



City of Woodland

300 First Street
Woodland, CA 95695

Meeting Agenda City Council

Tuesday, July 21, 2015

6:00 PM

Council Chambers

REVISED AGENDA

CLOSED SESSION 5:00 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

**B. 1 CONFERENCE WITH LABOR NEGOTIATORS, Pursuant to
Government Code Section 54957.**

**Agency Designated Representatives: Paul Navazio, Sheila McShane
and Dania Torres-Wong**

**Employee Organization(s): Mid-Management Professional
Association**

B. 2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

**Property: Yolo County Assessor's Parcel Number 042-030-047
(Spring Lake Park N-3)**

**Agency Negotiators: City Manager, Community Development
Director, City Engineer and City Attorney**

Under Negotiation: Price and Terms of Payment

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY

JULY 21, 2015

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.

[16-024](#)

SUBJECT: Long Range Calendar

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

Attachments: [Council Long Range Calendar](#)

F. CONSENT CALENDAR

1. [14-836](#)

SUBJECT: Contract Extension: YGRIP Coordinator Services

Recommendation for Action: Staff recommends that the City Council authorize the City Manager to execute a short-term contract extension with Ben Flores for YGRIP Coordinator Services.

2. [16-010](#)

SUBJECT: Increase the Fiscal Year 2015/2016 Used Oil Grant Budget by \$24,609.74

Recommendation for Action:

Staff recommends that the City Council approve Resolution No. _____, authorizing an additional FY 2015/2016 appropriation of \$24,609.74 in the Used Oil Grant Fund, for a total appropriation of \$40,609.74.

Attachments: [Reso - FY 2015-2016 Used Oil Grant budget](#)

3. [16-011](#)

SUBJECT: Approve Contract Amendment with Wood Rogers, Inc. to Provide an Update to the Storm Drainage Facilities Master Plan for the South Urban Growth Area, CIP 11-13

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute contract amendment #1 with Wood Rogers, Inc. to Provide an Update to the Storm Drainage Facilities Master Plan (SDFMP) for the South Urban Growth Area, CIP 11-13, for an amount not to exceed \$116,000

Attachments: [A - Resolution](#)

4. [16-025](#)

SUBJECT: Second Reading of Ordinance No. _____, amending Municipal Code to Change Duration of Parking Permits within Preferential Parking Areas

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, amending the Municipal Code to Change Duration of Parking Permits Within Preferential Parking Areas.

Attachments: [A - Ordinance Amending Municipal Code to Change Duration of Parking Permits](#)

5. [16-026](#) SUBJECT: Second Street "Parklet" Proposal

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, allowing a "parklet" to be installed at the location of up to three existing on-street parking spaces on Second Street, between Court Street and Dead Cat Alley, consistent with the business terms outlined in this report.

Attachments: [Location Map](#)

[Examples of Parklets](#)

[Resolution](#)

6. [16-028](#) SUBJECT: Annual Appropriations Limit

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year 2015/16 Appropriations Limit.

Attachments: [FY2015/16 Appropriation Limit Resolution](#)

[Appropriations Limit Calculation](#)

[State of CA 2015 Price and Population Information](#)

7. [16-030](#) SUBJECT: Approve Professional Services Contract with Management Partners, Inc. to Perform and Organizational Assessment of the Public Works Department

Recommendation for Action: Staff recommends that the City Council authorize the City Manager to execute a contract with Management Partners, in an amount not-to-exceed \$50,000, to perform an organizational review of the Public Works Department.

Attachments: [Mgmt Partners Scope of Services](#)

G. PUBLIC HEARINGS

8. [16-012](#) SUBJECT: PUBLIC HEARING: Spring Lake Lighting & Landscaping District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, approving the fiscal year 2015/2016 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Spring Lake Lighting and Landscaping District.

Attachments: [Resolutions Public Hearing Spring Lake July 21 2015](#)

9. [16-013](#) SUBJECT: PUBLIC HEARING: Gateway Landscaping & Lighting District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, approving the fiscal year 2015/2016 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Gateway Lighting and Landscaping District.

Attachments: [Resolutions Public Hearing Gateway 7 21 15](#)

H. REPORTS OF THE CITY MANAGER

10. [16-023](#) SUBJECT: Modification of Parklands Irrigation Restrictions in the Stage Two, Water Warning of the City's Water Shortage Contingency Plan

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, modifying a restriction of the Stage Two, Water Warning of the City's Water Shortage Contingency Plan as proclaimed on May 19, 2015, to allow for up to four days per week of watering at large public access parklands where necessary, but maintaining all other Stage Two, Water Warning restrictions, including reductions in the volume of water used and restrictions on the time of day when irrigation may occur.

Attachments: [Resolution Adjusting Watering Schedule for Parkland Irrigation during Stage 2](#)

11. [16-014](#) SUBJECT: Award Construction Contract for ASR Wells #29 and #30 Well Drilling Project, CIP 15-02 (REVISED)

Recommendation for Action

Staff recommends that the City Council:

- 1) reject the bid protest submitted by Yellow Jacket Drilling Services, Inc., and adopt Resolution No. _____, rejecting the bid protest submitted by Yellow Jacket Drilling Services, Inc., and
- 2) awarding a construction contract in the amount not-to-exceed \$2,340,000 to Zim Industries, Inc. for CIP 15-02, ASR Wells #29 and #30 Well Drilling Project and authorize a contract contingency of up to 10% (\$234,000).

Attachments: [A - Resolution](#)

12. [16-015](#) SUBJECT: Approve Contract Amendments with Kennedy/Jenks Consultants for Industrial Park Recycled Water Project, CIP 15-10

Recommendation for Action: Staff recommends that the City Council Approve Resolution No. _____, authorizing the City Manager to execute

contract amendments #1 and #2 with Kennedy/Jenks Consultants for the Industrial Park Recycled Water Project, CIP 15-10, for a total amount not to exceed \$62,063.

Attachments: [A - Resolution](#)

[B - Amendment 1](#)

[C - Amendment 2](#)

13. [16-027](#) SUBJECT: Approve the Resolution No. _____, Resolution of Intention to approve an amendment to contract between the Board of Administration California Public Employees Retirement System and the City Council of the City of Woodland and the 1st reading of an Ordinance

Recommendation for Action: Staff recommends that the City Council:

(1) Adopt Resolution No. _____, Resolution of Intention to approve an amendment to contract between the Board of Administration California Public Employees/Retirement System and the City Council of the City of Woodland; and

(2) Introduce and Waive first reading of the Ordinance authorizing and amendment to the Contract between the City Council of the City of Woodland and the Board of Administration of the California Public Employees' Retirement System

Attachments: [amendments to approve](#)

[Ordinance to amend PERSO contract 2015.doc](#)

I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Regular Meeting of the City of Woodland scheduled for July 21, 2015 was posted on July 17, 2015 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.

Legislation Text

File #: 16-024, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 21, 2015

SUBJECT: Long Range Calendar

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

Staff Contact

Ana Gonzalez, City Clerk - (530) 661-5806, ana.gonzalez@cityofwoodland.org

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 items.

Prepared by: Ana Gonzalez, City Clerk



Paul Navazio, City Manager

Attachment

COUNCIL LONG RANGE CALENDAR

Items subject to removal and/or rescheduling

AUGUST 18th	REGULAR MEETING	REPORTS DUE 8/4
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Consent Calendar

Approve Sewer System Management Plan Annual Audit
Award Contract for WPFC – Ph 3 Improvement Project (Pond System), CIP #10-11
Final Acceptance and NOC for East Transmission Main, CIP #11-14
HVAC Contract
Code Enforcement Replacement Vehicle
Approve Amendment #4 to Agreement with the Ferguson Group for Federal Representation and Advocacy
Services for Flood Mitigation
Annual MHFPC Report
CDBG Grant CAPER
Use of CDBG Program Income

Regular Calendar

1st Reading – Ordinance adding section 25-21-23 to City Code regarding solar energy systems
Spring Lake Parks N3, N1
Annual Report on Affordable Housing Performance
Report from Council AdHoc Subcommittee – Homeless Issues

SEPTEMBER 1st	REGULAR MEETING	REPORTS DUE 8/18
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General Plan – Council Direction on Land Use Plan and Policy Document
Authorization to Bid Recycled Water Project

SEPTEMBER 15th	REGULAR MEETING	REPORTS DUE 9/1
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Zoning Ordinance Update – Medical Clinics (Referral)

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

Update/Revision of Development Impact Fees
Railroad Crossing Agreement with Sierra Northern

FUTURE STUDY SESSIONS (TBD):

Measure E (1/2 Cent Sales Tax) Renewal Framework
Lower Cache Creek Flood Control Feasibility Study
Update Economic Development Strategic Plan

Updated 7/17/15

Legislation Text

1.

File #: 14-836, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Contract Extension: YGRIP Coordinator Services**

Recommendation for Action: Staff recommends that the City Council authorize the City Manager to execute a short-term contract extension with Ben Flores for YGRIP Coordinator Services.

Staff Contact

Paul Navazio, City Manager - (530) 661-5800

Council Goal - Quality of Life**Fiscal Impact**

Funding for the YGRIP Coordinator is included in the FY2015/16 adopted budget. However, funding for the proposed short-term contract extension is available from unexpended FY2014/15 funds allocated for this purpose. The proposed contract would be for a reduced stipend of \$2,500 per month, pending the recruitment and selection of a Coordinator to continue development and implementation of the city's YGRIP Initiative.

Background

At the Council meeting of July 7th, the City's YGRIP Coordinator gave a presentation on progress made in implementing the workplan developed for the YGRIP initiative, and concluded with specific next steps identified as critical to the continued advancement of this initiative.

The presentation at the July 7th meeting coincided with the expiration of the contract between the City and Mr. Flores, which expired on June 30, 2015. Mr. Flores has completed the scope of work identified in his contract to establish the YGRIP Initiative, and the City will be seeking another individual or organization to assume the role of coordinating program activities on a going-forward basis. The goal is to have a new YGRIP Coordinator engaged within the next 3-6 months.

In order to ensure continuity and a smooth transition of responsibility for the YGRIP Initiative, the City Manager is recommending that the Council authorize a short-term contract extension with Mr. Flores for a period of three months, plus up to three monthly extensions, at a reduced stipend of \$2,500 per month.

It is important that selected foundational elements of the YGRIP Initiative continue over the summer months and into the new school year, while the City identifies how best to transition the role of the YGRIP Coordinator. Mr. Flores has agreed to continue in this capacity, with the goal of ensuring continuation of

YGRIP activities during this transition period.

While the FY2015/16 budget include funding for continued support of the YGRIP Initiative - primarily through Measure J as well as funding contributions from the Woodland Joint Unified School District - the anticipate cost to cover the short-term contract extension will be funded through funds to be carried over from the prior year YGRIP budget, as sufficient funds remain to cover this expense, estimated at \$7,500- \$12,000, depending on the duration of the contract extension.

Conclusion

Staff recommends that the City Council authorize the City Manager to execute a short-term contract extension with Ben Flores for YGRIP Coordinator Services, for up to six-months, at a reduced stipend of \$2,500 per month.

A handwritten signature in cursive script, appearing to read "Paul Navazio".

Paul Navazio, City Manager

Legislation Text

2.

File #: 16-010, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Increase the Fiscal Year 2015/2016 Used Oil Grant Budget by \$24,609.74****Recommendation for Action:**

Staff recommends that the City Council approve Resolution No. _____, authorizing an additional FY 2015/2016 appropriation of \$24,609.74 in the Used Oil Grant Fund, for a total appropriation of \$40,609.74.

Staff Contact

Roberta Childers, Environmental Resource Analyst
661-2060, roberta.childers@cityofwoodland.org

Fiscal Impact

This action will increase the Used Oil Grant Fund appropriations from \$16,000 to \$40,609.74, a total increase of \$24,609.74. The increase will be offset by CalRecycle grant reimbursements.

Discussion

In June 2014, Environmental Services was awarded a competitive Used Oil Grant in the amount of \$27,674 that must be spent by April 2016. Some of these funds were appropriated and spent in FY 2014/2015, leaving \$24,609.74 in competitive grant funds to be expended in FY 2015/2016. The budget appropriations for FY 2015/2016 currently include only \$16,000 for the annual Used Oil Block Grant awarded by CalRecycle and do not include appropriations for these competitive grant funds. Staff is requesting the increased appropriation so the remainder of this grant can be used by April 2016.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, authorizing an additional FY 2015/2016 appropriation of \$24,609.74 in the Used Oil Grant Fund, for a total appropriation of \$40,609.74.

