

MEMORANDUM

Department of Planning and Neighborhood Services



To: Planning Commission

From: Steven McHarris Planning and Neighborhood Services Director

Subject: **City of Milpitas 60th Anniversary's Family Day – Planning Commission Participation**

Date: December 5, 2013

Introduction: The Planning Director will lead a discussion and dialogue in regards to the Planning Commission's interest in participating in the City's 60th Anniversary celebration; and what activities or information the Commission would like to promote.

Background: 2014 marks the 60th anniversary of the incorporation of the City of Milpitas. At the October 1, 2013 City Council meeting, the Council unanimously approved hosting a 60th Anniversary Celebration for the City and series of events in January, 2014. One of the events will include a "Family Day" on Sunday January 26, 2014 from 1pm - 4pm in the Civic Center Plaza. The afternoon's free event will provide entertainment, children's activities and information tables to the community regarding City programs, services and other events.

All City commissions are invited to participate in the event and host either a children's activity table or an information table on their commission's programs and initiatives. Participating commissions will be provided tables, chairs and table clothes. Event activity supplies and materials should be budgeted in the commission's non-conference supplies budget.

The Planning Division anticipates using the Committee Conference Room on the first floor of City Hall for combined Planning Department and Planning Commission participation. The Committee Conference Room has full audio and video capability which will allow the use of varied forms of media to showcase projects and programs of interest.

Recommendation: Discuss and determine Planning Commission's participation in the 60th Anniversary Family Day Event and assign tasks amongst Commissioners accordingly.