



**Meeting Name:** Town Council Meeting  
**Meeting Date:** August 28, 2024  
**Prepared By:** C. Copeland-Rodriguez, Town Clerk  
**Item Title:** 2024 Proposed Council/Employee Holiday Party

**DISCUSSION:**

For many years the Town has hosted a Holiday Party for the Town Council and Staff. Per the Town’s Public Purpose Policy, Resolution No. 2013-13, any annual appreciation/holiday event must be approved by the Town Council if the cost exceeds \$500.

The original budget for 2023 was \$6,000, actual expenses totaled \$3,940.60.

Staff reached out to several venues/caterers and received the following options:  
*(All costs are based off of either 60 people which includes spouses/significant others; or 41 people which is just Council & Staff.)*

**DATE/VENUE/CATERING OPTION(S):**

- 1) **Proposed Date:** Friday, November 22, 2024 (6PM-9PM)  
**Venue:** AquaGrille.....**Total Cost: \$9,372.60**  
*(Venue, Food, and Service.)*  
Proposed cost for employees only *(no significant others):* **\$6,404.61**
  
- 2) **Proposed Date:** Friday, November 22, 2024 (6PM-9PM)  
**Venue:** Twisted Tuna.....**Total Cost: \$6,418.56**  
*(Venue, Food, and Service.)*  
Proposed cost for employees only *(no significant others):* **\$4,481.02**
  
- 3) **Proposed Date:** Friday, December 13, 2024 from 6PM-9PM  
**Venue:** Seminole Reef Grill.....**Total Cost: \$10,472.00**  
*(Venue, Food, and Service.)*  
Proposed cost for employees only *(no significant others):* **\$7,218.75**

**RECOMMENDATION:**

Staff recommends Town Council consider a motion to approve an appreciation employee holiday party for Town Council and Staff at \_\_\_\_\_, on \_\_\_\_\_, at a cost not to exceed \$ \_\_\_\_\_ for a total of \_\_\_\_ attendees; and to authorize the Town Manager to execute all necessary contracts/documentation.