

# SAN PABLO ANNUAL COMMUNITY GRANT PROGRAM FY 2018-19 FINANCIAL REPORT



Please provide a brief description of how the FY 2018-19 grant was used including program events and any activities that were implemented. Use the following questions as a guideline to complete this report. You may include no more than four (4) additional pages to this report. **Only one (1) set is required as staff will make necessary copies. DO NOT INCLUDE ANY CONFIDENTIAL INFORMATION, (e.g. Social Security Numbers, Bank Account, etc.) THIS IS A PUBLIC DOCUMENT**

## I. CONTACT INFORMATION

<b>Agency Name</b>	Bay Area Community Resources/West County First 5 Center	
<b>Street Address</b>	2707 Dover Ave	
<b>City/State/Zip Code</b>	San Pablo, CA, 94806	
<b>Phone/Fax/Email</b>	(510) 232-5652	
<b>Contact Person/Title</b>	Alexina Rojas, Center Director	
<b>Community Activity/Event Name</b>	Materials for a dry creekbed	
<b>Date of Event(s)</b>	March 27, 2019	
<b>Amount of grant funding received:</b>	\$ 5,000	
<b>Amount of grant funding spent:</b>	\$ 4999.98	
<b>Summary of sponsored event participants</b>	Age range: <small>Children ages 0-5 and their parents and older siblings</small> _____ # of San Pablo Residents: <u>354</u>	
	<b>Target # of people served:</b> 510 San Pablo residents, 680 total participants <hr/>	<b>Actual # of people served:</b> 472 total participants <hr/>
	<b>Target goal:</b> People targeted to be served included <hr/> children and their families who currently <hr/> participate at the Center, or who learn <hr/> about the dry creekbed/nature play area <hr/> and visit the Center to play in this space. <hr/>	<b>Actual goal:</b> Since the purchased materials were set up for the <hr/> participants to use, 354 San Pablo residents have <hr/> interacted with the materials, with a total of 472 <hr/> participants (SP and other cities). In April, an <hr/> additional 200 San Pablo residents (267 total people) <hr/> are expected to engage with the materials as well. <hr/>

## II. PROGRAM AND EVENT INFORMATION

The Annual San Pablo Community Foundation Grant program is intended to focus on grant awards that promote any of the recommended activities, policies or programs identified in the recently adopted ***City of San Pablo Childhood Obesity Prevention Task Force: Community Action Plan*** adopted by the San Pablo City Council on April 21, 2014. A copy of this plan may be referenced from the City's website ([www.SanPabloCA.gov](http://www.SanPabloCA.gov)), under the "City Council" Department webpage. Please describe where and how your program or event falls in one or more categories:

The dry creekbed project address the policy priority of Active Living: Improve Park Spaces. The overall nature yard plan (including the dry creekbed), will renovate a bare playspace at the Center into a vibrant nature based, active play area for children to thrive in. The items purchased with the grant funding will enhance and provide variety for the ways children can play in the dry creekbed.

The grant awards should also focus on enhancing or promoting any of the "***Major Policy Goals and/or Strategic Policy Initiative***" identified under the ***San Pablo Adopted FY 2018-21 Priority Workplan Update***, effective November 1, 2017. A copy of this plan may be referenced from the City's website ([www.SanPabloCA.gov](http://www.SanPabloCA.gov)), under the "City Council" Department webpage. Please describe where and how your program or event falls in one or more categories:

The dry creekbed project address the major policy goal of Build a Healthy Community, with the two priorities of: 100.4-Improve Connections to Healthy Eating and Active Living, and 100.6-Expand Safe, Family-Friendly Park Space. Families with young children will have access to the dry creekbed and overall nature play yard upon completion. The items purchased with the grant funding will enhance and provide variety for the ways children can actively play in the dry creekbed.

