

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

**CITY COUNCIL
CLOSED SESSION AGENDA**

JANUARY 15, 2013

5:00 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
 - B.2 Conference with Real Property Negotiators, Pursuant to Section 54956.8
Property: APN 027-852-005, 005-223-001-000, 005-223-002-000 and 005-223-003-000
Agency Negotiator: City Manager, Community Development Director and City Attorney
Negotiating Parties: Paul Navazio, Nick Ponticello and Andrew Morris
Under Negotiation: Price and Terms of Payment

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

6:00 P.M.

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE



D. COMMUNICATIONS-PUBLIC COMMENT

This is 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 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. PRESENTATIONS

1. Status Report from City Council Downtown Sub-Committee

G. CONSENT CALENDAR

2. Community Development Department's Quarterly Status Report
Recommendation: Staff recommends that the City Council receive Community Development Department's Quarterly Status Report
3. Final Acceptance and Notice of Completion for I-5/CR-102 Interchange Project, CIP 97-24, and Authorize the CM to Execute Right-of-Way Documents
Recommendation: Staff recommends City Council accept the Interstate 5 (I-5) and County Road 102 (CR-102) Interchange Improvements Project (CIP #97-24) construction contract as complete and authorize the City Clerk to file a Notice of Completion, and authorize the City Manager to execute right-of-way documents to transfer possession rights to Caltrans
4. Proclamation in Support of the Yolo County Volunteer Income Tax Assistance (VITA) Coalition's Earned Income Tax Credit (EITC) Awareness Campaign for 2013
Recommendation: Staff recommends that the City Council adopt a Proclamation in Support of the Yolo County Volunteer Income Tax Assistance (VITA) Coalition's Earned Income Tax Credit (EITC) Awareness Campaign for 2013



5. Council Long Range Calendar
Recommendation: Informational Item

H. PUBLIC HEARING

6. Crosswood Apartments TEFRA Hearing
Recommendation: 1) Hold a public hearing, which is a Federal requirement for projects involving tax-exempt bond financing, known as the Tax Equity and Fiscal Responsibility Act (TEFRA) hearing; 2) Adopt Resolution No.____, approving the issuance of mortgage revenue bonds by the California Affordable Housing Agency (CAHA) not to exceed five million dollars (\$5,000,000) for the purposes of financing the acquisition and rehabilitation of an affordable housing facility; and 3) Authorize the City Manager to execute any and all documents needed for the City to implement the project.

I. REPORTS OF THE CITY MANAGER

7. 2013 Community Service Awards Nominating Committee Report
Recommendation: Staff recommends that the City Council approve the selection of the 2013 Community Service Award nominees as described herein and determine which Council members will present the awards to the selected nominees.
8. Amendments to Municipal Code Chapter 19, Wastewater Discharge and Treatment
Recommendation: Staff recommends that the City Council approve the ordinance attached to this report.
9. Approve In Concept, Consultant Agreement for General Plan Update for Planning and Environmental Services-CIP #07-06 and #07-07
Recommendation: Staff recommends that the City Council approve in concept the consultant services agreement for Planning and Environmental Services for the General Plan Update project (CIP #s 07-06 and 07-07) with the firm of Dyett and Bhatia with AECOM and BAE in an amount not to exceed \$590,000, plus a 10 percent contingency of \$59,000, for a possible total contract amount of \$649,000 and authorize the City Manager to execute the agreement.



10. Approve In Concept, Consultant Agreement for General Plan Update for Traffic Engineering Services-CIP #07-06 and #07-07
Recommendation: Staff recommends that the City Council approve in concept the consultant services agreement for Traffic Engineering Services for the General Plan Update project (CIP #s 07-06 and 07-07) with the firm of Fehr and Peers in an amount not to exceed \$120,000, plus a 10 percent contingency of \$12,000, for a possible total contract amount of \$132,000 and authorize the City Manager to execute the agreement.
11. Brief Summary of California Voting Rights Act
Recommendation: 1) Receive this report on the California Voting Rights Act, and 2) Appoint a Council Sub-Committee to evaluate pros and cons of moving from At-large Council elections to various forms of District-based elections, and 3) Direct Sub-Committee provide a recommendation to the full Council within 3 months (March 2013) and 4) Authorize the City Manager to engage services of an independent, third-party for assistance in research and data analysis, provided such effort is within current authorized City Manager spending authority.

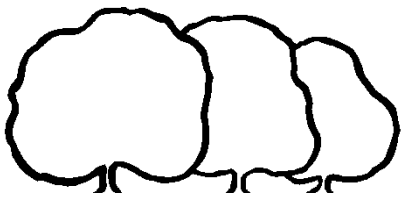
J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority of the City of Woodland scheduled for Tuesday, January 15, 2013 was posted on January 10, 2013 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: January 15, 2013

SUBJECT: Community Development Department's Quarterly Status Report

Recommendation for Action

Staff recommends that the City Council receive Community Development Department's Quarterly Status report.

Fiscal Impact

This is an informational item with no fiscal impact.

Report in Brief

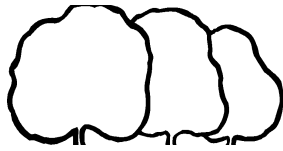
Attached is the Community Development Department's Monthly Quarterly Report. The report highlights building activity, major development projects, and activities of the Successor Agency/former Redevelopment Agency.

Prepared by: Evis Morales
Management Analyst

Reviewed by: Nicholas J. Ponticello
CDD Director

Paul Navazio
City Manager

Enclosure: CDD Quarterly Status Report



PROJECT UPDATE (see below)

Changes will be highlighted in bold

BUILDING ACTIVITY

Project: Muscle World Facade
Phase: Construction **PM:** Paul Siegel
Location: 514 Main Street
Description: Upgrade of façade and seismic retrofit.
Status: A building permit has been issued and work on the building has started.

Project: Target Storage Rack
Phase: Construction **PM:** Paul Siegel
Location: 2050 E Beamer
Description: Extensive racking and conveyor systems are being installed inside the new 300K expansion.
Status: All building permits have been issued and building staff has been making daily inspections.

Project: 280 North Pioneer Suite 100
Phase: Construction **PM:** Paul Siegel
Location: 280 N. Pioneer Suite 100
Description: Addition of 1500 sq ft of new office space
Status: A building permit was issued and the project is now complete.

Project: County Fair Mall Tenant Improvement
Phase: Ready to Issue **PM:** Paul Siegel
Location: 1250 E Gibson
Description: 60,000 sq ft TI of the former Mervyn's space into a grocery store.
Status: Tenant is currently in the bid process to select a contractor.

Project: Huntington Square Subdivision
Phase: Construction **PM:** Paul Siegel
Location: Spring Lake at end of Matmor Dr.
Description: 162 Single Family Home Development

Project: Huntington Square Subdivision

Status: 68 single family home permits have been issued. 45 homes have been finalized and 23 homes are currently under construction. There are 94 remaining lots. PG&E has started work to move power line at Sports Park Drive and East Street. Power line work should be complete by February 2013.

Project: Starlyn Park

Phase: Construction **PM:** Paul Siegel

Location: East Gibson and Branigan Ave next to Bel Air shopping center

Description: 79 Single Family Home Development

Status: 66 single family home permits have been issued: 43 homes have been finalized and 23 homes are currently under construction. There are 13 remain lots.

Project: CommuniCare Health Clinic

Phase: Construction **PM:** Paul Siegel

Location: 215 W Beamer St.

Description: 21,000 sq ft health clinic on 4.31 acres

Status: A building permit has been issued. Construction has not started on project.

Project: Produce Market

Phase: Plan Review **PM:** Paul Siegel

Location: 1490 E. Main St.

Description: Produce Market on 4.47 acres: Site will be on septic tank.

Status: Plan review comments have been sent to applicant.

Project: Water's House Kitchen Addition

Phase: Construction **PM:** Paul Siegel

Location: 285 Fourth St. (Corner of Court and 4th)

Description: Commercial Kitchen Expansion

Status: A building permit issued and construction has started.

Project: Dollar General

Phase: Construction **PM:** Paul Siegel

Location: 9 Main St., Suite 101 (in former Hollywood Video retail store)

Description: 10, 649 sq ft Tenant Improvement for a "Dollar General" store

Status: A building permit has been issued and construction is well underway. The applicant has requested the process for obtaining a temporary certificate of occupancy.

Project:	215 California Tenant Improvement		
Phase:	Plan Review	PM:	Paul Siegel
Location:	215 California St.		
Description:	Tenant Improvement of the former Rite Aid; 40,000 sq ft planned grocery store.		
Status:	Plans have been routed to each department for review. Initial comments were sent to the applicant and the plans have been resubmitted.		

Project:	28 N. East St. Tenant Improvement		
Phase:	Plan Review	PM:	Paul Siegel
Location:	28 N East St.		
Description:	Office remodel for AG Seeds Unlimited		
Status:	A building permit has been issued and construction proceeding.		

Project:	In-Shape Tenant Improvement		
Phase:	Plan Review	PM:	Paul Siegel
Location:	285 California St.		
Description:	Conversion of former McMahan's furniture store. This is a 24,500 sq ft remodel that includes an in-door swimming pool.		
Status:	The applicant has submitted for building plan review concurrently with design review.		

Project:	Costco Fuel Tank		
Phase:	Plan Review	PM:	Paul Siegel
Location:	2259 Bronze Star Dr.		
Description:	Installation of fuel additive tank.		
Status:	A building permit has been issued.		

Project:	NuSeed "Greenhouse"		
Phase:	Ready to issue	PM:	Paul Siegel
Location:	1460 Churchill Downs Ave.		
Description:	Construction of 4000 Sq.Ft. Greenhouse		
Status:	The project is within AE Flood zone; required FEMA variance with City Council approval on November 20, 2012. The building permit is ready to be issued.		

Project: Mann Lakes Tenant Improvement
Phase: Issued **PM:** Paul Siegel
Location: 500 Santa Anita
Description: Major remodel and expansion to new facility.
Status: A building permit has been issued.

Project: Porter Building 2n & 3rd Floor Electric and ADA
Phase: Ready to Issue **PM:** Paul Siegel
Location: 511 Main Street
Description: Redo electrical and ADA on 2nd and 3rd floor of Porter Building
Status: A building permit is ready to be issued.

Project: Carports at 575 Matmor Apartments Complex
Phase: Permit Issued **PM:** Paul Siegel
Location: 575 Matmor.
Description: Adding over 30 Carport structures to improve apartment complex
Status: A building permit has been issued.

Project: Genco
Phase: Plan Review **PM:** Paul Siegel
Location: 350 Hanson Way
Description: Installation tool cleaning area.
Status: The project is currently in plan review.

DEVELOPMENT ACTIVITY

Project: Woodland Commerce Center
Phase: Environmental Review **PM:** Dan Sokolow
Location: NW corner of East Main Street and CR 102
Description: Proposed annexation for 146-acre site with a GP land designation of Industrial and pre-zoned Industrial.
Status: **(No Change)** Administrative Draft Program EIR nearly complete. Once complete, the circulation of Draft EIR will begin.

Project:	Optimistic Partners TPM 5003		
Phase:	Review	PM:	Cindy Norris
Location:	1534 Harry Lorenzo Avenue		
Description:	Request for a Tentative Parcel Map to subdivide a 19.97 acre parcel into two parcels for purposes of sale only, no development rights or improvements are associated. The two parcels will consist of one 8.9 acre site zoned for residential and one 11.07 acre site zoned for park and neighborhood commercial.		
Status:	(No Change) Approved by Planning Commission on August 16, 2012.		

Project:	Parkview by SLC IV Woodland Spring Lake, LLC		
Phase:	Review	PM:	Cindy Norris
Location:	Northeast Corner of Meikle & Heritage Parkway		
Description:	A proposed Spring Lake Specific Plan Amendment to rezone a 10-acre school site and 6.22 acre multi-family residential R-20 site to Residential single family R-8; a proposed Tentative subdivision Map # 5004 to develop 108 single family lots at a proposed density of 6.67 dwelling units per acre, modify the Housing Element Inventory of Available Sites and a Development Agreement.		
Status:	Awaiting completion of the SL BUA rules.		

Project:	Cal West Tentative Map # 4991 by Cal West Investors, LLC		
Phase:	Revised Submittal	PM:	Cindy Norris
Location:	Northwest Corner of Harry Lorenzo Avenue and Farmers Central Rd and east of HWY 113		
Description:	A request for a Rezone of R-15 to R-8, tentative subdivision map and Development Agreement on approximately 35 acres to subdivide the subject parcels to 209 single family R-8 lots. The map is proposed to be developed in four (4) phases with phases 1-3 consisting of single family development at a density of 6.13 du/ac. Phase 4 consists of a 5.80 net acre site currently zoned R-15 with a request to downzone to R-8. The overall project density is proposed to be 6.07 du/ac. Project development of residential along the freeway is a key issue.		
Status:	Has been circulated for review to departments and agencies.		

Project:	Velocity Island Cable Wakeboard Park		
Phase:	Pending Council Approval	PM:	Paul Hanson
Location:	755 North East Street		
Description:	A proposed cable wakeboard park (a surface water sport) within the City's 15-acre Dubach Detention Basin		
Status:	(No Change) Approved by Planning Commission on September 20 th and scheduled for City Council on November 6, 2012 for the following approvals: Lease Agreement, Conditional Use Permit, and CEQA.		

Project:	New Court House	
Phase:	Design	PM: Bruce Pollard
Location:	Main Street between 5 th and 6 th Streets	
Description:	Public Improvements related to a new Superior Court Building	
Status:	Draft final plans have been submitted. Staff is currently working on permit requirements with the Court. The Court project is planning on advertising for bids for construction starting on December 21, 2012 and starting construction work near the end of March 2013 or beginning of April 2013.	

Project:	Final Map 5019	
Phase:	Design Review	PM: Bruce Pollard
Location:	Spring Lake south of Heritage Parkway on Mickle Avenue	
Description:	Final map with thirteen small lots and 7 large lots; will result in 13 SFD buildable lots	
Status:	Nearing completion of plans, map and agreements. It is estimated that the project will go to City Council for approval in early 2013.	

Project:	Cinema West	
Phase:	Application	PM: Paul Hanson
Location:	801 Main Street	
Description:	A proposal to construct a 12 screen theater and accessory retail uses on a 1.3 acre site.	
Status:	(No Change) On hold per applicant. Application has been deemed incomplete.	

Project:	Spring Lake Specific Plan Tentative Maps	
Phase:	On-going	PM: Cindy Norris
Location:	Located generally south of Gibson Road and west of County Rd 102	
Description:	The SL Specific Plan was approved for a total of 4,149 units. Approximately 1,100 units built. Maps/DAs approved but not built: • Merrit Murphy (Pioneer Village 1 & 2) (220 SF) • Spring lake Central (397 SF) • Solara Ranch (87 SF) • Heritage Unit 4A & C • Heidrick Ranch Phase 2 & 3 (87 SF)	
Status:	(No Change) SL Specific plan approved for a total of 4,149 units. Approximately 957 built.	

Project:	Blackpine Holdings
Phase:	Approved PM: Paul Hanson
Location:	301 Sixth Street
Description:	A proposed Site Plan and Design Review for a Restaurant "Gorman's."
Status:	(No Change) Approved by Planning Commission on June 21, 2012.

Project:	Spare Time, Inc.
Phase:	Approved PM: Paul Hanson
Location:	Molly Avenue and Betty Avenue
Description:	Tentative Map Tentative Subdivision Map No. 4581 to subdivide APNs 066-122-060 totaling 5.65 acres into 34 single family lots and 4 halfplex lots.
Status:	(No Change) Approved by Planning Commission on November 1, 2007 and expires on November 1, 2014.

Project:	Mutual Housing at Spring Lake (Spring Lake Housing Associates)
Phase:	Approved PM: Paul Hanson
Location:	Spring Lake – Pioneer Avenue, Farmers Central Road, Brubaker Street, and Armus Place.
Description:	The <i>Mutual Housing at Spring Lake</i> apartment project is a 101 unit multi-family residential project on a 5 acre parcel within the R-25 zone.
Status:	(No Change) Approved by Planning Commission on July 21, 2011.

Project:	General Plan Update
Phase:	On-going PM: Cindy Norris
Location:	City-wide
Description:	A planned update to the City's 1996/2002 General Plan
Status:	The City has selected Heidi Tschudin for project management services for the update project. The city is in the process of evaluating and making a selection for the Consultant team who will prepare the General Plan, CEQA documents, Housing Element update and final Climate Action Plan.

Project:	Nugget Tentative Parcel Map #5017
Phase:	Review PM: Paul Hanson
Location:	170 Main St.
Description:	Stille Family Partnership is requesting approval of Tentative Parcel Map 5017. The TPM will merge existing lots
Status:	The project is currently under review.

Project: MetroPCS Zoning Administrator Permit (ZAP)
Phase: Review **PM:** Paul Hanson
Location: 1619 West Street, Fire Station #2
Description: MetroPCS is requesting to modify an existing ZAP to allow an additional 12-inch microwave dish on the existing MetroPCS antenna array on an existing 91.75 foot tall Fire Department #2 communications tower in the R-1 Single Family Residential Zone.
Status: The project is currently under review.

Project: Starbucks Drive-Thru at Ashley and Main in the Rite Aid Center
Phase: Review **PM:** Paul Hanson
Location: 271- 281 West Main Street
Description: Petrovich Development Co. is requesting approval of a Conditional Use Permit to allow the construction of a 1,700 sq. ft. Starbucks with Drive-Thru and a 1,000 sq. ft. spec retail space.
Status: The project is currently under review.

Project: Romey's Liquor Store Conditional Use Permit
Phase: Review **PM:** Paul Hanson
Location: 9 Main Street, suite 105, Purity Plaza
Description: A request to approve a Conditional Use Permit to allow relocation within Purity Plaza to the adjacent commercial space and permit the use of an 8,530 square-foot liquor Store at 9 Main Street, Suite 105 in the General Commercial zone (C-2).
Status: The project is currently under review.

Project: SB 2 Code Updates
Phase: Review **PM:** Cindy Norris
Location: Citywide
Description: A City based code amendment that will amend Chapter 25 of the Municipal Code and the East Street Corridor Specific Plan pertaining to emergency shelters, transitional housing, and supportive housing as required by Senate Bill 2.
Status: The project is currently under review.

Project: Comfort Suite Hotel Design Review
Phase: Review **PM:** Cindy Norris
Location: 2008 Freeway Drive
Description: A request to modify the building design approved in January 2008 by the Planning Commission. The applicant would like to revise the design and intends to move forward with a target date to begin construction by April 2013.
Status: The project is currently under review.

SUCCESSOR AGENCY/FORMER REDEVELOPMENT

Project: AB1484 Low/Mod Due Diligence Fund Report Approval and Certification

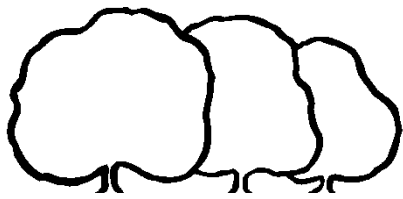
Phase: Due date October 15, 2012 **PM:** Wendy Ross

Location: Agency wide

Description: Post-redevelopment and per AB1x 26 and subsequently AB1484, required activity to wind down Woodland Redevelopment Agency projects.

