



## CITY COUNCIL AGENDA REPORT

DATE: 11/17/2010

AGENDA OF: 11/23/2010

DEPARTMENT: Planning

SUBJECT: Residential Rental Inspection and Maintenance Ordinance Checklists. (PL)

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RECOMMENDATION: Resolution adopting the Residential Rental Inspection and Maintenance Ordinance checklists.

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BACKGROUND: On August 3, 2010, the City Council introduced for publication Ordinance No. 2010-17 amending Title 21 of the Santa Cruz Municipal Code adding Chapter 21.06 regarding a citywide residential rental inspection and maintenance program. As part of the motion staff was directed to bring back to the City Council for adoption by resolution, the checklists which would be used for the rental inspection by the property owner for self-certification and the City rental inspector.

After the September Council meetings approving the new ordinance, staff e-mailed the checklists to interested parties who have been involved during the formation of the ordinance, as well as to others who requested it since that time. Staff received a number of comments and has incorporated many of them into the documents, where deemed appropriate to clarify and meet the intent of the ordinance. Staff will forward the changes recommended by others to Council as we continue to receive them.

DISCUSSION: Two checklists are being presented to City Council. The first is titled Self-Certification Checklist which will be filled out by the property owner during the self-certification process. The second is titled Rental Inspector Checklist, which the City rental inspector will use when conducting a property inspection. Both are exactly the same for the items to be inspected except, on the rental inspector checklist, there are reminders of the Council Statement of Intent for the rental inspection program and that zoning issues may be identified during the inspection.

Staff contacted several other jurisdictions that have rental inspection ordinances to discuss their experience with inspection checklists. The recommended list is very similar to other jurisdictions. They serve the intent of the ordinance to focus on basic health and safety items in rental property inspections.

Should further changes to the checklist be required in the future, the modifications will be brought back to City Council for approval.

FISCAL IMPACT: None at this time.

Prepared by:  
Alex Khoury  
Assistant Planning Director

Submitted by:  
Juliana Rebagliati  
Planning Director

Approved by:  
Martin Bernal  
City Manager

ATTACHMENTS:

Resolution;  
Exhibit A – Self-certification checklist;  
Exhibit B – Rental Inspector checklist.

RESOLUTION NO. NS-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CRUZ  
ADOPTING CHECKLISTS FOR RESIDENTIAL RENTAL  
DWELLING UNIT INSPECTION PROGRAM

WHEREAS, on August 3, 2010, the City Council introduced for publication Ordinance No. 2010-17 amending Title 21 of the Santa Cruz Municipal Code adding Chapter 21.06 regarding a citywide residential rental inspection and maintenance program and, as part of the motion, staff was directed to bring back to the City Council for adoption by resolution, the checklists which would be used for the rental inspection by the property owner for self-certification and the City rental inspector; and

WHEREAS, the City Council conducted a public hearing on September 7, 2010 to approve amendments to Title 21 to create the Residential Rental Dwelling Unit Inspection and Maintenance Program and reaffirmed said action on September 14, 2010; and

WHEREAS, staff contacted and worked with interested parties in developing the rental inspection checklists as directed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santa Cruz that the self-certification checklist (attached hereto as Exhibit "A") and the rental inspector checklist (attached hereto as Exhibit "B") are hereby adopted.

PASSED AND ADOPTED this        day of                                2010, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

APPROVED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk



**Exterior Inspection – PART I: *Building/Unit Identification*** (Print legibly)

Property Owner Name:

Property Address:

**Check the box next to each item ONLY if the item is found to be in compliance or write N/A in comment box if item is not applicable to your project**

