



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Council Member Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** October 29, 2018

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF PROJECT HOPE PROGRAM KICK-OFF EVENT & RESOURCE FAIR SPONSORED BY COUNCIL DISTRICT 8 AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

## RECOMMENDATION

1. Retroactive approval of the Project Hope Program Kick-Off Event & Resource Fair scheduled on October 27, 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 November 20, 2018 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.

Project Hope Program Kick-Off Event & Resource Fair will be held on October 27, 2018 at Welch Park, and sponsored by Councilmember Arenas. This special event is the initial kick-off for upcoming community activities to improve and revitalize the surrounding Welch Park community. This special event will provide free food, free children's activities, and a resource fair. The event is free and open to the public.

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### **ANALYSIS**

Retroactive 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 Arenas 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 8, 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 7, 2018 Rules Committee Agenda and the November 20, 2018 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:

TONI J. TABER, CMC  
City Clerk

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