Status: On December 14, 2012 the California Department of Finance issued a letter denying the Successor Agency's request to use the Low/Mod Housing Fund balance to pay down the Agency's HELP loan for the Casa del Sol project. As a result, the Agency has returned the fund balance to Yolo County for distribution to the taxing entities. December 12, 2012 the Oversight Board of the Successor Agency approved the due diligence review for the non-housing funds.

To view the Capital Project Status Update report, a link is available on the Community Development Department page of the City website at www.cityofwoodland.org.



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2013

SUBJECT: Final Acceptance and Notice of Completion for I-5/CR-102 Interchange Project, CIP 97-24, and Authorize the CM to Execute Right-of-Way Documents

Recommendation for Action

Staff recommends City Council accept the Interstate 5 (I-5) and County Road 102 (CR-102) Interchange Improvements Project (CIP #97-24) construction contract as complete and authorize the City Clerk to file a Notice of Completion, and authorize the City Manager to execute right-of-way documents to transfer possession rights to Caltrans.

Fiscal Impact

This project is fully funded in the current Capital Budget. The construction budget is \$9.9 million (see table below). Actual construction phase expenditures are approximately \$9.2 million. Expenditures include the payment to the contractor of \$7,170,732.14 as well as construction related soft costs.

Fund	Amount	Ratio
Federal Earmark (Demo-TEA21) Funds	\$7.92 million	80%
Road Development Fund/Developer Reimbursements (required match to federal funds)	\$1.98 million	20%
Total	\$9.9 million	100%

Now that the I-5/CR-102 interchange project is constructed, the remaining federal funding will be transferred to the I-5/CR 102 landscape project.

Final payment has been made to the contractor, but there will continue to be project expenditures for staff and Mark Thomas, the design consultant, to complete the process of deeding the acquired interchange parcels to Caltrans and recording the Record of Survey with Yolo County. This process is required so that Caltrans can take possession and maintain the new interchange improvements.

There is no impact to the General Fund.

Background

The contractor, DeSilva Gates Construction, began construction of the I-5/CR-102 Interchange Project in August 2010 and finished the work in April 2012. Staff resolved construction claims and negotiated final change orders and final payment with the contractor between May 2012 and November 2012. The final payment was made to the contractor on December 7, 2012.

Construction change orders were issued in the amount of \$953,836.64. The major cost change orders included the following: required revisions to the bridge opening widths to northbound and southbound I-5, unsuitable soil removal discovered during construction, staging and traffic control changes, and an increase in cost for hot mix asphalt (HMA) due to the increase in California Statewide Crude Oil Price Index.

Staff is currently working with Mark Thomas and Caltrans to deed the interchange right-of-way that was acquired for this project to Caltrans. Caltrans is reviewing draft right-of-way documents. After Caltrans' review process is complete and the documents are revised, then the City Manager can execute them. Once the documents are recorded, Mark Thomas will prepare the Record of Survey for the Yolo County Surveyor to review and record. This right-of-way process is planned to be complete by March 2013.

The I-5/CR 102 Interchange Project constructed the northbound CR 102 to southbound I-5 on-ramp, modified the southbound loop ramp, modified the northbound and southbound off-ramps, widened CR 102 from two to four lanes between the NB ramp terminal and the SB ramp terminal and widened CR 102 to six lanes from the SB ramp terminal to Maxwell Avenue. This project is needed to serve regional traffic and traffic growth stemming mainly from development south of the interchange. Construction of portions of this project is required by the environmental document for the Gateway project. The project has been identified in the Street Master Plan and Major Projects Financing Plan (MPFP).

The landscaping for this project is currently in design and construction is expected to begin in Summer 2013. The landscaping was separated out from the interchange work for two main reasons: (1) landscaping requires a three year warranty period, whereas the interchange construction only requires a one year warranty period; (2) The City is able to determine how much funding is remaining to complete landscaping after the interchange project is completed.

The landscape project will consist of work on the east and west sides of CR-102 south of the interchange, the CR-102 median south of the interchange and along the on and off-ramps at I-5 and CR-102.

Conclusion

Staff recommends City Council accept the Interstate 5 (I-5) and County Road 102 (CR-102) Interchange Improvements Project (CIP #97-24) construction contract as complete and authorize the City Clerk to file a Notice of Completion, and authorize the City Manager to execute right-of-way documents to transfer possession rights to Caltrans.

Prepared by: Diana R. Ayón, PE
Associate Civil Engineer

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

Reviewed by: Nicholas J. Ponticello
Community Development Director

Paul Navazio
City Manager

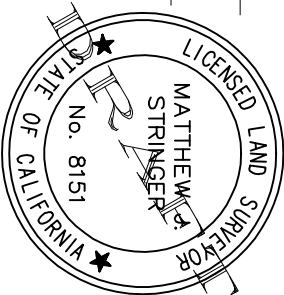
Attachment: Draft Right-of-Way Map

The State of California or its officers or agents shall not be responsible for the accuracy or completeness of electronic copies of this map.

DRAFT

MATTHEW J. STRINGER

December 20, 2012



City of Woodland
Yolo County, CA

Hays Lane

Parcel Map 3819
10 PM 12

For Graphical
Purposes Only

Section 34
NE 1/4

PM 5.7

400+00

395+00

102

Interstate
5

390+00

385+00

380+00

PM 5.2

375+00

2001-0045232

Trade Court

1999-0034804
Parcel A
2000-29355

APN 027-300-73
Parcel B

2000-0025915
Parcel C

Parcel D
1999-0034804
LLA Parcel E

Freeway Drive

Parcel Map 11
35833
11 PM 58

APN 027-300-82
LLA 1999-0034804
Parcel E

APN 027-300-80

APN 027-300-45
2

1

Parcel Map 82
NE 1/4

840/474
840/478

APN 027-300-74
Parcel

APN 027-300-82
LLA 1999-0034804
Parcel E

APN 027-300-80

APN 027-300-45
2

2001-0045232

854/601

2005-0036831
APN 027-610-90
(34865)

APN 027-610-75
Parcel 2

Parcel Map 4061
1999 Maps 52

APN 027-610-91

840/487 & 840/490
890/329 & 890/337
2006-0009561
APN 027-085-001
(34864)
yyyy

APN 027-300-30
2006-0044644

Lot 3

Lot 2

Lot 1

Parcel Map 4896
2006 Maps 214

ROS
2006 Maps

SHT # PARCEL

2 zzzzz

3 xxxxx

3 yyyy

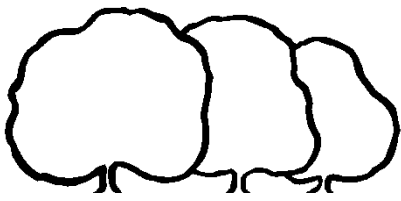
STATE OF CALIFORNIA
BUSINESS TRANSPORTATION AND HOUSING AGENCY
DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY
RECORD MAP NO. R-36930A-1
FOR PREVIOUS R/W INFORMATION SEE
MAP A-XXXXXXX.X



TO DESIGN:		EAST:			
DIST	COUNTY	ROUTE	SHEET PM	NO.	SHEETS
03	YOL	5	5.6	1	3

R/W PROJECT SURVEYOR: MATT STRINGER			DATE	REVISIONS	BY	DATE	REVISIONS	BY
DATE	REVISIONS	BY	DATE	REVISIONS	BY	DATE	REVISIONS	BY
12/21/12	Submittal	CMD						

SECTION 34 & 35, TOWNSHIP 10 NORTH, RANGE 2 EAST, M. D. M.
COUNTY OF YOLO



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2013

SUBJECT: Proclamation in Support of the Yolo County Volunteer Income Tax Assistance (VITA) Coalition's Earned Income Tax Credit (EITC) Awareness Campaign for 2013

Recommendation for Action

Staff recommends that the City Council adopt a Proclamation in Support of the Yolo County Volunteer Income Tax Assistance (VITA) Coalition's Earned Income Tax Credit (EITC) Awareness Campaign for 2013.

Background

At the request of Assemblymember Yamada's office, the Woodland City Council is being asked to consider taking action to approve the attached Proclamation in Support of the Yolo County Volunteer Income Tax Assistance (VITA) Coalition's Earned Income Tax Credit (EITC) Awareness Campaign for 2013.

The IRS VITA Program offers free tax preparation assistance for low to moderate-income workers, rural residents, the disabled, those living in non-traditional households, seniors and limited English-speaking persons who need to file simple federal and state income tax returns.

VITA provides free, easily accessible tax assistance to income eligible workers. The mission of the VITA Program is to ensure income eligible workers claim every tax credit they have earned including the Federal Earned Income Tax Credit (EITC), retain funds they may have otherwise paid tax preparers, avoid pay day loans and fees associated with electronic filing and promote financial education and asset building.

Community volunteers who receive free training by the Internal Revenue Service in tax preparation and complete testing to achieve IRS certification provide all VITA services. No experience is necessary to become a VITA volunteer.

Government agencies, non-profit organizations, faith-based institutions, student groups, retirees and high school students serve as VITA volunteer tax preparers.

This year, a group of non-profit partners and the office of Assemblymember Yamada have partnered to form the Yolo County VITA Coalition to better serve Yolo County's low to moderate income workers. The coalition is made up of the Yolo County Children's Alliance, RISE Inc., the Yolo Family Resource Center, the Yolo County Department of Employment and Social Services, and the Davis Students for VITA from UC Davis. Travis Credit Union has also partnered with the coalition to help participants learn money management techniques and set up free checking accounts.

2012 Results

- 4 Super Saturday events: 2 Woodland, 1 West Sacramento, and the first Super Saturday event in Winters.
- 9 additional tax assistance sites
- 1058 e-returns were accepted from Yolo County this year – up 61.0% from 657 in the 2011 filing season.
- \$613,054 of EITC was refunded, up 65.0% from \$371,642 in 2011.
- The total amount refunded was \$1,638,786, up 72.0% from \$952,967 in 2011.

1. Alternative recommendation

Conclusion

Staff recommends that the City Council adopt Proclamation in Support of the Yolo County Volunteer Income Tax Assistance (VITA) Coalition's Earned Income Tax Credit (EITC) Awareness Campaign for 2013.

Prepared by: Ana Gonzalez
City Clerk

Paul Navazio
City Manager

Attachment

CITY OF WOODLAND

PROCLAMATION

**IN SUPPORT OF THE YOLO COUNTY
VOLUNTEER INCOME TAX ASSISTANCE (VITA) COALITION'S
EARNED INCOME TAX CREDIT (EITC) AWARENESS CAMPAIGN FOR 2013**

- WHEREAS, tax preparation assistance can help low-to-moderate income families, the disabled, elderly and limited English proficient take advantage of the federal tax benefits such as the Earned Income Tax Credit (EITC) and Child Tax Credit (CTC), and receive up to \$5,751 in tax refunds- a substantial financial benefit for families struggling to make ends meet, and
- WHEREAS, in 2012, local non-profits, schools, churches, community health centers and numerous individuals joined the Yolo County EITC Awareness Campaign and worked across thirteen Volunteer Income Tax Assistance (VITA) sites within the county with ninety-one volunteer tax preparers and assistants to help Yolo County families file 1,058 tax returns and claim over \$1.6 million in tax refunds and credits, and
- WHEREAS, recognizing the significant benefit of additional millions of dollars of tax credits to the county's low-to-moderate income workers, their families and our communities, the Internal Revenue Service is partnering with local elected officials, school districts and educational institutions, financial institutions, government agencies, committed community volunteers and non-profit groups such as the Yolo Family Resource Center, the Yolo County Department of Employment and Social Services, Rural Innovations and Social Economics, Inc., Yolo County Children's Alliance, the Davis Students for Volunteer Income Tax Assistance of UC Davis, United Way and Goodwill to form the Yolo County VITA Coalition, a public, private and non-profit collaboration that seeks to build the assets of low-income families and individuals in the Yolo County through the 2013 EITC Awareness Campaign, and
- WHEREAS, the 2013 Yolo County EITC Awareness Campaign's goal is to increase the claiming of EITC, CTC and other state and federal tax credits through free tax preparation assistance, as well as link low-income families and individuals to financial education, asset development and other benefit programs; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodland City Council does hereby declare its full support for the Yolo County VITA Coalition's EITC Awareness Campaign for 2013, encourage eligible residents to claim their Earned Income Tax Credit, visit a VITA site to receive free tax preparation assistance, and call on all cities in Yolo County to support the initiative and promote it among their residents.

Dated this 15th day of January, 2013, by the following vote:

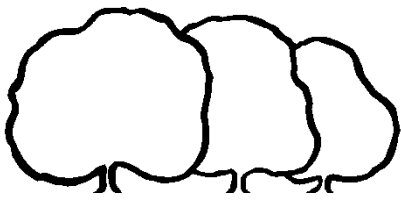
Marlin H. Davies, Mayor

Tom Stallard, Vice Mayor

William L. Marble, Council Member

Jim Hilliard, Council Member

Sean Denny, Council Member



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2013

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, January 22, 2013

Study Session

Closed Session – Performance Evaluation
Surface Water Project Financing Plan
NPDES Stormwater

Tuesday, February 5, 2013

Reports due 1/22

Regular Meeting

Sports Officiating Contract
Approve Final Map and Subdivision Improvement Agreement for Map No. 5019 Meikle 4C and A
YGRIP Coordinator Award Contract – extended to 1/15/13
JPA Agreement – Regular
Love Ride, Inc. Lease Agreement for Use of Dubach Park
Regional Wastewater Feasibility Study
Long Range Calendar

Tuesday, February 19, 2013

Reports due 2/5

Regular Meeting

C&SC House – re-use or re-locate
Conflict of Interest Code
Mid-year Budget Update
Spring Lake BUA Ordinance Amendment
Long Range Calendar

Tuesday, February 26, 2013

Study Session

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

Verizon Cell Tower Communication License Agreement
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**
Solaria Project Status Update – **TBD**
Woodland State Theater Mgmt Group
Weed Abatement Ordinance
Review and Adjust Sports Park Fee Schedule

FUTURE STUDY SESSIONS (TBD):

Budget Workshop (**March**)

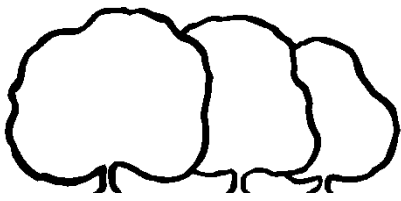
City Council Goals/Progress Report

Street/Sidewalk Annual Status Report

Climate Action Plan

Update Economic Development Strategic Plan

Redevelopment Bond Proceeds



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR AND
CITY COUNCIL

DATE: January 15, 2013

SUBJECT: Crosswood Apartments TEFRA Hearing

Recommendation for Action

Staff recommends that the City Council take the following actions.

1. Hold a public hearing, which is a Federal requirement for projects involving tax-exempt bond financing, known as the Tax Equity and Fiscal Responsibility Act (TEFRA) hearing;
2. Adopt a Resolution No.____, approving the issuance of mortgage revenue bonds by the California Affordable Housing Agency (CAHA) not to exceed five million dollars (\$5,000,000) for the purposes of financing the acquisition and rehabilitation of an affordable housing facility; and
3. Authorize the City Manager to execute any and all documents needed for the City to implement the project.

Fiscal Impact

Issuance of revenue bonds to finance Yolo County Housing's (YCH) acquisition and rehabilitation of the Crosswood Apartments complex will not result in a fiscal impact for the City. The bonds themselves are secured by the property itself and neither the Issuer (YCH) nor the City of Woodland have any repayment obligation.

Background

Crosswood Apartments is a 48-unit apartment complex located at 646 Third Street and 641 – 645 Second Street. The complex was constructed in 1970 and provides affordable housing based on a project-based Section 8 contract. However, the Section 8 contract is currently on a year to year renewal and the complex is at risk of converting to market rate. Such a conversion could result in the displacement of many of the existing residents. YCH proposes to acquire and rehabilitate Crosswood Apartments in order to maintain the units as affordable for a 55-year period.

YCH's financing plan includes the issuance of tax exempt bonds specifically for the Crosswood Apartments project. YCH is requesting that the City hold a Tax Equity and Fiscal Responsibility

Act (TEFRA) Hearing. The hearing provides an opportunity for the City to receive public comment on the proposed issuance of the bonds. YCH is requesting also that the City adopt a resolution to approve the issuance of revenue bonds by the California Affordable Housing Agency (CAHA) for the purpose of financing an affordable housing complex. These bonds are not to exceed five million (\$5,000,000) dollars.

Discussion

YCH's proposed rehabilitation scope for Crosswood Apartments would include new siding, roofing, hot water systems, HVAC, the installation of energy efficient appliances, the use of dual pane windows to replace existing windows, cabinet and countertops, plumbing fixtures, paint, carpet and flooring, ADA upgrades, landscaping, etc. and possibly the installation of a solar photovoltaic system. While temporary tenant relocation may be required depending on the ultimate level of rehabilitation carried out for Crosswood Apartments, it is not anticipated that permanent relocation will be needed.

Public Contact

A public notice was published in the Daily Democrat at least ten (10) calendar days prior to tonight's meeting and posting of the City Council agenda.

Conclusion

Staff recommends that the City Council take the following actions.

1. Hold a public hearing, which is a Federal requirement for mortgage revenue bond projects, known as the Tax Equity and Fiscal Responsibility Act (TEFRA) hearing;
2. Adopt a Resolution No.____, approving the issuance of revenue bonds by the California Affordable Housing Agency (CAHA) not to exceed five million dollars (\$5,000,000) for the purposes of financing the acquisition and rehabilitation of an affordable housing facility; and
3. Authorize the City Manager to execute any and all documents needed for the City to implement the project.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Nick Ponticello
CDD Director

Paul Navazio
City Manager

Attachment: TEFRA Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE ISSUANCE OF MULTIFAMILY HOUSING REVENUE
BONDS BY THE CALIFORNIA AFFORDABLE HOUSING AGENCY FOR
THE PURPOSE OF LOANING THE PROCEEDS THEREOF TO A
LIMITED PARTNERSHIP OR OTHER SINGLE PURPOSE ENTITY TO
BE FORMED BY NEW HOPE COMMUNITY DEVELOPMENT
CORPORATION, FOR FINANCING THE ACQUISITION AND
REHABILITATION OF THE CROSSWOOD APARTMENTS**

WHEREAS, the California Affordable Housing Agency ("CalAHA") is authorized by the laws of the State of California (the "Law") to execute and deliver multifamily housing revenue bonds for the purpose of financing the acquisition, construction and rehabilitation of multifamily residential rental facilities located within the area of operation of CalAHA which are to be occupied, in part, by very low and low-income tenants; and

WHEREAS, New Hope Community Development Corporation ("New Hope"), or a limited partnership or special purpose entity to be established by New Hope or an affiliate thereof (the "Borrower") intends to acquire and rehabilitate a 48-unit multifamily residential rental facility commonly known as the Crosswood Apartments which is located at 646 Third Street and 641-645 Second Street in the City of Woodland, California (the "Project"), and has requested CalAHA to issue tax-exempt bonds (the "Bonds") in the anticipated principal amount of \$5,000,000, the proceeds of which may only be used for the purpose of financing the acquisition and rehabilitation of the Project; and

WHEREAS, a portion of the units in the Project will be occupied by persons or families of low or very low income; and

WHEREAS, in order for the interest on the Bonds to be tax-exempt, Section 147(f) of the Internal Revenue Code of 1986 (the "Code") requires that the "applicable elected representative" with respect to the Project approve the issuance of the Bonds with respect to the Project after a public hearing has been held concerning the issuance and delivery of the Bonds with respect to the Project; and

WHEREAS, the City Council of the City of Woodland as the "applicable elected representative" to hold said public hearing, has held said public hearing at which all those interested in speaking with respect to the proposed financing of the Project were heard;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Council hereby finds and determines that the foregoing recitals are true and correct.
2. For purposes of the requirements of the Code only, the City Council hereby approves the proposed financing of the Project by CalAHA with the proceeds of the Bonds.