<i>Exterior Checklist</i>	<i>Comments</i>
<input type="checkbox"/> <b><u>Legible and Visible address number and unit identification</u></b> (Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)	
<input type="checkbox"/> <b><u>Storage of Junk and rubbish and/or overgrown vegetation</u></b> (Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance- Property must be clear from any overgrown/dry vegetation and/or weeds capable of being ignited and endangering the property)	
<input type="checkbox"/> <b><u>Dumpsters/Trash Cans</u></b> (Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)	
<input type="checkbox"/> <b><u>Inoperable/Unregistered Vehicles</u></b> (Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)	
<input type="checkbox"/> <b><u>Foundation Vent Screens/Crawl Space Covers</u></b> (Spaces must be properly covered. Screens must be in good working condition)	
<input type="checkbox"/> <b><u>Roof</u></b> (Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out.)	
<input type="checkbox"/> <b><u>Stairways – Landings/treads/risers/balusters</u></b> (Should be in good condition/free from visible structural defects (loose threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard.)	
<input type="checkbox"/> <b><u>Fire Extinguishers</u></b> – Multi-Family Only – 3 or more units (Must be properly serviced, labeled, and stored – minimum size 2A10-BC)	
<input type="checkbox"/> <b><u>Fire Sprinkler System</u></b> – Multi-Family Only – 3 or more units (If provided – Certification of 5 year inspection required )	
<input type="checkbox"/> <b><u>Exterior Lighting</u></b> (Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)	
<input type="checkbox"/> <b><u>Infestation</u></b> (Property must be clear of all infestations - insect, rodent, etc.)	
<input type="checkbox"/> <b><u>Electrical/Gas Meters</u></b> – Multi-Family Only – 3 or more units (Must have proper labeling, be properly protected, and must not be tampered with. Utilities in an exterior closet or room may require signage)	
<input type="checkbox"/> <b><u>Electrical Panel</u></b> (Must have a panel cover and breakers labeled with appropriate identification, as applicable)	
<input type="checkbox"/> <b><u>Exterior Walkways/Exit Passageways/Common Areas</u></b> (Must remain clear at all times and in a safe and sanitary condition)	
<input type="checkbox"/> <b><u>Water Heaters</u></b> (Must have proper strapping, proper drain lines, and venting)	
<input type="checkbox"/> <b><u>Existing Fire Lanes clearly marked</u></b> (Signage or paint or both needed)	

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge. (Please send original to City of Santa Cruz and keep a copy for your files.)

Name (Please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to the Property: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_



**Interior Inspection – PART II: Unit Identification** (Print legibly)

Property Owner Name:	
Property Address:	Unit Number:
Tenant Name:	Phone Number:

**Check the box next to each item ONLY if the item is found to be in compliance or write N/A in comment box if item is not applicable to the unit**

<i>Interior Checklist</i>	<i>Comments</i>
<input type="checkbox"/> <b>Hot/Cold Running Water</b> (Unit must have hot and cold running water)	
<input type="checkbox"/> <b>Electrical Power</b> (Unit must have electrical power)	
<input type="checkbox"/> <b>Heat</b> (Unit must have a functioning adequate heating source – This excludes portable heating units)	
<input type="checkbox"/> <b>Sewage System</b> (Unit must have a functioning sewage system and must be clear of any surfacing sewage indoors or outdoors)	
<input type="checkbox"/> <b>Entry Doors</b> (Must be in good condition – Locks on doors must not exceed 48” in height, unless otherwise allowed. No double key lock on entry door)	
<input type="checkbox"/> <b>Exits</b> (One main door per unit & escape/rescue window per bedroom. There must not be any double key locks on any exit doors throughout the unit)	
<input type="checkbox"/> <b>Infestation</b> (Unit must be clear of any infestations – insect, rodent, etc.)	
<input type="checkbox"/> <b>Smoke Detectors</b> (Must be working and located in hallways leading to rooms used for sleeping or installed and maintained in compliance with Code in effect at time of installation)	
<input type="checkbox"/> <b>Mechanical</b> (All mechanical equipment in the unit must properly function including: appliances, venting systems, thermostats, air conditioning unit – if provided, etc.)	
<input type="checkbox"/> <b>Electrical</b> (All wiring and electrical components must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings/GFCI in bath and kitchen operational, if applicable)	
<input type="checkbox"/> <b>Plumbing</b> (Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)	
<input type="checkbox"/> <b>Counter and Sink Surfaces</b> (Are required in kitchen)	
<input type="checkbox"/> <b>Windows</b> (All windows must have adequate weather protection – no broken glass/plastic coverings, etc. - be in good condition and have locking mechanisms that function without use of key or special knowledge. If window bars or screens are present they must function without use of key or special knowledge.)	
<input type="checkbox"/> <b>Flooring</b> (Floors must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring)	
<input type="checkbox"/> <b>Sub-flooring</b> (Must be in good condition without buckling or sagging which suggests structural defects)	
<input type="checkbox"/> <b>Walls</b> (Must be good habitable condition clear of large holes, missing sections, etc.)	
<input type="checkbox"/> <b>Ceiling</b> (Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage)	



**Exterior Inspection\* – PART I: *Building/Unit Identification*** (Print legibly)

Property Owner Name:

Property Address:

**Check the box next to each item ONLY if the item is found to be in compliance. Write N/A in comment box if item is not applicable to property.**

