



## CITY OF MILPITAS AGENDA REPORT (AR)

<b>Item Title:</b>	<b>Consider Requests from Two Non-Profit Organizations for \$500 Donations each toward Hangeul Day Event at Milpitas Library and for Mid-Autumn Festival in Milpitas (Staff Contact: Mary Lavelle, 408-586-3001)</b>
<b>Category:</b>	Consent Calendar-Leadership and Support Services
<b>Meeting Date:</b>	9/3/2019
<b>Staff Contact:</b>	<b>Mary Lavelle, 408-586-3001</b>
<b>Recommendation:</b>	Consider applications from two Non-Profit Organizations for \$500 donations each and approve those for Hangeul Day on September 19, 2019 at Milpitas Library and for Mid-Autumn Festival at SJCC Milpitas Extension on September 28, 2019.

### **Background:**

On August 15, 2019, the City Clerk received a “Donation or Fee Waiver/Reduction Request Application Form” from the Korean Language and Culture Foundation, a non-profit organization in Milpitas. This group plans to hold a celebration of Hangeul, the Korean alphabet on September 19, 2019 at Milpitas Library. The annual event allows participants to experience Korean culture including the Korean alphabet, Korean customs and printing system. The Foundation is seeking funds for support from the City of Milpitas and submitted its IRS non-profit determination letter. This is the sixth year the group has requested a donation for Hangeul Day.

On August 8, 2019, the City Clerk received a “Donation or Fee Waiver/Reduction Request Application Form” from the Milpitas Community Education Endowment (MCEE), a non-profit organization in Milpitas, for its Mid-Autumn Festival (Tet Trung Thu). MCEE plans to hold a celebration of Tet Trung Thu on September 28, 2019 at San Jose City College Milpitas Extension on Escuela Parkway. This will be the second annual fall festival featuring arts & crafts, food, dance performances and community exhibits. MCEE is seeking funds for support from the City of Milpitas and submitted its IRS non-profit determination letter. This is the second year the group has requested a donation.

The Adopted Fiscal Year 2019-2020 Budget includes \$25,000 for donations, fee waivers, and events. The allocation of this money for the full Council versus individual Councilmembers was included as a discussion item for the August 20, 2019 Council meeting, however, due to time constraints, the item was deferred to the September 17 agenda. Since there is time sensitivity with the requests in this report, staff is bringing these two donation requests forward for Council consideration, ahead of the policy discussion.

### **Analysis:**

Milpitas City Council adopted the “City Council Donation and Fee Waiver/Reduction Policy” on April 16, 2013. A copy is included as an attachment. This policy allows Milpitas non-profit organizations to request City fees to be waived up to \$1,500 or a donation amount up to \$500 to be granted upon request. The requesting groups must be local Milpitas non-profits and provide proof of non-profit status from the federal Internal Revenue Service or the state Franchise Tax Board. Groups are requested to file a follow up report with the City Clerk after the event for which the fee waiver or funds were requested.

### **Policy Alternatives:**

**Alternative 1:** Do not approve the donations as requested

Pros: The City's General Fund will not incur the costs of the donations.

Con: Denial of these requests would negatively impact two non-profit organizations in the community.

Reason not recommended: There is no reason to not consider the request since there is adequate funding available and the eligible non-profits have completed the correct paperwork and are seeking City Council approval based on adopted policy.

**Alternative 2:** Defer approval of the donations as requested after Council's consideration of the draft Council Policy titled "Council Policy for Events."

Pros: Council would have an opportunity to discuss a comprehensive policy before taking action on any donations or fee waivers.

Con: Deferring the decision of the requested donations would not provide an opportunity for the Council to support the two non-profit organizations.

Reason not recommended: Would not provide an opportunity for the Council to consider the time-sensitive funding requests from the two non-profit organizations.

**Fiscal Impact:** The total amount of \$1,000 would be allocated from the City Council Unallocated Community Promotions line item in the adopted FY 2019-20 budget. \$25,000 was included in the budget adopted by City Council, therefore if the Council authorizes both donations requested here, \$24,000 would be the remaining balance.

**Recommendation:**

Consider two requests received by the City Clerk and move to approve \$500 donation each to (1) Milpitas Community Education Endowment for Mid-Autumn Festival on September 28 and to (2) Korean Language and Culture Foundation for its annual Hangeul Day on September 19 at Milpitas Library, and permit use of the City seal logo on event flyers.

**Attachments:**

- 1) City Council Donation and Fee Waiver/Reduction Policy
- 2) Application and materials from Milpitas Community Education Endowment
- 3) Application and materials from Korean Language and Culture Foundation