



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Dev Davis  
District 6

**SUBJECT:** SEE BELOW

**DATE:** 11/30/2021

*Dev*

**SUBJECT: APPROVAL OF GIFT DRIVE FOR RESIDENTS OF EMERGENCY  
INTERIM HOUSING AT EVANS LANE SPONSORED BY COUNCIL  
DISTRICT 6 AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO  
EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS  
AND SERVICES FOR THE EVENT**

## **RECOMMENDATION**

1. Approve a Gift Drive for residents of Emergency Interim Housing at Evans Lane from December 1 through December 17, 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 December 14, 2021 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 Gift Drive for residents of Emergency Interim Housing at Evans Lane will start Wednesday, December 1<sup>st</sup> and continue through December 17<sup>th</sup> and is sponsored by Councilmember Dev Davis. The pandemic continues to affect our most vulnerable residents. 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 nourishing environment for all residents of Evans Lane.

## **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 December 8, 2021 Rules Committee Agenda and the December 14, 2021 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:

TONI J. TABER, CMC  
City Clerk

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