3. The issuance and delivery of the Bonds shall be subject to the approval of and execution by CalAHA of all financing documents relating thereto to which CalAHA is a party and subject to the sale of the Bonds by CalAHA.

4. The adoption of this Resolution is solely for the purpose of meeting the requirements of the Code and shall not be construed in any other manner, neither the City nor its staff having fully reviewed or considered the financial feasibility of the Project or the expected financing or operation of the Project with regards to any State of California statutory requirements, and such adoption shall not obligate (i) the City to provide financing to the Borrower for the acquisition of the Project or to issue the Bonds for purposes of such financing; or (ii) the City, or any department of the City, to approve any application or request for, or take any other action in connection with, any environmental, General Plan, zoning or any other permit or other action necessary for the acquisition or operation of the Project.

5. The City Clerk of the City shall forward a certified copy of this Resolution to:

Julie A. Wunderlich, Esq.
Jones Hall, A Professional Law Corporation
650 California Street, 18th Floor
San Francisco, California 94108

6. This resolution shall take effect upon its adoption.

PASSED AND ADOPTED this 15th day of January 2013, by the following roll call vote:

AYES:

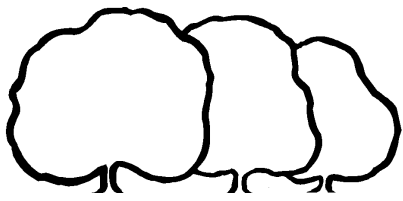
NAYS:

ABSTAIN:

ATTEST:

Marlin H. Davies, Mayor

Ana B. Gonzalez, City Clerk



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2012

SUBJECT: 2013 Community Service Awards Nominating Committee Report

Recommendation for Action

Staff recommends that the City Council approve the selection of the 2013 Community Service Award nominees as described herein and determine which Council members will present the awards to the selected nominees.

Background

The Community Service Award Nominating Committee has completed the selection process for the 2013 Community Service Awards. The Committee has selected the following citizens to receive the 2013 Community Service Awards:

Community Care Car
Romeo Losoya
Julie Mast
Larry Miller
Linda Nantz

Discussion

The 2013 Community Service Award Nominating Committee which consisted of Bob Bigelow, Don Campbell, Katie Curran, Cindy Ochoa, Dotty Pritchard, Gary Traynham and Mayor Davies met on December 18, 2012.

The Committee reviewed all nominations received this year and also nominees that were submitted last year but not selected. The Committee felt each nominee has made significant contributions to the community in accordance with the award's criteria, which is:

- Community leadership
- Demonstrated, selfless service to the community
- Dependability in completing assignments/projects
- Interest in varied activities

Council Members will each select one recipient to present the Community Service Award to on the night of Friday, February 22, 2013.

Conclusion

The 2013 Community Services Awards will be presented on Friday, February 22, 2013 at the Community & Senior Center. City Council approval of the selected nominees on January 15 will enable staff to complete the arrangements for the event which will recognize the recipients and a service organization for their contributions to the Woodland community.

Staff recommends that the City Council approve the selection of the 2013 Community Service Award nominees as described herein and determine which Council members will present the awards to the selected nominees.

Prepared by: Jennifer Robinson
Secretary to the City Manager

Reviewed: Ana Gonzalez
City Clerk

Paul Navazio
City Manager

Jennifer Robinson

From: Gary Traynham [g_traynham@yahoo.com]
Sent: Friday, November 16, 2012 4:42 PM
To: Jennifer Robinson
Subject: group nominee

COMMUNITY CARE CAR

Community Care Car is truly a community-wide organization and a reflection of what makes Woodland an exceptional caring city.

Having been a board member and president, I believe Care Car is deserving of a community service award from the city.

Care Car is a non-profit organization comprised of approximately 140 volunteers who provide city-wide transportation daily Monday through Friday (8 a.m.-3:30 p.m.) and also for church services on Sundays for seniors 55 and over.

The transportation service was started in 1973 by Jim Lawson and has expanded to include three vans in use daily. Seniors are asked for a \$2 donation but can ride free if they desire.

Seniors enjoy travel to doctor and hair appointments, dialysis treatments, athletic clubs, grocery and department stores, etc., and to the many activities at the Community/Senior Center. Care Car works out of an office at the Senior Center, and the vans are parked at the Police Station.

Of the numerous volunteers, many have been a part of the program for many, many years as they keep giving back to make our city unique.

Approximately, 7,000 rides are provided annually, assuring a better life for our seniors, who frequently voice their gratitude. This service is applauded frequently in and out of the city. It is a system that is truly one-of-a-kind!

Respectfully submitted,

GARY TRAYNHAM

ROMEO LOSOYA

Romeo has been dedicated to community service his entire life and is very deserving of city of Woodland recognition. Even after heart and cancer surgeries, he continues to work toward the betterment of the city.

He has been involved in leadership roles with the March of Dimes, Woodland Elks Lodge No. 1299, the California Waterfowl Association, the city and county and much more. In his lifetime of volunteerism, he has helped raised a huge amount for charities.

Consider:

He volunteered for the March of Dimes for two decades starting in 1969. He served as city chairman for five years and then succeeded Ed Day as Tri-Counties chairman for three more years. The group raised approximately \$200,000 annually. Fund-raising activities he led included dinners, dances, auctions, shows and much more.

He was chosen Woodland Elk of the Year in 1968 and became an Elks officer in 1969 rising to the position of Exalted Ruler (1973-74). The Elks, a pillar in community patriotism, donates approximately \$40-\$50,000 annually to community activities, highlighted by scholarships to area high school students and honoring military veterans. They have donated to almost every youth activity (Girls Scouts, Boys Scouts, baseball, softball, Care Car, etc.,) in the area and held numerous fund-raising dinners. They recently responded to a need, donating to Woodland's annual July 4th festivities. Romeo has been honored as a Lifetime Member of the Elks.

As an avid outdoorsman, he has volunteered for the California Waterfowl Association for 21 years, including five years as chairman and five more as co-chairman. CWA preserves wetlands, funds research on waterfowl migration and preserves wildlife. He has been a leader in the annual fund-raising dinner that raises between \$25,000 and \$30,000 annually. He has been named a Lifetime member of the CWA and the North American Fishing Club.

Recently, he set a fund-raising goal of \$10,000 in selling orange "100 Club" hats for new Woodland High School football uniforms and ultimately collected twice that amount. In addition to providing the money for the new uniforms, he donated \$3,000 to new trophy cases and \$5,000 for an electric sign board.

In 1976, the mayor of Woodland selected Romeo to stage a program for the City in conjunction with the United States Bicentennial celebrations.

For 12 years, he served on the Yolo County Parole Commission, appointed by Judge McDermott.

He was chosen to be a director on the Woodland United Way governing board, Yolo County Board of Realtors and was a board member on the Woodland Stadium Boosters (who built Woodland Community Stadium) and the Woodland Invitational Track and Field committee. As part owner at Motroni-Heard Lumber Company, he spearheaded lumber and other building material donations to the stadium project.

He was president of the Yolo Exchange Council in 1977-78. The council's main focus was to promote business interests in Woodland.

When his daughters (wife Joyce) Patty and Karen were Girl Scouts, he helped with many repairs to the Girl Scout cabin. When in the fourth grade, he helped start a Cub Scout pack in Esparto.

He found time to coach seven years in Babe Ruth baseball, being the all-star manager in 1965, the year after Woodland hosted the Babe Ruth World Series. In addition, he umpired several years when his younger brother Melton (later mayor of Woodland) participated.

Presently, he is working on raising \$7,500 through the sale of souvenir hats for the upcoming Elks 100th year anniversary to be celebrated in the spring 2013.

In addition, he is mulling over ideas to raise \$60,000 to repair the pressbox at Woodland Community Stadium.

As a son of a labor contractor, Romeo became quite aware of the community by attending 12 different elementary schools in the area. He graduated from Woodland High School where he set lower division records in the pole vault, clearing a best of 11 feet, 6 inches.

He served in the US Navy from 1952-56, aboard aircraft carriers USS Saipan and USS Midway, often located in Korean waters and near Japan during the Korean Conflict. He went around the world on the Saipan and passed the equator three times during his military tenure.

In addition to later helping his father in business, he farmed tomatoes with his brother Jack, spent 22 years at Motroni-Heard moving up to be part owner, worked as a real estate agent and in title insurance, landscaping and at the Army Communication Station near Winters.

After participating in many activities as a youth, Romeo became community conscious. "I realized you should give back," he says.

His wife interjects, "I was home alone a lot."

Romeo could be a poster boy for volunteerism in Woodland and richly deserving of community recognition.

Thank you,

Respectfully submitted,

GARY TRAYNHAM

LARRY MILLER

Larry Miller has made numerous contributions to the community throughout his entire life, and he shows no signs of slowing down.

The owner of the Yolo Lumber Company has improved almost every sector of Woodland as a volunteer with the Reveille Lions, Chamber of Commerce, Veterans of Foreign Wars, Boy Scouts and much more and is very deserving of community recognition.

Consider:

Larry has been a member of Reveille Lions for 32 years, including two stints as president plus being secretary for 10 years and treasurer for six years. The club annually donates approximately \$20,000 to local charities. The Lions sponsor Boy Scout Troop 69 and a Cub Scout Pack, have raised over \$3,000 for Community Care Car with dinners the past three years, annually buy 20 pair of eyeglasses and pay for examinations for local students in need and regularly donate to the Out-A-Sight group, Compassionate Friends (which helps adults deal with the loss of a child) and the Folsom Project (donating used eyeglasses to be refurbished and distributed around the world).

Larry has been a director with the Chamber of Commerce and chairman of its sports committee, which included helping with the local Hall of Fame banquet and holding a Free Kids Day at Woodland High School.

Larry has been a longtime member of the Veterans of Foreign Wars and has served as secretary for the past 10 years and always assists with fund-raising events. VFW annually donates to Wreaths Across America, which provides wreaths for all military gravestones across the country. The local VFW donations go to wreaths at the military cemetery near Dixon.

When his son (who became an Eagle Scout) was a Boy Scout, Larry served several years as Assistant Scoutmaster for Troop 69.

In addition, Larry's volunteer work with the Lions has included planting and maintaining trees and lawn on the County Road 102 onramps for 15 years and holding See's candy sales for Christmas, Valentine's Day, Easter and Mothers Day. The Lions also make regular donations for deaf children to attend camp, to the American Cancer Society, schools, Food Bank and March of Dimes, to the Roadrunner group's Toys for Tots program and provide Thanksgiving and Christmas baskets for the needy.

If the schools or students need help with projects, such as for Eagle Scout. Larry always responds with material donations.

"I just wanted do something for the community," Miller said of his tireless volunteer contributions. He takes special pride in "every cent we raise goes back to the community."

Larry is obviously one of Woodland's most outstanding citizens.

Respectfully submitted,

GARY TRAYNHAM

Julie Mast is a true community volunteer and I am proud to nominate her for the City of Woodland 2013 Community Service Award. Through her varied service she has been an example to her family and friends. Julie's commitment to her community is demonstrated by the wide-range of organizations that she has, and continues, to assist. I've had the pleasure of serving on the Woodland Schools Foundation Board with Julie and witnessed first hand her ability to "get things done!"

The following list of organizations and programs have had the benefit of Julie's talents:

- Friends of Meals on Wheels Board (13 years). Served as Chairperson for the Epicurian Esprit for 2 years and coordinated the Walkathon a couple of times. Served on various committees.
- YMCA Board for a few years
- 4H: Community Leader for Zamora 4H (6 years). Swine leader (6 years) and Container Garden Leader (8). The Community Leader is in charge of the entire club and plans the activities and meetings for the whole year as well as coordinates with all the student officers and project leaders
- Zamora School Garden
- Zamora School Site Council (6 years). Served as President for 3 of those years.
- Lee Middle School Site Council (4 years) Served as President for 2 of those years.
- Woodland High Site Council (4 years). Currently serving third term as President
- Various school fundraisers (including Fill The Ball)
- Elementary classroom volunteer
- Lee Middle School and Woodland High Cross Country and Track volunteer (worked meets, drove students to events, fundraised and hosted team bonding dinners)
- Woodland Schools Foundation Board (Co-chair of Burgers and Brew and Country 4 Coaches). Volunteered for July 4th Runs and Harvest WineFest.

Submitted by Tania Garcia-Cadena, President of Woodland Schools Foundation
9 North Walnut Street, Woodland CA 95695 661-0763

LINDA NANTZ

Linda moved to Woodland in 1979 from San Ramon due her husband job.

She worked with the Welcome Wagon for approx. 2 year.

Then went to work for the city of Woodland and was there for approx. 2 years. She then went to work for the County of Yolo in the Building and Planning Dept. and retired in 2006.

Linda retired in 2001 from the County.

Approx 6 years ago she volunteered to drive the Community Care Car. She became board member moving up to Vice- President then to President in the year of 2009. I was her Vice-President. When I became President I had very big shoes to fill. (I don't know if I was able to or not)

She volunteers as a Trustee on the Community Care Car board, she drives, works the scheduling desk for the riders, backs up the computer data every Friday for the care car. She Schedules the volunteers that work the front desk and she handles the coupons for the riders. Linda is very dedicated to the Community Care Car and the seniors here in Woodland. She puts in approx. 16 or more hours a month to this organization.

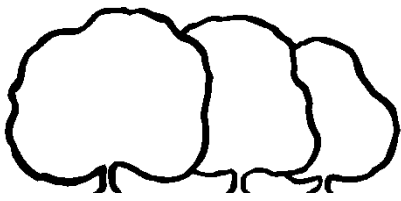
Linda has been very active with the Woodland Street Cruiser for over 20 years. Working as their Secretary, and was the person who registered the hot rods participating in the annual car show. She helped to raise money for the Community Care Car, Women against Violent Environment, Woodland Volunteer Food Closet, and other good non-profit charitable organizations. Linda and her husband Andy like to travel in their 1937 Ford hot rod.

Linda volunteers to drive veterans to Sacramento to Mather AFB and McClellan AFB for medical appointments. She drives these veterans every week.

She volunteers with the USMC with the toy for tots program for many years.

I believe that Linda is a very good choice for this award.

A handwritten signature in black ink, reading "Ronald L. Campbell". The signature is written in a cursive, flowing style with a large, prominent "R" and "C".



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2013

SUBJECT: Amendments to Municipal Code Chapter 19, Wastewater Discharge and Treatment

Recommendation for Action

Staff recommends that the City Council approve the ordinance attached to this report.

Fiscal Impact

Implementation of the proposed Municipal Code modifications will have no effect on the operation of the Pretreatment Program. No additional staffing, supplies, or equipment will be necessary. In addition, these changes to the Municipal Code will not require any revision of the current Pretreatment fee structure.

Background

The City of Woodland operates a wastewater treatment plant pursuant to Central Valley Regional Water Quality Control Board (Regional Board) Order No. CA0077950 and National Pollutant Discharge Elimination System permit (NPDES permit) R5-2009-0010. Municipalities which operate wastewater treatment plants of design flow greater than 5 million gallons per day and which receive industrial pollutants that may harm, upset or cause the wastewater treatment plant to violate its NPDES permit are required by the USEPA to develop and implement an industrial pretreatment program. Implementation of such a program is an enforceable component of the NPDES permit.

Discussion

Modifications to Chapter 19 of the Woodland Municipal Code are needed in order to incorporate mandatory requirements of the federal Pretreatment Streamlining Rule. On January 25, 2012 Tetra Tech Inc., a U.S. Environmental Protection Agency (USEPA) contractor, conducted a Pretreatment Compliance Inspection (PCI) of the City of Woodland Industrial Pretreatment Program on behalf of the Central Valley Regional Water Quality Control Board (Regional Board), pursuant to Waste Discharge Requirements (WDRs) Order R5-2009-0010 (NPDES CA0077950). In their PCI Summary Report, the Regional Board required the City to take several corrective actions in order to bring the City's program more fully into compliance with federal rules. One of the mandatory

corrective actions involves making several changes to Chapter 19 of the City's Municipal Code. The exact wording from the Regional Board report reads as follows:

The City's sewer use ordinance (Chapter 19 of the City's Municipal Code) has not been revised to incorporate the required components as part of the streamlining rule. Therefore, the City is required to revise its legal authority and its pretreatment program to include the required components promulgated by the pretreatment streamlining rule.

In order to ensure that Woodland incorporates all required changes under the pretreatment streamlining rule, staff referred to fact sheets published by the USEPA National Pretreatment Program – *Pretreatment Streamlining Rule Fact Sheet 1.0: Summary of Changes Made under the Streamlining Rule* and *Pretreatment Streamlining Rule Fact Sheet 2.0: Required Changes*. There are 13 required changes under the Streamlining Rule; however, not all of them apply to the City and its Pretreatment Program. Changes required to bring Woodland into compliance with the streamlining rule are indicated in the attached version of the ordinance.

The City implements and maintains its Pretreatment Program in order to regulate non-domestic wastewater discharges within the City's service area. The goals and objectives of the City's Pretreatment Program are consistent with General Pretreatment Regulations adopted by USEPA for the regulation of existing and new sources of pollution. National Pretreatment Standards are contained in Title 40 of the Code of Federal Regulations, Part 403 (40 CFR 403). The primary objectives of the City's program are:

1. To protect the City's wastewater collection system, Water Pollution Control Facility (WPCF), and City workers from adverse impacts due to the discharge of hazardous or toxic wastes to the sewer system.
2. To protect the environment by ensuring that WPCF effluent and sludge are compliant with State and Federal regulations.

The City strives to achieve its primary Pretreatment Program objectives by the effective implementation of the required authority and procedures identified in 40 CFR 403.8(f) and in *Streamlining the General Pretreatment Regulations for Existing and New Sources of Pollution*, USEPA, October 14, 2005 (the Pretreatment Streamlining Rule). These requirements are summarized below:

1. **Legal Authority.** Operate the Pretreatment Program under legal authority that enables the City to apply and enforce the requirements of the Program.
2. **Procedures.** Develop and implement administrative procedures to ensure compliance with Pretreatment Program requirements.
3. **Resources.** Provide sufficient funding, personnel, and equipment to effectively implement the Pretreatment Program.

4. **Local Limits.** Establish and enforce local discharge limitations (local limits) which protect the operation of the treatment plant, quality of the receiving water, and the quality of process biosolids.
5. **Industrial User List.** Prepare and maintain a list of Industrial and Commercial Users and characterize their discharges to the treatment system.
6. **Compliance Monitoring.** Develop procedures for monitoring Industrial User discharges to determine compliance with Pretreatment Program requirements.
7. **Enforcement Response Plan.** Develop and implement an Enforcement Response Plan that describes procedures regarding the investigation and response to instances of Industrial User non-compliance with Pretreatment Program requirements.

Implementation of an approved pretreatment program is an enforceable component of the City's NPDES Permit. Failure to adopt these proposed changes to Chapter 19 of the City Code in order to incorporate mandatory requirements of the federal Pretreatment Streamlining Rule could lead to regulatory action by the Regional Board.

