
Special City Council Meeting Agenda

Thursday, April 3, 2014
10:00 a.m.

City Hall Council Chambers/Executive Conference Room
at 44-950 Eldorado Drive, Indian Wells



WELCOME TO A SPECIAL MEETING OF THE CITY COUNCIL. ALL PERSONS WISHING TO ADDRESS THE CITY COUNCIL SHOULD FILL OUT A BLUE PUBLIC COMMENT FORM BEFORE THE MEETING BEGINS AND GIVE IT TO THE CLERK. WHEN THE MAYOR HAS RECOGNIZED YOU, PLEASE COME FORWARD TO THE PODIUM AND STATE YOUR NAME FOR THE RECORD. A 3-MINUTE TIME LIMIT IS CUSTOMARY. PLEASE NOTE THAT YOU MAY ADDRESS THE CITY COUNCIL ON AN AGENDA ITEM AT THE TIME IT IS DISCUSSED, BUT ONLY AFTER BEING RECOGNIZED BY THE MAYOR. ANY PUBLIC RECORD, RELATING TO AN OPEN SESSION AGENDA ITEM, THAT IS DISTRIBUTED WITHIN 72 HOURS PRIOR TO THE MEETING IS AVAILABLE FOR PUBLIC INSPECTION AT CITY HALL RECEPTION AREA 44-950 ELDORADO DRIVE, INDIAN WELLS DURING NORMAL BUSINESS HOURS.

1. CONVENE THE CITY COUNCIL, PLEDGE OF ALLEGIANCE AND ROLL CALL

MAYOR TED J. MERTENS
MAYOR PRO TEM TY PEABODY
COUNCIL MEMBER PATRICK MULLANY
COUNCIL MEMBER DOUGLAS HANSON
COUNCIL MEMBER MARY T. ROCHE

2. APPROVAL OF THE FINAL AGENDA

3. PUBLIC COMMENTS

ALLOWED FOR ONLY THE LISTED ITEMS ON THE SPECIAL MEETING AGENDA

ALL PERSONS WISHING TO ADDRESS THE CITY COUNCIL SHOULD FILL OUT A BLUE PUBLIC COMMENT FORM IN ADVANCE AND HAND IT TO THE CLERK. PLEASE NOTE THAT YOU MAY ADDRESS THE CITY COUNCIL ON AN AGENDA ITEM LISTED ON THE SPECIAL MEETING AGENDA ONLY, BUT ONLY AFTER BEING RECOGNIZED BY THE MAYOR. AT THE APPROPRIATE TIME, PLEASE COME FORWARD TO THE PODIUM AND STATE YOUR NAME FOR THE RECORD. A THREE-MINUTE LIMIT IS CUSTOMARY. NOTWITHSTANDING THE FOREGOING, COUNCIL MEMBERS AND STAFF MAY BRIEFLY RESPOND TO STATEMENTS MADE OR QUESTIONS POSED DURING PUBLIC COMMENTS, AS LONG AS SUCH RESPONSES DO NOT CONSTITUTE ANY DELIBERATION OF THE ITEM.

4. GENERAL BUSINESS

- A. Discussion and Direction Regarding the Overall Grants-in-Aid Program, Including But Not Limited to the Eligibility Requirements and Policy Guidelines, the Definition of 'Homeless' Organizations, and the Fiscal Year 2014-15 Grant Funding Budget. Page 6.

RECOMMENDED ACTIONS:

CITY COUNCIL PROVIDES **DIRECTION** TO STAFF AS TO THE OVERALL GRANTS-IN-AID PROGRAM; AND

PROVIDES **DIRECTION** AS TO THE GRANTS-IN-AID COMMITTEE'S RECOMMENDED MODIFICATIONS TO THE ELIGIBILITY REQUIREMENTS AND POLICY GUIDELINES; AND

PROVIDES **DIRECTION** TO STAFF AS TO HOW 'HOMELESS' ORGANIZATIONS ARE TO BE DEFINED FOR GRANT PROGRAM PURPOSES; AND

PROVIDES **DIRECTION** TO STAFF AS TO THE FISCAL YEAR 2014-15 GRANT FUNDING BUDGET.

