



111 E. COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490  
(707) 459-4601 TEL  
(707) 459-1562 FAX

**WILLITS CITY COUNCIL  
AGENDA (AMENDED)  
APRIL 8, 2015 ♦ 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. Discussion and Direction to Staff Regarding a Proposed Bicycle and Pedestrian Trails Project and Submittal of an Application to Caltrans for Active Transportation Program (Cycle 2) Funding
- b. Discussion and Possible Action Regarding Governor Brown's Executive Order (Issued April 1, 2015) Implementing Statewide Mandatory Water Reductions
- c. Update on the City's Emergency Water Supply Project

4. **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.*

*The following items are recommended for approval as follows:*

- a. City Council Minutes:
  - March 11, 2015
  - March 23, 2015 – Special Meeting
  - March 24, 2015 – Special Meeting
  - March 25, 2015

5. **INFORMATIONAL REPORTS**

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

- a. Disbursements Journal(s):
  - Warrant Nos. 26181-26191, Totaling \$126,870.56
  - Warrant Nos. 26192-26263, Totaling \$326,382.72
- b. Building Inspection Activity Report(s) – March 2015
- c. Business License Activity Report(s) – March 2015

6. **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.*

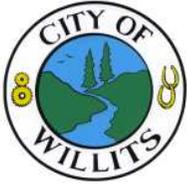
7. **COMMISSIONS, AGENCIES AND AUTHORITIES**

*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**
  - a. Recap of the Council's Goal-Setting Workshop (Held March 28, 2015)
  - b. Verbal Reports – No Action
  
9. **DEPARTMENT RECOMMENDATIONS**
  - a. Administration (*City Clerk, Finance, Human Resources, Legal*)
  - b. Public Safety
  - c. Community Development
  - d. Public Works & Engineering
  - e. Water & Wastewater Systems
  
10. **CITY COUNCIL AND COMMITTEE REPORTS**
  - a. Mendocino Council of Governments (MCOG)
  - b. Local Agency Formation Commission (LAFCO)
  - c. Mendocino Transit Authority (MTA)
  - d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
  - e. Economic Development and Financing Corporation (EDFC)
  - f. League of California Cities
  - g. Water & Wastewater Systems Committee
  - h. Revit-ED Committee
  - i. Finance Committee
  - j. Ad Hoc Committees
    - Caltrans Bypass Project
    - Solid Wastes of Willits Franchise Agreement
    - Solar Array Project
    - Main Street Improvements
    - Willits Center for the Arts
  - k. Other Committee Reports
  
11. **COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**
  
12. **ENACTMENT OF ORDINANCES**
  
13. **GOOD & WELFARE**
  
14. **CLOSED SESSION NOTICE**
  - a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUK CVG-1056037

*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 4<sup>th</sup> day of April, 2015.  
Cathy Sanders, Deputy City Clerk*



**AGENDA SUMMARY REPORT**

**To:** Honorable Mayor and Council Members

**From:** Adrienne Moore, City Manager

**Agenda Title:** DISCUSSION AND DIRECTION TO STAFF REGARDING A PROPOSED BICYCLE AND PEDESTRIAN TRAILS PROJECT AND SUBMITTAL OF AN APPLICATION TO CALTRANS FOR ACTIVE TRANSPORTATION PROGRAM (CYCLE 2) FUNDING

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: 30 min.

**Summary of Request:** The City has an opportunity to submit a project application and funding request to Caltrans for the Active Transportation Program (ATP) – Cycle 2, due June 1<sup>st</sup>, for bicycle and pedestrian trails along railroad right of way.

City staff met with Mendocino Council of Governments (MCOG) representatives recently to learn more about the ATP requirements and the application process. It was our consensus that the project area should encompass the railroad right of way from Willits High School to the new Howard Hospital and westward from Main Street along Walnut Street to Blosser Lane. MCOG representatives believe this project application would be a strong contender based upon the accident data for South Main Street and the increased safety and usage of the routes, particularly with regard to the two nearby schools.

Before we proceed further, we need to know if City Council will support such a project (including designating a priority level relative to other Council goals). City staff is prepared to meet with MCOG staff early next week to discuss the next steps and formalize a plan for completing the grant application. Part of the process will include a community forum as a requisite component of the grant application to address the expanded project area (from the City's previous bike and pedestrian plan).

Representatives from MCOG will be on hand to provide more in depth information regarding ATP and the grant application process. Attached for your review are the 2015 ATP Guidelines.

**Recommended Action:** By majority consensus, give direction to City staff regarding a proposed bicycle and pedestrian trails project and submittal of an application to Caltrans for Active Transportation Program (Cycle 2) funding, due June 1, 2015.

**Alternative(s):** N/A

**Fiscal Impact:** N/A

**Personnel Impact:** N/A

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**2015**  
**ACTIVE TRANSPORTATION PROGRAM**  
**GUIDELINES**

*March 26, 2015*

**California Transportation Commission**



**CALIFORNIA TRANSPORTATION COMMISSION  
2015 ATP GUIDELINES  
TABLE OF CONTENTS**

<b>I.</b>	<b>Introduction .....</b>	<b>1</b>
1.	Background.....	1
2.	Program Goals .....	1
3.	Program Schedule .....	1
<b>II.</b>	<b>Funding .....</b>	<b>2</b>
4.	Source.....	2
5.	Distribution.....	3
6.	Matching Requirements .....	4
7.	Funding for Active Transportation Plans .....	4
8.	Reimbursement.....	5
<b>III.</b>	<b>Eligibility .....</b>	<b>5</b>
9.	Eligible Applicants.....	5
10.	Partnering With Implementing Agencies.....	6
11.	Eligible Projects .....	6
12.	Minimum Request For Funds .....	8
13.	Project Type Requirements .....	8
<b>IV.</b>	<b>Project Selection Process .....</b>	<b>12</b>
14.	Project Application .....	12
15.	Sequential Project Selection .....	12
16.	MPO Competitive Project Selection .....	12
17.	Screening Criteria.....	13
18.	Scoring Criteria.....	14
19.	Project Evaluation Committee .....	15
<b>V.</b>	<b>Programming.....</b>	<b>16</b>
<b>VI.</b>	<b>Allocations.....</b>	<b>17</b>
<b>VII.</b>	<b>Project Delivery .....</b>	<b>18</b>
20.	Federal Requirements .....	19
21.	Design Standards .....	19
22.	Project Inactivity .....	20
23.	Project Reporting.....	20
<b>VIII.</b>	<b>Roles And Responsibilities .....</b>	<b>21</b>
24.	California Transportation Commission (Commission) .....	21
25.	California Department of Transportation (Caltrans).....	21
26.	Metropolitan Planning Organizations (MPOs) With Large Urbanized Areas.....	22
27.	Regional Transportation Planning Agencies (RTPAs) Outside an MPO with Large Urbanized Areas and MPOs without Large Urbanized Areas .....	23
28.	Project Applicant .....	23
<b>IX.</b>	<b>Program Evaluation .....</b>	<b>23</b>

## **I. Introduction**

### **1. Background**

The Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Active Transportation Program. The guidelines were developed in consultation with the Active Transportation Program Workgroup. The workgroup includes representatives from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in pedestrian and bicycle issues, including Safe Routes to School programs.

The California Transportation Commission (Commission) adopted the initial Active Transportation Program guidelines on March 20, 2014. The Commission may amend the adopted guidelines after conducting at least one public hearing. The Commission must make a reasonable effort to amend the guidelines prior to a call for projects or may extend the deadline for project submission in order to comply with the amended guidelines.

### **2. Program Goals**

Pursuant to statute, the goals of the Active Transportation Program are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### **3. Program Schedule**

The guidelines for ~~an initial two-year~~ **the second** program of projects must be adopted by March 26, 2014 **2015**. ~~(within six months of enactment of the authorizing legislation). No later than 45 days prior to adopting the initial set of guidelines for the Active Transportation Program, the Commission must submit the draft guidelines to the Joint Legislative Budget Committee.~~

This second program of projects must be adopted by the Commission by December 2015. Subsequent programs must be adopted not later than April 1 of each odd-numbered year; however, the Commission may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the **2014 2015** Active Transportation Program (**ATP**):

<b>Draft ATP Guidelines presented to Commission</b>	<b>January 22, 2015</b>
Commission adopts ATP Fund Estimate	<b>March 26, 2015</b>
<del>Guidelines submitted to the Joint Legislative Budget Committee</del>	<del>February 3, 2014</del>
Commission <b>hearing and adoption of ATP</b> Guidelines	<b>March 26, 2015</b>
Call for projects	<b>March 26, 2015</b>
Project applications to Caltrans ( <b>postmark date</b> )	<b>June 1, 2015</b>
Large MPOs submit optional guidelines to <del>Caltrans</del> <b>Commission</b>	<b>June 1, 2015</b>
Commission approves or rejects MPO guidelines	<b>June 24-25, 2015</b>
Staff recommendation for statewide and small urban and rural portions of the program	<b>Sept. 15, 2015</b>
Commission adopts statewide and small urban and rural portions of the program	<b>Oct. 21-22, 2015</b>
Projects not programmed distributed to large MPOs based on location	<b>Oct. 22, 2015</b>
Deadline for MPO project programming recommendations to the Commission	<b>Nov. 16, 2015</b>
Commission adopts MPO selected projects	<b>Dec. 9-10, 2015</b>

\*Dates coincide with the Commission's adopted 2015 CTC meeting calendar.

## **II. Funding**

### **4. Source**

The Active Transportation Program is funded from various federal and state funds appropriated in the annual Budget Act. These are:

- 100% of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21 million of federal Highway Safety Improvement Program funds or other federal funds.
- State Highway Account funds.

In addition to furthering the goals of this program, all Active Transportation Program projects must meet eligibility requirements specific to at least one **of the** Active Transportation Programs **funding sources**.

## 5. Distribution

State and federal law segregate the Active Transportation Program into multiple, overlapping components. The Active Transportation Program Fund Estimate must indicate the funds available for each of the program components. Consistent with these requirements, the Active Transportation Program funds must be distributed as follows:

- Forty percent to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000.

These funds must be distributed based on total MPO population. The funds programmed and allocated under this paragraph must be selected through a competitive process by the MPOs in accordance with these guidelines.

Projects selected by MPOs may be in either large urban, small urban, or rural areas.

A minimum of 25% of the funds distributed to each MPO must benefit disadvantaged communities.

The following statutory requirements apply specifically to the Southern California Association of Governments (SCAG)

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria.
- The criteria used by SCAG should include consideration of geographic equity, consistent with program objectives.
- SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG must obtain concurrence from the county transportation commissions.
- Ten percent to small urban and rural areas with populations of 200,000 or less, with projects competitively awarded by the Commission to projects in those regions. Federal law segregates the Transportation Alternative Program into separate small urban and rural competitions based upon their relative share of the state population. Small Urban areas are those with populations of 5,001 to 200,000. Rural areas are those with populations of 5,000 or less.

A minimum of 25% of the funds in the Small Urban and Rural programs must benefit disadvantaged communities.

Projects within the boundaries of an MPO with an urban area with a population of greater than 200,000 are not eligible for funding in the Small Urban or Rural programs.

- Fifty percent to projects competitively awarded by the Commission on a statewide basis.

A minimum of 25% of the funds in the statewide competitive program must benefit disadvantaged communities.

~~In the initial program, a~~ **Additional minimums may be applied, such as a minimum minimum of \$24 million per year of the statewide competitive program is available for safe routes to schools projects, with at least \$7.2 million for non-infrastructure grants, including funding for a state technical assistance resource center, subject to the annual State Budget Act.**

## 6. Matching Requirements

~~Projects must include at least 11.47% in matching funds except for projects predominantly benefiting a disadvantaged community, stand-alone non-infrastructure projects and safe routes to schools projects. The source of the matching funds may be any combination of local, private, state or federal funds. Although the Commission encourages the leveraging of additional funds for a project, matching funds are not required. If an agency chooses to provide match funds, those~~ Matching funds must be expended in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way capital outlay; support for right-of-way acquisition; construction capital outlay; and construction engineering) as the Active Transportation Program funding. **Matching funds cannot be expended prior to the Commission allocation of Active Transportation Program funds in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way; and construction).** Matching funds, ~~except matching funds over and above the required 11.47%,~~ must be expended concurrently and proportionally to the Active Transportation Program funds. The Matching funds ~~over and above the required 11.47%~~ may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project.

Large MPOs, in administering a competitive selection process, may require a ~~different~~ funding match for projects selected through their competitive process. Applicants from within a large MPO should be aware that the match requirements may differ between the MPO and statewide competitive programs.

## 7. Funding for Active Transportation Plans

Funding from the Active Transportation Program may be used to fund the development of **community wide active transportation plans in disadvantaged communities, including** bike, pedestrian, safe routes to schools, or **comprehensive** active transportation plans **in disadvantaged communities.** **A list of the components that must be included in an active transportation plan can be found in Section 13, subsection E.**

The Commission intends to set aside up to 5% of the funds in the statewide competitive ~~program~~ **component** and in the ~~rural and small urban~~ **and rural program component** for funding active transportation plans in ~~communities~~ **predominantly disadvantaged communities.** A large MPO, in administering its portion of the program, may make up to 5% of its funding available for active transportation plans in disadvantaged communities within the MPO boundaries.

