

RESOLUTION NO. 2005-985**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A POLICY FOR CONTRIBUTING TO THE FUNDING OF COMMUNITY SERVICE ORGANIZATIONS AND RESCINDING RESOLUTION NO. 99-582.**

WHEREAS, the City of Calabasas wishes to recognize the invaluable service and support that various organizations provide to the citizens of Calabasas; 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 Calabasas rescinds Resolution No. 99-582 and approves the policy for contributing to the funding of agencies as follows:

Purpose

Various agencies provide invaluable service and support to the citizens of Calabasas. 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 from the City's general fund.

The purpose of this policy, therefore, is to:

1. Establish a consistent approach and process whereby agencies may apply for funding assistance from the City.
2. Establish criteria for evaluating and assessing funding applications.
3. Establish reporting guidelines for those entities awarded funding to ensure Council goals and objectives have ultimately been met.

Funding Philosophy

As part of the budget process, monies will be set aside specifically for the funding of various community organizations. The specific amount of money designated for these proposes 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 fund balance reserve.
3. Projected funding to maintain the City's capital improvement program.

Recognizing the unlikelihood of being able to fund all requests, it is the intent of Council that the Parks, Recreation & Education Commission evaluate all proposals at a designated period of time, and, based upon available funds and the merits of each proposal, and forward a recommendation to City Council as a consent item to award funding to those agencies which most effectively meet the City's stated criteria for this program.

Furthermore, the City Council encourages a goal of self-sufficiency for all community based organizations seeking funding assistance from the City. Therefore, the City will consider proposals which provide "seed money" for new organizations, programs, activities and/or special projects. Because funding is not guaranteed beyond the given award, monies are not intended to cover on-going operating costs.

Process

A. Qualifying Criteria to Apply for Funding

1. Consideration of applications will be made with priority given to organizations that serve the community in the areas of safety, education, environmental issues, and the welfare of local citizens and animals.
2. Priority consideration will be given to non-profits with 501 (c) (3) status.
3. Priority consideration will be given to requests of less than \$7,000.00.
4. An organization may only submit and receive one award per fiscal year.

5. The requesting agency should serve a unique function and provide public services which (1) are not duplicated by the City of Calabasas or other organizations in the City and (2) are consistent with the short and long-term goals and objectives of the City of Calabasas.
6. The requesting agency should have a documented track record for effectively serving the needs of the specified target group within the City of Calabasas.
7. The requesting agency should have the ability to define their proposed program, activity and/or special project in terms sufficient for the City to assess the effectiveness of the award.
8. The majority of the beneficiaries of the proposed program, activity and/or special project should be residents of the City of Calabasas.

B. Process for Submitting an Application

1. For the next funding cycle (Fiscal Year 2005-2006), agencies which meet the qualifying criteria must submit a completed application form to the City by December 1, 2005. Award recommendations from the Parks, Recreation & Education Commission to the Council are anticipated to be made by the first Council meeting in February 2006.
2. For each fiscal year, there will be two (2) to three (3) funding cycles. The first funding cycle requires the submittal of applications between April 15th and June 1st with award determinations anticipated to be made in July. The second funding cycle requires the submittal of applications between September 15th and November 1st with award determinations anticipated to be made in January. The third funding cycle (if funds are available) requires the submittal of applications between February 15th and April 1st with award determinations anticipated to be made in May.

C. Criteria for Evaluating Funding Proposals

1. Specifics of the proposed program, activity or special project and how such will help meet an identified community need.

2. Consistency with City of Calabasas goals and priorities 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. Degree to which funding will serve as "seed money" for new organizations, programs, activities and/or special projects and/or lead toward agency self-sufficiency.
5. Preventative nature of program, project or activity to protect our citizenry and, in the long-run, to reduce future public agency expenditures due to focus on prevention.
6. Performance history of the agency.
7. Leverage potential of requested funding.
8. Criticality of requested funding to the agency.

D. Method of Proposal Evaluation

1. The Parks, Recreation & Education Commission may create a subcommittee of no more than 49%, with staff support, to review and rank all applications against the criteria established in Section C above, to be recommended to the Parks, Recreation & Education Commission and forwarded to the City Council for approval.
2. Those applications not deemed to be complete or consistent with qualifying criteria noted in this policy (see Section A) will be returned to the requesting agency for clarification.
3. The recommendations of the Parks, Recreation & Education Commission will be brought forth for consideration and adoption by the full Council in accordance with Section B above.

E. Reporting Requirements

1. Agencies who receive an allocation must complete an annual report describing how the funds were spent and the agreed upon

services or programs met the specified community need.

2. Failure to submit the required report 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.
3. Any unused funds must be returned to the Community Service Grants Program.

Ongoing Review and Consideration

This policy and supporting process, procedure and criteria, will be reviewed, modified (as deemed appropriate) and confirmed regularly by the City Council as part of designating monies for this program through the budget process.

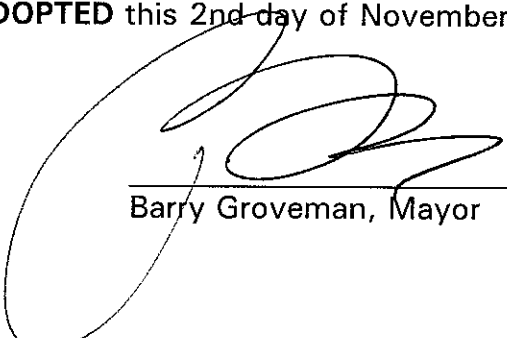
The City Clerk shall certify to the passage and adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 2nd day of November, 2005.

ATTEST:

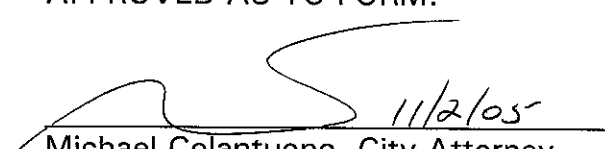


Gwen Peirce, Assistant City Clerk



Barry Groveman, Mayor

APPROVED AS TO FORM:



Michael Colantuono, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF CALABASAS)

I, **GWEN PEIRCE**, Assistant City Clerk of the City of Calabasas, California, **DO HEREBY CERTIFY** that the foregoing resolution, being **Resolution No. 2005-985** was duly adopted by the City Council of the City of Calabasas, at a regular meeting of the City Council held November 2, 2005 and that it was adopted by the following vote, to wit:

AYES: Mayor Groveman, Mayor pro Tem Washburn, Councilmembers, Bozajian, Maurer, Wolfson.

NOES: None.

ABSTAIN: None.

ABSENT: None.



Gwen Peirce, Assistant City Clerk
City of Calabasas, California