



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Matt Mahan
District 10

SUBJECT: SEE BELOW

DATE: February 3, 2021

APPROVED:

**SUBJECT: APPROVAL OF THE WINTER WALK AND SENIOR RESOURCE
VIRTUAL AND DRIVE-THRU 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 the 14th Annual Winter Walk and Senior Resource Virtual and Drive-Thru Fair scheduled on Wednesday, February 17, 2021 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 February 24, 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.

The 14th Annual Winter Walk and Senior Resource Virtual and Drive-Thru Fair will be held on February 17, 2021 via Zoom, with information bags distributed in a covid-safe, drive-thru fashion at three City owned facilities located within each Council District. The event is sponsored by Councilmembers Mahan, Jimenez, and Foley. This special event is a wellness event for the senior population and is free and open to the public.

HONORABLE MAYOR AND CITY COUNCIL

****Date of Memo****

Subject: **Event Name**

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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, Councilmembers Mahan, Foley, and Jimenez 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 10, 2021 Rules Committee Agenda and the February 24, 2021 City Council Agenda.

CEQA

- ☒ Not a Project, File No. PP15-077, Temporary Special Events.
- ☐ 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.