

RESOLUTION NO. 5826

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL SUBMITTING ITS RECOMMENDATION TO THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION FOR 2011-2012 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, the City of Sebastopol participates in the Urban County Entitlement Program in Sonoma County; and

WHEREAS, the City of Sebastopol solicited proposals from qualified applicants for the use of CDBG funds in Sebastopol; and

WHEREAS, the City Council of the City of Sebastopol has reviewed one qualifying proposal;

NOW, THEREFORE BE IT RESOLVED that the City of Sebastopol submits to the Sonoma County Community Development Commission the following project applications in order of priority for 2011-2012:

- 1) Application of the City of Sebastopol for CDBG funding for **ADA Transition Plan**, in the amount of \$200,000

The City of Sebastopol further acknowledges our intent to participate in the FY 2011-2012 application for contingency funds to operate the following housing rehabilitation programs for low-income owner-occupied households throughout the incorporated area of the City:

- Owner-Occupied Repair Program
- Mobile Home Comprehensive Rehabilitation Program
- Water/Sewer Connection Program
- Mobile Home Earthquake Resistant Bracing System Program

DULY ADOPTED by the City Council on December 7, 2010.

APPROVED: _____


MAYOR

AYE: Councilmembers Slayter, Gurney, Shaffer Vice Mayor Kyes and Mayor
NO: None
Wilson

ABSENT: None

ABSTAIN: None

ATTEST:


MARY GOURLEY, CITY CLERK



SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION

**FUNDING APPLICATION
Public Facility, Public Improvement, and Rehabilitation Projects
Application Summary Sheet**

CITY OF SEBASTOPOL
Legal Name of Organization

ADA TRANSITION PLAN
Program Name

Agency DUNS Number: 004952883

VARIOUS LOCATIONS WITHIN THE CITY OF SEBASTOPOL (SEE EXHIBIT A)
Physical Location of Activities (if more than one location, please provide primary location)

Amount
Requested: \$ 100,000.00

Projected Budget
for this Program: \$ -200,000.00

Will the proposed activity:

Provide a solution for a need identified in the *A Roof Over Every Head: Sonoma County's 10-Year Homeless Action Plan*? Yes No

Target extremely low-, low- and moderate-income families and special needs populations? Yes No

Provide non-housing services to facilitate economic integration and self-sufficiency for extremely low-, low- and moderate-income persons including those with special needs? Yes No

CONTACT INFORMATION

Jack Griffin, City Manager, griffinj@sonic.net
Organization Executive Director Name, Title & Email address

Susan Kelly, Engineering Director, suekelly@sonic.net
Contact Person (if other than E.D.) Name, Title & Email address

P. O. Box 1776, Sebastopol, CA 95473
Mailing Address of Organization

707-823-2151
Telephone

707-823-4721
Fax

www.ci.sebastopol.ca.us
Organization website address

For Funder Use Only

Date Received:

Time:

Signature:

Application Complete?

**PUBLIC FACILITY, PUBLIC IMPROVEMENT AND REHABILITATION PROJECTS
APPLICANT INSTRUCTIONS**

**Please read the Funding Policies and these application instructions before completing this form.
All applications must meet one of three eligibility criteria found in the Funding Policies.**

