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| **TO:**  | HONORABLE MAYOR AND CITY COUNCIL | **FROM:** | \*\*Council Member Name\*\*District \*\*#\*\* |
| **SUBJECT:**  | **SEE BELOW** | **DATE:** | \*\*Submittal Date\*\* |

APPROVED:

**SUBJECT: APPROVAL OF \*\*Event Name\*\* SPONSORED BY COUNCIL DISTRICT \*\*#\*\* AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

**RECOMMENDATION**

1. Approve the \*\*Event Name\*\* scheduled on \*\*DATE\*\* as a City Council sponsored Special Event and approve the expenditure of funds.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place the item on the \*\*Council Date two weeks after Rules Date\*\* Council Agenda for action.

**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 sponsored Special Events and the proposed use of any funds.

\*\*Event Name\*\* will be held on \*\*Event Date\*\* at \*\*Event Location\*\* and sponsored by Councilmember \*\*Councilmember Name\*\*. This special event \*\*Description of Event\*\* The event is free and open to the public.

OPTIONAL; SELECT C.1 OR C.2 AS APPLICABLE: The display of the \_\_\_\_\_\_\_\_\_\_ Flag on \*\*Event Date\*\* is permitted under Council Policy 2-1, \*\*Section C.1 – Flags of Governments Recognized by the United States: “Flags of the governments recognized by the United States may be displayed upon the request of the Mayor, a member of the City Council or the City Manager.”\*\* \*\*C.2 – Flags of Sister Cities: “The flags of official Sister Cities of San Jose may be displayed in conjunction with an event involving the Sister City.”\*\* \*\*C.2 – Flags Displayed in Conjunction With Official Ceremonial Items: “Other flags may be displayed in conjunction with official actions, ceremonial items, or proclamations of the City Council.”\*\*

OPTIONAL: Additionally, [general description of items] will be purchased for raffle prizes, and a limited number of giftcards under $50 may be purchased for raffle and volunteer appreciation. The raffle will be free and open to the public.

**ANALYSIS**

Approval by the City Council of the event will ensure compliance with the Council’s prior direction regarding Council Special Events. In observance of existing fundraising disclosure requirements, Councilmember \*\* NAME\*\* will report any cash or in-kind donations received for the event on their Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District \*\*District Number\*\*, City departments 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.

### PUBLIC OUTREACH/INTEREST

The Office of the City Clerk will post the item on the City’s Website for the \*\*Rules Meeting Date\*\* Rules Committee Agenda and the \*\*City Council Meeting Date\*\* City Council Agenda.

**CEQA**

* Not a Project, File No. PP15-077, Temporary Special Events.
* Not a Project, File No. PP10-069(c), City Administrative Activities.
* Exempt, File No. PP12-080. Minor temporary use of land having negligible or no permanent effect on the environment.
* Exempt, File No. PP13-056, Activities associated with citywide litter clean-up activities.
* Exempt, File No. PP11-046, Graffiti removal services.

Reviewed by:

 TONI J. TABER, CMC

 City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.