



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Dev Davis  
District 6

**SUBJECT:** SEE BELOW

**DATE:** 10/21/2024

APPROVED:

**SUBJECT: APPROVAL OF THANSKGIVING DINNER AT EVANS LANE INTERIM HOUSING SPONSORED BY COUNCIL DISTRICT 6 AS CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

## **RECOMMENDATION**

1. Approve the Thanksgiving Dinner at Evans Lane Interim Housing taking place on November 22, 2024, 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 that support the event.
3. Place the item on the November 5, 2024, 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 Thanksgiving Dinner at Evans Lane Interim Housing will take place at 2078 Evans Lane. The special event is for residents transitioning into permanent housing. The purpose of the dinner is to provide stability and holiday cheer for families experiencing a difficult transition whilst creating a sense of community. The Thanksgiving dinner will be catered at a cost of \$4,143 and will serve 140 adults and children. The event is sponsored by Councilmember Dev Davis and 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 requirements, Councilmember Dev Davis 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 6, 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 October 30, 2024, Rules Committee Agenda and the November 5, 2024, 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.