



COUNCIL AGENDA: 11-15-11  
ITEM: 2.19

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Dennis Hawkins, CMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** 11-10-11

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**SUBJECT: "LET'S GIVE" DONATIONS DRIVE**

**RECOMMENDATION**

As recommended by the Rules and Open Government Committee on November 9, 2011 and outlined in the attached memo previously submitted to the Rules and Open Government Committee:

- (a) Approve the "Let's Give" donations drive as a City Council sponsored Special Event;  
and
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** DENNIS HAWKINS

**SUBJECT:** SEE BELOW

**DATE:** November 4, 2011

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**SUBJECT: APPROVAL OF THE "LET'S GIVE" DONATIONS EVENT AS A CITY  
SPONSORED SPECIAL EVENT, TO EXPEND CITY FUNDS AND  
AUTHORIZATION TO ACCEPT DONATIONS FOR THE EVENT**

## RECOMMENDATION

1. Approve the "Let's Give" donations drive as a City Council sponsored Special Event.
2. Approve and accept donations from various individuals, businesses, or community groups to support the event.
3. Place the item for approval by Council on the November 15, 2011 Council Agenda.

## 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.

The "Let's Give" donations event is a free community event, open to the public that will be held on Saturday, November 19, 2011 at Piedmont Hills High School and on Saturday, December 3, 2011 at Brooktree Elementary School. The District 4 sponsorship of the community event, in cooperation with Hope Services, a local non-profit agency, is intended to reduce landfill waste by collecting and recycling clothing, household goods, electronic waste, and other items while raising funds to assist persons with developmental disabilities.

## ANALYSIS

City Council approval of the event will ensure compliance with the Council's prior direction regarding Council Special Events. In compliance with existing fundraising disclosure requirements, Councilmember Chu will report any cash or in-kind donations received for the event in his Disclosure of Fundraising Report. Approval of this memorandum will enable Council District 4 to proceed with the event. Any cash donations received will be handled according to the City's normal cash collection and other fiscal procedures and policies.

HONORABLE MAYOR AND CITY COUNCIL

November 4, 2011

Subject: Council District 4 "Let's Give" Donations Special Event

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### EVALUATION AND FOLLOW-UP

The Office of the City Clerk and Councilmember Chu will issue an information memo detailing the results of the event.

### 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 November 9, 2011 Rules and Open Government Committee Agenda and subsequently for the November 15, 2011 Council Agenda.

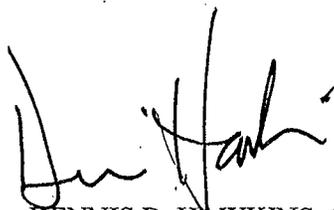
- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
  
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(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 Attorney's Office.

### CEQA

Not a project.



DENNIS D. HAWKINS, CMC  
City Clerk

For questions, please contact Dennis Hawkins, City Clerk, at (408) 535-1275.