



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: DENNIS HAWKINS

SUBJECT: SEE BELOW

DATE: November 21, 2012

**SUBJECT: APPROVAL OF DISTRICT 4 BART COMMUNITY MEETING AND
RECOGNITION EVENT AS COUNCIL SPONSORED SPECIAL
EVENTS, TO EXPEND CITY FUNDS AND AUTHORIZATION TO
ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR
THE EVENT**

RECOMMENDATION

1. Approve the BART to Berryessa Extension Project Community Meeting and District 4 Community Recognition Event as City-sponsored Special Events.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place on the December 4, 2012 City 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 BART to Berryessa Extension Project community meeting will be held the evening of Monday, December 3, 2012 at Vinci Park Elementary School. Representatives from the Department of Transportation and VTA will be present to provide a project update and to answer questions from the community. This event involves support from various City Departments and may involve various neighborhood, business, and community volunteers.

The Third Annual District 4 Community Recognition Event is a district event which is co-sponsored with Parks, Recreation and Neighborhood Services and the Berryessa Community Center Advisory Council. The event will be held at the Flames Restaurant near City Hall on Saturday, January 26, 2013 from 8:30 a.m. to 10:30 a.m. This event will recognize the outstanding community members who live, work, or own a business in

HONORABLE MAYOR AND CITY COUNCIL

November 21, 2012

RE: District 4 Special Events

Page 2

District 4. This event will also involve support from City departments and community volunteers.

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 Council District 4, various City departments, and the Office of the City Clerk to proceed with the event. If any solicitation results in the receipt of cash donations, the Office of the City Clerk follow the City's normal cash collection and appropriation of funds procedures.

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 November 28, 2012 Rules and Open Government Committee and the subsequent December 4, 2012 City Council meeting.

- 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)**

HONORABLE MAYOR AND CITY COUNCIL

November 21, 2012

RE: District 4 Special Events

Page 3

CEQA

Not a project.

A handwritten signature in black ink, appearing to read "D. Hawkins", is written over the typed name below.

DENNIS D. HAWKINS, CMC
City Clerk

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