



SPECIAL MEETING OF THE MILPITAS CITY COUNCIL



AGENDA

THURSDAY, OCTOBER 2, 2025

CITY COUNCIL CHAMBER, 455 E. CALAVERAS BLVD, MILPITAS, CA
11:00 AM

For assistance in the following languages, you may call:

Đối với Việt Nam, gọi 408-586-2400

Para sa Tagalog, tumawag sa 408-586-3051

Para español, llame 408-586-3072

** To access written translation during the meeting, scan the QR Code.*

The City Council meeting is held in the City Council Chamber at City Hall, 455 E. Calaveras Blvd.,
Milpitas and via teleconference/Zoom webinar.

You may watch the Council meeting without providing public comment by accessing it via links here.

Meeting shall be livestreamed - Go to:

Facebook: <https://www.facebook.com/CityofMilpitas/>

YouTube: <https://www.milpitas.gov/youtube>

Web Streaming: <https://www.milpitas.gov/webstreaming>

PUBLIC COMMENT INSTRUCTIONS

Oral public comments may only be provided live during the City Council meeting in person, unless the City Council approves remote public comment. All comments provided shall be limited to three minutes or less as determined by the Mayor. All members of the public will be limited to one comment per agenda item, and one comment for non-agenda items. Members of the public may submit written comments by email to CityClerk@milpitas.gov

The meeting will be streamed via Zoom for viewing purposes only unless the City Council approves remote public comment. To watch via Zoom, please register at:

https://ci-milpitas-ca-gov.zoom.us/webinar/register/WN_aexyFIU-RkOEuv1wM3ZOVQ

NOTE: If a member of the public wishes to share any presentation materials for Council consideration, they must be submitted to the Clerk's Office by email to CityClerk@milpitas.gov by 12:00 p.m. on the day of the meeting. No presentations will be accepted in person in the Council Chambers.

MILPITAS CITY COUNCIL CODE OF CONDUCT

- Be respectful and courteous (words, tone, and body language).
- Model civility.
- Avoid surprises.
- Praise publicly and criticize privately.
- Focus on the issue, not the person.
- Use electronic devices appropriately while on the Council dais.
- Disclose conflicts of interest and affiliations related to agenda items.
- Separate governing from campaigning.
- The Council speaks with one voice after making policy on issues.
- Respect the line between policy and administration.
- Council will hold one another accountable to comply with this Code of Conduct.

CALL MEETING TO ORDER by Mayor and ROLL CALL by City Clerk (11:00 AM)

PLEDGE OF ALLEGIANCE

PUBLIC FORUM

Members of the public are invited to speak on items listed on today's agenda only. Comments will be limited to three minutes or less at the Mayor's discretion. When called to speak, you are encouraged to state your name for the record.

ANNOUNCEMENT OF CONFLICT OF INTEREST AND CAMPAIGN CONTRIBUTIONS

READING OF THE CITY COUNCIL CODE OF CONDUCT

APPROVAL OF AGENDA

CONSENT CALENDAR

Consent calendar items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a City Councilmember, member of the audience or staff requests the Council to remove an item from (or be added to) the consent calendar. Any person desiring to speak on any item on the consent calendar should ask to have that item removed from the consent calendar.

- 1. Consider Donation Request from Korean Language and Culture Foundation (Staff Contact: Renee Lorentzen, Recreation and Community Services Director, 408-586-3409)**

Recommendation: Approve a donation request of \$500 for the annual Korean Alphabet Anniversary celebration at the Milpitas Library on October 5, 2025.

AGENDA ITEMS

- 2. City Council Priority Setting (Staff Contact: Matt Cano, Assistant City Manager, 408-586-3012)**

Recommendation: (1) Receive and discuss presentation on fiscal condition, strategy, and work plan efforts; (2) Review, prioritize, and approve Council Referrals using a two-step prioritization process, with direction to staff to return at a future meeting with additional analysis and costing that may be required; and (3) Approve and adopt a resolution to appropriate unassigned fund balances or reserves for referrals ranked and prioritized by the City Council for funding.

ADJOURNMENT

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions and other City agencies exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and City operations are open to the people's review. For more information on your rights under the Open Government Ordinance or to report a violation, contact the City Attorney's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035
e-mail: ccreech@milpitas.gov / Phone: 408-586-3040

The Open Government Ordinance is codified in the Milpitas Municipal Code as Title I Chapter 310 and is available online at the City's website www.milpitas.gov by selecting the Milpitas Municipal Code link.

