



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember David Cohen  
District 4

**SUBJECT:** SEE BELOW

**DATE:** November 19, 2024

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APPROVED:

*David Cohen*

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**SUBJECT: APPROVAL OF MULTIPLE SPECIAL EVENTS SPONSORED BY COUNCIL DISTRICT 4 AS CITY COUNCIL SPONSORED SPECIAL EVENTS TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENTS.**

## **RECOMMENDATION**

1. Approve the District 4 Annual Pajama Giveaway that is held on Friday, December 13, 2024 as a City Council sponsored Special Event and approve the expenditure of funds.
2. Approve the Santa Visits Alviso Event that is held on Saturday, December 7, 2024 as a City Council sponsored Special Event and approve the expenditure of funds.
3. Approve and accept donations from various individuals, businesses, or community groups to support the event.
4. Place the item on the Tuesday, December 10, 2024 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.

The District 4 Annual Pajama Giveaway will be held on Friday, December 13<sup>th</sup>, 2024, from 3:00pm to 7:00pm at a location still to be determined. The event will offer free pajamas to low-income students in the Berryessa Union School District, provide refreshments, and feature crafts for all ages. This event is free and open to the public.

The Santa Visits Alviso Event will be held on Saturday, December 8, 2024 from 11:00am to 4:00pm at the Alviso Youth Center 5050 N 1<sup>st</sup> Street. The purpose of this event is to provide an opportunity for students and their families in Alviso a change to see Santa and celebrate the joys of the season. This event is 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, Councilmember David Cohen 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 4, 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 Wednesday, December 4, 2024 Rules Committee Agenda and the Tuesday, December 10, 2024 City Council Agenda.

**CEQA**

- Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.
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Reviewed by:

TONI J. TABER, CMC

City Clerk

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