

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: DENNIS HAWKINS

SUBJECT: SEE BELOW

DATE: November 28 2012

SUBJECT: APPROVAL OF COUNCIL DISTRICT 10 FAREWELL COMMUNITY APPRECIATION RECEPTION AS A CITY SPECIAL EVENT, TO EXPEND CITY FUNDS AND AUTHORIZATION TO ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT

RECOMMENDATION

1. Approve Councilmember Nancy Pyle's Farewell Community Appreciation Reception as a City Council Special Event.
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 District or City-wide Special Events and the proposed use of any funds in Special Event Accounts.

Councilmember Nancy Pyle is sponsoring a Thank You District 10 event at the Almaden Community Center on Thursday, December 13. This is a free District event, open to the public. During the event, Councilmember Pyle will honor and thank the community for its contributions to the City during her term of office and allow residents and others to recognize her accomplishments. The event is co-sponsored by Council District 10 and various other school, neighborhood, and community organizations. The activity may include staff support from the Department of Parks, Recreation and Neighborhood Services (PRNS), the Department of Public Works, and possibly other City departments.

ANALYSIS

Approval by the Rules and Open Government Committee and the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. Council District 10 will be using District funds to pay some expenses for the event. In compliance with existing fundraising disclosure requirements, Councilmember Pyle will report any cash or in-kind donations received for the event on her Disclosure of Fundraising Report. Approval of this memorandum will enable Council

District 10, City departments and the Office of the City Clerk to proceed with the event. If cash donations are received, the Office of the City Clerk will follow the City's normal cash collection and appropriation of funds procedures.

EVALUATION AND FOLLOW-UP

The Office of the City Clerk and Councilmember Pyle 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 December 4, 2012 City Council Agenda.

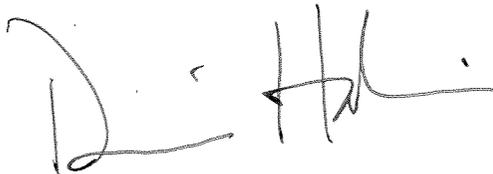
- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(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)**

COORDINATION

This memorandum has been coordinated with the City Attorney's Office.

CEQA

Not a project.



DENNIS D. HAWKINS, CMC
City Clerk

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