<i>Exterior Checklist</i>	<i>Comments</i>
<input type="checkbox"/> <b>Legible and Visible address number and unit identification</b> (Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)	
<input type="checkbox"/> <b>Storage of Junk and rubbish and/or overgrown vegetation</b> (Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance – Property must be clear from any overgrown/dry vegetation and/or weeds capable of being ignited and endangering the property)	
<input type="checkbox"/> <b>Dumpsters/Trash Cans</b> (Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)	
<input type="checkbox"/> <b>Inoperable/Unregistered Vehicles</b> (Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)	
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<input type="checkbox"/> <b>Roof</b> (Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out.)	
<input type="checkbox"/> <b>Stairways – Landings/treads/risers/balusters</b> (Should be in good condition/free from visible structural defects (loose threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard.)	
<input type="checkbox"/> <b>Fire Extinguishers – Multi-Family Only – 3 or more units</b> (Must be properly serviced, labeled, and stored – minimum size 2A10-BC)	
<input type="checkbox"/> <b>Fire Sprinkler System – Multi-Family Only – 3 or more units</b> (If provided – Certification of 5 year inspection required )	
<input type="checkbox"/> <b>Exterior Lighting</b> (Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)	
<input type="checkbox"/> <b>Infestation</b> (Property must be clear of all infestations - insect, rodent, etc.)	
<input type="checkbox"/> <b>Electrical/Gas Meters – Multi-Family Only – 3 or more units</b> (Must have proper labeling, be properly protected, and must not be tampered with. Utilities in an exterior closet or room may require signage)	
<input type="checkbox"/> <b>Electrical Panel</b> (Must have a panel cover and breakers labeled with appropriate identification, as applicable)	
<input type="checkbox"/> <b>Exterior Walkways/Exit Passageways/Common Areas</b> (Must remain clear at all times and in a safe and sanitary condition)	
<input type="checkbox"/> <b>Water Heaters</b> (Must have proper strapping, proper drain lines, and venting)	
<input type="checkbox"/> <b>Existing Fire Lanes clearly marked</b> (Signage or paint or both needed)	

\* Zoning Code issues may be identified during the inspection

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Inspector's Name (Please print): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_



City of Santa Cruz

Exhibit "B"

DRAFT

**RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM**

**RENTAL INSPECTOR CHECKLIST**

Planning and Community Development Department  
831-420-5100

**Interior Inspection\* – PART II: Unit Identification** (Print legibly)

Property Owner Name:	
Property Address:	Unit Number:
Tenant Name:	Phone Number:

**Check the box next to each item ONLY if the item is found to be in compliance. Write N/A in comment box if item is not applicable to the unit**

<i>Interior Checklist</i>	<i>Comments</i>
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<input type="checkbox"/> <b>Electrical Power</b> (Unit must have electrical power)	
<input type="checkbox"/> <b>Heat</b> (Unit must have a functioning adequate heating source – This excludes portable heating units)	
<input type="checkbox"/> <b>Sewage System</b> (Unit must have a functioning sewage system and must be clear of any surfacing sewage indoors or outdoors)	
<input type="checkbox"/> <b>Entry Doors</b> (Must be in good condition – Locks on doors must not exceed 48” in height, unless otherwise allowed. No double key lock on entry door)	
<input type="checkbox"/> <b>Exits</b> (One main door per unit & escape/rescue window per bedroom. There must not be any double key locks on any exit doors throughout the unit)	
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<input type="checkbox"/> <b>Smoke Detectors</b> (Must be working and located in hallways leading to rooms used for sleeping or installed and maintained in compliance with Code in effect at time of installation)	
<input type="checkbox"/> <b>Mechanical</b> (All mechanical equipment in the unit must properly function including: appliances, venting systems, thermostats, air conditioning unit – if provided, etc.)	
<input type="checkbox"/> <b>Electrical</b> (All wiring and electrical components must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings/GFCI in bath and kitchen operational, if applicable)	
<input type="checkbox"/> <b>Plumbing</b> (Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)	
<input type="checkbox"/> <b>Counter and Sink Surfaces</b> (Are required in kitchens)	
<input type="checkbox"/> <b>Windows</b> (All windows must have adequate weather protection – no broken glass/plastic coverings, etc. - be in good condition and have locking mechanisms that function without use of key or special knowledge. If window bars or screens are present they too must function without use of key or special knowledge.)	
<input type="checkbox"/> <b>Flooring</b> (Floors must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring)	
<input type="checkbox"/> <b>Sub-flooring</b> (Must be in good condition without buckling or sagging which suggests structural defects)	

<input type="checkbox"/> <b>Walls</b> (Must be good habitable condition clear of large holes, missing sections, etc.)	
<input type="checkbox"/> <b>Ceiling</b> (Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage)	

\* Zoning Code issues may be identified during the inspection

**Inspector's please note:** The City Council's direction to staff is that the City inspections focus on items contained in the checklist and ensure that the inspections address: (a) unpermitted dwelling units; (b) the renting of spaces not intended for habitation; and (c) substandard, overcrowded, unsanitary and unsafe housing conditions that render a housing unit unfit or unsafe for occupancy. Unpermitted construction and construction which is not a code complaint but which does not result in (a), (b) or (c) above shall not be a priority, unless that construction results in neighborhood nuisances.

