



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Council Member Jones  
District 1

**SUBJECT:** SEE BELOW

**DATE:** August 23, 2018

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APPROVED:

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**SUBJECT: APPROVAL OF SHRED A THON AND E-WASTE COLLECTION DAY  
SPONSORED BY COUNCIL DISTRICT 1 AS A CITY COUNCIL  
SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT  
DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

## **RECOMMENDATION**

1. Approve the Shred-a-thon and E-Waste Collection scheduled on Saturday, September 22, 2018 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 September 11, 2018 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.

Shred-a-thon and E-Waste Collection will be held on September 22, 2018 at 3164 Olsen Drive and sponsored by Councilmember Jones. This special event encourages residents to protect their identities by securely shredding personal documents and safely disposing of e-waste onsite, with services provided by Shred It Document Services and GreenMouse Recycling. 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 Jones 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

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enable Council District 1 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 August 29, 2018 Rules Committee Agenda and the September 11, 2018 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.