	ACC0131142	60th Event-Ice/Trailers Rental		295525		Empire Ice Company		2,841.50	
06/30/13	VCHR	ACC0131061	60th Event-Party Rentals		296057		Bigtop Rentals		10,996.35	
06/30/13	VCHR	ACC0131142	60th Event-Restrooms		295539		Southern California Sanitization		4,650.00	
06/30/13	VCHR	ACC0131142	60th Event-Main & 2nd Stage Rntls		295364		The SUN Grp LLC		18,000.00	
06/30/13	VCHR	ACC0131241	60th Event-Truck Rntl, Plastic		295632		Mesa Art & Framing		863.95	
06/30/13	VCHR	ACC0131142	60th Event-Truss Add-ons		295361		The SUN Grp LLC		3,631.00	
06/30/13	VCHR	ACC0131061	60th-Traffic Control Equipmet		295132	8790	JCL Barfield Company		8,450.00	
06/30/13	VCHR	ACC0130982	Power Generators Rental		294891	8768	Shore Break Electric		17,884.12	
06/30/13	VCHR	ACC0130982	Change Order-Electrical Services		294891		Shore Break Electric		6,022.80	
06/30/13	VCHR	ACC0131590	60th Event-Bus Transportation		296306		Newport Mesa Unified School District		748.84	Rentals
06/30/13	VCHR	ACC0131061	60th Event-Radios 4 60th Event		295054		BearCom		518.40	143,266.47
<b>SECURITY:</b>										
06/30/13	VCHR	ACC0131061	60th Celebration Addtl Svcs		295133		247 Event Services Inc		1,177.00	Security
06/30/13	VCHR	ACC0131061	60th Celebration Security Svcs		295133	8789	247 Event Services Inc		17,887.00	19,064.00
<b>INSURANCE:</b>										
06/30/13	JRNL	131636	To reclassify the Special Event Insurance Coverage for 60th Anniversary from Fund 602 to CAMCF.	JV					16,401.00	Insurance
<b>EVENT STAFFING (NON-CITY):</b>										
05/22/13	VCHR	ACC0128930	Temp Svs-60th 4/22-4/26/13		292303		Apple One Employment Services		385.02	
06/19/13	VCHR	ACC0129117	60th Event-Operational Labor		293377		The SUN Grp LLC		19,476.40	
06/30/13	VCHR	ACC0131142	60th Event-Operational Festival Labor		295365		The SUN Grp LLC		13,651.40	
06/30/13	VCHR	ACC0131061	Temp Svs-60th 4/29-5/3/13		295049		Apple One Employment Services		583.74	
06/30/13	VCHR	ACC0131061	Temp Svs-60th 5/13-5/17/13		295047		Apple One Employment Services		596.16	

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06/30/13	VCHR	ACC0131061	Temp Sys-60th 5/6-5/10/13 To reclassify 60th Celebration custodial service expenditures incorrectly charged to General Fund Bidg Maintenance account as of 06/30/2013.	295051		Apple One Employment Services		596.16	
06/30/13	JRNL	131644	Bidg Maintenance account as of 06/30/2013.	JV				437.00	
07/31/13	JRNL	131666	To manually cancel the reversing entries for JV#131637, JV#131644 and record the misc \$5 cash receipt for CM 60th Anniversary as Misc. Rev.	JV				437.00	
07/31/13	JRNL	131644	To reclassify 60th Celebration custodial service expenditures incorrectly charged to General Fund Bidg Maintenance account as of 06/30/2013.	JV				(437.00)	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Servetrain for employee training	295533		US Bank		30.00	
06/30/13	VCHR	ACC0131580	60th Event-Emp! Meals & Miles	296483		Ticketfly		67.01	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Subway lunch for event staff	296521		US Bank		32.71	Event Staffing
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Subway sandwiches for volunteers during the event	296521		US Bank		360.00	36.215.60
<b>COMMITTEE/STAFF MEETINGS:</b>									
05/03/13	VCHR	ACC0128741	Misc ProcurementCard Purchases-Cabo Grill 3/22 Committee Mtg Dinner	291492		US Bank		72.74	
05/29/13	VCHR	ACC0128980	Misc ProcurementCard Purchases-Global European Delicatessen dinner 4/4 committee mtg	292499		US Bank		45.00	
05/29/13	VCHR	ACC0128980	Misc ProcurementCard Purchases-Papa Johns Pizza dinner for 4/10 committee meeting	292499		US Bank		62.33	
06/30/13	VCHR	ACC0130819	Misc ProcurementCard Purchases-Chick-Fil-A dinner for 5/2 committee mtg	294295		US Bank		52.11	
06/30/13	VCHR	ACC0130819	Misc ProcurementCard Purchases-Hotties Pizza lunch mtg with IT staff	294295		US Bank		76.50	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Subway dinner for 5/23 committee mtg	295533		US Bank		36.00	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Cabo Grill 5/6 Committee Mtg Dinner	295533		US Bank		59.88	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Wings on Wheels 7/5 unknown what for	296521		US Bank		155.00	
06/30/13	VCHR	ACC0131142	Misc ProcurementCard Purchases-Frank's Philadelphia dinner for 6/13 committee mtg	295533		US Bank		54.00	Committee/Staff Meetings
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Cabo Grill dinner for committee mtg on 6/25/13	296521		US Bank		59.88	703.44