**INSPECTOR NOTES:**





## CITY COUNCIL AGENDA REPORT

DATE: November 18, 2010

AGENDA OF: November 23, 2010

DEPARTMENT: City Council

SUBJECT: Community Programs (CP) Funding – Strategic Allocation. (CN)

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RECOMMENDATION: Motion to endorse the allocation methodology, funding principles, funding parameters and funding cycle and process recommended by the City Council Community Programs Committee.

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BACKGROUND: For the past thirty years, the City of Santa Cruz (City) has funded providers of social services in our community. Today this funding program, now called Community Programs (CP), supports 54 programs across 39 agencies with about \$1.13 million annually. This year, grants to individual programs ranged from \$765 to \$78,728, with a few agencies receiving funding for multiple programs (see attached FY 2011 CP funding summary).

Over the course of thirty years, community needs and the funding landscape have naturally changed. The way the City allocates its CP dollars, in contrast, has been relatively fixed. Over the past decades, programs have occasionally been added or eliminated but the relative funding allocated to each program or agency has been constant. For instance, a program receiving \$20,000 in Year One will, absent a failure to deliver services, continue to receive \$20,000 in Year Two, Three and on. Slight reductions or increases in funding have occurred in step with economic fluctuations but they are generally administered proportionately across-the-board to all programs. There has not been a comprehensive strategic approach that matches funding levels with community needs, City priorities or program efficiencies.

The Community Programs Committee, a subcommittee of the City Council charged with making these funding recommendations, announced that it was taking up the charge to reexamine the allocation process at its February 16, 2010 meeting. The Committee first observed the process of the Santa Cruz County Community Programs Task Force and discussed approaches with First 5 of Santa Cruz County, the Community Foundation of Santa Cruz County and United Way of Santa Cruz County. With this information, the Committee then designed a focused process to deliver a new allocation strategy in time for the FY 2012 budget. The Committee members made a commitment to vigorously work throughout the summer, fall and winter to have this new framework in place by early spring, 2011 to afford currently funded agencies time to understand and respond to any changes.

At the City Council's July 13, 2010 meeting, the Committee presented the Proposed Strategic Allocation Framework Process, which outlined the overarching goals, objectives and timeline. The City Council approved the process and asked the Committee to provide progress reports throughout the four phases of the project: Phase I – Understanding our History; Phase II – Visioning City Goals and Priorities; Phase III – Developing a Priority-Based Strategic Allocation Framework; and, Phase IV – Program Design and Grant Administration.

Since July, the Committee has been meeting on regular basis and brought in a knowledgeable facilitator for the past three meetings to help the Committee navigate the multitude of data, issues and approaches associated with investment allocation. All meetings have fostered significant interest and active participation by the community, particularly Human Care Alliance members.

To date, Phases I through III are complete and the Committee's associated work products have been presented to and affirmed by the City Council through November 9, 2010. These work products: the process assumptions, mission statement, safety net definition and Strategic Framework,<sup>1</sup> are attached. The City Council also tasked the Committee with considering and defining "Santa Cruz resident" as it may be applied throughout the Strategic Framework and allocation decisions.

**DISCUSSION:** With the process assumptions, mission, safety net definition and the Strategic Framework established, the Committee met on November 17, 2010 in a three-hour facilitated session to develop four additional components: an allocation strategy, grant parameters, funding principles and funding cycle and process. Due to timing constraints, the "Santa Cruz resident" definition was not addressed but is slated for an upcoming Committee meeting.

After a robust discussion and active public input, the Committee recommends the following for City Council affirmation.

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<sup>1</sup> The Strategic Framework is a planning tool expressed as an integrated, three-level flow diagram, moving from broad and general Community Focus Areas, to specific statements of Community Results. Each level of the framework is linked to the other levels, and the relationships among these levels are clearly defined. Through this framework the Committee communicates its priorities and defines the change it hopes to achieve for those individuals who are served by the social safety net.