Materials related to an item on this agenda submitted to the City Council after initial distribution of the agenda packet are available for public inspection at the City Clerk's office at Milpitas City Hall, 3rd floor 455 E. Calaveras Blvd., Milpitas and on City website. City Council agendas and related materials can be viewed online: www.milpitas.gov/government/council/agenda_minutes.asp (select meeting date)

APPLY TO SERVE ON A CITY COMMISSION

Commission application forms are available online at www.milpitas.gov or at Milpitas City Hall.
Contact the City Clerk's Office at 408-586-3001 for more information.

If you need assistance, per the Americans with Disabilities Act, for any City of Milpitas public meeting, please call the City Clerk at 408-586-3001 or send an e-mail to CityClerk@milpitas.gov prior to the meeting. You may request a larger font agenda.



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Consider Donation Request from Korean Language and Culture Foundation (Staff Contact: Renee Lorentzen, Recreation and Community Services Director, 408-586-3409)
Category:	Consent Calendar-Community Services and Sustainable Infrastructure
Meeting Date:	10/2/2025
Recommendation:	Approve a donation request of \$500 for the annual Korean Alphabet Anniversary celebration at the Milpitas Library on October 5, 2025.

BACKGROUND:

On September 14, 2025, staff received a Donation and Fee Waiver/Reduction Policy request from Korean Language and Culture Foundation. The request is for a \$500 donation for their annual Korean Alphabet Anniversary celebration at the Milpitas Library.

ANALYSIS:

One Donation and Fee Waiver/Reduction Policy application was received by the Recreation and Community Services Department for a donation to the Korean Language and Culture Foundation.

Fee Waiver Request

The Korean Language and Culture Foundation submitted the required application and documentation for their Korean Alphabet Anniversary celebration event:

- City Council Donation and Fee Waiver/Reduction Policy request
- Non-profit status letter

The Korean Language and Culture Foundation is requesting City Council donate \$500 for the costs to produce the event.

The Milpitas City Council adopted an updated "City Council Donation and Fee Waiver/Reduction Policy" (Policy) on [June 21, 2022](#). Per the Policy, eligible organizations can request City fees to be waived up to \$1,500 or a donation amount up to \$500 to be granted upon request. Eligible organizations are defined as "a non-profit organization as described by the Internal Revenue Section such as 501(c)(3) or an intergovernmental agency; Non-discriminatory, and non-political in nature." Fee Waiver or Donation requests for events must provide a community benefit within the City of Milpitas proper. Applying organizations must provide proof of non-profit status from the federal Internal Revenue Service or the state Franchise Tax Board.

As required, the Korean Language and Culture Foundation provided a copy of their determination letter from the Internal Revenue Service stating they are a tax-exempt organization. The applicant meets the requirements as outlined in the Council adopted Donation and Fee Waiver/Reduction Policy.

POLICY ALTERNATIVE(S):

Alternative: Do not approve any one or combination of received fee waivers and donation applications as requested.

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

Con: Denial of the request may not allow the non-profit organization to hold their events.

Reason not recommended: This request is consistent with the Council approved Policy.

FISCAL IMPACT:

\$25,000 was approved and included in the FY 2025-26 City budget for City Council's Unallocated Community Promotions with a current balance of \$23,044. If this request is approved by the City Council, then \$22,544 would remain in that line item of the current year's budget.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):

The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and is not a project pursuant to Pub. Resources Code, § 21065 and Cal. Code Regs., tit. 14, § 15378. Even if a project, the action is exempt from further CEQA review pursuant to Cal. Code Regs., tit. 14, § 15061(b)(3) as it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

ATTACHMENT(S):

- (a) Korean Language and Culture Foundation Application
- (b) Korean Language and Culture Foundation Internal Revenue Service (IRS) non-profit letter

