



COUNCIL AGENDA: 4/23/2019

ITEM: 2.13

FILE NO: 19-290

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** April 17, 2019

**SUBJECT: Retroactive Approval of the Spring Cleaning 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:**

As referred by the Rules and Open Government Committee on April 17, 2019:

- (a) Retroactively approve the Spring Cleaning Event scheduled on April 13, 2019 as a City Council sponsored Special Event and approve the expenditure of funds;
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event; and
- (c) Approve the use of District Funds to purchase \$25 gift cards for volunteers.

CEQA: Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment. (Diep)

[Rules Committee referral 4/17/19 - Adds]



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Lan Diep  
District 4

**SUBJECT:** SEE BELOW

**DATE:** April 15, 2019

APPROVED:

*Lan Diep*

*4/15/19*

**SUBJECT: RETROACTIVE APPROVAL OF THE SPRING CLEANING 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 Spring Cleaning event scheduled on April 13, 2019 as a City Council sponsored Special Event and approve the expenditure of funds.
2. Retroactively approve and accept donations from various individuals, businesses, or community groups to support the event.
3. Approve the use of District Funds to purchase \$25 gift cards for volunteers.
4. Place the item on the April 23, 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 Spring Cleaning event was held on April 13, 2019 at four locations across District 4 and sponsored by Councilmember Lan Diep. This special event is aimed to clean up the ashes of the past and avenge the environment one piece of trash at a time. 15 to 20 volunteers are anticipated to assemble at each site for this event. 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 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

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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 April 17, 2019 Rules Committee Agenda and the April 23, 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, please contact Toni Taber, City Clerk, at (408) 535-1260.