The levels of the framework are connected logically. Each Focus Area has one or more Community Goal; each Community Goal is connected to one or more Community Result. **The Strategic Framework expresses what is most important for meeting the Committee mission in the contemporary community context and is not intended to describe all the possible improvements.**

The Strategic Framework has:

1. **Community Focus Areas:** *Based on the committee mission statement, these are the most important areas for the Community Programs Committee to address.*
2. **Community Goals:** *Within the Community Focus Areas, the goals are what the Committee wants to be true for City residents who are served by the social safety net.*
3. **Community Results:** *The results represent the specific targeted achievements in each goal.*

## Funding Principles

The following eight funding principles were crafted to encompass a set of values that will inform future funding decisions. These principles are not intended to be used as a formal checklist for funding and it is recognized that some principles may present inherent conflicts with others. These principles describe what the City would like its funding to promote but have no set timeframe.

1. **Align with the Strategic Framework**  
by funding only programs that directly address at least one of the Highlighted Results in the Strategic Framework. Programs addressing more than one Highlighted Result will be encouraged.
2. **Leverage Resources**  
by applying City funds to match Federal, State and private funds, and by broadening the range of funding sources.
3. **Move Toward Service Collaboration**  
by funding programs that reduce fragmentation and promote effectiveness of existing services through collaboration and coordination, making services more accessible and comprehensive.
4. **Promote Inclusion**  
by funding programs and activities that are responsive to, and reflective of, the needs of our diverse community.
5. **Build on Strengths and Build Capacity**  
by funding programs that identify and enhance existing community strengths and promote non-profit sustainability.
6. **Make a Systemic and Long-Term Difference**  
by funding programs that have a lasting positive impact for the City through approaches that emphasize prevention and early intervention and have measurable outcomes.
7. **Promote Stability in the Safety Net**  
by providing a stable source of funding to programs that meet the other principles and are able to show positive impacts through data-based evaluation.
8. **Maximize Impact for Residents of Santa Cruz**  
by funding programs that improve the quality of life for a large number of people either directly or indirectly.

## Allocation Methodology

The allocation methodology was developed to answer two questions: how will CP funds be allocated across the Strategic Framework; and, how will non-General Fund resources that are the

responsibility of the Committee be addressed in the context of the Strategic Framework? This latter question addresses if and how to incorporate other City funding streams such as the Community Development Block Grant (CDBG).

The Committee recommends:

- **All City funding streams under the purview of the CP Committee will be considered holistically and in the context of the Strategic Framework.**  
Currently, allocation decisions for different funding streams are determined through separate processes. A shift to a consolidated review will increase transparency and help the Committee to make more informed funding recommendations.
- **Set aside 5% of the CP budget for program administration and evaluation.**  
An important element of any grant program is adequate evaluation and oversight, something that the City lacks existing resources to accomplish. This 5% set-aside would promote transparency and accountability to the public. The Committee recommends that the 5% set-aside be suspended in Year One (FY 2012) of the coming funding cycle and that the City's General Fund would cover these costs.
- **Allocate significant funds in each Strategic Framework Focus Area: Financial, Health, Safety.**  
Instead of dividing the total funding pool into pre-defined percentages or total amounts for each Strategic Framework Focus Area, Goal or Highlighted Result, the Committee felt an open approach would promote discretion and flexibility in funding decisions and cultivate collaboration across strategic results and goals. Thus, there is no formula or allocation recommended that would limit the amount of funding that could be applied to any aspect of the Strategic Framework.

While the full pool of resources can be allocated with complete discretion within the Strategic Framework, the Committee still wishes to see significant investment in each of the Focus Areas, so that one or two Focus Areas would not be disproportionately funded. The Committee also noted this general principle about the Highlighted Results:

- **The results are intended to represent the universe of possible results and meeting a result is *necessary but not sufficient* to secure funding. In addition, it may be that not all results are satisfied in each funding cycle.** This allows even greater flexibility in funding decisions as it will not be required to force funding into *each* of the Highlighted Results in *each* funding cycle.

### **Funding Parameters**

The funding parameters apply to both individual program and agency grants and revolve around the concept of grant floors and ceilings. This question was undertaken because the City currently funds a considerable number of grants (54) of wide-ranging sizes (\$765 to \$78,728). A grant floor will help reduce program administration costs while amplifying the positive impact of each

City grant. This approach is not new to the City; our CDBG program has a grant floor of \$10,000.

A grant ceiling, which is proposed to be advisory, is desirable for two reasons. First, by capping the percentage of a program's total funding that comes from the City, program sustainability is enhanced because each program will be encouraged to have a more diversified funding base. This ensures that a shift in City funding will not jeopardize or significantly disrupt programs and services to the community. Second, a grant ceiling prevents the City from owning too large of a stake in any one program.

