

# City of Calistoga Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Dylan Feik, City Manager  
**DATE:** May 16, 2017  
**SUBJECT:** Establishing objectives and the appointment of a Council Subcommittee for the Fiscal Year 2017-18 Community Enrichment Grant Program.

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APPROVAL FOR FORWARDING:



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Dylan Feik, City Manager

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1 **ISSUE:** Consideration of a Resolution establishing objectives and the appointment of a  
2 Council Subcommittee for the Fiscal Year 2017-18 Community Enrichment Grant  
3 Program.

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5 **RECOMMENDATION:** Receive presentation and adopt the Resolution establishing  
6 program objectives and to select the Council sub-committee members.

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8 **BACKGROUND/DISCUSSION:** Fourteen years ago the City Council created the  
9 Community Enrichment Grant Program (Enrichment Grants) as a means of more  
10 directly providing funding to non-profit activities, which provide benefit to the community.

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12 Staff proposes that we follow the same practice as in previous years and commence the  
13 process for the Fiscal Year 2017-18 budget cycle. Staff will advertise this opportunity to  
14 various local non-profit groups. The deadline for applications to be submitted is Friday,  
15 June 23, 2017. The 2017-18 Fiscal Year budget includes cash funding for enrichment  
16 grants at a \$30,000 level.

17

18

19 Funding Objectives:

20 Staff recommends that the following objectives be used in the evaluation of grant  
21 requests. Each funding request will be measured against these objectives. We should  
22 ask, "Will the activity or program..."

23

- 24 1. Provide services to the elder community.
- 25 2. Provide services to youth in the community.
- 26 3. Expand services to members of the Hispanic community.
- 27 4. Provide community specific environmental enhancements.
- 28 5. Enhance the appearance of the community.

29

30 Committee:

31 The Council established a sub-committee consisting of two Councilmember's and the  
32 City Manager in previous years to evaluate the proposals received and to make a  
33 recommendation to the full Council for funding. This process has worked well and is  
34 recommended to be followed again this year.

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36 **CONSISTENCY WITH CITY COUNCIL GOALS AND OBJECTIVES:** The  
37 recommended action supports the FY 2017-18 City Council Goal No. 1, Objective 2 by  
38 providing a funding mechanism to "...Promote the qualities of Calistoga that are  
39 attractive to residents and visitors."

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41 **FISCAL IMPACT:** The Fiscal Year 2017-18 budget includes \$30,000 in funding for this  
42 activity under account number 01-4107. The Council may wish to appropriate 100% of  
43 these funds or retain a portion thereof for future requests.

44

45 **ATTACHMENTS:**

- 46 1. Draft Resolution
- 47 2. Community Enrichment Grant Application

## RESOLUTION NO. 2017-XXX

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3 **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF**  
4 **NAPA, STATE OF CALIFORNIA, ESTABLISHING OBJECTIVES FOR THE 2017/2018**  
5 **CALISTOGA COMMUNITY ENRICHMENT GRANT PROGRAM UNDER ACCOUNT**  
6 **NUMBER 01-4107 AND CONFIRMING THE MAYOR'S APPOINTMENTS TO AN**  
7 **EVALUATION -COMMITTEE**  
8

9 **WHEREAS**, community service and community serving programs have long been a  
10 tradition in Calistoga; and  
11

12 **WHEREAS**, the Calistoga City Council has supported such activity in the past; and  
13

14 **WHEREAS**, the Calistoga City Council intends to provide financial support to activities  
15 which enrich the Calistoga community; and  
16

17 **WHEREAS**, the City Council has identified enrichment objectives for the award of  
18 grant funds; and  
19

20 **WHEREAS**, the City Council has adopted a Community Enrichment Grant Program for  
21 the evaluation of requests from non-profit groups.  
22

23 **NOW, THEREFORE, BE IT RESOLVED**, that the following objectives are established  
24 for grant funding:

- 25 1. The organization cannot have received money for the same purpose from other City sources
- 26 for the current fiscal year.
- 27 2. The program must demonstrate how it will address a recognized need in the community.
- 28 3. The organization must have a non-profit status.

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30 Any funding must address at least one of the following benefits:

- 31 1. Provide services to the elder community.
- 32 2. Provide services to youth in the community.
- 33 3. Enhance the appearance of the community.
- 34 4. Expand services to members of the Hispanic community.
- 35 5. Provide community specific environmental enhancements.

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37  
38 **BE IT FURTHER RESOLVED** by the City Council of the City of Calistoga that it  
39 hereby confirms the Mayor's appointment of \_\_\_\_\_ and \_\_\_\_\_ to an evaluation committee  
40 with the City Manager. The committee shall evaluate grant requests from non-profit groups  
41 and recommend funding levels to the full City Council.  
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43 **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at  
44 a regular meeting held this 16<sup>th</sup> day of May, 2017, by the following vote:  
45

46 **AYES:**

47 **NOES:**

48 **ABSENT:**

49 **ABSTAIN:**

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51 \_\_\_\_\_  
52 **CHRIS CANNING, Mayor**

53 **ATTEST:**

54 \_\_\_\_\_  
55 **KATHY FLAMSON, City Clerk**