



Memorandum

TO: CITY COUNCIL**FROM:** Mayor Sam Liccardo
Councilmember Sylvia Arenas**SUBJECT:** SEE BELOW**DATE:** May 22, 2019

APPROVED:

SUBJECT: APPROVAL OF THE EVERGREEN VILLAGE SQUARE SUMMERTIME EVENING EVENTS AND MOVIE NIGHTS AS A CITY SPONSORED SPECIAL EVENT SERIES, TO EXPEND CITY FUNDS AND AUTHORIZATION TO ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT

RECOMMENDATION

1. Approve the Evergreen Village Square event series, ranging from June to September of 2019, as a City Council sponsored event series 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 June 4th, 2019 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.

Activities proposed by Involved Evergreen and the Evergreen Village Square event sponsors will be open to the public and free of charge. The activities will take place between June 28 and August 23, with family and community building events scheduled throughout the summer time that will utilize the public square. Events will feature local talent, local artists, learning through activities set-up by local community based groups, library information through the Evergreen Village Square Branch Library (located at the Village Square), and volunteer engagement opportunities. Proposed activities include displays of local artists, performances by students and performing arts groups from area schools, and culminate with a free family friendly movie each night of the series.

HONORABLE MAYOR AND CITY COUNCIL

May 22, 2019

Subject: Evergreen Village Square Movie night event sponsorship

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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, Councilmembers and the Mayor who obtain donated items 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 Districts, the Mayor's Office, 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 May 22nd Rules Committee Agenda and the June 4th City Council Agenda.

CEQA

X Not a Project, File No. PP15-077, Temporary Special Events.

Reviewed by:

TONI J. TABER, CMC
City Clerk

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