

Open Space and Habitat Commission Minutes

Monday, December 7, 2015

Community Chambers Conference Room, 23 Russell Boulevard, 6:30 p.m.

Commissioners Present:	Greg House, Patrick Huber, Roberta Millstein, Jason Bone (Alternate), Marc Hoshovsky, Colleen Rossier
Commissioners Absent:	Rachel Aptekar, Helena Chung
Commission Liaisons:	Recreation and Parks (TBD); Planning (TBD)
Assigned Staff:	Tracie Reynolds
Council Liaison:	Lucas Frerichs

1. Approval of Agenda

On a motion by Commissioner Huber, seconded by Commissioner House, the Commission voted 6-0 to approve the agenda.

2. Approval of Minutes

November 2, 2015 minutes. On a motion by Commissioner Rossier, seconded by Commissioner Huber, the Commission voted 6-0 to approve the November 2, 2015 minutes.

3. Public Communications

None.

4. Discussion and Action – Election of One Commission Member to Serve on the City’s Sports Complex Task Force

At a recent meeting, the City Council approved the staff recommendation to form a Sports Complex Task Force. The purpose of the task force is to advise the City Council on the following: (1) define the need for a sports complex or complexes (with no assumption that one single facility or a dispersed facility is necessarily the right approach), (2) explore desirable locational characteristics of a facility or facilities, (3) explore and identify potential candidate sites or general geographic areas of interest, (4) explore and make recommendations on amounts and funding options/mechanisms for capital and maintenance, and (5) make recommendations to the City Council on next steps (e.g., solicit proposals, additional analysis needed, etc.). The City Council has asked that one member of the Open Space and Habitat Commission serve on this task force. After a brief discussion of this topic, Commissioner Millstein nominated Commissioner Bone to serve on the task force and Commissioner Bone accepted the nomination. Commissioner Millstein’s motion was seconded by Commissioner Rossier. The Commission then voted 6-0 to approve Commissioner Bone as its representative to serve on the City’s Sports Complex Task Force.

5. Discussion and Action – Election of New Chair and Vice Chair of the Commission

After a brief review of the responsibilities of the Commission chair and vice chair, Commissioner House nominated Commissioner Huber to serve as the Commission's new chair for the 2016 calendar year. Commissioner Huber accepted the nomination. Commissioner House’s motion was seconded by Commissioner Millstein. The Commission then voted 5-0 to approve Commissioner Huber as the Commission’s new chair for the 2016 calendar year.

Commissioner Millstein then nominated Commissioner House to serve as the Commission’s new vice chair for the 2016 calendar year. Commissioner House accepted the nomination. Commissioner Millstein’s motion was seconded by Commissioner Huber. The Commission then voted 5-0 to approve Commissioner House as the Commission’s new vice chair for the 2016 calendar year.

6. Discussion and Action – Final Draft Resolution – Partnership between City and Yolo Habitat Conservancy -- Yolo Habitat Conservation Plan/Natural Community Conservation Plan (“HCP/NCCP”)

The Commission reviewed and discussed a final draft resolution prepared by staff which authorizes the formation of a non-binding partnership between the City of Davis and the Yolo Habitat Conservancy related to the implementation of the Yolo HCP/NCCP within the Davis Planning Area, consistent with local policies, and authorizes staff to work with the YHC to implement this partnership. The Commission, as well as some community members present, recommended some minor changes to the language proposed in the final draft resolution. On a motion by Commissioner Millstein, seconded by Commissioner Huber, the Commission voted 6-0 to approve the final draft resolution, as amended at the December 7, 2015 meeting. Staff said it intends to bring the final draft resolution to the City Council for its review and approval on December 15, 2015.

