



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: DENNIS HAWKINS

SUBJECT: SEE BELOW

DATE: February 14, 2012

**SUBJECT: APPROVAL OF THE MID-AUTUMN FESTIVAL AND RESOURCE FAIR
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 and Resource Fair 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 and Resource Fair
3. Place the item on the February 28, 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 Mid-Autumn Festival and Resource Fair is a free, multi-cultural, city-wide event that is open to the public and will held at History Park in Kelley Park on September 22, 2012. This festival will be sponsored by Vice Mayor Madison Nguyen and involves staff support from the Public Works Department. The Festival will offer a resource fair as well as 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 donations received in her Disclosure of Fundraising Report. Approval of this memorandum will enable Council District 7, the City departments and the Office of the City Clerk to proceed with the event. Any cash donations received will be processed according to the City's normal financial and budgetary procedures.

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 February 22, 2012 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 D. HAWKINS, CMC
City Clerk

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