

Legislation Text

File #: #19-115, Version: 1

PREPARED BY: LATANYA FISHER

DATE OF MEETING: 04/01/19

SUBJECT:

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

CITY MANAGER RECOMMENDATION

Adopt Resolution

COMPLIANCE STATEMENTS

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.

CEQA Compliance Statement

This is not a project as defined by CEQA.

BACKGROUND

On September 16, 2013, City Council by Resolution 2013-144 directed the City Manager to proceed with consolidating the Annual Community Grant Program and the San Pablo Community Foundation ("SPCF") Mini-Grant Program.

The City Manager is directed by this proposed Resolution 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 FY 2019/20 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 charitable donation from the San Pablo Senior Advisory Board.

A five-member San Pablo Community Foundation Grant Review Committee (Committee) is authorized to make recommendations to the City Council on SPCF grant program, policy and guidelines, review grant applications, and recommend grant recipients for FY 2019/20. Recently, on March 13, 2019, the Committee met with the City Manager and staff to review and update the FY 2019/20 SPCF Grant Program, Policy & Guidelines, with minor administrative changes to primarily include the new priorities adopted by the City Council under the FY 2019-21 Council Priority Workplan Update, effective March 1, 2019. There were no major policy changes made for the FY 2019/20 SPCF program year as recommended by the Committee and City Manager.

Additionally, the Committee is scheduled to make its grant funding recommendations and the City Council to award the grants in June 2019. Grant award checks will be requested before June 30, 2019 and released on July 1, 2019.

Also, consistent with current City Council adopted policy, recipients of an SPCF grant award will be precluded from applying for distributions from the City Council's annual discretionary event sponsorship budget for FY 2019/20. This policy enables other local community service organizations who were not eligible or selected for an SPCF grant award to seek one-time event sponsorship funding from the City Council.

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 | <u>City Council Action:</u>
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 <u>City Council Action/Special Council Meeting:</u>
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 - FY2019/20 Financial Reporting

In addition to the notification that the FY 2019/20 SPCF Grant Program Funding is available, the City Manager has proposed no changes following Committee review to the program documents, and as

such the following documents will be distributed and used to administer the FY 2019/20 Grant Program:

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

Staff recommends that the City Council approve 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 direct the City Manager to announce such documents through all City media and social media sources and the City's website.

FISCAL IMPACT

This action does not result in the expenditure of funds, and, therefore, has no direct fiscal impact. Approval of this resolution, however, will 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).