



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Johnny Khamis  
District 10

**SUBJECT:** SEE BELOW

**DATE:** October 31, 2018

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL OF VETERANS' DAY OBSERVANCE  
SPONSORED BY COUNCIL DISTRICT 10 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 Veterans' Day Parade scheduled on November 11<sup>th</sup>, 2018 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 November 27<sup>th</sup>, 2018 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 in Special Event Accounts.

The Veterans' Day Parade was held on November 11<sup>th</sup> in downtown San Jose and sponsored by Councilmember Johnny Khamis. This special event is celebrating the 100<sup>th</sup> Anniversary of Armistice Day.

## 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 Johnny Khamis 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 10, City departments and the Office of the City Clerk to proceed

HONORABLE MAYOR AND CITY COUNCIL

\*\*Date of Memo\*\*

Subject: \*\*Event Name\*\*

Page 2

with the event. Any cash donations received will be processed pursuant to the City's normal financial and budgetary procedures.

### **EVALUATION AND FOLLOW-UP**

Councilmember Johnny Khamis will issue an information memo detailing the results of the event.

### **PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the November 7<sup>th</sup>, 2018 Rules Committee Agenda and the November 27<sup>th</sup>, 2018 City Council Agenda.

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office and the City Clerk's Office.

### **CEQA**

Not a project.

Reviewed by:

TONI J. TABER, CMC  
City Clerk

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