



COUNCIL AGENDA: 11/17/2020

ITEM: 2.11

FILE NO: 20-1433

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** November 17, 2020

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**SUBJECT: Approval of National Prematurity Awareness Month Community Event  
Sponsored by Council District 8 as a City Council Sponsored Special Event to  
Expend City Funds and Accept Donations of Materials and Services for the  
Event.**

## **Recommendation**

As recommended by the Rules and Open Government Committee on October 28, 2020:

(a) Approve the National Prematurity Awareness Month to be recognized by the City Council on Tuesday, November 17, 2020 as a City Council sponsored Special Event and approve the expenditure of funds.

(b) Approve and accept donations from various individuals, businesses or community groups to support the event.

[Rules Committee referral 10/28/2020- Item G.1.c]



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Council Member Arenas  
District 8

**SUBJECT:** SEE BELOW

**DATE:** October 19, 2020

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APPROVED: *Sylvia Arenas*

10/19/2020

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**SUBJECT: APPROVAL OF NATIONAL PREMATURETY AWARENESS MONTH  
COMMUNITY EVENT SPONSORED BY COUNCIL DISTRICT 8 AS A  
CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY  
FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES  
FOR THE EVENT**

## **RECOMMENDATION**

1. Approve November 2020 as National Prematurity Awareness Month to be recognized by the City Council on Tuesday, November 17, 2020, 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 November 17, 2020 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.

National Prematurity Awareness Month will be recognized on Tuesday, November 17, 2020 and sponsored by Councilmember Arenas. This special event recognizes November as National Prematurity Awareness Month, which aims to raise awareness about premature births and the wellbeing of all mothers and infants in our community.

**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 Arenas 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 8, 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 October 28, 2020 Rules Committee Agenda and the November 17, 2020 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.