



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Pam Foley,  
D9

**SUBJECT:** SEE BELOW

**DATE:** October 28, 2024

APPROVED:

**SUBJECT: APPROVAL OF THE WORLD AIDS DAY FLAG RAISING, QUILT DISPLAY, AND TOWER AND ROTUNDA LIGHTING SPONSORED BY COUNCIL DISTRICT 9 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 World AIDS Day Flag Raising scheduled on December 3, 2024, and Tower and Rotunda Lighting scheduled for December 1-December 7, 2024, and special use of the Rotunda for December 1 and December 3, 2024, 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 November 19, 2024 Council Agenda for action.

## **BACKGROUND**

On February 1, 2005, the City Council adopted Resolution No. 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.

The World AIDS Day Flag Raising will be held on December 3, 2024 and the Tower and Rotunda Lighting will be held on December 1-December 7, 2024 at the City Hall Plaza and sponsored by Councilmember Pam Foley. The World's AIDS Day Quilt Display in the Rotunda will be on December 1 and December 3, 2024. This special event brings together community members to unite in the fight against HIV, show their support for people living with HIV, and to commemorate people who have died due to HIV. The event is free and open to the public.

## **ANALYSIS**

The display of the World AIDS Day Flag is permitted under Council Policy 2- 1, Section C.3 - 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.”

Lighting the Tower and Rotunda in red is a symbol of awareness and support for people living with HIV. City Council Policy 7-14, City Hall Event Lighting Policy, Sections B.1 and C.1 allows Rotunda and Tower lighting in conjunction with proclamations for official actions or ceremonial items as approved by City Council.

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 Pam Foley 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 9, 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 November 6, 2024 Rules Committee Agenda and the November 19, 2024 City Council Agenda.

## **CEQA**

- ☐ Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.

Reviewed by:

TONI J. TABER, CMC  
City Clerk

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