



COUNCIL AGENDA: 04/27/2021

ITEM: 2.13

FILE NO: 21-980

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Toni J. Taber, CMC
City Clerk

SUBJECT: SEE BELOW

DATE: April 27, 2021

**SUBJECT: Retroactive Approval of National Donate Life Month Proclamation
Sponsored by Council District 5 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 April 21, 2021:

- (a) Retroactively approve April as National Donate Life Month scheduled from April 16 to April 22, 2021 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.

CEQA: Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment. (Carrasco)

[Rules Committee referral 4/21/2021 - Item G.1.c]



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Magdalena
Carrasco

SUBJECT: SEE BELOW

DATE: March 22, 2021

Approved by:

Date: March 22, 2021

SUBJECT: RETROACTIVE APPROVAL OF NATIONAL DONATE LIFE MONTH PROCLAMATION, TOWER AND ROTUNDA LIGHTING ON APRIL, 16-22 AND COMMUNITY EVENT SPONSORED BY COUNCIL DISTRICT 5 AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT

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RECOMMENDATION

1. Retroactively approve April as National Donate Life Month to be recognized 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, April 27th, 2021 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. National Donate Life Month will be Proclaimed on April 13th, 2021, at City Hall and sponsored by Councilmember Carrasco. The Tower will be lit green and blue and the Rotunda will be lit green to highlight the importance of helps to encourage Americans to register as organ, eye and tissue donors and to honor those that have saved lives through the gift of donation from April 16 -April 22. The event is free and open to the public, and followed appropriate local public health rules, including requiring masks and social distancing.

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HONORABLE MAYOR AND CITY COUNCIL

Subject: National Donate Life Month

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ANALYSIS

City Council Policy 7-14, City Hall Event Lighting Policy, Sections B.1 and C.1 allows Rotunda and Tower lighting in conjunction with proclamations for official actions or ceremonial items as approved by City Council.

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 Carrasco 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 5, 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 April 21st, 2021 Rules Committee Agenda and the April 27th, 2021, 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.