The first priority for the funding of ~~active transportation~~ plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, MPOs, school districts, or transit districts that have neither a bicycle plan, a pedestrian plan, a safe routes to schools plan, nor **an a comprehensive** active transportation plan. The second priority for the funding of ~~active transportation~~ plans will be for cities, counties, county transportation commissions,

regional transportation planning agencies, or MPOs that have a bicycle plan or a pedestrian plan but not both. The lowest priority for funding of ~~active transportation~~ plans will be for updates of active transportation plans older than 5 years.

**The Commission intends to reassess the set aside **for plans** in future program cycles.**

**Applications for plans may not be combined with applications for infrastructure or other non-infrastructure projects.**

## **8. Reimbursement**

The Active Transportation Program is a reimbursement program for **eligible** costs incurred. Reimbursement is requested through the invoice process detailed in Chapter 5, Accounting/Invoices, Local Assistance Procedures Manual. Costs incurred prior to Commission allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

## **III. Eligibility**

### **9. Eligible Applicants**

The applicant **and/or implementing agency** for Active Transportation Program funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants **and/or implementing agencies** must be able to comply with all the federal and state laws, regulations, policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual for guidance and procedures on Master Agreements. The following entities, within the State of California, are eligible to apply for Active Transportation Program funds:

- Local, Regional or State Agencies- Examples include city, county, MPO\*, and Regional Transportation Planning Agency.
- Caltrans\*
- Transit Agencies - Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resources or Public Land Agencies - Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
  - State or local park or forest agencies
  - State or local fish and game or wildlife agencies
  - Department of the Interior Land Management Agencies
  - U.S. Forest Service
- Public schools or School districts.
- Tribal Governments - Federally-recognized Native American Tribes.
- Private nonprofit tax-exempt organizations may apply for projects eligible for Recreational Trail Program funds recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of

abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.

- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible.

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs may be necessary. A tribal government may also partner with another eligible entity to apply if desired.

*\* Caltrans and MPOs, except for MPOs that are also regional transportation planning agencies, are not eligible project applicants for the federal Transportation Alternative Program funds appropriated to the Active Transportation Program. Therefore, funding awarded to projects submitted directly by Caltrans and MPOs are limited to other Active Transportation Program funds. Caltrans and MPOs may partner with an eligible entity to expand funding opportunities.*

## 10. Partnering With Implementing Agencies

Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. Entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (**e.g., letter of intent**) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation.

The implementing agency will be responsible and accountable for the use and expenditure of program funds.

## 11. Eligible Projects

All projects must be selected through a competitive process and must meet one or more of the program goals. Because the majority of funds in the Active Transportation Program are federal funds, most projects must be federal-aid eligible:

- **Infrastructure Projects:** Capital improvements that will further the goals of this program. This typically includes the ~~planning~~ **environmental**, design, **right-of-way**, and construction of facilities **phases of a capital (facilities) project**. **A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components. PSR guidelines are posted on the Commission's website: <http://www.catc.ca.gov/programs/ATP.htm>.**

**A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.**

- **Plans:** The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.

- Non-infrastructure Projects: Education, encouragement, **and enforcement, and planning** activities that further the goals of this program. The Commission intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The Active Transportation Program funds are not intended to fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students.
- Infrastructure projects with non-infrastructure components.

#### A. Example Projects

Below is a list of projects considered generally eligible for Active Transportation Program funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program. **Components of an otherwise eligible project may not be eligible. For information on ineligible components, see the Department's Local Assistance/ATP website.**

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
  - Elimination of hazardous conditions on existing bikeways and walkways.
  - Preventative maintenance of bikeways and walkways with the primary goal of extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a **community wide** bike, pedestrian, safe routes to schools, or active transportation plan in a disadvantaged community.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation, including but not limited to:
  - Development and implementation of bike-to-work or walk-to-work school day/month programs.
  - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis to inform plans and projects.

- Conducting pedestrian and bicycle safety education programs.
- Development and publishing of community walking and biking maps, including school route/travel plans.
- Development and implementation of walking school bus or bike train programs.
- Components of open streets events directly linked to the promotion of a new infrastructure project.
- Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
- School crossing guard training.
- School bicycle clinics.
- Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the Active Transportation Program.

## 12. Minimum Request for Funds

In order to maximize the effectiveness of program funds and to encourage the aggregation of small projects into a **one larger** comprehensive ~~bundle~~ of projects, the minimum request for Active Transportation Program funds that will be considered is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, and Recreational Trails projects, **and plans**.

MPOs, in administering a competitive selection process, may use a different minimum funding size. Use of a minimum project size greater than \$500,000 must be approved by the Commission prior to an MPO's call for projects.

## 13. Project Type Requirements

As discussed in the Funding Distribution section (above), State and Federal law segregate the Active Transportation Program into multiple, overlapping components. Below is an explanation of the requirements specific to these components.

### A. Disadvantaged Communities

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate a **direct, meaningful, and assured** benefit to a community that meets any of the following criteria:

- The median household income is less than 80% of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at:

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

- An area identified as among the most disadvantaged ~~40~~**25%** in the state according to the **CalEPA and based on the** latest version of the California Communities

Environmental Health Screening Tool (CalEnviroScreen) scores. **This list can be found at the following link under SB 535 List of Disadvantaged Communities:**

<http://www.calepa.ca.gov/EnvJustice/GHGInvest/>

- At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/filessp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.

If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged, **or how the project connects a disadvantaged community to outside resources or amenities.**

MPOs, in administering a competitive selection process, may use different criteria for determining which projects benefit Disadvantaged Communities if the criteria are approved by the Commission prior to an MPO's call for projects.

#### **B. Safe Routes to School Projects**

For a project to contribute toward the Safe Routes to School funding requirement, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

#### **C. Recreational Trails Projects**

~~For trail projects that are primarily recreational to be eligible for Active Transportation Program funding, the projects must should~~ meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources ([http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/)). ~~Multi-purpose trails and paths that serve both recreational and transportation purposes are generally eligible in the Active Transportation Program, so long as they are consistent with one or more goals of the program.~~

#### **D. Technical Assistance Resource Center**

~~In 2009, the University of California, San Francisco was awarded federal Safe Routes to School funds to act as the Technical Assistance Resource Center for the purpose of building and supporting local regional Safe Routes School non-infrastructure projects.~~

Typical **Technical Assistance Resource Center** roles have included:

- Providing technical assistance and training to help agencies deliver existing and future projects and to strengthen community involvement in future projects including those in disadvantaged communities.
- Developing and providing educational materials to local communities by developing a community awareness kit, creating an enhanced Safe Routes to Schools website, and providing other educational tools and resources.
- Participating in and assisting with the Safe Routes to Schools Advisory Committee.

- Assisting with program evaluation.

The Commission intends to ~~comply with the statutory requirement to fund a state technical assistance center by programming funds to the Department, who will administer contracts to expanding the existing Safe Routes to Schools Technical Assistance Resource Center interagency agreement to serve~~ **support all current and potential Active Transportation Program non-infrastructure projects applicants.**

### E. Active Transportation Plan

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan **(bicycle, pedestrian, safe-routes-to-school, or comprehensive)**. An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.
- The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, and other destinations.
- A map and description of existing and proposed bicycle transportation facilities, **including a description of bicycle facilities that serve public and private schools and, if appropriate, a description of how the five Es (Education, Encouragement, Enforcement, Engineering, and Evaluation) will be used to increase rates of bicycling to school.**
- A map and description of existing and proposed end-of-trip bicycle parking facilities.
- A description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments.
- A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, **bicycle** parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.
- A map and description of existing and proposed pedestrian facilities, **including those at major transit hubs and those that serve public and private schools and, if appropriate, a description of how the five Es (Education, Encouragement, Enforcement, Engineering, and Evaluation) will be used to increase rates of walking to school.** ~~These Major transit hubs~~ must include, but are not limited to, rail and transit terminals, and ferry docks and landings.

- A description of proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, **ADA level surfaces**, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.
- A description of bicycle and pedestrian safety, education, and encouragement programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on **accidents collisions** involving bicyclists and pedestrians.
- A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.
- A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan.
- A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- A description of past expenditures for bicycle and pedestrian facilities and programs, and future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated revenue sources and potential grant funding for bicycle and pedestrian uses.
- A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.
- A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

A city, county, school district, or transit district that has prepared an active transportation plan may submit the plan to the county transportation commission or transportation planning agency for approval. The city, county, school district, or transit district may submit an approved plan to Caltrans in connection with an application for funds **for** active transportation facilities which will implement the plan.

Additional information related to active transportation plans can be found in the sections on Funding for Active Transportation Plans and Scoring Criteria.

## **IV. Project Selection Process**

### **14. Project Application**

Active Transportation Program project applications will be available at: [www.dot.ca.gov/hq/LocalPrograms/atp/index.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html).

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the projects.

Project applications should be addressed or delivered to:

Caltrans  
Division of Local Assistance, MS-1  
Attention: Chief, Office of Active Transportation and Special Programs  
P.O Box 942874  
Sacramento, CA 95814

Except for applications submitted through an optional MPO supplemental call for projects, the Commission will consider only projects for which five hard copies and one electronic copy (via cd or portable hard drive) of a complete application are **received postmarked by May 21, 2014 the application deadline**. By the same date, an additional copy must also be sent to the Regional Transportation Planning Agency or County Transportation Commission within which the project is located and to the MPO (a contact list can be found at [www.dot.ca.gov/hq/tpp/offices/orip/](http://www.dot.ca.gov/hq/tpp/offices/orip/)). **The copy may be hard copy or electronic – check with your regional agency or county commission for their preference.**

### **15. Sequential Project Selection**

All project applications, except for applications submitted through an optional MPO supplemental call for projects, must be submitted to Caltrans for consideration in the statewide competition. The Commission will consider approval of a competitive grant only when it finds that the grant request meets the requirements of statute and that the project has a commitment of any supplementary funding needed for a full funding plan.

Projects not selected for programming in the statewide competition must be considered in the large MPO run competitions or the state run Small Urban ~~or~~ **and** Rural competitions.

A large urban MPO may elect to have a supplemental MPO specific call for projects. The projects received in this call must be considered along with those not selected through the statewide competition.

### **16. MPO Competitive Project Selection**

As stated above, projects not selected for programming in the statewide competition must be considered by the MPOs in administering a competitive selection process.

An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may ~~defer~~ **delegate** its project selection to the Commission. An MPO ~~deferring~~ **delegating** its project selection to the Commission may not conduct a supplemental call for projects.

An MPO, with Commission approval, may use a different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities for its competitive selection process. Use of a minimum project size of \$500,000 or less, or of a different match requirement than in the statewide competitive program does not require prior Commission approval. An MPO may also elect to have a supplemental MPO specific call for projects. The projects received in this call must be considered along with those not selected through the statewide competition.

In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications. Following its competitive selection process, an MPO must submit its programming recommendations to the Commission along with the ~~list of the members of its multidisciplinary advisory group.~~ **following:**

- **Project applications that were not submitted through the statewide program**
- **List of the members of its multidisciplinary advisory group**
- **Description of unbiased project selection methodology**
- **Program spreadsheet with the following elements**
  - **All projects evaluated**
  - **Projects recommended with total project cost, request amount, fiscal years, phases, state only funding requests**
- **Board resolution approving program of projects**
- **Updated Project Programming Requests (PPRs)**

~~If the MPO submitted a project application and that project is recommended for programming, the MPO must explain how its evaluation process resulted in an unbiased evaluation of projects.~~

## **17. Screening Criteria**

Demonstrated needs of the applicant: A project that is already fully funded will not be considered for funding in the Active Transportation Program. ~~The Commission will make an exception to this policy by allowing the supplanting of federal funds on a project for the 2014 Active Transportation Program.~~ **ATP funds cannot be used to supplant other committed funds.**

Consistency with a regional transportation plan: All projects submitted must be consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080. **Applicants must provide the supporting language cited from the adopted regional transportation plan that shows that the submitted project is consistent with the plan.**

## 18. Scoring Criteria

Proposed projects will be ~~rated~~ **scored** and ranked on the basis of applicant responses to the below criteria. Project programming recommendations may not be based strictly on the rating criteria given the various components of the Active Transportation Program and requirements of the various fund sources.

- Potential for increased walking and bicycling, especially among students, including the identification of walking and bicycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users. (0 to 30 points)
- Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists. (0 to 25 points)
- Public participation and Planning. (0 to 15 points)

Identification of the community-based public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders. Project applicants must clearly articulate how the local participation process **(including the participation of disadvantaged community stakeholders)** resulted in the identification and prioritization of the proposed project.

For projects costing \$1 million or more, an emphasis will be placed on projects that are prioritized in an adopted city or county bicycle transportation plan, pursuant to Section 891.2, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, or circulation element of a general plan that incorporated elements of an active transportation plan. In future funding cycles, the Commission expects to make consistency with an approved active transportation plan a requirement for large projects.

