



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Rudy Fischer, Ken Cuneo, and Casey Lucius, Council Members

MEETING DATE: October 19, 2016

Subject: Establish a City Council Discretionary Fund to Assist Non-profit Organizations

CEQA: This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

RECOMMENDATION

Establish a City Council Discretionary Fund to assist non-profit organizations in the City of Pacific Grove achieve their mission.

BACKGROUND:

Cities as disparate as New York, Calabasas, San Diego, and Monterey have Discretionary Funds to assist non-profit organizations in their community or to take care of specific community interests. The purpose of this Resolution is to direct staff to implement the following:

1. Establish such a Discretionary Fund to assist non-profit organizations in the City.
2. Establish a consistent approach and process whereby agencies may apply for funding assistance from the City.
3. Establish criteria for evaluating and assessing funding applications.
4. Establish reporting guidelines for those entities awarded funding to ensure Council goals and objectives have ultimately been met.

DISCUSSION

The City of Pacific Grove has many non-profits which provide services to residents within the boundaries of the city. These include the Pacific Grove Art Center, the Feast of Lanterns, Jingle Bell Run, the Arthritis Foundation, the Together with Love Run, Monterey Rape Crisis Center, MS Walk, the Triathlon at Pacific Grove, the Foundation for the Performing Arts Center of Pacific Grove, Meals on Wheels at the Sally Griffin Center – and others.

This agenda item is intended to create a discretionary fund which can receive allocations – on a regular or periodic basis – of City proceeds to assist non-profit organizations operating in the city to meet local needs and achieve their missions. We propose that each year the Pacific Grove City Council consider requests for discretionary funding from non-profits that serve City residents and award the funds to the non-profits during the budget process.

Most likely this will be a competitive process as Council may receive more requests than it has funds available. This will, however, provide substantial funds for organizations that can certainly use them to provide the services to those in need.

Each year - from January to Mid-March - non-profit organizations will file a request to receive discretionary funding from the City Council via an application to the City Manager. Such application should include information such as the organizations full name, tax ID number, purpose of the request for funds, and a short report of how previously allocated funds were spent.

City staff will confirm the purpose of funds requested is a public purpose each organization can provide, i.e. that the service is open to all members of the public, regardless of race, creed etc. and does not promote a particular religion. Staff shall assemble a list of requests for City Council consideration and approval as part of the regular budget approval process. In years where requests exceed total amount available in the Discretionary Fund, the City Council may wish to form a sub-committee to review and recommend final allocations.

Any organization requesting funding must submit sufficient information to the City so that staff can verify it is a legitimate non-profit organization and the request shall fulfill a public purpose that is not currently being addressed, or adequately fulfilled, by the City.

FISCAL IMPACT

Variable, depending upon specific allocations. Any sum allocated will reduce funds available for other city expenditures.

ALTERNATIVES

Reject the proposal and do nothing.

Respectfully submitted:



Rudy Fischer, Councilmember



Ken Cuneo, Councilmember

Reviewed by:



Ben Harvey, City Manager



Casey Lucius, Councilmember

RESOLUTION 16-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE,
CALIFORNIA, APPROVING A POLICY TO ESTABLISH A
COUNCIL DISCRETIONARY FUND TO ASSIST NON-PROFIT ORGANIZATIONS**

WHEREAS, various non-profit agencies provide invaluable service and support to the citizens of the City of Pacific Grove, and

WHEREAS, the City of Pacific Grove wishes to recognize and provide financial assistance to these entities by making direct financial grants of money from the City's General Fund; and

WHEREAS, the City wishes to establish a consistent approach and process whereby agencies may apply for funding assistance from the City; and

WHEREAS, the City wishes to establish reporting guidelines for those entities awarded funding to ensure City Council goals and objectives, with respect to the policy, have ultimately been met.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pacific Grove approves the policy to establish a discretionary fund to enable contributions to non-profit agencies, as follows:

SECTION 1. As part of the budget process, the City Council shall determine an amount to set aside from proceeds collected in the prior year, to specifically fund various community organizations.

SECTION 2. Organizations must request funding via a form provided by the City and will be reviewed as part of the budget process.

SECTION 3. Recognizing the potential of being unable to fund all requests, it is the intent of the City Council to evaluate all proposals at a designated period of time and award funding to those non-profit agencies, based upon available funds and the merits of each proposal, that fulfill a public purpose and best serve the needs of the City's residents. Each recipient organization must provide services that are open to all members of the public, regardless of race, creed or other discriminatory criteria, and does not promote any religion. Each recipient organization must submit sufficient information to the City to verify it is a legitimate non-profit organization and the request shall fulfill a public purpose.

SECTION 4. Award determinations of the Council are anticipated to be made at the time of approval of the General Fund budget.

SECTION 5. For each annual funding cycle, agencies which meet the qualifying criteria must submit a completed application form to the City before the deadline set by the City.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of October, 2016, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL. KAMPE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney