

EXHIBIT "A"
SCOPE OF WORK
2024 CORN FESTIVAL PARADE AND CARNIVAL

CITY OF LA HABRA RESPONSIBILITIES

1. **CITY** will conduct required building, safety and electrical inspections, in accordance with timely submitted permit applications and/or timely inspection requests. All inspection requests should be made a minimum of 24 hours in advance. Fire Department and Health Department inspections are not included.
2. **CITY** will review all required permits and applications.
3. **CITY** will provide traffic management services in connection with the parade and carnival.
4. **CITY** will provide Police and communications services in connection with the parade and carnival.
5. **CITY** will provide and will set up and take down barricades, k-rails, traffic control and related equipment for traffic management purposes in connection with the parade and carnival.
6. Portable City stage will be available to rent. Stage size (16x8) with skirting, stairs and railings to be used for parade judging to the **LIONS**. Total cost of stage is \$928 with 70% being subsidized by **CITY** making cost to **LIONS** at \$278.40. Location: corner of Euclid St. and La Habra Blvd. in front of City Council Chambers.
7. **CITY** reserves the right to shut down the event for occurrences which jeopardize the health, safety or welfare of the public or which violate any **CITY** municipal codes, in the **CITY'S** sole discretion.
8. Advertising of the event: only by informational slides on **CITY** cable channel. No other advertising shall be **CITY'S** responsibility.
9. **CITY** will host an invite only breakfast in the City Hall Atrium prior to Corn Festival Parade.

LA HABRA HOST LIONS FOUNDATION RESPONSIBILITIES

1. La Habra Host Lions Foundation will pay for 30% of all staffing and event set up expenses associated with the Corn Festival and parade event.
2. La Habra Host Lions Foundation will begin set up on October 9th at 7:00 a.m. and finish clean up on October 14th by 6:00 a.m..
3. La Habra Host Lions Foundation will present the Corn Festival Parade and Carnival as a quality event to promote and enhance the history and community spirit of the City of La Habra.
4. La Habra Host Lions Foundation shall secure proper insurance and name the **CITY** as additional insured as identified in the agreement and provide to the **CITY** at least 30 business days in advance of event date. This includes additional insurance for the beer and wine garden and a copy of valid ABC license when license is obtained.

Please note: City reserves the right to make updates as needed.

5. La Habra Host Lions Foundation shall submit permit applications at least 30 days in advance of the Corn Festival parade and carnival.
6. All inspections shall be called for in a timely manner.
7. La Habra Host Lions Foundation shall separately arrange for and pay for fees of any required Health Department or Fire Department inspections.
8. La Habra Host Lions Foundation shall be responsible for acquiring the services of any and all vendors, booths, non-profit organizations, rides, demonstrations, etc.
9. La Habra Host Lions Foundation shall be solely responsible for advertising and promotion of the Corn Festival Parade and Carnival, with the exception of informational slides on the **CITY's** Cable Channel, as set forth in **CITY's** Responsibilities, above.
10. La Habra Host Lions Foundation shall abide by all applicable rules, laws and regulations as established by the **CITY** or any other governmental agency.
11. La Habra Host Lions Foundation will properly notice all residents and businesses surrounding Portola Park and Brio Park.
12. La Habra Host Lions Foundation will work with the **CITY's** Recycling Coordinator to determine trash and recycling receptacle needs.
13. La Habra Host Lions Foundation will create a temporary barrier to protect street landscaping along the parade route, park, and housing developments and around public buildings. The La Habra Host Lions Foundation will be responsible for any damages resulting from the events.
14. La Habra Host Lions Foundation shall be responsible to ensure Portola Park and Brio Park is restored to its original condition of the property upon which the Corn Festival is to occur.
15. La Habra Host Lions Foundation will provide a licensed and bonded security company and insurance and follow all public safety requirements for entire operations of the Beer & Wine Garden. The footprint must be approved by the Police department and Design Review Committee.
16. La Habra Host Lions Foundation will provide security for Portola Park parking lot for the duration of the Corn Festival, October 11 – 13.
17. La Habra Host Lions Foundation will work with the La Habra Depot Theatre to minimize impact to scheduled performances.
18. La Habra Host Lions Foundation shall be responsible to ensure Portola Park and Brio Park are restored to their original condition of the property upon the conclusion of the Corn Festival.
19. La Habra Host Lions Foundation will schedule a site walk through with the **CITY** and carnival company to ensure the rides fit on new layout.
20. La Habra Host Lions Foundation will address any/all citizen complaints regarding Corn Festival.

