



# City of Rialto

## Legislation Text

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**File #:** 18-533, **Version:** 1

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For City Council Meeting [enter date here]

TO: Honorable Mayor and City Council

APPROVAL: Robb R. Steel, Interim City Administrator

FROM: Ron Carr, Interim Finance Director

Request City Council to Authorize Issuance of a Purchase Order with Impressions Gourmet Catering in the amount of \$18,024.42 to provide Catering Services for the State of Women Event

### **BACKGROUND:**

Annually, the City Clerk's office coordinates the State of Women event. State of Women is a conference attended by community members and celebrates Women's History Month. The conference recognizes women for their public service and leadership. Women interact with one another in support of women's causes, women's issues, and their impact. The goal of the event is to recognize work done on behalf of women, while highlighting support of women in addition to their commitment and work in the community.

### **ANALYSIS/DISCUSSION:**

Staff contracted Impressions Gourmet Catering to provide catering services for 550 attendees at the State of Women event. Impressions Gourmet Catering provided an invoice, attached, for catering services. The City Clerk's office collected donations from the community specific to the State of Women event. Donations fund all of the catering costs for the event.

### **ENVIRONMENTAL IMPACT:**

Pursuant to Section 15378 of the California Environmental Quality Act, the proposed request is not a project. A 'Project' means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. A project does not include the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project, which may result in a potentially significant physical impact on the environment or Organizational, or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

### **GENERAL PLAN CONSISTENCY:**

This action is consistent with Guiding Principle 3A in the General Plan:

*Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.*

### **LEGAL REVIEW:**

The City Attorney has reviewed and approved this staff report

**FINANCIAL IMPACT:**

Operating Budget Impact

Budget is reserved for this event in account 830-230-0000-0000. Funding was sourced via community donations.

Capital Improvement Budget Impact

There is no impact on the Capital Improvement Budget.

Licensing

A business license application and payment of a Business License tax at the Service rate in the amount of \$79.00 plus state and administration fees will be paid by the vendor prior to execution of the Purchase Order.

**RECOMMENDATION:**

Staff recommends that the City Council authorize issuance of purchase order with Impressions Gourmet Catering in the amount of \$18,024.42 to provide catering services for the State of Women event.