



# Memorandum

**TO:** CITY COUNCIL                      **FROM:** Mayor Matt Mahan  
**SUBJECT:** SEE BELOW                      **DATE:** August 27, 2025

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**APPROVED:**

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**SUBJECT: RETROACTIVE APPROVAL OF FLAG RAISING CEREMONY AND LIGHTING RECOGNIZING ETHIOPIAN NEW YEAR AS A CITY SPONSORED SPECIAL EVENT, TO EXPEND CITY FUNDS AND AUTHORIZATION TO ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT**

**RECOMMENDATION**

1. Retroactively approve the Ethiopian Flag Raising Event on September 5, 2025 as a City Council-sponsored Special Event and approve the expenditure of funds.
2. Retroactively approve the Tower Lighting on September 4, 2025 as a City Council-sponsored Special Event and approve the expenditure of funds.
3. Approve raising the Ethiopian flag without the emblem on the fourth flagpole.
4. Approve and accept donations from various individuals, businesses, or community groups to support the events.
5. Place the item on the September 9, 2025, City Council Agenda for action.

**DISCUSSION**

On February 1, 2005, the City Council adopted Resolution No. 72517 which requires the Mayor and Councilmembers to submit a memorandum to the Rules Committee regarding proposed City Council sponsored Special Events and the proposed use of any funds. The Tower will be lit green, yellow, and red on September 4, 2025 in honor of the Ethiopian New Year. This special event is to commemorate the Ethiopian New Year Celebration. The event is free and open to the public.

**ANALYSIS**

City Council Policy 7-14, City Hall Event Lighting Policy, Sections B.1 and C.1 allow Rotunda and Tower light for official actions or ceremonial items, as approved by City Council. It also allows for extended lighting beyond one cycle between sundown and sunrise. The raising of the Ethiopian Flag without the emblem 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.

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, Mayor Mahan 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 the Mayor’s office, City departments, and the Office of the City Clerk to proceed with the event.

### **PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City’s Website for the September 3, 2025 Rules Committee Agenda and September 9, 2025, City Council Agenda.

Reviewed by:

TONI J. TABER, CMC City Clerk

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