1. **Submit one original and one copy of the application to the CDC, and one electronic copy to hbond@sonoma-county.org. Please provide a complete set of attachments with the original.**
2. **Applicants must use this application format.** Do not change the order of the questions or the page formatting. **All responses to questions should be typed, single or double-spaced, using not less than 12 point font and 1 inch margins.** Please do not double-side your application. If completing the application electronically, do not alter the pagination. Use the space provided, and, if needed, attach additional pages. Any additional pages must be attached to the end of the application form, with references to the question number(s) being answered. Additional pages should be numbered consecutively, as "1 of __", "2 of __", etc. to ensure that none are omitted inadvertently during reproduction of the application.
3. **Complete the entire application.** Your application will be reviewed on the basis of the information you provide. **Supplemental materials must be kept to a minimum and must be on 8 1/2 x 11-inch paper.** Larger sized paper and excessive supplemental materials will not be reproduced for review by the committees and Board of Supervisors. If letters of support are submitted, they will not be reproduced for review. They will, however, be made available at each of the public meetings.
4. **Do not have applications bound.** Please use only clips or three-ring binders and insert a tabbed divider between each type of supportive documentation that you submit with this application.
5. **Project applications must be complete by the deadline date to be considered eligible for funding.** Applications which do not include 1) a resolution from the Board of Directors citing the amount of funds to be applied for, 2) a required City Council Resolution endorsing a Public Service project, 3) a current operating budget, 4) a copy of the applicant's most recent audit, or 5) complete answers to all applicable questions and all required supporting documentation, **will be deemed ineligible for funding.**
6. **All applications** must be submitted to the Sonoma County Community Development Commission, 1440 Guerneville Road, Santa Rosa, California 95403, **by January 7, 2011, at 5:00 p.m.**
8. Newly forming or applying non-profits must **attach a copy of your IRS Letter of Determination.** You will not be eligible for funding consideration unless non-profit status has been obtained and verified.
9. **Attach a resolution from the Board of Directors that authorizes the submittal of the application.** Applications from non-profit agencies will not be eligible for funding consideration without a **Board of Directors resolution.** Also attach a **City/Town Council Resolution endorsing the application** for proposed programs that are located in, and will serve the residents of, one or more specific incorporated areas (non-countywide programs), if applicable.
10. Provide a copy of the agency's **financial statements for the last two years**, the most recent completed **final audit report** and an **IRS Form 990** from the most current tax year

Call Valerie Johnson at the Sonoma County Community Development Commission, at (707) 565-7514 or by email at vjohnson@sonoma-county.org if you have any questions about the application form or submission requirements.

PART I

Summary Project or Program Description:

This section will be incorporated into the staff reports provided to the Community Development Committee, the Technical Advisory Committee and the Board of Supervisors.

Descriptions MUST BE 125 words or less.

The project consists of a continuation of the City's ongoing implementation of our ADA Transition Plan. The project contains several components which are proposed for funding under the CDBG program beginning in Fiscal Year 2011-2012, and in future years. The program is flexible, in that various elements can be undertaken according to the level of funding is available in any given year. The City intends to complete the environmental document for the entire program of projects with the first year's funding, using the CDC consultant, so that in future years, construction of improvements in various locations can proceed quickly upon receipt of funding. Exhibit A - Supplemental Information is attached, with a complete, detailed description of the program and estimated costs, where they are currently known.

**Supplemental Project Information (optional):
See Exhibit A**

PART II

1. Project Street Address: See Table C, Exhibit A
Assessors Parcel Number: See Table C, Exhibit A Census Tract: _____
Is project in the 100 year flood plain? See Table C, Exhibit A
Please list the FEMA FIRM panel number: 715
Is the project, or any part of it, located within the limits of any city? All
If yes, which city? Sebastopol
Is the project, or any part of it, located within a Redevelopment Area? Yes
If yes, which one? See Table C, Exhibit A

2. Housing Rehabilitation projects: Indicate the number of units to be assisted: N/A

3. Status of Site Control: List all parcels by assessor's parcel number. Identify the form of site control (whether ownership, lease, or option agreement) and the current access to the site. City Buildings are owned by the City, or by the Sebastopol Community Development Agency. Curb ramps are located within public rights of way in City. See Exhibit A for more information. Copies of deeds to various properties can be produced on request.

Attach Site Control documents, if available.

4. If applying for funds to acquire the site, **attach a copy of a current appraisal, if available***.

* The appraised value must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property.