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<b>MISCELLANEOUS:</b>									
06/27/13	VCHR	ACC0129364	60th Event-Cake	294088		Orange Coast College		3,000.00	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-City of Costa Mesa credit card test	296521		US Bank		(0.01)	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-City of Costa Mesa credit card test	296521		US Bank		0.01	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-City of Costa Mesa credit card test	296521		US Bank		0.01	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-City of Costa Mesa credit card test	296521		US Bank		0.01	
06/30/13	VCHR	ACC0131655	Misc ProcurementCard Purchases-Shell Oil 6/30 unknown what for	296521		US Bank		24.82	
06/30/13	JRNL	131123	To accrue for the credit card fee for the 60th Anniversary which occurred in June 2013.		JV			22.29	Miscellaneous
06/30/13	JRNL	130927	To record Merchant's bank charges for the use of credit card machines for City's 60th Anniversary event- June 2013.		JV			4.87	3,052.00
<b>COSTS THAT NET TO ZERO:</b>									
06/30/13	VCHR	ACC0131142	60th Committee Coloring Books-Scarecrow Event To reclassify Scarecrow Special Event expenditures accrued as of 06/30/2013 was incorrectly charged to CMCF for 60th Anniversary.	295588		Westminster Press Inc		1,600.00	
06/30/13	JRNL	131637	To reclassify Scarecrow Special Event expenditures accrued as of 06/30/2013 was incorrectly charged to CMCF for 60th Anniversary.		JV			(1,600.00)	
07/31/13	JRNL	131637	To manually cancel the reversing entries for JV#131637, JV#131644 and record the misc \$5 cash receipt for CMI 60th Anniversary as Misc. Rev.		JV			1,600.00	
07/31/13	JRNL	131686	60th Event-Angels Tickets To correct account coding for purchase of Angels Baseball tickets purchased for sales at the 60th anniversary celebration, and charged to the Costa Mesa Community Foundation in error. Expenditure moved to the general fund.		JV			(1,600.00)	
06/27/13	VCHR	ACC0129364	60th Event-Cash 4 Cash Boxes	294106		Angels Baseball LP		2,620.00	
07/02/13	JRNL	990	RECEIPTS-Redeposit into Petty Cash		CNV			(2,400.00)	
06/05/13	VCHR	ACC0129004	60th Event-Saint Motel 6/30/13 RECEIPTS-Refund of Deposit for Saint Motel High Road Touring LLC	292781		Saint Motel		1,500.00	Costs That Net to Zero
07/17/13	JRNL	990	Ending Balance		CNV			(1,500.00)	0.00
06/30/13								0.00	(0.00)

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Unit	Acctg Date	Acct	Fund	Amount	Descr	Name.1	Reference
CITY	2013-03-15	217137	705	3,375.00	60th Annvrsy Mktng Materials	We The Creative	0170506
CITY	2013-04-05	217137	705	1,500.00	60&Fabulous Event Consulting	The SUN Grp LLC	0171152
CITY	2013-04-05	217137	705	361.54	CM 60th Scan/Archive Hstc Doc	Mouse Graphics	0171126
CITY	2013-04-26	217137	705	1,000.00	60&Fabulous Events Consulting	The SUN Grp LLC	0171557
CITY	2013-04-26	217137	705	5,000.00	60th Pmc Cntrl Depot 6/29/13	Ground Control Touring LLC	0171503
CITY	2013-04-26	217137	705	740.00	60th Kick-Off Event 3D Rndng	Chaiwat Phanao	0171482
CITY	2013-04-26	217137	705	127.80	60th Display Boards Prep/Mount	ARC	0171458
CITY	2013-05-03	217137	705	873.67	Misc ProcurementCard Purchases	US Bank	0171724
CITY	2013-05-03	217137	705	873.70	Misc ProcurementCard Purchases	US Bank	0171724
CITY	2013-05-03	217137	705	72.74	Misc ProcurementCard Purchases	US Bank	0171724
CITY	2013-05-10	217137	705	1,000.00	60&Fabulous Events Consulting	The SUN Grp LLC	0171845
CITY	2013-05-10	217137	705	1,000.00	60&Fabulous Events Consulting	The SUN Grp LLC	0171845
CITY	2013-05-10	217137	705	1,100.00	60th Pmc Cntrl Dpst 6/30/13	Ground Control Touring LLC	0171788
CITY	2013-05-10	217137	705	1,000.00	2013 CMCR Sponsor	Costa Mesa Community Run	0171767
CITY	2013-05-24	217137	705	1,085.40	Printing Inst-60th Anniversary	Westminster Press Inc	0172146
CITY	2013-05-24	217137	705	385.02	Temp Svs-60th 4/22-4/26/13	Apple One Employment Services	000530
CITY	2013-05-24	217137	705	74.36	Supplies 4 Youth Expo Booth	Sue Lester	0172125
CITY	2013-05-31	217137	705	1,000.00	60&Fabulous Event Consulting	The SUN Grp LLC	0172248
CITY	2013-05-31	217137	705	12,550.00	Dep-Eric Burdon & The Animals	The SUN Grp LLC	0172249
CITY	2013-05-31	217137	705	503.26	Printing Chgs-60th Anniversary	Orange County Treasurer Tax Collector	0172229
CITY	2013-05-31	217137	705	257.36	Misc ProcurementCard Purchases	US Bank	0172169
CITY	2013-05-31	217137	705	15.00	Misc ProcurementCard Purchases	US Bank	0172169
CITY	2013-05-31	217137	705	175.00	Misc ProcurementCard Purchases	US Bank	0172169
CITY	2013-05-31	217137	705	309.00	Misc ProcurementCard Purchases	US Bank	0172169
CITY	2013-06-07	217137	705	2,000.00	60th Event-White Arrows 6/30/13	White Arrows Music LLC	0172432
CITY	2013-06-07	217137	705	1,500.00	60th Event-Saint Motel 6/30/13	Saint Motel	0172425
CITY	2013-06-07	217137	705	2,500.00	60th Event-The Soft Pack 6/29	The Soft Pack LLC	0172429
CITY	2013-06-07	217137	705	9,900.00	Balance-Beach Fossils	Ground Control Touring LLC	0172333
CITY	2013-06-07	217137	705	5,000.00	Balance-Adam Green/Binki Shapi	Ground Control Touring LLC	0172334
CITY	2013-06-07	217137	705	12,500.00	60th Event-The Animals 6/29/13	Eric Burdon Inc	0172320
CITY	2013-06-07	217137	705	1,500.00	60th Event-Droog 6/29/13	Creative Artists Agency	0172314
CITY	2013-06-07	217137	705	1,250.00	60th Event-Anna Lunoe 6/30/13	WME Entertainment LLC	0172410
CITY	2013-06-07	217137	705	4,500.00	60th Events-The White Buffalo	WME Entertainment LLC	0172411
CITY	2013-06-07	217137	705	15,000.00	60th Event-Chewy Metal 6/29/13	WME Entertainment LLC	0172280
CITY	2013-06-07	217137	705	10,000.00	60th Event-Berrin 6/28/13	The MOB Agency	0172389
CITY	2013-06-07	217137	705	2,000.00	60th Event-Beached 6/30/13	Panache Booking LLC	0172372
CITY	2013-06-07	217137	705	3,000.00	60th Evnet-Life Hurricane	Paradigm Talent Agency	0172374
CITY	2013-06-07	217137	705	10,000.00	60th Event-W Jackson 6/28/13	Wanda Jackson Enterprises	0172412
CITY	2013-06-07	217137	705	9,000.00	60th Event-Fireworks 6/29/13	Pyro Engineering Inc	0172376

