



ADMINISTRATIVE SERVICES DEPARTMENT

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PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: May 2, 2019

Subject

Discussion and Recommendation to City Council on the Revision of the Community Funding Policy

Recommended Action

Provide recommendation to City Council on the revision of the Community Funding Policy

Discussion

The first Community Funding Policy was adopted by Council in FY 2012-13, with input from the Parks and Recreation Commission. A revised/current policy was adopted by Council as part of the FY 2015-16 Adopted Budget.

At the Budget Adoption hearing in June 2018, Council requested that the Community Funding Program be updated to ensure that all applications receive due consideration and that Council is provided with all information necessary to make the final funding decisions. Council requested that the Parks and Recreation Commission evaluate all grant applications and provide funding recommendations to Council for consideration. Grant applications are first reviewed by the Administrative Services Department for compliance with eligibility criteria.

At the April 4, 2019 Parks and Recreation Commission Meeting, Commissioners reviewed the results of their rating sheets and discussed and provided funding recommendations for Council consideration. The Commissioners also suggested the following changes/refinements to the Community Funding Program for the next fiscal year:

- A designated cap on the total available funds to award

- Separate evaluation and funds available for proposals submitted from previous grant recipients vs. new applicants or higher prioritization for new applicants
- Separate evaluation and funds for applications defined by the requested grant amounts (i.e. a tiered funding system)

Also, as part of the revised Community Funding process, Staff researched other cities with similar Community Funding Programs for best practices to consider. In order to establish a more standardized process to award grants, Staff recommends further revisions to the Community Funding Policy for Parks and Recreation Commissioners to review and consider (Attachment B). These policy revisions will be reviewed at the May 13 Study Session and approved by Council on June 18 as part of the FY 2019-20 Final Budget Hearing and Adoption.

Sustainability Impact

No sustainability impact.

Fiscal Impact

Currently, there is no funding cap established in the Community Funding Policy. In prior years, City Council has awarded Community Funding Grants between \$30K- \$75K in total per fiscal year.

Prepared by: Toni Oasay-Anderson, Management Analyst

Reviewed by: Zach Korach, Finance Manager

Approved for Submission by: Kristina Alfaro, Director of Administrative Services

Attachments:

A – Current Community Funding Policy

B – Draft Community Funding Policy (Red-line Copy)

C – Draft Community Funding Policy (Clean Copy)