



COUNCIL AGENDA: 10-05-10  
ITEM: 2.13

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Lee Price, MMC  
City Clerk 

**SUBJECT:** DISTRICT 8 DAY IN THE PARK

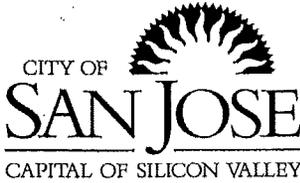
**DATE:** 09-29-10

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## RECOMMENDATION

As recommended by the Rules and Open Government Committee on September 29, 2010 and outlined in the attached memo previously submitted to the Rules and Open Government Committee:

- (a) Approve the District 8 "Day in the Park" as a City Sponsored Special Event; and
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event.



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Lee Price, MMC

**SUBJECT:** SEE BELOW

**DATE:** September 24, 2010

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**SUBJECT: APPROVAL OF DISTRICT 8 DAY IN THE PARK AS A CITY  
SPONSORED SPECIAL EVENT, TO EXPEND CITY FUNDS ACCEPT  
DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

## RECOMMENDATION

1. Approve the District 8 "Day in the Park" as a City sponsored Special Event.
2. Approve and accept donations from various individuals, businesses, or community groups to support the event.
3. Place the item on the October 5, 2010 Council Agenda for action.

## BACKGROUND

On February 1, 2005, the City Council adopted Resolution 72517 which requires Councilmembers to submit a memorandum to the Rules Committee regarding proposed City Council sponsored Special Events and the proposed use of any funds in Special Event Accounts.

The District 8 Day in the Park is a free district event, open to the public that will be held at Lake Cunningham Park on Saturday, October 2, 2010. Consistent with the City Council's Special Parks Use Policy, this event will be the Council Office's one free park use for the fiscal year. The activity involves staff support by multiple City departments including Parks, Recreation and Neighborhood Services, General Services, Transportation, Fire, and the Police Department. Additionally, other City departments will provide information and other resources at the event. The event collaborators include a wide variety of community-based organizations, schools, neighborhood businesses, and community volunteers.

## ANALYSIS

Approval by the Rules and Open Government Committee and the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. Council District 8 will be using District funds to pay some fees and charges for the event. In compliance

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September 24, 2010

Subject: District 8 Day in the Park

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with existing fundraising disclosure requirements, Councilmember Herrera will report any cash or in-kind donations received for the event in her Disclosure of Fundraising Report. Approval of this memorandum will enable Council District 8, the City departments and the Office of the City Clerk to proceed with the event. If cash donations are received, they will be deposited in accordance with the City's normal cash collection procedures. The City Clerk will return to the City Council for necessary actions involving the receipt and appropriation of funds consistent with the Special Events resolution and standard City procedures.

### **EVALUATION AND FOLLOW-UP**

The Office of the City Clerk and Councilmember Herrera will issue an information memo detailing the results of the event.

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office

### **CEQA**

Not a project.



LEE PRICE, MMC  
City Clerk

For questions, please contact Dennis Hawkins, Assistant City Clerk, at (408) 535-1275.