City of Benson
City Council Communication

Regular Meeting **July 22, 2013**

To: Mayor and Council Agenda Item # 3

From: Jim Cox, Interim City Manager

Subject:

Discussion and possible authorization of funds from the Community Enrichment Fund and direction to Staff to promote a Tree Lighting Ceremony and Light Parade in conjunction with the San Pedro Valley Arts and Historical Society

Discussion:

The City of Benson Recreation Department, in conjunction with the San Pedro Valley Arts and Historical Society, is planning a Tree Lighting Ceremony and Light Parade as per the attached memorandum. The tree will be purchased and set up at the museum for the season and a place will then be chose to plant the tree.

Approximate cost for these holiday activities, $4,475.00 as budgeted for the 2013/14 Fiscal Year.

Laura Parkin is available to answer questions.

Staff Recommendation:

Approval of funds from the Community Enrichment Fund and direction to Staff to promote a Tree Lighting Ceremony and Light Parade in conjunction with the San Pedro Valley Arts and Historical Society

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **July 10, 2013**

TO: **Jim Cox, Interim City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Tree Lighting Ceremony and Light Parade**

The Recreation Department in conjunction with San Pedro Arts & Historical Society has made plans to hold a Tree Lighting Ceremony on Tuesday, November 26, 2013, to kick off the Holiday Season.

We will hold the Light Parade on Saturday, December 14, 2013.

We have budgeted $2,850.00 for the Tree and Tree Lighting Ceremony.

We have budgeted $1,700.00 for the Light Parade.

Attachments:

Combined Budget Tree Lighting and Light Parade
Council Communications Blue Sheet

Christmas 2013

Tree Lighting and Light Parade

	2012 Projected	2012 Actual	2013 Projected
Starting Balance:	**$ -**	$ -	
Total Revenue:			
Parade Entry Fee	$ -	$ 40.00	$ 40.00
Total Income	**$ -**	**$ 40.00**	
Disbursements:	**$ -**	**$ -**	
Expenditure:			
Entertainment	$ 300.00	$ -	$ 300.00
Crafts	$ -	$ 20.91	$ 100.00
Christmas Tree	$ 500.00	$ 372.75	$ 500.00
Parade Prize Money	$ 325.00	$ 250.00	$ 325.00
Refreshments	$ 150.00	$ 22.47	$ 150.00
Ornament Prize	$ 50.00	$ -	
Tree Lights & Decorations	$ 500.00	$ -	$ 500.00
Advertising	$ 1,000.00	$ 601.88	$ 1,000.00
Misc.	$ 300.00	$ 9.15	$ 600.00
Carriage for Santa	$ 300.00	$ -	$ 600.00
Santa	$ 200.00	$ -	$ 400.00
Total		$ 1,277.16	**$ 4,475.00**
Tree RT Wages	$ -	$ 264.00	
Tree OT Wages		$ -	
Parade RT Wages		$ -	
Parade OT Wages		$ 65.00	
Parade Comp Time		7.5	
Parade Volunteer Hrs		22.5	
Tree Volunteer Hours		2.00	
Total:	**$ 3,625.00**	**$ 2,883.32**	**$ 4,475.00**