



COUNCIL AGENDA: 10/3/2023

ITEM: 2.18

FILE NO: 23-1364

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** October 3, 2023

---

**SUBJECT: Retroactive Approval of Fall Festival Sponsored by Council District 2 as a City Council Sponsored Special Event to Expend City Funds and Accept Donations of Materials and Services for the Event**

### **Recommendation**

As recommended by the Rules and Open Government Committee on September 27, 2023:

- (a) Retroactively approve the District 2 Fall Festival scheduled on September 30, 2023, as a City Council sponsored Special Event and approve the expenditure of funds;
- (b) Retroactively approve the expenditure of District 2 office budget funds to purchase gift cards and other prizes not to exceed \$50 for a free raffle; and
- (c) Approve and accept donations from various individuals, businesses, or community groups to support the event.

CEQA: Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment. (Jimenez)

[Rules Committee referral 9/27/2023 - Item B.4]



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Jimenez  
District 2

**SUBJECT:** SEE BELOW

**DATE:** September 20, 2023

APPROVED:

**SUBJECT: APPROVAL OF THE DISTRICT 2 FALL FESTIVAL AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

## RECOMMENDATION

1. Approve the *District 2 Fall Festival* scheduled from September 30, 2023, as a City Council sponsored Special Event and approve the expenditure of funds.
2. Approve the expenditure of District 2 office budget funds to purchase gift cards and other prizes not to exceed \$50 for a free raffle.
3. Approve and accept donations from various individuals, businesses and/or community groups to support the event.
4. Place the items on the October 3, 2023, Council Agenda for action.

## BACKGROUND

On February 1, 2005, the City Council adopted Resolution 72517 which requires Councilmembers to submit a memorandum to the Rules Committee regarding proposed City Council sponsored Special Events and the proposed use of any funds.

The District 2 Fall Festival will provide food, family friendly games, activities, health and wellness resources and community engagement to the residents of San José. The event will take place at Edenvale Garden Park, 200 Edenvale Ave, San Jose, CA 95136 on September 30, 2023. This event is free and open to the public

## ANALYSIS

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. In observance of existing fundraising disclosure

HONORABLE MAYOR AND CITY COUNCIL

September 20, 2023

Subject: D2 Special Events

Page 2

requirements, Councilmember Jimenez will report any cash or in-kind donations received for the event on their Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District 2, City departments and the Office of the City Clerk to proceed with the event. Any cash donations received will be processed pursuant to the City's normal financial and budgetary procedures.

### **PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the September 27, 2023, Rules Committee Agenda and the October 3, 2023, City Council Agenda.

### **CEQA**

- Not a Project, File No. PP17-010, City Organization & Administrative Activities resulting in no changes to the physical environment.
- Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.
- Exempt, File No. PP12-080. Minor temporary use of land having negligible or no permanent effect on the environment.
- Exempt, File No. PP13-056, Activities associated with citywide litter clean-up activities.
- Exempt, File No. PP11-046, Graffiti removal services.

Reviewed by:

TONI J. TABER, CMC  
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.