



City of Needles, California
Request for Council Action

- CITY COUNCIL BOARD OF PUBLIC UTILITIES
Regular Special

Meeting Date: November 9, 2021

Title: Authorize the City Manager to Execute a Memorandum of Understanding (MOU) with the Institute for Local Government for Technical Assistance, Education, and Training through the BOOST Program

Background: The BOOST Program is a state-wide program tailored to help California cities advance their climate action, resilience and equity objectives. The program is administered through a partnership between SGC, the Institute for Local Government (ILG), Climate Resolve, California Coalition for Rural Housing, and Farallon Strategies. The technical assistance program supports under-resourced cities in building capacity, optimizing existing resources, strengthening community partnerships, and transforming their approach to address and fund climate activities.

The City submitted an application in early September to be considered for the BOOST program. On 9/27/2021 the City was notified that the BOOST review committee was impressed by the City's application and was invited for an interview. On 10/14/2021 the City was notified that the review committee selected Needles. The BOOST program received 18 applications, interviewed 10 and selected 7 Cities.

For this partnership, BOOST will require a MOU. The City's goal through this partnership is to address the following areas through technical assistance and grant writing support:

- Understand and obtain opportunities to "green" city's power supply
Provide grant writing assistance to upgrade water/groundwater infrastructure
General Plan Updates: Land Use, Transportation and Environmental Justice Elements
Economic Development and Historic Preservation
Communications support
Partner Development

Fiscal Impact: None

Recommended Action: Authorize the City Manager to Execute a Memorandum of Understanding (MOU) with the Institute for Local Government for Technical Assistance, Education, and Training through the BOOST Program

Submitted By: Rainie Torrance, Assistant Utility Manager

City Management Review: [Signature]

Date: 11/3/21 #7



MEMORANDUM OF UNDERSTANDING

For

TECHNICAL ASSISTANCE, EDUCATION and TRAINING

Between

CITY OF NEEDLES

And

INSTITUTE FOR LOCAL GOVERNMENT

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the day and year of the last signature indicated below.

By: \_\_\_\_\_

Insert Name of Signee

Insert Title

City of Needles

Date: \_\_\_\_\_

By: \_\_\_\_\_

Erica Manuel

CEO & Executive Director

Institute for Local Government

Date: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the Institute for Local Government (ILG) and the City of Needles (Local Agency).

### 1. PURPOSE

The purpose of this MOU is to establish the framework through which the parties will collaborate and to articulate the specific objectives of the partnership, as well as the roles and responsibilities of each party to accomplish those objectives.

### 2. BACKGROUND

**WHEREAS**, ILG has developed expertise in providing impartial and easy-to-use resources for local agencies to assist with on-the-ground implementation of policies.

**WHEREAS**, ILG has been selected by the California Strategic Growth Council to administer the BOOST Program to seven cities in California; and the local agency has been selected to participate in the BOOST Program.

**WHEREAS**, the BOOST Program was designed to help local agencies:

- a. Build awareness of funding opportunities available to address climate action.
- b. Organize projects to be best positioned to meet goals.
- c. Optimize existing resources and build more capacity.
- d. Strengthen relationships with key stakeholders and identify new opportunities for regional engagement and collaboration.
- e. Transform their approach to addressing climate action.

**WHEREAS**, ILG is committed to helping local agencies achieve climate action by providing right-sized assistance so they can better navigate through complex issues and create healthier, more vibrant communities.

**NOW, THEREFORE**, the undersigned Parties agree as follows:

### 3. OBJECTIVES

The objectives of this MOU are as follows:

- a. To allow the Parties to engage in discussion, collaborate and identify activities of mutual interest.
- b. Where appropriate and as mutually agreed upon, to jointly seek sources of external support to fund these planned collaborative efforts.
- c. To make available to other jurisdictions best practices that are discovered through their collaboration, and to share information that will expand the knowledge base and improve outcomes for all California communities.

#### 4. EXPECTATIONS OF BOTH PARTIES

- a. ILG Responsibilities. ILG and its partner team will conduct the following activities:
  - i. Support & Planning: ILG will offer one-on-one coaching that includes staff trainings, stakeholder engagement, and development of a realistic and sustainable implementation plan.
  - ii. Consultation: ILG and its partner team will support the city in identifying local projects, partners and work closely with the Local Agency to identify funding sources through grants and other creative funding mechanisms.
  - iii. Training & Technical Assistance: ILG and its partner team will assess the specific training, education and technical assistance needs of the local agency related to the BOOST program.
- b. Joint Responsibilities. Each party agrees to the following joint responsibilities:
  - i. Key Contacts: Each party will appoint a key contact person for the BOOST Program partnership.
  - ii. Regular & Timely Communication: These key contacts will maintain frequent communication to facilitate cooperation under this MOU.
  - iii. Established Timelines & Deadlines: These key contacts will work together to determine appropriate timelines for project updates and status reports throughout the program period. Agreed upon activities, projects and outcomes related to this partnership will be specified in "Appendix A" of this document.
  - iv. Communication: Each Party will collaborate on all communication and messaging associated with this program and its activities.

#### 5. ASSURANCES

- a. Each party hereby assures and represents that it:
  - i. Has all requisite power and authority to execute this MOU;
  - ii. Is committed to working collaboratively to meet the responsibilities specified in this MOU in order to improve likelihood BOOST Program success;
  - iii. Will comply with all the terms of the BOOST Program and all applicable Federal and

State laws and regulations.

6. REPORTING

Upon completion of the BOOST Program, ILG will provide a closing report, which outlines key activities and outcomes for the Local Agency.

7. FUNDING

This MOU does not necessarily anticipate any present exchange of monies between parties or guarantee specific funding.

8. EFFECTIVE DATE/DURATION/TERMINATION

This MOU is at-will and may be modified by mutual consent of authorized officials from either party. This MOU shall become effective upon signature by the authorized officials from each organization and will remain in effect until modified or terminated by any one of the parties by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end upon the expiration of the BOOST Project period, on or around June 1, 2023.

## **APPENDIX A.**

Based on discussions between ILG and the City of Needles, the following are priorities for this partnership and potential activities that may achieve the desired outcomes.

### **SCOPE OF**

### **ACTIVITIES**

1. Support the Local Agency in identifying funding opportunities and provide grant writing support with a specific focus on parks, community resource centers, active transportation projects and water infrastructure.
2. Provide trainings and technical assistance to support the city in developing its Environmental Justice Element and Safety Elements.
3. Provide research, grant support and partnership development that focus on renewable energy projects and housing development.
4. Provide training opportunities and consultation to build knowledge and capacity building for Public Engagement, Project Management and Grant Implementation and Reporting.
5. Develop and implement a Communications Plan that seeks to showcase the opportunities and achievements in the City of Needles.

## **City of Needles**

**About:** Located in Eastern San Bernardino County, Needles is a remote, rural community that is home to the Fort Mojave Indian Reservation. The city is notorious for extreme summertime temperatures exceeding 120 degrees and severe drought conditions. Through the BOOST Program, the city hopes to find opportunities to upgrade its infrastructure, address water insecurity and explore clean energy initiatives.

- Population: 4,974
- Location: San Bernardino County
- Area: 30.81 square miles
- Disadvantaged community:
- Poverty rate: 25.91%
- Median household income: \$50,274
- Language other than English spoken at home:

### **BOOST Activities:**

- Understand and obtain opportunities to “green” city’s power supply
- Provide grant writing assistance to upgrade water/groundwater infrastructure
- GP Updates: Land Use, Transportation and Environmental Justice Elements
- Economic Development and Historic Preservation
- Communications support
- Partner Development