



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Dennis Hawkins

SUBJECT: SEE BELOW

DATE: October 10, 2012

SUBJECT: APPROVAL OF THE DESIGNATION OF THE YOUTH JOB FAIR AS A CITY COUNCIL SPONSORED SPECIAL EVENT AND AUTHORIZATION TO ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT

RECOMMENDATION

1. Approve the Youth Job Fair as a City Council sponsored Special Event.
2. Approve and accept in-kind donations from businesses to support the event.
3. Place the item on the October 16, 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 Youth Job Fair is a free city-wide event that is open to the public. This activity is co-sponsored by Vice Mayor Nguyen and Councilmember Pyle for youth ages 16 to 21 years old. The event will provide workshops that will educate and prepare the youth for the workplace and provide a connection between youth and businesses in the community.

The Youth Job Fair will take place on October 13, 2012 at the Westfield Oakridge Shopping Center. This activity involves cooperation from Council Districts 7 and 10 and involves staff support from the General Services Department. Westfield Oakridge Shopping Center has made an in-kind donation of the use of their facilities.

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. Approval of this memorandum will enable Council District 7, Council District 10, the City departments and the Office of the City Clerk to proceed with the event. At this time, no cash contributions are anticipated. If cash donations are received, the Office of the City Clerk will process the financial transactions consistent with standard City policies and procedures for the receipt and appropriation of funds.

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EVALUATION AND FOLLOW-UP

The Office of the City Clerk, Vice Mayor Nguyen, and Councilmember Pyle 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 October 16, 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 HAWKINS
City Clerk

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