



COUNCIL AGENDA: 10/3/2023

ITEM: 2.16

FILE NO: 23-1357

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Toni J. Taber, CMC
City Clerk

SUBJECT: SEE BELOW

DATE: October 3, 2023

SUBJECT: Approval of Holiday Event Series Sponsored by Council District 6 as City Council Sponsored Special Events to Expend City Funds and Accept Donations of Materials and Services for the Event

Recommendation

As recommended by the Rules and Open Government Committee on September 27, 2023:

(a) Approve the Holiday Event Series at Evans Lane Interim Housing scheduled on October 26, 2023, November 17, 2023, and December 14, 2023 as City Council sponsored Special Events and approve the expenditure of funds; and

(b) Approve and accept donations from various individuals, businesses, or community groups to support the events.

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

[Rules Committee referral 9/27/2023 - Item B.2]



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Dev Davis
District 6

SUBJECT: SEE BELOW

DATE: 09/18/2023

APPROVED:

SUBJECT: APPROVAL OF HOLIDAY EVENT SERIES SPONSORED BY COUNCIL DISTRICT 6 AS CITY COUNCIL SPONSORED SPECIAL EVENTS TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT

RECOMMENDATION

1. Approve Holiday Event Series at Evans Lane Interim Housing that will be held on October 26, 2023, November 17, 2023, and December 14, 2023, 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 that supported the events.
3. Place the item on the October 3, 2023, 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.

The Holiday Event Series includes festivities on October 26, November 17, and December 14, 2023, at 2078 Evans Lane. The series will consist of special events for residents transitioning into permanent housing. The purpose of the holiday events is to provide stability and holiday cheer for families experiencing a difficult transition whilst creating a sense of community. The events are free and open to the public.

A gift drive for residents of Emergency Interim Housing at Evans Lane is part of the December 14, 2023, holiday event. The gift drive will start November 1st and will continue through

December 6th. The gift drive for Emergency Interim Housing at Evans Lane will provide children with toys, teens with gift cards, and adults with winter jackets. Any toys, gift cards, or jackets bought by Council Office District 6 will not surpass the amount of \$49.99 per Council Policy 0-38. The event will promote community building and create a heartwarming environment for all residents of Evans Lane.

The events are sponsored by Councilmember Dev Davis and are 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 Dev Davis 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 6, 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 September 27, 2023, Rules Committee Agenda and the October 3, 2023, 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:

HONORABLE MAYOR AND CITY COUNCIL

October 20, 2022

Subject: Holiday Event Series

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TONI J. TABER, CMC

City Clerk

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