



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** August 7, 2024  
**PREPARED BY:** Yalondra M. Valderrama Santana, Heritage & Tourism Manager  
**DEPARTMENT:** Community Development

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a resolution establishing a city sponsorship program; approving the policy and agreement; approving the application process; approving the amount of funding allocated for events and providing for related matters.

**BACKGROUND/SUMMARY:**

It is the City's policy to value and encourage events, programs, and services that benefit residents of the City. Historically, the City has supported various community events either with in-kind support or financial support based on citywide community needs and budgetary allocations. In order to ensure equitable opportunity for organizations to submit proposals, the City is formalizing the process in which organizations/groups receive City support. This policy will provide the basis for the City to enter into a (1) Formal City Sponsorship relationship, with monetary support; or 2) Informal Co-Sponsorship support for City sponsored special events. Requests for support will be approved in an equitable manner, ensuring a variety of programs, services, and community organizations receive the available support.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** Budget FY24-25  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Resolution No. 2024-26
- City of Manor Sponsorship Program Overview
- City of Manor Sponsorship Program Policy & Agreement
- City of Manor Sponsorship Program Application

**STAFF RECOMMENDATION:**

The city staff recommends that the City Council approve Resolution No. 2024-26 establishing the City of Manor Sponsorship Program; approving the policy and agreement; approving the application process; approving amount of funding allocated for events and providing for related matters.

**CITY COUNCIL:** **Recommend Approval** **Disapproval** **None**