5. Describe previously accomplished activities and status of any environmental review.

Certified Access Specialist Program (CASP) reports have been completed for two City buildings. A Statutory Worksheet was completed in 2003 for the Sidewalk Curb Ramps compliance portion of the project.

6. Describe conformity with disability access requirements.
Proposed project is for ongoing implementation of the City's ADA Transition Plan.
7. Will the project require permits or other approvals? Yes
If yes, what permits or approvals? Construction projects will require City Building Permits.
8. *For projects that require land use approvals, attach a certification of the project's consistency with the applicable General Plan, signed by an authorized representative of the jurisdiction in which the project is located.*
9. Explain any land use (zoning, lot split, set back, or environmental) constraints that must be resolved prior to proceeding with the project.
No land use approvals are required.

10. Provide detail if the project will involve the demolition of any structure or the relocation of any persons or businesses.

No structures will be demolished; no relocation of persons or businesses.

11. Using the scoring methodology found in the "Green Points" section of the New Home Construction Green Building Guidelines document published by the Sonoma County Waste Management Agency (<http://www.recyclenow.org/GreenBuildingGuideNewHome.pdf>), please list the total Green Points for your project: N/A

HUD requires reporting on the number of units that meet federal Energy Star requirements (see http://www.energystar.gov/index.cfm?c=new_homes_features.hm_es_label). Will your building design produce 100% of the units to be Energy Star compliant? N/A

12. List the various activities that comprise your project, the date by which each of those activities will be completed and the amount of CDBG funds that will be expended by that date.

<u>ACTIVITY</u>	<u>TARGET COMPLETION DATE</u>	<u>FUNDS EXPENDED</u>
<u>Statutory Worksheet by CDC Consultant</u>	<u>December 31, 2011</u>	<u>\$10,000</u>
<u>CASP Reports for 9 City Facilities</u>	<u>June 30, 2011</u>	<u>\$20,000</u>
<u>Fire Dept. ADA Compliance (Const)</u>	<u>September 30, 2011</u>	<u>\$20,000</u>
<u>Police Dept. ADA Compliance (Const)</u>	<u>September 30, 2011</u>	<u>\$50,000</u>
<u>_____</u>	<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>_____</u>	<u>\$</u>
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<u>_____</u>	<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>_____</u>	<u>\$</u>
<u>_____</u>	<u>_____</u>	<u>\$</u>

Attach an 8 1/2"x 11" project location map, clearly showing the project area in relation to surrounding communities.

PART III

PROGRAM FINANCING and BUDGET

1. ***If applicant is not a Sonoma County department attach one copy each of your agency's: a) financial reports for the last two (2) years; b) most recent final audit report available.***

2. Provide the name of the staff person(s) responsible for your agency's accounting system.

Name Karen Cano

Title Asst. Admin. Svcs. Director Phone 707-823-8469 Email kcano@sonic.net

3. What are the beginning and ending dates of your budget cycle? July 1 - June 30

4. How often are financial statements presented to your governing board? Annually

5. Complete the Sources and Uses Form.

NOTE: General management and general support costs are not eligible for funding through Sonoma County CDBG.

Staff and overhead costs directly related to carrying out eligible activities, which costs are included as an integral part of implementing a project funded through Sonoma County CDBG, are allowed.

Documentation shall be provided relating to all other funding to be used in conjunction with CDBG funds in the fiscal year in which you are applying.

6. CONTRACTOR shall comply with audit requirements of the Office of Management and Budget, OMB Circular A-110 ("Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations") and OMB Circular A-133 ("Audits of States, Local Governments, and Non-Profit Organizations").

NOTE: County CDBG funds may be used to pay for that portion of the total cost of any audit required by OMB A-133 that represents the amount of County CDBG funds audited as a percentage of total funds audited.

