



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Manager, Sustainability Division

**Prepared by: Cory Bytof
Sustainability Program Manager**

City Manager Approval: _____

TOPIC: ACCEPTANCE OF GRANT FROM MARIN COMMUNITY FOUNDATION

SUBJECT: RESOLUTION ACCEPTING THE GRANT OF FUNDS FROM THE MARIN COMMUNITY FOUNDATION FOR A TWO-YEAR CLIMATE JUSTICE AND ENGAGEMENT MANAGER AND APPROPRIATING FUNDS IN THE AMOUNT OF \$297,960

RECOMMENDATION: Adopt a resolution accepting the grant of funds from the Marin Community Foundation for a two-year Climate Justice and Engagement Manager and appropriating funds in the amount of \$297,960.

BACKGROUND:

The City of San Rafael is committed to fostering a vibrant, equitable, and sustainable community for all residents. This is reflected in [City Goals and Objectives](#), specifically in the Policy Focus Areas, which include: 1. Economic Growth, 2. Sustainability, Climate Change, and Disasters, 3. Diversity, Equity, Inclusion, and Belonging, and 4. Housing and Homelessness. Funding for these initiatives comes from a variety of sources, including the General Fund, State and Federal sources, and grants. City staff are continually researching and applying for funding to achieve these bold initiatives.

ANALYSIS:

Earlier this year the Marin Community Foundation launched a Climate Justice Initiative grant program. The purpose of these grant funds is to advance equitable and just climate resilience in Marin County. This is a primary focus of the work being conducted in the City's Sustainability division, particularly as it applies to sea level rise adaptation planning efforts in the Canal neighborhood. Numerous other projects are being conducted in the Canal neighborhood simultaneously by several City departments and other agencies as well. These include work related to housing, broadband access, lighting and public safety, and the Priority Development Area planning, among many others. Local community-based organizations have been requesting that the City approach the work and requisite community engagement in a strategic and efficient manner so as not to create confusion, engagement fatigue, or inadvertently create an extractive process that does not center the needs and desires of local residents.

After conferring with the City Manager's Office and other departments to confirm needs and scope,

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

the City applied for the spring cycle of Marin Community Foundation's Climate Justice Initiative and was recently awarded the grant. The grant would be used to hire or contract with an individual for a two-year term to coordinate the various departments and ensure that engagements are coordinated and conducted in the most equitable and efficient way possible. In addition, this position would be able to identify core climate justice principles and ensure they were "baked in" to all major projects in the Canal neighborhood as they are implemented, as opposed to "sprinkled on" after the fact. These include commitments to social and economic equity, sustainability, climate resilience, and local workforce development.

If accepted, the work should be completed by October 2026. See Attachment 2 for the grant application, narrative, timeline and budget, and Attachment 3 for the draft grant agreement. The Climate Justice and Engagement Manager would work closely with the City's Civic Engagement Manager and would coordinate with community partners and outside agencies.

FISCAL IMPACT: If the grant is accepted, funds would be appropriated in the City's Grant Fund (283) Project #21173 in the amount of \$297,960.

OPTIONS:

The City Council has the following options to consider relating to this item:

1. Adopt the resolution as presented.
2. Adopt the resolution as amended.
3. Direct staff to return with additional information.

RECOMMENDED ACTION:

Adopt a resolution accepting the grant of funds from the Marin Community Foundation for a two-year Climate Justice and Engagement Manager and appropriating funds in the amount of \$297,960.

ATTACHMENTS:

1. Resolution
2. Grant Application for MCF Climate Justice
3. Grant Agreement

RESOLUTION NO.

RESOLUTION ACCEPTING THE GRANT OF FUNDS FROM THE MARIN COMMUNITY FOUNDATION FOR A TWO-YEAR CLIMATE JUSTICE AND ENGAGEMENT MANAGER AND APPROPRIATING FUNDS IN THE AMOUNT OF \$297,960

WHEREAS, the Marin Community Foundation is providing grant funding to local jurisdictions and nonprofit entities through their Climate Justice Initiative Spring 2024 Cycle for Advancing Equitable and Just Climate Resilience in Marin County; and

WHEREAS, the City of San Rafael applied for and was notified on May 29, 2024 that it had been selected to receive grant funds in the amount of \$297,960; and

