

TOWN OF FAIRFAX

STAFF REPORT

TO: Mayor, Members of the Town Council **DATE:** April 3, 2013

FROM: Garrett Toy, ^{GT} Town Manager

SUBJECT: Discussion and consideration of potential projects for the State Department of Parks and Recreation grant funding and adoption of resolutions authorizing the grant submittal

Recommendation

- 1) Adopt resolution approving the applicant to apply for grant funds for the Per Capita Grant program under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002.
- 2) Adopt resolution approving the applicant to apply for grant funds for the Roberti-Z'Berg-Harris Block Grant Program under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002.

Discussion

The Council had previously received a commitment of grant funding from the California Department of Parks and Recreation for two grants: \$104,600 from the Per Capita grant program and \$19,900 from the Roberti-Z'Berg-Harris (RZH) block grant program. The project originally designated to receive the combined grant funds was the design and construction of the pathway from the pedestrian bridge adjacent to the Women's Club to the Pavilion. However, the funding does require that the Town own or acquire, voluntarily from the adjacent property owner, all the necessary right of way needed for the project. It is unclear whether the Town would be able to acquire the needed property at a reasonable price.

As a result, staff is proposing alternative projects for the Council's consideration. These projects eliminate the uncertainty and could be considered a higher priority than the previously proposed project. However, the grant funds are restricted to certain uses. Specifically, the Per Capita grant can be used for capital improvements to recreational facilities. The RZH funds must be used for improvements that will expand or develop recreational opportunities.

Staff met with the Parks and Recreation Commission (PARC) to discuss alternative projects. We recommended that approximately 25% of the grant funds be used to cover administrative costs (as allowed under the grant) and approximately \$15,000 of the Per Capita grant be allocated to the reconstruction of the Little League restrooms. The possibility exists more funds will be needed to complete the restroom project, but it is impossible to determine at this time since the project hasn't started. The estimated balance of funding available under the grants is as follows: \$63,500 in Per Capita and \$15,000 in RZH funds

AGENDA ITEM # 18

PARC supported staff's recommendations and suggested the following for Council's consideration:

Per Capita Grant (listed in order of priority)

- Refinish the gym floor in the Pavilion
- Install a catering kitchen in the Pavilion
- Paint/clean the rafters in the Pavilion
- Purchase new chairs and tables

(Note: PARC also wanted the restrooms remodeled, but that is already included as part of the retrofit work for the Pavilion).

RZH Grant

- Use the funds to make the stage in the Women's Club available for programming by removing the permanent Council dais and replacing it with movable, more ergonomic system for Council meetings. The project would entail adding back and front curtains, sound system, and ADA lift for the stage.

For both projects, the final scope of work will be contingent on the estimates received. For example, if refinishing the Pavilion floor costs \$20,000 that would leave approximately \$43,500 for the kitchen remodel. Staff would recommend that it work with PARC to develop the details for each project once the funding becomes available.

Another option for the Council is to continue the project as previously proposed with the understanding of the underlying right of way issue. The Council can also propose projects not identified in this staff report. The only caveat is that applications to reallocate funds must be submitted to the State by June 30, 2013 and projects must be completed by March 31, 2015.

Fiscal Impact

There is a total of \$124,500 available from both grants: \$104,600 from the Per Capita grant program and \$19,900 from the RZH block grant program. Staff will be allocating approximately 25% or \$31,000 to cover administrative costs: \$26,100 from the Per Capita program and \$4,900 from the RZH program. These expenses and revenues will be included in the FY 13-14 capital budget. The proposed improvements to the recreational facilities would most likely increase the Town's rental income, but it would be impossible to estimate at this time.

Attachments

Resolutions

RESOLUTION NO. 13-18

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX AUTHORIZING THE FILING OF AN APPLICATION FOR GRANT FUNDS PER CAPITA GRANT PROGRAM UNDER THE CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS, AND COASTAL PROTECTION ACT OF 2002

WHEREAS, the people of the State of California have enacted the Per Capita Grant Program which provides funds for the acquisition and development of neighborhood, community, and regional parks and recreation lands and facilities; and

WHEREAS, the California Department of Parks and Recreation has been delegated the responsibility for the administration of the grant program, setting up necessary procedures; and

WHEREAS, said procedures established by the California Department of Parks and Recreation require the APPLICANT'S Governing Body to certify by resolution the approval of the APPLICANT to apply for the Per Capita Allocation, and

WHEREAS, the APPLICANT will enter into a Contract with the State of California;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax hereby:

1. Approves the filing of an Application for local assistance funds up to \$104,600 from the Per Capita Grant Program under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002; and
2. Certifies that the APPLICANT has or will have sufficient funds to operate and maintain the Project(s); and
3. Certifies that the APPLICANT has reviewed, understands and agrees to the General Provisions contained in the Contract Shown in the Procedural Guide; and
4. Appoints the Town Manager as agent to conduct all negotiations, execute and submit all documents including, but not limited to Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project(s).

The foregoing Resolution was duly introduced and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 3rd day of April 2013, by the following vote:

AYES:

NOES:

ABSENT:

JOHN REED, MAYOR

Attest: _____
Deputy Town Clerk

RESOLUTION NO. 13-19

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX AUTHORIZING THE FILING OF AN APPLICATION FOR GRANT FUNDS FOR THE ROBERTI-Z'BERG-HARRIS BLOCK GRANT PROGRAM UNDER THE CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS, AND COASTAL PROTECTION ACT OF 2002

WHEREAS, the people of the State of California have enacted the CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS AND COASTAL PROTECTION ACT OF 2002 which provides funds for the Roberti-Z'Berg-Harris Block Grant Program for grants eligible APPLICANTS, and

WHEREAS, the California Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures, and

WHEREAS, said procedures established by the California Department of Parks and Recreation require the APPLICANT'S Governing Body to certify by resolution the approval of the APPLICANT to apply for the Roberti-Z'Berg-Harris allocation; and

WHEREAS, the APPLICANT will enter into a Contract with the State of California for the Project;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax hereby:

1. Approves the filing of an Application for local assistance funds up to \$19,900 from the Roberti-Z'Berg-Harris Block Grant Program under the California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002; and
2. Certifies that the APPLICANT has or will have sufficient funds to operate and maintain the Project(s); and
3. Certifies that the APPLICANT has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
4. Certifies that the Project conforms to the recreation element of any applicable city or county general plan; and
5. Appoints the Town Manager as agent to conduct all negotiations, execute and submit all documents including, but not limited to, Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

The foregoing Resolution was duly introduced and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 3rd day of April 2013 by the following vote:

AYES:

NOES:

ABSENT:

JOHN REED, MAYOR

Attest:

Deputy Town Clerk