



## AGENDA REPORT SUMMARY

**Meeting Date:** May 23, 2023

**Subject:** Non-Profit and Civic Organization Contributions FY23-24

**Prepared by:** Anthony Carnesecca, Assistant to the City Manager

**Reviewed by:** Jon Maginot, Assistant City Manager

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Arts Los Altos Non-Profit and Civic Organization Application
2. Community Builder Toolbox Non-Profit and Civic Organization Application
3. Community Service Agency Non-Profit and Civic Organization Application
4. Community Health Awareness Council JPA Information
5. Los Altos Chamber of Commerce Non-Profit and Civic Organization Application
6. Los Altos History Museum Non-Profit and Civic Organization Application
7. Morning Forum of Los Altos Non-Profit and Civic Organization Application
8. Women SV Non-Profit and Civic Organization Application

**Initiated by:**

City Council

**Previous Council Consideration:**

October 11, 2022

**Fiscal Impact:**

If City Council approves this item, the \$242,200 will be added to the FY23-24 General Fund Budget under account code 1110-5400 in addition to the \$125,208 for contract and JPA totaling \$367,408.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the City Council wish to approve the attached funding requests from applicants through the Non-Profit and Civic Organization Policy?
- Does the City Council wish to shift the application submission date to April 30 of the fiscal year of application for future years?

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City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD

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**Summary:**

- The City has two agreements with two agencies, Community Health Awareness Council and Los Altos History Museum, through JPA and contract.
- City Council approved the Non-Profit and Civic Organization Contribution Policy on October 11, 2022.
- City staff received seven applications for funding.

**Purpose**

Direct staff to incorporate funding for various non-profit and civic organizations into the budget for FY23-24 and shift the application submission date for future years.

**Background**

The City of Los Altos has historically allocated funds to organizations. The City also allocates funds annually as legally required through contracts or participation in Joint Powers Authority (JPA) agreements.

The City Council approved the Non-Profit and Civic Organization Contributions Policy on October 11, 2022. This policy creates a formal process for discretionary requests and contributions that could be implemented during the next regular budget cycle. The recommended policy makes a distinction between the discretionary contributions to organizations, and the non-discretionary allocations, such as contract payments or participation in a JPA.

**Discussion/Analysis**

The City has received requests for the use of non-discretionary funds, through contracts or JPA participation, as follows:

- The City of Los Altos has a Joint Powers Agreement with Town of Los Altos Hills, City of Mountain View, Los Altos School District, Mountain View School District, Mountain View-Los Altos Union High School District, and Whisman School District for Counseling & Mental Health Services with Community Health Awareness Council (CHAC) in the amount of \$60,208. CHAC has provided information regarding their funding that has been attached to this staff report.
- The City of Los Altos has a signed contract with the Los Altos History Museum in the amount of \$65,000 annually.

The contracted and JPA requests total \$125,208.

The City received non-discretionary funding requests for FY 23-24 under the Non-Profit and Civic Organization Contributions Policy from the following organizations with applications that are attached to this staff report for consideration and review:



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- Arts Los Altos - \$25,000
- Community Builder Toolbox - \$20,000
- Community Service Agency - \$25,000
- Los Altos Chamber of Commerce - \$80,000
- Los Altos History Museum - \$55,000 (additional to funding provided by contract)
- The Morning Forum of Los Altos - \$7,200
- Women SV - \$30,000

The Non-Profit and Civic Organization Contributions Policy requests total \$242,200.

There are three requests to amend existing contracts or create new contracts within these requests:

- The Los Altos History Museum requests that their current contract for contribution is amended so they will receive \$120,000 annually from the City and they have provided an explanation for the increased request within the packet.
- The Los Altos Chamber of Commerce, who has received funding annually for the last few years, has requested to move to a contract for \$80,000 annually from the City and they have provided an explanation for the request within the packet.
- The Community Builder Toolbox is a new applicant requesting to receive \$20,000 annually.

At the direction of City Council, City staff can work with these organizations to update and create contracts so that these requests will be added into the budget annually and staff will confirm that these organizations are meeting their contractual obligations.

Per the policy, the deadline for application submission was December 31, 2022. City staff received three applications after the deadline because these organizations were not informed of the deadline for proposals. Those three applications were from Community Builder Toolbox, Community Service Agency, and the additional funding request from Los Altos History Museum.

City staff recommends that City Council shift the deadline for applications from December 31 of the previous year to April 30 of the fiscal year for two reasons:

1. After this year of applications, City staff believes that this new deadline will allow staff enough time to review the applications and incorporate them into the budget. Staff was initially concerned with a shorter timeline, but staff has not had issues in the receipt and review of applications.
2. Organizations will have more time to propose their requests because they may not have an accurate picture of their financial situation until closer to the budget cycle.



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**Recommendation**

Direct staff to incorporate funding for various non-profit and civic organizations into the budget for FY23-24 and shift the application submission date for future years.