Prepared by: Roberta Childers, Environmental Resource Analyst

Reviewed by: Gregor G. Meyer, Public Works Director

A handwritten signature in black ink, appearing to read "Paul Navazio". The signature is fluid and cursive, with the first name "Paul" and last name "Navazio" clearly distinguishable.

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN INCREASE TO THE FISCAL YEAR 2015/2016 USED OIL GRANT
BUDGET**

WHEREAS, in June 2014, Environmental Services was awarded a competitive Used Oil Grant in the amount of \$27,674 that must be spent by April 2016; and

WHEREAS, the City of Woodland spent some of the grant funds in Fiscal Year 2014/2015 and expects to have \$24,609.74 in grant-related expenses during fiscal year 2015/2016; and

WHEREAS, the Used Oil Grant Fund currently includes only \$16,000 for the annual Used Oil Block Grant awarded by CalRecycle and does not include appropriations for these competitive grant funds;

WHEREAS, staff wishes to increase the Fiscal Year 2015/2016 Used Oil Grant appropriations by \$24,609.74, from \$16,000 to \$40, 609.74; and

WHEREAS, the additional funding will be offset by reimbursement from CalRecycle.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND that the FY 2015/2016 Used Oil Grant Fund appropriation shall be increased by \$24,609.74.

PASSED AND ADOPTED by the City Council this 21st day of July, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Legislation Text

3.

File #: 16-011, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Approve Contract Amendment with Wood Rogers, Inc. to Provide an Update to the Storm Drainage Facilities Master Plan for the South Urban Growth Area, CIP 11-13**

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute contract amendment #1 with Wood Rogers, Inc. to Provide an Update to the Storm Drainage Facilities Master Plan (SDFMP) for the South Urban Growth Area, CIP 11-13, for an amount not to exceed \$116,000

Staff Contact

Chris Fong, Senior Associate Civil Engineer, (530) 661-5972, chris.fong@cityofwoodland.org

Fiscal Impact

This project is included in the approved Capital Improvement Program Budget with a total project budget of \$2,000,000, funded from the Spring Lake Infrastructure Offsite Improvements Fund.

The requested increase of \$116,000 from the existing contract amount of \$227,604 will provide a revised phased storm water master plan report not to exceed \$343,604.

There is no impact to the General Fund.

Background

The current SDFMP was last revised in February 2006 and an update is needed due to changes made to the Spring Lake and Gibson Ranch drainage areas (South Urban Growth Area). On July 2, 2013, the City Council approved a contract with Wood Rogers to update the SDFMP. The City entered into a contract with Wood Rogers for the work on July 3, 2013. The 2015 SDFMP Update identifies the backbone storm drainage facilities that are necessary to support buildout of the City's South Urban Growth Area. The facilities necessary to serve only the Spring Lake Specific Plan Area are also identified in the update.

The first amendment to the contract with Wood Rogers is necessary to (1) provide the City with storm drainage facility project phasing for the Spring Lake Specific Plan; and (2) provide a cost allocation report for the facilities identified in the 2015 SDFMP Update.

Discussion

Based on the phasing analysis, staff will return to Council with authorization to design the first phase of drainage improvements.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute contract amendment #1 with Wood Rogers, Inc. to Provide an Update to the Storm Drainage Facilities Master Plan (SDFMP) for the South Urban Growth Area, CIP 11-13, for an amount not to exceed \$116,000.

Prepared by: Chris Fong, Senior Associate Civil Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, Community Development Director



Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT AMENDMENT WITH WOOD ROGERS, INC. TO PROVIDE AN UPDATE TO THE STORM DRAINAGE FACILITIES MASTER PLAN FOR THE SOUTH URBAN GROWTH AREAS, CIP 11-13.

WHEREAS, the City of Woodland wishes to enter into a contract amendment with Wood Rogers, Inc.; and

WHEREAS, the City Council approved a construction contract with Wood Rogers, Inc. for \$227,604 on June 2, 2013 to update the Storm Drainage Facilities Master Plan (SDFMP) to update the Storm Drainage Facilities Master Plan for the South; and

WHEREAS, on July 3, 2014, the City of Woodland and Wood Rogers entered into a Professional Services Agreement to update the SDFMP; and

WHEREAS, the City Council wishes to approve a contract amendment for up to \$116,000 to provide additional storm water master plan services not to exceed \$343,604, and authorize its execution through adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby approves the contract amendment for \$116,000. The City Manager is hereby authorized and directed to execute the contract amendment, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

PASSED AND ADOPTED this _____ day of _____ 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Legislation Text

4.

File #: 16-025, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Second Reading of Ordinance No. _____, amending Municipal Code to Change Duration of Parking Permits within Preferential Parking Areas****Recommendation for Action:** Staff recommends that the City Council adopt Ordinance No. _____, amending the Municipal Code to Change Duration of Parking Permits Within Preferential Parking Areas.**Staff Contact**Katie Wurzel, Principal Civil Engineer- 530-661-5954, katie.wurzel@cityofwoodland.org**Fiscal Impact**

There is no general fund impact associated with this action.

Background

At its July 7, 2015 meeting, the City Council introduced and waived the first reading and adopted by title only, an Ordinance amending Woodland Municipal Code section 14-7-10.9 to eliminate the requirement for annual permit renewals.

Conclusion

Staff recommends that the City Council adopt Ordinance No. _____, amending the Municipal Code to Change Duration of Parking Permits Within Preferential Parking Areas.

Prepared by: Katie Wurzel, Principal Civil Engineer

Reviewed by: Brent Meyer, City Engineer



Paul Navazio, City Manager

ATTACHMENT: Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND AMENDING SECTION 14-7-10.9 OF THE CITY OF
WOODLAND MUNICIPAL CODE RELATING TO DURATION OF
PARKING PERMITS WITHIN PREFERENTIAL PARKING AREAS**

WHEREAS, the City of Woodland may create preferential parking areas within the City and has done so, consistent with Article VII of Chapter 14 of the Woodland Municipal Code for those areas where residents and businesses would have difficulty parking their vehicles close to their residences and businesses without such preferential parking areas and parking permits; and

WHEREAS, the Municipal Code currently provides that permits used in preferential parking areas are valid for one calendar year from the date of issuance and may be renewed annually; and

WHEREAS, the City now desires to amend the Municipal Code to provide that permits in preferential parking areas do not expire after a year but instead remain valid until the permit holder relocates or acquires a different vehicle and also to provide that it is the permit holder's responsibility to contact the permit-issuing agent when the permit holder relocates or acquires a different vehicle.

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

Section 1. Section 14-7-10-.9 of the City of Woodland Municipal Code is hereby amended to read as follows:

14-7-10.9 Application for and duration of permit.

Parking permits shall be valid upon issuance and shall continue until the permit holder relocates or acquires a different motor vehicle. It shall be the permit holder's responsibility to notify the permit-issuing agent of such relocation or change in motor vehicle. Each application or reapplication for a parking permit shall contain information sufficient to identify the applicant, his/her residence address or address of real property owned or leased within a preferential parking area, and the license number of the motor vehicle for which application is made and such other information that may be deemed relevant by the police chief.

Section 2. 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 this ____ day of _____ 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Legislation Text

5.

File #: 16-026, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Second Street “Parklet” Proposal**

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, allowing a “parklet” to be installed at the location of up to three existing on-street parking spaces on Second Street, between Court Street and Dead Cat Alley, consistent with the business terms outlined in this report.

Staff Contact

Erika Bumgardner, Senior Planner - (530) 661-5886, Erika.bumgardner@cityofwoodland.org
Ken Hiatt, Community Development Director - (530) 661-5930, Ken.hiatt@cityofwoodland.org

Fiscal Impact

Minimal fiscal impact. Costs of installing and maintaining the parklet structure will be paid for by the owner of the adjacent commercial building and/or restaurant tenant. Enhancing the downtown as a dining entertainment destination can contribute to sales taxes and overall economic vitality.

Background and Analysis

The City has been approached by the owner of Guinevere’s Café at 315 Second Street about installing a “parklet” in front of the café’s leased space. A parklet is generally defined as a small public/semi-public park like space typically created in a parking zone on urban streets adjacent to café’s or retail storefronts. The installation of parklets in downtowns has become increasingly popular as a cost effective way to add outdoor seating critical to creating vibrant streets. The cities of Davis, Sacramento, and San Francisco have successfully installed parklets over the past few years, with high levels of community support.

The proposed Second Street parklet would take the space of two or three on-street parking spaces, on the north east corner of Second Street and Dead Cat Alley (see Attachment 1). The space would be furnished with tables, chairs, and landscaping and intended for use by patrons of the restaurant. The owners also intend to integrate an outdoor pizza oven similar to what is found in downtown Winters in front of the Putah Creek Café. The existing on-sidewalk patio area located just south of the parking spaces would be incorporated into the parklet to provide a unified dining patio area. Approval of the final parklet design shall be subject to review and approval by the Community Development Director.

The property / business owner would be responsible for all costs of installation and maintenance of the parklet

structure/enclosure.

Staff has preliminarily reviewed the proposal to ensure that it will be compatible with city goals for parking and circulation, maintenance, aesthetics, and public safety. The downtown subcommittee of the Council also reviewed the proposed parklet concept at their June meeting and recommended the item be brought forward for Council approval. The Board of the Historic Downtown Woodland Business Association also reviewed the proposal and unanimously supported the project. It is recommended that the City Council approve this proposed parklet as a pilot project to allow the city to evaluate the use of parklets as a means to further promote downtown revitalization.

Staff recommends the City Council approve the proposed parklet for an initial five year period, subject to the following provisions:

- Costs of installation and maintenance to be borne by the building/business owner.
- Initial term of five years; may be extended an additional five years by the City Manager.
- Initial fee to be \$500, plus \$100 per year for annual renewal.
- City may require removal if it determines that the parklet interferes with any special event, public safety effort, construction activity, street repairs, or maintenance.
- All furniture and fixtures to be approved by Community Development Department prior to installation.
- Smoking is not permitted. Alcohol sales shall be permitted with an approved Alcoholic Beverage Control (ABC) license and subject to zoning requirements for alcohol sales and upon review and approval by the Community Development Department.
- The intent of the parklet is to provide space for outdoor dining for the adjacent café.
- Drainage - design to accommodate storm water from the adjacent street and the flow in the gutter. Permittee would maintain drainage under the parklet.
- Cleaning of debris on, under and around the parklet is responsibility of the property owner.
- Irrigation and lighting service to the parklet (if any) to be approved by Development Engineering and Public Works; owner is responsible for irrigation and illumination.
- Permittee to accommodate necessary utility maintenance under the parklet at no cost to Utility owner (e.g., water, sewer, gas, electric, telecommunications, cable).
- Construction permit would be needed as well as either durable permit or agreement.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, allowing a “parklet” to be installed at the location of up to three existing on-street parking spaces on Second Street, between Court Street and Dead Cat Alley, consistent with the business terms outlined in this report.

Prepared by: Erika Bumgardner, Senior Planner

Reviewed by: Ken Hiatt, Community Development Director



Paul Navazio, City Manager

Attachments: A. Location map
 B. Examples of Parklets
 C. Resolution

Attachment 1

Location of Proposed “parklet”



Examples of Parklets









RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND AUTHORIZING THE INSTALLATION OF A PARKLET
AT 315 SECOND STREET**

WHEREAS, the City Council Goals for 2014-16 call for furthering the enhancement of downtown; and

WHEREAS, the owner and tenant of the property at 315 Second Street is proposing to install a “parklet” in the parking spaces in front of the building to create an expanded outdoor seating area for use by patrons of the adjacent cafe; and

WHEREAS, the concept has been preliminarily reviewed and found to be compatible with city goals for aesthetics, maintenance, and general public safety.

WHEREAS, the concept has been endorsed by the Historic Downtown Woodland Business Association.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland, that it hereby approves the installation of a parklet in front of 315 Second Street consisting of up to three on-street parking spaces, between Dead Cat Alley and Court Street as shown in Exhibit A.

