



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Toni J. Taber, MMC
City Clerk

SUBJECT: SEE BELOW

DATE: November 19, 2025

SUBJECT: Approval of Proclamation for the Holiday Children Book Drive and the Holiday Children Book Drive Sponsored by Council District 1 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 November 19, 2025:

- (a) Approve the Proclamation for the Holiday Children Book Drive scheduled on December 4, 2025 and the Holiday Children Book Drive scheduled on December 4-18, 2025 as a City Council sponsored Special Event and approve the expenditure of funds; and
- (b) Approve and accept donations from various individuals, businesses, or community groups to support the event in collaboration with the Fire Department.

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

[Rules Committee referral 11/19/2025 - Item B.2]



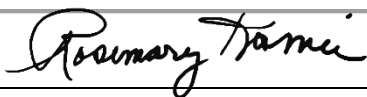
Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember
Rosemary Kamei,
District 1

SUBJECT: SEE BELOW

DATE: 11/12/2025

APPROVED: 

SUBJECT: APPROVAL OF PROCLAMATION FOR THE HOLIDAY CHILDREN BOOK DRIVE AND THE HOLIDAY CHILDREN BOOK DRIVE BY COUNCIL DISTRICT 1 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 Proclamation for the Holiday Children Book Drive on December 4, 2025 and the Holiday Children Book Drive from December 4-18, 2025 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 in collaboration with the Fire Department
3. Place the item on the December 2, 2025, 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 Holiday Children Book Drive will start on December 4, 2025, at San José City Hall Lobby, sponsored by Councilmember Rosemary Kamei in collaboration with District 2, the Fire Department, and San Jose Public Library. Book barrels will be placed in the City Hall Lobby from December 4 to December 18. This special event celebrates the holidays, and its purpose is to collect books for children. The event is free and open to the public.

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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 Rosemary Kamei 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 1, 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 November 19, 2025, Rules Committee Agenda and December 2, 2025 Council Agenda.

CEQA

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

Reviewed by:

TONI J. TABER, MMC
City Clerk

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