WHEREAS, the City of San Rafael has numerous projects in and around the Canal neighborhood that require extensive community engagement and planning; and

WHEREAS, this grant funding will allow the City to hire a two-year Climate Justice and Engagement Manager to coordinate the various projects and ensure cross-departmental collaboration and prioritization of climate justice needs related to sustainability, social equity, community resilience, workforce development, and adaptive infrastructure.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Rafael hereby:

1. Accepts the award of grant funding from the Marin Community Foundation to hire a two-year Climate Justice and Engagement Manager to coordinate across departments.
2. Agrees to be bound by all terms and conditions of the grant agreement as may be required by the Marin Community Foundation and as may be necessary to fulfill the terms of the grant agreement and to complete the project.
3. Authorizes the City Manager or their designee to act as a representative of the City, to negotiate and execute on behalf of the City all agreements and instruments necessary to complete the project and to comply with the Marin Community Foundation grant requirements, including, without limitation, the grant agreement.
4. Appropriates funds in the amount of \$297,960 from Project # 21173 to be spent on the grant work plan agreed upon with the funder.

I, Lindsay Lara, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the San Rafael City Council held on the 15th day of July 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

LINDSAY LARA, City Clerk

Marin Community Foundation Climate Justice Initiative Spring 2024 Cycle

City of San Rafael Grant Application, March 20, 2024

The Canal

Located south of the San Rafael Canal, the Canal neighborhood is a vibrant community boasting a population of 12,000 residents, with a density surpassing that of San Francisco's Mission District. Primarily inhabited by Latinx immigrants from Guatemala, El Salvador, Mexico, and Honduras, also including a Vietnamese-American community, this community is rich in cultural traditions, fostering strong networks and a drive for economic self-sufficiency. Over 82 percent of employed Canal workers commute to jobs within Marin County, playing a significant role in the local economy.

However, alongside its vibrancy, the neighborhood grapples with significant social and economic challenges. Despite relatively high employment rates, nearly one-third of residents live below the federal poverty line. Over two-thirds of occupied housing units are deemed "overcrowded" by Census standards. Housing affordability has become a pressing issue, heightening the risk of displacement with limited relocation options. Compounding these challenges is the vulnerability to sea-level rise due to the area's low elevation, further exacerbating existing concerns.

Narrative for Grant Proposal: Climate Justice and Engagement Manager

The City of San Rafael is committed to fostering a vibrant, equitable, and sustainable community for all residents. This is reflected in [City Goals and Objectives](#), specifically in the Policy Focus Areas, which include: 1. Economic Growth, 2. Sustainability, Climate Change, and Disasters, 3. Diversity, Equity, Inclusion, and Belonging, and 4. Housing and Homelessness.

Currently, numerous projects in and around the Canal Neighborhood require community engagement and effective planning across departments, but the City lacks the resources to conduct this coordination. These projects include a Priority Development Area, utility and infrastructure upgrades, parking policies, various projects related to waste management, Pickleweed Park Improvement Project, various transportation projects, a community-led sea level rise study, a broadband project, and community initiatives such as the Marin Climate Justice Collaborative and neighborhood plan development. To effectively address the complex challenges faced by our diverse population, including the Canal Neighborhood, we seek funding to establish a new, two-year fixed-term position, a Climate Justice and Engagement Manager. This position will be pivotal in coordinating department efforts to ensure that the many current and ongoing projects focused in and around the Canal Neighborhood prioritize community engagement, equity, resilience, and sustainability as they are planned and implemented.

1. Community Engagement and Equity:

One of the core responsibilities of the Climate Justice and Engagement Manager is to facilitate coordinated, robust, and meaningful engagement with community members. This will ensure community opinions and concerns are heard and actively incorporated into projects and deliverables for the many projects focused on the Canal neighborhood and

priority equity community members citywide. The Manager will help ensure accessibility for language, content, ADA compliance and will conduct meetings at times and locations that are accessible to most residents as possible. They will also work to reduce community fatigue by combining meeting topics where appropriate and utilizing various means of engagement informed by community preferences.

