



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Johnny Khamis
District 10

SUBJECT: SEE BELOW

DATE: December 12, 2019

APPROVED:

12/23/19

**SUBJECT: RETROACTIVE APPROVAL OF GINGERBREAD HOUSE DECORATING
EVENT SPONSORED BY COUNCIL DISTRICT 10 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 Gingerbread House Decorating Event, held on Tuesday, December 17, 2019, as a City Council sponsored Special Event.
2. Retroactively approve and accept donations from various individuals, businesses, or community groups to support the event.
3. Place the item on the January 14, 2020 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 in Special Event Accounts.

Decorating gingerbread houses is a favorite American tradition at Christmas-time. On Tuesday, December 17, 2019, the Kiwanis Club of Almaden Valley, in partnership with the District 10 Council Office, hosted a fun event to share this tradition with the community. Special effort was made to invite disadvantaged youth and families to this free, community event. As Councilmember Khamis is a member of the Kiwanis Club of Almaden Valley, full Council approval is required for this event.

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 Khamis will report any cash or in-kind donations received for the

event on his Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District 10, 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

This action does not meet the criteria set below; however, the Office of the City Clerk will post the item on the City's Website for the January 8th Rules Committee Agenda and the January 14th City Council Agenda.

- ☐ **Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- ☐ **Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- ☐ **Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

COORDINATION

This memorandum has been coordinated with the City Clerk's Office.

CEQA

Not a project.

REVIEWED BY:

TONI J. TABER, CMC
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.