

**CITY OF WOODLAND
300 FIRST STREET
WOODLAND, CALIFORNIA**

**CITY COUNCIL
CLOSED SESSION AGENDA**

DECEMBER 18, 2012

5:30 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

- B.1 Conference with Labor Negotiators, Pursuant to Section 54957.6
Agency Designated Representatives: Paul Navazio, Sheila
McShane, Kimberly McKinney and Dania Torres Wong
Employee Organization(s): Firefighters' Association, Woodland
City Employees' Association and Mid-Management Association

**JOINT REGULAR CITY COUNCIL /
WOODLAND FINANCE AUTHORITY AGENDA**

DECEMBER 18, 2012

6:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS-PUBLIC COMMENT

This an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in

updated a/o 12/14/2012

front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

E. COMMUNICATIONS—COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

F. COMMITTEE REPORTS

- F.1 Adopt the Minutes of the Water Resources Association Board of Directors Meeting of September 17, 2012
- F.2 Adopt the Minutes of the Parks & Recreation Commission Meeting of September 24, 2012
- F.3 Adopt the Minutes of the Commission on Aging Meeting of September 13, 2012 and October 11, 2012

G. CONSENT CALENDAR

- 1. Public Works Quarterly Status Report for the Period of September 2012 through November 2012
Recommendation: Staff recommends that the City Council accept the Public Works Departments Quarterly Status Report Summary for the period of September 2012 through November 2012
- 2. Water Meter Implementation Phase III, CIP No. 12-09 Approve Plans and Specifications and Authorize Bid Advertisement
Recommendation: Staff recommends that the City Council approve the project design and bid package and authorize bid advertisement for the Water Meter Implementation Phase III, CIP No. 12-09
- 3. Safe Routes to School Improvement Project CIP No. 13-06; Approve Consultant Agreement
Recommendation: Staff recommends that the City Council approve the \$53,470 consultant services agreement for design services for the Safe Routes to School Improvement Project (CIP No. 13-06) with KD Anderson and authorize the City Manager to execute the agreement

4. Approve Professional Services Agreement for Design Services for Brooks Swim Center Renovation, CIP NO. 12-18

Recommendation: Staff recommends that the City Council 1) award a Professional Services Agreement with Stantec in the amount of \$81,720 for design and preparation of bid documents, bidding assistance and construction observation to renovate the Brooks Swim Center, CIP 12-18 and 2) authorize the City Manager to execute the Agreement on the City's behalf.

H. REPORTS OF THE CITY MANAGER

5. Approve Consultant Agreement for General Plan Update – Project Management Services CIP No. 07-06 and 07-07

Recommendation: Staff recommends that the City Council approve the consultant services agreement for Project Management Services for the General Plan Update project (CIP #s 07-06 and 07-07) with Tschudin Consulting Group in the amount of \$163,800 and authorize the City Manager to execute the agreement.

6. Council Long Range Calendar

Recommendation: Informational Item

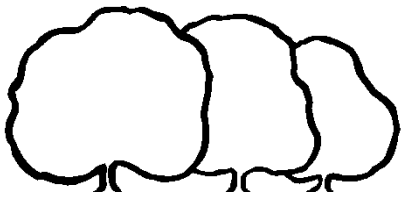
I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint City Council/Woodland Finance Authority Regular meeting of the City of Woodland scheduled for Tuesday, December 18, 2012 was posted on December 13, 2012 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Ana B. Gonzalez, City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Water Resources Association Board of Directors Meeting Minutes for
September 2012

Report in Brief

Attached are the September 17, 2012 Water Resources Association Board of Directors Meeting Minutes. These minutes were approved at the November 5, 2012 meeting.

Background

The Water Resources Association meets quarterly and submits meeting minutes to all jurisdictions attending the meeting. Meeting Minutes are then shared with Council. Starting with the September 17, 2012 Meeting Minutes, the WRA will e-mail minutes directly to all Council Members, the City Manager, City Clerk and Public Works Senior Management Analyst. A Council Communication will no longer be prepared in conjunction with these minutes as Council members will receive them directly via e-mail.

Recommendation for Action

No action required. For information only.

Prepared by: Johanna Currie
Senior Management Analyst

Reviewed by: Greg G. Meyer
Public Works Director

Paul Navazio
City Manager

Attachments: September 17, 2012 Water Resources Association Board of Directors Meeting
Minutes

**MINUTES OF SEPTEMBER 17, 2012
OF THE BOARD OF DIRECTORS
WATER RESOURCES ASSOCIATION OF YOLO COUNTY**

1. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order at 3:00 p.m. by Vice-Chair, Sid England.

Board members present: Sid England – University of CA Davis, WRA Vice-chair
Cecilia Aguiar-Curry – City of Winters, Treasurer
Matt Rexroad – Yolo County
Jim Mayer - Yolo County Flood Control & WCD
Robert Thomas – Reclamation District 2035
Brett Lee – City of Davis

Alternate members present: Tim O'Halloran – Yolo County Flood Control & WCD
Jacques DeBra – City of Davis
Lewis Bair – Reclamation District 108
Regina Cherovsky – Reclamation District 2035
Duane Chamberlain – Yolo County
Kurt Balasek – City of Winters

Associate members present: Jeanette Wrysinski – Yolo County RCD
Lynnel Pollock – Cache Creek Conservancy
Fran Borcalli

Members of the Public &
Agency Staff: See attached sign-in sheet

Member Agencies Absent: Dunnigan Water District
City of West Sacramento (agency staff in attendance)
City of Woodland (agency staff in attendance)

2. APPROVAL OF AGENDA – The Board motioned, seconded and unanimously approved the agenda.

3. PUBLIC FORUM – There were no public comments made.

4. CONSENT ITEMS - The Board motioned, seconded and unanimously approved all consent items with abstentions by Robert Thomas and Brett Lee who did not attend the June meeting.

- a. Approved minutes: June 7, 2012 Board meeting
- b. Received financial reports: FY Year End 2011-12 Final; July 2012
- c. Received minutes of Executive Committee: 6/13, 7/12/12
- d. Received minutes of Technical Committee: 5/3, 5/16, 6/7, 7/12, 8/2/12

5. INFORMATIONAL ITEMS - *Nominating Committee Appointment*: The Executive Committee appointed a Nominating Committee to recommend Board officers and appointments for 2013 (reference Committee Report with the agenda packet). Their recommendations will be presented at the November 5th WRA Board meeting for Board approval.

6. UPDATE ON WATER LEGISLATION & REGULATORY ISSUES

Tim O'Halloran reported on three items. Yolo County has submitted a letter of recommended changes to the Bay Delta Conservation Plan (BDCP), which the WRA circulated via email to the WRA Technical Committee distribution list. The water legislation package passed in 2009 mandated that agricultural water users submit an agricultural water management plan by December 31, 2012. Tim

**MINUTES OF SEPTEMBER 17, 2012
OF THE BOARD OF DIRECTORS
WATER RESOURCES ASSOCIATION OF YOLO COUNTY**

and Lewis Bair have been very involved in interpreting the new ag water measurement requirements, which greatly impact RD108's operations. The State Water Resources Control Board is updating the 2006 Water Quality Control Plan. NCWA has taken the lead on representing stakeholder input to the SWRCB regarding the "flows and fees" requirements in the Plan. A series of workshops/hearings are being held to receive this input.

a. Update on Lower Sacramento River Floodplain Coordinating Committee (LSRFCC) - Dave Shpak representing the City of West Sacramento's Area Flood Control Agency (WSAFCA), reported on the activities of the LSRFCC in Cindy Tuttle's absence. Dave gave an overview of the Central Valley Flood Protection Plan (CVFPP) mandated by the adoption of SB 5 legislation in 2006. The CVFPP is a component of the statewide framework that incorporates a discussion of conditions and constraints including how the state would like to make future decisions about flood risk reduction (structural and non-structural). The intent of SB 5 was to articulate projects to advance the goals of the legislation, which has yet to be fully attained. Voters passed Proposition 1E and 84 because they wanted to identify what projects would be advanced. This task has been delegated to regional and local entities to achieve consensus on identifying priority projects for small communities, urban and rural areas. DWR has divided up the San Joaquin and Sacramento Valley Basins into 9 different planning regions. These boundaries are not practical to many regional entities. DWR has expressed willingness to revise the boundary definitions with stakeholder input. DWR is willing to fund regional flood risk reduction planning, as long as a single local entity is responsible for coordinating funding to regional participants. The City of West Sacramento has been asked and agreed to be the funding agent for the lower Sacramento River basin. The LSRFCC is a partnership of reclamation districts and local jurisdictions in the lower Sacramento River that interface with SAFCA and other regional organizations. The LSRFCC is reviewing DWR's geographical regional definitions. For example, the Yolo Bypass is split into three separate basins, which does not make sense for local planning efforts. The LSRFCC is reviewing the definitions to consider adding a portion of mid-Sacramento up to Knights Landing Ridgecut and integrating portions of the Delta North region. Coordination meetings are ongoing through the LSRFCC to create linkages between right bank Yolo participants and agencies on the Sacramento side of the river. Additionally, WSAFCA authorized their General Manager to enter into a professional services contract to prepare a DWR grant application to fund the Lower Sacramento River Flood Management Plan. WSAFCA and SAFCA agreed to split this cost, which is not reimbursable by the State. Dave Shpak asked Lewis Bair to give an update for his region.

Lewis reported that like WSAFCA, RD 108 has agreed to have a similar role for the mid-Sacramento regional planning effort to prepare a DWR grant application. The mid-Sacramento region is considering integrating with the upper Sacramento region (Chico area). Lewis emphasized that it will be very important to coordinate between the regions. Uniformity and consistency within the regions will allow for greater success for implementation with DWR's programs. SB 5 did not set clear standards for implementation for the small communities and rural areas. Many rural areas have basin management plans that will need to be integrated into the regional planning effort. The regional plans will be incorporated into State's systemwide basin plans and then into the CVFPP 2017 update.

Dave Shpak further explained that DWR is envisioning two separate planning efforts as part of the 2017 update: a "bottom-up" Regional Flood Management planning effort and a "top-down" systemwide planning effort developed from the basin plans. Regional entities are concerned that these two tracks, as presently conceived, are operating independently and will not effectively be integrated for the benefit of regional implementation.

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Dave answered questions from the Board. Several Board members requested continued discussion and an informational presentation on this topic as the planning process develops. This planning is important to many of the WRA's member agencies and they would like time to comment and understand the key issues and impacts. Lewis Bair and Dave Shpak emphasized that this planning process is very much in the early stages and it is an inclusive process. There is a short timeline to pursue a small amount of DWR grant funding (Oct. 1st) that does not constrain the planning process in any way. Vice-Chair England encouraged everyone to stay for the networking session at the end of today's meeting and takes advantage of that time for further individual discussion. Updates on LSRFCC activities will be added as a standing Board agenda item.

7. WRA TECHNICAL COMMITTEE (TC) UPDATE

- a. Technical Committee Activities - FY2012-13 Project Update: Jacques DeBra, TC Chair, referenced the list of projects to be funded this fiscal year on page 30 of the agenda packet. These projects benefit local and regional water planning efforts. He highlighted the following two projects to be funded. The Board will receive an update on the development of the Westside IRWMP at today's meeting. This process emphasizes how water planning has become more regional. This creates new challenges in governance by participating on a much broader scale than for the development of the Yolo County IRWMP. This fiscal year NCWA will provide legislative and regulatory consulting, so that the WRA Board can stay ahead of regional issues and concerns. Not only does the WRA support local projects, but also supports regional partnerships throughout the watershed for the benefit of our combined interests. Sid England noted that more than half of the WRA's membership dues go toward advancing a wide-variety of water planning projects and programs in Yolo County.

8. UPDATE SACRAMENTO RIVER JOINT INTAKE, DIVERSION, FISH SCREEN PROJECT:

Robert Thomas, Reclamation District 2035 Board member, introduced Gary Reents, Project Manager and Regina Cherovsky, RD 2035 General Manager. Mr. Thomas gave a history of the 100-year old intake facility. The current intake is not environmentally friendly and is the largest unscreened diversion on the Sacramento River. Private and public agencies came together to make this project a reality that is necessary for agricultural production on Conaway Ranch and for the Davis-Woodland Water Supply Project. As part of the project agreement, Conaway Preservation Group dedicated 5-acres for the intake facility at no cost to the city of Woodland or Davis, as well as, dedicating the raw water lines going to the new treatment plant in Woodland and the water treatment lines to Davis. RD 2035 is the project's lead agency and will administer the funding and contracts. Agreements with Woodland and Davis provides for the sale of 10,000 acre-feet of water during the dry season. RD 2035 also partnered with Yolo County to ensure the continuation of good habitat for Conaway Ranch. The new intake project cost estimate is \$36 to \$40 million and is currently at the 100% design stage. The Federal partners have assured that funding is allocated in the President's budget to continue to fund fish screens. The Bureau of Reclamation has formally acknowledged that their number one priority on the Sacramento River is this intake project. RD 2035 is still waiting to determine whether the Federal funds will be available over two year or three years. The Federal project cost sharing agreements are currently being reviewed. Historically the State has funded the remaining 50% of the local cost share (\$16-20 million), but State officials are still discussing departmental budget appropriation. RD 2035 continues discussions with the State to ascertain their cost share. Ideally project construction would begin in 2013. Mr. Thomas believes this is the first intake project to handle both ag and urban water. Regina thanked the WRA for their initial seed money that got the project started and demonstrated to the Bureau the project's funding credibility and regional support. Mr. Thomas answered questions.

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He welcomes the opportunity to participate as a WRA Board member. He commented that agencies can no longer work on their own. The more agencies can collaborate on priorities for our region, the more likely we are to secure funding for those priorities.

9. PRESENTATION: WESTSIDE INTEGRATED REGIONAL WATER MANAGEMENT PLAN

Ken Kirby, Kirby Consulting, is the public outreach facilitator and strategic advisor for the Westside IRWMP planning process. Kennedy/Jenks is the lead consultant. Ken mentioned that he also advises DWR at the executive level on their flood management and IRWM planning programs in the interest of full disclosure. Ken explained the sub-regions covered by the Westside Sacramento area: all of Yolo and Lake Counties, and parts of Napa, Solano, and Colusa County. Ken summarized the approach being used to develop the plan. At the start of the process, all the document topics were presented that needed public engagement. The Plan is being concurrently written with stakeholder feedback and re-drafted. The Westside continues to refine the Plan's objectives (23), which will be discussed at this week's public meetings in Vacaville and Clearlake (Meeting #7). The current water-related objectives include: education and awareness, habitat, infrastructure, reasonable use, recreation, risk management, understanding watershed function, water quality and water supply. There is a final draft of the Plan's goals (12). All draft planning documents can be accessed at www.westsideirwm.com.

Governance discussions about how the Westside Regional Water Management Group (RWMG) will function are just beginning. The State has specific IRWMP requirements about the governance structure. The RWMG will be responsible for maintaining and updating the IRWMP, as well as, implementation of the Plan including obtaining and administering of grant funds. The State will only consider one grant application per region. The RWMG decides what projects will be included in an application and which agency will submit it. The IRWMP is being written to be in compliance with the IRWM guidelines and therefore eligible for State funding. However, since funding availability is limited, the IRWMP is intended to serve a broader purpose of leveraging agencies efforts to maximize their investment in regional planning.

Initial project submittals are being considered and summarized for discussion. The projects will receive a "score" based on established criteria for discussion purposes only. The RWMG and stakeholders will group projects into high, medium and low priorities and will decide which projects to include in the IRWMP. Every project submitted may not necessarily be included in the final IRWMP. Ken clarified that once the Westside IRWMP is formally adopted, the State will recognize it as the only official IRWMP for this region. Projects that are in the Yolo County IRWMP, but not in the adopted Westside IRWMP will not be eligible for State funding. The Yolo County IRWMP still has value as a local planning document.

