



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Lan Diep  
District 4

**SUBJECT:** RETROACTIVELY  
APPROVE DISTRICT 4  
PUBLIC SAFETY FORUM

**DATE:** November 12, 2019

APPROVED:

*Lan Diep*

*11/12/19*

## RECOMMENDATION

1. Retroactively approve the District 4 Public Safety Forum event scheduled on November 18, 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 December 3, 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 Public Safety Forum was held on November 18, 2019 at the Berryessa Community Center and sponsored by Councilmember Lan Diep. The Councilmember's Office provided snacks and beverages for the attendees and guests that participated in the event. This forum hosted local law enforcement officials for the purpose informing residents of public safety measures in the area and provide helpful tips and information in preventing and reporting criminal activity. Approximately 20 people attended 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 November 20, 2019 Rules Committee Agenda and the December 3, 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.