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CITY	2013-06-07	217137	705	2,900.00	60th Event-Bleached 6/30/13	Parachee Booking LLC	0172372
CITY	2013-06-14	217137	705	2,900.00	60th Event-Bleached 6/30/13	Bleached LLC	0172467
CITY	2013-06-14	217137	705	2,000.00	60th Event-J Renault 6/29/13	Bord Music Group	0172468
CITY	2013-06-14	217137	705	9,000.00	60th Event-Fireworks 6/29/13	Pyro Engineering Inc	0172542
CITY	2013-06-14	217137	705	1,500.00	60th Event-Mr Little Jeans 6/30	The Windish Agency LLC	0172570
CITY	2013-06-14	217137	705	1,250.00	60th Event-Jerome LOL 6/30/13	The Windish Agency LLC	0172571
CITY	2013-06-14	217137	705	1,000.00	60th Fabulous Event Consulting	The SUN Grp LLC	0172566
CITY	2013-06-14	217137	705	2,000.00	30 Sec 60th Even Commercial	The SUN Grp LLC	0172567
CITY	2013-06-14	217137	705	2,125.00	30 Sec Commercials	The SUN Grp LLC	0172567
CITY	2013-06-21	217137	705	4,538.50	60th Event-Tuss Add On @ 4 Loc	The SUN Grp LLC	0172771
CITY	2013-06-21	217137	705	900.00	60th Event-Tijuana Panthers	Daniel Michioff	0172648
CITY	2013-06-21	217137	705	900.00	60th Event-Tijuana Panthers	Daniel Michioff	0172648
CITY	2013-06-21	217137	705	900.00	60th Event-Tijuana Panthers	Daniel Michioff	0172648
CITY	2013-06-21	217137	705	20,000.00	60th Event-Main Stage Equip	The SUN Grp LLC	0172588
CITY	2013-06-21	217137	705	19,476.40	60th Event-Operational Labor	The SUN Grp LLC	0172599
CITY	2013-06-21	217137	705	6,000.00	60th Event-All Loc VIP Area Rt	The SUN Grp LLC	0172772
CITY	2013-06-21	217137	705	1,250.00	60th Event-HMBSMS 6/29/13	HMBSMS LLC	0172679
CITY	2013-06-21	217137	705	1,250.00	60th Event-HMBSMS 6/29/13	Danny Rose LLC	0172649
CITY	2013-06-21	217137	705	1,200.00	60th Event-Catalina 6/30/13	Vern Alfieri	0172782
CITY	2013-06-21	217137	705	500.00	60th Event-Moonsville 6/29/13	Moonsville Records	0172586
CITY	2013-06-28	217137	705	3,000.00	60th Event-Cake	Orange Coast College	0173119
CITY	2013-06-28	217137	705	9,175.00	60th Event-Extra Invoice	The SUN Grp LLC	0173155
CITY	2013-06-28	217137	705	2,620.00	60th Event-Angles Tickets	Angels Baseball LP	0173016
CITY	2013-06-28	217137	705	200.00	60th Event-Tony Adams 6/29/13	Anthony Thomas Adams	0173018
CITY	2013-06-28	217137	705	300.00	60th Event-R Oliveras 6/29/13	Richard Oliveras	0173137
CITY	2013-06-28	217137	705	800.00	60th Event-M Brown 6/28/13	Micah Christopher Brown	0173104
CITY	2013-06-28	217137	705	200.00	60th Event-Trust 6/28/13	Eric Torres	0173061
CITY	2013-06-28	217137	705	600.00	60th Event-Pinch Me Band 6/28	Pinch Me Band	0173128
CITY	2013-06-28	217137	705	150.00	60th Event-Albert Candy 6/28/13	Matthew Hill	0173100
CITY	2013-06-28	217137	705	150.00	60th Event-M Vidal 6/30/13	Marlin Torrez	0173099
CITY	2013-06-28	217137	705	150.00	60th Event-D Stocker 6/30/13	Donald L Stocker	0173055
CITY	2013-06-28	217137	705	250.00	60th Event-Cory Case 6/28/13	Cory Case	0173045
CITY	2013-06-28	217137	705	760.00	60th Event-Mariachi 6/30/13	Arnold Barrera Jr	0173021
CITY	2013-06-28	217137	705	1,188.00	60th Event-Banners for Tents	Mesa Art & Framing	0173127
CITY	2013-07-05	217137	705	128.61	Misc ProcurementCard Purchases	US Bank	0173242
CITY	2013-07-05	217137	705	499.62	Misc ProcurementCard Purchases	US Bank	0173191
CITY	2013-07-05	217137	705	179.85	Misc ProcurementCard Purchases	US Bank	0173191
CITY	2013-07-05	217137	705	999.00	Misc ProcurementCard Purchases	US Bank	0173191
CITY	2013-07-12	217137	705	1,500.00	60th Event-2 Performers 6/30	The SUN Grp LLC	0173413



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CITY	2013-07-12	217137	705	400.00	60th Event-2 Performers 6/30	The SUN Grp LLC	0173413
CITY	2013-07-19	217137	705	127.40	60th Event Car Show Exp Reimb	Cynthia Lynn Bremmen	0173474
CITY	2013-07-19	217137	705	105.73	60th Evnet Water 4 Volunteers	Sparklets	0173547
CITY	2013-07-19	217137	705	17,884.12	Power Generators Rental	Shore Break Electric	0173442
CITY	2013-07-19	217137	705	6,022.80	Change Order	Shore Break Electric	0173442
CITY	2013-07-26	217137	705	117.95	60th Anniversary Supplies	Smart & Final	0173712
CITY	2013-07-26	217137	705	596.16	Temp Sys-60th 5/13-5/17/13	Apple One Employment Services	000585
CITY	2013-07-26	217137	705	583.74	Temp Sys-60th 4/28-5/3/13	Apple One Employment Services	000585
CITY	2013-07-26	217137	705	596.16	Temp Sys-60th 5/6-5/10/13	Apple One Employment Services	000585
CITY	2013-07-26	217137	705	518.40	Radios 4 60th Event	BearCom	0173596
CITY	2013-07-26	217137	705	10,996.35	60th Event-Party Rentals	Bigtop Rentals	0173598
CITY	2013-07-26	217137	705	3,515.00	60th Anniversary Banners	Exterior Products	0173637
CITY	2013-07-26	217137	705	182.16	Sales Tax (8.00%)	Exterior Products	0173637
CITY	2013-07-26	217137	705	69.00	Freight	Exterior Products	0173637
CITY	2013-07-26	217137	705	43.76	Ground Deliveries	Fed Ex Corp	0173641
CITY	2013-07-26	217137	705	48.29	Ground Deliveries	Fed Ex Corp	0173641
CITY	2013-07-26	217137	705	200.00	60th Event-Mario Cotto DJ	Mario Effraih Cotto	0173672
CITY	2013-07-26	217137	705	8,450.00	60th-Traffic Control Equipmet	JCL Barford Company	0173666
CITY	2013-07-26	217137	705	17,887.00	60th Celebration Security Svcs	24/7 Evert Services Inc	0173576
CITY	2013-07-26	217137	705	1,177.00	60th Celebration Adttl Svcs	24/7 Event Services Inc	0173576
CITY	2013-08-02	217137	705	6,833.38	60th Event Celebration Banners	Mouse Graphics	0173879
CITY	2013-08-02	217137	705	3,631.00	60th Event-Truss Add-ons	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	1,000.00	60th Event-Talent Booking	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	18,000.00	60th Event-Main&2nd StageRntls	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	13,651.40	60th Event-Ops Festival Labor	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	2,841.50	60th Event-Ice/Trailers Rental	Empire Ice Company	0173824
CITY	2013-08-02	217137	705	250.00	60th Event-DJ 6/30/13	Daniel Venegas	0173812
CITY	2013-08-02	217137	705	502.25	60th Event Signage	ARC	0173768
CITY	2013-08-02	217137	705	3,900.00	60th Commitee Colored Boots	Westminster Press Inc	0173938
CITY	2013-08-02	217137	705	3,197.65	Misc ProcurementCard Purchases	US Bank	0173764
CITY	2013-08-02	217137	705	3,838.12	Misc ProcurementCard Purchases	US Bank	0173764
CITY	2013-08-02	217137	705	3,135.00	Misc ProcurementCard Purchases	US Bank	0173764
CITY	2013-08-02	217137	705	1,000.00	60th Event-Talent Booking	The SUN Grp LLC	0173763
CITY	2013-08-02	217137	705	16,431.76	60th Event-Fencing	Southern California Sanitation	0173761
CITY	2013-08-02	217137	705	4,650.00	60th Event-Restrooms	Southern California Sanitation	0173761
CITY	2013-08-09	217137	705	2,500.00	60th Event PR Svs	Ames & Associates	0173967
CITY	2013-08-09	217137	705	863.95	60th Event-Truck Rntl, Plastic	Mesa Art & Framing	0174033
CITY	2013-08-09	217137	705	400.00	60th Event-Army Band Performan	300th Family Support Group	0173961
CITY	2013-08-30	217137	705	748.84	60th Event-Bus Transportation	Newport Mesa Unified School District	0174428
CITY	2013-08-30	217137	705	67.01	60th Event-Empl Meals & Miles	Ticketfly	0174450
CITY	2013-09-04	217137	705	510.70	Misc ProcurementCard Purchases	US Bank	0174474



60<sup>TH</sup> ANNIVERSARY  
PROCUREMENT LOG STATEMENT DETAILS

<u>Vendor</u>	<u>Purpose</u>	<u>Category</u>
1. International E-Z Up	Pop Up	C
2. International E-Z Up	Pop Up	C
3. Cabo Grill	60 <sup>th</sup> Committee Mtg.	V
4. CM Chamber	Chamber Ad Insert	19
Globe European Deli	60 <sup>th</sup> Committee Mtg.	V
Papa Johns	60 <sup>th</sup> Committee Mtg.	V
5. CM Chamber	Chamber Breakfast – 60 <sup>th</sup> Presentation	11
6. 2Guys Graphics	Graphic Design	11
7. IStockPhoto	License Fees	11
8. Chick-Fil-A	60 <sup>th</sup> Committee Mtg.	V
Hotties Pizza	Lunch – IT Staff – Technical Needs	V
9. Mesa Art & Framing	Project Material – Artistspainting	W
10. NLI Sharefile	File Share Support	20
11. Dynamic Perceptions	Video Production Supplies	20
12. Cabo Grill	60 <sup>th</sup> Committee Meeting	V
Windish Agency	Entertainment	N
Windish Agency	Entertainment	N
Franks Philadelphia	60 <sup>th</sup> Committee Mtg	V
Windish Agency	Entertainment	N
BBC Manufacturing	Ballot Boxes	W
Windish Agency	Entertainment	N
Windish Agency	Entertainment	N
13. Mesa Art & Framing	Project Material – Artistspainting	X
Mesa Art & Framing	Project Material – Artistspainting	X
Mesa Art & Framing	Project Material – Artistspainting	X
Nova Color	Project Material – Artistspainting	X
Smart & Final	Project Material – Artistspainting	W
14. Windish Agency	Entertainment	N
Windish Agency	Entertainment	N
Windish Agency	Entertainment	N
Windish Agency	Entertainment	N
Windish Agency	Entertainment	N
Windish Agency	Entertainment	N
Servetrain	Employee Training	Q
15. Wristbands Medtech	Event Wristbands	W
16. Party City	Cake Supplies	W
17. Smart & Final	Supplies (Dev. Services)	W
18. Office Depot	Cash Boxes	W
Office Depot	Cash Boxes	W
19. Cabo Grill	60 <sup>th</sup> Committee Mtg.	V
Subway	Lunch 60 <sup>th</sup> Event Staff	Q
Subway	Sandwiches Event Volunteers	Q

	<u>Vendor</u>	<u>Purpose</u>	<u>Category</u>
20.	Stater Bros	Water	W
	Conroys	Flowers – Former Mayors	W
21.	Wristbands Medtech	Event Wristbands	W
	Stater Bros	Volunteer Supplies	W
	Home Depot	Wood, Misc. Supplies	W
	Circle K	Ice	W
	Shell Oil	Truck Fuel	V
	Wings On Wheels	Volunteer Food	V



## **Minutes of the 60<sup>th</sup> Anniversary Planning Committee - Wrap Meeting**

Wednesday – April 9, 2014 - 6:00 p.m.

