

RESOLUTION 2026-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO ESTABLISHING A CITY COUNCIL ADOPTED POLICY ON FUNDING ONE-TIME, DISCRETIONARY GRANT AWARDS BY THE CITY COUNCIL FOR SPECIAL EVENT ACTIVITIES AND EVENTS SPONSORED BY ELIGIBLE NON-PROFIT ORGANIZATIONS LOCATED WITHIN CITY INCORPORATED LIMITS; AND AUTHORIZING A ONE-TIME ANNUAL FUNDING APPROPRIATION OF \$30,000 FROM THE FY 2026-27 CITY MANAGER CONTINGENCY OPERATING RESERVE (FUND 190), EFFECTIVE JULY 1, 2026

WHEREAS, adoption of the proposed Policy advances Major Policy Goal: Focus In Economic Development and Fiscal Diversification, Policy 410 (Continue Best Management Practices with Fiscal Resilience, Fiscal Excellence and Fiscal Transparency) of the adopted FY 2025-27 City Council Priority Workplan, effective April 7, 2025;

WHEREAS, the City of San Pablo has, for more than a decade, provided one-time financial support to local organizations hosting special events that benefit the residents of the City of San Pablo;

WHEREAS, no formally adopted policy currently governs how such one-time discretionary grant awards are evaluated, allocated, or reconciled with other City grant programs, including the Annual San Pablo Community Grant Program;

WHEREAS, the absence of a structured policy framework has created the potential for inconsistent policy decision-making, duplicative financial assistance or grant awards (commonly referred to as “double-dipping”), and exposure to fiscal and constitutional risk;

WHEREAS, Article XVI, Section 6 of the California Constitution prohibits public agencies from giving or lending public money or anything of value to any private person, association, or corporation, and the establishment of formal eligibility criteria and a public-benefit nexus is necessary to ensure compliance with this constitutional prohibition against the gift of public funds;

WHEREAS, prior to Fiscal Year 2010-11, the City Council routinely authorized funds for special event sponsorships through the City Council Departmental Community Grants budget account #100-1110-44050 without a formalized review process or criteria-based policy, with prior-year expenditures averaging approximately \$100,000 annually and \$42,000 budgeted in Fiscal Year 2009-10 alone;

WHEREAS, following these concerns, the City Manager implemented a series of corrective measures with City Council approval, including the adoption of Ordinance No. 2010-004 establishing San Pablo Municipal Code (SPMC) Chapter 9.24 (Special Event Permit Program); the budgeting of one-time grant awards beginning in Fiscal Year 2011-12 limited to qualified, registered non-profit organizations; and the adoption of the

Annual San Pablo Community Grant Program on April 4, 2011, via Resolution No. 2011-043;

WHEREAS, on March 26, 2026, the Community Services Standing Committee, consisting of Councilmembers Cruz and Pineda, reviewed a draft policy outline and authorized a formal policy recommendation to the full City Council for formal consideration and adoption;

WHEREAS, the proposed Policy establishes clear eligibility criteria, funding tiers, application timelines, and reporting expectations, while preserving the City Council's discretion to award funding consistent with the Council's Annual Adopted Priority Workplan;

WHEREAS, on February 2, 2026, by Resolution No. 2026-012, the City Council re-directed \$20,000 to the City's Annual San Pablo Community Foundation Grant Program, increasing the City's General Fund annual contribution from \$55,000 to \$75,000 annually, with said increase included in the Preliminary DRAFT Budget for FY 2027-2028 scheduled for adoption by Resolution on June 15, 2026;

WHEREAS, the City Manager recommends that the annual one-time special event sponsorship program no longer be funded as a recurring operating budget expense in the City's adopted General Fund Operating Budget under City Council Departmental Budget account 100-1110-44050, but instead be funded through a one-time annual appropriation of \$30,000 from the City Manager's Contingency Operating Reserve (Fund 190), consistent with the City's adopted Fiscal-Resiliency Reserve Policy, to ensure a transparent funding source for eligible special event sponsorships while maintaining General Fund flexibility; and

WHEREAS, the adoption of this Resolution and the Policy attached hereto is not a "project" as defined under the California Environmental Quality Act (CEQA), as it constitutes the creation of a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment, pursuant to Title 14 of the California Code of Regulations, Section 15378(b).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Pablo, that the City Council hereby finds, determines, and resolves as follows:

Section 1. The above recitals are true and correct and are hereby incorporated by reference as findings of the City Council.

Section 2. The City Council hereby adopts the "Policy on Annual One-Time Discretionary Public Grant Assistance for Qualified Local Organizations to Support Special Event Sponsorship Activities or Events Within City Incorporated Limits" ("Policy"), attached hereto as Exhibit A and incorporated herein by this reference, effective July 1, 2026.

Section 3. The Policy shall apply to all requests for one-time discretionary grant awards by the City Council for special event activities and events sponsored by eligible non-profit organizations located within the City's incorporated limits, and shall establish the framework for evaluating, awarding, and administering such grants.

Section 4. The City Council hereby authorizes a one-time annual funding appropriation in the amount of Thirty Thousand Dollars (\$30,000) from the FY 2026-27 City Manager's Contingency Operating Reserve (Fund 190), pursuant to the City's adopted Fiscal-Resiliency Reserve Policy, to fund grant awards under the Policy, effective July 1, 2026. Grant awards shall be made in the following tiered increments:

Funding Request	Award Amount
First-time funding request	\$1,500
Second-time, recurring funding request	\$2,500
Third-time, recurring funding request (Maximum Award)	\$5,000

The City Council retains discretion to approve up to the \$5,000 maximum award by majority vote, even where the City Manager recommends a lower amount, in cases involving exceptional circumstances or demonstrated public benefit. The City Council may further augment program funding one-time during a fiscal year by adopted Resolution, up to a maximum of \$5,000, if program funds are exhausted prior to June 30.

Section 5. All grant requests under the Policy shall be submitted to the City Manager's Office not less than sixty (60) days prior to the scheduled event, and final award decisions shall require majority vote approval of the City Council by adopted Resolution.

Section 6. Funding under the Policy shall be limited to non-profit organizations with active 501(c)(3) or 501(c)(6) status registered with the State of California, or to applicants utilizing such a registered non-profit organization as a Fiscal Agent. Private individuals, school districts, and other governmental agencies shall not be eligible to receive grant funds directly. Recipients of the Annual San Pablo Community Grant Program in the preceding fiscal year shall be ineligible for special event sponsorship funding until the subsequent fiscal year, thereby eliminating duplicative funding awards.

Section 7. Special events funded under the Policy shall constitute "official City sponsorship" and shall be required to display the official City of San Pablo logo on all promotional materials and social media communications associated with the funded event.

Section 8. All special events funded under the Policy and held on City property or within the public right-of-way shall comply with the requirements of SPMC Chapter 9.24 (Special Events Ordinance), and all required City service fees, liability insurance, and staffing fees shall be paid in full directly to the City prior to issuance of a special event

permit.

Section 9. The City Manager, or his or her designee, is hereby authorized and directed to administer the Policy, to take all actions necessary or appropriate to implement this Resolution, and to make administrative, non-substantive amendments to the Policy as necessary to effectuate its purpose.

Section 10. This Resolution shall take effect immediately upon its adoption.

ADOPTED this 18th of May, 2026, by the following votes:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

Dorothy Gantt, City Clerk

Elizabeth Pabon-Alvarado, Mayor