

COUNCIL AGENDA: 12/12/2017  
ITEM: 2.17 (17-502)

## *Memorandum*

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** December 7, 2017

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**SUBJECT: FIESTA NAVIDENA CELEBRATION.**

**RECOMMENDATION:** As recommended by the Rules and Open Government Committee on December 6, 2017:

- (a) Retroactively approve Fiesta Navidena Celebration scheduled on December 8, 2017 as a City Council sponsored Special Event and approve the expenditure of funds.
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event.



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Vice Mayor Magdalena  
Carrasco  
District 5

**SUBJECT:** SEE BELOW

**DATE:** 11-27-17

APPROVED: \_\_\_\_\_

**SUBJECT: APPROVAL OF PURCHASE OF FIESTA NAVIDENA MATERIALS  
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. Approve Fiesta Navidena Celebration scheduled on December 8, 2017 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 12, 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 purchase of holiday materials is needed for various Holiday events organized by our neighborhood/nonprofit partners on December 8, 2017 at Mexican Heritage Plaza sponsored by Vice Mayor Magdalena Carrasco. This special event is for our District 5 residents to help encourage neighborhood engagement. 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 requirements, Vice Mayor 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

HONORABLE MAYOR AND CITY COUNCIL

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Subject: Fiesta Navidena Celebration

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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.

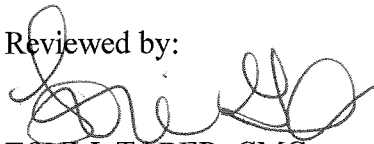
**PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the December 6, 2017 Rules Committee Agenda and the December 12, 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.