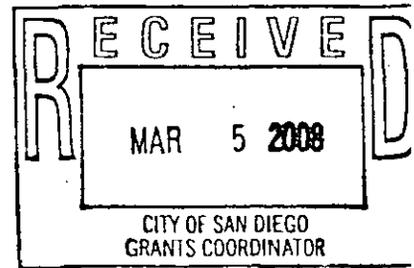


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06/10



**CITY OF SAN DIEGO
OFFICE OF COUNCILMEMBER ANTHONY YOUNG
OFFICE OF COUNCILMEMBER BEN HUESO**

MEMORANDUM

DATE: March 3, 2008

TO: Debra Fischle-Faulk, Citywide Operations and Grants Administration

FROM: Councilman Anthony Young
Councilman Ben Hueso

SUBJECT: Request to submit application for funds from the San Diego Unified Port District's Financial Assistance Program

Our offices are jointly sponsoring the First Annual Youth Achievement Festival on May 31, 2008 at Cesar E. Chavez Park.

We were informed that the Port District has funds available to the City of San Diego for events of this nature that are held on Port District property. We are requesting your office assist our offices in applying for \$30,000 from the San Diego Unified Port District's Financial Assistance Program to be used for funding the Festival. Please see the attached application and contact Jim Hutzelman, Port District Assistant Director of Community Services at (619) 686- 6564, for additional information.

Lourdes Borboa, 236-5909 and Elena Burton, 236-6688 are the staff in our respective offices coordinating this event. Please contact them for additional information.

Your prompt response to this request is appreciated.

AY/lb

**Port of San Diego
Financial Assistance Program FY2008-09
Application Executive Summary**

Member City (or Regional): **San Diego**

Applicant Organization: **City of San Diego**

Event/Program Information

Name	To Be Determined		
Type	To Be Determined		
Date(s)	To Be Determined	Estimated Attendance	To Be Determined

Description of Event/Program including relevance to Tidelands Trust purposes, Port's strategic goals and/or regional economic impact:

Each of the Port member cities receives annual Financial Assistance Program funding to conduct a signature event or set of events. Prior to 2007-08, the City of San Diego did not receive this funding because the San Diego Symphony Summer Pops Series, funded by the Port's Marketing Sponsorship Program, was considered the city's signature event. During the evaluation of applications for the 2007-08 Financial Assistance Program, the Financial Assistance Advisory Committee determined that the Summer Pops is more regional in its nature and that the City of San Diego should receive separate funding for a signature event planned and conducted by the City for San Diegans. At the time of that determination, the City had not submitted a Financial Assistance application. Port staff is meeting with City staff to assist them in beginning to plan a signature event for the 2007-08 fiscal year. Because a 2007-08 event has yet to be planned, the City was unable to submit an application for a 2008-09 event. This Executive Summary serves as a placeholder for a City of San Diego signature event for 2008-09.

Funding Request & History

Fiscal Year	Cash Requested	Cash Granted	Services Requested (\$)	Services Granted (\$)
08-09	\$30,000		TBD	
07-08	\$30,000	\$30,000	TBD	TBD

Total years event/program has been funded: 1

FY 08-09 Financial Information

Event/Program Budget	Cash Requested from Port	% of Budget Requested
TBD	\$30,000	TBD

Admission charge for event/program	TBD
Budget surplus after costs	TBD
Recipient of surplus/proceeds	TBD

Port Employee Review Committee Recommendation

Recommended cash amount	\$30,000
Recommended in-kind services (in \$)	TBD

Comments in support of recommendation: **Staff recommends funding in the amount of \$30,000 and services that include waiving park fees and providing the Port stage, if needed, in support of a City of San Diego signature event or events in 2008-09.**

Based on the criteria approved by the Financial Assistance Advisory Committee, this application scored **N/A** out of a possible 8 points.