7. Discussion – Draft Grant Guidelines for Restoration Projects Using Measure O Funds

Commissioner Hoshovsky, chair of the working group on this subject, gave the Commission a brief overview of the methodology the working group used to prepare the draft grant guidelines for restoration projects using Measure O funds (See Attachment 1). He said the draft guidelines were primarily focused on external applicants (i.e., not the City), but that City-initiated restoration projects also could be evaluated under the guidelines. He briefly reviewed the draft eligibility requirements, funding restrictions, review criteria, grant administration process, and application timeline. Under the draft timeline, applications would be due by June 1, 2016 and funding recommendations given to the City Council by October 2016. The primary issues raised by Commissioners and members of the public during this discussion were (1) the appropriateness of the \$150,000 maximum annual grant availability amount, (2) whether work associated with establishing one or more community farms in Davis could be an eligible use of the grant funds, (3) whether tax-exempt organizations other than 501(c)(3) organizations should be eligible to receive grant funds, (4) whether to allow lengthier submittals from grant applicants, (5) whether to include the proposed project’s public accessibility features and proximity to the City’s edge in the review criteria, and (6) whether the timeline was too rushed and whether it should be left open-ended until after the public forum on open space in the spring. Commissioner Hoshovsky said there would be further discussion about the draft guidelines at the Commission’s January meeting.

8. Working Group Updates

- *Evaluation Criteria for Restoration Projects.* See discussion above.
- *Community Farms.* Commissioner House, head of the working group on this subject, said the working group was looking at privately owned sites in addition to City-owned sites as possible locations for a community farm. He also said that other cities have given tax benefits to landowners who use their vacant lots for urban agriculture. City Council Liaison Frerichs said some cities are allowed to provide these tax benefits under Assembly Bill 551 (the Urban Agriculture Incentive Zones Act). Unfortunately, he said the state legislature limited these “urban agriculture incentive zones” to urban areas with populations of 250,000 or more, so the City of Davis does not qualify. He said West Sacramento qualifies for the tax benefits because it is considered part of Sacramento. He said smaller cities like Davis do not qualify for the tax benefits. Commissioner Hoshovsky said that he recalled that the City Council would like to see a network of farms on sites around Davis, such as the Sutter Hospital expansion site and vacant property along Second Street.
- *Native Pollinators.* Commissioner Huber, head of the working group on this subject, said there was nothing to report.
- *Public Forum.* Tracie Reynolds, assigned staff to the Commission, said staff and the working group on this subject had met with the consultant recently and discussed (1) two small group discussions scheduled for January 2016, which will be focused on soliciting input from about 20 community members active in open space discussions, (2) an on-line survey about local open space that the consultant is currently developing in consultation with staff and the working group, and (3) the large public workshop scheduled for early March.

- *Open Space Website.* Commissioner Millstein, speaking on behalf of head-of the working group on this subject, said there was nothing to report.
- *Open Space Signage.* Tracie Reynolds, assigned staff to the Commission, said there was nothing to report.

9. Program/Project Updates

No program/project updates were given.

10. Staff/Commission Communications

- *Commission Liaison Reports*
 - Recreation & Parks/Planning. No reports were given. The Commission asked staff to check into the status of the Planning Commission liaison, who hasn't attended Commission meetings for years. Staff reported that the new Recreation & Parks Commission liaison would be chosen in January.
 - City Council. City Council Liaison Lucas Frerichs reported that the workshop on Measure O before the City Council on December 1, 2015 went well, and that the City Council is looking forward to the next steps, including the public forum in the spring. He said he appreciated all the work staff and the Open Space and Habitat Commission are putting into this effort.
- *Staff Report.* No reports were given.
- *Next Meeting.* January 11, 2016 at the Redwood Park Community Building at Redwood Park, 1001 Anderson Road, in Davis.

11. Adjournment

The meeting was adjourned at approximately 8:55 p.m.

Attachments:

Attachment 1: Draft Guidelines for Restoration Projects

2016 Habitat Restoration Grant Program¹

2016 Program **Guidelines and Application Packet**

**A program of the
City of Davis Community Services Division**

Comment [MCH1]: These guidelines are based on 2 other City-sponsored grant program guidelines: the 2010 Art Contract Competition and the 2015 Teen Services Grant Program. They have been modified to apply to habitat restoration needs, using ideas, text, and standard practices contained in guidelines from State-sponsored habitat restoration programs, such as the Natural Resources Agency's River Parkway program and the Strategic Growth Council's Urban Greening program. It also is consistent with the 2012 agreement between the City and Putah Creek Council regarding restoration plans on the North Davis Riparian Greenbelt project.

