

# Council Action Sheet



To: Mayor and City Council Members

From: Lisa Scholl, Deputy City Recorder  
Crystal King, Communications Officer

Date: October 19, 2022

Subject: Citizens Day in the Park Update

## Background

At the August 17, 2022, City Council Work Session, we reported a debrief of the 2022 Citizens Day in the Park event. Council selected June 24, 2023, as the date for next year's event and requested we come back in October after they had time to think about what was presented.

### Follow-up after the meeting:

- Parks & Recreation requested a quote from Peak Electric to upgrade electrical service for vendors.
- Columbia County Rider volunteered to operate a free shuttle service in support of the event between the Recreation Center back parking lot and McCormick Park!
- Columbia River PUD awarded us with a \$1,000 grant specifically for the event!
- We will have a City booth with information about current and upcoming projects and services. The following people have volunteered to staff it:
  - Government Affairs Specialist Rachael Barry
  - Associate Planner/Community Development Project Manager Jenny Dimsho
  - Engineer II Alex Bird
  - Library Director Suzanne Bishop and staff members

We are still in need of more volunteers to make this successful. We would like Council to help with some of this, as well as recruit additional volunteers. The following is still needed:

- Solicit donations from local businesses.
  - Council normally does this. Lisa will create a detailed list of past donations.
- Walk with the City's entry in the Kiwanis Community Parade on June 17 to hand out event flyers and/or candy.
- Help pick up donations the day of the event
- Help pick up donations the week leading up to the event. The following have volunteered:
  - City Recorder Kathy Payne
  - Associate Planner/Community Development Project Manager Jenny Dimsho
- Help direct vendors for setup (approximately 9:00 – 10:30 a.m.)
  - Community Development Administrative Assistant Christina Sullivan is the lead
- Help with setup the day of the event (approximately 9:00 – 10:30 a.m.)
- Help with food service (approximately 10:45 a.m. – 2:00 p.m. or when we run out of food)
- Help with tear down/clean up (approximately 2:00 – 3:00 p.m.)

You can view what was discussed at the August 17, 2022, City Council Work Session here:

<https://www.sthelensoregon.gov/meetings>.