



COUNCIL AGENDA: 8-7-12
ITEM: 2.26

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Dennis Hawkins, CMG
City Clerk

SUBJECT: SEE BELOW

DATE: 8-2-12

SUBJECT: DISTRICT 8 DAY IN THE PARK

RECOMMENDATION

As recommended by the Rules and Open Government Committee on August 1, 2012 and outlined in the attached memo previously submitted to the Rules and Open Government Committee:

- (a) Approve the District 8 Day in the Park Festival as a City Council 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: DENNIS HAWKINS

SUBJECT: SEE BELOW

DATE: July 25, 2012

SUBJECT: APPROVAL OF THE DISTRICT 8 DAY IN THE PARK FESTIVAL 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 8 Day in the Park Festival as a City Council 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 August 7, 2012 Council Agenda for action.

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 8 Day in the Park Festival is a free district event, open to the public at Lake Cunningham Regional Park on Saturday, October 6, 2012. Consistent with the City Council's Special Parks Use Policy, the 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; Public Works; Transportation; Environmental Services; Fire; and Police. Additionally, many other City and County departments will provide information booths and other resources at the event. The event collaborators include a wide variety of community-based organizations, schools, neighborhood businesses and community volunteers.

July 25, 2012

Subject: Approval of District 8 "Day in the Park" Special Event

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ANALYSIS

Approval of the event by the Rules and Open Government Committee and the City Council will ensure compliance with the Council's prior direction regarding Council Special Events. For Day in the Park, Council District 8 will be using District funds to pay some event expenses. In compliance 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, the Office of the City Clerk will follow the City's normal cash collection and appropriation procedures.

EVALUATION AND FOLLOW-UP

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

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 August 1, 2012 Rules Committee meeting and the August 7, 2012 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 the City Attorney's Office

CEQA

Not a project.



Dennis D. Hawkins, CMC
City Clerk

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