



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Magdalena
Carrasco - District 5

SUBJECT: SEE BELOW

DATE: March 25th, 2022

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF MEMORIAL BENCH RIBBON CUTTING
AT PLATA ARROYO PARK EVENT SPONSORED BY COUNCIL
DISTRICT 5 AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO
EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS
AND SERVICES FOR THE EVENT**

RECOMMENDATION

1. Retroactively Approve the Memorial Bench Ribbon Cutting at Plata Arroyo Park Event scheduled on March 4th, 2022, as a City Council sponsored Special Event and approve the expenditure of funds.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place the item on the April 12th, 2022, 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 Memorial Bench Ribbon Cutting at Plata Arroyo Park was hosted on March 4th, 2022, at the Plata Arroyo Park and sponsored by Councilmember Magdalena Carrasco. This special event allowed for the family, friends and residents to participate in a memorial for their loved one Fernando Alvarez, Little Man. In coordination with Parks Recreation and Neighborhood

Services the bench was presented to honor the life of Fernando. The event was free and open to the public and followed appropriate local public health rules, including requiring masks and social distancing.

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 requirements, Councilmember Magdalena Carrasco 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 5, 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 April 6th 2022, Rules Committee Agenda and the April 12th, 2022, City Council Agenda.

CEQA

- Not a Project, File No. PP10-069(c), City Administrative Activities.
- 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.