



Memorandum

TO: RULES COMMITTEE

FROM: Councilmember Johnny Khamis
District 10

SUBJECT: SEE BELOW

DATE: February 5, 2020

APPROVED: _____

SUBJECT: APPROVAL OF THE WINTER WALK AND SENIOR RESOURCE FAIR SPONSORED BY COUNCIL DISTRICTS 10, 9, AND 2 AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENT

RECOMMENDATION

1. Approve this memo for the 13th Annual Winter Walk and Senior Resource Fair scheduled on Friday, February 21, 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. Approve the purchase of various items and gift cards, under \$50 each, for the prize drawing.
4. Place the item on the February 18, 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.

The 13th Annual Winter Walk and Senior Resource Fair will be held on February 21, 2020 at Westfield Oakridge Mall and sponsored by Councilmembers Khamis, Jimenez, and Foley. This special event is a wellness event for the senior population and is free and open to the public.

Additionally, books, gift baskets, and other items from local businesses will be purchased for drawing prizes, and a limited number of gift cards under \$50 may be purchased for drawing and volunteer appreciation. The drawing will be free and open to the public.

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, the sponsoring Councilmembers 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 Districts 10, 9, and 2, 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 February 12, 2020 Rules Committee Agenda and the February 18, 2020 City Council Agenda.

CEQA

- X Not a Project, File No. PP15-077, Temporary Special Events.
- Exempt, File No. PP11-046, Graffiti removal services.
- Exempt, File No. PP12-080, CEQA Guidelines Section 15304(e), 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.

Reviewed by:

TONI J. TABER, CMC
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.