



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Vice Mayor Chappie Jones
District 1

SUBJECT: SEE BELOW

DATE: November 8, 2021

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF SHRED A THON AND E-WASTE
COLLECTION DAY SPONSORED BY COUNCIL DISTRICT 1 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 Shred-a-thon and E-Waste Collection scheduled on Saturday, November 6, 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 November 30, 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.

Shred-a-thon and E-Waste Collection will be held on November 6, 2021 at the Westgate West parking lot and sponsored by Vice Mayor Jones. This special event encourages residents to protect their identities by securely shredding personal documents and safely disposing of e-waste onsite, with services provided by Pro-Shred Security and Green Mouse Recycling. The event was free and open to the public and followed appropriate local public health rules, including requiring masks and social distancing.

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, Vice Mayor Jones 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 1 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 17, 2021 Rules Committee Agenda and the November 30, 2021 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.