



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Lee Price, MMC
City Clerk

SUBJECT: CommUnity Resource Fair

DATE: May 25, 2007

RECOMMENDATION:

That the Rules and Open Government Committee approves the use of the District 4 Special Event fund and acknowledges the receipt of and use of various donations in support of the CommUnity Resource Fair to be held on Sunday, June 3 in the City Hall Civic Plaza and Rotunda.

BACKGROUND

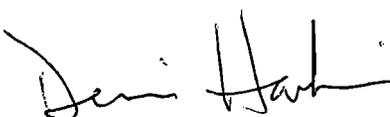
On February 1, 2005 the City Council adopted Ordinance 72517 which required Councilmembers to submit a memorandum to the Rules Committee regarding the proposed use of any funds in Special Event Accounts. For several years Council District 4 and various community-based organizations have collaborated and sponsored a CommUnity Resource Fair. This year the event has been broadened and is being co-sponsored by the Office of the Mayor and Council Districts 1, 2, 3, 4, 6, 7, 8, 9 and 10. A total of \$17,000 of funds from the Mayor and Council offices has been allocated to underwrite the cost of the event.

The CommUnity Resource Fair is a free event open to the public but targets the Vietnamese community. The Fair assists community members gain information and access to programs, services and assistance provided by local government and non-profit agencies. In addition, the Fair offers a variety of food, entertainment, social and cultural activities for all participants.

The Office of the Mayor is requesting authorization to use the previously accrued fund balance of \$3,209.32 from the District 4 Special Event account to help pay for this event. In addition, the Office of the Mayor is requesting acknowledgement and approval to use donations received in support of this year's event. Approximately \$16,981 in sponsorship or in-kind contributions has been contributed by a variety of organizations. Attachment A provides a listing of contributors and projected event expenses.

ANALYSIS

At the time the Council adopted the above Ordinance, it also referred to the Blue Ribbon Task Force procedural issues involving disclosure by Councilmembers of the receipt of contributions. Several other procedural items were also referred to the Administration to return to Council for further action. Since that time, the Blue Ribbon Task Force has disbanded and the issues for clarification have not yet been submitted to the Council for action. Therefore, in an effort to comply with the spirit of the Council's prior direction, the Office of the City Clerk is submitting this request to the Rules and Open Government Committee. Approval of this memorandum will enable the Office of the City Clerk to deposit donations to the City Treasury, support the CommUnity Resource Fair and disperse funds necessary to pay for the event expenses. Any remaining funds will be retained in the District 4 Special Event account, subject to future Committee and Council action.



Lee Price, MMC
City Clerk

Attachment A
Resource Fair Donations and Expenses

Donor	Contribution Type	Contribution Amount
Kaiser	Sponsorship	\$2,500.00
Santa Clara County Federal Credit Union	Sponsorship	\$500.00
New York Life	Sponsorship	\$1,000.00
Bank of America	Sponsorship	\$2,500.00
HP	Sponsorship	\$2,500.00
Cadence	Sponsorship	\$2,500.00
AT&T	Sponsorship	\$2,500.00
Health Trust	Sponsorship	\$2,000.00
Subtotal Sponsorship Contributions		\$15,500.00
Hobbee's Restaurant	In-kind (gift certificate)	\$25.00
The Tech Museum of Innovation	In-kind (gift certificate)	\$32.00
Happy Smog Check	In-Kind (gift certificates – 15 @ \$50 each)	\$750.00
Le Papillion	In-kind (gift certificate)	\$25.00
Safeway	In-kind (gift certificate)	\$25.00
San Jose Repertory Theatre	In-kind (gift certificate)	\$100.00
Paramount's Great America	In-kind (gift certificate)	\$93.90
San Jose Downtown Association	In-kind (Downtown Ice Family Four-pack gift certificates - \$280; Carrot Cash, Downtown Farmer's Market - \$250)	\$530.00
Subtotal In-kind Contributions		\$1,481.00
TOTAL CONTRIBUTIONS		\$16,981.00

Event Budget

Revenues	Amount
District 4 Special Event Balance	\$3,209
Mayor and Council Contributions	\$17,000
Donations	\$16,981
Total Revenues	\$37,190
Expenses	
Food and Beverage	\$7,030
Facility and Equipment	\$10,367
Permits and Inspections	\$951
Printing, Advertising & Informational Materials	\$7,432
Entertainment and Activities	\$5,900
Total Expenses	\$31,680