The Committee recommends:

- **A minimum grant of \$7,500, which is about 0.75% of the current General Fund CP budget.**
- **As a general principle, there is a preference for grant maximums of:**
  - **25% of total single agency program funding.** Any program funded by the City should not receive more than 25% of its total funding from the City.
  - **50% of total multiple-agency program funding.** This refers to a situation where two autonomous agencies collaborate to accomplish a strategic goal or result. To date, this type of collaboration has not occurred.
  - Even though the maximum grant limit is not a requirement, it will be a preference in funding decisions. The Committee recognizes that extraordinary circumstances do exist and can justify grants over the advisory funding cap.

### **Recommended Funding Cycle and Process**

The City currently funds on an annual cycle which is recognized as less than ideal, given the funding principle to promote the stability of the safety net. A funding cycle that is longer in duration promotes non-profit program security. Additionally, a cycle longer than one year also reduces program administration demands.

The Committee recommends:

- Two-year funding cycle (with second year renewal determined by City Budget) and open applications at the end of each cycle. The presumption will be that programs with positive evaluation results consistent with the Strategic Framework will be eligible for renewed funding.
- Funding distributed through a process that is clear and transparent
- Grant-making process that is open and competitive, while emphasizing stability and sustainability

- Funding awarded through a structured grant application and review process
- Agencies and collaborative programs receiving funding are expected to provide data to support evaluation relative to specific indicators as communicated in the grant application.

CONCLUSION: The foregoing discussion summarized the work of the Committee since November 9, 2010. The next steps in the Strategic Allocation Framework Process include: (1) addressing the definition of “Santa Cruz Resident,” which will be taken up in 2010, and (2) Phase IV – Program Design and Grant Administration. The Phase IV discussions, which will start early in 2011, involve how the application process, review and decision making, and grant internal policies will be revised.


The Committee will continue to work briskly through these subsequent steps. The City Council will be kept informed throughout the process and, where appropriate, recommendations will be forwarded for deliberation and affirmation by the City Council.

FISCAL IMPACT: None.

Submitted by:

Ryan Coonerty  
Vice Mayor and Chair,  
City Council Community Programs Committee

Attachments:  
FY 2011 Community Programs Funding Summary  
City Council Affirmed CP Committee Work as of November 9, 2010

 <b>FY 2011 Social Services Program Budget</b> <i>Agency/Program</i>	<b>FINAL Council Approved FY 2011 Funding*</b>
Advocacy, Inc.	17,692
Big Brothers Big Sisters	4,286
Cabrillo College Stroke Center	18,623
CAB-Immigration Project	4,212
CAB-Shelter Project	48,720
California Grey Bears	24,329
California Rural Legal Assistance	72,451
Campus Kids Connection	6,833
Central Coast Center for Ind Living	4,406
Community Bridges - Child Devlop Div	78,728
Community Bridges - Lifeline	17,454
Community Bridges - LOFRC	9,444
Community Bridges - Meals on Wheels	25,544
Conflict Resolution Center	1,948
Court Appointed Special Advocates	4,296
Dientes Community Dental Clinic	24,535
Emeline Childcare Center	5,474
Familia Center	20,257
Families in Transition	11,733
Fam Svc Agency - Counseling Services	7,121
Fam Svc Agency - I-You Venture	3,566
Fam Svc Agency - Senior Outreach	5,826
Fam Svc Agency - Suicide Prevention	5,551
Homeless Garden Project	7,454
Homeless Svcs Ctr - Day Resource Ctr	44,222
Homeless Svcs Ctr - ISSP	11,469
Homeless Svcs Ctr - P. Smith CH	71,202
Homeless Svcs Ctr - Rebele Fam Shel	41,222
Neighborhood Childcare Center	51,302
New Life Community Services	7,792
Parents Center	11,734
Planned Parenthood Mar Monte	63,631
SC AIDS Project	13,387
SC Boys and Girls Club	5,037
SC Barrios Unidos	16,084
SCCOE-Child Devlop Resource Center	2,917
SC Toddler Care Center	57,672
SC Women's Health Center	42,904
SC Comm Cnslg Ctr-River St Shelter	13,548
SC Comm Cnslg Ctr-Youth Services	59,030
Second Harvest Food Bank	37,930
Senior Citizens Legal Services	14,889
Senior Network Services	6,181
Seniors Council - Area Agency on Aging	5,952
Seniors Council - Project SCOUT	2,415
Survivors Healing Center	3,210
Vista Center for Blind Visually Imprd	765
Volunteer Centers of SC County	21,717
Volunteer Centers - YouthSERVE	6,648
Walnut Avenue - Family Support Services	5,970
Walnut Avenue - PAT Childcare Services	29,644
Walnut Avenue - Domestic Violence	5,970
Women's Crisis Support/DdM	43,552
WomenCARE	3,323
<b>Totals</b>	<b>1,131,802</b>

\*Note: The total social services budget was reduced by 5% for FY 2011.

