



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember  
Raul Peralez  
District 3

**SUBJECT:** SEE BELOW

**DATE:** 10/23/19

APPROVED:

10/23/19

**SUBJECT: RETROACTIVE APPROVAL OF THE SAFE AND GREEN HALLOWEEN  
EVENT SPONSORED BY COUNCIL DISTRICT 3 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 Safe and Green Halloween event scheduled on October 25, 2019 as a City Council sponsored Special Event and approve the expenditure of funds.
2. Retroactively approve and accept donations from various individuals, businesses, or community groups to support the event.
3. Place the item on the November 12, 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 Safe and Green Halloween event was held on October 25, 2019 at various elementary schools in District 3 and sponsored by Councilmember Raul Peralez. This special event brought together hundreds of elementary students and community engaged learners to implement interactive activities focused on sustainability themes such as recycling, active lifestyles, water conservation, energy efficiency and healthy eating. The event also included a Sustainability Fair for the students to participate in.

## 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

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requirements, Councilmember Raul Peralez 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 3, 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 30, 2019 Rules Committee Agenda and the November 12, 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.