



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Dev Davis
District 6

SUBJECT: SEE BELOW

DATE: 10/20/2022

APPROVED:

**SUBJECT: RETROACTIVE 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. Retroactively approve Holiday Event Series at Evans Lane Interim Housing and Guadalupe River Park Working Group holiday lunch that were held on October 29, November 14, November 16, and December 12, as a City Council sponsored Special Event and approve the expenditure of funds.
2. Retroactively approve and accept donations from various individuals, businesses or community groups that supported the events.
3. Place the item on the November 29, 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.

The Holiday Event Series included festivities on October 29, November 14, and December 12, 2022, at 2078 Evans Lane. The series consisted of special events for residents transitioning into permanent housing. The purpose of the holiday events was to provide stability and holiday cheer for families experiencing a difficult transition whilst creating a sense of community. The events were free and open to the public.

A gift drive for residents of Emergency Interim Housing at Evans Lane is part of the December 12, 2022, holiday event. The gift drive started November 1st and will continue through

December 9th. 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.

The Guadalupe River Park Working Group holiday lunch was held on November 16, 2022, at 438 Coleman Ave. The Guadalupe River Park Working Group holiday lunch was an opportunity for community members and staff to present what they achieved for the Guadalupe River Park and plan their goals for 2023.

The events were sponsored by Councilmember Dev Davis and were 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 November 16, 2022, Rules Committee Agenda and the November 29, 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:

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TONI J. TABER, CMC
City Clerk

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