This is a first complete draft of these guidelines. It has been developed by the OSHC working groups over several meetings during the past few months, and it is now adequate for broader Commission discussion. Several issues have not yet been resolved, and it has not yet been reviewed by City Staff.

¹ Yellow highlights in this version for temporary presentation purposes only

2016 Habitat Restoration Grant Program Guidelines

The City of Davis Habitat Restoration Grant Program is a **new City program** that allocates **grant funding to external applicants** from the Open Space Protection Special Tax (Measure O) Fund to **restore or enhance habitat for native, endangered and other at-risk species within the City of Davis Planning Area**. Ancillary purposes of this funding include providing opportunities for interpretive and/or environmental education; improving or maintaining water and sediment quality in streams and wetlands; providing access for outdoor nature-oriented recreation; reducing impacts from non-native invasive species; and improving habitat connectivity.

2016 is the **first year** that this funding is being made available. The total amount of program funding for 2016 grants is **\$150,000**. Applicants are encouraged to **match** the requested grant funds with other funding sources. The City plans to solicit grant applications from external applicants annually for this funding for the foreseeable future (but not to exceed the term limit of Measure O), based on interest from potential applicants and program performance. The program will be evaluated on an annual basis, and these **guidelines may be modified as necessary each year** to improve program success.

As with other City grant programs, the **number of grant awards** funded each year will depend on the number of applicants who meet the funding criteria and the total amount requested for all proposed projects. The City may not award all, or any, of the grant funds in any year. Grantees in any given year have no certainty that the City would provide continued funding in subsequent years. It is not the intent of the City that these grant funds be used as annual funding for the grantees.

In addition to this grant proposal solicitation approach, the City may choose to undertake habitat restoration projects on its own, without using this Habitat Restoration Grant Program (**"City-sponsored projects"**). Such projects **would not compete** against external grant applications for this Program's funding. Rather, they would be funded from other open-space funding sources. The City, the Open Space and Habitat Commission, and others may submit proposals for City-sponsored restoration projects. These proposals should be described in a 1-3 page scope-of-work document that is sufficient for the City to solicit bids from potential contractors and that is consistent with the restoration program criteria contained in these guidelines. The **proposals would be submitted and evaluated by the Commission** at the same time as external grant applications, and the Commission will follow a **similar process** for seeking Council approval.

Eligibility Requirements

- At the time of submittal, applicants must be **a State, local, federal or 501(c)(3) non-profit entity**. Partnerships are encouraged; however, only one organization may submit an application. The applicant will act as the fiscal agent and will enter into a grant agreement with the City of Davis if a grant is awarded.
- All funded projects must be located on **land that is either owned by a public agency or under a public-agency-easement within Davis Planning Area**. For other than City of Davis fee-title land, the landowner needs to provide a letter of support for the project.

Funding Restrictions

Comment [MCH2]: Other grant programs described minimum or maximum funding amounts per project. The team thinks that these requirements are not needed. It depends on what proposals come in and what they request. We could allocate all of the money to one project, if it's really good, or allocate it among several projects.

Attachment 1

2016 Habitat Restoration Program Guidelines

Under this Program, the City is unable to provide funding support for the following programs/services or other uses:

- General administrative and/or overhead costs that are not directly associated to the proposed project
- Purchases of property
- Purchase of permanent equipment
- Programs, events or activities that are considered religious in nature
- Programs, events or activities that are considered lobbying events/activities to influence opinions regarding specific legislation and/or candidates
- Sub-leasing of facility or land use to alternative organizations other than the applying organization
- Facility or land uses which benefit another organization other than the applying organization through fundraising or other means
- Projects legally required as mitigation by a regulatory agency as a condition for a permit

Review Criteria

The City of Davis Open Space and Habitat Commission will evaluate project proposals and recommend projects for funding decisions by the City Council. Applications will be evaluated based upon the following criteria:

