

SADIE BOGGS ASH

CONSULTING PROPOSAL 2024

Prepared by Sadie Ash
on March 25, 2024

OBJECTIVE

Maintain status and momentum of last 12 months of work including a total of approximately \$5.5M in current Grant Funded Programs and Projects, upcoming applications for both Federal and State Grants, supporting and assisting City Manager and City Engineer with administrative and management needs for Walnut Ranch, Wastewater and Wells projects reflecting over \$20M of infrastructure improvements, develop and launch tools for Economic Development, create and execute City Communication plan including email newsletters, public information on website, information on social media, and creating of Community Engagement Policy.

SCOPE OF WORK

Execution of Current Grants: Administrate and manage current grants awarded to the City of Colusa. In the next 12 months, several will be completed, with opportunities for supplement grants. Safe Streets for All (SS4), BSCC Prop 64 - Cohort 3, CCLGP Colusa Parks, Prop 68 LOSSPP State Park Project, Prop 68 Splash Pad.

Apply for Additional Grants: Develop and/or partner with City Staff and Community to create competitive applications for active and forecasted grants:
SS4A Supplemental Funding, T-Mobile Small Town, ICARP Planning and Implementation Grants, CDBG 2024/25, DBW Ramp Repair, Reconnecting Communities (or any change in naming to Federal/State Program), Active Transportation Programing, *anticipate new release of grants in June/July for applications due in Fall

Economic Development: Create and develop SOP for current and new businesses to the City of Colusa, with the goal to streamline, encourage, and support all economic growth:
Colusa Confluence Workshops, Business Tool Kit (for website), Review/Audit of Business License ordinances, process and issuance, annual maintenance of Business Fees listed on Fee Schedule, build, and maintain relationship with Colusa County Chamber, Businesses, and any associations that are created to support City Goals. Special project work pertaining to CBIC (Pirelli Building). This also includes a more active role within Valley Vision on behalf of the City.

Communication: Continue to create, develop, and action on open and clear communication between the City and its residents via email newsletter, newspaper print, city website, city social media accounts. Continue partnership with City Hall Admin staff to produce City Information in the printed calendar mailed out monthly, convert information to Monthly E-Blast newsletter, promote individual programs/meetings/projects on City's social media accounts, create public notices required by law to be published in local newspaper. I would like to create a survey for the community to complete, with questions on how they currently receive their information and how they would like to receive their information to adjust as needed, ensuring that City information is being distributed to fit the most needs. Community Engagement Policy is the creation of a Policy recommended by HUD for all CDBG grants.

Special Projects/Misc: Due to staffing and capacity, the need for support on City projects and businesses is need: RFP creation and editing, Project/ Program Creation (for grants, Measure B Spending, City Council needs (e.g. event proposal and budgets), ARPA Spending Plan (creation of full plan and timeline, management of updates and changes, creating and management of Community Sake Grants)

OPTIONS

- \$75 per hour, not to exceed \$6000* per month (80 hours per month). The consultant will bill the department accordingly for any work requested by City Leadership and staff with the approval of City Manager.
- \$1,500-\$4,000 per grant. Grant-specific projects include all grant application components, with minimal program development, and grant management and administration . The total cost will be calculated based on information provided by city staff on a one-by-one basis before work begins.

**Contract between City and Consultant between December 2021 - April 2024 was \$65.00/hr billed for Grants, Communications, Ordinance Review and writing. Contract for April 2023-2024 reflects a \$6,000 monthly max for billing, or 93 hours per month. Should Council chose to adjust monthly maximum to reflect 93 hours per month at \$75.00, consultant is amenable.*