



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

SUBJECT: RETROACTIVELY
APPROVE DISTRICT 4
INTERNATIONAL WALK TO
SCHOOL DAY AS CITY
COUNCIL EVENT

FROM: Councilmember Lan Diep
District 4

DATE: October 3, 2019

APPROVED:

Lan Diep

10/3/19

RECOMMENDATION

1. Retroactively approve the District 4 International Walk to School Day event scheduled on October 2, 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 October 15, 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 International Walk to School Day event was held on October 2, 2019 at the Orchard Elementary School, the Sierra Mont Middle School and the Majestic Way Elementary School sponsored by Councilmember Lan Diep. The Councilmember's Office provided reflective safety bracelets and snacks for the students who participated in the event. This special event was to promote safe practices when walking or biking to school. Over 100 kids participated in 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 October 9, 2019 Rules Committee Agenda and the October 22, 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.

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