



# MEMORANDUM

## Recreation Services

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**To:** City Council

**Through:** Carmen Valdez, Human Resources Director

**From:** Jaime Chew, Recreation Services Supervisor

**Subject:** **Fee Waiver and In-Kind Donation of Equipment, Supplies, Facility Space and Staffing from Various City Departments for the 2013 Relay For Life Event**

**Date:** December 27, 2012

### Background:

Relay for Life is requesting that City Council approve the waiver or donation of the following, for a total of \$6,903.20. Staff has provided estimated departmental costs associated with each requested item:

### Recreation Services:

- Use of Football Field- June 21 to June 23 \$3,420.00  
 \$40.00 application fees (2 @ \$20.00)  
 \$500.00 deposit (refundable)  
 \$2,880.00 (72 hours @ \$40.00 per hour)
- Use of Community Center \$750.00  
 Once a month Feb, Mar, Apr, May, June (Room 7/8)  
 \$750 (12.5 hours @ \$60.00 per hour)
- Use of white event fencing for Kids Camp area \$ no cost  
 Volunteers pickup, set-up and return
- Use of City Marquee for event announcement \$ no cost  
 6 week announcement
- Use of Mobile Stage\*\* \$850.00  
 \$700.00 (2 days @ \$350.00 per day)  
 \$150.00 in part-time staff time (5 hrs @ \$30.00)  
 \*\*Towing to be paid by Relay for Life/ACS

**Total from Recreation Services \$5,020.00**

### Park Services

- Trash cans/ Garbage cans
- Field Prep and track dragging for event
- Water/ irrigation turned off during event
- Restrooms opened and secured as needed
- Weekend Crew point of contact during the event

Staffing (4 hours @ \$60.00 per hr)	\$240.00
• Use of sand for luminaries	
• Use of one (1) John Deere tractors	<u>\$100.00</u>
<b>Total from Park Services</b>	<b>\$340.00</b>
<b><u>Fire Department</u></b>	
• Fire site/ event inspection & permits for tents/canopies Site Plan and Review	\$460.77
• Provision of First Aid by Fire Explorers during event	\$ no cost
• Provide Safe House	\$50.00
\$50.00 Towing and fuel	
\$0 Volunteer Fire Explorers	
• Use of four MFD generators	\$ no cost
Picked up and delivered by volunteers	
• Community Fire Explorers supplies, food	\$250.00
• Two (2) Emergency Medical Technicians	<u>\$ no cost</u>
<b>Total from Fire Department</b>	<b>\$760.77</b>
<b><u>Police Department</u></b>	
• Officers to escort funds during the evening	\$350.00
• Police Command RV for on-site banking (1 escort)	\$ no cost
• Use of two (2) 10x 20 canopies	<u>\$ no cost</u>
<b>Total from Police Department</b>	<b>\$350.00</b>
<b><u>Building Department:</u></b>	
• Temporary Electrical Permit	<u>\$182.43</u>
<b>Total from Building Department</b>	<b>\$182.43</b>
<b><u>Planning Department</u></b>	
• Special Event Permit	<u>\$250.00</u>
	<b>\$250.00</b>
<b>Total</b>	<b>\$6,903.20</b>