



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Lan Diep
District 4

SUBJECT: SEE BELOW

DATE: January 8, 2018

APPROVED:

Lan Diep

1/8/2018

**SUBJECT: RETROACTIVELY APPROVE THE DISTRICT 4 OFFICE HOURS EVENT
SPONSORED BY COUNCIL DISTRICT 4 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 District 4 Office Hours event scheduled on January 20th, 2018 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 January 30, 2018 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 4 Office Hours will be held on January 20, 2018 at Christy's Donuts, located at 1150 N Capitol Ave and sponsored by Councilmember Lan Diep. This special event allows residents to meet with the councilmember and discuss issues that are important to their community. The event is 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 Lan 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

HONORABLE MAYOR AND CITY COUNCIL

January 8, 2018

Subject: District 4 Office Hours

Page 2

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 January 17, 2018 Rules Committee Agenda and the January 30, 2018 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, please contact Toni Taber, City Clerk, at (408) 535-1260.