

**CITY COUNCIL
AGENDA REPORT**

MEETING DATE: 12/01/2020
AGENDA HEADING: Regular Business

AGENDA TITLE:

Consideration and possible action to apply for Proposition 68 Per Capita Grant Funds for outdoor site improvements at Ladera Linda Park.

RECOMMENDED COUNCIL ACTION:

- (1) Adopt Resolution No. 2020-___, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES AUTHORIZING THE SUBMITTAL OF AN APPLICATION WITH CALIFORNIA STATE DEPARTMENT OF PARKS AND RECREATION FOR PROPOSITION 68 PER CAPITA GRANT FUNDS TO CONSTRUCT PATHS, WALKWAYS, LANDSCAPING, AND PARK AMENITIES ASSOCIATED WITH THE PROPOSED LADERA LINDA PARK MASTER PLAN PROJECT; and,
- (2) Authorize Blais & Associates to prepare the grant application, on behalf of the City, for outdoor site improvement at Ladera Linda Park at a cost not to exceed \$3,780.

FISCAL IMPACT: \$3,780

Amount Budgeted:	\$50,000
Additional Appropriation:	N/A
Account Number(s):	101-400-2999-5101 <i>mn</i> (General Fund - Non-Department/Professional Services)

ORIGINATED BY: Matt Waters, Senior Administrative Analyst *MW*
REVIEWED BY: Cory Linder, Director of Recreation and Parks *CL*
APPROVED BY: Ara Mihranian, AICP, City Manager *AM*

ATTACHED SUPPORTING DOCUMENTS:

- A. Draft Resolution No. 2020-___, approving application(s) for Proposition 68 Per Capita Grant Funds (page A-1)
 - B. Blais & Associates, Inc. Proposal (page B-1)
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BACKGROUND AND DISCUSSION:

Proposition 68 was approved by California voters on June 5, 2018. The proposition included funding for local park rehabilitation, creation, and improvement grants for local governments, including California cities and counties, on a per capita basis. The program is administered by the State Department of Parks and Recreation's Office of Grants and Local Services (OGALS), and \$185,000,000 in per capita funding is available. The City of Rancho Palos Verdes General Per Capita allocation is \$177,952 and its Urban County Per Capita allocation is \$26,012 for a total Prop 68 allocation of \$203,964.

Projects not serving a "severely disadvantaged community" defined as one with a median household income less than 60% of the state-wide average are subject to a 20% match. The City's per capita grant, if approved by the State and City of Rancho Palos Verdes, would therefore require a 20% City match (\$40,792.80). The attached resolution approving to submit an application does not require any funds or the commitment to any future funding at this time. No funds would be required to be committed until the City formally accepts the grant. The deadline for submitting the grant application and attached resolution (Attachment A) to OGALS is December 31, 2020. The grant-funded improvement would need to be completed by December 31, 2023.

The grant funds would be used to pay for a portion of the outdoor improvement associated with the proposed Ladera Linda Master Plan Park Project. Specifically, the proposed outdoor improvements currently consist of new paths, walkways, park amenities (benches, tables, water fountains) and landscaping areas of the site. The conceptual design for the Ladera Linda Master Plan Park Project was approved by the City Council on August 20, 2019. Shortly thereafter, the conceptual plans were submitted to the Community Development Department for processing the required entitlements, consisting of a Conditional Use Permit and environment document. At this time, the first public hearing with the Planning Commission on the Conditional Use Permit is tentatively scheduled for January. Once a decision is rendered by the Planning Commission, it will be presented to the City Council for consideration. The preparation of the construction drawings will proceed if directed by the City Council.

The grant requires the City to certify that it has sufficient funding, that the project will be consistent with the City's General Plan and Parks Master Plan, that grant funds will supplement, not supplant funding, and that the project will be in compliance with State Labor Law requirements. Additionally, the grant terms require the City, to the extent practicable to consider a range of actions in connection to this project that are intended to increase diversity and outreach to diverse populations as detailed in the January 12, 2017 "Presidential Memorandum Promoting Diversity and Inclusion in Our National Parks, National Forests and Other Public Lands and Waters."

Authorize Blais & Associates to Prepare the Grant Application

Staff recommends the City Council authorize Blais & Associates to prepare the application and supporting documents to apply for this grant. The grant application requires the submission of the following items:

- Project description
- Project scope and cost estimate
- Acquisition requirements (not applicable as property is already owned)
- Funding source
- Land tenure documentation
- Subleases or agreement (not applicable)
- Site plan
- Green House Gasses Reduction worksheet
- Project site map
- Site photos
- Deed restriction recordation (a deed restriction must be recorded on the title before OGALS will approved any grant payments. The restriction ensures the property is used for purposes consistent with the grant for a pre-determined period of time or in perpetuity.)

Any other additional requirements for this specific grant would be brought to the City Council if the City's application were accepted, as well as a resolution accepting the grant.

Due to the complex nature of the grant, Staff believes that Blais & Associates' successful grant-writing skills will enhance the City's chances of obtaining these grant funds in a timely manner. The proposed preparation cost is \$3,780. This proposal, including the scope of work, is included in this report as Attachment B. The City's contract with Blais & Associates includes a sub-budget of \$39,165 for grant-writing services.

