



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Vice Mayor Chappie Jones  
District 1

**SUBJECT:** SEE BELOW

**DATE:** December 10, 2020

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF SMALL BUSINESS ADVISORY TASK FORCE (SBATF) MEMBERSHIP RECOGNITION EVENT SPONSORED BY COUNCIL DISTRICT 1 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 SBATF Virtual Membership Recognition Event scheduled on December 10, 2020 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.

## **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.

SBATF Membership Recognition Event was held on December 10, 2020 as a virtual event with gift cards provided to each member to purchase dinner and sponsored by Vice Mayor Chappie Jones. This special event recognized members of the SBATF for their hard work and dedication for attending meetings and advising Vice Mayor Jones on public policy issues relevant to small business issues.

## **ANALYSIS**

Retroactive 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, Vice Mayor Chappie Jones 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 1, 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 22, 2021 Rules Committee Agenda and the February 5, 2021 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.