

**CITY OF WAUKESHA****Administration**

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Common Council Item Number: Click here to enter text.	Date: 5/21/2018
Submitted By: Ron Grall, Director of Parks, Recreation & Forestry Joanna Adamicki, Special Events Coordinator	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney BR
Subject: To recommend approval of Event Vendor Agreements associated with the 2018 City of Waukesha Oktoberfest public event.	

Details:
Waukesha Parks, Recreation & Forestry Department (WPRF) is working collaboratively with various organizations to provide services for Waukesha Oktoberfest. Written agreements were created with the City Attorney. A variety of community service organizations and area businesses take part in Oktoberfest and assist with filling volunteer needs as well as goods and services needs.

Options & Alternatives:
Staff recommendation is to continue to work cooperatively with the community organizations and businesses to provide the best experience possible to event attendees. Alternatively, if the services are not provided, this would greatly deter from the patron's experience of the event and create an unsuccessful experience.

Financial Remarks:
WPRF receives a portion of sales from each participating organization unless they are providing a service equaling the anticipated income from that vendor. Income is anticipated at approximately \$45,000 with expenses anticipated at approximately \$43,000. Accounts utilized include: Event Sales 5994.46741; Event Sponsorships income 5994.48501; Oktoberfest Expenses 5994.53958.

Executive Action:
Recommend approval of the contracts between City of Waukesha and the 5 organizations/vendors and authorize the Mayor to enter into these contracts.

Committee Recommendation:
The Parks, Recreation & Forestry Board passed unanimously at the May 21, 2018 meeting.

