



COUNCIL AGENDA: 10/29/2019

ITEM: 2.19

FILE NO: 19-1003

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** October 29, 2019

**SUBJECT: Retroactive Approval of the Evergreen Community Center Halloween Spooktacular 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:**

- (a) Retroactively approve the Evergreen Community Center Halloween Spooktacular scheduled on Saturday, October 19, 2019 as a City Council sponsored Special Event and approve the expenditure of funds; and
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event.

CEQA: Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment. (Arenas)



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Council Member Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** October 21, 2019

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF THE EVERGREEN COMMUNITY  
CENTER HALLOWEEN SPOOKTACULAR COMMUNITY EVENT  
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. Retroactively approve The Evergreen Community Center Halloween Spooktacular scheduled on Saturday, October 19, 2019 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 Tuesday, October 29, 2019 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 Evergreen Community Center Halloween Spooktacular was held on October 19, 2019 at the Evergreen Community Center and sponsored by Councilmember Arenas. This special event provided the community an opportunity to come and celebrate Halloween together with their families, and it was filled with fun activities and games. The event was free and open to the public.

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### **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 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 October 23, 2019 Rules Committee Agenda and the October 29, 2019 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.