5. CLOSED SESSION

- A. Conference with Labor Negotiators Pursuant to Government Code Section 54957. Agency Designated Representative: Wade G. McKinney. Employee Organization: Indian Wells City Employee Association.
- B. Conference with Legal Counsel Regarding Existing Litigation Pursuant to Government Code Section 54956.9(d)(1). Name of Case: Rubakovic v. Indian Wells; Riverside County Superior Court Case # PSC 1302806.
- C. Conference with Legal Counsel Regarding Anticipated Litigation. Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2). Number of Potential Cases: 3.

6. ADJOURNMENT

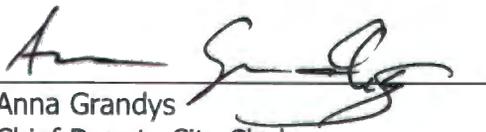
TO A REGULARLY SCHEDULED MEETING OF THE CITY COUNCIL TO BE HELD AT 1:30 P.M. ON APRIL 3, 2014 IN THE CITY HALL COUNCIL CHAMBERS.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CITY CLERK AT (760) 346-2489. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING. 128 CFR 35.102.35.104 ADA TITLE III

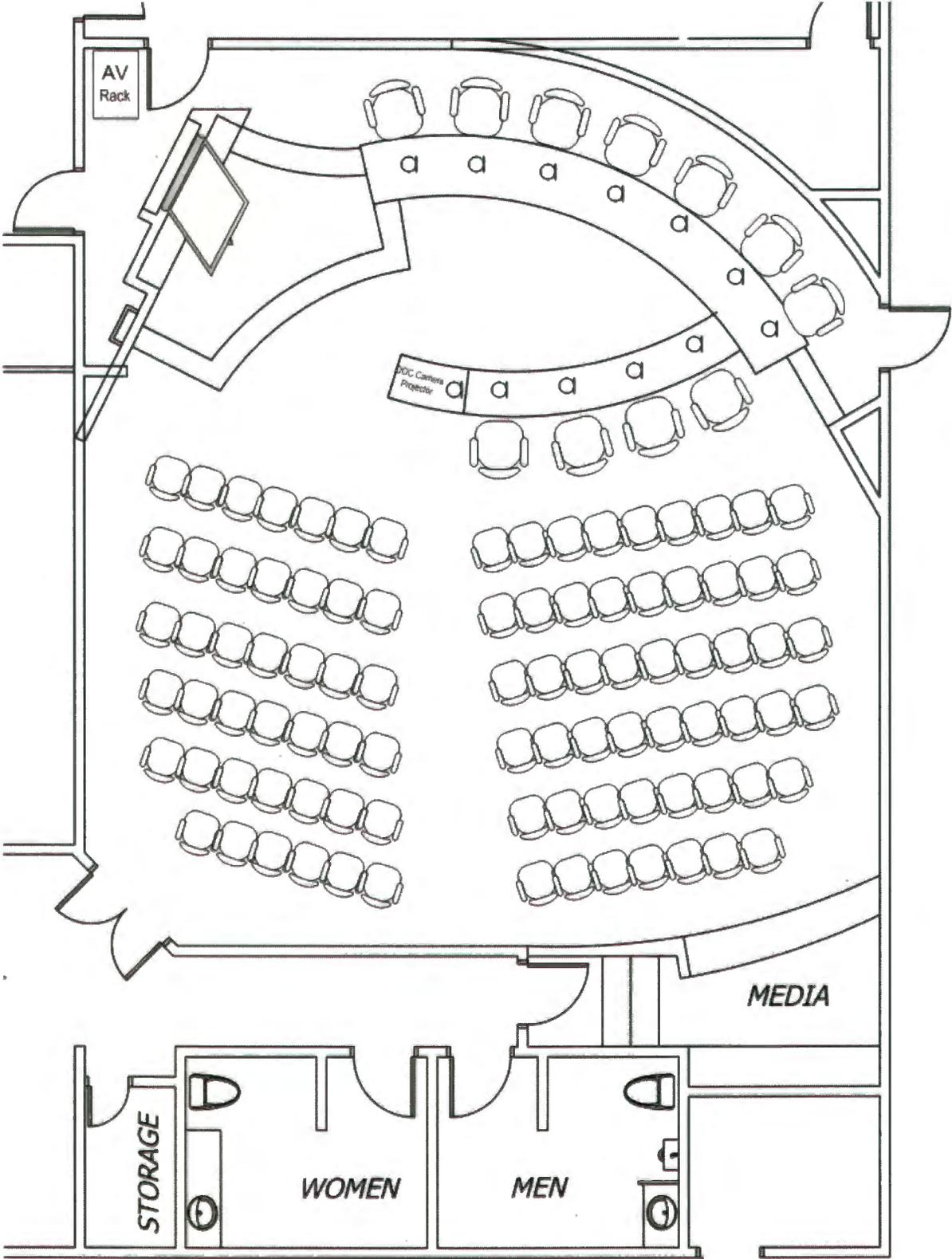
AFFIDAVIT OF POSTING

I, Anna Grandys, certify that on March 28, 2014, I caused to be posted a notice of a Special City Council Meeting to be held on Thursday, April 3, 2014 at 10:00 a.m. in the City Hall Council Chambers/Executive Conference Room.

Notices were posted at Indian Wells Civic Center, Village 1 [Ralph's], and Indian Wells Plaza [Indian Wells Chamber of Commerce], and were delivered to all City Council members.



Anna Grandys
Chief Deputy City Clerk



Sp. Mtg.
CC/HA ACTION _____ MTG. DATE: 4-3-14
APPROVED _____ DENIED _____ REC/FILE _____ CONT. _____
OTHER _____
VOTE: YES _____ NO _____ ABSTAIN _____
5-0 Eligibility/Policy Guidelines
as proposed
April 3, 2014

Indian Wells City Council

Staff Report – Marketing & Community Services

4-1 (Mullany) add Roy's \$103,000
to grants budget for total
\$203,000 + Grants in Aid
Committee to determine

Discussion and Direction Regarding Overall Grants-in-Aids program, Including But Not Limited to the Eligibility Requirements and Policy Guidelines, the Definition of Homeless Organizations, and the Fiscal Year 2014-15 Grant Funding Budget

funding
recommendation
for Roy's

5-0 Homeless
definition
as proposed

RECOMMENDATIONS:

- City Council provides **DIRECTION** to staff as to the overall Grants-in-Aid program; and
- provides **DIRECTION** as to the Grants-in-Aid Committee's recommended modifications to the Eligibility Requirements and Policy Guidelines; and
- provides **DIRECTION** to staff as to how "Homeless" organizations are to be defined for grant program purposes; and
- provides **DIRECTION** to staff as to the Fiscal Year 2014-15 Grant funding budget.

DISCUSSION:

Background:

