

TO: Mayor and City Council

FROM: Rob de Geus, City Manager

**SUBJECT: COMMUNITY SERVICE GRANT FUNDS ADVISORY COMMITTEE
REPORT – 2023 COMMUNITY SERVICE GRANT
RECOMMENDATIONS**

OVERVIEW

This agenda item provides an overview of the Fiscal Year 2022-23 Community Service Grant Funds Program process and requests City Council approval of the recommended grant amounts.

BACKGROUND

Since 1995, the City Council has annually allocated General Fund monies for direct support of local community non-profit organizations and schools. While the amount the City Council has distributed has grown since the beginning of the program, for the past several years, and again in this current Fiscal Year, the City Council has allocated \$100,000 for direct distribution. Traditionally, as was the case this year, the funds have been split with \$60,000 being allocated to non-profit community organizations, and the remaining \$40,000 to local schools. Of note, during the onset of the COVID-19 pandemic, the City Council modified the timing of the grant awards in order to distribute funds more expeditiously to those organizations serving our community during such extraordinary times.

While City staff assist in the administration of the grant process, the responsibility for reviewing grant applications and making award recommendations to the City Council falls within the purview of the City Council appointed Community Services Grant Funds Advisory Committee (Committee). Each City Councilmember appoints one member, a resident of the city, to the Committee who then serve one-year terms and may be reappointed for a total of three terms. The Committee also includes the two members of the City Council who serve on the standing Cultural Recreation Subcommittee, Mayor Pro-Tem Davis and Councilmember McSweeney. The five currently serving resident members appointed by the City Council are Gladys Lopez, Kim Brockman, Abel Pomar, Marty Blumenthal, and Christine Wong. During this year's process, the Committee selected Kim Brockman to serve as the Chairperson to assist in the facilitation of the meetings.

FINDINGS AND ALTERNATIVES

For the current year's program, the application period was open from November 1, 2022 through January 20, 2023. City staff advertised the program through a variety of channels including the City's website, mailed newsletter, and direct email communications to local non-profit organizations and schools who had applied in years past. Following the closure of the application period, a total of 27 applications were received from various organizations. The total amount of funds requested by all applicants was \$163,825; over one and a half times more than funding available.

The Committee met on April 5, 2023 to review the applications and funding requests. The meeting was held in the City Hall Conference Room and was open to public participation. All agendas were posted as required prior to the meeting dates.

During the meeting, staff asked that Committee members disclose any affiliations they may have with any of the applicants seeking funding. Committee member Marty Blumenthal disclosed that he is a volunteer board member of Conejo Valley Senior Concerns and receives no compensation from that organization. Committee Member Gladys Lopez disclosed that she is a volunteer board member on the White Oak Elementary Parent Faculty Association. Neither Mr. Blumenthal or Ms. Lopez participated in any discussions for grant awards relating to either of the organizations they had affiliations with.

During the Committee's review of applications, the priorities of the Committee were funding applicants who had a proven track record of successful programming that benefited Westlake Village residents and a history of partnership with the City. The Committee also emphasized the value of how many Westlake Village residents would be direct beneficiaries of the programs that would be funded through the grants.

Following the conclusion of the meeting, the Committee reached a consensus on the amount to fund each organization that applied. The organization name and the Committee recommended funding amount are provided in the tables below.

Schools	Requested	Recommended
Agoura High School Music Boosters Club Program Grant	\$7,000	\$3,300
Agoura High School Parent-Faculty Club	\$1,000	\$0
Las Virgenes Unified School District Libraries	\$5,000	\$0
Lindero Canyon Middle School	\$21,700	\$16,500
White Oak Elementary School	\$22,500	\$20,200
Willow Elementary Parent Faculty Association	\$5,000	\$0
TOTAL FOR SCHOOLS		\$40,000

Community Organization	Requested	Recommended
Boys & Girls Clubs of Greater Conejo Valley	\$7,500	\$7,500
California Wildlife Center	\$500	\$400
Cancer Support Community Valley/Ventura/Santa Barbara	\$8,000	\$7,500
Conejo Chinese Cultural Association	\$3,000	\$0
Conejo Free Clinic	\$5,000	\$4,600
Conejo Hospice, Inc.	\$10,000	\$9,700
Conejo/Las Virgenes Future Foundation	\$5,000	\$0
Conejo Valley Senior Concerns - Meals on Wheels	\$15,000	\$15,000
Fit 4 The Cause	\$2,000	\$0
Healthcare for Homeless Animals	\$1,000	\$500
Kingsmen Shakespeare Company	\$2,125	\$400
Livingston Memorial Visiting Nurse Association	\$5,000	\$1,800
Manna Conejo Valley Food Bank	\$3,500	\$3,500
Many Mansions	\$2,500	\$2,000
Southeast Ventura County YMCA	\$10,000	\$2,900
Westlake Village Symphony	\$2,000	\$1,800
Conejo Oaks Symphony	\$5,000	\$0
Los Robles Children's Choir	\$5,000	\$0
Loving Home Hospice for Children	\$1,500	\$400
The Naslund and Naslund Foundation	\$5,000	\$0
Santa Monica Mountains Fund	\$3,000	\$2000
TOTAL FOR COMMUNITY ORGANIZATIONS		\$60,000
GRAND TOTAL FOR GRANTS		\$100,000

Following the City Council's final grant approval, staff will work with the awarded applicants to execute the necessary grant agreements. It is anticipated that the agreements will be completed and funds will be distributed prior to the end of the current fiscal year which ends on June 30, 2023.

FISCAL IMPACT

The Committee is recommending that the City Council budgeted amount of \$100,000 be awarded to applicants as described in the previous section. Funding was included as part of the Fiscal Year 2022-23 budget.

RECOMMENDATION

Staff recommends that the City Council approve the Committee's recommendations and

award grant funds accordingly. The appropriate motion is as follows:

Motion: "I move that the City Council approve award of the 2023 Community Services Grant Funds as recommended by the Community Services Grant Advisory Committee."

Roll Call: Yes

Prepared by: Caleb Mott,
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