



MEMORANDUM

TO: City Council

FROM: Brian Pedrotti, Community Development Director

BY: Andrew Perez, Planning Manager

SUBJECT: Consideration of a Resolution Ratifying Changes to the Community Service Grant Program Review Committee

DATE: November 22, 2022

SUMMARY OF ACTION:

Adoption of a Resolution ratifying changes to the process for the creation of the Community Service Grant Program (CSGP) review Committee.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

No financial impact is projected.

RECOMMENDATION:

Adopt a Resolution changing the make-up of the Community Service Grant Committee.

BACKGROUND:

In September 2014, the City Council approved the Community Service Grant Program (CSGP) as an alternative to funding community service organization projects through the Community Development Block Grant (CDBG) program. When the CSGP was created, a process was established to ensure effective and impartial selection of grantees by establishing appropriate criteria. Part of this process included the creation of a committee to review applications and develop recommendations for consideration by the City Council. In order to designate a committee knowledgeable in community needs, it was recommended that each City board, commission and committee with functions serving the entire community designate one member to serve on the Community Service Grant Committee (Committee).

Council adopted Resolution 4650 (Attachment 3) to establish a Committee consisting of:

- One member of the Historical Resources Committee;
- One member of the Parks and Recreation Commission;
- One member of the Traffic Commission;

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- One member of the Architectural Review Committee; and
- 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, there was a need to update the Committee criteria accordingly. To allow for future flexibility, Council adopted Resolution 5003, updating the criteria for the Committee membership to consist of one designated representative from each of the City's current Council-created committees, commissions and boards, and one member from the South County Chambers of Commerce (Chamber) Board of Directors (Attachment 4).

Based on the City's current advisory bodies, the last three Committees have consisted 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; and
- One member from the Chamber Board of Directors.

At the March 8, 2022 City Council meeting, Council directed staff to return with a discussion item regarding the composition of the Committee to address concerns that the composition of the Committee may be too heavily skewed toward the business community. Staff returned to Council on October 25, 2022, to present five (5) possible updates to the CSGP that would alleviate concerns that the Committee was too business oriented. Council unanimously agreed that a Committee comprised of five members, each appointed by one Councilmember, would adequately address the concerns and directed staff to implement that change.

ANALYSIS OF ISSUES:

The Committee is responsible for objectively evaluating all grant applications and collaboratively making funding recommendations to address the community's most pressing needs and maximize impact of the CSGP. Staff proposes several options for consideration that may address the concerns that grant recommendations are representative of the City Council and community needs and values. A Committee consisting of five (5) appointees will be created by following the appointment process that is currently employed for filling other vacancies in other City advisory bodies, such as the Planning Commission, Architectural Review Committee, and Downtown Parking Advisory Board. Per Council direction on October 25, 2022, Section 5.2 of the City Council Handbook was amended to reflect this change in process and to include the Committee as an advisory body appointed by Council. (Attachment 2).

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Residents seeking appointment to the Committee shall submit an application to the City Clerk's Office. To be eligible, the applicant must be a registered voter that resides in the City. Councilmembers shall prioritize applicants from their respective district whenever possible. Once appointed the Committee member will serve for a term that runs concurrently with the appointing Councilmember.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt a Resolution changing the make-up of the Community Service Grant Committee as an advisory body appointed by Council;
2. Modify and adopt the Resolution; or
3. Provide other direction to staff.

ADVANTAGES:

A Committee comprised of Council appointees will alleviate the concerns associated with a Committee that is too heavily skewed towards the business community and maximize the effectiveness of the CSGP.

DISADVANTAGES:

None 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.

Attachments:

1. Proposed Resolution
2. Section 5.2 of the City Council Handbook
3. Council Resolution 4650
4. Council Resolution 5003