At the December 19, 2013 City Council meeting the Council approved the last step in the Grants-in-Aids charitable giving process for fiscal year 2013/14 by funding 14 out of the 28 applicants that were recommended by the Grants-in-Aid Committee (the "Committee") to receive funding. The total budget was \$100,000, with \$60,000 designated by Council for homeless services and programs, and the remaining \$40,000 for other non-profit entities.

During the February City Council strategic planning sessions, the Council directed staff to review the Discretionary Contributions Funding Policy that was established in 2006. Staff is in the process of preparing revisions to the policy which will be brought forward to the Council for discussion and direction after review by the Finance Committee.

Summary:

Staff has outlined a discussion list for direction and clarification by the Council within the overall Grants-in-Aids program:

- 1) Review and provide direction to staff as to Grants-in-Aid Committee's recommended modifications to the Eligibility Requirements and Policy Guidelines.
- 2) Clarify Council's direction as it relates to Roy's Desert Resource Center (Roy's") contribution for FY 2014-15.
 - i. The Committee's recommendation is the line budget amount for Roy's is added to the overall Grants-in-Aids budget, Roy's would then be required to go through the application process and the Committee will make a recommendation in regards to any potential funding of Roy's as part of the overall grant funding process.
- 3) Clarify whether the City is required by State or Federal Law to give a percentage or amount to Homeless services.
 - i. Staff has determined that there are no standing Federal or State laws mandating such a requirement.
- 4) The Committee has prepared the following definition of services and programs that fall under the "Homeless" category.
 - i. *Homeless programs include serving vulnerable homeless and at-risk individuals and families through a wide variety of intervention types ranging from street outreach (engaging homeless individuals and families living on the street), homelessness prevention and emergency shelter to rapid re-housing, transitional housing, and permanent supportive housing.*
 - ii. Add to the application the following categories to better identify each agency and how they are categorized:
 1. Homeless Programs
 2. Animal Services
 3. Health Related Program
 4. Youth Programs/Schools with 501C3
 5. Senior Programs
 6. Outreach Programs
 7. Other _____
 - iii. Is the City Council directing the committee to give a certain percentage of the budget or a certain amount to an individual homeless agency?

