



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Sylvia Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** October 21, 2021

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APPROVED: Sylvia Arenas

10/21/2021

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**SUBJECT: RETROACTIVE APPROVAL OF DRIVE AND TREAT RESOURCE FAIR  
COMMUNITY EVENT SPONSORED BY COUNCIL DISTRICT 8 AS A  
CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY  
FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES  
FOR THE EVENT**

## **RECOMMENDATION**

1. Approve Drive and Treat Resource Fair at Meyer Elementary School scheduled on Friday, October 29, 2021 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 Tuesday, November 2, 2021 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.

Drive and Treat Resource Fair will be held on Friday, October 29, 2021 at Meyer Elementary School and sponsored by Councilmember Arenas. This special event will support families by providing city and school resources for the community in a fun and festive manner. The event is free and open to the public, and will follow all 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 Arenas 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 8, 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 27, 2021 Rules Committee Agenda and the November 2, 2021 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.