



COUNCIL AGENDA: 11-27-12  
ITEM: 2.23

## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** 11-14-12

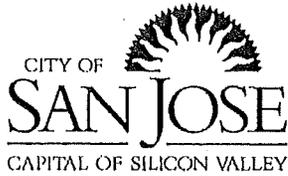
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**SUBJECT: SIKH AWARENESS MONTH RECEPTION**

### RECOMMENDATION

As recommended by the Rules and Open Government Committee on November 14, 2012 and outlined in the attached memo previously submitted to the Rules and Open Government Committee:

- (a) Approve the Sikh Awareness Month Reception as a City Council sponsored Special Event; and
- (b) Approve expending funds and accept donations from various individuals, businesses, or community groups to support Operation Prom Dress.



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Ash Kalra

**SUBJECT:** SEE BELOW

**DATE:** November 6, 2012

Approved

Date

11/9/12

**SUBJECT: APPROVAL OF THE SIKH AWARENESS MONTH RECEPTION AS A SPONSORED SPECIAL EVENT, TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

## RECOMMENDATION

1. Approve the Sikh Awareness Month Reception as a Council Sponsored Special Event.
2. Approve expending funds and accepting donations from various individuals, businesses and community groups to support the event.
3. Place the item on the November 27, 2012 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 Council-sponsored special events and the proposed use of any funds in connection with such events.

On Tuesday, November 6, 2012, Councilmember Kalra hosted a reception prior to the City Council meeting of the same date. The reception was in honor of the Sikh Awareness Month proclamation that was subsequently presented during the Council meeting. The State of California also officially recognized the month of November 2012 as Sikh Awareness Month in California. The reception included community members, community organizers, and members of local Sikh organizations. The event was free and open to the public.

## ANALYSIS

Retroactive approval by the City Council of this event will ensure compliance with the Council's prior direction regarding Council Special Events. In observance of existing fundraising disclosure

HONORABLE MAYOR AND CITY COUNCIL

RE: Sikh Awareness Month

November 6, 2012

Page 2

requirements. Councilmember Kalra will report any cash on in-kind donations received for the event on his Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District 2, any City department supporting the activity, 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.

#### EVALUATION AND FOLLOW-UP

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

#### COORDINATION

This memorandum has been coordinated with the City Clerk's office

#### 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 November 14, 2012 Rules and Open Government Committee and the subsequent November 27, 2012 City 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.