The Manager will be a primary liaison between community members, groups, and the City. They will work to foster relationships, find new ways of sharing power, and include community voices in decision-making processes using the Spectrum of Community Engagement to Ownership while ensuring City project managers understand and utilize the process. By fostering these and other equity-based frameworks and metrics in City project management, the Manager will work to ensure that projects are inclusive and responsive to the needs of all residents, particularly those from historically marginalized communities.

Although this position is short-term, the Manager will work to identify opportunities for long-term systemic change within City operations. This includes exploring ways to make processes more democratic and inclusive. The Manager's responsibilities will involve engaging with the community, advocates, non-profits, and policymakers to democratize existing systems and structures.

2. Coordination, Collaboration and Community Planning:

Effective project coordination is essential to maximize resources and capitalize on collaborative opportunities. The Climate Justice and Engagement Manager will serve as the linchpin, bringing together departmental teams, local non-profits, and other interested parties to identify synergies, share resources, and avoid duplication of efforts. This proactive approach ensures that projects are integrated and contribute to broader City and community priorities.

The Climate Justice and Engagement Manager will be housed within the Sustainability Division of the City Manager's office, ensuring cross-departmental coordination and cooperation. This centralized approach will streamline communication and decision-making processes, enhancing efficiency and effectiveness. Furthermore, the Manager will ensure that community input is codified into plans and procedures, such as the Priority Development Area (PDA), to ensure transparency and accountability in the planning process.

By serving as a central coordinator, the Manager will support local CBOs with capacity building and serve as a liaison between CBO staff, community members, City staff, and project managers. The Manager will ensure that all project managers understand and implement the concept and application of targeted universalism. This approach will maximize resources and ensure that projects are aligned with community priorities, echoing the emphasis on collaboration and partnerships in MCF's Climate Justice initiative.

3. Resilience and Sustainability:

Considering increasing climate challenges such as rising sea levels and extreme weather events, projects must prioritize resilience and sustainability. The Manager will spearhead efforts to integrate climate mitigation, adaptation, and future-proofing strategies into project planning and implementation. By incorporating these principles from the outset, we can support the development of a more resilient and sustainable community that can withstand

future shocks and stresses. Importantly, the Manager will ensure that community priorities are at the forefront of planning and other efforts to increase resiliency citywide.

The Manager will actively seek opportunities and partners to realize sustainability goals and ensure broader participation in the green economy and climate-friendly innovations. For example, utility providers should be included in conversations to identify opportunities for electrifying buildings, appliances, and vehicles when planning for underground utility lines. This directly addresses the goal of distributing resources for equitable climate resilience and aligns with the broader aim of building community-led resilience processes.

4. Housing Impact Mitigation and Workforce Development:

As San Rafael experiences growth and development, it is essential to mitigate the potential for housing impacts and displacement while identifying opportunities for affordable housing. The Climate Justice and Engagement Manager will work closely with stakeholders to identify housing opportunities and implement strategies to ensure projects benefit all residents. Additionally, the Manager will identify local workforce development opportunities across projects, ensuring residents can access meaningful employment opportunities within their community. This aligns with the City's [Equitable Low Carbon Economy project](#) and other economic development goals. Applying an equity lens to housing development and job creation aligns with the City's mission to foster community retention and enhance residents' quality of life.

Establishing a Climate Justice and Engagement Manager position is vital to advancing the City of San Rafael's commitment to community engagement, equity, resilience, and sustainability. Having this position in the City Manager's office will ensure that these goals and opportunities are not seen as optional but are considered essential aspects of project development and outcomes. By coordinating efforts across departments and prioritizing the needs of our diverse communities, we can create a more inclusive, resilient, and sustainable future for all residents.

Tasks and Deliverables:

Task 1: Hire and Train Manager

Deliverables: job description, name, and contact information

Task 2: Convene internal City stakeholders and develop a project coordination roadmap

Deliverables: List of projects with project timelines, strategies, and task lists for accomplishing coordination and climate justice goals

Task 3: Convene external stakeholders and collect input to guide the projects and engagements

Deliverables: record of digital and in-person engagements, list of common community suggestions and ways they will be integrated into projects.