BE IT FURTHER RESOLVED that City Council of the City of Woodland authorizes the City Manager, or his designee, to approve and if necessary make minor modifications after consultation with the City Attorney, the installation of the parklet subject to the terms and provisions as outlined below:

- Costs of installation and maintenance to be borne by the building/business owner.
- Initial term of five years; may be extended an additional five years by the City Manager.
- Initial fee to be \$500, plus \$100 per year for annual renewal.
- City may require removal if it determines that the parklet interferes with any special event, public safety effort, construction activity, street repairs, or maintenance.
- All furniture and fixtures to be approved by Community Development Department prior to installation.
- Smoking is not permitted. Alcohol sales shall be permitted with an approved Alcoholic Beverage Control (ABC) license and subject to zoning requirements for alcohol sales and upon review and approval by the Community Development Department.
- The intent of the parklet is to provide space for outdoor dining for the adjacent café.
- Drainage – design to accommodate storm water from the adjacent street and the flow in the gutter. Permittee would maintain drainage under the parklet.
- Cleaning of debris on, under and around the parklet is responsibility of the property owner.
- Irrigation and lighting service to the parklet (if any) to be approved by Development Engineering and Public Works; owner is responsible for irrigation and illumination.

- Permittee to accommodate necessary utility maintenance under the parklet at no cost to Utility owner (e.g., water, sewer, gas, electric, telecommunications, cable).
- Construction permit would be needed as well as either durable permit or agreement including required insurance and indemnification provisions.

PASSED AND ADOPTED by the City Council of the City of Woodland on this 21st day of July, 2015, by the following vote:

AYES:

NOES:

Tom Stallard, Mayor
City of Woodland

ATTEST:

Ana Gonzalez, City Clerk
City of Woodland

Legislation Text

6.

File #: 16-028, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Annual Appropriations Limit**

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year 2015/16 Appropriations Limit.

Staff Contact

Kim McKinney, Finance Officer - (530)661-5849, kimberly.mckinney@cityofwoodland.org

Fiscal Impact

Because the calculated appropriations limit of \$60,616,647 for FY2015/16 is well below the expected tax revenues, no fiscal impact will result from this item.

Background

In November 1979, California voters approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIIIB of the State Constitution, a state law that requires the state and local governments to adopt an annual appropriation limit. The appropriation limit, also referred to as the "Gann Limit", establishes a limit on the proceeds of taxes that may be appropriated for spending in a given fiscal year. The limit is based on actual appropriations during the 1978/79 fiscal year, as adjusted each year using specified population and inflation factors.

In June 1990, Proposition 111 was adopted, which imposed changes on the calculation of the limit by providing a choice of methodologies for determining the annual inflation factor and for population growth, providing exclusions of certain types of expenditures, and revision to the processes required for refunding taxes collected in excess of the limit.

Discussion

Revenues restricted by the Gann Limit ("Limit") are only those that are defined as "proceeds of taxes". Many of the major General Fund revenue sources (sales tax, property tax, motor vehicle in-lieu) are classified as proceeds of taxes and are, therefore, subject to the Limit. Additionally, certain types of expenditures (voter

approved debt, interfund transfers, capital outlay, and costs of complying with court orders or federal mandates) are excludable categories that do not count against the Limit.

As a result of Proposition 111, the City must choose between two annual inflation factors and two population growth factors for calculating the Limit each year.

The choice offered for the annual inflation factor is the greater of (1) the change in California per capita income or (2) the growth in non-residential assessed valuation due to new construction within the City. The data necessary to calculate the increase in non-residential assessed valuation is not currently available from the County; therefore the City has elected to use the change in California per capita income.

The choice offered for the annual population growth factor is the greater of the growth in the City or County population. The California State Department of Finance provided the 2015 population growth rates for both the City of Woodland and Yolo County at -0.17% and 0.40%, respectively. Based on these growth rates, it is recommended that the City Council approve the appropriations limit using the County's population growth factor.

Using the prior year Gann limit of \$57,580,168, the fiscal year 2015/16 Limit is calculated by applying the 0.4% population change in Yolo County and the 3.82% increase in California per capita personal income. Please see calculation worksheet attached to the Resolution. The resulting appropriation limit of \$60,616,647 is \$26,431,007 higher than our expected tax revenue for fiscal 2015/2016. The City should remain substantially below the Appropriations Limit in the foreseeable future.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year 2015/16 Appropriations Limit.

Prepared by: Kim McKinney, Finance Officer



Paul Navazio, City Manager

Attachments: Resolution
FY2015/16 Appropriations Limit Calculation
State of California 2015 Price and Population Information

RESOLUTION NO: _____

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WOODLAND
TO SET THE APPROPRIATION LIMIT, IN ACCORDANCE WITH ARTICLE
XIII-B OF THE STATE CONSTITUTION FOR FISCAL YEAR 2015/16**

WHEREAS, the voters of the State of California added Article XIII-B to the Constitution limiting the state and local governments' ability to appropriate the proceeds of taxes; and,

WHEREAS, California legislation (SB 1352) has implemented the provisions of Article XIII-B, effective January 1, 1981; and modified these provisions with the passage of Proposition 111 in June 1990; and,

WHEREAS, the City of Woodland has calculated its appropriation limitation in accordance with Government Code Section 7910; and,

WHEREAS, the City Council of the City of Woodland selected the County of Yolo's population factor and State of California's inflation factor for calculating the appropriations limit.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Woodland, California, does hereby resolve to set the Appropriation Limit for the City of Woodland for fiscal year 2015/16 at \$60,616,647.

PASSED, APPROVED, AND ADOPTED this 21st day of July 2015 by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Tom Stallard, Mayor

Attest:

_____,
Ana B. Gonzalez, City Clerk

Appropriation Limit Calculation for Fiscal Year ending 6/30/20

Fiscal Year 14/15 Appropriation Limit

Factors:

Per Capita Personal Income		
(a) % change	3.820%	
Annual % Change In		
(a) population	1.400%	(The higher % increase should be used - Woodland increase or Yolo County's population increase)

Factors converted to Ratios:

Per Capita Ratio	1.0382
Population Converted To Ratio	1.014

Calculation of the City of Woodland's Factor

$$1.0382 \quad \times \quad 1.014$$

Fiscal Year 14/15 Appropriation Limit

$$\$ \quad 57,580,168 \quad \times \quad 1.05$$

(a) Information provided by the State Department of Finance. Annual price and population information

16

\$ 57,580,168

d's population

1.053

\$ 60,616,647

May 2015

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2015, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2015-16. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2015-16 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2015.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

KEELY M. BOSLER
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2015-16 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2015-16	3.82

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2015-16 appropriation limit.

2015-16:

Per Capita Cost of Living Change = 3.82 percent

Population Change = 0.93 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.82 + 100}{100} = 1.0382$

Population converted to a ratio: $\frac{0.93 + 100}{100} = 1.0093$

Calculation of factor for FY 2015-16: $1.0382 \times 1.0093 = 1.0479$

Fiscal Year 2015-16

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2014 to January 1, 2015 and Total Population, January 1, 2015

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2014-2015	1-1-14	1-1-15	1-1-2015
Yolo				
Davis	-0.07	66,802	66,757	66,757
West Sacramento	0.72	50,908	51,272	51,272
Winters	-0.23	6,970	6,954	6,954
Woodland	-0.17	57,307	57,211	57,525
Unincorporated	2.38	26,259	26,885	26,885
County Total	0.40	208,246	209,079	209,393

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Legislation Text

7.

File #: 16-030, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Approve Professional Services Contract with Management Partners, Inc. to Perform and Organizational Assessment of the Public Works Department**

Recommendation for Action: Staff recommends that the City Council authorize the City Manager to execute a contract with Management Partners, in an amount not-to-exceed \$50,000, to perform an organizational review of the Public Works Department.

Staff Contact

Gregor G. Meyer, Public Works Director, (530) 661-5953; greg.meyer@cityofwoodland.org

Fiscal Impact

Funding for this project is included in the FY 15/16 Adopted Budget, with funding provided from a variety of sources consistent with funding that supports the breadth of programs within the Public Works Department.

Background

The City's Public Works Department is challenged with the management and operations of a variety of critical functions, in an environment of increasing complexity, regulatory requirements and outside pressures. At the same time, the city is making significant investments in its infrastructure supporting water and wastewater utilities and faces continued challenges in maintaining our streets, sidewalks, parks and facilities.

The City Manager solicited Requests for Qualifications (RFQ) from firms with the expertise to perform a review of the Public Works Department, to include an assessment of the organizational structure, management and staffing levels, as well as identification of best practices for utilities, plant and infrastructure operations and maintenance.

The purpose of this (RFQ) was to seek a qualified individual or team to provide organizational and management recommendations to the City Manager, who is interested in a comprehensive assessment of the department's current staffing and operations. The department has been re-organized on multiple occasions since 2007/08, and several key supervisory and management positions have been reclassified in response to retirements, attrition and changing workloads and program priorities.

Discussion

The City received a number of proposals in response to the RFQ, with three firms being invited to participate in an interview and Q&A with city staff to further assess each team's qualifications, approach and expected deliverables.

Following the interview process and in-depth internal discussions, Management Partners was selected as having the best combination of experience, capacity, and track record to undertake this study. The City Manager then worked with Management Partners to develop the proposed scope of services and fee for the engagement.

A copy of the scope of services, schedule and fees is included as an attachment to this report. The project is expected to take approximately 3 months to complete.

Conclusion

Staff recommends that the City Council authorize the City Manager authority to execute a contract with Management Partners, in an amount not-to-exceed \$50,000, to perform an organizational review of the Public Works Department.

Prepared by: Gregor G. Meyer, Public Works Director



Paul Navazio, City Manager

Attachment: Scope of Services / Schedule



July 14, 2015

Mr. Paul Navazio
City Manager
City of Woodland
300 First Street
Woodland, CA 95695

Dear Mr. Navazio:

We are pleased to submit this scope of services to conduct an organization review of the Woodland Public Works Department. Our approach to this study will ensure the department is positioned to deliver services efficiently and effectively now and in the future.

As described below, our approach involves reviewing pertinent documents, obtaining input from management and staff, and analyzing existing practices to inform an evaluation of the department's organization, management and staffing, and service delivery. Our analysis will result in recommendations and an Implementation Action Plan that will help assure the Public Works Department is organized to deliver services efficiently and effectively.

Understanding of the Assignment

Public Works is the largest department in the City of Woodland. According to the City's website, the department's core function is to maintain and expand the City's transportation and utilities infrastructure. It operates and maintains the water and wastewater systems, manages the City's fleet and facilities, performs maintenance in the parks and the City's right-of-way, and provides forestry functions and environmental services. The department consists of six divisions and has 89 full-time equivalent (FTE) employees and approximately 30 part-time staff.

Over the past seven years, the department's organization structure has been modified eight times. City leaders want an assessment of the department as it is currently organized and an evaluation of the department's ability to meet existing and future needs.

The organization review will evaluate staffing, workload and service demands, use of technology, existing facility maintenance operations, and recruitment and retention issues. An important component of this review will be to involve all Public Works Department staff as well as key internal customers of the department's services.

Our Approach

The following details our proposed plan of work to complete this organization assessment.

Activity 1 – Start Project

Management Partners will begin this project with a careful learning phase, starting with a kick-off meeting with you, the director and assistant director of the Public Works Department, and other key staff as appropriate to ensure we have a clear understanding of your objectives. In advance of the kickoff meeting, we will agree on a preliminary list of individuals to be interviewed. In addition, our team will prepare a preliminary document request to facilitate our research and understanding of the department's operations. We understand that the work associated with this review is in addition to the normal work of your staff and must be integrated in a way that minimizes disruption.

During the kick-off meeting we will confirm the work plan and schedule so our proposed scope of work is aligned precisely to meet your goals and objectives. Following the kickoff meeting, we will conduct an all-hands meeting with Public Works Department staff members. The purpose of this meeting will be to introduce the project team, explain the major activities we will undertake during the review, and encourage employee participation.

The project start-up activity will form the foundation of the partnership between our project team and yours. Throughout the project we will keep you informed of our progress, observations, and initial recommendations.

Activity 2 – Review Data and Obtain Input

Management Partners will begin this activity by reviewing pertinent background information for each function in the Public Works Department. We will use the techniques described below.