Emergency Operations Center

99 Fair Drive, Costa Mesa, CA 92626

The meeting of the 60<sup>th</sup> Anniversary Planning Committee Wrap Meeting was held on Wednesday, April 9, 2014, at 6:00 p.m. in the Costa Mesa Police Department Emergency Operations Center (EOC), 99 Fair Drive, Costa Mesa, California. Chairman Mike Schaefer called the meeting to order at 6:05 p.m. and facilitated the meeting.

### **Roll Call:**

Present: Charlene Ashendorf, Cindy Brenneman, Lynell Brooks, Rob Dickson, Howard Hull, Council Member Wendy Leece, Sue Lester, Melinda Lowery, Bob Ooten, Kim Pederson, Cecily Renteria, Mike Schaefer, Jennifer Sommers, Dyana Wick, and Susan Weeks.

Absent: Laura Boss, Janis Dinwiddie, Christian Eric, Werner Escher, Kim Glen, Mayor Pro Tem Mensinger, Diane Pritchett, Jim Schabarum, Pete Zehnder.

### **Welcome, Purpose & Ground Rules**

Mike Schaefer, Chair, stated this would be the last meeting of the Committee and thanked Committee Members for their hard work and participation.

### **60<sup>th</sup> Event Overview/Lessons Learned/Reforms**

Tom Hatch, CEO, provided an overview of the finance documents contained in the agenda packet and additional documents regarding procurement costs. He spoke on the structure of the committee and thanked the committee members for their efforts. He read the following statement, "The City's 60<sup>th</sup> Anniversary Planning Committee and the Costa Mesa Foundation partnered with the City to put on the festival. The City wants to publicly thank those volunteers for their dedication and hard work on the celebration and also emphasize that those groups had no responsibility for any of the event's shortcomings." He further explained that the problems were administrative, that safeguards broke down and proper procedures were not followed. He stated he was not aware of the unauthorized event growth and violations of procedures until about one month after the event. Consequently, he requested an audit, a financial audit, and Independent Analysis of Expenses and Revenues, and a Personnel investigation which is still pending. The audits stated no funds were unaccounted for or were used for personal gain. Mr. Hatch summarized new reforms that have been instituted.

### **Public Comments**

Gay Royer, spoke regarding the terrible treatment of volunteers.

Bob Dugan, commented on how the committee was selected and cash control procedures.

Holly Swedelson, spoke regarding how the volunteers were treated rudely and humiliated.

Harold Weitzberg, spoke regarding outsourcing and that the staff were overwhelmed and could not properly manage the outsourcing which is the downside of outsourcing.

Flo Martin, spoke regarding the Sun Group contract and no RFP, and concerned that staff signed check requests on behalf of Mike Schaefer.

Mike Harmanos, spoke regarding the Municipal Code, that proper procedures for purchases were not followed, and violations of the codes.

Jay Humphrey, stated the previous Charter measure failed due to having language pertaining to no-bid contracts, that this event allowed no-bid contracts, and the need to ensure this mistake does not happen again.

Reggie Mundekis, stated she enjoyed the Berlin concert, the need to reform the financial relationship with the CVB as there needs to be a wall of separation, and spoke on the distribution of tickets.

Beth Refakes, spoke on the lack of social media and failed promotions, that volunteers were treated rudely, poorly planned parking, and that the weather was not taken into account and no shade was provided. No accommodations provided such as shade, seating, water, etc. for seniors and veterans.

Vernelle Blackwell, spoke on the terrible treatment of volunteers and that the event was poorly organized.

Robin Leffler, expressed concern regarding the unauthorized check requests signed by staff on behalf of Mike Schaefer; spoke on the decision making and to keep investigating.

Anna Vrska, spoke regarding her own financial calculations and that they differ by \$10,000.

Charles Mooney, stated the execution of the event was poor, it lacked oversight and planning; he said procedures were needed and rules needed to be followed – not rushed.

Teresa Drain, requested a forensic audit; stated that there needs to be real follow up with interviews; spoke on the need to speak with everybody who was involved and to reach out to all the volunteers; stated this event was supposed to celebrate 60 years and bring together citizens and businesses, but there were two groups, the VIP's and the citizens; stated she did not see local restaurants or businesses at the event; expressed disappointment that the 60<sup>th</sup> logo creator was not local; and expressed disappointment that there was no representation of local artists and musicians.

Harold Weitzberg suggested an ad hoc committee to continue to investigate.

**Open Discussion** – Opportunity for each Committee Member to provide their comments

Bob Ooten, stated he chaired the sustainability committee which produced an event guide, appreciated being on the committee; thanked staff; stated the procedures manual was helpful and that their committee came in under their budget; they promoted recycling and resource awareness; that the connections worked; the committee was hardworking; there were time problems and he would like to see another event. No Committee oversight.

Kim Pederson, thanked the citizens who spoke as we learn from mistakes; spoke on focusing on the good times and to look at positives if ever do an event again; liked the military show; stated there are some unanswered questions but it was a good event; need to learn from bad but keep the good; people enjoyed the event and to stay positive.

Charlene Ashendorf, spoke on how the celebration was to be a year-long event and that did not happen due to the 3-day event; the historical part of the 60<sup>th</sup> celebration was lost; procedures binders were provided to committee members and they understood the rules it was city staff that did not follow the rules. She acknowledged Mike Scheafer and Melinda Lowery for their leadership. She stated the arts subcommittee efforts was lost and there was no support for their events; that they only spent \$4,000 out of their \$10,000 budget; spoke on the accomplishments of the subcommittee, the unsung heroes, and that the process failed.

