



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: DENNIS HAWKINS

SUBJECT: SEE BELOW

DATE: September 14, 2012

SUBJECT: APPROVAL OF DISTRICT 1 SHRED-A-THON AND E-WASTE COLLECTION DAY AS A CITY SPONSORED SPECIAL EVENT, TO EXPEND CITY FUNDS AND AUTHORIZATION TO ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT

RECOMMENDATION

1. Approve the District 1 Shred-A-Thon and E-Waste Collection Day 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 on the September 25, 2012 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 in Special Event Accounts.

The Shred-A-Thon and E-Waste Collection Day, sponsored by Council District 1, is a free event and open to the public. It will be held on Saturday, October 13th at the corner of Olsen Drive and South Winchester Boulevard. The event will help promote National Protect Your Identity Week. Co-sponsors of the event include Cintas Document Services and GreenMouse Recycling in collaboration with a wide variety of other governmental agencies including the Santa Clara County District Attorney and the City's Police and Transportation Departments. In addition, other businesses, neighborhood and community-based organizations, and community volunteers will support the activities.

ANALYSIS

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. In compliance with existing fundraising disclosure requirements, Councilmember Constant will report any solicitations made for cash or in-kind donations received for the event in his Disclosure of Fundraising Report. At this time, District 1 does not anticipate the receipt of cash donations and no further City Council action is expected regarding the receipt and appropriation of

funds. However, if such donations are received, they will be processed in accordance with normal City fiscal procedures.

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 September 19, 2012 Rules Committee Agenda and September 25, 2012 City 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)**

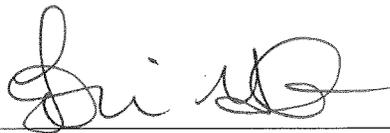
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council, or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

COORDINATION

This memorandum has been coordinated with the City Attorney's Office

CEQA

Not a project.

for 
DENNIS D. HAWKINS, CMC
City Clerk

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