



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Lan Diep  
District 4

**SUBJECT: RETROACTIVELY APPROVE  
DISTRICT 4 CHRISTMAS  
TREE FOR THE BERRYESSA  
COMMUNITY CENTER**

**DATE:** November 22, 2019

APPROVED: *LD Lan Diep*

**RECOMMENDATION**

1. Retroactively approve the donation of a Christmas tree from District 4 to be placed in the Berryessa Community Center lobby and decorated by staff on December 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 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.

Councilmember Diep donated a Christmas tree to the Berryessa Community Center that was decorated by staff on December 2, 2019. The decorated tree will reside in the community center through the duration of the holiday season. The artificial tree was purchased for this event, along with lights, tinsel, ornaments, and bulbs. This special event and donation of the tree was aimed at bringing holiday joy to the community members.

**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

- 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.