



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Cohen  
District 4

**SUBJECT:** SEE BELOW

**DATE:** April 29, 2021

APPROVED:

**SUBJECT: APPROVAL OF THE SOUND THE ALARM DAY OF ACTION  
SPONSORED BY COUNCIL DISTRICT 4 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 Sound the Alarm Day of Action event scheduled on May 8, 2021 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 May 11, 2021 City 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.

During the Sound The Alarm Day of Action, the American Red Cross offers free virtual home fire safety education session to San Jose residents. These training sessions help households create a home-fire escape plan and emergency go-bag. The sessions also teach residents other actional steps they can take to prevent home fires. Participants are walked through testing their homes' smoke alarms, and about how to start critical preparedness conversations with their households. The sessions are conducted over the phone or streamed via web conference app.

## **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 David Cohen 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 4, 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

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and budgetary procedures.

**PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the May 5, 2021 Rules Committee Agenda and the May 11, 2021 City Council Agenda.

**CEQA**

☐ Not a Project, File No. PP17-010, City Organization & Administrative Activities resulting in no changes to the physical environment.

☒ Not a Project, File No. PP17-011, 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. 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.