

COUNCIL AGENDA: 9/19/2017  
ITEM: 2.20 (17-128)

## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** September 14, 2017

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**SUBJECT: DISTRICT 1 SHRED-A-THON AND E-WASTE COLLECTION DAY.**

**RECOMMENDATION:** As recommended by the Rules and Open Government Committee on September 13, 2017:

- (a) Retroactively approve the Shred-A-Thon and E-Waste Collection Day held on Saturday, September 16, 2017 as a City Council sponsored Special Event and approve the expenditure of funds.
- (b) Retroactively approve and accept donations from various individuals, businesses or community groups to support the event.



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Chappie Jones  
District 1

**SUBJECT:** SEE BELOW

**DATE:** 09/06/17

APPROVED: 

**SUBJECT: APPROVAL OF SHRED-A-THON AND E-WASTE COLLECTION DAY  
SPONSORED BY COUNCIL DISTRICT 1 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 Shred-A-Thon and E-Waste Collection Day scheduled on Saturday, September 16<sup>th</sup> 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 to support the event.
3. Place the item on the September 19<sup>th</sup>, 2017 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 Shred-A-Thon and E-Waste Collection Day will be held on Saturday, September 16<sup>th</sup>, 2017 at the Century Theater Parking Lot located at 3164 Olsen Drive and sponsored by Councilmember Chappie Jones. This special event encourages residents to protect their identities by securely shredding personal documents and safely disposing of e-waste onsite, with services provided by Shred It Document Services and GreenMouse Recycling. The event is 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

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requirements, Councilmember Chappie Jones 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 1, 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 September 13<sup>th</sup>, 2017 Rules Committee Agenda and the September 19<sup>th</sup>, 2017 City Council Agenda.

### **CEQA**

- ☒ Not a Project, File No. PP15-077, Temporary Special Events.
- ☐ 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.