



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, MMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** June 4, 2025

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**SUBJECT: Retroactive Approval of Pack a Back Donation Drive for Children's Awareness Month Sponsored by Council District 2 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 June 4, 2025:

(a) Retroactively approve the Pack a Back Donation Drive for Children's Awareness Month scheduled on June 3, 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.

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

[Rules Committee referral 6/4/2025 - Item B.4]



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Pamela  
Campos  
District 2

**SUBJECT:** SEE BELOW

**DATE:** May 29, 2025

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF PACK A BACK DONATION DRIVE  
FOR CHILDREN'S AWARENESS MONTH SPONSORED BY COUNCIL  
DISTRICT 2 AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO  
EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS  
AND SERVICES FOR THE EVENT**

## **RECOMMENDATION**

1. Retroactively approve the Pack a Back Donation Drive for Children's Awareness Month scheduled on June 3, 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.
3. Place the item on the Jun 17, 2025, 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 Pack a Back Donation Drive for Children's Awareness Month will be held on Tuesday, June 3, 2025, at the San José City Hall West Plaza and sponsored by Councilmember Pamela Campos.

This special event spotlights the growing need for families, children, and youth. Speakers from various youth-serving organizations, as well as community members with lived experience, will share stories that illustrate the impact of housing instability and a lack of access to childcare. It will also feature a symbolic display of chairs representing more than 2,200 public school students experiencing homelessness in San José. Additionally, Sacred Heart Community Services will be accepting donations of school supplies such as backpacks and calculators to provide to local children from families with low incomes. Through this partnership, the event

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promotes community and economic development by emphasizing the importance of homelessness prevention, stability, and cross-sector partnership in supporting family well-being.

The 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 Pamela Campos 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 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 June 4, 2025, Rules Committee Agenda and the June 17, 2025, City Council Agenda.

### **CEQA**

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

Reviewed by:

TONI J. TABER, CMC  
City Clerk

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