

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council

From: Clay Holstine, City Manager

Date: Meeting of May 19

Subject: Application for Co-Sponsorship for the Brisbane Village Helping Hands

RECOMMENDATION:

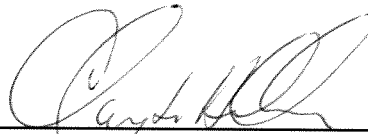
Consider approval of the Brisbane Village Helping Hands request for funding. The Brisbane Village Helping Hands is a newly founded organization that received funding last year from the Council. Due to a number of causes, the group was unable to use the funding, however, the group continues to meet regularly and has moved past major hurdles toward their goal. In fact, the Articles of Incorporation papers were just filed. Recruitment of volunteers and members is still a top priority for the group as is obtaining insurance.

FISCAL IMPACT/FINANCING ISSUES:

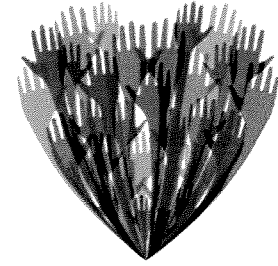
The Brisbane Village Helping Hands request financial consideration of \$2,000:

1. Promotional support – Signs on Sign Board, articles in city publications *Citynews* and the *Star*, development of brochure and logo by city staff, printing brochure, mass mailing brochure to all Brisbane residents - \$400 for mailing.
2. Waiver of Fees to Community Center and Mission Blue for promotional activities
3. Welcome and Recruitment event – Funds for music and refreshments \$300.
4. Trainers and Speakers to train volunteers - fees and travel for 4 trainings \$300.
5. Insurance \$2,000

Total cost of support for this group is \$2,000.00.



City Manager



May 15, 2015

Clay Holstine
City Manager, City of Brisbane
50 Park Place
Brisbane, CA 94005

Re: Brisbane Village Helping Hands
Update and proposal for next fiscal year

Dear Mr. Holstine:

In mid-May of 2014 Brisbane Village Helping Hands made a presentation to the Brisbane City Council outlining our plans to form an all-volunteer Village organization in Brisbane to help older residents remain in their homes and stay connected to the community and asking for co-sponsorship from the City. The Council generously granted our request for co-sponsorship and awarded us a budget of \$1000 for the 2014-2015 fiscal year. To date we have not used any of those funds. As will be explained in the update and proposal that follows, development of our organization has taken longer than we expected, but we are now moving forward, and we hope that the City will continue to support this project, which we believe will provide a great benefit to our community.

A Review of our Activities over the Last Year

As you may remember, at the time we gave our presentation to the City Council last year, we had reason to be hopeful that the Brisbane Lions Club would adopt us as a project. This sponsorship would have provided us with liability insurance and the means to responsibly vet prospective volunteer service providers without having to take on the considerable work of forming our own nonprofit corporation. In June 2014 we sent a written proposal to the Lions along these lines, and in early July 2014 we made an oral presentation to the Lions at their monthly business meeting. We were told that it might as much as a couple of months for the club to reach a decision. While we were waiting for their determination, our plans were essentially on hold. It was not until mid-October 2014 that we received the Lions' determination letter stating that they were unable to offer us the sponsorship we sought.

Also in October 2014, through attending Bay Area wide gatherings of Village organizations, we connected with a group that was exploring the feasibility of developing a 'hub and spokes' Village model in San Mateo County, with one nonprofit to serve as the central administration and nonprofit umbrella (the hub) and semi-autonomous local village organizations (the spokes). In the model that was proposed, Peninsula Family Service, a nonprofit in the City of San Mateo, would have served as the 'hub' and the various village organizations that currently exist or are in development would have served as the 'spokes'. Because those of us working on Brisbane Village Helping Hands were unable to find any other potential sponsors here in Brisbane, and because at that point the chances looked very good that Peninsula Family Service would move forward with the hub and spokes plan, it seemed worthwhile to devote our energy to working with the San Mateo County group, which we did from October 2014 through March 2015. Unfortunately (and much to the surprise of many of the participants in the hub and spokes feasibility study and organizational efforts), in March 2015 the board of Peninsula Family Services decided not to take on this project. A feasibility study was formally issued in April 2015, which, among other things, acknowledged the growing importance of organizations like Villages to deal

with the needs of our aging population and expressed the hope that the Village movement would continue to grow.

Following the decision of Peninsula Family Service not to move forward with the formation of a hub and spokes Village model in San Mateo County, the Brisbane Village Helping Hands working group was at a crossroads. We felt that we had exhausted the potential avenues for sponsorship by another nonprofit, and we had to decide whether, at least for the time being, to give up on this project, or take on the formation of our own nonprofit so that we could forge ahead. After some research and discussion, we decided to forge ahead. To help with our efforts, a southern California company that has developed a cloud-based scheduling and database program for volunteer service organizations, which we learned of through our connection to the hub/spokes effort, has agreed to donate the use of its program to us for two years. We feel that using this program will make our operations easier, more efficient, and more user friendly for the community. As of this date, we have mailed our Articles of Incorporation to the Secretary of State for filing, and we hope that we will be able to begin operations before the end of this calendar year.

Proposal for Continued Co-Sponsorship by the City of Brisbane

The decision to form our own nonprofit means that we have to take on more expenses than we anticipated when we addressed the Council last year. Approximations of the major expenses we foresee are as follows:

General liability and board of directors insurance:	\$3000
Filing fees for obtaining nonprofit tax exempt status:	\$ 500
Community events:	\$ 300
Consultations re: bookkeeping, taxes, operations:	\$ 200
Total:	\$4000


We know that there will be other expenses in addition to those approximated above. For example, we plan to ask prospective volunteers to cover the cost of their own background checks if they are able, but we will need some available funds for background checks of those unable or unwilling to make this payment.


In order to meet these expenses, we plan to charge minimal membership dues of \$20 per year for any Brisbane resident 55 or older who wants to join our Village organization. We are hoping that with such low annual dues we can attract a broad membership base in the community and thereby raise funds to cover approximately half of our expenses. Although we also anticipate asking for contributions from local organizations like the Lions or Eagles Clubs, we have no way of knowing how much support we can expect to receive.

As we continue our efforts, we are asking the City of Brisbane to renew its co-sponsorship of Brisbane Village Helping Hands and to authorize a budget for our organization in the amount of \$2000 for the 2015-2016 fiscal year. We would be happy to provide you and the City Council with any further information you require.

Thank you very much for your past support and your consideration of this proposal.

Sincerely,


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