

# **Memorandum**

**October 6, 2022**

**To: Parks and Recreation Advisory Board Members**  
**From: Randy Newsom, Director of Public Works**  
**Subject: Consideration and Action for Purchase of a replacement Christmas Tree**

**Last year the Parks and Recreation Advisory Board voted to be the host of the annual Christmas Parade. In the past the parade was scheduled in conjunction with the lighting of the Christmas Tree. The route of the parade was from Willow Creek Elementary to the City Hall. However due to the increase in the parade entries the old route the parade took couldn't handle the growth. So, a new parade route was created that better served the event.**

**The lighting of the Christmas Tree was always held at the end of the Christmas Parade. In order to continue this, we had to move Christmas Tree from its old location, which was at the Rec Center, down to the Food Truck Park. This is where the parade ends and the Mayor and Council light up the Christmas Tree.**

**The Christmas Tree was purchased from the Beautification Committee funds and placed at the Rec Center. The purpose of the new tree was to provide a stunning Christmas Tree for the tree lighting event, which was obviously accomplished. It also provided an elegant Christmas decoration for the Rec Center. Now that we have moved the Christmas Tree to the Park a void was created at the Rec Center.**

**Staff would like to recommend to the Parks and Recreation Board for consideration and approval of replacing that Christmas Tree with a similar tree. This tree will be placed at the Rec Center to fill in the void left from the removal of the existing Christmas Tree. The cost for the replacement Christmas Tree is \$25,670.70.**

**Thanks**

**Randy Newsom**  
**Director Public Works**