- *Review Written Documents.* We will obtain and review relevant background information, such as organization charts, budgets, staffing information, job descriptions, work plans, performance indicators, training materials, policies and procedures, reports, process maps, and any previous studies conducted about the department.
- *Conduct Interviews.* Our team members will conduct individual interviews with the members of the department management team, selected supervisory staff, and other staff as necessary. We expect to conduct approximately 17 interviews with department staff. In some cases the interviews may involve more than one person. The interviews will provide an opportunity to hear perspectives about workload, staffing, technology, performance expectations, changes in operations, impediments, current projects and other factors that will provide a solid picture of the current environment.

In addition, we anticipate conducting individual interviews with staff from departments that are internal customers of the services provided by the Public Works Department. The interviews will allow us to understand their perspectives about what is working well and what could be improved. In addition to conducting an individual interview with you, we plan to interview the department directors for Community Development, Community Services, Finance, Human Resources, and Information Technology.



We will summarize the common themes that emerge from the interviews for use as we analyze operations.

- *Design and Conduct Employee Survey.* To assess staff workload, use of technology, training and other issues we will design and administer an online survey. The survey will ask staff to provide general information about their work, their work environment, the types of work not getting done but should be, and factors that promote employee retention. We will provide a draft to you for comment before finalizing the survey. Results from the employee survey will help identify areas for improvement and will also inform focus group questions, as discussed below.
- *Facilitate Employee Focus Groups.* Employees are the bedrock of any operation and they often identify different issues than managers. To further our knowledge about department operations, we will conduct two employee focus groups. We can accommodate up to 12 people per group.

Focus groups typically result in generating ideas for improvement and efficiencies. We specifically tailor questions to elicit productive responses about the strengths and weaknesses of the department by participating staff members. As a result, we can assure the City that the focus groups are a positive and affirming experience for the participants. While we preserve confidentiality of the focus group participants, we will prepare a summary of the common themes identified during the discussions.

Activity 3 – Conduct Benchmarking and Best Practices Research

Working collaboratively with you and department managers, we will identify between five and seven cities for comparison. Peer cities will be selected based on criteria we identify during our first kick-off meeting. For example, we suggest population, square mileage, approximate age of infrastructure, proximity to Woodland, comparability of operations, and potential competition with Woodland for high-quality employees.

We will work with you to develop the specific criteria and peer jurisdictions. Once the peers are identified, we will develop a survey tool to gather comparative budget and staffing data from those cities. We will request organization charts to facilitate comparison of organization structures and information about how comparable cities are dealing with new regulatory requirements. In addition, our team will research industry best practices for public works operations and management, and apply to Woodland, where applicable.

Activity 4 – Analyze Organizational Structure and Staffing Levels

Next we will begin analyzing the information and data we have gathered to identify opportunities to improve organizational structure and staffing. We will assess the reporting relationships, spans of control, workload, and overtime use and staffing levels in the department. Where appropriate, we will also review opportunities for alternative service delivery models, including contracting certain functions.



Activity 5 – Assess Operations

Using the data and information gathered from interviews, focus groups and the peer survey, we will identify areas for improvement based on best practices. Woodland has developed a reputation for its highly-trained staff, who are often recruited to neighboring agencies. During this activity, we will identify and analyze retention strategies that may help minimize employee turnover. We will also examine succession planning, where appropriate.

As we examine department performance, we will also assess the adequacy of technological tools available to staff. We will identify opportunities for improved efficiency through specific technological tools and technology upgrades. We will also examine core areas that are unfunded and/or underfunded, and review the department's ability to meet existing and future regulatory demands.

When these activities are concluded, we will prepare preliminary observations and recommendations. The recommendations that emerge from this activity will be aligned with best management practices. We will meet with City staff to discuss our preliminary observations and recommendations, receive feedback, and answer questions.

Activity 6 – Report Results

Reports prepared by Management Partners are rich in detail, with recommendations supported by quality analysis. We take pains to ensure that our observations and subsequent recommendations are organized in an easy to understand format and presented in a positive manner.

We take several discrete steps to report on the results of our work and to set the stage for implementation. The first is to prepare a draft report for management to review to ensure facts are accurate and ideas are presented clearly. Management Partners retains responsibility for its recommendations but we expect that vetting the draft report with management improves its utility. In addition to vetting the report for accuracy the draft review provides an opportunity to discuss the recommendations and to identify implementation issues. We are committed to recommending actions that result in meaningful operational improvements and can be implemented in the “real world” environment. Once comments have been received, the final project report will be prepared and transmitted to you.

We will hold an all hands meeting with staff to discuss the final report. We will also be prepared to review the report with Council members either in a work session or individually.

Activity 7 – Support Implementation

To help the Public Works Department execute the recommended changes, we will prepare a draft Implementation Action Plan. The action plan is an executable plan of work that provides a schedule, milestones, required resources and assigned responsibility for each recommendation. We will develop the plan in consultation with City management, as we are cognizant that implementation of the recommendations must occur in conjunction with other ongoing responsibilities. The purpose of the draft action plan is to provide an easy means by which the



City can manage implementation of the recommendations resulting from the organization review.

Hours of Work, Cost and Schedule

Management Partners anticipates devoting 308 hours of staff time to execute the plan of work described above.

Activity	Hours
1: Start Project	26
2: Review Data and Obtain Input	65
3: Conduct Benchmarking and Best Practices Research	43
4: Analyze Organizational Structure and Staffing Levels	38
5: Assess Operations	55
6: Report Results	70
7: Support Implementation	11

The ultimate test of a quality project is that the client is pleased with the results, and we are committed to achieving that goal. The total cost of this project is \$49,800, which includes all fees and expenses.

As noted in Activity 1 of the work plan, we anticipate reviewing the schedule in detail during our kick-off meeting with the City. We have included a draft schedule as an attachment to this scope of services.

Conclusion

Management Partners is pleased to submit this scope of services for your review. Our firm is committed to producing quality work with an experienced team of people. We look forward to the opportunity to assist the City with this important project.

Sincerely,



Gerald E. Newfarmer
President and CEO

Accepted for the City of Woodland by:

Name: _____

Title: _____

Date: _____



Attachment – Proposed Project Schedule

Public Works Organization Review City of Woodland		Start	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Activity 1: Start Project		8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30
1.1	Prepare for kick-off meeting																	
1.2	Prepare document request																	
1.3	Conduct kick-off meeting, and all hands meeting with Public Works staff																	
1.4	Refine work plan and schedule																	
Activity 2: Review Data and Obtain Input		8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30
2.1	Review data and department information																	
2.2	Conduct interviews with department staff																	
2.3	Conduct interviews with internal users																	
2.4	Design and conduct employee survey																	
2.5	Analyze survey results																	
2.6	Conduct focus group with department staff																	
Activity 3: Conduct Benchmarking and Best Practices Research		8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30
3.1	Identify criteria and peer cities																	
3.2	Design and conduct peer survey																	
3.3	Analyze data																	
3.4	Research best practices																	
3.5	Summarize benchmarking and best practice information																	
Activity 4: Analyze Organizational Structure and Staffing Levels		8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30
4.1	Evaluate organizational structure																	
4.2	Review workload and use of overtime																	
4.3	Identify high priority areas in need of additional resources																	
4.4	Identify alternative service delivery models, as appropriate																	
Activity 5: Assess Operations		8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30
5.1	Perform high-level review of operations in each division																	
5.2	Assess the use of technology																	
5.3	Identify recruitment, retention and succession planning issues																	
5.4	Assess ability to comply with new regulatory demands																	
5.5	Prepare preliminary observations and recommendations																	
5.6	Review preliminary observations and recommendations with City																	
Activity 6: Report Results		8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30
6.1	Prepare draft report																	
6.2	Provide draft report to City staff																	
6.3	Prepare final report based on comments																	
6.4	Prepare PowerPoint for Council briefing and all hands department meeting																	
6.5	Provide briefings to Council and staff																	
Activity 7: Support Implementation		8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30
7.1	Prepare Implementation Action Plan (IAP)																	



Attachment – Proposed Payment Schedule

Activity	Invoice Amount	Anticipated Invoice Date
1: Start Project	\$5,500	August 30, 2015
2: Review Data and Obtain Input	\$10,500	September 30, 2015
3: Conduct Benchmarking and Best Practices Research	\$4,700	September 30, 2015
4: Analyze Organizational Structure and Staffing Levels	\$5,900	September 30, 2015
5: Assess Operations	\$10,200	October 31, 2015
6: Report Results	\$11,200	November 30, 2015
7: Support Implementation	\$1,800	November 30, 2015





Legislation Text

8.

File #: 16-012, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 21, 2015

SUBJECT: PUBLIC HEARING: Spring Lake Lighting & Landscaping District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, approving the fiscal year 2015/2016 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Spring Lake Lighting and Landscaping District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

If approved, the District would generate \$1,015,445 in revenues to offset the costs of District maintenance. This represents an increase of \$218,025 or 27.34% from the FY2015 assessment.

This increase is due primarily to the increased costs related to the consumption of water within the District. As meters are installed and more data is gathered and analyzed, additional costs are expected to be incurred in the budget. Also contributing to the increase was the use of accumulated reserves in the prior year to ease the impact to homeowners in the District. There are no excess reserves to offset the impact to homeowners in the District for FY15/16.

The following table shows a comparison, by zoning type, of the maximum assessment, the FY14/15 actual assessment and the proposed FY15/16 assessment:

Zoning	Maximum Levy	Fiscal Year 2015/2016 Levy	Fiscal Year 2014/2015 Levy
Single Family Developed Residential R3	\$1,371.45	\$614.38	\$514.77
Single Family Developed Residential R4	\$1,179.51	\$540.38	\$446.62
Single Family Developed Residential R5	\$1,064.34	\$495.98	\$405.72
Single Family Developed Residential R8	\$891.60	\$429.37	\$344.38
Single Family Developed Residential R15	\$583.10	\$304.03	\$238.38
Single Family Developed Residential R20	\$544.71	n/a	n/a
Single Family Developed Residential R25	\$521.68	\$280.35	\$216.57
Neighborhood Commercial Per Acre	\$14,138.95	\$429.37	\$2,616.53

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefitted properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these

improvements. In accordance with Act, the City formed the Spring Lake L&L District.

The Spring Lake L&L consists of all property located in the Spring Lake Specific Plan area, which is located in the southeast portion of the City, generally bounded to the north by Gibson Road, to the east by County Road 102, to the south by County Road 25A and generally to the west by County Road 101. There is a portion of the District immediately north of the extension of County Road 24A that extends west of State Highway 113.

On June 16, 2015, Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date. The Engineer's Report was attached to the June 16 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Annual Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the June 16, 2015 Council meeting. Tonight's public hearing is required to complete the levy process.

Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, approving the fiscal year 2015/2016 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Spring Lake Lighting and Landscaping District.

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kim McKinney
Finance Officer



Paul Navazio, City Manager

Attachments: Resolutions

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE FISCAL YEAR 2015/2016 ENGINEER'S REPORT REGARDING THE SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT

WHEREAS, the City Council, pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (the "Act"), did by previous Resolution order the Assessment Engineer, Koppel & Gruber Public Finance, to prepare and file the 2015/2016 Engineer's Report for the "**Spring Lake Landscaping and Lighting District**" (the "District"); and,

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk of the City of Woodland, California and the City Clerk has presented to the City Council such report entitled "**City of Woodland Spring Lake Landscaping and Lighting District Fiscal Year 2015/2016 Engineer's Report**" (the "Report") as required by the Act; and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, considered all oral and written comments presented with respect to the District and Report at a noticed Public Hearing and has discussed any necessary or desired modifications to the Report, and is satisfied that the levy for each parcel has been calculated in accordance with the special benefits received from the operation, maintenance and services performed, as set forth in the Report.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, THE LEGISLATIVE BODY FOR SAID DISTRICT, AS FOLLOWS:

Section 1 The preceding recitals are true and correct.

Section 2 The Report as presented or as modified, contains the following:

- a. A Description of Improvements.
- b. A Diagram of the District.
- c. The Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.
- d. The 2015/2016 Assessment based upon Method of Apportionment as approved by the property owners pursuant to the provision of the California Constitution Article XIID Section 4.
- e. An "Assessment Range Formula" for calculating annual inflationary adjustments to the initial "Maximum Assessment" (Adjusted Maximum Levy per benefit unit), also approved by the property owners.

RESOLUTION NO: _____

- f. The 2015/2016 Annual Budget (Costs and Expenses) and the resulting 2015/2016 assessment (Levy per benefit unit) for Fiscal Year 2015/2016.
- g. The Assessment Roll containing the Levy for each Assessor Parcel Number within the District for Fiscal Year 2015/2016.

Section 3 The City Clerk is hereby directed to enter on the minutes of the City Council any and all modifications to the Report determined and approved by the City Council, and all such changes and/or modifications by reference are to be incorporated into the Report.

Section 4 The City Council is satisfied with the Report as presented or modified, each and all of the budget items and documents as set forth therein, and is satisfied that the Fiscal Year 2015/2016 annual assessments contained therein are consistent with the assessments approved by the property owners and spread in accordance with the special benefits received from the improvements pursuant to the provisions of the California Constitution Article XIID.

Section 5 The Report is hereby approved as submitted or modified and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

Section 6 The City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation and approval of the Report as submitted or modified.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

SS.

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES: Council members: _____

NOES: Council members:

ABSENT: Council members: _____

ABSTAIN: Council members:

Mayor, Tom Stallard

Attest:

City Clerk, Ana Gonzalez

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT FOR FISCAL YEAR 2015/2016

WHEREAS, the City Council, has by previous Resolutions initiated proceedings to form, and declared its intention to levy and collect annual assessments against parcels of land within the **“Spring Lake Landscaping and Lighting District”** (the “District”) for the fiscal year commencing July 1, 2015 and ending June, 30 2016 pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (the “Act”) to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and,

WHEREAS, Koppel & Gruber Public Finance, the Assessment Engineer selected by the City Council has prepared and filed with the City Clerk and the City Clerk has presented to the City Council the Engineer’s Report entitled **“City of Woodland Spring Lake Landscaping and Lighting District Fiscal Year 2015/2016 Engineer’s Report”** (the “Report”), in connection with the proposed levy and collection of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution approve such Report; and,

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016, to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and,

WHEREAS, the City Council following notice duly given, has held a full and fair Public Hearing on July 21, 2015, regarding the levy and collection of assessments as described in the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act and in accordance with the provisions of the California Constitution Article XIID.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, THE LEGISLATIVE BODY FOR SAID DISTRICT, AS FOLLOWS:

Section 1 The preceding recitals are true and correct.

Section 2 Following notice duly given, the City Council has held a full and fair public hearing regarding the levy and collection of the assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

RESOLUTION NO: _____

Section 3 The City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2015 and ending June 30, 2016, to pay the costs and expenses of operating, maintaining and servicing the landscaping, lighting, drainage and appurtenant facilities located within public places in the District.

Section 4 The City Council has carefully reviewed and examined the Report in connection with the District, and the levy and collection of assessments. Based upon its review the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, hereby finds that the City Council determines that:

- a. The territory of land within District will receive special benefits from the operation, maintenance and servicing of the landscaping, lighting, drainage and appurtenant facilities and improvements related thereto.
- b. The District includes all of the lands so benefited; and
- c. The amount to be assessed upon the lands within the District, in accordance with the proposed budget for the fiscal year commencing July 1, 2015 and ending June 30, 2016 is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefits, to be received by each parcel from the improvements and services, and is satisfied that the assessments are levied, without regard to property valuation.

Section 5 The Report and Fiscal Year 2015/2016 assessments, as presented to the City Council and on file in the office of the City Clerk, are hereby confirmed as filed.

Section 6 The City Council hereby orders the proposed improvements to be made; the improvements are briefly described as the operation, administration, maintenance and servicing of all public landscaping and lighting improvements, drainage and appurtenant facilities and expenses associated with the District, and that will be maintained by the City of Woodland or their designee and all such maintenance, operation and servicing of the landscaping and lighting, drainage and all appurtenant facilities shall be performed pursuant to the Act. A more complete description of the improvements is detailed in the Report and by reference this document is made part of this resolution.

Section 7 The Yolo County Auditor shall place on the County Tax Roll, opposite each parcel of land, the amount of levy so apportioned by the method of apportionment formula, outlined in the Engineer's Report, and such levies shall be collected at the same time and in the same manner as county taxes are collected pursuant to *Chapter 4, Article 2, Section 22646 of the Act*. After collection by the County, the net amount of the assessments, after deduction of any compensation due the county for collection, shall be paid to the City Treasurer.

RESOLUTION NO: _____

Section 8 The Finance Officer, shall deposit all money from the assessments collected by the County for the District into a fund for the Spring Lake Landscaping and Lighting District, and such money shall be expended to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto described above.

Section 9 The adoption of this Resolution constitutes the Authorization of the District levy for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016.

Section 10 The City Clerk's designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the Yolo County Auditor subsequent to the adoption of this Resolution.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Tom Stallard

Attest:

City Clerk, Ana Gonzalez

Legislation Text

9.

File #: 16-013, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: PUBLIC HEARING: Gateway Landscaping & Lighting District**

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, approving the fiscal year 2015/2016 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Gateway Lighting and Landscaping District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

If approved, the District would generate \$115,154 in revenues to offset the costs of District maintenance, which is greater than the FY 2014/15 assessment. The actual levy for FY2015/16 is about 61% of the maximum allowable assessment; this is due primarily to the fact that the landscaping in the I5/102 interchange has not been installed and therefore maintenance of this landscaping is not included in the calculation of the actual assessment.

The following table shows a comparison of the maximum assessment, the FY 2014/2015 actual assessment and the proposed FY 2015/2016 assessment:

Zoning	Maximum Levy	Fiscal Year 2015/2016 Levy	Fiscal Year 2014/2015 Levy
Per Acre	\$3,649.37	\$2,235.13	\$1,814.84

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefitted properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the Gateway L&L District.

The Gateway L&L is located in the southeast portion of the City, generally bounded to the north by Interstate 5, to the east by County Road 102, to the south by Bronze Star Drive and generally to the west by the City boundaries.

On June 16, 2015, Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date. The Engineer's Report was

attached to the June 16 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Annual Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the June 16, 2015 Council meeting. Tonight's public hearing is required to complete the levy process.

Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, approving the fiscal year 2015/2016 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Gateway Lighting and Landscaping District.

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kim McKinney
Finance Officer



Paul Navazio, City Manager

Attachments: Resolutions

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE FISCAL YEAR 2015/2016 ENGINEER'S REPORT REGARDING THE GATEWAY LANDSCAPING AND LIGHTING DISTRICT

WHEREAS, the City Council, pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (the "Act"), did by previous Resolution order the Assessment Engineer, Koppel & Gruber Public Finance, to prepare and file the 2015/2016 Engineer's Report for the "**Gateway Landscaping and Lighting District**" (the "District"); and,

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk of the City of Woodland, California and the City Clerk has presented to the City Council such report entitled "**City of Woodland Gateway Landscaping and Lighting District Fiscal Year 2015/2016 Engineer's Report**" (the "Report") as required by the Act; and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, considered all oral and written comments presented with respect to the District and Report at a noticed Public Hearing and has discussed any necessary or desired modifications to the Report, and is satisfied that the levy for each parcel has been calculated in accordance with the special benefits received from the operation, maintenance and services performed, as set forth in the Report.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, THE LEGISLATIVE BODY FOR SAID DISTRICT, AS FOLLOWS:

Section 1 The preceding recitals are true and correct.

Section 2 The Report as presented or as modified, contains the following:

- a. A Description of Improvements.
- b. A Diagram of the District.
- c. The Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.
- d. The 2015/2016 Assessment based upon Method of Apportionment as approved by the property owners pursuant to the provision of the California Constitution Article XIID Section 4.
- e. An "Assessment Range Formula" for calculating annual inflationary adjustments to the initial "Maximum Assessment" (Adjusted Maximum Levy per benefit unit), also approved by the property owners.

RESOLUTION NO: _____

- f. The 2015/2016 Annual Budget (Costs and Expenses) and the resulting 2015/2016 assessment (Levy per benefit unit) for Fiscal Year 2015/2016.
- g. The Assessment Roll containing the Levy for each Assessor Parcel Number within the District for Fiscal Year 2015/2016.

Section 3 The City Clerk is hereby directed to enter on the minutes of the City Council any and all modifications to the Report determined and approved by the City Council, and all such changes and/or modifications by reference are to be incorporated into the Report.

Section 4 The City Council is satisfied with the Report as presented or modified, each and all of the budget items and documents as set forth therein, and is satisfied that the Fiscal Year 2015/2016 annual assessments contained therein are consistent with the assessments approved by the property owners and spread in accordance with the special benefits received from the improvements pursuant to the provisions of the California Constitution Article XIID.

Section 5 The Report is hereby approved as submitted or modified and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

Section 6 The City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation and approval of the Report as submitted or modified.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES:	Council members:	_____
NOES:	Council members:	_____
ABSENT:	Council members:	_____
ABSTAIN:	Council members:	_____

Mayor, Tom Stallard

Attest:

_____,
City Clerk, Ana Gonzalez

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE GATEWAY LANDSCAPING AND LIGHTING DISTRICT FOR FISCAL YEAR 2015/2016

WHEREAS, the City Council, has by previous Resolutions initiated proceedings to form, and declared its intention to levy and collect annual assessments against parcels of land within the **“Gateway Landscaping and Lighting District”** (the “District”) for the fiscal year commencing July 1, 2015 and ending June, 30 2016 pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (the “Act”) to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and,

WHEREAS, Koppel & Gruber Public Finance, the Assessment Engineer selected by the City Council has prepared and filed with the City Clerk and the City Clerk has presented to the City Council the Engineer’s Report entitled **“City of Woodland Gateway Landscaping and Lighting District Fiscal Year 2015/2016 Engineer’s Report”** (the “Report”), in connection with the proposed levy and collection of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution approve such Report; and,

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016, to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and,

WHEREAS, the City Council following notice duly given, has held a full and fair Public Hearing on July 21, 2015, regarding the levy and collection of assessments as described in the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act and in accordance with the provisions of the California Constitution Article XIID.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, THE LEGISLATIVE BODY FOR SAID DISTRICT, AS FOLLOWS:

Section 1 The preceding recitals are true and correct.

Section 2 Following notice duly given, the City Council has held a full and fair public hearing regarding the levy and collection of the assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

RESOLUTION NO: _____

Section 3 The City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2015 and ending June 30, 2016, to pay the costs and expenses of operating, maintaining and servicing the landscaping, lighting, storm drainage and appurtenant facilities located within public places in the District.

Section 4 The City Council has carefully reviewed and examined the Report in connection with the District, and the levy and collection of assessments. Based upon its review the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, hereby finds that the City Council determines that:

- a. The territory of land within District will receive special benefits from the operation, maintenance and servicing of the landscaping, lighting, drainage and appurtenant facilities and improvements related thereto.
- b. The District includes all of the lands so benefited; and
- c. The amount to be assessed upon the lands within the District, in accordance with the proposed budget for the fiscal year commencing July 1, 2015 and ending June 30, 2016 is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefits, to be received by each parcel from the improvements and services, and is satisfied that the assessments are levied, without regard to property valuation.

Section 5 The Report and Fiscal Year 2015/2016 assessments, as presented to the City Council and on file in the office of the City Clerk, are hereby confirmed as filed.

Section 6 The City Council hereby orders the proposed improvements to be made; the improvements are briefly described as the operation, administration, maintenance and servicing of all public landscaping and lighting improvements, storm drainage and appurtenant facilities and expenses associated with the District, and that will be maintained by the City of Woodland or their designee and all such maintenance, operation and servicing of the landscaping and lighting, drainage and all appurtenant facilities shall be performed pursuant to the Act. A more complete description of the improvements is detailed in the Report and by reference this document is made part of this resolution.

Section 7 The Yolo County Auditor shall place on the County Tax Roll, opposite each parcel of land, the amount of levy so apportioned by the method of apportionment formula, outlined in the Engineer's Report, and such levies shall be collected at the same time and in the same manner as county taxes are collected pursuant to *Chapter 4, Article 2, Section 22646 of the Act*. After collection by the County, the net amount of the assessments, after deduction of any compensation due the county for collection, shall be paid to the City Treasurer.

RESOLUTION NO: _____

Section 8 The Finance Officer, shall deposit all money from the assessments collected by the County for the District into a fund for the Gateway Landscaping and Lighting District, and such money shall be expended to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto described above.

Section 9 The adoption of this Resolution constitutes the Authorization of the District levy for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016.

Section 10 The City Clerk's designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the Yolo County Auditor subsequent to the adoption of this Resolution.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES:	Council members:	_____
NOES:	Council members:	_____
ABSENT:	Council members:	_____
ABSTAIN:	Council members:	_____

Mayor, Tom Stallard

Attest:

_____,
City Clerk, Ana Gonzalez

Legislation Text

10.

File #: 16-023, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** July 21, 2015**SUBJECT:** Modification of Parklands Irrigation Restrictions in the Stage Two, Water Warning of the City's Water Shortage Contingency Plan

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, modifying a restriction of the Stage Two, Water Warning of the City's Water Shortage Contingency Plan as proclaimed on May 19, 2015, to allow for up to four days per week of watering at large public access parklands where necessary, but maintaining all other Stage Two, Water Warning restrictions, including reductions in the volume of water used and restrictions on the time of day when irrigation may occur.

Staff Contact

Rob Sanders, Deputy Public Works Director
661-5959, rob.sanders@cityofwoodland.org

Fiscal Impact

This action would prevent an adverse fiscal impact by preventing irreparable drought-related damage to the recreational turf areas in City parklands that would necessitate later replacement.

Discussion

On May 5, 2015, the State Water Resources Control Board (State Water Board) adopted an updated Emergency Regulation for Statewide Urban Water Conservation (Emergency Regulation). In response to requirements of the Emergency Regulation, the City Council on May 19, 2015, following a noticed public hearing, adopted Resolution No. 6442 proclaiming a Stage Two, Water Warning of the City's Water Shortage Contingency Plan.

To align with the wording and intent of the Emergency Regulation, the City Council in Resolution No. 6442 added to and modified some of the Stage Two, Water Warning measures as stated in the City's Water Shortage Contingency Plan (Section 23C-11-4 of the City of Woodland Municipal Code).

One of the additional measures read as follows: "4. Outdoor irrigation of ornamental landscapes or turf with potable water shall be limited to three days per week and to the hours of 6 p.m. to 10 a.m., with the exception of drip irrigation."

City staff reduced irrigation at City facilities in accordance with all the requirements of the declared Stage Two,

Water Warning. As noted in the June 16, 2015 report to Council “Update on Water Conservation Efforts in Parks, Recreational Fields, Medians and Planter Strips,” several public access parklands such as City parks and detention basins have a very large number of valves (close to 120) in their irrigation cycles. Even with the watering cycle for these largest landscapes divided between different days of the week, staying with the limit of 3 days per week per valve has resulted in extreme stress to the landscaped areas, with turf browning becoming prevalent. This is because not enough water can be delivered by each valve in the cycle within the day-of-week and time-of-day restrictions to maintain healthy turf during summer conditions. In the June 16 report, staff noted the likelihood of significant turf loss if this watering schedule is maintained through summer, leading to the loss of community use and the need for costly turf replacement in the future.

Given the widespread use of City and other public parklands within Woodland and their value as neighborhood and general community assets, the City Council has expressed its support for continuing maintenance of these facilities to ensure their availability for public recreational uses.

Even at the mandated reduced irrigation volumes, it is not possible during summer conditions to deliver sufficient water between 6 p.m. and 10 a.m. to some very large turf areas in public access parklands to keep the turf alive due to the large size of these areas, the high number of watering zones in their irrigation cycles, and/or the high number of irrigation valves in the systems serving them. Consequently, staff requests the City Council’s approval to allow for the irrigation of large public access parklands with potable water more frequently than three days per week but not more than four days per week, provided all other applicable restrictions of the Stage Two, Water Warning are met - including, but not limited to, required conservation reductions and restrictions on time of day of watering.

Commission/Committee Recommendation

The issue of maintaining living and usable parks for community use was discussed at the Water Utility Advisory Committee (WUAC) and the committee was supportive of finding ways to maintain the turf in a manner that preserves the community use, provides open green areas during the drought, and maintains these valuable public assets from having to be replaced in the future at inflated costs.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, modifying a restriction of the Stage Two, Water Warning of the City’s Water Shortage Contingency Plan as proclaimed on May 19, 2015, to allow for up to four days per week of watering at large public access parklands where necessary, but maintaining all other Stage Two, Water Warning restrictions, including reductions in the volume of water used and restrictions on the time of day when irrigation may occur.

Prepared by: Roberta Childers, Environmental Resource Analyst
Rob Sanders, Deputy Public Works Director

Reviewed by: Gregor G. Meyer, Public Works Director



File #: 16-023, Version: 1

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
REVISING THE CITY'S STAGE TWO, WATER WARNING
AS PROCLAIMED ON MAY 19, 2015
WITH REGARD TO IRRIGATION OF PUBLIC PARKLANDS**

WHEREAS, in response to ongoing drought conditions and state drought response requirements, the City Council on May 19, 2015, adopted Resolution No. 6442 at a noticed public hearing proclaiming a Stage Two, Water Warning of the City's Water Shortage Contingency Plan; and

WHEREAS, for consistency with state guidance, the City Council by Resolution No. 6442 adopted requirements as part of the Stage Two, Water Warning that are in addition to or alternatives to those listed for a Stage Two, Water Warning in Section 23C-11-4 of the City of Woodland Municipal Code; and

WHEREAS, one of these additional requirements was: " 4. Outdoor irrigation of ornamental landscapes or turf with potable water shall be limited to three days per week and to the hours of 6 p.m. to 10 a.m., with the exception of drip irrigation;" and

WHEREAS, large public access parklands such as City parks and detention basins are valuable community assets used by thousands of people for various recreational purposes, which the City Council wishes to enable to be maintained to continue to support these uses; and

WHEREAS, even at the mandated reduced irrigation volumes, it is not possible during summer conditions to deliver sufficient water between 6 p.m. and 10 a.m. to very large turf areas in public access parklands to keep the turf alive due to the large size of these areas, the high number of watering zones in their irrigation cycles, and/or the high number of irrigation valves in the systems serving them; and

WHEREAS, allowing these landscapes to be irrigated more than three days per week, while maintaining the previously proclaimed restrictions on the volume of water used and on the time of day of such use will provide for the appropriate maintenance of these landscapes for community use.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of Woodland hereby modifies item 4 in the requirements of the Stage Two, Water Warning as declared on May 19, 2015 as follows (new text shown in underline):

4. Outdoor irrigation of ornamental landscapes or turf with potable water shall be limited to three days per week and to the hours of 6 p.m. to 10 a.m., with the exception of drip irrigation and large public access parklands. The irrigation of large public access parklands with potable water may occur not more than four days per week, provided all other applicable restrictions of

the Stage Two, Water Warning are met – including, but not limited to, required conservation reductions and restrictions on time of day of watering. For purposes of this resolution, “large public access parklands” includes any turf within City limits owned by a public agency and used by the general public for recreational purposes but does not include lawn around government buildings not used for recreational purposes or landscaping in medians.

PASSED AND ADOPTED by the City Council this 21st day of July, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Legislation Text

11.

File #: 16-014, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Award Construction Contract for ASR Wells #29 and #30 Well Drilling Project,
CIP 15-02 (REVISED)****Recommendation for Action**

Staff recommends that the City Council:

- 1) reject the bid protest submitted by Yellow Jacket Drilling Services, Inc., and adopt Resolution No. _____, rejecting the bid protest submitted by Yellow Jacket Drilling Services, Inc., and
- 2) awarding a construction contract in the amount not-to-exceed \$2,340,000 to Zim Industries, Inc. for CIP 15-02, ASR Wells #29 and #30 Well Drilling Project and authorize a contract contingency of up to 10% (\$234,000).

Staff Contact

Ed Wisniewski, Associate Civil Engineer - (530) 661-5975; ed.wisniewski@cityofwoodland.org

Fiscal Impact

The project to construct ASR Wells #29 and #30 is included in the approved Capital Improvement Program Budget with a total project budget of \$9,000,000, funded from the Water Enterprise Fund. The project is also included in the State Revolving Fund (SRF) loan secured by the City for the local improvements to bring treated surface water into the City's water distribution system. The California Department of Public Health (CDPH) SRF loan was approved by Council on May 13, 2014 for an amount of \$31,503,088. The ASR wells are one of the five identified projects covered by the SRF loan, including the Southwest Tank, Well #28, East Transmission Main, and West Transmission Main.

The proposed contract award, construction contingency, and staff time result in a total project cost of approximately \$2,750,000. This well drilling project is the first phase of the ASR Wells #29 & #30 Project. The second phase of the project includes the well equipping and buildings for each location, with an estimated phase 2 project cost of \$4,000,000.

There are no impacts to the City's General Fund.

Background

The City of Woodland has planned several projects as part of the improvements to the City's water supply portfolio, including participation in the Woodland-Davis Clean Water Agency (WDCWA) Regional Water Treatment Facility. The local projects include: 3.0 million gallon southwest storage tank, Well #28, East

Transmission Main, West Transmission Main, and aquifer storage and recovery (ASR) Wells.

The ASR program would use treated drinking water to inject into the aquifer for subsequent extraction and use. The overall program envisions up to 7 ASR wells to meet the City's needs. Well 28 is an ASR well that has already been constructed and this project will thus construct the City's second and third ASR wells.

The project involves the design and construction of two new municipal ASR capable wells near the site of the existing Well #4 and Well #11 on City owned property. The bid package includes both the drilling of a monitoring well and drilling a new ASR well at each location. Each ASR well is design for a capacity to inject into the aquifer at a minimum rate of 1,000 gallons per minute (gpm) and extract at a minimum rate of 2,000 gpm. A second bid package is scheduled for November 2015 to include the well equipping and buildings at both locations.

Discussion

The City advertised for bids on May 22, 2015. On July 9, 2015, the City received 4 bids for CIP 15-02 in the amounts tabulated below:

	CONTRACTOR	BASE BID	BID ALT. A	BID ALT. B	BID ALT. C
1	Zim Industries, Inc.	\$2,181,780.00	\$43,100.00	\$77,000.00	\$115,000.00
2	Yellow Jacket Drilling Services, Inc.	\$2,185,440.00	\$148,925.00	\$47,080.00	\$80,500.00
3	Nor-Cal Pump & Well Drilling, Inc.	\$2,274,493.00	\$90,700.00	\$139,680.00	\$96,400.00
4	Holt Services, Inc.	\$2,931,070.00	\$178,390.00	\$113,210.00	\$241,292.00
5	Layne Christensen	\$3,589,864.00	\$48,190.00	\$49,899.00	\$81,070.00

The project was awarded based on base bid alone, but three bid alternates were also included in the bid package. Below is a summary of the bid alternates accepted with this project:

- Additive Alternate A includes the work to evaluate the feasibility of converting existing Wells 4 and 11 to irrigation wells for the adjacent parks (Christensen and Ferns).
- Bid Alternate B includes the work to convert the existing wells to irrigation for the parks, given the results from Additive Alternate A confirm there is sufficient capacity in the upper screened intervals. *(Should Bid Alternate B be pursued for either Well #4 or #11, Bid Alternate C would not be needed).*
- Bid Alternate C includes the work associated with decommissioning and destroying the existing wells, should the results from Bid Alternate A show there is not sufficient capacity in the upper screened intervals to convert the wells to park irrigation. *(Should Bid Alternate C be pursued for either Well #4 or #11, Bid Alternate B would not be needed).*

The engineer's estimate for the project construction is \$2,000,000. The base bids were all above the engineer's estimate. The higher cost is likely due to the increased amount of well drilling in California due to the drought. Staff has performed due diligence in reviewing the bids. Zim Industries, Inc. ("Zim"), has been determined to be the low-bidder and has complied with all technical submittal requirements.

On July 16, 2015, as the City was finalizing this report and the accompanying resolution to be distributed to the City Council, interested parties, and the public, the City received a bid protest from Yellow Jacket Drilling

Services, Inc., protesting the bid submitted by Zim. Staff forwarded the bid protest to Zim in order to provide an opportunity to respond. Based on Staff's review of the bid protest in consultation with the City Attorney's office, Staff recommends that the City Council reject the bid protest. Staff will provide an updated Resolution prior to the meeting once it receives a formal response from Zim.

Conclusion

Staff recommends that the City Council reject the bid protest submitted by Yellow Jacket Drilling Services, Inc., adopt Resolution No. _____, rejecting the bid protest submitted by Yellow Jacket Drilling Services, Inc., and awarding a construction contract in an amount not-to-exceed \$2,340,000 to Zim Industries, Inc. for CIP 15-02, ASR Wells #29 and #30 Well Drilling Project and authorize a contract contingency of up to 10% (\$234,000).

Prepared by: Ed Wisniewski, Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer
Brent Meyer, City Engineer
Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENTS: Attachment A - Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A
CONSTRUCTION CONTRACT WITH ZIM INDUSTRIES, INC. IN THE AMOUNT OF
\$2,340,000 FOR CIP 15-02, ASR WELLS #29 AND #30 WELL DRILLING PROJECT**

WHEREAS, the City of Woodland wishes to enter into a Construction Contract with Zim Industries, Inc. for CIP 15-02, ASR Wells #29 and #30 Well Drilling Project; and

WHEREAS, the City Council wishes to approve a construction contract contingency of up to 10% (\$234,000); and

WHEREAS, the City Council approved the plans and specifications and authorized advertisement for bids on April 14, 2015; and the City of Woodland advertised for bids on May 22, 2015; and

WHEREAS, on July 9, 2015 the City of Woodland received 4 bids, and Zim Industries, Inc. was determined to be the lowest responsive bidder with a base bid of \$2,181,780; and

WHEREAS, the City of Woodland wishes to include Additive Alternates A, B, and C, which brings the contract amount to \$2,340,000; and

WHEREAS, the City Council wishes to approve a Construction Contract with Zim Industries, Inc. and authorize its execution through adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby approves the Construction Contract with Zim Industries, Inc. and approves a ten percent construction contingency in the amount of \$234,000. The City Manager is hereby authorized and directed to execute the contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

Section 2. Copies of the Construction Contract are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED by the City Council this 21st day of July, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

Legislation Text

12.

File #: 16-015, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** July 21, 2015**SUBJECT:** Approve Contract Amendments with Kennedy/Jenks Consultants for Industrial Park Recycled Water Project, CIP 15-10

Recommendation for Action: Staff recommends that the City Council Approve Resolution No. _____, authorizing the City Manager to execute contract amendments #1 and #2 with Kennedy/Jenks Consultants for the Industrial Park Recycled Water Project, CIP 15-10, for a total amount not to exceed \$62,063.

Staff Contact

Ed Wisniewski, Associate Civil Engineer, 530-661-5975, ed.wisniewski@cityofwoodland.org

Fiscal Impact

This project has an approved budget of \$6,550,000 comprised of sewer enterprise (\$550,000) and water enterprise (\$6,000,000) funding.

The overall project cost is estimated at \$6,500,000 through construction of the project. The City has been awarded a drought grant of \$2,000,000 through Westside IRWM for the Industrial Park Recycled Water Project. Staff has submitted a State Water Resources Control Board (SWRCB) SRF loan application for the portion of the project cost that is not covered by the grant for \$4,500,000. The recycled water SRF loan program offers loans at 1.0% interest for 30 years. It is anticipated that the SRF loan application process will be completed in Fall 2015. The SRF loan would be secured by the water enterprise fund with debt service funding available through the future sale of the recycled water.

There is no impact to the General Fund.

Background

The original Professional Services Agreement in the amount of \$386,000 for Kennedy-Jenks Consultants to provide professional engineering design and management services for the City's Industrial Park Recycled Water Project, CIP 15-10, was approved by City Council on August 19, 2014. The agreement covers design of a project to convey treated water from the Water Pollution Control Facility (WPCF) east of CR 102 to the industrial area of the City. Initially, the project was scoped to provide recycled water to select industrial users at contracted prices, as well as having the potential to serve City facilities (parks and landscaping) along the pipeline route. The project will be designed to allow future expansion of service to other customers.

Kennedy-Jenks was selected to provide engineering services for the City's utility projects through a Qualifications-Based Selection (QBS) process conducted by City staff in February 2014.

Discussion

The following amendments are proposed to revise the scope of services:

Amendment #1

The original scope of work did not include design services for extending recycled water pipelines from the trunk main in Farnham Avenue to the two parks (Klenhard and Pioneer). As such, Amendment #1 was prepared to add that scope of work to the project. The total compensation for Amendment #1 is \$27,648.

Amendment #2

The initial design criteria had to be reevaluated based on additional information about the actual water demand at the site of the primary industrial customer, which was not known during the original scoping of the project. The use of recycled water to provide fire flow demand and large swings in hourly water use have significant implications on the system such as increased energy use, excessive operating pressures, increased risk of harmful surge conditions, control and operational challenges, and increased project costs. In light of this information, additional design alternatives had to be evaluated that were beyond the original scope of work. Additional facilities also need to be designed to mitigate excessive pressure swings and pump cycling. A surge analysis of the proposed recycled water pumping system will be added to predict system behavior in response to sudden pump power loss, normal pump cycling, and sudden valve closure associated with operations at the site of the primary industrial customer. These additional design measures are necessary to ensure the system operates properly. The total compensation for Amendment #2 is \$34,415.

Conclusion

Staff recommends that the City Council Approve Resolution No. _____, authorizing the City Manager to execute contract amendments #1 and #2 with Kennedy/Jenks Consultants for the Industrial Park Recycled Water Project, CIP 15-10, for a total amount not to exceed \$62,063.

Prepared by: Ed Wisniewski, Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer
Brent Meyer, City Engineer
Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENTS: Attachment A - Resolution
Attachment B - Amendment #1
Attachment C - Amendment #2

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE CONTRACT AMENDMENTS #1 AND #2 WITH KENNEDY JENKS
CONSULTANTS FOR THE INDUSTRIAL PARK RECYCLED WATER
PROJECT, CIP 15-10**

WHEREAS, the project has an approved budget of \$6,550,000, made up of sewer enterprise (\$550,000) and water enterprise (\$6,000,000) funding; and

WHEREAS, the City Council wishes to approve the contract amendments and authorize their execution through the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby approves amendments #1 and #2 for a total amount not to exceed \$62,063. The City Manager is hereby authorized and directed to execute the contract amendments, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the amendment does not change.

Section 2. A copy of the Agreement is attached and made a part of this Resolution.

PASSED AND ADOPTED this 21st day of July 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Professional Services Agreement (“First Amendment”) dated as of the _____ day of _____, 2015 is entered into by and between the City of Woodland (“City”) and Kennedy/Jenks Consultants, a CORPORATION, (“Consultant”).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Professional Services Agreement dated September 18, 2014 (“Agreement”), whereby Consultant agreed to provide professional engineering design services necessary for the City of Woodland Industrial Park Recycled Water Project, CIP 15-10.

2.2 City and Consultant now desire to amend the Agreement to revise the Scope of Services and include additional compensation in accordance with the Consultant’s proposal dated March 13, 2015 attached hereto. The total compensation for the First Amendment shall not exceed \$27,648.00.

2.3 Consultant agrees that invoicing related to the First Amendment shall not occur until after July 1, 2015. City shall review the statement and pay approved charges within the timeframe established in the original Agreement.

ARTICLE 3. TERMS

3.1 Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

**First Amendment To Professional Services Agreement Between The City Of Woodland
And Kennedy/Jenks Consultants** **CM# 000373**

City Of Woodland

Kennedy Jenks Consultants

By: _____
Paul Navazio
City Manager

By: _____
Name:
Title:

ATTEST:

Ana B. Gonzalez, City Clerk

CONSULTANT PROPOSAL FOR ADDITIONAL WORK

Kennedy/Jenks Consultants
Engineers & Scientists

10850 Gold Center Drive, Suite 350
Rancho Cordova, CA 95670
Phone: 916-858-2700
Fax: 916-858-2754

March 13, 2015

Mr. Ed Wisniewski
City of Woodland
300 First Street
Woodland, CA 95695

Subject: Contract Amendment No. 01
City of Woodland Industrial Park Recycled Water Project
City of Woodland CM No. 000373
K/J Project No. 1470017*00

Dear Mr. Wisniewski:

Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to present to the City of Woodland (City) our proposed Contract Amendment No. 01 Scope of Work, Budget and Revised Schedule for completing engineering services related to the connection of Klenhard Park and Pioneer Park to the 12-inch recycled water pipeline currently in design along Farnham Ave.

Kennedy/Jenks anticipate development of the following construction drawings related to the connection of the two City parks:

<u>Drawing Number</u>	<u>Drawing Title</u>
C24	Klenhard Park Plan and Profile 1
C25	Klenhard Park Plan and Profile 2
C26	Pioneer Park Plan and Profile
CXX	Irrigation Line Connections and Misc Details for Klenhard Park and Pioneer Park 1
CXX	Irrigation Line Connections and Misc Details for Klenhard Park and Pioneer Park 2

Following is Kennedy/Jenks proposed Scope of Services, Budget, and Revised Schedule for completing the additional engineering services on the project based on our understanding of the required design connections.

Kennedy/Jenks Consultants

Mr. Ed Wisniewski
City of Woodland
Contract Amendment No. 1
March 13, 2015
Page 2

Scope of Services

This work will be completed under the terms of Kennedy/Jenks' contract with the City of Woodland. Consultant's Scope of Services shall include the following Phases and Tasks:

Phase 1 – Project Management

Task 1.1 – Project Management. Provide project management that will include overall project coordination both with the City and with the project team.

Phase 2 – Preliminary Design Report.

It is assumed that this work has been completed as part of the original fee proposal. No additional work anticipated as part of this contract amendment.

Phase 3 – Construction Documents

Task 3.1a – 90% Design. Prepare 90% design drawings for five additional drawings for connections to the two City parks.

Task 3.1b – Check Set Design. Kennedy/Jenks will address the 90% technical review comments to prepare a check set of the bid documents (100% design submittal). The check set will be issued to the City for final review and confirmation that all comments have been addressed satisfactorily.

Task 3.1c – Bid Set. Kennedy/Jenks will address the check set technical review comments to prepare a bid set of the bid documents (100% bid ready submittal). The bid set will be issued to the City for bidding purposes.

Assumptions:

- The recycled water pipeline and pumping station has been designed to provide a total flow of 1,200 gallons per minute (gpm) while maintaining 75 pounds per square inch (psi) of pressure at the industrial customer's connection to the pipeline. The pressures along the length of the pipeline, and where the parks will be connected, will be in excess of 75 psi. It is assumed that this pressure will be adequate to meet the pressure required for the park irrigation system.
- A separate 4-inch recycled water meter will be installed downstream of the existing potable water meter, and will be plumbed only for irrigation.
- Additional survey information will be provided by the City. We anticipate L&M will contract directly with the City for this work.

For this scope we will need from the City

- Record drawings for Klenhard Park and Pioneer Park water system
- Flow and pressure requirements for irrigation system at both parks

Kennedy/Jenks Consultants

Mr. Ed Wisniewski
City of Woodland
Contract Amendment No. 1
March 13, 2015
Page 3

Revised Project Schedule

Kennedy/Jenks proposes the following revised schedule:

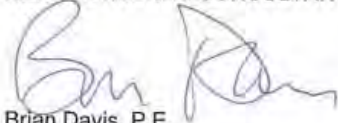
- March 16 – 30% Review Meeting with City
- April 17 – 90% Design Submittal to City
- April 27 – 90% Review Meeting with City
- May 11 – Check Set Submittal to City
- May 15 – Check Set Review with City
- May 22 – Bid Set Submittal to City

Proposed Budget

The proposed budget to accomplish the above tasks is \$27,648. Attachment 1 provides the breakdown of the proposed labor hours and budget.

We appreciate the opportunity to perform this additional work for the City and look forward to the City's approval of this contract amendment. Please feel free to contact me if you have any questions or comments.

Sincerely,
KENNEDY/JENKS CONSULTANTS



Brian Davis, P.E.
Project Manager

AUTHORIZATION:

CITY OF WOODLAND

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

First Amendment To Professional Services Agreement Between The City Of Woodland
And Kennedy/Jenks Consultants CM# 000373

Proposal Fee Estimate Kennedy/Jenks Consultants

CLIENT Name: City of Woodland
PROJECT Description: Industrial Park Recycled Water Project, CIP 15-10
Proposal/Job Number: 1470017'00 Date: 3/13/2015

January 1, 2015 Rates	Eng-Scl-8	Eng-Scl-4	CAD	Project Admin.	Total Hours	KJ Labor Fees	KJ Escalation 3%	KJ Comm. Charges 4%	KJ ODCs	KJ ODCs Markup 10%	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:														
Hourly Rate:	\$235	\$165	\$105	\$95										
Phase **** (Default)														
Task **** (Communications Charges)								\$1,056			\$0	\$0	\$1,056	\$1,056
Task **** (Contingency)														
Phase **** - Subtotal	0	0	0	0	0									
Phase 1-Project Management														
Task 1.1-Project Management	4	8		2	14	\$2,450	\$74				\$2,524	\$0	\$0	\$2,524
Phase 1 - Subtotal	4	8	0	2	14	\$2,450	\$74	\$0	\$0	\$0	\$2,524	\$0	\$0	\$2,524
Phase 2-Preliminary Design Report														
Phase 2 - Subtotal	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Phase 3-Construction Documents														
Task 3.1a-50% Design	3	40	60	12	115	\$14,745	\$442	\$60	\$60	\$66	\$15,187	\$0	\$66	\$15,253
Task 3.1b-Check Set Design	3	12	18	4	37	\$4,965	\$149	\$60	\$60	\$66	\$5,104	\$0	\$66	\$5,170
Task 3.1c-Bid Set	3	8	12	2	25	\$3,475	\$104	\$60	\$60	\$66	\$3,579	\$0	\$66	\$3,645
Phase 3 - Subtotal	9	60	90	18	177	\$23,175	\$695	\$0	\$180	\$18	\$23,870	\$0	\$198	\$24,068
Phase 4-Bidding Assistance														
Phase 4 - Subtotal	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All Phases Total	13	68	90	20	191	\$25,625	\$769	\$1,056	\$180	\$18	\$26,394	\$0	\$1,254	\$27,648

P:\Proposals\Proposals - Client Files\City of Woodland\2014 Recycled Water Title 22A\Amend No. 1\Copy of Amend No. 01-FeeEst.xls

© 2008 Kennedy/Jenks Consultants, Inc.

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Professional Services Agreement (“First Amendment”) dated as of the th day of , 2015 is entered into by and between the City of Woodland (“City”) and Kennedy/Jenks Consultants, a CORPORATION, (“Consultant”).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Professional Services Agreement dated September 18, 2014 (“Agreement”), whereby Consultant agreed to provide professional engineering design services necessary for the City of Woodland Industrial Park Recycled Water Project, CIP 15-10.

2.2 City and Consultant now desire to amend the Agreement to revise the Scope of Services and include additional compensation in accordance with the Consultant’s proposal dated May 20, 2015 attached hereto. The total compensation for the First Amendment shall not exceed \$34,415.00.

ARTICLE 3. TERMS

3.1 Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

**Second Amendment To Professional Services Agreement Between The City Of Woodland
And Kennedy/Jenks Consultants** **CM# 000373**

City Of Woodland

Kennedy Jenks Consultants

By: _____
Paul Navazio
City Manager

By: _____
Name:
Title:

ATTEST:

Ana B. Gonzalez, City Clerk

CONSULTANT PROPOSAL FOR ADDITIONAL WORK

Kennedy/Jenks Consultants

Engineers & Scientists

10850 Gold Center Drive, Suite 350
Rancho Cordova, CA 95670
Phone: 916-858-2700
Fax: 916-858-2754

20 May 2015

Mr. Ed Wisniewski
City of Woodland
300 First Street
Woodland, CA 95695

Subject: Contract Amendment No. 02
City of Woodland Industrial Park Recycled Water Project
City of Woodland CM No. 000373
K/J Project No. 1470017*00

Dear Mr. Wisniewski:

Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to present to the City of Woodland (City) our proposed Contract Amendment No. 02 Scope of Work, Budget and Revised Schedule for completing engineering services related to new information on the Industrial Park Recycled Water Project.

Following is Kennedy/Jenks proposed Scope of Services, Budget, and Revised Schedule for completing the additional engineering services on the project based on our understanding of the required design connections.

Scope of Services

This work will be completed under the terms of Kennedy/Jenks' contract with the City of Woodland. Consultant's Scope of Services shall include the following Phases and Tasks:

Phase 1 – Project Management

Provide project management that will include overall project coordination both with the City and with the project team.

There is no additional scope for Phase 1 – Project Management.

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Kennedy/Jenks Consultants

Mr. Ed Wisniewski
City of Woodland
Contract Amendment No. 02
May 20, 2015
Page 2

Phase 2 – Preliminary Design Report.

Alternatives Evaluation for Revised Design Criteria

Kennedy/Jenks evaluated project impacts associated with the two (2) Client requested changes in design criteria:

1. Increased Flow Capacity. The City of Woodland (City) proposed modifying project design criteria to increase peak flow capacity from the original 1,200 gallons per minute (gpm) to 1,800 gpm. The proposed flow change was to provide additional fire flow capacity for the Biomass power plant facility (Biomass).
2. Water Use Characteristics. At Kennedy/Jenks request, the City provided hourly water use data for the Biomass facility. Kennedy/Jenks evaluated this data and found that large swings in hourly water use occur at the Biomass facility. The original design basis, however, assumed a constant minimum water use for the Biomass facility of 500 to 600 gpm.

Kennedy/Jenks determined that both changes have significant project implications which were described to City staff during a conference call on May 1, 2015. Implications include increased energy use, excessive operating pressures, increased risk of harmful surge conditions, control and operational challenges, and potential for increased project costs including design and construction. Additional design costs include both new facilities and redoing hydraulic analyses needed for pump selection and control parameters.

Following a discussion on these potential implications, City staff concluded that 1) peak design capacity for the recycled water pumping system would remain at 1,200 gpm and 2) the system would need to accommodate the variable water use associated with the Biomass facility.

The additional scope for Phase 2 – Preliminary Design Report is \$8,570.

Phase 3 – Construction Documents

Additional Detailed Design Services

Kennedy/Jenks will update system hydraulic calculations and pump selections to meet the revised system demand characteristics at the Biomass facility. Based on initial evaluation of the system, use of a new hydro-pneumatic tank located in the area adjacent to the hypochlorite dosing station will be added to the design. The tank will be sized to avoid excessive pressure swings and excessive pump cycling. Design will include a concrete supporting slab and electrical/control wiring and devices needed to support a tank mounted air charging station.

Use of a pressure control valve to maintain minimum pumping rates will be evaluated and included in the design if advantageous to pump operation. The pumping station control strategy

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Kennedy/Jenks Consultants

Mr. Ed Wisniewski
City of Woodland
Contract Amendment No. 02
May 20, 2015
Page 3

will address potential operational impacts of varying system demand and inclusion of a hydro-pneumatic tank.

A surge analysis of the proposed recycled water pumping system will be added to predict system behavior in response to sudden pump power loss, normal pump cycling, and sudden valve closure associated with operations at the Biomass facility. Surge protection measures, if required, may include vacuum/pressure relief valves, pressurized surge tanks, and pump flywheels. Use of the anticipated hydro-pneumatic tank will be incorporated into the analysis. Recommendations will be provided for the operation of the pumping system including recommended valve closing/opening times for downstream water users.

The additional scope for Phase 3 – Construction Documents is \$25,845.

Revised Project Schedule

Kennedy/Jenks proposes the following revised schedule. Attachment 2 provides the revised schedule.

- March 16 – 30% Review Meeting with City
- April 17 – 90% Design Submittal to City
- April 27 – 90% Review Meeting with City
- May 29 – **Pipeline** Check Set Submittal to City
- June 5 – **Pipeline** Check Set Review with City
- June 10 – **Pump Station** Check Set Submittal to City
- June 11 – **Pipeline** Bid Set Submittal to City
- June 15 – Advertise Project with **Pipeline** drawings
- June 22 – **Pump Station** Check Set Review with City
- June 26 – **Pump Station** Bid Set Submittal to City
- July 8 – Add **Pump Station** via Addenda

Proposed Budget

The proposed budget to accomplish the above tasks is \$34,415. Attachment 1 provides the breakdown of the proposed labor hours and budget.

We appreciate the opportunity to perform this additional work for the City and look forward to the City's approval of this contract amendment. Please feel free to contact me if you have any questions or comments.

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**Second Amendment To Professional Services Agreement Between The City Of Woodland
And Kennedy/Jenks Consultants** **CM# 000373**

Kennedy/Jenks Consultants

Mr. Ed Wisniewski
City of Woodland
Contract Amendment No. 02
May 20, 2015
Page 4

Sincerely,
KENNEDY/JENKS CONSULTANTS

Brian Davis, P.E.
Project Manager

AUTHORIZATION:

CITY OF WOODLAND

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

Enclosure(s): (2)

Attachment 1 – Proposed Labor Breakdown and Budget
Attachment 2 – Revised Schedule

cc: K/J 1470017*00, 2.01

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Legislation Text

13.

File #: 16-027, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: July 21, 2015****SUBJECT: Approve the Resolution No. _____, Resolution of Intention to approve an amendment to contract between the Board of Administration California Public Employees Retirement System and the City Council of the City of Woodland and the 1st reading of an Ordinance****Recommendation for Action:** Staff recommends that the City Council:

- (1) Adopt Resolution No. _____, Resolution of Intention to approve an amendment to contract between the Board of Administration California Public Employees/Retirement System and the City Council of the City of Woodland; and
- (2) Introduce and Waive first reading of the Ordinance authorizing and amendment to the Contract between the City Council of the City of Woodland and the Board of Administration of the California Public Employees' Retirement System

Staff ContactSheila McShane, Human Resources Manager, 530 661 5807, sheila.mcshane@cityofwoodland.org**Recommendation for Action**

Staff recommends that the City approve the Resolution of Intention to approve an amendment to contract between the Board of Administration California Public Employees/Retirement System and the City Council of the City of Woodland

Fiscal Impact

Currently all classic police members PERS Cost Share is at 4.887% consequently, there is no fiscal impact.

Report in Brief

The City and the all three of the Police Bargaining Units; Woodland Police Employees' Association, Woodland Police Supervisors' Association, and Woodland Police Mid Management Unit reached an agreement in July 2012 to amend the PERS Contract to increase the PERS Cost Share from 4.00% to 4.887%. Since this is a change in the employee contribution rates, it requires approval by the City Council and a secret ballot election by employees who are affected by the contract amendment. Due to PEPPRA regulations, the proposed change to the section requires, intention to discontinue the current contribution and be replaced by the 4.88% Employees Sharing Additional Cost as provided by Section 220516 of the PERS Contract.

Discussion

All three bargaining units agreed to increase the PERS Cost Share from 4.000% to 4.887% in July 2012. All three bargaining units are currently contributing 4.887% as agreed. The purpose of this Intention to amend the contract to is to reflect the 4.887% Employee Cost Share.

Conclusion

Staff recommends that the City Council:

- (1) Adopt Resolution No. _____, Resolution of Intention to approve an amendment to contract between the Board of Administration California Public Employees/Retirement System and the City Council of the City of Woodland; and
- (2) Introduce and Waive first reading of the Ordinance authorizing and amendment to the Contract between the City Council of the City of Woodland and the Board of Administration of the California Public Employees' Retirement System

Prepared by: Sheila McShane
 Human Resources Manager

Paul Navazio, City Manager

Attachments: Resolution of Intention
 Ordinance

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
CITY COUNCIL
CITY OF WOODLAND**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

to end Section 20516 (4% Employees Sharing Cost of Additional Benefits) applicable to Section 21362.2 (3% @ 50 Full formula) and Section 21363.1 (3% @ 55 Full formula) for local police members; and

to provide Section 20516 (Employees Sharing Additional Cost) of 4.887% for classic local police members.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: _____
Presiding Officer

Title

Date adopted and approved

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY
COUNCIL OF THE CITY OF WOODLAND AND THE BOARD OF ADMINISTRATION OF
THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

The City Council of the City of Woodland does ordain as follows:

Section 1.

That an amendment to the contract between the City Council of the City of Woodland and the Board of Administration, California Public Employees' Retirement System is hereby authorized. A copy of said amendment being attached hereto, marked as an Exhibit, and by such reference made a part hereof as though herein set out in full.

Section 2.

The Mayor of the City Council of the City of Woodland is hereby authorized, empowered, and directed to execute said amendment for and on behalf of the City of Woodland.

Section 3.

This ordinance shall take effect thirty (30) days after the date of its adoption, and prior to the expiration of thirty (30) days from the passage thereof, shall be published at least once in the Daily Democrat, a newspaper of general circulation, published and circulated in the City of Woodland, County of Yolo, and thenceforth and thereafter the same shall be in full force and effect.

PASSED AND ADOPTED by the City Council this 21st day of July, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney