



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Sylvia Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** December 20, 2021

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APPROVED: Sylvia Arenas  
12/20/21

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**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 City Council sponsored Special Events and approve the expenditure of funds:
  - a) Cookies and Coats Drive from Monday, November 29, 2021 to Tuesday, December 7, 2021.
  - b) Cookies and Coats Drive on Saturday, December 18, 2021.
  - c) Cookies and Coats Drive on Sunday, December 19, 2021.
- 2) Approve and accept donations from various individuals, businesses or community groups to support the event.
- 3) Place the item on the Tuesday, January 11, 2022 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 Cookies and Coats Drive was held from Monday, November 29, 2021 to Tuesday, December 7, 2021 at LeyVa Middle School, Chaboya Middle School, Quimby Middle School, O.B. Whaley School, Montgomery School, Carolyn Clark School, Norwood Creek School, & Cadwallader School from 8AM-4PM and sponsored by Councilmember Arenas. This special event brought the community together to donate new or gently used coats and jackets for the holidays. The event was free and open to the public and

followed all appropriate local public health rules, including requiring masks and social distancing.

2. The Cookies and Coats Drive was held on Saturday, December 18, 2021 from 10AM-12PM at Eastridge Center and sponsored by Councilmember Arenas. This special event brought the community together to donate new or gently used coats and jackets for the holidays. The event was free and open to the public and followed all appropriate local public health rules, including requiring masks and social distancing.
3. The Cookies and Coats Drive was held on Sunday, December 19, 2021 from 2PM-4PM at Eastridge Center and sponsored by Councilmember Arenas. This special event brought the community together to donate new or gently used coats and jackets for the holidays. The event was free and open to the public and followed all appropriate local public health rules, including requiring masks and social distancing.

### **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 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 5, 2022 Rules Committee Agenda and the January 11, 2022 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

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