SOURCES and USES

Sources of Funds:	Donations	Loans	Grants	In Kind	TOTALS
<u>CDBG</u>	\$	\$	<u>\$100,000</u>	\$	<u>\$100,000</u>
<u>_____</u>	\$	\$	\$	\$	\$
<u>_____</u>	\$	\$	\$	\$	\$
<u>_____</u>	\$	\$	\$	\$	\$
<u>_____</u>	\$	\$	\$	\$	\$
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<u>_____</u>	\$	\$	\$	\$	\$
<u>_____</u>	\$	\$	\$	\$	\$
<u>_____</u>	\$	\$	\$	\$	\$
<u>_____</u>	\$	\$	\$	\$	\$
Total	\$	\$	<u>\$100,000</u>	\$	<u>\$100,000</u>

Projected Uses:	Donations	Loans	Grants	In Kind	TOTALS
<u>Land Acquisition</u>	\$	\$	<u>\$0</u>	\$	<u>\$0</u>
<u>Environmental Report</u>	\$	\$	<u>\$10,000</u>	\$	<u>\$10,000</u>
<u>Architect</u>	\$	\$	<u>\$5,000</u>	\$	<u>\$5,000</u>
<u>Engineering</u>	\$	\$	<u>\$5,000</u>	\$	<u>\$5,000</u>
<u>Project Fees</u>	\$	\$	<u>\$0</u>	\$	<u>\$0</u>
<u>Site Improvements</u>	\$	\$	<u>\$50,000</u>	\$	<u>\$50,000</u>
<u>Other – CASP Reports (9)</u>	\$	\$	<u>\$20,000</u>	\$	<u>\$20,000</u>
<u>Other – Proj Mgr, Admin</u>	\$	\$	<u>\$10,000</u>	\$	<u>\$10,000</u>
<u>Other -</u>	\$	\$	<u>\$0</u>	\$	<u>\$0</u>
Total	\$	\$	<u>\$100,000</u>	\$	<u>\$100,000</u>

EXHIBIT A

SUPPLEMENTAL INFORMATION
Application for Community Development Block Grant 2011-2012

CITY OF SEBSTOPOL ADA TRANSITION PLAN

Contents

Project Description and Budget Summary	Page 2
B Certified Access Specialist Program – Reporting Needs	Page 3
C Facility Information	Page 4
Detailed Budgets for Police and Fire Dept Construction Projects	Page 5
D Curb Ramps Compliance project details	Page 6
LOCATION MAP	Page 7

CITY OF SEBSTOPOL ADA TRANSITION PLAN

Project Description

The project consists of a continuation of the City's ongoing implementation of our ADA Transition Plan for City Facilities.

This project contains several components which are proposed for funding under the Community Development Block Grant, beginning in Fiscal Year 2011-12 and in future years, depending on available levels of funding. It is the City's intent that the Statutory Worksheet for all of the activities described in this multi-year program would be completed with any funding received by the City in the 2011-12 funding cycle, to achieve an economy of scale in that cost, and facilitate more efficient delivery of future years' projects.

The project consists of four components, listed below in priority order. The City's intent is to complete the Statutory Worksheet and Assessment Reports as needed for all facilities listed in parts B and C with the 11-12 funding, and to proceed with construction projects as funding levels permit, over a number of future funding cycles.

- A. Completion of Statutory Worksheet for parts B and C. (Estimated Cost \$10,000)
- B. Completion of Assessment Reports under the Certified Access Specialist Program (CASP) for nine facilities (Estimated Cost \$20,000):
 - 1. City Hall
 - 2. Library
 - 3. Corporation Yard
 - 4. Youth Annex
 - 5. Community Center
 - 6. Garzot Building
 - 7. West County Museum
 - 8. Ives Pool/Bath House
 - 9. Gold Ridge Farm
- C. Construction of ADA compliance upgrades identified in the (CASP) Assessment Reports for 11 City facilities, including those listed in B above and the following two facilities for which CASP reports were completed previously (in June 2010)
 - 10. Sebastopol Police Department ADA Improvements (Est. Cost \$50,000)
 - 11. Sebastopol Fire Department ADA Improvements (Est. Cost \$20,000)
- D. Continuing reconstruction of Sidewalk Curb Ramps identified in previous Statutory Worksheet completed by AEM Consultants in 2003. (Estimated Cost \$104,000)