Alternative Courses of Action

1. Approve the draft ordinance attached to this report.
2. Approve an amended version of the ordinance, or direct staff to present an amended version at a future City Council meeting.

Conclusion

Modifications to Chapter 19 of the Woodland Municipal Code, which addresses wastewater discharge and treatment, are proposed in order to incorporate mandatory requirements of the federal Pretreatment Streamlining Rule. Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Mark Severeid
Lab/Pretreatment Supervisor
Reviewed by: Paul Roy
WPCF Superintendent
Reviewed by: Gregor G. Meyer
Public Works Director

Paul Navazio
City Manager

Attachment: Ordinance of The City of Woodland Amending Sections 19-1-1, 19-1-2, 19-1-3, 19-1-4, 19-2-1, 19-2-5, 19-2-11, 19-3-2, 19-3-4, 19-4-1, 19-4-2, 19-4-6, 19-5-5, and 19-5-12 of the Woodland Municipal Code Regarding to Wastewater Discharge and Treatment

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF WOODLAND AMENDING SECTIONS 19-1-1, 19-1-2, 19-1-3,
19-1-4, 19-2-1, 19-2-5, 19-2-11, 19-3-2, 19-3-4, 19-4-1, 19-4-2, 19-4-6, 19-5-5
AND 19-5-12 OF THE WOODLAND MUNICIPAL CODE REGARDING
TO SEWER USE REGULATIONS**

WHEREAS, the City of Woodland (“City”) recently had its pretreatment program evaluated by a third party inspector; and

WHEREAS, the inspector recommended that certain provisions of the City’s sewer use ordinance be revised to comply with applicable federal requirements; and

WHEREAS, the City Council wishes to adopt these recommended amendments as set forth in this Ordinance,

The City Council of the City of Woodland, California, does hereby ordain as follows:

Section 1. Recitals. The above recitals are incorporated as though set forth in this section.

Section 2. Amendment. Section 19-1-1 of the Woodland Municipal Code is hereby amended to read in full as set forth below:

Sec. 19-1-1. - Purpose and policy.

- (a) This chapter sets forth uniform requirements for direct and indirect dischargers to the Water Pollution Control Facility (WPCF) and enables the City to comply with all applicable state and federal laws required by the Federal Water Pollution Control Act (33 United States Code Section 1251 et seq.) and the pretreatment regulations adopted pursuant to that Act (40 Code of Federal Regulations (CFR) Part 403).
- (b) The objectives of this chapter are:
 - (1) To prevent the introduction of pollutants into the WPCF that will interfere with its operation or contaminate the resulting sludge;
 - (2) To prevent the introduction of pollutants into the WPCF which will pass through the WPCF inadequately treated, into the receiving water or the atmosphere or be otherwise incompatible with the WPCF;
 - (3) To promote reuse and recycling of industrial wastewater and sludge from the WPCF;

- (4) To provide for equitable distribution of the cost of operation, maintenance and improvement of the WPCF;
 - (5) To protect both WPCF personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
 - (6) To enable the City to comply with its National Pollutant Discharge Elimination System (NPDES) permit conditions, sludge use and disposal requirements, and all federal or state laws to which the WPCF is subject;
 - (7) To enable the City to comply with foreseeable extensions of federal or state regulations, including implementation of National Toxics Rule or California Toxics Rule criteria promulgated pursuant to the Act and contained 40 CFR Part 131, or a water quality control plan adopted or proposed by the State Water Resources Control Board pursuant to Water Code Section 13170.
- (c) This chapter provides for the regulation of direct and indirect dischargers to the WPCF through the issuance of wastewater discharge permits to certain nondomestic users, including all industrial users and enforcement of general requirements for other users; authorizes monitoring, compliance and enforcement activities; requires industrial user reporting; assumes that existing users' capacity will not be preempted; and provides for the setting of fees for the equitable distribution of costs resulting from the programs established in this chapter.
- (d) This chapter shall apply both to persons in the City and to persons outside the City who are users of the WPCF.
- (e) This chapter establishes both an Industrial Pretreatment Program (IPP) and a Pollution Prevention Program (PPP). The IPP establishes regulations applicable to all Significant Industrial Users (SIUs) and Categorical Industrial Users (CIUs), including mandatory permitting and discharge requirements, sampling and reporting. The PPP is intended to supplement the IPP by allowing the oversight of users who are not SIUs or CIUs, but whose discharge may be of concern to the WPCF. Where users are identified as having the potential to be regulated under the IPP in the future or as discharging a pollutant of concern, the Public Works Director (Director) may impose regulations including permitting and discharge requirements, sampling and reporting.

Section 3. Amendment. Section 19-1-2 of the Woodland Municipal Code is hereby amended to read in full as set forth below:

Sec. 19-1-2. - Administration.

Except as otherwise provided, the Director shall administer, implement and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the Director may be delegated by the Director to other City personnel. Reports submitted to the Regional Water Quality Control Board (RWQCB) by the City must be signed by the City Manager, ranking elected official or other duly authorized employee. The duly authorized employee must be an individual or position having responsibility for the overall operation of the WPCF or the pretreatment program. This authorization must be made in writing by the City Manager or ranking elected official, and submitted to the RWQCB prior to or together with the report being submitted.

Section 4. Amendment. Section 19-1-3 of the Woodland Municipal Code is hereby amended to read in full as set forth below:

Sec. 19-1-3. - Abbreviations.

The following abbreviations when used in this chapter shall have the meanings designated:

- (1) BOD: biochemical oxygen demand.
- (2) CFR: Code of Federal Regulations.
- (3) CIU: categorical industrial user.
- (4) COD: chemical oxygen demand.
- (5) CTR: California Toxics Rule.
- (6) EPA: Environmental Protection Agency.
- (7) IPP: Industrial Pretreatment Program.
- (8) MAHL: maximum allowable headworks loading.
- (9) MAIHL: maximum allowable industrial headworks loading.
- (10) mg: milligrams.
- (11) mg/L: milligrams per liter.
- (12) NPDES: National Pollutant Discharge Elimination System.

- (13) NTR: National Toxics Rule.
- (14) O&M: Operation and Maintenance.
- (15) POTW: publicly owned treatment works.
- (16) PPP: Pollution Prevention Program.
- (17) RWQCB: Regional Water Quality Control Board.
- (18) SIC: Standard Industrial Classification.
- (19) SIU: Significant Industrial User.
- (20) SWRCB: State Water Resources Control Board.
- (21) TSS: total suspended solids.
- (22) USC: United States Code.
- (23) WPCF: Water Pollution Control Facility.

Section 5. Amendment. Section 19-1-4 of the Woodland Municipal Code is hereby amended to read in full as set forth in Exhibit A, attached and incorporated by this reference.

Section 6. Amendment. Section 19-2-1 of the Woodland Municipal Code is hereby amended to read in full as set forth in Exhibit B, attached and incorporated by this reference.

Section 7. Amendment. Section 19-2-5 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-2-5. - Specific pollutant—Local limitations.

Industrial discharges to the WPCF shall not exceed the limits shown below, as measured "end of pipe" of the industrial user's process. In addition, no discharge shall exceed the collection system limits shown below as measured at "end of pipe".

Conventional Pollutants	Local Limit mg/L	Collection System Limit mg/L
Ammonia as N	127	—
Biochemical Oxygen Demand	295	—
MBAS	279	—
Total Oil & Grease	159	—
pH (Standard Units), Lower Limit	5.0	—
pH (Standard Units), Upper Limit	12.5	—
Temperature (°C)	40	—
Total Suspended Solids	287	—

Trace Elements	Local Limit mg/L	Collection System Limit mg/L
Antimony	8.2	—
Arsenic	0.11	—
Beryllium	0.14	—
Cadmium	0.058	—
Chromium	0.55	—
Copper	2.1	—
Lead	0.25	—
Mercury	0.019	—
Nickel	0.35	—
Selenium	0.046	—
Silver	0.41	—
Thallium	53	—
Zinc	0.38	—

Miscellaneous Toxics	Local Limit mg/L	Collection System Limit mg/L
Cyanide (total)	0.29	—

Pesticides	Local Limit mg/L	Collection System Limit mg/L
Aldrin	0.024	—
4,4-DDD	0.025	—
4,4-DDE	0.019	—
Dieldrin	0.025	—
Endrin	0.0007	—
Heptachlor	—	0.003
Lindane	0.021	—

Semi-Volatile & Non-Volatile Organics	Local Limit mg/L	Collection System Limit mg/L
2-Chlorophenol	15	—
2,4-Dichlorophenol	47	—
Napthalene	1,452	—
Phenanthrene	2.6	—
Phenol	145	—

Volatile Organics	Local Limit mg/L	Collection System Limit mg/L
Benzene	—	0.014
Carbon Tetrachloride	—	0.011
Cholorform	—	0.060
1,2-Dichlorobenzene	—	2.290
1,3-Dichlorobenzene	—	2.290
1,4-Dichlorobenzene	—	2.290
1,1-Dichloroethane	—	1.685
1,2-Dichloroethane	—	0.168
Dichloromethane (Methylene Chloride)	—	4.139
Ethylbenzene	—	1.59
Halomethanes	—	0.009
Tetrachloroethylene (PCE)	—	0.53
Toluene	—	1.35
1,1,1-Trichloroethane	—	1.55
Trichloroethane	—	0.026
Vinyl chloride	—	0.003

Section 8. Amendment. Section 19-2-11 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-2-11. - Spill and slug control plans.

- (a) The Director shall evaluate each SIU at least once to determine if the SIU needs a spill and slug control plan (40 CFR 403.8(f)(1)(iii)(B)(6)). New SIUs must be evaluated within one year of being classified. In addition, the Director may require any user with a waste discharge permit (including those not designated as SIUs) to develop, submit for approval, and implement such a plan. Alternatively, the Director may develop such a plan for any such user. The spill and slug control plan shall address, at a minimum, the items contained in 40 CFR 403.8(f)(1)(iii)(B)(6).
- (b) Each user required to have a spill and slug control plan shall provide protection from spills or accidental discharges of prohibited materials or other substances regulated by this chapter. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the owner or user's own cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Director for review, and shall be approved by the Director before construction of the facility.
- (c) No user required to have a spill and slug control plan shall discharge to the WPCF until said plan has been approved by the Director. Review and approval of such plans and operating procedures shall not relieve such user from the responsibility to modify the user's facility as necessary to meet the requirements of this chapter. The Director shall have the right to deny or condition new or increased contributions of pollutants or changes in the nature of pollutants.
- (d) Each user required to have a spill and slug control plan shall permanently post a notice on a bulletin board or other prominent place within the user's place of business advising employees whom to call in the event of spill, slug discharge or an accidental discharge. Users shall insure that all employees who may cause or suffer such spills or slug discharges to occur are advised of the emergency notification procedures.

Section 9. Amendment. Section 19-3-2 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-3-2. - Charges and fees.

- (e) In addition to the monthly sewer service charge, the City may, from time to time, adopt charges and fees to recoup the cost of administering this chapter. These fees may include:

- (1) Monthly service fees for reimbursement of the cost of setting up and operating the IPP and PPP;
- (2) Fees for monitoring, inspections, and surveillance procedures, including the cost of collection and analysis of a user's discharge, and reviewing monitoring reports submitted by users;
- (3) Fees for reviewing spill and slug control plans and construction of facilities, and responding to spill or slug discharge incidents;
- (4) Fees for filing appeals and other enforcement actions;
- (5) Fees for permit applications, including the cost of processing such applications;
- (6) Fees for the cost of stenographic recordation of testimony and preparation of transcripts in any proceeding taken under this chapter;
- (7) Fees for consistent removal (by the City) of pollutants otherwise subject to pretreatment standards; or
- (8) Other fees as the City may deem necessary to carry out the requirements contained in this chapter.

Section 10. Amendment. Section 19-3-4 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-3-4. - Monthly charges.

In addition to any other fees or charges imposed by this chapter or by law, the following monthly charges shall be paid by all users of the WPCF. The City Council may modify or amend these charges by resolution:

IPP Fee Schedule

User Group	Monthly Cost
Residential	\$ 1.57
Non-PPP commercial	\$ 1.57
PPP commercial	\$ 8.57
SIUs	\$ 185.12

Section 11. Amendment. Section 19-4-1 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-4-1. - Wastewater discharges prohibited.

- (f) It is unlawful for any person to discharge, dump, spill or release any wastewater to any natural outlet or watercourse within the City.
- (g) It is unlawful for any CIU or SIU to discharge any wastewater to the WPCF without first having obtained an industrial wastewater discharge permit issued by the Director.
- (h) It is unlawful for any user required to obtain a pollution prevention permit to discharge any wastewater to the WPCF without first having obtained a pollution prevention permit issued by the Director.

Section 12. Amendment. Section 19-4-2 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-4-2. - Wastewater discharge permits in general.

- (i) Wastewater discharge permits issued by the City shall be of two types:
 - (1) Industrial wastewater discharge permits issued to CIUs and SIUs as required by this chapter or the Director.
 - (2) Pollution prevention permits issued to other users as required by this chapter or the Director.
- (j) Any new SIU or CIU proposing to discharge to, connect to, or to contribute to the WPCF shall obtain an industrial wastewater discharge permit before discharging to, connecting to, or contributing to the WPCF. New CIUs and SIUs, and other new users required by the public works Director to obtain a permit, shall apply for the permit at least ninety days prior to discharging to, connecting to, or contributing to the WPCF.
- (k) All existing SIUs or CIUs discharging, connected to, or contributing to the WPCF shall obtain an industrial wastewater discharge permit within one hundred eighty days after the effective date of the ordinance codified in this chapter.
- (l) The Director may require any user which is not a CIU or SIU to obtain a pollution prevention permit as necessary to carry out the

purposes of this chapter. The primary criteria for the requirement of a pollution prevention permit shall be:

- (1) dischargers (whether or not industrial) or industries which have the potential to be regulated under the IPP in the future;
- (2) dischargers (whether or not industrial) or industries which discharge a pollutant of concern; or
- (3) dischargers (whether or not industrial) or industries which discharge a substance regulated or proposed to be regulated pursuant to a narrative, numeric, or toxicity-based water quality objective of the CTR, the NTR or of a water quality plan adopted or proposed to be adopted by the SWRCB pursuant to Water Code Section 13170.

Section 13. Amendments. Section 19-4-6 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-4-6. - Pollution prevention permit conditions.

Pollution prevention permits shall be expressly subject to all provisions of this chapter, use charges and fees adopted by the City, and all other application statutes and regulations. Pollution prevention permits shall contain the following:

- (1) Permit duration (not to exceed five years) and the date of expiration;
- (2) Statement of non-transferability;
- (3) Self-monitoring, sampling reporting, notification, and recordkeeping requirements. If monitoring is deemed necessary by the City, these requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, sample type, and whether such monitoring is to be performed by the user;
- (4) Requirements for implementation of best management practices, and inspection and sampling facilities;
- (5) Requirements for maintaining and retaining records relating to wastewater discharge as specified by the City, and affording City access thereto;
- (6) Requirements for notification to the City of any new wastewater constituents discharged to the WPCF;

- (7) The conditions attached to the pollution prevention permit may include such ordinary and special restrictions as may be necessary or desirable to protect the WPCF from interference, physical damage, overload or disruption of treatment processes, and may (without limitation by reason of enumeration) include limitations with respect to the volume, rate of discharge, BOD, suspended solids content; grease and oil concentration or any other physical or chemical characteristics of the proposed discharge, including, but not limited to, indemnity and hold harmless provisions to extent permitted by law;
- (8) A description of the mechanism for reclassifying discharger in the PPP to a discharger in the IPP; and
- (9) Other conditions as deemed appropriate by the City to ensure compliance with this chapter, and state and federal laws and regulations. In the discretion of the City, such conditions may address the CTR, the NTR, or a water quality plan adopted or proposed to be adopted by the SWRCB pursuant to Water Code Section 13170.

Section 14. Amendments. Section 19-5-5 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-5-5. - Periodic compliance/self-monitoring reports.

- (m) All industrial users shall, at a frequency determined by the Director, but in no case less than twice per year during the months of June and December, submit a periodic compliance or self-monitoring report indicating the IUs compliance with the terms and conditions of its discharge permit, including BMP-based standards or local limits. The report will also address the nature and concentration of pollutants in the discharge which are limited by pretreatment standards or pretreatment requirements. In addition, this report shall include a record of all daily flows which during the reporting period exceeded the average daily flow, and the measurement of estimated average and maximum daily flows for the reporting period.
- (n) The Director may impose mass limitations on industrial users which are using dilution to meet applicable pretreatment standards or pretreatment requirements, or in other cases where the imposition of mass limitations are appropriate. In such cases, the report required by subsection (a) of this section shall indicate the mass of pollutants regulated by pretreatment standards or pretreatment requirements in the effluent of the user. These reports shall contain the results of sampling and analysis of the discharge, including the flow and the nature and concentration, or production and

mass where requested by the Director, of pollutants contained therein which are limited by the applicable pretreatment standards or pretreatment requirements. The frequency of monitoring shall be prescribed in the applicable pretreatment standard or pretreatment requirements. All analysis shall be performed in accordance with procedures established by the Administrator pursuant to Section 304(g) of the Act and contained in 40 CFR Part 136 and amendments thereto or with any other test procedures approved by the Administrator. Sampling shall be performed in accordance with this chapter and the techniques approved by the Administrator.

- (o) All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.
- (p) If a user subject to the reporting requirement in this section monitors any pollutant more frequently than required by the Director, using the procedures prescribed in Section 19-5-14, the results of this monitoring shall be included in the report.
- (q) At the discretion of the Director and in consideration of such factors as local high or low flow rates, holidays, budget cycles, etc., the Director may agree to alter the months during which the above reports are to be submitted. Any revised dates shall be noted in the user's industrial wastewater discharge permit.

Section 15. Amendments. Section 19-5-12 of the Woodland Municipal Code is hereby amended to read in full as set forth below.

Sec. 19-5-12. - Recordkeeping requirements.

- (r) All users required to have a wastewater discharge permit shall retain, and make available for inspection and copying by the City, all records of information obtained pursuant to any monitoring activities required by this chapter and any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements.
- (s) Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. In addition, reports will include documentation of compliance with any BMP requirements for the SIU permit. Any violations of the SIU permit will be identified. These

records shall remain available for a period of at least three years. This period shall be automatically extended for the duration of any litigation concerning the user or the City which relates to such monitoring, or where the user has been specifically notified of a longer retention period by the Director.

Section 16. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

Section 17. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

PASSED AND ADOPTED by the City Council of the City of Woodland this ____ day of _____, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Marlin H. "Skip" Davies, Mayor

ATTEST:

Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

Andrew Morris, City Attorney

EXHIBIT "A"

Sec. 19-1-4. - Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings designated in this section.

"Act" means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended (33 USC Section 1251, et seq.).

"Administrator" means the Regional Administrator of Region IX, United States Environmental Protection Agency.

"Authorized representative of industrial user" or "authorized representative of user" means an authorized representative of that user, who shall be:

- (1) A responsible corporate officer, which means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function; or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production or operation facilities employing more than two hundred fifty persons, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- (2) A general partner or proprietor if the industrial user is a partnership or sole proprietorship respectively;
- (3) A duly authorized representative of the individual designated above if such authorization is in writing and the representative is responsible for the overall operation of the facilities from which the indirect discharge originates or if he has overall responsibility for environmental matters for the company.

