



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember David Cohen
District 4

SUBJECT: SEE BELOW

DATE: December 1, 2022

APPROVED:

SUBJECT: RETROACTIVE APPROVAL OF THE TREE PLANTING EVENT AT ORCHARD SCHOOL SPONSORED BY COUNCIL DISTRICT 4 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 the Tree Planting Event at Orchard School that was scheduled for Wednesday, November 30, 2022 as a City Council sponsored Special Event and approve the expenditure of funds.
2. Retroactively approve and accept donations from various individuals, businesses, or community groups to support the event.
3. Place the item on the Tuesday, December 13, 2022 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.

A tree planting event was held on Wednesday, November 30, 2022 at Orchard Elementary School located at 921 Fox Lane. The event was sponsored by Councilmember David Cohen. This special event brought together neighborhood associations, nonprofit organizations and community groups and enlisted volunteers to plant 20 trees at Orchard School. On April 22, 2022, Councilmember David Cohen announced his goal to plant 1,000 trees in District 4.

The event was free and open to the public.

11/18/22

Subject: District 4 Special Events

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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 David Cohen 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 4, 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 Wednesday, December 7, 2022 Rules Committee Agenda and the Tuesday, December 13, 2022 City Council Agenda.

CEQA

Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.

Reviewed by:

TONI J. TABER, CMC

City Clerk

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