



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Toni Taber, City Clerk

DATE: December 2, 2024

SUBJECT: SEE BELOW

APPROVED: 

**SUBJECT: RETROACTIVE APPROVAL OF THE HOLIDAY FESTIVAL SPECIAL
EVENT SPONSORED BY COUNCIL DISTRICT THREE AS A CITY
COUNCIL SPONSORED SPECIAL EVENTS TO EXPEND CITY FUNDS
AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE
EVENTS**

RECOMMENDATION

1. Retroactively approve the District Three Holiday Festival scheduled on December 8, 2024, 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 December 17th, 2024, Council Agenda for action.

BACKGROUND

On February 1, 2005, the City Council adopted Resolution No. 72517 which requires submission of a memorandum to the Rules Committee regarding proposed City Council sponsored Special Events and the proposed use of any funds.

The District Three Holiday Festival was an event designed to bring holiday cheer to families in our community who are facing financial challenges this holiday season.

The event 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, Council District 3 Office 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 3, 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 December 11th, 2024, Rules Committee Agenda and the December 17th, 2024, City Council Agenda.

CEQA

Not a Project, File No. PP10-069(c), City Administrative Activities.

Reviewed by:

TONI J. TABER, CMC
City Clerk

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