

COUNCIL AGENDA: 10/31/2017  
ITEM: 2.14 (17-322)

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** October 27, 2017

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**SUBJECT: HALLOWEENTOWN AT WELCH PARK.**

**RECOMMENDATION:** As recommended by the Rules and Open Government Committee on October 25, 2017:

- (a) Retroactively approve Halloweentown at Welch Park scheduled on October 28, 2017 as a City Council sponsored Special Event and approve the expenditure of funds.
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event.



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT  
COMMITTEE

**FROM:** Councilmember Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** October 13, 2017

APPROVED:

**SUBJECT: APPROVAL OF HALLOWEENTOWN AT WELCH PARK 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 Halloweentown at Welch Park scheduled on October 28<sup>th</sup>, 2017 as a City Council sponsored Special Event and approve 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 October 31<sup>st</sup>, 2017 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.

Halloweentown at Welch Park will be held on October 28<sup>th</sup>, 2017 at Welch Park, Clarice and Kenesta Way, San Jose, from 1p.m. to 5p.m. This special event is a community building event that includes local entertainment, a resource fair, food, activities for all ages, and more. The 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 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

HONORABLE MAYOR AND CITY COUNCIL

October 13, 2017

Subject: Halloweentown at Welch Park

Page 2

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.

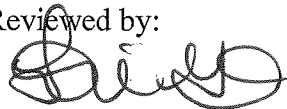
**PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the October 25, 2017 Rules Committee Agenda and the October 31, 2017 City Council Agenda.

**CEQA**

Not a Project, File No. PP15-077, Temporary Special Events.

Reviewed by:



TONI J. TABER, CMC  
City Clerk

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