



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Lan Diep  
District 4

**SUBJECT:** RETROACTIVELY  
APPROVE DISTRICT 4  
BERRYESSA LIBRARY  
HALLOWEEN  
EXTRAVAGANZA EVENT

**DATE:** November 12, 2019

APPROVED:

*Lan Diep*

*11/12/19*

## RECOMMENDATION

1. Retroactively approve the District 4 Berryessa Library Halloween Extravaganza event scheduled on October 26, 2019 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 3, 2019 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 District 4 Berryessa Library Halloween Extravaganza event was held on October 26, 2019 at the Berryessa Library and sponsored by Councilmember Lan Diep. The Councilmember's Office provided candy and snacks for the children and adults who participated in the event. This special event was to gather children in the community to learn about snakes, do art projects, dress up and engage in family friendly Halloween activities. Over 50 children and parents attended the event. The event was free and open to everyone who participated.

## 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 Diep 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 4, 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 20, 2019 Rules Committee Agenda and the December 3, 2019 City Council Agenda.

**CEQA**

- X Not a Project, File No. PP15-077, Temporary Special Events.
- 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, contact Toni Taber, City Clerk, at (408) 535-1260.