Budget Summary

A	Statutory Worksheet (by CDC Consultant)	\$10,000
B	CASP Assessment Reports for 9 City facilities	20,000
C -1	Construction of Police Department Compliance Upgrades	50,000
C -2	Construction of Fire Department Compliance Upgrades	20,000
C -3	Construction of Compliance Upgrades at Remaining 9 Facilities, per completed CASP Reports	TBD
D	Completion of Curb Ramps ADA Compliance Projects	\$100,000

The following tables provide additional information about CASP Assessment reporting needs, City facilities information, list of Curb Ramps and projected budgets for Police and Fire Department construction projects.

CITY OF SEBSTOPOL ADA TRANSITION PLAN

B CERTIFIED ACCESS SPECIALIST PROGRAM – ASSESSMENT REPORTS

	Building	Estimated Cost	Status
1	City Hall	\$1,750	
2	Library	\$1,750	
3	Police Station	-	CASP Report Completed June 2010
4	Fire Station	-	CASP Report Completed June 2010
5	Corporation Yard (Public Works, Planning)	\$1,750	
6	Youth Annex	\$1,750	
7	Community Center	\$1,750	
8	Garzot Building	\$1,750	
9	West County Museum	\$1,750	
10	Ives Pool Bath House	\$1,750	
11	Gold Ridge Farm	\$1,750	
	Estimated City Admin, Project Mgr Costs	\$4,250	
	TOTAL FUNDING NEED	\$20,000	
	Cost of Reports is \$1,500-2,000 per facility.		

CITY OF SEBSTOPOL ADA TRANSITION PLAN

C FACILITY INFORMATION AND ESTIMATED CONSTRUCTION COSTS

Facility	Street Address	Assessor's Parcel Number	Ownership & Deed Reference	In CDA Project Area?	In 100-year Flood Zone?	Historic or over 50 yrs?	CASP Report Completed?	Estimated Cost of Work	Notes
Police Department	6800 Laguna Park Way	004-051-064	CDA* 94-031293 OR	Yes	Yes	No	Yes	\$50,000*	Zone AE
Youth Annex	425 Morris Street	004-051-065	City 553 OR 474	Yes	Yes	No	No	TBD	Zone AE
Community Center	390 Morris Street	004-011-043	City 1948 OR 509	Yes	Yes	No	No	TBD	Zone AE
Corporation Yard	714 Johnson Street	004-011-051	City 2001 OR 206	Yes	Yes	No	No	TBD	Zone AE
Fire Department	7425 Bodega Avenue	004-011-054	City 2657 OR 734	Yes	No	No	Yes	\$20,000*	
West County Museum	261 South Main Avenue	004-201-001, 002, 003	City 80-079150 OR	Yes	Yes	?	No	TBD	Old RR Depot; Flood Zone X
City Hall	7120 Bodega Avenue	004-071-028	City 243 OR 400	Yes	No	No	No	TBD	
Library	7140 Bodega Avenue	004-243-004	City 243 OR 400	Yes	No	No	No	TBD	
Garzot Building	7985 Valentine Avenue	004-243-004	City 2001 OR 206	No	No	No	No	TBD	
Ives Pool/Bath House	7400 Willow Street	004-420-029	City 554 OR 208	Yes	No	No	No	TBD	
Gold Ridge Farm	7781 Bodega Avenue	004-201-023	City 95-051958 OR	No	No	?	No	TBD	Burbank Experiment Farm
* Sebastopol Community Development Agency									

