




Approved by City Manager:

CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 30, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: DR. GARY J. LYSIK, CHIEF FINANCIAL OFFICER 

SUBJECT: ROTARY CLUB OF CALABASAS – NEIGHBORS IN NEED PROGRAM

MEETING

DATE: DECEMBER 13, 2017

SUMMARY RECOMMENDATION:

This item is informational only. As such, Council action is not required.

BACKGROUND:

On November 2, 2005, the City Council adopted Resolution No. 2005-985 (Attachment A), approving a policy for contributing to the funding of community service organizations. This policy:

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

Additionally, the policy also highlighted that the subsidy amount for the program was to be determined and approved by Council during the annual budgeting process.

On June 22, 2007, through the means of a Service Grant Agreement (Attachment B), the City of Calabasas and the Calabasas Rotary Foundation agreed to collectively develop and implement a program for providing critical social services to the residents of the City. Funding was initially approved at \$25,000 for FY 2007/08 and has remained at that annual funding level ever since.

The Neighbors in Need Program was developed and matured into providing emergency financial assistance to individuals or families in need within the City of Calabasas, and was documented in the January 28, 2013 letter prepared by the City's Chief Financial Officer and directed towards Ms. Annemarie Flaherty, the then president of the Rotary Club of Calabasas (Attachment C). Assistance was defined as including, but not limited to providing the following types of services:

1. Security deposits;
2. Rental assistance for a period not to exceed three months;
3. Moving assistance;
4. Furnishings and appliance purchases;
5. Payment of utility costs;
6. Food and other necessities; and/or
7. Counseling.

The Rotary Club of Calabasas is still administering the Program, and on April 10, 2017, they provided an Accounting Statement (Attachment D) of all monies received from the City and spent on the Program between the periods of December 17, 2007 and April 10, 2017. During the City's budget meeting for Fiscal Year 2017/18, Council allocated \$25,000 to be spent on the Program being administered by the Rotary Club of Calabasas for the stated purposes listed above.

Should any resident of the City of Calabasas feel as though they would qualify to receive funds from the Program being administered by the Rotary Club of Calabasas, information on the Program could be found at the following website address:

<http://www.cityofcalabasas.com/service-grants.html>

At that site, a link is provided to the Rotary Club's website (<https://portal.clubrunner.ca/2626>), where in addition to information regarding other services offered by the Rotary Club, access is provided to the following two (2) forms:

1. Neighbors in Need Program - Support Grant Application 2016-2017 (Attachment E); and
2. Neighbors in Need Program - Emergency Grant Application 2016-2017 (Attachment F).

Specific instructions are also provided for how to complete and submit the forms for consideration.

FINANCIAL IMPACT / SOURCE OF FUNDING:

The City has allocated \$25,000 from the General Fund to fund this Program for Fiscal Year 2017/18.

REQUESTED ACTION:

None.

ATTACHMENT(S):

- A. Resolution No. 2005-985
- B. Service Grant Agreement
- C. Project Request – 2013 (Letter)
- D. Accounting Statement – dated April 10, 2017
- E. Support Grant Application 2016-2017
- F. Emergency Grant Application 2016-2017