

RESOLUTION 2025-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO (1) ALLOCATING SUPPLEMENTAL FUNDING FOR FY 2025-26 ONE-TIME DISCRETIONARY SPECIAL EVENT SPONSORSHIPS IN THE AMOUNT OF \$10,000 UNDER THE CITY COUNCIL DEPARTMENTAL BUDGET (FUND: #100-1110-44050); AND (2) FURTHER AUTHORIZING THE CITY MANAGER TO DEVELOP A NEW POLICY ON CITY COUNCIL SPECIAL EVENT SPONSORSHIP FUNDING BEFORE JUNE 30, 2026

WHEREAS, each year, it has been customary business practice for the City Council to appropriate one-time funding under the City Council Departmental Budget (*Fund: #100-1110-44050 – Community Grants and Special Events*) to fund one-time, discretionary special event sponsorships to local community services organizations who are qualified 501 ((c) (3) or (c) (6)), non-profit corporations registered with the State of California;

WHEREAS, this discretionary public assistance program helps local organizations with one-time special activities and events that are non-exclusive and open to the general public;

WHEREAS, for the FY 2025-26 period, contained in the adopted Two-Year Biennial GF Operating Budget, there is a total of \$30,000 budgeted and available for one-time special event sponsorships to local organizations who meet the City Council's funding requirements;

WHEREAS, sponsorships awarded by the City Council via adopted resolution are approved in increments of: \$1,500, \$2,500 or \$5,000 awards. All funding requests are processed by the City Manager's Office on a first-come, first-serve basis until all budgeted funds are exhausted during each fiscal year period. Private individuals or organizations are not eligible for this public funding assistance;

WHEREAS, there is no current adopted City Council or Administrative Policy on the annual administration/allocation of one-time special event sponsorship funding, such as the City's Annual San Pablo Community Foundation Grant Program;

WHEREAS, for FY 2025-26, between July 1, 2025, and October 3, 2025, the City Council approved seven (7) funding requests from eligible community service organizations for special event sponsorships totaling \$30,000 via adopted resolutions. These actions depleted all budgeted funding for FY 2025-26 through June 30, 2026; and

WHEREAS, to provide additional funding for FY 2025-26, the City Manager is requesting supplemental budgeted funding in the amount of \$10,000 as a proposed supplemental budget amendment. This amount will be transferred from the City Council's Fee Waivers budgeted line-item to the Special Event Sponsorships line-item via an administrative journal or ledger entry, funding one-time special event sponsorships for the remainder of FY 2025-26 period or through June 30, 2026.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby approves a supplemental budget amendment for the FY 2025-26 City Council Department Budget under (Fund: #100-1110-44050 Community Grants & Special Events), as follows:

- 1) The City Manager's proposed supplemental funding amendment will necessitate an administrative journal or ledger entry as it utilizes existing budgeted funds allocated within the same budget line item and falls within the City Manager's authorized budgetary authority.
- 2) However, due to the absence of an adopted City Council policy governing Special Event Sponsorships Funding & Discretionary Approvals, the City Manager is seeking City Council authorization contingent upon a recommendation from the BFLSC received on October 29, 2025.
- 3) Once allocated, the remaining balance of \$10,000 will be available for the remainder of FY 2025-26 for one-time special event sponsorships to be awarded by the City Council through June 30, 2026.

BE IT FURTHER RESOLVED that the City Council of the City of San Pablo hereby further authorizes the City Manager to develop a new policy on City Council special event sponsorship funding before June 30, 2026; and

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct and are included herein by reference as findings.

* * * * *

ADOPTED this 17th day of November 2025, by the following votes:

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

ATTEST:

APPROVED:

Dorothy Gantt, City Clerk

Arturo Cruz, Mayor