

INTER-OFFICE MEMO

TO: Mayor Westcamp & City Council

FROM: Kyle Lund, *Recreation Director*
Patty Storts, *Community Affairs Director*

CC: Marsha Hall, *Administrator*

RE: Santa's Arrival 2017



In early January 2017, staff met to discuss the Santa's Arrival program currently hosted by the Community Affairs Department at Town Hall. For years, the program has included Santa's arrival on a fire truck, holiday tree lighting ceremony (next to Birch Tavern), singing of carols, visits with Santa, arts & crafts project for children and refreshments. Staff believes that the program has outgrown Town Hall and the area near Birch Tavern.

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

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		
(4) x \$10/hr. x 5 hrs.	\$ 200	
Community Affairs Dept. Part-Time Staff	\$ -	
(4) x \$10/hr. x 5 hrs.	\$ 200	
TOTAL	\$ 400	

TRAVEL & TRANSPORTATION

Not Applicable	\$ -
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EDUCATIONAL

Not Applicable	\$ -
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UTILITIES & COMMUNICATION

Not Applicable	\$ -
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FUEL

Not Applicable	\$	-
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CONTRACTUAL

Santa Claus	\$ 100	
Mrs. Claus	\$ 100	
G-M Fire Dept.	\$ -	Donation
Install electric for tree lights, lights in Santa's cottage, etc.	\$ 5,000	per T. Byrne
DJ w/ Sound Equipment	\$ 500	
Groveport United Methodist Choir (X-Mas Carols)	\$ -	Donation
Construction & painting of Santa's Cottage	\$ -	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	\$ 8,635	

ADVERTISING

THE CONNECTION	\$	-
Virtual Backpack (G-M Schools)	\$	-
Posters in community	\$	-
Social Media Posts	\$	-
Flyers in City facilities	\$	-
City Digital Marquees	\$	-
TOTAL	\$	-

OPERATING SUPPLIES

Tent Rental	\$ 2,000
Lights for inside tent	\$ 300
Portable Propane/Electric Heaters	\$ -
New Large Christmas Tree	\$ 2,000
Decorations for Tree	\$ -
Stage	\$ -
Large Key to City	\$ 200
(4) Portable Light Stantions	\$ 1,000
Generator (to power sound equipment)	\$ -
Lumber & Supplies to construct Santa's cottage	\$ 1,500
Cookies / Coffee / Hot Chocolate / Water	\$ 500
TOTAL	\$ 7,500

Sunbelt Rentals donation

Donation by Tree & Dec. Comm.

Donation by City of C.W.

One time fee

If not donated by Franklin Eq.

City of Groveport

per T. Byrne

If not donated by local vendor

MAINTENANCE & REPAIR

Not Applicable	\$ -
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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