



## Item Cover Page

---

**MEETING TYPE:** Board of Alderman

**DATE:** March 17, 2025

**SUBMITTED BY:** Jessica St. Martin, Parks & Recreation Director

**ITEM TYPE:** Consideration

**AGENDA SECTION:** Considerations

**SUBJECT:** **Consider Approval to Utilize \$5,000 dollars from the Passive Park Fund Account to Cover Expenses Associated with the DC & Frances Linn Groundbreaking Ceremony, and Corresponding Budget Amendment #23**

### **DETAILS:**

The DC and Frances Linn Park Committee met February 24, 2025 regarding the Groundbreaking Ceremony. As a part of that meeting, the committee recommended a budget for the ceremony to not exceed \$5,000 dollars.

These funds would be allocated as follows: Catering - \$2,000, Chair/Table Rentals Delivery & Set Up - \$400, Staging/Delivery & Set Up - \$400, Decor, Plants, Flowers, Linens - \$250, Tents - \$500, Signage/Banners - \$250, Shovels/Hard Hats - \$300, Keepsake Plaque for Display - \$75, Special Guest Invitations/Postage- \$100.

The cost estimates above are based on the highest quoted amounts received, ensuring we have a safe financial margin to accommodate all event needs. The committee remains committed to making final decisions in the most cost-efficient manner. While we are confident that the total expenses will stay well under budget, requesting this amount ensures we are adequately prepared without exceeding our financial means.