- Improved public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues, **with a description of the intended health benefits of the proposed project.** (0 to 10 points)
- Benefit to disadvantaged communities. (0 to 10 points)

### **Applicants must:**

- **Demonstrate how the project connects the disadvantaged community(ies) to commonly identified resources or amenities such as medical facilities, employers, parks, community centers and grocery stores.**
  - **Provide a map that delineates the specific disadvantaged census tract(s) or school(s) that will benefit from the project in relationship to the project site.**
- Cost-effectiveness. (0 to ~~40~~5 points)

### Applicants must:

- Discuss the relative costs and benefits of the range of alternatives considered.
- Quantify the safety and mobility benefit in relationship to both the total project cost and the funds provided.

Caltrans ~~must~~ **has developed a first generation** benefit/cost model for infrastructure and non-infrastructure active transportation projects in order to improve information

available to decision makers at the state and MPO level. ~~in future programming cycles. by September 30, 2014.~~ **Applicants must use the benefit/cost model for active transportation projects developed by Caltrans when responding to this criterion (a link to the model is posted on the Commission's website under Programs/ATP). Applicants are encouraged to provide feedback on instructions, ease of use, inputs, etc. This input will be useful in determining future revisions of the model. [applicants who cannot successfully use this first-generation model, must explain why the Caltrans benefit/cost model could not be used, and may use an alternative method if how it assesses the project's cost effectiveness is fully explained.]**

- **Leveraging of non-ATP funds on the ATP project scope proposed. (0 to 5 points)**
- Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. (0 ~~or to~~ -5 points)

The California Conservation Corps can be contacted at ~~ccc.ca.gov~~ [atp@ccc.ca.gov](mailto:atp@ccc.ca.gov).

**Qualified** community conservation corps can be contacted at [californialocalconservationcorps.org](http://californialocalconservationcorps.org) [inquiry@atpcommunitycorps.org](mailto:inquiry@atpcommunitycorps.org).

Direct contracting with the California Conservation Corps or a qualified community conservation corps without bidding is permissible provided that the implementing agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the implementing agency and the proposed conservation corps must be ~~included in the project application as supporting documentation~~ **provided to the Department.**

- Applicant's performance on past grants. This may include project delivery, project benefits (anticipated v. actual), and use of the California Conservation Corps or qualified community conservation corps (planned v. actual). Applications from agencies with documented poor performance records on past grants may be excluded from competing or may be penalized in scoring. (0 ~~or to~~ -10 points)

## 19. Project Evaluation Committee

Commission staff will form a multidisciplinary Project Evaluation Committee to assist in evaluating project applications. In forming the Project Evaluation Committee, staff will seek participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities, and will seek geographically balanced representation from state agencies, large MPOs, regional transportation planning agencies, local jurisdictions in small urban and rural areas, and non-governmental organizations. Priority for participation in the evaluation committee will be given to those who do not represent a project applicant, or will not benefit from projects submitted by others.

In reviewing and selecting projects to be funded with federal Recreational Trails program funds, the Commission **and/or Caltrans** staff will collaborate with the Department of Parks and Recreation to evaluate proposed projects.

MPOs, in administering a competitive selection process, must use a multidisciplinary advisory group, similar to the aforementioned Project Evaluation Committee, to assist in evaluating project applications.

## **V. Programming**

Following at least one public hearing, the Commission will adopt a program of projects for the Active Transportation Program, by April 1 of each odd numbered year. However, for the 2015 program, the deadline for programming is December 31, 2015. The Active Transportation Program must be developed consistent with the fund estimate and the amount programmed in each fiscal year must not exceed the amount identified in the fund estimate.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the Active Transportation Program, and the estimated total cost of the project. **In the case of a large project delivered in segments, include the total cost of the segment for which ATP funds are requested.** Project costs in the Active Transportation Program will include all ~~project support costs and all project listings will specify~~ costs for each of the following components: (1) ~~completion of all~~ permits and environmental studies; (2) ~~preparation of~~ plans, specifications, and estimates; (3) right-of-way ~~capital outlay;~~ (4) ~~support for right-of-way acquisition;~~ and (5) ~~4~~ construction ~~capital outlay;~~ and (6) ~~construction management and engineering, including surveys and inspection.~~ The cost of each project component will be listed in the Active Transportation Program no earlier than in the fiscal year in which the particular project component can be implemented.

When proposing to fund only preconstruction components for a project, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan ~~or the Caltrans interregional transportation strategic plan.~~

When project design, right-of-way or construction are programmed before the implementing agency completes the environmental process, updated cost estimates, updated analysis of the project's cost effectiveness, and updated analysis of the project's ability to further the goals of the program must be submitted to the Commission following completion of the environmental process. If this updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, future **ATP** funding for the project may be deleted from the program. For the MPO selected competitions, this information must be submitted to the MPO. It is the responsibility of the MPO to recommend that the project be deleted from the program if warranted.

The Commission will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of Active Transportation Program and other committed funding. The Commission will regard funds as committed when they are programmed by the Commission or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

If the program of projects adopted by the Commission does not program the full capacity identified in the fund estimate for a given fiscal year, the balance will remain available to advance programmed projects. Subject to the availability of federal funds, a balance not programmed in one fiscal year will carry over and be available for projects in the following fiscal year.

The intent of the Commission is to consolidate the allocation of federal funds to as few projects as practicable. Therefore, the smallest project may be designated, at the time of programming, for state-only funding.

## **VI. Allocations**

The Commission will consider the allocation of funds for a project when it receives an allocation request and recommendation from Caltrans in the same manner as for the STIP (see section 64 of the STIP guidelines). The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding.

Where the project is to be implemented by an agency other than the applicant, the allocation request must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.

The Commission will approve the allocation if the funds are available and the allocation is necessary to implement the project as included in the adopted Active Transportation Program.

In order to ensure the timely use of all program funds, the Commission will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension. Should requests for allocations exceed available capacity, the Commission will give priority to projects programmed in the current-year.

Allocation requests for a project in the MPO selected portion of the program must include a recommendation by the MPO.

In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds **for a non-infrastructure project or plan, or for design, right-of-way, or construction of an infrastructure project**, prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds, **other than for the environmental phase**, ~~for design, right-of-way, or construction of~~ **for** a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act. Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of National Environmental Policy Act review.

If an implementing agency requests an allocation of funds in an amount that is less than the amount programmed, the balance of the programmed amount may be allocated to a programmed project advanced from a future fiscal year. An MPO, in administering its competitive portion of the Active Transportation Program, must determine which projects to advance and make that recommendation to the Commission. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year.

**Any amount allocated for environmental may also be expended for design. In addition, a local agency may expend an amount allocated for environmental, design, right of way, or construction for another allocated project component, provided that the total expenditure shifted to a component in this way is not more than 20 percent of the amount actually allocated for either component. This means that the amount transferred by a local agency from one component to another may be no more than 20 percent of whichever of the components has received the smaller allocation from the Commission.**

## **VII. Project Delivery**

Active Transportation Program allocations must be requested in the fiscal year of project programming, and **construction allocations** are valid for award for six months from the date of allocation unless the Commission approves an extension. Applicants may submit and the Commission will evaluate extension requests in the same manner as for STIP projects (see section 66 of the STIP guidelines) except that extension to the period for project allocation and for project award will be limited to twelve months. Extension requests for a project in the MPO selected portion of the program must include a recommendation by the MPO, consistent with the preceding requirements.

If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

Whenever programmed funds are not allocated within the fiscal year they are programmed or within the time allowed by an approved extension, the project will be deleted from the Active Transportation Program. Funds available following the deletion of a project may be allocated to a programmed project advanced from a future fiscal year. An MPO, in administering its competitive portion of the Active Transportation Program, must determine which projects to advance and make that recommendation to the Commission. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year.

The implementing agency must enter into a cooperative agreement with Caltrans and, if the project is federally funded, obligate the federal funds within six months.

Funds allocated for project development or right of way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. After the award of a contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project. The implementing agency has six months after contract acceptance to make the final payment to the contractor or vendor, prepare the Final Report of Expenditures and submit the final invoice to Caltrans for reimbursement.

It is incumbent upon the implementing agency to develop accurate project cost estimates. If the amount of a contract award is less than the amount allocated, or if the final cost of a component is less than the amount **allocated awarded**, the savings generated will not be available for future programming.

Caltrans will track the delivery of Active Transportation Program projects and submit to the Commission a semiannual report showing the delivery of each project phase.

## 20. Federal Requirements

Unless programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering Active Transportation Program projects.

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.
- Project applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has signed a Categorical Exclusion, a Finding of No Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement.
- If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to Chapter 13, Right of Way, of the Local Assistance Procedures Manual.
- If the project applicant requires the consultation services of architects, landscape architects, land surveyors, or engineers, the procedures in the Chapter 10, Consultant Selection, of the Local Assistance Procedures Manual must be followed.
- Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications & Estimate, of the Local Assistance Procedures Manual
- Failure to comply with federal requirements may result in the repayment to the State of Active Transportation Program funds.

## 21. Design Standards

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans, **except that an agency may utilize other minimum safety design criteria if specific conditions are met, as described in Streets and Highways Code Section 891(b).** *Chapter 11, Design Standards, of the Caltrans Local Assistance Procedures Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects. ~~The chapter also describes design exception approval procedures, including the delegation of design exception approval authority to the City and County Public Works Directors for projects not on the state highway system. These standards and procedures, including the exception approval process, must be used for all Active Transportation Program projects.~~*

For capital projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume

responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

All facilities constructed using Active Transportation Program funds cannot revert to a non-Active Transportation Program use for a minimum of 20 years or its actual useful life as documented in the project application, whichever is less, without approval of the Commission.

## 22. Project Inactivity

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation Policy). Failure to do so will result in the project being deemed "inactive" and subject to deobligation if proper justification is not provided.

## 23. Project Reporting

As a condition of the project allocation, the Commission ~~will~~ requires the implementing agency to submit semi-annual reports on the activities and progress made toward implementation of the project and a final delivery report. An agency implementing a project in the MPO selected portion of the program must also submit copies of its semi-annual reports and of its final delivery report to the MPO. The purpose of the reports is to ensure that the project is executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project.

Within one year of the project becoming operable, the implementing agency must provide a final delivery report to the Commission which includes:

- The scope of the completed project as compared to the programmed project.
- Before and after photos documenting the project.
- The final costs as compared to the approved project budget.
- Its duration as compared to the project schedule in the project application.
- Performance outcomes derived from the project as compared to those described in the project application. This should include before and after pedestrian and/or bicycle counts, and an explanation of the methodology for conducting counts.
- Actual use of the California Conservation Corps or qualified community conservation corps as compared to the use **described** in the project application.

Please note that the final delivery report required by this section is in addition to the aforementioned Final Report of Expenditures.

For the purpose of this section, a project becomes operable when the construction contract is accepted or acquired equipment is received, or in the case of non-infrastructure activities, when the activities are complete.

Caltrans must audit a **selection sample** of Active Transportation Program projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement or approved amendments thereof; state and

federal laws and regulations; contract provisions; and Commission guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule and benefits described in the executed project agreement or approved amendments thereof. A report on the projects audited must be submitted to the Commission annually.

## **VIII. Roles And Responsibilities**

### **24. California Transportation Commission (Commission)**

The Commission responsibilities include:

- Adopt guidelines and policies for the Active Transportation Program.
- Adopt Active Transportation Program Fund Estimate.
- Evaluate, **score and rank** projects, including ~~the~~ **forming and facilitating** of the Project Evaluation Committee.
- **In consultation with Regional Agencies and Caltrans, recommend and** adopt a program of projects, including:
  - The statewide **component** of the Active Transportation Program,
  - The small urban & rural **component** of the Active Transportation Program, and
  - The MPO selected **component** of the program based on the recommendations of the MPOs.
  - Ensure that at least 25% of the funds benefit disadvantaged communities.
- **Post recommendations and final adopted list of approved projects on the Commission's website.**
- Allocate funds to projects.
- Evaluate and report to the legislature.

### **25. California Department of Transportation (Caltrans)**

Caltrans has the primary responsibility for the administration of the **adopted** Active Transportation Program. Responsibilities include:

- Provide statewide program and procedural guidance (i.e. provide project evaluation of materials and instructions), conduct outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups.
- Provide program training.
- Solicit project applications for the program.
- **Facilitate the Program Advisory Committee.**
- **Assist in** facilitating the Project Evaluation Committee.
- Perform eligibility **and deliverability** reviews of Active Transportation Program projects **and inform the Commission of any identified issues as they arise.**
- **Assist as needed to** evaluate **and score,** ~~and rank~~ applications.