Rob Dickson, stated should do an event again but to change certain aspects; that too much was spent on bands and entertainment and should have used locals band; the focus should be on Costa Mesa; supports a Tastefest and art portion; disappointed the year-long event did not take place; the event was controlled by several people and need clear responsibilities next time; it was a fantastic event for visitors; to learn from mistakes and next time to have it be a true community event; he stated he was impressed by the volunteers and workers and appreciated the committee members.

Lynell Brooks, stated the committee included talented leaders and did not capitalize on that talent; there were time constraints and the time frame did not work; the problem is it was not a community event; spoke on the hard work by volunteers and that the visitors enjoyed the event.

Cécily Renteria, stated more time was needed to put on the event; would suggest a one day event; heard great things about scarecrow event; and the need to bring in other aspects of the community to showcase the City's cultural diversity.

Wendy Leece, spoke that the City Council approved a \$125,000 budget and thought it was going to be a local Costa Mesa event; she was disappointed the event grew larger; she appreciated all who volunteered; expressed concern on volunteers and restaurants outside the community; said that KB Events proposal should have been brought back to the committee for consideration; stated a better system for the beer sales is needed and deciding which organizations receive the money; stated the event was fun, although the historical ideas were lost but overall there were good things in the event.

Bob Ooten, requested the guide to be placed on the website.

Howard Hull, explained the beer sales and the accounting of hours; how it was difficult to obtain sponsorships; frustration with restaurants who said no for a variety of reasons; stated a lot of effort and work was put into the event; probably bit off more than we could chew, but to step back and learn from the event.

Cindy Brenneman, stated she was very invested in the event; if the event had been similar to concerts in park it would have been better; requested a forensic audit; spoke on radio problems and that the police and fire were not consulted; said there was no water for volunteers; expressed concern on sponsorships monies and temporary workers; praised Lynell Brooks; spoke on the mistreatment of volunteers; stated there should have been a final meeting wrap up and debriefing; the events should have been year-long; said the financial reports show issues with checks and balances prior to event; spoke on local golf cart company; said there was no clear delineation of responsibilities and direction; spoke on a memo to staff from risk management regarding heat issues that was not addressed; said no more than \$500 was spent on her committee and there were charges incorrectly charged to them; it was everybody's job to raise money; questioned why some booths paid and others did not; stated there were parking problems; and expressed concern on why check requests were signed on behalf of Mike Scheafer.

Sue Lester spoke on the community outreach; apologized to Charlene Ashendorf and her committee; praised and thanked Mike Brumbaugh, Bob Knapp and Dan Baker; agreed with others good comments; stated the bands were double booked; said the people from community had a great time and that part should not be lost; thanked Dan Baker and Colleen O'Donoghue for the budget breakdown; stated there should have been more arts and education; expressed irritation that money was not spent on art and that it never happened; praised the sustainability committee for the excellent job; stated the car show was great and that Cindy Brenneman and Teresa Drain raised monies and did a fabulous job; stated there was a separation in regards to volunteers; praised Lynell Brooks who did a good job regarding volunteers; said there was a lack of direction from city staff; expressed concern regarding the beer garden, the volunteers, ABC licenses and the groups selected; stated the committee did not know groups would get paid and questioned who determined the groups; stated the event should have been about Costa Mesa, there was not equal participation; going forward should have guidelines and manual; expressed concern regarding bad treatment of committee members and volunteers by city staff; questioned where the money went and wants more review; stated the financials were an epic failure as there was no records of cash collected so how can say no money missing; stated there is a perception that friends of employees received favoritism; very concerned that Mike Scheafer did not sign the check requests; stated the VIP area should not have been in the middle of the event, that it was offensive as it created a divide and worked against all that they were trying to accomplish; spoke on being interviewed by the FBI and District Attorney and that it was unnerving; stated something went awry and how can ensure does not happen again; requested that the City make an official request to the District Attorney asking if charges will or will not be filed; also whether or not to pursue criminal action; thanked the committee and stated it was a pleasure working with all of them and the work they did was in the best interest of City.

Melinda Lowery – Said thank you to Tom Hatch and staff; thanked Harold Weitzberg and committee members for wonderful job and efforts; spoke on AAA wanting to bring the car show from the beginning; stated she supports doing an event again; said the committee set off with an excellent



plan; was sorry that volunteers got treated badly; thanked Mike Scheafer for chairing the meetings; spoke on getting kicked out of finance area; was glad people had fun at the event; disappointed there was an overrun; expressed that what went wrong was when it expanded outside the community; stated should remember milestones; she believes in the reforms; and stated the committee members were planning the event and then that power was snatched away and that was the breakdown.

Mike Scheafer, spoke regarding social media; problems with the time frame and constraints that contributed to what went wrong; stated that the good is the citizens had a good time. Spoke on the committee members being enthusiastic and their positive interaction and dedication; said thank you to the committee members. Also, mentioned that he would defer the idea of the ad hoc committee and how to present the wrap-up report to the City Council up to the City CEO.

Sue Lester, requested a wrap up presentation and acknowledgement of the committee at a council meeting or study session.

Cindy Brenneman thanked Bob Knapp, Dan Baker, Mike Brumbaugh, Bob Ooten, and thanked Melinda Lowery and Mike Scheafer for facilitating the meetings; said it could have been a wonderful event if had expanded on concerts in the park concept; that it was unfortunate spending \$500,000 to put on a party for 16000 people and that she has outreach concerns.

Melinda Lowery, stated police were represented at the meetings.

Tom Hatch announced the upcoming car show and community run event.

