



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Sylvia  
Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** 01/18/2018

APPROVED:

**SUBJECT: APPROVAL OF COFFEE HOUR SPONSORED BY COUNCIL DISTRICT 8  
AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY  
FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES  
FOR THE EVENT**

## RECOMMENDATION

1. Approve the Coffee Hour scheduled semimonthly 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 February 6, 2018 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 Coffee Hour will be held semimonthly at various locations within District 8 and sponsored by Councilmember Sylvia Arenas. This special event will bring the neighborhood together to address concerns within their community. The event is free and open to the public.

## 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 Sylvia Arenas 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 8, 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 January 24, 2018 Rules Committee Agenda and February 6, 2018 City Council Agenda.

**CEQA**

- Not a Project, File No. PP17-010, City Organization & Administrative Activities resulting in no changes to the physical environment.
- Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.
- 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, please contact Toni Taber, City Clerk, at (408) 535-1260.