**Port of San Diego 2008-09 Financial Assistance Program
Financial Assistance Advisory Committee
Schedule of Application Reviews**

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17-Mar-08

Hour	Item	Organization	Event / Program
9:00 AM	25	KOZ & Associates	Silver Strand Half Marathon
	26	Make A Wish Foundation	Make-A-Wish Tuna Challenge
	27	Marine Technology Society	Intern Program for High School students
	28	National City Chamber of Commerce	52nd Navy Birthday Luncheon / Shipboard Reception
	29	National City Chamber of Commerce	Bayfront Business Expo
	30	National City Chamber of Commerce	17th Automobile Heritage Day Car Show & Parade
	32	Navy Region Southwest Morale, Welfare and Recreation	21st Original Bay Bridge Run/Walk
	33	Old Mission Beach Athletic Club	30th Annual Wheelchair Over-the-Line World Championship Tournament
	34	PKD Foundation	Walk for PKD
	35	R & B Bicycle Club	Bike the Bay

Hour	Item	Organization	Event / Program
10:00 AM	37	San Diego Anglers	Open Bay Bass Tournament
	38	San Diego Audubon Society	San Diego Bird Festival
	39	San Diego Bicycle Club	Barrio Logan Grand Prix Bicycle Race
	41	San Diego Oceans Foundation	White Seabass Restocking Project
	42	San Diego Oceans Foundation	The Ocean in Motion
	44	South County Economic Development Council	South County Economic Development Council
	45	South County Renaissance Project	Imperial Beach International Film Festival
	46	Southern California Marine Association	5th Annual San Diego Yacht & Boat Show
	47	Southwestern Community College District	San Diego Contracting Opportunities Center - Procurement Technical Assistance Center

Hour	Item	Organization	Event / Program
11:00 AM	48	St. Vincent De Paul Village	San Diego International Triathlon
	49	Chula Vista Downtown Business Partners dba Third Avenue Village Association	Lemon Festival
	50	United Italian American Association	Columbus Day Celebration
	51	Veterans Museum and Memorial Center	Veterans Day Parade
	52	World Beat Center	International Music Festival 2008
	53	City of San Diego	Signature Event
	8	Chula Vista Convention & Visitors Bureau Chula Vista Chamber of Commerce	Celebrate Chula Vista
	N/A	San Diego Vintage Trolley, Inc.	Downtown Area Trolley
	N/A	NTC Foundation	Environmental Education/ Stockdale Tribute

Grant Application
Approved 03/17/08



**San Diego Unified Port District
Financial Assistance Program
2008-2009 Application**



000673

Directions:

Please complete and submit 3 copies of this application, along with all required attachments, to the Port of San Diego by 5:00 pm Friday, November 2, 2007. Below is a checklist of required attachments.

Checklist of Attachments to Financial Assistance Program Application			
X	Equal Opportunity Statement (form provided). Required of all applicants.		Detailed budget for the program or event being applied for. Budget must include <u>all</u> projected income sources and costs. Required of all applicants.
	Evidence of non-profit status. Required of all applicants.		Letter(s) of endorsement from city, non-government, and civic/service organization(s). Optional.
	Organization's detailed financial statement for the most recently completed fiscal year. Required of all applicants.	X	Park permit application. Required of those applicants whose event is proposed to be held in a Port of San Diego park.
	Organization's detailed budget for the current fiscal year. Required of all applicants.		

Before completing this application, please read and acknowledge, with your signature, the following:

- If selected to receive financial assistance from the Port of San Diego, the recipient is required to sign a binding agreement in which they agree to provide service(s) in return for the funding and/or services that the Port provides. These services will be listed on a Scope of Services that is part of the agreement for financial assistance.
- Financial assistance funding is paid to recipients following their submittal of an invoice(s) along with proof of having fulfilled their requirements listed in the Scope of Services.
- Organizations selected for financial assistance will be required to obtain and provide proof of a Commercial General Liability Policy covering any bodily injury, property damage, personal injury or advertising injury associated with their event or program. This policy, for which specific requirements will be contained in their agreement, shall include an endorsement naming the Port of San Diego as an additional insured.

I have read and I understand the foregoing information regarding a service agreement with the Port of San Diego, the policy on payments, and the requirement to obtain and provide proof of insurance for my event or program.

Signature: Debra Fischle-Faulk

Printed Name: Debra Fischle-Faulk
Director of Administration



**San Diego Unified Port District
Financial Assistance Program
2008-2009 Application**



000674

If typing in your information, please use 12 point type in all blocks. Please attach additional pages if necessary for any of the responses.

Applicant Information	
Organization	City of San Diego
Event/Program Name	Youth Achievement Festival (First Annual)
Date(s)	Saturday, May 31, 2008
Location(s) Please be specific, including name(s) and location(s) of parks or facilities where event or program will be conducted.	

