



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Lee Price, MMC

SUBJECT: SEE BELOW

DATE: August 21, 2009

SUBJECT: APPROVAL OF DISTRICT 2 COMMUNITY FEST 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 2 Community Fest 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 September 1 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 Community Fest is a free district event, open to the public that will be held at George Page Park on Saturday, September 19, 2009. 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. As in previous years, the event is co-sponsored by District 2 and the Santa Teresa Citizen Action Group (STCAG). Council District 2 has contributed a \$5,000 grant from their Arena Community Fund to help support the event. The activity involves staff support by multiple City departments including Parks, Recreation and Neighborhood Services, General Services, Transportation, Fire, and Police Departments, and others. Additionally, many City 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.

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 2 will be using District funds to pay some fees and charges for the event. In compliance with existing fundraising disclosure requirements, Councilmember Kalra will report any cash or in-kind donations received for the event in his Disclosure of Fundraising Report. Approval of this memorandum will enable

HONORABLE MAYOR AND CITY COUNCIL

August 21, 2009

Subject: Council District 2 Community Fest

Page 2

Council District 2, 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 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.

EVALUATION AND FOLLOW-UP

The Office of the City Clerk and Councilmember Kalra 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 September 1, 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 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.