



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Sylvia Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** October 14, 2020

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APPROVED: *Sylvia Arenas*

*10/14/2020*

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**SUBJECT: APPROVAL OF DRIVE AND TREAT RESOURCE FAIR 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. Approve Drive and Treat Resource Fair at Meyer Elementary School scheduled on Friday, October 30, 2020 as a City 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 27, 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.

Drive and Treat Resource Fair will be held on Friday, October 30, 2020 at Meyer Elementary School and will be sponsored by Councilmember Arenas. This special event will support families by providing city and school resources for the community in a fun and festive manner. 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 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 21, 2020 Rules Committee Agenda and the October 27, 2020 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.