An updated IRWMP preparation schedule was distributed. The consultant team recommended to the RWMG to add additional interaction points to increase the opportunity for engagement and feedback. Several coordinating committee public meetings have been added, as well as, the opportunity to submit additional projects for consideration. There was some confusion about the types of projects that are eligible for inclusion and hopefully those questions can be answered at Meeting #7. Stakeholders are being encouraged to integrate projects that are close in geographic proximity. The final project submittals will be due in mid-November. Meeting #8 will be held in December to select and prioritize projects and decide on future governance. A final public review draft of the IRWMP is scheduled for March 1, 2013. The Round 2 Implementation grant application is due in March 2013. A complete adopted IRWMP is scheduled for June 2013. An adopted plan is not required in order to be eligible for

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Round 2 funding. Each of the five RWMG agencies will be asked to adopt the Westside IRWMP. For example, the WRA Board will be asked to pass a resolution adopting the Westside IRWMP. Any other entities in the region that want to participate in the Westside region are encouraged to also pass a resolution adopting the IRWMP. This demonstrates a broad regional support for the Plan. Ken answered questions from the Board and public.

10. NEXT MEETING DATE: Monday, November 5, 2012 from 3-5 pm, Woodland Community Center

11. ADJOURNMENT: The meeting adjourned at 4:15 p.m.

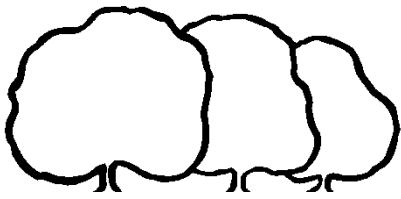
12. SHOWCASING IRWMP PROJECTS/ POSTER SESSION: Viewing, networking, and socializing

Respectfully submitted,



Donna L. Gentile

Board Secretary & Administrative Coordinator



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Parks & Recreation Commission Minutes for September 24, 2012

Report in Brief

Parks & Recreation Commission meeting minutes for September 24, 2012 are provided for information only (there was no meeting in October).

Recommendation for Action

No action is required, informational report only.

Prepared by: Christine Engel
Recreation Superintendent

Paul Navazio
City Manager

Attachments



Parks & Recreation Commission
Woodland Community & Senior Center
2001 East Street, Woodland, CA 95776

Commission Meeting Minutes September 24, 2012

Call to Order

Meeting convened at 6:33 p.m. at the Woodland Community & Senior Center, 2001 East Street, Woodland, California by Commissioner Salinas.

Commissioners Present: Stephens, Salinas, Groom, 2 Vacant

Absent: Fernandez, Romero

Staff: Sanders, Engel, Haynie

Pledge of Allegiance

Commission Minutes of July 23, 2012

Commissioner Groom made motion to accept the July 23, 2012 minutes with corrections; Commissioner Stephens seconded the motion. Motion carried 3-0.

Communications Written-Staff Reports

Recreation Division Report-Christine Engel

Engel informed the Commission that the Parks & Recreation Commission meetings were being moved back to the Council Chamber starting October 22, 2012. The Commission meetings will then be broadcast live on the WAVE. 1% Basketball currently has 18 participants, registration is open for Senior Basketball, Adult Basketball was cancelled due to low enrollment, Badminton on Mondays and Wednesdays is going well, and Fall Softball has 48 Men's teams and 40 Co-ed teams. A boxing event was held at the Community & Senior Center on October 20, 2012 with an estimate of 700 attending the event. Staff was pleased with how smoothly event that went. New program in development is a Mom & Me class to be offered weekly starting in November. The 11th Annual Father/Daughter Dance is on November 3, 2012. Staff are in the planning stages for an Open House event we are calling "Rexpo" on March 1, 2013, 4-7 p.m. The event will be a kick off event for summer 2013 activities offered by Park & Recreation. This event will be coordinated with Senior Center's Art Show and will include the YMCA's program offerings in the Fitness Center. Staff is requesting the commissioner to volunteer at this event. The City is also working on updating the program registration and facility booking programs, integration with Finance's accounting software and online registration. Commission had asked at the last meeting about City email for Commissioners, since Commissioners are considered volunteers instead of employees, the City cannot include them in the City's email system. Staff is working on changing the format of the Recreation report for the Commission.



Parks & Recreation Commission
Woodland Community & Senior Center
2001 East Street, Woodland, CA 95776

Parks Report/Street/Tree Report-Rob Sanders

Sanders said that any ideas to improve his report were welcome. The walkway is being resurfaced at Pioneer Park. Ferns Park was closed to allow changes to the water system (taking the park off the Ferns Park well). The project is 90% complete. The playground surface has been repaired "Poured in Place" rubber was installed. The repair costs were split between the City and the Manufacturer since the original product that was installed was defective. Charles Brooks' roof repair project will begin on September 25, 2012 at a cost of \$30,000 (funded by Measure E funds). Fernando Munoz has been promoted to Senior Tree Trimmer; there is a current opening for Tree Trimmer II.

Old Business-Action Items

Work Plan

Table this item to the next meeting.

Old Business-Information Items

Clark Field Update

Engel reported that Staff met with Clark Field neighbors and then the User groups separately. Staff then met together with both groups. Coaches and Manager were made aware of the residents concerns. Signs were posted "No foul ball is allowed to be retrieved from private property". Before the annual Labor Day Tournament the user groups contacted the residents and invited them to attend a barbeque. Sanders stated that staff had repaired the netting and electrical problems to the control booth and the new shop building were scheduled for October/November. Next year the backstop and new netting will be installed.

Business Items for Next Meeting:

Clark Field Update

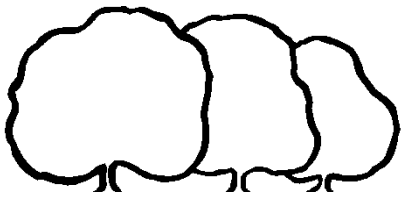
Annual Plan-Work Plan

Next Meeting Date: October 22, 2012, 6:30 p.m.

Adjourn: meeting adjourned at 6:53 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Commission on Aging Minutes: September and October 2012

Report in Brief

Commission on Aging meeting minutes for September 13, 2012 and October 11, 2012 are attached for information only (there was no meeting in December).

Recommendation for Action

No action is required, informational report only.

Prepared by: Christine Engel
Recreation Superintendent

Paul Navazio
City Manager

Attachments



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Regular Meeting Minutes

September 13, 2012

Call to Order

Meeting convened at 3:36 p.m. at the Community & Senior Center, 2001 East Street, Woodland, California; Chair Garman presiding.

Commissioners Present:	Garman, Campbell, Wright, and Talkington
Absent:	Overholt
Staff:	Haynie, Bain, and Engel
Guests:	Kelly Hutchinson, YMCA Executive Director and Ariel, Fitness Center Coordinator, Victor White

Pledge of Allegiance

Minutes and Staff Report

Commissioner Talkington moved to accept the minutes from July 12, 2012 as written; Commissioner Campbell seconded the motion. Motion carried 4-0.

Communication-Commission/Staff Statements and Requests

Commissioner Garman reported that he attended the Stroll through History noting that 75% of volunteers were seniors. After attending the Council meeting in August, reporter for the Daily Democrat expressed an interest in highlighting senior events. Healthy Aging is separating itself from Yolo County Commission on Aging and is in the process of acquiring a separate 501c3. Commission discussed receiving the minutes from the Yolo County Commission on Aging, stating that it was helpful information.

Communications Written-Staff Reports

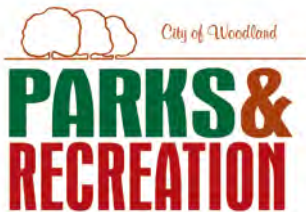
Bain reported that the speaker for October was set, "How to be safe" speaker Lt. Kaff. New Yoga instructor to offer classes free in the mornings. SCI Affordable Adventure trip to San Francisco brought in \$859. Bain has inserted four additional pages to the Senior Gram, advertising West Sacramento's Fraud Fair, Physical Therapy through Vista Hospice. Commissioner Garman asked if the Movie Day could offer a bigger variety of movies, including classics. Bain stated that ideally she would like to offer movie day on a weekly schedule and include classic movies but is limited by the number of volunteers she currently has. Commissioner Campbell moved to accept the staff report as written; Commissioner Wright seconded the motion. Motion carried 4-0.

Old Business-Action Items

Work Plan Update

Apartment List: Commissioner Talkington made the motion to update the Apartment List every two years; Commissioner Campbell seconded the motion. Motion carried 4-0.

Additional Work for the Work Plan: Discussed finding another project for the Commission to work on "on the off year" of the Apartment List. Commissioner Talkington made the motion to discuss possible projects to work on every other year at the next COA meeting; Commissioner Wright seconded the motion. Motion carried 4-0.



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Timeline: First Draft of the Timeline for the May 29, 2013 Resource Fair in concurrence with the YMCA's Senior Fitness Day was discussed. Event will be advertised in the Senior Gram March, April and May. Outreach to News Papers, Proclamation to Council for Older Americans Month at the May 7, 2013 Council Meeting. Resource Fair will be held in the Haarberg Gym with south doors open to the Fitness Center and Court C. YMCA will be hosting a potluck and will have Healthy Choice speakers. Their last event had a good turnout and they acquired 22 new members from that event. Bain will work with the YMCA to coordinate both events and report back to the Commission with updates.

Annual report to Council will be in July. First draft on the COA agenda for March with approval needed at the April COA meeting. January speaker date needs to be finalized with the time set either before lunch or after on a Wednesday or Thursday.

Engel informed the Commission that Parks & Recreation would be hosting "Recexpo" on March 1, 2013. This event will kick off the summer programs. Volunteers are needed. The department is still in the planning stage for this event. The event will showcase all the programs offered by the department. The Senior Art Show will take place at the same time. The event is currently scheduled 4-7 p.m. Early registration discounts will be offered for the summer programs with staff available to answer questions. The downtown art walk is also scheduled on this date, still working on how to promote each event. There will be goody bags for things offered downtown, raffles and an interactive schedule of events offered.

Business Items for Next Meeting:

Work Plan Update

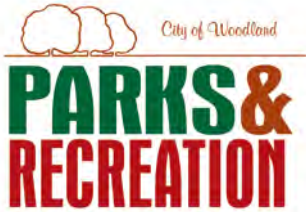
1. Change Meeting time to 3:00 p.m.
2. Timeline-Garman
3. March 1, 2013 Event
4. January Speaker Update
5. Discuss additional work plan items

Next Meeting Date: October 11, 2012

Adjourn: Commissioner Campbell made the motion to adjourn the meeting at 4:26 p.m., Commissioner Garman seconded the motion, and motion carried 3-0. Note: Commissioner Wright left the meeting at 4:00 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Regular Meeting Minutes

October 11, 2012

Call to Order

Meeting convened at 3:36 p.m. at the Community & Senior Center, 2001 East Street, Woodland, California; Chair Garman presiding.

Commissioners Present: Garman, Campbell, Wright, and Overholt

Absent: Talkington

Staff: Haynie, Bain, and Engel

Guests:

Pledge of Allegiance

Minutes and Staff Report

Commissioner Campbell moved to accept the minutes from September 13, 2012 as written; Commissioner Wright seconded the motion. Motion carried 4-0.

Communication-Commission/Staff Statements and Requests

Bain informed the Commission that SCI had questions about the proposed budget for Teens Helping Seniors that staff would answer before SCI's November meeting. Commissioner Overholt stated that Yolo 211 is online and can be filtered by senior programs. Commissioner Overholt will send staff the link. Engel informed the Commission that AB 1234 Mandatory Ethics Training had being offered on October 9, 2012 and would be offered on October 23, 2012 at the Community & Senior Center for any Commissioner interested in refreshing their ethics training.

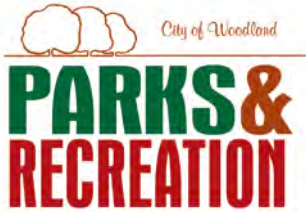
Communications Written-Staff Reports

Planning for the March 1, 2013 "ReXpo" is on schedule. This event is an open house event that will highlight all programs offered by the Parks & Recreation Department. The Senior Art Show is scheduled for that evening. There will also be a scavenger hunt where participants receive a stamp on their card for each program area they visit and prizes will be awarded. YMCA, SCI Affordable Trips and Care Car will all be advertising their programs at the event. The March 1st event will be coordinated with the First Friday Art Walk. Thanksgiving Potluck is scheduled for November 15, 2012, 5:30 p.m. with dinner at 6:00 p.m. December 13, 2012 is the SCI Santa's Holiday Open House, 4:00-6:30 p.m. White Cane Dinner was a sold out event on October 11, 2012. Commissioner Overholt moved to accept the staff report as written; Commissioner Campbell seconded the motion. Motion carried 4-0.

Old Business-Action Items

Meeting Time Change

Commissioner Campbell made the motion to change the COA meeting time from 3:30 p.m. to 3:00 p.m.; Commissioner Overholt seconded the motion. Motion carried 4-0.



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Timeline Commissioner Garman updated the changes discussed at the last COA meeting and will send the link to all commissioners.

Speaker Series October 17, 2012 speaker has been confirmed and advertised in both the newspaper and the City of Woodland home page. Event is scheduled in Banquet Room 3 at 10:30-11:30 a.m.

Nurse Joann Hatchett has agreed to be the speaker at the January event. Commissioner Overholt will confirm date and time with Nurse Hatchett. The event is tentatively scheduled for January 23, 2013, 10:30-11:30 a.m. Commissioner Overholt will do a presentation on "Important Documents". Staff will print enough of the "Important Documents" handout and make CD's of it as well.

Business Items for Next Meeting:

Work Plan Update

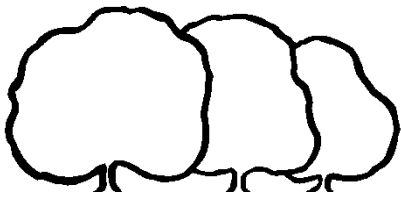
1. Draft, Thank you letter to Kiwanis-Wright
2. Timeline-Garman
3. March 1, 2013 Event
4. January Speaker Update
5. Discuss additional work plan items

Next Meeting Date: November 8, 2012

Adjourn: Commissioner Campbell made the motion to adjourn the meeting at 4:10 p.m., Commissioner Overholt seconded the motion, and motion carried 4-0.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Public Works Quarterly Status Report for the period of September 2012
through November 2012

Recommendation for Action

Staff recommends that the City Council accept the Public Works Department's Quarterly Status Report Summary for the period of September 2012 through November 2012.

Background

The Public Works Department's Quarterly Status report includes a summary of the activity of all divisions with the Department. In lieu of providing comprehensive monthly status reports to the City Council via the Agenda packet, the City Council will now be receiving Summary Reports on a quarterly basis. Specific information about items in the status report are available on request.

In addition, staff is working on streamlining status reports as well as making this information more accessible to the public through the City website.

Prepared by: Johanna Currie
Senior Management Analyst

Reviewed by: Gregor G. Meyer
Public Works Director

Paul Navazio
City Manager

Attachment



Public Works Department.
Quarterly Status Report
September through November 2012

For the Months of Sept-Nov 2012		
Division	Service Requests	Work Orders
Administration	1,433	-
Electrical	85	138
Environmental Services*	-	110
Facilities	127	186
Fleet**	-	473
Parks	25	315
Pretreatment*	-	217
Sewer	66	285
Signs & Markings	9	280
Storm Drain	84	99
Streets	66	138
Urban Forestry	117	129
WPCF***	-	-
Water	1,339	517
Grand Total	3,351	2,887

Service Request – Every time a request for Public Works services is made by phone call, written request, emailed request, or an actual one-on-one request to a PW employee, a **‘Service Request’** is generated. This builds a computerized record of all requests made.

