



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Vice Mayor Rosemary
Kamei, District 1

SUBJECT: SEE BELOW

DATE: 11/25/2024

APPROVED: 

**SUBJECT: RETROACTIVE APPROVAL OF 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 Holiday Children Book Drive 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 10, 2024, 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.

Children Book Drive will start on December 2, 2024, at San José City Hall Lobby, sponsored by Vice Mayor Rosemary Kamei in collaboration with the Fire Department. This special event celebrates the holidays, and its purpose is to collect books for children. The event is free and open to the public.

Book barrels will be placed in the City Hall Lobby from December 2 to December 20.

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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, Vice Mayor 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 December 4, 2024 Rules Committee Agenda and December 10, 2024 Council Agenda.

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

Reviewed by:

TONI J. TABER, CMC
City Clerk

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