



City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE

2017 APR 20 A 11: 27

RECORDED

April 20, 2017

TO: The City Council

RE: Funding Requests – Watch City Steampunk Festival and Riverfest

Dear Councillors:

I respectfully request an appropriation in the amount of \$20,000.00 from Unreserved Fund Balance to account #001-121-5400-5791 Mayor-Tourism Events (Steampunk/Riverfest). These funds will be used to as a partial funding source from the City towards the 2017 Watch City Steampunk Festival event (\$12,000.00) and the 2017 Riverfest event (\$8,000.00). Attached is a copy of the preliminary budget for each event.

A member of the Downtown Waltham Partnership and I will be available to answer questions concerning this funding request.

Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: Doug Waybright

Casey-Brenner, Colette

From: Lisa Lorgeree <lorgeree@comcast.net>
Sent: Tuesday, April 18, 2017 8:53 AM
To: Mayor
Cc: Doug Waybright
Subject: Fwd: Tourism Funding
Attachments: WCSF2017 Budget.xlsx; ATT00001.htm; RF2017 Budget.xlsx; ATT00002.htm

Hi Mayor

I hope this email finds you well..

Attached below are the preliminary budgets for our two festivals. Will this suffice?

Also, I will be sending you soon the RFP request for funding to assist DWP with the Executive Director position.

More to come... We also installed another beautiful sign..Many Thanks!!

Best,

Lisa

Sent from my iPhone

Begin forwarded message:

From: Doug Waybright <dwaybright@thenelsoncompanies.com>
Date: April 12, 2017 at 11:08:29 AM EDT
To: "Lisa Lorgeree (lorgeree@comcast.net)" <lorgeree@comcast.net>
Cc: Doug Waybright <dwaybright@thenelsoncompanies.com>
Subject: FW: Tourism Funding

From: Doug Waybright
Sent: Tuesday, January 31, 2017 10:30 AM
To: Mayor
Cc: Lisa Lorgeree (lorgeree@comcast.net); Doug Waybright
Subject: Tourism Funding

Mayor,

Thanks for meeting with us the other day to discuss the issue with the Tourism funds that were cut by the State. As you know, Steampunk and Riverfest, the two largest and most successful Downtown festivals, rely on those Tourism funds.

At the meeting, you graciously offered to try and find us replacement dollars; \$12,000 for Steampunk and \$8,000 for Riverfest.

Toward that end, I've attached Preliminary Budgets for both festivals. We've tried to organize the expenses to be paid by the City in such as to make it logistically simplest from the City's perspective. For instance, in both budgets the "Entertainers" (Steampunk) and "Music and Artists" (Riverfest) are paid by DWP because those folks all want to be paid on Festival day. And, we also assumed the City wouldn't want to pay for Special Event Insurance.

We can make whatever changes you want to be made.

Thanks again.

Douglas G. Waybright
President
The Nelson Companies, LTD

Preliminary Budget - 2017 Watch City Steampunk Festival

Sources		Uses	
Item	Amount	Item	Amount
Grant Income		Support Services	
Waltham Cultural Council	1,825	Police Details*	1,600
Mass Cultural Council	500	Van Rental	450
Waltham Tourism / Mayor's Funds	12,000	Trolley Driver*	200
		First Aid*	800
Sponsor Income	7,500	Tents, Tables Chairs*	600
Earned Income			
Festival Swag (t-shirts, buttons, water)	4,000	Entertainers	11,000
Vendor Fees	7,500	Sound Systems & Stages*	3,000
		Insurance	1,800
		Kids' Track*	1,000
		Plot Line Materials & Costumes*	800
		Swag*	2,500
		Marketing-Banners*	1,500
		Marketing	4,000
		Contingencies/Miscellaneous	3,000
Total	33,325		32,250
Surplus (Deficit)	1,075		

Line Items for Mayor*

Support Services	3,200
Sound Systems & Stages	3,000
Kids' Track	1,000
Plot Line Materials & Costumes	800
Swag	2,500
Marketing (banner portion)	1,500
Total for Mayor	12,000

Assumptions/Notes

- As in past years, Mayor will cover electricians, portapotties, rubbish removal.
- What comprises the line items for Mayor can be changed as needed.

Preliminary Budget - 2017 RIVERFEST

Sources

Item	Amount
Grant Income	
Jones Partnership	2,000
Waltham Cultural Council	1,500
Mass Cultural Council	500
Waltham Tourism / Mayor's Funds	8,000
Sponsor Income	5,000
Earned Income	
Vendor Fees	2,000
Total	19,000
Surplus (Deficit)	200

Uses

Item	Amount
Support Services	
Police Details*	1,000
Portapotties*	500
Insurance	1,700
Music and Artists	6,600
Sound Systems, Stages & Equip *	6,000
Printing and Production	2,000
Permits and Fees	500
Marketing-Banners*	500
Contingencies/Miscellaneous	1,000
Total	18,800
Line Items for Mayor*	
Support Services	1,500
Sound Systems & Stages	6,000
Marketing (banner portion)	500
Total for Mayor	8,000

Assumptions/Notes

- As in past years, Mayor will cover electricians, and rubbish removal.
- What comprises the line items for Mayor can be changed as needed.