Work Order – A **‘work order’** is created each time a work crew or individual is assigned a task as a result of either service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

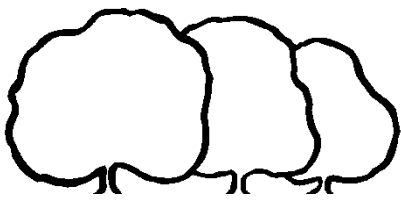
Total for Calendar Year 2012 Through 11/30/2012	
Service Requests 12,421	Work Orders 10,186

63 Working Days This Quarter = 53 Requests for Service per Day

*Capturing Service Request data is currently in the process of being developed.

**Fleet Services track their work orders on a separate system called Faster. Fleet Work Order totals are not included in Calendar to Date totals.

***WPCF is in the process of installing MP2, a maintenance management software that will track work orders similar to the way we track work orders in Cityworks. Information should be available on the next quarterly report .



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Water Meter Implementation Phase III, CIP No. 12-09
Approve Plans & Specifications & Authorize Bid Advertisement

Recommendation for Action

Staff recommends that the City Council approve the project design and bid package and authorize bid advertisement for the Water Meter Implementation Phase III, CIP No. 12-09.

Fiscal Impact

The project is fully funded by water enterprise funds in the approved Capital Budget. There are no impacts to the General Fund. The budget for the project is \$1,200,000 and the engineer's estimate of construction costs is \$800,000. The balance of funds will cover engineering design, construction management, inspection and engineering services during construction. Five hundred thousand dollars (\$500,000) was programmed for FY 2011-2012 in CIP 12-09; additional funds will be reprogrammed from CIP 09-22 (Water Meter Phase II) to cover work which was anticipated to be completed under the second phase of the water meter implementation project, but was deferred to this project.

Staff has applied for a \$900,000 grant through the Safe Drinking Water State Revolving Fund (SDWSRF) for this project, and has been notified by the California Department of Public Health that the project is currently within the fundable portion of the SDWSRF Project Priority List. If the City receives the SDWSRF grant, it will be used to offset the water enterprise funds currently identified for the project. The City previously received \$14,839,000 in American Reinvestment and Recovery Act (ARRA) funding for Phase II of the project. Fifty percent of this amount was a "forgiveness of principal grant" and 50% was in the form of a 20-year loan at 2.5% per annum. This funding allowed the City to install meters on over 10,000 of its water connections at a relatively low cost to the City.

Background

State law requires the City install water meters on all water connections located within its service area by January 2025. Phases I and II of the meter implementation project completed meter

installation and remote reading equipment on over 14,000 city-wide domestic, commercial and industrial services.

Phase III of the meter implementation project will install meters on approximately 275 individually owned single-family residential and landscape services located in six planned unit development and/or condominium projects. In addition there are a handful of remaining unmetered commercial connections discovered since the completion of Phase II Project that have been added to this project. With the completion of CIP 12-09, Water Meter Implementation Phase III, the City will have 100 percent of water connections metered and on consumption-based billing.

Discussion

Installing individual meters on all single-family residential customers is the most desirable and equitable means of billing for water service. It has always been the intent to provide this level of metering; however planned unit developments were not included in the first two phases of the meter implementation project due to the relative complexity of designing and constructing a project to install meters on the privately owned internal water systems. In planned unit developments and/or condominiums, the utility services to the individual units are located in “common areas” and both the onsite utility services and the common areas are private property owned and maintained by a homeowners association. In order to install meters on the individual units (rather than providing a master meter which would measure the amount of water used by the entire complex), the City had to pursue rights of entry and easements to enter on the private property to conduct investigations for design, and for the construction installation and long-term maintenance of meters. Design of the project included identifying locations of onsite private water mains, valves and services because there were no record drawings, and determining construction phasing to ensure the least disruption to the private property owners.

The design of plans and specifications is complete and rights of entry and easements have been obtained from the private owners. The project is ready to move forward and will complete the installation of water meters on all water connections within the City’s service area.

Conclusion

Staff recommends that the City Council approve the project design and bid package and authorize bid advertisement for the Water Meter Implementation Phase III, CIP No. 12-009.

Prepared by: Akin Okupe, P.E.
Senior Civil Engineer

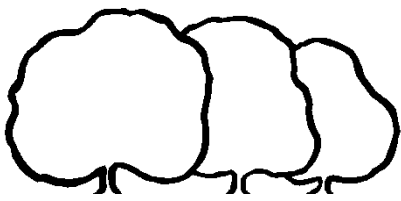
Reviewed by: Doug Baxter, P.E.
Principal Civil Engineer

Reviewed by: Nicholas J. Ponticello
Community Dev. Director

SUBJECT: Water Meter Implementation, Phase III, CIP No.12-09.
Approve Plans & Specifications & Authorize Bid Advertisement

PAGE: 3
ITEM:

Paul Navazio
City Manager



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Safe Routes to School Improvement Project CIP #13-06; Approve
Consultant Agreement

Recommendation for Action

Staff recommends that the City Council approve the \$53,470 consultant services agreement for design services for the Safe Routes to School Improvement Project (CIP #13-06) with KD Anderson and authorize the City Manager to execute the agreement.

Fiscal Impact

The Safe Routes to School Project and associated design budget was approved by Council on October 16, 2012 when the project was added to the FY2013 Capital Budget. The project design is budgeted in the amount of \$70,000, which consists of \$63,000 in Safe Routes to School grant funding and \$7,000 of Road Development funding. The request for construction funding will be included in the FY2014 Capital Budget. The anticipated cost for the construction phase of the project is \$580,000 which will be funded 66.7% by the Safe Routes to School grant. Approximately \$193,000 of Road Development funding will be required to match the grant funding for construction.

Background

The Safe Routes to School project will construct improvements to school area crossings and roadways to improve visibility and raise awareness of drivers, bicyclists and pedestrians near seven Woodland schools including Tafoya, Zamora, Freeman, Prairie, Maxwell, and Dingle Elementary Schools and Douglass Middle School. The project includes driver speed feedback signs, signing and striping improvements, intersection improvements, and a new traffic signal at E. Gum Avenue and Matmor Road. The largest work item for the project is related to the new traffic signal. The remaining scope of work includes speed feedback signs at six schools, a crossing median at the intersection of Plane and West Streets near Freeman Elementary and the signage and striping improvements at all of the schools.

Once the project was approved by Council in October, staff proceeded with a quality based selection process, as required by the grant, to select a firm to provide design services for the project.

Staff issued a request for qualifications on October 24 and received submittals on November 7. A three member team of staff reviewed, scored and ranked the nine statements of qualification received. The three top ranked firms, KD Anderson, Laugenour and Meikle, and W-Trans, were interviewed on November 28. The review team evaluated the interviews and the top rated firm was KD Anderson.

Discussion

The staff review team felt that while all three firms that were interviewed were highly qualified to perform the design services requested; KD Anderson had the best understanding of the City's needs and approach to the project. Staff hopes to complete the design phase by early spring so that construction can be completed prior to the beginning of the 2013/14 school year.

Conclusion

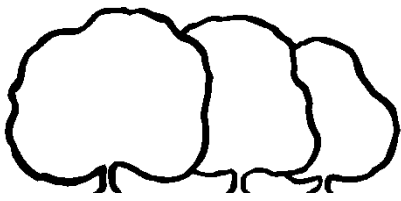
Staff recommends that the City Council approve the \$53,470 consultant services agreement for design services for the Safe Routes to School Improvement Project (CIP #13-06) with KD Anderson and authorize the City Manager to execute the agreement.

Prepared by: Katie Wurzel, PE
Transportation Engineer

Reviewed by: Brent Meyer, PE
Principal Civil Engineer/City Engineer

Reviewed by: Nicholas J. Ponticello
Community Development Director

Paul Navazio
City Manager



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: October 16, 2012

SUBJECT: Add Project to Capital Budget and Appropriate Funding for the Safe
Routes to School Project CIP #13-06 for FY2013

Recommendation for Action

Staff recommends that the City Council add the Safe Routes to School Project CIP #13-06 to the FY2013 Capital Budget and appropriate \$450,000 of State funding and reallocate \$7,000 of Road Development funding for the project.

Fiscal Impact

The budget for the design phase of this project is \$70,000 and is funded 90% by the Safe Routes to School grant funds. The grant funds will be appropriated in Fund 351, Transportation Grants. The local match requirement of \$7,000 was identified as being reallocated from another Road Development fund project (CIP #02-28 Traffic Engineering Services) funded in the FY2013 Capital Budget.

The anticipated cost for the construction phase of the project is \$580,000. The construction phase is funded 66.7% by Safe Routes to School grant funds. The remaining \$193,000, for construction, is anticipated to be Fund 582 Road Development funding and will be requested next year in the FY2014 Capital Budget. It is important to note that Fund 582 has an accumulated deficit of ~\$3.4 million. This is one of the funds where we have cancelled or postponed most projects within the 10-year capital improvement plan to allow anticipated revenues to reduce and ultimately eliminate the accumulated deficit. Funding the match requirement for this project will involve internal borrowing which is inconsistent with the City's Budget and Fiscal Policy.

The inclusion of the Gum/Matmor signal in the Safe Routes to School project allows the City to reduce the overall cost to City Road Development funds by approximately \$150,000. This project is being moved forward into this fiscal year because grant funding is available. In addition to the increases in safety related to this project, the signal was also identified as a mitigation project in a previous environmental impact report.

Background

In January 2012, City staff contacted all schools eligible for funding through the State Safe Routes to School program to request assistance with surveys identifying why children did not walk or bike to school. Staff met with participating schools and site specific issues were identified. After the project concepts created by City staff were reviewed and approved by school officials, site councils, the District Transportation Department and the Woodland Police Department, a grant application was submitted.

The estimated total project cost is \$650,000 and the City was awarded the requested \$450,000 to design and construct the project.

The proposed improvements will improve visibility of pedestrians and bicyclists and raise awareness of vehicles traveling near schools. Students walking and biking to school will reduce traffic, improve air quality and promote healthy lifestyles. The proposed project improvements include driver speed feedback signs, signing and striping improvements surrounding schools, intersection improvements, crossing improvements, and the new traffic signal at East Gum Avenue and Matmor Road. The full list of proposed improvements is attached.

Discussion

A major component of this project is the installation of a traffic signal at the intersection of East Gum Avenue and Matmor Road to improve the crossing for Prairie Elementary students. This signal project was identified in the long range capital program as a Road Development cost of \$339,036 in FY2016. By moving this project forward sooner, we will be improving safety for the children and motorists as well as reducing the overall cost to the City for the signal installation through the utilization of grant funds.

Safe Routes to School projects are very disruptive to the school area and as such staff aims to complete all construction during the school district summer break. To meet this schedule, design needs to be started now so that we may complete the design and bidding phases by March 2013 with construction complete by August 2013.

Conclusion

Staff recommends that the City Council add the Safe Routes to School Project CIP #13-06 to the FY2013 Capital Budget and appropriate \$450,000 of State funding and reallocate \$7,000 of Road Development funding for the project.

Add Project to Capital Budget and Appropriate
SUBJECT: Funding for the Safe Routes to School Project CIP
#13-06 for FY2013

PAGE: 3
ITEM:

Prepared by: Katie Wurzel, PE
Transportation Engineer

Reviewed by: Brent Meyer, PE
City Engineer

Reviewed by: Nicholas J. Ponticello
CDD Director

Paul Navazio
City Manager

Attachments: Proposed Safe Routes to School Grant Project Improvements
CIP 13-06 Safe Routes to School Information Sheet

Attachment 1:
Proposed Safe Routes to School Grant Project Improvements

The proposed Safe Routes to School project improvements are as follows:

Tafoya Elementary School

Driver feedback signs on Gum Ave at lighted crosswalk
Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Zamora Elementary School

Driver feedback signs on El Dorado at lighted crosswalk
New high visibility crosswalk at Woodside/Cottonwood
Improvements to the fencing on the walk path access to the rear of the school.
Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Freeman Elementary School

Driver feedback signs on West Street approaching the school and one approaching the lighted crosswalk on Woodland Avenue.
New crossing median at the intersection of Plane and West streets to prevent u-turns and drop-offs in the intersection.
Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Prairie Elementary School

Driver feedback signs on Matmor Road at lighted crosswalk
Traffic signal at Gum/Matmor
Upgrade signs at lighted crosswalk to signs with LED borders
Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Maxwell Elementary School

Driver feedback signs on Ashley at lighted crosswalk
Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Dingle Elementary School

Driver feedback signs on College at lighted crosswalk

Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Douglass Middle School

Lighted crosswalk on Third at Hays

Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Example Speed Feedback Sign



CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Safe Routes to School Improvement Project	Project Proponent:	Katie Wurzel
Project #:	13-06	Project Manager:	Katie Wurzel
MPFP:	NTS-33	User Department:	Public Works
Funding Source(s):	Fund 351- Transportation Grants Fund 582 - Road Development		

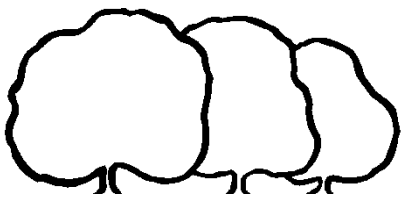
Prior Year Allocation	Project Costs			
	Fund 351- Transportation Grants	Fund 582 - Road Development		
	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2011-12	\$0	\$0	\$0	\$0
2012-13	\$63,000	\$7,000	\$0	\$0

Project Description, Justification, and Pertinent Issues:

Project Description: Project will install driver feedback signs, a lighted crosswalk, intersection improvements and signing and striping improvements at seven Woodland elementary schools. This project will also design and construct a new traffic signal at East Gum Avenue/Matmor Road. This project was originally CIP # 98-01. Since it is being built with the SR2S grant, we are including it here and deleting 98-01 from the Capital Budget.

Justification Project is needed to improve bicycle and pedestrian visibility in school areas throughout the City. Additionally, the signalization portion of the project is a mitigation requirement under CEQA. The project is funded by a Safe Routes to School grant.

Pertinent Issue: There will be added operating costs for the traffic signal and the lighted crosswalk. The additional \$193,000 of required funding to match the grant will be requested in the FY14 Capital Budget. The intended funding source is Fund 582-Road Development. The remaining grant in the amount of \$387,000 will be programmed in FY2014 as well.



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Approve Professional Services Agreement for Design Services for
Brooks Swim Center Renovation, CIP 12-18

Recommendation for Action

Staff recommends that the City Council 1) award a Professional Services Agreement with Stantec in the amount of \$81,720 for design and preparation of bid documents, bidding assistance and construction observation to renovate the Brooks Swim Center, CIP 12-18 and 2) authorize the City Manager to execute the Agreement on the City's behalf.

Fiscal Impact

Brooks Swim Center Renovation was budgeted in the FY 12/13 Capital budget in the amount of \$188,000 from Measure E. Another \$290,000 is planned for FY 13/14 in the Measure E Spending Plan approved by City Council.

Based on preliminary estimate information provided by the consultant, staff believes that the project will need additional funding to be allocated to the project in order to complete the work. Staff is also evaluating the construction estimates for other Measure E funded projects. We believe that we can balance the project funding between the projects funded by Measure E in the 12/13 and 13/14 fiscal years. These projects are the Brooks Swim Center Renovation, the Clark Field Improvements and the Parks Irrigation Project, Phase 4 (Freeman Park).

Background

After adoption of the FY 12/13 Capital Budget, staff began scoping out the work. Stantec was one of two consultants selected by the Parks Department in 2008 to provide parks design services. The other consultant (Callander Associates) has been working on the Parks Irrigation Rehabilitation Project (CIP 10-01) and will also be providing design services for the Clark Field backstop replacement (CIP 12-18). Staff met with Stantec at the pool in September to walk the site, review conditions and discuss project needs. Stantec provided their proposal for services in November

which includes two sub-consultants; Aquatic Design Group (pool expertise) and Wallace-Kuhl (geotechnical expertise). Stantec provided design services for the Community Senior Center, Phases 1 & 2 and also for Jack Slaven Park.

Discussion

Brooks Pool is a 50 meter pool complex that was constructed in the late 70s. The main 50 meter pool is in need of repair and renovation. The plaster is in poor condition and needs to be removed and replaced. The deck coping around the edges is breaking apart, perhaps partially due to rusting reinforcing bar. Sections of the pool deck around the pool, especially at the deep end near the diving boards, also need to be removed and replaced. There are significant cracks in the cross-wise direction in the bottom of the pool at about 20'-30' intervals from the deep end to the shallow end. The mechanical equipment room was re-roofed during the summer at a cost of \$29,700; at one point staff had counted 40 different leaks.

This project will remove and replace all plaster, all edge coping, re-level the pool gutter, replace sections of damaged concrete deck, improve deck drainage and reslope the deck to meet ADA requirements. The ADA parking space for the pool is in the Woodland High School parking lot. Staff will work with WJUSD staff to address any accessibility concerns with this parking space. Staff is also working with the pool users and anticipates taking the pool out of service in mid-August thru late November 2013.

Conclusion

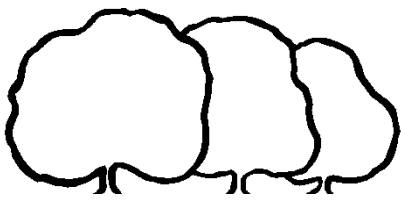
Staff recommends that the City Council 1) award a Professional Services Agreement with Stantec in the amount of \$ 81,720 for design and preparation of bid documents, bidding assistance and construction observation to renovate the Brooks Swim Center, CIP 12-18 and 2) authorize the City Manager to execute the Agreement on the City's behalf.

Prepared by: Michael Karoly, PE
Sr. Civil Engineer

Reviewed by: Brent Meyer, PE
Principal Civil/City Engineer

Reviewed by: Nicholas Ponticello
CDD Director

Paul Navazio
City Manager



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Approve Consultant Agreement for General Plan Update – Project Management Services CIP #07-06 and #07-07;

Recommendation for Action

Staff recommends that the City Council approve the consultant services agreement for Project Management Services for the General Plan Update project (CIP #s 07-06 and 07-07) with Tschudin Consulting Group in the amount of \$163,800 and authorize the City Manager to execute the agreement.

Fiscal Impact

The proposed General Plan Update project has been authorized for funding in the Capital Budget in FY12 and FY13 in the amount of \$917,000. An additional amount of \$183,000 will be requested in the FY14 Capital Budget for a total of \$1,100,000. Furthermore, \$70,000 has been authorized in FY13 for the Zoning Ordinance update, with an additional \$30,000 anticipated for FY14. The total of the two projects through FY14 is \$1.2 Million. The full fiscal impact associated with the General Plan Update was identified for Council as \$1.2 Million. The proposed Professional Services Agreement would be in the amount of \$210 per hour up to 10 hours a week, for a two year period, not to exceed \$163,800. \$752,000 in funds will be obtained from Fund 510, General City Development Impact Fees and the remainder will be obtained from Fund 501, Capital General Fund.

Background

The City Council at their Mid-Year Budget Session on February 21, 2012 and through additional action has determined that a General Plan Update is appropriate and necessary in order to fully align the document with current regulatory and policy based requirements and to ensure that it accurately reflects the community's values with regard to growth and priorities. The City has determined that in order to keep the project on a tight time frame and to ensure that it stays within budget while addressing minimum staff levels, that an effective course of action will be to hire a Project Manager as staff augmentation.

To this end, a Request for Qualifications for Project Management Services was released on October 5, 2012 and received submittals on November 5, 2012. The City received five (5) Submittals of Qualifications (SOQs). The City's six member review team reviewed and rated the SOQs and the top ranked firm was Tschudin Consulting Group.

Discussion

The staff review team felt that while there were three firms that were potentially qualified to perform the project management services requested, Tschudin Consulting Group had the most experience with similar types of projects, the best understanding of the City's needs and approach to the project.

Conclusion

Staff recommends that the City Council approve the consultant services agreement for Project Management Services for the General Plan Update project (CIP #s 07-06 and 07-07) with Tschudin Consulting Group in the amount of \$163,800 and authorize the City Manager to execute the agreement.

Prepared by: Cindy A. Norris, Principal Planner

Reviewed by: Nicholas J. Ponticello
Community Development Director

Paul Navazio
City Manager

Attachments: A Request for Qualifications
B Proposed Statement of Qualifications, Scope and Compensation Schedule

Request for Qualifications (RFQ) For Project Management Services

2012 General Plan Update



**City of Woodland
Community Development Department**

**Circulation Date: October 5, 2012
Submission Date: November 5, 2012**

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- 6. GENERAL PLAN UPDATE DESCRIPTION**
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 - b. Issues, Regulatory Requirements, and Updates**
 - c. Scope of the General Plan Update**
 - d. General Plan Project Components**

I. INTRODUCTION AND PROJECT

1. The City of Woodland invites Statements of Qualifications (SOQ) from qualified individuals and/or firms to provide a Project Manager (PM) to function as staff augmentation to oversee the preparation of a General Plan Update and the preparation of the corresponding California Environmental Quality Act (CEQA) document (PROJECT). The PM will work under the direction of Community Development Director, or designee, to manage the project implementation schedule, budget, review, and interaction with the public and elected officials.

Completing the PROJECT within the set time frame and within the budget is a key factor. In these difficult economic times the City is seeking an individual/firm that can accomplish this while still achieving exemplary products.

2. The SOQ must be received by the City of Woodland, at 520 Court Street, Woodland, Ca, **by November 5 , 2012 by 3:00 PM**
3. The City will conduct a **pre-proposal** meeting to present this RFQ and answer questions from consultants. This meeting will take place **on Wednesday, October 17, 2012 at 2:00 pm**. Details on the time and place for the pre-proposal meeting will also be published on the City's Web site.
4. SOQs received by the deadline will be reviewed to ensure that each has met the minimum submittal requirements outlined in this RFQ. SOQs which do not meet these minimum requirements will be rejected.
5. The City will select the PM on the basis of demonstrated competence and qualification for the type of services required without regard to fee, and thereafter the City will negotiate a contract for the PM services at a fair and reasonable fee with the best qualified individual/firm.
6. The City intends to use a two-part process. In addition to this RFQ, a separate Request for Proposal (RFP) will be issued in order to solicit proposals from qualified Consultants to complete the PROJECT. The PM may assist in the selection of the Consultant Team.
7. The PM will be an integral member of the Project Team, consisting of the PM, Consultant Team, representatives of the City, and other consultants as required.

2. SCOPE OF SERVICES

Project Management Component

The City is seeking an individual who will function as the Project Manager (PM), hired separate from the consultant team. The PROJECT will consist of preparation of a General Plan update and corresponding CEQA compliance. The PM will oversee the PROJECT under the direction of City staff. The PM will monitor timelines, review and evaluate products, ensure quality control, assist in facilitating meetings. The PM will ensure that the PROJECT is completed within the specified time frame and that it stays within budget.

The PM should have the following experience and qualifications:

Experience and Qualifications

1. Experience in successful project management, preferably in a municipal setting, involving General Plan preparation, preparation of CEQA documents, economic development, and general planning principles.
2. Demonstrated competence in building and sustaining project timelines, schedules and critical path analysis with all affected parties.
3. Ability to work with key City staff to establish performance targets, track progress, and create concise reporting through various means.
4. Effective communication skills and interpersonal skills, demonstrated leadership abilities, with ability to clearly report on plan progress, and motivate team members to follow timelines, report progress, and adapt and adjust as required.
5. Strong ability to keep the project team focused on goal attainment within conflicting time parameters.
6. Experience with projects in similar settings to Woodland.
7. Effective public participation and outreach skills.
8. Ability to commit to this project for two (2) years.

Task and Responsibilities

1. Gain a complete understanding of the parameters of the General Plan update, including scope, time frame and budgetary considerations.
2. Report to the Community Development Director and provide timely status reports.
3. Prepare appropriate reports.
4. Work with staff on key elements including:
 - a. Developing a timeline, key targets, and benchmarks. Identify critical paths and key steps.
 - b. Preparing a citizen participation component. Facilitate and develop strategies to achieve a successful and meaningful public participation component.
 - c. Coordinating with the Consultant Team to ensure the appropriateness and timeliness of deliverables.

- d. Facilitating the review of Consultant Team work products and comments by City staff.
- e. Assisting in the analysis of data, reports, conclusions, overall products, writing quality, and graphics.
- f. Attending meetings with City staff, working with stakeholder groups and elected officials as requested.
- g. Negotiating a contract and beginning work immediately.

3. SELECTION PROCESS FOR RFQ AND OTHER INFORMATION

The Selection Process

The City will use the following process to select the consultant/consultant team for the General Plan program.

- The City will conduct a **pre-proposal meeting** to present this RFP and answer questions from consultants. This meeting will take place on **Wednesday, October 17, 2012 at 2:00 pm**. Details on the time and place for the pre-proposal meeting will be published on the City's Web site.
- Statement of Qualifications (SOQs) received by the **deadline, Monday, November 5 2012 by 3:00 PM**, will be reviewed to ensure that each has met the minimum submittal requirements outlined in this RFQ. SOQs which do not meet these minimum requirements will be rejected.
- Qualifications will be reviewed to ensure that the individual/firm clearly demonstrates the required knowledge, skills and experience for providing Project Management Services and who demonstrate the ability to work cooperatively and constructively with Elected Officials and City Staff.
- References will be checked.
- Review of the **Project Management Component**.

Experience in successful project management, preferably in a municipal setting, involving General Plan preparation, preparation of CEQA documents, economic development, and general planning principles.	0 – 10 Points
Demonstrated competence in building and sustaining project timelines, schedules and critical path analysis with all affected parties.	0 – 10 Points
Ability to work with key City staff to establish performance targets, track progress, and create concise reporting through various means.	0 – 10 Points
Effective communication skills and interpersonal skills, demonstrated leadership abilities, with ability to clearly report on plan progress, and	0 – 10 Points

motivate team members to follow timelines, report progress, and adapt and adjust as required.	
Strong ability to keep the project team focused on goal attainment within conflicting time parameters.	0 – 10 Points
Experience with projects in similar settings to Woodland.	0 – 10 Points
Effective public participation and outreach skills.	0 – 10 Points
Ability to commit to this project for two (2) years.	0 – 10 Points

Maximum

80 Points

Statement of Qualifications Selection Criteria

Individuals/Firms interested in providing Project Management Services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

1. **Cover letter** containing at a minimum:
 - a. Company name
 - b. Contact name
 - c. Address,
 - d. Phone number
 - e. Fax number
 - f. Email address
2. **Qualifications Criteria Statement**
 - a. General Information
 - i. Brief description of the history and mission of the firm.
 - ii. Legal company organization; organization chart with names
 - b. Relevant Experience
 - i. Describe the firm's and the assigned staff's demonstrated technical competence and management qualifications with similar projects including General Plan and CEQA compliance.
 - ii. List and briefly describe 3-5 comparable projects completed by your firm or currently in process; include your role, project owner, project location, contact name and title, address, current and accurate telephone number, fax number and email address.
 - iii. A minimum of three (3) referrals and references.
 - iv. List and describe any litigation, arbitration, claims filed by your firm against any project owner as a result of any contract dispute, any claim filed against your firm, termination from a project.

- v. Capacity and ability to proceed without delay if selected for this work.
- c. Project Understanding and Approach
 - i. Describe your understanding of the project
 - ii. Describe your understanding of best practices with regard to the underlying General Plan project components.
 - iii. Describe your understanding of the potential challenges and opportunities associated with providing project management services for the City, and your strategy for meeting these challenges and opportunities.
 - iv. Describe what you see as the critical issues for this project and your strategy for addressing the critical issues.
- d. Project Management
 - i. Describe your project management approach and team organization philosophy.
 - ii. Provide “team” experience working on similar projects.
 - iii. Describe systems used for planning, scheduling, managing complex projects and multiple team members.
 - iv. Describe your experience on quality assurance and dispute resolution
- e. Other
 - i. Current workload and ability to proceed promptly
 - ii. Provide a statement that this project will not result in a conflict of interest.
 - iii. Describe any relevant factors impacting the quality and value of work.
 - iv. Ability to commit to the project for a minimum of 2 years.

4. SUBMISSION REQUIREMENTS

The following requirements must be met in all Statement of Qualifications (SOQ) submitted to the City for the Project Management. **Ten (10) printed, double-sided**, physical copies and **one (1) CD** version of your SOQ must be submitted prior to the deadline shown in this Request for Qualifications (RFQ).

SOQs must contain the following items:

1. A one-page **Cover letter**.
2. A maximum 10-page **Statement**, which outlines your understanding of the Submittal of Qualifications requirements (not including resumes, table of contents, dividers or cover page).

3. **Resume** of the professional staff member who will be assigned to the project. Maximum of 2-pages.
4. Provide a **Statement of Availability** that the project manager – shall remain in place for the duration of the General Plan program.
5. A completed **Consultant Questionnaire** (attached).
6. Submit **Writing Samples** as described below. Your samples will be judged on clarity, on the ability to explain complex ideas and technical information to the average reader, and of a lack of jargon and unnecessary technical language.
7. A listing of your firm's standard **cost schedule**, including hourly rates for the persons assigned to the Woodland General Plan program and any rates for subcontracted work.
8. Identification of any available **insurance coverage** (e.g. Errors and Omissions, Liability) the firm may have.

Right to Reject SOQs

The City reserves the right to reject any or all SOQs, or any part of any submittal, to waive minor technicalities, or to solicit new proposals on the same project, or on a modified project, which may include portions of the originally proposed project the City may deem necessary in its interest. SOQs may be rejected for any alterations of form, additions or alternates not called for, incomplete proposals, or irregularities of any kind.

Notification of Withdrawn SOQs

SOQs may be modified or withdrawn prior to the time and date specified for SOQ submission by formal written notice from an authorized representative of the consultant. SOQs submitted will become the property of the City after the SOQ submission deadline and may be released as public documents after that time.

Cost of Preparation of SOQ

The City of Woodland will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting the SOQ shall be borne by the proposing consultants.

This Request for Qualifications is Not a Commitment

This Request for Qualifications is not a contract or a commitment of any kind by the City of Woodland and does not commit the City to award a contract or to pay any costs incurred in the submission of an SOQ. All SOQs will become the property of the City of Woodland.

Sample Contract

A sample Professional Services Contract is attached.

5. CONSULTANT QUESTIONNAIRE

Firm Name: _____

Address: _____

Phone: _____ FAX: _____

Email: _____

Years in Business: _____

Number of Employees: _____

List at least three (3) agencies in California for which you have provided project management services in the last five (5) years:

_____	_____
Agency #1	Contact person/Phone No.

_____	_____
Agency #2	Contact person/Phone No.

_____	_____
Agency #3	Contact person/Phone No.

_____	_____
Agency #4	Contact person/Phone No.

_____	_____
Agency #5	Contact person/Phone No.

Identify the project manager/primary author for each Project..

Agency #1	Year Plan Adopted
-----------	-------------------

Project Manager/Title

Agency #2	Year Plan Adopted
-----------	-------------------

Project Manager/Title

Agency #3	Year Plan Adopted
-----------	-------------------

Project Manager/Title

Agency #4	Year Plan Adopted
-----------	-------------------

Project Manager/Title	Is Project Manager still with your firm?
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Agency #5	Year Plan Adopted
-----------	-------------------

Project Manager/Title

6. GENERAL PLAN UPDATE DESCRIPTION (Project)

a. BACKGROUND

City of Woodland Location

The City of Woodland is located in the Central Valley of California, which has been one of the most prosperous and fastest growing areas of the State, though it is currently experiencing a serious downturn in economic activity along with the rest of the State. Woodland is the County Seat of Yolo County. The City houses numerous city and county governmental agencies as well as related service agencies. The City is located approximately 20 miles northwest of Sacramento, and 7 miles north of Davis. The Yolo bypass of the Sacramento River lies approximately 3 miles east of the City. Cache Creek is located approximately two miles to the north while Willow Slough is located about one mile to the southeast. Woodland is traversed by two major roadways, State Route (SR) 113 from north to south and Interstate 5 (I-5) which runs east to northwest. The City's Main Street is also the former State Highway 16 and it still carries a significant amount of through traffic to the northwest. Active railroads are still a major link for many industries with the main lines running north to south along East Street and east to west along Main Street.

History

Woodland's modern historic development was the result of several factors; its rich soil and climatic conditions, good transportation systems, and its function as the county seat. Woodland also has strong agricultural history with early agricultural development beginning in the early 1850s. Money earned in the gold fields of California financed the purchase and cultivation of much of the farmland around Woodland. In 1861 Major Freeman gained permission to build a federal post office in the town and the former Yolo City was renamed Woodland. The Yolo county seat was transferred to Woodland in 1862. The first plat of the city was recorded one year later and the northern portion of the present day downtown was divided into streets, blocks and lots. While many of Woodland's original historic buildings were destroyed by fire or demolished, Woodland still has a rich stock of historic buildings with a significant concentration in the downtown area. As with most Central Valley cities, railroads played an important role in the community's development by making the transport of crops to market much easier. Warehousing and industries requiring rail service developed along the tracks. Over time, modern highways replaced the railways as the critical transportation corridors. Alignments for SR 113 and I-5 were planned. I-5 opened in 1959 and SR 113 opened in 1990.

The City's first General Plan was adopted in 1958. The objectives at that time were to preserve the residential character and attractive qualities of family living, to develop a more complete central business district and system of small neighborhood shopping centers, and to provide for greater local employment opportunities and a varied and strengthened tax base. Since then

the General Plan has undergone major reviews in 1962, 1967, 1970, 1979, 1988 and then in 1996. In 2002 a five-year technical update was provided to the document.

Community Form and Character (vision)

Woodland has a strong historic heritage, which is reflected in an impressive stock of historic buildings in the downtown and surrounding neighborhoods. Woodland's agricultural setting is largely responsible for the community's distinct identity and plays an important economic role. The city has a very large and diverse industrial sector as well as a fairly large amount of commercial development along main corridors, including Main Street, East Street and portions of Gibson Road. Another asset is Woodland's stable residential neighborhoods that provide diverse housing stock, mature trees, and a high level of community involvement. Significant recent development in the community includes two new master planned residential communities. The Southeast Area and Spring Lake neighborhoods have taken shape since the last General Plan update was completed, as well as a new regional commercial development, the Woodland Gateway Shopping Center located southeast of the I-5 and County Road (CR) 102 intersection.

Development interests have prompted the submittal of two fairly large (150 Acre) industrial and commercial annexation requests. Discussion has also occurred concerning land north of the City's current boundary. Analysis of future development within the boundaries of the 2006 voter's approved permanent urban limit line and the long-term vision for growth and the future build-out of the City are key elements that will need to be evaluated given the limit to available land that has been legislatively imposed.

Last updates to the General Plan 1996/2002

The City initiated a significant update to the General Plan in 1994 in response to new regional and local population projections, major development proposals, and new studies regarding flood impacts. Through 1994 and 1995 the City engaged several task force groups, held numerous meetings and public workshops as well as a number of joint Planning Commission and City Council study sessions. The General Plan and EIR were initially adopted by the City Council on February 27, 1996. However, following that vote a referendum petition was submitted. On November 5, 1996 Woodland residents voted to keep the General Plan as adopted by the City Council on February 27, 1996. The General Plan horizon year is 2020 with a projected population of approximately 66,000.

The General Plan included ten (10) chapters or elements: Land Use and Community Design; Housing; Transportation and Circulation; Public Facilities and Services; Recreational, Educational, and Community Services; Historic Preservation; Environmental Resources; Health and Safety; Economic Development; and Administration and Implementation.

In 2002, the City conducted a five-year review and technical update of the General Plan and background report. A Mitigated Negative Declaration was prepared with this update. The Five-Year Review and Update Amendment were approved by City Council on December 17, 2002.

As part of the General Plan, a growth limit was approved with a specified population cap of 60,000 by the year 2015. In May 2005, the City Council adopted Resolution 4636 amending the General Plan Policy 1.A.7 to change the cap measure from population to housing units and to extend the limit to coincide with the General Plan build-out horizon. The Revised policy 1.A.7 stated that *the city would manage residential growth at an even and reasonable pace so that single family residential construction in new neighborhoods does not exceed 5,000 houses by the year 2020 per approved Specific Plans*. The intent was to limit the number of building permits issued per year, but to not limit infill and multi-family development.

Existing Specific Plans

During the 1958 preparation of a General Plan update, the City Council formed a Redevelopment Agency for the purpose of developing a plan for the downtown. The Agency was subsequently disbanded in 1961 due to local opposition. The Redevelopment Agency was reactivated in 1985 and the City subsequently adopted a redevelopment plan in 1998. With recent legislative action to dissolve Redevelopment Agencies in California the City has been in the process of participating in the development of a successor agency. Activities and functions of that agency are still undetermined.

In 1988, the City Council adopted a revised General Plan that allowed new residential development east of County Road 101 and south of I-5 as the next phase of development. The City then prepared and adopted the Southeast Area Specific Plan in 1990.

The City adopted the Downtown Specific Plan in 1993 and a subsequent update in 2003. In 1998, the City adopted the East Street Corridor Specific Plan. Then in 2001, the City adopted the Spring Lake Specific Plan to guide the development of approximately 1,097 acres of land located primarily south of Gibson Road and East of SR 113. The plan provides for the development of over 4,000 residential units with supporting commercial and park land. A future Spring Lake Master Plan remainder area was envisioned with a financing structure co-dependant upon Spring Lake. Actual planning and environmental analysis has not been completed for this remainder area.

The City has found that some of the assumptions and policies provided in the older specific plans may need to be reviewed in light of new economic conditions and urban limit line requirements. In particular, a fresh analysis of the East Street Corridor is desired as part of the General Plan Land Use update and will inform a future specific plan update. Evaluation of this area should be considered in the overall land use assessment as part of the General Plan update.

Future Development Considerations

Economic Development

Many policies in the General Plan and in the City's Downtown Specific Plan emphasize the development of a vibrant, active commercial downtown, as the governmental, social and entertainment center for the city. Through a Downtown Task Force, efforts are underway to evaluate how, when and what uses are necessary to achieve the desired outcome for the downtown. The City has also experienced recent commercial growth northeast of town along the I-5 as part of the new 50-acre commercial Woodland Gateway Center. Additionally, an Environmental Impact Report has recently been certified by the City Council for 63 acres of additional commercial development south of the existing Gateway Center. The newer commercial center is doing well while the City's older County Fair Mall, located toward the center of town, has been struggling, as have many of the older commercial centers along West Main Street. Coordinated efforts and vision are needed to help the city create a strategic vision for economic development that will benefit the downtown, address older and possibly excessive commercial uses in town, while capturing valuable freeway-based revenue generating land uses. Strategic identification of leakage and appropriate uses for each of these commercial segments is required, while at the same time considering repurposing or reuse in some cases.

Development Patterns and Growth

Woodland has had a history of orderly, compact growth. The City is essentially ringed by open or active agricultural land which creates a distinct edge or boundary for Woodland. Radiating from the downtown outward, much of the area within City boundaries designated for single family residential has already developed. Generally, new growth will occur within existing specific planned neighborhoods, on future annexed lands or on infill opportunity sites. There is possibility for reuse and mixed-use development along Main Street, East Street and possibly along Kentucky Avenue.

Existing older commercial development areas along West Main Street, on parts of East Street, and at the County Fair Mall site have struggled in this latest economic downturn and may be ripe for transitional development concepts. Further, there is existing industrially zoned property in the northeast portion of the City that serves varying ranges of economic business segments from startup to large warehouse users. In some areas the building stock is older and may be obsolete. New industrial development pressure is focused on the annexation of additional land and the building of new, specialized structures, rather than re-use. Inventory and management of industrial building stock and reuse opportunities is essential.

Urban Limit Line

Recognizing the importance of preserving surrounding agricultural land, to help preserve the character of Woodland, and to ensure efficient infrastructure, the 1996 General Plan identified the idea of an Urban Limit Line (ULL). A study to evaluate the ULL was initiated after the 2002 update. In 2006, a voter approved initiative resulted in the designation of a permanent ULL.

The initiative requires the City to evaluate the potential for residential development both within the city as well as on future annexed land within boundary limits. As a result, the growth boundaries of the City have been determined. A key aspect of this General Plan update will be for the community to assess where and in what manner Woodland should grow within this boundary through the next planning horizon. The plan will need to provide an assessment of development options in order to evaluate possible increases to residential densities to meet state housing criteria, to encourage and facilitate transit-oriented development and to plan for mixed-use development possibilities.

SACOG Metropolitan Transportation Plan and Sustainable Communities Strategy

The Sacramento Area Council of Governments has recently completed the Metropolitan Transportation Plan and Sustainable Communities Strategy through the horizon year of 2035. To the extent possible the City would like to achieve tiering benefits and to consider a land use alternative that is generally consistent with the Strategy. To the extent possible the City wishes to utilize existing data and resources to assist in informing the update process.

State Housing Requirements/Housing Element Update deadline

Pursuant to SB 375 the Housing Element adoption deadline is October 31, 2013. As a result, the City will be required to submit an updated Element prior to the completion of the overall General Plan update. A further revised Housing Element may be required at the end of the General Plan update. It is anticipated that the work required to review and update the Element will inform the land use alternatives analysis for the General Plan update. As part of the Housing Element review the City will undertake an analysis to demonstrate the appropriate densities to achieve housing for low income households. The Community will need to assess development trends as well as the level of development intensity desired and where possible higher density developments could be encouraged.

2010 Census and Demographics

In large part, due to the City's significant agricultural base, Woodland has a very diverse population. Between 2000 and 2010 the city's population increased 12.9%, but it should be noted that the Hispanic/Latino population increased in that same time period and in 2010 represented 47.4% of the City's total population. Data information from the Census and American Community Survey can be used to help inform trends and patterns.

Climate Action Plan

The City is in the process of developing a Climate Action Plan (CAP) background analysis. The work is being prepared by the University of California Davis Sustainable Design Academy under the direction of climate change authority Dr. Deb Niemeier. It is anticipated that a final product will be completed by December 2012 and will provide significant technical data for the CAP. The Consultant team's tasks will include completing the CAP and ensuring correspondence between the CAP and the General Plan Update. For example, the objectives and strategies presented in the Climate Action Plan will need to be appropriately reflected in various elements of the updated General Plan elements.

Financing and Feasibility

A key element in the success toward achieving goals, policies and implementation programs is ensuring that they are reasonable and financially feasible for the community. As part of the analysis the City desires a fiscal assessment of the cost associated with the identified proposed land use options, as well as the cost associated with implementation of key policy requirements.

1. ISSUES, REGULATORY REQUIREMENTS AND REQUIRED UPDATES

The General Plan update will focus on those key General Plan topics that need to be updated. The result should be a usable, realistic, flexible document that will provide guidance for the community for the long-term future. Consequently, the document should be written in a manner that allows flexibility rather than identifying rigid policies. As we have seen in the last ten years, economic conditions fluctuate, technology evolves rapidly, and new legislation and regulations are imposed more frequently, all of which change the dynamics of how a city functions and affects priorities. The General Plan must be a living document that can maintain relevance and allow for change in a fast paced world. Identification of core values and a vision for the community are crucial elements in developing a guiding document.

Issues, Regulatory Requirements and Required Updates that will need to be addressed in the General Plan update:

Land Use

- Requirements of the 2006 Voter initiative approving an Urban Limit Line. Growth boundary areas are set, and the nature and intensity of development within portions of these boundaries will be a key consideration.
 - Prepare growth and build-out intensity alternatives
 - Evaluate revenue generating uses including evaluating freeway oriented development potential
 - Evaluate Industrial land availability, reuse potential, and possible refinement to the mix of land uses; emphasis on key industries such as Agricultural related business, as well as assessment of new development vs. reuse of existing sites.
 - Conduct commercial re-use assessment of prime opportunity areas (East Street corridor/West Main Street commercial /County Fair Mall)
- Evaluate consistency with regional plans and policies including SACOG Metropolitan Transit Plan, SB 375 and the Blueprint

Transportation and Circulation

- Examine connectivity to better link the City's neighborhoods
- Re-examine the City's Level of Service (LOS) and evaluate policies and implications on corridors and intersections

- Seek additional opportunities for multi-modal transportation alternatives. (AB 1358 Complete Streets). This assessment will rely on the recently updated streets master plan.
- Modify the conceptual plan of on- and off-street bicycle lane/routes and multi-use trails.
- Address issues related to freight and goods movements (including traffic, safety, and wear and tear)

Housing

- Update the Housing Element, (Oct 31, 2013 deadline)
- Examine the impacts of the economic downturn on housing and how this impacts the ability to provide a range of housing opportunities.
- Assess development policy considerations concerning emphasizing development within existing residential specific plans as compared to allowing development in new growth areas.

Public Facilities and Services

- Address new Waste Water Treatment Facility upgrades and Surface Water Project information
- Update to incorporate new storm water regulations
- Evaluate Public Safety service levels

Health and Safety

- Update to incorporate the revised FEMA map (May 16, 2012), and to address new Flood legislation (AB 162, AB 70, AB 5 and AB 156 and SB 17)
- Cache Creek and localized flooding impacts to the 200 year flood plain (SB 5)

Economic Development

- Evaluate Economic Development policies including:
 - City Image and attraction issues
 - Downtown incentives and development possibilities
 - Prioritization of key commercial development areas
 - Providing for a business friendly environment and flexibility, while preserving appropriate land use goals.
- Establish long term economic policies (such as maintaining the City's ability to provide high quality services to its residents)
- Examine issues related to long-term infrastructure maintenance needs
- Prepare a fiscal analysis to help define appropriate land use options and to assess the fiscal implications of key policies.

Conservation/Sustainability

- Address issues of energy conservation in both the City's operations and private development/residential
- Include policies related to "low impact" or "green" development

- Include goals, policies and objectives to help create a more sustainable and energy efficient community in concert with the City's recently drafted Climate Action Plan.
- Address climate change and adaptability strategies including availability and cost of water supply.

Other

- Include evaluation of the fiscal implications of various land use and policy options. Are the proposed goals and implementation measures financially feasible?
- Consider including an element that highlights goals, policies and objectives related to creating a thriving cultural and arts "scene"
- Consider an element that includes issues of community health and quality of life (connections to Circulation, Land Use, Safety, Economics, Conservation, etc...)
- Clean up entire document to ensure internal consistency in content and appearance.
- Provide consistency to the extent possible with the State Office of Planning and Research (OPR) General Plan Guideline update for 2013.

b. GENERAL PLAN UPDATE SCOPE OF SERVICES**Project Management**

The City is seeking an individual who will function as the project manager, hired separate from the Team, who will oversee the General Plan update project under the direction of City staff. This person will monitor timelines, review and evaluate products, ensure quality control, and assist in facilitating meetings.

Scope of the General Plan Update

The Consultant Team will suggest a General Plan format and organization that reflects the issues facing Woodland. The General Plan should be engaging, easy to read, and up to modern standards for visual appeal and ease of use. The document should be built to function both as a print and electronic document. The General Plan must be a flexible, living document that can maintain relevance through time over the length of the horizon period. The document should set overall general policy but should not provide a set of rigid requirements that may be difficult to modify should baseline conditions change.

The following are key products will be prepared as part of the General Plan update process:

- Existing Conditions and Background Report – Review of all relevant existing documents and data and a summary of existing conditions. A key area of analysis will involve an assessment of and identification of existing uses, vacancies and development patterns for commercial, industrial and residential uses. Identification and assessment of vacant or underutilized parcels for possible development will be included.

- Visioning Concepts – Results of brainstorming to allow the community to express ideas about the future of Woodland within the parameters of the key elements to be updated.
- Key Issues - Report identifying key issues facing Woodland, including analysis with recommendations on how to address those issues
- Land Use Alternatives Analysis – Consideration of at least three (3) viable ranges of land use alternatives. Corresponding development assumptions and projections of development capacity within the planning period and possibly beyond.
- Guiding Principles and Policies – Document that lays the ground work to discuss key and controversial policies (build out densities, sustainability policies, and public service criteria) before the General Plan update is drafted.
- Economic Analysis - Evaluate fiscal implications of key land use alternatives, policies and related implementation measures.
- Implementation Measures – Possible implementation measures for the General Plan.
- Administrative Draft General Plan Update –At a minimum the Administrative Draft General Plan will include the following:
 - Incorporation of sustainability principals, policies and actions
 - Update to the Land Use Element to address the voter initiative to establish a growth limit and study land use intensification.
 - Update to the Circulation and Transportation Element
 - Update to the Housing Element
 - Updates to the Public Facilities and Services, Environmental Resources and Health and Safety Elements as needed
 - Update to the Economic Development Element
 - Fiscal and economic assessment to address market conditions, project future needs and opportunities and assess cost and constraints of key policies and implementation strategies.
- Draft General Plan Update – The draft General Plan update will incorporate revisions as directed by City Staff.
- Final General Plan – Incorporation of any final directions part of the Final City Council action to adopt the Draft General Plan and Climate Action Plan.

Scope of the Climate Action Plan Component

The final Climate Action Plan (CAP) will incorporate any modifications that occur through the General Plan update and CEQA qualification process. This will not be a document that is developed from the ground up, rather extensive analysis and community input have already occurred in the development of the draft CAP to date. This extensive body of information will be used to inform the General Plan update. This effort will result in a final CAP version that has been CEQA “certified”.

Scope of the Environmental Compliance

The General Plan will need to be accompanied by a comprehensive Environmental Impact Report (EIR) which meets the requirements of State law. In addition, the project will include CEQA review for the Climate Action Plan sufficient to ensure that consistency of future projects with the Climate Action Plan will satisfy CEQA compliance consistent with Section 15183.5(b) of the State CEQA Guidelines. Consultants preparing the General Plan may propose to complete this EIR themselves, or may include on their team a separate firm to prepare the environmental analysis.

The City will impose on the General Plan EIR the same level of review and direction that will be applied to the General Plan itself.

To the extent possible, the EIR should contain no mitigation measures. As environmental impacts and mitigation measures are identified, they should be included as policies or action items in the General Plan and clearly identified as such. The EIR will then be revised to reflect the inclusion of these policies – the General Plan should be “self mitigating.”

Also, to the extent possible, the EIR should be suitable for use in streamlining the subsequent environmental review of future development and public projects. Please discuss in the proposal how you would address this need.

c. GENERAL PLAN UPDATE PROJECT COMPONENTS

Citizen Involvement and Technical Accuracy

The successful proposal to prepare the Woodland General Plan will incorporate the following components:

Citizen Involvement –The General Plan at its most basic level is a statement of the community’s vision for the future and a guide to achieving that vision. With this in mind, it is clear that a citizen involvement is essential to the successful preparation of a General Plan. The City envisions that a variety of methods be used to ensure that every person in Woodland who wishes to express an opinion has the ability to do so. However, time is of the essence and the process should be streamlined with public engagement occurring in the most efficient manner. Among the means the City suggests the General Plan program to accomplish these goals are the following:

- Establish a General Plan **Steering Committee** of 10 – 15 members to provide advice/input at key phases of the General Plan update effort including assessment of relevant resources. This group will include identified stakeholders, related agency staffs such as SACOG and Yolo County, as well as Commission and Council representatives.

Establishing a clear purpose statement for the group with a corresponding description of the committee roles and responsibilities is essential.

- Conduct **public workshops and meetings** on specific topics, including meetings with the Steering Committee and City Council study sessions.
 - Introduction and visioning – Up to two (2) meetings
 - Key Issues identification meeting(s) – Up to two (2) meetings.
 - Land use Alternatives workshop/study session – Up to two (2) meetings
 - Topic discussion meeting(s) – At least two (2) meetings, although more may be required. Should occur prior to release of the draft in order to refine direction on key topic areas.
 - Draft General Plan/ DEIR meetings for review and input. May include Steering Committee meetings as well as public study sessions with the Planning Commission and City Council. Up to two (2) meetings.
 - Final recommendation and approval public hearings.
- Develop an interactive General Plan section at the **City's web site** and the use of **social media** to build interest in the General Plan process. The Team will assist the City in developing, writing content and structuring an effective web site. The City plans to publish all General Plan-related materials—including drafts of the various General Plan Elements and the General Plan Environmental Impact Report—on the City's web site. Included on the General Plan web site will be an opportunity for residents to send comments and questions directly to City staff.

Technical Accuracy – While the General Plan should not be an overly complex, technical planning document, it needs to be based on sound information. . **The City's desire is to use available data sources and technical tools and to minimize the amount of new data collection efforts.** The services of the following types of technical consultants will be necessary:

- A **traffic** consultant. The traffic model will be provided by the city's approved traffic consultant utilizing the city's traffic model.
- An **economic** consultant to provide baseline information on which to base future land use and economic strategies.
- A **housing** consultant to assist in the preparation of a legally defensible Housing Element.
- A **noise** consultant to provide updated information on current and future noise levels, particularly along the major roadways in the city.
- A **biological** consultant to ensure that all requirements of habitat conservation are addressed.
- An **air quality** consultant to assist in the identification of existing and future air pollution issues, including greenhouse gas inventories and emissions forecasts.

The Right People

Individuals rather than firms are ultimately the most important element in a project team. The questionnaire attached to this Request for Proposals requires that you list as references projects which were conducted by staff members still with your firm. We are particularly interested in the qualifications of these persons – those who will be doing the work – rather than a listing of projects completed by past staffs. Please do not include projects if the staff persons who prepared a document are no longer with your firm, or if they will only have a management role.

The City's Role

Staff Involvement

The staff of the City of Woodland will administer and take a strong role in the Preparation of the General Plan. The City believes that its own staff is most familiar with the day to day issues faced by Woodland and recognizes that to the City staff will be working with and implementing the General Plan long after its preparation and adoption. Therefore, regular involvement of the City staff during the course of the writing of the plan is essential. To the extent possible staff will be taking a leadership role in many aspects of Plan's preparation.

- Staff intends to work closely with the Project Manager and Consultant Team in the preparation of the draft General Plan. The consultant should include time for meetings and work sessions with staff. It is specifically not desired that the consultant prepare large increments of work product independently and present completed drafts to the City, unless specifically directed to do so.
- City staff will take a role in all public forums, workshops, meetings, and hearings. The consultant should expect that staff will be a part of all presentations made and will take part in question and answer sessions.
- City staff will carefully read and may extensively edit all written materials prepared by the consultant.
- City staff will take the lead in the use of the City's web site and social media updates.

Project Manager

The City of Woodland intends to hire a project manager, independent from the Consultant team who will function as an extension of staff to assist and oversee the preparation of the General Plan update. This individual will assist in ensuring that the project stays on time and within budget. This person will oversee key tasks, review and edit material, organize and participate in public workshops and presentations and basically function as the first line project manager for this effort reporting to the City.

Planning Commission and City Council

It is anticipated that the Planning Commission and City Council will be actively involved in the overall process of development of the General Plan through initial workshops, meetings, and

public hearings. It is anticipated that the Planning Commission and City Council will receive regular updates on progress including identification of key issues, work in progress, policy issues, and questions.

Review of Draft Products

The City has high expectations regarding the level of quality of the work which will be produced by the Consultant and his/her Team. To that end we offer the following suggestions:

- Expect a thorough review of products.
- Do not structure a budget on the assumption that one round of review/revision will be sufficient to address all City comments. To avoid the need for you to reconcile comments from various city departments, the City/Project Manager will provide consolidated comments on your products. However, we will insist that work products meet our standards before they are accepted. We recommend that you anticipate at least the following, and include an appropriate level of effort in your scope/budget:
 - You submit an administrative (“screencheck”) draft
 - Project Manager/City staff reviews the administrative draft and provides a consolidated set of comments
 - You revise the administrative draft and resubmit a second administrative draft
 - Project Manager/City staff reviews the second administrative draft to ensure that all comments have been adequately addressed.
 - If all comments have been adequately addressed, you may submit the product as a “draft”.
 - If all comments have not been addressed, you will be required to refine and submit a third administrative draft. This process will continue until you have adequately addressed all of the City comments.

TSCHUDIN CONSULTING GROUP

Contract Planning • CEQA Compliance • Project Management

STATEMENT OF QUALIFICATIONS

BACKGROUND

HISTORY

TSCHUDIN CONSULTING GROUP offers personalized professional services to public sector clients in the areas of contract planning, CEQA compliance, and project management. The firm is headed by Heidi Tschudin who has over thirty years of experience, primarily in Northern California, as a land use planner, CEQA practitioner, and project manager. The firm was started in January 1992 and is currently under contract to many jurisdictions in the region to provide technical and professional land use planning assistance.

APPROACH

TSCHUDIN CONSULTING GROUP takes a fundamental approach to the provision of client services. We offer balanced and objective professional expertise, and talented and creative technical assistance. Each project team and approach is designed to suit the job and the jurisdiction. We also ensure competence at all levels of our organization, which results in excellent service.

We enjoy our work and take pride in doing it. TSCHUDIN CONSULTING GROUP provides quality service on time, and within budget. We apply the following to all our work:

- Adhere to the established Ethics of our profession.
- Let our Enjoyment of our work be known.
- Prepare only products of Excellence.
- Provide the highest level of Expertise.
- Give each client all our Energy.

SERVICES

CONTRACT PLANNING

TSCHUDIN CONSULTING GROUP provides contract planning services in the following areas: management and coordination of complicated projects and programs; program development; interim staff and program management during periods of recruitment and/or reorganization; team building and consensus development; goal identification and development of long-term strategy; community involvement; multi-party collaborative negotiations; systems analysis; procedural and regulatory streamlining; scheduling, budgeting, and cost management; staff development; and management and supervisory training.

Heidi Tschudin, Principal, has a proven track record as a public-sector planner. She has considerable governmental experience at the city, county, and state level. Among various other positions, she has served with the Governor's Office of Planning and Research and as the Community Development Director for Placer County. Since forming TSCHUDIN CONSULTING GROUP, Ms. Tschudin has provided a variety of contract planning services to public sector agencies. She has also taught various land use and planning courses, and is currently an instructor for the University of California at Davis (UCD) where she offers a two-day course in how to integrate land use and transportation factors in long-range planning, project design, and project analysis.

CEQA COMPLIANCE

Environmental services provided by TSCHUDIN CONSULTING GROUP include the preparation of CEQA and NEPA documents including environmental assessments, EIRs, and mitigation monitoring programs and plans for all types of public and private projects; independent peer review of environmental analyses prepared in-house or by other consultant teams; technical and professional assistance to clients in satisfying state and federal environmental requirements; preparation of special legal findings and analytical work for legal proceedings; expert witness services; negotiation and consensus building with state and federal responsible agencies; preparation of local environmental regulations; and training in environmental review techniques and procedures.

Ms. Tschudin has practical experience with all facets of environmental analysis in California. She has written or managed the preparation of hundreds of environmental documents and is often called upon to provide independent review, judgment and critique of various environmental, procedural, and regulatory issues. She has taught various courses in land use planning and environmental regulation for the University of California at Berkeley Institute of Transportation Studies, University of California at Davis (UCD) Extension Urban and Regional Land Use Planning Program, the UCD Extension Environmental Hazard Management Program, and the International City/County Management Association (ICMA) Practice of Local Government Planning training program, and as a part-time instructor of land use planning and environmental analysis at Chico State University.

Public and private sector clients for which Heidi Tschudin and TSCHUDIN CONSULTING GROUP have provided environmental services include the State of California, the University of California system, regional planning entities, county and city governments, private developers, attorneys, engineering firms, and other environmental and planning firms.

PROJECT MANAGEMENT

TSCHUDIN CONSULTING GROUP has extensive experience in land use and transportation planning; preparation of general plan updates and specific plans; site planning and land use feasibility analyses including fiscal and economic analysis; and socioeconomic and demographic studies. Project management services offered by TSCHUDIN CONSULTING GROUP include contract planning assistance; management of major development projects and comprehensive urban and regional planning projects; application processing; preparation of complicated staff analyses and reports; development and coordination of major public presentations; management and preparation of long range planning analyses and updates; ordinance development; project advocacy; policy development; and conflict resolution and negotiation.

Ms. Tschudin received her undergraduate degree in Urban and Regional Planning from the University of Southern California in 1979. Since that time she has worked as a land use planner in various capacities with the Governor's Office of Planning and Research (environmental and demographics specialist), the City of Sacramento (environmental), Placer County (land use planning, environmental, and general government), the firm of EIP Associates (project manager and land use planner/CEQA specialist), and as the principal of TSCHUDIN CONSULTING GROUP. As a member of the American Institute of Certified Planners, Ms. Tschudin is registered nationally as a practicing planner.

REPRESENTATIVE EXPERIENCE

PUBLIC PROJECTS

2012 Yolo Natural Heritage Plan and EIR
 2012 Yolo Dunnigan Specific Plan and EIR
 2011 SACOG MTP/SCS EIR
 2010 Yolo County Climate Action Plan
 2009 Yolo County Cache Creek Area Plan Update
 2009 Sacramento County East County Mining and Open Space Program
 2009 Yolo County General Plan
 2004 El Dorado County General Plan and EIR
 2003 Woodland Spring Lake Specific Plan Affordable Housing Program
 2003 Woodland Spring Lake Specific Plan Agricultural Mitigation Pgm
 2001 Woodland Spring Lake Specific Plan and EIR
 2000 Woodland Consolidated Housing Plan
 2000 Galt East Area Specific Plan and EIR
 1998 Plymouth General Plan Update
 1997 San Diego County Agricultural Element Adequacy Study
 1997 Yolo County Zoning Code Update
 1996 Yolo County Cache Creek Resources Management Plan
 1996 Yolo County Off-Channel Mining Plan
 1996 West Sacramento Southport Framework Plan
 1995 Sacramento City Circulation Program Consistency Analysis
 1994 Ione Housing Element
 1994 Regional Transit Public Transit Standards Compliance Report
 1994 Davis Core Area Specific Plan Infill Analysis EIR
 1994 Davis Municipal Golf Course Expansion Project
 1993 City of Industry Materials Recovery Facility EIR
 1993 Davis City General Plan Traffic/Circ Element and EIR
 1993 Ione City Planning and Zoning Adequacy Analysis
 1993 Sacramento County Congestion Management Program
 1992 Sacramento County Congestion Management Program
 1992 Placer County Regional Transportation Plan EIR
 1992 Sacramento County General Plan EIR
 1991 Calaveras County General Plan Consistency Analysis
 1990 Dry Creek West Placer Community Plan Update
 1990 Placer County Environmental Review Ordinance

PRIVATE PROJECTS

Borba Dairy Relocation, Kern County
 Cal Expo Amphitheater Expansion, City of Sacramento
 Captain's Table Resort Marina, City of Sacramento
 Canyon Rock Quarry, Sonoma County
 Coastal Ridges Vineyard/Timber Harvest, Sonoma/Mendocino Counties
 Crossroads Place/Covell Center, City of Davis
 Fairfield Greenline Initiative, City of Fairfield
 Granite Construction Mining Permits, Yolo County
 Granite Regional Park and Office Complex, City of Sacramento
 Horizon Organic Dairy, Sacramento County
 M and T Chico Ranch Mine, Butte County
 New Standard Planned Community, Tuolumne County
 North Area Urban Expansion Study, City of West Sacramento
 North Chico Specific Plan, Butte County
 RC Collet Mining Permit, Yolo County
 Renaissance Tower Office Project, City of Sacramento
 Rideout Hospital Cancer Center, City of Marysville
 Riviera Lakes Country Club, City of West Sacramento
 Roseville Community Hospital Relocation, City of Roseville
 Solano Concrete Mining Permit, Yolo County
 South Pocket Powell/Teichert Development, City of Sacramento
 Southport Keys Development Plan, City of West Sacramento
 Sports Stadium/Arena, City of Sacramento
 Sutter Davis Hospital Relocation, City of Davis
 Syar Mining Permit, Yolo County
 Teichert Quarry, Sacramento County
 Teichert Aggregates Mining Permits, Yolo County
 Treelake Village, Placer County
 UC Irvine North Campus Mixed Use Development, City of Irvine
 Weatherstone Village, City of Placerville
 Wildhorse Development, City of Davis
 Winchester Development, Placer County

PARTIAL LIST OF CLIENTS

PUBLIC SECTOR

Calaveras County
City of Citrus Heights
City of Davis
City of Folsom
City of Galt
City of Ione
City of Isleton
City of Jackson
City of Marysville
City of Oroville
City of Placerville
City of Plymouth
City of Roseville
City of Sacramento
City of San Jose
City of Visalia
City of West Sacramento
City of Winters
City of Woodland
El Dorado County
El Dorado Irrigation District
Kern County
Placer County
Placer County Transportation Commission
Rio Linda/Elverta Community Water District
Sacramento Area Council of Governments
San Diego County
Sacramento County
Sacramento Transportation Authority
Sonoma County
Sutter County
Sutter County LAFCO
University of California, Davis
University of California, Santa Barbara
University of California, Irvine
Western Placer Waste Management Authority
Yolo County

PRIVATE SECTOR

ARK Energy, Inc., Sacramento
Borba Farms Dairy, Chino
Cache Creek Conservancy, Yolo
Crossroads Center Incorporated, Arizona
DeCuir and Somach, Sacramento
Downey Brand Seymour and Rohwer, Sacramento
EBA Wastechologies, Santa Rosa
Fibreboard Land Development, Sonora
Grove Investments, Costa Mesa
K.H. Moss Company, Roseville
KRC Holdings Company, North Dakota
Live Oak Associates, Sacramento
McDonough, Holland and Allen, Sacramento
Nature Conservancy, Cosumnes River Preserve, Sacramento
Nugget Market, Woodland
Pension Trust Fund for Operating Engineers, Alameda
Remy, Thomas and Moose, Sacramento
River West Development, Sacramento
Ross Noonan Cattle Company, Fairfield
RJB Interests, Sacramento
Rideout Hospital, Marysville
Roseville Community Hospital, Roseville
Saint Agnes Medical Center, Fresno
Separovich/Domich, Sacramento
Solano Concrete, Fairfield
Stanford Ranch, Rocklin
Stanton Kay and Watson, San Francisco
Sutter Davis Hospital, Davis
Teichert Aggregates, Sacramento
Thomas Law Group, Sacramento
Vail Engineering, Sacramento

TSCHUDIN CONSULTING GROUP

Contract Planning • CEQA Compliance • Project Management

November 2, 2012

Ms. Cindy Norris, Principal Planner
City of Woodland
Community development Department
520 Court Street
Woodland, CA 95865

SUBJECT: Cover Letter for Statement of Qualifications (SOQ) to Provide Project Management Services for the 2012 General Plan Update)

Dear Ms. Norris:

Thank you for the opportunity to propose on this work. I am submitting this Statement of Qualifications (SOQ) in response to your October 5, 2012 Request for Qualifications (RFQ) for Project Management Services for the 2012 General Plan Update.

My company name is TSCHUDIN CONSULTING GROUP. I am the contact person on behalf of this SOQ. The address, phone number, fax number, and email address are provided below. My company has two addresses; however all of the work for this project will be performed out of the Sacramento office.

In the attached pages I have provided all of the information requested in the RFQ. I hope you view this as a competitive package and I look forward to meeting with you soon to discuss my qualifications and experience to provide these services. Thank you for your time and consideration.

Sincerely,

Heidi Tschudin, BS, MPA, AICP, Principal
TSCHUDIN CONSULTING GROUP

QUALIFICATIONS CRITERIA STATEMENT (10 page maximum)

General Information

Brief Description of the History and Mission of Firm: My name is Heidi Tschudin and I started Tschudin Consulting Group in January of 1992. My company provides services in three areas: contract planning, CEQA compliance, and project management. The company has been continuously operating since its inception. This year is the 21st anniversary of the company. Prior to that, since 1979, I have been performing essentially the same work while employed at a variety of agencies and entities.

Legal company organization and organization chart: The company is a sole proprietorship. I am the President and Principal. I use the sub-consulting services of other professionals as appropriate, although for this work no sub-consulting services are proposed. I have considerable expertise in the requested areas of service and propose to provide the requested services myself.

Relevant Experience

Describe Technical Competence and Management Qualifications with Similar Projects: I am a nationally certified land use planner with both a Bachelor of Science degree and a Master's degree in my field. I offer professional consulting services in three main areas: contract land use planning, California Environmental Quality Act (CEQA) compliance, and project management. These areas of service cover precisely the areas of consulting requested in the subject RFQ, and as such, I believe I am an ideal fit for this work.

My areas of expertise are in all facets of land use planning, all areas of environmental impact analysis and CEQA compliance, and professional project management for large and/or complicated land use projects and planning efforts. I have over 30 years of directly applicable experience managing large long-range planning efforts, implementing and interpreting CEQA, and managing other consultants. I have personally prepared, and managed the preparation of, many successful long-range planning documents and accompanying EIRs over the course of my career including the following related to general plans and specific plans:

Yolo Natural Heritage Program HCP/NCCP and EIR (in progress)
Yolo County Dunnigan Specific Plan and EIR (in progress)
2011 SACOG MTP/SCS and EIR
2010 Yolo County Climate Action Plan
2009 Yolo County General Plan and EIR
2004 El Dorado County General Plan and EIR
2001 Woodland Spring Lake Specific Plan and EIR
2000 Galt East Area Specific Plan and EIR

1998 Plymouth General Plan Update
1996 West Sacramento Southport Framework Plan and EIR
1994 Ione Housing Element Update
1993 Davis City General Plan Traffic/Circulation Element and EIR
1992 Sacramento County General Plan EIR
1990 Dry Creek West Placer Community Plan Update
1986 Sacramento City General Plan and EIR

List and Describe Three to Five Comparable Projects: Over the last few years I have worked on the following comparable projects:

Project Name: **Dunnigan Specific Plan and EIR**
Project Category: Specific plan and EIR
Purpose of Project: Comprehensive community master plan and zoning for new growth area
Tschudin Role: Project manager
Project Owner: Yolo County is the lead agency
Project Location: Dunnigan new growth area (Yolo County)
Project Contact: David Morrison, Deputy Director
c/o Yolo County Planning and Public Works Department
292 West Beamer Avenue
Woodland, CA 95695
(530) 666-8041 direct
(530) 666 -8156 fax
david.morrison@yolocounty.org

Project Name: **Metropolitan Transportation Plan (MTP)/ Sustainable Communities Strategy (SCS) and EIR**
Project Description: Regional transportation plan and EIR
Purpose of Project: Regional transportation, air quality, and land use planning
Tschudin Role: EIR project manager
Project Owner: Sacramento Area Council of Governments (SACOG) served as Lead Agency
Project Location: Six-county region
Project Contact: Kasey Lizon, Senior Planner
c/o SACOG
1415 L Street, Suite 300
Sacramento, CA 95814
(916) 340-6265 direct
(916) 321-9551 fax
klizon@sacog.org

Project Name: **Yolo County General Plan and EIR**
Project Description: General Plan and EIR
Purpose of Project: Comprehensive update of county general plan (all elements)
Tschudin Role: Project manager
Project Owner: Yolo County served as Lead Agency
Project Location: Countywide
Project Contact: David Morrison, Deputy Director
c/o Yolo County Planning and Public Works Department
292 West Beamer Avenue
Woodland, CA 95695
(530) 666-8041 direct
(530) 666 -8156 fax
david.morrison@yolocounty.org

Project Name: **El Dorado County General Plan and EIR**
Project Description: General Plan and EIR

Purpose of Project: Comprehensive update of county general plan (all elements)
Tschudin Role: Project manager
Project Owner: El Dorado County served as Lead Agency
Project Location: Countywide
Project Contact: Paula Franz, Deputy County Counsel
c/o El Dorado County Counsel's Office
330 Fair Lane
Placerville, CA 95667
(530) 621-5778
(530) 621-2937 fax
pfrantz@co.el-dorado.ca.us

Project Name: **Spring Lake Specific Plan and EIR**
Project Category: Specific plan and EIR
Purpose of Project: Comprehensive community master plan and zoning for new growth area
Tschudin Role: Project manager
Project Owner: City of Woodland served as lead agency
Project Location: Southeast area of the City of Woodland
Project Contact: Paul Hanson, Senior Planner (prior staff no longer available)
c/o Woodland Planning Department
520 Court Street
Woodland, CA 95695
(530) 661-5814 direct
(530) 406-0832 fax
paul.hanson@cityofwoodland.org

Project Name: **Galt East Area Specific Plan and EIR**
Project Category: Specific plan and EIR
Purpose of Project: Comprehensive community master plan and zoning for new growth area
Tschudin Role: Project manager
Project Owner: City of Galt served as lead agency
Project Location: East area of the City of Galt
Project Contact: Sandra Kiriū, Director
c/o Galt Community Development Department
495 Industrial Way
Galt, CA 95632
(209) 366-7230 main
(209) 744-1642 fax
skiriu@ci.galt.ca.us

Minimum of Three Referrals and References

Dirk Brazil, Assistant County Administrator
Yolo County Administrator's Office
(530) 666-8150

Sandra Kiriū, Director
Galt Community Development Department
(209) 366-7230

Paula Franz, Deputy County Counsel
El Dorado County Counsel's Office
(530) 621-5770

Kirk Trost, General Counsel
Sacramento Area Council Of Governments
(916) 340-6210

John Donlevy, City Administrator
City of Winters
(530) 795-4910 x 110

Litigation, Arbitration, or Claims

I have never filed, nor been involved with, any such claims.

Capacity to Proceed Without Delay

I have the capacity to immediately proceed on the Woodland General Plan project management work. As a highly successful sole practitioner for over three decades I am very skilled at balancing competing demands and serving multiple clients. While I do have other projects underway, I am operating below-capacity at this time and can guarantee outstanding performance if chosen to perform this work.

Project Understanding and Approach

Understanding of the Project

I have read the Request For Qualifications (RFQ) for the General Plan project manager and the Request For Proposals (RFP) for the General Plan update, and have an excellent understanding of both.

As the Project Manager, I would oversee, and participate as appropriate, with the following key tasks necessary for the General Plan update: update all descriptive and demographic information, reflect changed environmental and economic conditions, reflect new regulatory requirements, explore community values, identify appropriate urban form and density, ensure balanced economic development, reflect governmental fiscal realities, integrate the 2006 urban limit line, consider the relevance of information in existing specific plans and zoning controls, identify circulation and infrastructure solutions, integrate strategies for sustainability.

As the Project Manager, I would ensure the successful preparation and release of the following requested deliverables: Existing Conditions and Background Report, Visioning Report, Identification of Key Issues, Land Use Alternatives Analysis, Guiding Principles and Policies, Economic Analysis, Implementation Measures, General Plan (administrative, draft, and final), Climate Action Plan, EIR (administrative draft, and final).

As the Project Manager, I would work with staff and the consultant team to ensure the formation and active use of the following: General Plan Steering Committee, organized public workshops and meetings, use extensive use of website and social media.

Best Practices for General Plan Project Components

There are many exciting new ‘best practices’ emerging in the planning world that are and available for Woodland to consider in this General Plan update. A few of them with applicability to the City include: analysis of neighborhood “walkability”, ensuring healthy food access, exploration of environmental justice concerns, long-term community sustainability, community health and wellness, activating public spaces, balancing public and private spaces, traffic calming and mobility, complete streets and green commuting, use of new planning metrics (e.g. vehicle miles traveled or VMT); new opportunities for energy conservation, and integration of regional conservation strategies.

Project Management Challenges for this Work

I have identified two potential challenges to project management on this job, both of which are also project opportunities. The first is related to a technical aspect of the work, the second is qualitative but fundamental:

Land Use Mapping and Numbers – Mapping and describing existing and build-out land uses by acreage, dwelling units, density, square footage, employment, and population is critical for the project description, General Plan Land Use diagram, environmental impact analysis, regulatory consistency, traffic and air quality modeling, and many other reasons. This is often one of the more difficult tasks in a general plan update and can absorb considerable budget depending on the “advance work” of the jurisdiction.

Community Values -- Alignment between local culture (values and vision), the policies and actions of the General Plan, the General Plan EIR, and various applicable legal requirements is essential for a successful plan that can be fully implemented and for a program-level EIR that has utility for project-level implementation. There are often unintended conflicts that don’t emerge without experienced project management, for example the interplay between roadway level-of-service, fiscal realities, air quality, density, and sustainability. Moreover, there are many Plan EIRs that fail to achieve full project-level value because of a lack of understanding and/or foresight by the team

Critical Issues

I have identified two critical issues for this project that are fully explored in the RFQ questions -- project budget management and the desire for policy flexibility. Both are challenging project management issues.

My strategy for addressing budget management is to work closely with City staff and the consultant team to develop a detailed, task oriented and schedule-driven master budget that aligns cost limits with tasks and deliverables. This “work program”, integrating budget, tasks, and schedule will become a key “framework” document for project management.

My strategy for addressing policy flexibility is to work with City staff and the consultant team to develop one or more rubrics for “testing” the policy flexibility of the General

Plan. One method is a simple set of “yes/no” questions that explores the relative flexibility v. rigidity of key measures. This rubric must reflect the values of Woodland but it could contain questions such as:

Does this policy set general direction or precise direction? If precise, rephrase.
Does this policy provide an alternative route for compliance? If no, rephrase.
Does this policy narrow or restrict the range of desirable outcomes? If yes, is it reasonable?

Another method for testing policy flexibility is to “test drive” General Plan policy consistency and General Plan EIR utility with a defined foreseeable project. This exercise can help identify unintended future outcomes prior to plan adoption, thus allowing for early policy refinement.

A third method is to identify a process for formal General Plan interpretations that sets the tone for the interpretation process. For example, the procedures could articulate that, to the greatest reasonable degree, any given interpretation shall support outcomes that favor economic development, within the confines of state regulations and case law.

Project Management

Project Management Approach and Team Organization Philosophy

Successful project management requires an expert understanding of the project and process, knowledge of staff members and structure to be able to cut through bureaucracy, a fair and honest collaborative approach with all parties, and an understanding of how to deliver the necessary work product in a timely and efficient manner. I am an expert in these areas, particularly as related to land use and CEQA. I am an excellent writer, speaker, and editor. I am an aggressive leader and a loyal follower. I rely on my technical competence, honed instinct, and good sense of humor to help achieve a successful outcome. My analytical skills are very strong and I have over 30 years of precisely applicable experience to apply to this work. I will personally review all work products and ensure a clear, concise, on-point message that is both accurate and easily understood by the audience. I also have considerable experience in Woodland, with over two decades of service to the City under multiples Councils, City Managers, and Planning Directors.

My team organization philosophy is that everyone on the team has a job to do and something unique to offer. It is my job as the project manager to find those skills and talent and harmonize them to the advantage of the job.

Team Experience Working on Similar Projects

I propose to personally fulfill the role of Project Manager throughout the entire period of the contract, so this topic is not directly applicable. However, as a “team of one” I have extensive experience in this role, as outlined herein. Please refer specifically to the discussion above under Relevant Experience.

Systems for Planning, Scheduling, and Managing

I utilize a variety of tools when I manage a general plan. These include (in no order):

- Detailed project schedules with tasks and milestones
- Detailed budget with tasks and milestones
- Regular team meetings
- Extensive use of phone and email
- Regular stakeholder reports and updates
- Accessibility of project manager to interested parties
- Clear staff reports
- Structured workshops and hearings
- Informed management and elected officials.
- Common templates for presenting information
- Website postings and e-blasts to encourage participation
- Peer review of all staff and consultant products

Experience with Quality Assurance and Dispute Resolution

Quality assurance is an essential concern to a project manager. To achieve ongoing quality in a long-range land use planning process I focus on the following: a) staying thoroughly engaged and knowledgeable as a project manager; b) reviewing all work products at all stages to ensure accuracy, completeness, and consistency; c) clear stating expectations and accurately documenting critical decisions throughout the process in order to have a reference record for the team; d) early development of templates, formats, standards, and style sheets well in advance; and e) skilled editing and clear standards for excellence.

As a project manager I have had to resolve disputes with consultants and occasionally with staff members as well. The best way to accomplish this in my experience is to have excellent records, be clear and straightforward about the problem, and identify reasonable alternatives for resolution that can be accepted by the parties.

Other

Current Workload and Ability to Proceed

I have excellent ability to absorb, and proceed, with this project which I anticipate could require around 15 hours per week on average. I have the following potential project management/contract planning commitments in 2013 and potentially beyond, which could overlap with my work as Project Manager for the Woodland City General Plan Update:

Yolo County Dunnigan Specific Plan	10-15 hr/wk ave (<i>on hold</i>)
Yolo NHP HCP/NCCP	10-15 hr/wk ave (<i>uncertain</i>)
Yolo County Gravel Program	5-10 hr/wk ave

In addition I anticipate providing the following project-specific land use studies and CEQA compliance documents on a time and materials basis. It should be noted that

while these are known projects at this time they do not have specific schedules or deadlines.

Davis Hotel Negative Declaration	76 hours
65 th Street SCEA	100 hours
North Land Park SCEA	100 hours
SACOG SCEAs	100 hours

At full capacity I would ideally have project management or contract planning work totaling about 50 to 60 hours/week on average (which equates to full utilization of my time) and 8 to 10 smaller projects such as those identified above that can be fit in on a time and materials basis. As such my workload for 2013 is under-capacity and this work would be a very desirable addition for me.

Conflict of Interest Statement

I attest that I have no known conflicts of interest relative to the provision of the services requested and discussed herein. I am not currently under contract to perform any services for the City of Woodland, though I have worked on an extensive number of projects with the City in the past, dating back to the early 1990's.

I am doing work for Yolo County and for the Yolo Natural Heritage Program Joint Powers Authority of which the County and all the cities are members. However, I am not aware of any conflicts that my other work would pose for the City's General Plan project, and I believe it is likely that my prior knowledge of the City of Woodland, Yolo County, and the three other cities would prove valuable.

Relevant Factors Impacting Quality and Value of Work

My assumptions for this work are as follows: 1) I will work under the direction of a Department head, Agency head, City Attorney, or City Manager; 2) My work will be billed on a time and materials basis; 3) I will utilize City support staff for clerical and basic administrative tasks such as scheduling meetings, public noticing, file maintenance, mail-outs, document distribution, filing fees, printing, copying, postage, etc; 4) I will be involved in negotiation of consultant contracts and review of consultant invoices; 5) I will work cooperatively with an assigned staff planner in order to develop in-house institutional knowledge regarding the project and to transition project management and project files at close of contract; 6) City staff will respond timely to questions and requests for information; 7) graphics, GIS, and website maintenance will be provided by the City or other consultants.

Ability to Commit to Project for Two Year Minimum

If chosen to perform this work I will commit to the project for a minimum of two years, and/or through the end of the process. As requested in the Submission Requirements, please consider this as my Statement of Availability that I will serve as the project manager and that I will remain in place for the duration of the General Pan program. I am also willing to lock in my labor rates for the duration of the project, at the level negotiated with the City.

TSCHUDIN CONSULTING GROUP

Contract Planning • CEQA Compliance • Project Management

HEIDI K. TSCHUDIN, BS, MPA, AICP RESUME

STATEMENT OF EXPERTISE

Heidi Tschudin has over 30 years of experience in land use planning, project management, and California Environmental Quality Act (CEQA) compliance. She is experienced in all aspects of land use planning particularly at the local level and is known for her ability to manage large, complicated planning projects through successful completion and implementation.

CAREER EMPLOYMENT HISTORY

PRINCIPAL - TSCHUDIN CONSULTING GROUP (January 1992 to present)

SENIOR ASSOCIATE - EIP Associates (September 1990 to February 1992)

DIRECTOR OF COMMUNITY DEVELOPMENT - Placer County (September 1988 to September 1990)

LAND DEVELOPMENT COORDINATOR - Placer County (March 1987 to August 1988)

PLANNER - City of Sacramento (January 1985 to March 1987)

SMALL BUSINESS OWNER -- various (May 1982 to December 1984)

PROGRAM ANALYST - Governor's Office of Planning and Research (November 1980 to April 1982)

INTERNSHIPS/INDEPENDENT RESEARCH - California Department of Forestry (1978/79); Santa Monica Mountains Conservancy (1977/78)

EDUCATION

Certificate of Merit - Outstanding Master's Graduate Student - UNIVERSITY OF SOUTHERN CALIFORNIA - awarded May 5, 1993.

Master of Public Administration - UNIVERSITY OF SOUTHERN CALIFORNIA - completed July 1992, Summa Cum Laude.

Certificate in Environmental Studies - UNIVERSITY OF SOUTHERN CALIFORNIA - awarded January 1980.

Bachelor of Science - Urban and Regional Planning - UNIVERSITY OF SOUTHERN CALIFORNIA -completed December 1979, Magna Cum Laude and Senior Letter of Merit Award.

PROFESSIONAL AWARDS AND RECOGNITION

Yolo County Climate Action Plan, 2011 Innovation In Green Planning Award, Sacramento Valley Section, California Chapter, American Planning Association.

Yolo County General Plan, 2010 Blueprint Excellence Award, Sacramento Area Council of Governments.

Yolo County General Plan, 2010 Outstanding Planning Document, Comprehensive Planning for a Small Jurisdiction, Sacramento Valley Section, California Chapter, American Planning Association.

Woodland Community and Senior Center, City of Woodland – 2008 Best New Public Project Finalist, Sacramento Business Journal; 2007 Award of Excellence, California Park and Recreation Society.

Certificate of Recognition for Outstanding Accomplishment and Service to the Winters Community in Planning Services during 2004 – City of Winters, presented January 13, 2005.

Spring Lake Specific Plan, City of Woodland – 2004 Outstanding Planning Document, Sacramento Valley Section, California Chapter, American Planning Association.

Letter of Commendation for El Dorado County General Plan Project Management, El Dorado County Board of Supervisors, August 31, 2004.

"40 Under 40" Leadership Award, Sacramento Region -- 1999 Top 40 Outstanding Business Leaders in the Region Under 40 Years of Age, Sacramento Business Journal.

Cache Creek Area Plan, County of Yolo -- 1997 Governor's Award for Environmental and Economic Leadership.

Southport Framework Plan, City of West Sacramento -- 1996 Outstanding Planning Document, American Planning Association.

Granite Bay Community Plan Update, County of Placer -- 1990 Outstanding Planning Document, American Planning Association.

**TSCHUDIN CONSULTING GROUP SCOPE OF WORK
FOR CONTRACT PROJECT MANAGEMENT SERVICES
FOR WOODLAND GENERAL PLAN UPDATE**

- Scope of Work – Provide contract project management services under the direction of the City Community Development Department for completion of the City’s general plan update. Tasks may include:
 - o Serve as an extension of Planning staff in overseeing and managing the process.
 - o Manage consultant activities.
 - o Coordinate between staff, counsel, consultants, agencies, public, and landowners.
 - o Maintain overall schedule of tasks and milestones.
 - o Prepare miscellaneous correspondence, staff reports, notices, etc.
 - o Ensure regular reporting to the Planning Commission and City Council.
 - o Assist with communications and outreach with decision-makers, media, and the public, including presentations.
 - o Utilize support staff for clerical tasks such as meeting scheduling, public noticing, and file maintenance.
 - o Other tasks as directed.
- Labor Rate -- Government rate of \$210.00 per hour. Invoices will include the billing period, total hours spent on project, a running total, and remaining balance for the cost-estimate total. A day-by-day, task-by-task, break-down of hours will not be provided.
- Period of Engagement – 24 months (December 2012 through December 2014) unless subsequently amended by the parties.
- Time Commitment – Estimated to average 10 hours per week. Actual hours will vary based on schedule and assignments. All hours subject to the discretionary control of the City.
- Budget – Not to exceed \$163,800 (78 wks x 10 x \$210) unless subsequently amended by the parties.
- Assumptions – 1) Ms. Tschudin will work under the direction of the Department head;

2) All work is billed on a time and materials basis; 3) Ms. Tschudin will utilize City support staff for clerical and basic administrative tasks as scheduling meetings, public noticing, file maintenance, mail-outs, document distribution, filing fees, printing, copying, postage, distribution lists, website maintenance, etc.; 4) Ms. Tschudin will be working with a staff planner assigned to the project; 5) City staff and other consultants understand that time is of the essence and will adhere to the project schedule; 6) Graphics, GIS, and website maintenance will be provided by the City or other consultants.

- Other Terms – Other terms, including non-labor expenses, shall be as identified in the attached Tschudin Consulting Group Compensation Schedule.

November 30, 2012

TSCHUDIN CONSULTING GROUP

Contract Planning • CEQA Compliance • Project Management

COMPENSATION SCHEDULE

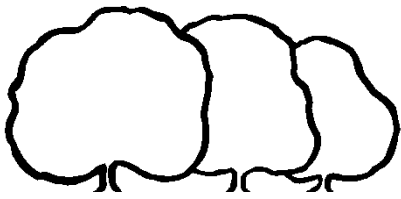
2013

Principal (reduced)	\$210/Hour
Support Services	\$50 to \$175/Hour
Mileage (current IRS rate or)	0.50/Mile
Expenses	Cost Plus 10 Percent
Per Diem For Meals	\$75/Day

TERMS APPLICABLE TO ALL CONTRACTS:

1. All work is completed on a time and materials basis. Standard rates and administrative charges are negotiable depending on the type of service provided and the terms of the contract. All work on the job is billable. Where follow-up consulting services are required after the close of a job these rates apply.
2. Expert witness rates (court trials; administrative hearings; case research; depositions; subpoenas; etc.) are 120 percent to 200 percent of the standard rates, dependent on the type of work and whether testimony is required. Where expert witness services are requested after the close of a job, or if deposed for a job, the client will be billed at these rates.
3. Labor is billed by the quarter-hour. Gas mileage within a 20-mile radius, communication expenses, incidental copying and postage, and certain other similar incidental expenses are included within the labor rates quoted above. Other direct expenses such as outside printing, special purchases, subconsultant services, travel outside of a 20-mile radius, air and hotel charges, conference calls, delivery fees, filing fees, extra insurance requirements, custom accounting or detailing of labor/expenses beyond normal company practice, costs associated with public noticing and hearings, special business licenses or other permits to operate that are determined to be required, or any other extraneous cost of doing business for the purpose of serving a particular client or job are not included in the compensation rates and are billed directly at cost plus a ten (10) percent administrative charge.
4. Invoices will be submitted at a maximum, on a monthly basis. Clients must provide notification in writing of any objections to an invoice within ten days of the date of the invoice. Absent objection, the invoice shall be deemed acceptable by the client.
5. Invoices are due and payable immediately upon receipt. The account will be considered delinquent if full payment is not received within 30 days of the date of the invoice. Invoices are not itemized unless requested by the client and specific arrangements have been made prior to agreement to the project rates and budget. Preparation of invoice detail is billed to the job as a labor charge at full labor rates.
6. Delinquent accounts are subject to a ten (10) percent service and carrying charge, compounded monthly.
7. Travel time, preparation time, and/or "wait" time are billed to the job as a labor charge at full labor rates. Travel outside of the Sacramento region is subject travel time charges, hotel charges, mileage, and a pro-rated per-diem for meals. Hotel, mileage, and per-diem are charged as an expense and subject to a ten (10) percent administrative charge.
8. Rates are subject to change with advance notice.

Cell (916) 952-0358 • htschudin@sbcglobal.net
710 21st Street • Sacramento, CA 95811 • (916) 447-1809 • Fax (916) 444-0227
111 Spray Avenue • Monterey, CA 93940 • (831) 333-0585



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 18, 2012

SUBJECT: Long Range Calendar

Recommendation for Action

Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

Background

This calendar is being provided for planning purposes only and is intended to keep the Council apprised of upcoming agenda items and better plan for upcoming Council meetings.

Prepared by: Ana Gonzalez
City Clerk

Reviewed by: Paul Navazio
City Manager

Paul Navazio
City Manager

Attachment

COUNCIL LONG RANGE CALENDAR

Items subject to removal and/or rescheduling

Tuesday, December 25, 2012

CANCELLED

Tuesday, January 15, 2013

Reports due 1/1

Regular Meeting

Closed Session

Real Property Negotiations (tentative)

Labor Negotiations

General Plan Consultant Contract (1/2013)

Downtown Parking Update

Approve Final Map and Subdivision Improvement Agreement for Map No. 5019 Meikle 4C & A

Community Development Department's Quarterly Status Report

Springlake BUA Ordinance - Regular

CA Voting Rights Act - Regular

Approve Modifications for Chapter 19 of the City Code – Wastewater Discharge and Treatment - Regular

Downtown Council Subcommittee Report

Long Range Calendar

Tuesday, January 22, 2013

Study Session

NPDES Stormwater

Surface Water Project Financing Plan

Tuesday, February 5, 2013

Reports due 1/22

Regular Meeting

C&SC House – re-use or re-locate

Announce CSA Recipients

Approve Consultant Agreement for Kentucky Ave. Widening and Complete Streets Project, CIP 04-07

Approve Modifications for Chapter 19 of City Code – Wastewater Discharge and Treatment

Verizon Cell Tower Communication License Agreement

Sports Officiating Contract

YGRIP Coordinator Award Contract

JPA Agreement - Regular

Long Range Calendar

Tuesday, February 19, 2013

Reports due 2/5

Regular Meeting

Conflict of Interest Code

Long Range Calendar

Mid-year Budget Update

Tuesday, February 26, 2013

Study Session

TBD

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

Parkview – SL Plan Amendment; DA: Housing Element Affordable Housing Site List Amend – **(Feb/Mar 2013)**
Annual Housing Element Progress Report **(Apr)**
Annual General Plan Progress Report **(Apr)**
WDCWA Joint Intake Schedule - Consider and Approve Construction – **(Apr)**
WDCWA DBO Procurement Schedule – Authorization to Proceed w/Proj Final Eng and Const – **Aug/Sep 2013**
Water Meter Project Phase 3: Approve Plans & Specs; Authorize Bid Advertisement – Okupe – **TBD**
Purchase and Sale Agreement for Old Wastewater Treatment Plant - **TBD**
Regional Parksite Analysis – Ross – **TBD**
Solaria Project Status Update – **TBD**
Dubach Park - **TBD**
Opera House Agreement
Woodland State Theater Mgmt Group
iPad for Council
Weed Abatement Ordinance
Review and Adjust Sports Park Fee Schedule

FUTURE STUDY SESSIONS (TBD):

City Council Goals/Progress Report
Street/Sidewalk Annual Status Report
Climate Action Plan
Budget Workshop **(March)**
Update Economic Development Strategic Plan
Redevelopment Bond Proceeds