



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Council Member Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** November 18, 2019

APPROVED:

**SUBJECT: APPROVAL OF THE HOLIDAY FESTIVITIES COMMUNITY EVENT AT  
THE EVERGREEN VILLAGE SQUARE LIBRARY 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. Approve the Holiday Festivities at Evergreen Village Square Library scheduled on Saturday, December 7, 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, December 3, 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 Holiday Festivities will be held on Saturday, December 7, 2019 at the Evergreen Village Square Library and sponsored by Councilmember Arenas. This special event includes holiday themed programming for residents including arts and crafts, photo with Santa, food drive for Second Harvest Food Bank, and book sale. 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

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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 26, 2019 Rules Committee Agenda and the December 3, 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.