Task 4: Review outcomes and compile recommendations for ongoing coordination

Deliverables: Final report of outcomes, successes and failures, and recommendations for ongoing success and coordination

Timeline:

December 2024	Complete the hiring and training process and begin stakeholder engagements.
June 2025	Complete initial internal and external stakeholder engagements, develop and distribute the roadmap.
June 2026	Complete report and recommendations

Budget:

DESCRIPTION	COST Per Unit	COST TOTAL – 2 Years
Two-year fixed-term management position	\$9,550* / month	\$229,200
Benefits at 30%	\$2,865 / month	\$68,760
Total Staffing Costs / Grant Request	\$297,960	



June 26, 2024

Cristine Alilovich
City Manager
City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901

Re: Grant # 2024-06085 (Buck Family Fund of MCF)

Dear Cristine:

I am pleased to inform you that a grant in the amount of \$297,960 to City of San Rafael has been approved to create a fixed term Climate Justice and Engagement Manager position to manage community projects involving the Canal neighborhood and other priority areas. The period of this grant is 24 months, from June 1, 2024 through October 31, 2026.

Initiation of payment(s) is contingent on applicable terms and conditions as stated in this agreement.

To confirm your formal acceptance, please accept the terms and requirements listed below by checking the box at the base of this page and clicking the Submit button.

If you have any questions about the implementation of this grant or about MCF procedures, please feel free to contact Patricia Juachon, the Director for the Environment Community Engagement responsible for overseeing this grant, or Renee Lazzareschi, Assistant for the Environment Community Engagement.

We greatly value your partnership in helping to create equity of opportunity for every resident of Marin.

Sincerely,

A handwritten signature in black ink, appearing to read "Rhea Suh", written in a cursive style.

Rhea Suh,
President & CEO



Terms

1. As a condition of the grant, you are committing to report on the specified dates regarding your organization's progress relative to the metrics listed in this agreement. (Please note that any payments scheduled for release after the due date of a progress report will be held by the Foundation until the report has been submitted.)
2. It is important to note that funding from this grant and any accrued interest may be used only to carry out activities in and/or for the benefit of Marin County residents, and only for the charitable purposes and activities set forth in this document.
3. Funds not used for the charitable purposes of the grant, including any unspent balance of greater than \$5,000 at the conclusion of the grant period, must be returned to the Foundation.
4. If you would like assistance when referencing this grant from the Foundation in any of your publications or releases, please feel free to call upon our Director of Communications.
5. In accepting this grant, you are agreeing that your organization will maintain accurate financial and operational records regarding your use of grant funds and that you will make those records available to the Foundation promptly upon request for the Foundation's review, except to the extent prohibited by applicable law.
6. In accepting this grant, you are agreeing that your organization does not discriminate against employees, volunteers, vendors, or any members, clients or students it serves, on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, economic status, disability, ancestry, sexual orientation, gender identity/expression, and beyond these, any other characteristic protected by law.
7. Finally, you are agreeing to make any publications, media presentations, studies, or research funded by this grant available to the public in a manner acceptable to the Foundation. Any tangible or intangible property, including copyrights obtained or created by your organization with funding from this grant, shall remain the property of your organization, but your organization agrees to grant the Foundation a royalty-free license to use, reprint, or distribute any such copyrighted materials for informational or promotional purposes that do not conflict with your organization's charitable purposes.
8. The terms of this Agreement may be revised or modified only with the prior written consent of both the Foundation and your organization.

Reporting Requirements & Due Dates



Climate Justice - \$297,960

Condition(s)

Organization Payment Holds:

Due: 6/30/2025

Condition: By signing this grant agreement, I agree to any third party evaluation requested by MCF that may require my or other staff participation in focus groups, surveys, interviews or other data collection methods. I understand that stipends to offset staff time would be offered as part of any such request.

Report Due Date(s)

1st Report: 6/30/2025 covering 6/1/2024 - 5/31/2025

Question(s):

1. Please provide an update on your progress made to date toward your grant objectives.
2. A financial report showing budget to actuals for the reporting period has been uploaded to the Additional Documents section.
3. What else would you like us to know?

Final Report: 11/30/2026 covering 6/1/2025 - 10/31/2026

Question(s):

1. What was accomplished in connection with this project? Please address each stated objective, and use any available data and/or stories to help describe these accomplishments. If any project objectives changed, please explain the circumstances leading to their modification.

Payment Schedule

June 1, 2024: \$297,960