Please note: City reserves the right to make updates as needed.

PARADE RESPONSIBILITIES ON SATURDAY, OCTOBER 12, 2024

Parade to begin at 9:30 a.m. at Our Lady of Guadalupe Church.

NEW ROUTE

CITY OF LA HABRA RESPONSIBILITIES

1. Public Works will provide all proper street signage and street closures for parade. La Habra Boulevard will be closed at 7 a.m. and reopened by 1 p.m.
2. Police will provide all necessary personnel and traffic patrol for parade.
3. Public Works will open parade route after it's been cleared and cleaned.
4. **CITY** will coordinate transportation schedule for guests from City Hall to start of parade at OLG.

LA HABRA HOST LIONS FOUNDATION RESPONSIBILITIES

1. La Habra Host Lions Foundation will provide vehicles and signage for City Council to ride in the Corn Festival Parade.
2. La Habra Host Lions Foundation and **CITY** will provide transportation from City Hall to parade start for guests participating in the parade.
3. La Habra Host Lions Foundation shall be responsible to ensure Parade Route is cleaned and all trash is removed.
4. La Habra Host Lions Foundation will properly notice residents and businesses affected by the Parade route.
5. La Habra Host Lions Foundation will be responsible for notifying all parade entries with updated information including drop off and pick up and participation waivers and provide a list of participants to the **CITY**.
6. La Habra Host Lions Foundation shall be responsible to ensure El Centro-Lions Park is restored to its original condition of the property upon the conclusion of the Corn Festival Parade.
7. La Habra Host Lions Foundation will work with the La Habra Police Department to ensure the activities of the Corn Festival parade are safe.

Please note: City reserves the right to make updates as needed.

2024 Corn Festival Parade and Carnival

ESTIMATED COSTS/COMPENSATION

COMMUNITY DEVELOPMENT	<u>Proposed Costs</u>	<u>Actuals</u>
Inspections- Electrical and Rides	\$1,549.76	\$
2 Code Enforcement Inspectors for 3 nights		
Inspections and Permits (Paid by Carnival Operator)		
Total Community Development Costs	\$1,549.76	\$

COMMUNITY SERVICES

Permit Review and Coordination		
Administration – 6 hours	\$300.00	\$
Stage Rental - \$100 per panel	\$400.00	\$
Rec Leaders (4) X 6 hours X \$22 per hour	\$528.00	\$
Total Community Services	\$1,228	\$

PUBLIC WORKS DEPARTMENT

1. Service estimated for all required traffic control pre-set up starting on Monday, October 7, 2024 and closure for the Parade route on La Habra Blvd & Euclid Street and removal of all traffic control starting on Sunday night October 13, 2024 going into early Monday morning October 14, 2024, having all streets opened back up by 6:00 A.M... This estimate includes Public Works Employees for set up and take down, all necessary traffic control equipment per the approved/stamped engineered traffic control plan such as, but not limited to; all required signage, delineators, cones, message boards, parade barricades, K-Rails and or Water barriers, water and all vehicles/equipment; estimating **\$41,473.62**
2. Portola & Brio Park – estimated 58 hours for two (2) Public Works employees each day for servicing the two fixed Park restrooms on Friday, Saturday & Sunday and as needed with assisting in general park trash clean up during the time identified below, additionally this includes any pre-maintenance contractor costs at a 50% recovery charge for each charge/invoice; estimating **\$8,298.40**
 - Friday – 4:00 p.m. to 11:00 p.m.
 - Saturday 10:00 a.m. to 11:00 p.m.
 - Sunday 10:00 a.m. to 8:00 p.m.

If additional services are required or requested, there will be a \$128.00 callout fee, (including a
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two hour minimum) for each employee needed. If services are needed for longer than two hours, and additional fee of \$64.00, per hour, per person will be charged.

Total Pre-Event Estimate from Public Works = \$49,772.02

POLICE

Corn Festival Police Cost Estimate 10/11/24 - 10/13/24

Rates are projected at the higher hourly rate and subject to change based on staffing.

