



COUNCIL AGENDA: 12-07-10
ITEM: 2.16

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Lee Price, MMC
City Clerk

SUBJECT: DISTRICT 4 VOLUNTEER
APPRECIATION EVENT

DATE: 12-01-10

RECOMMENDATION

As recommended by the Rules and Open Government Committee on December 1, 2010 and outlined in the attached memo previously submitted to the Rules and Open Government Committee:

- (a) Approve the District 4 Volunteer Appreciation Event as a City Council sponsored Special Event; and
- (b) Approve and accept donations from various individuals, businesses or community groups to support the District 4 Volunteer Appreciation Event.



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Lee Price, MMC

SUBJECT: SEE BELOW

DATE: November 10, 2010

SUBJECT: APPROVAL OF DISTRICT 4 VOLUNTEER APPRECIATION EVENT AS A CITY SPONSORED SPECIAL EVENT, TO EXPEND CITY FUNDS AND AUTHORIZATION TO ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT

RECOMMENDATION

1. Approve the District 4 Volunteer Recognition Event as a City-sponsored Special Event.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.

BACKGROUND

On February 1, 2005, the City Council adopted Resolution 72517, which required 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 4 Volunteer Appreciation will be held at the Berryessa Community Center on Saturday, January 21, 2010 to recognize outstanding individuals in District 4 who dedicate their time to make the community a better place to live. The volunteers will be recognized for all of their hard work and dedication. Other neighborhood, businesses, and community volunteers may also be involved in supporting the event.

ANALYSIS

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. Council District 4 may use some District funds to pay event costs. In compliance with existing fundraising disclosure requirements, Councilmember Chu will report any cash or in-kind donations received for the event in his Disclosure of Fundraising Report. Approval of this memorandum will enable Council District 4 and the Office of the City Clerk to proceed with the event. If any solicitation results in the receipt of cash donations, the Office of the City Clerk will deposit the funds to the City's Gift Trust fund and follow the City's normal cash collection procedures. Subsequently, 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.

PRNS will be track revenue received to offset direct program expenses. The Berryessa Community Center Advisory Council will utilize their proceeds to support future community events.

EVALUATION AND FOLLOW-UP

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

PUBLIC OUTREACH/INTEREST

This action does not meet the criteria set below; however the Office of the City Clerk will post the item on the City's Website for the December 8, 2009 Council Agenda.

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council, or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

COORDINATION

This memorandum has been coordinated with Parks, Recreation and Neighborhood Services Department and 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.