

**RESOLUTION NO. 3660**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
AMENDING SOLEDAD PERSONNEL POLICY NO. 480 FUNDING OF COMMUNITY  
SERVICE PROGRAMS AND ACTIVITIES**

**WHEREAS**, on June 7, 2000, the Soledad City Council approved Resolution No 2864 establishing new Soledad Personnel Policy No 480-“Funding of Community Service Programs and Activities”, and

**WHEREAS**, on November 1, 2000 the City Council of the City of Soledad approved Resolution No 2910, amending Policy No 480 in order to address perceived inadequacies or difficulties in policy implementation, and

**WHEREAS**, Policy No 480 establishes criteria for evaluating and assessing funding applications of non-profit agencies and establishes reporting guidelines for those entities awarded funding to ensure City Council goals and objectives, with respect to the policy, have ultimately been met; and

**WHEREAS**, the Council now desires to amend Policy No 480 in order to allow for two cycles to submit applications and award grant funds within each fiscal year

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the City Council of the City of Soledad approves an amendment to Soledad Personnel Policy No 480-Funding of Community Service Programs and Activities, as shown in “Exhibit A,” attached hereto and by this reference, incorporated herein.

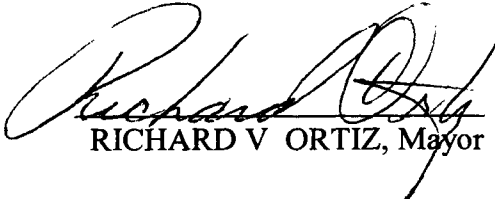
**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting duly held on the 17<sup>th</sup> day of August 2005, by the following vote:

AYES, and in favor thereof, Councilmembers. Christopher Bourke, Stefanie De La Rosa, Patricia Stephens, Mayor Pro Tem Juan Saavedra, Mayor Richard Ortiz

NOES, Councilmembers. None

ABSENT, Councilmembers. None

ABSTAIN, Councilmembers. None

  
RICHARD V. ORTIZ, Mayor

ATTEST

  
NOELIA F. CHAPA, City Clerk

## **FUNDING OF COMMUNITY SERVICE PROGRAMS AND ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to define a consistent approach, guidelines and procedures for the distribution of municipal funds or the provisions of services in lieu of funds. Funds that will finance in part community service programs and activities conducted by non-profit organizations that meet the requirements and guidelines set forth by the City Council. Additionally, the City Council strives to establish reporting guidelines for those entities awarded funding to ensure Council goals and objectives, with respect to the policy, have ultimately been met.

### **II. SCOPE**

This policy applies to all non-profit agencies that apply for financial funding or service from the City of Soledad and or any of its sub-agencies.

### **III. POLICY**

Non-profit agencies provide invaluable service and support to the citizens of Soledad. As resources become tighter and tighter for these agencies, the City has increasingly been requested to step-in and provide financial assistance to these entities by making direct financial grants of money or through the waiver of City fees and charges, which are then funded through the City's General Fund.

As part of the budget process, monies may be set-aside specifically for the funding of non-profit agencies. The specific amount of money designated for these purposes will be determined as part of each budget process and independent of past funding practices. In determining the amount of money to be designated, the City Council will consider

- 1 Current funding requirements to meet the basic service requirements of the City and maintain a balanced budget.
- 2 Projected funding in the emergency and undesignated reserve funds.
- 3 Projected funding to maintain the City's capital improvements program.

Recognizing the unlikelihood of being able to fund all requests, it is the intent of the City Council to evaluate all proposals at two designated time periods, and based upon available funds and the merits of each proposal, award funding to those agencies which most effectively meet the City's stated criteria for this program.

Exhibit     A

### **III. POLICY cont'd...**

Furthermore, the City Council encourages a goal of self-sufficiency for all community-based organizations seeking funding assistance from the City. Therefore, the City Council will consider proposals, from organizations, that will actively enhance the quality of life for City of Soledad residents. In addition, funds provided must be earmarked for the benefit of Soledad residents and may not be used to cover administrative cost such as salaries and benefits. Because funding is not guaranteed beyond the given award, monies are not intended to cover on-going operating costs.

