



**CITY OF BELLE SLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

**Meeting Date:** November 5, 2019

**To:** Honorable Mayor and City Council Members

**From:** B. Francis, City Manager

**Subject:** Annual Tree Lighting Event Activities and Budget

**Background:** The City will hold its annual tree lighting event on December 11. Last year's event was an outstanding event with many additional activities that were not part of the event in year's past, such as a professional Grinch and Polar Express Conductor; a large snow globe; and a train ride. The Special Events Committee would like to continue with this event by changing a few activities in order to keep the event "fresh". In order to do so, the City has to commit early to the company that furnishes these activities. If not then they will not be available. The Special Events Committee looked at the comments received last year from event goers on how to make the event more successful and resolved some of those issues. This should be a great event.

The Chair of the Special Events Committee will brief the Council on the event activities.

**Staff Recommendation:** To approve the Special Events Committee budget for the annual tree lighting.

**Suggested Motion:** I move that we approve the Annual Tree Lighting Event and budget.

**Alternatives:** Do not approve the event.

**Fiscal Impact:** \$10,000

**Attachments:** Budget

## Tree Lighting Event

### Proposed Budget

December 11, 2019

Birchmore Group	7000.00
Merry Minstrel (Train)	650.00
Costumes and decorations	250.00
Beer Garden	(250.00)
Popcorn & Candy Canes	(120.00)
Hot chocolate and cups	(30.00)
Arts and Crafts	100.00
Parking Security (Wallace Field)	100.00
Santa	200.00
Face painting supplies	100.00
"Bell" give-a-ways	200.00
Police, volunteers, city staff	<u>(1000.00)</u>
Total	10000.00

➤ "()" to denote full or partial donation or in-kind

## **Santa Ride**

### **Proposed Budget**

December 18, 19, 2019

Santa	300.00
Toys	650.00
Parade float materials	(200.00)
Police 2 BIPD OT @ \$35.00 per Hr.	
3 hrs per night per officer	<u>(420.00)</u>
Total	<u>1570.00</u>

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