

**CITY MANAGER'S REPORT
AGENDA ITEM REQUEST
PLANNING & ZONING DEPARTMENT**

TO: Edward Lavallee, City Manager
FROM: Roger Clark, Planner 
DATE: April 11, 2014
SUBJECT: Special Event Agreement Request – Relay for Life
(Friday and Saturday, April 25-26, 2014)

The Relay for Life sponsored by the American Cancer Society is scheduled at the airport festival grounds on April 25th and 26th. The applicant has executed an event agreement that identifies costs for city services to cover the event. The applicant is requesting relief from costs for the full amount of \$2,485.00. The applicant would like to present justification for their request and seek council's consideration of approval.

City Staff Cost Estimates:

Public Works

Staffing - \$655.00

Solid Waste - \$205.00

Showmobile - \$125.00

Airport - \$1,500.00

Total: \$2,485.00

Applicant signed Special Event Agreement is attached.

Requested Action

The applicant respectfully requests City Council approval of requested cost relief.