



**City of Long Beach**  
*Working Together to Serve*

**Memorandum**

**Date:** November 1, 2007

**To:** City Manager Department Heads

**From:** Patrick H. West, City Manager *PH West*

**Subject:** **Prohibition on the Use of General and Related Fund Monies to Sponsor Community Events**

---

Due to budget constraints in the current fiscal year, as of November 1, 2007, City Manager-led departments will be prohibited from using General and Related Fund monies to purchase table sponsorship at fund-raising events or other events held by external business or community groups. Related Funds include Civic Center, General Services, Fleet, Insurance, Employee Benefits and Towing Funds. While not mandatory, non-City Manager departments are requested to comply with this policy as well to ensure Citywide consistency and reduce discretionary spending.

This policy will remain in effect until further notice.

cc: Mayor and Members of the City Council  
Robert E. Shannon, City Attorney  
Laura L. Doud, City Auditor  
Thomas M. Reeves, City Prosecutor  
Larry G. Herrera, City Clerk  
Mario R. Beas, Executive Director, Civil Service Department  
Christine F. Shippey, Assistant City Manager  
Reginald I. Harrison, Deputy City Manager  
David Wodynski, Budget & Performance Management Bureau Manager  
Victoria Bell, Budget Management Officer