



# Memorandum

**TO:** City Council

**SUBJECT:** SEE BELOW

**FROM:** Mayor Sam Liccardo

**DATE:** November 29, 2022

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**APPROVED:**

11/29/2022

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**SUBJECT: APPROVAL OF THE END OF TERM CELEBRATION EVENT  
SPONSORED BY MAYOR'S OFFICE 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 End of Term Celebration to be held in December 2022 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 Tuesday, December 13, 2022, 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 End of Term Celebration is currently being planned and will be held in December 2022 at either a City-owned facility or a local downtown restaurant and is sponsored by Mayor Sam Liccardo. An invitation will be publicized once the date and location are determined. This special event will bring together the Mayoral team and community members to celebrate and recognize eight (8) years of dedication and commitment to representing and supporting the City of San José residents.

**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, Mayor Sam Liccardo will report any cash or in-kind donations received for the event on his 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 December 7, 2022 Rules Committee Agenda and the December 13, 2022, City Council Agenda.

**CEQA**

☐ Not a Project, File No. PPI 7-010, City Organization & Administrative Activities resulting in no changes to the physical environment.

☒ Not a Project, File No. PPI 7-011, Temporary Special Events resulting in no changes to the physical environment.

☐ 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. PP 11-046, Graffiti removal services.

Reviewed by:

TONI J. TABER, CMC

City Clerk

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