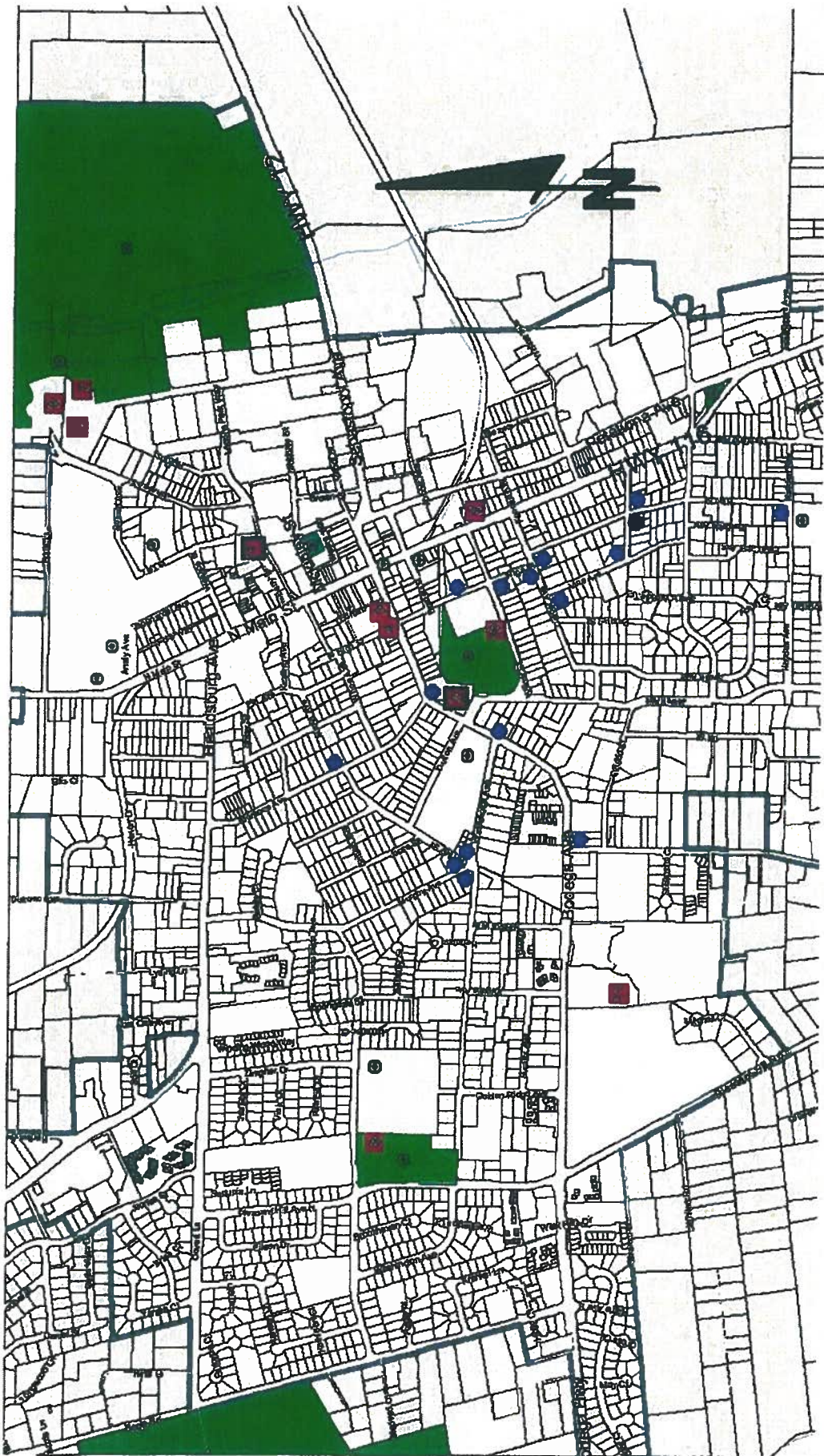
*See Page 5 for projected construction project budgets.

