



COUNCIL AGENDA: 05/25/2021  
ITEM: 2.15  
FILE NO: 21-1265

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** May 25, 2021

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**SUBJECT: Retroactive Approval of Pop Up Vaccination Site at Foxdale Village Apartments 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 May 19, 2021:

- (a) Retroactively approve the pop up vaccination site at Foxdale Village Apartments which was scheduled on April 18, 2021 and May 9, 2021 as a City Council sponsored Special Event and approve the expenditure of funds and approve the purchase of food and roses.
- (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 5/19/2021 - Item G.1.e]



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Magdalena  
Carrasco – District 5

**SUBJECT:** SEE BELOW

**DATE:** May 8, 2021

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF POP UP VACCINATION SITE AT  
FOXDALE VILLAGE APARTMENTS 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

1. Retroactively approve the of pop up vaccination site at Foxdale Village Apartment was scheduled on April 18<sup>th</sup> & May 9<sup>th</sup>, 2021 as a City Council sponsored Special Event and approve the expenditure of funds an approve the purchase of food and roses.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place the item on the May 25<sup>th</sup>, 2021 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.

Pop up vaccination site was held on April 18<sup>th</sup> & May 9<sup>th</sup>, 2021 at Foxdale Village Apartments and sponsored by Councilmember Magdalena Carrasco This special event is a pop up vaccination site for the second dose, on Mother's Day, we will have live music for residents getting vaccinated, The event is free and open to the public and will follow all appropriate local public health rules, including requiring masks and social distancing.

HONORABLE MAYOR AND CITY COUNCIL

May 8<sup>th</sup>, 2021

Subject: Pop up vaccination site

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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, Councilmember Magdalena 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 May 19<sup>th</sup>, 2021 Rules Committee Agenda and the May 25<sup>th</sup>, 2021 City Council Agenda.

## **CEQA**

- Not a Project, File No. PP10-069(c), City Administrative Activities.
- 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.