



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Councilmember Tam Nguyen,
District 7

SUBJECT: SEE BELOW

DATE: December 6, 2018

APPROVED:

12/6/2018

**SUBJECT: APPROVAL OF COMMUNITY EVENTS SPONSORED BY COUNCIL DISTRICT 7 AS
CITY COUNCIL SPONSORED SPECIAL EVENTS TO EXPEND CITY FUNDS AND
ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENTS**

RECOMMENDATION

1. Retroactively approve the following District 7 event as a City Council sponsored Special Event and approve the expenditure of funds:
 - a. SevenTrees Neighborhood Association Holiday Potluck on Wednesday, December 5, 2018 at the SevenTrees Community Center;
 - b. West Evergreen Neighborhood Association Holiday Celebration on Saturday, December 15, 2018 at the Kidango Meadowfair Center.
2. Approve the following District 7 event as a City Council sponsored Special Event and approve the expenditure of funds:
 - a. RockSprings Neighborhood Association Christmas Celebration on Thursday, December 20, 2018 at Paseo Senter Community Room.
3. Approve and accept donations from various individuals, businesses, or community groups to support the events.
4. Place the item on the December 18, 2018 Council Agenda for action.

BACKGROUND

On February 1, 2005, the City Council adopted Resolution No. 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.

Council District 7 has planned these community events. The events are free and open to the public and are supported through the efforts of many neighborhoods, businesses, and community volunteers. Additionally, books, games, toys, and dollar store items will be purchased for raffle prizes, and a limited number of gift cards under \$50 may be purchased for raffle and volunteer appreciation. The raffle will be free and open to the public.

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1. SevenTrees Neighborhood Association Holiday Potluck will be held on Wednesday, December 5, 2018 at the SevenTrees Community Center and sponsored by the SevenTrees Neighborhood Association and Councilmember Tam Nguyen. The event will provide children and families opportunity to celebrate holiday season with food, gift exchange, and various activities. The event is free and open to the public.
2. WestEvergreen Holiday Celebration will be held on Saturday, December 15, 2018 at the Kidango Meadowfair Center and sponsored by the West Evergreen Neighborhood Association and Councilmember Tam Nguyen. The event will provide children and families opportunity to celebrate holiday season with food, gift exchange, and various activities. The event is free and open to the public.
3. RockSprings Neighborhood Association Christmas Celebration will be held on Thursday, December 20, 2018 at the Paseo Center Community Room and sponsored by the Rocksprings Neighborhood Association and Councilmember Tam Nguyen. The event will provide children and families opportunity to celebrate holiday season with food, gift exchange, and various activities. The event is free and open to the public.

ANALYSIS

Approval by the City Council of the events will ensure compliance with the Council's prior direction regarding Council Special Events. In observance of existing fundraising disclosure requirements, Councilmember Tam Nguyen will report any cash or in-kind donations received for the events on their Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District 7, City departments and the Office of the City Clerk to proceed with the events. 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 18, 2018 City Council Agenda.

CEQA

- X Not a Project, File No. PP15-077, Temporary Special Events.
- X Not a Project, File No. PP10-069(c), City Administrative Activities.
 - Exempt, File No. PP12-080, CEQA Guidelines Section 15304(e), 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