Contact Information			
Please provide both your contact person for issues specific to your event or program and the contact person for all administrative and financial issues for your organization. They can be the same individual.			
Event/Program Contact Person	Lourdes Borboa, Council Representative Councilmember Tony Young, Council District 4		
Address	202 C Street, 10th Fl. San Diego, CA 92101	Phone	(619) 236-5909
		Cell	
		Fax	(619) 236-7273
		Email	lborboa@sandiego.gov
Administrative/Financial Contact Person	Elena Burton, Council Representative Councilmember Ben Hueso, Council District 8		
Address		Phone	(619) 236-6688
		Cell	
		Fax	(619) 231-7918
		Email	eburton@sandiego.gov

Event/Program Information

000675

Purpose

Describe the desired outcomes of the event or program for your organization, your target audience and the region.

The First Annual Youth Achievement Festival is an event that will recognize and celebrate the achievements of elementary school children (first through sixth grades) The Youth Achievement Festival will recognize those students who have attained honor roll status, attained perfect attendance and shown the most improvement, it will also:

- Encourage progressive responsibility and ownership of learning
- Reinforce good educational practices
- Encourage participation and social inclusion
- Enhance self awareness and self-esteem
- Develop values

Relevance to
BPC Policy
025

000676

Describe how the event or program meets the provisions of BPC Policy 025 (copy attached), Sections 2(c) and 3(b), which specify the types of activities that are eligible for consideration under the Financial Assistance Program.

As a Port member city, the City of San Diego is eligible to receive annual Financial Assistance Program funding to conduct a signature event or set of events. In the past the City of San Diego has not taken advantage of this funding opportunity and is doing so now in order to secure funding for its first annual Youth Achievement Festival, the City of San Diego's signature event for 2007-08. The Youth Achievement Festival will be held on Saturday, May 31, 2008, at Cesar E. Chavez Park.

<p>Event/Program History</p> <p>000677</p>	<p>Provide a brief history of your event or program that includes the number of years it has existed and how it has evolved throughout that time. Your description should include but not be limited to how it has been advertised and promoted to your community and the region (if applicable) in the past, and how its objectives, scope and size have changed – if applicable – throughout its existence. Attach additional sheets if necessary.</p> <p>This is the first year Councilmember’s Tony Young and Ben Hueso have sponsored the Youth Achievements Festival. The Youth Achievement Festival event has a huge youth input with a focus on bringing families and the wider community together to profile local youth achievements, as well as to help develop more effective participative practice by encouraging young people to progressively take more responsibility in selecting, planning and leading activities that are based on their interests.</p> <p>The Youth Achievement Festival will have strong local media support from the San Diego Union Tribune, The San Diego Unified School District , local elementary schools in the area that are participating in the event and from the Councilmember’s Young and Hueso’s involvement in the community.</p>
<p>Sponsor Recognition</p>	<p>Describe how your organization would recognize the Port of San Diego for its support – such as in news releases, flyers, promotional materials, programs and banners.</p> <p>The San Diego Unified Port District will be recognized on all promotional materials, banners, flyers and programs; as well as in all news media releases and interviews. The San Diego Unified Port District will also, be mentioned as providing financial support for the Youth Achievement Festival at the opening and closing of the event.</p>

Current Year (Fiscal Year 2007-2008) Funding

If your event or program was or will be conducted in the current fiscal year (July 1, 2007– June 30, 2008), please attach a detailed budget or financial statement for this event/program for the current fiscal year. Additionally, please list below the cash funding you have received or will receive from outside sources, including the Port.

Source	Amount
000678	
San Diego Unified Port District	\$30,000.00
Total	\$ 30,000.00

Funding Requested for Fiscal Year 2008-2009

Please attach a detailed budget or financial statement for this event/program for fiscal year 2008-2009 (July 1, 2008– June 30, 2009). Your budget should include all projected costs as well as sources of income. Additionally, please list below the amounts of cash funding you have applied for or intend to apply for from all outside sources, including the Port, for fiscal year 2007-2008.

Source	Amount
N/A	
Total	\$

Event/Program Beneficiaries

Please list below any organizations to which you intend to donate any or all of the proceeds from this event or program. Please specify the intended amount or percentage of proceeds that each organization will receive.

