



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Council Member Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** June 9, 2020

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF SHOP LOCAL SPOTLIGHT  
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. Retroactively approve Shop Local Spotlight scheduled from Thursday, May 28, 2020 through the month of June 2020 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, June 9, 2020 Council Agenda for action.

## BACKGROUND

On February 1, 2005, the City Council adopted Resolution No. 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.

Shop Local Spotlight began on Thursday, May 28, 2020 and will go through the month of June 2020 as a virtual event and sponsored by Councilmember Arenas. This special event is an online initiative aimed to promote and support local restaurants throughout District 8, featuring weekly Facebook posts spotlighting District 8 businesses. The event is free and open to those who want to participate in a drawing to support local restaurants.

T-shirts and \$25.00 gift cards to participating restaurants were purchased by Council District 8, which were included in gift baskets dedicated towards the prize drawing for constituent appreciation for supporting local restaurants. The prize drawing was 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 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 June 3, 2020 Rules Committee Agenda and the June 9, 2020 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.