City of Milpitas City Council Non-Profit Donation/Fee Waiver Requ... #45

Name of Organization	Korean Language and Culture Foundation
Is there a Milpitas Branch or Affiliation?	☒ Yes
Organization Address (as listed on your 501 (c) 3)	 United States
Organization Web Site	https://www.facebook.com/klacfsf
Organization Contact Name	Eun Hee Koo
Organization Contact Phone	
Organization Contact Email	
Request Type	☒ Donation (up to \$500)
Requested Amount (request types cannot be combined or exceed maximum listed amounts)	500
Description of Use of Funds/Fees to be Waived	We will use this to prepare for materials and gifts for the participants of the event.
Event Name	The 582nd Korean Alphabet Day Celebration
Event Date(s)	Oct 05, 2025
Event Location (Facility Name and Address)	Milpitas Public Library
Is your Event Open to the Public	Yes
What is you anticipated Event attendance?	100
What is the purpose of the Event?	To celebrate the 579th Korean Alphabet Day and let City of Milpitas citizens experience Korean culture and share the beauty of Korean traditional culture in the diversity community, City of Milpitas.
Is your event a Fundraiser	No
What percentage of your event fundraising proceeds will benefit the Milpitas Community?	None, this is not a fundraiser
How will the Milpitas Community Benefit from this Event?	Milpitas citizens will experience Korean culture including Korean traditional games, Korean custom and printing system, and through Korean media, the support of City of Milpitas will

be announced.

How will the City's contribution (if approved) be recognized in event media and publicity?

It will be announced on the program and at the event, and the support of City of Milpitas will be announced through Korean media.

Upload your Entity Status Letter (Entity Name listed on this application must match the Entity Status Letter Name)

IRS tax exempt status -KLACF (1).pdf

Within 60 days after completion of the event for which a donation was received or a fee waiver was granted by the City of Milpitas, your organization will provide a report to the Director of Recreation and Community Services to include at minimum: number of participants, copies of all publicity of the event, any benefit to the community, amount of funds raised and an accounting of how the proceeds of the event will be dispersed. Failure to abide by the rules and procedures set forth in the City Council Donation/Fee Waiver Policy will result in the organization being denied for funding and/or fee waiver in the future. Draw your signature into the box below.

A handwritten signature in black ink, appearing to be 'W/20m', is written over a large, empty rectangular box.

Entry Info

Date Created

14 Sep 2025 - 07:21:01 PM

Date Updated

IP Address

98.37.218.102

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUL 18 2014

KOREAN LANGUAGE AND CULTURE
FOUNDATION
1851 MCCARTHY BLVD STE 115
MILPITAS, CA 95035-7448

Employer Identification Number:

DLN:

17053008319014

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

November 21, 2011

Contribution Deductibility:

Yes

Addendum Applies:

No

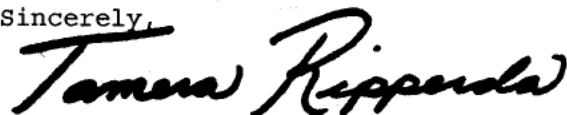
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947

City Council Priority Setting (Staff Contact: Matt Cano, Assistant City Manager, 408-586-3012)

Recommendation:

- (1) Receive and discuss presentation on fiscal condition, strategy, and work plan efforts;
- (2) Review, prioritize, and approve Council Referrals using a two-step prioritization process, with direction to staff to return at a future meeting with additional analysis and costing that may be required; and
- (3) Approve and adopt a resolution to appropriate unassigned fund balances or reserves for referrals ranked and prioritized by the City Council for funding.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS
AUTHORIZING AN INCREASE TO THE APPROPRIATION OF UNASSIGNED FUND
BALANCES OR RESERVES FOR REFERRALS RANKED AND PRIORITIZED BY THE
CITY COUNCIL OF MILPITAS**

WHEREAS, the City Council of the City of Milpitas has received and discussed a presentation on the City of Milpitas fiscal condition, strategy, and work plan efforts; and

WHEREAS, the City Council has reviewed, prioritized, and approved City Council Referrals using a two-step prioritization process, with direction to City staff to return at a future meeting with additional analysis and costing that may be required; and

WHEREAS, the City Council wishes to appropriate unassigned fund balances or reserves for certain referrals ranked and prioritized by the City Council at its October 2, 2025 meeting;

NOW, THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has duly considered the full record before it, which may include but is not limited to such things as the City staff presentation, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and is not a project pursuant to Pub. Resources Code, § 21065 and Cal. Code Regs., tit. 14, § 15378. Even if a project, the action is exempt from further CEQA review pursuant to Cal. Code Regs., tit. 14, § 15061(b)(3) as it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.
3. The City Council hereby authorizes a budget increase of \$[XXXXXX] of unassigned fund balances or reserves for the current fiscal year for certain referrals ranked and prioritized by the City Council at its October 2, 2025 meeting.

PASSED AND ADOPTED this 2nd day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Suzanne Guzzetta, City Clerk

Carmen Montano, Mayor

APPROVED AS TO FORM:

Christopher Creech, Acting City Attorney