Work Item	Description	Work Performed By	Estimated Construction Cost	Design and Bidding (20%)	Project Management and Admin Costs (15%)	TOTAL	FUNDING REQUEST
1	POLICE DEPARTMENT						
a	Re-grade, re-pave, re-stripe and update signage for van-accessible ADA compliant parking space in public parking lot	Force Account	13,700				
b	Repair concrete to eliminate gaps and uneven joints for path of travel from ADA parking space to public entry to building, and from public way to public entry to building	Force Account	3,000				
c	Place ADA signage at public entry to building and adjust threshold to public entry door	Force Account	500				
d	Re-model existing public counter in lobby for ADA compliant height and pass-through window.	Contractor	15,000				
e	Re-model existing public lavatory counter for ADA compliant height and knee space, adjust mirror, toilet paper dispenser, paper towel dispenser and toilet seat cover dispenser for proper ADA compliant height, and adjust toilet for proper clearance from sidewall	Contractor	2,500				
			34,700	6,940	5,205	\$46,845	\$50,000
2	FIRE DEPARTMENT						
a	Re-grade, re-pave, re-stripe and update signage for van-accessible ADA compliant parking space in public parking lot	Force Account	3,700				
b	Construct new ADA compliant concrete sidewalk from public way to public entry door and re-do existing path of travel to public entry door to eliminate landscape and lighting obstructions	Force Account	5,000				
c	Retrofit public entry doors for ADA compliant hardware and provide ADA signage	Force Account	500				
d	Re-model existing public lavatories for ADA compliance, to include adjusting door closer, soap dispenser, paper towel dispenser and two toilets for proper clearance from sidewall	Contractor	5,000				
			14,200	2,840	2,130	\$19,170	\$20,000

CITY OF SEBSTOPOL ADA TRANSITION PLAN

D CURB RAMPS ADA COMPLIANCE (ongoing)

Location #	REMAINING NON-COMPLIANT RAMPS FROM ORIGINAL 2004 PROJECT LIST.	Priority	Local Collector	Need	Additional R/W Available?	Estimated Cost
15	Bodega & Florence, South	1	x	New Ramp	Yes	\$5,000
16	Bodega & Washington, South	1	x	Reconstruct	No	\$5,000
17	Bodega & Robinson, SE	1	x	Reconstruct	No	\$5,000
19	Florence & Huntley, NE	1	x	Reconstruct	Yes	\$5,000
25	Washington & Huntley, NW	1	x	Reconstruct	No	\$5,000
27	Washington & Huntley, NE	1	x	Reconstruct	No	\$5,000
28	Washington & Huntley, SE	1	x	Reconstruct	No	\$5,000
75	High & Willow, S/E	1	x	Reconstruct	No	\$5,000
76	High St TO Vets Bldg, East	1	x	Reconstruct	Yes	\$5,000
81	Calder & Vine, S/W	1	x	Reconstruct	No	\$5,000
83	Calder & High, N/E	1	x	Reconstruct	No	\$5,000
84	Calder & High, S/E	1	x	Reconstruct	No	\$5,000
85	Vine & Maple, N/E	2		Reconstruct	No	\$5,000
92	High & Palm, S/E	1	x	Reconstruct	No	\$5,000
93	High & Palm, S/W	1	x	Reconstruct	No	\$5,000
94	High & Hayden, N/W	1	x	Reconstruct	No	\$5,000
	Estimated Construction Cost					\$80,000
	Engineering, CM and Admin (30%)					\$20,000
	Total Project					\$100,000
	These projects were addressed in the Statutory Worksheet completed by AEM Consulting in April 2003.					
	These are locations which require new ramps, or full reconstruction of existing ramps.					



**Location Map
City of Sebastopol ADA
Transition Plan Project
2011-2012 CDBG**

● Locations of remaining
Non-compliant Curb Ramps from
2003 Statutory Worksheet

● Locations where CASP
assessments will be
completed - future
construction projects.

■ ADA Compliance Construction
Projects (CASP Completed)