Please provide a description of the program(s), event(s) and/activity, including date(s). If you were not able to complete or achieve the goals outlined on your grant application please provide a brief explanation:

The requested amount for the dry creekbed was \$10,000. The Center was awarded \$5,000, and First 5 Contra Costa will provide the additional \$5,000. This grant has been used to purchase components that will be permanent fixtures of the creekbed. This includes a playground water pump, an above-ground "ramp"/open pipe system for children to guide the pumped water to different areas of the creekbed, and equipment to encourage physical play, learning, and discovery in the creekbed, including a large balance scale, a funnel stand, and a rubber ramp set to be incorporated with creekbed and boulder play. On March 27, the pipe ramp, funnel, scale, and rubber ramp set were set up in a sand & water play area.

Please provide financial information on how the grant funds were used and the number of San Pablo residents the program/event/activity serviced (requirement of at least 75% San Pablo Residents)

The grant funds were used to purchase the following materials for the dry creekbed:

1. Water pump (\$3594.99)
2. Above-ground movable pvc pipe system for children to guide pumped water to areas of the creekbed.
3. Large balance scale for children to weigh pebbles from the dry creekbed
4. Large funnel stand for children to use with the pebbles from the dry creekbed
5. Rubber ramp set to be incorporated with the creekbed; to be set up within the creekbed components of the boulders, creekbed edges, and surrounding nature yard components. (\$1,404.99 for items 2-5)

On March 27, the materials were set up in the Center outdoor play space with sand bins, water buckets, and balls for the children to play with (the materials are brought indoors and still utilized on rainy days). This play area will remain until the RFQ process with First 5 CC is finalized, and a contractor can begin to construct the actual creekbed, with an estimated construction date of summer 2019.

San Pablo residents served: 354 SP residents engaged with the materials in the first week of setting up the sand play area. An additional 200 SP residents are expected to have utilized the materials in April.



### III. PROGRAM/EVENT ATTACHMENTS

Please include any applicable supplemental documents not limited to: financial spreadsheet, revenues vs. expenses, invoices, stories, program agenda, etc. (Limited to **ONLY** four (4) pages – size 8 1/2" x 11" – single sheets)

<input checked="" type="checkbox"/>	Page 1 description	Standard General Ledger FY 18-19
<input checked="" type="checkbox"/>	Page 2 description	Statement of Revenues and Expenditures
<input checked="" type="checkbox"/>	Page 3 description	Invoice- Chalk Spinner LLC, DBA Kodo Kids
<input checked="" type="checkbox"/>	Page 4 description	Invoice- Bison Pump, LLC

### IV. ADDITIONAL SUPPORT

Please list any in-kind donations provided (printing, promotional items, education materials) by any other organizations:

N/A

### V. ADDITIONAL COMMENTS

Please share with us any additional comments:

The nature yard plan has been revised and the creekbed is now an embedded part of the nature yard space, rather than in a separate area on the property. This move affected the ability to begin working on the creekbed as the first component of nature yard, due to other items that need to be completed first (namely, the demolition and re-pouring of the concrete walkspace next to the proposed dry creekbed to adhere to ADA standards). First 5 is in the process of establishing a Request for Qualifications (RFQ) to identify a contractor to build the entire nature yard, which includes the hardscaping of the creekbed (ie- boulders, cobble swale, plants, etc.). Purchased materials are currently used by Center participants.

### VI. SIGNATURE

Alexina Rojas, Center Director

Name & Title



4/1/19

Authorized Signature & Date

Please mail this \* financial report and \* supporting documents to the address below. Document must be received in the City Manager's Office (postmarks NOT accepted) by **Monday, April 1, 2019 at 6:00pm.**

- Reporting criteria – single side document – 8 1/2" x 11"
  - ❖ 3 Page Financial Report
  - ❖ 4 additional pages – Program/Event Attachments (if applicable)

City of San Pablo  
City Manager's Department, Bldg. 1  
13831 San Pablo Avenue  
San Pablo, CA 94806  
c/o FY 18-19 San Pablo Community Grant Program

