



COUNCIL AGENDA: 03-13-12  
ITEM: 2.10

## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Dennis Hawkins, CMG  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** 3-08-12

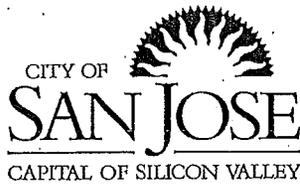
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**SUBJECT: DISTRICT 4 FIRST AID AND CPR TRAINING**

**RECOMMENDATION**

As recommended by the Rules and Open Government Committee on March 7, 2012 and outlined in the attached memo previously submitted to the Rules and Open Government Committee:

- (a) Approve the District 4 First Aid and CPR Training as a City Sponsored Special Event;  
and
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event.



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** DENNIS HAWKINS

**SUBJECT:** SEE BELOW

**DATE:** March 2, 2012

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**SUBJECT: APPROVAL OF DISTRICT 4 FIRST AID AND CPR TRAINING AS A CITY SPONSORED SPECIAL EVENT, TO EXPEND CITY FUNDS AND AUTHORIZATION TO ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

## RECOMMENDATION

1. Approve the District 4 First Aid and CPR Training as a City-sponsored Special Event.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place the item on the March 13 City Council Agenda for action

## BACKGROUND

On February 1, 2005, the City Council adopted Resolution 72517, which required Councilmembers to submit a memorandum to the Rules Committee regarding proposed City Council sponsored Special Events and the proposed use of any funds in Special Event Accounts.

The District 4 First Aid and CPR Training will focus on certified training provided by the American Red Cross for residents and will take place on March 3, 2012 from 8:30 a.m. to 1:30 p.m. at Cherrywood Elementary School. The event provides residents with CPR and first aid training which empowers them to assist family, friends, neighbors, co-workers, and others if they encounter a medical emergency or disaster situation.

## ANALYSIS

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. Council District 4 may use some District funds to pay event costs. In compliance with existing fundraising disclosure requirements, Councilmember Chu will report any cash or in-kind donations received for the event in his Disclosure of Fundraising Report. Approval of this memorandum will enable Council District 4

HONORABLE MAYOR AND CITY COUNCIL

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and the Office of the City Clerk to proceed with the event. If any solicitation results in the receipt of cash donations, the Office of the City Clerk will deposit the funds to the City's Gift Trust fund and follow the City's normal cash collection procedures. Subsequently, the City Clerk will return to the City Council for necessary actions involving the receipt and appropriation of funds consistent with the Special Events resolution and standard City procedures.

### EVALUATION AND FOLLOW-UP

The Office of the City Clerk and Councilmember Chu will issue an information memo detailing the results of the event.

### PUBLIC OUTREACH/INTEREST

This action does not meet the criteria set below; however the Office of the City Clerk will post the item on the City's Website for the March 7, 2012 Rules and Open Government Committee Agenda and a subsequent Council meeting.

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council, or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

### CEQA

Not a project.



DENNIS D. HAWKINS, CMC  
City Clerk

For questions, please contact Dennis Hawkins, City Clerk, at (408) 535-1275.