INTER-OFFICE MEMO

area near Birch Tavern.

TO:

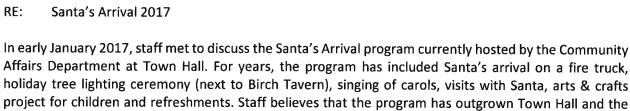
Mayor Westcamp & City Council

FROM: Kyle Lund, Recreation Director

Patty Storts, Community Affairs Director

CC:

Marsha Hall, Administrator



Staff is proposing to move the event to either Groveport Park or Heritage Park and will incorporate a large warming tent at the site chosen.

Staff has put together a list of pros and cons for each facility for you to consider. Ultimately, it will be Council's decision where to hold the event in the future.

Amenities	Groveport Park	Heritage Park		Special Notes
			Groveport Park	On-site parking
Parking	+		Heritage Park	Street parking
			Groveport Park	Cottage to be built
Location of Santa Visits		+	Heritage Park	Inside Log House
			Groveport Park	Use of Portable Stage
Stage	s ± .	+	Heritage Park	Use Existing Stage
Horse/Mule Buggy			Groveport Park	Use Path around Pool
Rides	+	+	Heritage Park	Use Path around Palm's Pond
			Groveport Park	Flat
Land/Ground	+	#6	Heritage Park	Slope
Available Existing			Groveport Park	New service to be installed
Electric	•	+	Heritage Park	Use existing service
Promote Revenue			Groveport Park	Assists in facility exposure
Based Operations	+	- 3:	Heritage Park	No addtl. exposure necessary
			Groveport Park	
Hometown Feel	-	+	Heritage Park	

Staff has also included a budget for you to consider. A total of \$1,600.00 has been budgeted for the current program in the Community Affairs Department's budget. Other newly proposed features to the program (which will increase the cost of the program) include: incorporation of Mrs. Claus, disk jockey, live



reindeer, buggy rides and Mayor presenting key to City to Santa. Additional costs noted on the attached budget have to do with making the program a truly outdoor event and safety.

If Council wishes to move the event to either of newly proposed locations, funds will need to be re-appropriated to cover the additional expenses.

Groveport Park

\$16,535.00

Heritage Park

\$10,035.00

Thank you for your consideration.

KLund: Inter-Office Memos: Santa's Arrival 2017

Santa's Arrival 2017

Proposed Budget

Location Options:	Groveport Park OR Heritage Park				
WAGES & SALARIES					
Full-Time Staff		\$		In-Kind	
Recreation Dept. Part-Time Staff		•		m King	
(4) x \$10/hr. x 5 hrs.		\$	200		
Community Affairs Dept. Part-Time Sta	aff	\$			
(4) x \$10/hr. x 5 hrs.		\$	200		
	TOTAL	\$	400		
TRAVEL & TRANSPORTATION					
Not Applicable		\$	-		
		•			
EDUCATIONAL					
Not Applicable		\$	₩.		
UTILITIES & COMMUNICATION					
Not Applicable		\$	-		
FUEL					
Not Applicable		\$			
CONTRACTUAL					
Santa Claus		\$	100		
Mrs. Claus		\$	100		
G-M Fire Dept.		\$		Donation	
Install electric for tree lights, lights in Santa	a's cottage, etc.	\$	5,000	per T. Byrne	
DJ w/ Sound Equipment		\$	500	. ,	
Groveport United Methodist Choir (X-I	Mas Carols)	\$	康	Donation	
Construction & painting of Santa's Cottage		\$	100	Possible donation by Career Center	
Live Reindeer		\$	1,200	includes mileage.	
Ice Sculptor		\$	900		
Horse/Mule & Buggy Rides		\$	600		
Bank of Port-O-Lets		\$	235	Quote recd. Rent-A-John 2/17	
2 Handicap (\$95/ea.)					
\$45 delivery	TOTAL		0.60=		
	TOTAL	\$	8,635		
ADVERTISING					
THE CONNECTION		\$	-		
Virtual Backpack (G-M Schools)		\$	140		
Posters in community		\$	35 13		
Social Media Posts		\$.=::		
Flyers in City facilities		\$	3 1		
City Digital Marquees		\$	2		
	TOTAL	\$	24		

OPERATING SUPPLIES

0. Elix III			
Tent Rental	\$	2,000	
Lights for inside tent		300	
Portable Propane/Electric Heaters		-	Sunbelt Rentals donation
New Large Christmas Tree		2,000	
Decorations for Tree		=	Donation by Tree & Dec. Comm.
Stage		Ē	Donation by City of C.W.
Large Key to City		200	One time fee
(4) Portable Light Stantions		1,000	If not donated by Franklin Eq.
Generator (to power sound equipment)		-	City of Groveport
Lumber & Supplies to construct Santa's cottage		1,500	per T. Byrne
Cookies / Coffee / Hot Chocolate / Water	\$	500	If not donated by local vendor
TOTAL	\$	7,500	
MAINTENANCE & REPAIR			
Not Applicable	\$	1.5	
TOTAL EXPENSES IF HELD AT GROVEPORT PARK		16,535	
TOTAL EXPENSES IF HELD AT HERITAGE PARK		10,035	Deducted items shaded yellow
TOTAL FUNDS PRESENTLY APPROPRIATED		1,600	Shaded light blue