

**CITY OF DANA POINT
AGENDA REPORT**

DATE: JULY 13, 2005

TO: CITY MANAGER AND HONORABLE CITY COUNCIL

FROM: SHARIE APODACA, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: FORMATION OF A SPECIAL EVENT TASK FORCE

RECOMMENDED ACTION:

Staff recommends that the City Council approve the attached Resolution and authorize the formation of a Special Event Task Force to formulate a recommendation to the Dana Point City Council in order to respond to the recent correspondence from the Dana Point Festival of Whales Chair, Donna Kalez.

DISCUSSION:

In a letter dated, June 27, 2005, from the Chair of the Dana Point Festival of Whales, Ms. Kalez has asked that the City consider taking over the day-to-day management and organization of the Dana Point Festival of Whales. That letter has been attached for your reference. Due to the timing associated with the request and the upcoming Festival of Whales, staff is recommending that a small Task Force be formed to return with a response to the request for City Council consideration. A small Task Force will insure and allow a quick turn around of a recommendation for City Council consideration.

Staff has asked Jeroen L. M. Gerrese, General Manager of the Laguna Cliffs Marriott Resort, and Donna Kalez, Chair of the Festival of Whales Committee, to join the City Manager and his designee(s) in forming a task Force to serve in the aforementioned capacity. Staff is also recommending that Mayor Pro Tem Anderson be a member of the Task Force. Mayor Pro Tem Anderson has served as a recent Chair of the Festival of Whales and would bring a tremendous amount of institutional knowledge to the Task Force.

FISCAL IMPACT:

There is no fiscal impact to the General Fund with regard to this recommendation.

ACTION DOCUMENT:

PAGE

[A. Authorizing Resolution](#)

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SUPPORTING DOCUMENT:

A. Letter of June 27, 2005 from Festival of Whales Chair
(Hard copy provided)

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ACTION DOCUMENT A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF DANA POINT, CALIFORNIA,
ESTABLISHING A DANA POINT SPECIAL EVENT
TASK FORCE

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Establishment of Task Force

There is hereby created a Task Force which shall be known as the "Dana Point Special Event Task Force."

SECTION 2. Task Force Membership

Membership of the Dana Point Special Event Task Force shall consist of one City Council member, the City Manager or designee(s), a member of the Festival of Whales Executive Board, and the General Manager of a local resort.

SECTION 3. Staff Assistance

The City Manager will allocate adequate necessary technical and clerical assistance to the Task Force subject to the City's priorities and workload.

SECTION 4. Compensation

Members of the Task Force shall serve without compensation.

SECTION 5. Duties of Task Force

At the request of the City Council, the duties of the Special Event Task Force are to evaluate and develop recommendations to the City Council regarding the economic, recreational, social and or cultural feasibility of City-sponsored community special events. When necessary, the Task Force is to provide oversight and assistance with the coordination and promotion of community special events.

SECTION 6. Term of Task Force

The Task Force shall be established upon adoption of this resolution and shall continue for an indefinite period or until dissolved by action of the City Council.

SECTION 7. The Task Force shall meet on an as-needed basis.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Dana Point at its regular meeting held on the 13th day of July, 2005.

WAYNE RAYFIELD, MAYOR

ATTEST:

ELIZABETH EHRING, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF DANA POINT)

I, _____, City Clerk of the City of Dana Point, California do hereby certify that the foregoing Resolution No. _____ was duly adopted and passed at a regular meeting of the City Council on the 13th day of July, 2005, by the following vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ELIZABETH EHRING, CITY CLERK