- Overall **quality and design** of the proposed project, including compliance with the Habitat Restoration Grant criteria and guidelines
- **Multiple beneficial contributions** to the City's open space goals and priorities
- Applicant's demonstrated successful **experience** in habitat restoration
- **Completeness** of the application
- Proposed project's **readiness and feasibility**
- Environmental **appropriateness** and long-term **sustainability** of the project with minimal ongoing maintenance
- Contributions to other habitat conservation planning efforts and regional connectivity
- Opportunities for **community engagement** and education
- **Compliance** with environmental laws and regulations, including relative ease of this compliance
- **Effective and efficient use of funds**, including partnering with other organizations and leveraging cost-matching from other sources

Grant Administration

- **Multi-year projects** may be funded, but proposals need to provide budgets that described expected costs by each year.
- Payments will be made on a **reimbursement basis** (i.e., the grantee pays for services, products or supplies, submits invoices and proof of payment and is then reimbursed by the City). Ten percent (10%) of the amounts submitted for reimbursement may be withheld and issued as a final payment upon project completion.

Comment [Nov193]: Team asked how North Davis agreement handled this.

Marc: Not addressed in that agreement. Discuss with City about existing policy.

River Parkway guidelines have no restriction on this. Those guidelines say "Equipment may be leased, rented, or purchased, whichever is most economical. If equipment is purchased, its residual market value must be credited to the project costs upon project completion."

Comment [Nov194]: This is text from other City Grant guidelines

Comment [MCH5]: The team needs more discussion on this and input from City Staff. Marc thinks that the application needs to be limited to the current year's maximum amount. That money can be spread over several years. But proposals should not expect that the City would agree to several years of funding that exceed the current availability. That is, don't agree to \$150,000 per year for 3 years, which would be a \$450,000 award. This would restrict City flexibility for changing future fiscal year funding amounts. The North Davis project provided a fixed amount, one-time, for a 3 year effort. Applicants can come back in 2017 and ask for additional funding, if needed, as part of a new grant cycle.

Comment [MCH6]: The team recommended we look at the funding disbursement pattern set by North Davis Riparian Greenbelt project.

Marc's research: The North Davis project was a state Urban Greening grant to the City, submitted by the Putah Creek Council (PCC). The State Grant Agreement identified PCC as a subrecipient of the City. This State-City Agreement did not specify how payments are handled, and program guidelines are no longer online. The formal agreement between the City and PCC states that, upon receipt of PCC invoices, the City will pay PCC. These payments are made in arrears, that is, after the services have been provided. This agreement specifies the frequency and content of invoices. I found similar language for the State's River Parkway restoration grants, which I have inserted here

Attachment 1

2016 Habitat Restoration Program Guidelines

- The Open Space and Habitat Commission reserves the right to request additional information or clarification at any time throughout the grant process, in order to make their final funding recommendations to the City Council. It also reserves the right to recommend alternative funding amounts other than the requested funding by the applicant, based upon funding availability, number of applications and total amount of funding being requested, etc. and/or to recommend denial of any or all applications.
- Grant recipients shall comply with all applicable state laws, rules, regulations and local ordinances specifically including, but not limited to, environmental, procurement, and safety laws, rules, regulations and ordinances
- **Changes or amendments** to an approved project must first be approved by City staff, based on recommendations from the Open Space and Habitat Commission. Changes in the project scope must continue to meet the need cited in the original application to be approved.
- The City may make **periodic visits** to the project site, including a final inspection of the project. The City will determine if the work is consistent with the approved project scope and ensure compliance with all city requirements.
- Grant funding **reimbursements may be terminated** if the grant recipient does not complete the project; does not provide adequate documentation; does not demonstrate project sustainability to meet minimum required useful life of the project; changes project scope without approval of the City or the modified project doesn't meet intent of award; or is not consistently meeting agreed-upon project milestones.