### Multi-Program Agency Roll-Up

<u>Agency</u>	<u>Total FY 2011</u>
Community Action Board	52,932
Community Bridges	131,170
Family Service Agency	22,064
Homeless Services Center	168,115
SCCCC	72,578
Seniors Council	8,367
Volunteer Center	28,365
Walnut Ave Women's Ctr	41,584



# Strategic Allocation Framework for Social Services Funding: Approved Work as of 11/9/10

City of Santa Cruz



# Assumptions

- Many of the outcomes from the County Community Funding Task Force are applicable to this work
- There is no guarantee that currently funded programs will be funded in the future
- There is no guarantee that currently funded programs will receive the current level of funding if they are funded in the future
- Applications for funding will be accepted from entities that address the specific priorities established through this process – it is not necessary to have received funding in the past
- This process is designed to reflect contemporary community needs and create a framework that will be flexible in the future
- The final decisions on the strategic framework and the allocation framework will be made by the City Council.

# Mission Statement



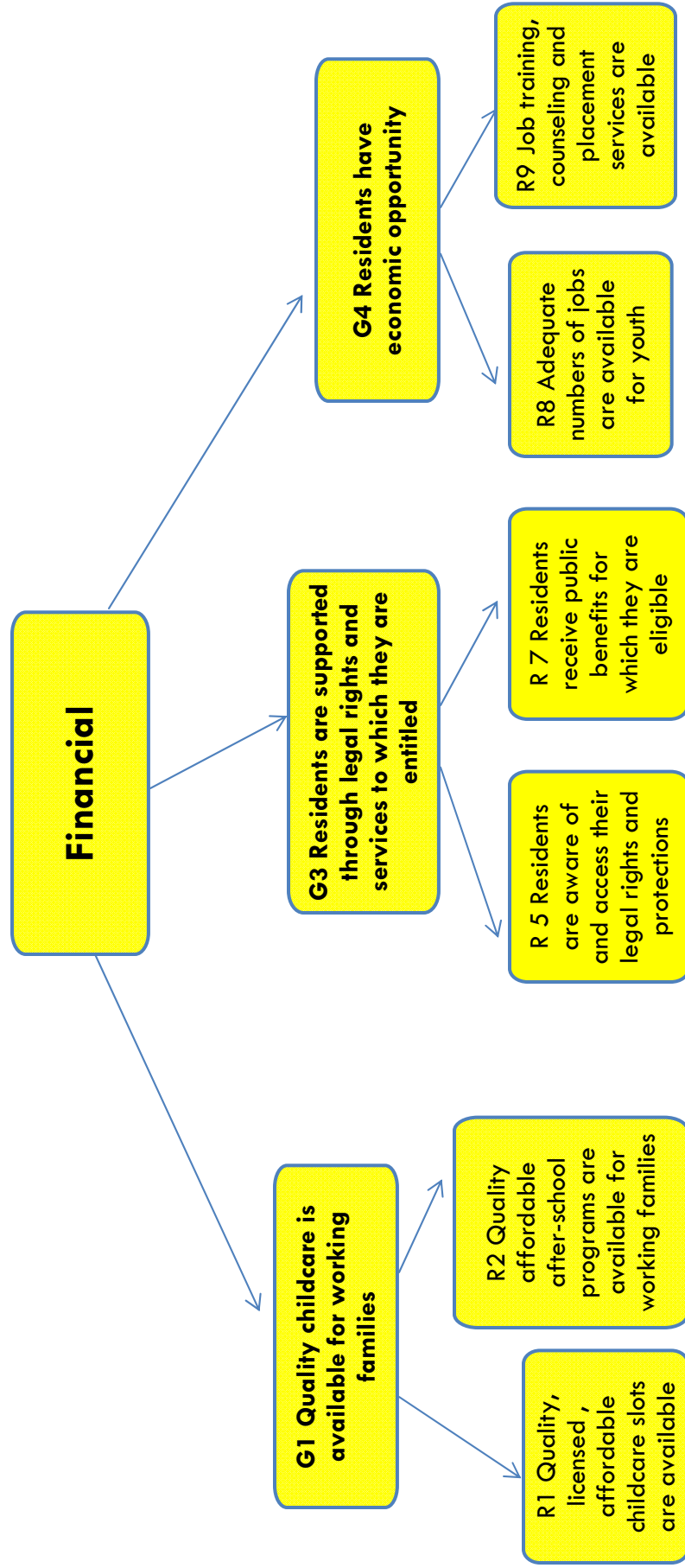
*“To support safety net and preventive services for the City of Santa Cruz, to improve the community’s quality of life, health and safety.”*

