



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** June 20, 2017

**TO:** Carolyn Lehr, City Manager

**FROM:** Charles S. Bryant, Community Development Director

**SUBJECT:** Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Execute A Funding Agreement With Emeryville Citizens Assistance Program (ECAP) In The Amount Of \$66,884.88 To Support Food And Clothing Distribution To The Homeless And Near-Homeless For Fiscal Year 2017-18

### RECOMMENDATION

Staff recommends that the City Council approve the attached resolution authorizing the City Manager to execute a Funding Agreement with Emeryville Citizens Assistance Program (ECAP) in the amount of \$66,884.88 to support food and clothing distribution to the homeless and near-homeless.

### BACKGROUND

ECAP provides support for at-risk families and individuals by providing a daily food give-away, clothing, counseling services, and resource referrals for housing and personal needs from a leased facility at 3610 San Pablo Avenue. The organization has provided these services in Emeryville since 1997, originally under the name "Emeryville Community Action Program".

In the past, the Emeryville Redevelopment Agency provided approximately \$50,000 per year to support the organization's mission. Due to the dissolution of redevelopment, the City began providing direct support to ECAP in Fiscal Year 2012-13. In Fiscal Year 2013-14 the amount of support increased to \$53,436 due to increases in rental and utility costs. In Fiscal Year 2015-16 support increased to \$57,500 because the lease began to include property taxes. The current lease includes a rent increase on July 1<sup>st</sup> of each year in the amount of the Consumer Price Index.

The current grant request for Fiscal Year 2017-18 is \$66,884.88, an increase of \$3,128.88 (or 5%) over Fiscal Year 2016-17. The requested amount consists of \$57,293.76 for rent, property taxes and insurance, and \$9,591.12 for utility costs. Previous subsidy amounts and the current request are summarized below:

Year	Award Amount
FY 2012-13	\$50,000
FY 2013-14	\$53,436
FY 2014-15	\$57,700
FY 2015-16	\$57,500
FY 2016-17	\$63,756
Proposed FY 2017-18	\$66,884.88

## **DISCUSSION**

### Final Report for FY 16-17

The Community Grants Funding Agreement for FY 2016-17 (the “FY 16-17 Funding Agreement”) required submittal of a final report for the period July 1, 2016 through April 30, 2017 (the “Final Report”). The Final Report was submitted to staff on May 30, 2017. The FY 2016-17 Funding Agreement required the Final Report to include the following elements:

- a financial report as specified in Section Four of the FY 2016-17 Funding Agreement;
- the number of people and households served through all ECAP programs, including but not limited to the food pantry, clothing distribution, holiday drives, emergency shuttle transportation, Project 22, resource referrals, etc.;
- copies of any promotional materials, newspaper articles, or other publicity;
- the current roster of ECAP’s Board of Directors;
- evidence that ECAP is an active California corporation with valid tax exempt status.

The Final Report can be found in Attachment 3.

### Funding Request for Fiscal Year 2017-18

As shown in the Fiscal Year 2017-18 Grant Application Narrative and Proposed Budget in Attachment 2, ECAP has requested \$66,884.88 for the upcoming fiscal year. This request is based on their estimate of costs related to rent, property tax, insurance, PG&E, AT&T, Verizon and EBMUD. This estimate includes the following assumptions:

- 3% estimated escalation of rent based on the local Consumer Price Index as indicated in the lease agreement
- 2% escalation of property taxes based on the maximum allowed increase allowed by Proposition 13
- 28% increase of electrical and gas costs, due to the addition of a walk-in refrigerator and a walk-in freezer
- 7% increase of water costs, based on information provided by EBMUD on rate

increases for Fiscal Year 2016-17

- Continuation of existing rate for internet (AT&T) and cellular phone (Verizon) services.

The proposed Community Grants Funding Agreement for FY 2017-18 (the “FY 17-18 Funding Agreement”) presented as Exhibit A to the attached Resolution provides for continued support to ECAP for Fiscal Year 2017-18 in the amount of \$66,884.88. Funding will be provided in 12 equal monthly installments of \$5,573.74. As with the FY 16-17 Funding Agreement, ECAP is required to submit a Final Report by April 30, 2018.

## **FISCAL IMPACT**

Funding for the FY17-18 Funding Agreement is included in the City’s Fiscal Year 2017-18 Operating Budget in Non-Departmental Services (1900).

## **STAFF COMMUNICATION WITH THE PUBLIC**

There was no staff communication with the public.

## **LEGAL CONSIDERATIONS**

The City Attorney has reviewed this report and the attached grant agreement.

## **CONCLUSION**

Staff recommends the City Council adopt the attached resolution authorizing execution of the FY 17-18 Funding Agreement with ECAP for continued support of ECAP’s food and clothing distribution programs.

**PREPARED BY:** Chadrick Smalley, Economic Development and Housing Manager

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL OF THE CITY OF EMERYVILLE:**

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Carolyn Lehr, City Manager

## **ATTACHMENTS**

1. Resolution
2. Exhibit A – Proposed Funding Agreement
3. Final Report FY 16-17
4. Grant Application Narrative and Proposed Budget FY 17-18