Adjourn 8:42 PM

# Purchasing Division

## 1 EXPANDING FOCUS TO INCLUDE CONTRACT MANAGEMENT

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- Contract Administration Policy (A.R. 1.5) – Broaden It to Include Contract Management
  - Benchmarks
  - Contract Closeout
    - Certificate of Completion
    - Budget Reconciliation
- P&Ps – Broaden It to Include Contract Management as well

## 2 BROADEN THE DIVISION'S SCOPE OF WORK

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- Procurement/C.M. Solution Center
  - Information – Training/Education
    - Blog
  - Procurement /C.M. Templates (RFP, PSA, PR, Compliance Forms, Certificate of Completion)
  - Improve processes – Computer Automation
- Reference Checks
- Reports
  - Insurance Exploration (Quarterly)
  - Contract/P.O. Budget (Monthly)
  - Contract/P.O. Reconciliations & Closing

## 3 IMPACT THE CITY'S BRAND (POSITIVELY)

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- Efficient Spending Habits
  - Planning
    - Meet with Departments to determine opportunities for quantity breaks
    - Effective use of surplus goods/storage
  - Cooperative Agreements
  - Piggybacking
- Community Partnerships – Symposiums/Workshops (Doing Business with Government)  
Public-Private Partnerships - Bridging the Gap
  - Chamber of Commerce
  - Colleges – Vanguard & Orange Coast College
  - Small Business
  - Local Agencies
- Surplus Sale & BBQ (if it doesn't go against any of the regulations the City has to adhere to)
  - Costa Mesa Citizens, Students & Small Business Owners
  - Publicize It!
  - Get the Departments to Clean House



January 30, 2014

## Executive Summary of 60<sup>th</sup> Anniversary Event Findings

### Background

On the last weekend in June 2013, the City of Costa Mesa held a three-day street festival to celebrate its 60<sup>th</sup> anniversary. By nearly all accounts, the event itself was a tremendous success, drawing more than 16,000 people to the Civic Center and bringing together our diverse community for a weekend of music, food, art and community pride on Fair Drive, which was closed to vehicle traffic for four days.

The City's 60<sup>th</sup> Anniversary Planning Committee and the Costa Mesa Foundation partnered with the City to put on the festival. The City wants to publicly thank those volunteers for their dedication and hard work on the celebration and also emphasize that those groups had no responsibility for any of the event's shortcomings.

After the festival, concerns arose over whether pertinent policies and procedures were followed in regard to the event's finances. Over the next six months, the City conducted several inquiries into the matter, including a financial audit, an independent analysis of revenues and expenses, an independent personnel investigation, a criminal investigation, and a review of the City's current purchasing policies and procedures. The City has produced 1,051 pages of public documents related to the event.

The City wants to thank the public for its patience while the various investigations and audits took place over the past six months. It was time consuming, but the City wanted to make sure the process was thorough and fair to all involved.

### Preliminary findings

The multiple investigations have found no evidence to date that public funds were used for personal gain or were unaccounted for. However, purchasing policies and procedures were not

adhered to in many cases. Time constraints and lack of familiarity with Internal City-purchasing procedures were the primary reasons given for the apparent violations. City staff and the volunteer 60<sup>th</sup> Anniversary Committee planned, staged and put on the major event—the largest in city history—in five months. But whatever the causes, the City fell short of the high standards the City Council and community expects it to meet.

Specifically, the City did not receive bids as required by city policy or ordinance in nine instances. The City did not have required purchase orders in 30 cases. The city also did not have proper contracts in place for six vendors. (All apparent violations are listed individually in a section below.)

The event's finances showed an \$84,000 difference between expenses and income (including sponsorships), which the City has paid out of existing General Funds without use of reserves. Independent auditors also concluded that the City needed better controls on cash collection during the festival.

The results of the personnel investigations are confidential by law. The Police Department has forwarded the results of its criminal investigation to the District Attorney's Office for review because of a variety of possible municipal code violations.

#### **Financial summary**

Here's a summary of the financials for the 60<sup>th</sup> anniversary event:

- \$84,000 budget overage (paid from existing General Funds without use of reserves).
- \$209,000 in city money used (Includes \$84,000 budget overage).
- \$232,000 in revenue was received the Costa Mesa Conference and Visitor Bureau, whose mission is to promote and market Costa Mesa as a destination.
- \$78,000 in revenue was generated from other sources.
- \$518,000 in total expenses.

**(Revenue and expense summary on following page.)**

COSTA MESA 60TH ANNIVERSARY EVENT				
FY 12/13 TO FY 13/14				
		City/Community Foundation	Visitor's Bureau	Total
<b>Revenues:</b>				
Concert Tickets		\$ 39,327		\$ 39,327
Merchandise Sales		2,395		2,395
Vendor Booths		4,250		4,250
<b>Sponsorships:</b>				
CM Conference & Visitor Bureau		148,092	83,413	231,505
Edison International	5,000			
Orange County Taste Fest	3,260			
Straub Distribution	3,000			
Arnel Commercial Properties	2,500			
Care Ambulance	2,500			
Mesa Water District	2,500			
Other (Less Than \$2,500)	11,850			
Total Other Sponsorships		30,610		30,610
Miscellaneous		925		925
City Contributions		208,659		208,659
				-
Total Revenues		\$ 434,258	\$ 83,413	\$ 517,671
<b>Expenses:</b>				
Advertising/Marketing		\$ 33,166		33,166
Event Production		16,089		16,089
<b>Entertainment:</b>				
Bands		117,018		117,018
Fireworks		18,000		18,000
Other		4,277		4,277
Materials & Supplies		12,064		12,064
Rentals		143,266		143,266
Security		19,064		19,064
Insurance		16,401		16,401
Event Staffing (Non-City)		36,216		36,216
Committee/Staff Meetings		703		703
Miscellaneous		3,052		3,052
Visitor's Bureau direct expenses			83,413	83,413
Expenses post-closing		14,942		14,942
Total Expenses		\$ 434,258	\$ 83,413	\$ 517,671

### City shortcomings

In putting on the 60<sup>th</sup> event, the City fell short in several areas, including:

