



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Jimenez

SUBJECT: District 2 Holiday
Appreciation Party

DATE: December 6, 2018

APPROVED:

**SUBJECT: APPROVAL OF DISTRICT 2 HOLIDAY APPRECIATION PARTY
SPONSORED BY COUNCIL DISTRICT 2, AS A CITY COUNCIL
SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT
DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

RECOMMENDATION

1. Approve the District 2 Holiday Appreciation Party scheduled on December 15, 2018 as a City Council sponsored Special Event and approve the expenditure of funds and approve the purchase of gift cards, and other items as raffle prizes.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place the item on the December 18, 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.

The District 2 Holiday Appreciation Party is scheduled for December 15, 2018 at the Southside Community Center. This event is a gathering to celebrate the holiday season with residents and award community members who have contributed to our district. Additionally, items will be purchased as raffle prizes, and a limited number of gift cards under \$50 may be purchased for a raffle and appreciation of awardees. The raffle will be free and open to the public. 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, Councilmember Jimenez 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 2, 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 Rules Meeting dated December 12, 2018 Rules Committee Agenda and the City Council Meeting dated December 18, 2018 City Council Agenda.

CEQA

- X 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.