



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Magdalena  
Carrasco, District 5

**SUBJECT:** SEE BELOW

**DATE:** 12/2/2020

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF THE PURCHASE OF FIESTA  
NAVIDENA MATERIALS SPONSORED BY COUNCIL DISTRICT 5 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 Fiesta Navidena Celebration scheduled on December 5, 2020 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 December 15th, 2020 City 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 purchase of holiday materials is needed for various Holiday events organized by our neighborhood/nonprofit partners on December 5, 2020 at Mexican Heritage Plaza sponsored by Councilmember Magdalena Carrasco. This special event is for our District 5 residents to help encourage neighborhood engagement. 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 Magdalena Carrasco 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 5, 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 December 9th, 2020 Rules Committee Agenda and the December 15th, 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.