5) Budget discussion regarding current budget amount for program.

- i. The Committee recommends the Grants-in-Aids budget to include the \$103,000 given to Roy's, and increase the overall budget by an additional \$50,000 for a total budget of \$253,000.

FISCAL IMPACT:

The original fiscal year 2014/15 budget Community Assistant budget for both Grant-in-Aids/Homeless (\$100,000) and Roy's (\$103,000) for a total budget of \$203,000 is approved.

The Committee's recommendation is to include Roy's funding as a part of the Grants-in-Aids budget and to increase the budget by another \$50,000. If City Council agrees with the Committee's recommendation, Council would need to allocate an additional \$50,000 to the existing Community Assistance budget for a total budget of \$253,000. Approval of the additional \$50,000 for Community Assistance will require a budget appropriation from the City's General Fund.

ATTACHEMENT:

1. Grants-in-Aid Committee's recommended changes to the Eligibility Requirements and Policy Guidelines

EXHIBIT "A"

ELIGIBILITY REQUIREMENTS AND
POLICY GUIDELINES

PURPOSE: The City of Indian Wells recognizes the importance of community-based organizations and/or groups, and the importance they play in providing various services or education in the communities they serve. The City further recognizes that, at times, circumstances may warrant that financial assistance be provided to some of these groups. The City endeavors to support community-based organizations that possess expertise in offering valuable community services and programs that the City does not offer for its own citizens.

Since economic constraints dictate that every request for financial assistance cannot be granted, the City, in order to ensure that each request is processed ~~equitable~~ equitably and ~~consistently~~ has-to formulated eligibility requirements and policy guidelines ~~that must be met~~ by applicants requesting financial assistance. Each request will be evaluated based on these requirements and the availability of funds.

Commented [AG1]: The changes you made to this phrase do not flow within the context of the rest of the sentence.

The sentence reads better as follows: "...granted, the City, in order to ensure that each request is processed equitably and consistently, has formulated eligibility requirements and policy guidelines **that must** ..."

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The purpose of the Grants-in-Aid Committee is for a broad-based cross section of informed and dedicated community members to perform a comprehensive review and analysis of requesting agencies' operation and performance in providing services, and make recommendations for annual allocations of funding to the City of Indian Wells City Council.

The Grants-in-Aid Committee advises and makes recommendations to the City Council regarding the distribution of public funds to ~~worthy- 501c3 organizations charities, community organizations and schools~~ throughout the Coachella Valley; under the City's ~~Community Assistance Program and the School Grant Program~~ Cities Grants-in-Aids program. The committee members also act as direct liaisons to organizations, and may making on-site visits to learn in detail about their operations.

CRITERIA FOR FUNDING AGENCIES: The decision-making process for agency funding allocations is based on several criteria, all of which should be considered in the agency's review. Determination of any funding received shall be based upon these requirements:

1. All agency or groups ("Applicant") must be tax-exempt, non-profit organizations as defined under Section 501(c)(3) of the U.S. Internal Revenue Code or government entities such as schools or municipalities
2. In accordance to IRS requirements, maintenance of proper financial records are required by each aApplicant. Each agency shall keep accurate accounts of all receipts and expenditures and shall submit a compiled year-end report which included completion of the project by June 30 of year which agency is funded.

~~2-3.~~ To receive funding support from the City of Indian Wells, an Applicant must show evidence that it is meeting a Coachella Valley community ~~need~~.

Commented [AG2]: Suggested: "it is meeting a community need in Indian Wells or the Coachella Valley as a whole."

~~3.~~ Applicant organization is a joint powers authority/organization which provides a service which would otherwise be provided by the City of Indian Wells.

~~4.~~ The Applicant must be a community-based group, non-profit social agency, or area service provider that provides a program or service that benefits the residents of Indian Wells or the Coachella Valley at large.

~~4-5.~~ Applicant requests will not be considered appropriate use of City's Grants-in-Aid include: start-up costs, administrative costs, overhead costs, and fundraising costs.

