
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Light Up Princeton Budget**
DATE: September 23, 2024

The Light Up Princeton program is very successful, if a bit cumbersome to administer. Expenses are incurred by both the City and the Chamber, with the Chamber often having to have the City order lights or other items through its Amazon account. Donations are counted by City staff but the Chamber notifies the volunteer groups when they are available to be picked up. Volunteer groups are organized and managed by the Chamber.

The display is moving to the Fairgrounds for the 2024 Holiday Season.

Staff met with Kim Young, PACCT Executive Director. PACCT would like to take over the administration and management of the Light Up Princeton program. The Chamber would be responsible for:

1. Coordinating with City and PUC staff, the Fairgrounds and volunteers the installation and removal of the displays.
2. Obtaining and coordinating volunteers.
3. Accepting, counting, and dispersing the monetary donations to the various recipients.
4. Acquiring supplies as needed.

The Light Up Princeton budget for 2025 reflects a change; the revenue is reimbursement to the City for any supplies charged at Marv's or purchased through Amazon; a budget of \$2,000 is estimated for supplies. The net result is zero impact to the City's budget.

The ATM deposits received to this budget will be shifted to the PW street budget to assist with the flowers.

The remaining task would be to transfer the remaining donations that the City is holding on behalf of PACCT to PACCT; the running tally is \$5,637.89.