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**WILLITS CITY COUNCIL
AGENDA
JANUARY 22, 2020 ♦ 6:30 P.M. ♦ COUNCIL CHAMBERS**

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call

2. **PUBLIC COMMUNICATIONS**

Council welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.

3. **PUBLIC MATTERS**

a. City Council Goal Setting for 2020 and 2021

4. **ENACTMENT OF ORDINANCES**

5. **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.

6. **INFORMATIONAL REPORTS**

Matters that do not require action by the City Council but are of public interest.

7. **COMMISSIONS, AGENCIES AND AUTHORITIES**

The Willits City Council meets concurrently as the City of Willits Planning Commission and City of Willits Successor Agency.

8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**

9. **DEPARTMENT RECOMMENDATIONS**

(Administration, Public Safety, Community Development, Public Works & Engineering)

10. **CITY COUNCIL COMMITTEE, Boards and Agencies Reports**

11. **COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**

12. **GOOD & WELFARE**

13. **CLOSED SESSION NOTICE**

14. **ADJOURNMENT**

Right to Appeal - Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure, which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this agenda.

*Dated this 10th day of January, 2020.
Cathy Moorhead, Deputy City Manager/City Clerk*



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Stephanie Garrabrant-Sierra, City Manager

Agenda Title: CITY COUNCIL GOAL SETTING FOR 2020 and 2021

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: _____

Summary of Request: According to the City’s Manual of Procedures, Council Goals are set every two years. The purpose of the goal-setting process is to establish a limited number of high priority consensus goals on which to focus. In May, 2018, the Willits City Council had a goal-setting session in which they reviewed staff’s current work list and added additional goals and priorities to the list. The Council has periodically reviewed the progress on these goals.

During this meeting, the Willits City Council has the opportunity to review past goals, review the current project lists and goals staff is now working on, and then prioritize and discuss current projects and new goals the Council would like to have added to the list, or projects that the Council would like removed from the list. Attached to this report are several charts to assist in this process:

1. An updated grid showing the progress on current projects from the goal setting sessions of 2018, including key projects that have been added since then.
2. A list of uncompleted projects and goals that are being worked on by the Community Development Department.
3. A list of uncompleted projects and goals being worked on by Engineering, Public Works and the Water and Wastewater Divisions.
4. A list of uncompleted projects and goals being worked on by the rest of the staff of the City

Also attached is a copy of staff’s most recent report regarding grants.

It is anticipated that during this goal setting session, Council can review the progress of the 2018 goals Council can then prioritize current projects and either add or subtract projects on the lists.

Recommended Action: Discuss goals and projects and set a work plan for City Staff.

Alternative(s): None recommended.

Fiscal Impact: None.

Personnel Impact: None for the presentation of this report.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

Currently In Progress or Immediately Critical

Goal	2018	Progress as of 5/8/19	1-10-2020
<p>ADA Compliance Issues – Improve Accessibility CD and ENG</p>	<p>Staff is working to ensure that the City is improving accessibility and on responding to complaints, which have taken a large percentage of time of our Chief Building official at the beginning of the year.</p>	<p>ADA Bathroom in City Hall complete. Work on internal doors has been completed. One access panel in City Hall will be completed this year. Art Center ADA van accessible space is complete. North Maple Street include two ADA ramps at the West Mendocino Street intersection and approx. 100ft. of ADA compliant sidewalk. Pine & Vicinity Utility Project expected to begin this August will include three ramps and approximately 200 ft. of new sidewalk on Redwood and Spruce Streets. We also now have in progress a continuous sidewalk on Mill Creek Dr.</p>	<p>We are always watchful for potential improvements.</p> <p>One access panel in City Hall will be completed this year.</p> <p>N. Maple street ramps complete.</p> <p>Pine st. included 4 ramps and 200 ft of new sidewalk.</p> <p>Mill Creek has continuous sidewalk.</p>
<p>Work with Tenants from Mobile Home Park and consideration of a Rent Control Ordinance CMO</p>		<p>Complete</p>	
<p>Vacancy Ordinance - CD</p>	<p>Once passed, it is estimated that this will entail 150-200 staff hours each year.</p>	<p>Ordinance was passed. Staff is identifying those properties that qualify as a Vacant Commercial Building as defined by the Ordinance. We are also completing registration</p>	<p>Letters and vacant building registration forms to be sent out to Vacant Commercial Building owners</p>

		forms and information sheets to send out to applicable owners.	ASAP.
Work on Revit Ed committee	Meetings Quarterly	Ongoing	
Watershed maintenance and reseeding – W, CMO		Project nearly complete. 80,000 Trees planted. Wood from last grouping will be marketed. There is a 50/50 chance NCRM can sell the timber for a profit in 2019, still in progress. The City did not get the Greenhouse Gas grant for the shaded breaks. NCRM is looking into other possible grants for this purpose to improve fire safety. We were just notified that Governor Newsome just signed a shaded fuel break legislation that will fund the exact same thing.	75% survival of trees planted. Carpet of new regeneration. Most of them are 80% Douglas fir and 20% ponderosa pine. Mimicked what was there. A group wants to do riparian hardwoods – in works. Shaded fuel break that Calfire did is complete through mastication. Some hand work to be done. Esthetic clean up not done yet. – had to stop with fire danger.
Updating Flood zone maps - CD	Drafts received and commented upon by Building Official.	Final maps for public review were anticipated in December but delayed till May	Staff has yet to receive public draft flood zone maps from FEMA. We have requested an update.
Housing Element - CD		Completed the 2014 Housing Element (HE) Update. Staff is currently working on the 2019 HE Update with the goal of bringing a final draft to Council on August 14th for adoption. Project is on schedule. The next HE	Complete!

		Update will be due in 2027.	
Airport – Work on Clearing Trees – FAA Compliance. Airport Management CMO, PW, CD	Staff is working to ensure that the City’s airport is in compliance with State and Federal mandates and regulations and is pursuing grants where applicable.	Airport management has been transferred to in-house staff. Meetings were held with tenants. Progress has been made on tree cutting through CalFire working at reduced rates. Latest inspection went very well. Staff completed Grant requesting \$123,480 to fund further tree removal efforts as required by State. Further information expected in June, 2019. It appears that this grant might be successful.	The City is teaming up with the CCC to clear brush and small trees at the airport. Funding is provided by grant money awarded to the CCC to reduce fire danger at the airport and remove trees that are a “hazard” to flight according to the FAA and Caltrans. No update on FEMA grant although we may not need it due to other successful efforts.
Finance – Compliance Issues - F	Staff has been added and department is reorganizing to ensure compliance with audit principles and best practices. Staff is also catching up with a backlog and will be revamping our budget to be more transparent and informative.	New hires and reorganization. We are in process to outsource payroll. Finance Director is working on upcoming budget. Reconciliations are up-to-date. Audit for 2018 complete.	Audit to be presented in February, 2020 We lost and froze staff. Outsourcing payroll to Ukiah unsuccessful. Now outsourcing to another company. Must hire an accountant.
Develop Purchasing Policy – Current Purchasing Policy is severely outdated. F	Lack of current policy encourages misuse and need to come to council for trivial items	On Finance Director’s list of things to do. New procedures have already been put in place regarding better compliance and accountability regarding credit card use.	New financial procedures were passed with the last budget.
Negotiations with	Human Resources	Negotiations complete.	Building Official

WPOA and IBEW, Key hires of Finance Director, PW Director and Building Official. HR	assisted the City Manager's office in hiring key staff, and negotiating with WPOA and IBEW	Must hire new Building Official. Other positions are filled.	hired! WPOA would like to negotiate some changes. While old goals met, new goals emerged for 2020: Need to hire Police Chief, Accountant, and police officers.
Coordinate with Caltrans and Business Owners on Main Street Beautification Work and Relinquishment Project, Eng and CD	Engineering, planning and building, and public safety staff will be working to ensure smooth progress with minimum disruptions to business.	Main Street complete, but not relinquished until Sherwood Road project complete and punch list completed. Paver project has funding source identified and staff will bring designs to Revit. Ed. And then Council for review.	Main Street slated for relinquishment 3/26/20. See separate items for pavers and trees.
Cannabis Excise Tax on Ballot	Council made its decision on caps, issue will be on November ballot.	Complete. Rates set and collection has commenced.	
Brooktrails Settlement Compliance. CMO, W	Several steps are outlined in settlement to be done.	Independent auditor is reviewing information from both parties.	Draft report complete. Brooktrails is objecting to draft.
Keep abreast of plans for Old Howard Hospital. CMO	Staff is working to bring more information to Council and will be agendaing updates once every month where the District 3 representative, Jed Diamond will give reports.	Council passed resolution of intention to follow applicable planning and zoning guidelines. Staff has received materials responsive to records request. Staff and Councilmembers continue to stay abreast of issue.	
Landfill closure ENG and FIN	Staff must work with County in landfill closure, which entails a backlog	Finance staff to address accounting issues. Target time frame July	Acctg. Issues will be in progress for some time. Much

	of accounting issues	and August 2019. New consultant is handling compliance management. Expect a minimum of 10 more years compliance activities. Notice of termination application for storm water requirements has been submitted. Expect next FY to save \$12k a year if approved. We were just informed that one of our wells failed which will result in a likely \$100k hit to the General Fund.	Our consultant, EBA, is doing a good job handling the compliance. Our Notice of Termination for the storm water portion of the monitoring was accepted. The City has received reimbursement from the County of Mendocino for last year. Ground water monitoring will continue. Well failure was resolved by monitoring gas vents monthly and we are seasonally in compliance accordance to the Board.
Riverwatch lawsuit settlement	Ongoing mitigation measures and reporting duties	Continuing inspection of lines. Established the lateral loan program per the settlement. Sewer lateral ordinance implementation is complete. Televising lines will be complete in 2019 at which time sewer lines will be prioritized for replacement and repair. is being Staff will bring a new billing plan for its FOG (Fats, Oils and Greases) program to Council this fall so that	The sewer line inspections are complete. Staff is working on prioritizing repairs.

		the program can be administered more effectively.	
New Website – Improve On-line presence – CD, HR, CMO, ENG	Staff is working with an outside consultant to develop a new, user-friendly website.	Complete. Continuing to make improvements	
Must repair wastewater treatment weir	Recent storms and possibly Caltrans pier has caused damage that must be repaired/replaced before rainy season this year.	Complete. Replacement system with USGS in place. Staff has allocated money in the FY 19/20 budget to conduct a study to determine whether the existing concrete weir should be modified or removed based on fish passage requirements.	Still looking at grant options to remove weir.
Wastewater and Water Compliance Issues	City is working on compliance with Pretreatment Program mandated by State to Comply with new Federal Requirements	Complete, but ongoing work will be required.	NPDES Permit for 2020 application due late Spring.
Must Closeout Railroad Bridge Grant – outstanding from 2012	Must close out project to be eligible for new grants.	TBD – Lots of paperwork sent to us to complete. Engineering will be tackling this over the winter.	Staff has submitted the final paperwork and is waiting for Local Assistance to authorize the close out.
Must hire Certified Access Specialist (CASP)	State Law requirement discovered in recent ADA training for staff – can be a consultant.	(Complete) CASP not required as part of staff after all. We will hire a consultant as needed	
Emergency Action Plan for City Dams		An Agreement between the City and State has been signed to fund the project with grant money. Staff is working with LACO Associates to complete the project.	In Progress

		We anticipate the project completion by the end of the year.	
Work on emergency communications issues. Police		Chief is coordinating with the local ham radio group to staff this during an emergency. Close relationship with the County, Little Lake Fire and PG&E have been established and trainings have been held with staff.	Ham Radio has been installed the PD (EOC). Two city employees have gotten Ham Licenses on their own. Working on Appendices for EOP to coordinate local Ham Volunteers.
Electric Vehicle Station – CD and ENG	Current project	Complete	
City Emergency Plan Update, including Hazardous Materials		Chief Warnock is working on plan with consultant, who was hired to work on plan with PG&E's \$5000 grant to City. City staff are working together, along with LLF to tighten up the plan. City also received \$16,500 through a competitive grant process to develop a Flood Response Plan. Chief Wilkes gave a training on mandated employee emergency training which included scenario training to prepare staff	The updated EOP will be completed and to City Council sometime in February 2020. Appendices will be completed later.
Close out Underground Storage Tank at the Public Works Yard – PW and ENG	Staff anticipates receiving approval to close out the UST project at the Public Works Yard within the next month. In FY18/19 we will need	Complete, reimbursement paperwork is being filed.	Final reimbursement has been received.

	to prepare a RFP for Plans & Specs and bid a project to abandon the monitoring wells.		
Everyday Operations	Ongoing crime prevention and response by police, delivery of water and collection and treatment of sewage, street maintenance and pavement, accounts payable, payroll, utility billing and collections, review and issuance of permits, meeting public notice and record-keeping requirements, preparing agendas and staff reports, parks and recreation, pool program, personnel functions, training and supervision, and many other functions.		

Strongly Recommended That Some Progress Be Made In Next Two Years

Task	Explanation or Rationale	Progress as of 5/8/19	1/2020
Send out an RFQ for A General Plan Update to ascertain costs and scope	Lack of an updated GP is hindering development efforts and slowing down permitting	Staff and consultants currently working on current update Housing Element and Safety Element. Because of Annexation and SOI work, different scenarios are being contemplated for RFP for land use plan.	Successful in updating Housing Element. Safety Element Final Draft completed and will be before Council for potential adoption.
Interim Zoning Adjustments	Usually done in conjunction with General Plan updates as most zoning changes require General Plan Amendments which each require environmental review. A limited number of GP Amendments are allowed each year. +1	Some have been complete. Some have to wait for General Plan work.	A number of zoning code revisions have been completed over the past two years. Entire zoning code and zoning map in need of comprehensive review. This would be a multi-year project and result in 1,000+ hours of staff time to complete as well as the need to identify funding to support hiring outside consultants.
Development Impact Fees	City must establish reasonable fees to protect future budgets for both the general and Enterprise funds. Development fees to ensure sustainable development.	Discussions with RGS on development of proposal to outside consultant. RGS recently sent proposal from a company to work on this. Cost of \$15,000 per impact. (traffic would be one, parks would be another...)	
Update Use Fees	City must establish reasonable fees to protect future budgets for both	Would like to come to council with updates this year.	Updated for 2019

	the general and Enterprise funds and to pay for the staff time to perform tasks connected with the fees.		
Work with County on Annexations and Sphere of Influence	The County has begun work on modifying the City's Sphere of influence and the City should look to annexation, particularly areas for which we currently supply utilities. The City needs to work with County.	Work is progressing on SOI through LAFCO and City. First meeting with LAFCO happened in November. Returned in February. On May 6 th , LAFCO approved a new sphere of influence. It is smaller than anticipated, because of CEQA issues.	City was awarded \$160,000 in SB 2 Planning funds to update City SOI. Purpose of project is to create additional housing development opportunities.
Continue to Develop groundwater to ensure water sustainability into the future	Continual work on our water resources is essential to ensure resource stability +3	Funding has been applied for and the City's groundwater project has been placed on a priority list to receive half a million dollars from Prop 1. Staff will need to submit an additional application to receive the funding, which will likely be designated for pipeline upgrades in the Long 20 & Pump Field. Design will begin in FY 19-20 w/ construction in 2020. City will need to reapply for funding for pump upgrades.	Staff is working with consultants to complete the preliminary work necessary to construct Phase I (pipeline upgrades) this summer, as well as design subsequent phases of the project (pump upgrades and clearwell installation).
Continue to upgrade 4" steel water line in the oldest sections of	Maple, Spruce, Laurel to tank +2	Pine Street & Vicinity Utility Project will replace the water main on Maple, Pine, and Spruce. This project is in design, but expected to begin	Pine and Vicinity Utility project is complete. Laurel Street from Laurel/ Maple west still needs to be

town		in August.	replaced.
Blosser Drainage Improvement Project	Improve existing open drainage ditches on Blosser Lane	This project is expected to resume as soon as school gets out.	Complete
Blosser Lane Rehabilitation Project	New accessible pedestrian and bike paths from Hwy 20 to Blosser Lane School, drainage improvements, paving	This project comes after Blosser Drainage Project. Need to send it to DSA (architects) We will be looking at grants for this. (safe route to school?)	Design is still in progress. Constructing in two phases is being considered. Grant funding is still being explored.
Coast Street Sewer Replacement	Replace sewer main, laterals, and cleanouts on Coast Street between South Coast and W. Valley	Few years out.	Survey work is underway.
WWTP Maintenance Building	Purchase and have metal building constructed	Still on wish list. Must construct to protect equipment	Pending staff availability, a building may be constructed next fiscal year.
E. Valley & Commercial Bridges need rehab.	Close out old East Valley Bridge grant and apply for a new one for both bridges +2	Daniel Steele & Machine has been hired to complete East Valley Bridge guardrail repairs. Construction is expected to begin in the next few weeks. Bridge replacement is a long term 10 year project for funding. Application for funding from Federal Highway Administration funds is almost complete.	Guardrail construction is complete. Grant Application for E. Valley pending. On going problem with Semis turning there.
Local Limits for Wastewater	Continue sampling wastewater throughout the sewer system for the local limits. Find out more about that....	Testing at the wastewater plant will continue each quarter. Results from the tests will become part of the ongoing local Limits study. Staff expects to address/update limits every 5	Continuing work....

		years.	
Upgrade Maple Pump Station (water)	Upgrade electrical, piping, and pumps +1	Design has begun for this project and we are hoping to construct in late summer/early fall.	Summit Signal is under contract to complete the work.
Main Street Beautification	Work on Corridor Enhancement Plan, pursue grant opportunities. +2	Design of pavers is hoped to be complete this summer. Main Street portion of Caltrans project is complete. Tree grant pending for street trees.	Paver and tree well design is underway. The goal is to complete construction of planter strip improvements in 2020.

To be Prioritized (2018 list)

GOALS	Rationale or Description	Rating - Results
Targeted Economic Development Efforts to bring jobs and companies to Willits	– There are currently CDBG funds that may be available for Economic Development Activities, have studies prepared to determine City needs.	Met with Buxton – who have report to Council. Their estimate for work was \$50,000. Other options are being investigated. Meeting with Chamber. West Company and Chamber and City have set regular meetings to strategize on ED issues. Council held workshop to decide next steps and decided to stay the course. 4 stars, 3 people
Targeted Economic Development Efforts for Downtown Businesses	Increased staff involvement in Economic Development Consortiums and organizations. Increased work with Chamber of Commerce	See above. 7 stars,5 people See above. Joint Chamber, West and City Projects and classes.
Create an energy Management Plan and examine the use of renewable energy, like Solar and Methane	Contacting companies to get cost estimates.	Report came to Council in Spring, 2019, with suggestions on further work – report on 1/8/20 4 stars 3 people
Enhance Cultural Arts	Public art	Staff Report on Painting the Town. Consult with volunteers regarding plans and designs. Staff report on public art suggestion. 4 stars, 2 people
Improve Recreational Opportunities	Find funding to create Parks and Recreation Dept. / Create trails	4 stars, 2 people While funding is not widely available for parks, the City does own a viable potential resource for a park with trails in the Landfill Property. Might be possible to look at a

		Regional Park opportunity.
Create a Landscape and Lighting District to help fund Main Street Beautification and Landscaping		3 stars 2 people
Set up recreation district for 95490		Good future project for finance department. 3 stars 3 people
Enhance Cultural Arts	Encourage art and music fairs	Concerts in the Park Series! Spring concert complete. 2 stars 2 people
Tourist Attraction Efforts	Publishing in Tourist publications. Contributing to outside efforts to promote tourism.	1 star – not prioritized.
Space Planning – City Building Repairs and Upgrades, including leaks, damage, ADA issues that should be systematically addressed. Community Center upgrades should be explored to enhance usability.		Space for Finance department and Planning needed to be improved and were done in-house. Community Center improvements have not been completed due to uncertain funding and lack of staff time. 1 star
Airport Expansion		No stars, no interest – off list
Develop CIP process to prioritize CIP projects		Street prioritization and SB1 came to council in early Spring. Staff has significant existing projects. No new projects can be prioritized, however, Council can reprioritize current projects, if possible?
Legislative Actions – Writing letters of support		Passed Legislative Agenda in October -1 star

New Projects And Priorities the Council Added Since Goal Setting

		2019	
Penn Street water line replacement.		Penn Street water line is slated for replacement in 2019.	Expected to be completed in the next few years. Other
Pavement Preservation Project PPP 2019-2020	Various dig-outs through City streets.	Awarded contract. Construction has been scheduled.	PPP 2019 is complete. PPP 2020 is expected to be constructed this summer. The project will address several problematic sections of pavement with dig-outs at various locations in town.
Rails With Trails Project	\$6.3 Million dollar grant.	Grant AWARDED!!! First funds to be drawn for environmental work in Summer.	Work will be ongoing. First stage is environmental.
Urban Forestry	\$360,000 Urban Forestry grant was applied for in 2018. If received, there will be a project placing trees on Main Street, parks and other locations, as well as community outreach and education.	Will hear about results in May.	Won Grant! Decisions regarding tree placement scheduled for Spring for planting in Fall.
Grant Report	Staff to come to Council with report on grants applied for and		Grant Activities Report presented to Council at the July

	grant policy. (Requested by Council)		24, 2019 meeting.
Revenue Enhancements	The City of Willits must come up with new revenue measures to keep City services sound. Ideas – ½ cent sales tax was recommended by Finance Committee. Workshop further discussed. Conservation easement work was approved and in progress.	Staff came to Council for suggestions and discussion during budget discussions, with no resolution.	Finance Committee recommended half cent sales tax be put on ballot through resolution. Staff presented financial analysis at retreat and recommended sales tax and demonstrated unanticipated cost increases and inability to cut without grave affects to services.
Traffic Safety Committee	Traffic safety committee was requested by Council. Committee has met and Chief Warnock is working on coordinating solutions including better pedestrian safety on Main Street and solutions to crossing safety issues at Main and Commercial.		Traffic Safety Committee met a year ago. Some of the ideas were met with legal limitations. Some were implemented. A year has passed since last meeting. TSC needs to meet again soon. Police staffing shortage is critical.
Cannabis Ordinance Updates	Council approved the concept of coming back with changes to the Ordinance to allow adult use, along with other clean-up issues. Council also asked for memos regarding buffer zones.	Staff will come back with amended Ordinance, likely in June. City Attorney has drafted memos on the other issues.	Cannabis Ordinance updates complete.
HR and Risk Management Initiatives		Several new and updated	Several new and updated initiatives

		<p>initiatives and rules established, along with new job descriptions and specifications. Lactation policy, cell phone policy, tree safety policy, Recognition for dispatcher week. Payroll transitioning to City of Ukiah.</p>	<p>and rules established, along with new job descriptions and specifications. Payroll transitioning to ADP. Remif is considering merger with another entity and needs lots of info we are providing.</p>
Signs – wayfaring, etc.	<p>Re-vit ed. Committee requested staff assistance on finding prices for signs and sign placement.</p>		
Red Curbs		<p>Trying to find the time....</p>	<p>About 60% done....</p>
Crosswalk safety in front of High School.	<p>Create lighted crosswalk in front of high school.</p>	<p>Enhanced crosswalk signal for crossing at State Street has been purchased, but installation will likely wait until post-relinquishment due to Caltrans requirements.</p>	<p>Caltrans told City that City needs to do traffic study – as of 12/30/19. They would not approve the work being done by City Staff.</p>
Grant administration	<p>The acquisition of so many grant funds in the last year will shift emphasis for our grants from procurement to administration.</p>		<p>Jim now administering a number of grants. See Grant Report. Ongoing</p>

Installation of AWOS weather station	Staff is working the the FFA and contractors to complete before the end of the year.		Alternatives found
Safety Element Update	State law requires General Plan Safety Element to be updated to meet State requirements prior to 2019 Housing Element being certified by State	Staff is reviewing Administrative Draft of Safety Element and is on schedule to present document to Council at August 15th meeting.	Due 2/2020 Basically complete.
City Newsletter			Moved to monthly
Apply for SB2 Planning Grant Funds to support planning activities to increase housing production	Must have Housing Element Update complete in order to be eligible to receive funds. Deadline to apply is November 30, 2019	Staff is working with State to verify eligibility requirements and amount of funding that City would be eligible to receive.	Won grant. Working on SOI amendment to support new housing opportunities. Likely a 2 year project.
Mobile Food Trucks – Updates to Ordinance			Ad hoc committee is meeting.
Watershed Conservation Easement			Contract signed with NCRM. 20 hours done on K. Redwood title on title reports.

ATTACHMENT “B”

Goals for 2020 – Community Development Projects Planned or In Progress

	Establish Development Impact Fees	<p>Fee Study should review future growth potential (infill and future annexation) and its impact on City infrastructure (i.e. roads, water, sewer) and demand for city services (i.e. parks, schools).</p> <p>Fees should be developed to ensure that new development pays its fair share of costs associated with identified improvements. Examples may include new roads, new water tanks, protecting sewer treatment plant from increased flooding, developing new parks, etc...</p>
	Vacant Commercial Building Program Implementation and Ongoing Management.	So close. My bad.
	Promote Housing Development	Staff has been actively communicating with experienced housing developers, trade groups and other jurisdictions to promote housing development in Willits as well as learn what we can do as a City to recognize the type of development that the Council is interested in supporting.
	Sphere of Influence Update and Annexation	Awarded \$160,000 from State to support an update of the City SOI. Also communicating with County regarding desire to have a tax sharing agreement. Agreement is required prior to approval of any future annexation proposals. Not yet clear if \$160,000 is enough money to complete project. Staff will present alternative plans for using money if necessary.
	Processing Current Planning Applications in a timely fashion	Staff has received multiple projects that will require significant staff time to process. This is a priority as our ability to process planning applications in a timely fashion is a major component of attracting development that will result in housing, jobs and increased \$ in the General Fund.
	Main Street Beautification	<p>Working on all of it. Street trees, bulbouts, extended sidewalks, pavers, landscaping, enhanced crosswalks, new lighting, banner location, etc...</p> <p>Identified funding for everything expect lighting and tree grates.</p>
	Food Truck Ordinance	Ad-Hoc Committee is working on developing recommendations. Staff will review work but lacks

ATTACHMENT "B"

		time to property manage project. Low priority due to previously identified priorities.
	Rail with Trail project	Completing RFP to hire a project manager followed by RFP to complete Environmental Review phase of project.
	Building Permit Fee Review	Willits collects less \$ for building permits than surrounding jurisdictions. Staff will be presenting staff report with findings and recommendations regarding building permit fees. Administrative Draft report is complete and under review.
	Permit Tracking Software	Staff is reviewing potential software that would allow easier tracking of building and planning permits resulting in an increase in department efficiency.
	Establish SB 743 VMT Methodology and Threshold	State is requiring local jurisdictions to analyze vehicle miles traveled (VMT) instead of level of service (LOS) when evaluating traffic impacts pursuant to CEQA. Staff is working on establishing technical recommendations regarding assessment of VMT, thresholds of significance, and mitigation measures. This is a high priority as it could have a negative effect on future development projects. This is another unfunded State mandate that is not appropriate for rural areas and may have unintended consequences.
	Flood Emergency Response Plan	This is a grant funded project and must be a priority for staff in order to complete before the deadline pursuant to signed grant agreement.
	Safety Element Update	Final Public Draft completed and expected to go before Council in February.
	Manage Cannabis Program	This takes up about half of the Assistant Planner's time and about 10% of the Director's available time.
	Urban Forestry Management Plan	Need to complete an Urban Forestry Management Plan, plant trees and a variety of other tasks pursuant to the grant agreement. Must be a priority to complete all tasks by grant deadline.
	Review of City alley network for potential abandonment to adjacent owners.	City lacks sufficient staff to properly maintain alleys (i.e. vegetation management, illegal camping enforcement, etc...) It may be true that the City would prefer to abandon alleys as they do not serve to benefit the City or public. Review of potential abandonment involves significant staff time such as coordination with PG&E, AT&T and any other utility companies that may have facilities or easements/rights in the alley. Review of drainage

ATTACHMENT "B"

		conditions, old subdivision maps, title reports (if available). Coordination with neighboring property owners, survey work, new deeds, etc...
	Update of City landscape standards for consistency with State Law	Staff is reviewing options to comply with State law and the State's Model Water Efficient Landscape Ordinance. May require staff to bring forward revisions to City Zoning Code. Looking for way to comply that would require minimal staff time.
	Cellular ROW agreement	US Cellular is interested in establishing cellular phone infrastructure in city ROW. Currently reviewing draft contract and other information from US Cellular. Not a high priority but on list as it's a potential (not major but not insignificant) revenue generator for City.
	Customer Service	Strive to return phone calls and emails within a 24-hour period. Also are available to meet with folks in person that choose to visit the Department. Good customer service continues to be a high priority for the department. Day to day operations take up approximately half of the CDD staff time.
	Airport Runway Rehabilitation	Rehabilitation of the Willits Airport runway including new pavement and striping. Management of \$700,000 grant. This is the top priority project for the Airport.
	Establish Contract Planning Services	Complete RFP and selection of consulting firm to provide contract planning services as needed. Services could be used to process cost recovery planning applications (i.e. rezones, major subdivisions) when City staff resources are unavailable. Cost of consulting services would be passed through to applicant.
	Van Hotel	Obtain permission to inspect building and ensure there are no planning, building, health and safety violations. May require obtaining warrant from a judge if owner denies permission. Further staff time required to take appropriate actions if violations are discovered.
	Sewer and Water Billing	Provide clarification and additional regulations regarding water and sewer services billing. Multiple disputes by property owners has identified the need to modify City Code.
	Multi-Hazard Mitigation Plan Update	Work with County and other jurisdictions to update the Countywide Multi-Hazard Mitigation Plan (HMP).

ATTACHMENT “B”

		Pursuant to State law, this Plan is required to be updated. City is not eligible for certain grant funding, including FEMA’s Hazard Mitigation Assistance program funds, until the plan is updated. Staff will be working with County to incorporate information developed for our EOP and Flood Emergency Response Plan into the HMP
	Update Planning and Building Permit Applications	Update all Planning and Building Permit applications. Last updated over 15 years ago. Applications need to be updated to reflect new regulations and to request additional information that staff needs to process each project request.
	Grants – Grant Attainment activities have switched to grant management because of the large number of grants received.	See Report for List of Current Grants

Engineering, Water, WW, and Public Works that are “In Progress” and Potential New Projects

	Pavers on Main Street	Survey Complete
	Urban Forestry Project – Main Street Trees	
	Road Priority Update for 2020 and State of the Pavement Report – Continuing last year’s list, will add work as funds and time available.	
	Sustainability - Policy - Ready to take to Council	
	Sustainability – Contract to audit utility bills – no staff available at this time	
	Sustainability – Contract for major project after energy audit – no staff available at this time	
	West Mendocino Drainage Drainage improvements are needed on West Mendocino Avenue between Brookside Drive and Spruce Street.	Survey work is planned for this winter. There is no estimate for this project yet as the scope is still to be determined.
	Creekside Drive improvements There is a large depression on Creekside drive that causes water to pond in the roadway and sidewalk.	\$50,000 is budgeted for this project in FY 19/20. Preliminary design work has not started.
	Encroachment Permits Various encroachment permits continue to require staff time and resources. PG&E is planning two significant gas main replacements this year that will require significant staff time for inspection.	
	Annual Striping Traffic striping is re-applied to roughly one quarter of town each year.	
	Staff must work with County in landfill closure, which entails a backlog of accounting issues	
	Riverwatch lawsuit compliance	The sewer line inspections are complete. Staff is working on prioritizing repairs.
	Remove Weir to promote Fish Passage. While conditions repaired functionally, concrete weir remains, which remains a blockage for fish passage.	
	WW and Water Compliance	NPDES Permit for 2020 application due late Spring. Water rights reports. Bio solids land application.
	Emergency Action Plan for City Dams. An Agreement between the City and State has been signed to fund	IP

	the project with grant money. Staff is working with LACO Associates to complete the project. We anticipate the project completion by the end of the year.	
	Continue to Develop groundwater to ensure water sustainability into the future – Groundwater Project	Staff is working with consultants to complete the preliminary work necessary to construct Phase I (pipeline upgrades) this summer, as well as design subsequent phases of the project (pump upgrades and clearwell installation).
	Blosser Lane Improvements - New accessible pedestrian and bike paths from Hwy 20 to Blosser Lane School, drainage improvements, paving	Design is still in progress. Constructing in two phases is being considered. Grant funding is still being explored.
	Coast Street Sewer Replacement Replace sewer main, laterals, and cleanouts on Coast Street between South Coast and W. Valley	Survey work underway
	WWTP Maintenance Building Purchase and have metal building constructed Still on wish list. Must construct to protect equipment	Pending staff availability, a building may be constructed next fiscal year.
	E. Valley & Commercial Bridges need rehab. Bridge replacement is a long term 10 year project for funding. Application for funding from Federal Highway Administration funds is almost complete for E. Valley Bridge	
	Maple Street Pump Station	Under Contract but has not begun.
	Red Curbs!!	
	Enhanced Crosswalk near High School and 101 Burger	Need to comply with traffic study requirements
	Relinquishment sign off and requirements. Contracts for stop lights and other issues.	
	Work with Solar PPA negotiation with Generate	IP

New or Continuing Goals for 2020 – Administration, Finance and HR

	Sexual Harassment training for all employees. Required.	
	Support Little Lake Fire Department by allotting 25% of Cannabis taxes, net after expenses, to Little Lake Fire. Need to take to Council and prepare contract.	
	Hire Police Chief	
	Work with Police Union on incentives	
	Implement Open Gov	
	Hire Accountant and PT Accountant	
	Mid Year Budget,	
	Further Revenue Analysis and Work on Tax Measure - IF approved by Council. Hire Consultant. Need to prepare documents for ballot arguments, etc. Due SOON.	
	Brooktrails Settlement.	Draft report has been completed. Ongoing conversations with Brooktrails
	Howard Hospital and Measure B	Need to keep abreast of Measure B and its potential effects on Willits.
	Conservation Easement Work	Contract signed and work has begun for phase 1
	Monthly Newsletter - ongoing	
	Cultural Arts Music, Art, etc - ongoing	
	Work Regarding RISK Pool Merger. REMIF has asked for data to deal with potential merger to strengthen organization	
	Work on emergency communications issues. Ham Radio has been installed the PD (EOC). Two city employees have gotten Ham Licenses on their own. Working on Appendices for EOP to coordinate local Ham Volunteers.	
	City Emergency Plan Update, including Hazardous Materials. Chief Warnock is working with consultant. City staff are working together, along with LLF to tighten up the plan. City also received \$16,500 through a competitive grant process to develop a Flood Response Plan. Chief Wilkes gave a training on mandated employee emergency training which included scenario training to prepare staff	The updated EOP will be completed and to City Council sometime in February 2020. Appendices will be completed later.

	<p>Traffic Safety Committee. Committee has met and Chief Warnock is working on coordinating solutions including better pedestrian safety on Main Street and solutions to crossing safety issues at Main and Commercial. Traffic Safety Committee met a year ago. Some of the ideas were met with legal limitations. Some were implemented.</p> <p>A year has passed since last meeting. TSC needs to meet again soon. Police staffing shortage is critical – no staff to accomplish at this time.</p>	

ATTACHMENT "E"**STAFF REPORT
WILLITS CITY COUNCIL****JULY 24, 2019**

SUBJECT: Informational Update on City of Willits Grant Activities

STAFF RECOMMENDATION: Staff seeks comment from the City Council and the public on the implementation of grant seeking activities for the 2019-2020 Fiscal Year and beyond.

PREPARED BY: Stephanie Garrabrant-Sierra, City Manager
Dusty Duley, Community Development Director
Jim Robbins, Community Development Specialist

GENERAL INFORMATION ABOUT GRANTS FOR CITY PROJECTS AND PROGRAMS:Background

Starting with FY 2017-2018, the City increased its grant seeking activities and hired a Community Development Specialist to assist in the administration of grant-funded projects and programs. These efforts have resulted in some exciting successes, however, the City is reaching a point where its grant program efforts need to transition from grant acquisition to grant management. This report seeks to contribute to the broader discussion of the role of external funding in City projects and programs as well as City-sponsored Capital Improvement Projects.

Grant seeking activities require significant staff time for planning and strategy, research, project concept development, proposal implementation, and project management once the funding has been secured. Staff time is utilized to find a good fit between a desired project and an appropriate funding source. Projects can often require matching funds (from the City or other sources), community input, outreach programs, and workforce development programs. Some projects may require input from outside experts including engineers, planners, environmental consultants, foresters, safety experts, designers, architects, law enforcement, or building officials. When considering grant funding for a project, staff must analyze both the project itself and the potential funding source to determine:

- if the project is a good fit for the funding source
- if the project will be competitive in the grant competition
- if staff resources are available to successfully implement and manage the project
- if the potential benefits of the funding source outweigh the risks and unanticipated complications connected to the funding source.

There are many potential grant sources available at the state and federal level and through private initiatives. An important aspect of staff's job is to make sure that a grant opportunity is appropriate for the size of our City and for the project concept.

What are the criteria used to determine whether a grant is appropriate?

- For example, we would not seek a highly competitive multimillion dollar federal highway grant to repair Van Lane. That would not work out and would not be good use of staff resources.
- Some grants require a “shovel ready” application, with engineered plans included. In most instances that is beyond the capacity of the City.

It is generally considered a good practice to develop a proactive grants system that prioritizes the projects most important to the City and seeks funding for those projects over the course of years or decades. A good example of this approach would be the Rail with Trail project that the City first identified over 20 years before finally securing funding in 2019.

It can also be useful to take advantage of new opportunities and special circumstances that will yield results in the short term. This is sometimes described as a “low-hanging fruit” strategy. The California Department of Housing and Community Development SB2 Planning Grant Program would be a good example of low-hanging fruit. It is designed for all eligible applicants to receive funding if they submit credible and well-crafted applications. Non-competitive formula grants would be another example of low hanging fruit. One example of a formula grant is the SB1 Local Partnership Program (which also has a separate competitive track).

In our grant program strategies, the City must boldly take the challenge head on and directly address what makes us competitive and what makes us not competitive. Finding the right grant for the right project is very important. Submitting substandard grant proposals or inappropriate applications for grants that are a bad fit can lead to bad outcomes. The City has a small staff and, for the moment, is reaching capacity due to the success of previous grant applications. Managing too many projects will generally lead to poor outcomes and can harm the City’s reputation with grant sources and outside partners.

Different grant competitions often require varying levels of planning and contributions of staff and/or consultant time. In some cases, a well-organized process, a well-thought-out strategy, and strong instincts can go a long way toward submitting a successful proposal. With other projects, most of the heavy lifting is typically done by staff or consultants with area knowledge or expertise, and assembling the final grant proposal requires a relatively small amount of time and energy. Good subject-matter expertise, a strong planning process, and ample time to assemble a proposal are three important elements of a winning project.

Another critical part of the grant-writing process is proper planning around what to do after the grant is awarded. Post-award project management should generally be divided into two categories:

- 1) managing the actual project itself—i.e. building a bridge, purchasing equipment, or making changes to the General Plan, and
- 2) managing the grant agreement aspects of the project—i.e. following the grantor rules, timely reporting to the grantor, proper documentation of the project, fund management, billing and accounting practices, and grant close out, which includes a combination of accounting and project reporting functions.

How much time does it take to put together a competitive grant proposal?

The grant writing process can include several different aspects of a project, depending on how the project is set up and how the City chooses to approach a particular issue from an organizational perspective. It can include:

- studying the problem at hand
- project design
- scope of work development
- researching grant opportunities
- attending grant maker meetings
- networking with grant makers and other grant seekers
- reading and researching grant guidelines
- finding and analyzing the necessary data
- writing the proposal
- editing and revising the proposal, and
- submitting the proposal

The timeline for assembling a competitive grant proposal varies from project to project and can take anywhere from weeks to years.

Some examples from FY 2017-2018 and FY 2018-2019(Community Development Specialist time only)

Note: The City Manager, Community Development Director, Engineering, Public Works, Finance, Police Chief, and Fire Chief also spent significant time in developing these proposals.

Department of Water Resources (DWR) Flood Emergency Response Grant – 56 hours

FEMA/Cal OES Hazard Mitigation Grant for removal of airport trees and other vegetation –167 hours

FEMA/Cal OES Reimbursement Process for damaged caused by October 2017 fires – 98 hours

California Natural Resources Agency Grant, 2018, for Rails with Trails Project – 172 hours

Caltrans Active Transportation Program, Round 4, 2018, for Rails with Trail Project – 164 hours

Note: Total Staff Time Devoted to Rail with Trail Project Development in 2018 – over 400.

This number does not include the staff time invested in the project in previous years.

Coca-Cola Keep America Beautiful – 10 hours

Community Foundation, Community Enrichment Grant, Blosser Lane Fence – 16 hours

CTC/Caltrans SB1 Projects – LPP Formulaic, LPP Competitive, and LSRP – 44 hours inclusive

How much time does it take to manage a grant-funded project?

In many ways grant-funded projects are similar to general fund projects or projects funded by other means. However, with grant-funded projects the grantor often adds additional conditions and reporting requirements that can add significantly to the total project time.

The additional time and regulatory requirements of grant-funding should be taken into account when considering the viability or desirability of a project or funding source.

Estimated staff time requirements for some upcoming grant-funded projects

CALFIRE Proposition 68 Urban Forest Management Program (approx. 3-year period):

- to create an Urban Forest Management Plan, plant trees on Main Street and other areas, and conduct outreach and education activities about urban forestry issues. Next steps: waiting for CAL FIRE to sign the grant agreement.

- Community Development Director – 340 hours
- Community Development Department staff – 605 hours
- Engineering staff – 112 hours
- Public Works Superintendent – 94 hours
- Public Works Maintenance Workers – 300 hours
- Finance Department – 58 hours

DWR Flood Emergency Response Project (approx. 3 year period):

- to create a Flood Emergency Response Plan, create flood emergency response maps, and conduct flood emergency response exercises. Next steps: continue prep work for developing the Plan, continue mapping work.

- Community Development Director – 200 hours
- Community Development staff – 200 hours
- Engineering staff – 100 hours
- Develop Flood Emergency Response Plan (various staff) – 200 hours
- Flood Emergency Response Training/Exercises (various staff) – 504 hours

Caltrans ATP Round 4 Grant for Rails with Trails Project (approx. 6-7 year period):

- for a 1.6 mile long rail trail along the existing railroad right of way from E. Commercial Street to E. Hill Road. Next steps: waiting for the CTC to program the project at its August 2019 meeting, begin environmental review phase.

- Community Development Director – 950 hours
- Community Development staff – 600 hours
- Engineering Department staff – 290 hours
- Finance Department and Financial Reporting – 100 hours
- Non-infrastructure Project for Education/Outreach – 180 hours

Staff has provided a Grant Seeking Activities Report (Attachment A), which lists:

- currently active grant programs
- proposals that have been submitted
- potentially interesting grant programs
- closed projects, and
- other relevant grant-related information.

CONCLUSION:

Grants from regional, state, and federal sources, as well as private sector non-profit foundations and corporations, can be a part of a municipal government's strategy to implement state and federal requirements, achieve local goals, and fund projects of importance to the City Council and the community. External grant funding is an opportunity for the City to access its share of state and federal tax dollars and to implement projects that are priorities for both the City and the outside agencies that provide the funding. Grant seeking activities and grant-funded project management must be

implemented with thoughtful care to insure that grant projects are an asset to the City and not a burden in terms of time and treasure.

LIST OF ATTACHMENTS

Attachment A – Grant Seeking Activities Report

ATTACHMENT A
GRANT SEEKING ACTIVITIES REPORT
JULY 24, 2019

ACTIVE GRANTS AND GRANT PROGRAMS (as of FY 2018-2019):

CALFIRE Proposition 68 Urban Forest Management Program – \$256,525

Project should begin in September or October 2019 after CAL FIRE has signed the grant agreement.

California Transportation Commission Local Partnership Program – \$100,000 per year

SB1 Pavement Preservation Program (aka Asphalt Maintenance Program)

2018-19 work has been completed. 2019-20 work will commence next spring/summer.

California Transportation Commission Local Streets and Roads Program – \$82,455 for 2018-19

for Creekside Drive stabilization and Annual Striping Program

2018-19 work has been completed. Program is under review.

Caltrans Aeronautics Division Grant for Airport Projects – \$10,000 per year

for airport operations

2018-19 funds received. Work was completed June-Dec. 2018.

Caltrans ATP Rails with Trails Project – \$6,362,000

for bicycle and pedestrian path along railroad tracks

Project will likely be programed at the August 2019 CTC meeting. Environmental review could begin, for instance, in Oct., Nov., or Dec. 2019.

CAL OES Reimbursement Process for Summer 2018 Computer Server Damage – \$20,765

for replacement of City server that was destroyed in July 2018 during local power surge event

City is in process of incurring expenses. Reimbursement request will be sent once all of the project-related expenses have been incurred.

Department of Census Program 2018 – \$7,500

for updating local information to assist with implementation of the 2020 Census

Project completed in FY 2018-19.

DWR Flood Emergency Response Project – \$196,087

for Flood Emergency Planning and Training, including map

3-year project. Project is underway.

FAA Grant for Airport Projects, AWOS System Design and Runway Rehabilitation Design – \$143,049

Project is near completion. Close out will probably take place in FY 2019-20.

FEMA Reimbursement Process for January 2017 Floods – \$79,050

Project has been completed.

FEMA Reimbursement Process for October 2017 Fires – \$110,438

Includes work on damaged Gun Range. Project has been completed.

Keep America Beautiful Public Space Recycling Project Grant– \$7,000 (estimated)

Gift of recycling bins to City of Willits. Project has been completed.

PG&E Local Giving Program – \$5,000

for updates to City of Willits Emergency Operations Plan.

First phase of the project is complete.

Regional Surface Transportation Funding – MCOG - \$255,683

for new Street Sweeper Machine

Project has been completed.

Total: \$7,635,552

GRANT PROPOSALS SUBMITTED (waiting for response - not yet active, not yet denied):

Caltrans Local Highway Bridge Program - \$4,734,000

Local Assistance -Federal Highway Admin. (FHWA) pre-application for work on E. Valley Street Bridge
DWR Prop 1 North Coast Resource Partnership IRWM Project – \$551,156

Water Supply Reliability and Drought Resiliency with Groundwater and Conjunctive Use.

Further information to be submitted to NCRP on 8/9/2019 for submission to DWR.

FEMA/Cal OES Hazard Mitigation Grant Program– \$92,580

for removal of airport trees and bushes

Total: \$5,377,736

POTENTIALLY INTERESTING GRANT PROGRAMS FOR 2019-2020:

HCD SB2 Planning Grant Program – \$160,000

could be used, for example, for work on the Sphere of Influence or zoning code updates.

CA Dept. of Parks and Rec., Statewide Park Development Grant

could be used, for example, for renovation work on City ballfields and the adjacent Recreation Grove Park.

FEMA Hazard Mitigation Grant Program – DR-4431

could be used, for example, for generators for critical facilities.

Caltrans Aeronautics Division Grant for Airport Projects – \$10,000 – March 2020

FAA Grant for Airport Projects, Runway Rehabilitation Project – est. \$250,000 – May 2020

Caltrans Aeronautics Division, FAA AIP Matching Grant – est. \$13,750– June 2020

OTHER GRANT PROGRAMS THAT COULD BE INTERESTING TO INVESTIGATE:

California Releaf: Social Equity Forest Improvement Grant Program (nonprofits only) – \$75,000

California Transportation Commission Local Partnership Program Competitive– \$100,000 to \$1 million

CDFW Proposition 1 Watershed Restoration Grant Program – September 2019

Clean Water State Revolving Fund via CRWA Rural Development Division – \$1.5 million

Department of Commerce Economic Development Assistance Program – \$100,000 to \$3 million

Department of Justice COPS grants

Department of Justice Programs for Local Law Enforcement – deadlines vary

HCD CDBG Program –2020-2021 – up to \$5 million

could be used, for example, for housing rehab programs and small business loans.

State Water Resources Control Board (SWRCB) Technical Assistance Program

USDA Community Facilities Direct Loan and Grant Program

USDA Grants (Rural Development, RHS, etc.) – up to \$3 million

VEST Grant for the Police Department

CLOSED PROJECTS (Grants received, the project has been completed, and the grant closed out):

Community Foundation for ped. fence adj. to Blosser Ln. Elementary – \$10,000 – Closed in FY 2017-18

Willits Main Street Corridor Enhancement Project – \$170,670 – Closed in FY 2017-18

GRANTS APPLIED FOR BUT NOT RECEIVED:

California Transportation Commission Local Partnership Program Competitive Grant – \$648,794
 for work on Blosser Lane rehabilitation project
 MCOG LFT Pedestrian and Bicycle Facilities Project Grant – \$42,000
 for ADA improvements around the intersection of Elm Lane and Manor Way
 Mendocino County Fish and Game Project Grant – \$6,000
 for work on Davis Creek blockage
 CNRA Urban Greening Program – \$6,155,938
 for Rail Trail project (project was funded by Caltrans ATP program instead)

POTENTIAL FUNDING SOURCES FOR THE WILLITS MAIN STREET CORRIDOR ENHANCEMENT PLAN:

Caltrans Active Transportation Program (ATP)
 HCD Affordable Housing and Sustainable Communities Grants (AHSC)
 HCD Community Development Block Grant (CDBG)
 CAL FIRE Urban and Community Forestry Program
 CNRA Environmental Enhancement and Mitigation Program (EEMP)
 Caltrans Highway Safety Improvement Program (HSIP)
 CA Office of Traffic Safety Grants
 Caltrans State Transportation Improvement Program (STIP)/Federal Transportation Improvement Program (FTIP)
 USDA Rural Business Enterprise Grants (RGEG)
 Cal Fire Urban and Community Forestry Grant (funded for COW in 2019-20)

POTENTIAL FUNDING SOURCES FOR DOWNTOWN WILLITS STREETS AND ALLEYS CONNECTIVITY PLAN:

Caltrans Active Transportation Program
 Transportation Development Act Article 3 Funds
 Federal Transportation Alternatives Program
 Federal Office of Traffic Safety Grants
 Caltrans Environmental Enhancement and Mitigation Program

OTHER CITY OF WILLITS PROJECT AND PROGRAM PRIORITIES:

Willits Main Street Corridor Enhancement Program
 Downtown Willits Streets and Alleys Connectivity Program
 Safe Routes to Schools Plan
 General Plan Update
 Emergency Operations Plan Update
 Sewer and Water Lines
 Ballfield lights and other amenities
 Highway 20 Park
 Bridge repair and replacement
 Generators for City Hall, Police Department, and Public Works buildings
 Art Projects – for example, placing art in public spaces in Willits
 and much, much more...

FURTHER INFORMATION ON SPECIFIC GRANT PROGRAMS:HCD SB2 Planning Grant Program

Potential use examples – work on the Sphere of Influence, or zoning code updates.

The purpose of this program is to provide funding and technical assistance to all local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production.

Funding can be used to help cities and counties:

- Accelerate housing production
- Streamline the approval of housing development affordable to owner and renter households at all income levels
- Facilitate housing affordability, particularly for lower- and moderate-income households
- Promote development consistent with new State Planning Priorities (Government Code Section 65041.1)

CA Department of Parks and Recreation, Statewide Park Development Grant

Potential use example – renovation work on City ballfields and/or adjacent Recreation Grove Park.

The Statewide Park Program (SPP) competitive grants are intended to create new parks and new recreation opportunities in critically underserved communities across California. \$650,275,000 of Proposition 68 funding will be distributed through two rounds. Eligible applicants include cities, counties, districts, joint powers authorities, and non-profits with 501(c)(3) status.

Types of projects – a project must involve either development or a combination of acquisition and development to: create a new park, expand an existing park, or renovate an existing park. Eligible examples of recreational futures include: acquisition of land, aquatic center, performing arts space, athletic fields, athletic courts, community gardens, community center (adjacent to a park), dog park, jogging/walking loop, non-motorized trail, outdoor gym exercise equipment, open space and natural areas, picnic areas, playground, zocalo/gazebo/plaza, public art, skate park, lighting for extended night time use, or shade structures to allow for extended daytime use.

The Statewide Park Program is a competitive grant program created under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84), and Assembly Bill 31 (De Leon) Chapter 623, Statutes of 2008. Rounds 3 and 4 will be funded with Proposition 68 funds. Projects will be selected using a highly competitive review process. Selected projects will be administered using a grant administration system that ensures frequent reporting and communication with grant recipients, routine monitoring and auditing of project progress, and timely project completion.

FEMA Hazard Mitigation Grant Program

Potential use example – generators for critical facilities.

The California Office of Emergency Services (Cal OES), Hazard Mitigation Grant Program (HMGP) allows eligible entities to submit Notices of Interest (NOI) for funding consideration under Federal Emergency Management Agency (FEMA) declared disasters DR-4431 and DR-4434.

This HMGP funding opportunity is available to jurisdictions located in the declared counties for DR-4431 and/or DR-4434 for projects to address flood or flood related hazards, or development or update of local hazard mitigation plans (LHMP), or other planning-related activities.

Cities, counties, special districts, and federally recognized tribes without a FEMA-approved and locally adopted Local Hazard Mitigation Plan (LHMP) are eligible to receive funding to develop an LHMP but are not eligible to receive funding for a hazard mitigation project or for other planning-related activities.

The purpose of the FEMA HMGP is to help communities implement hazard mitigation measures following a Presidential Major Disaster Declaration in the areas of the state, tribe, or territory requested by the Governor or Tribal Executive. The key purpose of this grant program is to enact mitigation measures that reduce the risk of loss of life and property from future disasters.

FEMA offers a variety of disaster assistance programs with different eligibility requirements. HMGP provides funds to states, tribes, and local communities after a disaster declaration to protect public or private property through various mitigation measures. Hazard mitigation includes long-term efforts to reduce the impact of future events. HMGP recipients (states, federally recognized tribes, or territories) have the primary responsibility for prioritizing, selecting, and administering state and local hazard mitigation projects. Although individuals may not apply directly to the state for assistance, local governments may sponsor an application on their behalf.

FEMA provides up to 75 percent of the funds for mitigation projects. The remaining 25 percent can come from a variety of sources. A cash payment from the state, local government or in some cases directly from the individual is the most direct option. Other sources may include donated resources, such as construction labor; Increased Cost of Compliance (ICC) funds from a flood insurance policy; or loans from other government agencies, such as the Small Business Administration.