Beneficiary Organization	Amount or Percentage of Proceeds
TBD	TBD

Admission Charges/Entry or Enrollment Fees

Please list and describe all fees charged to participants in your event or program. If there are varying levels of ticket prices or fees, describe your ticket/fee structure.

000679

NONE

Funding Requested for Fiscal Year 2008-2009

List the exact amount of funding you are requesting for fiscal year 2008-2009.

Funding Requested: \$ 30,000.00

Services Requested for Fiscal Year 2008-2009

The services provided by the Port for Financial Assistance events are limited to the waiving of park fees and the providing of the Port stage. List below the exact services you require. Applicants requesting the use of Port parks must follow the park permit application process, which includes completing and submitting the attached park permit application. Approval is subject to park availability. The Port requires an appropriate damage deposit for the use of Port parks. The providing of the stage is dependent upon availability of the stage and setup staff.

Waiver of fees at Cesar E. Chavez Park (name of park)

Park dates, including any setup or breakdown days: May 31, 2008

Number of setup and breakdown days required: One (1)

Projected event attendance at park: May 31, 2008

Date(s) requiring Port stage: One (1)

Computed value of services (Port staff will compute):

Endorsements

Please attach to this application any letters of endorsement of your event or program from a Port member city administration or civic/non-government organization such as a Chamber of Commerce or service organization.

Applicant Signature

I certify that the information contained in the Application for Financial Assistance is true and correct to the best of my knowledge.

Printed Name

Debra Fischle-Faulk, Director of Administration

Signature &
Date

City of San Diego

Debra Fischle-Faulk 3/17/08

000681

REQUEST FOR COUNCIL ACTION
CITY OF SAN DIEGO

1. CERTIFICATE NUMBER
(FOR AUDITOR'S USE ONLY)

N.A. 107
06/10

TO:
CITY ATTORNEY

2. FROM (ORIGINATING DEPARTMENT):
Business Operations and Administrations

3. DATE:
5/1/2008

4. SUBJECT:
First Annual Youth Achievement Festival

5. PRIMARY CONTACT (NAME, PHONE & MAIL STA.)
Debra Fischle-Faulk, 533-6387, 9B

6. SECONDARY CONTACT (NAME, PHONE & MAIL STA.)
Herb Lemmons, 236-6218, 9B

7. CHECK BOX IF REPORT
TO COUNCIL IS
ATTACHED

8. COMPLETE FOR ACCOUNTING PURPOSES

FUND	100		
DEPT.	210		
ORGANIZATION	1003		
OBJECT ACCOUNT	1003		
JOB ORDER	4222		
C.I.P. NUMBER			
AMOUNT	\$30,000.00		

9. ADDITIONAL INFORMATION / ESTIMATED COST:
The Youth Achievement Festival is estimated to expend \$30,000.

10. ROUTING AND APPROVALS

ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED	ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
1	ORIGINATING DEPARTMENT	<i>H. D. Lemmons</i>	5/6/08	8	DEPUTY CHIEF		
2	GRANTS COORDINATOR	<i>Debra Fischle-Faulk</i>	5/6/08	9	COO	<i>[Signature]</i>	5-9-08
3	FM	<i>[Signature]</i>	5/21/08	10	CITY ATTORNEY	<i>[Signature]</i>	5/16/08
4	LIAISON OFFICE	<i>SC</i>	5/7/08	11	ORIGINATING DEPARTMENT	<i>Debra Fischle-Faulk</i>	5/16/08
5	AUDITORS	<i>[Signature]</i>	5/25/08	DOCKET COORD: <i>SC</i> COUNCIL LIAISON: <i>SC for ELP</i> 5/28/08			
6				<input checked="" type="checkbox"/> COUNCIL PRESIDENT <i>che</i> <input type="checkbox"/> SPOB <input checked="" type="checkbox"/> CONSENT <input type="checkbox"/> ADOPTION <input type="checkbox"/> REFER TO: _____ COUNCIL DATE: 6/10/08			
7							

11. PREPARATION OF: RESOLUTION(S) ORDINANCE(S) AGREEMENT(S) DEED(S)

1. Authorize the Auditor and Comptroller to accept, appropriate and expend grant funds of up to \$30,000 for the Youth Achievement Festival from the Business Operations and Administration Department 210.

