



COUNCIL AGENDA: 12/7/2021

ITEM: 2.20

FILE NO: 21-2599

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** December 7, 2021

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**SUBJECT: Retroactive Approval of Poco Way Fall Festival Event Sponsored by Council District 5 as a City Council Sponsored Special Event 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 December 1, 2021:

- (a) Retroactively approve the Poco Way Fall Festival Event scheduled on November 20, 2021 as a City Council sponsored Special Event and approve the expenditure of funds; and
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event.

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

[Rules Committee referral 12/1/2021 - Item G.1.b]



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Magdalena  
Carrasco - District 5

**SUBJECT:** SEE BELOW

**DATE:** November 18<sup>th</sup>, 2021

APPROVED:

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**SUBJECT: RETROACTIVE APPROVAL OF POCO WAY FALL FESTIVAL EVENT  
SPONSORED BY COUNCIL DISTRICT 5 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 Poco Way Fall Festival Event scheduled on November 20<sup>th</sup>, 2021, 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 Dec 7<sup>th</sup>, 2021, 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.

Poco Way Fall Festival was hosted on November 20<sup>th</sup>, 2021, at the Sunset Business Plaza (Sunset Ave and Story Rd) and sponsored by Councilmember Magdalena Carrasco. This special event allowed for residents engage with one another, participate in fun activities, and access various critical resources prior to the Fall/Winter Holiday season. The event was free and open to the public and followed appropriate local public health rules, including requiring masks and social distancing.

HONORABLE MAYOR AND CITY COUNCIL

March 19<sup>th</sup>, 2021

Retroactive Dumpster Day Memo

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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 Magdalena Carrasco 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 5, 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 Dec 1<sup>st</sup>, 2021, Rules Committee Agenda and the Dec 7<sup>th</sup>, 2021, City Council Agenda.

### **CEQA**

- 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.