

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Sylvia  
Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** 12/21/2017

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF COMMUNITY EVENTS 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 the following District 8 events as Council sponsored Special Event and approve the expenditure of funds:
  - a. Holiday Cookies and Coats Drive on Sunday, December 10, 2017
  - b. Holiday Cookies and Coats Drive from Thursday, December 21, 2017 to Friday, December 22, 2017
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place the item on the January 9, 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.

1. The Holiday Cookies and Coats Drive was held on Sunday, December 10, 2017 at Eastridge Center from 2PM-4PM. The event brought the community together to donate used or gently used coats and jackets for the holidays. The event was free and open to the public.
2. The Holiday Cookies and Coats Drive will be held from Thursday, December 21, 2017 to Friday, December 22, 2017 at Laurelwood Elementary School from 8AM-4PM. This

event will bring the community together to donate used or gently used coats and jackets for the holidays. This event will be 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 Sylvia 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.

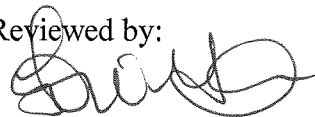
### PUBLIC OUTREACH/INTEREST

The Office of the City Clerk will post the item on the City's Website for the January 3, 2018 Rules Committee Agenda and the January 9, 2018 City Council Agenda.

### CEQA

- Not a Project, File No. PP15-077, Temporary Special Events.
- Not a Project, File No. PP10-069(c), City Administrative Activities.
- 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.