



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Lan Diep
District 4

**SUBJECT: RETROACTIVELY APPROVE
DISTRICT 4 CRAFTS BOOTH
AT BREAKFAST WITH
SANTA AS A CITY COUNCIL
EVENT**

DATE: November 22, 2019

APPROVED:

RECOMMENDATION

1. Retroactively approve the crafts booth at the Berryessa Community Center Breakfast with Santa event scheduled on December 7, 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 10, 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 City of San Jose's Parks, Recreation, and Neighborhood Services Department's Berryessa Community Center hosted a Breakfast with Santa event on December 7, 2019. The event had a catered pancake breakfast, arts and crafts, and pictures with Santa. District 4 sponsored an arts and crafts booth where participants decorated holiday cards with glue, glitter, markers etc.

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 December 4, 2019 Rules Committee Agenda and the December 10, 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.