**Bay Area Community Resources**  
Standard General Ledger - FY18-19 AB  
From 7/1/2018 Through 6/30/2019

Account ...	Account Title	Effective ...	Debit	Credit	Transaction Description	Session ID	ID
4500	Individual Donations						
5770	First 5 Resource ...						
195...	FY19 City of S...						
00...	No CC		0.00		Opening Balance		
		7/18/2018		5,000.00	City of San Pablo	CR18-447	OtherReceipts
					Donation - CK# 125481		
			0.00	5,000.00	Transaction Total		
Balance ...	No CC			5,000.00			
Balance ...	FY19 City of San P...			5,000.00			
Balance ...	First 5 Resource Ce...			5,000.00			
Balance ...	Individual Donations			5,000.00			
6155	Supplies-Therapeutic						
5770	First 5 Resource ...						
195...	FY19 City of S...						
00...	No CC		0.00		Opening Balance		
		3/27/2019	1,404.99		Roja Exp Rpt 3.19, kodo	API190764	RojaA
					kids		
		3/27/2019	3,594.99		Roja Exp Rpt 3.19, bison	API190764	RojaA
					pumps		
			4,999.98	0.00	Transaction Total		
Balance ...	No CC		4,999.98				
Balance ...	FY19 City of San P...		4,999.98				
Balance ...	First 5 Resource Ce...		4,999.98				
Balance ...	Supplies-Therapeutic		4,999.98				
Report Opening/Current			0.00	0.00			
Balance							
Report Transaction Totals			4,999.98	5,000.00			
Report Current Balances			4,999.98	5,000.00			
Report Difference				0.02			

Bay Area Community Resources

Statement of Revenues and Expenditures - BACR Inc Stmt by Project with Source codes - AB  
5770 - First 5 Resource Center  
10 - Operating  
From 7/1/2018 Through 6/30/2019

	Total
Revenue	
Individual Donations	5,000.00
Total Revenue	5,000.00
Expenses	
Supplies-Therapeutic	4,999.98
Total Expenses	4,999.98
Surplus (Deficit)	0.02



# INVOICE

West County First 5 Center  
2707 Dover Ave  
SAN PABLO CA 94806  
UNITED STATES

Invoice Date  
Mar 25, 2019

Invoice Number  
SI-00024503

Chalk Spinner LLC  
26-3150501

Chalk Spinner LLC  
d/b/a Kodo Kids  
155 Alter St, Unit F  
Broomfield, CO 80020  
Phone: 720-340-2704  
order@kodokids.com

Description	Quantity	Unit Price	Amount USD
105040 - Outdoor Balance	1.00	150.00	150.00
101036 - Outdoor Funnel Stand	1.00	150.00	150.00
100101 - Outdoor Ramps with Pine Stands	1.00	399.00	399.00
109003 - Ramp Center Kit	1.00	565.00	565.00
shipping	1.00	76.32	76.32
CA Tax	1.00	64.67	64.67
Subtotal			1,404.99
TOTAL USD			1,404.99
Less Amount Paid			1,404.99
AMOUNT DUE USD			0.00

Due Date: Mar 25, 2019



# Bison Pumps, LLC

## Order Pick Sheet

Sales Person Judy

**BAY006** Bay Area Community Resources  
ATTN: West County 1st 5 Center  
**Dealer:** 2707 Dover Avenue  
San Pablo CA  
No 94806

**PhoneNumber** (510) 232-5652

**Shipping Account No:**

**Terms:** Credit Card Pmt

**Email:** arojas@bacr.org

**Contact:** Alexina Rojas

**Inquiry Source:** Referred for Bid-Contractor

Rev	Part #	Product Description	PO#	Order Qty	Unit Price	Total Price	Order Date
	50-002-1-00-00	Playground Pump Kit with Model 1900 Shallow Well Pump-Jr.	BAY006	1	\$3,400.00	\$3,400.00	3/25/2019
			Pump - N - Play, Jr.				
	99-999-9-80-00	Shipping and Handling	BAY006	1	\$194.99	\$194.99	3/25/2019
	50-002-0-16-01	Playground Pump Installation Kit	BAY006	1	\$0.00	\$0.00	3/25/2019

**Total** \$3,594.99

Monday, March 25, 2019