Role	Rank	Date	Start	Finish	Total Hours	Top Step	OT x 1.5	Cost
Incident Commander	LT/Sgt	11-Oct	1700	2300	6	\$93.23	1.5	\$839.03
Field Supervisor	Sgt/Cpl	11-Oct	1700	2300	6	\$75.47	1.5	\$679.25
Foot Patrol	Cpl/Ofc	11-Oct	1700	2300	6	\$65.07	1.5	\$585.60
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Foot Patrol	Cpl/Ofc	11-Oct	1700	2300	6	\$65.07	1.5	\$585.60
Dispatcher	Comm	11-Oct	1700	2300	6	\$42.03	1.5	\$378.30
					12			\$7,167.00
Incident Commander	LT/Sgt	12-Oct	1100	1700	6	\$93.23	1.5	\$839.03
Field Supervisor	Sgt/Cpl	12-Oct	1100	1700	6	\$75.47	1.5	\$679.25
Foot Patrol	Cpl/Ofc	12-Oct	1100	1700	6	\$65.07	1.5	\$585.60
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Foot Patrol	Cpl/Ofc	12-Oct	1100	1700	6	\$65.07	1.5	\$585.60
Dispatcher	Comm	12-Oct	1100	1700	6	\$42.03	1.5	\$378.30
					12			\$7,167.00
Incident Commander	LT/Sgt	12-Oct	1700	2330	6.5	\$93.23	1.5	\$908.94
Field Supervisor	Sgt/Cpl	12-Oct	1700	2330	6.5	\$75.47	1.5	\$735.85
Foot Patrol	Cpl/Ofc	12-Oct	1700	2330	6.5	\$65.07	1.5	\$634.40
Foot Patrol	Cpl/Ofc	12-Oct	1700	2330	6.5	\$65.07	1.5	\$634.40
Foot Patrol	Cpl/Ofc	12-Oct	1700	2330	6.5	\$65.07	1.5	\$634.40
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Foot Patrol	Cpl/Ofc	12-Oct	1700	2330	6.5	\$65.07	1.5	\$634.40

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Foot Patrol	Cpl/Ofc	12-Oct	1700	2330	6.5	\$65.07	1.5	\$634.40
Foot Patrol	Cpl/Ofc	12-Oct	1700	2330	6.5	\$65.07	1.5	\$634.40
Foot Patrol	Cpl/Ofc	12-Oct	1700	2330	6.5	\$65.07	1.5	\$634.40
Dispatcher	Comm	12-Oct	1700	2330	6.5	\$42.03	1.5	\$409.82
12								\$7,764.25

Incident Commander	LT/Sgt	13-Oct	1200	2200	10	\$93.23	1.5	\$1,398.38
Field Supervisor	Sgt/Cpl	13-Oct	1200	2200	10	\$75.47	1.5	\$1,132.08
Foot Patrol	Cpl/Ofc	13-Oct	1200	2200	10	\$65.07	1.5	\$976.01
Foot Patrol	Cpl/Ofc	13-Oct	1200	2200	10	\$65.07	1.5	\$976.01
Foot Patrol	Cpl/Ofc	13-Oct	1200	2200	10	\$65.07	1.5	\$976.01
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Foot Patrol	Cpl/Ofc	13-Oct	1200	2200	10	\$65.07	1.5	\$976.01
Foot Patrol	Cpl/Ofc	13-Oct	1200	2200	10	\$65.07	1.5	\$976.01
Dispatcher	Comm	13-Oct	1200	2200	10	\$42.03	1.5	\$630.50
12								\$11,945.00

TRAFFIC - PARADE

Traffic Sergeant		12-Oct	600	1200	6	\$75.47	1.5	\$679.25
Motor Officer		12-Oct	600	1200	6	\$58.64	1.5	\$527.76
Motor Officer		12-Oct	600	1200	6	\$58.64	1.5	\$527.76
Motor Officer		12-Oct	600	1200	6	\$58.64	1.5	\$527.76
Traffic CSO II		12-Oct	600	1200	6	\$39.60	1.5	\$356.40
Traffic CSO		12-Oct	600	1200	6	\$34.12	1.5	\$307.08
Traffic CSO		12-Oct	600	1200	6	\$34.12	1.5	\$307.08
7								\$3,233.09

Total Cost for PD: \$ 37,276.32

TOTAL PROPOSED CITY COSTS FOR CORN FESTIVAL EVENT: \$89,826.10

La Host **LIONS** will reimburse the **CITY** 30% of total costs associated with the Corn Festival event - **\$26,947.83**.

Please note: all estimated costs are subject to change by the **CITY**.

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