

RESOLUTION 2017-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO ISSUE THE FY 2017-18 ANNUAL SAN PABLO COMMUNITY FOUNDATION GRANT APPLICATION GUIDELINES, PROGRAM CRITERIA & POLICY

WHEREAS, *Community Grant Program 501 (c3) Funding – Special Event Funding* and *San Pablo Community Foundation Mini-Grant Program* are adopted policy items under the FY2015-17 Council Priority Workplan, effective October 1, 2016

WHEREAS, this is not a project as defined by CEQA;

WHEREAS, on September 16, 2013, the City Council by Resolution directed the City Manager to proceed with consolidating the Annual Community Grant Program and the San Pablo Community Foundation Mini-Grant Program;

WHEREAS, staff recommends that the City Council direct the City Manager to proceed with announcement and availability of \$55,000 in City General Fund Operating Funds for the FY 2017-18 Annual San Pablo Community Foundation Grant Program, and a total of \$40,000 in private, corporate sponsorship from Lytton Rancheria Band of Pomo Indians who operate Casino San Pablo; and Republic Services, Inc. (dba Richmond Sanitary Services) for a total of \$95,000 available for one-time grant awards to local community service organizations, and non-profit (501(c)(3)) organizations which serve San Pablo residents;

WHEREAS, an additional \$5,000 in a one-time charitable donation was identified and will be presented to the City from the San Pablo Senior Advisory Board for the FY 2017-18 grant program for total grant funding of \$100,000 for qualified recipients for the FY 2017-18 grant program period;

WHEREAS, SPCF Grant Review Committee will make the final grant awards and City Council will appropriate final funding;

WHEREAS, a five-member San Pablo Community Foundation Grant Review Committee (Committee) is authorized to review and select SPCF grant recipients for FY2017/18;

WHEREAS, the City Council must appropriate funding to support the selected grant recipients in order for the grants to be disbursed;

WHEREAS, the City Manager has proposed the following timeline based on the current City Council adopted policy for scheduling grant award disbursements by June 30, 2017, as follows:

Calendar/Timeline: **FY 2017-18 SPCF Grant Program Action:**

- March 20 City Council Action:
Approves FY 2017-18 SPCF Grant Program, Policy & Guidelines
- March 21 City Manager Releases FY 2017-18 Grant Package/Press Release
- April 10 **(Special Council Meeting) FY 16/17 Financial Report**
- April 18 Grant Application Deadline
- April 19 Eligible/Non-Eligible Letters Mailed
- April 27 Appeal Letters Due to the Committee
- May 8 Staff to Deliver Grant Application Binders to SPCF Grant Review Committee
- May 8 – May 19 SPCF Committee Review Period Grant Applications
- May 22 SPCF Grant Review Committee Receives Applicant Presentations, etc. and
Selects Grant Recipients for FY2017/18
- June 5 or 19 City Council Action:
Appropriates funding for SPCF Grant Committee Selected Grant Recipients
- Week of June 20 Staff Prepares Check Requests to Finance
- June 26-28 Staff Prepares Letters to include with Grant Checks
- June 29 Grant Funding Disbursed to Approved Recipients

Financial Reporting - 2017–18 Award Recipients

March 1, 2018	Financial Letter Notification
April 2, 2018	Deadline to Submit Financial Report
April 16, 2018	Special City Council Meeting

WHEREAS, in addition to the FY 2017-18 SPCF Grant Program Funding Available, the City Manager has proposed, with concurrence and review by the SPCF Grant Committee on March 13, 2017, the final recommended policy documents to administer the FY 2017-18 Grant Program for adoption as follows:

- Proposed FY 2017-18 SPCF Grant Application; and
- Proposed FY 2017-18 SPCF Grant Guidelines and Program Criteria; and
- Proposed FY 2017-18 SPCF Grant Program City Council Policy;

WHEREAS, this action does not result in the expenditure of funds, and, therefore, has minimal fiscal impact, but will, however, set into motion the planned expenditure of grant funds totaling \$55,000 from the FY 2017/18 City Council budget, subject to City Council approval later this fiscal year.

NOW, THEREFORE, BE IT RESOLVED City Council approves the timeline set forth above, the FY 2017-18 Annual Community Grant Application, Grant Guidelines and Program Criteria, and Grant City Council Policy attached to this resolution, and directs the City Manager to announce such documents through various City media sources and the City's website.

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Adopted this 20th day of March, 2017, by the following vote:

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

ATTEST:

APPROVED:

Ted J. Denney, City Clerk

Cecilia Valdez, Mayor