Application Timeline

Applicants are encouraged to contact Tracie Reynolds [City of Davis Property Management Coordinator, (530) 757-5669, TReynolds@cityofdavis.org] as soon as you have developed your initial concept. The City strongly recommends that **applicants provide a brief presentation**, or submit a short 1-2 page written description, of proposed concepts to the Open Space and Habitat Commission at least 2 months **prior to the application deadline**. This will help applicants understand potential City interest before they craft a full application. Experience with other City grant programs has shown that most applicants improve their proposals by consulting with staff before application deadlines.

June 1, 2016

Applications Due by 5:00 p.m. Applications must be **received** by the deadline. Submit applications **via email or on paper** to: Habitat Restoration Grant Program, Tracie Reynolds, City of Davis, Community Development & Sustainability, 23 Russell Blvd., Davis, CA 95616. TReynolds@cityofdavis.org. Late applications will not be accepted.

Comment [MCH7]: Discuss with City staff about policy. Other guidelines have applications with a cover letter requiring a signature certifying the application. That suggests that email submittal is not sufficient, and that it needs to be submitted on paper.

September 2016

Recommendations for Funding - Preliminary recommendations for funding will be presented by the program's working group to the Open Space and Habitat Commission..

October 2016

Final Recommendations for Funding – Funding recommendations from the Open Space and Habitat Commission will be forwarded to the City Council for final approval. Funds would be immediately available upon City Council approval, which is subject to Council agenda scheduling, and signed funding contracts

Attachment 1

2016 Habitat Restoration Program Guidelines

Helpful Hints for Filing a Successful Habitat Restoration Grant Application

- Discuss your application proposal with Tracie Reynolds [title, phone, email], early in your planning process. Applicants who generally discuss proposed projects with staff are usually able to improve a proposal's competitiveness.
- Habitat restoration projects are long-term investments that go beyond the first few years of construction and establishment. **Projects most likely to be funded are those that are designed for long-term sustainability**, with use of plants that are well-adapted to local climatic, water availability, and soil conditions
- **Read the guidelines carefully and follow the application instructions thoroughly**. Be complete, not wordy. Long flowery passages can be more of a hindrance than a help. Direct, succinct responses are best.

~~2016 Habitat Restoration 2015 Teen Service~~ Grant Application _____ Applicant's Name

2016 Habitat Restoration Grant Application Cover Form

APPLICATION DEADLINE: 5:00 p.m., June 1, 2016. Late applications not accepted.

RETURN TO: Habitat Restoration Grant Program, Tracie Reynolds, City of Davis, Community Development & Sustainability, 23 Russell Blvd., Davis, CA 95616. TReynolds@cityofdavis.org.

General Information

Project Title _____

Name of Organization: _____ State Charitable Registration #: _____

Organization's Contact Person:

Mailing Address:

Contact Phone: (Day) _____ (Eve) _____

E-Mail Address _____

Amount being requested from City of Davis Habitat Restoration Grant program: \$ _____

Has your organization ever been a recipient of a City of Davis grant before? _____ If yes, when and what type of grant was provided? _____

Certification

By signing this application, the applicant certifies that all information included in this application is as complete and accurate as possible, and that, if funded, the applicant will comply with the city's non-discrimination ordinance.

Applicant's Signature and Title Date

For more information, contact Tracie Reynolds, City of Davis Property Management Coordinator, (530) 757-5669, TReynolds@cityofdavis.org

2016 Habitat Restoration 2015 Teen Service Grant Application _____ Applicant's Name

2016 Habitat Restoration Grant Application Narrative

You may reformat the narrative pages of the application for use on the computer. Please include all information, and do not delete any individual section.

Project Description

Make sure you answer the following questions completely in less than 5 pages (double-spaced, 12 point font, 1" margins). Additional maps and drawings may be attached. Your responses to these questions are important evaluation criteria for the Open Space and Habitat Commission and City Council in determining final funding recommendations.

