



COUNCIL AGENDA: 2/27/18  
ITEM: 2.10 (18-247)

## *Memorandum*

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** February 15, 2018

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**SUBJECT: Retroactively Approve Participatory Budget Celebration 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 Participatory Budget Celebration scheduled on January 4, 2018 as a City Council sponsored Special Event and approve the expenditure of funds; and
- (2) Approve and accept donations from various individuals, businesses, or community groups to support the event.

[Rules Committee referral 02/07/18 - Item G.1.c]



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** 1-31-18

APPROVED:

**SUBJECT: RETROACTIVELY APPROVE PARTICPATORY BUDGET  
CELEBRATION 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 Participatory Budget Celebration scheduled on January 4, 2018 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 February 27<sup>th</sup>, 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 Participatory Budget Celebration was held on January 4, 2018 at Mariscos Cancun. This special event is sponsored by Vice Mayor Carrasco. This special event was held to celebrate the winners and participants of the First Annual Participatory Budget. 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 February 7, 2018 Rules Committee Agenda and the February 27, 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.