



COUNCIL AGENDA: 9/17/2019

ITEM: 2.16

FILE NO: 19-841

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** September 17, 2019

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**SUBJECT: Retroactive Approval of Berryessa Branch Library Mid-Autumn Festival 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:**

(a) Retroactively approve the Berryessa Branch Library Mid-Autumn Festival scheduled on August 26, 2019 as a City Council sponsored Special Event and approve the expenditure of funds; and

(b) Approve and accept donations from various individuals, businesses, or community groups to support the event.

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





# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Lan Diep  
District 4

**SUBJECT: RETROACTIVELY  
APPROVE BERRYESSA  
BRANCH LIBRARY MID-  
AUTUMN FESTIVAL AS A  
CITY COUNCIL  
SPONSORED EVENT**

**DATE:** September 9, 2019

APPROVED:

*Lan Diep*

*7/9/19*

## RECOMMENDATION

1. Retroactively approve the Berryessa Branch Library Mid-Autumn Festival event scheduled on August 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 September 17, 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 Berryessa Branch Library held a Mid-Autumn Festival on September 7, 2019. This event had arts & crafts, resource tables, and was open to the public. This event was aimed to bring out families to the library and educate them on the Mid-Autumn Festival and its cultural significance. Councilmember Lan Diep donated to the event by purchasing 52 moon cakes for attendees to sample.

## 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 September 11, 2019 Rules Committee Agenda and the September 17, 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.