~~5-6.~~ The City will generally ~~only~~ consider requests for funds to be used by the applicant for one or more of the following purposes:

Commented [AG3]: By removing the modifier you are potentially opening it up for the applicants to interpret that other purposes may be considered/funded

- Expansion of initial service program
- Addition of new service/program or special project
- Purchase of specific items not related to start-up costs, necessary to providing services
- ~~Why an organization would need this funding specifically related to Guideline #2~~

Commented [AG4]: I do not understand how criteria #2, meeting IRS requirements, would be a reason the City would fund a non-profit?

~~6-7.~~ It is the City's policy not to fund requests from Applicants for services that are normally supported by general tax dollars, represent a duplication of services which the City already provides funding or where the request comes from an applicant requesting funds for a service in another community, which is a type of service Indian Wells already funds for itself.

~~7-8.~~ The City expects that the Applicant has attempted to find the best possible ~~prices~~ pricing for requested line items through vetting options and pricing.

~~8-9.~~ The Applicant requesting funding must be in existence for a minimum of ~~five (5)~~ years in order to be considered for funding by the Grants-in-Aid Committee.

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~~9-10.~~ Applicant does not rely solely on community assistance funding to remain viable and the services would cost more to the City if the City provided them directly.

~~10.~~ Applicant provides a unique service that addresses an unmet need of the community and does not duplicate other providers or programs.

~~11.~~ Application and all supporting documents are to be submitted by the designated deadline to be considered for funding. Late or incomplete applications will not be accepted.

- ~~12.11.~~ Events/fundraising events and sponsorships of events do not qualify for Grants-in-Aid funding.
- ~~13.12.~~ Grants are awarded on a single year basis. Funds will be forwarded upon completion of a Funding Agreement and all applicable terms of that agreement.
- ~~14.~~ Maintenance of proper financial records: Each agency shall keep accurate accounts of all receipts and expenditures and shall submit a compiled financial statement.
- ~~15.13.~~ The City may require proof of adequate and appropriate insurance coverage.
- ~~16.14.~~ Requests are limited to an amount of funding can be allocated at any level not to exceed \$5,000, and can be allocated at any level will be determined by committee and approved by the Indian Wells City Council based on the approved City budget for grant funding.
- ~~17.15.~~ Individuals are not eligible for funding through the City of Indian Wells Grants-in Aid program.
- ~~18.16.~~ Where the Applicant received funding for the current fiscal year, all documents must be submitted and agreement terms complete prior to funding disbursement for the following fiscal year.
- ~~19.17.~~ The Agreement is for the period of July 1 through June 30 of the following year. Services must be provided and funds must be disbursed during this time period. No payment will be made for services rendered after June 30 of the designated year.
- ~~18.~~ Typed applications Online applications are preferred. Incomplete applications will be returned to the Applicant.
- ~~19.~~ Application and all supporting documents are to be submitted by the designated deadline to be considered for funding. Late or incomplete applications will not be accepted/considered for funding.

GRANTS-IN-AID FUNDING APPLICATION: The application requests ~~one-a~~ set of the following information be submitted for the Committee's review:

- City of Indian Wells Grants-in-Aid Application Request.
- A list of the ~~Applicant's Board~~, terms of office and community affiliation (if applicable).
- A copy of the Applicant's most recent IRS Form 990.
- A copy of the Applicant's most recent fiscal year-end financial statement (audited if possible).
- Current Agency budget. ~~(if applicable)~~
- Program/project budget.
- Annual Board/Agency report (if applicable).
- List of major contributors (and amounts) to organization/program (if applicable).
- ~~A copy of the Agency's bylaws.~~

Commented [AG5]: Suggested: "Applicant's current Board Members"

FUNDING DECISION: The City Council's decision as to whether or not to approve any request for funding from any applicant will be final when voted on at a formal City Council meeting. A decision not to approve a particular request does not preclude an eligible applicant from reapplying in any future year.

COMMITTEE MEMBER'S DUTIES AND RESPONSIBILITIES: Each Committee Member acts as a representative of the City of Indian Wells and the community. As such, Committee Members have the opportunity to represent the interests of both contributors and recipients, and the responsibility to ensure that funds are spent wisely and efficiently. The duties of the Committee Members include:

- Participate in all scheduled meetings of the Grants-in-Aid Committee.
- Review all written information provided regarding agencies' programs and services, as requested by the Committee Chair.
- Schedule and attend an on-site meeting with your assigned agency's executive director and other key agency officials. Prepare and report key findings on the Agency Data Sheet.
- Advise the Committee of any questions, concerns or additional information needed to perform the duties and responsibilities.