11A. STAFF RECOMMENDATIONS:
Authorize the Resolutions

12. SPECIAL CONDITIONS:
COUNCIL DISTRICT(S): 4 & 8
COMMUNITY AREA(S): Barrio Logan
ENVIRONMENTAL IMPACT: N/A
HOUSING IMPACT: N/A
OTHER ISSUES: None

000683

EXECUTIVE SUMMARY SHEET
CITY OF SAN DIEGO

DATE ISSUED: REPORT NO:
ATTENTION: Council President and City Council
ORIGINATING DEPARTMENT: Business Operations and Administrations
SUBJECT: First Annual Youth Achievement Festival
COUNCIL DISTRICT(S): 4 & 8
CONTACT/PHONE NUMBER: Debra Fischle-Faulk, 533-6387

REQUESTED ACTION: Authorize the Auditor and Comptroller to accept, appropriate and expend grant funds of up to \$30,000 for the Youth Achievement Festival from the Business Operations and Administration Department 210.

STAFF RECOMMENDATION: Approve the Resolution

EXECUTIVE SUMMARY: As a Port member City, the City of San Diego is eligible to receive annual Financial Assistance Program funding to conduct a signature event or set of events.

The First Annual Youth Achievement Festival is an event that will recognize and celebrate the achievements of elementary school children first through sixth grades. The Youth Achievement Festival will recognize those students who have achieved honor roll status, perfect attendance, and have shown the most improvement in education. The Administration Department prepared and submitted the grant application to the Port District on behalf of Council Districts 4 and 8. The grant application was approved by the Port of San Diego's Financial Assistance Advisory Committee on March 17, 2008.

FISCAL CONSIDERATIONS: The Port of San Diego's Financial Assistance Program will provide \$30,000 in grant funding for the Youth Achievement Festival.

PREVIOUS COUNCIL and/or COMMITTEE ACTION: None

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: Council Districts Four (4) and Eight (8) are inviting 19 elementary schools to attend the Youth Achievement Festival.

KEY STAKEHOLDERS AND PROJECTED IMPACTS: N/A


Debra Fischle-Faulk, Director
Originating Department


Jay Goldstone
Deputy Chief/Chief Operating Officer

000685

RESOLUTION NUMBER R-_____

DATE OF FINAL PASSAGE _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN DIEGO AUTHORIZING A \$30,000 GRANT FROM THE PORT OF SAN DIEGO FOR THE FIRST ANNUAL YOUTH ACHIEVEMENT FESTIVAL.

WHEREAS, as a Port member City, the City of San Diego is eligible to receive annual Financial Assistance Program funding to conduct a signature event or set of events; and

WHEREAS, the City's Administration Department prepared and submitted a grant application to the Port District on behalf of Council Districts 4 and 8 for the Youth Achievement Festival; and

WHEREAS, the grant application was approved by the Port of San Diego's Financial Assistance Advisory Committee on March 17, 2008; and

WHEREAS, the First Annual Youth Achievement Festival is an event that will recognize and celebrate the achievements of elementary school children first through sixth grades who have achieved honor roll status, perfect attendance, and have shown the most improvement in education; NOW, THEREFORE,

BE IT RESOLVED, that the Auditor and Comptroller, upon receipt of a fully-executed grant agreement, is authorized to accept, appropriate, and expend a grant from the Port of San Diego up to \$30,000 for the Youth Achievement Festival from the Business Operations and Administration Department 210.

BE IT FURTHER RESOLVED, that the Mayor or his designee is hereby authorized to submit all documents, negotiate and execute all agreements necessary, including any

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amendments, to comply with the grant requirements, and to carry out and administer all obligations, responsibilities and duties under the grant.

BE IT FURTHER RESOLVED, that the City Auditor and Comptroller is hereby authorized to establish a fund for the purpose of handling the accounting to facilitate the process of tracking revenue and expenditures for this program.

BE IT FURTHER RESOLVED, that the above activity is not subject to the California Environmental Quality Act pursuant to CEQA Guidelines section 15060(c)(3) because the purchase is a continuing administrative or maintenance activity, and therefore not a project pursuant to guidelines section 15378(b)(2).

APPROVED: MICHAEL J. AGUIRRE, City Attorney

By Catherine M. Bradley
Catherine M. Bradley
Deputy City Attorney

CMB:als
05/16/08
Or.Dept:Council 4 & 8
R-2008-1055

I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of _____.

ELIZABETH S. MALAND
City Clerk

By _____
Deputy City Clerk

Approved: _____
(date)

JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor