

REPORT TO THE COMMUNITY AND CULTURAL AFFAIRS COMMISSION



DATE: April 11, 2018

TITLE: Memorial Day Ceremony and Budget

Prepared by: Commissioners Donna Poyuzina and Barbara Eastman

Reviewed by: Community Development Director, Daniel Porras PE

RECOMMENDATION:

Approve the Memorial Day 2018 Ceremony and Budget to Date.

BACKGROUND / DISCUSSION:

Commissioners Poyuzina and Eastman have been charged with organizing the 2018 Memorial Day Ceremony. The Community and Cultural Affairs Commission has committed \$1,000 as a budget for this event.

An estimate has been received from Easy Party Rentals for \$694.00 (stage, skirting, folding chairs, canopy). The remaining amount of \$306 will be used for expenses during the preparation of the event. A final budget total will be submitted at the June 13, 2018 regular meeting of the Community and Cultural Affairs Commission.

EXHIBITS:

- 1) Special Event Submittal Form
- 2) Special Event Permit Application
- 3) Facility Use Permit Application