



MEMORANDUM

TO: PLANNING COMMISSION

FROM: ANREW PEREZ, ASSISTANT PLANNER

SUBJECT: CONSIDERATION OF PLANNING COMMISSION APPOINTMENT TO THE JIM GUTHRIE COMMUNITY SERVICE GRANT COMMITTEE

DATE: MARCH 3, 2020

SUMMARY OF ACTION:

Appointing a member to represent the Commission on the Jim Guthrie Community Service Grant Committee will provide community input regarding future City Council allocation of grant money.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The City Council approved \$20,000 in the FY 2019-20 Budget for the Jim Guthrie Community Service Grant program. There is no other fiscal impact other than staff time related to administering the program.

RECOMMENDATION:

It is recommended the Planning Commission appoint one Commissioner and one alternate to serve as a representative on the Jim Guthrie Community Service Grant Committee.

BACKGROUND:

During consideration of the 2014 Community Development Block Grant (CDBG) funding recommendations, the City Council directed staff to make changes to the program in the future. The City historically funded social service agencies through CDBG funds. In addition, the City has funded ADA access barrier removal projects from both CDBG funds and Local Sales Tax funds. However, CDBG funding has gradually decreased, while monitoring and reporting requirements have increased, creating a process that is cumbersome for the administration of small social service agency grants. As a result, it was decided to utilize the full amount of CDBG funds to pay for ADA access barrier removal projects in the future. City funds previously used to pay for ADA access barrier removal projects were then shifted to pay for social service requests, making it easier to fund smaller grants as well as expand the eligibility for other community service related type of agencies and programs.

**PLANNING COMMISSION
CONSIDERATION OF APPOINTMENT TO THE JIM GUTHRIE COMMUNITY
SERVICE GRANT COMMITTEE
MARCH 3, 2020
PAGE 2**

In March 2017, the Community Service Grant Program was subsequently renamed as the Jim Guthrie Community Service Grant Program (JGCSGP).

ANALYSIS OF ISSUES:

The Council approved a process for the JGCSGP by which applications are available in late October with a deadline for submittal in December. Staff would then convene the Jim Guthrie Community Service Grant Committee (Committee) in late January or early February with recommendations from that Committee presented to the City Council for consideration in March. Grants are recommended to be in amounts of not less than \$250.

Per the JGCSGP criteria, an organization must satisfy the following requirements in order to apply for funding:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds provided to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

Council also established criteria for the JGCSGP Committee. In past years, the Committee consisted of:

- One member of the Planning Commission
- One member of the Historical Resources Committee
- One member of the Parks and Recreation Commission
- One member of the Traffic Commission
- One member of the Architectural Review Committee
- One member of the Downtown Parking Advisory Board

In November 2018, the City Council adopted Ordinance No. 695 to disband the Historical Resources Committee, Parks and Recreation Commission, and Traffic Commission to address staffing and budgetary shortfalls and to streamline City practices. Because these committees and commissions were disbanded, Council approved updates to the Committee criteria in February 2020. The criteria for Committee membership now reads as follows:

The Jim Guthrie Community Service Grant Committee shall consist of one designated representative from each of the City's current Council

**PLANNING COMMISSION
CONSIDERATION OF APPOINTMENT TO THE JIM GUTHRIE COMMUNITY
SERVICE GRANT COMMITTEE
MARCH 3, 2020
PAGE 3**

created committees, commissions and boards, and one member from the Chamber of Commerce Board of Directors.

Based on the City's current commissions, committees and boards, this year, the Jim Guthrie Community Service Grant Committee would consist of one member from the Planning Commission, one member from the Architectural Review Committee, one member from the Downtown Parking Advisory Board, one member from the Arroyo Grande Tourism Business Improvement District Board, as well as the addition of one member from the Chamber of Commerce Board of Directors.

A copy of the proposed program description and application [form](#) is attached. The deadline to submit applications was on November 27, 2019.

ALTERNATIVES:

The following alternatives are presented for the Commission's consideration:

1. Appoint one Commissioner and an alternate; or
2. Provide staff other direction.

ADVANTAGES:

Participation on the Committee will help ensure an impartial and effective process to award grants to community service organizations in order to address unmet needs in the community. The overall objective of the program is to help fund efforts of organizations that can address these needs more effectively than developing programs offered through the CDBG program.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachment:

1. 2019-20 Community Service Grant Program Description and Application [Form](#)