



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Lan Diep  
District 4

**SUBJECT:** SEE BELOW

**DATE:** October 2, 2018

APPROVED:

10/2/18

**SUBJECT: APPROVAL OF OFFICE HOURS WITH THE COUNCILMEMBER  
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. Approve the Office hours with the Councilmember event scheduled on October 20, 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 October 16, 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.

The District 4 Office Hours for October will be held on October 20, 2018 at VillaSport VillaCafé, located at 1167 N Capitol Ave. and is 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

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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 October 10<sup>th</sup>, 2018 Rules Committee Agenda and the October 16<sup>th</sup>, 2018 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.