

RESOLUTION 2019-043

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO ISSUE THE FY 2019/20 ANNUAL SAN PABLO COMMUNITY FOUNDATION GRANT POLICY; GRANT GUIDELINES AND PROGRAM CRITERIA; AND GRANT APPLICATION MATERIALS

WHEREAS, *Build a Healthy Community – Build Opportunity to Participate in the Local Economy (100.1)* and *Enhance Community Resilience – Civic Engagement* are adopted policy items under the FY2019-21 Council Priority Workplan, effective March 1, 2019;

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 of the availability of \$100,000 in total grant funding for qualified local community service and non-profit organizations that serve San Pablo residents for the FY2019/20 grant period. The \$100,000 is comprised of: (1) \$55,000 from the FY 2019/20 Annual San Pablo Community Foundation Grant Program; (2) a total of \$40,000 in private, corporate sponsorship from the Lytton Rancheria Band of Pomo Indians (who own and operate Casino San Pablo) and Republic Services, Inc. (dba Richmond Sanitary Services); and (3) \$5,000 from a one-time charitable donation from the San Pablo Senior Advisory Board;

WHEREAS, a five-member San Pablo Community Foundation Grant Review Committee (Committee) is authorized to review and recommend SPCF grant recipients for FY 2019/20;

WHEREAS, the City Council must approve final grant selections and 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 July 1, 2019, as follows:

Calendar/Timeline:**FY 2019/20 SPCF Grant Program Action:**

- April 1 City Council Action:
Approves FY 2019/20 SPCF Grant Program, Policy & Guidelines
- April 2 City Manager Releases FY 2019/20 Grant Package/Press Release
- April 8 **(Special Council Meeting)** FY 2018/19 Grant Recipients Financial Reports
- April 30 Grant Application Deadline
- May 2 Eligible/Non-Eligible Letters Mailed and/or emailed
- May 9 Appeal Letters Due to the Committee
- May 16 Staff to Deliver Grant Application Binders to SPCF Grant Review Committee
- May 16 – May 31 SPCF Committee Review Period Grant Applications
- June 4 SPCF Grant Review Committee Receives Applicant Presentations, etc. and identifies recommended Grant Recipients for FY2019/20
- June 24 City Council Action/Special Council Meeting:
Awards grants and appropriates funding for SPCF Grant Committee Selected Grant Recipients
- June 25 Staff Prepares Check Requests to Finance
- June 25-27 Staff Prepares Letters to include with Grant Checks
- July 1 Grant Funding Disbursed to Approved Recipients

Financial Reporting - 2019–20 Award Recipients

March 2, 2020	Financial Letter Notification
March 30, 2020	Deadline to Submit Financial Report
Week of April 13, 2020	Special City Council Meeting – FY19-20 Financial Reporting

WHEREAS, in addition to the announcement of the availability of the FY 2019/20 SPCF Grant Program Funding, the City Manager has proposed, with no changes since last year, the final recommended policy documents to administer the FY 2019/20 Grant Program for adoption as follows:

- Proposed FY 2019/20 SPCF Grant Application; and
- Proposed FY 2019/20 SPCF Grant Guidelines and Program Criteria; and
- Proposed FY 2019/20 SPCF Grant Program City Council Policy; and

WHEREAS, this action does not result in the expenditure of funds, and, therefore, has no direct fiscal impact other than staff time, but will, however, set into motion the planned expenditure of grant funds totaling \$100,000, of which the City's direct share of \$55,000 was included in the adopted FY 2018-21 Quadrennial Operating Budget - City Council Department (100-1110-44050).

NOW, THEREFORE, BE IT RESOLVED City Council approves the timeline set forth above, the FY 2019/20 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 1st day of April, 2019, by the following votes:

AYES:	COUNCILMEMBERS:	Pineda, Xavier, Pabon-Alvarado, Cruz and Kinney
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST:	APPROVED:
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/s/ Patricia Ponce
Patricia Ponce, City Clerk

/s/ Rich Kinney
Rich Kinney, Mayor