# Safety Net Definition

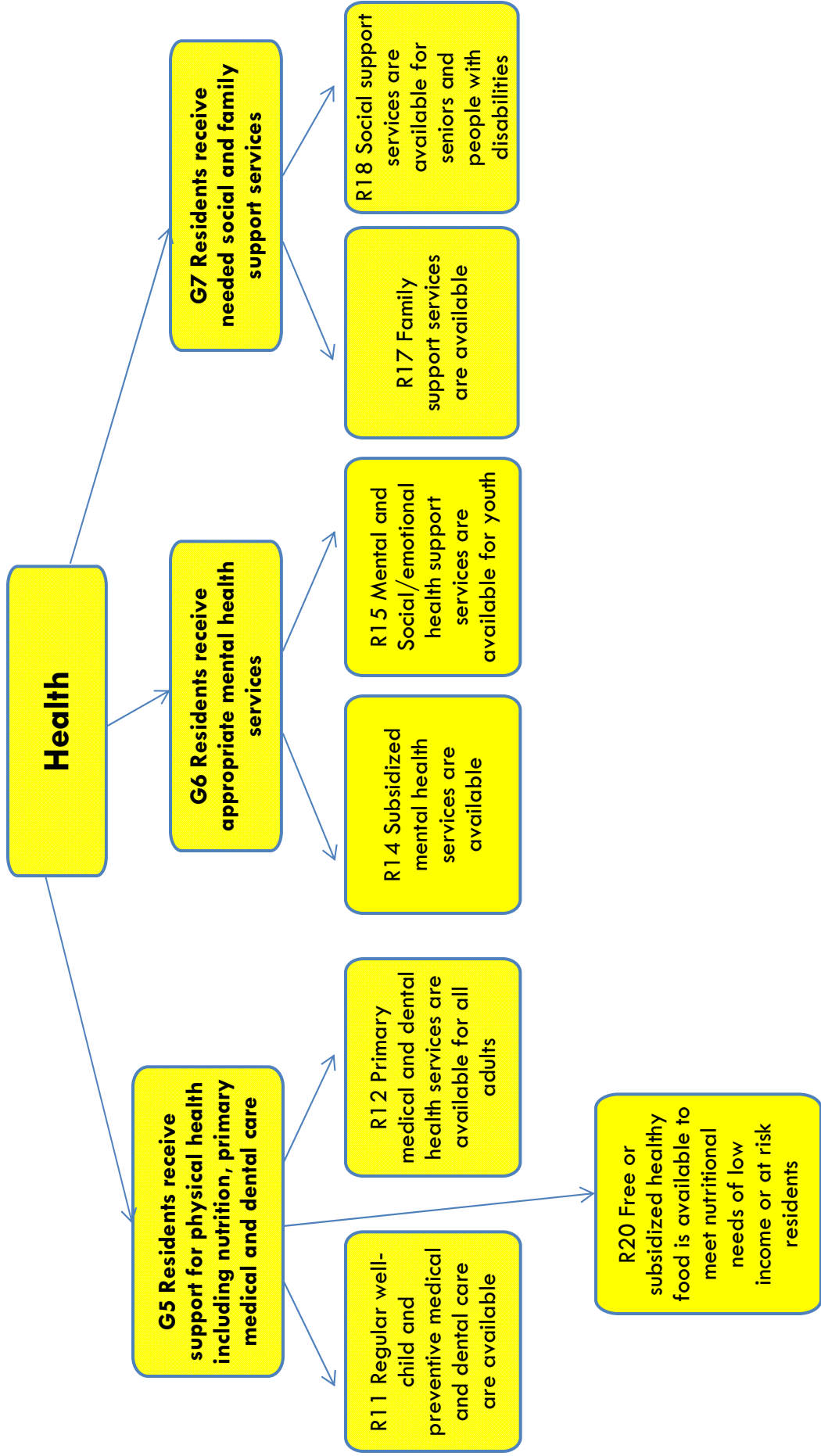


*“A social safety net exists to ensure that people have access to the basic necessities of life – shelter, food, physical safety, health and a minimum level of financial resources. Programs that help vulnerable people access sufficient resources to lead a healthy and successful life or prevent the circumstances that put them at risk are part of the social safety net.”*

# Focus Area: Financial



# Focus Area: Health



# Focus Area: Safety

