

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Vice Mayor Magdalena
Carrasco,
District 5

SUBJECT: SEE BELOW

DATE: 12-14-17

APPROVED:

**SUBJECT: RETROACTIVELY APPROVE LITERACY MONTH EVENT 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 Literacy Month Event scheduled on November 30, 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 January 9th, 2018 City 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 Literacy Month Event was held on November 30, 2017 at Dr. Roberto Cruz Alum Rock Library and sponsored by Vice Mayor Carrasco. This special event is to promote literacy among kids and families. The event was 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 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.

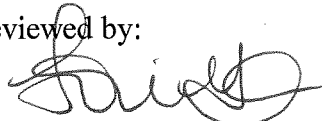
PUBLIC OUTREACH/INTEREST

The Office of the City Clerk will post the item on the City's Website for the January 3, 2018 Rules Committee Agenda and the January 9, 2018 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.