1. Provide a **general overview** of the project.
2. Describe the proposed project's **goals**, the expected measureable **results**, their consistency with conservation goals of the City and other related conservation planning efforts, and how **project success** can be evaluated.
3. Describe the **importance and need** for the proposed project, potential **community benefits**, and why this program's funding is appropriate for it.
4. Describe how the project best meets the **review criteria** in the funding guidelines (include information about the project's location and extent, land ownership, needs for environmental compliance, opportunities for community engagement and education, and general approach for establishment and long-term (5+ years) maintenance).
5. Identify all **collaborative partners** that will be a part of the proposed project, and describe their various roles and responsibilities.
6. Demonstrate your organization's **experience in habitat restoration**. Identify all personnel who will be paid with this funding and briefly summarize their qualifying experience. Resumes for all identified key personnel must be attached.

Work Plan

Provide a **list of major tasks and project milestones** for the proposed project, from planning through implementation and evaluation. Include brief descriptions of key tasks, names of persons responsible for completing each task, and an estimated completion date for each. Please include any plans for community outreach and public information about the proposed project.

| [2016 Habitat Restoration 2015 Teen Service](#) Grant Application ----- Applicant's Name

Budget

A. Narrative Section

Please submit a detailed budget for the proposed project by completing the narrative and Grant Budget Summary Table below. Please refer to the Program Guidelines section titled "Funding Restrictions" to review areas that the City is unable to fund as part of the Habitat Restoration Grants.

1. Expenses

- a. **Personnel** - Identify by name and title (program director, staff, etc.) anyone who will be by the proposed project grant. Specify the amount each individual and/or organization will receive and the basis for the fee (hourly calculations, stipend, etc.). Be as complete as possible.
- b. **Direct Expenses** - Describe all related major expense categories and the amount of expected expenses for each category, such as equipment, materials, supplies, rentals and other non-personnel costs

2. Funding Sources

Identify the expected funding source and amounts for each major expense categories in the Grant Budget Summary Table and provide any additional explanation in this narrative. These funding sources include:

- a. **Cash or Goods**
 - o **Funding requested from City of Davis** through this grant application
 - o **Funding provided from others (non-City)** - Describe all other funding sources that have been requested or received for this project. Separate between funds already awarded and funds not yet approved. Attach documentation to verify the funding source, restrictions, etc. Explain what you will do if you do not receive the grants and/or gifts listed here.
 - o **Funding provided by applicant** - Describe funding committed to the project by the applicant and/or sponsoring organization
- b. **In-Kind Non-Cash Donations** - Specify amounts and sources of any in-kind contributions and explain the basis for your estimate. In-kind donations are project-specific services and materials which you receive for free or at less than fair market value.
 - o **Donations from others**
 - o **Donations from the applicant**

2016 Habitat Restoration 2015 Teen Service Grant Application _____ Applicant's Name

B. Grant Budget Summary Table

The basis for determining the costs shown below should be explained in full in the Budget Narrative section above.

	Cash or Goods			In-Kind Donations		
	Requested from City	Provided by others	Provided by applicant	Total Cash	Provided from others	Provided from applicant
Personnel						
Direct Expenses						
Totals						

Attachments

Required:

- A copy of the organization's tax exempt status with the State Charity Registration Number.
- Resumes for personnel who will be involved in your project
- Documentation of other funding sources that have been requested or received for this project
- If project is located on private land (that is, other than City of Davis fee-title land), provide a letter of support from the landowner

Comment [MCH8]: Get official name of this form

Optional:

- At least two dated letters of reference in support of your organization's ability to successfully implement this project.
- If the proposed project has collaborating partners, please include statements of support from each partner.
- Additional maps, drawings, or other informative documentation

Wrap-up

Check your application packet. You should have one SIGNED ORIGINAL of the Cover Form, complete answers to all narrative questions (reformatted for the computer if desired), budget form, and attachments. Keep one copy of everything for your files.

SUBMIT THE ORIGINAL SIGNED APPLICATION TO:

Habitat Restoration Grant Program, Tracie Reynolds, City of Davis, Community Development & Sustainability, 23 Russell Blvd., Davis, CA 95616

ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 p.m., June 1, 2016. LATE APPLICATIONS WILL NOT BE ACCEPTED. POSTMARKS, EMAILS OR FACSIMILES ARE NOT ACCEPTABLE.