- ~~• Recommend projects to the Commission for programming and allocation.~~
- Notify **successful** applicants of ~~the results~~ **their next steps** after each call for projects.
- **Recommend project allocations (including funding type) to the Commission.**
- Track and report on project implementation, **including project completion.**
- Audit a selection of projects
- Serve as the main point of contact in project implementation, including **administering the contract(s) for** the technical assistance resource center. ~~after notifying successful applicants of award.~~

## 26. Metropolitan Planning Organizations (MPOs) With Large Urbanized Areas

MPOs with large urbanized areas are responsible for overseeing a competitive project selection process in accordance with these guidelines. The responsibilities include:

- Ensure that at least 25% of the funds in each MPO **must** benefit disadvantaged communities.
- If using different project selection criteria or weighting, minimum project size **greater than \$500,000**, match requirement, or definition of disadvantaged communities for its competitive selection process, the MPO must obtain Commission approval prior to the MPO's call for projects. ~~Use of a minimum project size of \$500,000 or less, or of a different match requirement than in the statewide competitive program does not require prior Commission approval.~~
- If electing to have a supplemental MPO specific call for projects, the projects within the MPO boundaries that were not selected through the statewide competition must be considered along with those received in the supplemental call for projects. An MPO must notify the Commission of their intent to have a supplemental call no later than ~~May 21, 2014~~ **the application deadline.**
- In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a competitive selection process, an MPO must explain how the projects recommended for programming by the MPO include a broad spectrum of projects to benefit pedestrians and bicyclists. The explanation must include a discussion of how the recommended projects benefit students walking and cycling to school.
- An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may ~~defer~~ **delegate** its project selection to the Commission. An MPO ~~deferring~~ **delegating** its project selection to the Commission must notify the Commission ~~by May 21, 2014~~ **the application deadline**, and may not conduct a supplemental call for projects.
- ~~• Approve amendments to the MPO selected portion of the program prior to Commission approval. If electing to have a contingency list of projects to be amended into the program in the event a programmed project is delivered for less or fails, approve and recommend such amendments for Commission approval. This contingency list will be provided to the Commission and will be in effect only until the adoption of the next statewide program.~~

- Recommend allocation requests for a project in the MPO selected portion of the program.
- Determine which projects to advance and make that recommendation to the Commission.
- Submit an annual assessment of its portion of the program in terms of its effectiveness in achieving the goals of the Active Transportation Program.

In addition, the following statutory requirements apply specifically to the Southern California Association of Governments (SCAG):

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria. The criteria should include consideration of geographic equity, consistent with program objectives.
- SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG must obtain concurrence from the county transportation commissions.

## **27. Regional Transportation Planning Agencies (RTPAs) Outside an MPO with Large Urbanized Areas and MPOs without Large Urbanized Areas**

These Regional Transportation Planning Agencies and MPOs (**outside the nine large MPOs**) may make recommendations or provide input to the Commission regarding the projects within their boundaries that are applying for Active Transportation Program funding.

## **28. Project Applicant**

Project applicants nominate Active Transportation Program projects for funding consideration. If awarded Active Transportation Program funding for a submitted project, the project applicant (or partnering implementing agency if applicable) has contractual responsibility for carrying out the project to completion and complying with reporting requirements in accordance with federal, state, and local laws and regulations, and these guidelines.

For **infrastructure** capital projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

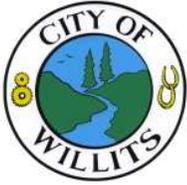
## **IX. Program Evaluation**

The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the "Project Reporting" section.

~~By December 31, 2014, the Commission will post on its website information about the initial program of projects, including a list of all projects programmed and allocated in each portion of the program, by region, and by project type, along with information on grants awarded to disadvantaged communities,~~

~~After 2014,~~ The Commission will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and timely use of funds, and will include a summary of its activities relative to the administration of the Active Transportation Program including:

- Projects programmed,
- Projects allocated,
- Projects completed to date by project type,
- Projects completed to date by geographic distribution,
- Projects completed to date by benefit to disadvantaged communities, and
- Projects completed to date with the California Conservation Corps or qualified community conservation corps.



Item No. **3b**

Meeting Date: **April 8, 2015**

### AGENDA SUMMARY REPORT

**To:** Honorable Mayor and Council Members

**From:** Adrienne Moore, City Manager

**Agenda Title:** DISCUSSION REGARDING GOVERNOR BROWN'S EXECUTIVE ORDER IMPLEMENTING STATEWIDE MANDATORY WATER REDUCTIONS

**Type:**  Presentation  Consent  Regular Agenda  Public Hearing  Urgent Time: 15 min.

**Summary of Request:** Last week, on April 1<sup>st</sup>, Governor Brown issued an executive order mandating statewide reductions in water use by 25% in response to California's ongoing drought. Early last year, after Mendocino County and the City of Willits had declared local drought emergencies, a statewide drought emergency was also declared. The order is applicable to "urban water usage", for which the City's water system falls below that definition.

Of most relevancy to the City, the executive order includes the following:

- Replace 50 million square feet of lawns throughout the state with drought tolerant landscaping in partnership with local governments;
- Direct the creation of a temporary, statewide consumer rebate program to replace old appliances with more water and energy efficient models;
- Prohibit new homes and developments from irrigating with potable water unless water-efficient drip irrigation systems are used, and ban watering of ornamental grass on public street medians.
- Calls on local water agencies to adjust their rate structures to implement conservation pricing, recognized as an effective way to realize water reductions and discourage water waste.
- Update standards for toilets and faucets and outdoor landscaping in residential communities and take action against communities that ignore these standards; and
- Making permanent monthly reporting of water usage, conservation and enforcement actions by local water suppliers.

The Governor's order also prioritizes state review and decision-making of water infrastructure projects and requires state agencies to report to the Governor's Office on any application pending for more than 90 days; simplifies the review and approval process for voluntary water transfers and emergency drinking water projects; and invests in new technologies to help make California more drought resilient by incentivizing promising new technology that will make California more water efficient through a new program administered by the California Energy Commission.

While it is not yet known how the new mandatory restrictions will be applied to the City, staff fully anticipates there will be some level of mandates imposed by the State Water Resources Control Board to the City. We will continue to monitor information as it becomes available and recommend any necessary Council action accordingly.

**Recommended Action:** Discussion item only; however, should it become apparent that some Council action is necessary; staff will recommend an amendment to the agenda.

**Fiscal Impact:** Unknown at this time.

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

**Council Action:**  Approved  Denied  Other: \_\_\_\_\_

**Records:**  Agreement  Resolution # \_\_\_\_\_  Ordinance # \_\_\_\_\_  Other \_\_\_\_\_

**Executive Department**  
State of California

**EXECUTIVE ORDER B-29-15**

**WHEREAS** on January 17, 2014, I proclaimed a State of Emergency to exist throughout the State of California due to severe drought conditions; and

**WHEREAS** on April 25, 2014, I proclaimed a Continued State of Emergency to exist throughout the State of California due to the ongoing drought; and

**WHEREAS** California's water supplies continue to be severely depleted despite a limited amount of rain and snowfall this winter, with record low snowpack in the Sierra Nevada mountains, decreased water levels in most of California's reservoirs, reduced flows in the state's rivers and shrinking supplies in underground water basins; and

**WHEREAS** the severe drought conditions continue to present urgent challenges including: drinking water shortages in communities across the state, diminished water for agricultural production, degraded habitat for many fish and wildlife species, increased wildfire risk, and the threat of saltwater contamination to fresh water supplies in the Sacramento-San Joaquin Bay Delta; and

**WHEREAS** a distinct possibility exists that the current drought will stretch into a fifth straight year in 2016 and beyond; and

**WHEREAS** new expedited actions are needed to reduce the harmful impacts from water shortages and other impacts of the drought; and

**WHEREAS** the magnitude of the severe drought conditions continues to present threats beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

**WHEREAS** under the provisions of section 8558(b) of the Government Code, I find that conditions of extreme peril to the safety of persons and property continue to exist in California due to water shortage and drought conditions with which local authority is unable to cope; and

**WHEREAS** under the provisions of section 8571 of the California Government Code, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of the drought.

**NOW, THEREFORE, I, EDMUND G. BROWN JR.**, Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, in particular Government Code sections 8567 and 8571 of the California Government Code, do hereby issue this Executive Order, effective immediately.

**IT IS HEREBY ORDERED THAT:**

1. The orders and provisions contained in my January 17, 2014 Proclamation, my April 25, 2014 Proclamation, and Executive Orders B-26-14 and B-28-14 remain in full force and effect except as modified herein.

**SAVE WATER**

2. The State Water Resources Control Board (Water Board) shall impose restrictions to achieve a statewide 25% reduction in potable urban water usage through February 28, 2016. These restrictions will require water suppliers to California's cities and towns to reduce usage as compared to the amount used in 2013. These restrictions should consider the relative per capita water usage of each water suppliers' service area, and require that those areas with high per capita use achieve proportionally greater reductions than those with low use. The California Public Utilities Commission is requested to take similar action with respect to investor-owned utilities providing water services.
3. The Department of Water Resources (the Department) shall lead a statewide initiative, in partnership with local agencies, to collectively replace 50 million square feet of lawns and ornamental turf with drought tolerant landscapes. The Department shall provide funding to allow for lawn replacement programs in underserved communities, which will complement local programs already underway across the state.
4. The California Energy Commission, jointly with the Department and the Water Board, shall implement a time-limited statewide appliance rebate program to provide monetary incentives for the replacement of inefficient household devices.
5. The Water Board shall impose restrictions to require that commercial, industrial, and institutional properties, such as campuses, golf courses, and cemeteries, immediately implement water efficiency measures to reduce potable water usage in an amount consistent with the reduction targets mandated by Directive 2 of this Executive Order.
6. The Water Board shall prohibit irrigation with potable water of ornamental turf on public street medians.
7. The Water Board shall prohibit irrigation with potable water outside of newly constructed homes and buildings that is not delivered by drip or microspray systems.

8. The Water Board shall direct urban water suppliers to develop rate structures and other pricing mechanisms, including but not limited to surcharges, fees, and penalties, to maximize water conservation consistent with statewide water restrictions. The Water Board is directed to adopt emergency regulations, as it deems necessary, pursuant to Water Code section 1058.5 to implement this directive. The Water Board is further directed to work with state agencies and water suppliers to identify mechanisms that would encourage and facilitate the adoption of rate structures and other pricing mechanisms that promote water conservation. The California Public Utilities Commission is requested to take similar action with respect to investor-owned utilities providing water services.

#### **INCREASE ENFORCEMENT AGAINST WATER WASTE**

9. The Water Board shall require urban water suppliers to provide monthly information on water usage, conservation, and enforcement on a permanent basis.
10. The Water Board shall require frequent reporting of water diversion and use by water right holders, conduct inspections to determine whether illegal diversions or wasteful and unreasonable use of water are occurring, and bring enforcement actions against illegal diverters and those engaging in the wasteful and unreasonable use of water. Pursuant to Government Code sections 8570 and 8627, the Water Board is granted authority to inspect property or diversion facilities to ascertain compliance with water rights laws and regulations where there is cause to believe such laws and regulations have been violated. When access is not granted by a property owner, the Water Board may obtain an inspection warrant pursuant to the procedures set forth in Title 13 (commencing with section 1822.50) of Part 3 of the Code of Civil Procedure for the purposes of conducting an inspection pursuant to this directive.
11. The Department shall update the State Model Water Efficient Landscape Ordinance through expedited regulation. This updated Ordinance shall increase water efficiency standards for new and existing landscapes through more efficient irrigation systems, greywater usage, onsite storm water capture, and by limiting the portion of landscapes that can be covered in turf. It will also require reporting on the implementation and enforcement of local ordinances, with required reports due by December 31, 2015. The Department shall provide information on local compliance to the Water Board, which shall consider adopting regulations or taking appropriate enforcement actions to promote compliance. The Department shall provide technical assistance and give priority in grant funding to public agencies for actions necessary to comply with local ordinances.
12. Agricultural water suppliers that supply water to more than 25,000 acres shall include in their required 2015 Agricultural Water Management Plans a detailed drought management plan that describes the actions and measures the supplier will take to manage water demand during drought. The Department shall require those plans to include quantification of water supplies and demands for 2013, 2014, and 2015 to the extent data is available. The Department will provide technical assistance to water suppliers in preparing the plans.

13. Agricultural water suppliers that supply water to 10,000 to 25,000 acres of irrigated lands shall develop Agricultural Water Management Plans and submit the plans to the Department by July 1, 2016. These plans shall include a detailed drought management plan and quantification of water supplies and demands in 2013, 2014, and 2015, to the extent that data is available. The Department shall give priority in grant funding to agricultural water suppliers that supply water to 10,000 to 25,000 acres of land for development and implementation of Agricultural Water Management Plans.
14. The Department shall report to Water Board on the status of the Agricultural Water Management Plan submittals within one month of receipt of those reports.
15. Local water agencies in high and medium priority groundwater basins shall immediately implement all requirements of the California Statewide Groundwater Elevation Monitoring Program pursuant to Water Code section 10933. The Department shall refer noncompliant local water agencies within high and medium priority groundwater basins to the Water Board by December 31, 2015, which shall consider adopting regulations or taking appropriate enforcement to promote compliance.
16. The California Energy Commission shall adopt emergency regulations establishing standards that improve the efficiency of water appliances, including toilets, urinals, and faucets available for sale and installation in new and existing buildings.

#### **INVEST IN NEW TECHNOLOGIES**

17. The California Energy Commission, jointly with the Department and the Water Board, shall implement a Water Energy Technology (WET) program to deploy innovative water management technologies for businesses, residents, industries, and agriculture. This program will achieve water and energy savings and greenhouse gas reductions by accelerating use of cutting-edge technologies such as renewable energy-powered desalination, integrated on-site reuse systems, water-use monitoring software, irrigation system timing and precision technology, and on-farm precision technology.

#### **STREAMLINE GOVERNMENT RESPONSE**

18. The Office of Emergency Services and the Department of Housing and Community Development shall work jointly with counties to provide temporary assistance for persons moving from housing units due to a lack of potable water who are served by a private well or water utility with less than 15 connections, and where all reasonable attempts to find a potable water source have been exhausted.
19. State permitting agencies shall prioritize review and approval of water infrastructure projects and programs that increase local water supplies, including water recycling facilities, reservoir improvement projects, surface water treatment plants, desalination plants, stormwater capture, and greywater systems. Agencies shall report to the Governor's Office on applications that have been pending for longer than 90 days.

20. The Department shall take actions required to plan and, if necessary, implement Emergency Drought Salinity Barriers in coordination and consultation with the Water Board and the Department of Fish and Wildlife at locations within the Sacramento - San Joaquin delta estuary. These barriers will be designed to conserve water for use later in the year to meet state and federal Endangered Species Act requirements, preserve to the extent possible water quality in the Delta, and retain water supply for essential human health and safety uses in 2015 and in the future.
21. The Water Board and the Department of Fish and Wildlife shall immediately consider any necessary regulatory approvals for the purpose of installation of the Emergency Drought Salinity Barriers.
22. The Department shall immediately consider voluntary crop idling water transfer and water exchange proposals of one year or less in duration that are initiated by local public agencies and approved in 2015 by the Department subject to the criteria set forth in Water Code section 1810.
23. The Water Board will prioritize new and amended safe drinking water permits that enhance water supply and reliability for community water systems facing water shortages or that expand service connections to include existing residences facing water shortages. As the Department of Public Health's drinking water program was transferred to the Water Board, any reference to the Department of Public Health in any prior Proclamation or Executive Order listed in Paragraph 1 is deemed to refer to the Water Board.
24. The California Department of Forestry and Fire Protection shall launch a public information campaign to educate the public on actions they can take to help to prevent wildfires including the proper treatment of dead and dying trees. Pursuant to Government Code section 8645, \$1.2 million from the State Responsibility Area Fire Prevention Fund (Fund 3063) shall be allocated to the California Department of Forestry and Fire Protection to carry out this directive.
25. The Energy Commission shall expedite the processing of all applications or petitions for amendments to power plant certifications issued by the Energy Commission for the purpose of securing alternate water supply necessary for continued power plant operation. Title 20, section 1769 of the California Code of Regulations is hereby waived for any such petition, and the Energy Commission is authorized to create and implement an alternative process to consider such petitions. This process may delegate amendment approval authority, as appropriate, to the Energy Commission Executive Director. The Energy Commission shall give timely notice to all relevant local, regional, and state agencies of any petition subject to this directive, and shall post on its website any such petition.

26. For purposes of carrying out directives 2–9, 11, 16–17, 20–23, and 25, Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division are hereby suspended. This suspension applies to any actions taken by state agencies, and for actions taken by local agencies where the state agency with primary responsibility for implementing the directive concurs that local action is required, as well as for any necessary permits or approvals required to complete these actions. This suspension, and those specified in paragraph 9 of the January 17, 2014 Proclamation, paragraph 19 of the April 25, 2014 proclamation, and paragraph 4 of Executive Order B-26-14, shall remain in effect until May 31, 2016. Drought relief actions taken pursuant to these paragraphs that are started prior to May 31, 2016, but not completed, shall not be subject to Division 13 (commencing with section 21000) of the Public Resources Code for the time required to complete them.
27. For purposes of carrying out directives 20 and 21, section 13247 and Chapter 3 of Part 3 (commencing with section 85225) of the Water Code are suspended.
28. For actions called for in this proclamation in directive 20, the Department shall exercise any authority vested in the Central Valley Flood Protection Board, as codified in Water Code section 8521, et seq., that is necessary to enable these urgent actions to be taken more quickly than otherwise possible. The Director of the Department of Water Resources is specifically authorized, on behalf of the State of California, to request that the Secretary of the Army, on the recommendation of the Chief of Engineers of the Army Corps of Engineers, grant any permission required pursuant to section 14 of the Rivers and Harbors Act of 1899 and codified in section 48 of title 33 of the United States Code.
29. The Department is directed to enter into agreements with landowners for the purposes of planning and installation of the Emergency Drought Barriers in 2015 to the extent necessary to accommodate access to barrier locations, land-side and water-side construction, and materials staging in proximity to barrier locations. Where the Department is unable to reach an agreement with landowners, the Department may exercise the full authority of Government Code section 8572.
30. For purposes of this Executive Order, chapter 3.5 (commencing with section 11340) of part 1 of division 3 of the Government Code and chapter 5 (commencing with section 25400) of division 15 of the Public Resources Code are suspended for the development and adoption of regulations or guidelines needed to carry out the provisions in this Order. Any entity issuing regulations or guidelines pursuant to this directive shall conduct a public meeting on the regulations and guidelines prior to adopting them.

31. In order to ensure that equipment and services necessary for drought response can be procured quickly, the provisions of the Government Code and the Public Contract Code applicable to state contracts, including, but not limited to, advertising and competitive bidding requirements, are hereby suspended for directives 17, 20, and 24. Approval by the Department of Finance is required prior to the execution of any contract entered into pursuant to these directives.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**I FURTHER DIRECT** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given to this Order.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 1<sup>st</sup> day of April 2015.

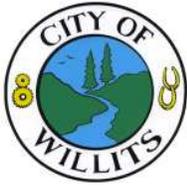
---

EDMUND G. BROWN JR.  
Governor of California

**ATTEST:**

---

ALEX PADILLA  
Secretary of State



111 E. COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490  
(707) 459-4601 TEL  
(707) 459-1562 FAX

**WILLITS CITY COUNCIL  
MINUTES  
WEDNESDAY, MARCH 11, 2015**

Mayor Burton called a regular meeting of the City Council to order at 6:30 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

**Roll Call:** Councilmembers Larry Stranske, Madge Strong, Holly Madrigal, Ron Orenstein, and Mayor Bruce Burton were present.

Also present were staff members: Adrienne Moore, City Manager; Jim Lance, City Attorney; Gerry Gonzalez, Police Chief; Rod Wilburn, Public Works Director; Susie Holmes, Finance Director; and Cathy Sanders, Deputy City Clerk.

**OFF AGENDA ITEM**

*(Amendment to agenda requires a 4/5<sup>th</sup> vote of the City Council)*

**Moved by Strong/Seconded by Madrigal and carried unanimously to add the following item to the agenda:**

**Public Works**

Adopt Resolution Accepting the Construction Completion of the Water Treatment Plant Improvements Project, Contract No. 2012-02, and Authorizing the Filing of the Notice of Completion

**2. PUBLIC COMMUNICATIONS**

Local Business Owners, Tom Mann and Pete Swanton expressed their interest in moving forward with the Alley Project, asking for the City's blessing. Ian Fitzpatrick informed the community of the upcoming WOWSER event that will be taking place on Saturday, March 21<sup>st</sup> at the Willits High School Auditorium. WOWSER will announce new plans to include "customer work for hire", opening a cafe inside the facility, extending hours of operation, and ways to create revenue.

**3A. INTRODUCTION OF MISS MENDOCINO COUNTY 2015 – SHYANNE DEMARCO**

Mayor Burton introduced Miss Mendocino, Shyanne DeMarco. Ms. DeMarco stated since being crowned Miss Mendocino she has been attending pageants in the surrounding area showing her support to other contestants, and meeting Miss California. Ms. DeMarco's upcoming events include, orientation week in May, Memorial Day Parade in Ukiah, and Willits' own Frontier Days Parade, and is looking forward to attending more events throughout her reign as Miss Mendocino.

**No action taken.**

**3B. UPDATE ON THE CITY'S EMERGENCY WATER SUPPLY PROJECT**

Rod Wilburn, Public Works Director reported the Groundwater Treatment Plant building is scheduled to start construction on Monday, and will take approximately 3 weeks to complete. The 401 Permit from the Regional Water Quality Control Board has been received.

**Public Comment:** None.

**No action taken.**

#### **4. CONSENT CALENDAR**

*The following item(s) are recommended for approval:*

- a. City Council Minutes:
  - February 11, 2015 – **Approved**
  - February 28, 2015 – **Approved**
  - March 5, 2015 –Special Meeting – **Approved**

**Moved by Madrigal/Seconded by Stranske and carried unanimously to approve Consent Calendar items (a).**

#### **5. INFORMATIONAL REPORTS**

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

- a. Disbursements Journal(s):
  - Warrant Nos. 25954-25957, Totaling \$98,502.65
  - (Warrant Nos. 25958-26022 – voided due to technological issues)
  - Warrant Nos. 26023-26087, Totaling \$544,250.18
- b. Building Inspection Activity Report(s) – February 2015
- c. Business License Activity Report – February 2015
- d. Water Consumption/Revenue Chart – February 2015
- e. Mid Year Financial Report for Fiscal Year 2014-2015  
(Presented during Council Workshop on March 2, 2015)

#### **6. RIGHT TO APPEAL**

None presented.

#### **7. COMMISSIONS, AGENCIES AND AUTHORITIES**

None presented.

#### **8A. CITY MANAGER REPORTS**

City Manager Moore reported that she and Finance Director Holmes attended the Redwood Empire Municipal Insurance Fund (REMIF) Special Board meeting to discuss REMIF as a whole becoming a self-funded insurance plan. This discussion will be revisited at their next board meeting, in hopes that they will take action; Councilmember Madrigal will be attending a presentation sponsored by the Agriculture & Business Coalition – a joint partnership with Mendocino County Farm Bureau, the Employers Council of Mendocino County, the North Coast Builders Exchange and the North Bay Association of Realtors regarding, “Economic Outlook 2015”, an overview of the domestic, state and local economy and an economic outlook for the year ahead, on Friday, March 13<sup>th</sup>; City Manager Moore, Public Works Director Wilburn, and Alan Falleri will be meeting with Mendocino Council of Governments (MCOG) to discuss submitting a grant application for Rails with Trails, the grant application will be submitted by the end of May; Ms. Moore will be attending the Redwood Empire Division of the League of California Cities quarterly meeting on March 20<sup>th</sup> in Cloverdale, along with Councilmember Madrigal; Monday March 2<sup>nd</sup> the City held part one of the Budget Planning Workshop, with the community vetting their own priorities. The City Council has also been given the task of coming up with their own priorities. Part 2 of the workshop will be held on Saturday, March 28<sup>th</sup> at the Willits Center for the Arts, from 9:00 a.m. to 12:00 p.m., moving right into the Public Hearing regarding the Initial Study for REACH.

**No action taken.**

## **9. DEPARTMENT RECOMMENDATIONS**

- a. Administration
  - City Clerk did not report.
  - Finance Director, Susie Holmes reported that Frank R. Howard Foundation is requesting that the City issue Bonds on their behalf in the amount of \$ 5 million dollars, to acquire better banking terms for the construction of the new Rural Health Clinic.
  - Human Resources did not report.
  - Legal - City Attorney Jim Lance informed the City Council that the trial between the City of Willits and Brooktrails Community Township will start on Friday, March 14<sup>th</sup>, with the jury to be chosen the following week.
- b. Public Safety
  - Police Chief Gonzalez informed the community of the passing of Larry Grafft, past employee of CAL FIRE. A Celebration of Life will be held in his honor on Saturday, March 14<sup>th</sup> at Recreation Grove Park @ 2:00 p.m. The Police Department will be putting out no parking signs along Lenore Street the night before to allow parking for CAL FIRE trucks.
- c. Community Development did not report.
- d. Public Works & Engineering
  - 1) Discussion and Possible Action Approving Plans and Specifications for Humboldt Street Rehabilitation Project, Phase II (Project No. 2015-01), and Authorize Advertisement for Bids

**Public Comment:** None.

**Moved by Stranske/Seconded by Orenstein and carried (4, with Madrigal recused) to approve Plans and Specifications for Humboldt Street Rehabilitation Project, Phase II (Project No. 2015-01), and authorize advertisement for bids.**

- 2) Adopt Resolution Accepting the Construction Completion of the Water Treatment Plant Improvements Project, Contract No. 2012-02, and Authorizing the Filing of the Notice of Completion

**Public Comment:** None.

**Moved by Strong/Seconded by Stranske and carried unanimously to adopt Resolution (No. 2015-05) Accepting the Construction Completion of the Water Treatment Plant Improvements Project, Contract No. 2012-02, and authorizing the filing of the Notice of Completion.**

- e. Water & Wastewater Systems
  - Public Works Director Wilburn reported the Flushing Program has been put on hold to complete other pressing projects.

## **10. CITY COUNCIL AND COMMITTEE REPORTS**

- a. Mendocino Council of Governments (MCOG) met and accepted the Human Services Transportation Plan proposal.
- b. Local Agency Formation Commission (LAFCo) met and voted in Carol Rosenberg as the alternate public board member to the LAFCo Board. Municipal Service Reviews (MSR) for the Mendocino County Fire Protection Districts, which include Leggett, Little lake Fire, Covelo, Long Valley, and Hopland were reviewed.
- c. Mendocino Transit Authority (MTA) met, introduced new members.

- d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) did not meet.
- e. Economic Development and Financing Corporation (EDFC) did not meet.
- f. League of California Cities did not meet. Next scheduled meeting is March 20<sup>th</sup> in Cloverdale.
- g. Water & Wastewater Systems Committee did not meet
- h. Revit-ED Committee did not meet.
- i. Finance Committee did not meet. Next scheduled meeting is March 28<sup>th</sup>.
- j. Ad Hoc Committees
  - Caltrans Bypass Project did not meet.
  - Solid Waste of Willits Franchise Agreement did not meet.
  - Solar Array Project did not meet.
  - Main Street Improvement did not meet.
  - Willits Center for the Arts did not meet.
- k. Other Committee Reports – no further reports.

**11. DISCUSSION AND POSSIBLE DIRECTION OR ACTION REGARDING THE FRANCHISE AGREEMENT WITH SOLID WASTE OF WILLITS (SWOW)**

*This item was pulled from the agenda due to the need for additional information; however will be on the next Council agenda.*

**Public Comment:** None.

***Continue Council Member Reports:***

Councilmember Madrigal reported on the Plastic Bag Ordinance, stating that SB270 is on hold and will be subject to voter approval come November 2015; Madrigal met with Kerri Lindecker, District Representative from Senator Mike McGuire’s Office and toured the bypass site with Tom Gunther from DeSilva Gates; Senator McGuire informed Ms. Madrigal that he has put funds into Prop 1 Funding for Mendocino County Water Projects; Councilmember Madrigal is interested in attending the 2015 Mayors and Council Members Executive Forum and Advanced Leadership Workshops in June.

**12. ENACTMENT OF ORDINANCES**

None presented.

**13. GOOD & WELFARE**

Councilmember Madrigal attended Women’s History Month Celebration in Ukiah. Councilmember Strong informed the public of the upcoming presentation by John Kurhy, Executive Director of Economic Development and Finance Corporation, regarding Local Social Impact Investing, to be held March 22<sup>nd</sup> at the Little Lake Grange. Councilmember Orenstein commented on attending the “Road Show” presented by the Mendocino County Museum.

*ADJOURNED TO CLOSED SESSION AT 7:52 P.M.*

**14. CLOSED SESSION NOTICE**

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUk CVG-1056037

Council reconvened to open session at 10:12 p.m., with no action to report from Closed Session.

**Moved by Stranske/seconded by Strong and carried unanimously to adjourn the meeting at 10:12 p.m.**

---

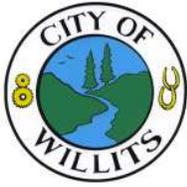
BRUCE BURTON, Mayor

ATTEST:

---

CATHY SANDERS, Deputy City Clerk

*COUNCIL MEETING RECORDINGS: City Council meetings are video recorded and broadcast live on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month on Public Access Channel 3 and rebroadcast on Saturday and Sunday at 5:00 p.m. on Government Channel 64. DVD's are available for check-out or may be purchased (with advance notice) for \$15.00 at City Hall.*



111 E. COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490  
(707) 459-4601 TEL  
(707) 459-1562 FAX

**WILLITS CITY COUNCIL  
SPECIAL MEETING MINUTES  
MONDAY, MARCH 23, 2015**

Mayor Burton called a special meeting of the City Council to order at 4:35 p.m., in Council Chambers.

**Roll Call:** Councilmembers Larry Stranske, Madge Strong, Holly Madrigal, Ron Orenstein, and Mayor Bruce Burton were present.

Also present were staff members: Adrienne Moore, City Manager; Rod Wilburn, Public Works Director; Susie Holmes, Finance Director/City Treasurer; and Cathy Sanders, Deputy City Clerk.

*ADJOURNED TO CLOSED SESSION AT 4:36 P.M.*

**2. CLOSED SESSION NOTICE**

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUK CVG-1056037

Council reconvened to open session at 6.05p.m., with no action to report from Closed Session

**3. ADJOURNMENT**

**Motion by Madrigal/ Seconded by Stranske to adjourn the Willits City Council Meeting of March 23, 2015, and to be continued on Tuesday, March 24, 2015**

---

BRUCE BURTON, Mayor

ATTEST:

---

CATHY SANDERS, Deputy City Clerk



111 E. COMMERCIAL STREET  
WILLITS, CALIFORNIA 95490  
(707) 459-4601 TEL  
(707) 459-1562 FAX

**WILLITS CITY COUNCIL  
SPECIAL ADJOURNMENT MEETING MINUTES  
TUESDAY, MARCH 24, 2015**

Mayor Burton called a special meeting of the City Council to order at 8:53 p.m., in Council Chambers.

**Roll Call:** Councilmembers Larry Stranske, Madge Strong, Holly Madrigal, Ron Orenstein, and Mayor Bruce Burton were present.

Also present were staff members: Adrienne Moore, City Manager; Rod Wilburn, Public Works Director; Susie Holmes, Finance Director/City Treasurer; and Cathy Sanders, Deputy City Clerk.

*ADJOURNED TO CLOSED SESSION AT 8:53 P.M.*

**2. CLOSED SESSION NOTICE**

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUk CVG-1056037

Council reconvened to open session at 9:57p.m., reporting out the action taken by the City Council to unanimously approve settlement terms in this matter, which will be recited on the record in open court on Wednesday, March 25<sup>th</sup>, at 8:30 a.m., before Judge Elliott Daum, Department 16, in Sonoma County Superior Court, Empire College Annex, 3035 Cleveland Avenue, Suite 200 Santa Rosa, CA.

**3. ADJOURNMENT**

**Mayor Burton adjourned the meeting at 9:58 p.m.**

---

BRUCE BURTON, Mayor

ATTEST:

---

CATHY SANDERS, Deputy City Clerk

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
26111	03/13/15	COUNTY OF MENDOCINO	4394 DAVIS CREEK MOA	4,961.40CR	522807	15-COW-01		P N H 503.5031.2061.012
26181	03/13/15	MENDOCINO COUNTY FAR	.09399 ECONOMIC OUTLOOK PRESE	40.00	522803	150313		P N H 100.1001.2105.000
26182	03/17/15	COUNTY OF MENDOCINO	223 PROPERTY TAX	327.36	522801	150306		P N H 100.1045.3010.000
26183	03/20/15	ANTHEM BLUE CROSS	627 MEDICAL INSURANCE	71,907.70	522802	492116B		P N H 690.231
26184	03/13/15	PETTY CASH	123 VOID CHECK	0.01	522804	1		P N H 100.1002.2055.000
26184	03/13/15	PETTY CASH	123 VOID CHECK	0.01CR	522805	1		P N H 100.1002.2055.000
				0.00	*CHECK TOTAL			
26185	03/20/15	JOHNSON/CHARLES	4802 K-9 AND LODGING	13,000.00	522806	150319		P M H 651.6510.2199.000
26186	03/24/15	MANNON, KING & JOHNS	4959 MEDIATION/BROOKTRAI	1,000.00	522800	150324		P M H 501.5017.6001.000
26187	03/27/15	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	350.00	522808	150327		P N H 690.237
26188	03/27/15	AFLAC	4036 125 PLAN POLICY PRE	1,316.28	522809	364298		P N H 690.246
26189	03/27/15	MASSMUTUAL RETIREMEN	4870 DEFERRED COMPENSATI	1,490.00	522810	150327		P N H 690.236
26190	03/27/15	PERS	256 EMPLOYER CONTRIBUT	23,279.64	522811	150327		P N H 690.229
26190	03/27/15	PERS	256 EMPLOYEE CONTRIBUTI	7,657.75	522811	150327		P N H 690.230
				30,937.39	*CHECK TOTAL			
26191	03/27/15	FORD MOTOR CREDIT CO	316 2015 FORD INTERCEP	11,463.23	522812	3950507		P N H 100.1022.2095.000
GENERAL CHECK FORM			TOTAL	126,870.56				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
26192	03/31/15	ANDERSON/STEVE	4427 LODGING	169.35	522733	150324		P N W 503.5031.2105.000
26192	03/31/15	ANDERSON/STEVE	4427 MILEAGE	218.50	522733	150324		P N W 503.5031.2105.000
26192	03/31/15	ANDERSON/STEVE	4427 BOOT ALLOWANCE	100.00	522733	150324		P N W 503.5031.2010.000
26192	03/31/15	ANDERSON/STEVE	4427 BOOT ALLOWANCE	100.00	522733	150324		P N W 503.5033.2010.000
				587.85	*CHECK TOTAL			
26193	03/31/15	AT&T	4123 DISPATCH PHONE	17.71	522783	6327003		P N W 100.1020.2015.000
26194	03/31/15	AT&T	4615 WATER	321.61	522753	150319		P N W 503.5030.2015.000
26195	03/31/15	AT&T MOBILITY	4253 POLICE	41.99	522784	03202015		P N W 100.1020.2015.000
26196	03/31/15	AUTO MART AUTO REPAI	4791 VEHICLE MAINT	354.57	522689	18378		P M W 501.5011.2041.000
26197	03/31/15	B & B INDUSTRIAL SUP	9 ANGLE IRON	21.95	522734	167199		P N W 501.5013.2041.000
26197	03/31/15	B & B INDUSTRIAL SUP	9 HOT FLAT BAR	109.02	522738	167570		P N W 503.5031.4003.038
				130.97	*CHECK TOTAL			
26198	03/31/15	BANK OF AMERICA	10 MEETING LUNCHEON/DINN	205.10	522699	150318		P N W 100.1001.2055.000
26198	03/31/15	BANK OF AMERICA	10 LODGING	426.24	522699	150318		P N W 100.1001.2081.030
26198	03/31/15	BANK OF AMERICA	10 TAMPING ROD	32.00	522699	150318		P N W 503.5031.4003.038
26198	03/31/15	BANK OF AMERICA	10 TRAINING LODGING	260.32	522699	150318		P N W 503.5033.2105.000
26198	03/31/15	BANK OF AMERICA	10 WATER PLANT INTERNET	49.99	522699	150318		P N W 503.5030.2015.000
26198	03/31/15	BANK OF AMERICA	10 LABOR LAW POSTERS	194.56	522699	150318		P N W 100.1005.2050.000
26198	03/31/15	BANK OF AMERICA	10 MARKER BOARD	85.32	522699	150318		P N W 100.1002.2055.000
26198	03/31/15	BANK OF AMERICA	10 FINANCE CHARGE REFUND	18.70CR	522699	150318		P N W 100.1003.2199.000
26198	03/31/15	BANK OF AMERICA	10 LAB SUPPLIES	130.88	522785	150318		P N W 100.1022.2101.031
26198	03/31/15	BANK OF AMERICA	10 FASTRAK DEPOSIT	25.00	522785	150318		P N W 100.1020.2105.000
26198	03/31/15	BANK OF AMERICA	10 BACKUP CAMERA UNIT 24	108.10	522785	150318		P N W 651.6510.2199.000
26198	03/31/15	BANK OF AMERICA	10 RECORDS SCANNER	396.46	522785	150318		P N W 651.6510.2199.000
26198	03/31/15	BANK OF AMERICA	10 THUMB DRIVES	86.39	522785	150318		P N W 651.6510.2199.000
26198	03/31/15	BANK OF AMERICA	10 SECURITY SYSTEM MONIT	183.75	522785	150318		P N W 651.6510.2199.000
				2,165.41	*CHECK TOTAL			
26199	03/31/15	BARCO PRODUCTS COMPA	4332 PET WASTE BAGS	707.60	522737	31500657		P M W 100.1050.2045.000
26200	03/31/15	BUD GARMAN CONSTRUCT	4769 EMERG WTR LINE WORK	1,080.00	522690	12-1021		P M W 503.5031.4003.038
26201	03/31/15	C. OVERAA & CO.	4515 WTP CONSTRUCTION	152,101.47	522692	BILLING 21		P M W 409.4090.4003.000
26202	03/31/15	CALIFORNIA ASSOCIATI	4543 CACEO MEMBERSHIP	125.00	522691	200000445		P N W 100.1011.2050.000
26202	03/31/15	CALIFORNIA ASSOCIATI	4543 MEMBERSHIP	75.00	522732	150313		P N W 100.1011.2050.000
				200.00	*CHECK TOTAL			
26203	03/31/15	CALIFORNIA BUILDING	4662 CALBO MEMBERSHIP	215.00	522696	150317		P N W 100.1015.2050.000
26204	03/31/15	CANON SOLUTIONS AMER	4784 COPER USAGE	42.87	522697	4015330513		P N W 503.5033.2055.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
26205	03/31/15	CEB	4280 LEGAL UPDATES	233.88	522764	10375170		P N W 100.1004.2050.000
26206	03/31/15	CHEVRON USA, INC.	27 FUEL	218.59	522787	43850580		P N W 100.1022.2044.000
26207	03/31/15	COMCAST	4575 CITY HALL INTERNET	128.90	522695	150304		P N W 100.1003.2041.000
26208	03/31/15	COREY/TIMOTHY K	4265 SOFTWARE SUPPORT	125.00	522694	10826		P M W 100.1042.2041.000
26209	03/31/15	COUNTY OF MENDOCINO	197 PROP TAX ADMIN SVCS	4,891.26	522728	1503		P N W 100.1002.2084.000
26209	03/31/15	COUNTY OF MENDOCINO	197 COURT/STATE PARKING FE	87.50	522786	150316		P N W 100.1020.2081.030
				4,978.76	*CHECK TOTAL			
26210	03/31/15	COUNTY OF MENDOCINO	4394 DAVIS CREEK MOA	627.35	522698	15-COW-01		P N W 503.5031.2061.012
26211	03/31/15	COUNTY OF MENDOCINO	4961 PLANNING SERVICES	13,903.72	522765	WC_2015-1		P N W 100.1010.2081.030
26212	03/31/15	EBA ENGINEERING INC	3985 2015 UST MONITORING	407.25	522701	27516		P N W 201.2011.2081.030
26212	03/31/15	EBA ENGINEERING INC	3985 2015 UST MONITORING	144.75	522702	27515		P N W 201.2011.2081.030
				552.00	*CHECK TOTAL			
26213	03/31/15	EEL RIVER FUELS	28 FUEL	868.50	522700	382090		P N W 100.125
26213	03/31/15	EEL RIVER FUELS	28 DIESEL FUEL	397.26	522757	384266		P N W 100.126
26213	03/31/15	EEL RIVER FUELS	28 FUEL	1,002.22	522758	384267		P N W 100.125
26213	03/31/15	EEL RIVER FUELS	28 HYDROLIC FLUID	77.74	522759	384309		P N W 501.5013.2041.000
26213	03/31/15	EEL RIVER FUELS	28 OIL	117.20	522760	384299		P N W 501.5013.2041.000
				2,462.92	*CHECK TOTAL			
26214	03/31/15	FISHER WIRELESS	4105 PD RADIO MAINT APRI	1,266.30	522788	1558		P N W 100.1020.2041.000
26215	03/31/15	GARTON TRACKTOR INC	4935 MOWER MNTC	159.33	522704	CU16790		P N W 100.1050.2041.000
26216	03/31/15	GEARY, SHEA, ODONNEL	4721 BROOKTRAILS LEGAL	63,691.87	522767	39003		P M W 501.5017.6001.000
26217	03/31/15	GHD INC.	4697 ENGR & REGULATORY A	1,940.44	522703	88907		P M W 100.1004.2081.030
26217	03/31/15	GHD INC.	4697 WETLANDS MITIGATION	212.00	522735	90143		P M W 501.5013.2061.012
26217	03/31/15	GHD INC.	4697 BROOKTRAILS LEGAL	14,721.00	522766	90142		P M W 501.5017.6001.000
				16,873.44	*CHECK TOTAL			
26218	03/31/15	GIBBENS & ASSOCIATES	.09396 SHIPPING	13.00	522731	150320		P N W 100.1015.2050.000
26219	03/31/15	GOLDEN STATE OVERNIG	4728 EVIDENCE SHIPPING	13.16	522789	2750711		P N W 100.1022.2101.031
26220	03/31/15	HERMAN/SCOTT	4735 MILEAGE	103.50	522706	150325		P N W 503.5031.2105.000
26220	03/31/15	HERMAN/SCOTT	4735 PER DIEM	80.00	522706	150325		P N W 503.5033.2105.000
				183.50	*CHECK TOTAL			
26221	03/31/15	HOLMES/SUSAN	4894 LUNCH MEETING	35.00	522705	150223		P N W 100.1001.2081.030

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
26222	03/31/15	I B E W	255 EMPLOYEE CONTRIBUTION	443.05	522736	150327		P N W 690.235
26223	03/31/15	JAY'S ENGRAVING &	4957 ENG STAMP MANNATT/WILB	44.86	522707	38525		P N W 100.1042.2041.000
26223	03/31/15	JAY'S ENGRAVING &	4957 ENG STAMP MANNATT/WILB	44.86	522707	38525		P N W 100.1040.2055.000
				89.72	*CHECK TOTAL			
26224	03/31/15	JDS	4324 PARKING CITATION ADMI	100.00	522790	5232		P N W 100.1020.2081.030
26225	03/31/15	KILLION/FRED	4607 JANITORIAL	130.00	522708	PW&ENG14/15-09		P M W 100.1042.2081.030
26225	03/31/15	KILLION/FRED	4607 JANITORIAL	130.00	522708	PW&ENG14/15-09		P M W 100.1040.2081.030
26225	03/31/15	KILLION/FRED	4607 CITY HALL JANITORIAL	800.00	522754	150326		P M W 100.1016.2061.020
				1,060.00	*CHECK TOTAL			
26226	03/31/15	LEIGHTON STONE CORP	4960 VALVE	124.40	522755	1098646		P N W 503.5031.2041.000
26227	03/31/15	LELER/ROBIN	.09394 CANDIDATE STMT REFUND	434.47	522709	150303		P N W 100.1006.2081.030
26228	03/31/15	MADRIGAL/HOLLY	.09398 MILEAGE	644.00	522799	150331		P N W 501.5017.6001.000
26228	03/31/15	MADRIGAL/HOLLY	.09398 PER DIEM	72.00	522799	150331		P N W 501.5017.6001.000
				716.00	*CHECK TOTAL			
26229	03/31/15	MANNON, KING & JOHNS	4959 MEDIATION SERVICES	1,000.00	522739	150325		P M W 501.5017.6001.000
26230	03/31/15	MARTIN'S ELECTRIC	4795 PLANT EQUIP MNTC	1,699.72	522740	19873		P N W 501.5013.2041.000
26231	03/31/15	MEAD & HUNT INC	4031 AIRPORT ALP UPDATE	1,962.85	522768	250556		P N W 500.5001.2081.030
26231	03/31/15	MEAD & HUNT INC	4031 REACH ENVIRON STUDY	1,372.50	522769	250557		P N W 100.1010.2061.020
				3,335.35	*CHECK TOTAL			
26232	03/31/15	MEDORA CORPORATION	4762 SOLAR BEE LEASE	2,724.75	522761	75817		P N W 503.5033.2095.000
26233	03/31/15	MENDOCINO CONST SERV	714 AUX DRIVEWAY WTP	4,400.00	522741	2392		P N W 503.5033.2045.000
26233	03/31/15	MENDOCINO CONST SERV	714 MONICA & MARGIE LN	6,318.25	522770	2383		P N W 100.1011.2101.045
				10,718.25	*CHECK TOTAL			
26234	03/31/15	MENDOCINO JANITORIAL	4255 JANITORIAL SERVICES	1,100.00	522710	706153		P M W 100.1016.2061.020
26235	03/31/15	NATIONAL METER & AUT	4196 WATER METER	1,193.47	522712	S1059616.001		P N W 503.5031.2041.000
26236	03/31/15	NORTH COAST CLAIMS C	.09395 BUSINESS LIC FEE REFUN	21.00	522711	12		P N W 100.1003.6650.000
26237	03/31/15	P G & E COMPANY	114 ENGINEERING	57.00	522730	150316		P N W 100.1042.2110.000
26237	03/31/15	P G & E COMPANY	114 PARKS	147.08	522730	150316		P N W 100.1050.2110.000
26237	03/31/15	P G & E COMPANY	114 SEWER	26.90	522730	150316		P N W 501.5013.2110.000
26237	03/31/15	P G & E COMPANY	114 WATER	20.83	522730	150316		P N W 503.5033.2110.000
26237	03/31/15	P G & E COMPANY	114 PUBLIC WORKS	57.00	522730	150316		P N W 100.1040.2110.000
				308.81	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
26238	03/31/15	PACE SUPPLY CORP	12 METER BOXES	331.30	522743	22688814		P N W 503.5031.2041.000
26238	03/31/15	PACE SUPPLY CORP	12 METER BOXES	31.96	522744	22688814-1		P N W 503.5031.2041.000
26238	03/31/15	PACE SUPPLY CORP	12 READER	81.42	522745	22688814-2		P N W 503.5031.2041.000
26238	03/31/15	PACE SUPPLY CORP	12 GASKET	257.38	522746	22693104		P N W 503.5031.4003.038
26238	03/31/15	PACE SUPPLY CORP	12 MEGA LUG	88.99	522747	22695501		P N W 503.5031.4003.038
26238	03/31/15	PACE SUPPLY CORP	12 ADAPTER	51.90	522748	22699077		P N W 503.5031.2041.000
26238	03/31/15	PACE SUPPLY CORP	12 WATER MNTC	27.83	522749	22714167		P N W 503.5031.2041.000
				870.78	*CHECK TOTAL			
26239	03/31/15	PACIFC COAST SEED IN	4958 WETLAND SEED MIX	2,129.02	522714	15-13981-B		P N W 501.5013.2081.030
26240	03/31/15	PACIFIC METAL BUILDI	4962 BALL FIELDS SHADE STR	439.00	522797	150331		P N W 100.1050.2101.045
26241	03/31/15	PACIFIC TELEMANGEME	4767 AIRPORT PAY PHONE	50.00	522762	736511		P M W 500.5001.2110.000
26242	03/31/15	PITNEY BOWES	125 POSTAGE METER LEASE	474.53	522729	7227994-MR15		P N W 100.1002.2095.000
26243	03/31/15	PITNEY BOWES	4507 POSTAGE	655.00	522715	150311		P N W 100.1002.2055.000
26243	03/31/15	PITNEY BOWES	4507 POSTAGE	370.99	522742	150318		P N W 100.1002.2055.000
				1,025.99	*CHECK TOTAL			
26244	03/31/15	PROFLAME	96 PROPANE	239.19	522713	522526		P N W 501.5013.2110.000
26245	03/31/15	RAMMING/TIM	127 BID MATERIALS	389.68	522717	3085		P M W 207.2070.4003.002
26245	03/31/15	RAMMING/TIM	127 POSTCARDS/POSTERS	89.74	522718	3088		P M W 600.601
26245	03/31/15	RAMMING/TIM	127 JUNIOR OFFICER STICKE	239.78	522791	3109		P M W 651.6510.2199.000
				719.20	*CHECK TOTAL			
26246	03/31/15	READY SET GO SERVICE	4865 ROPS CONSULTING SVC	1,326.75	522716	1502001		P M W 265.2650.2081.030
26247	03/31/15	SCHULZ CONSTRUCTION	4638 ANCHOR BOLTS SUPPL/IN	260.00	522750	150219		P M W 503.5031.4003.038
26248	03/31/15	SHN CONSULTING	1673 PROFESSIONAL SERVICES	200.00	522719	84821		P M W 503.5031.4003.038
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	1,533.40	522771	6034		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	490.45	522772	6035		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	639.70	522773	6038		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	448.10	522774	6039		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	394.55	522775	6042		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	924.25	522776	6043		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	1,163.25	522777	6045		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	1,130.55	522778	6047		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	1,801.00	522779	6050		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	728.05	522780	6052		P M W 501.5017.6001.000
26249	03/31/15	SIMSON/LUEL J.	4482 BROOKTRAILS LEGAL	1,557.80	522781	6053		P M W 501.5017.6001.000
				10,811.10	*CHECK TOTAL			
26250	03/31/15	STATE OF CALIFORNIA	843 DUI ANALYSIS FEB 2015	105.00	522792	89239		P N W 100.1020.2061.014

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
26251	03/31/15	THE TRAVEL CENTERS	.09397 AIRFARE	430.40	522793	8G4ICS		P N W 651.6510.2199.000
26252	03/31/15	TOSHIBA	4263 CITY HALL COPIER USAG	555.01	522720	274035302		P N W 100.1002.2095.000
26252	03/31/15	TOSHIBA	4263 PLANNING COPIER USAGE	39.14	522720	274035302		P N W 100.1010.2055.000
26252	03/31/15	TOSHIBA	4263 CODE ENF COPIER USAGE	39.14	522720	274035302		P N W 100.1011.2055.000
26252	03/31/15	TOSHIBA	4263 BUILDING COPIER USAGE	39.14	522720	274035302		P N W 100.1015.2055.000
26252	03/31/15	TOSHIBA	4263 COPIER USAGE	39.14	522720	274035302		P N W 265.2650.2055.000
				711.57	*CHECK TOTAL			
26253	03/31/15	UKIAH AUTO DISMANTLE	4882 VEHICLE ABATEMENT	775.00	522794	150312		P N W 100.1020.6001.000
26254	03/31/15	UKIAH PAPER SUPPLY I	164 JANITORIAL SUPPLIES	202.25	522721	438877		P N W 600.601
26254	03/31/15	UKIAH PAPER SUPPLY I	164 JANITORIAL SUPPLIES	455.96	522722	439137		P N W 100.1016.2025.000
26254	03/31/15	UKIAH PAPER SUPPLY I	164 CREDIT RETURN	170.75CR	522723	439138		P N W 600.601
				487.46	*CHECK TOTAL			
26255	03/31/15	UNITED PARCEL SERVIC	165 SHIPPING	3.59	522782	958793135		P M W 409.4090.2055.000
26255	03/31/15	UNITED PARCEL SERVIC	165 SHIPPING	3.59	522782	958793135		P M W 409.4090.2055.000
26255	03/31/15	UNITED PARCEL SERVIC	165 SHIPPING	22.51	522782	958793135		P M W 503.5031.2041.000
				29.69	*CHECK TOTAL			
26256	03/31/15	VERIZON WIRELESS	4828 PUBLIC WORKS	1.22	522724	9742310367		P N W 100.1040.2015.000
26256	03/31/15	VERIZON WIRELESS	4828 CODE ENFORCEMENT	7.29	522724	9742310367		P N W 100.1011.2015.000
26256	03/31/15	VERIZON WIRELESS	4828 SEWER	59.22	522724	9742310367		P N W 501.5013.2015.000
26256	03/31/15	VERIZON WIRELESS	4828 WIFI HOTSPOT	38.01	522724	9742310367		P N W 100.1003.2055.000
				105.74	*CHECK TOTAL			
26257	03/31/15	W P O A	262 EMPLOYEE CONTRIBUTION	973.94	522751	150327		P N W 690.234
26258	03/31/15	WELLS FARGO EQUIPMEN	4677 INTEREST	266.92	522726	10035920		P N W 501.5011.3002.000
26258	03/31/15	WELLS FARGO EQUIPMEN	4677 PRINCIPAL	4,297.56	522726	10035920		P N W 501.5011.3001.000
				4,564.48	*CHECK TOTAL			
26259	03/31/15	WESTAMERICA BANK	4161 PRINCIPAL PW BUILDI	3,598.98	522756	150322		P N W 100.1098.3001.000
26259	03/31/15	WESTAMERICA BANK	4161 INTEREST PW BUILDING	193.16	522756	150322		P N W 100.1098.3002.000
26259	03/31/15	WESTAMERICA BANK	4161 PRINCIPAL TV TRUCK	4,013.90	522798	150326		P N W 501.5011.3001.000
26259	03/31/15	WESTAMERICA BANK	4161 INTEREST TV TRUCK	296.89	522798	150326		P N W 501.5011.3002.000
				8,102.93	*CHECK TOTAL			
26260	03/31/15	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	20.00	522752	150327		P N W 690.248
26261	03/31/15	WILSON/BILL	4363 MILEAGE	218.50	522763	150318		P N W 503.5031.2105.000
26261	03/31/15	WILSON/BILL	4363 LODGING	169.35	522763	150318		P N W 503.5031.2105.000
26261	03/31/15	WILSON/BILL	4363 PER DIEM	80.00	522763	150318		P N W 503.5031.2105.000
				467.85	*CHECK TOTAL			
26262	03/31/15	WRIGHT/ANDREW	4525 TOWN HALL MTG DVD	15.00	522727	70		P M W 100.1002.2055.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM						
26263	03/31/15	YOKUM'S BODY SHOP/JI	640 VEHICLE MAINT	1,918.56	522795	3293		P M W 100.1022.2044.000
26263	03/31/15	YOKUM'S BODY SHOP/JI	640 VEHICLE MAINT	626.78	522796	3359		P M W 100.1022.2044.000
				2,545.34	*CHECK TOTAL			
		GENERAL CHECK FORM						
			TOTAL	326,382.72				



**CITY OF WILLITS**  
**BUILDING AND SAFETY**  
111 E. Commercial St. Willits, Ca. 95490  
(707) 459-7122

**DATE:**

**TO:**

**Mendocino County Assessor**  
**Att: Joe**  
**501 Low Gap Rd., 1020**  
**Ukiah, CA. 95482**

**FROM:**

**Building Department, City of Willits**

**RE:**

**Permit Completion for Month of March, 2015**

PARCEL#	WORK DONE	ADDRESS	VALUE	DATE	PERMIT #
<b>The following permits were issued.</b>					
006-023-39	HVAC replacement	408 Coast St.	\$2500.00	3/05/15	8328
005-181-09	272 sq.ft. bedroom addition	40 North St.	19,040.00	3/05/15	8329
007-232-18	Const. 1808 sq. ft. SFD	270 Haehl Creek Ct.	257,920.00	3/05/15	8330
006-110-14	Tearoff reroof	363 Ft. Bragg Rd.	2,500.00	3/09/15	8331
006-074-05	Replace elect. service panel	52 W. Oak St.	1,000.00	3/11/15	8332
005-160-31	Const. 528 sq. ft. detached garage	12 Northbrook Way	26,400.00	3/11/15	8333
005-201-11	Demolish fire damage	52 Creekside Ct.	20,000.00	3/12/15	8334
007-232-09	Const. new 1808 sq.ft. SFD	180 Haehl Creek Ct.	257,920.00	3/12/15	8335
005-222-11	Const. patio roof	42 S. Main St.	4,000.00	3/13/15	8336
006-072-25&26	Overlay reroof	401-427 McKinley St.	8,000.00	3/18/15	8337
005-091-23	Tearoff reroof, replace windows	92 Northbrook Way	5,000.00	3/23/15	8338
006-110-23	120 sq.ft. room addition	325 Ft. Bragg Rd.	11,000.00	3/23/15	8339
005-149-03,06,09	Demolish burned building	255 E. Commercial St.	32,000.00	3/24/15	8340
006-046-42	Tenant improvements	393B S. Main St.	6,500.00	3/25/15	8341
007-110-05	Demolish illegal storage buildings	1484 S. Main St.	2,500.00	3/26/15	8342

<b>COMPLETED PROJECTS</b>					
005-141-01	Remodel retail space	101 N. Main St.	\$31,500.00	7/17/14	8263
005-141-01	Commercial storage remodel	101 N. Main St.	10,500.00	2/04/15	8319
005-201-11	Demolish fire damage	52 Creekside Ct.	20,000.00	3/12/15	8334
005-130-18	Relocate engineered metal building	307 E. Commercial St.	231,250.00	10/07/14	8286
006-072-25&26	Overlay reroof	401-427 McKinley St.	8,000.00	3/18/15	8337
007-232-15	Const. 2046 sq.ft. SFD	240 Haehl Creek Ct.	301,410.00	10/14/14	8291
006-074-05	Replace elect. service panel	52 W. Oak St.	1,000.00	3/11/15	8332
006-110-14	Tearoff reroof	363 Ft. Bragg Rd.	2,500.00	3/09/15	8331
006-076-09	Repair vehicle damaged walls	515S. Main St.	7,500.00	2/10/15	8320
005-181-09	Const. 272 sq.ft. room addition	40 North St.	19,040.00	3/05/15	8329
007-232-52	Const 2724 sq.ft. SFD	414 Grove St.	374,250.00	9/24/14	8275
005-150-49	Replace elect. service panel	39 Mill Creek Dr.	1,000.00	2/19/15	8324

---

**John Sherman**  
**City of Willits Building Inspector**



## COUNCIL GOALS

March 28, 2015

### OVERVIEW

---

On March 28, 2015, the Council held a goal-setting workshop as part of the 2015-16 Budget process in answering the question: what are the most important, highest priority things for the City to accomplish over the next two years? Before setting goals, the Council held a Community Workshop where it considered the status of current goals and the City's fiscal situation along with input from the community on top community priorities.

In providing direction for preparation of the 2015-16 Budget, the Council considered twelve goals that were then organized into three priority categories: major City goals; other important objectives; and address as resources permit.

**❶ Major City Goals.** These represent the most important, highest priority goals for the City to accomplish over the next two years, and as such, resources to accomplish them should be included in the 2015-16 Budget. Detailed work programs will be prepared for all Major City Goals and presented in the Preliminary Budget. The City Manager must provide compelling reasons and justification if resources cannot be made available in the Preliminary Budget for these Major City Goals.

**❷ Other Important Objectives.** Goals in this category are important for the City to accomplish, and resources should be made available in the 2015-16 Budget if at all possible.

**❸ Address As Resources Permit.** While it is desirable to further consider and address these goals, doing so over the next two years is subject to current resource availability.

### FISCAL INTEGRITY: FUNDAMENTAL FOUNDATION

---

In considering top priorities for the next two years, the Council adopted the following overarching goal:

*Maintaining the City's fiscal integrity is fundamental to the City's mission and is an overarching goal that is the foundation of all other goals.*

The goals set by the Council are presented below organized by priority category.

#### ❶ MAJOR CITY GOALS

---

**Planning for "Post Bypass" Willits.** Develop and begin implementing a comprehensive public improvement and economic development plan anticipating changes when the bypass is completed, focusing first on Main Street and downtown but eventually considering other areas of the City; identify the scope of improvements Caltrans will implement with the relinquishment of Main Street; assess the likely effects of decreased traffic on businesses (and tax revenue); continue working with the Main Street Merchants group and the Chamber of Commerce; work with Caltrans and property owners near bypass interchanges to site, design and install signage

## Council Goals

informing travelers of Willits services, events and the convenience of access; and identify specific projects for improving the streetscape, circulation, public safety and infrastructure, as well as possible business assistance programs.

**Water Security: Water Supply, Infrastructure and Conservation.** Complete the Emergency System and the environmental assessment for its full integration into the city water system; forecast future water demand; identify existing supply capacity and assess possible additional supply options; identify and implement measures to protect the Little Lake aquifer from over use or encroachment by outside agencies. Implement high priority infrastructure projects including the Main Street water line and 3,000,000 gallon tank relining. Concurrently, develop and implement a comprehensive water conservation program for residents and businesses, and assess the feasibility of City-sponsored programs related to water efficiency.

**Brown's Corner Intersection Improvements.** Continue working with Caltrans to design and implement improvements to the Brown's Corner intersection, including the possibility of a round-about.

### ② OTHER IMPORTANT OBJECTIVES

---

**Comprehensive of Assessment of Circulation Needs.** Assess circulation needs, including for instance: the Baechtel Road/Railroad connection and westside north/south connection, etc.

**Assess the Formation of a New Parks and Recreation Special District.** Prepare an assessment of the requirements and process for forming a new special district extending beyond the city limits that would help fund improvements, maintenance and management of a variety of recreation and related facilities and services; if deemed desirable and feasible, identify the City's possible roles in facilitating formation of such a district.

**Job Retention and Creation.** Prepare an economic development plan for retaining and attracting job-creating businesses appropriate to Willits; consider specifically appropriate and adequate zoning, permit expediting and the City's possible role in supporting entrepreneurial mentoring and financing for start-ups and expansions.

**Bicycle and Pedestrian Trail System.** Review the bicycle and pedestrian master plan and update to assess appropriate public access to the City-owned watershed lands as well as connections to the wastewater plant site; apply for additional transportation-related grants for the railroad right-of-way and other locations; the plan update should include specific implementation projects and coordination with other agencies.

### ③ ADDRESS AS RESOURCES PERMIT

---

**Organizational Assessment.** Continue to evaluate the City's organizational needs balanced within the City's budget in order to improve both efficiency and delivery of services; consider hiring a grants staff person or contractor to more effectively identify and apply for extra-local funding for City projects and programs.

## Council Goals

**Support Completion of the Bypass.** Support the bypass project and work to ensure that the potential benefits to the local community from this project are realized to the maximum extent possible.

**Planning for a Well-Rounded Community.** Identify those City services – in addition to police, water, wastewater and public works – that contribute to the quality of life for families, businesses and their employees, seniors and others; develop a plan for identifying priorities and for realistically providing for such services within the City’s financial and staffing capacities. (Note: see proposed goal re: new parks and recreation special district that seeks to examine the feasibility of an extra-local funding source for some of these services.)

**Emergency Planning and Stockpiling of Essential Supplies.** Continue to work with the relevant public agencies involved in emergency planning and preparedness; assess the City’s possible roles in supporting the stockpiling of food and other supplies in case of natural disasters or other emergencies.

**Community Energy Self-Sufficiency.** Conduct an energy audit of City-owned facilities and identify opportunities for feasible improvements for both efficiency and solar technologies; work with public utility companies to develop a public information program for energy conservation; investigate the scope and costs of a public information program for both residents and businesses encouraging clean energy options, including solar.

## NEXT STEPS

---

As part of the Preliminary Budget, which will be issued in May 2015, the Council will consider detailed work programs for each of the Major City Goals in order to:

- Define and scope the adopted goal.
- Ensure that there is a clear understanding of the goal so appropriate resources are allocated, and progress can be measured in achieving it.

This is especially important in the case of objectives where fully achieving the goal is likely to extend beyond the one-year Budget and two-year goal setting period. However, the City can measure progress and success in accomplishing the goal by clearly defining the specific actions it plans to take over the next two years; and its resource allocation over the coming year via the budget process.

The work program for each Major City Goal should discuss the existing situation; work already completed to-date on the goal; challenges the City is likely to face in achieving the goal; key stakeholders and assumptions; an “action plan” detailing specific tasks and due dates over the next two years; and the financial and staff resources that will be required to accomplish these tasks.

Formal approval of the Major City Goal work programs will occur with budget adoption in June 2015. Accordingly, it is important to stress that goals identified at the March 28, 2015 workshop reflect the start of the budget process, not the end. They are subject to change during that process and even afterwards as progress is reported.