



## PARKS AND RECREATION DEPARTMENT

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## PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: April 2, 2026

### Subject

Fiscal Year 2026-27 Community Funding Application Evaluation and Recommendation to City Council

### Recommended Action

Receive staff report, allow for clarifying questions, open the public comment period, receive Commissioner scoring, review and consider application evaluations, and provide a funding recommendation to City Council for the Fiscal Year 2026-27 Community Funding applications.

### Discussion

#### *Background*

At the March 5, 2026, Parks and Recreation Commission meeting, representatives from 22 organizations were invited to present their applications for the Fiscal Year (FY) 2026-27 Community Funding Grant Program for a combined total of \$167,120 in funding requests. Applicants provided information about their requests for funding and responded to questions from Commissioners. Prior to the meeting, staff reviewed the applications for completeness and eligibility in accordance with the Community Funding Policy (Attachment A). The Commission received copies of all the applications as well as the staff evaluation forms (Attachment B).

#### *Evaluation Process*

At the April 2 regular meeting, the Commission will conduct the evaluation process and develop a funding recommendation to City Council. Prior to this meeting, Commissioners were asked to prepare their preliminary evaluation scoring for each organization.

During the meeting, Commissioners will have the opportunity to discuss applicant eligibility, ask clarifying questions and meet and confer. Following public comment, Commissioners will finalize their evaluations (Attachment C) and assign a total score of 100 for each application. Staff will compile the scores from each Commissioner

into the evaluation totals form (Attachment D).

The Commission will then review and discuss the compiled data, make necessary adjustments to rankings, and determine a final funding recommendation for City Council. Historical funding information for the past five years is included as a reference (Attachment E).

#### *Eligibility*

Staff concluded that 17 of the 22 applications met the eligibility requirements, while the remaining 5 applications require further review by the Commission to determine eligibility, as reflected in the Community Funding Applications Summary (Attachment F). Final eligibility determinations will be made by the Commission during the evaluation process.

When completing the evaluation form, Commissioners should assign a score of zero to any applicants they determine are not eligible. Applicants deemed eligible should be evaluated according to the established criteria. The Commission will have the opportunity to review scores during the evaluation process and discuss eligibility further as a group.

#### *Next Steps*

The City Council will consider the Parks and Recreation Commission's Community Funding Grant recommendation as part of the Fiscal Year 2026-27 Budget Adoption.

#### Sustainability Impact

No sustainability impact.

#### Fiscal Impact

The Commission will review application evaluations and provide a funding recommendation for City Council's final approval.

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Prepared by: Jacinta Liang, Management Analyst

Reviewed by: Carolyn McDowell, Assistant Director of Parks and Recreation

Approved by: Rachele Sander, Director of Parks and Recreation

#### Attachments:

A – Community Funding Grant Policy

B – Community Funding Applications & Eligibility Criteria

C – Commissioner Community Funding Evaluation Form

D – Evaluation Totals Forms

E – Community Funding Historical Funding FY 2021-2026

F – Community Funding Applications Summary