The written authorization shall be submitted to the City. If an authorization is no longer accurate because a different individual, position, or office has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization must be submitted to the City prior to or together with any reports to be signed by an authorized representative.

"Baseline Monitoring Report" means an initial report submitted by an industrial user determined to be subject to a pretreatment standard pursuant to Section 19-5-1.

"Biochemical oxygen demand (BOD)" means the quantity of oxygen utilized in the oxidation of organic matter under standard laboratory procedure, five days at twenty degrees expressed in terms of weight and concentration (milligrams per liter (mg/l)).

"Building sewer" means that portion of a side sewer beginning at the plumbing or drainage outlet of any building or industrial facility and running to the property line or to a private sewage disposal system.

"California Toxics Rule (CTR)" means water quality objectives or standards specifically for the state of California promulgated by the EPA pursuant to the Act and codified at 40 CFR Part 131.

"Categorical industrial user (CIU)" means an industrial user which on the basis of industrial activity must comply with pretreatment standards with established discharge limitations as defined under 40 CFR 403.6.

"Categorical Standards" or "National Categorical Pretreatment Standards" means any regulation containing pollution discharge limits promulgated by the EPA in accordance with Sections 307(b) and (c) of the Act (33 USC Section 1347), which applies to a specific category of industrial users, including those standards promulgated in 40 CFR Chapter I, subchapter N.

"Cease and desist order" means a compliance directive.

"Chemical oxygen demand (COD)" means the measure of the chemically decomposable material in domestic wastewater or industrial wastewater as represented by the oxygen used as determined by accepted laboratory procedures.

"City" means the City of Woodland.

"Compliance directive" means an order, also known as a cease and desist order, given by the Director requiring a user to come into compliance with a wastewater discharge permit, pretreatment standard, pretreatment requirement, or other City wastewater requirement within a specified period of time.

"Compliance schedule" means an order issued to a user not in compliance with this chapter, which sets up a timetable and deadlines to install the technology required to meet either a pretreatment standard or a pretreatment requirement or to be in compliance with the other requirements of this chapter.

"Consistent removal" means reduction in the amount of a pollutant or alteration of the nature of the pollutant by the WPCF to a less toxic or harmless state in the effluent which is achieved by the WPCF in ninety-five percent of the samples taken when measured according to the procedures set forth in 40 CFR 403.7(c).

"Control authority" means the City of Woodland, the Industrial Pretreatment Program and/or the Pollution Prevention Program.

"Cooling water" means the water discharged from any use such as air conditioning, cooling or refrigeration, or to which the only pollutant added is heat.

"Correction notice" means the use of personal contact, telephone calls, or reminder letters to a user for the purpose of notifying the user of a minor violation and to seek an explanation, correct a minor violation, suggest the exercise of more due care or to notify the user that subsequent violations of the same type may be dealt with more severely.

"Daily average" means determined by performing a twenty-four-hour composite with samples collected and composited every half-hour over a twenty-four-hour period.

"Degrees C (°C)" means degrees Celsius.

"Degrees F (°F)" means degrees Fahrenheit.

"Director" means the Public Works Director.

"Discharge" or "indirect discharge" means the introduction of pollutants or wastewater into the WPCF by any means.

"Discharger" means any person discharging waste to the WPCF. The term is synonymous with "user."

"Domestic wastewater" means any liquid, solid, sewage or waterborne waste of the type normally resulting from flushing and washing waste products from residences and lavatories.

"End of pipe" means the point at which an industrial or commercial user discharges process waste into the City's wastewater collection system.

"Environmental Protection Agency (EPA)" means the U.S. Environmental Protection Agency.

"Existing source" means any source of discharge, the construction or operation of which commenced prior to the publication by EPA of proposed pretreatment standards which will be applicable to such source if the pretreatment standard is thereafter promulgated in accordance with Section 307 of the Act.

"Grab sample" means a sample which is taken from a wastestream on a one-time basis without regard to the flow in the wastestream and over a period of time not to exceed fifteen minutes.

"Grit" means the heavy suspended mineral matter present in water or wastewater such as, but not limited to, sand, gravel or cinders.

"Industrial Pretreatment Program (IPP)" means a program to regulate wastewater discharges from industrial sources.

"Industrial user" means a discharger of industrial wastewater. Used in this chapter, the term shall be generic and when used shall include CIUs, SIUs and governmental agencies.

"Industrial wastewater" means any liquid or waterborne waste from manufacturing, processing, commercial or industrial facilities, except domestic waste, boiler blowdown, and uncontaminated or noncontact cooling water: provided, however, that substantial discharge of boiler blowdown closely associated with industrial activity shall be considered industrial wastewater when such discharge has a reasonable potential to affect or interfere with the WPCF, its treatment process, or operations as determined by the Director. The term is synonymous with "nondomestic wastewater".

"Industrial wastewater discharge permit" means a waste discharge permit issued to CIUs and SIUs.

"Interceptor" means generally, a two or more compartment tank designed to prevent undesirable materials from leaving a commercial or industrial site and entering the WPCF. The tank allows adequate retention time so that wastewater may cool and the material it contains may stabilize. In Chapter 19, the usage of the term is generic and shall mean grease traps, sand traps or separators wherever they may be located.

"Interference" means the inhibition or disruption of the WPCF, its treatment processes or operations, or its sludge processes, use or disposal which contributes to a violation of the WPCF's NPDES permit or prevents sewage sludge use or disposal in compliance with applicable federal or state statutes, regulations or permits.

"Lateral sewer" means the portion of a side sewer lying within a public right-of-way connecting a building sewer to the main sewer maintained by the City.

"Local limits" means specific prohibitions or limits on pollutants or pollutant parameters developed by the City in accordance with 40 CFR 403.5(c) and contained in Section 19-2-5. Such limits shall be deemed pretreatment requirements.

"Main sewer" means a public sewer designed to accommodate more than one lateral sewer.

"Maximum allowable headworks loading (MAHL)" means the maximum loading of a given pollutant that the WPCF can accept without causing an exceedance of the most limiting of the following restrictions:

- (4) WPCF upset limits (activated sludge and/or anaerobic digestion);
- (5) Pass-through limits (either NPDES discharge limits or water quality objectives);
- (6) Sludge disposal limits;
- (7) WPCF design capacity limits.

"Maximum allowable industrial headworks loading (MAIHL)" means the maximum loading of a given pollutant that can be discharged by the sum total of all industrial users without causing an exceedance of the most limiting of the following restrictions:

- (8) WPCF upset limits (activated sludge and/or anaerobic digestion);
- (9) Pass-through limits (either NPDES discharge limits or water quality objectives);
- (10) Sludge disposal limits;
- (11) WPCF design capacity limits.

"National Categorical Pretreatment Standards" or "Categorical Standards" means any regulation containing pollution discharge limits promulgated by the EPA in accordance with Sections 307(b) and (c) of the Act (33 USC Section 1347), which applies to a specific category of industrial users, including those standards promulgated in 40 CFR Chapter I, subchapter N.

"National Pollution Discharge Elimination System (NPDES)" means any regulation developed under the authority of Section 307(b) of the Act and 40 CFR 403.5.

"National Pollution Discharge Elimination System permit" or "NPDES permit" means a permit issued pursuant to Section 402 of the Act (33 USC Section 1342).

"National Toxics Rules (NTR)" means water quality objectives or standards promulgated by the EPA pursuant to the Act and codified at 40 CFR part 131.

"Natural outlet" means outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

"New Source" means

- (12) Any building structure, facility, installation or other source from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act which will be applicable to such new source if such pretreatment standards are thereafter promulgated in accordance with that section; provided, that:
 - (A) The building structure, facility or installation is constructed at a site at which no other source is located;
 - (B) The building, structure, facility or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or

- (C) The production or wastewater-generating processes of the building, structure, facility or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility engaged in the same general type of activity as the existing source, should be considered.
- (13) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility or installation meeting the criteria of subsection (1) above but otherwise alters, replaces or adds to existing process or production equipment.
- (14) Construction of a new source as defined under this subsection has commenced if the owner or operator has either:
 - (A) Begun, or caused to begin, as part of a continuous on site construction program:
 - (i) Any placement, assembly or installation of facilities or equipment; or
 - (ii) Significant site preparation work including clearing, excavation or removal of existing buildings, structures or facilities which is necessary for the placement, assembly or installation of new source facilities or equipment; or
 - (B) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contract which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this subparagraph.

"Noncontact cooling water" means water used for cooling which does not come into direct contact with any additives, raw material, intermediate product, waste product or finished product.

"Nondomestic wastewater" means wastewater from industrial, commercial or other nonresidential sources. The term is synonymous with "industrial wastewater".

"Notice of violation" means a written notice to a user that the Director has determined that a violation of pretreatment standards or pretreatment requirements exists and requiring the noncompliance to be corrected and explained in a timely manner.

"Pass through" means a discharge which exits the WPCF in quantities or concentrations which, alone or with discharges from other sources, may cause a violation

of the WPCF's NPDES permit, including an increase in the magnitude or duration of a violation.

"Permit" means a wastewater discharge permit issued by the City, including both industrial wastewater discharge permits and pollution prevention permits.

"Person" means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or their legal representatives, agents or assigns. The masculine gender shall include the feminine and the singular shall include the plural where indicated by the context.

"pH" means the logarithm (Base 10) of the reciprocal of the concentration of hydrogen ions expressed in grams per liter of solution.

"Pollutant" means substances which include but are not limited to the following: any dredged spoil, solid waste, incinerator residue, sewage, garbage, petroleum products or by-products, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, and industrial, municipal, and agricultural waste discharged into water, which may effect characteristics of wastewater (including but not limited to pH, temperature, TSS, turbidity, color, BOD, COD, toxicity or odor).

"Pollutant of concern" means any pollutant or substance, the discharge of which is prohibited by Section 19-2-1, General discharge prohibitions.

"Pollution" means the man-made or man-induced alteration of the chemical, physical, biological and radiological integrity of water.

"Pollution prevention permit" means a wastewater discharge permit issued by the City to users who are neither SIUs nor CIUs.

"Pollution Prevention Program (PPP)" means a program to regulate wastewater discharges not covered by the IPP.

"Pretreatment" means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into a POTW. The reduction or alteration can be obtained by physical, chemical or biological processes, or process changes by other means, except that increase in the use of process water or other attempts to dilute a discharge of wastewater are prohibited.

"Pretreatment requirements" means any substantive or procedural requirement related to pretreatment, other than a pretreatment standard, including but not limited to, local limits.

"Pretreatment standard" means any National Categorical Pretreatment Standard.

"Public Nuisance" means any violation of this code, an unreasonable interference with the public's right to property or any condition recognized in law or equity as a public nuisance. It expressly includes conduct that interferes with public health, safety, peace or convenience.

"Public Works Director" means the public works director of the City or the Director's designee.

"Publicly owned treatment works (POTW)" means a treatment works as defined by Section 212 of the Act, which is owned by a state or municipality (as defined by Section 502(4) of the Act). This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial wastewater. It also includes sewers, pipes, pump stations, and other conveyances which convey wastewater to a POTW.

"Sanitary sewer" means a sewer which carries sewage and to which storm, surface and ground waters are not intentionally admitted.

"Sewage" means liquid and water-carried industrial wastes and wastewater from residential dwellings, commercial buildings, industrial and manufacturing facilities, or institutions, whether treated or untreated, which are contributed to the WPCF.

"Sewage system" means all facilities owned or controlled by the City, including the WPCF, for collecting, pumping, treating and disposing of sewage.

"Show cause order" means an order for a user to appear before the City to explain noncompliance and why enforcement action should not be taken.

"Side sewer" means the sewer line beginning at the foundation wall of any building and terminating at the main sewer and including the building sewer and lateral sewer together.

"Significant industrial user (SIU)" means:

- (15) Any categorical industrial user (CIU) in accordance with 40 CFR 403.6 and 40 CFR Chapter I, subchapter N;
- (16) Any other industrial user which:
 - (A) Discharges an average of twenty-five thousand gallons or more per day;
 - (B) Contributes a process wastewater which makes up five percent or more of the dry weather average hydraulic or organic capacity of the WPCF; or
 - (C) Is designated as such by the City on the basis that it has a reasonable potential for adversely affecting the WPCF's operation,

for violating a pretreatment standard or pretreatment requirement, or for causing pass through of pollutants, sludge contamination, or endangerment of WPCF workers or the public.

"Significant noncompliance" means violation by an industrial user of one or more of the specified criteria listed in 40 CFR 403.8(f)(2)(vii).

"Slug discharge" means any discharge containing an unusual volume of flow or concentration of liquid, water, sewage, wastewater or pollutants.

"Spill" means a release, whether accidental or intentional, of a material.

"Standard Industrial Classification (SIC)" means a classification pursuant to the Standard Industrial Classification Manual issued by the United States Office of Management and Budget.

"State" means the state of California.

"Stormwater" means any flow occurring during or following any form of natural precipitation and resulting from it.

"Total suspended solids" means the total suspended matter that either floats on the surface of or is suspended in water, sewage or other liquids and which is removable by laboratory filtering.

"Toxic pollutant" means any pollutant or combination of pollutants listed as toxic in 40 CFR 401.15.

"User" means any person who discharges, contributes, causes, or permits the contribution of wastewater into the WPCF.

"Wastewater" means liquid and water-carried wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, or institutions, whether treated or untreated.

"Watercourse" means a channel or depression in which a flow of water occurs, either continuously or intermittently.

"Wastewater discharge permit" means either an industrial wastewater discharge permit or pollution prevention permit issued by the City and establishing limitations on the discharge of wastewater.

"Wastewater Pollution Control Facility (WPCF)" means the POTW owned and operated by the City.

"Wastewater treatment plant" means a POTW or portions of a POTW which provide treatment of wastewater.

EXHIBIT “B”

Sec. 19-2-1. - General discharge prohibitions.

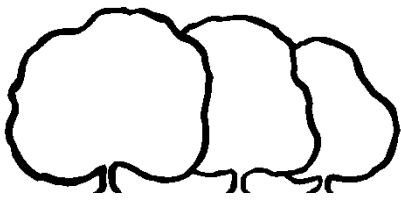
- (t) It is unlawful for any user to discharge, contribute, or cause to be contributed, directly or indirectly, any pollutant, or wastewater at any flow rate or concentration which will cause interference with the operation or performance of the WPCF or which would cause the WPCF to be in violation of its NPDES permit. These general prohibitions apply to all users of the WPCF whether or not the user is subject to pretreatment standards or any other national, state or local pretreatment requirements.
- (u) It is unlawful for any user to discharge the following substances to the WPCF:
 - (1) Caustic Substances. Any wastewater having a pH higher than 12.5 or having any other caustic property capable of causing damage or hazard to structures, equipment or personnel of the City.
 - (2) Chlorine Demand. Any wastewater requiring an excessive quantity of chlorine or other chemical compound used for disinfection purposes.
 - (3) Corrosive Substances. Any wastewater having a pH lower than 5.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment or personnel of the City.
 - (4) Dilution Water. Any water added to wastewater for the purpose of diluting wastes which would otherwise exceed applicable maximum concentration limitations.
 - (5) Discoloration. Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions.
 - (6) Flammable or Explosive Substances. Any liquids, solids or gases which by reason of the nature or quantity are, or may be, sufficient either alone or by interaction with other substances, to cause fire or explosion, or be injurious in any other way to the WPCF or to the operation of the WPCF, or which exceed a flashpoint limit of one hundred forty degrees F or sixty degrees C (using the test methods specified in 40 CFR 261.21). At no time shall two successive readings on an explosion hazard meter, at the point of discharge into the sewage system (or at any point in the sewage system), be more than five percent nor any single reading over ten percent of the lower explosive limit (LEL) of the meter. Prohibited materials include, but are not limited to: gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides and sulfides and any other substances in any quantity or concentration that the City, the state or the EPA has notified the user is a fire hazard or a hazard to the WPCF.

- (7) Insecticides. Any wastewater containing algaecides, fungicides, antibiotics, insecticides, strong oxidizing agents or strong reducing agents in such quantity or strength as to cause or contribute to violations of the WPCF's NPDES discharge restrictions, interference with or upset of the WPCF, or personnel safety hazards.
- (8) Medical Waste. Any wastewater containing medical wastes including, but not limited to, isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, or dialysis wastes except as specifically authorized by the Director in a wastewater discharge permit.
- (9) Noxious or Malodorous Substances. Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life, or are sufficient to prevent entry into the WPCF for maintenance and repair.
- (10) Pollutants and BOD. Any wastewater containing pollutants, including oxygen demanding pollutants (BOD, etc.), wastes containing suspended solids, or exerting a chlorine demand released at a flow rate and/or pollutant contamination which will cause interference to the WPCF, or which will cause or contribute significantly to violations of the WPCF NPDES limits.
- (11) Slug Discharges. Any slug discharge having a flow rate, or containing concentrations or quantities of pollutants which will (1) cause interference with the operation or performance of the WPCF; or (2) exceed for any time period longer than fifteen minutes, more than five times the average twenty-four-hour concentration, quantity or flow during normal user operations.
- (12) Public Nuisance. Any wastewater that causes a hazard to human life or creates a public nuisance.
- (13) Radioactive Wastes. Any wastewater containing radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Director in compliance with any applicable state or federal regulations.
- (14) Solids or Viscous Matter. Any solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the WPCF such as but not limited to: grease or fat, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent

hops, wastepaper, wood, plastics, gas, tar, asphalt residues, residues from refining, or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes.

- (15) Storm and Cooling Water. Any rainwater, stormwater, groundwater, street drainage, subsurface drainage, yard drainage, including evaporative type air cooler discharge water and noncontact cooling water.
- (16) Sulfides. Any wastewater containing sulfides in sufficient quantity or strength as to cause or contribute to WPCF corrosion, worker or public safety hazard, interference or upset of the WPCF, or violations of the WPCF's NPDES permit.
- (17) Temperature. Any liquid, vapor, solid, gas, wastewater or substance having or developing a temperature which will inhibit biological activity in the WPCF resulting in interference; but, in no case, wastewater with a temperature, at introduction into the WPCF, which exceeds one hundred four degrees F (forty degrees C).
- (18) Toxic Substances. Any wastewater containing toxic pollutants, gases, vapors, or fumes in sufficient quantity, either singly or by interaction with other pollutants, which may injure or interfere with any wastewater treatment process, cause acute worker health and safety problems, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the WPCF, result in exceedances of sludge disposal restrictions, or exceed the limitation set forth in a pretreatment standard or pretreatment regulation. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to Section 307(a) of the Act.
- (19) Trucked/Hauled Wastes. The discharge of hauled or trucked pollutants, except at points which the Director shall designate in accordance with Section 19-3-3, or as permitted by the Director as part of the elimination or decommissioning of a septic tank within the City.
- (20) Unsuitable Wastes. Any substance which may cause the WPCF's effluent, or any other product of the WPCF such as residues, sludges or scums, to be unsuitable for reclamation and reuse or which may interfere with the reclamation process. In no case shall a substance discharged to the WPCF cause the WPCF to be in noncompliance with sludge use or disposal criteria, guidelines or regulations developed under federal law, including, but not limited to, Section 405 of the Act, any criteria, guidelines or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act (42 USC Section 6901 et seq.), the Clean Air Act (42 USC Section 7401 et seq.), the Toxic Substances Control Act (15 USC Section 2601 et seq.) or state criteria applicable to the sludge management method being used.

- (21) Pass Through Substances. Any substance or discharge which will pass through the WPCF in quantities or concentrations that, alone or with discharges from other sources, may cause a violation of the WPCF's NPDES permit or the receiving water quality standards.
- (22) Petroleum. Any petroleum oil, any non-biodegradable cutting oil, or any amounts of products of mineral oil origin which may cause interference or pass through.



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2013

SUBJECT: Approve In Concept, Consultant Agreement for General Plan Update
for Planning and Environmental Services-CIP #07-06 and #07-07

Recommendation for Action

Staff recommends that the City Council approve in concept the consultant services agreement for Planning and Environmental Services for the General Plan Update project (CIP #s 07-06 and 07-07) with the firm of Dyett and Bhatia with AECOM and BAE in an amount not to exceed \$590,000, plus a 10 percent contingency of \$59,000, for a possible total contract amount of \$649,000 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. To date, a Professional Services Agreement in the amount of \$163,800 has been authorized. Further, a contract authorization request for traffic engineering services in the amount of \$132,000 will be considered by the City Council on January 15, 2013. Together with the planning and environmental portion the total anticipated cost of the contract services is estimated to be \$944,800. Funds for this project 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 the additional action of approving the contract for project management services 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 made a commitment to keep this effort on an eighteen month time frame and within budget, while ensuring that the resulting document is a relevant and usable guide for the future. To ensure that this is the case the city has made every effort to hire the most qualified firms to assist in the process.

On October 5, 2012 the City of Woodland released a Request for Proposals (RFP) for a qualified consultant team to prepare an update to the City's General Plan. The deadline for submission was November 19, 2012. The City received five submittals. In order to provide a thorough evaluation the City first assembled an in-house review team to assess the proposals and then held interviews on December 13, 2012. The interview panel consisted of two members of city staff, the Project Manager, Principal Planner from Chico, and a community representative. The City's review team and interview panel initially ranked the proposals based on qualifications. Once this ranking was made the proposals were then evaluated based on cost. In both instances the Dyett and Bhatia team was ranked number one.

In the intervening time period, the Project Manager and staff have been in discussions with the Dyett and Bhatia team to refine the project scope and budget. This process is still underway. A draft of the scope, budget and schedule that have been developed to this point has been included. The City is requesting greater specificity and clarity in the scope and refinement of key assumptions and tasks.

As part of the Request for Proposals, the City indicated the intent to contract separately with the traffic consultant. Staff felt that the best course of action was to continue to utilize the traffic consultant group, Fehr and Peers, who prepared the City's prior traffic modeling and streets master plan. Staff is currently negotiating with Fehr and Peers regarding the details of a scope of work and budget. A contract authorization request for the traffic analysis in the amount of \$132,000 will also be considered by City Council on January 15, 2013.

In order to begin the general plan effort as soon as possible, staff is requesting authorization from City Council to allow staff to move forward with final negotiations with the Dyett and Bhatia team on the scope and budget, and to provide authorization to the City Manager to sign the final contract. Further, staff seeks authorization for a contract contingency of ten percent (10%), should the need arise during the course of the project to allow the City Manager to possibly extend the contract amount.

Of the overall project budget of \$1.2M, the currently authorized and requested expenditures would total \$944,800 which would leave a total of \$255,200 to cover staff time and contingency amounts.

Conclusion

Staff recommends that the City Council approve in concept the consultant services agreement for Planning and Environmental Services for the General Plan Update project (CIP #s 07-06 and 07-07) with the firm of Dyett and Bhatia with AECOM and BAE in an amount not to exceed \$590,000, plus

a 10 percent contingency of \$59,000, for a possible total contract amount of \$649,000 and authorize the City Manager to execute the agreement.

Prepared by: Cindy A. Norris, Principal Planner, and
Heidi Tschudin, General Plan Project
Manager

Reviewed by: Nicholas J. Ponticello
Community Development Director

Paul Navazio
City Manager

Attachments:

- A Draft Scope
- B Draft Budget by Task table

ATTACHMENT A

Exhibit A: Scope of Work

Our work plan is efficient, comprehensive, and tailored to Woodland's needs. The task-by-task descriptions that follow present our proposed approach to data collection, analysis, policy formulation, and preparation of the documents, and incorporate all of the work items in the RFP. Community participation is incorporated in each task. Initials in parentheses following the sub-section heading identify the lead firm for each sub-task:

- D&B: Dyett & Bhatia, Urban and Regional Planners
- BAE: BAE Urban Economics, Economists
- AECOM: Environmental planning and housing
- F&P: Fehr and Peers, Transportation Planners (under separate contract to the City)

SCOPE OF WORK

TASK 0: DOCUMENT STYLES AND WORKSHOP TOOLKITS

- Document Style Guide and Templates (D&B).** Prior to commencement or layout of the key documents—Opportunities and Challenges Report, General Plan, and EIR—we will prepare templates and graphic styles to ensure a consistent look and feel. These will be provided to staff for review prior to finalization.
- Workshop Toolkits.** The scope of work below includes community workshops at two stages—visioning and alternatives—and an open house following preparation of the Public Review Draft of the General Plan. For the two sets of community workshop, D&B will conduct facilitator training preceding the workshops, where GPSC members and staff, who would also help with small group facilitation, would become familiar with the materials, workshop process, and outcome expectations. Following each set of workshops, a tool-kit consisting of electronic copies of workshop materials (such as handouts, visualization exercises, etc.), PowerPoint presentations, and boards/wall drawings from the workshops will be provided to City staff so that the workshop may be duplicated with small groups by staff and members of the Steering Committee. D&B will also provide a simple form/template so that input received can be consistently recorded.

TASK 1: PROJECT INITIATION

- Kick-off meeting with City Staff (D&B; Team).** The consultants will meet with members of the City Planning Department staff for initial introduction and organizational meeting and review milestones and outreach activities. The kickoff meeting will be followed by a site tour. The City will also provide the consultant team with documents (hard copy and electronic copy); for datasets such as GIS, D&B will establish an FTP folder on its server for City to staff to upload files.
- Detailed Public Participation Program (D&B).** A detailed public participation program will be developed with City staff, using the components identified in Section 1.2 of this proposal. This program will include the components and timing/potential meeting or activity dates.
- Kickoff Meeting with the General Plan Steering Committee (D&B; Team).** Staff and

consultants will meet with the GPSC to 1) introduce them to the Plan process; and 2) identify initial priorities, issues, and controversies.

- D. **Project Website Material (D&B).** We will help the City to design a project webpage as part of the City's website. The Work Program, Public Participation Program, upcoming participation opportunities, and other material will be provided to staff to announce on the City's project website. The website will incorporate a comment box feature to enable community members to send in their comments and ideas, as well as quick poll feature at selected stages.

Meetings	Products
Kickoff with Staff GPSC #1	Final Public Participation Program Website Materials

TASK 2: ISSUES ASSESSMENT & OUTREACH

- A. **Stakeholders Interviews (D&B).** Representatives of public agencies, community members, business leaders, developers, environmental advocates, City Council, and other stakeholders will be interviewed to identify their issues of concern and get feedback about specific issues identified. Our budget provides for 14 such meetings (with one to three participants at each meeting) over a two-day period. D&B will provide staff an example draft invitation for the meetings, which staff can edit and adapt and forward to stakeholders. A report summarizing stakeholder findings will be provided.
- B. **Kick-off workshop with City Council and the Planning Commission (D&B; Team).** Staff and consultants will meet with members of the City Council and the Planning Commission (preferably in a joint workshop) to discuss their ideas, aspirations, and priorities relating to economic development, land use, and other priorities for the project.
- C. **Community-wide Survey (D&B).** To ensure broad-based community input, we will conduct a mail-in survey sent to all households in the city. The survey will be postage pre-paid for easy return. The City will be responsible for printing, postage, return postage, and mailing of the survey. D&B will get hard copies (or PDFs) of the completed surveys from the City, and will be responsible for coding and analysis. The survey will be bilingual (English and Spanish).
- D. **Community Workshops #1 and #2 (D&B; Team).** Two engaging, interactive workshops will be held to further assist the team in "scoping" issues and understanding community perspectives specific to economic development, land use planning, and mobility. The formats for the two workshops will be similar, but one workshop will be held on a weekday evening and the second on a weekend morning to enable broad participation. The meetings will be designed as community events, to facilitate the participation of a wide diversity of residents, business people, and other key stakeholders. A report will summarize the workshop results.
- E. **GPSC Meeting #2 (D&B).** Survey and workshop results will be discussed to help focus the opportunities, challenges, and issues that will be explored in the technical analysis during Task 3.

Meetings	Products
Stakeholder (16) Planning Commission/City Council	Stakeholder Meetings Report Community Survey and Report

#1 Community Workshops #1 and #2 GPSC #2	Community Workshops Report
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TASK 3: OPPORTUNITIES AND CHALLENGES

- A. **Economic Background Report (BAE).** BAE will prepare an Economic Background Report. This will include the following:
- Economic and demographic background – compile and analyze basic data on local economic and demographic conditions and trends
 - Fiscal background – compile and analyze City budget data concerning City revenues and public service expenditures
 - Growth projections – present and discuss the most recent residential and employment growth projects for Woodland, produced by SACOG.
 - Market opportunities during General Plan horizon – BAE will synthesize information from above, to identify the type and magnitude of market opportunities for Woodland over the course of the General Plan time horizon and to identify opportunities to improve local fiscal and economic sustainability.
- B. **Tribal Outreach (AECOM).** Pursuant to SB 2, we will notify the Native American Heritage Commission of the planning process and contact tribes active in the planning area. The D&B team-members will be available for participation in up to two meeting with tribal representatives.
- C. **Opportunities, Challenges, Issues, and Options Report (D&B).** Existing conditions, trends, and opportunities will be analyzed to identify planning implications. Topics will include:
- Land Use and Development Potential (D&B). Identify land use pattern and trends; recent development activity; vacant and underutilized land.
 - Environmental Resources and Constraints (D&B, AECOM). Prepare maps depicting resources and constraints pertaining to a variety of factors, including biological resources, geology and seismicity, flooding, and hazardous materials.
 - Circulation (F&P). D&B will coordinate with Fehr & Peers to analyze and describe the existing operating conditions for all modes.
 - Issues and Options (D&B). The above information will be synthesized in maps (for example, vacant and underutilized sites overlaid with environmental and other constraints), followed by a series of key policy issues and options that will be addressed in the subsequent tasks.
- D. **GPSC Meeting #3 and Planning Commission/City Council Meeting #2 (D&B; Team).** GPSC (one meeting) and Decision-Makers (one joint meeting) will weigh in on the results of the issues and options analysis and provide direction for land use alternatives.

Meetings	Products
GPSC #3 Joint Planning Commission/City Council #2 Tribal Consultation Meetings	Economic Background Report Opportunities, Challenges, Issues & Options Report

(up to two)	
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TASK 4: ALTERNATIVES

- A. **Draft Alternative Plans (D&B).** D&B will prepare three land use alternatives in coordination with City staff. The alternatives will reflect findings from the issues, opportunities, and constraints determined in Task 3; incorporate feedback from community members and decision makers; meet the regional housing needs assessment target; and offer real choices for future growth and development. The alternatives will be refined based on feedback from City staff.
- B. **Fiscal Model Development (BAE).** BAE will prepare a summary level Fiscal Impact Model for the City of Woodland that will help the City maintain its long-term fiscal health during the planning horizon of the Updated General Plan. The fiscal model will show the revenue-cost relationship both of existing development and of the anticipated future development under three different land use scenarios.

In addition, the fiscal model will estimate the impact of service level changes proposed in the General Plan Update. The fiscal model will analyze the City's fiscal position at the end of the General Plan planning horizon. The fiscal analysis study will provide specific analysis regarding:

- Revenue generating land uses including evaluating freeway oriented development potential. Sensitivity analysis for the effects of key modeling assumptions (e.g., land use values, absorption potential of different land uses, changes in service levels, etc.) on the projected fiscal outcomes. A fiscal impact report and presentation materials will be included in the public presentation process to assist policy makers, staff, and the public in determining which development alternatives and service delivery policies are most effective in preserving the fiscal health of the City.
- C. **Alternatives Evaluation (Team).** Quantify alternatives' impacts. Relative merits and disadvantages of the alternatives will be assessed. Topics will include:
- *Land Use, Population, and Employment (D&B).* Comparative impacts in terms of population, jobs/housing balance, and other factors of concern will be prepared in narrative and tabular form.
 - *Economics and Fiscal Implications (BAE).* See 4-B.
 - *Transportation (F&P).* D&B will work with Fehr & Peers to provide transportation assessments of the alternatives (see Assumptions section).
- D. **Prepare Final Alternative Plans Report (D&B).** The report will depict the revised land use alternatives and findings from the evaluation analysis.

Meetings	Products
N/A	Alternatives Report Fiscal Model and output

TASK 5: PREFERRED PLAN & KEY GOALS

- A. **Citywide Workshops #3 and #4 on Alternatives (D&B; Team).** Lead two community workshops—weekday evening and weekend morning—to discuss and compare the alternative plans, and review ideas related to economic development, transportation/complete streets, commercial development and housing. This format will also allow the GPSC to gauge public reaction before decisions are made.
- B. **City Council/Planning Commission Briefing on Alternatives (D&B; Team).** Decision-makers will be briefed on the alternatives, their impacts, and community reaction to them, so that they can weigh in or provide specific direction to the GPSC.
- C. **Preferred Alternative Selection and Goals Development with GPSC (#4 and #5) (D&B).** A Preferred Land Use Plan and key goals for the Land Use and Economic Development elements will be developed over two meetings with the GPSC.
- D. **Preferred Plan and Key Goals (D&B).** D&B will synthesize the results of the GPSC and ongoing analysis into a brief report that contains the draft Preferred Plan and key goals and policies.
- E. **Assessment of Existing Specific Plans (D&B).** With the Preferred Plan finalized, we will assess the goals, policies, and land uses of Woodland's various specific plans for consistency with the new preferred citywide land use plan and community vision. Recommended changes to the specific plans will be incorporated as General Plan policies (Task 6).

Meetings	Products
GPSC #4 and #5 Community Workshop #3 and #4 City Council/Planning Commission #3	Community Workshops Summary Report Preferred Plan and Key General Plan Goals

TASK 6: DRAFT GENERAL PLAN

- A. **General Plan Outline (D&B).** An outline of the General Plan will be prepared, identifying each element and preliminary list of maps and figures.
- B. **Existing Policy Review (D&B).** The City will provide to D&B digital copy of the current General Plan. D&B will arrange existing policies in a matrix that staff can check to direct whether they should be kept, discarded, or revised. This task is primarily a staff effort, with D&B providing assistance as needed on policy questions, and will be especially critical for existing program-driven elements—such as Historic Preservation—that are not expected to change significantly.
- C. **Administrative Draft General Plan (D&B).** An Administrative Draft General Plan will be prepared for staff review. This will include the elements listed below, and may include other existing elements (e.g. Historic Preservation) carried forward from the previous plan with minor updating as needed. The final list of elements in the plan will be determined in the outline (Task 6-A). An element listed below may be separated into two elements, or two elements combined; such rearrangement will not result in additional scope/budget, provided new scope components are not introduced (e.g. Community Design or Public Health elements).
 - **Land Use (D&B).** The Element will include information on land use; density and intensity standards; buildout population and development; areas requiring master planning; infill opportunity sites and revitalization strategies. This element will address the pace, location, and timing of development, including issues pertaining to the Urban Limit Line (ULL).

- *Economic Development (D&B, with BAE input and review).* The Element will be updated to incorporate findings from the economic and issues and options analysis, including implications of the city's employment mix, commute patterns, and jobs-housing balance, and the City's vision for future economic development including ways to capitalize on the city's history, culture, and arts scene.
 - *Circulation (F&P).* Fehr & Peers will provide a complete draft of the Circulation Element, including maps and diagrams, needed improvements, and policies, which will focus on improving access and connectivity in and between neighborhoods, serving all modes through Complete Streets, enabling safe and efficient goods movement, and reconsideration of LOS standards. D&B will review the F&P draft and provide comments, edit the updated draft as necessary for style and consistency, and layout the document in format consistent with the other elements; F&P will provide the final artwork for maps, and graphics in template consistent with that provided by D&B.
 - *Conservation and Sustainability (AECOM).* Policies will be crafted to reduce or avoid adverse environmental impacts on open space and natural resources. We will update setting information to address changed conditions regarding habitat, air quality, climate change, agricultural land preservation, and water resources. The Sustainability Element will define components of sustainability that are important to the community, explain the relationship of this Element to other General Plan Elements and to the Climate Action Plan (Task 8), and include policies, programs, and objectives for achieving communitywide sustainability based on that definition.
 - *Health and Safety (D&B).* Information will be updated to ensure internal General Plan consistency. New maps such as existing and future noise contours and flood hazard areas will be prepared. This element will meet the State requirements for the Noise and Safety elements.
 - *Public Facilities and Services (D&B).* The element will be updated to reflect needed infrastructure improvements to support new growth, revised service standards for public safety and other city services, and new stormwater regulations.
 - *Implementation (D&B).* Implementation measures with roles and responsibilities and possible funding strategies will be identified.
- D. **GPSC Meetings #6 and #7 (D&B; Team).** Some policy issues must necessarily be considered and resolved during the preparation of the General Plan. The GPSC will convene to deliberate on these, which may require at least two meetings.
- E. **Legal Review Checklist (D&B).** Following preparation of the Administrative Draft General Plan, D&B will provide to City staff a matrix of General Plan legal standards (State law and case law) by element, showing where legal requirements are addressed. If deficiencies are identified, these will be ameliorated.
- F. **Public Review Draft General Plan (D&B).** Following city comments, D&B will revise the Administrative Draft Plan and produce the Public Review Draft.

<i>Meetings</i>	<i>Products</i>
GPSC #6 and #7	General Plan Outline Existing Policy Matrix Administrative Draft General Plan Public Review Draft General Plan

	Legal Review Checklist
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TASK 7: HOUSING ELEMENT

- A. **Administrative Draft Housing Element (AECOM).** An Administrative Draft Housing Element will be prepared for staff review. This will include all State requirements; focus areas for Woodland include:
- *Housing Needs Assessment.* AECOM will review the existing Housing Element and identify information that requires updating with readily available information. We will identify current demographic trends, housing characteristics, and the presence of special needs groups. This information will be used to identify and determine the extent of housing need.
 - *Constraints and Resources.* We will update the detailed constraints analysis included in the City’s existing Housing Element, as necessary, based on changes since 2009. Based on our familiarity with the City, we will identify any constraints to housing development related to infrastructure availability and environmental conditions.
 - *Sites Inventory (with D&B).* Given the low level of new housing construction since 2008, we assume that the prior period’s vacant land inventory, in combination with entitled, unbuilt land and land suitable for redevelopment, will accommodate the future planning period’s allocation, with the possible exception of sites zoned to meet the new “default” density of 30 dwelling units per acre.
 - *Housing Plan.* AECOM will evaluate the existing Housing Element to determine the need to modify existing programs, introduce new programs, and eliminate obsolete programs. Because of the recent state law changes affecting redevelopment, we will need to adjust programs which currently depend on redevelopment funding, either removing these programs or exploring alternative funding sources. We will describe the role of energy conservation in reducing long-term housing costs and relate to the proposed Climate Action Plan, if available in time.
- B. **Housing Forum (AECOM).** State housing law requires that communities specifically reach out to groups most affected by housing supply and cost, such as the disabled, elderly, large households, and homeless. We would participate in a housing forum of stakeholders, including affordable and market-rate developers and social service providers.
- C. **Prepare and Present Preliminary Draft Housing Element, Planning Commission Meeting #4 (AECOM).** After responding to City staff comments, the public review draft will be presented for review by the Planning Commission before it is modified (as needed) and sent to HCD.
- D. **Send Housing Element to HCD, Respond to Comments (AECOM).** Incorporate changes based on decision-maker direction so the Draft Housing Element can be submitted to HCD for review. AECOM will coordinate with HCD to gain certification, recognizing that it may take two rounds of review to obtain certification. AECOM will revise the Housing Element to respond to HCD comments and prepare a final draft for adopted hearings.
- E. **Adopted Housing Element (AECOM, D&B).** A hearing draft Housing Element will be prepared and revised as necessary following adoption.
- F. **Updated Housing Sites Inventory (AECOM, D&B).** Task 7 is likely to be completed well before Task 6, given the State’s Housing Element deadlines. If as a result of the updated Land Use

Element in Task 6 additional housing sites become available, housing sites inventory in the Housing Element will also be updated as part of Task 6-F, unless such modification will trigger a new HCD Housing Element review (we will confirm with HCD staff).

Meetings	Products
Planning Commission #4 Housing Forum	Administrative Draft Housing Element (HE) Public Review Draft HE HCD Draft HE Hearing Draft HE Adopted HE Updated Sites Inventory (if required)

TASK 8: CLIMATE ACTION PLAN

- A. **Administrative Draft CAP (AECOM).** An Administrative Draft CAP will be prepared for staff review. We will use the work prepared by the UC Davis Sustainable Design Academy as foundation for the technical components of the CAP and the community and stakeholder outreach completed to date to identify the most appropriate measures for GHG reductions and assume that the Academy's work, including GHG inventory, will need little or no revision for use in the CAP. We propose to organize the CAP as follows:
- *Climate Change and the City of Woodland.* Outline the City's rationale and motivation for addressing climate change and developing and implementing the CAP. Provide a brief overview of the science behind climate change, describe the potential impacts climate change may create in Woodland, and outline state policies to reduce emissions.
 - *Baseline Emissions Inventory and Forecast.* Present a summary of the municipal and communitywide emissions inventories and projections, and describe the reductions necessary to achieve the mandatory municipal reduction target and voluntary communitywide reduction target.
 - *Emissions Reduction Measures.* Describe the measures necessary to reduce emissions in City government and the community and achieve reduction targets. Document GHG reduction potential, include implementation actions and timelines, describe costs and financing mechanisms, and assign responsibility.
 - *Benchmarks and Next Steps.* Identify benchmarks, monitoring procedures, and other steps needed to achieve reduction goals and implement adaptation strategies. Present a recommended method for monitoring emissions and verifying results of the CAP through inventory updates, implementation actions and associated performance metrics. Address how the CAP meets standards for a plan for the reduction of GHG emissions pursuant to CEQA Guidelines Section 15183.5, as well as how the CAP enables future projects to take advantage of CEQA streamlining benefits.
- B. **Public Review Draft CAP (AECOM).** After responding to City staff comments, the public review Draft CAP will be prepared.
- C. **Planning Commission/Public Meeting #5 (AECOM).** The Planning Commission and members of the public will have the opportunity to review and comment on the Draft CAP at a working session. The Draft will be revised as necessary following public input.

Meetings	Products

Planning Commission #5/CAP working session	Administrative Draft CAP Public Review Draft CAP
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TASK 9: DRAFT & FINAL EIR

- A. **Notice of Preparation and Scoping Meeting (D&B).** D&B will prepare a Notice of Preparation (NOP) for the Draft EIR and hold a scoping meeting. To be efficient, we recommend holding this meeting immediately preceding a GPSC or Planning Commission meeting scoped above.
- B. **Thresholds/ Significance Criteria (AECOM; Team).** Review existing City criteria, and revise/recommend new criteria/thresholds as appropriate.
- C. **Environmental Setting (AECOM).** The Opportunities and Challenges Report prepared in Task 3 will serve as the starting point for the environmental setting in the Draft EIR. Additional data will be gathered from available sources as needed.
- D. **Impact Analysis (AECOM).** The impact analysis will assess how policies and Plan buildout will affect the environment, identify significant impacts, and recommend measures to mitigate those impacts. The impact analysis will be comprehensive in scope, covering all CEQA requirements. Significance criteria will be identified for each impact topic, based upon thresholds of significance established in Task 9B.
- E. **Prepare Administrative Draft Program EIR (AECOM, team).** The Administrative Draft Program EIR will include all relevant CEQA-required sections. Specific topic areas to be addressed in the EIR will include Land Use, Parks and Open Space, Public Facilities and Utilities, Safety and Hazardous Materials, Aesthetics, and Agriculture (D&B); Transportation (Fehr & Peers); Biological Resources, Air Quality, GHG/Climate Change, Noise, Seismic and Geologic Hazards, Hydrology and Water Quality, Cultural Resources, and Mineral Resources (AECOM).

The Administrative Draft will also include an executive summary, project description, analysis of up to three Alternatives, including the No Project Alternative, CEQA-required conclusions (cumulative impacts, significant and irreversible impacts, etc.), and all technical appendices.
- F. **Draft EIR (AECOM).** Following staff review, prepare Public Review Draft EIR.
- G. **Final EIR (Team).** Following the 45-day public review period, we will prepare responses to comments, which together with the Comments (and the Draft EIR, incorporated by reference) will constitute the Final EIR.

Meetings	Products
Scoping Meeting	Notice of Preparation Administrative Draft EIR Public Review Draft EIR Final EIR Response to Comments

TASK 10: HEARINGS & ADOPTED GENERAL PLAN

- A. **Workshop #5/Open House (D&B).** We will present salient features of the General Plan and Housing Element to the community in an open house format directly preceding the first hearing. After a presentation, members will be invited to ask questions and offer comments. We will also present information about the Draft EIR, the public comment period, and the adoption

process.

- B. **Public Hearings (D&B).** We will participate and be present as needed at four meetings total of the Planning Commission and the City Council.
- C. **Adopted General Plan (D&B).** Following adoption by the City Council, we will revise the Draft Plan, to incorporate specific text and diagram changes made by the City Council as part of adoption. After a final screen check review by City staff, a final production version of the Adopted Plan will be provided to the City for distribution.

Meetings	Products
Workshop/Open House #5 Planning Commission Hearings (2) City Council Hearings (2)	Adopted General Plan

SCOPE OF WORK ASSUMPTIONS

The Scope of Work is based on the following assumptions:

- **GIS Data.** The City will provide base GIS data, including but not limited to: parcels/Assessor's data; existing General Plan and zoning designations; roads and other transportation infrastructure; utility infrastructure (water, wastewater, stormwater); public facilities; and existing land use, if available.
- **Transportation Data and Analysis.** Dyett & Bhatia understands that the City has retained Fehr & Peers to provide transportation consulting services under a separate contract. D&B assumes that Fehr & Peers will provide complete sections of reports and General Plan, including needed transportation data, maps, and analysis for the following components of the scope of work:
 - Existing Conditions/Background Research (current traffic counts, segment level of service, current conditions for all modes: pedestrians, bicycles, goods movement, rail, air, etc.)
 - Alternatives Analysis (estimate traffic and trip generation for each of the three land use scenarios. F&P will report citywide vehicle miles traveled (VMT) and daily roadway segment forecasts and evaluate the likelihood of new trips to be taken by walking, bicycling and transit)
 - General Plan (finalized traffic modeling of preferred land use plan, list of improvements, circulation element policy review, multimodal/complete streets recommendations)
 - Draft EIR (complete EIR transportation section, transportation analysis of alternatives, and provision of VMT and other needed data to environmental consultant for completion of Air Quality, Noise, and Greenhouse Gas sections of the document). For this and for the General Plan analysis, Dyett & Bhatia will provide to Fehr & Peers either GIS layers by development by General Plan land use categories
 - Final EIR (response to comments on transportation section)

- **Fiscal Impact Analysis.** The budget for the fiscal impact modeling portions of the work scope is based on the assumption that the City will separately commission BAE to conduct fiscal analysis work in conjunction with establishing an updated City of Woodland/Yolo County master revenue sharing agreement. It is assumed that, as part of the master revenue sharing agreement work, BAE will conduct analysis of the City's General Fund cost and revenue structure that will contribute to the development of the fiscal impact model for General Plan Alternatives.
- **Infrastructure Data and Analysis.** The City will provide existing conditions data and mapping pertaining to public infrastructure and utilities (water, sewer/wastewater, storm drainage), as well as provide capacity estimations and determine system improvements needed to support the preferred land use plan.
- **Housing Element.** We assume City staff will provide the information needed to evaluate accomplishments in the current Housing Element and it is not necessary for us to independently verify this information. (We will provide the City with a tool and instructions on gathering information needed to document progress toward achieving quantified objectives in the Housing Element and information that will support our analysis and evaluation of programs that should be maintained, revised, or eliminated.) We will rely on the Housing Needs Assessment database prepared by SACOG for those sections of the Housing Element addressed by that database and assume this will be acceptable to HCD. Information required for any changes to the Housing Element land inventory will be provided as part of the technical background work on the Land Use Element. The City will provide updated information on housing conditions that meets HCD's guidelines. We will strive to achieve HCD certification on the first review, but recognize and assume two rounds of review will be needed. We assume that revisions to existing housing programs and introduction of any new program will primarily address changes in state law and local conditions since adoption of the current Housing Element.
- **Air Quality and Climate Change (including odors).** Construction emissions will be estimated based on general assumptions regarding the amount of land to be disturbed/graded, types of equipment to be used, and the number of construction employees. Long-term (operational) regional air pollutant emissions, including stationary and mobile source emissions, will be assessed based on data from the traffic analysis prepared by Fehr & Peers. We do not anticipate the need for dispersion analysis or health risk assessments.
- **Hydrologic Modeling.** This scope of services does not include hydrological modeling related to climate change or modeling of future climate conditions.
- **Screencheck Public Review Draft EIR.** The City will provide one consolidated set of written comments and the Administrative Draft EIR (ADEIR) and, if necessary, on the Screencheck Public Review Draft EIR.
- **Responses to Comments/FEIR.** Since it is not possible to predict in advance the level of effort required to respond to comments that have not been written, based on our experience, this proposal provides for up to 60 hours of technical staff time for AECOM's

contribution to the FEIR and up to 30 hours of technical staff time for D&B's contribution to the FEIR.

- **EIR Filing, Circulation and Notice.** The City will be responsible for submitting all environmental documentation (NOP, NOC, Draft EIR, etc.) to the State Clearinghouse and appropriate agencies, and ensuring that the documents are circulated as required. The City will also be responsible for all EIR filing fees. If requested, D&B can provide these services on a time and materials basis.
- **Meeting Notification.** The City shall be responsible for noticing for all public workshops, meetings, and hearings.
- **Coordination with Stakeholders and Decision-Makers.** The City will be liaison between the project and the Planning Commission, City Council and other decision-makers. The City will also be responsible for selecting and assembling the General Plan Steering Committee and other stakeholder meetings. D&B will be responsible for preparing agenda for Steering Committee meetings.
- **Survey/Newsletter Mailing and Return Postage.** The City shall be responsible for the cost of community survey and/or newsletter printing, mailing and return postage.
- **Printing and Electronic Documents.** We will provide printed and electronic (CD) copies in the amount and format specified by the City for all interim and final documents, listed below. See budget proposal for details.
 - Administrative Draft General Plan (GP): 20 hard copies, 10 CDs
 - Public Review Draft GP: 30 hard copies, 30 CDs
 - Hearing Draft GP: 30 hard copies, 30 CDs
 - Final GP: 50 hard copies, 50 CDs
 - Administrative Draft EIR: 20 hard copies, 10 CDs
 - Public Review Draft EIR: 30 hard copies, 30 CDs
 - Final EIR (Response to Comments): 50 hard copies, 50 CDs

ATTACHMENT B

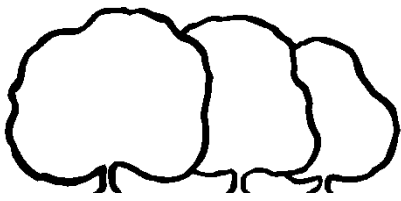
Woodland General Plan Update
BUDGET BY TASK

	Hourly Rate	Task 0	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Task 10	TOTAL
		Document Styles and Workshop Toolkits	Project Initiation	Issue Assessment, Outreach	Opportunities & Challenges	Alternatives	Preferred Plan and Key Goals	Draft General Plan	Housing Element	Climate Action Plan	EIR	Hearings & Adoption	
Dyett & Bhatia													
Rajeev Bhatia, Principal	200	600	2,400	14,000	8,000	16,000	8,000	16,000	1,600	-	8,000	4,800	79,400
Sophie Martin, Senior Associate	130	780	4,160	12,480	13,000	4,400	7,800	15,600	2,080	-	10,400	3,120	82,420
Associate	110	-	-	-	-	-	1,760	6,600	-	-	11,000	-	23,760
Planner or Urban Designer	100	-	-	4,000	10,000	-	-	20,000	-	-	20,000	-	54,000
GIS/Cartography Specialist	100	-	-	2,800	6,000	6,000	2,400	8,000	-	-	4,800	-	30,000
Graphic/Webiste Designer	80	320	1,280	4,800	2,560	2,560	1,920	3,200	-	-	640	640	17,920
Project Associate	65	260	520	1,560	520	520	520	1,040	-	-	1,040	520	6,500
Direct Costs		-	200	3,800	600	500	800	400	-	-	300	400	7,000
Sub-Total		1,960	8,560	43,440	40,680	42,980	23,200	70,840	3,680	-	56,180	9,480	301,000
AECOM													
Project Director	195	-	1,170	-	3,510	-	-	9,750	8,970	7,800	9,750	-	40,950
Project Manager	150	-	600	-	3,600	-	-	-	-	-	15,000	-	19,200
Senior Analyst	140	-	-	-	2,520	-	-	-	-	-	10,080	-	12,600
CAP Lead	120	-	-	-	-	-	-	720	-	7,200	-	-	7,920
Planning/Housing Lead	120	-	-	-	-	-	-	5,040	6,240	-	-	-	11,280
Junior Analyst	110	-	-	-	19,580	-	-	-	-	-	50,600	-	70,180
Planning Staff II	85	-	-	-	-	-	-	3,230	-	13,260	-	-	16,490
Planning Staff I	75	-	-	-	680	-	-	2,250	16,950	8,700	-	-	27,900
Administrative Support	85	-	-	-	800	-	-	1,020	2,040	1,020	1,360	-	6,120
Direct Cost		-	-	-	800	-	-	1,000	750	750	200	-	3,480
Sub-Total		-	1,770	-	30,690	-	-	23,010	34,950	38,730	86,990	-	216,120
BAE Urban Economics													
Principal	\$250	-	1,000	-	4,000	6,000	-	3,000	-	-	-	-	14,000
Vice President	195	-	390	-	2,730	1,560	-	-	-	-	-	-	4,680
Associate	110	-	440	-	9,240	6,160	-	990	-	-	-	-	16,830
Analyst	90	-	180	-	3,600	4,320	-	-	-	-	-	-	8,100
Direct Cost		-	150	-	1,000	-	-	-	-	-	-	-	1,150
Sub-Total		-	2,160	-	20,570	18,040	-	3,990	-	-	-	-	44,760
Document Printing													\$14,000
TOTAL FEE		\$ 1,960	\$ 12,490	\$ 43,440	\$ 91,940	\$ 61,020	\$ 23,200	\$ 97,840	\$ 38,630	\$ 38,730	\$ 143,170	\$ 9,480	\$ 575,880

Direct costs in the project budget include reimbursable expenses, including but not limited to: auto travel, parking, meals during out-of-town travel, mailing, and other similar expenses. These are billed at no mark-up. Hourly rates may be adjusted during the course of the contract, but the total amount shall not change.

Additional services beyond those identified in the scope of work will be provided at the market billing rates of the firm at the time the additional services are requested.

Dyett & Bhatia reserves the right to reallocate budget between various consulting team members and between tasks, provided the overall project budget does not change.



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2013

SUBJECT: Approve In Concept, Consultant Agreement for General Plan Update
for Traffic Engineering Services-CIP #07-06 and #07-07

Recommendation for Action

Staff recommends that the City Council approve in concept the consultant services agreement for Traffic Engineering Services for the General Plan Update project (CIP #s 07-06 and 07-07) with the firm of Fehr and Peers in an amount not to exceed \$120,000, plus a 10 percent contingency of \$12,000, for a possible total contract amount of \$132,000 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. To date, a Professional Services Agreement in the amount of \$163,800 has been authorized. Further, a contract authorization request for planning and environmental services in the amount of \$649,000 will be considered by the City Council on January 15, 2013. Together with the traffic engineering portion, the total anticipated cost of the contract services for the General Plan is estimated to be \$944,800. Funds for this project 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 the additional action of approving the contract for project management services 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 made a commitment to keep this effort on an eighteen month time frame and within budget, while ensuring that the resulting document is a relevant and usable guide for the future. To ensure that this is the case the city has made every effort to hire the most qualified firms to assist in the process.

On October 5, 2012 the City of Woodland released a Request for Proposals (RFP) for a qualified consultant team to prepare an update to the City's General Plan. As part of the Request for Proposals, the City indicated the intent to contract separately for the traffic engineering services. Staff felt that the best course of action was to continue to utilize the traffic consultant group, Fehr and Peers, who prepared the City's prior traffic modeling and streets master plan. Staff is currently negotiating with Fehr and Peers regarding the details of a scope of work and budget.

In order to begin the general plan effort as soon as possible, staff is requesting authorization from City Council to allow staff to move forward with final negotiations with Fehr and Peers on the scope and budget, and to provide authorization to the City Manager to sign the final contract. Further, staff seeks authorization for a contract contingency of ten percent (10%), to allow the City Manager to ability extend the contract amount if necessary.

Of the overall project budget of \$1.2M, the currently authorized and requested expenditures would total \$944,800 which would leave a total of \$255,200 to cover staff time and contingency amounts.

Conclusion

Staff recommends that the City Council approve in concept the consultant services agreement for Traffic Engineering Services for the General Plan Update project (CIP #s 07-06 and 07-07) with the firm of Fehr and Peers in an amount not to exceed \$120,000, plus a 10 percent contingency of \$12,000, for a possible total contract amount of \$132,000 and authorize the City Manager to execute the agreement.

Prepared by: Cindy A. Norris, Principal Planner, and
Heidi Tschudin, General Plan Project
Manager

Reviewed by: Nicholas J. Ponticello
Community Development Director

Paul Navazio
City Manager

Attachment:
A Draft Scope

ATTACHMENT A

FEHR & PEERS

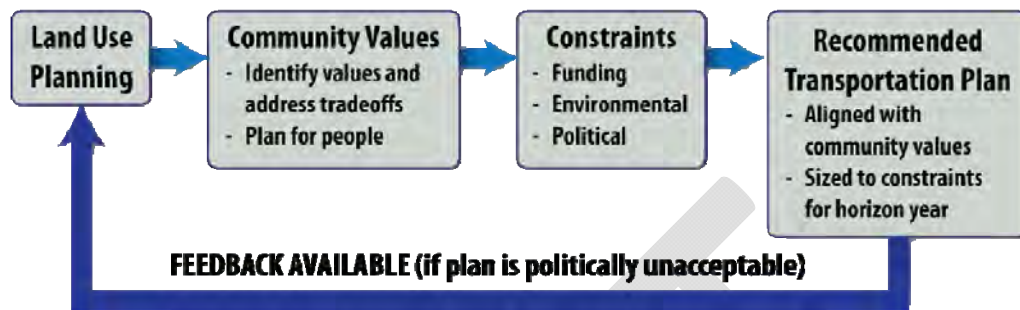
TRANSPORTATION ANALYSIS APPROACH

The update of the circulation element of the City of Woodland General Plan is intended to reflect changes in state law and regulation since its original adoption. The most significant of these changes are listed below.

- **Executive Order S-03-05 (2005):** Establishes state agency climate action team, and directs GHG emission reductions as priority
- **AB 32 (2006):** Required California Air Resources Board (CARB) to identify sector-specific measures to reduce GHG emissions.
- **SB 97 (2007):** Required Office of Planning & Research (OPR) to adopt CEQA greenhouse gas (GHG)/climate change guidelines.
- **SB 375 (2008):** Required MPOs to develop sustainable community strategies to achieve AB 32 GHG reduction targets established through the regional targets advisory committee and provides potential CEQA relief for select development projects. SACOG adopted their SCS in May 2012.
- **AB 1358 (2008):** Required the legislative body of a city or county, upon revision of the circulation element of their general plan (after January 1, 2011), to identify how the jurisdiction will provide for the routine accommodation of all users of the roadway (i.e., complete streets) including motorists, pedestrians, bicyclists, individuals with disabilities, seniors, and users of public transportation.
- **SB 226 (2011):** Required Office of Planning & Research (OPR) to modify the CEQA Guidelines to set forth a streamlined review process for infill projects.

Three themes have emerged from the legal changes that will influence this general plan circulation element update. The first theme is that a city's decisions must consider the effects of GHG emissions and climate change. The second theme is that a city's transportation network should be developed, operated, and managed to accommodate all users, but must do so in consideration of other general plan policies and environmental impacts. The third theme is that compact, infill development is seen as desirable to such an extent that CEQA relief is available through SB 375 and SB 226 for those projects that are consistent with the SACOG Sustainable Communities Strategy (SCS) and, in the case of SB 226, also meet VMT performance standards. In addition to these themes, it has become clear that transportation costs and funding must be considered in the development of the circulation element. Being cost effective in terms of capital investments and operating and maintenance costs is essential for any community striving to provide a sustainable and implementable transportation system. The flow chart below depicts these themes in a graphical context.

The “New” Transportation Planning Process



Developing the circulation element for this update will need to consider the inherent tradeoffs between the community values expressed in existing policies, long-term financial constraints, and new requirements associated with climate change and complete streets. The community's values will be a deciding factor on addressing tradeoffs in any new or modified policies.

To address the general plan and EIR transportation analysis we propose to rely on a modified version of the regional SACMET travel-forecasting model based on the May 2012 SACOG MTP/SCS. This model is ready to use for regional applications, which makes it relatively cost effective for this project. However, it will require some refinement to improve its sensitivity and accuracy at the local scale. We have also proposed a couple of optional tasks related to the forecasting work depending on the City's available resources. At a minimum, we need a calibrated and validated model that is sensitive to local scale conditions and can accurately forecast vehicle travel. After selecting a model, we will evaluate the roadway network options for addressing mobile GHG reductions, and providing complete street options recognizing the various land use contexts throughout the City.

SCOPE OF WORK:**GENERAL PLAN CIRCULATION ELEMENT AND EIR TRANSPORTATION SECTION**

Task 1 - Evaluate Existing Conditions

- Data Collection
- Opportunities, Challenges, Issues, and Options Report

Task 2 - Assist in General Plan Update

- Qualitatively Assess General Plan Alternatives
- Evaluate Circulation Element Policies and Recommend Changes
- Quantitatively Analyze No Project and Preferred Project Alternatives
- Prepare Circulation Diagram and Associated System Descriptions by Mode

Task 3 - Prepare Transportation Impact Section of EIR

- Setting
- Review and Refine Significance Criteria
- Impact Analysis
- Impact Statements and Mitigation Measures
- Alternatives Analysis
- Respond to Comments

Task 4 – Meetings

- Three Meetings with Project Team and/or City Staff

Each task is described in detail below.

Task 1 – Evaluate Existing Conditions

Fehr & Peers will work closely with City staff to obtain the following information.

- Traffic count data from any of the past five years for the 87 roadway segments contained in the current general plan and up to five key intersections. We will conduct up to 10 new roadway segment counts.
- Caltrans traffic count data for I-5, SR-16, and SR-113.
- Recent and projected transportation costs and revenues for operating and maintaining the current transportation network.
- Most recent input and output files for the MTP/SCS version of the SACMET model (Fehr & Peers will verify with SACOG that our current files are the most recent before proceeding with any new forecasting).
- GIS or AutoCAD mapping of existing roadways, traffic controls, bicycle facilities, pedestrian facilities, transit routes and stops, rail facilities, and truck routes.
- SACOG, Census, and ACS data on City of Woodland residents' travel patterns.

Fehr & Peers will provide transportation input for the *Opportunities, Challenges, Issues, and Options Report* based on the data collection listed above. In addition to documenting the existing physical extents of the transportation network, we will analyze daily roadway capacity utilization for roadway segments and p.m. peak hour traffic operations for the five key intersections. Capacity analysis and traffic operations analysis will use methodology contained in the Highway Capacity Manual (HCM), Transportation Research Board, 2010.

The City will provide format templates for the document and graphics for us to follow in preparing our content material. All graphics will be prepared in GIS format as prescribed by the City. In addition to summarizing the existing transportation conditions in the City, information will also disclose limitations of data, methodology, or models related to accurately describing the existing setting.

Products

- Fehr & Peers will provide input for *Opportunities, Challenges, Issues, and Options Report*.
- Fehr & Peers will prepare GIS base maps for each transportation mode.

Task 2 – Assist in General Plan Update

This task will involve the following steps.

- Evaluate transportation goals and policies
- Qualitatively assess up to three general plan alternatives

- Quantitatively analyze the no project and preferred project
- Prepare roadway component of the circulation diagram for preferred project alternative
- Review transit, bicycle, and pedestrian components of the preferred project circulation diagram

Fehr & Peers will review the proposed transportation goals, policies, and actions for consistency with other elements, documented community values in other plans, funding constraints, GHG reduction goals, and the provision of complete streets. The intent of this review is to recommend refinements to policies and to add new policies where appropriate. As part of this effort, Fehr & Peers will combine its national expertise in complete streets, multimodal LOS, and climate change with local expertise about the context and community values in Woodland. We have a significant database of existing policies and programs from around the US on these topics and are currently working on similar projects in multiple jurisdictions in California, Nevada, New Mexico, Texas, Utah, Colorado, and Washington.

Some of these policies will likely include new performance measure thresholds, which may also serve as CEQA significance criteria. These performance measures could include one or more of the conventional performance measures listed below.

- Level of Service (LOS)
- Volume to Capacity (V/C) ratio
- Vehicle Miles of Travel (VMT)
- VMT by speed bin (for input to air pollutant and greenhouse gas emissions models)
- Vehicle Hours of Travel (VHT)
- Speed
- Traffic Control Device Warrants
- Design Volume Thresholds

The qualitative assessment of general plan alternatives will focus on how the land use and transportation components could affect overall person and vehicle travel. We will discuss and describe how each alternative performs with respect to correlation of land use and circulation, mobility, accessibility, and travel choices.

Once a preferred project is developed, Fehr & Peers will conduct a quantitative analysis of future conditions for the no project and preferred project alternatives using a modified version of the SACMET model. Before using the model, Fehr & Peers will conduct a validation check and report the findings to the City. To be valid for forecasting, travel demand models should pass static and dynamic validation tests prescribed in the *2010 California Regional Transportation Plan Guidelines*, California Transportation Commission, 2010. At a minimum, Fehr & Peers will generate vehicle trip and VMT forecasts of the no project and preferred project under 2035 conditions. The VMT forecasts will include both boundary and origin-destination VMT for purposes of air pollution and GHG emissions analysis, respectively. City staff will provide all land use and transportation inputs to the model in electronic format according to the

variables and format prescribed by Fehr & Peers for the no project and preferred project alternatives. We will confirm this with the City before proceeding.

As part of the vehicle trip evaluation, Fehr & Peers will analyze daily roadway segment V/C ratios and LOS for up to 100 locations, PM peak hour traffic operations at the five key intersections selected in Task 1, and PM peak hour signal warrants citywide for major intersection. This will include up to two iterations for the preferred project to identify roadway sizes that are in balance with goals and policies related to GHG reduction, complete streets, and financial constraints. If allowed general plan growth is not be fully absorbed by 2035, Fehr & Peers will prepare an assessment of how build-out of the general plan would affect the 2035 performance measures.

For the rail, truck, transit, bicycle, and pedestrian components of the transportation system, Fehr & Peers will develop the preferred plan circulation diagram for each mode. This effort will reflect previously approved City plans such as the *2002 City of Woodland Bicycle Transportation Plan* and the *Spring Lake Specific Plan* (as amended) as well as regional transportation financing plans such as the *2012 SACOG MTP/SCS*. This effort will consider general plan requirements for internal consistency while also addressing the financial constraints expected to influence long-term transportation system investment.

Potential optional work that could be added to this task are listed below.

- *Optional Task 2.1 - Model Validation and Modeling Effects of Smart Growth. If desired as an optional item, the SACMET model or the City's current TransCAD model would be refined and fully validated for the City of Woodland planning area. In addition, the model would be enhanced to include greater sensitivity to built environment variables. Many cities and counties develop their own travel demand model specifically calibrated and validated to accurately represent their community and provide a level of detail and sensitivity sufficient for local applications such as analyzing individual transportation roadways and intersections.*
- *Optional Task 2.2 – SACOG Modeling Services. SACOG is developing new modeling services that may be ready to use for this project. The services would include developing all of the forecast data for the project using the 2012 MTP/SCS SACSIM model. The SACSIM model is an advanced activity based model and is the same model used to prepare the MTP/SCS. SACOG would need time and resources to refine the SACSIM model for local scale applications and to assess the model's validation in Woodland. This option has some potential benefits for long-term forecasting support and consistency with regional forecasts and would also provide an enhanced understanding of travel behavior responses to land use and transportation network changes.*
- *Optional Task 2.3 – Smart Mobility Performance Measures. Fehr & Peers has been actively involved in national and state research on smart mobility performance measures and recently completed a study for Caltrans that includes the measures summarized in Table 1*

TABLE 1 - SMART MOBILITY PERFORMANCE MEASURES AND THE INTENDED OUTCOME OF THEIR USE		
Performance Measure	Smart Mobility Metric	Smart Mobility Outcomes
Safety	<u>Modal</u> Accident Rates, Severity	Minimize accident rates and severity for all users
	<u>Target</u> speed, speed <u>management</u>	Minimize accident severity, Maximize context sensitivity quality of life, customer satisfaction
Mobility	<u>Modal</u> Travel-Time Mobility	Minimize travel time to necessary destinations while minimizing discretionary VMT per capita
	<u>Modal</u> Travel-Time Consistency	Minimize travel time to necessary destinations while minimizing discretionary VMT per capita
	<u>Activity Connectedness</u>	Minimize travel time to necessary destinations while minimizing unnecessary VMT per capita
	Universal Accessibility (ADA)	Minimize number of inaccessible places
	Pedestrian & Bike Mode Share	Minimize travel time to necessary destinations while minimizing unnecessary VMT per capita
	Transit Mode Share	Minimize travel time to necessary destinations while minimizing unnecessary VMT per capita
Economy	<u>Productivity</u> Lost to Congestion	Maximize Gross State Domestic Product
	Network Capacity, <u>Operations Management</u>	Minimize travel time to necessary destinations while minimizing discretionary VMT per capita
	Return on Investment (ROI) <u>Nexus</u>	Maximize State domestic product and minimize user cost per dollar of transport investment.
Environmental Quality	VMT per capita <u>relative to AB32 Target</u>	Maintain climate stability by maintaining VMT and GHG below AB32 Target
	Energy Consumption	Reduce dependence on fossil fuels, minimize GHG emissions and criteria pollutant emissions
	Emissions, <u>including CO2</u>	Protect air quality and climate by minimizing GHG emissions, criteria pollutant emissions
	Noise Impacts	Minimize % of population and # of sensitive receptors impacted
	System Condition	Optimize Net Current Asset Value by Mode
	Wetland, Ecological Impacts	Maximize Area of Functional Wetlands, Sensitive and Priority Habitats Remaining
	<u>Land Use Efficiency</u>	Maximize Area of Agricultural Lands and Habitats Remaining
	% of Materials Reuse, Recycling	Minimize Net Consumption of Construction and Maintenance Inputs
Customer Satisfaction	<u>Multi-Modal LOS</u> (see also speed management above)	Maximize customer satisfaction, perception of travel experience in terms of comfort and convenience.

Products

Fehr & Peers will provide electronic copies of the following products.

- Track changes edits of goal and policy recommendations
- Technical Memorandum summarizing qualitative general plan assessment for inclusion in the Alternatives Evaluation
- Technical Memorandum summarizing quantitative analysis of No Project and Preferred Project
- Administrative Draft Circulation Element

Task 3 - Prepare EIR Transportation Section

Based on the analysis from Tasks 1 and 2, Fehr & Peers will prepare the transportation impact section of the general plan EIR according to the format template provided by the City. This effort will identify impacts associated with the general plan alternatives for the roadway, rail, truck, transit, bicycle, and pedestrian components of the transportation system. The quantitative analysis for the no project and preferred project alternatives is included as part of Task 2. The only new quantitative analysis for this task is to evaluate the preferred alternative based on the current general plan (i.e., no project alternative) LOS policy since it currently serves as the City's adopted CEQA significance thresholds for traffic operations. This analysis includes the same 100 roadway segments and five intersections from Task 2.

For the preferred alternative, Fehr & Peers and City staff will develop new significance criteria that align with the goal and policy statements of this alternative. This approach will result in a plan that is self-mitigating with the exception of potential roadway impacts in other jurisdictions such as Caltrans.

The EIR transportation analysis will include a qualitative evaluation for two additional alternatives and approximately eight hours for assisting the project team with responses to comments on the Administrative Draft EIR and Draft EIR Transportation Impact Sections. If additional time is required, Fehr & Peers will provide an estimate of the time and cost prior to responding.

Products

Fehr & Peers will provide an electronic copy of the following products.

- Administrative Draft Transportation Impact Section
- Response to Comments on Draft EIR Transportation Impact Section

Task 4 – Meetings

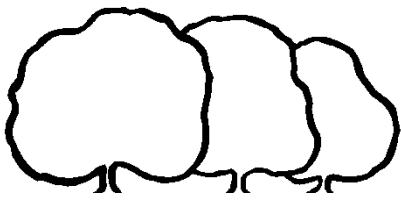
This task would include up to three meetings with the project team or City staff. We will attend additional authorized meetings or public hearings on a time and materials basis according to the most recent Fehr & Peers' billing rate schedule.

DRAFT

COST ESTIMATE:**GENERAL PLAN CIRCULATION ELEMENT AND EIR TRANSPORTATION SECTION**

Fehr & Peers will complete the scope of work above for the not to exceed cost of \$101,970 as detailed below. Invoices will reflect labor costs according to the most recent Fehr & Peers billing rates.

Task	Principal	Staff Person			Total	
		Sr. Eng.	Engineer	Support	Hours	Cost
1.0	12	40	150	22	224	\$27,190
2.0	20	88	260	32	400	\$48,900
3.0	16	64	20	16	116	\$16,760
4.0	9	0	0	3	12	\$2,820
					Labor Cost	\$95,670
Other Direct Costs (20 roadway segment traffic counts, travel, printing, communications, etc.)						\$6,300
					Total Cost	\$101,970



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2013

SUBJECT: Brief Summary of California Voting Rights Act

Recommendation

Staff recommends that the City Council:

- 1) Receive this report on the California Voting Rights Act, and
- 2) Appoint a Council Sub-Committee to evaluate pros and cons of moving from At-large Council elections to various forms of District-based elections, and
- 3) Direct Sub-Committee provide a recommendation to the full Council within 3 months (March 2013),
- 4) Authorize the City Manager to engage services of an independent, third-party for assistance in research and data analysis, provided such effort is within current authorized City Manager spending authority.

Financial Impact

At this time, there would be minimal fiscal impact of the proposed staff recommendation. However, there may be significant future financial impacts of follow-up actions related to this issue. These could range from costs of an election to place a proposal for Council districts before the voters (\$50,000 - \$80,000), to unknown legal costs associated with any potential challenge brought against the City under the California Voting Rights Act.

Report in Brief

Like most cities and schools in California, the City of Woodland ("City") elects its governing board (i.e. the City Council) using an at-large election system. At-large elections are elections in which voters of the entire jurisdiction elect members of the governing board. The other option is to use district-based elections, in which officials are required to be from a specific geographic area and can only be voted for by voters residing in that same area. One member of the community has requested that the City shift to district-based elections. Staff recommends that the City Council appoint a sub-committee to review pros and cons of – as well as possible options for – shifting to district elections for City Council members.

Background

The California Voting Rights Act (“CVRA”), California Elections Code sections 14025 – 14032, was signed into law in 2002. Like the federal Voting Rights Act of 1965, the CVRA attempts to prevent the disenfranchisement of any protected classes. A protected class is a class of voters who are members of a race, color, or language minority group (collectively referred to herein as “minority voters”.) With the passage of the CVRA, it became easier for citizens to challenge cities, school districts, community college districts and special districts if these public entities elect their members to its governing body through “at-large” elections and if it can be proven that the votes of minority voters are being diluted. The CVRA does not mandate the abolition of at-large election systems, but makes the use of at-large election systems more susceptible to a legal challenge.

Discussion

Aside from any decisions made by the City in response to the provisions contained in the California Voting Rights Act, there are practical and policy implications in considering the form of election for members of the City Council. Moreover, should the City consider the possibility of moving to district-elections, there are various ways in which to implement such a system of elections. Based on prior discussions with the City Council related to the California Voting Rights Act, additional information and a full analysis of options are warranted in order to determine how the City Council may wish to proceed, in advance of the June 2014 City Council election.

Should the City Council choose to pursue a change to district elections for June 2014, a process leading up to establishment of proposed district boundaries and an implementing ballot measure presented to the voters would likely need to be undertaken and completed within calendar year 2013. Under current state law, the City would have the option of placing a district-election proposal before the voters via either an all-mail ballot, or as part of a regularly scheduled election.

Since the California state legislature enacted the CVRA, there have been many lawsuits and/or threats of lawsuits against all types of public agencies. Bringing a legal challenge under the CVRA involves a much lower standard than what is required under federal law. If the City is presented with litigation or a real threat of litigation under the CVRA, it will need to weigh the potential liability against the drawbacks and estimated costs of voluntarily converting to a district-based election system.

One benefit of voluntarily changing the method of City Council elections is that it would permit elected representatives and local voters to control the redistricting process, rather than allowing a court to do so. Since the CVRA only applies to at-large election systems, a de facto safe harbor exists for those public agencies that voluntarily adopt a district-based election system or already have one in place.

Conclusion

Staff recommends that the City Council establish a sub-committee to explore the pros and cons of shifting from at-large to district-based council elections, and that the sub-committee bring a recommendation back to the City Council within 3 months.

Paul Navazio
City Manager