ALTERNATIVES:

In addition to the Staff recommendations, the following alternative action is available for the City Council's consideration:

1. Do not adopt the resolution; and do not authorize Blais & Associates to prepare the grant application on behalf of the City.

RESOLUTION NO. 2020-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES, CALIFORNIA, APPROVING THE SUBMITTAL OF APPLICATION(S) FOR THE PROPOSITION 68 PER CAPITA GRANT FUNDS FOR OUTDOOR IMPROVEMENTS AT LADERA LINDA PARK

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, the City Council of the City of Rancho Palos Verdes does hereby resolve as follows:

Section 1: Approves the filing of project application(s) for the Proposition 68 Per Capita Grant Program grant project(s); and

Section 2: Certifies that said grantee has or will have available, prior to commencement of project work utilizing Proposition 68 Per Capita funding, sufficient funds to complete the project(s); and

Section 3: Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and

Section 4: Certifies that all projects proposed will be consistent with the park and recreation element of the City of Rancho Palos Verdes general or recreation plan (PRC §80063(a)), and

Section 5: Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and

Section 6: Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and

Section 7: (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the City of Rancho Palos Verdes will consider a range of actions that include, but are not limited to, the following:

(A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness

within those communities and the public generally about specific programs and opportunities.

(B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

(C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

Section 8: Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).

Section 9: Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).

Section 10: Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and

Section 11: Delegates the authority to the City Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and

Section 12: Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED, APPROVED and ADOPTED this 1st day of December 2020.

Mayor

Attest:

Emily Colborn, City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Emily Colborn, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2020-__ was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on December 1, 2020.

Emily Colborn, City Clerk

Quote Prepared by:
 Andrea Owen
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 aowen@blaisassoc.com



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 Irvine Business Center, Suite 200
 Irvine, CA 92618
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Grant Development Quote

Client Name	City of RPV
Client Contact	Meghan Barnes, Senior Administrative Analyst
Copy	Matt Waters, Senior Administrative Analyst

Grant Program / Proposal	State Park Per Capita (+Urban County) Allocation Program
Proposal Due	Resolution Due by December 31, 2020. Application Due by December 31, 2021
Project Name (if known)	TBD
Date Prepared	November 18, 2020
Grant/Revenue Potential	\$177,952, plus \$26,012 for County Allocation = \$203,964
Grant Development Cost	\$3,780.00
Cost to Develop Grant as % of Revenue Potential	1.85%
Hourly Rate	\$105

Activity	1st Application	Cost
Preliminary activities including kick-off meeting, prepare checklist and timeline, review existing materials, review RFP, attend to follow-up action items.	5	\$ 525.00
Develop draft resolution (must be adopted by no later than December 31, 2020). (Client handling)	0	\$ -
Application Packet Checklist Form	0.5	\$ 52.50
Application Form (Need Signature)	1	\$ 105.00
Project Scope/Cost Estimate Form (Need Signature)	1	\$ 105.00
Acquisition Requirements (if applicable)	0	\$ -
Funding Sources Form (Need Signature)	1	\$ 105.00
Per Capita Match Calculator	1	\$ 105.00
CEQA Compliance Certification (Need Signature) (if applicable)	1	\$ 105.00
Land Tenure Documentation (if applicable)	0	\$ -
Sub-Leases or Agreements (if applicable)	0	\$ -
Site Plan	2	\$ 210.00
GHG Emissions Reduction Worksheet (at Completion) (if applicable)	1	\$ 105.00
Photos	2.5	\$ 262.50
Internal Quality Control Reviews, Strategy Calls with Client, Provide 80% Draft and 100% Final Documents to Client for Review and Feedback, Collating Final Application Materials. Submission of final application. Prepare and Provide Final files for Client's Permanent Record Keeping.	20	\$ 2,100.00
SUBTOTAL	36	\$ 3,780.00
Direct Costs (charged at cost, no mark-up)		
Classification Folder (USB Drive, if desired)	\$ -	\$ -
Reproduction (not applicable)	\$ -	\$ -
Express Delivery Mail or Courier Services (if needed)	\$ -	\$ -
SUBTOTAL	\$ -	\$ -
TOTAL	\$ -	\$ 3,780.00

Work performed by B&A that is outside of the scope of this estimate will be billed at \$105 per hour.
 Please see "notes and assumptions."

Notes and Assumptions
1) Match is 20%, unless MHI is less than 60% of statewide average.
2) Per Capita funds must SUPPLEMENT, not SUPPLANT local revenues as of June 5, 2018.
3) If more than one application is requested, quote will need to be revised.

Quote Prepared by:
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Please note that this quote is an estimate for services based on current conditions and understandings. Many factors often change during the development of a grant application that may or may not increase the amount of labor and materials necessary to perform the services successfully. If during the course of work, B&A believes the work is taking longer than originally estimated, B&A will immediately notify the contract point of contact and either mutually agree to a change order or discuss alternatives. Additionally, B&A only charges for actual work performed. The total cost to perform the tasks may be less than quoted herein.

Signature Approving Costs and Authorizing Notice to Proceed

Date

Printed Name