



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Dennis Hawkins

SUBJECT: SEE BELOW

DATE: June 7, 2011

**SUBJECT: APPROVAL OF THE MID-AUTUMN FESTIVAL AS A CITY COUNCIL
SPONSORED SPECIAL EVENT AND AUTHORIZATION TO ACCEPT
DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

RECOMMENDATION

1. Approval of the Mid-Autumn Festival as a City Council sponsored Special Event
2. Approval and acceptance of donations from various individuals, businesses or community groups to support the Mid-Autumn Festival.
3. Place the item on the June 21, 2011 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 Mid-Autumn Festival is a free, multi-cultural, city-wide event open to the public. It will be held at Emma Prusch Park on Saturday, September 10, 2011. This festival will be sponsored by Vice Mayor Madison Nguyen and involves staff support from the General Services Department. The Festival will offer a variety of entertainment and cultural activities for all participants.

ANALYSIS

Approval by the Rules and Open Government Committee and the City Council of the event will ensure compliance with the spirit of the Council's prior direction. In compliance with existing fundraising disclosure requirements, Vice Mayor Nguyen will report the value of donations on the Disclosure of Fundraising Report form. Approval of this memorandum will enable Council District 7, City departments and the Office of the City Clerk to proceed with the event. Any cash donations received will be deposited and follow the City's normal financial and budgetary procedures.

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EVALUATION AND FOLLOW-UP

The Office of the City Clerk and Vice Mayor Nguyen 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 June 15, 2011 Rules and Open Government Committee and subsequent 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)**

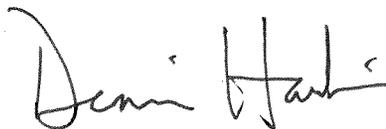
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

COORDINATION

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

CEQA

Not a project.



DENNIS HAWKINS, CMC
City Clerk

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