



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Ash Kalra

**SUBJECT:** SEE BELOW

**DATE:** November 20, 2012

Approved

Date

11/20/12

**SUBJECT: APPROVAL OF THE DISTRICT 2 HOLIDAY APPRECIATION EVENT AS A SPONSORED SPECIAL EVENT, TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

## RECOMMENDATION

1. Approve the District 2 Holiday Appreciation Event as a City Council sponsored Special Event.
2. Approve expending funds and accepting donations from various individuals, businesses and community groups to support this event.
3. Place the item on the December 4, 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 City Council-sponsored special events and the proposed use of any funds in connection with such events.

On Saturday, December 8, 2012, Councilmembers Kalra will be hosting an event to celebrate and honor District 2 residents and city employees that have contributed to the community. Awards will be presented to several community members in acknowledgment of their contributions to the community. This event will be free and open to the public.

## ANALYSIS

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 requirements, Councilmember Kalra will report any cash or 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 28, 2012 Rules and Open Government Committee and the subsequent December 4, 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.