



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Magdalena
Carrasco
District 5

SUBJECT: SEE BELOW

DATE: March 22, 2021

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF ANNUAL LEADERSHIP EVENT
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. Retroactively approve the Annual Leadership Event scheduled on March 26, 2021 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 April 13th, 2021 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.

District 5 Leadership Event will be held on March 26th, 2021 on Zoom and sponsored by Councilmember Magdalena Carrasco. This special event will be virtual this year due to COVID-19 safety. The first 60 guest will receive a gift box for the virtual celebration. The event is free and open to the public. and followed appropriate local public health rules, including requiring masks and social distancing.

Additionally, Cheese box, cider, hand sanitizer goodie boxes will be purchased for prizes, and a limited number of giftcards under \$50 may be purchased for raffle and volunteer appreciation. The raffle will be 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 April 7th, 2021 Rules Committee Agenda and the April 13th, 2021 City Council Agenda.

CEQA

- ☐ Not a Project, File No. PP10-069(c), City Administrative Activities.
- ☐ 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.