



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** January 4, 2022

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APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF FIESTA NAVIDEÑA 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 *Fiesta Navideña* scheduled on December 4<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 January 25th, 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.

*Fiesta Navideña* was held on December 4<sup>th</sup>, 2021 at Emma Prusch Farm Park and sponsored by Councilmember Magdalena Carrasco. This special event allowed for residents to receive a free tree with their family and gain access to valuable resources distributed by CD 5 staff. The event was free and open to the public and followed appropriate local public health rules, including the requirement of using 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 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 January 12<sup>th</sup>, 2022 Rules Committee Agenda and the January 25<sup>th</sup>, 2022 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.