

Office of the City Manager

City of Richland Hills, Texas

# Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
From: Eric Strong  
Date: November 5, 2013  
Subject: Christmas Tree Lighting Event

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## **Council Action Requested:**

Discuss plans for annual Christmas Tree Lighting Event

## **Background Information:**

On October 19<sup>th</sup>, the Special Events Committee of the Council met with staff to begin planning for the annual Christmas Tree Lighting Event. The Committee and staff will provide an update on what is currently planned and go over any final details that might require council input.

Attached you will find a site plan that shows the proposed setup of the event.

**Board/Citizen Input:** Council Committee met October 19<sup>th</sup> for planning

**Financial Impact:** Budgeted up to \$3,000 from Recreation Budget (118)

## **Staff Contacts:**

Eric Strong  
Assistant City Manager  
[estrong@richlandhills.com](mailto:estrong@richlandhills.com)

**Attachments:** Site Plan



Rufe Snow

Diana Dr.

Matthews

RENA DR.

RENA DR

Fire Dept.

COMMUNITY CENTER

Community Dev.

CITY HALL

Public Works

Choir risers

Music

Christmas Tree

**2013  
SITE PLAN  
CHRISTMAS EVENT**

Barricades

● Indicates trees that will have lights

Library parking