### **IV. PROCEDURE**

#### **A. Privately Funded Grants**

- 1 Private corporations, which use the City as a conduit to obtain private tax-exempt bonds for housing or individual development shall be required to annually fund a community service, grant program.
2. The City will publicly acknowledge the company's contribution through letters and a press release when disbursing funds to the receiving activities or agencies.
- 3 The funds are not to be used to supplant or replace funds. The privately funded community service grant funds may be in addition to City funded community service grants.

#### **B. Qualifying Criteria**

- 1 The requesting agency must be a non-profit agency as defined by the Internal Revenue Services (IRS) with a tax-exemption status of 501 C with headquarters; or a branch office located within the City of Soledad. Exceptions to this requirement may be granted to organizations not located in the City of Soledad if there is no non-profit agency located in the City that serves the same purpose or need.
2. The requesting agency should serve a unique function and provide public services which (1) are not duplicated by the City of Soledad or other organizations in the City and (2) are consistent with the short and long-term goals and objectives of the City Council.
- 3 The requesting agency should have a documented track record for effectively serving the needs of the specified target group within the City of Soledad.

**B. Qualifying Criteria**

- 4 The requesting agency should have the ability to define their proposed program, activity and/or Special project in measurable terms in order for the City to assess the effectiveness of the award.
- 5 The majority of the beneficiaries of the proposed program, activity and/or special project must be residents of the City of Soledad.
6. Funds will not be donated to political action committees or to any candidates seeking election to office nor for conduct of any religious activity

**IV. PROCEDURE**

**C. Submitting an Application**

- 1 Non-profit organizations may make formal request of the City Council by filing an application for Community Services Program funding. Application forms may be picked up at City Hall, 8:00 a.m. to 5:00 p.m., Monday through Friday
2. A completed application form must be submitted to the City by May 15 of each year to be considered for 1<sup>st</sup> cycle funding or January 15<sup>th</sup> to be considered for second cycle funding. For the 1<sup>st</sup> cycle an award determination of the City Council is anticipated to be made by October of each year and for the 2<sup>nd</sup> cycle an award determination of the City Council is anticipated to be made by March. (See Application)
- 3 The organization must have been in operation for at least two (2) years. Funding requests will only be granted where the applicant has shown to the City that the City's will improve the quality and quantity of life for City citizens.
- 4 Funding of a program will not constitute a precedent for contributions in subsequent years.

**D. Criteria for Evaluating Proposals**

- 1 Specifics of the proposed program, activity or special project and how such will help meet an identified community need. Whether or not a public need will go unmet without the contribution.

**D. Criteria for Evaluating Proposals**

2. Consistency with stated City Council goals and objectives including food and shelter, programs for our youth, health and safety, education, neighborhood improvements and community-wide safe environment.
3. Uniqueness of community need met as contrasted by duplicative types and levels of service.
4. Whether or not the contribution could expose the City to civil liability
5. Preventive nature of program, project or activity to protect our citizenry and, in the long run, to reduce future public agency expenditures due to focuses and prevention.
6. Performance history of the agency Degree to which funding is requested. Leverage potential of requested funding. Criticality of requested funding to the agency

**IV. PROCEDURE**

**E. Proposal Evaluation**

1. A City Council, with staff support, will assume responsibility for reviewing and ranking all applications against established criteria, confirmed annually by the full City Council. Those applications not deemed to be complete or consistent with qualifying criteria noted in this policy (see Section IV (B)) will be returned to the requesting agency for clarification.
2. The recommendations will be brought forth for consideration and adoption by the full Council at the first meeting following the anticipated timeframe for developing funding recommendations.

**F. Reporting Requirements**

1. Agencies allocated \$500 or less during the fiscal year must complete an annual report describing how the agreed upon services or programs met the specified community need.

**F. Reporting Requirements**

- 2 Agency allocated more than \$500 but less than \$5,000 during the fiscal year must complete bi-annual performance reports. The first report must be submitted by the end of January following receipt of funding; the second report must be submitted by the end of July thereafter
- 3 Failure to submit the required reports will make the agency ineligible for allocation of future funds until the required report is submitted in full. These reports will be reviewed and taken into account for evaluating subsequent funding proposals from the agency
- 4 Funded applicant must return to the City any unexpended funds at the end of the one-year funding period or if the City determines that the applicant has not performed in accordance with the approved program proposal.