



# Memorandum

**TO: HONORABLE MAYOR AND  
CITY COUNCIL**

**FROM: DENNIS HAWKINS**

**SUBJECT: SEE BELOW**

**DATE: October 4, 2012**

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**SUBJECT: APPROVAL OF 2ND ANNUAL DISTRICT 4 SPOOKY HALLOWEEN AND  
HAUNTED HOUSE 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 2<sup>nd</sup> Annual District 4 Spooky Halloween and Haunted House as a City-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 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 2<sup>nd</sup> Annual District 4 Spooky Halloween and Haunted House will focus on Halloween public safety and will take place on Friday, October 19, 2012 at the Berryessa Youth Center. This is a free event, open to the public, and will be co-sponsored by Councilmember Chu and the East Valley YMCA.

## ANALYSIS

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. Council District 4 may use some District funds to pay event costs. In compliance with existing fundraising disclosure requirements, Councilmember Chu will report any cash or in-kind donations received for the event in his Disclosure of Fundraising Report. Approval of this memorandum will enable the Councilmember, City departments and the Office of the City Clerk to proceed with the event. If cash donations are received, they will be deposited in accordance with the City's normal cash collection and appropriation of funds procedures.

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**EVALUATION AND FOLLOW-UP**

The Office of the City Clerk and Councilmember Chu 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 10, 2012 Rules and Open Government Committee meeting Agenda and the October 16, 2012 City Council meeting 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)**

**CEQA**

Not a project.



DENNIS D. HAWKINS, CMC  
City Clerk

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