- **Unbudgeted event growth:** The three-day event was originally budgeted for \$315,000 with the city paying \$125,000, but overly ambitious plans resulted in unauthorized event growth, especially in terms of entertainment. For instance, the preliminary budget earmarked \$35,000 for entertainment; \$117,000 was the final figure. The preliminary budget showed \$62,500 in rental costs for the venue; \$143,200 was the final figure. The expansion of the event's entertainment was predicted to be covered by increased ticket sales. That didn't happen. The festival ended up costing \$518,000 with the city paying \$209,000. The majority of the increased costs were covered by the Costa Mesa Conference and Visitor Bureau, which contributed \$232,000.
- **Unbudgeted costs:** This was the first time the City put on an event of this magnitude and didn't budget adequately for a number of vital expenses, including insurance (budget: \$1,500; actual: \$16,400) and security (budget: \$9,000; actual: \$19,000). The City also believed that the Orange County Fair and Event Center would donate its parking lot for a concert venue. That cost to the City was nearly \$18,500.
- **Violations of purchasing policies and procedures:** In many cases, the City didn't follow its own purchasing policy and procedures while securing vendors. These lapses were apparently related to time constraints and lack of familiarity with the policies. However, to date, the investigations have found no evidence of funds being spent on improper purposes. During the investigations, a discrepancy in competitive-bid requirements was found between City policy and the Municipal Code. The City policy requires competitive bids for any purchase over \$1,000, while the Municipal Code requires competitive bids for any purchase over \$5,000. A newly formed City Purchasing Committee is currently meeting to reconcile this conflict and will be making its recommendations to the City Council. For these findings, the City considered any purchase over \$1,000 that didn't receive three competitive bids to be an apparent violation.
- **Controls over cash:** City staff and volunteers collected cash for food script, merchandise and other items, but failed to put appropriate procedures in place to ensure the accounting of that money. To date, the City's investigations found no evidence of missing money.

In sum, public monies were spent for public purposes. However, the safeguards necessary to ensure such result and to promote the most economical expenditure of public monies were not apparently adhered to in some cases.

Specific potential violations by city staff of Costa Mesa policies and procedures (listed by vendor)

- OC Fair and Event Center, aka 32<sup>nd</sup> District Agricultural Assn. (parking lot rental): Contract more than staff signing authority, no purchase order.
- Ames & Associates (public relations): No competing bids.
- Big Top Rentals (booth, stages, tables, chairs): Contract more than staff signing authority, no purchase order, no competing bids.
- Empire Ice Company (ice): No purchase order, no competing bids.
- Exterior Products (banner printing): No competing bids.
- Mouse Graphics (banners): No purchase order.
- Orange Coast College (cake): No purchase order.
- Orange County Register (newspaper insert): No purchase order.
- Pyro Engineering (fireworks): No purchase order, no competing bids.
- Rapid Notify (telephone notification): No purchase order.
- Shorebreak Electric (electrical services): No competing bids.
- TPSS Inc. (security services): No purchase order, no competing bids.
- U.S. Bank (credit card payment for entertainment): No purchase order.
- Sun Group: Significantly exceeded authorized amount in contract, no competing bids, unauthorized use of subcontractors, no purchase orders.
- Panache Booking (Bleached band): No purchase order.
- Bond Music Group (Jacques Renault band): No purchase order.
- Creative Artists Agency (Droog band): No purchase order.
- Ground Control Touring (Adam Green & Binki Shapiro): Contract more than staff signing authority, no purchase order.
- Ground Control Touring (Beach Fossils): Contract more than staff signing authority, no purchase order.
- HMBSMS (Danny Rose band): No purchase order
- Paradigm Talent Agency (Little Hurricane band): No purchase order.
- Eric Burdon Inc. (band): No purchase order.
- The Mob Agency (Berlin band): No purchase order.
- High Road Touring (The Soft Pack band): No purchase order.
- The Windish Agency (Jerome LOL band): No purchase order.
- The Windish Agency (Mr. Little Jeans band): No purchase order.
- Vern Altieri (Catalina Island All Star band): No purchase order.
- Wanda Jackson Entertainment: No purchase order.
- High Road Touring (White Arrows band): No purchase order.
- WME Entertainment (The White Buffalo band): No purchase order.
- WME Entertainment (Anna Lunoe): No purchase order.
- WME Entertainment (Chevy Metal): No purchase order.
- KB Event: Contract more than staff signing authority, no competing bids.

## Reforms Instituted

Even before the investigations were complete, the City began instituting several measures as precautions to ensure city purchasing policies and procedures were strictly adhered to in the future. For instance:

- The City is implementing a refresher training course for all employees involved in purchasing to ensure the standard purchasing process is followed from start to finish.
- The CEO and finance director are working with staff to ensure that the Finance Department acts as a strong check-and-balance mechanism related to approval of expenditures, and to require purchasing procedures are followed. Specifically, the message to the Finance Department staff is:

*"You, individually and as a group, are the financial eyes and ears for the city. The City depends on you to exercise positive financial control over purchases and to provide appropriate checks and balances with regard to the budgeting, managing, use and reporting of the City's financial resources. This includes ensuring that budget appropriations are not exceeded and at times assessing the legality and correctness of items processed and paid.*

*"As you carry out these responsibilities, please keep these things in mind:*

- *You have the ability and responsibility to halt items that are being processed incorrectly or where there are insufficient funds. No one can pressure you to bypass the rules and procedures; purchases or contracts made contrary to the rules and procedures will be considered null and void.*
- *When problem situations arise, partner with the person or department you are working with to explain the situation and help them find solutions.*
- *Advise your supervisor or management when there are situations where you and the department are having difficulty arriving at solutions to obtain appropriate direction.*

*"We are all seeking how to best balance our desire to serve and get the job done while observing and complying with the rules and procedures that provide our safeguards. Our purpose is to facilitate the efficient and economical administration of the city's financial resources."*

- The City recently added a new "Buyer" position to provide an additional layer of review of purchasing activity and assist in training departmental staff in purchasing policies and procedures.
- The establishment of the Purchasing Quality Control Committee headed by the city's finance director and consisting of personnel from the Purchasing Department and representatives from other city departments. The committee meets monthly and performs a number of tasks, including reviewing the city's current purchasing policies and recommend any improvements, which will be forwarded to the Finance Advisory Committee and then to the City Council for consideration; and reviewing the city's purchasing records to provide another layer of quality control to ensure consistency in implementation of municipal policies and procedures.



The following documents available on the city's website ([www.costamesaca.gov/60th](http://www.costamesaca.gov/60th))

- Executive summary of the 60th anniversary event findings (including income and expense summary)
- Documents related to revenues
- Documents related to band/entertainment expenses
- Documents related to Sun Group expenses
- Documents related to other expenses
- Independent analysis of income and expenses
- Comprehensive Annual Financial Report letter regarding internal control and compliance
- Documents related to employee time sheets\*\*

*\*The following information has been redacted from the public records: Personal and tax identification numbers; bank account numbers; personal addresses and telephone numbers; privileged and confidential information; and insurance certificates.*

*\*\*Various employees worked on the 60<sup>th</sup> anniversary event as part of their general duties.*